



Common Council Meeting

Whitewater Municipal Building Community Room,
312 West Whitewater St., Whitewater, WI 53190
*In Person and Virtual

Tuesday, December 19, 2023 - 6:30 PM

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

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/88588059829?pwd=TMJLMvo-goL1KGC-l-pDIQUOG1ZIBA.-M7-Z7lf69r0H-L>

Or Telephone: +1 312 626 6799 US (Chicago)

Webinar ID: 885 8805 9829

Passcode: 153993

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

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

A Councilmember can choose to remove an item from the agenda or rearrange its order; however, introducing new items to the agenda is not allowed. Any proposed changes require a motion, a second, and approval from the council to be implemented. The agenda shall be approved at each meeting even if no changes are being made at that meeting

CONSENT AGENDA

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

1. Expedited Approval of the Following Items, per City Staff Recommendation:
 15. Discussion and possible action regarding the cancellation of January 2, 2024 meeting.
 16. Discussion and possible action regarding appointment of 2024-2025 Election Inspectors (Poll Workers)
2. Approval of Common Council Meeting Minutes from November 7, 2023
3. Public Works Committee Meeting Minutes from November 14, 2023
4. Police and Fire Commission Meeting Minutes from May 10, 2023

- [5.](#) Police and Fire Commission Meeting Minutes from August 22, 2023
- [6.](#) Financial Report for November 2023

CITY MANAGER REPORT

STAFF REPORTS

- [7.](#) Loss of MSP payments and MOU with UW Whitewater for reimbursement of dispatch services - **City Manager**
- [8.](#) Update on Mill Rates - **Finance**
- [9.](#) Code enforcement update - **Neighborhood Services**

HEARING OF CITIZEN COMMENTS

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

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.

RESOLUTIONS

- [10.](#) Amendment of the 2024 Salary Resolution - **Finance**

ORDINANCES

First Reading

- [11.](#) **Ordinance 2080** an ordinance amending 19.51.180 Truck, Trailer, Mobile Home and Equipment Parking Restrictions - **Neighborhood Services**
- [12.](#) **Ordinance 2081** an ordinance amendment of Chapter 5.20.030 Alcohol Beverages Licensee - Conditions - **Police/City Clerk**
- [13.](#) **Ordinance 2082** an ordinance amending Title 20 Property Maintenance - **Neighborhood Services**

Second Reading

- [14.](#) **Ordinance 2078** an ordinance amending section 1.21.010 Schedule of Deposits to provide for a bond amount for violations of Title 20 Property Maintenance - **Neighborhood Services**

CONSIDERATIONS

15. Discussion and possible action regarding the cancellation of January 2, 2024 meeting. - **Common Council**

- [16.](#) Discussion and possible action regarding appointment of 2024-2025 Election Inspectors (Poll Workers)-**City Clerk**
- [17.](#) Discussion and possible action regarding approval of a Junk Dealers License - Triple J Salvage, LLC DBA Kienbaum Iron & Metal - **City Clerk**
- [18.](#) Discussion and possible action regarding Board of Zoning Appeals appointment - **City Manager**
- [19.](#) Discussion and Possible Action regarding granting an easement to WE Energies across property owned by the Wastewater Utility. - **Public Works**
- [20.](#) Discussion and Possible Action regarding Strand Task Order 23-10 to prepare a DNR Urban Non-Point Source and Stormwater Construction Grant application - **Public Works**
- [21.](#) Discussion and Possible Action regarding Strand Task Order 23-11 to prepare 2024 Street Maintenance plans, specifications and bidding documents - **Public Works**
- [22.](#) Discussion and possible action regarding possible retention of outside legal counsel for the ethics committee - **City Clerk/HR**
- [23.](#) Discussion and possible action regarding employee bonuses - **Finance**
- [24.](#) Discussion and possible action regarding Letter to Elected Officials Requesting Resources to Address Impacts of Immigration - **Police**
- [25.](#) Discussion and possible action on Items A-Training and B-Documentation and Communication of the Council Action Plan - **HR**
26. Councilmember Requests for Future Agenda Items or Committee items. Questions

FUTURE AGENDA ITEMS

27. Staff update on Procurement Policy - **Gerber/Attorney - Q1 2024**
28. Hiring a temporary, hourly assistant to the city manager - **Allen -TBD**
29. Special Assessments for Mobile Home Parks - **City Manager/Hicks - Q2**
30. **Ordinance 2063** Ordinance amending Chapter 11.16.15, adding No Stopping, Standing or Parking on east side of Elizabeth Street at Court Street and Laurel Street. - **Public works**
31. Salary Compensation Survey - **Gerber/Hicks Q2 2024**
32. **Ordinance 2079** an ordinance regarding revisions to Chapter 12.22 Construction Standards Adopted - **Public Works March 2024**

CLOSED SESSION

- CS-33. Closed Session: Adjourn to closed session pursuant to Wis. Stat. 19.85(1)(e) – Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session - **To Reconvene in Open Session.** Item to be discussed: 1) Discussion of which attorney from the law firm of VonBriesen to retain to advise the city council on personnel matters.

CONSIDERATIONS

34. Discussion and possible action regarding hiring an attorney from Von Briesen that the Common Council shall retain for personnel matters. - **Allen/HR**

ADJOURNMENT

2023-2025 City of Whitewater's 5 strategic goals: Build single-family homes, Communicate with the community without the newspaper, Support a thriving business community, Recruitment and retention efforts with a focus on diversity, and Prioritization of expenditures with available resources.

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.



Common Council Meeting

Whitewater Municipal Building Community Room,
312 West Whitewater St., Whitewater, WI 53190
*In Person and Virtual

Tuesday, November 07, 2023 - 6:30 PM

MINUTE

CALL TO ORDER

The meeting was called to order at 6:30 pm by Council President Jim Allen

ROLL CALL

PRESENT

Council President Jim Allen
Councilmember Brienne Brown
Councilmember Lisa Dawsey Smith
Councilmember Jill Gerber
Councilmember Neil Hicks
Councilmember Lukas Schreiber
Councilmember David Stone
City Attorney Jonathan McDonell
City Manager John Weidl
Public Works Director Brad Marquardt
City Clerk Karri Anderberg

APPROVAL OF AGENDA

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Motion made by Councilmember Dawsey Smith, Seconded by Councilmember Brown to pull item number 12 Ordinance 2073 a second reading amending chapter 5.36 to address a conflict with item number 11 and move item 25 up to be heard first.

Voting Yes: Council President Allen, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone

CONSENT AGENDA

Motion made by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber to approve consent agenda.

Voting Yes: Council President Allen, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone

1. Approval of Common Council Meeting minutes from September 19, 2023

2. Approval of Common Council Meeting Minutes from October 3, 2023
3. Urban Forestry Meeting Minutes from September 25, 2023
4. Planning and Zoning Meeting Minutes from August 14, 2023
5. Library Board Meeting Minutes from September 18, 2023
6. Community Development Authority Board of Directors Meeting (CDA) Minutes from September 21, 2023

STAFF REPORTS

7. Memo for Conflict of Interest Inquiry - City Manager

City Manager Weidl explained what it means if Councilmembers donate to the library.

8. Update on R0 Zoning District - Neighborhood Services

Allison Schwark from Municipal Code Enforcement explained the R0 Zoning District in the City of Whitewater.

9. Planning Grant Agreement for Stormwater Quality Management Plan Update - Public Works

Public Works Director Brad Marquardt gave an update on the City's planning grant agreement with the DNR.

HEARING OF CITIZEN COMMENTS

Allen Stanek (415 Douglas Court)- Mr. Stanek stated he does not want the Council to waste taxpayer dollars on more lawyer fees.

Bill Chandler (369 Lakeview Drive)- Mr. Chandler stated that he does not want to see the Council fire the City Manager.

Paul Jhona (259 Freemont Street) - Mr. Jhona stated that there are rentals and Airbnb in R0 zoning and would like the City to enforce the R0 zoning.

John Sharkus (507 Clark Street Apt 2)- Mr. Sharkus stated that he has mold issues in his home and can not get any help from the City.

ORDINANCES

First Reading

10. Ordinance 2075 An ordinance repealing Chapter 2.51 Pedestrian and Bicycle Advisory Committee (PBAC) - Park and Rec

Park and Rec Director Kevin Boehm stated that back in May, Council discussed the Bicycle and Pedestrian Advisory Committee being adsorbed into the Parks and Recreation Board. There was a motion at the May meeting to draft a repeal.

Councilmember Brown would like to see a smaller advisory committee with a Councilmember attached to the advisory committee.

Motion made by Councilmember Stone, Seconded by Councilmember Schreiber to repeal Chapter 2.51 Pedestrian and Bicycle Advisory Committee as the ordinance is written in the packet with the understanding that there will be a committee under the Park Board.

Voting Yes: Council President Allen, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone

11. Ordinance 2076 an ordinance amending Chapter 5.36 Mobile Homes and Mobile Home Parks - Neighborhood Services

Allison Schwark with Municipal Code Enforcement went over the ordinance changes. Allison stated the current ordinance was vague in some sections and staff wanted to add more detail.

Councilmember Dawsey Smith would like to remove letter O from section 5.36.080 as it will be addressed in Ordinance 2073.

Councilmember Hicks - would like the following changes: under 5.36.040 to include scale drawings to show the turning radius of the fire trucks. 5.36.050 Licenses- have it refer to the new ordinance we just passed Ordinance 2067 the right of inspection. 5.36.170 bus stops - They should create a bus stop and work with the School District.

Motion made by Councilmember Hicks, Seconded by Councilmember Schreiber to approve the first reading with staff making changes that Council suggested.

Voting Yes: Council President Allen, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone

Second Reading

12. Ordinance 2073 an ordinance amending Chapter 5.36 Mobile Homes and Mobile Home Parks - City Manager

Moved to November 21, 2023

13. Ordinance 2074 an ordinance amending Section 1.21.010 Schedule of Deposits to provide for a bond amount for violations of Chapter 11.45 Operation of All-Terrain Vehicles (ATV) and Utility Terrain Vehicles (UTV) - Police

No changes from the first reading

Motion made by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber to approve Ordinance 2074

Voting Yes: Council President Allen, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone

CONSIDERATIONS

14. Discussion and possible action regarding the motion to reconsider RFP for legal services to retain an outside law firm to advise the Common Council on employee discipline and personnel matters not to exceed \$10,000 - Hicks/Dawsey Smith

15. Discussion and possible action regarding approval of the amended agreement for legal services from von Briesen and Roper SC - Hicks/HR

Items 14 and 15 were taken as one agenda item as requested by Councilmember Hicks.

Motion made by Councilmember Hicks, Seconded by Councilmember Gerber to retain von Briesen and Roper SC, the City's current labor employment and other specialized legal matter firm for the purposes of advising the Common Council on employee discipline and personnel matters and authorizing the payment up to \$10,000 for said services. Any additional payment for said purpose shall require additional Council approval. Request that the firm of Von Briesen and Roper SC provide resumes to the Council of three attorneys in the labor and employment specialty.

Voting Yes: Council President Allen, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone Voting Nay: Councilmember Brown, Councilmember Dawsey Smith

16. Discussion and possible action regarding Leads Appointment - City Manager

Larry Katchel (457 South Buckingham) Co-President of Whitewater Leads stated the group was formed back in 2015 with the intent that we have membership on the board with city representation, school district representation, university representation, and community representation.

Motion made by Councilmember Schreiber, Seconded by Councilmember Stone to appoint City Manager Weidl.

Voting Yes: Council President Allen, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone

17. Discussion and possible action regarding Ethics Committee Appointment - City Manager

City Manager Weidl brought 2 nominees to the Council, 5 applied, and 4 were interviewed.

Motion made by Councilmember Dawsey Smith, Seconded by Councilmember Brown to approve all Ethics Committee Appointments.

Voting Yes: Council President Allen, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone

18. Discussion and possible action regarding MOU/MSP with University of Wisconsin - Whitewater for the Innovation Center to extend the contract date to June 30, 2024- City Manager

City Manager Weidl asked that the contract date be extended to June 30, 2024, so the tech park board can come up with a new agreement that works for all involved.

Motion made by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber to approve the contract extension.

Voting Yes: Council President Allen, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone

19. Discussion and possible action regarding the Whitewater Aquatic Fitness Center Lease Agreement between the City of Whitewater and the Whitewater Unified School District - City Manager/Park and Rec

No action was taken. Item was discussed in closed session

20. Discussion and possible action regarding the Digicorp Contract - IT

Tim Newbeck, IT Administrator. This \$15,000 contract is on top of the \$50,000 that we had asked for for 2023. Some projects had caused us to go over due to their unexpected nature. This \$15,000 is to get us through the end of the year into 2024 for when we approve the next block

Motion made by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber to approve the \$15,000 contract with Digicorp.

Voting Yes: Council President Allen, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone

21. Discussion and possible action regarding Beverage Operator License appeal for Marissa Aranda - City Clerk/PD

22. Discussion and possible action regarding the Beverage Operator License appeal for Liam Wrench - City Clerk/PD

23. Discussion and possible action regarding the Beverage Operator License appeal for Elyse Hansen - City Clerk/Pd

24. Discussion and possible action regarding the Beverage Operator License appeal for Natalie Brown - City Clerk/PD

items 21, 22, 23, and 24 were taken as one agenda item.

Alcohol License Review Board is asking that the Council approve the first one and deny the last three. That's the recommendation from the Alcohol License Committee. Yes to Aranda no to Wrench, Hansen, and Brown.

Motion made by Councilmember Stone, Seconded by Councilmember Dawsey Smith to reinstate Mrs. Aranda's beverage operator's license and deny the other three as recommended by the alcohol licensing committee.

Voting Yes: Council President Allen, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone

25. Presentation of the 2024-2025 Budget - Finance

Finance Director Blich went over the 2024-2025 Budget. Director Blich stated that this is not the final budget and that pages will get replaced over the coming days.

Councilmember Stone stated that he has gotten many phone calls from residents in support of the library expansion

Council President Allen thanked Library Director Stacey Lunsford for her many years of service and for getting this project off the ground and to the finish line.

Councilmember Gerber read the following statement-

I wish to express my gratitude to all the citizens who have contacted me regarding the Library Renovation project. Your engagement and dedication to our community are greatly appreciated.

I would like to clarify that my call for an open discussion on the Library Renovation project is not a stance against it. Instead, it aims to ensure our community has a comprehensive understanding of how

the project has evolved since the initial commitment of \$3 million. We need to consider both capital and operating aspects, as in either scenario, the burden remains on the taxpayers.

Since the Common Council's initial pledge, several developments have occurred. The impact of COVID-19 has altered the way in which people choose to convene with an increased shift towards virtual options by clubs, organizations, groups, and workplaces. The WAFC contract is nearly finalized, which escalates the city's contribution to capital expenses and holds the city responsible for all operating costs exceeding the budget. The Gravath Trip Lake project is still in progress with an undefined plan and costs for ongoing improvements and maintenance. Starn Water Park will be subject to a non-binding referendum presenting the community with a choice between demolition at the cost of around \$300,000 or restoration for \$1.5 million. A new \$10 million street garage project is proposed and in the pipeline. Our police department requires at least three new officers including equipment, training, payroll and benefits. Negotiations between the Innovation Center and UWW regarding their contract are ongoing and might potentially result in adjustments to the city's contributions. and the taxpayers have approved an ongoing 1.2 referendum for fire and EMS services.

Given these considerations, I want the public to be aware that the City has a full agenda ahead of costly projects to prioritize. Nevertheless, our community has shown support for the library renovation project and has raised the necessary contributions to move forward with the renovation. While I retain some reservations about the design and ability to fund all of the City's needs, I will be voting in favor of the project as I have yet, to receive any communication against the project.

Councilmember Stone asked if the Lakes improvement was still part of the CIP. Finance Director Blich stated yes it was.

Jim Winship (184 Franklin Street)- Mr. Winship stated he is the Chairperson for the capital campaign for the Library. Mr. Winship gave a history of the project. Mr. Winship stated that the City needs a 21st-century library.

John Kachel (1690 Mound View Place) - Mr. Kachel gave a brief history of the different committees that helped with the project.

Gail Corcoran (Steller 327 West Ann Street)- stated that a seed campaign that had 100 women all came forward with \$1000.00 gifts each. Ms. Corcoran Settler thanked everyone who has given to the campaign.

Kristine Zaballos (1143 West Walworth) - Ms. Zaballos stated her grandmother was on the library board many years ago and the library has always been near and dear to her heart. Ms. Zaballos hopes that the library continues to grow.

Councilmember Brown- would like to thank everyone who came out tonight to support the library.

26. Discussion and possible action regarding the Vanderlip Pumping Station easement - Public Works

Public Works Director Brad Marquardt stated the Council approved the contract for the Vanderlip construction project last month. This is just paperwork that needs to be finalized here. The City is looking for a new easement.

Larry Kachel - Vice President of the DLK Enterprises would like to see the old trees saved or moved if possible.

Motion made by Councilmember Schreiber, Seconded by Councilmember Brown to approve the Vanderlip Pumping Station Easement.

Voting Yes: Council President Allen, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone

27. Discussion and possible action regarding the release of an existing easement with DLK Enterprises for the Vanderlip Pumping Station. - Public Works

Motion made by Councilmember Stone, Seconded by Councilmember Dawsey Smith to approve the release of the Vanderlip Pumping Station.

Voting Yes: Council President Allen, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone

28. Discussion and possible action regarding the compensation survey - Gerber/HR

HR Director Sara Marquardt stated in August, the Council had a discussion about salary surveys and compensation where the City would like to be, and how the City would like to get there and had discussed utilizing a resource that CIVMEC had to put together some numbers The City did not pay for this information. HR did ask for a cross-section of positions, trying to cover several different divisions and departments, HR is looking for direction. Staff is working our way through this process. What does the Council want Staff to do, and what direction would the Council like Staff to go in the future?

Councilmember Dawsey Smith stated two things are happening simultaneously in what was asked for in the document, and ongoing conversations that have been happening at the Finance Committee. Councilmember Dawsey Smith would like more of a comprehensive look at how those two different pieces of the puzzle fit together

Councilmember Gerber stated she had a list communities that she asked for in August between 7,000 and 14,000 population that included Fort Atkinson, Jefferson, East Troy, Elkhorn, Stoughton, Baraboo, Platteville, River Falls, Plover, which include another college community. Councilmember Gerber stated that she called Fort Atkinson, Watertown, Hartford, and Weston, trying to understand these numbers and where they came from. Fort Atkinson showed an Economic Development position in the information with a salary of \$116,371 and after talking with Fort Atkinson they confirmed they have never had an Economic Development position. Their City Manager covers the position

Discussion item only. No action was taken.

29. Discussion and possible action regarding the City Manager Performance Review Tool - HR

HR Director Sara Marquardt stated that per the City policy, no later than November 1st, HR was to provide the Council with a draft of a proposed evaluation tool, survey, and questionnaire component to be used for employees and officials.

Councilmember Gerber - stated regarding the City Manager's goals that she would like to see percentage that the City Manager needs to achieve.

Discussion Only. No action taken

30. Councilmember Requests for Future Agenda Items or Committee items. Questions

Councilmember Gerber- update on the Lakes project

CLOSED SESSION

41. Adjourn to closed session, to reconvene in open session, Chapter 19.85(1)(f) "Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations." Item to be discussed: 1) Discussion regarding complaints received by the Human Resources Department and pursuant to Chapter 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." Item to be discussed: 2) Negotiation of Aquatic and Fitness Center Agreement with School District.

Motion made by Council President Allen, Seconded by Councilmember Schreiber to go into closed session.

Voting Yes: Council President Allen, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone

The council went into closed session at 8:17 pm

The council came back into open session at 10:40 pm

CONSIDERATIONS

42. Discussion and possible action regarding matters addressed in closed session involving complaints received by the Human Resources Department. - HR/Employment Attorney

Council Member Dawsey Smith read the following statement into the record on behalf of the whole Council- At this time the Council wishes to make the following statement. The Council is respectful that each individual Council member has distinct, competing, and divergent viewpoints designed to promote the best interests of the City and representation of the community. The Council intends to work on a plan to enhance the effectiveness of the Council as a body and as that body works with the employees of the City. The Council will explore and conduct training as to governance, conduct of meetings, and open meeting compliance and encourage appointed officeholders to participate in such opportunities. The Council will explore standards of decorum and civility for its meetings. The Council will work with the City Manager for the development of an onboarding process for newly elected and appointed officeholders. The Council will set expectations for self accountability, and individual commitment to one another. The Council will consider whether the use of outside resources is of benefit to this process, including resources from CIVMEC, the executive branch of the city, facilitators, or other resources. The Council's commitment to this plan is ongoing, which the Council will address at subsequent meetings.

43. Discussion and possible action regarding the Whitewater Aquatic Fitness Center lease agreement between the City of Whitewater and the Whitewater Unified School District - City Manager/Park and Rec

Motion made by Councilmember Brown, Seconded by Councilmember Schreiber to direct the City Manager to work with legal counsel to address the Aquatic Center Agreement with the guidance provided by the council in closed session.

Voting Yes: Council President Allen, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone

ADJOURNMENT

Motion made by Councilmember Schreiber, Seconded by Councilmember Hicks to adjourn. Motion passed by voice vote.

Meeting adjourned at 10:43pm



Public Works Committee
Tuesday, November 14, 2023
5:00 p.m.
Cravath Conference Room
Municipal Building - 2nd Floor
312 W. Whitewater St
Whitewater, WI 53190

MINUTES

1. Call to order and roll call.

The meeting was called to order by Stone at 5:00 p.m. The meeting was held at the Municipal Building in the Cravath Conference Room on the 2nd floor.

Present: Allen, Gerber, Stone
Others: Marquardt

2. Approval of minutes from September 12, 2023

It was moved by Allen and seconded by Gerber to approve the Public Works Committee minutes from September 12, 2023.

AYES: All by via voice vote (3). NOES: None. ABSENT: None.

3. Hearing of Citizen Comments

No hearing of citizens comments at that time.

4. New Business

- a. **Discussion and Possible Action regarding private side lead water lateral replacement costs.**
Marquardt stated a discussion by City staff needed to start regarding how to proceed on handling the cost associated with replacing private side laterals, which are privately owned and 100% responsibility of the homeowner. It was noted this program, replacing lead laterals, is a requirement through the EPA. The City needs to replace lead water laterals on both the public and private side throughout the City. Through our inventory process we believe there are 163 laterals that need replacing on the private side. 92 laterals serve rental property and 71 serve owner occupied property. Staff submitted an Intent to Apply to obtain funding through the Safe Drinking Water Loan Program (SDWLP). If the City ranks high enough to obtain a loan, the City would also be eligible for some Principal Loan Forgiveness towards the private side costs. It is estimated that 50% of the cost to replace the private side lead water laterals would be eligible. The remaining 50% is what needs to be discussed.

Options include:

1. Property owner pays through a special assessment
2. Water Utility pays using rate payer funding. This process would need PSC approval.

3. City pays by obtaining a General Obligation bond.

The cost, on the private side, will vary depending on the length of the lateral and other above ground obstructions; however, staff is estimating between \$2,000 and \$4,000, per lateral. Considering the 50% principal forgiveness, this would leave the property owner with a cost between \$1,000 and \$2,000.

Stone asked what the timeline was for this replacement program. Marquardt stated the replacements do not have to all be done in one year. However, the City would receive more points in the scoring system if that was done. Whitewater would be ranked among other municipality projects throughout the State. The more points we get, the higher up we are, which means the more likelihood we would be approved for the project and get principal forgiveness.

Gerber asked how much is given out in the Water Loan Program? Marquardt stated he did know, but not off the top of his head. Gerber asked how many people are selected for the program. Marquardt stated it depends each year based on the costs of the projects that are submitted and how they are ranked. Gerber said she is leaning toward option #1, as residents would only be paying 50% to begin with. Marquardt stated that would be true if the City gets the principal forgiveness. Gerber said she hates to put the City on the line if we don't get the loan. Then the City would be responsible for the whole thing and the residents would pay nothing. That just doesn't seem right.

Marquardt stated he did do the application last year and we ranked pretty high. The issue was by June 1st the City had to have actual plans and specification prepared to submit the actual application. He feels we are in a better place this year than last year. Marquardt will start putting together an actual plan and specifications after the first of the year. Rankings should come out by the end of the year. Therefore, we will have a better idea where we stand in comparison to other projects.

Staff is not providing any recommendation at this time. This item was meant only for discussion and to obtain questions and comments from the Committee. One thing to keep in mind is that all property owners must be treated equally.

b. Discussion and Possible Action regarding an underground detention basin at Starin Park.

Marquardt stated earlier this year a report was submitted to the DNR telling them how we are meeting our MS4 requirements and what we plan on doing in the next permit cycle, which starts next year. The DNR also reached out to UW-Whitewater because they also have their own MS4. One of the projects identified for both entities was an underground detention basin in Starin Park. The University wants to move on this as it helps them get closer to their phosphorus removal and it helps the City as well with their requirement. Staff is looking at the possibility of installing an underground detention basin in Starin Park to help remove Total Suspended Solids and Phosphorus from stormwater before it enters Whitewater Creek.

A presentation was given to the Park & Recreation Board and to the Urban Forestry Commission to gather information and answer questions. The concept shown in 2017 had it west of the entrance way that feeds the parking lot by the Senior Center. Since 2017 the playground has been extended and an arboretum has gone in. Therefore, that would not be a good location now. The Park board asked Marquardt to look at other options. As referenced in the maps, one option was to do something on the east side of the drive, more in the southern parking lot. The other thought was putting it in under the baseball field, which would be the first one to the north.

There are limitations where the City could place this detention basin. We have to stay 400 ft away from an existing well, and there is an existing well at the Water Utility. Another location was under the parking lot by the Senior Center. After reviewing the costs of that option, it was determined the hydraulics wouldn't really work. Therefore, that's how it came down to these two locations. Marquardt plans on taking this to the Park Board meeting tomorrow. The purpose of discussion at the Public Works Committee is to bring the Committee up to speed on this potential project.

Marquardt stated the reason Strand identified this area to begin with is it serves 175 acres of University and City property. It is a lot of impervious area now and the City would be getting a good bang for their buck from having dirty water, rather than residential areas where there is a lot of pervious area already and the water is getting clean through lawns and coming to the streets. This water all drains through a large storm sewer underneath Starin Road and out to the creek. This is diverting a small amount to this underground detention pond and that's why it's located where it is. It would be located at the lowest end of the storm sewer and treats all of the storm water.

Marquardt stated this project would be funded through the storm water fund and it would be another project they would try and submit for clean water funds.

c. Discussion and Possible Action regarding sidewalk replacement program.

Marquardt stated he started updating the Sidewalk Ordinance to come in line with today's standards.

Some of the noted changes are as follows:

- The ~~building inspector~~ Public Works Director or designee shall be designated as the sidewalk administrator.
- It shall be the responsibility of the sidewalk administrator to administer the provisions of this chapter. ~~He~~ The sidewalk administrator shall determine that new sidewalks are laid where required, that existing sidewalks are repaired or replaced when required, and that all sidewalk construction is completed according to the requirements of this chapter.
- All sidewalks shall be laid within the street right-of-way and shall be laid one foot from the property line, and shall be four to five feet in width unless otherwise specified in this chapter.
- All concrete work done after November 1st and before March 1st shall be protected against freezing ~~with a four-inch layer of hay covered and anchored in place~~ for seventy-two hours.
- The elevation measured at the edge of the sidewalk nearest the property line shall not be less than two percent ~~nor more than five percent~~ above the top of the adjacent curb. For all practical purposes the sidewalk shall be located at a higher elevation than the curb as stipulated above, and shall follow the uniformity of the curb and not the fluctuating lot elevations.
- The transverse slope of the sidewalk shall not ~~be less than~~ exceed one quarter inch per foot, ~~or more than one inch per foot~~ sloping toward the public street.
- Dummy joints shall be installed either by sawing or grooving at approximately ~~four-foot intervals~~ the same width of the sidewalk constructed at right angles to the centerline. Expansion joints shall be installed at a maximum of ~~ninety-six~~ one hundred-foot intervals and at property lines.

- Unless otherwise herein specified, all sidewalk shall be constructed in accordance with applicable provisions of the most current State of Wisconsin Standard Specifications for Road and Bridge Highway and Structure Construction, 1981 Edition.
- ~~During the calendar year 1983, the sidewalk administrator shall perform a comprehensive survey of the structural conditions of all sidewalks in the City of Whitewater and shall report to the council those sidewalks which are unsafe, defective or insufficient. Starting in the calendar year 1984, the sidewalk administrator shall annually review the sidewalks in one of the wards per year on a rotating basis.~~
- When a portion of an old sidewalk is repaired or replaced and the original width of said sidewalk was less than or greater than four feet, the original width of the sidewalk shall prevail provided that the original width is uniform within the entire block and also that less than all of the sidewalk on the entire block will be replaced. ~~In all other circumstances the four-foot width regulation shall be applicable.~~
- Whenever the sidewalk administrator determines that the provisions in this chapter require the construction of new sidewalk, or the repair or replacement of existing sidewalk, ~~he shall prepare~~ an order requiring that new sidewalk be constructed or that existing sidewalk be repaired or replaced shall be prepared. A copy of the order directing such construction, replacement or repairs shall be served upon the owner of each lot or parcel of land. The sidewalk administrator shall serve such notice. Service of the notice may be made by personal delivery, by certified or registered mail, or by publication in the Whitewater Register as a Class I notice under Chapter 985 of the Wisconsin Statutes, together with mailing, by first class mail, if the name and mailing address of the owner can be readily ascertained.
- Whenever any such property owner, who has been notified, shall neglect for a period of twenty days after such notification to lay, remove or replace, or repair any such sidewalk, the sidewalk administrator may cause such work to be done at the expense of such owner. All work for the construction of new sidewalks and the replacement or requiring repairing of existing sidewalks shall ~~annually be let by competitive bidding to the lowest responsible bidder be bid following the City's Procurement Policy,~~ or done by public works personnel currently employed by the City of Whitewater.
- Sidewalk Construction Release Form
~~Other description if required~~ ESTIMATED COST: Length x Width x Estimated Cost = Preliminary Cost
If Applicable: 50% Cost
Final Estimated Cost to Property Owner: Total Cost
- Whenever the amount to be levied is in excess of ~~one~~ five hundred dollars, the property owner may elect to pay over a ~~five~~ three-year period and have the city clerk enter said costs, together with interest at the prevailing interest rate on the tax roll, as a special assessment against such lot or a parcel of land.
- ~~The city shall be responsible for the costs incurred to reconstruct curbs and sidewalks to comply with Section 66.616 of the Wisconsin Statutes, except where the sidewalk involved was determined to be unsafe, defective, or insufficient. In that case, the property owner shall be assessed on a square foot basis for the sidewalk replaced which is in the normal construction limits of a standard sidewalk, that is, one foot from property line, four feet in width.~~
- Where there is a replacement of sidewalk and there has been a previous assessment for sidewalk, a credit shall be given for the remaining useful life of the sidewalk. The useful life of the sidewalk for his purpose shall be ~~ten~~ twenty-five years.

- ~~• Unless changed by Resolution, the property owner is responsible for 50% of the estimated cost. If it is determined by the sidewalk administrator that the sidewalk to be replaced or repaired is due to a city terrace tree, the City shall pay 100% of the cost to replace or repair.~~

The complete unedited version of this document can be found under the City of Whitewater's website, Municipal Code of Ordinances, Chapter 12.22 Construction Standards Adopted.

A motion was made, by Gerber, to approve the Sidewalk Ordinance as presented and seconded by Allen.

AYES: Gerber, Allen. NOES: Stone. Absent: None.

Marquardt stated this ordinance will be forwarded to Council for final action.

5. Future Agenda Items

No items at this time.

6. Adjournment

It was moved by Gerber and seconded by Allen to adjourn the Public Works Committee meeting at 5:42 p.m.

AYES: Ally by via voice vote (3). NOES: None. ABSENT: None.

Respectfully submitted,

Alison Stoll

Alison Stoll, Administrative Assistant
Department of Public Works



Police and Fire Commission Meeting Minutes – May 10, 2023

ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE POLICE COMMISSION OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN

Audio of this meeting can be accessed on the City of Whitewater web site at <http://www.whitewater-wi.gov/AgendaCenter>

- I. Call to Order, Roll Call – Support Services Manager Sabrina Ojibway called the meeting to order at 7:00 pm.

Members present: Jerry Grant, Beverly Stone, Mwita Binagi, Marissa Aranda, Tom Miller

Members absent: None

Also present: Police Chief Daniel Meyer, Fire Chief Kelly Freeman, Captain Adam Vander Steeg, Assistant Fire Chief Ryan Dion and Support Services Manager Sabrina Ojibway

- II. Election of Police & Fire Commission Officers - Ojibway called for nominations of the Chair of the Police and Fire Commission. Stone nominated Grant with a second from Aranda. Ojibway called for any other nominations. There were no other nominations.

Ojibway called the roll for a vote on the appointment of Grant for the Chair of the Police and Fire Commission:

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

The vote reflected that Grant was the next Chair of the Police and Fire Commission. Ojibway turned the meeting over to President Grant.

Grant asked for nominations for the Vice Chair of the Police and Fire Commission. Aranda nominated Binagi with a second from Stone. Grant called for any other nominations for the Vice Chair of the Police and Fire Commission. There were no other nominations.

Ojibway called the roll for a vote on the appointment of Binagi for the Vice Chair of the Police and Fire Commission:

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

The vote reflected that Binagi was the next Vice Chair of the Police and Fire Commission.

Grant asked for nominations for the Secretary of the Police and Fire Commission. Binagi nominated Aranda with a second by Miller. Grant called for any other nominations for the Secretary of Police and Fire Commission. There were no other nominations.

Ojibway called the roll for a vote on the appointment of Aranda for the Secretary of the Police and Fire Commission:

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

The vote reflected that Aranda was the next Secretary of the Police and Fire Commission.

- III. Approval of Minutes from March 8, 2023 – On a motion by Binagi with a second by Aranda the minutes were approved by a voice vote.

AYES: Grant, Stone, Binagi, Aranda

NOES: None

ABSTAINED: Miller

ABSENT: None

- IV. Citizen Comments - Grant read the following disclaimer: *“No formal Police Commission action will be taken during this meeting although issues raised may become part of a future agenda. Participants are allotted a three to five minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens may speak to those issues at the time the Police Commission discusses that particular item.”*

There were no citizen comments.

V. New Business

A. Recognition of Police & Fire Commission Member Service to the City of Whitewater.

1. Police Chief Meyer presented Dennis Knopp with a plaque recognizing his ten years of service on the Police and Fire Commission.

B. Police Chief's Report

1. Personnel Update:

- a. Patrol Officers Ryan Aldrich and James Garcia started on April 11, 2023.
- b. Dispatcher Kyliegh Jeffords started with the department on April 17, 2023. This leaves the department with one dispatcher vacancy to fill.
- c. April 17-21 was National Public Safety Telecommunicators Week.
- d. April 26th was Administrative Professionals Day.

2. Training Update:

- a. Department-wide Legal Update training was provided by Walworth County District Attorney, Zeke Wiedenfeld, April 17th – 19th.
- b. Lt. Nick Borchardt provided active threat training for City Library staff on April 28th.

3. Community Engagement Update:

- a. Civilian Gallantry Award: On April 25th, the PD presented John's Disposal employee, Peter Miller, with the Civilian Gallantry Award for his prompt action

to aid an endangered 2-year old on April 4th. While on his route, Peter located the child walking alone near the intersection of Hyer Ln. and Yoder Ln. during a hailstorm. Peter immediately recognized the danger the child was in, took the child into his truck and contacted the police department.

- b. An immigration guide has been created by Christopher & De Leon Law Office and published to the City website in an effort to provide resources to our population from Central America.

4. Equipment Update:

- a. The department purchased a fentanyl hood that was put into service on April 21, 2023. The hood is designed to draw air away from officers and through a filter while testing unknown substances to increase officer safety.
- b. Officers now have now been issued epaulette mounted Guardian Angel Lights as of April 19, 2023. The lights are designed to make officers safer by making them more visible and by providing them with better lighting in low-light situations. Guardian Angel Lights also have IR technology that make officers much easier to locate while utilizing drones.
- c. On May 9, 2023, first shift officers will begin a trial of three Getac body-worn cameras. Whitewater PD's Axon body camera contract expires at the end of 2023, so the department is working to test out and get quotes for potential alternatives to Axon.

5. Planning/Events:

- a. The last quarter involved multiple tragic calls/investigations including a suicide as well as the investigation of the deceased newborn at Twin Oaks. Chief Meyer publicly praised staff for their dedication and excellent work in those difficult cases.
- b. Spring Splash occurred on April 22nd. PD staff made 54 arrests including 5 criminal traffic arrests. The department saw a reduction in more serious calls and overall, it was a successful event from a law enforcement perspective.
- c. The WPPA union is working through the collective bargaining process.

C. Fire Chief's Report

1. Personnel Update:

- a. Paid on Call EMT Evan Gibson has submitted a letter of resignation. He has completed medical school and is continuing on with his career.
- b. Lieutenant Justin Sachse has requested, and been granted, a six month leave of absence. He has also resigned his position of Lieutenant and will be serving as a line firefighter upon his return.

2. Eligibility List Update:

- a. Interviews will be held in the future for the Lieutenant/Captain eligibility list.

3. Training Update:

- a. The Whitewater Fire Department recently completed their Wildlife Recertification by conducting live burns in the Industrial Park, allowing members to utilize their skills and maintain proficiency in suppression equipment. The live burns also allowed for the observation of fire growth and development.

4. Community Engagement Update:

- a. Since the last meeting Whitewater Fire Department has participated in Spring Splash, International Children’s Day at Lincoln Elementary School and an Easter egg hunt in Twin Oaks.
- b. Assistant Fire Chief Dion spoke of the recent unfortunate passing of several retired Firefighters. The family of Scott Oldenburg has donated funds to Whitewater Fire Department in his memory. Plans are to purchase a fire extinguisher training prop which will include an engraving of his name. The fire extinguisher prop will be utilized as an educational tool that will benefit the department’s response area in the years to come.

D. Adjournment to Closed Session, to Reconvene per Wisconsin State Statute §19.85(1)(C) *“Considering employment, promotion, compensation or performance evaluation data of any public employee over which governmental body has jurisdiction or exercises responsibility.”*

- 1. Item to be Discussed: Presentation of EMT/Firefighter Candidates for Certification
- 2. Item to be Discussed: Presentation of EMT/Firefighter Candidates for Promotion
- 3. Item to be Discussed: Interview of Patrol Officer Candidate

On a motion from Miller with a second from Binagi, the Commissioners adjourned to closed session at 7:25pm.

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

E. Reconvene into Open Session

On a motion from Binagi with a second from Miller, the Commissioners reconvened into open session at 8:13pm.

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

1. Announcement of Recommendation Concerning Whitewater Fire Department Hiring Process:

On a motion from Stone with a second from Binagi the Commissioners moved to approve the appointment of Mikayla Fehl to the position of Firefighter/Paramedic, effective March 26, 2023. This appointment is subject to the successful completion of a 12-month probationary period.

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

On a motion from Stone with a second from Miller the Commissioners moved to approve the appointment of Riley Walters to the position of Firefighter/Paramedic, effective March 29, 2023. This appointment is subject to the successful completion of a 12-month probationary period.

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

On a motion from Stone with a second from Aranda the Commissioners moved to approve the appointment of Sean O’Flanagan to the position of Firefighter/EMT, effective April 3, 2023. This appointment is subject to the successful completion of a 12-month probationary period.

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

2. Announcement of Recommendation Concerning Whitewater Fire Department Promotional Process:

On a motion from Stone with a second from Aranda the Commissioners moved to approve the promotion of Jacob Maas to the position of Lieutenant, effective April 6, 2023. This appointment is subject to the successful completion of a 12-month probationary period.

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

On a motion from Miller with a second from Aranda the Commissioners moved to approve the promotion of James Lewis to the position of Lieutenant, effective April 6, 2023. This appointment is subject to the successful completion of a 12-month probationary period.

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

3. Announcement of Recommendation Concerning Whitewater Police Department Hiring Process:

On a motion from Aranda with a second from Binagi the Commissioners moved to approve the appointment of Derek Johnson to the position of Patrol Officer for the City of Whitewater Police Department

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

VI. Future Commission Meeting Dates – The Police & Fire Commission tentatively plan to meet on Monday, August 21, 2023 at 6:30pm.

VII. Future Agenda Items

None

VIII. Adjournment -On a motion by Miller with a second by Stone the Commissioners unanimously voted to adjourn the meeting.

AYES: Grant, Stone, Binagi, Aranda, Miller

NOES: None

ABSENT: None

The Commissioners adjourned at 8:22pm.

Respectfully submitted,

Sabrina Ojibway

Support Services Manager



Police and Fire Commission Meeting Minutes – August 22, 2023

ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE POLICE COMMISSION OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN

Video and audio of this meeting can be viewed on the City of Whitewater web site at <https://www.whitewater-wi.gov/AgendaCenter>

- I. Call to Order, Roll Call – Jerry Grant called the meeting to order at 6:31 pm.
Members present: Jerry Grant, Beverly Stone, Mwita Binagi, and Marissa Aranda
Members absent: Tom Miller
Also present: Police Chief Daniel Meyer, EMS Chief Jason Dean, Assistant Fire Chief Ryan Dion, Captain Adam Vander Steeg, and Records Specialist Cathy Swartz
- II. Approval of Minutes from May 10, 2023 - On a motion by Binagi with a second by Stone the minutes were approved by unanimous voice vote.
AYES: Grant, Stone, Binagi, Aranda
NOES: None
ABSENT: Miller
- III. Citizen Comments - Grant read the following disclaimer: *“No formal Police Commission Meeting action will be taken during this meeting although issues raised may become part of a future agenda. Participants are allotted up to three to five minutes to speak about what they wish. Specific items listed on the agenda may not be discussed at this time; however, citizens may speak to those issues at the time the Police Commission discusses that particular item.”*
There were no citizen comments.
- IV. New Business
 - IV. A. League of Municipalities PFC Training Webinar – Grant stated that the upcoming training will be on October 25th. Chief Meyer mentioned this is only offered online and that registration is allowed up to the date of the training and will be paid by the city.
 - IV. B. Whitewater City Ordinance 2.28 Update – Grant stated that it is newly revised. Stone mentioned it passed at council and the appointment of a city council member has been removed. Grant mentioned that the law no longer allows it. Grant mentioned also that this gives the PFC authority over the fire department.
 - IV. C. PFC Document Review –
 1. Code of Ethics – Grant stated he would like to review the Code of Ethics at least once a year. Chief Meyer pointed out that the Responsibilities and Expectations document states that each commissioner needs to read and sign the Code of Ethics document when taking office. Chief Meyer was not aware if this has been done in the past. Binagi and Grant mentioned they have not signed it. Chief Meyer suggested that at the next meeting that all commissioners sign the Code of Ethics document and Grant agreed. Asst. Fire

Chief Dion mentioned that he believes there is a rider in the annex of the digital handbook.

2. Handbook for Wisconsin Police and Fire Commissioners – Grant stated that it’s something that is received when you go to the training. Grant mentioned that everyone has a copy of it.
3. PFC Processes - Chief Meyer asked if the PFC members have had a chance to read through the rest of the processes. The Police Department’s processes document needs to be reviewed due to some grammatical changes and minor changes to some processes that have recently changed. Asst. Fire Chief Dion mentioned that he included the most recent Fire document in the packet as well and it will be reviewed as the organization grows. The Fire Department document will not need to be reviewed at the next meeting.

Some changes to the Police documents mentioned by the Chief Meyer were: Page 2 -no more polygraph assessment and Page 4 -Under Suspension and Demotion – Request for a hearing should be in writing to the ~~PFC President and the Secretary~~ *Chief of Police then passed along to the PFC President*. The PFC members and the Chief will bring changes that they believe need to be changed to the next meeting to be discussed and changed based on what the PFC decides.

IV. D. Police Chief’s Report

1. Personnel Update

- a. New Hires
 1. Patrol Officer Derek Johnson was sworn in on 7/24/2023.
 2. Dispatcher Kyliegh Jeffords resigned 7/11/2023.
- b. Two Dispatcher vacancies remain – interviews held 8/1/2023 and four backgrounds are being conducted.
- c. One CSO vacancy remains (replacing Derek Johnson). Capt. Vander Steeg posted the position and we have 12 applicants right now and will be holding interviews on September 12th.

2. Training Update

- a. Department-wide EVOC (Emergency Vehicle Operation and Control)/Pursuit Training provided for all sworn staff May 15th-17th at Jefferson Speedway.
- b. Department-wide Firearms Qualification training occurred between June 5th and June 26th for all sworn staff at the Walworth County Range. They are required to qualify twice a year.
- c. All sworn staff received the Department of Transportation’s intoximeter update in July.

- d. Upcoming HRVC (High Risk Vehicle Contacts) training update on August 28th and 29th to provide all sworn staff with the state's updated model.

3. Community Engagement Update

- a. June 8th the PD helped escort participants in the final leg of the Special Olympics Law Enforcement Torch Run from Cravath Lakefront to Perkins Stadium. The event will be held in Whitewater again in 2024.
- b. Lt. Nick Borchardt and Det. Justin Brock provided active threat training for staff at MacLean Fogg on July 27th. The training was recorded and the City Manager has asked that all City staff be required to view it. It is a 30-minute training.
- c. Lt. Nick Borchardt and Det. Justin Brock will again be providing active threat training for staff at Premier Bank on August 24th.
- d. The PD hosted Tavern Owner/Manager training on July 25th. Special Agents from the Wisconsin Department of Revenue-Alcohol and Tobacco Enforcement Bureau provided training for approximately 15 attendees including reps from the Walworth County Tavern League.

4. Equipment Updates

- a. The department purchased a DJI M30T UAS (drone) in June 2023. Officers deployed the drone for the first time on July 27th searching for a male who fled from a domestic incident. The department has had several other drone deployments since then, one was assisting the Fire Department with a possible plane crash in Rock County. Grant asked for a drone demonstration for the PFC. Chief Meyer mentioned that they plan to do a public demonstration within the next couple months and the PFC could take part in that demonstration. The drone cost approximately \$17,000 and was purchased entirely with donated funds using the department's Crime Prevention fund. This has IR and thermal imaging capability which is going to be a tremendous asset. The team of seven officers is led by Officer Jen Ludlum. The drone team received 8 hours of training on July 26th.
- b. In late July the department purchased a second, smaller drone intended for indoor use. This one can be used via a virtual reality headset. This will be used by the department's SRT Team to assist with clearing residences safely during search warrant execution. This drone was also purchased via donated funds.

5. Annual Report Review

A copy of the annual report was provided. Page 20 - there is a list of officer complaints that are released publicly in this document every year. Pages 22 to 33 list various departmental statistics. Chief Meyer offered to field any questions the PFC may have regarding the report.

6. Miscellaneous Topics

- a. The Whitewater Professional Police Association (WPPA) and the Whitewater Professional Police Supervisors Association (WPPSA) unions are still working through their respective collective bargaining processes.
- b. The police department received a \$500 donation from Generac on August 4th, to be added to our Crime Prevention fund.
- c. A new Search Warrant Response Team (SRT) was created. This team will be utilized for search warrant entries to ensure a safe and consistent response. A total of 11 officers comprise the team. Lt. Nick Borchardt is the Team Leader, Lt. Ryan Taft is the Assistant Team Leader. Some uniform outfitting and training will be occurring in the near future with minimal costs. The SRT Team is currently up and running.
- d. LEA Grant funds – With the balance of the grant money, the department’s intent is to request approval to purchase Automated License Plate Reader (ALPRS) cameras. They are motion activated cameras that grab the license plates. The request will be for 3 of them with a two-year contract.
- e. On July 13th, the detective bureau assisted the Walworth County Drug Unit and Homeland Security Investigations (HSI) in executing a search warrant on the east side of the City. The search resulted in the seizure of an ounce of cocaine, \$50,000 cash, 5 vehicles, and a large number of fake documents and vehicle registrations.
- f. Annual Police Picnic and 2022 Awards Ceremony was held on August 16th: Officer of the Year – Officer Brandon Taylor, Civilian of the year – Support Services Manager Sabrina Ojibway and Records Specialist Angela Sahr, Lifesaving Metal – Lieutenant Nick Borchardt, Detective Anthony Heilberger, and Officers Haydon Beecroft, Taylor Krahn, Brandon Taylor and Richard Ellis; Trainer of the Year – Lieutenant Nick Borchardt; Distinguished Service Award – Officer Saul Valadez; and Exceptional Service Award – Communications Coordinator Heidi Gempler, and Dispatchers Jeannette Gonzalez and Maci Shrock. Grant mentioned that this replaces the Police Week Ceremony.

IV. E. Fire Chief’s Report (provided by Fire Assistant Chief Dion)

1. Personnel Update

- a. Six Non-Disciplinary Terminations occurred since the last PFC meeting. These terminations were due to failure to meet required participation and training benchmarks. Post-merger there were certain standards and trainings that had to be met and clearly communicated benchmarks were set. None of the terminations were disciplinary, staff just didn’t meet the benchmarks.
- b. Three resignations since the last PFC meeting.

- c. The Whitewater Fire Department recognized Jim Rogers for 43 years of service and Terry Phelps for 55 years of service.
- d. Currently conducting interviews for paid on-call fire fighters and EMTs. First round of interviews for part-time positions is August 23rd. There is currently one full-time firefighter/EMT position open and applications are still being accepted.

Stone asked what the response time was for the last fire downtown as compared to before they had full time staff. Asst. Fire Chief Dion stated he believed the response time was under 2 minutes and noted that last year at this time it would have been around 5-8 minutes. He also mentioned that there are posts on social media weekly that provide updates and fire department metrics.

Grant noted that in the city ordinance and in the handbook that firemen cannot become full-time employees with the city until the PFC interviews them and the fire department develops a wish list. Dion mentioned that the list that is developed is the eligibility for promotion list. They won't establish an eligibility list for hiring yet. It will be demand based.

2. Training Update

- a. Mid-July presented the opportunity for training at the Hawk Bowl apartments site. The fire department was permitted to do nondestructive training by DLK. They are in talks with Aldi's corporate manager to do destructive training once it's sold to them. They've had 6 ladder training sessions, both ground ladder and fixed aerial device, with a plan to conduct search, rescue and forcible entry training.
- b. EMS training – EMS Chief Dean stated that they train monthly on different skills.
- c. EMS is operating at full paramedic level. They have three shifts running, and on two of the shifts there are two paramedics running, so two trucks that are Advanced Life Support (ALS) capable. The department is currently looking to hire one more paramedic. The last shipment of medication has also been received. They have one last step and that is to become Rapid Sequence Intubation (RSI) certified with hopes to be certified within the next six months.

3. Community Engagement Update

- a. In March, retired Asst. Fire Chief Scott Oldenberg passed away and his family made a cash donation in his namesake to the Fire Department. With that donation, the department purchased a new fire extinguisher training prop that allows them to facilitate a live fire in a safe and controlled manner. The intention is to use it to engage community groups and businesses in the use of portable fire extinguishers to combat incipient fire before it spreads and leads to loss of life and property. The

training prop has only been in use for a few weeks and they have had 3 sessions with over 40 participants (Mulberry Glen and two at Lavelle Industries).

- b. Last month the on-duty crew were special guests at Fairhaven, where they called out BINGO numbers for the residents.

4. Miscellaneous Topics

- a. The department will be purchasing a second set of turnout gear for firefighters. It is a National Fire Prevention Association (NFPA) recommendation to help combat the effects of post-fire carcinogens that contaminate the gear. This allows one set of gear to be properly washed and dried after a fire or hazardous materials incident, while still allowing personnel to respond to a subsequent call without donning contaminated gear. Looking to use funds from the Hickey fund (donation from a family of a retired fire chief that had passed away) currently in the community foundation. The Hickey fund is specifically for Fire and EMS health, safety and paramedic service.
- b. They will be reassessing their organizational chart in the future. Included in this will be the potential to develop a new officer eligibility list.
- c. The department plans to conduct reviews of their administrative procedures as they pertain to hiring and separation. Asst, Fire Chief Dion and Grant had a meeting a couple months ago and discussed the possibility of interviewing all full-time new hires and keeping the paid on-call (POC) positions as a simple certification process. Instead of a simple certification for full-time employees, they'll exercise the power in the PFC handbook to have the PFC interview all potential full-time candidates.

IV. F. Adjournment to Closed Session, to Reconvene per Wisconsin State Statute §19.85(1)(C) *“Considering Employment, Promotion, Compensation or Performance Evaluation Data of Any Public Employee Over Which Governmental Body Has Jurisdiction or Exercises Responsibility.”*

1. Item to be Discussed: Interview of EMS Lieutenant Candidate

On a motion from Aranda with a second from Binagi, the Commissioners adjourned to closed session at 7:12pm.

AYES: Grant, Stone, Binagi, Aranda

NOES: None

ABSENT: Miller

IV. G. Reconvene into Open Session

On a motion from Stone with a second from Aranda, the Commissioners reconvened into open session at 7:32pm.

AYES: Grant, Stone, Binagi, Aranda

NOES: None

ABSENT: Miller

1. Announcement of Recommendation Concerning EMS Lieutenant Promotional Process

On a motion from Binagi with a second from Aranda the Commissioners moved to approve the promotion of Firefighter/Paramedic Crystal Griffin to the position of EMS Lieutenant effective August 22, 2023. This appointment is subject to the successful completion of a 12-month probationary period.

AYES: Grant, Stone, Binagi, Aranda

NOES: None

ABSENT: Miller

V. Future Commission Meeting Dates - The Police Commission will meet on Monday, November 13th in the Municipal Building Community Room.

VI. Future Agenda Items –

1. Have PFC Members sign the Code of Ethics document.
2. Review the PFC Police Processes.
3. Discuss the PFC interviewing all full-time new hires for the Fire Department.

VII. Adjournment - On a motion by Binagi with a second by Aranda the Commissioners unanimously voted to adjourn to closed session.

AYES: Grant, Stone, Binagi, Aranda

NOES: None

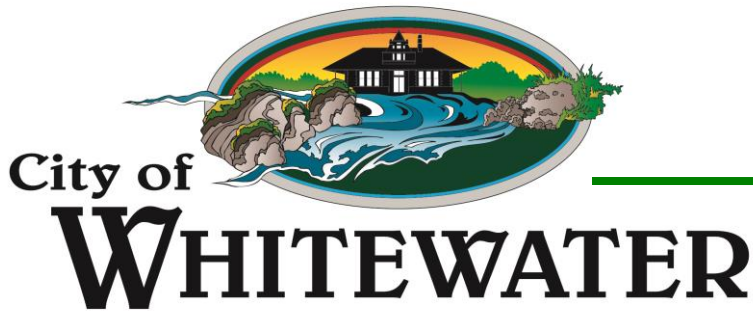
ABSENT: Miller

The Commissioners adjourned at 7:37 pm.

Respectfully submitted,

Cathy Swartz

Records Specialist



Karen Dieter
Comptroller
P.O. Box 690
Whitewater, WI 53190

PHONE: (262) 473-1382
FAX: (262) 473-0589
Email: kdieter@whitewater-wi.gov
WEBSITE: www.whitewater-wi.gov

TO: City Manager and Common Council Members

FROM: Karen Dieter, Comptroller

RE: November 2023 Financial Statements

DATE: December 12, 2023

Attached are the following financial statements/summary information:

1. Manual Check Totals by Fund
2. Manual Check Detail
3. Summary of Cash/Investment Balance and Fund Balance for all funds
4. Summary of Investment Balances – All Funds
5. General Fund – Fund #100
6. Water Utility – Fund #610
7. Wastewater Utility – Fund #620
8. Storm Water Utility – Fund #630

If you have any questions, please do not hesitate to contact me.

**Manual and Authorized Checks Processed/Paid
November 2023**

Attached is a detail listing of all manual and authorized checks processed. The total amount equaled \$1,681,342.29.

<u>Fund #</u>	<u>Fund Name</u>	<u>Fund Total</u>
100	General Fund	281,186.57
200	Cable TV Fund	1,392.57
208	Parking Permit Fund	249.89
210	Fire Equipment Revolving Fund	1,050,000.00
214	Election Fund	1,215.24
215	DPW Equipment Fund	
216	Police Vehicle Revolving Fund	
217	Building Repair Fund	
220	Library Special Revenue	6,010.53
230	Solid Waste/Recycling Fund	45,748.06
235	Ride-Share Grant Program Fund	9,293.72
240	Parkland Acquisition	
245	Parkland Development	3,040.00
246	Treytons Field of Dreams	14.00
247	Aquatic Center	21,679.66
248	Park & Rec Special Revenue	1,603.25
249	Fire & EMS Department	44,506.39
250	Forestry	
271	Insurance/SIR Fund	
272	Lakes Improvement	
280	Street Repair Revolving Fund	13,904.96
295	Police Trust Fund	
300	Debt Service	
410	TID 10	1,700.00
411	TID 11	1,700.00
412	TID 12	1,700.00
413	TID 13	1,700.00
414	TID 14	1,700.00
441	TID 4 Affordable Housing	
450	CIP Fund	39,033.30
452	Birge Fountain Restoration	
610	Water Utility	72,790.41
620	Wastewater Utility	43,141.46
630	Stormwater Utility	16,661.53
900	CDA Operating Fund	11,078.01
910	CDA Project Fund	
920	Innovation Center	10,292.74
Grand Total:		<u><u>1,681,342.29</u></u>

Report Criteria:

Report type: GL detail

Check.Check number = 95892-96021,900192

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
100									
11/23	11/01/2023	95892	3150	AXLEY BRYNELSON LLP		FILE NO. 8597.88901.SKB DALEE LAND AQUISITON	949918	100-53100-213	202.50
11/23	11/01/2023	95894	8443	CASEY'S GENERAL STORE		OCT 2023 RESTITUTION FROM ELIZABETH BOWERS	OCT 2023	100-21690	20.00
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		HILLSIDE CEMETARY	OCTOBER 2	100-51600-221	93.52
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		PARK SKATING BLDG	OCTOBER 2	100-51600-221	25.03
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		431 W CENTER ST-LIBRARY	OCTOBER 2	100-55111-221	338.90
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		CENTER ST SKATING RINK	OCTOBER 2	100-53270-221	141.49
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		BATH HOUSE-TRIPP	OCTOBER 2	100-53270-221	61.62
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		ROUND ABOUT	OCTOBER 2	100-51600-221	9.80
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		COMMUNITY GARDENS	OCTOBER 2	100-51600-221	11.63
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		LIBRARY FOUNTAIN/BUBBLER-BIRGE FOUNTAIN	OCTOBER 2	100-51600-221	35.66
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		ARMORY	OCTOBER 2	100-51600-221	381.98
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		WHITE BLDG	OCTOBER 2	100-51600-221	325.91
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		GARAGE STORAGE BLDG-CITY GARAGE BLDING	OCTOBER 2	100-53230-221	70.08
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		GARAGE & BUBBLER	OCTOBER 2	100-53230-221	321.73
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		PARK COMMUNITY BLDG-SENIOR CTR	OCTOBER 2	100-53270-221	335.02
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		STARIN PARK	OCTOBER 2	100-53270-221	40.80
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		KILAR FIELD OF DREAMS	OCTOBER 2	100-53270-221	254.70
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		PARK STAND PIPE	OCTOBER 2	100-51600-221	15.97
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		NORTH PARK MANHOLE-CRAVATH LAKE	OCTOBER 2	100-53270-221	15.97
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		PUBLIC SAFETY BLDG	OCTOBER 2	100-51600-221	763.63
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		313 W WHITEWATER ST-DEPOT	OCTOBER 2	100-51600-221	115.01
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		CRAVATH LAKE PARK-STORMWATER	OCTOBER 2	100-51600-221	15.90
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		215 S FREMONT ST-CRAVATH LK FRONT BLDG	OCTOBER 2	100-53270-221	256.64
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		E SIDE PARK	OCTOBER 2	100-51600-221	28.05
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		342 N FREMONT -CITY PURCH 12/17	OCTOBER 2	100-53270-221	18.25
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		336 N FREMONT ST	OCTOBER 2	100-51600-221	18.25
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		126 N JEFFERSON ST-910-56500-408	OCTOBER 2	100-15205	18.87
11/23	11/01/2023	95896	9714	EXPRESS ELEVATOR LLC		4Q23 ELEVATOR SVC	110254	100-51600-355	180.00
11/23	11/01/2023	95896	9714	EXPRESS ELEVATOR LLC		4Q23 ELEVATOR SVC	110255	100-51600-355	180.00
11/23	11/01/2023	95896	9714	EXPRESS ELEVATOR LLC		4Q23 ELEVATOR SVC	110256	100-51600-355	180.00
11/23	11/01/2023	95897	9760	FLOCK GROUP INC		2YR FLOCK CAMERA AGREEMENT	INV-24502	100-52100-295	2,292.44
11/23	11/01/2023	95897	9760	FLOCK GROUP INC		2YR FLOCK CAMERA AGREEMENT	INV-24502	100-52110-295	9,742.53
11/23	11/01/2023	95897	9760	FLOCK GROUP INC		2YR FLOCK CAMERA AGREEMENT	INV-24502	100-52120-295	2,292.36
11/23	11/01/2023	95897	9760	FLOCK GROUP INC		2YR FLOCK CAMERA AGREEMENT	INV-24502	100-52600-295	4,011.63

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11/23	11/01/2023	95897	9760	FLOCK GROUP INC		2YR FLOCK CAMERA AGREEMENT	INV-24502	100-15807	1,611.04
11/23	11/01/2023	95898	62	HARRISON WILLILAMS & MCDO		OCT 2023 CITY ATTORNEY LEGAL SVCS	1689	100-51300-212	3,489.16
11/23	11/01/2023	95898	62	HARRISON WILLILAMS & MCDO		OCT 2023 CITY ATTORNEY LEGAL SVCS	1689	100-51300-214	2,699.17
11/23	11/01/2023	95898	62	HARRISON WILLILAMS & MCDO		OCT 2023 CITY ATTORNEY LEGAL SVCS	1689	100-52400-212	395.00
11/23	11/01/2023	95899	9753	HENRY SCHEIN INC		2-CASES LG NITRILE GLOVES	55683616	100-52110-310	109.64
11/23	11/01/2023	95899	9753	HENRY SCHEIN INC		3 CASES LG NITRILE GLOVES	55856167	100-52110-310	164.46
11/23	11/01/2023	95900	9759	MCGOWAN, MARTHA		OCT 2023 RESTITUTION FROM COREY PIERCE	OCT 2023	100-21690	50.00
11/23	11/01/2023	95901	3154	MIDWEST PRAIRIES LLC		EFFIGY MOUNDS SPRAYING	3846	100-53270-295	1,218.26
11/23	11/01/2023	95902	9210	JP'S SNOW REMOVAL		3-MOWING FOR VACANT JEFF ST LOTS	102723	100-15205	180.00
11/23	11/01/2023	95903	43	PETTY CASH		POSTAGE	OCT 2023	100-52100-310	41.15
11/23	11/01/2023	95903	43	PETTY CASH		ICE	OCT 2023	100-52110-310	5.00
11/23	11/01/2023	95904	9195	RACEWAY FOOD MART		OCT 2023 RESTITUTION FROM ALEXIS WADE	OCT 2023	100-21690	7.00
11/23	11/01/2023	95905	8357	SANDOVAL, ANALISE M		OCT 2023 RESTITUTION FROM CHRISTIAN HANSON	OCT 2023	100-21690	115.89
11/23	11/01/2023	95906	713	STATE OF WISCONSIN		OCT 2023 COURT FINES	OCT 2023	100-21690	6,515.91
11/23	11/01/2023	95907	27	VANDEWALLE & ASSOCIATES		OCT 2023 PLANNING SVCS	202310056	100-52400-219	1,237.50
11/23	11/01/2023	95908	7783	VARELA, ALEJANDRO		INTERPRETING SVCS FOR COURT ON 10/25/23	103023	100-51200-219	90.00
11/23	11/01/2023	95909	6	WALMART		OCT 2023 RESTITUTION FROM THERESA BLODGETT	OCT 2023 R	100-21690	1.00
11/23	11/01/2023	95909	6	WALMART		OCT 2023 RESTITUTION FROM ROY MAILHOT JR	OCT 2023 R	100-21690	31.98
11/23	11/01/2023	95910	6	CAPTIAL ONE		DISINFECTING WIPES/SANITIZER	OCT 2023	100-52100-310	65.82
11/23	11/01/2023	95910	6	CAPTIAL ONE		USB DRIVE	OCT 2023	100-52100-310	12.88
11/23	11/01/2023	95910	6	CAPTIAL ONE		53QTOUCH	OCT 2023	100-52100-310	19.98
11/23	11/01/2023	95910	6	CAPTIAL ONE		KLENEX/USB DRIVES/SHARPIES	OCT 2023	100-52100-310	50.18
11/23	11/01/2023	95911	125	WALWORTH CO TREASURER		OCT 2023 COURT FINES	OCT 2023	100-21690	1,752.34
11/23	11/09/2023	95920	38	ALSCO		OCT 2023 MAT SERVICE	OCT 2023	100-55111-355	65.98
11/23	11/09/2023	95922	3150	AXLEY BRYNELSON LLP		DALEE EASEMENT LANGUAGE	953189	100-53100-213	28.00
11/23	11/09/2023	95923	5872	COMMON SCHOOL FUND		2023 HYUNDAI SONATA SEIZURE SOLD-HALF	102423	100-25212	2,538.50
11/23	11/09/2023	95926	4192	DIVERSIFIED BENEFIT SVC INC		NOV 2023 HRA SVCS	394978	100-51500-217	306.00
11/23	11/09/2023	95929	133	FRAWLEY OIL CO INC		OCT 2023 FUEL PURCHASES	OCT 2023	100-16600	7,451.57
11/23	11/09/2023	95929	133	FRAWLEY OIL CO INC		OILZORB/ 0W20 MOTOR OIL	OCT 2023	100-53230-310	956.00
11/23	11/09/2023	95932	8438	JAMES LEASING LLC		OCT 2023 COPIER LEASE	14547	100-51400-310	91.24
11/23	11/09/2023	95932	8438	JAMES LEASING LLC		OCT 2023 COPIER LEASE	14547	100-52100-310	115.88
11/23	11/09/2023	95932	8438	JAMES LEASING LLC		OCT 2023 COPIER LEASE	14547	100-51500-310	114.85
11/23	11/09/2023	95932	8438	JAMES LEASING LLC		OCT 2023 COPIER LEASE	14547	100-53100-310	128.71
11/23	11/09/2023	95932	8438	JAMES LEASING LLC		OCT 2023 COPIER LEASE	14547	100-53300-310	47.91
11/23	11/09/2023	95932	8438	JAMES LEASING LLC		OCT 2023 COPIES CHARGE	14547	100-51400-310	474.56
11/23	11/09/2023	95932	8438	JAMES LEASING LLC		OCT 2023 COPIES CHARGE	14547	100-51500-310	91.80
11/23	11/09/2023	95932	8438	JAMES LEASING LLC		OCT 2023 COPIES CHARGE	14547	100-51200-310	29.89
11/23	11/09/2023	95932	8438	JAMES LEASING LLC		OCT 2023 COPIES CHARGE	14547	100-52100-310	131.15
11/23	11/09/2023	95932	8438	JAMES LEASING LLC		OCT 2023 COPIES CHARGE	14547	100-53270-310	28.24

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11/23	11/09/2023	95933	191	JEFFERSON CO TREASURER		2023 DOG LICENSE FEES	2023 DOG LI	100-44200-51	66.25
11/23	11/09/2023	95933	191	JEFFERSON CO TREASURER		OCT 2023 COURT FINES	OCT 2023 C	100-21690	70.00
11/23	11/09/2023	95936	5997	MZIS		OCT 2023 INPSECTION SVCS & PERMITS	211563	100-52400-222	6,025.25
11/23	11/09/2023	95937	394	KRIZSAN'S TREE SERVICE INC		FRANKLIN ST OAK REMOVED	2676	100-53270-295	1,700.00
11/23	11/09/2023	95940	9700	MUNICIPAL CODE ENFORCEME		OCT 2023 ZONING ADMIN WORK	1108	100-52400-219	2,419.00
11/23	11/09/2023	95940	9700	MUNICIPAL CODE ENFORCEME		OCT 2023 CODE REVIEW & REVISION	1113	100-52400-219	1,440.60
11/23	11/09/2023	95940	9700	MUNICIPAL CODE ENFORCEME		OCT 2023 CODE ENFORCEMENT ACTIVITIES	1114	100-52400-219	2,401.00
11/23	11/09/2023	95941	727	PETE'S TIRE SERVICE INC		#409 TIRE SWAP	113139	100-53230-352	75.00
11/23	11/09/2023	95942	1872	PONTEL GARAGE DOOR & ANT		16X12 OVERHEAD GARAGE DOOR W/3WINDOWS	3029	100-53230-355	7,600.00
11/23	11/09/2023	95945	102	STA-LITE CORP		RESET STOP&GO MAIN/TRATT ST	6206	100-53300-222	1,125.00
11/23	11/09/2023	95946	8137	TDS		NOV 2023 911 LINES	0917WWPS-	100-52600-225	351.60
11/23	11/09/2023	95947	9548	TRESTER HOIST		EQUIP REPAIR	7266513	100-53230-310	520.00
11/23	11/09/2023	95949	125	WALWORTH CO TREASURER		2023 DOG LICENSE FEES	2023 DOG LI	100-44200-51	1,320.50
11/23	11/09/2023	95950	628	WHITEWATER CHAMBER OF C		3Q23 ROOM TAX	3Q23 ROOM	100-51100-715	54,510.74
11/23	11/16/2023	95966	4864	DIGICORP INC		PREPAID LABOR BLOCK DOLLAR CONTRACT	110823	100-16700	15,000.00
11/23	11/16/2023	95970	151	FORT HEALTHCARE BUSINESS		2024 CONSORTIUM FEE	64407	100-53300-211	122.68
11/23	11/16/2023	95970	151	FORT HEALTHCARE BUSINESS		2024 CONSORTIUM FEE	64407	100-51600-211	27.28
11/23	11/16/2023	95974	191	JEFFERSON CO CLERK OF CO		BAIL FOR CASE NO. 23-011779 MAROHL, ELIZABETH	23-011779	100-45114-52	150.00
11/23	11/16/2023	95977	9769	LATINO ACADEMAY OF WD INC		TAPPING THE UNTAPPED CAREER FAIR FEE	237	100-51400-310	200.00
11/23	11/16/2023	95979	3154	MIDWEST PRAIRIES LLC		WALTON OAKS PARK MOW & CUT INVASIVES	3748	100-53270-295	891.84
11/23	11/16/2023	95983	2701	WALTON SAND AND GRAVEL LL		ASPHALT & CONCRETE LOADS	5041	100-53300-405	150.00
11/23	11/16/2023	95984	1210	STAFFORD ROSENBAUM		MOBIL HOME WORK THROUGH OCT 2023	1288077	100-52400-212	1,836.43
11/23	11/16/2023	95984	1210	STAFFORD ROSENBAUM		MOBIL HOME SPECIAL ASSESSMENTS	1288078	100-52400-212	435.00
11/23	11/16/2023	95986	8	UW WHITEWATER		SOFTENER SALT	39519	100-51600-310	157.70
11/23	11/16/2023	95988	125	WALWORTH COUNTY SHERIFF'		BASIC SWAT TRAINING-BRADLEY/WIPPERMANN	130792	100-52110-211	700.00
11/23	11/16/2023	95989	125	WALWORTH CO CLERK OF CIR		G4803C73C7 VARGAS VIJIL, JOSE Y	G4803C73C	100-45114-52	150.00
11/23	11/16/2023	95989	125	WALWORTH CO CLERK OF CIR		G4803C73C6 VARGAS VIJIL, JOSE Y	G4803C73C	100-45114-52	500.00
11/23	11/16/2023	95989	125	WALWORTH CO CLERK OF CIR		G4819B7D6S RAMOS TEJADA, ANGEL D	G4819B7D6	100-45114-52	150.00
11/23	11/16/2023	95989	125	WALWORTH CO CLERK OF CIR		G4803C73C8 RAMOS TEJADA, ANGEL D	G4819B7D6	100-45114-52	500.00
11/23	11/16/2023	95991	25	WE ENERGIES	NZ712613	Electric-0713499904-00013-E. Main - signal	OCT 2023	100-53300-222	14.30
11/23	11/16/2023	95991	25	WE ENERGIES	BZ762390	Electric-0713499904-00021-Main & Franklin - signal	OCT 2023	100-53300-222	44.74
11/23	11/16/2023	95991	25	WE ENERGIES	BZ763343	Electric-0713499904-00027-Main & Fremont Sts.	OCT 2023	100-53300-222	47.44
11/23	11/16/2023	95991	25	WE ENERGIES	BZ860137	Electric-0713499904-00044-Main & Elizabeth Sts.	OCT 2023	100-53300-222	44.90
11/23	11/16/2023	95991	25	WE ENERGIES	BZ777598	Electric-0713499904-00046-Main & Prairie Sts.	OCT 2023	100-53300-222	48.23
11/23	11/16/2023	95991	25	WE ENERGIES	NZ711879	Electric-0713499904-00053-E. Milwaukee - signals	OCT 2023	100-53300-222	14.92
11/23	11/16/2023	95991	25	WE ENERGIES	BZ860138	Electric-0713499904-00066-Main & Tratt Sts.	OCT 2023	100-53300-222	55.86
11/23	11/16/2023	95991	25	WE ENERGIES	NZ711110	Electric-0713499904-00073-E. Milwaukee & Ridge	OCT 2023	100-53300-222	15.37
11/23	11/16/2023	95991	25	WE ENERGIES	BZ762388	Electric-0713499904-00081-Main & Franklin Sts.	OCT 2023	100-53300-222	262.47
11/23	11/16/2023	95991	25	WE ENERGIES	BZ868568	Electric-0713499904-00095-Main & Prince Sts.	OCT 2023	100-53300-222	199.26

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
11/23	11/16/2023	95991	25	WE ENERGIES	NZT955053	Electric-0713499904-00024-Shop	OCT 2023	100-53230-222	387.68
11/23	11/16/2023	95991	25	WE ENERGIES	3301864	Gas-0713499904-00038-Shop	OCT 2023	100-53230-222	144.38
11/23	11/16/2023	95991	25	WE ENERGIES	NZT852618	Electric-0713499904-00040-Parking Lot	OCT 2023	100-53230-222	19.33
11/23	11/16/2023	95991	25	WE ENERGIES	NZT1026126	Electric-0713499904-00068-Shop	OCT 2023	100-53230-222	86.66
11/23	11/16/2023	95991	25	WE ENERGIES	3072635	Gas-0713499904-00083-Shop	OCT 2023	100-53230-222	54.84
11/23	11/16/2023	95991	25	WE ENERGIES	NZT959693	Electric-0713499904-00001-611 W Center St	OCT 2023	100-53270-222	19.96
11/23	11/16/2023	95991	25	WE ENERGIES	NZT918112	Electric-0713499904-00022-War Memorial	OCT 2023	100-51600-222	14.73
11/23	11/16/2023	95991	25	WE ENERGIES	NZT943845	Electric-0713499904-00025-Ann & Fremont Sts.	OCT 2023	100-51600-223	41.25
11/23	11/16/2023	95991	25	WE ENERGIES	1919823	Gas-0713499904-00028-407 S Wisconsin St Parks-Gas	OCT 2023	100-53270-223	19.60
11/23	11/16/2023	95991	25	WE ENERGIES	486653	Gas-0713499904-00031-611 W Center St	OCT 2023	100-53270-223	27.42
11/23	11/16/2023	95991	25	WE ENERGIES	1942923	Gas-0713499904-00032-White Bldg.	OCT 2023	100-51600-223	116.90
11/23	11/16/2023	95991	25	WE ENERGIES	PNXZT36767	Electric-0713499904-00047-Starin Park Electric	OCT 2023	100-53270-222	306.93
11/23	11/16/2023	95991	25	WE ENERGIES	NZT940418	Electric-0713499904-00048-Picnic shelter	OCT 2023	100-51600-222	19.81
11/23	11/16/2023	95991	25	WE ENERGIES	PNXZT31597	Electric-0713499904-00054-Behind 111 Whitewater St.	OCT 2023	100-51600-222	166.86
11/23	11/16/2023	95991	25	WE ENERGIES	PNXZT30762	Electric-0713499904-00055-White Bldg.	OCT 2023	100-51600-222	218.00
11/23	11/16/2023	95991	25	WE ENERGIES	3000799	Gas-0713499904-00057-War Memorial	OCT 2023	100-51600-223	63.66
11/23	11/16/2023	95991	25	WE ENERGIES	NZT955906	Electric-0713499904-00061-Walking Trail Lights	OCT 2023	100-53270-222	20.61
11/23	11/16/2023	95991	25	WE ENERGIES	NZT770305	Electric-0713499904-00065-407 S Wisconsin St Parks-Electri	OCT 2023	100-53270-222	41.09
11/23	11/16/2023	95991	25	WE ENERGIES	NZT940415	Electric-0713499904-00067-504 W. Starin - Comm.bldg.	OCT 2023	100-51600-222	272.94
11/23	11/16/2023	95991	25	WE ENERGIES	NZT943923	Electric-0713499904-00078-Starin Park restrooms	OCT 2023	100-51600-222	118.11
11/23	11/16/2023	95991	25	WE ENERGIES	NZT960224	Electric-0713499904-00092-Janesville & Harper Sts.	OCT 2023	100-51600-222	16.64
11/23	11/16/2023	95991	25	WE ENERGIES	PNXZT31379	Electric-0713499904-00003-Armory	OCT 2023	100-51600-222	961.69
11/23	11/16/2023	95991	25	WE ENERGIES	PNXZT30832	Electric-0713499904-00006-Library-Electric	OCT 2023	100-55111-222	974.03
11/23	11/16/2023	95991	25	WE ENERGIES	1942926	Gas-0713499904-00010-Armory	OCT 2023	100-51600-223	319.43
11/23	11/16/2023	95991	25	WE ENERGIES	NZT943924	Electric-0713499904-00011-Park	OCT 2023	100-53270-222	14.73
11/23	11/16/2023	95991	25	WE ENERGIES	3390423	Gas-0713499904-00050-Library	OCT 2023	100-55111-223	202.62
11/23	11/16/2023	95991	25	WE ENERGIES	1900200	Gas-0713499904-00062-City Hall	OCT 2023	100-51600-223	586.34
11/23	11/16/2023	95991	25	WE ENERGIES	NZT1095218	Electric-0713499904-00064-Jefferson St Light	OCT 2023	100-53420-222	154.76
11/23	11/16/2023	95991	25	WE ENERGIES	1754858	Gas-0713499904-00077-Historical Society	OCT 2023	100-51600-223	41.37
11/23	11/16/2023	95991	25	WE ENERGIES	NZT834388	Electric-0713499904-00080-Historical Society	OCT 2023	100-53420-222	168.61
11/23	11/16/2023	95991	25	WE ENERGIES	NA	Electric-0713499904-00084-Nature Area-Electric	OCT 2023	100-53270-222	17.49
11/23	11/16/2023	95991	25	WE ENERGIES	NZT961308	Electric-0713499904-00086-Whiton & Main St	OCT 2023	100-53300-222	44.59
11/23	11/16/2023	95991	25	WE ENERGIES	PNXZT30870	Electric-0713499904-00087-City Hall	OCT 2023	100-51600-222	6,368.47
11/23	11/16/2023	95991	25	WE ENERGIES	3240984	Gas-0713499904-00012-TFOD-Gas	OCT 2023	100-53270-223	13.48
11/23	11/16/2023	95991	25	WE ENERGIES	NZT962432	Electric-0713499904-00016-E. Universal	OCT 2023	100-53420-222	59.83
11/23	11/16/2023	95991	25	WE ENERGIES		Electric-0713499904-00020-Starin Rd LED lights	OCT 2023	100-53420-222	1,145.52
11/23	11/16/2023	95991	25	WE ENERGIES	NZT797819	Electric-0713499904-00026-Siren Burr Oak Trl	OCT 2023	100-52500-310	16.10
11/23	11/16/2023	95991	25	WE ENERGIES	NZT960101	Electric-0713499904-00030-Indian Mound & Walworth	OCT 2023	100-53420-222	33.78
11/23	11/16/2023	95991	25	WE ENERGIES	NZT1075656	Electric-0713499904-00037-Howard Rd	OCT 2023	100-53420-222	172.11

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11/23	11/16/2023	95991	25	WE ENERGIES	NZT957716	Electric-0713499904-00039-214 S. Second St.	OCT 2023	100-53420-222	299.40
11/23	11/16/2023	95991	25	WE ENERGIES	493569	Gas-0713499904-00045-Cravath Lake Comm. Bldg.	OCT 2023	100-51600-223	47.63
11/23	11/16/2023	95991	25	WE ENERGIES	NZT268270	Electric-0713499904-00052-Executive Dr.	OCT 2023	100-53420-222	141.13
11/23	11/16/2023	95991	25	WE ENERGIES	PBZT704076	Electric-0713499904-00056-Walton Dr. Siren	OCT 2023	100-52500-310	20.13
11/23	11/16/2023	95991	25	WE ENERGIES	NZT1074701	Electric-0713499904-00059-Newcomb St Light	OCT 2023	100-53420-222	136.72
11/23	11/16/2023	95991	25	WE ENERGIES	NZT962179	Electric-0713499904-00060-Main & Indian Mound Pkwy	OCT 2023	100-53420-222	32.20
11/23	11/16/2023	95991	25	WE ENERGIES	NA	Electric-0713499904-00070-329 N. Tratt (flashers)	OCT 2023	100-53300-222	6.96
11/23	11/16/2023	95991	25	WE ENERGIES	NZT947757	Electric-0713499904-00071-TFOD-Electric	OCT 2023	100-53270-222	192.59
11/23	11/16/2023	95991	25	WE ENERGIES	NA	Electric-0713499904-00079-Street Lights	OCT 2023	100-53420-222	16,500.68
11/23	11/16/2023	95991	25	WE ENERGIES	NZT962084	Electric-0713499904-00082-Behind 124 Main St.	OCT 2023	100-53420-222	49.82
11/23	11/16/2023	95991	25	WE ENERGIES	NZT797817	Electric-0713499904-00085-Florence & Tratt Siren	OCT 2023	100-52500-310	15.84
11/23	11/16/2023	95991	25	WE ENERGIES	PBZT703910	Electric-0713499904-00091-Bluff Rd. Siren	OCT 2023	100-52500-310	19.65
11/23	11/16/2023	95991	25	WE ENERGIES	NZT910081	Electric-0713499904-00094-W. side North St.	OCT 2023	100-53420-222	128.33
11/23	11/16/2023	95993	187	WI EMPLOYEE RELATIONS CO		ARBITRATION FILING FEE	425-0000000	100-51300-219	400.00
11/23	11/21/2023	95994	7925	ABSOLUTE FIRE PROTECTION		ANNUAL FIRE SPRINKLER INSPECTION	15194	100-55111-355	220.00
11/23	11/21/2023	95994	7925	ABSOLUTE FIRE PROTECTION		ANNUAL FIRE SPRINKLER INSPECTION	15195	100-51600-355	440.00
11/23	11/21/2023	95996	4192	DIVERSIFIED BENEFIT SVC INC		NOV 2023 FLEX PLAN	396206	100-51500-217	311.90
11/23	11/21/2023	95997	110	KB SHARPENING SERVICES IN		7 MOWER BLADES SHARPEND	122536	100-53270-242	49.00
11/23	11/21/2023	95998	6622	LANGUAGE LINE SERVICES		OCT 2023 INTERPRETING SVCS	11131720	100-52600-219	82.61
11/23	11/21/2023	96001	494	MENARDS JANESVILLE		24 BAGS VINYL CEMENT PATCH	37226	100-53300-405	362.56
11/23	11/21/2023	96002	6722	MSA PROFESSIONAL SERVICE		KNIGHT BARRY TITLE RLF PROJ TITLE REPORT	HO#22	100-15205	50.00
11/23	11/21/2023	96003	727	PETE'S TIRE SERVICE INC		#498 FLAT TIRE REPAIRS	113835	100-53230-352	50.00
11/23	11/21/2023	96004	125	WALWORTH COUNTY SHERIFF'		USE OF COUNTY RANGE-10/17/23	130933	100-52110-360	150.00
11/23	11/21/2023	96005	536	WAUKESHA CO TECH COLLEG		FTO TRAINING CLASSES-DORMAN, ELLIS	S0814559	100-52110-211	750.00
11/23	11/30/2023	96008	4864	DIGICORP INC		NETWORK RECONFIGURATION	348506	100-51450-225	4,544.26
11/23	11/30/2023	96014	191	JEFFERSON CO CLERK OF CO		23-012325 RODRIGUEZ RAMIREZ, NORLAN IVAN	23-012325	100-45114-52	850.00
11/23	11/30/2023	96015	394	KRIZSAN'S TREE SERVICE INC		LOCUST TREE REMOVED	3187	100-53270-295	600.00
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		DOLLAR TREE SITE REVIEW	203340	100-52400-219	609.45
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		HOFFMANN LANDS	203340	100-53100-213	2,663.31
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		MIDDLE SCHOOL TRAFFIC REVIEW	203340	100-53100-213	200.11
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		PMT MEETING	203340	100-53100-213	119.50
11/23	11/30/2023	96019	418	TRIEBOLD OUTDOOR POWER		BG50 BLOWER	NOV 2023	100-51600-310	149.99
11/23	11/30/2023	96021	9774	WEISS, JAY		CONSULT FEE	22-011	100-53270-295	400.00
11/23	11/30/2023	96021	9774	WEISS, JAY		SPEAKER FEE	22-015	100-53270-295	150.00
11/23	11/30/2023	900192	8487	US BANK	KELLY FREEMAN-WPSG, IN	6-nex gen v-watches	NOV 2023	100-15815	2,465.94
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-USPS	PREPAID POSTAGE	NOV 2023	100-16500	50.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-USPS	PREPAID POSTAGE	NOV 2023	100-16500	50.00
11/23	11/30/2023	900192	8487	US BANK	ADAM C VANDER STEEG-A	Crime Prevention fund - spare light for mini drone. Replaced b	NOV 2023	100-25212	48.99
11/23	11/30/2023	900192	8487	US BANK	ADAM C VANDER STEEG-G	Crime Prevention fund - Department challenge coins	NOV 2023	100-25212	1,000.00

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11/23	11/30/2023	900192	8487	US BANK	SARA MARQUARDT-VON B	Legal - HR/Council Matter	NOV 2023	100-51100-218	325.00
11/23	11/30/2023	900192	8487	US BANK	SARA MARQUARDT-VON B	Legal - HR Issues Council	NOV 2023	100-51100-218	1,040.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-SOUTH	ORDINANCES PUBLISHED/COUNCIL MEETING MINUTES/	NOV 2023	100-51100-320	2,519.11
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-STAFF	MOBIL HOME ORDIANCE LEGAL SVCS	NOV 2023	100-51300-212	4,618.50
11/23	11/30/2023	900192	8487	US BANK	SARA MARQUARDT-VON B	Police Contract Negotiations	NOV 2023	100-51300-219	325.00
11/23	11/30/2023	900192	8487	US BANK	SARA MARQUARDT-VON B	Legal - Police Contract Negotiations	NOV 2023	100-51300-219	97.50
11/23	11/30/2023	900192	8487	US BANK	TAYLOR ZEINERT-WEDA	John's membership to WEDA	NOV 2023	100-51400-211	350.00
11/23	11/30/2023	900192	8487	US BANK	TAYLOR ZEINERT-WALWOR	John's attendance to WCEDA event	NOV 2023	100-51400-217	36.05
11/23	11/30/2023	900192	8487	US BANK	JOHN S WEIDL-TST* EAGLE	Gas for driving to Brookfield Industrial park	NOV 2023	100-51400-310	29.15
11/23	11/30/2023	900192	8487	US BANK	JOHN S WEIDL-CROSSOVE	Lunch with Waterford City Admin	NOV 2023	100-51400-310	24.63
11/23	11/30/2023	900192	8487	US BANK	JOHN S WEIDL-KWIK TRIP	Gift Cards for Staff	NOV 2023	100-51400-310	200.00
11/23	11/30/2023	900192	8487	US BANK	JOHN S WEIDL-CHATGPT S	Chat GPT Subscription	NOV 2023	100-51400-310	20.00
11/23	11/30/2023	900192	8487	US BANK	JOHN S WEIDL-HANSENS M	baking ingredients for Library Retro cooking contest	NOV 2023	100-51400-310	11.65
11/23	11/30/2023	900192	8487	US BANK	JOHN S WEIDL-WM SUPER	baking ingredients for Library Retro cooking contest	NOV 2023	100-51400-310	38.38
11/23	11/30/2023	900192	8487	US BANK	JOHN S WEIDL-CULVERS O	Lunch with Developers	NOV 2023	100-51400-310	24.02
11/23	11/30/2023	900192	8487	US BANK	KARRI J ANDERBERG-AMZ	Break Room Supplies	NOV 2023	100-51400-310	13.99
11/23	11/30/2023	900192	8487	US BANK	KARRI J ANDERBERG-AMA	Air Fresheners for Media Services	NOV 2023	100-51400-310	27.49
11/23	11/30/2023	900192	8487	US BANK	KARRI J ANDERBERG-AMZ	Office Supplies for 2nd Floor	NOV 2023	100-51400-310	112.99
11/23	11/30/2023	900192	8487	US BANK	KARRI J ANDERBERG-AMZ	Recorder for Landmarks and Urban Forestry meetings	NOV 2023	100-51400-310	36.98
11/23	11/30/2023	900192	8487	US BANK	KARRI J ANDERBERG-AMZ	Credit for Office Supplies that never showed	NOV 2023	100-51400-310	29.96-
11/23	11/30/2023	900192	8487	US BANK	KARRI J ANDERBERG-ODP	Clorox Wipes for 2nd floor	NOV 2023	100-51400-310	34.20
11/23	11/30/2023	900192	8487	US BANK	KARRI J ANDERBERG-AMZ	Coat Rack for City Clerk/Manager office	NOV 2023	100-51400-310	19.50
11/23	11/30/2023	900192	8487	US BANK	KARRI J ANDERBERG-ODP	pencils for 2nd floor	NOV 2023	100-51400-310	32.18
11/23	11/30/2023	900192	8487	US BANK	KARRI J ANDERBERG-AMZ	Hanging flooders for 2nd floor	NOV 2023	100-51400-310	45.98
11/23	11/30/2023	900192	8487	US BANK	KARRI J ANDERBERG-ODP	Office Supplies for 2nd floor	NOV 2023	100-51400-310	76.10
11/23	11/30/2023	900192	8487	US BANK	TAYLOR ZEINERT-WALGRE	John's Birthday Card	NOV 2023	100-51400-310	8.10
11/23	11/30/2023	900192	8487	US BANK	TAYLOR ZEINERT-AMZN MK	Coat Rack for the Office of the City Manager	NOV 2023	100-51400-310	26.86
11/23	11/30/2023	900192	8487	US BANK	TAYLOR ZEINERT-CULVERS	Gift Card for Staff	NOV 2023	100-51400-310	20.00
11/23	11/30/2023	900192	8487	US BANK	TAYLOR ZEINERT-SQ *THE	Baked goods for the FD/PD for 1st Responders Day	NOV 2023	100-51400-310	36.00
11/23	11/30/2023	900192	8487	US BANK	TAYLOR ZEINERT-AMZN MK	Computer Adaptor for John	NOV 2023	100-51400-310	32.98
11/23	11/30/2023	900192	8487	US BANK	TAYLOR ZEINERT-WM SUP	Office supplies for Halloween	NOV 2023	100-51400-310	26.61
11/23	11/30/2023	900192	8487	US BANK	TAYLOR ZEINERT-HOMEGO	Gift for Stacey L- City Mgr Office	NOV 2023	100-51400-310	36.89
11/23	11/30/2023	900192	8487	US BANK	TAYLOR ZEINERT-THE CHE	Gift for Stacey L- City Gift	NOV 2023	100-51400-310	51.54
11/23	11/30/2023	900192	8487	US BANK	TAYLOR ZEINERT-TARGET	Gift wrap/ gift bag for Stacey L Gift	NOV 2023	100-51400-310	24.77
11/23	11/30/2023	900192	8487	US BANK	SARA MARQUARDT-TLF*FL	Flowers for Council member	NOV 2023	100-51400-310	61.18
11/23	11/30/2023	900192	8487	US BANK	SABRINA L OJIBWAY-DOJ E	Code E Record Checks for City Clerk, Park & Rec, Seniors an	NOV 2023	100-51400-310	294.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-STERI	SHREDDING SVCS	NOV 2023	100-51400-310	39.71
11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-SAM	UWW Homecoming Parade	NOV 2023	100-51400-310	143.62
11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-KWIK	UWW Homecoming Parade	NOV 2023	100-51400-310	3.41

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11/23	11/30/2023	900192	8487	US BANK	KARRI J ANDERBERG-ODP	Break Room Supplies - Coffee	NOV 2023	100-51400-312	23.84
11/23	11/30/2023	900192	8487	US BANK	KARRI J ANDERBERG-ODP	Break Room Supplies	NOV 2023	100-51400-312	96.20
11/23	11/30/2023	900192	8487	US BANK	KARRI J ANDERBERG-AMZ	Breakroom supplies	NOV 2023	100-51400-312	21.92
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-WISCO	2024 MEMBERSHIP DUES	NOV 2023	100-51400-320	270.37
11/23	11/30/2023	900192	8487	US BANK	JOHN S WEIDL-KWIK TRIP	Gas for driving to Brookfield Industrial park	NOV 2023	100-51400-330	45.00
11/23	11/30/2023	900192	8487	US BANK	JOHN S WEIDL-KWIK TRIP	Gas for driving to meet Waterford City Admin	NOV 2023	100-51400-330	42.94
11/23	11/30/2023	900192	8487	US BANK	JOHN S WEIDL-KWIK TRIP	Gas for driving to Madison/ Lake Geneva Industrial Parks	NOV 2023	100-51400-330	50.00
11/23	11/30/2023	900192	8487	US BANK	JOHN S WEIDL-KWIK TRIP	Gas for driving to Lake Geneva to meet with Developer	NOV 2023	100-51400-330	35.00
11/23	11/30/2023	900192	8487	US BANK	JOHN S WEIDL-KWIK TRIP	Gas to Thrive ED and a meeting in Brookfield	NOV 2023	100-51400-330	29.66
11/23	11/30/2023	900192	8487	US BANK	KARRI J ANDERBERG-HYAT	Clerk Office LWM Conference	NOV 2023	100-51400-330	14.66
11/23	11/30/2023	900192	8487	US BANK	KARRI J ANDERBERG-HYAT	LWM Conference Hotel for Clerk	NOV 2023	100-51400-330	326.85
11/23	11/30/2023	900192	8487	US BANK	TIM NEUBECK-CDW GOVT	2024-2026 BACK UP SOFTWARE SUBSCRIPTION	NOV 2023	100-51450-225	4,950.00
11/23	11/30/2023	900192	8487	US BANK	TIM NEUBECK-GOTOCOM*	Goto Meeting subscription	NOV 2023	100-51450-225	40.09
11/23	11/30/2023	900192	8487	US BANK	TIM NEUBECK-SHI INTERNA	backup device licensing & seats	NOV 2023	100-51450-225	1,415.69
11/23	11/30/2023	900192	8487	US BANK	TIM NEUBECK-SHI INTERNA	2024 EMAIL SUBSCRIPTION	NOV 2023	100-51450-225	6,985.60
11/23	11/30/2023	900192	8487	US BANK	KAREN DIETER-SPECTRUM	OCT 2023 BACKUP INTERNET	NOV 2023	100-51450-225	114.52
11/23	11/30/2023	900192	8487	US BANK	KAREN DIETER-SPECTRUM	NOV 2023 PHONE SVC/CABLE/BOXES	NOV 2023	100-51450-225	814.75
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-VZWRL	SEPT 2023 CELL SERVICE	NOV 2023	100-51450-225	2,386.18
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ATT*B	SEPT 2023 INDIVIDUAL PHONE LINES/LONG DIST	NOV 2023	100-51450-225	947.15
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-AT&T P	SEPT 2023 NEW CELL SVC ACTIVATION FEE 3 DAYS OF S	NOV 2023	100-51450-225	1,503.38
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-AT&T P	SEPT 2023 NEW CELL SVC ACTIVATION FEE 3 DAYS OF S	NOV 2023	100-51450-225	3,029.68
11/23	11/30/2023	900192	8487	US BANK	TIMOTHY NOBLING-ZOOM.	OCT 2023 VIRTUAL MEETINGS	NOV 2023	100-51450-225	365.02
11/23	11/30/2023	900192	8487	US BANK	TIMOTHY NOBLING-GOLDF	OCT 2023 FAX SERVICE	NOV 2023	100-51450-225	110.48
11/23	11/30/2023	900192	8487	US BANK	TIM NEUBECK-CDW GOVT	Spare docking station & extra HDMI-to-display port cable	NOV 2023	100-51450-310	203.10
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-STERI	SHREDDING SVCS	NOV 2023	100-51450-310	41.51
11/23	11/30/2023	900192	8487	US BANK	RACHELLE BLITCH-EB 6TH	WCMA WOMAN'SLEADERSHIPSEMINAR	NOV 2023	100-51500-211	119.22
11/23	11/30/2023	900192	8487	US BANK	KAREN DIETER-AMZN MKT	HANDHELD LANGUAGE TRANSLATER	NOV 2023	100-51500-310	149.99
11/23	11/30/2023	900192	8487	US BANK	KAREN DIETER-AMZN MKT	HEATED MOUSE	NOV 2023	100-51500-310	40.11
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-STERI	SHREDDING SVCS	NOV 2023	100-51500-310	39.71
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-STERI	SHREDDING SVCS	NOV 2023	100-51500-310	41.51
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ADVAN	LOAN SOFTWARE	NOV 2023	100-51500-310	440.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-USPS	DOG LICENSE POSTAGE/ACA POSTAGE	NOV 2023	100-51500-310	18.25
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-CINTAS CO	UNIFORMS	NOV 2023	100-51600-118	26.80
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-CINTAS CO	UNIFORMS	NOV 2023	100-51600-118	26.80
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-JOHNS	F-48 REP CORE	NOV 2023	100-51600-244	33.15
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-JOHNS	ACETYL/OXY TANKS	NOV 2023	100-51600-244	322.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-GENE	8AG GLASS ASST	NOV 2023	100-51600-244	3.24
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-COVE	OCT 2023 JANITORIAL SVC- 341 FREMONT	NOV 2023	100-51600-246	338.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-COVE	OCT 2023 JANITORIAL SVC-504 STARIN RD	NOV 2023	100-51600-246	1,154.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-COVE	OCT 2023 JANITORIAL SVC-146 NORTH ST	NOV 2023	100-51600-246	1,364.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-COVE	OCT 2023 JANITORIAL SVC-312 WHITEWATER ST	NOV 2023	100-51600-246	4,545.00
11/23	11/30/2023	900192	8487	US BANK	DAN BUCKINGHAM-WAL-M	AW OILRFL	NOV 2023	100-51600-310	23.96
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	PLASTI DIP SPRY	NOV 2023	100-51600-310	29.98
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-HOME	PAINTKIT/PAINT	NOV 2023	100-51600-310	70.25
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-HOME	TOILETWAXRING/EYEBOLT/3WIRE PLUG/PAINT ROLLER	NOV 2023	100-51600-310	25.34
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-HOME	MISCSCREWS/BOLTS/NUTS	NOV 2023	100-51600-310	1.94
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-HOME	PAINT/ELECTRICAL TAPE/RUSTOLIUM/SQUARED FILL PL	NOV 2023	100-51600-310	75.96
11/23	11/30/2023	900192	8487	US BANK	DAN BUCKINGHAM-SUPPLY	4-SLOAN SOLENOID VALVE CARTRIDGES	NOV 2023	100-51600-355	571.94
11/23	11/30/2023	900192	8487	US BANK	DAN BUCKINGHAM-WAL-M	BATTERY CHARGER	NOV 2023	100-51600-355	69.87
11/23	11/30/2023	900192	8487	US BANK	DAN BUCKINGHAM-SP WB	MASONRY GRAFFITI REMOVER	NOV 2023	100-51600-355	80.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	LEDBULBS/ANITSKIDPAD/MISC SCREWS/WASHERS	NOV 2023	100-51600-355	43.46
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	TAPE/CUT KEYS/SEALANT/KEYBOX	NOV 2023	100-51600-355	51.33
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-HOME	LATCH GUARD	NOV 2023	100-51600-355	13.53
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-HOME	GRAFFITI REMOVER	NOV 2023	100-51600-355	12.21
11/23	11/30/2023	900192	8487	US BANK	DWIGHT SLOCUM-GIH*GLO	12x12 LOWE TEMPERED GLASS WINDOW FOR PD	NOV 2023	100-51600-355	113.88
11/23	11/30/2023	900192	8487	US BANK	DWIGHT SLOCUM-AMZN M	SLOAN SOLENOID VALVE	NOV 2023	100-51600-355	296.69
11/23	11/30/2023	900192	8487	US BANK	ADAM C VANDER STEEG-U	Alternative Uniform Shirts	NOV 2023	100-52100-118	1,207.67
11/23	11/30/2023	900192	8487	US BANK	ADAM C VANDER STEEG-D	Vander Steeg training for Crime Lab Symposium	NOV 2023	100-52100-211	25.00
11/23	11/30/2023	900192	8487	US BANK	ADAM C VANDER STEEG-D	Transaction fee for Vander Steeg training for Crime Lab Symp	NOV 2023	100-52100-211	.50
11/23	11/30/2023	900192	8487	US BANK	SABRINA L OJIBWAY-CITY O	Ojibway and Sahr Open Records Compliance Training	NOV 2023	100-52100-211	200.00
11/23	11/30/2023	900192	8487	US BANK	DANIEL A MEYER-WISCONS	WPLF training - Meyer	NOV 2023	100-52100-211	280.00
11/23	11/30/2023	900192	8487	US BANK	DANIEL A MEYER-LEXISNE	October Lexis Nexis bill	NOV 2023	100-52100-225	122.54
11/23	11/30/2023	900192	8487	US BANK	ADAM C VANDER STEEG-A	Window tint and curtain for window installed on door at rear of	NOV 2023	100-52100-310	27.98
11/23	11/30/2023	900192	8487	US BANK	ADAM C VANDER STEEG-A	Thumb drives and converter for SD cards	NOV 2023	100-52100-310	50.57
11/23	11/30/2023	900192	8487	US BANK	SABRINA L OJIBWAY-COMP	VPO Badger Paper 5 Count	NOV 2023	100-52100-310	194.95
11/23	11/30/2023	900192	8487	US BANK	SABRINA L OJIBWAY-CENT	Whitewater PD Letterhead 1000 sheets	NOV 2023	100-52100-310	283.10
11/23	11/30/2023	900192	8487	US BANK	SABRINA L OJIBWAY-ODP B	Brother TN-650 Black Toner, Lexmark B231000 Black Toner,	NOV 2023	100-52100-310	312.87
11/23	11/30/2023	900192	8487	US BANK	SABRINA L OJIBWAY-MILLS	PD Evidence Tow Agency Case # 23-011041 - City reimburse	NOV 2023	100-52100-310	265.00
11/23	11/30/2023	900192	8487	US BANK	SABRINA L OJIBWAY-ODP B	HP 58A Black Toner Cartridge and Astrobrights colored paper	NOV 2023	100-52100-310	112.72
11/23	11/30/2023	900192	8487	US BANK	SABRINA L OJIBWAY-AMZN	GBC Shredder Oil 2 Liters and 2024 Desk Calendar	NOV 2023	100-52100-310	126.16
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	SAFETY GAS CAN	NOV 2023	100-52100-310	64.99
11/23	11/30/2023	900192	8487	US BANK	DANIEL A MEYER-MICHAEL	Flag case for Retired officer Bill Oliver	NOV 2023	100-52100-310	58.01
11/23	11/30/2023	900192	8487	US BANK	DAVID P GEMPLER-GATEW	Beecroft Tactical Instructor Course Gateway Technical Colleg	NOV 2023	100-52110-211	175.00
11/23	11/30/2023	900192	8487	US BANK	SABRINA L OJIBWAY-BLACK	Kolb Vehicle Contact Instructor Course	NOV 2023	100-52110-211	75.00
11/23	11/30/2023	900192	8487	US BANK	SABRINA L OJIBWAY-LOY*F	FAMH Blood Draw Agency Case # 23-009544	NOV 2023	100-52110-219	56.74
11/23	11/30/2023	900192	8487	US BANK	SABRINA L OJIBWAY-PROPI	Spanish Interpretation for multiple cases	NOV 2023	100-52110-219	176.80
11/23	11/30/2023	900192	8487	US BANK	SABRINA L OJIBWAY-MILLS	PD Evidence Tow Agency Case # 23-010509	NOV 2023	100-52110-219	265.00
11/23	11/30/2023	900192	8487	US BANK	ADAM C VANDER STEEG-A	Tourniquets for officers and CSO's	NOV 2023	100-52110-360	139.95

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11/23	11/30/2023	900192	8487	US BANK	ADAM C VANDER STEEG-A	TQ's and holders for officers/CSO's	NOV 2023	100-52110-360	159.56
11/23	11/30/2023	900192	8487	US BANK	ADAM C VANDER STEEG-T	Rifle mags for squad cars	NOV 2023	100-52110-360	314.91
11/23	11/30/2023	900192	8487	US BANK	SABRINA L OJIBWAY-AMZN	SmartQ C368 USB 3.0 SD Card Reader	NOV 2023	100-52120-310	57.56
11/23	11/30/2023	900192	8487	US BANK	ADAM C VANDER STEEG-A	Flashlight holder for new CSO Fritz	NOV 2023	100-52140-118	14.95
11/23	11/30/2023	900192	8487	US BANK	ADAM C VANDER STEEG-T	Uniforms for new CSO Fritz	NOV 2023	100-52140-118	1,204.66
11/23	11/30/2023	900192	8487	US BANK	ADAM C VANDER STEEG-T	Name tag for new CSO Fritz	NOV 2023	100-52140-118	16.90
11/23	11/30/2023	900192	8487	US BANK	ADAM C VANDER STEEG-A	Flashlight for new CSO Fritz	NOV 2023	100-52140-118	43.95
11/23	11/30/2023	900192	8487	US BANK	KARRI J ANDERBERG-AMZ	Office Supplies for NS	NOV 2023	100-52140-310	27.67
11/23	11/30/2023	900192	8487	US BANK	KARRI J ANDERBERG-AMZ	file folders/expanders for NS project	NOV 2023	100-52400-310	184.34
11/23	11/30/2023	900192	8487	US BANK	KARRI J ANDERBERG-ODP	legal size paper for NS	NOV 2023	100-52400-310	139.08
11/23	11/30/2023	900192	8487	US BANK	KARRI J ANDERBERG-AMZ	file folders/expanders for NS project	NOV 2023	100-52400-310	95.99
11/23	11/30/2023	900192	8487	US BANK	ADAM C VANDER STEEG-S	Boots for new CSO Fritz	NOV 2023	100-52600-118	118.99
11/23	11/30/2023	900192	8487	US BANK	SABRINA L OJIBWAY-FT HE	Dispatch Applicant Medical Screen Goulder	NOV 2023	100-52600-219	198.00
11/23	11/30/2023	900192	8487	US BANK	HEIDI A GEMPLER-SLEEP I	PD-Sleep Inn Wisconsin Rapids Gempler, K.Shrock Active Sh	NOV 2023	100-52600-330	180.47
11/23	11/30/2023	900192	8487	US BANK	HEIDI A GEMPLER-SLEEP I	PD-Sleep Inn Wisconsin Rapids Gempler, K.Shrock Active Sh	NOV 2023	100-52600-330	21.47-
11/23	11/30/2023	900192	8487	US BANK	HEIDI A GEMPLER-SLEEP I	PD-Sleep Inn Wisconsin Rapids Gempler, K.Shrock Active Sh	NOV 2023	100-52600-330	52.00-
11/23	11/30/2023	900192	8487	US BANK	BRAD MARQUARDT-APWA	Refund - WI APWA Fall Conference	NOV 2023	100-53100-211	55.00-
11/23	11/30/2023	900192	8487	US BANK	BRAD MARQUARDT-GRAND	WI APWA Fall Conference	NOV 2023	100-53100-211	26.88-
11/23	11/30/2023	900192	8487	US BANK	BRAD MARQUARDT-GRAND	WI APWA Fall Conference	NOV 2023	100-53100-211	202.91
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-WAL-MART	OFFICE SUPPLIES	NOV 2023	100-53100-310	61.20
11/23	11/30/2023	900192	8487	US BANK	KAREN DIETER-R.O.D. INC	OCT 2023 WATER COOLER RENTAL	NOV 2023	100-53230-310	34.95
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	FLEX SEAL	NOV 2023	100-53230-310	37.98
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	NO TRESSPASS SIGNS/MISC FASTNERS	NOV 2023	100-53230-310	11.56
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	HANDSTAPLER/HINGE	NOV 2023	100-53230-310	16.18
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	MARKING PAINT	NOV 2023	100-53230-310	9.99
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	FILLER PLATE	NOV 2023	100-53230-310	9.59
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-HOME	6-PLASTIC UTILITY KNIVES	NOV 2023	100-53230-310	16.08
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-LOCATORS	WINTER SAFETY GEAR	NOV 2023	100-53230-310	1,558.18
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-CINTAS CO	SHOP TOWELS, MATS, BATHROOM SUPPLIES	NOV 2023	100-53230-310	527.37
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-AIRGAS LLC	CYL ACETYLENE, ARGON, OXYGEN	NOV 2023	100-53230-310	544.01
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-CINTAS CO	SHOP TOWELS, MATS, BATHROOM SUPPLIES	NOV 2023	100-53230-310	458.88
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-O'REIL	ROTORS TURNED/CERAMIC PADS	NOV 2023	100-53230-352	109.03
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-O'REIL	CERAMIC PADS	NOV 2023	100-53230-352	54.43
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-O'REIL	OIL FILTER	NOV 2023	100-53230-352	10.01
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-FABICK CAT	#447/#448 REPAIR PARTS	NOV 2023	100-53230-352	359.07
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-MADISON T	#498 AIR SOL VALVE R/B	NOV 2023	100-53230-352	151.31
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-INTERSTAT	#449 BATTERY	NOV 2023	100-53230-352	291.90
11/23	11/30/2023	900192	8487	US BANK	ADAM C VANDER STEEG-A	Inverters for squads 24 & 27	NOV 2023	100-53230-354	242.95
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-MOTO	OIL/AIR/FLUID FILTERS	NOV 2023	100-53230-354	141.34

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11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-GRIFFIN FO	#29 BODY SHOP REPAIR WORK	NOV 2023	100-53230-354	624.60
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-KETTERHA	#18 REPLACE TRANSMISSION, TIE RODS AND RIGHT FR	NOV 2023	100-53230-354	6,548.84
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-AMZN MKTP	BRAKE PADS	NOV 2023	100-53230-354	104.97
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-AMZN MKTP	BRAKE PADS	NOV 2023	100-53230-354	35.91
11/23	11/30/2023	900192	8487	US BANK	NEUMEISTER BRIAN-ISA	WI CHAPTER DUES, ISA PROFESSIONAL MEMBERSHIP R	NOV 2023	100-53270-211	180.00
11/23	11/30/2023	900192	8487	US BANK	ANDREW C BECKMAN-ISA	ISA PROFESSIONAL MEMBERSHIP RENEWAL, WI CHAPT	NOV 2023	100-53270-211	275.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-MOTO	OIL/AIR/FLUID FILTERS	NOV 2023	100-53270-242	193.25
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-REINDERS	#772/#773/#769 REPAIR PARTS	NOV 2023	100-53270-242	703.55
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	1/4	NOV 2023	100-53270-310	25.77
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	SPRAYPAINT-GRAFFITTI CLEAN UP	NOV 2023	100-53270-310	65.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	WOOD GLUE	NOV 2023	100-53270-310	17.98
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-HOME	2-1X6PINE BOARDS	NOV 2023	100-53270-310	22.96
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-HOME	3LBSWOOD SCREWS	NOV 2023	100-53270-310	23.94
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-PATS SERVI	PORTABLE TOILET RENTAL - 9/11/2023 - 10/08/2023	NOV 2023	100-53270-310	240.00
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-CINTAS CO	UNIFORMS	NOV 2023	100-53300-118	544.17
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-CINTAS CO	UNIFORMS	NOV 2023	100-53300-118	540.23
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-TAPCO	TRAFFIC CONTROL SUPPLIES	NOV 2023	100-53300-222	559.66
11/23	11/30/2023	900192	8487	US BANK	ANDREW C BECKMAN-WAL	CHARGER ASSEMBLY FOR NEW CELL PHONE	NOV 2023	100-53300-310	32.88
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	TABLET CHARGER	NOV 2023	100-53300-310	32.47
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-DIAMOND V	#618 REPAIR PARTS	NOV 2023	100-53300-354	163.00
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-DIAMOND V	#618 REPAIR PARTS	NOV 2023	100-53300-354	163.00
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-DECKER SU	DOUBLE DOWN ARROW SIGNS	NOV 2023	100-53300-354	2,415.27
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-PAYNE & DO	ASPHALT REPAIR	NOV 2023	100-53300-405	811.80
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-ROCK ROA	ASPHALT REPAIR	NOV 2023	100-53300-405	2,078.46
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-PAYNE & DO	ASPHALT REPAIR	NOV 2023	100-53300-405	1,710.87
11/23	11/30/2023	900192	8487	US BANK	TODD BUCKINGHAM-LARR	#404 - (2) TIRES 22.5 AND MOUNT	NOV 2023	100-53320-353	30.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-229 AU	PLOWTRUCK PARTS	NOV 2023	100-53320-353	83.90
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-GOODYEAR	#404 RECON-WHL-2STEP PRIM/PWDR COAT	NOV 2023	100-53320-353	77.42
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-COVE	OCT 2023 JANITORIAL SVC-431 CENTER ST	NOV 2023	100-55111-246	1,259.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	LED BULBS/ORGANIZER/BOX HANDY	NOV 2023	100-55111-355	60.94
11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-TST*	Prov Dev	NOV 2023	100-55200-211	20.56
11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-CAFE	Prov Dev	NOV 2023	100-55200-211	22.40
11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-PANE	Prov Dev	NOV 2023	100-55200-211	10.95
11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-7-EL	Prov Dev	NOV 2023	100-55200-211	3.36
11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-KWIK	Prof Dev	NOV 2023	100-55200-211	3.15
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-ZOOM.U	zoom	NOV 2023	100-55200-225	15.99
11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-AMA	Office Supplies	NOV 2023	100-55200-310	43.41
11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-AMZ	Office Supplies	NOV 2023	100-55200-310	28.32
11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-GOO	Cricut Subscription	NOV 2023	100-55200-320	10.54

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11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-EIG*CON	rec marketing - constant contact	NOV 2023	100-55200-324	110.00
11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-JIMM	Lunch & Learn On Effigy Mounds	NOV 2023	100-55200-324	107.03
11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-AMZ	Holiday Prizes	NOV 2023	100-55200-324	61.10
11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-WM S	Park Supplies	NOV 2023	100-55200-359	19.56
11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-WAL-	Cravath Stage Locks	NOV 2023	100-55200-359	110.95
11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-ACE	Zip Ties	NOV 2023	100-55200-359	29.52
Total 100:									281,186.57
200									
11/23	11/30/2023	900192	8487	US BANK	ZACHARY A POPKE-WISCO	REGISTRATION FEE REFUND	NOV 2023	200-55110-211	35.00-
11/23	11/30/2023	900192	8487	US BANK	TAYLOR ZEINERT-VEED.IO	Software that adds bilingual subtitles	NOV 2023	200-55110-218	27.34
11/23	11/30/2023	900192	8487	US BANK	TAYLOR ZEINERT-VEED.IO	Software that adds bilingual subtitles	NOV 2023	200-55110-218	32.00
11/23	11/30/2023	900192	8487	US BANK	TAYLOR ZEINERT-CANVA* I	Canva Subscription	NOV 2023	200-55110-218	119.99
11/23	11/30/2023	900192	8487	US BANK	TIM NEUBECK-SHI INTERNA	TV station NAS licensing	NOV 2023	200-55110-224	1,212.29
11/23	11/30/2023	900192	8487	US BANK	TAYLOR ZEINERT-VEED.IO	Software that adds bilingual subtitles	NOV 2023	200-55110-224	25.00
11/23	11/30/2023	900192	8487	US BANK	KAREN DIETER-PREMIUM	NOV 2023 WATER COOLER RENTAL	NOV 2023	200-55110-310	10.95
Total 200:									1,392.57
208									
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		PARKING LOT G	OCTOBER 2	208-51920-650	44.42
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		PARKING LOT H	OCTOBER 2	208-51920-650	20.36
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		PARKING LOT I	OCTOBER 2	208-51920-650	11.11
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		PARKING LOT C	OCTOBER 2	208-51920-650	12.34
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		PARKING LOT D	OCTOBER 2	208-51920-650	23.45
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		PARKING LOT J	OCTOBER 2	208-51920-650	14.81
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		CDA-NEWCOMB ST PARKING PAD	OCTOBER 2	208-51920-650	123.40
Total 208:									249.89
210									
11/23	11/16/2023	95969	9465	FIRE SERVICE INC		LADDER TRUCK/PUMPER TRUCK ADVANCE PAYMENT	55282	210-52200-820	1,050,000.00
Total 210:									1,050,000.00
214									
11/23	11/16/2023	95975	191	JEFFERSON CO CLERK		2024 DS200 FIRMWARE/MODEM CHARGES	2024 DS200	214-51400-310	1,215.24

M = Manual Check, V = Void Check

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
Total 214:									1,215.24
220									
11/23	11/01/2023	95910	6	CAPTIAL ONE		VINGR, TYLYNOL, CORNFLAKES/PRETELZS	OCT 2023	220-55110-342	35.39
11/23	11/01/2023	95910	6	CAPTIAL ONE		WAND REFIL	OCT 2023	220-55110-310	3.33
11/23	11/08/2023	95913	2915	IRVIN L YOUNG MEMORIAL LIB		Postage	23-Oct	220-55110-313	18.65
11/23	11/08/2023	95913	2915	IRVIN L YOUNG MEMORIAL LIB		Juvenile supplies	23-Oct	220-55110-342	27.80
11/23	11/08/2023	95914	1835	MICRO MARKETING LLC		Audiovisual-adult	935157	220-55110-326	3.50
11/23	11/08/2023	95915	1832	MIDWEST TAPE LLC		Audiovisual-adult	504393894	220-55110-326	85.98
11/23	11/08/2023	95915	1832	MIDWEST TAPE LLC		Audiovisual-adult	504430521	220-55110-326	196.81
11/23	11/08/2023	95915	1832	MIDWEST TAPE LLC		Books-adult	504430521	220-55110-321	64.18
11/23	11/08/2023	95915	1832	MIDWEST TAPE LLC		Audiovisual-adult	504438131	220-55110-326	79.99
11/23	11/08/2023	95915	1832	MIDWEST TAPE LLC		Audiovisual-juvenile	504438132	220-55110-327	70.47
11/23	11/08/2023	95915	1832	MIDWEST TAPE LLC		Audiovisual-juvenile	504457918	220-55110-327	123.72
11/23	11/08/2023	95915	1832	MIDWEST TAPE LLC		Audiovisual-adult	504507564	220-55110-326	74.99
11/23	11/08/2023	95916	5162	OPPORTUNITIES INC		Office supplies	PSI567974	220-55110-310	370.00
11/23	11/08/2023	95917	2038	SWITS		Professional services	2023/313	220-55110-218	96.30
11/23	11/08/2023	95918	4630	UNIQUE MANAGEMENT SVC IN		Material recovery	6117724	220-55110-319	34.95
11/23	11/08/2023	95919	9617	WIMER, KATY		Program supplies-adult	183	220-55110-341	150.00
11/23	11/09/2023	95932	8438	JAMES LEASING LLC		OCT 2023 COPIER LEASE	14547	220-55110-310	117.45
11/23	11/09/2023	95932	8438	JAMES LEASING LLC		OCT 2023 COPIER LEASE	14547	220-55110-310	102.41
11/23	11/09/2023	95932	8438	JAMES LEASING LLC		OCT 2023 COPIES CHARGE	14547	220-55110-310	172.75
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ATT*C	SEPT 2023 ALARM LINE	NOV 2023	220-55110-225	111.80
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ATT*C	SEPT 2023 ALARM LINE	NOV 2023	220-55110-225	111.80
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-COMP	barcodes	NOV 2023	220-55110-310	623.37
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-AMAZ	paper	NOV 2023	220-55110-310	38.80
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-AMZN	cable, glue	NOV 2023	220-55110-310	39.25
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-SP TO	charging cable	NOV 2023	220-55110-310	40.33
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-WI DFI	WDFI Filling conv fee	NOV 2023	220-55110-310	10.00
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-WI DFI	WDFI filing	NOV 2023	220-55110-310	25.00
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-STERI	Office supplies shredding	NOV 2023	220-55110-310	91.25
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-AMZN	Office supplies	NOV 2023	220-55110-310	26.99
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-THER	Office supplies	NOV 2023	220-55110-310	76.91
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-USPS	Postage	NOV 2023	220-55110-313	792.00
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-BAKER	adult books	NOV 2023	220-55110-321	173.09
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-BAKER	adult books	NOV 2023	220-55110-321	331.79
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-BAKER	Books-adult	NOV 2023	220-55110-321	342.80
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-INGRA	Juvenile books	NOV 2023	220-55110-323	198.85

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11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-INGRA	Books-juvenile	NOV 2023	220-55110-323	52.61
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-APG S	Periodicals-adult	NOV 2023	220-55110-324	31.97
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-JOUR	Periodicals adult	NOV 2023	220-55110-324	78.00
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-AMZN	Audiovisual-adult	NOV 2023	220-55110-326	76.63
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-AMAZ	Audiovisual-adult	NOV 2023	220-55110-326	67.72
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-AMAZ	Audiovisual-adult	NOV 2023	220-55110-326	140.72
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-AMZN	Audiovisual-adult	NOV 2023	220-55110-326	17.96
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-AMZN	Audiovisual-adult	NOV 2023	220-55110-326	32.17
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-PP*ME	Advertising-Facebook	NOV 2023	220-55110-331	21.00
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-AMZN	Program supplies-adult	NOV 2023	220-55110-341	39.57
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-WALM	Program supplies-adult	NOV 2023	220-55110-341	51.98
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-AMZN	program supplies-children	NOV 2023	220-55110-342	48.15
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-AMZN	program supplies-children	NOV 2023	220-55110-342	62.12
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-AMAZ	Program supplies-juvenile	NOV 2023	220-55110-342	68.84
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-FESTI	Program supplies-adult	NOV 2023	220-55110-350	275.43
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-AMZN	Program supplies-adult	NOV 2023	220-55110-350	57.96
11/23	11/30/2023	900192	8487	US BANK	STACEY LUNSFORD-TLF*FL	Program supplies-adult	NOV 2023	220-55110-350	25.00
Total 220:									6,010.53
230									
11/23	11/09/2023	95935	42	JOHNS DISPOSAL SERVICE IN		NOV 2023 GARBAGE	1219236	230-53600-219	24,534.00
11/23	11/09/2023	95935	42	JOHNS DISPOSAL SERVICE IN		NOV 2023 RECYCLE	1219236	230-53600-295	11,312.90
11/23	11/09/2023	95935	42	JOHNS DISPOSAL SERVICE IN		NOV 2023 BULK	1219236	230-53600-219	5,452.00
11/23	11/09/2023	95935	42	JOHNS DISPOSAL SERVICE IN		NOV 2023 DUMPSTERS	1219236	230-53600-219	184.00
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		2023 LANDFILL MONITORING PJT1407.128	204250	230-53600-220	2,580.76
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-NORTHERN	2023 WHITEWATER CLOSED LANDFILL	NOV 2023	230-53600-220	1,684.40
Total 230:									45,748.06
235									
11/23	11/16/2023	95962	47	BROWN CAB SERVICE INC		OCT 2023 CAB SERVICES	4186	235-51350-295	9,293.72
Total 235:									9,293.72
245									
11/23	11/09/2023	95943	9751	PULSE DESIGN INC		UNDERSTANDING TREES SIGN PANELS	101523	245-56120-310	2,370.00
11/23	11/30/2023	96017	9751	PULSE DESIGN INC		UNDSTANDING TREES SIGN FABRICATION	111123	245-56120-310	670.00

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Total 245:									3,040.00
246									
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-WHENIW	wheniwork tfd	NOV 2023	246-55110-310	14.00
Total 246:									14.00
247									
11/23	11/01/2023	95893	7972	CARRICO AQUATIC RESOURCE		NOV 2023 CHEMICALS/EQUIP AGREEMENT	20236612	247-55600-350	1,500.00
11/23	11/01/2023	95893	7972	CARRICO AQUATIC RESOURCE		OCT 2023 DAILY OPERATIONAL CONSULT	20236613	247-55600-346	1,050.00
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		580 S ELIZABETH ST-AQUATIC CTR	OCTOBER 2	247-55700-221	2,742.57
11/23	11/09/2023	95920	38	ALSCO		OCT 2023 MAT SERVICE	OCT 2023	247-55800-310	103.24
11/23	11/16/2023	95986	8	UW WHITEWATER		GALV CAP/SANITARY NAPKINS	39519	247-55800-310	51.74
11/23	11/16/2023	95986	8	UW WHITEWATER		COPPER PIPE/COUPLING/ELBOWS	39519	247-55700-355	74.20
11/23	11/16/2023	95986	8	UW WHITEWATER		ROMEX/20AMP OUTLETS/ELECTRICAL TAPE	39519	247-55700-355	175.24
11/23	11/16/2023	95986	8	UW WHITEWATER		BATTERIES/OUTLET/OUTLET COVERS	39519	247-55700-355	57.92
11/23	11/16/2023	95991	25	WE ENERGIES	PNXZT31164	Electric-0713499904-00041-Aquatic Ctr Electric	OCT 2023	247-55700-222	6,442.01
11/23	11/16/2023	95991	25	WE ENERGIES	421785	Gas-0713499904-00069-Aquatic Ctr Gas	OCT 2023	247-55700-223	2,650.94
11/23	11/21/2023	95995	7972	CARRICO AQUATIC RESOURCE		DEC 2023 CHEMICAL & EQUIP AGREEMENT	20236938	247-55600-350	1,500.00
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-WHENIW	wheniwork wafc	NOV 2023	247-55500-224	168.00
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-ZOOM.U	zoom	NOV 2023	247-55500-225	15.99
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-COVE	OCT 2023 JANITORIAL SVC	NOV 2023	247-55500-246	808.00
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-AMZN M	new towels	NOV 2023	247-55500-310	44.30
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-AMZN M	fitness barbells	NOV 2023	247-55500-310	169.33
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-AMZN M	barbell clips	NOV 2023	247-55500-310	42.15
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-AMZN M	lifeguard 1st aid fanny packs	NOV 2023	247-55600-310	63.29
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-AMZN M	new hose nozzles for	NOV 2023	247-55600-310	12.54
11/23	11/30/2023	900192	8487	US BANK	SARA MARQUARDT-VON B	Legal - Aquatic Center Agreement	NOV 2023	247-55600-310	910.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	SPRAY PAINT/DUCT TAPE	NOV 2023	247-55700-355	15.18
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	LED FLASHLIGHT/20A RECEPTICAL/SILICONE CAULK	NOV 2023	247-55700-355	68.98
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-HOME	EXPANDING FOAM/SEALENT/CONCRETE CAULK	NOV 2023	247-55700-355	45.72
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-HOME	SWITCH BOXES/MISC SCREWS	NOV 2023	247-55700-355	28.49
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-AMAZON	office chair	NOV 2023	247-55800-310	62.25
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-AMZN M	clear sign holders for pool hours	NOV 2023	247-55800-310	14.76
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-AMZN M	emergency flashlights	NOV 2023	247-55800-310	9.99
11/23	11/30/2023	900192	8487	US BANK	DAN BUCKINGHAM-NASSC	TIDE LAUNRY SOAP/HAND SOAP	NOV 2023	247-55800-310	296.78
11/23	11/30/2023	900192	8487	US BANK	DAN BUCKINGHAM-NASSC	SCRUBBING BUBBLES CLEANER	NOV 2023	247-55800-310	65.66
11/23	11/30/2023	900192	8487	US BANK	DAN BUCKINGHAM-NASSC	CASE OF DISINFECTING WIPES/PAPERTOWELS	NOV 2023	247-55800-310	1,285.19

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11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-AMZ	Aquatic Center Supplies	NOV 2023	247-55800-310	207.20
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-CANVA* I	new brochures	NOV 2023	247-55800-324	145.00
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-SAMS C	concessions	NOV 2023	247-55800-342	260.38
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-WM SUP	concessions	NOV 2023	247-55800-342	49.50
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-WAL-MA	concessions	NOV 2023	247-55800-342	45.28
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-SAMSCL	WAFCC Concessions	NOV 2023	247-55800-342	200.26
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-SAMSCL	WAFCC Concessions	NOV 2023	247-55800-342	287.14
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-WAL-MA	coffee creamer	NOV 2023	247-55800-342	10.44
Total 247:									21,679.66
248									
11/23	11/09/2023	95921	880	AROPA DESIGNS INC		11 REVESABLE TANKS	46431	248-55110-405	130.35
11/23	11/16/2023	95978	9768	LEWIS, EARL		YOUTH BASKETBALL INSTRUCTION 7.5HRS	111423	248-55110-405	112.50
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-WHENIW	wheniwork rec	NOV 2023	248-55110-224	98.00
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-PIXLR.C	flyers/marketing	NOV 2023	248-55110-320	7.99
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-CASEYS	fuel expenses	NOV 2023	248-55110-341	20.00
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-KWIK TR	fuel - driving to Sam's	NOV 2023	248-55110-351	25.00
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-AMAZON	youth basketball instruction supplies - basketballs for kids wh	NOV 2023	248-55110-405	284.58
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-AMZN M	youth basketball instruction supplies	NOV 2023	248-55110-405	75.45
11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-SAM	After School Supplies	NOV 2023	248-55110-475	293.48
11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-AMZ	After School Supplies	NOV 2023	248-55110-475	139.08
11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-WM S	After School Supplies	NOV 2023	248-55110-475	43.91
11/23	11/30/2023	900192	8487	US BANK	MICHELLE DUJARDIN-SAM	After School Supplies	NOV 2023	248-55110-475	156.20
11/23	11/30/2023	900192	8487	US BANK	JENNIFER FRENCH-TST* C	NRPA meal	NOV 2023	248-55115-211	14.60
11/23	11/30/2023	900192	8487	US BANK	JENNIFER FRENCH-UBER	NRPA transportation	NOV 2023	248-55115-211	5.75
11/23	11/30/2023	900192	8487	US BANK	JENNIFER FRENCH-UBER	NRPA transportation	NOV 2023	248-55115-211	5.54
11/23	11/30/2023	900192	8487	US BANK	JENNIFER FRENCH-UBER	NRPA transportation	NOV 2023	248-55115-211	5.54
11/23	11/30/2023	900192	8487	US BANK	JENNIFER FRENCH-CAFE H	NRPA meal	NOV 2023	248-55115-211	23.49
11/23	11/30/2023	900192	8487	US BANK	JENNIFER FRENCH-LYFT	NRPA transportation	NOV 2023	248-55115-211	36.67
11/23	11/30/2023	900192	8487	US BANK	JENNIFER FRENCH-MKE S	NRPA Parking	NOV 2023	248-55115-211	32.00
11/23	11/30/2023	900192	8487	US BANK	HUNTER KARNITZ-ZOOM.U	zoom	NOV 2023	248-55115-225	15.99
11/23	11/30/2023	900192	8487	US BANK	JENNIFER FRENCH-SAMS	Program Supplies	NOV 2023	248-55115-342	67.18
11/23	11/30/2023	900192	8487	US BANK	JENNIFER FRENCH-WAL-M	Respite Water	NOV 2023	248-55115-342	2.68
11/23	11/30/2023	900192	8487	US BANK	JENNIFER FRENCH-WAL-M	Packer Party	NOV 2023	248-55115-342	7.27
Total 248:									1,603.25

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
249	11/23	11/09/2023	95925	9761	CONCORD INSPECTION LLC	GROUND LADDER/AERIAL TRUCK INSPECTIONS	1610	249-52280-241	1,477.56
	11/23	11/09/2023	95927	9744	EMS MGNT & CONSULTANT INC	OCT 2023 EMS COLLECTIONS	EMS-001120	249-52270-345	1,442.48
	11/23	11/09/2023	95927	9744	EMS MGNT & CONSULTANT INC	OCT 2023 FIRE COLLECTIONS	EMS-001120	249-52280-345	82.50
	11/23	11/09/2023	95930	120	H & H FIRE PROTECTION LLC	9-FIRE EXTINGUISHERS REFILLED	19661	249-52280-310	432.00
	11/23	11/09/2023	95934	399	JEFFERSON FIRE & SAFETY IN	50 SETS FIRE ARMOR GLOVE GAUNTLETS	IN308126	249-52280-250	4,350.00
	11/23	11/09/2023	95938	9455	KWIK TRIP INC	OCT 2023 FUEL	OCT 2023 F	249-52270-351	1,628.42
	11/23	11/09/2023	95938	9455	KWIK TRIP INC	OCT 2023 FUEL	OCT 2023 F	249-52280-351	656.35
	11/23	11/09/2023	95944	9529	SIREN SERVICES LLC	#1221DISCHARGE GUAGE REPAIR	2344	249-52280-241	947.14
	11/23	11/14/2023	95953	9767	MADSON, KEVIN	AMBULANCE REFUND 05-03-2021 21-0517	21-0517	249-13100	250.00
	11/23	11/14/2023	95953	9767	MADSON, KEVIN	AMBULANCE REFUND 06-05-2021 21-0666	21-0666	249-13100	250.00
	11/23	11/14/2023	95953	9767	MADSON, KEVIN	AMBULANCE REFUND 06-07-2021 21-0675	21-0675	249-13100	250.00
	11/23	11/14/2023	95953	9767	MADSON, KEVIN	AMBULANCE REFUND 06-16-2021 21-0714	21-0714	249-13100	250.00
	11/23	11/14/2023	95953	9767	MADSON, KEVIN	AMBULANCE REFUND 07-11-2021 21-0821	21-0821	249-13100	250.00
	11/23	11/14/2023	95953	9767	MADSON, KEVIN	AMBULANCE REFUND 07-20-2021 21-0864	21-0864	249-13100	250.00
	11/23	11/14/2023	95954	9766	MOTOMURA, STEFANIE	AMBULANCE REFUND 05-12-2021 21-0553	21-0553	249-13100	112.92
	11/23	11/14/2023	95955	9762	PIPER TRUST, CLARICE	AMBULANCE OVERPAYMENT-04-17-2021 21-0455	21-0455	249-13100	250.00
	11/23	11/14/2023	95956	9765	SABIN, ROBERT	AMBULANCE REFUND 05-12-2021 21-0553	21-0553	249-13100	112.92
	11/23	11/14/2023	95956	9765	SABIN, ROBERT	AMBULANCE REFUND 05-12-2021 21-0553	21-0553	249-13100	112.92- V
	11/23	11/14/2023	95957	9763	SCHUMACHER, DAVID	AMBULANCE REFUND 06-04-2021 21-0661	21-0661	249-13100	1,342.80
	11/23	11/14/2023	95958	9764	TURLEY, LINDA	AMBULANCE REFUND 12-11-2020 20-13159	20-1359	249-13100	122.02
	11/23	11/16/2023	95959	6111	AARP-ATLANTA	RFND PMT FOR JANET ROOU RESCUE CALL 23-0295	23-0295	249-13100	127.22
	11/23	11/16/2023	95960	5581	ANTHEM BCBS	RFND AMBULANCE PMT FOR EVA HERNANDEZ	22-0315	249-13100	1,276.00
	11/23	11/16/2023	95961	3079	AURORA HEALTHCARE SOUTH	PHARMACY MEDICATION	135-CI00000	249-52270-342	876.51
	11/23	11/16/2023	95963	6517	CHILDS PHD SC, CRAIG D	NEW HIRE EVAL-ROLLINS	3566	249-52290-770	535.00
	11/23	11/16/2023	95964	9669	CONWAY SHIELD	2-6"SHIELDS WITH 2 PANELS	0514136	249-52280-253	110.00
	11/23	11/16/2023	95965	2037	DEAN CARE	RFND AMBULANCE PMT FOR ZACKARY KOPP 12/06/2022	22-1578	249-13100	1,343.60
	11/23	11/16/2023	95967	9771	DUVAL, CALEB	RFND AMBULANCE CALL 22-1490	22-1490	249-13100	1,141.30
	11/23	11/16/2023	95968	9773	EICHMILLER, PAUL	RFND AMBULANCE PAYMENT	22-0136	249-13100	1,038.16
	11/23	11/16/2023	95971	9772	HERNANDEZ, EVA	RFND PAYMENT ON AMBULANCE CALL 22-0315	22-0315	249-13100	170.00
	11/23	11/16/2023	95972	5120	HUMANA MEDICARE PPO	RFND BARRY WESCOTT OVRPMT RESCUE CALL 20-0452	20-0452	249-13100	218.06
	11/23	11/16/2023	95980	7221	NATIONAL GOVERNMENT SER	RFND OVERPMT JANET ROOU RESCUE CALL 23-0295	23-0295	249-13100	498.72
	11/23	11/16/2023	95981	8379	TONYA PINTERICS	REFUND PAYMENT ON RESCUE CALL 20-0391	20-0391	249-13100	50.00
	11/23	11/16/2023	95985	2810	UNITED HEALTHCARE	RFND AMBULANCE OVRPMT FOR TAD TUCKER 12/27/202	21-1603	249-13100	1,068.40
	11/23	11/16/2023	95987	9770	VA OFFICE OF COMMUNITY CA	RFND PMT FOR PATRICK TERRY RESCUE CALL 21-0479	21-0479	249-13100	575.02
	11/23	11/16/2023	95992	5661	WEA AUTO PROP & CASUALTY	RFND AMBULANCE PMT FOR DAVID STIMPSON	22-1000	249-13100	75.00
	11/23	11/30/2023	96007	2817	CLIA LABORATORY PROGRAM	2024-2026 CERTIFICAION PERIOD RENEWAL	2024-2026 C	249-52270-320	180.00
	11/23	11/30/2023	96011	243	FERO'S AUTO REPAIR & TOWIN	CHEVY TAHOE GOF	6985	249-52270-241	34.56
	11/23	11/30/2023	96012	120	H & H FIRE PROTECTION LLC	FIRE EXTINGUISHER FILL & MAINT	19683	249-52280-310	163.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
11/23	11/30/2023	96016	727	PETE'S TIRE SERVICE INC		2 TIRES MOUNT AND DISMOUNTS	113140	249-52270-241	765.18
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		FD BUNK ROOM PJT1407-136	203681	249-52280-810	2,829.88
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-FT HE	DRUG AND PHYSICAL SCREEN-PEACHEY	NOV 2023	249-52270-211	191.00
11/23	11/30/2023	900192	8487	US BANK	JASON DEAN-DOJ WS2 EVA	Conference Registration	NOV 2023	249-52270-211	125.00
11/23	11/30/2023	900192	8487	US BANK	JASON DEAN-DOJ WS2 EVA	Conference Registration	NOV 2023	249-52270-211	2.50
11/23	11/30/2023	900192	8487	US BANK	KELLY FREEMAN-AMZN MK	LED LICENSE PLATE LIGHTS	NOV 2023	249-52270-241	16.98
11/23	11/30/2023	900192	8487	US BANK	KELLY FREEMAN-AMAZON.	LED SPOT LAMP	NOV 2023	249-52270-241	103.31
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-S & H T	#1280 OIL CHANGE	NOV 2023	249-52270-241	786.43
11/23	11/30/2023	900192	8487	US BANK	KELLY FREEMAN-AMZN MK	CONCRETE CLEANER	NOV 2023	249-52270-310	42.49
11/23	11/30/2023	900192	8487	US BANK	JASON DEAN-AMZN MKTP	Ambulance phone cases	NOV 2023	249-52270-310	66.78
11/23	11/30/2023	900192	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	NOV 2023	249-52270-342	729.05
11/23	11/30/2023	900192	8487	US BANK	JASON DEAN-EMERGENCY	Medical supplies	NOV 2023	249-52270-342	152.64
11/23	11/30/2023	900192	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	NOV 2023	249-52270-342	282.72
11/23	11/30/2023	900192	8487	US BANK	JASON DEAN-EMERGENCY	Medical supplies	NOV 2023	249-52270-342	92.22
11/23	11/30/2023	900192	8487	US BANK	JASON DEAN-WAL-MART #1	Medical supplies	NOV 2023	249-52270-342	32.87
11/23	11/30/2023	900192	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	NOV 2023	249-52270-342	787.05
11/23	11/30/2023	900192	8487	US BANK	JASON DEAN-EMERGENCY	Medical supplies	NOV 2023	249-52270-342	227.80
11/23	11/30/2023	900192	8487	US BANK	JASON DEAN-EMERGENCY	Medical supplies	NOV 2023	249-52270-342	430.36
11/23	11/30/2023	900192	8487	US BANK	JASON DEAN-EMERGENCY	Medical supplies	NOV 2023	249-52270-342	180.66
11/23	11/30/2023	900192	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	NOV 2023	249-52270-342	382.73
11/23	11/30/2023	900192	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	NOV 2023	249-52270-342	1,151.92
11/23	11/30/2023	900192	8487	US BANK	JASON DEAN-AIRGAS - NO	Medical supplies	NOV 2023	249-52270-342	35.34
11/23	11/30/2023	900192	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	NOV 2023	249-52270-342	188.98
11/23	11/30/2023	900192	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	NOV 2023	249-52270-342	1,280.49
11/23	11/30/2023	900192	8487	US BANK	KELLY FREEMAN-CLARION	FDIC TRAINING REGISTRATION - FREEMAN	NOV 2023	249-52280-211	4,700.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-FT HE	DRUG AND PHYSICAL SCREEN-SCHNEIDER	NOV 2023	249-52280-211	191.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-FT HE	DRUG AND PHYSICAL SCREENING-ROLLINS	NOV 2023	249-52280-211	191.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-S & H T	#1250 OIL CHANGE/LED HEADLIGHT CHANGEOUT	NOV 2023	249-52280-241	1,606.17
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-S & H T	#1250 PARK BREAK CONTROL REPAIR	NOV 2023	249-52280-241	641.04
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-S & H T	#1220 OIL CHANGE/HEADLIGHT REPAIR	NOV 2023	249-52280-241	939.69
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-HOME	#1250BOLTS FOR LIGHTS	NOV 2023	249-52280-241	1.52
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-HOME	#1250BOLTS FOR PLATFORM LIGHTS	NOV 2023	249-52280-241	1.36
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-INTERSTAT	BATTERY	NOV 2023	249-52280-242	54.95
11/23	11/30/2023	900192	8487	US BANK	JOE USELDING-EAGLE EN	COLLAR ORNAMENTS	NOV 2023	249-52280-253	25.95
11/23	11/30/2023	900192	8487	US BANK	KELLY FREEMAN-AMZN MK	PHONE SCREEN PROTECTORS	NOV 2023	249-52280-310	22.87
11/23	11/30/2023	900192	8487	US BANK	KELLY FREEMAN-AMZN MK	CONCRETE CLEANER	NOV 2023	249-52280-310	42.50
11/23	11/30/2023	900192	8487	US BANK	KELLY FREEMAN-AMAZON.	LAMINATING MACHINE/LAMINATING POUCHES	NOV 2023	249-52280-310	59.25
11/23	11/30/2023	900192	8487	US BANK	KELLY FREEMAN-SMARTSI	BATTERY FOR LED STOP PADDLES&VEST	NOV 2023	249-52280-310	36.39
11/23	11/30/2023	900192	8487	US BANK	KELLY FREEMAN-AMZN MK	RECHARGABLE LED ROAD FLARES	NOV 2023	249-52280-310	71.99

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11/23	11/30/2023	900192	8487	US BANK	KELLY FREEMAN-SMARTSI	TAX REFUND	NOV 2023	249-52280-310	1.90-
11/23	11/30/2023	900192	8487	US BANK	KELLY FREEMAN-HOMEDE	2-HD TOOL BAG	NOV 2023	249-52280-310	129.96
11/23	11/30/2023	900192	8487	US BANK	KELLY FREEMAN-PAYPAL *	Gear wash	NOV 2023	249-52280-310	318.00
11/23	11/30/2023	900192	8487	US BANK	SABRINA L OJIBWAY-DOJ E	Code E Record Check for Fire	NOV 2023	249-52280-310	7.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-R.O.D.	OCT 2023 WATER COOLER RENTAL	NOV 2023	249-52280-310	38.95
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-GFC L	SEPT 2023 COPIES CHARGE	NOV 2023	249-52280-310	3.64
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-GFC L	NOV 2023 COPIER LEASE	NOV 2023	249-52280-310	113.03
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	MOUSE TRAPS	NOV 2023	249-52280-310	9.99
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	PAPERTOWELS/CHARGING BLOCKS	NOV 2023	249-52280-310	42.17
11/23	11/30/2023	900192	8487	US BANK	JOE USELDING-AMZN MKT	SURFACE CAR CHARGER	NOV 2023	249-52280-310	57.76
11/23	11/30/2023	900192	8487	US BANK	JOE USELDING-AMZN MKT	RAM MOUNTS FOR TABLETS	NOV 2023	249-52280-310	135.49
11/23	11/30/2023	900192	8487	US BANK	JOE USELDING-SQ *WHITE	SHIPPING	NOV 2023	249-52280-310	9.54
11/23	11/30/2023	900192	8487	US BANK	KELLY FREEMAN-WAL-MAR	13 CASES OF SODA	NOV 2023	249-52290-325	53.88
11/23	11/30/2023	900192	8487	US BANK	KELLY FREEMAN-CKE*FAN	DEPT LUNCH/DINNER PER CITY MANAGER	NOV 2023	249-52290-325	158.44
11/23	11/30/2023	900192	8487	US BANK	KELLY FREEMAN-CKE*FAN	DEPT LUNCH/DINNER PER CITY MANAGER	NOV 2023	249-52290-325	135.64
Total 249:									44,506.39
280									
11/23	11/09/2023	95924	9228	COMMONWEALTH HERITAGE G		WALWORTH AVE RECONSTRUCTION HISTORY SURVEYS	908123	280-57500-821	2,058.54
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		WALWORTH AVE RECONST BIL-PJT1407-132	203398	280-57500-821	10,730.03
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		INN DR RECAST BIL PJT1407-113	203399	280-57500-821	1,116.39
Total 280:									13,904.96
410									
11/23	11/30/2023	96010	3442	EHLERS		TID ANNUAL REPORT PREPARTAION	95517	410-57660-219	1,700.00
Total 410:									1,700.00
411									
11/23	11/30/2023	96010	3442	EHLERS		TID ANNUAL REPORT PREPARTAION	95517	411-57660-219	1,700.00
Total 411:									1,700.00
412									
11/23	11/30/2023	96010	3442	EHLERS		TID ANNUAL REPORT PREPARTAION	95517	412-57660-219	1,700.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
Total 412:									1,700.00
413									
11/23	11/30/2023	96010	3442	EHLERS		TID ANNUAL REPORT PREPARTAIION	95517	413-57660-219	1,700.00
Total 413:									1,700.00
414									
11/23	11/30/2023	96010	3442	EHLERS		TID ANNUAL REPORT PREPARTAIION	95517	414-57660-219	1,700.00
Total 414:									1,700.00
450									
11/23	11/30/2023	96008	4864	DIGICORP INC		TV STATION SERVER	348508	450-58200-800	5,847.72
11/23	11/30/2023	96008	4864	DIGICORP INC		VIRTUAL SERVER-BACKUP STORAGE	348510	450-58200-800	15,681.00
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		ANN/FREMONT ST CONTS PJT1407-122	203394	450-54000-861	2,032.51
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		FREMONT ST RECONST PJT1407-123	203395	450-54000-862	2,473.98
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		FOREST AVE RECONST PJT1407-125	203396	450-54000-864	853.09
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	PUSH ON FILTER	NOV 2023	450-54000-828	26.99
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-KEYST	TRIPP/CRAVATH FISH STOCKING	NOV 2023	450-58100-829	3,518.01
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-SPECT	FIBER INSTALL FOR TV STATION	NOV 2023	450-58200-800	5,000.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-SPECT	FIBER INSTALL FOR TV STATION	NOV 2023	450-58200-800	3,600.00
Total 450:									39,033.30
610									
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		WELL 8-E COMMERCIAL AVE	OCTOBER 2	610-61935-220	6.17
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		WELL 8-INDIAN MOUND	OCTOBER 2	610-61935-220	3.41
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		CARRIAGE DR PUMP HOUSE	OCTOBER 2	610-61935-220	7.40
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		WATER PLANT	OCTOBER 2	610-61935-220	35.17
11/23	11/01/2023	95910	6	CAPTIAL ONE		PHONE CASE/SCREEN PROTECTOR	OCT 2023	610-61921-310	35.88
11/23	11/01/2023	95910	6	CAPTIAL ONE		STORAGE CLIP	OCT 2023	610-61921-310	28.78
11/23	11/01/2023	95910	6	CAPTIAL ONE		OIL FILTER/GREASE/POUR SPOUT/MOTOR OIL	OCT 2023	610-61652-350	26.72
11/23	11/09/2023	95928	7791	ENERGENECS INC		WELL 6 & 9 CLORINE TRANSUCER WORK	0046476-IN	610-61630-350	632.50
11/23	11/09/2023	95931	9376	HYDRO CORP INC		OCT 2023 CROSS CONNETION SVCS	0074926-IN	610-61923-210	3,924.00
11/23	11/09/2023	95932	8438	JAMES LEASING LLC		OCT 2023 COPIER LEASE	14547	610-61921-310	48.63
11/23	11/09/2023	95932	8438	JAMES LEASING LLC		OCT 2023 COPIES CHARGE	14547	610-61921-310	50.37
11/23	11/09/2023	95939	9225	MIDWEST METER INC		1- 3"E SERRIES HRE & CELLULAR REMOTE	0160871-IN	610-61936-823	3,310.00

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11/23	11/09/2023	95948	5547	UTILITY SERVICE CO INC		SW TANK ANNUAL SERVICE CONTRACT	581312	610-61650-350	5,000.00
11/23	11/09/2023	95951	20	WHITEWATER LIMESTONE INC		48 TONS LIMESTONE BASE	26184	610-61651-350	413.19
11/23	11/16/2023	95970	151	FORT HEALTHCARE BUSINESS		2024 CONSORTIUM FEE	64407	610-61630-154	68.20
11/23	11/16/2023	95973	493	JAECKEL BROS INC		WELL# 9 CLEAN OUT HAULING	30436	610-61630-310	1,925.00
11/23	11/16/2023	95991	25	WE ENERGIES	PNXZT33693	Electric-0713499904-00007-1130 Carriage-Meter 1	OCT 2023	610-61620-220	5,278.92
11/23	11/16/2023	95991	25	WE ENERGIES	PNXZT36190	Electric-0713499904-00018-E Lauderdale ST	OCT 2023	610-61620-220	1,934.99
11/23	11/16/2023	95991	25	WE ENERGIES	PNXZT30761	Electric-0713499904-00036-308 Fremont	OCT 2023	610-61620-220	6,675.05
11/23	11/16/2023	95991	25	WE ENERGIES	1739465	Gas-0713499904-00043-308 Fremont	OCT 2023	610-61620-220	51.60
11/23	11/16/2023	95991	25	WE ENERGIES	3022024	Gas-0713499904-00063-Carriage Dr.	OCT 2023	610-61620-220	9.57
11/23	11/16/2023	95991	25	WE ENERGIES	PNXZT36612	Electric-0713499904-00074-Well #9	OCT 2023	610-61620-220	1,761.52
11/23	11/16/2023	95991	25	WE ENERGIES	391007	Gas-0713499904-00075-951 Commercial Ave.	OCT 2023	610-61620-220	89.34
11/23	11/16/2023	95991	25	WE ENERGIES	BZ789251	Electric-0713499904-00089-Cravath & Wood Sts.	OCT 2023	610-61620-220	96.68
11/23	11/16/2023	95991	25	WE ENERGIES	PVZT439031	Electric-0713499904-00090-Comm Ave. well	OCT 2023	610-61620-220	4,131.37
11/23	11/16/2023	95991	25	WE ENERGIES	NZT917009	Electric-0713499904-00035-Coburn Lane Hill	OCT 2023	610-61620-220	16.64
11/23	11/21/2023	96000	8957	MARTELLE WATER TREATMEN		FLOURIDE AND CHLORINE	26178	610-61630-341	3,651.31
11/23	11/30/2023	96013	1049	HOTSY CLEANING SYSTEMS IN		SHP230VOLT PRESSURE WASHER	6165	610-61936-810	9,355.59
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		SW WATER MAIN EXT PJT1407-119	203393	610-61936-820	706.54
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		ANN/FREMONT ST CONTS PJT1407-122	203394	610-61936-820	2,032.51
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		FREMONT ST RECONST PJT1407-123	203395	610-61936-820	2,473.98
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		FOREST AVE RECONST PJT1407-125	203396	610-61936-820	853.08
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		NORTHSIDE WATER MAIN PJT1407-131	203397	610-61936-820	5,014.65
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		VEHICLE STORAGE GARAGE PJT1407-130	203680	610-61936-820	5,987.77
11/23	11/30/2023	96020	234	POSTMASTER		NOV 2023 UTILTIY BILL POSTAGE	NOV 2023 U	610-61921-310	339.15
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-USABLU	LASER LITE EAR PLUGS W/O CORD	NOV 2023	610-61600-350	67.82
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	BOLTS	NOV 2023	610-61620-350	9.79
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-AMZN MKTP	DANGER - HIGH VOLTAGE SIGNS	NOV 2023	610-61620-350	36.81
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-AMZN MKTP	EYEWASH STATION DRENCH HOSE EYE WASH STATION	NOV 2023	610-61620-350	682.91
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-AMZN MKTP	SINGLE DOOR CYLINDER STORAGE CABINET	NOV 2023	610-61620-350	485.16-
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-USABLU	LAB SUPPLIES	NOV 2023	610-61630-310	301.93
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-WI STATE H	WATER TESTING	NOV 2023	610-61630-310	91.00
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-USABLU	HACH FLOURIDE	NOV 2023	610-61630-310	147.86
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-NORTHERN	QUARTERLY DRINKING WATER TESTING/ANNUAL DRINK	NOV 2023	610-61630-310	77.05
11/23	11/30/2023	900192	8487	US BANK	JIM A BERGNER-EBAY O*07	WELL #7 FILTER PANEL	NOV 2023	610-61630-350	399.85
11/23	11/30/2023	900192	8487	US BANK	JIM A BERGNER-AUTOMATI	RELAY INPUT AND OUTPUT MODULES	NOV 2023	610-61630-350	1,119.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	WIREBRUSH/THRD ROD/MISCHARDWARE	NOV 2023	610-61651-350	59.39
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-PAYNE & DO	ASPHALT REPAIR	NOV 2023	610-61651-350	675.82
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-USABLU	DIFFUSER GASKET	NOV 2023	610-61654-350	40.83
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-BADGER ME	ORION CELLULAR LTE SER UNIT/BEACON FIXED NETWO	NOV 2023	610-61903-361	1,167.24
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-ACE H	KEYBOX	NOV 2023	610-61921-310	7.99

M = Manual Check, V = Void Check

Item 6.

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount	
11/23	11/30/2023	900192	8487	US BANK		ALISON STOLL-AMZN MKTP	PROTECTIVE SILICONE COVER FOR CELL PHONE	NOV 2023	610-61921-310	38.98
11/23	11/30/2023	900192	8487	US BANK		JEREMIAH THOMAS-O'REIL	MOD ASSEMBLY/STRAP/LOCK RING	NOV 2023	610-61933-310	301.82
11/23	11/30/2023	900192	8487	US BANK		JEREMIAH THOMAS-O'REIL	STRAP	NOV 2023	610-61933-310	33.14
11/23	11/30/2023	900192	8487	US BANK		JEREMIAH THOMAS-ACE H	HEX SCREW PACK	NOV 2023	610-61933-310	24.99
11/23	11/30/2023	900192	8487	US BANK		JIM A BERGNER-FARM & FL	WINTER SAFETY GEAR	NOV 2023	610-61935-118	629.78
11/23	11/30/2023	900192	8487	US BANK		ALISON STOLL-CINTAS CO	UNIFORMS	NOV 2023	610-61935-118	163.24
11/23	11/30/2023	900192	8487	US BANK		ALISON STOLL-CINTAS CO	UNIFORMS	NOV 2023	610-61935-118	163.24
11/23	11/30/2023	900192	8487	US BANK		JIM A BERGNER-MENARDS	PARTS FOR HEATED POWER WASHER	NOV 2023	610-61935-350	295.55
11/23	11/30/2023	900192	8487	US BANK		JIM A BERGNER-MENARDS	RETURN PART FOR HEATED POWER WASHER	NOV 2023	610-61935-350	35.97-
11/23	11/30/2023	900192	8487	US BANK		JIM A BERGNER-MENARDS	PARTS FOR HEATED POWER WASHER	NOV 2023	610-61935-350	71.95
11/23	11/30/2023	900192	8487	US BANK		JEREMIAH THOMAS-ACE H	CHAINSAW/GAS/BAROIL	NOV 2023	610-61935-350	277.97
11/23	11/30/2023	900192	8487	US BANK		JEREMIAH THOMAS-ACE H	DRYER PIPE VENT	NOV 2023	610-61935-350	6.99
11/23	11/30/2023	900192	8487	US BANK		JEREMIAH THOMAS-ACE H	TAPE/PACKING TAPE/WALL PLATE SWITCH	NOV 2023	610-61935-350	22.97
11/23	11/30/2023	900192	8487	US BANK		JEREMIAH THOMAS-HOME	6PADLOCKS	NOV 2023	610-61935-350	125.94
11/23	11/30/2023	900192	8487	US BANK		JEREMIAH THOMAS-HOME	GALV TIN/SEALANT	NOV 2023	610-61935-350	15.17
11/23	11/30/2023	900192	8487	US BANK		JEREMIAH THOMAS-HOME	PHILIPS BIT/CONDUIT HANGER	NOV 2023	610-61935-350	8.08
11/23	11/30/2023	900192	8487	US BANK		ALISON STOLL-CINTAS CO	SHOP TOWELS AND MATS	NOV 2023	610-61935-350	104.80
11/23	11/30/2023	900192	8487	US BANK		ALISON STOLL-AMZN MKTP	TETHERED DUST EYEWASH COVER	NOV 2023	610-61935-350	10.99
11/23	11/30/2023	900192	8487	US BANK		ALISON STOLL-USABLUEB	BLUE WIRE WATER FLAGS 21	NOV 2023	610-61935-350	39.18
11/23	11/30/2023	900192	8487	US BANK		ALISON STOLL-AMZN MKTP	TETHERED DUST EYEWASH COVER	NOV 2023	610-61935-350	10.99
11/23	11/30/2023	900192	8487	US BANK		ALISON STOLL-CINTAS CO	MATS AND BATHROOM SUPPLIES	NOV 2023	610-61935-350	104.80
Total 610:									72,790.41	

620

11/23	11/01/2023	95895	1	DEPT OF UTILITIES		WASTEWATER STORMWATER	OCTOBER 2	620-62860-220	131.29
11/23	11/09/2023	95929	133	FRAWLEY OIL CO INC		LUBRICANTS	OCT 2023	620-62850-342	607.25
11/23	11/09/2023	95932	8438	JAMES LEASING LLC		OCT 2023 COPIER LEASE	14547	620-62820-310	49.92
11/23	11/09/2023	95932	8438	JAMES LEASING LLC		OCT 2023 COPIES CHARGE	14547	620-62820-310	58.27
11/23	11/16/2023	95970	151	FORT HEALTHCARE BUSINESS		2024 CONSORTIUM FEE	64407	620-62810-154	81.84
11/23	11/16/2023	95976	217	JIM'S JANITORIAL SERVICE		GEN CLEANING 10/07, 10/21	14978	620-62860-245	300.00
11/23	11/16/2023	95990	125	WALWORTH CO REGISTER OF		RECORDING FEES FOR /WUP 00157,00354,00356	111523	620-62810-820	60.00
11/23	11/16/2023	95991	25	WE ENERGIES	PVXZT86648	Electric-0713499904-00042-Wastewater Plant	OCT 2023	620-62840-222	11,536.86
11/23	11/16/2023	95991	25	WE ENERGIES	305347	Gas-0713499904-00004-Wastewater Plant	OCT 2023	620-62840-223	1,219.95
11/23	11/16/2023	95991	25	WE ENERGIES	PBZT703307	Electric-0713499904-00015-Park Crest Lift Station	OCT 2023	620-62830-222	37.76
11/23	11/16/2023	95991	25	WE ENERGIES	PBZT703134	Electric-0713499904-00019-Vanderlip Lift Station	OCT 2023	620-62830-222	309.00
11/23	11/16/2023	95991	25	WE ENERGIES	PVXZT90576	Electric-0713499904-00023-Fremont Lift Station	OCT 2023	620-62830-222	91.27
11/23	11/16/2023	95991	25	WE ENERGIES	1738585	Gas-0713499904-00029-Fremont Lift Station	OCT 2023	620-62830-222	11.22
11/23	11/16/2023	95991	25	WE ENERGIES	PBZT92285	Electric-0713499904-00033-Beach Lift Station	OCT 2023	620-62830-222	93.66

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Item 6.

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
11/23	11/16/2023	95991	25	WE ENERGIES	PBZT703205	Electric-0713499904-00034-Fraternity Lift Station	OCT 2023	620-62830-222	172.11
11/23	11/16/2023	95991	25	WE ENERGIES	PBZT702130	Electric-0713499904-00049-Milwaukee St. lift	OCT 2023	620-62830-222	32.84
11/23	11/16/2023	95991	25	WE ENERGIES	PBZT703352	Electric-0713499904-00051-Oak St. sludge	OCT 2023	620-62830-222	30.45
11/23	11/16/2023	95991	25	WE ENERGIES	3082926	Gas-0713499904-00058-Park Crest Lift Station	OCT 2023	620-62830-222	10.70
11/23	11/16/2023	95991	25	WE ENERGIES	1799408	Gas-0713499904-00088-Beach Lift Station	OCT 2023	620-62840-223	10.70
11/23	11/16/2023	95991	25	WE ENERGIES	3028661	Gas-0713499904-00093-Fraternity Lift Station	OCT 2023	620-62830-222	15.20
11/23	11/30/2023	96006	8505	AQUACHEM OF AMERICA INC		4600LBS OF POLYMER	8412AQ	620-62840-341	8,694.00
11/23	11/30/2023	96009	9406	EC3 ENVIRO CONSULT GROUP		2023 PRAIRIE INSPECTION REPORT	8352	620-62840-342	500.00
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		VANDERLIP PUMPING STATION PJT1407-111	203392	620-62810-820	3,303.25
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		ANN/FREMONT ST CONTS PJT1407-122	203394	620-62810-820	2,032.51
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		FREMONT ST RECONST PJT1407-123	203395	620-62810-820	2,473.98
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		FOREST AVE RECONST PJT1407-125	203396	620-62810-820	853.08
11/23	11/30/2023	96020	234	POSTMASTER		NOV 2023 UTILTIY BILL POSTAGE	NOV 2023 U	620-62810-310	339.15
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-WEF MAIN	WATER ENVIRONMENT FEDERATION MEMBERSHIP - BE	NOV 2023	620-62820-154	175.00
11/23	11/30/2023	900192	8487	US BANK	SABRINA L OJIBWAY-DOJ E	Code E Record Checks for Wastewater	NOV 2023	620-62820-310	7.00
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-WAL-MART	OFFICE SUPPLIES	NOV 2023	620-62820-310	8.12
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-AMAZON W	AMAZON WEB SERVICES FOR COLLECTIONS OCTOBER	NOV 2023	620-62830-295	11.50
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-OLSEN SAF	NITRILE GLOVES 5.5MIL	NOV 2023	620-62830-354	71.10
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-USABLU EB	SEWER GREEN WIRE FLAGS 30	NOV 2023	620-62830-354	44.16
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-CINTAS CO	UNIFORMS	NOV 2023	620-62840-118	188.80
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-CINTAS CO	UNIFORMS	NOV 2023	620-62840-118	233.80
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-GENE	PLUG PACKS/REMR+PLUGKIT	NOV 2023	620-62840-310	16.62
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-CINTAS CO	SHOP TOWELS AND MATS	NOV 2023	620-62840-310	167.00
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-AMZN MKTP	TEMPERED GLASS SCREEN PROTECTORS FOR CELL P	NOV 2023	620-62840-310	30.93
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-WAL-MART	PLANT OP SUPPLIES	NOV 2023	620-62840-310	8.24
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-OLSEN SAF	WINTER SAFETY GEAR	NOV 2023	620-62840-310	319.76
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-WM SUPER	OPEN HOUSE SUPPLIES	NOV 2023	620-62840-310	30.86
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-WM SUPER	OPEN HOUSE SUPPLIES	NOV 2023	620-62840-310	2.00
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-WM SUPER	PLANT OP SUPPLIES	NOV 2023	620-62840-310	13.41
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-CINTAS CO	SHOP TOWELS AND MATS	NOV 2023	620-62840-310	167.00
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-USABLU EB	LONGOPAC CASSETTE BAGS	NOV 2023	620-62840-310	604.87
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-ABENDROT	PLANT OP SUPPLIES	NOV 2023	620-62840-310	61.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-HOME	GALV PIPE CAP	NOV 2023	620-62850-357	3.37
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-HOME	160LBS CONCRETE MIX	NOV 2023	620-62850-357	10.46
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-MCMAS TER	BLDG 300 PRIMARY SCUM PIT / WETWELL REPAIR PART	NOV 2023	620-62850-357	207.52
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-MENARDS J	BLDG 320 PRIMARY SCUM PIT REPAIR PARTS	NOV 2023	620-62850-357	122.49
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-MENARDS J	BLDG 320 PRIMARY SCUM PIT REPAIR PARTS	NOV 2023	620-62850-357	89.97
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-USABLU EB	SLUDGE JUDGE FOR SECONDARY CLARIFIERS	NOV 2023	620-62850-357	244.56
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-GRAINGER	BLDG 600 BACKWASH WASTE TANK	NOV 2023	620-62850-357	823.10

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-EMS INDUS	BLDG 700 AHU	NOV 2023	620-62850-357	781.39
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-MCMASTER	BLDG 320 PRIMARY SCUM PIT REPAIR PARTS	NOV 2023	620-62850-357	56.72
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-AMZN MKTP	#502 SECONDARY CLARIFIER REPAIR PART	NOV 2023	620-62850-357	7.60
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-MENARDS J	BLDG 700 PARTS FOR ROOF REPAIR	NOV 2023	620-62860-357	341.43
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-NBS CALIBR	SCD0200 CALIBRATION OF WEIGHTS	NOV 2023	620-62870-295	195.00
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-NORTHERN	LAB TESTING	NOV 2023	620-62870-295	4,149.82
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-USABLUEB	LAB SUPPLIES	NOV 2023	620-62870-310	336.17
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-NCL OF WIS	LAB SUPPLIES	NOV 2023	620-62870-310	358.39
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-OLSEN SAF	NITRILE GLOVES 5.5MIL	NOV 2023	620-62870-310	71.10
11/23	11/30/2023	900192	8487	US BANK	ALISON STOLL-ABENDROT	LAB SUPPLIES	NOV 2023	620-62870-310	21.00
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-GENE	#225 ANTIFREEZE/PSF 1GAL/OIL/CAR WASH	NOV 2023	620-62890-357	103.94
Total 620:									43,141.46
630									
11/23	11/01/2023	95895	1	DEPT OF UTILITIES		502 E CRAVATH	OCTOBER 2	630-63440-350	4.32
11/23	11/09/2023	95932	8438	JAMES LEASING LLC		OCT 2023 COPIES CHARGE	14547	630-63300-310	25.75
11/23	11/21/2023	95999	9331	MACQUEEN EQUIPMENT		3-4XR GAS DEDECTORS	P21833	630-63440-350	1,033.33
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		STARIN PK WET DETENTION BASIN EVAL	203340	630-63440-295	10,068.97
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		ANN/FREMONT ST CONTS PJT1407-122	203394	630-63440-820	2,032.52
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		FREMONT ST RECONST PJT1407-123	203395	630-63440-820	2,473.98
11/23	11/30/2023	96018	358	STRAND ASSOCIATES INC		FOREST AVE RECONST PJT1407-125	203396	630-63440-820	853.08
11/23	11/30/2023	96020	234	POSTMASTER		NOV 2023 UTILTIY BILL POSTAGE	NOV 2023 U	630-63300-310	169.58
Total 630:									16,661.53
900									
11/23	11/09/2023	95932	8438	JAMES LEASING LLC		OCT 2023 COPIES CHARGE	14547	900-56500-310	21.75
11/23	11/16/2023	95982	6643	REDEVELOPMENT RESOURCE		JULY 2023 CDA WORK	1020	900-56500-215	3,600.00
11/23	11/16/2023	95982	6643	REDEVELOPMENT RESOURCE		AUG 2023 CDA DIRECTOR WORK	1026	900-56500-215	3,000.00
11/23	11/16/2023	95982	6643	REDEVELOPMENT RESOURCE		OCT 2023 CDA WORK	1040	900-56500-215	2,587.50
11/23	11/30/2023	900192	8487	US BANK	TIM NEUBECK-CDW GOVT	CDA laptops & docking stations	NOV 2023	900-56500-310	1,658.20
11/23	11/30/2023	900192	8487	US BANK	TIM NEUBECK-AMZN MKTP	CDA dir monitors	NOV 2023	900-56500-310	169.94
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-STERI	SHREDDING SVCS	NOV 2023	900-56500-310	19.86
11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-STERI	SHREDDING SVCS	NOV 2023	900-56500-310	20.76
Total 900:									11,078.01

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount	
920	11/23	11/01/2023	95895	1	DEPT OF UTILITIES	1221 INNOVATION CTR	OCTOBER 2	920-56500-221	650.15	
	11/23	11/01/2023	95896	9714	EXPRESS ELEVATOR LLC	4Q23 ELEVATOR SVC	110257	920-56500-245	180.00	
	11/23	11/01/2023	95912	25	WE ENERGIES	Electric-0713499904-00072 INNV CTR	OCT 2023	920-56500-222	4,662.21	
	11/23	11/09/2023	95920	38	ALSCO	OCT 2023 MAT SERVICE	OCT 2023	920-56500-250	93.70	
	11/23	11/09/2023	95952	7508	WISCONSIN TECHNOLOGY CO	2023 EARLY STAGE SYMPOSIUM-EXHIBIT TABLE	WTC-4093	920-56500-323	250.00	
	11/23	11/16/2023	95986	8	UW WHITEWATER	TOILET PAPER/CAN LINERS/HANDSOAP	39519	920-56500-250	410.31	
	11/23	11/21/2023	95994	7925	ABSOLUTE FIRE PROTECTION	ANNUAL FIRE SPRINKLER INSPECTION	15194	920-56500-250	220.00	
	11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-IN *TAL	2023 PRARIE STEWARDSHIP VISIT #1	NOV 2023	920-56500-243	795.00
	11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-IN *TAL	2023 PRAIRIE STEWARDSHIP VISIT #2	NOV 2023	920-56500-243	795.00
	11/23	11/30/2023	900192	8487	US BANK	KAREN DIETER-WWP*WIL-K	OCT 2023 PEST CONTROL	NOV 2023	920-56500-245	68.37
	11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-COVE	OCT 2023 JANITORIAL SVC	NOV 2023	920-56500-246	1,888.00
	11/23	11/30/2023	900192	8487	US BANK	JEREMIAH THOMAS-IN *KR	NOV 2023 MONTHLY DIGITAL MARKETING	NOV 2023	920-56500-323	280.00
Total 920:									10,292.74	
Grand Totals:									1,681,342.29	

Report Criteria:

Report type: GL detail

Check.Check number = 95892-96021,900192

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CITY OF WHITEWATER
CASH/INVESTMENT - TOTAL FUND EQUITY
November 2023

FUND NAME	FUND #	A	B	C	FUND
		LIQUID-CASH / INVESTMENT BALANCES	FUND BALANCE less CASH	YTD NET INCOME / REV - (EXP)	EQUITY / A+B-C
General Fund	100	3,651,394	(643,544.06)	532,000	3,539,850
Cable T.V.	200	43,103	4,772.38	(4,772)	43,103
27th Payroll	205	-	75,848.16	(75,848)	-
Parking Permit Fund	208	69,328	5,746.77	(5,747)	69,328
Fire/Rescue Equipment Revolving	210	1,725,211	(35,057.57)	13,794	1,703,947
Election Fund	214	20,396	(9,980.44)	9,980	20,396
DPW Equipment Revolving	215	202,631	43,701.68	(43,702)	202,631
Police Vehicle Revolving	216	32,738	(35,811.00)	35,811	32,738
Building Repair Fund	217	31,152	13,567.41	(13,567)	31,152
Library Special Revenue	220	320,741	(100,389.96)	100,390	320,741
Skate Park Fund	225	5,433	-	-	5,433
Solid Waste/Recycling	230	28,899	(11,761.49)	11,761	28,899
Ride-Share Grant Fund	235	93,582	(220.11)	220	93,582
Parkland Acquisition	240	61,233	(8,064.00)	8,064	61,233
Parkland Development	245	14,028	(1,114.77)	1,115	14,028
Field of Dreams	246	65,364	(8,632.51)	8,633	65,364
Aquatic Center	247	17,988	(443,015.77)	443,016	17,988
Park & Rec Special Revenue	248	81,509	(49,820.56)	49,821	81,509
Fire/EMS Department	249	(307,431)	223,361.27	143,327	59,257
Forestry Fund	250	13,970	1,832.07	(1,832)	13,970
Sick Leave Severence Fund	260	47,389	37,610.89	(37,611)	47,389
Insurance-SIR	271	136,281	8,345.62	(8,346)	136,281
Lakes Improvement Fund	272	475	-	-	475
Street Repair Revolving Fund	280	388,252	202,846.79	(207,686)	383,412
Police Dept-Trust Fund	295	68,225	15,273.15	(15,273)	68,225
Debt Service Fund	300	(5,801)	2,150.00	(2,150)	(5,801)
TID #4 Affordable Housing	441	2,026,353	50,009.00	(50,009)	2,026,353
TID #10	410	(14,595)	(4,353.24)	4,353	(14,595)
TID #11	411	4,136	(15,134.16)	15,134	4,136
TID #12	412	(37,193)	33,494.70	(33,495)	(37,193)
TID #13	413	(5,454)	(5,544.06)	5,544	(5,454)
TID #14	414	5,950	(16,948.43)	16,948	5,950
Capital Projects-LSP	450	626,078	(16,287.05)	(56,029)	553,762
Birge Fountain Restoration	452	10,556	30.30	(30)	10,556
Depot Restoration Project	459	31,368	-	-	31,368
Water Utility	610	3,663,334	7,734,886.70	1,012,896	12,411,117
Wastewater Utility	620	7,210,883	12,369,691.19	(1,621,384)	17,959,190
Stormwater Utility	630	400,956	4,096,580.34	(225,164)	4,272,372
Tax Collection	800	-	-	-	-
Rescue Squad Equip/Education	810	137,098	2,906.10	(2,906)	137,098
CDA Operating Fund	900	60,444	(3,017.05)	15,875	73,302
CDA Program Fund-Prelim.	910	1,116,927	6,058,976.01	79,402	7,255,305
Innovation Center-Operations	920	(2,789)	(82,300.08)	102,014	16,924
Total:		22,040,142	29,490,634	204,547	51,735,322

FIDUCIARY FUNDS	FUND #	A	B	C	FUND
		LIQUID-CASH / INVESTMENT BALANCES	FUND BALANCE less CASH	YTD NET INCOME / REV - (EXP)	EQUITY / A+B+C
Library Board Funds	220	316,088	-	-	316,088
Rock River Stormwater Group	820	83,815	6,741.90	(6,742)	83,815
Fire & Rescue	850	1,771,761	30,496.57	(30,497)	1,771,761
Total:		2,171,664	37,238	(37,238)	2,171,664

INVESTMENT DETAIL						Nov-23
FUND	#	BANK	TYPE-CD#	FUND	AMOUNT	RATE
General	100-11300	Amer Dep Mgmt	PublicFund	General	1,281,238.19	5.30%
General	100-11301	LGIP	PublicFund	General	2,292,041.19	5.39%
Petty Cash	100-11150	On Hand	PublicFund	General	1,200.00	
Cable TV	200-11300	Amer Dep Mgmt	PublicFund	Cable TV	46,839.23	5.30%
27th Payroll	205-11300	Amer Dep Mgmt	PublicFund	27th Payroll	-	5.30%
Parking	208-11300	Amer Dep Mgmt	PublicFund	Pking Permit	28,189.76	5.30%
Fire/Rescue Equip.	210-11300	Amer Dep Mgmt	PublicFund	Fire Equip	54,725.41	5.30%
DPW Equip.	215-11300	Amer Dep Mgmt	PublicFund	DPW Equip	27,421.48	5.30%
Library Investments	220-11300	Amer Dep Mgmt	PublicFund	Library	33,303.10	5.30%
Forestry Fund	250-11300	Amer Dep Mgmt	PublicFund	Forestry	1,298.57	5.30%
Street Repairs	280-11300	Amer Dep Mgmt	PublicFund	Street Repair	414,628.72	5.30%
PD Crime Prevention	295-11103	1st Citizens	Crime Prev	PD Trust	14,452.27	0.05%
PD Donations	295-11104	1st Citizens	Donations	PD Trust	22,314.86	0.05%
PD Seizures-Spending	295-11111	1st Citizens	Seizures	PD Trust	14,474.76	0.05%
PD Seizures-Held	295-11110	1st Citizens	Seizures	PD Trust	3,330.02	0.05%
PD Evidence/Prop-Held	295-11120	1st Citizens	Evid-Found Prop	PD Trust	17,130.66	0.05%
PD Evidence/Prop-Spending	295-11121	1st Citizens	Evid-Found Prop	PD Trust	227.63	0.05%
Sub-Total By Fund	295				71,930.20	
CIP FUND 450	450-11300	Amer Dep Mgmt	PublicFund	CIP	126,818.36	5.30%
ARPA FUNDS 450	450-11405	LGIP	PublicFund	CIP	156,642.60	5.39%
Water Operating Reserve	610-13200	Amer Dep Mgmt	PublicFund	Water	503,952.51	5.30%
Water Debt Svc Reserve	610-13240	Amer Dep Mgmt	PublicFund	Water	224,136.55	5.30%
ARPA Funds 610	610-13250	LGIP	PublicFund	Water	732,866.11	5.30%
Sub-Total By Fund	610				1,460,955.17	
Sewer Operating Reserve	620-11300	Amer Dep Mgmt	PublicFund	Wastewater	1,035,385.20	5.30%
Sewer ERF Reserve	620-11320	Amer Dep Mgmt	PublicFund	Wastewater	1,470,094.12	5.30%
Sewer Debt Svc Reserve	620-11340	Amer Dep Mgmt	PublicFund	Wastewater	349,509.43	5.30%
Sewer Connection Fund	620-11350	Amer Dep Mgmt	PublicFund	Wastewater	334,385.30	5.30%
ARPA Funds 620	620-11360	LGIP	PublicFund	Wastewater	2,974,916.21	5.30%
Sub-Total By Fund	620				6,164,290.26	
Hospital Fund	810-11101	Premier	PublicFund	Hospital	5,226.41	0.00%
Hospital Fund	810-11301	LGIP	PublicFund	Hospital	33,323.94	5.39%
Hospital Fund	810-11300	Amer Dep Mgmt	PublicFund	Hospital	99,003.64	5.30%
Sub-Total By Fund	810				137,553.99	
Rock River Stormwater	820-11101	Assoc. Bank	Fund 820	Rock River	83,970.06	0.10%
Action	910-11800	1st Citizens	Fund 910	CDA	967,501.57	5.49%
CDBG Housing	910-11600	1st Citizens	Fund 910	CDA	14,362.15	5.49%
Facade	910-11702	1st Citizens	Fund 910	CDA	24,761.84	5.49%
Capital Catalyst	910-11900	Assoc. Bank	Fund 910	CDA	118,884.59	1.00%
Sub-Total By Fund	910				1,125,510.15	
Library Brd MMKT	220-11301	1st Citizens	Fund 220	Library Board	3,113.47	0.35%
Library Brd Invest	220-11500	Amer Dep Mgmt	Fund 220	Library Board	314,337.62	5.30%
Sub-Total By Fund	220				317,451.09	
Inn Ctr-Drouillard Trust	920-11300	Amer Dep Mgmt	PublicFund	Innovation Ctr	8,533.52	5.30%
				TOTAL	13,834,541.05	

**CITY OF WHITEWATER
BALANCE SHEET
NOVEMBER 30, 2023**

GENERAL FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
100-11100 CASH	(554,359.14)	745,851.48	1,406,673.01	852,313.87
100-11150 PETTY CASH	1,350.00	.00	(150.00)	1,200.00
100-11300 INVESTMENTS	1,219,068.48	3,994.52	62,169.71	1,281,238.19
100-11301 LGIP-INVESTMENTS	2,002,664.17	25,553.14	289,377.02	2,292,041.19
100-12100 TAXES RECEIVABLE - CURRENT Y	5,756,853.00	5,852,362.00	95,509.00	5,852,362.00
100-12300 TAXES RECEIVABLE/DELINQUENT	7,468.38	(81.95)	(3,548.00)	3,920.38
100-12400 DELINQUENT SPECIALS-A/R	5,909.32	(937.53)	(973.66)	4,935.66
100-12623 SPECIAL ASSESSMENTS/SEWER	168,161.43	.00	.00	168,161.43
100-12624 SPECIAL ASSESSMENTS/WATER	9,021.12	.00	.00	9,021.12
100-12625 A/R - WEEDS	.00	(55.00)	.00	.00
100-12627 A/R - MISC	.00	(25.00)	.00	.00
100-13106 ACCOUNTS RECEIVABLE-OTHER	95,409.21	1,388.44	(76,825.77)	18,583.44
100-13108 A/R--FEMA-STATE-FEDERAL	4,652.50	.00	(4,652.50)	.00
100-13120 A/R--MOBILE HOMES	68,427.93	(4,619.33)	(63,808.63)	4,619.30
100-13122 A/R--TOTERS	925.00	(2,675.00)	(725.00)	200.00
100-13125 A/R--FALSE ALARMS	.00	200.00	250.00	250.00
100-13132 A/R--STREET LIGHTS	4,250.25	1,757.84	8,280.34	12,530.59
100-13134 A/R--SIGNAL DAMAGE	.00	(131.87)	.00	.00
100-13138 A/R--TREE DAMAGE	.00	(2,480.67)	1,822.38	1,822.38
100-13150 A/R-TREASURER	20.00	80.00	80.00	100.00
100-13170 A/R--RE-INSPECTION FEES	250.00	(1,900.00)	(300.00)	(50.00)
100-13199 UNAPPLIED ACCOUNTS REC V	(25.03)	(25.00)	(249.97)	(275.00)
100-13500 REC DESK RECEIVABLE	(2,739.08)	(6,164.29)	(7,301.83)	(10,040.91)
100-14100 ACCTS. REC.--OTHER	9,356.00	.00	(9,356.00)	.00
100-15205 DUE FROM FD 900 & 910 CDA	3,698.00	(18.87)	(3,698.00)	.00
100-15210 DUE FROM FD 920 INNOVATION CTR	104,802.92	.00	(104,802.92)	.00
100-15240 DUE FROM FD 247 AQUATIC CTR	425,027.53	.00	(425,027.53)	.00
100-15300 DUE FROM FD 300 DEBT SERVICE	3,650.76	.00	(3,650.76)	.00
100-15410 DUE FROM TID 10,11,12,13,14	55,640.54	.00	(55,640.54)	.00
100-15601 DUE FROM FD 610 WATER UTILITY	(5,594.00)	.00	5,594.00	.00
100-15800 DUE FROM FD 800 TAX COLLECTION	35,944.11	40,156.79	4,212.68	40,156.79
100-15801 DUE FROM FD 800 TAX INTEREST	5,221.25	.00	(5,221.25)	.00
100-15803 DUE FROM FD 216 POLICE VEH	3,073.37	.00	(3,073.37)	.00
100-15807 DUE FROM FD 295 POLICE TRUST	220.61	.00	(220.61)	.00
100-15815 DUE FROM FD 850 FIRE & RESCUE	.00	2,465.94	2,465.94	2,465.94
100-16100 PREPAID HEALTH INSURANCE PREM	1,197.50	5,132.02	(1,153.09)	44.41
100-16500 PREPAID POSTAGE	543.86	(292.93)	(154.15)	389.71
100-16600 PREPAID FUEL	4,538.77	2,933.04	(3,712.10)	826.67
100-16700 PREPAID PROFESSIONAL SVCS	48,670.00	7,580.00	(39,062.50)	9,607.50
TOTAL ASSETS	9,483,298.76	6,670,047.77	1,063,125.90	10,546,424.66

LIABILITIES AND EQUITY

**CITY OF WHITEWATER
BALANCE SHEET
NOVEMBER 30, 2023**

GENERAL FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>LIABILITIES</u>				
100-21100 ACCOUNTS PAYABLE	188,929.22	.00 (188,929.22)	.00
100-21106 WAGES CLEARING	185,688.12	.00 (185,688.12)	.00
100-21520 WIS RETIREMENT PAYABLE	77,780.56 (2,795.02)	7,903.07	85,683.63
100-21531 LIFE INSURANCE PAYABLE	10.21	.71	139.74	149.95
100-21532 WORKERS COMP PAYABLE	31,495.84	8,129.36 (12,905.02)	18,590.82
100-21550 UNION DUES DEDUCTION PAYABLE	.00	.00 (43.00) (43.00)
100-21575 FLEXIBLE SPENDING-125-MEDICAL	35,161.22	1,114.76 (7,754.60)	27,406.62
100-21576 FLEX SPEND-125-DEPENDENT CARE	8,628.11	412.82	910.98	9,539.09
100-21585 DENTAL & VISION INS PAYABLE	1,789.08 (43.90)	651.44	2,440.52
100-21620 PARK & REC SUNSHINE FUND	498.65	.00	.00	498.65
100-21660 DEPOSITS-STREET OPENING PERMIT	2,870.19	.00 (2,020.19)	850.00
100-21680 DEPOSITS-FACILITY RENTALS	3,328.60	772.10	1,938.01	5,266.61
100-21690 MUNICIPAL COURT LIABILITY	(969.28) (6,122.39)	5,743.93	4,774.65
100-23125 DOT- LICENSE RENEW PAYABLE	322.00	63.00 (95.00)	227.00
100-24213 SALES TAX DUE STATE	198.88	101.12	316.25	515.13
100-24310 DUE TO COUNTIES--TAXES	681.76	.00 (681.76)	.00
100-25212 DUE TO FD 295 POLICE TRUST	5,000.00 (6,125.99) (6,048.99) (1,048.99)
100-26100 ADVANCE INCOME	5,756,853.00	5,852,362.00	95,509.00	5,852,362.00
100-26200 DEFERRED SPECIAL ASSESSMENTS	177,182.55	.00	.00	177,182.55
TOTAL LIABILITIES	6,475,448.71	5,847,868.57 (291,053.48)	6,184,395.23
<u>FUND EQUITY</u>				
100-34300 FUND BALANCE	3,007,850.05	.00	.00	3,007,850.05
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	822,179.20	1,354,179.38	1,354,179.38
BALANCE - CURRENT DATE	.00	822,179.20	1,354,179.38	1,354,179.38
TOTAL FUND EQUITY	3,007,850.05	822,179.20	1,354,179.38	4,362,029.43
TOTAL LIABILITIES AND EQUITY	9,483,298.76	6,670,047.77	1,063,125.90	10,546,424.66

**CITY OF WHITEWATER
BALANCE SHEET
NOVEMBER 30, 2023**

WATER UTILITY FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
610-11100 CASH-COMBINED	959,907.54	210,660.13	1,455,401.02	2,415,308.56
610-11310 SOURCE OF SUPPLY - LAND	76,703.91	.00	.00	76,703.91
610-11311 STRUCTURES & IMPROVEMENTS	102,784.78	.00	.00	102,784.78
610-11314 WELLS	366,520.36	.00	.00	366,520.36
610-11316 SUPPLY MAINS	17,028.80	.00	.00	17,028.80
610-11321 PUMPING PLANT/STRUCTURES	97,601.74	.00	.00	97,601.74
610-11325 ELECTRIC PUMPING EQUIPMENT	97,696.89	.00	.00	97,696.89
610-11326 DIESEL PUMPING EQUIPMENT	51,850.78	.00	.00	51,850.78
610-11328 OTHER PUMPING EQUIPMENT	27,830.00	.00	.00	27,830.00
610-11331 WATER TREATMENT - STRUCTURES	155,594.35	.00	.00	155,594.35
610-11332 WATER TREATMENT - EQUIPMENT	273,081.91	.00	.00	273,081.91
610-11340 TRANSMISSION - LAND	897.98	.00	.00	897.98
610-11342 RESERVOIRS & STANDPIPES	2,983,139.90	.00	.00	2,983,139.90
610-11343 MAINS	9,943,792.89	.00	.00	9,943,792.89
610-11345 SERVICES	1,365,978.76	.00	.00	1,365,978.76
610-11346 METERS	893,398.84	.00	.00	893,398.84
610-11348 HYDRANTS	1,068,812.81	.00	.00	1,068,812.81
610-11389 GENERAL PLANT - LAND	146,904.44	.00	.00	146,904.44
610-11390 GENERAL PLANT - STRUCTURES	102,032.15	.00	.00	102,032.15
610-11392 TRANSPORTATION EQUIPMENT	234,388.48	.00	.00	234,388.48
610-11396 POWER OPERATED EQUIPMENT	431,706.23	.00	.00	431,706.23
610-11397 COMMUNICATION EQUIPMENT	9,348.00	.00	.00	9,348.00
610-11398 MISC EQUIPMENT	78,675.88	.00	.00	78,675.88
610-11399 COMPUTER EQUIPMENT	23,150.21	.00	.00	23,150.21
610-11400 SCADA EQUIPMENT	158,555.00	.00	.00	158,555.00
610-12313 CIAC-RESERVIORS & STANDPIPES	435,134.00	.00	.00	435,134.00
610-12314 CIAC-WELLS	219,029.00	.00	.00	219,029.00
610-12321 CIAC-STRUCTURES/IMPROVEMENTS	405,058.00	.00	.00	405,058.00
610-12325 CIAC-ELECTRIC PUMPING EQUIP	298,014.15	.00	.00	298,014.15
610-12331 CIAC-TREATMENT STRUCTURES	215,280.00	.00	.00	215,280.00
610-12332 CIAC-TREATMENT EQUIPMENT	814,786.00	.00	.00	814,786.00
610-12343 CIAC-MAINS	3,931,252.09	.00	.00	3,931,252.09
610-12345 CIAC-SERVICES	781,565.20	.00	.00	781,565.20
610-12348 CIAC-HYDRANTS	495,873.00	.00	.00	495,873.00
610-12400 SPECIAL ASSESS RECEIVABLE	29,854.51	(27,655.90)	(27,655.90)	2,198.61
610-13120 CASH-CIP/CONSTRUCTION FUND	134,563.17	.00	.00	134,563.17
610-13121 CASH-OPERATING FUND	603,929.45	209,484.87	1,313,534.58	1,917,464.03
610-13122 CASH-OFFSET	(959,907.54)	(209,484.87)	(1,454,225.76)	(2,414,133.30)
610-13125 CASH-DEBT SVC RESERVE	221,414.92	.00	140,691.18	362,106.10
610-13200 INVEST-OPERATING FUND	487,659.20	1,571.17	16,293.31	503,952.51
610-13240 INVEST-DEBT SVC RESERVE	216,889.96	698.79	7,246.59	224,136.55
610-13250 LGIP INVESTMENT	1,232,866.11	.00	(500,000.00)	732,866.11
610-14200 CUSTOMER ACCOUNTS RECEIVABLE	188,229.46	(112,093.34)	51,940.75	240,170.21
610-14250 ACCOUNTS REC.-MISC/SERVICE	248,925.54	.00	(248,925.54)	.00
610-15000 INVENTORY	22,500.00	.00	.00	22,500.00
610-15500 CONST WORK IN PROGRESS	21,150.43	.00	.00	21,150.43
610-17100 INTEREST RECEIVABLE	726.75	.00	.00	726.75
610-19000 GASB 68-WRS NET PENSION ASSETS	194,345.16	.00	.00	194,345.16
610-19021 GASB 68-WRS DOR	379,741.19	.00	.00	379,741.19
610-19200 SHORT TERM LEASE RECEIVABLE	25,404.32	.00	.00	25,404.32
610-19250 LONG TERM LEASE RECEIVABLE	8,020.01	.00	.00	8,020.01
610-19500 ACCUM PROV/DEPR/UTILITY PLT	(5,832,140.60)	.00	.00	(5,832,140.60)
610-19501 ACCUM DEPR-CIAC-PRE 1/1/03	(2,128,078.64)	.00	.00	(2,128,078.64)
610-19502 ACCUM DEPR-CIAC-AFTER 1/1/03	(635,567.86)	.00	.00	(635,567.86)

**CITY OF WHITEWATER
BALANCE SHEET
NOVEMBER 30, 2023**

WATER UTILITY FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
TOTAL ASSETS	21,723,899.61	73,180.85	754,300.23	22,478,199.84
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
610-21100 ACCOUNTS PAYABLE	295,086.93	.00 (263,473.36)	31,613.57
610-23110 2014 GO-4.2M-3.00%	265,000.00	.00	.00	265,000.00
610-23121 2018 GO CORP PURP BD 6.54M	1,545,000.00	.00	.00	1,545,000.00
610-23122 2020 GO CORP 10YR-313K	219,100.00	.00	.00	219,100.00
610-23124 2020 GO CORP 5.195M-1.73M	1,595,000.00	.00	.00	1,595,000.00
610-23125 2022B WATER/SEWER REV BD 8.19M	4,625,000.00	.00	.00	4,625,000.00
610-23126 2022 CDBG GRANT DUE TO FD 910	851,866.00	.00	.00	851,866.00
610-23200 WAGES CLEARING	18,355.06	.00 (18,355.06)	.00
610-23700 ACCRUED INTEREST PAYABLE	128,480.22	.00	.00	128,480.22
610-23800 ACCRUED VACATION	3,889.39	.00	.00	3,889.39
610-23810 ACCRUED SICK LEAVE	21,933.22	.00	.00	21,933.22
610-24530 DUE TO GENERAL FUND	(5,594.00)	.00	5,594.00	.00
610-25300 OTHER DEFERRED CREDITS	50,991.92	.00 (50,991.92)	.00
610-26200 DEFERRED SA-UNTIL DEVELOPMENT	29,854.51 (27,655.90)	(27,655.90)	2,198.61
610-29000 PREMIUM ON DEBT	236,209.70	.00 (55,542.40)	180,667.30
610-29011 GASB 68-WRS DIR	457,664.82	.00	.00	457,664.82
610-29500 DEF INFLOW OF RESOURCES LEASES	38,833.42	.00	.00	38,833.42
TOTAL LIABILITIES	10,376,671.19	(27,655.90)	(410,424.64)	9,966,246.55
<u>FUND EQUITY</u>				
610-39160 UNAPPROP EARNED SURPLUS	9,289,431.55	.00	50,991.92	9,340,423.47
610-39165 PSC UNAPPROP EARNED SURPLUS	59,200.00	.00	.00	59,200.00
610-39170 CAPITAL CONTRIB BY CITY-FBAL	1,998,596.87	.00	.00	1,998,596.87
UNAPPROPRIATED FUND BALANCE:				
REVENUE OVER EXPENDITURES - YTD	.00	100,836.75	1,113,732.95	1,113,732.95
BALANCE - CURRENT DATE	.00	100,836.75	1,113,732.95	1,113,732.95
TOTAL FUND EQUITY	11,347,228.42	100,836.75	1,164,724.87	12,511,953.29
TOTAL LIABILITIES AND EQUITY	21,723,899.61	73,180.85	754,300.23	22,478,199.84

**CITY OF WHITEWATER
BALANCE SHEET
NOVEMBER 30, 2023**

WASTEWATER UTILITY

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
620-11100 CASH-COMBINED CASH	864,898.20	270,875.92	462,514.21	1,327,412.41
620-11120 CASH-ERF-EQUIP REPLACE FUND	802,847.51	.00	.00	802,847.51
620-11150 CASH-CONNECTION FUND	40,128.00	.00	.00	40,128.00
620-11151 CASH-OPERATING FUND	21,922.69	272,072.60	463,710.89	485,633.58
620-11152 CASH-OFFSET	(864,898.20)	(272,072.60)	(463,710.89)	(1,328,609.09)
620-11300 INVEST-OPERATING FUND	1,001,910.08	3,228.02	33,475.12	1,035,385.20
620-11320 INVEST-ERF-SEWER EQUIP REPLACE	1,422,564.43	4,583.31	47,529.69	1,470,094.12
620-11340 INVEST-DEBT SVC RESERVE	338,209.42	1,089.66	11,300.01	349,509.43
620-11350 INVEST-CONNECTION FUND	323,574.26	1,042.51	10,811.04	334,385.30
620-11360 INVEST-LGIP	4,974,916.21	.00	(2,000,000.00)	2,974,916.21
620-14200 CUSTOMER ACCTS RECEIVABLES	373,298.16	(39,814.64)	7,513.78	380,811.94
620-14210 SPECIAL ASSESSMENTS REC	78,768.84	(21,156.06)	(21,156.06)	57,612.78
620-14510 A/R--OTHER	.00	312.24	1,402.24	1,402.24
620-15510 INTERCEPTOR MAINS	2,790,483.75	.00	.00	2,790,483.75
620-15511 STRUCTURES/IMPROVEMENTS	13,177,661.05	.00	.00	13,177,661.05
620-15512 PRELIMINARY TREATMENT EQUIP	2,641,890.01	.00	.00	2,641,890.01
620-15513 PRIMARY TREATMENT EQUIPMENT	759,906.02	.00	.00	759,906.02
620-15514 SECONDARY TREATMENT EQUIP	11,643,793.40	.00	.00	11,643,793.40
620-15515 ADVANCED TREATMENT EQUIP	1,862,640.38	.00	.00	1,862,640.38
620-15517 SLUDGE TRTMT/DISPOSAL EQUIP	5,216,676.41	.00	.00	5,216,676.41
620-15518 PLANT SITE PIPING	1,953,827.53	.00	.00	1,953,827.53
620-15519 FLOW METR/MONITOR EQUIP	155,894.40	.00	.00	155,894.40
620-15520 OUTFALL SEWER PIPES	232,935.89	.00	.00	232,935.89
620-15521 LAND	4,498,925.40	.00	.00	4,498,925.40
620-15522 FORCE SEWER MAINS	315,538.00	.00	.00	315,538.00
620-15523 COLLECTING SEWERS	12,876,106.19	.00	.00	12,876,106.19
620-15524 AERATION BASINS	148,434.16	.00	.00	148,434.16
620-15525 LIFT STATIONS	1,084,080.35	.00	.00	1,084,080.35
620-15526 OFFICE FURNITURE/EQUIPMENT	118,533.02	.00	.00	118,533.02
620-15527 TRANSPORTATION EQUIPMENT	438,713.71	.00	.00	438,713.71
620-15528 OTHER GENERAL EQUIPMENT	756,675.67	.00	.00	756,675.67
620-15531 COMPUTER EQUIPMENT	17,149.23	.00	.00	17,149.23
620-15532 STRUCTURES AND IMPROVEMENTS	509,541.85	.00	.00	509,541.85
620-15550 CONSTRUCTION WORK IN PROG	180,202.54	.00	.00	180,202.54
620-16100 ACCUM PROV FOR DEPRECIATION	(25,116,997.17)	.00	.00	(25,116,997.17)
620-19000 GASB 68-WRS NET PENSION ASSETS	240,450.86	.00	.00	240,450.86
620-19021 GASB 68-WRS DOR	469,828.65	.00	.00	469,828.65
TOTAL ASSETS	46,351,030.90	220,160.96	(1,446,609.97)	44,904,420.93

LIABILITIES AND EQUITY

**CITY OF WHITEWATER
BALANCE SHEET
NOVEMBER 30, 2023**

WASTEWATER UTILITY

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>LIABILITIES</u>				
620-21010 ACCRUED INTEREST PAYABLE	162,884.65	.00	.00	162,884.65
620-21020 ACCRUED VACATION	3,791.38	.00	.00	3,791.38
620-21030 ACCRUED SICK LEAVE	56,311.21	.00	.00	56,311.21
620-21100 ACCOUNTS PAYABLE	72,927.13	.00 (53,771.50)	19,155.63
620-21106 WAGES CLEARING	22,131.55	.00 (22,131.55)	.00
620-21305 CWF 4558-2 PLANT IMP-2.1%	16,557,425.74	.00	.00	16,557,425.74
620-21310 CWF LOAN 4558-03	1,223,997.75	.00	.00	1,223,997.75
620-21320 CWF 4558-04 BIO-GAS BOILER	324,104.79	.00	.00	324,104.79
620-21360 2014 GO-4.280M-3.00%	110,000.00	.00	.00	110,000.00
620-21371 2018 GO CORP PURP BD 6.54M	1,215,000.00	.00	.00	1,215,000.00
620-21372 2020 GO CORP 10YR 133.5K	90,900.00	.00	.00	90,900.00
620-21374 2020 GO CORP 5.195M-1.795M WW	1,655,000.00	.00	.00	1,655,000.00
620-21375 2022B WATER/SEWER REV BD 8.19M	3,565,000.00	.00	.00	3,565,000.00
620-26200 DEFERRED SA-UNTIL DEVELOPMENT	78,768.84 (21,156.06) (21,156.06)	57,612.78
620-26730 OTHER DEFERRED REVENUE	873,019.71	.00	.00	873,019.71
620-29000 PREMIUM ON DEBT	192,954.81	.00	30,516.35	223,471.16
620-29011 GASB 68-WRS DIR	566,238.90	.00	.00	566,238.90
TOTAL LIABILITIES	26,770,456.46 (21,156.06) (66,542.76)	26,703,913.70
<u>FUND EQUITY</u>				
620-34300 SURPLUS/FUND BALANCE	9,117,368.93	.00	.00	9,117,368.93
620-34310 EPA GRANT CONTRIBUTION-FBAL	7,092,068.43	.00	.00	7,092,068.43
620-34320 CAPITAL CONTRIB BY CITY-FBAL	1,508,238.25	.00	.00	1,508,238.25
620-34340 CONSTRUCTION AID CONTRIBS-FBAL	1,862,898.83	.00	.00	1,862,898.83
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	241,317.02 (1,380,067.21) (1,380,067.21)
BALANCE - CURRENT DATE	.00	241,317.02 (1,380,067.21) (1,380,067.21)
TOTAL FUND EQUITY	19,580,574.44	241,317.02 (1,380,067.21)	18,200,507.23
TOTAL LIABILITIES AND EQUITY	46,351,030.90	220,160.96 (1,446,609.97)	44,904,420.93

**CITY OF WHITEWATER
BALANCE SHEET
NOVEMBER 30, 2023**

STORMWATER UTILITY FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
630-11100 CASH-COMBINED	642,969.65	(16,730.67)	(258,744.49)	384,225.16
630-14200 CUSTOMER ACCOUNTS RECEIVABLE	50,284.89	(1,595.48)	(1,432.48)	48,852.41
630-15100 STORMWATER FIXED ASSETS	7,107,356.48	.00	.00	7,107,356.48
630-15150 MISC EQUIPMENT	294,998.00	.00	.00	294,998.00
630-15500 CONST WORK IN PROGRESS	13,281.07	.00	.00	13,281.07
630-19000 GASB 68-WRS NET PENSION ASSETS	83,820.34	.00	.00	83,820.34
630-19021 GASB 68-WRS DOR	163,779.06	.00	.00	163,779.06
630-19500 ACCUM PROV/DEPR/STORMWATER	(928,141.26)	.00	.00	(928,141.26)
TOTAL ASSETS	7,428,348.23	(18,326.15)	(260,176.97)	7,168,171.26
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
630-21100 ACCOUNTS PAYABLE	13,228.07	.00	(5,263.84)	7,964.23
630-22100 2012 GO NOTE-227K-2.58%	270,000.00	.00	.00	270,000.00
630-22200 2014 GO-4.280M-2.36%	470,000.00	.00	.00	470,000.00
630-22301 2018 GO CORP PURP BD 6.54M	664,996.80	.00	.00	664,996.80
630-22302 2020 GO CORP 5.195M-220K ST	200,000.00	.00	.00	200,000.00
630-22303 2022 A SERIES BOND - 965K	965,000.00	.00	.00	965,000.00
630-23200 WAGES CLEARING	7,556.77	.00	(7,556.77)	.00
630-23700 ACCRUED INTEREST PAYABLE	43,897.64	.00	.00	43,897.64
630-23800 ACCRUED VACATION	1,966.16	.00	.00	1,966.16
630-23810 ACCRUED SICK LEAVE	30,156.57	.00	.00	30,156.57
630-29000 PREMIUM ON DEBT	66,623.48	.00	(3,866.13)	62,757.35
630-29011 GASB 68-WRS DIR	197,386.57	.00	.00	197,386.57
TOTAL LIABILITIES	2,930,812.06	.00	(16,686.74)	2,914,125.32
<u>FUND EQUITY</u>				
630-39160 SURPLUS/FUND BALANCE	2,301,249.41	.00	.00	2,301,249.41
630-39170 CAPITAL CONTRIB BY CITY-FBAL	1,726,849.73	.00	.00	1,726,849.73
630-39180 CONSTRUCTION AID CONTRIBS-FBAL	469,437.03	.00	.00	469,437.03
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	(18,326.15)	(243,490.23)	(243,490.23)
BALANCE - CURRENT DATE	.00	(18,326.15)	(243,490.23)	(243,490.23)
TOTAL FUND EQUITY	4,497,536.17	(18,326.15)	(243,490.23)	4,254,045.94
TOTAL LIABILITIES AND EQUITY	7,428,348.23	(18,326.15)	(260,176.97)	7,168,171.26

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
100-41110-00	LOCAL TAX LEVY	.00	4,499,748.20	4,499,748.00	(.20) 100.0
100-41111-00	DEBT SERVICE TAX LEVY	.00	1,257,105.00	1,257,105.00	.00 100.0
100-41113-00	RESCINDED TAXES-REAL ESTATE	.00	2,625.18	.00	(2,625.18) .0
100-41114-00	USE VALUE PENALTY	.00	.00	500.00	500.00 .0
100-41115-00	CHARGEBACK-SECTION 74.41	21,099.33	21,099.33	.00	(21,099.33) .0
100-41140-00	MOBILE HOME FEES	.00	(20,815.23)	25,000.00	45,815.23 (83.3)
100-41210-00	ROOM TAX-GROSS AMOUNT	985.90	185,778.50	190,000.00	4,221.50 97.8
100-41320-00	IN LIEU-UNIV GARDEN & WW MANOR	.00	27,819.80	27,733.00	(86.80) 100.3
100-41800-00	INTEREST ON TAXES	.00	24,481.81	650.00	(23,831.81) 3766.4
	TOTAL TAXES	22,085.23	5,997,842.59	6,000,736.00	2,893.41 100.0
<u>SPECIAL ASSESSMENTS</u>					
100-42400-53	SNOW REMOVAL	.00	.00	500.00	500.00 .0
100-42500-53	FAILURE TO MOW FINES	(55.00)	137.50	.00	(137.50) .0
	TOTAL SPECIAL ASSESSMENTS	(55.00)	137.50	500.00	362.50 27.5
<u>INTERGOVERNMENTAL REVENUE</u>					
100-43344-00	EXPENDITURE RESTRAINT PROGM	53,306.13	53,306.13	53,306.13	.00 100.0
100-43410-00	SHARED REVENUE-UTILITY	395,596.15	395,596.15	396,240.92	644.77 99.8
100-43420-00	SHARED REVENUE-BASE	2,301,712.83	2,836,843.88	2,836,843.88	.00 100.0
100-43507-52	POLICE-MISC SAFETY GRANTS	.00	2,510.00	500.00	(2,010.00) 502.0
100-43520-52	LAW ENFORCEMENT TRNG REIMBURSE	.00	8,102.64	.00	(8,102.64) .0
100-43530-53	TRANSPORTATION AIDS	.00	572,086.64	572,015.61	(71.03) 100.0
100-43531-52	STATE GRANT--PUBLIC SAFETY	11,639.10	16,361.04	.00	(16,361.04) .0
100-43540-52	UNIVERSITY-LEASE-PARKING	.00	45,000.00	45,000.00	.00 100.0
100-43550-52	MOU-DISPATCH SERVICE	.00	.00	179,292.00	179,292.00 .0
100-43610-52	MSP-STATE UNIVERSITY SVCS PYMT	.00	192,781.26	205,881.28	13,100.02 93.6
100-43670-60	EXEMPT COMPUTER AID-FR STATE	.00	16,330.36	5,845.64	(10,484.72) 279.4
100-43670-61	PERSONAL PROPERTY AID	.00	43,214.42	35,655.63	(7,558.79) 121.2
100-43745-52	WUSD-JUVENILE OFFICIER	.00	65,211.45	64,500.00	(711.45) 101.1
100-43760-00	WEIGHTS & MEASURES RECOVERY	1,583.44	1,583.44	2,800.00	1,216.56 56.6
100-43765-00	REIMB-HIST SOC-DEPOT-EL/GAS	.00	2,028.64	1,575.00	(453.64) 128.8
100-43767-52	REIMB-BADGERNET-FORT ATKINSON	.00	2,480.00	2,480.00	.00 100.0
	TOTAL INTERGOVERNMENTAL REVENUE	2,763,837.65	4,253,436.05	4,401,936.09	148,500.04 96.6

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LICENSES & PERMITS</u>					
100-44110-51	LIQUOR & BEER	10.00	18,858.00	16,100.00 (2,758.00)	117.1
100-44120-51	CIGARETTE	.00	1,300.00	1,200.00 (100.00)	108.3
100-44122-51	BEVERAGE OPERATORS	103.00	3,398.00	3,600.00 202.00	94.4
100-44200-51	MISC. LICENSES	(1,370.75)	2,073.02	2,000.00 (73.02)	103.7
100-44300-53	BLDG/ZONING PERMITS	3,840.00	109,219.81	34,725.00 (74,494.81)	314.5
100-44310-53	ELECTRICAL PERMITS	478.90	9,160.09	5,550.00 (3,610.09)	165.1
100-44320-53	PLUMBING PERMITS	1,241.20	9,041.65	5,775.00 (3,266.65)	156.6
100-44330-53	HVAC PERMITS	1,857.00	7,065.86	3,225.00 (3,840.86)	219.1
100-44340-53	STREET OPENING PERMITS	.00	200.00	200.00 .00	100.0
100-44350-53	SIGN PERMITS	.00	920.00	1,200.00 280.00	76.7
100-44370-51	WATERFOWL PERMITS	.00	320.00	.00 (320.00)	.0
100-44900-51	MISC PERMITS	620.00	2,825.00	400.00 (2,425.00)	706.3
	TOTAL LICENSES & PERMITS	6,779.35	164,381.43	73,975.00 (90,406.43)	222.2
<u>FINES & FORFEITURES</u>					
100-45110-52	ORDINANCE VIOLATIONS	12,555.09	165,872.02	216,600.00 50,727.98	76.6
100-45113-52	MISC COURT RESEARCH FEE	.00	200.00	200.00 .00	100.0
100-45114-52	VIOLATIONS PAID-OTHER AGENCIES	.00	520.00	.00 (520.00)	.0
100-45130-52	PARKING VIOLATIONS	5,907.27	53,515.46	115,100.00 61,584.54	46.5
100-45135-53	REFUSE/RECYCLING TOTER FINES	.00	9,550.00	3,000.00 (6,550.00)	318.3
100-45145-53	RE-INSPECTION FINES	55.00	2,905.00	1,000.00 (1,905.00)	290.5
	TOTAL FINES & FORFEITURES	18,517.36	232,562.48	335,900.00 103,337.52	69.2
<u>PUBLIC CHARGES FOR SERVICE</u>					
100-46120-51	TREASURER	180.00	3,735.00	4,300.00 565.00	86.9
100-46210-52	POLICE-DISPATCH-MOU-UNIV	.00	.00	55,611.14 55,611.14	.0
100-46220-52	FALSE ALARM FINES	250.00	1,800.00	1,800.00 .00	100.0
100-46310-53	DPW MISC REVENUE	2,039.14	47,060.39	27,600.00 (19,460.39)	170.5
100-46311-53	SALE OF MATERIALS	.00	2.00	.00 (2.00)	.0
100-46312-51	MISC DEPT EARNINGS	.00	.00	1,300.00 1,300.00	.0
100-46320-53	SAND & SALT CHARGES	.00	.00	4,700.00 4,700.00	.0
100-46350-51	CITY PLANNER-SERVICES	.00	360.00	800.00 440.00	45.0
100-46743-51	FACILITY RENTALS	2,835.06	23,840.21	10,700.00 (13,140.21)	222.8
100-46746-55	SPECIAL EVENT FEES	.00	35.00	100.00 65.00	35.0
	TOTAL PUBLIC CHARGES FOR SERVICE	5,304.20	76,832.60	106,911.14 30,078.54	71.9

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>					
100-48100-00	INTEREST INCOME	66,106.94	747,674.22	49,533.18 (698,141.04)	1509.4
100-48200-00	LONG TERM RENTALS	400.00	4,400.00	4,800.00 400.00	91.7
100-48220-55	DEPOSITS-FORFEITED	.00	50.00	.00 (50.00)	.0
100-48400-00	INS./FEMA / CLAIM RECOVERY	.00	1,312.75	.00 (1,312.75)	.0
100-48410-00	WORKERS COMP-RETURN PREMIUM	.00	13,514.00	.00 (13,514.00)	.0
100-48415-00	RESTITUTION-DAMAGES	.00	5,371.00	2,000.00 (3,371.00)	268.6
100-48420-00	INSURANCE DIVIDEND	.00	51,535.00	12,137.00 (39,398.00)	424.6
100-48425-00	WORKERS COMP-REIMBURSEMENT	.00	18,779.00	.00 (18,779.00)	.0
100-48430-00	INSURANCE-REIMBURSEMENT	.00	1,000.00	.00 (1,000.00)	.0
100-48535-00	P CARD REBATE REVENUE	6,792.53	28,971.20	31,500.00 2,528.80	92.0
100-48546-55	MISC GRANT INCOME	7,000.00	87,043.01	53,500.00 (33,543.01)	162.7
100-48600-00	MISC REVENUE-NON RECURRING	.00	2,134.57	3,600.00 1,465.43	59.3
100-48700-00	WATER UTILITY TAXES	.00	353,500.00	353,500.00 .00	100.0
	TOTAL MISCELLANEOUS REVENUE	80,299.47	1,315,284.75	510,570.18 (804,714.57)	257.6
<u>OTHER FINANCING SOURCES</u>					
100-49260-00	TRANSFER FROM 610 WATER	.00	8,500.00	8,100.00 (400.00)	104.9
100-49261-00	TRANSFER FROM 620 WASTEWATER	.00	12,500.00	12,500.00 .00	100.0
100-49265-00	TRANSFER FROM 630 STORMWATER	.00	8,500.00	8,500.00 .00	100.0
100-49266-00	GIS TRANSFER-UTILITIES	.00	18,974.00	15,000.00 (3,974.00)	126.5
100-49267-00	TRANSFER FROM 208 PARKING	.00	35,350.00	35,350.00 .00	100.0
100-49290-00	TRANSFER IN FROM OTHER FUNDS	.00	96,382.99	1,000.00 (95,382.99)	9638.3
100-49300-00	FUND BALANCE APPLIED	.00	.00	151,758.70 151,758.70	.0
	TOTAL OTHER FINANCING SOURCES	.00	180,206.99	232,208.70 52,001.71	77.6
	TOTAL FUND REVENUE	2,896,768.26	12,220,684.39	11,662,737.11 (557,947.28)	104.8

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LEGISLATIVE</u>					
100-51100-111 SALARIES/PERMANENT	941.54	19,787.89	22,486.46	2,698.57	88.0
100-51100-112 OVERTIME	.00	42.37	.00	(42.37)	.0
100-51100-114 WAGES/PART-TIME/PERMANENT	2,100.00	22,650.00	25,200.00	2,550.00	89.9
100-51100-117 LONGEVITY PAY	.00	.00	200.00	200.00	.0
100-51100-150 MEDICARE TAX/CITY SHARE	42.86	634.25	708.27	74.02	89.6
100-51100-151 SOCIAL SECURITY/CITY SHARE	182.98	2,708.68	3,028.48	319.80	89.4
100-51100-152 RETIREMENT	64.02	963.04	1,542.68	579.64	62.4
100-51100-153 HEALTH INSURANCE	235.94	3,198.49	4,141.22	942.73	77.2
100-51100-154 HSA-HRA CONTRIBUTIONS	.00	.00	500.00	500.00	.0
100-51100-155 WORKERS COMPENSATION	3.42	52.40	80.50	28.10	65.1
100-51100-156 LIFE INSURANCE	.15	6.00	28.52	22.52	21.0
100-51100-218 PROFESSIONAL SERV/CONSULTING	1,365.00	3,455.00	1,010.00	(2,445.00)	342.1
100-51100-295 CODIFICATION OF ORDINANCES	.00	3,652.31	2,020.00	(1,632.31)	180.8
100-51100-310 OFFICE & OPERATING SUPPLIES	.00	778.23	.00	(778.23)	.0
100-51100-320 PUBLICATION-MINUTES	2,519.11	13,237.95	6,565.00	(6,672.95)	201.6
100-51100-715 TOURISM COMMITTEE-ROOM TAX	54,510.74	130,041.45	133,000.00	2,958.55	97.8
100-51100-720 DOWNTOWN WHITEWATER GRANT	.00	18,750.00	25,000.00	6,250.00	75.0
TOTAL LEGISLATIVE	61,965.76	219,958.06	225,511.13	5,553.07	97.5
<u>CONTINGENCIES</u>					
100-51110-910 COST REALLOCATIONS	.00	16,320.97	.00	(16,320.97)	.0
TOTAL CONTINGENCIES	.00	16,320.97	.00	(16,320.97)	.0
<u>COURT</u>					
100-51200-111 SALARIES/PERMANENT	4,314.27	49,197.50	54,280.70	5,083.20	90.6
100-51200-112 BALIFF WAGES & OVERTIME	193.75	1,502.06	2,500.00	997.94	60.1
100-51200-150 MEDICARE TAX/CITY SHARE	64.11	749.20	823.32	74.12	91.0
100-51200-151 SOCIAL SECURITY/CITY SHARE	274.11	3,203.48	3,520.40	316.92	91.0
100-51200-152 RETIREMENT	183.06	2,166.77	2,185.35	18.58	99.2
100-51200-153 HEALTH INSURANCE	.00	86.19	.00	(86.19)	.0
100-51200-155 WORKERS COMPENSATION	4.95	62.82	95.86	33.04	65.5
100-51200-156 LIFE INSURANCE	1.54	16.49	10.44	(6.05)	158.0
100-51200-211 PROFESSIONAL DEVELOPMENT	.00	700.00	505.00	(195.00)	138.6
100-51200-214 FINANCIAL/BONDING SERVICES	.00	100.00	101.00	1.00	99.0
100-51200-219 OTHER PROFESSIONAL SERVICES	90.00	780.00	606.00	(174.00)	128.7
100-51200-224 SOFTWARE/HARDWARE MAINTENANCE	.00	10,793.57	14,309.18	3,515.61	75.4
100-51200-225 TELECOM/INTERNET/COMMUNICATION	139.70	1,872.84	1,717.98	(154.86)	109.0
100-51200-293 PRISONER CONFINEMENT	.00	2,064.71	252.50	(1,812.21)	817.7
100-51200-310 OFFICE & OPERATING SUPPLIES	92.22	1,713.60	2,020.00	306.40	84.8
100-51200-320 SUBSCRIPTIONS/DUES	.00	85.00	1,010.00	925.00	8.4
100-51200-330 TRAVEL EXPENSES	968.21	968.21	606.00	(362.21)	159.8
TOTAL COURT	6,325.92	76,062.44	84,543.73	8,481.29	90.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LEGAL</u>					
100-51300-166	.00	1,026.48	2,350.00	1,323.52	43.7
100-51300-212	8,107.66	38,245.20	41,177.40	2,932.20	92.9
100-51300-214	2,699.17	25,259.78	31,063.65	5,803.87	81.3
100-51300-219	822.50	2,967.50	.00	(2,967.50)	.0
TOTAL LEGAL	11,629.33	67,498.96	74,591.05	7,092.09	90.5
<u>GENERAL ADMINISTRATION</u>					
100-51400-111	13,058.10	178,608.99	224,045.47	45,436.48	79.7
100-51400-112	.00	169.50	.00	(169.50)	.0
100-51400-115	850.00	3,151.00	.00	(3,151.00)	.0
100-51400-117	.00	500.00	.00	(500.00)	.0
100-51400-119	.00	.00	1,360.00	1,360.00	.0
100-51400-150	194.26	2,715.80	3,324.06	608.26	81.7
100-51400-151	830.68	11,613.39	14,213.22	2,599.83	81.7
100-51400-152	870.82	12,308.58	15,327.57	3,018.99	80.3
100-51400-153	1,313.57	22,998.63	48,522.48	25,523.85	47.4
100-51400-154	.00	2,031.06	6,200.00	4,168.94	32.8
100-51400-155	15.05	220.77	378.23	157.46	58.4
100-51400-156	3.16	77.92	202.98	125.06	38.4
100-51400-211	350.00	2,316.21	4,040.00	1,723.79	57.3
100-51400-217	36.05	10,817.56	6,565.00	(4,252.56)	164.8
100-51400-219	3,137.80	42,637.80	42,925.00	287.20	99.3
100-51400-224	649.19	6,902.50	5,147.02	(1,755.48)	134.1
100-51400-225	278.89	2,159.96	2,841.42	681.46	76.0
100-51400-310	2,396.53	25,521.14	14,645.00	(10,876.14)	174.3
100-51400-312	141.96	691.27	.00	(691.27)	.0
100-51400-320	270.37	1,015.37	11,110.00	10,094.63	9.1
100-51400-325	.00	309.95	555.50	245.55	55.8
100-51400-330	887.59	2,044.51	1,515.00	(529.51)	135.0
100-51400-335	.00	.00	1,010.00	1,010.00	.0
100-51400-790	25.95	4,233.64	2,020.00	(2,213.64)	209.6
TOTAL GENERAL ADMINISTRATION	25,309.97	333,045.55	405,947.95	72,902.40	82.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INFORMATION TECHNOLOGY</u>					
100-51450-111 SALARIES/PERMANENT	3,751.46	42,479.96	61,359.48	18,879.52	69.2
100-51450-113 SALARIES/TEMPORARY	570.00	570.00	.00	(570.00)	.0
100-51450-150 MEDICARE TAX/CITY SHARE	59.25	610.90	889.71	278.81	68.7
100-51450-151 SOCIAL SECURITY/CITY SHARE	253.32	2,612.53	3,804.29	1,191.76	68.7
100-51450-152 RETIREMENT	255.10	3,013.70	4,172.44	1,158.74	72.2
100-51450-153 HEALTH INSURANCE	555.82	6,114.02	13,122.50	7,008.48	46.6
100-51450-154 HSA-HRA CONTRIBUTIONS	.00	937.50	1,875.00	937.50	50.0
100-51450-155 WORKERS COMPENSATION	16.32	63.65	103.59	39.94	61.4
100-51450-156 LIFE INSURANCE	.00	.00	13.14	13.14	.0
100-51450-211 PROFESSIONAL DEVELOPMENT	.00	574.98	.00	(574.98)	.0
100-51450-219 OTHER PROFESSIONAL SERVICES	.00	(.04)	.00	.04	.0
100-51450-225 TELECOM/INTERNET/COMMUNICATION	8,499.70	9,409.70	.00	(9,409.70)	.0
100-51450-244 NETWORK HDW MTN	649.19	4,920.79	.00	(4,920.79)	.0
100-51450-245 NETWORK SOFTWARE MTN	3,380.69	17,603.76	.00	(17,603.76)	.0
100-51450-246 NETWORK OPERATING SUPP	.00	5,344.86	7,522.50	2,177.64	71.1
100-51450-247 SOFTWARE UPGRADES	.00	812.50	.00	(812.50)	.0
100-51450-310 OFFICE & OPERATING SUPPLIES	258.60	3,289.39	.00	(3,289.39)	.0
100-51450-330 TRAVEL EXPENSES	.00	10.00	.00	(10.00)	.0
TOTAL INFORMATION TECHNOLOGY	18,249.45	98,368.20	92,862.65	(5,505.55)	105.9
<u>FINANCIAL ADMINISTRATION</u>					
100-51500-111 SALARIES/PERMANENT	9,813.12	105,914.63	128,650.70	22,736.07	82.3
100-51500-112 SALARIES/OVERTIME	.00	.00	105.00	105.00	.0
100-51500-150 MEDICARE TAX/CITY SHARE	131.48	1,538.89	1,901.76	362.87	80.9
100-51500-151 SOCIAL SECURITY/CITY SHARE	562.12	6,579.84	8,131.65	1,551.81	80.9
100-51500-152 RETIREMENT	667.32	7,380.37	8,755.39	1,375.02	84.3
100-51500-153 HEALTH INSURANCE	2,548.83	20,943.53	22,600.71	1,657.18	92.7
100-51500-154 HSA-HRA CONTRIBUTIONS	.00	.00	3,000.00	3,000.00	.0
100-51500-155 WORKERS COMPENSATION	14.06	167.18	217.30	50.12	76.9
100-51500-156 LIFE INSURANCE	4.54	41.82	49.80	7.98	84.0
100-51500-211 PROFESSIONAL DEVELOPMENT	119.22	1,777.22	1,010.00	(767.22)	176.0
100-51500-214 AUDIT SERVICES	.00	23,183.50	24,240.00	1,056.50	95.6
100-51500-217 CONTRACT SERVICES-125 PLAN	617.90	7,202.83	8,080.00	877.17	89.1
100-51500-224 SOFTWARE/HARDWARE MAINTENANCE	649.17	9,962.71	10,821.23	858.52	92.1
100-51500-225 TELECOM/INTERNET/COMMUNICATION	64.99	1,036.58	1,104.13	67.55	93.9
100-51500-310 OFFICE & OPERATING SUPPLIES	966.82	9,505.86	8,080.00	(1,425.86)	117.7
100-51500-325 PUBLIC EDUCATION	.00	195.00	757.50	562.50	25.7
100-51500-330 TRAVEL EXPENSES	.00	1,088.39	757.50	(330.89)	143.7
100-51500-560 COLLECTION FEES/WRITE-OFFS	(309.39)	4,379.33	3,030.00	(1,349.33)	144.5
100-51500-650 BANK FEES/CREDIT CARD FEES	286.72	3,014.90	4,040.00	1,025.10	74.6
TOTAL FINANCIAL ADMINISTRATION	16,136.90	203,912.58	235,332.67	31,420.09	86.7

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INSURANCE/RISK MANAGEMENT</u>					
100-51540-511	.00	26,207.12	48,900.00	22,692.88	53.6
100-51540-512	.00	16,957.30	17,522.00	564.70	96.8
100-51540-513	.00	25,049.06	29,133.00	4,083.94	86.0
100-51540-514	.00	13,063.92	14,719.00	1,655.08	88.8
100-51540-515	.00	2,703.35	2,873.00	169.65	94.1
TOTAL INSURANCE/RISK MANAGEMENT	.00	83,980.75	113,147.00	29,166.25	74.2
<u>FACILITIES MAINTENANCE</u>					
100-51600-111	8,121.60	93,543.72	118,165.54	24,621.82	79.2
100-51600-112	.00	.00	1,675.80	1,675.80	.0
100-51600-113	.00	3,010.80	6,960.00	3,949.20	43.3
100-51600-117	.00	410.00	970.00	560.00	42.3
100-51600-118	53.60	557.94	436.50	(121.44)	127.8
100-51600-150	108.80	1,392.31	1,913.82	521.51	72.8
100-51600-151	465.22	5,953.19	8,183.24	2,230.05	72.8
100-51600-152	552.27	6,649.71	8,224.45	1,574.74	80.9
100-51600-153	2,748.00	26,152.73	23,583.47	(2,569.26)	110.9
100-51600-154	.00	2,582.96	2,675.00	92.04	96.6
100-51600-155	161.54	2,178.15	3,663.23	1,485.08	59.5
100-51600-156	6.68	72.27	86.52	14.25	83.5
100-51600-211	27.28	524.49	1,010.00	485.51	51.9
100-51600-219	.00	27.00	.00	(27.00)	.0
100-51600-221	1,840.34	13,531.46	16,160.00	2,628.54	83.7
100-51600-222	8,157.25	90,860.72	84,840.00	(6,020.72)	107.1
100-51600-223	1,216.58	20,968.70	25,250.00	4,281.30	83.0
100-51600-224	.00	540.71	.00	(540.71)	.0
100-51600-225	517.80	861.46	588.00	(273.46)	146.5
100-51600-244	358.39	23,669.19	16,160.00	(7,509.19)	146.5
100-51600-245	.00	1,342.10	10,100.00	8,757.90	13.3
100-51600-246	7,401.00	66,854.00	86,100.00	19,246.00	77.7
100-51600-310	1,497.62	21,110.82	14,140.00	(6,970.82)	149.3
100-51600-351	163.77	2,189.12	2,250.00	60.88	97.3
100-51600-355	2,232.91	16,266.13	13,130.00	(3,136.13)	123.9
TOTAL FACILITIES MAINTENANCE	35,630.65	401,249.68	446,265.57	45,015.89	89.9

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>POLICE ADMINISTRATION</u>					
100-52100-111 SALARIES/PERMANENT	37,500.21	422,602.57	471,466.85	48,864.28	89.6
100-52100-112 WAGES/OVERTIME	.00	287.35	2,100.00	1,812.65	13.7
100-52100-114 WAGES/PART-TIME/PERMANENT	1,646.65	17,888.46	19,110.00	1,221.54	93.6
100-52100-117 LONGEVITY PAY	.00	1,000.00	2,000.00	1,000.00	50.0
100-52100-118 UNIFORM ALLOWANCES	30.00	2,239.35	2,100.00	(139.35)	106.6
100-52100-150 MEDICARE TAX/CITY SHARE	557.27	6,594.82	7,342.47	747.65	89.8
100-52100-151 SOCIAL SECURITY/CITY SHARE	2,382.83	28,198.59	31,395.37	3,196.78	89.8
100-52100-152 RETIREMENT	4,034.50	48,161.95	53,480.86	5,318.91	90.1
100-52100-153 HEALTH INSURANCE	5,574.18	66,957.34	79,586.69	12,629.35	84.1
100-52100-154 HSA-HRA CONTRIBUTIONS	.00	3,258.03	10,000.00	6,741.97	32.6
100-52100-155 WORKERS COMPENSATION	443.89	5,550.95	8,118.75	2,567.80	68.4
100-52100-156 LIFE INSURANCE	13.72	134.52	136.26	1.74	98.7
100-52100-211 PROFESSIONAL DEVELOPMENT	505.50	1,484.50	4,040.00	2,555.50	36.8
100-52100-219 OTHER PROFESSIONAL SERVICES	.00	9,769.46	4,040.00	(5,729.46)	241.8
100-52100-224 SOFTWARE/HARDWARE MAINTENANCE	1,646.81	14,104.91	8,240.72	(5,864.19)	171.2
100-52100-225 TELECOM/INTERNET/COMMUNICATION	807.99	3,888.58	7,969.44	4,080.86	48.8
100-52100-295 CONTRACTUAL SERVICES	2,292.44	2,292.44	.00	(2,292.44)	.0
100-52100-310 OFFICE & OPERATING SUPPLIES	1,680.18	18,881.78	13,112.83	(5,768.95)	144.0
100-52100-320 SUBSCRIPTIONS/DUES	.00	1,434.15	1,060.50	(373.65)	135.2
100-52100-325 PUBLIC EDUCATION	.00	195.00	432.28	237.28	45.1
100-52100-330 TRAVEL EXPENSES	191.22	776.26	757.50	(18.76)	102.5
TOTAL POLICE ADMINISTRATION	59,307.39	655,701.01	726,490.52	70,789.51	90.3

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>POLICE PATROL</u>					
100-52110-111 SALARIES/PERMANENT	86,660.30	973,227.72	1,255,356.51	282,128.79	77.5
100-52110-112 SALARIES/OVERTIME	11,380.70	171,462.34	147,312.34	(24,150.00)	116.4
100-52110-117 LONGEVITY PAY	.00	5,000.00	10,820.00	5,820.00	46.2
100-52110-118 UNIFORM ALLOWANCES	.00	22,208.71	16,050.00	(6,158.71)	138.4
100-52110-119 SHIFT DIFFERENTIAL	733.62	13,414.98	13,155.00	(259.98)	102.0
100-52110-150 MEDICARE TAX/CITY SHARE	1,400.07	17,648.40	21,336.66	3,688.26	82.7
100-52110-151 SOCIAL SECURITY/CITY SHARE	5,986.56	75,462.32	91,232.63	15,770.31	82.7
100-52110-152 RETIREMENT	13,077.76	163,349.69	191,012.67	27,662.98	85.5
100-52110-153 HEALTH INSURANCE	15,437.90	164,410.89	181,224.72	16,813.83	90.7
100-52110-154 HSA-HRA CONTRIBUTIONS	171.89	12,843.52	22,500.00	9,656.48	57.1
100-52110-155 WORKERS COMPENSATION	1,768.05	23,229.32	35,094.94	11,865.62	66.2
100-52110-156 LIFE INSURANCE	21.83	214.54	292.14	77.60	73.4
100-52110-211 PROFESSIONAL DEVELOPMENT	1,700.00	9,222.58	8,080.00	(1,142.58)	114.1
100-52110-219 OTHER PROFESSIONAL SERVICES	498.54	3,958.49	6,000.00	2,041.51	66.0
100-52110-224 SOFTWARE/HARDWARE MAINTENANCE	.00	29,114.18	28,359.10	(755.08)	102.7
100-52110-225 TELECOM/INTERNET/COMMUNICATION	1,322.69	5,648.70	4,320.00	(1,328.70)	130.8
100-52110-241 REPR/MTN VEHICLES	.00	66.78	1,440.00	1,373.22	4.6
100-52110-242 REPR/MTN MACHINERY/EQUIP	.00	2,160.55	2,500.00	339.45	86.4
100-52110-295 CONTRACTUAL SERVICES	9,742.53	9,742.53	.00	(9,742.53)	.0
100-52110-310 OFFICE & OPERATING SUPPLIES	279.10	13,920.46	3,535.00	(10,385.46)	393.8
100-52110-330 TRAVEL EXPENSES	25.97	8,792.84	303.00	(8,489.84)	2901.9
100-52110-351 FUEL EXPENSES	2,622.04	23,080.42	24,000.00	919.58	96.2
100-52110-360 DAAT/FIREARMS	764.42	13,390.87	15,000.00	1,609.13	89.3
TOTAL POLICE PATROL	153,593.97	1,761,570.83	2,078,924.71	317,353.88	84.7

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>POLICE INVESTIGATION</u>					
100-52120-111 SALARIES/PERMANENT	29,626.48	279,152.12	266,740.28	(12,411.84)	104.7
100-52120-112 SALARIES/OVERTIME	3,184.88	31,589.58	27,443.75	(4,145.83)	115.1
100-52120-117 LONGEVITY PAY	.00	1,000.00	3,800.00	2,800.00	26.3
100-52120-118 UNIFORM ALLOWANCES	.00	2,502.56	2,800.00	297.44	89.4
100-52120-119 SHIFT DIFFERENTIAL	40.06	858.58	465.00	(393.58)	184.6
100-52120-150 MEDICARE TAX/CITY SHARE	480.29	4,821.48	4,576.91	(244.57)	105.3
100-52120-151 SOCIAL SECURITY/CITY SHARE	2,053.67	20,616.12	19,570.25	(1,045.87)	105.3
100-52120-152 RETIREMENT	4,349.54	43,509.95	39,885.37	(3,624.58)	109.1
100-52120-153 HEALTH INSURANCE	2,525.51	26,885.08	39,717.01	12,831.93	67.7
100-52120-154 HSA-HRA CONTRIBUTIONS	.00	1,936.86	2,500.00	563.14	77.5
100-52120-155 WORKERS COMPENSATION	588.04	6,065.44	7,331.16	1,265.72	82.7
100-52120-156 LIFE INSURANCE	7.56	74.39	58.98	(15.41)	126.1
100-52120-211 PROFESSIONAL DEVELOPMENT	.00	3,971.91	4,040.00	68.09	98.3
100-52120-219 OTHER PROFESSIONAL SERVICES	.00	168.34	1,581.66	1,413.32	10.6
100-52120-225 TELECOM/INTERNET/COMMUNICATION	579.69	2,621.21	49.49	(2,571.72)	5296.4
100-52120-295 MISC CONTRACTUAL SERVICES	2,292.36	2,292.36	.00	(2,292.36)	.0
100-52120-310 OFFICE & OPERATING SUPPLIES	57.56	5,665.97	7,615.09	1,949.12	74.4
100-52120-330 TRAVEL EXPENSES	.00	346.80	303.00	(43.80)	114.5
100-52120-351 FUEL EXPENSES	274.95	1,872.33	5,250.00	3,377.67	35.7
100-52120-359 PHOTO EXPENSES	.00	34.00	505.00	471.00	6.7
TOTAL POLICE INVESTIGATION	46,060.59	435,985.08	434,232.95	(1,752.13)	100.4
<u>COMMUNITY SERVICE PROGRAM</u>					
100-52140-114 WAGES/PART-TIME/PERMANENT	2,554.50	20,846.06	31,200.00	10,353.94	66.8
100-52140-118 UNIFORM ALLOWANCES	1,280.46	1,335.36	.00	(1,335.36)	.0
100-52140-150 MEDICARE TAX/CITY SHARE	37.04	320.71	452.40	131.69	70.9
100-52140-151 SOCIAL SECURITY/CITY SHARE	158.38	1,371.11	1,934.40	563.29	70.9
100-52140-152 RETIREMENT	.00	330.96	.00	(330.96)	.0
100-52140-155 WORKERS COMPENSATION	54.66	538.37	967.49	429.12	55.7
100-52140-218 ANIMAL CONTROL	.00	2.92	252.50	249.58	1.2
100-52140-225 TELECOM/INTERNET/COMMUNICATION	.00	69.80	98.98	29.18	70.5
100-52140-310 OFFICE & OPERATING SUPPLIES	27.67	238.59	751.81	513.22	31.7
100-52140-351 FUEL EXPENSES	121.18	1,941.54	1,212.00	(729.54)	160.2
100-52140-360 PARKING SERVICES EXPENSES	.00	1,941.40	3,927.89	1,986.49	49.4
TOTAL COMMUNITY SERVICE PROGRAM	4,233.89	28,936.82	40,797.47	11,860.65	70.9

CITY OF WHITEWATER
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>NEIGHBORHOOD SERVICES</u>					
100-52400-111 SALARIES/PERMANENT	4,318.92	82,219.09	121,600.87	39,381.78	67.6
100-52400-113 PT WAGES-WEEDS & SNOW ENFORC	.00	18,514.49	31,434.00	12,919.51	58.9
100-52400-118 UNIFORM ALLOWANCES	.00	.00	1,000.00	1,000.00	.0
100-52400-150 MEDICARE TAX/CITY SHARE	54.02	1,537.66	2,372.71	835.05	64.8
100-52400-151 SOCIAL SECURITY/CITY SHARE	230.94	6,574.62	10,145.37	3,570.75	64.8
100-52400-152 RETIREMENT	293.69	6,713.37	8,268.86	1,555.49	81.2
100-52400-153 HEALTH INSURANCE	1,458.06	14,518.58	10,838.21	(3,680.37)	134.0
100-52400-154 HSA-HRA CONTRIBUTIONS	.00	65.52	275.00	209.48	23.8
100-52400-155 WORKERS COMPENSATION	7.57	654.05	1,180.03	525.98	55.4
100-52400-156 LIFE INSURANCE	1.10	41.86	91.32	49.46	45.8
100-52400-211 PROFESSIONAL DEVELOPMENT	.00	399.00	.00	(399.00)	.0
100-52400-212 LEGAL/CITY ATTORNEY	2,666.43	7,281.23	5,050.00	(2,231.23)	144.2
100-52400-215 GIS SUPPLIES	.00	4,835.00	2,525.00	(2,310.00)	191.5
100-52400-218 WEIGHTS & MEASURES CONTRACT	.00	1,600.00	3,200.00	1,600.00	50.0
100-52400-219 OTHER PROFESSIONAL SERVICES	8,107.55	31,477.52	30,300.00	(1,177.52)	103.9
100-52400-222 BUILDING INSPECTION SERVICES	6,025.25	120,285.38	60,956.25	(59,329.13)	197.3
100-52400-224 SOFTWARE/HARDWARE MAINTENANCE	649.17	6,349.79	7,711.07	1,361.28	82.4
100-52400-225 TELECOM/INTERNET/COMMUNICATION	285.71	2,705.36	2,209.98	(495.38)	122.4
100-52400-310 OFFICE & OPERATING SUPPLIES	695.21	5,339.01	5,050.00	(289.01)	105.7
100-52400-320 DUES/SUBSCRIPTIONS	.00	(40.00)	404.00	444.00	(9.9)
100-52400-325 PUBLIC EDUCATION	.00	195.00	454.50	259.50	42.9
100-52400-330 TRAVEL EXPENSES	.00	629.50	202.00	(427.50)	311.6
100-52400-351 FUEL EXPENSES	.00	341.74	1,515.00	1,173.26	22.6
TOTAL NEIGHBORHOOD SERVICES	24,793.62	312,237.77	306,784.17	(5,453.60)	101.8
<u>EMERGENCY PREPAREDNESS</u>					
100-52500-111 EMERGENCY PREPAREDNESS WAGES	.00	.00	518.75	518.75	.0
100-52500-150 EMERG PREP MEDICARE	.00	.00	7.52	7.52	.0
100-52500-151 EMERG PREP SOCIAL SECURITY	.00	.00	32.16	32.16	.0
100-52500-155 EMERG PREP WORKERS COMP	.00	.00	16.09	16.09	.0
100-52500-224 SOFTWARE/HARDWARE MAINTENANCE	.00	.00	1,400.00	1,400.00	.0
100-52500-225 TELECOM/INTERNET/COMMUNICATION	493.56	3,763.34	4,110.54	347.20	91.6
100-52500-242 REPR/MTN MACHINERY/EQUIP	.00	.00	2,000.00	2,000.00	.0
100-52500-295 CONTRACTUAL SERVICES	.00	.00	1,251.39	1,251.39	.0
100-52500-310 OFFICE & OPERATING SUPPLIES	71.72	1,424.23	505.00	(919.23)	282.0
TOTAL EMERGENCY PREPAREDNESS	565.28	5,187.57	9,841.45	4,653.88	52.7

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>COMMUNICATIONS/DISPATCH</u>					
100-52600-111 SALARIES/PERMANENT	22,788.92	240,132.68	328,906.42	88,773.74	73.0
100-52600-112 SALARIES/OVERTIME	3,612.73	37,269.89	31,421.25	(5,848.64)	118.6
100-52600-117 LONGEVITY PAY	.00	500.00	1,000.00	500.00	50.0
100-52600-118 UNIFORM ALLOWANCES	118.99	2,904.70	3,500.00	595.30	83.0
100-52600-119 SHIFT DIFFERENTIAL	583.41	4,018.93	3,624.00	(394.93)	110.9
100-52600-150 MEDICARE TAX/CITY SHARE	394.71	4,401.56	5,516.55	1,114.99	79.8
100-52600-151 SOCIAL SECURITY/CITY SHARE	1,687.76	18,820.54	23,588.02	4,767.48	79.8
100-52600-152 RETIREMENT	1,794.17	20,113.21	24,995.21	4,882.00	80.5
100-52600-153 HEALTH INSURANCE	2,258.06	25,134.71	50,895.86	25,761.15	49.4
100-52600-154 HSA-HRA CONTRIBUTIONS	.00	.00	6,250.00	6,250.00	.0
100-52600-155 WORKERS COMPENSATION	29.00	342.39	596.74	254.35	57.4
100-52600-156 LIFE INSURANCE	3.30	32.99	98.25	65.26	33.6
100-52600-211 PROFESSIONAL DEVELOPMENT	.00	3,113.75	3,030.00	(83.75)	102.8
100-52600-219 OTHER PROFESSIONAL SERVICES	280.61	3,109.92	2,043.23	(1,066.69)	152.2
100-52600-224 SOFTWARE/HARDWARE MAINTENANCE	.00	5,446.29	5,283.10	(163.19)	103.1
100-52600-225 TELECOM/INTERNET/COMMUNICATION	976.40	8,439.19	9,367.98	928.79	90.1
100-52600-292 RADIO SERVICE	.00	13,147.00	13,635.00	488.00	96.4
100-52600-295 MISC CONTRACTUAL SERVICES	4,011.63	32,508.01	40,846.52	8,338.51	79.6
100-52600-310 OFFICE & OPERATING SUPPLIES	.00	1,837.38	1,010.00	(827.38)	181.9
100-52600-330 TRAVEL EXPENSES	117.42	595.30	252.50	(342.80)	235.8
TOTAL COMMUNICATIONS/DISPATCH	38,657.11	421,868.44	555,860.63	133,992.19	75.9
<u>DPW/ENGINEERING DEPARTMENT</u>					
100-53100-111 SALARIES/PERMANENT	1,597.82	17,909.92	20,362.09	2,452.17	88.0
100-53100-150 MEDICARE TAX/CITY SHARE	21.40	250.33	295.25	44.92	84.8
100-53100-151 SOCIAL SECURITY/CITY SHARE	91.50	1,070.50	1,262.45	191.95	84.8
100-53100-152 RETIREMENT	108.64	1,268.48	1,384.62	116.14	91.6
100-53100-153 HEALTH INSURANCE	353.58	3,930.26	4,496.24	565.98	87.4
100-53100-154 HSA-HRA CONTRIBUTIONS	17.45	441.70	475.00	33.30	93.0
100-53100-155 WORKERS COMPENSATION	1.76	21.61	34.38	12.77	62.9
100-53100-156 LIFE INSURANCE	.86	9.21	6.16	(3.05)	149.5
100-53100-211 PROFESSIONAL DEVELOPMENT	121.03	1,201.38	1,111.00	(90.38)	108.1
100-53100-213 ENGINEERING SERVICES	(18,842.16)	3,848.06	12,120.00	8,271.94	31.8
100-53100-224 SOFTWARE/HARDWARE MAINTENANCE	649.17	5,576.65	4,747.18	(829.47)	117.5
100-53100-225 TELECOM/INTERNET/COMMUNICATION	341.82	2,226.52	2,365.98	139.46	94.1
100-53100-310 OFFICE & OPERATING SUPPLIES	231.48	2,196.97	1,818.00	(378.97)	120.9
100-53100-320 SUBSCRIPTIONS/DUES	.00	300.00	303.00	3.00	99.0
100-53100-325 PUBLIC EDUCATION	.00	195.00	606.00	411.00	32.2
TOTAL DPW/ENGINEERING DEPARTMENT	(15,305.65)	40,446.59	51,387.35	10,940.76	78.7

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>SHOP/FLEET OPERATIONS</u>					
100-53230-111	5,023.90	59,215.03	63,935.10	4,720.07	92.6
100-53230-112	.00	459.95	.00	(459.95)	.0
100-53230-113	.00	544.00	.00	(544.00)	.0
100-53230-117	.00	280.00	830.00	550.00	33.7
100-53230-118	.00	(116.00)	67.50	183.50	(171.9)
100-53230-150	66.89	849.15	941.46	92.31	90.2
100-53230-151	285.98	3,630.68	4,025.57	394.89	90.2
100-53230-152	341.62	4,286.78	4,408.62	121.84	97.2
100-53230-153	1,220.85	14,097.94	17,618.43	3,520.49	80.0
100-53230-154	17.20	51.52	2,412.50	2,360.98	2.1
100-53230-155	107.50	1,421.76	1,982.59	560.83	71.7
100-53230-156	4.86	51.08	58.59	7.51	87.2
100-53230-221	391.81	4,199.45	4,545.00	345.55	92.4
100-53230-222	692.89	12,945.06	15,150.00	2,204.94	85.5
100-53230-225	154.44	734.21	492.00	(242.21)	149.2
100-53230-310	4,700.77	21,288.98	15,150.00	(6,138.98)	140.5
100-53230-352	1,100.75	55,613.14	25,250.00	(30,363.14)	220.3
100-53230-354	7,698.61	20,873.62	14,140.00	(6,733.62)	147.6
100-53230-355	7,600.00	8,166.28	3,535.00	(4,631.28)	231.0
TOTAL SHOP/FLEET OPERATIONS	29,408.07	208,592.63	174,542.36	(34,050.27)	119.5
<u>PARK MAINTENANCE</u>					
100-53270-111	6,207.16	68,526.06	69,526.85	1,000.79	98.6
100-53270-112	.00	1,040.12	184.66	(855.46)	563.3
100-53270-113	203.00	30,250.40	80,983.49	50,733.09	37.4
100-53270-117	.00	.00	750.00	750.00	.0
100-53270-118	.00	.00	82.50	82.50	.0
100-53270-150	86.17	1,409.64	2,197.15	787.51	64.2
100-53270-151	368.45	6,027.29	9,394.70	3,367.41	64.2
100-53270-152	422.10	4,927.78	4,796.99	(130.79)	102.7
100-53270-153	1,380.22	14,918.10	15,000.23	82.13	99.5
100-53270-154	25.80	925.86	2,387.50	1,461.64	38.8
100-53270-155	137.19	2,103.69	4,671.04	2,567.35	45.0
100-53270-156	5.33	45.10	56.14	11.04	80.3
100-53270-211	455.00	1,342.76	3,030.00	1,687.24	44.3
100-53270-213	2,480.67	1,609.59	10,605.00	8,995.41	15.2
100-53270-221	1,124.49	11,220.19	10,605.00	(615.19)	105.8
100-53270-222	613.40	7,765.87	6,565.00	(1,200.87)	118.3
100-53270-223	60.50	1,056.25	2,525.00	1,468.75	41.8
100-53270-242	945.80	4,961.94	7,575.00	2,613.06	65.5
100-53270-245	.00	3,007.15	5,050.00	2,042.85	59.6
100-53270-295	4,960.10	22,553.09	20,300.00	(2,253.09)	111.1
100-53270-310	423.89	13,082.66	9,595.00	(3,487.66)	136.4
100-53270-351	379.73	11,500.93	8,080.00	(3,420.93)	142.3
100-53270-359	.00	2,980.88	5,050.00	2,069.12	59.0
TOTAL PARK MAINTENANCE	20,279.00	211,255.35	279,011.25	67,755.90	75.7

CITY OF WHITEWATER
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>STREET MAINTENANCE</u>					
100-53300-111 WAGES/PERMANENT	20,652.88	277,252.95	334,348.99	57,096.04	82.9
100-53300-112 WAGES/OVERTIME	23.41	723.52	646.32	(77.20)	111.9
100-53300-113 WAGES/TEMPORARY	.00	5,277.50	818.02	(4,459.48)	645.2
100-53300-117 LONGEVITY PAY	.00	1,120.00	2,490.00	1,370.00	45.0
100-53300-118 UNIFORM ALLOWANCES	1,084.40	8,221.48	6,678.00	(1,543.48)	123.1
100-53300-150 MEDICARE TAX/CITY SHARE	286.95	4,111.36	4,967.26	855.90	82.8
100-53300-151 SOCIAL SECURITY/CITY SHARE	1,227.04	17,579.80	21,239.30	3,659.50	82.8
100-53300-152 RETIREMENT	1,405.99	19,943.66	22,974.70	3,031.04	86.8
100-53300-153 HEALTH INSURANCE	3,183.55	58,729.79	74,918.70	16,188.91	78.4
100-53300-154 HSA-HRA CONTRIBUTIONS	679.31	2,026.28	10,400.00	8,373.72	19.5
100-53300-155 WORKERS COMPENSATION	442.46	6,625.07	10,406.67	3,781.60	63.7
100-53300-156 LIFE INSURANCE	13.64	133.24	139.89	6.65	95.3
100-53300-211 PROFESSIONAL DEVELOPMENT	122.68	1,481.37	505.00	(976.37)	293.3
100-53300-222 ELECT/TRAFFIC SIGNALS/P-LOTS	2,483.70	24,037.58	15,150.00	(8,887.58)	158.7
100-53300-224 SOFTWARE/HARDWARE MAINTENANCE	.00	3,502.35	5,146.77	1,644.42	68.1
100-53300-225 TELECOM/INTERNET/COMMUNICATION	1,048.36	3,548.49	3,119.98	(428.51)	113.7
100-53300-310 OFFICE & OPERATING SUPPLIES	113.26	995.58	1,010.00	14.42	98.6
100-53300-351 FUEL EXPENSES	2,168.59	25,880.16	18,180.00	(7,700.16)	142.4
100-53300-354 TRAFFIC CONTROL SUPP	2,873.14	11,519.14	12,120.00	600.86	95.0
100-53300-405 MATERIALS/REPAIRS	5,113.69	12,868.79	12,120.00	(748.79)	106.2
100-53300-821 BRIDGE/DAM	.00	.00	4,040.00	4,040.00	.0
TOTAL STREET MAINTENANCE	42,923.05	485,578.11	561,419.60	75,841.49	86.5
<u>SNOW AND ICE</u>					
100-53320-111 WAGES/PERMANENT	1,598.75	32,334.54	42,148.06	9,813.52	76.7
100-53320-112 WAGES/OVERTIME	.00	5,660.84	8,217.46	2,556.62	68.9
100-53320-117 LONGEVITY PAY	.00	180.00	360.00	180.00	50.0
100-53320-150 MEDICARE TAX/CITY SHARE	21.83	605.12	739.70	134.58	81.8
100-53320-151 SOCIAL SECURITY/CITY SHARE	93.40	2,587.73	3,162.84	575.11	81.8
100-53320-152 RETIREMENT	108.70	3,033.60	3,449.34	415.74	88.0
100-53320-153 HEALTH INSURANCE	521.40	9,861.44	9,557.53	(303.91)	103.2
100-53320-154 HSA-HRA CONTRIBUTIONS	42.99	312.66	1,362.50	1,049.84	23.0
100-53320-155 WORKERS COMPENSATION	34.23	1,050.51	1,475.42	424.91	71.2
100-53320-156 LIFE INSURANCE	.92	27.34	20.66	(6.68)	132.3
100-53320-295 EQUIP RENTAL	.00	3,437.50	12,120.00	8,682.50	28.4
100-53320-351 FUEL EXPENSES	469.57	8,465.03	9,090.00	624.97	93.1
100-53320-353 SNOW EQUIP/REPR PARTS	191.32	16,714.58	30,000.00	13,285.42	55.7
100-53320-460 SALT & SAND	.00	16,934.41	30,000.00	13,065.59	56.5
TOTAL SNOW AND ICE	3,083.11	101,205.30	151,703.51	50,498.21	66.7

CITY OF WHITEWATER
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>STREET LIGHTS</u>					
100-53420-111 WAGES/PERMANENT	135.54	13,960.20	6,321.57	(7,638.63)	220.8
100-53420-112 WAGES/OVERTIME	.00	.00	184.66	184.66	.0
100-53420-117 LONGEVITY PAY	.00	20.00	60.00	40.00	33.3
100-53420-150 MEDICARE TAX/CITY SHARE	1.84	191.26	95.21	(96.05)	200.9
100-53420-151 SOCIAL SECURITY/CITY SHARE	7.89	817.65	407.11	(410.54)	200.8
100-53420-152 RETIREMENT	9.24	979.77	446.50	(533.27)	219.4
100-53420-153 HEALTH INSURANCE	87.48	2,069.91	1,780.15	(289.76)	116.3
100-53420-154 HSA-HRA CONTRIBUTIONS	51.59	99.74	250.00	150.26	39.9
100-53420-155 WORKERS COMPENSATION	2.90	356.30	199.64	(156.66)	178.5
100-53420-156 LIFE INSURANCE	.07	6.66	2.74	(3.92)	243.1
100-53420-222 ELECTRICITY	19,022.89	191,288.13	174,725.00	(16,563.13)	109.5
100-53420-310 OFFICE & OPERATING SUPPLIES	.00	8,156.17	7,000.00	(1,156.17)	116.5
100-53420-820 STREET LIGHTS	.00	2,739.80	1,010.00	(1,729.80)	271.3
TOTAL STREET LIGHTS	19,319.44	220,685.59	192,482.58	(28,203.01)	114.7
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	594.33	6,647.12	10,465.51	3,818.39	63.5
100-55111-117 LONGEVITY PAY	.00	90.00	30.00	(60.00)	300.0
100-55111-118 UNIFORM ALLOWANCES	.00	.00	13.50	13.50	.0
100-55111-150 MEDICARE TAX/CITY SHARE	8.10	100.74	162.82	62.08	61.9
100-55111-151 SOCIAL SECURITY/CITY SHARE	34.60	430.77	696.20	265.43	61.9
100-55111-152 RETIREMENT	40.41	479.77	714.61	234.84	67.1
100-55111-153 HEALTH INSURANCE	198.00	1,779.62	1,244.90	(534.72)	143.0
100-55111-154 HSA-HRA CONTRIBUTIONS	.00	75.00	75.00	.00	100.0
100-55111-155 WORKERS COMPENSATION	12.71	160.46	324.53	164.07	49.4
100-55111-156 LIFE INSURANCE	.15	1.70	3.79	2.09	44.9
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221 WATER & SEWER	338.90	3,212.89	2,828.00	(384.89)	113.6
100-55111-222 ELECTRICITY	974.03	11,672.53	11,750.00	77.47	99.3
100-55111-223 NATURAL GAS	202.62	3,508.41	4,500.00	991.59	78.0
100-55111-244 HVAC	.00	1,437.13	1,250.00	(187.13)	115.0
100-55111-245 FACILITY IMPROVEMENTS	.00	2,919.94	3,030.00	110.06	96.4
100-55111-246 JANITORIAL SERVICES	1,259.00	11,331.00	15,750.00	4,419.00	71.9
100-55111-355 REPAIR & SUPPLIES	346.92	2,498.42	2,020.00	(478.42)	123.7
TOTAL YOUNG LIBRARY BUILDING	4,009.77	46,345.50	55,060.86	8,715.36	84.2

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PARKS ADMINISTRATION</u>					
100-55200-111	4,501.15	59,242.71	61,018.78	1,776.07	97.1
100-55200-113	100.00	862.50	.00	(862.50)	.0
100-55200-117	.00	.00	300.00	300.00	.0
100-55200-150	65.20	941.51	910.00	(31.51)	103.5
100-55200-151	278.86	4,026.45	3,891.04	(135.41)	103.5
100-55200-152	306.08	4,387.61	4,169.68	(217.93)	105.2
100-55200-153	1,805.90	12,844.44	12,866.16	21.72	99.8
100-55200-154	.00	631.84	1,250.00	618.16	50.6
100-55200-155	36.26	670.85	886.25	215.40	75.7
100-55200-156	1.19	15.51	15.20	(.31)	102.0
100-55200-211	60.42	60.42	.00	(60.42)	.0
100-55200-224	.00	431.88	.00	(431.88)	.0
100-55200-225	458.05	3,475.72	2,735.99	(739.73)	127.0
100-55200-310	71.73	548.12	4,199.20	3,651.08	13.1
100-55200-320	10.54	10.54	.00	(10.54)	.0
100-55200-324	278.13	388.13	.00	(388.13)	.0
100-55200-359	160.03	160.03	.00	(160.03)	.0
TOTAL PARKS ADMINISTRATION	8,133.54	88,698.26	92,242.30	3,544.04	96.2
<u>CELEBRATIONS</u>					
100-55320-780	.00	6,000.00	.00	(6,000.00)	.0
100-55320-790	.00	8,580.89	9,595.00	1,014.11	89.4
TOTAL CELEBRATIONS	.00	14,580.89	9,595.00	(4,985.89)	152.0
<u>COMM BASED CO-OP PROJECTS</u>					
100-55330-760	.00	279,758.70	279,758.70	.00	100.0
100-55330-761	.00	50,000.00	50,000.00	.00	100.0
TOTAL COMM BASED CO-OP PROJECTS	.00	329,758.70	329,758.70	.00	100.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TRANSFERS TO OTHER FUNDS</u>					
100-59220-901 TRANS TO FD 260 SICK/SEVERENCE	55,000.00	55,000.00	55,000.00	.00	100.0
100-59220-916 TRANS TO FD 205 27TH PAYROLL	.00	15,000.00	15,000.00	.00	100.0
100-59220-918 TRANS TO FD 230 RECYLING	76,580.00	476,580.00	476,580.09	.09	100.0
100-59220-919 TRANS TO FD 900 ECONOMIC DEV	.00	32,500.00	32,500.00	.00	100.0
100-59220-925 TRANS TO FD 215 DPW EQUIP REV	.00	85,000.00	85,000.00	.00	100.0
100-59220-926 TRANS TO FD 216 PD VEHICLE REV	.00	38,270.00	38,270.00	.00	100.0
100-59220-927 TRANS TO FD 217 BLDING REPAIR	.00	15,000.00	15,000.00	.00	100.0
100-59220-928 TRANS TO FD 280 STREET REPAIR	.00	8,035.00	8,034.73	(.27)	100.0
100-59220-939 TRANS TO FD 214 ELECTIONS	.00	25,000.00	25,000.00	.00	100.0
100-59220-955 TRANS TO FD 248 PARK & REC	.00	197,795.00	197,795.13	.13	100.0
100-59220-998 TRANS TO FD 220 LIBRARY	470,000.00	470,000.00	470,000.00	.00	100.0
TOTAL TRANSFERS TO OTHER FUNDS	601,580.00	1,418,180.00	1,418,179.95	(.05)	100.0
<u>TRANSFER TO DEBT SERVICE</u>					
100-59230-990 TRANS TO FD 300 DEBT SERVICE	75,660.00	1,287,719.48	1,257,105.00	(30,614.48)	102.4
TOTAL TRANSFER TO DEBT SERVICE	75,660.00	1,287,719.48	1,257,105.00	(30,614.48)	102.4
<u>TRANSFERS TO SPECIAL FUNDS</u>					
100-59240-901 TRANS TO FD 249 FIRE DEPART	758,615.00	1,258,615.00	1,258,615.00	.00	100.0
100-59240-945 TRANS TO FD 452 BIRGE FOUNTAIN	.00	500.00	500.00	.00	100.0
TOTAL TRANSFERS TO SPECIAL FUNDS	758,615.00	1,259,115.00	1,259,115.00	.00	100.0
TOTAL FUND EXPENDITURES	2,050,165.16	10,834,046.11	11,662,737.11	828,691.00	92.9
NET REVENUE OVER EXPENDITURES	846,603.10	1,386,638.28	.00	(1,386,638.28)	.0

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>WATER SALES REVENUE</u>						
610-46461-61	METERED SALES/RESIDENTIAL	66,850.60	717,922.73	775,177.06	57,254.33	92.6
610-46462-61	METERED SALES/COMMERCIAL	12,263.49	127,014.18	131,924.92	4,910.74	96.3
610-46463-61	METERED SALES/INDUSTRIAL	45,442.63	559,895.01	660,466.55	100,571.54	84.8
610-46464-61	SALES TO PUBLIC AUTHORITIES	19,591.03	222,915.33	212,705.65	(10,209.68)	104.8
610-46465-61	PUBLIC FIRE PROTECTION REV	62,351.44	607,952.98	586,569.43	(21,383.55)	103.7
610-46466-61	PRIVATE FIRE PROTECTION REV	6,134.00	60,313.42	48,410.26	(11,903.16)	124.6
610-46467-61	METERED SALES/MF RESIDENTIAL	17,542.40	168,712.28	183,539.59	14,827.31	91.9
	TOTAL WATER SALES REVENUE	230,175.59	2,464,725.93	2,598,793.46	134,067.53	94.8
<u>MISCELLANEOUS WATER REVENUE</u>						
610-47419-61	INTEREST INCOME	2,269.96	23,539.90	500.00	(23,039.90)	4708.0
610-47421-61	DEVELOPER CONTRIBUTION	.00	.00	10,000.00	10,000.00	.0
610-47425-61	MISC AMORTIZATION	.00	13,813.85	8,000.00	(5,813.85)	172.7
610-47460-61	OTR REV/TOWER/SERVICE	105.95	27,803.74	27,155.00	(648.74)	102.4
610-47467-61	NSF/SVC FEES/SPEC ASSESS FEES	2,984.72	23,034.06	6,000.00	(17,034.06)	383.9
610-47471-61	MISC SERVICE REV - TURN OFF	35.00	1,575.00	500.00	(1,075.00)	315.0
610-47474-61	OTHER REV--LABOR/MATERIAL	6,957.55	48,745.15	.00	(48,745.15)	.0
610-47476-61	NET RETURN ON INVEST-METERS	.00	.00	12,000.00	12,000.00	.0
610-47482-61	SALE OF USED EQUIPMENT	.00	9,131.00	.00	(9,131.00)	.0
610-47485-61	BOND/NOTE/LOAN PROCEEDS	.00	1,550,000.00	.00	(1,550,000.00)	.0
610-47486-61	TRANSFER TID 10-TOWER DEBT	.00	.00	14,632.96	14,632.96	.0
610-47487-61	TRANSFER TID 11-TOWER DEBT	.00	.00	14,632.96	14,632.96	.0
610-47488-61	TRANSFER TID 13-TOWER DEBT	.00	.00	79,962.68	79,962.68	.0
610-47489-61	TRANSFER TID 14-TOWER DEBT	.00	44,465.00	44,465.35	.35	100.0
610-47493-61	RETAINED EARNINGS-(INC)-DEC	.00	.00	110,799.56	110,799.56	.0
	TOTAL MISCELLANEOUS WATER REVENUE	12,353.18	1,742,107.70	328,648.51	(1,413,459.19)	530.1
	TOTAL FUND REVENUE	242,528.77	4,206,833.63	2,927,441.97	(1,279,391.66)	143.7

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

WATER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>SOURCE OF SUPPLY</u>						
610-61600-111	SALARIES/WAGES	2,954.12	20,050.03	16,631.91	(3,418.12)	120.6
610-61600-112	WAGES/OVERTIME	239.34	1,957.87	5,529.48	3,571.61	35.4
610-61600-310	OFFICE & OPERATING SUPPLIES	.00	843.60	550.00	(293.60)	153.4
610-61600-350	REPAIR/MTN EXPENSES	67.82	334.25	500.00	165.75	66.9
	TOTAL SOURCE OF SUPPLY	3,261.28	23,185.75	23,211.39	25.64	99.9
<u>PUMPING OPERATIONS</u>						
610-61620-111	SALARIES/WAGES	3,957.48	38,370.15	38,529.55	159.40	99.6
610-61620-112	WAGES/OVERTIME	.00	79.41	.00	(79.41)	.0
610-61620-220	UTILITIES	20,045.68	176,465.97	180,000.00	3,534.03	98.0
610-61620-310	OFFICE & OPERATING SUPPLIES	.00	1,905.32	400.00	(1,505.32)	476.3
610-61620-350	REPAIR/MTN EXPENSE	244.35	38,924.76	118,500.00	79,575.24	32.9
	TOTAL PUMPING OPERATIONS	24,247.51	255,745.61	337,429.55	81,683.94	75.8
<u>WTR TREATMENT OPERATIONS</u>						
610-61630-111	SALARIES/WAGES	2,924.64	20,534.34	22,580.38	2,046.04	90.9
610-61630-154	PROFESSIONAL DEVELOPMENT	68.20	68.20	.00	(68.20)	.0
610-61630-310	WATER TESTING & OP SUPPLIES	2,542.84	13,500.37	20,200.00	6,699.63	66.8
610-61630-341	CHEMICALS	3,651.31	33,220.72	37,500.00	4,279.28	88.6
610-61630-350	REPAIR/MTN EXPENSE	2,151.35	70,201.40	119,000.00	48,798.60	59.0
	TOTAL WTR TREATMENT OPERATIONS	11,338.34	137,525.03	199,280.38	61,755.35	69.0
<u>TRANSMISSION</u>						
610-61640-111	SALARIES/WAGES	242.45	852.38	1,057.28	204.90	80.6
	TOTAL TRANSMISSION	242.45	852.38	1,057.28	204.90	80.6
<u>RESERVOIRS MAINTENANCE</u>						
610-61650-111	MTN SALARIES/WAGES	256.97	2,945.71	2,660.36	(285.35)	110.7
610-61650-112	WAGES/OVERTIME	.00	558.10	.00	(558.10)	.0
610-61650-350	REPAIR/MTN EXPENSE	5,000.00	65,531.13	60,000.00	(5,531.13)	109.2
	TOTAL RESERVOIRS MAINTENANCE	5,256.97	69,034.94	62,660.36	(6,374.58)	110.2

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MAINS MAINTENANCE</u>					
610-61651-111 MTN SALARIES/WAGES	1,341.75	26,777.16	17,751.68	(9,025.48)	150.8
610-61651-112 WAGES/OVERTIME	.00	166.50	.00	(166.50)	.0
610-61651-350 REPAIR/MTN EXPENSE	1,148.40	33,803.88	36,000.00	2,196.12	93.9
TOTAL MAINS MAINTENANCE	2,490.15	60,747.54	53,751.68	(6,995.86)	113.0
<u>SERVICES MAINTENANCE</u>					
610-61652-111 MTN SALARIES/WAGES	1,312.98	14,762.71	15,589.31	826.60	94.7
610-61652-112 WAGES/OVERTIME	.00	114.58	426.70	312.12	26.9
610-61652-350 REPAIR/MTN EXPENSE	26.72	6,598.48	35,000.00	28,401.52	18.9
TOTAL SERVICES MAINTENANCE	1,339.70	21,475.77	51,016.01	29,540.24	42.1
<u>METERS MAINTENANCE</u>					
610-61653-111 MTN SALARIES/WAGES	148.05	20,396.24	12,941.01	(7,455.23)	157.6
610-61653-112 WAGES/OVERTIME	.00	39.71	.00	(39.71)	.0
610-61653-210 CONTRACTUAL SERVICES	.00	.00	14,100.00	14,100.00	.0
610-61653-350 REPAIR/MTN EXPENSE	.00	2,104.63	2,750.00	645.37	76.5
TOTAL METERS MAINTENANCE	148.05	22,540.58	29,791.01	7,250.43	75.7
<u>HYDRANTS MAINTENANCE</u>					
610-61654-111 MTN SALARIES/WAGES	314.76	22,532.58	9,892.93	(12,639.65)	227.8
610-61654-112 WAGES/OVERTIME	.00	700.91	.00	(700.91)	.0
610-61654-350 REPAIR/MTN EXPENSE	40.83	11,451.35	10,100.00	(1,351.35)	113.4
TOTAL HYDRANTS MAINTENANCE	355.59	34,684.84	19,992.93	(14,691.91)	173.5
<u>METER READING</u>					
610-61901-111 SALARIES/WAGES	122.02	1,290.07	800.47	(489.60)	161.2
TOTAL METER READING	122.02	1,290.07	800.47	(489.60)	161.2
<u>ACCOUNTING/COLLECTION</u>					
610-61902-111 SALARIES/WAGES	3,340.02	47,465.66	42,217.16	(5,248.50)	112.4
610-61902-112 WAGES/OVERTIME	.00	99.26	.00	(99.26)	.0
TOTAL ACCOUNTING/COLLECTION	3,340.02	47,564.92	42,217.16	(5,347.76)	112.7

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>CUSTOMER ACCOUNTS</u>						
610-61903-224	SOFTWARE/HARDWARE MAINTENANCE	.00	8,408.14	10,645.63	2,237.49	79.0
610-61903-310	INFO TECH & OPERATING SUPPLIES	.00	74.43	.00	(74.43)	.0
610-61903-325	PUBLIC EDUCATION	.00	195.00	657.00	462.00	29.7
610-61903-361	AMR GATEWAY SERVICES	1,167.24	21,508.87	12,500.00	(9,008.87)	172.1
610-61903-362	CREDIT/DEBIT CARD EXPENSES	.00	.00	9,275.00	9,275.00	.0
	TOTAL CUSTOMER ACCOUNTS	1,167.24	30,186.44	33,077.63	2,891.19	91.3
<u>ADMINISTRATIVE</u>						
610-61920-111	SALARIES/WAGES	9,188.31	110,195.88	132,224.88	22,029.00	83.3
610-61920-154	PROFESSIONAL DEVELOPMENT	.00	187.00	.00	(187.00)	.0
	TOTAL ADMINISTRATIVE	9,188.31	110,382.88	132,224.88	21,842.00	83.5
<u>OFFICE SUPPLIES</u>						
610-61921-224	SOFTWARE/HARDWARE MAINTENANCE	.00	457.12	595.00	137.88	76.8
610-61921-225	TELECOM/INTERNET/COMMUNICATION	1,150.30	3,853.62	3,296.98	(556.64)	116.9
610-61921-310	OFFICE & OPERATING SUPPLIES	549.78	8,729.76	9,750.00	1,020.24	89.5
	TOTAL OFFICE SUPPLIES	1,700.08	13,040.50	13,641.98	601.48	95.6
<u>OUTSIDE SERVICES EMPLOYED</u>						
610-61923-210	PROFESSIONAL SERVICES	3,924.00	85,526.71	58,500.00	(27,026.71)	146.2
610-61923-211	PLANNING	.00	8,500.00	8,500.00	.00	100.0
610-61923-212	GIS SERVICES	.00	5,500.00	5,500.00	.00	100.0
	TOTAL OUTSIDE SERVICES EMPLOYED	3,924.00	99,526.71	72,500.00	(27,026.71)	137.3
<u>INSURANCE</u>						
610-61924-510	INSURANCE EXPENSES	.00	21,954.72	24,039.00	2,084.28	91.3
	TOTAL INSURANCE	.00	21,954.72	24,039.00	2,084.28	91.3
<u>EMPLOYEE BENEFITS</u>						
610-61926-150	EMPLOYEE FRINGE BENEFITS	10,914.54	126,820.14	189,745.89	62,925.75	66.8
610-61926-590	SOC SEC TAXES EXPENSE	2,711.76	33,637.41	32,383.15	(1,254.26)	103.9
	TOTAL EMPLOYEE BENEFITS	13,626.30	160,457.55	222,129.04	61,671.49	72.2

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>EMPLOYEE TRAINING</u>					
610-61927-154	.00	4,130.61	6,500.00	2,369.39	63.6
	.00	4,130.61	6,500.00	2,369.39	63.6
<u>PSC ASSESSMENT</u>					
610-61928-210	.00	6,007.17	2,525.00	(3,482.17)	237.9
	.00	6,007.17	2,525.00	(3,482.17)	237.9
<u>MISCELLANEOUS GENERAL</u>					
610-61930-590	.00	353,500.00	350,000.00	(3,500.00)	101.0
	.00	353,500.00	350,000.00	(3,500.00)	101.0
<u>TRANSPORTATION</u>					
610-61933-310	359.95	1,168.00	5,050.00	3,882.00	23.1
610-61933-351	478.43	8,050.89	6,500.00	(1,550.89)	123.9
	838.38	9,218.89	11,550.00	2,331.11	79.8
<u>GENERAL PLANT MAINTENANCE</u>					
610-61935-111	10,994.48	111,539.47	154,940.73	43,401.26	72.0
610-61935-112	.00	.00	1,954.25	1,954.25	.0
610-61935-113	.00	.00	22,392.00	22,392.00	.0
610-61935-116	1,015.96	11,697.46	13,052.00	1,354.54	89.6
610-61935-118	956.26	2,733.35	2,800.00	66.65	97.6
610-61935-154	.00	1,901.35	3,000.00	1,098.65	63.4
610-61935-220	52.15	1,680.46	1,515.00	(165.46)	110.9
610-61935-350	1,059.41	5,432.48	.00	(5,432.48)	.0
	14,078.26	134,984.57	199,653.98	64,669.41	67.6
<u>CAP OUTLAY/CONSTRUCT WIP</u>					
610-61936-111	269.97	2,709.75	4,980.62	2,270.87	54.4
610-61936-810	9,355.59	31,063.65	110,000.00	78,936.35	28.2
610-61936-820	18,561.38	639,734.40	90,000.00	(549,734.40)	710.8
610-61936-822	.00	1,579.30	.00	(1,579.30)	.0
610-61936-823	3,310.00	28,634.20	65,537.50	36,903.30	43.7
	31,496.94	703,721.30	270,518.12	(433,203.18)	260.1

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>DEBT SERVICE</u>					
610-61950-610 PRINCIPAL ON DEBT	.00	346,300.00	346,300.00	.00	100.0
610-61950-620 INTEREST ON DEBT	15,230.00	476,867.87	381,174.12	(95,693.75)	125.1
610-61950-650 BOND ISSUE/PAYING AGENT EXP	.00	(50,126.39)	40,400.00	90,526.39	(124.1)
TOTAL DEBT SERVICE	15,230.00	773,041.48	767,874.12	(5,167.36)	100.7
TOTAL FUND EXPENDITURES	143,391.59	3,094,800.25	2,927,441.97	(167,358.28)	105.7
NET REVENUE OVER EXPENDITURES	99,137.18	1,112,033.38	.00	(1,112,033.38)	.0

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

WASTEWATER UTILITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>WASTEWATER SALES REVENUES</u>						
620-41110-62	RESIDENTIAL REVENUES	162,392.30	1,809,067.00	1,992,438.67	183,371.67	90.8
620-41112-62	COMMERCIAL REVENUES	90,087.92	955,505.55	1,087,875.00	132,369.45	87.8
620-41113-62	INDUSTRIAL REVENUES	11,575.01	139,562.92	162,578.57	23,015.65	85.8
620-41114-62	PUBLIC REVENUES	68,017.74	685,008.45	689,588.80	4,580.35	99.3
620-41115-62	PENALTIES	3,937.12	18,013.82	16,160.74	(1,853.08)	111.5
620-41116-62	MISC REVENUES	19,516.42	119,102.11	79,431.24	(39,670.87)	149.9
620-41117-62	SEWER CONNECTION REVENUES	.00	98,496.00	40,400.00	(58,096.00)	243.8
TOTAL WASTEWATER SALES REVENUES		355,526.51	3,824,755.85	4,068,473.02	243,717.17	94.0
<u>MISCELLANEOUS REVENUE</u>						
620-42110-62	INTEREST INCOME	9,943.50	103,115.86	2,525.00	(100,590.86)	4083.8
620-42213-62	MISC INCOME	.00	12,713.20	7,575.00	(5,138.20)	167.8
620-42217-62	BOND PROCEEDS	.00	(1,550,000.00)	.00	1,550,000.00	.0
TOTAL MISCELLANEOUS REVENUE		9,943.50	(1,434,170.94)	10,100.00	1,444,270.94	(14199.7)
<u>OTHER FINANCING SOURCES</u>						
620-49920-62	TRANSFER TID 14-LIFT ST DEBT	.00	.00	95,693.75	95,693.75	.0
620-49930-62	RETAINED EARNINGS-(INC)-DEC	.00	.00	291,591.56	291,591.56	.0
TOTAL OTHER FINANCING SOURCES		.00	.00	387,285.31	387,285.31	.0
TOTAL FUND REVENUE		365,470.01	2,390,584.91	4,465,858.33	2,075,273.42	53.5

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

WASTEWATER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>ADMINISTRATIVE EXPENSES</u>					
620-62810-111	11,282.72	134,038.16	159,095.72	25,057.56	84.3
620-62810-116	3,340.02	45,020.91	42,217.16	(2,803.75)	106.6
620-62810-154	81.84	733.84	.00	(733.84)	.0
620-62810-219	.00	12,286.75	10,100.00	(2,186.75)	121.7
620-62810-220	.00	12,500.00	12,120.00	(380.00)	103.1
620-62810-221	.00	7,314.00	7,314.48	.48	100.0
620-62810-222	.00	1,050.00	2,323.00	1,273.00	45.2
620-62810-224	.00	10,924.00	9,236.15	(1,687.85)	118.3
620-62810-225	757.96	2,959.22	2,227.98	(731.24)	132.8
620-62810-310	360.57	8,027.65	6,565.00	(1,462.65)	122.3
620-62810-345	.00	742.70	.00	(742.70)	.0
620-62810-356	.00	.00	19,341.50	19,341.50	.0
620-62810-362	3,126.74	32,604.14	25,250.00	(7,354.14)	129.1
620-62810-519	.00	57,191.36	48,262.00	(8,929.36)	118.5
620-62810-610	15,780.00	1,618,787.36	1,603,007.36	(15,780.00)	101.0
620-62810-620	.00	563,905.97	675,379.71	111,473.74	83.5
620-62810-670	.00	50,526.39	30,300.00	(20,226.39)	166.8
620-62810-820	8,722.82	62,219.25	459,000.00	396,780.75	13.6
620-62810-821	.00	.00	20,000.00	20,000.00	.0
620-62810-822	.00	.00	10,100.00	10,100.00	.0
620-62810-825	.00	112,043.75	100,000.00	(12,043.75)	112.0
620-62810-830	.00	.00	1,998.00	1,998.00	.0
TOTAL ADMINISTRATIVE EXPENSES	43,452.67	2,732,875.45	3,243,838.06	510,962.61	84.3
<u>SUPERVISORY/CLERICAL</u>					
620-62820-111	.00	67,615.35	87,945.04	20,329.69	76.9
620-62820-112	.00	.00	1,439.72	1,439.72	.0
620-62820-120	15,484.35	191,718.68	228,129.97	36,411.29	84.0
620-62820-154	175.00	2,202.92	2,750.00	547.08	80.1
620-62820-219	.00	23,204.96	8,550.00	(14,654.96)	271.4
620-62820-225	624.88	4,242.68	3,840.00	(402.68)	110.5
620-62820-310	123.31	1,650.70	3,030.00	1,379.30	54.5
TOTAL SUPERVISORY/CLERICAL	16,407.54	290,635.29	335,684.73	45,049.44	86.6
<u>COLLECTION SYS OPS & MAINT</u>					
620-62830-111	6,041.75	74,442.04	88,591.10	14,149.06	84.0
620-62830-112	139.05	2,076.15	6,371.45	4,295.30	32.6
620-62830-222	804.21	9,212.49	10,100.00	887.51	91.2
620-62830-295	11.50	6,457.95	7,400.00	942.05	87.3
620-62830-353	.00	1,384.53	14,140.00	12,755.47	9.8
620-62830-354	115.26	1,946.40	6,565.00	4,618.60	29.7
620-62830-355	.00	1,922.49	4,000.00	2,077.51	48.1
TOTAL COLLECTION SYS OPS & MAINT	7,111.77	97,442.05	137,167.55	39,725.50	71.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

WASTEWATER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TREATMENT PLANT OPERATIONS</u>					
620-62840-111 SALARIES/PERMANENT	3,813.57	31,106.88	59,854.92	28,748.04	52.0
620-62840-112 OVERTIME	240.89	4,062.26	6,371.45	2,309.19	63.8
620-62840-116 ON-CALL PAY	972.00	10,949.79	13,052.00	2,102.21	83.9
620-62840-118 CLOTHING ALLOWANCE	422.60	2,245.30	4,545.00	2,299.70	49.4
620-62840-222 ELECTRICITY/PLANT	11,536.86	121,677.11	141,400.00	19,722.89	86.1
620-62840-223 NATURAL GAS/PLANT	1,230.65	26,716.05	40,400.00	13,683.95	66.1
620-62840-310 OFFICE & OPERATING SUPPLIES	1,421.69	13,579.88	15,150.00	1,570.12	89.6
620-62840-341 CHEMICALS	8,694.00	30,820.42	32,000.00	1,179.58	96.3
620-62840-342 CONTRACTUAL SERVICES	500.00	6,929.80	12,100.00	5,170.20	57.3
620-62840-351 FUEL EXPENSES	296.49	5,879.12	7,500.00	1,620.88	78.4
620-62840-355 TRUCK/AUTO EXPENSES	.00	.00	1,010.00	1,010.00	.0
620-62840-590 DNR ENVIRONMENTAL FEE	.00	5,676.20	7,575.00	1,898.80	74.9
TOTAL TREATMENT PLANT OPERATIONS	29,128.75	259,642.81	340,958.37	81,315.56	76.2
<u>TREATMENT EQUIP MAINTENANCE</u>					
620-62850-111 SALARIES/PERMANENT	7,770.23	70,844.53	92,701.34	21,856.81	76.4
620-62850-242 CONTRACTUAL SERVICES	.00	54,041.80	55,800.00	1,758.20	96.9
620-62850-342 LUBRICANTS	607.25	2,569.53	3,030.00	460.47	84.8
620-62850-357 REPAIRS & SUPPLIES	2,347.18	68,889.94	21,400.00	(47,489.94)	321.9
TOTAL TREATMENT EQUIP MAINTENANCE	10,724.66	196,345.80	172,931.34	(23,414.46)	113.5
<u>BLDG/GROUNDS MAINTENANCE</u>					
620-62860-111 SALARIES/PERMANENT	532.64	4,476.46	12,822.70	8,346.24	34.9
620-62860-112 WAGES/OVERTIME	.00	110.40	.00	(110.40)	.0
620-62860-113 SEASONAL WAGES	912.00	11,728.00	15,600.00	3,872.00	75.2
620-62860-154 PROFESSIONAL DEVELOPMENT	.00	74.00	.00	(74.00)	.0
620-62860-220 STORMWATER UTILITY FEE	131.29	1,312.90	1,600.00	287.10	82.1
620-62860-245 CONTRACTUAL REPAIRS	300.00	6,795.73	6,000.00	(795.73)	113.3
620-62860-355 EQUIPMENT	.00	539.57	2,525.00	1,985.43	21.4
620-62860-357 REPAIRS & SUPPLIES	341.43	2,139.57	7,500.00	5,360.43	28.5
TOTAL BLDG/GROUNDS MAINTENANCE	2,217.36	27,176.63	46,047.70	18,871.07	59.0
<u>LABORATORY</u>					
620-62870-111 SALARIES/PERMANENT	10,028.57	116,995.03	75,269.55	(41,725.48)	155.4
620-62870-112 WAGES/OVERTIME	69.53	1,231.47	2,357.88	1,126.41	52.2
620-62870-295 CONTRACTUAL SERVICES	4,344.82	21,548.18	18,000.00	(3,548.18)	119.7
620-62870-310 LAB & OPERATING SUPPLIES	786.66	6,024.37	9,600.00	3,575.63	62.8
TOTAL LABORATORY	15,229.58	145,799.05	105,227.43	(40,571.62)	138.6

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

WASTEWATER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>POWER GENERATION</u>					
620-62880-242 CONTRACTUAL SERVICES	.00	.00	1,010.00	1,010.00	.0
620-62880-357 REPAIRS & SUPPLIES	.00	.00	1,010.00	1,010.00	.0
TOTAL POWER GENERATION	.00	.00	2,020.00	2,020.00	.0
<u>SLUDGE APPLICATION</u>					
620-62890-111 SALARIES/PERMANENT	202.91	511.91	.00	(511.91)	.0
620-62890-112 WAGES/OVERTIME	.00	.00	213.15	213.15	.0
620-62890-295 CONTRACTUAL SERVICES	.00	19,660.32	79,750.00	60,089.68	24.7
620-62890-357 REPAIRS & SUPPLIES	103.94	989.00	2,020.00	1,031.00	49.0
TOTAL SLUDGE APPLICATION	306.85	21,161.23	81,983.15	60,821.92	25.8
TOTAL FUND EXPENDITURES	124,579.18	3,771,078.31	4,465,858.33	694,780.02	84.4
NET REVENUE OVER EXPENDITURES	240,890.83	(1,380,493.40)	.00	1,380,493.40	.0

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

STORMWATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>STORMWATER REVENUES</u>					
630-41110-63 RESIDENTIAL REVENUES	17,047.07	187,958.07	205,411.61	17,453.54	91.5
630-41112-63 COMMERCIAL REVENUES	12,372.04	136,000.10	138,442.49	2,442.39	98.2
630-41113-63 INDUSTRIAL REVENUES	6,086.37	66,950.07	73,164.30	6,214.23	91.5
630-41114-63 PUBLIC/TAX EXEMPT REVENUES	8,522.62	93,760.60	101,654.96	7,894.36	92.2
630-41115-63 PENALTIES	725.34	4,950.69	4,303.49	(647.20)	115.0
TOTAL STORMWATER REVENUES	44,753.44	489,619.53	522,976.85	33,357.32	93.6
<u>MISC REVENUES</u>					
630-42110-63 INTEREST INCOME	.00	.00	500.00	500.00	.0
630-42213-63 MISC INCOME	.00	3,866.13	.00	(3,866.13)	.0
TOTAL MISC REVENUES	.00	3,866.13	500.00	(3,366.13)	773.2
<u>OTHER FINANCING SOURCES</u>					
630-49930-63 RETAINED EARNINGS-(INC)-DEC	.00	.00	227,863.91	227,863.91	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	227,863.91	227,863.91	.0
TOTAL FUND REVENUE	44,753.44	493,485.66	751,340.76	257,855.10	65.7

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

STORMWATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>ADMINISTRATIVE/GENERAL EXPENSE</u>					
630-63300-115	4,970.62	62,197.67	64,942.75	2,745.08	95.8
630-63300-116	1,417.71	19,360.95	27,199.75	7,838.80	71.2
630-63300-120	8,088.87	67,339.10	87,186.87	19,847.77	77.2
630-63300-214	.00	3,753.50	4,040.00	286.50	92.9
630-63300-220	.00	8,500.00	8,500.00	.00	100.0
630-63300-221	.00	6,160.00	6,160.00	.00	100.0
630-63300-310	195.33	4,059.13	4,040.00	(19.13)	100.5
630-63300-352	.00	2,750.18	2,817.99	67.81	97.6
630-63300-362	.00	.00	2,608.47	2,608.47	.0
630-63300-519	.00	11,876.50	11,977.00	100.50	99.2
630-63300-610	17,657.50	276,498.61	276,498.61	.00	100.0
630-63300-913	.00	25,000.00	25,000.00	.00	100.0
TOTAL ADMINISTRATIVE/GENERAL EXPENSE	32,330.03	487,495.64	520,971.44	33,475.80	93.6
<u>STREET CLEANING</u>					
630-63310-111	6,468.11	22,926.74	24,152.99	1,226.25	94.9
630-63310-351	.00	1,355.42	505.00	(850.42)	268.4
630-63310-353	.00	.00	505.00	505.00	.0
TOTAL STREET CLEANING	6,468.11	24,282.16	25,162.99	880.83	96.5
<u>STORM WATER MANAGEMENT</u>					
630-63440-111	391.00	14,863.54	17,995.64	3,132.10	82.6
630-63440-295	10,068.97	62,117.81	10,000.00	(52,117.81)	621.2
630-63440-320	.00	5,195.00	5,555.00	360.00	93.5
630-63440-350	1,037.65	4,211.12	5,050.00	838.88	83.4
630-63440-590	.00	2,000.00	2,020.00	20.00	99.0
630-63440-820	5,359.58	36,422.92	90,000.00	53,577.08	40.5
TOTAL STORM WATER MANAGEMENT	16,857.20	124,810.39	130,620.64	5,810.25	95.6
<u>COMPOST SITE/YARD WASTE EXP</u>					
630-63600-111	6,810.41	55,504.92	60,950.69	5,445.77	91.1
630-63600-113	145.00	9,660.50	.00	(9,660.50)	.0
630-63600-310	.00	7,008.00	6,060.00	(948.00)	115.6
630-63600-351	468.84	1,875.36	2,525.00	649.64	74.3
630-63600-352	.00	26,338.92	5,050.00	(21,288.92)	521.6
TOTAL COMPOST SITE/YARD WASTE EXP	7,424.25	100,387.70	74,585.69	(25,802.01)	134.6
TOTAL FUND EXPENDITURES	63,079.59	736,975.89	751,340.76	14,364.87	98.1

CITY OF WHITEWATER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

STORMWATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
NET REVENUE OVER EXPENDITURES	(18,326.15)	(243,490.23)	.00	243,490.23	.0



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: Common Council
From: John Weidl, City Manager
Date: December 13, 2023
Re: Recommendation to the Boarding Zoning Appeals

This memo serves as a concise overview of the key developments regarding the cancelled Memoranda of Understanding (MOUs) between the City of Whitewater and the University of Wisconsin-Whitewater (UWW), particularly focusing on the effects on Municipal Services Payments (MSP).

In June, UWW raised concerns that the City had been in breach of various MOU terms for years, a situation predating the current tenures of both the City Manager and the UWW Chancellor. In meetings with the Chancellor and their legal, it was made clear to me that UWW was intent on moving forward in a direction that resulted in not reimbursing the city for dispatch services moving forward, with the technical breaches being the impetus to force such a conversation.

Crucially and concurrently, the State of Wisconsin informed us that MSP payments for police services would be indefinitely withheld in any year we received dispatch service contributions from UWW. The Department of Administration (DOA) clarified that agreements for police or dispatch service payments between the City and University would make us ineligible for MSP funds under State guidelines.

Given UWW's position and the State's withholding of MSP payments, the City chose to voluntarily end the MOU with UWW and return the funds for this fiscal year. This decision was pivotal to reinstating our MSP funding for 2025.

Our research also revealed that such agreements should receive approval from the Joint Finance Committee (JFC), a step not taken for our MOU with UWW. The University's reluctance to continue dispatch service payments, combined with technical breaches of the contract and financial pressure from the DOA, led us to reconsider our position. The State's stance on withholding MSP funds was the final factor influencing our decision. The Common Council, after a closed session, publicly opted out of the agreement with UWW to secure MSP payments in 2025.

Included below is correspondence with the former deputy director of the League of Wisconsin Municipalities, Curt Witynski. Two critical points are highlighted: the State's decision to disqualify the City from MSP funds during any years of receiving University payments and the procedural oversight in not having the agreements vetted by the JFC as mandated by State law.

Thank you for your attention to this matter.

Best regards, - JSW

John: After reviewing the email exchanges between Steve Hatton and Jim Young, the MSP Program Administrator; the relevant MSP statute and Program Guidelines; and after speaking with Dawn Vick, Administrator, DOA Division of Intergovernmental Relations (i.e., Jim Young's boss), I have the following general comments and recommendations:

- It does not appear possible for the City to retain the status quo that existed before DOA staff engaged in its **UW Police Services Adjustments Equity Review** audit. In recent years the city received both (1) a payment from UW-Whitewater (the university) covering 1/3 of the cost of city dispatch operations, and (2) a MSP annual payment that included an amount for police services provided to the university that was adjusted 20% above the amount typically paid to UW System cities providing back-up police services to universities that have their own full-service police force. In 2022, the city's total MSP payment equaled \$329,598.
- According to Dawn Vick, DOA reads the state law and MPS Program Guidelines to mean that once a UW System city receives a fee from the university for police services, it is ineligible for a payment from the state for police services under the MPS program. DOA is now aware that Whitewater has negotiated a fee for services from the university covering the cost the city incurs in providing dispatch services to the university police. **Dawn told me that it is not possible for the city to negotiate a supplemental payment from the university (similar to the 2007 MOU between the city and the university) and still receive payments for police services under the MSP program.** In my mind, therefore, the city has two options, plus a third longer term option that I'll also mention: (1) If the city wants to receive a payment from the state under the MSP program covering part of the cost the city incurs in providing police back-up and dispatch services to the university, then the city must terminate the existing agreement with the university and no longer receive any payments or fees from the university for police services; or (2) Forgo an MSP payment for police services provided to the university and work with DOA and the University to negotiate a formal agreement, similar to the 2015 MOU between the city and the university, calling for the university to pay the city an annual fee covering as much of the cost as possible that the city incurs in providing back-up police services and dispatch services for the university police. **The process for negotiating such an agreement is spelled out in state law and in the MSP Program Guideline and includes having the Legislature's Joint Finance Committee initially approve guidelines for negotiating such an agreement.** After an agreement is formalized and approved under this second option any amount the city receives under the MSP program in the future would no longer include any payment designed to cover the city's cost of providing police services to the university.

Warm regards,



John S. Weidl, City Manager



Karen Dieter
Comptroller
P.O. Box 690
Whitewater, WI 53190
Phone: (262) 473-1382
Fax: (262) 222-5903
Email: kdieter@whitewater-wi.gov

August 7, 2023

University of Wisconsin Whitewater
Brenda L Jones, Vice Chancellor for Administrative Affairs
Hyer Hall Suite 331
Whitewater, WI 53190

Dear Brenda,

Please consider this letter the official notice of cancellation for the Dispatch MOU's listed below between the City of Whitewater and the University of Wisconsin Whitewater.

- MOU #1: Dated 01/19/2010 titled "Amendment to Memorandum of Understanding for Provision of Emergency Dispatch/Communication Services between the Whitewater Police Department and the University of Wisconsin Whitewater Police Department"
- MOU #2: Dated 06/30/2015 titled "Memorandum of Understanding between the City of Whitewater and the University of Wisconsin-Whitewater concerning contribution by the University to the City of Whitewater's Communications Center".

Enclosed with this cancellation notice is check #095594 in the amount of \$210,862.80. This check is a refund of both payments made to the City of Whitewater by the University of Wisconsin Whitewater for 2023 Dispatch services.

- MOU #1: \$25,575.80
- MOU #2: \$185,287.00

Please sign below and return a copy of the signed letter acknowledging your acceptance of the cancellation and return of funds.



Brenda L Jones, Vice Chancellor for Administrative Affairs

8/17/23
Date

Sincerely,

Karen Dieter

Karen Dieter
Comptroller



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

www.whitewater-wi.gov
Telephone: (262) 473-0102
Fax: (262) 222-5901

Discussion and possible action regarding MOU/MSP with UWW

Motion to approve voluntarily terminate any MOUS/MSP with University of Wisconsin Whitewater regarding dispatch services and return 2023 MOU payments totally \$210,862.80 and notify the state regarding the same was made by Councilmember Dawsey Smith seconded by Councilmember Stone. AYES: Hicks, Dawsey Smith, Brown, Allen, Stone, Gerber NOES: None Absent: Schreiber. Motion passed

Submitted by

Karri Anderberg, City Clerk

CITY OF WHITEWATER

P.O. BOX 690
WHITEWATER, WI 53190

No. **095594**

THE FIRST CITIZENS STATE BANK
WHITEWATER, WISCONSIN

DATE	CHECK NO.	AMOUNT
08/07/2023	95594	*\$ 210,862.80

Two Hundred Ten Thousand Eight Hundred Sixty-Two and 80/100 Dollars

PAY TO THE ORDER OF
**UW WHITEWATER
 CASHIER'S OFFICE
 PO BOX 88
 WHITEWATER WI 53190**

Jeremiah Thomas

CITY CLERK

John S. Wood

CITY TREASURER

⑈095594⑈ ⑆075902337⑆ 100⑈036⑈

095594

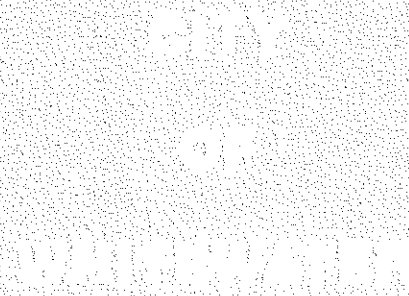
City of Whitewater, Accounts Payable Department - 262-473-1381 or 262-473-1382

Payee: UW WHITEWATER

CHECK NO.: 95594
 Check Issue Date: 08/07/2023
 Check Amount: 210,862.80

VENDOR NO.: 8

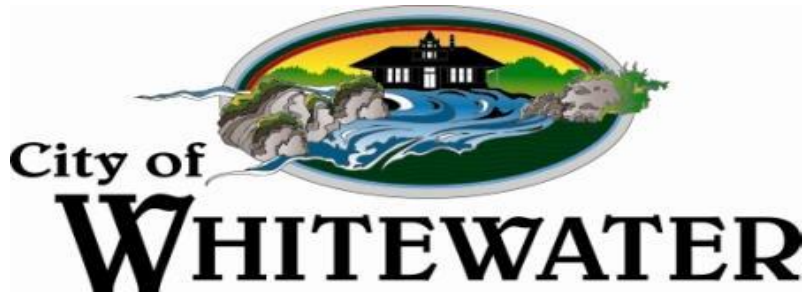
INV DATE	INVOICE NO	INVOICE DESCRIPTION	GL ACCT NUMBER	NET AMOUNT
08/07/2023	2023	DISPATCH MOURETURN 2023 PYMT FOR MOU DATED 01-19-2010	100-46210-52	25,575.80
08/07/2023	2023	DISPATCH MOURETURN 2023 PYMT FOR MOU DATED 06-30-2015	100-43550-52	185,287.00



TOTAL AMOUNT: 210,862.80

Item 7.

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To: John Weidl, City Manager
Common Council
From: Rachelle Blich, Director of Financial and Administrative Services
Date: December 11, 2023
Re: Mill Rates

Hello,

Mill rates are established by local government entities, contingent upon their fiscal requirements. Following the adoption of the budget, the calculation of these mill rates is conducted. This process involves dividing the total requisite tax revenue by the aggregate assessed property value, then multiplying the quotient by 1,000. Subsequently, the computed mill rates are applied to the assessed value of individual properties to find the corresponding property tax obligation. In the current fiscal year, it is notable that the mill rates for both Walworth County, at \$6.76, and Jefferson County, at \$6.70, have witnessed a decrement.

Thank you,

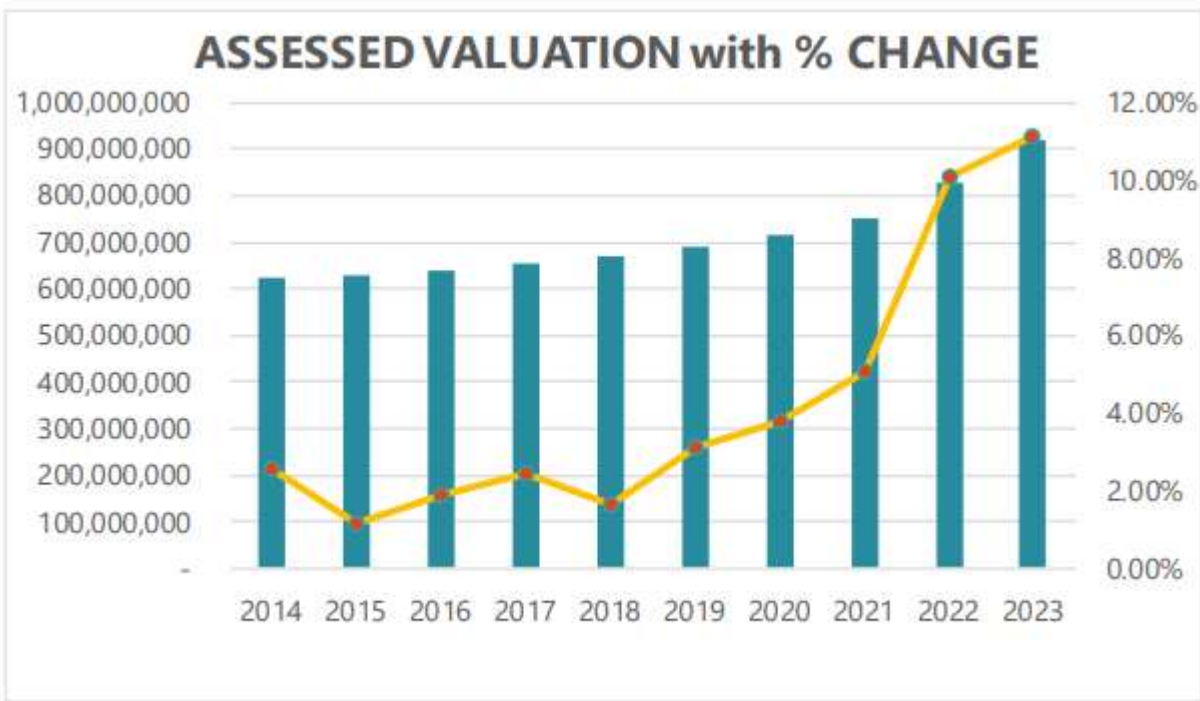
Rachelle



Update on Mill Rates

December 19, 2023

Assessment of Property Value



The City of Whitewater has seen an average growth of 11.10% in 2023.

<u>Year</u>	<u>Assessed Valuation</u>	<u>Assessed Value % Chg</u>	<u>Equalized Valuation (TID OUT)</u>	<u>Equalized Valuation (TID IN)</u>
2023	917,889,900	11.10%	925,184,300	976,283,200
2022	826,164,100	10.07%	855,440,700	861,165,600
2021	750,563,583	5.05%	705,313,800	802,302,500
2020	714,494,599	3.81%	644,222,900	740,802,400
2019	688,302,999	3.09%	603,973,400	696,905,800
2018	667,702,000	1.63%	584,095,300	666,391,100
2017	656,989,000	2.42%	562,842,500	646,775,000
2016	641,445,500	1.89%	563,694,800	645,398,900
2015	629,532,700	1.19%	563,249,700	640,750,100
2014	622,148,100	2.59%	545,420,500	625,192,100

Adoption of Budget

Levy Year	Collection Year	Walworth County Levy	Jefferson County Levy	Total Levy	%YOY
2023	2024	5,156,343.55	696,018.45	5,852,362.00	1.63%
2022	2023	5,050,097.99	706,755.01	5,756,853.00	27.03%
2021	2022	3,795,413.28	405,521.33	4,200,934.61	2.89%
2020	2021	3,700,383.48	379,002.10	4,079,385.58	

Once the budget is adopted, the tax levy is set.



Mill Rates

$$\text{MILL RATE} = \frac{\text{TOTAL TAXES NEEDED}}{\text{TOTAL ASSESSED VALUE}}$$

Walworth \$6.76

Jefferson \$6.70



Factors That Impact Property Taxes

- Mill Rate
- Levy
- Debt
- Assessed Value
- Economic Conditions
- Location and Community Services



Questions?

Code Enforcement Annual Report



December 19, 2023

Allison Schwark

Municipal Code Enforcement, LLC

Overview of Current Services

- Property maintenance upkeep
- Unsightly debris monitoring
- Zoning administration
- Grass/weeds/trees/vegetation compliance monitoring
- Snow removal compliance monitoring
- Junk vehicles/abandoned boats/recreational vehicles compliance monitoring
- Responding to complaints
- Completion of necessary interior/exterior property inspections, with orders to repair and follow up
- Working with municipal officials to resolve any property related legal issues
- Continuous improvement and expansion of Municipal Codes and Ordinances

Item 9.

Implementation/oversight of the following programs:

- Landlord Licensing Rental Inspection Program
- Vacant Building Program
- Short-Term Rental Inspection Licensing Program
- Tree Removal Permitting Program
- Liquor Licensing Program
- Restaurant Grease Trap Compliance Program

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We currently provide Code Enforcement services to the following Towns, Cities, and Villages:

1. Town of Linn
2. Town of Delavan
3. Town of Koshkonong
4. Town of Geneva
5. Town of Bloomfield
6. City of Delavan
7. City of Elkhorn
8. City of Burlington
9. City of Mauston
10. City of Whitewater
11. Village of Sharon
12. Village of East Troy
13. Village of Yorkville
14. Village of Fontana
15. Village of Williams Bay
16. Village of Darien
17. Village of Bloomfield

Benefits

- Increased property values
- Decreased property owner complaints
- Improved communication with residents
- Greater landlord/tenant relations
- Better sense of community among all residents
- Increased education surrounding Municipal Codes and Ordinances
- Dependable and responsive point of contact for property owners, residents, and municipal officials/employees
- More organized approach to the implementation and oversight of various municipal programs

Understanding the process

Step One

1. Receive a complaint or observe a violation, and document by taking photos.
2. Issue a Notice a Violation with a fair compliance deadline.
3. Re-check the property for compliance.
4. If the property has addressed all violations, the property will be marked in compliance, and no inspection fees or citations will be issued.

Item 9.

Step Two

1. If the property is not in compliance, a final notice will be issued, with deadline.
2. The first re-inspection fee will be charged.
3. Re-check the property for compliance.
4. If the property has addressed all violations, the property will be marked in compliance

Step Three

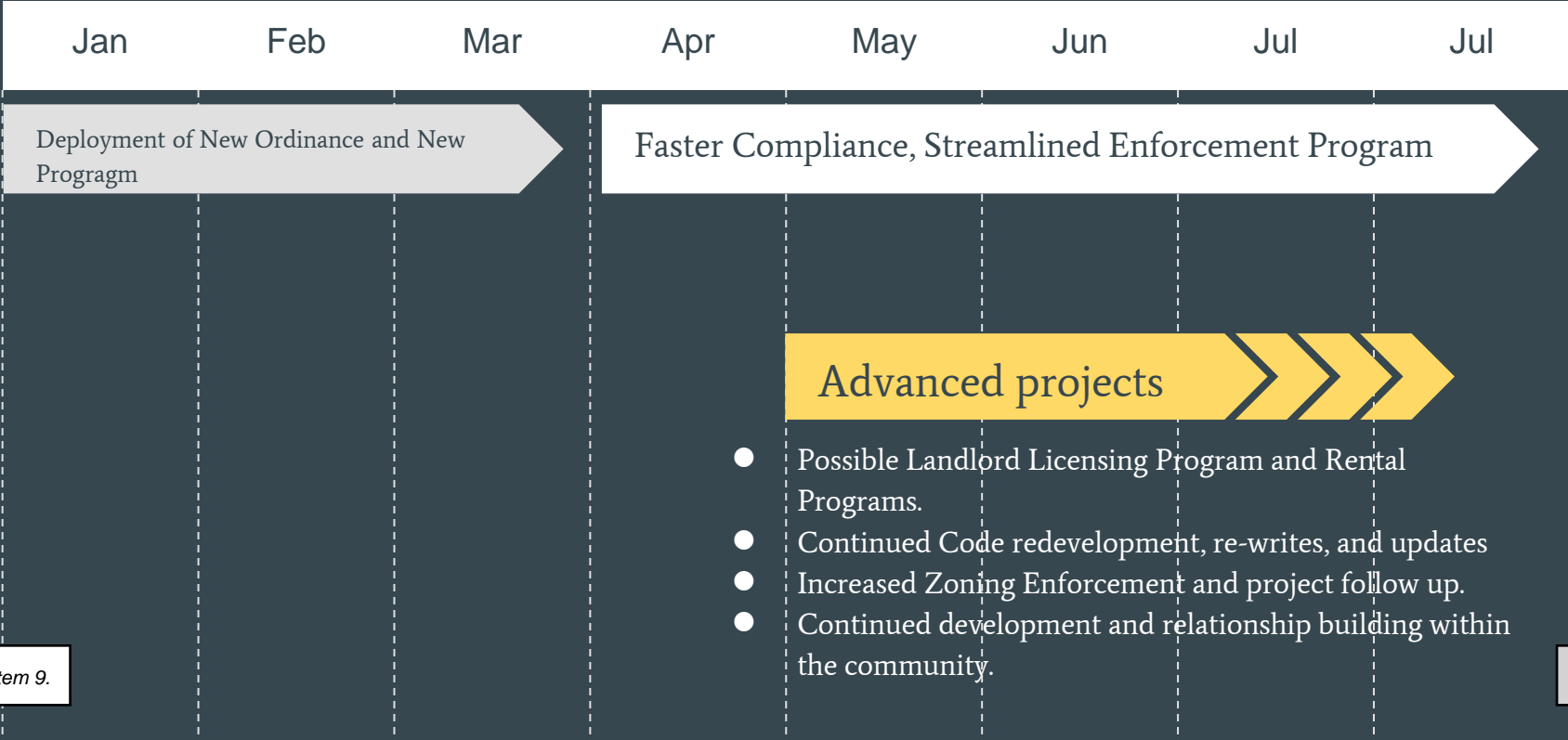
1. If the property is not in compliance, a final notice prior to citation will be issued, with deadline.
2. The second re-inspection fee will be charged.
3. Re-check the property for compliance.
4. If the property has addressed all violations, the property will be marked in compliance
5. If the property owner is not yet in compliance after this final step, a citation will be issued.

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2023 Progress and Achievements

Orders Issued between November-December	Complied Items	Citations Issued	Items In Progress
79	48	0	31

2024 Timeline



Thank you!

City of Whitewater
2024 Salary Resolution Draft (3)

WHEREAS, the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, set forth the wage and salary schedule in which wages are established for employees during 2024


NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, that the following ranges and numbers of employees in the 2024 Wage and Salary Schedule are hereby adopted pursuant to Wisconsin Statutes: and

BE IT FURTHER RESOLVED that the contents of this resolution shall supersede such previously adopted schedules where the subject matter between the two shall be in conflict, and the changes contained herein shall be effective beginning January 1, 2024:

Position	Department	FTE	FLSA Status	Minimum Hourly	Maximum Hourly	Minimum Annual	Maximum Annual
Accountant	Finance and Administrative Services	1.0	Non-Exempt	\$26.89	\$38.44		
Accounting Technician II	Finance and Administrative Services	1.0	Non-Exempt	\$20.33	\$25.00		
Activity Instructors	Parks and Recreation		Non-Exempt	\$9.37	\$12.68		
Activity Leaders / Lifeguards & WSI Aide	Parks and Recreation		Non-Exempt	\$10.83	\$14.12		
Administrative Assistant I - Fire/EMS	Fire and EMS	2.5	Non-Exempt	\$20.33	\$25.00		
Administrative Assistant I - Records Technician	Police	2.5	Non-Exempt	\$20.33	\$25.00		
Administrative Assistant I - Utilities	Department of Public Works	1.0	Non-Exempt	\$20.33	\$25.00		
Administrative Assistant I- Neighborhood Services	Neighborhood Services	1.0	Non-Exempt	\$20.33	\$25.00		
Administrative Assistant I-CDA	Administration	1.0	Non-Exempt	\$20.33	\$25.00		
Administrative Assistant I-Deputy Clerk	Administration	1.0	Non-Exempt	\$20.33	\$25.00		
Adult Program Coordinator	Parks and Recreation	1.0	Exempt			\$43,014.44	\$51,044.53
Aquatic Coordinator	Parks and Recreation	1.0	Exempt			\$40,934.13	\$51,989.20
Assistant Library Director	Library	1.0	Exempt			\$58,722.54	\$72,217.30
Assistant Parks, Recreation, & Community Events Director	Parks and Recreation	1.0	Exempt			\$57,056.66	\$78,275.09
Athletic Program Coordinator	Parks and Recreation	1.0	Exempt			\$40,934.13	\$51,989.20
Bailiff	Municipal Court		Non-Exempt	\$27.05	\$25.80		
Captain	Police	1.0	Non-Exempt			\$101,959.73	\$105,051.91
Certified Instructors	Parks and Recreation		Non-Exempt	\$18.15	\$24.55		
Chief Election Inspectors	Administration		Non-Exempt	\$14.04	\$14.04		
City Clerk	Administration	1.0	Exempt			\$58,722.54	\$72,217.30
Clerk of Court (Part-time)	Administration	0.75	Non-Exempt	\$20.33	\$25.00		
Communications Coordinator	Police	1.0	Non-Exempt	\$24.64	\$32.25		
Community Service Officer	Police	1.0	Non-Exempt	\$13.01	\$18.41		
Comptroller	Finance and Administrative Services	1.0	Exempt			\$67,236.66	\$82,689.57
Customer Service Specialist	Library	3.2	Non-Exempt	\$16.45	\$20.24		
Desk Staff	Parks and Recreation		Non-Exempt	\$11.71	\$18.41		
Desk Staff Lead	Parks and Recreation	0.5	Non-Exempt	\$17.56	\$20.76		
Detective	Police	2.0	Non-Exempt	\$38.46	\$39.04		
Detective Lieutenant	Police	1.0	Non-Exempt	\$40.30	\$41.72		
Director of Public Works/City Engineer	Administration	1.0	Exempt			\$93,538.88	\$114,278.29
Dispatcher / Records Communications Aide I	Police	6.5	Non-Exempt	\$22.40	\$29.31		
Dispatcher / Records Communications Aide II	Police	6.5	Non-Exempt	\$21.33	\$24.82		
Economic Development Director	Administration	1.0	Exempt			\$91,970.00	\$103,200.00
Election Inspectors	Administration	0.0	Non-Exempt	\$11.71	\$11.69		
EMS /Fire All Call	Fire and EMS		Non-Exempt	\$32.46	\$30.96		
EMS Chief	Fire and EMS		Exempt	\$41.61	\$39.69		
EMT Basic/Advanced/Paramedic/Firefighter	Fire and EMS		Non-Exempt	\$17.31	\$25.80		
Engineering Technician	DPW	0.0	Non-Exempt	\$27.83	\$33.77		
Facility Maintenance I	Parks and Recreation	2.0	Non-Exempt	\$27.83	\$32.21		
Facility Maintenance II	Parks and Recreation		Non-Exempt	\$22.21	\$26.81		
Finance and Administrative Services Director	Finance and Administrative Services	1	Exempt			\$93,538.88	\$114,278.29

City of Whitewater
2024 Salary Resolution Draft (3)

Position	Department	FTE	FLSA Status	Minimum Hourly	Maximum Hourly	Minimum Annual	Maximum Annual
Fire Inspector / Code Enforcement Officer	Neighborhood Services	1.0	Non-Exempt	\$15.20	\$18.71		
Fire Inspector EMT / Firefighter	Fire and EMS		Non-Exempt	\$30.30	\$28.90		
First Assistant Chief	Fire and EMS	1.0	Exempt			\$87,091.18	\$94,079.94
Foreman (Lead)	DPW	1.0	Non-Exempt	\$31.74	\$36.88		
GIS Analyst	Neighborhood Services	1.0	Non-Exempt	\$22.08	\$27.17		
Head Lifeguard	Parks and Recreation		Non-Exempt	\$14.51	\$18.41		
Human Resources Administrator	Finance and Administrative Services		Non-Exempt	\$20.33	\$25.70		
Human Resources Manager	Finance and Administrative Services	1.0	Exempt			\$61,735.31	\$80,779.89
Intern	Administration		Non-Exempt	\$10.82	\$15.48		
Information Technology Support Technician	Finance and Administrative Services	1.0	Non-Exempt	\$27.83	\$32.21		
IT Director	Finance and Administrative Services	1.0	Exempt			\$79,590.33	\$102,705.01
Joint Services Officer	Neighborhood Services	0.5	Non-Exempt	\$13.01	\$18.41		
Lab Assistant	Wastewater	0.25	Non-Exempt	\$12.33	\$14.27		
Laborer I	Streets/Parks/Forestry	8.0	Non-Exempt	\$27.83	\$32.21		
Laborer I - Mechanic	Streets/Parks/Forestry	1.0	Non-Exempt	\$27.83	\$32.21		
Laborer II	Streets/Parks/Forestry		Non-Exempt	\$22.21	\$26.81		
Lead Operator	Wastewater/Water	2.0	Non-Exempt	\$31.74	\$36.89		
Library Director	Library	1.0	Exempt			\$75,747.64	\$93,158.23
Lieutenant	Police	4.0	Non-Exempt	\$40.30	\$41.72		
Media Coordinator	Administration	1.0	Non-Exempt	\$16.45	\$20.24		
Media Producer	Administration	1.0	Non-Exempt	\$12.10	\$18.41		
Neighborhood Services Director	Neighborhood Services	1.0	Exempt			\$73,743.02	\$95,160.34
Neighborhood Services Officer	Neighborhood Services	0.5	Non-Exempt	\$13.01	\$18.41		
Outreach Services Specialist	Library	1.2	Non-Exempt	\$18.69	\$22.99		
Parks & Recreation Director	Parks and Recreation	1.0	Exempt			\$75,747.64	\$93,158.23
Patrol Officer	Police	14	Non-Exempt	\$22.95	\$37.18		
Patrol Officer In Training	Police		Non-Exempt	\$23.52	\$23.52		
Program Attendants	Parks and Recreation		Non-Exempt	\$8.76	\$10.38		
Programming and Makerspace Librarian	Library	1.0	Non-Exempt	\$18.69	\$22.99		
Chief of Staff	Administration	1.0	Exempt			\$54,465.32	\$66,983.77
Recreation & Community Events Manager	Parks and Recreation	1.0	Exempt			\$54,465.32	\$66,983.77
Rental Attendant*	Parks and Recreation		Non-Exempt	\$29.27	\$27.92		
School Resource Officer (SRO)	Police	1.0	Non-Exempt	\$38.46	\$39.04		
Seasonal Laborer	Streets/Parks/Forestry		Non-Exempt	\$12.10	\$17.92		
Sports Officials*	Parks and Recreation		Non-Exempt	\$21.64	\$25.80		
Streets, Parks & Forestry Superintendent	Streets/Parks/Forestry	1.0	Exempt			\$75,747.64	\$93,158.23
Support Services Manager	Police	1.0	Exempt			\$61,257.60	\$79,048.63
Technical Services Specialist	Library	1.6	Non-Exempt	\$18.69	\$22.99		
Tournament Manager	Parks and Recreation	0.1	Non-Exempt	\$16.45	\$20.24		
WAFC Manager	Parks and Recreation	1.0	Exempt			\$54,465.32	\$66,983.77
Wastewater Operator / Lab Technician	Wastewater	4.0	Non-Exempt	\$27.83	\$34.15		
Wastewater Superintendent	Wastewater	1.0	Exempt			\$75,747.64	\$93,158.23
Wastewater Specialist I	Wastewater		Non-Exempt	\$27.83	\$32.21		
Wastewater Specialist II	Wastewater		Non-Exempt	\$22.21	\$26.81		
Water Laborer I	Water		Non-Exempt	\$27.83	\$32.21		
Water Laborer II	Water		Non-Exempt	\$22.21	\$26.81		
Water Operator	Water	3.0	Non-Exempt	\$27.83	\$34.15		
Water Superintendent	Water	1.0	Exempt			\$75,747.64	\$93,158.23
WIAA Sports Officials*	Parks and Recreation		Non-Exempt	\$37.87	\$67.08		
Youth Educational Services Librarian	Library	1.0	Exempt			\$48,623.92	\$59,798.52

		Policy 401.01 Compensation/Payroll			
Owner:	Finance Director	Approving Position:	Common Council	Pages:	3
Issue Date:	12-22-2011	Revision Date:		Review Date:	11-9-2021
Special Instructions:					

I. Policy

The City of Whitewater strives to compensate all employees fairly based on the City Council’s established pay plan and based on negotiated labor agreements.

II. Guidelines

III. Procedures

A. Compensation Structure and Process

1. Annually, the City Council adopts a pay plan for City employees. This is done by resolution (salary resolution) of the City Council.
2. The resolution is generally done in December for the following fiscal year, thus for January through December.
3. All positions are reflected in the pay plan with an assigned pay range.
4. The salary resolution adopted by the Council will reflect compensation for employees covered by a collective bargaining agreement in accordance with the pay as provided for in the collective bargaining agreement in effect.

B. Pay Period and Hours

1. Regular full-time employees, except for public safety employees, are expected to work a minimum of 40 hours per week.
2. Each pay period begins on Saturday and runs for two weeks (14 consecutive days).
3. Pay day is normally every other Friday.

C. Overtime Pay

Compensation/Payroll

1. Non-exempt employees are eligible to receive overtime pay of one and one-half (1 ½) times their regular hourly wages for approved hours worked over forty (40) hours in one (1) week.
 2. Time off during the week resulting from use of paid leave such as vacation or compensatory leave will be considered as hours worked for the purpose of determining the payment of overtime.
 3. Non-exempt employees on an approved flexible work arrangement will have overtime hours computed only on those hours worked in excess of a forty (40) hour workweek.
 4. All overtime must be approved in advance by the employee's immediate supervisor.
- D. Compensatory Time Off (Comp-time)
1. The City gives non-exempt employees the option of receiving compensatory time off instead of overtime pay for overtime hours worked.
 2. Comp-time instead of overtime pay will be allowed and does not need to be taken in the same time period the overtime is worked.
 3. All comp-time off must be calculated at the rate of one and one-half (1 ½) hours for each hour of overtime worked.
 4. Comp-time scheduling will be done at the discretion of the supervisor.
 5. No more than forty-eight (48) hours comp-time may be accumulated at any time unless otherwise permitted under a collective bargaining agreement. Overtime hours worked that would cause comp-time balance to exceed 48 hours must be submitted as Overtime when reporting time worked and will be paid as Overtime Pay.
 6. Comp-time earned in each year will be paid-out in the final pay period of that year beginning in calendar year 2019.
 - a. Comp-time used will be accounted for using a first-in-first-out (FIFO) principle such that comp-time used will be deducted from:
 - i. First, from any balance existing as of 12/31/2018 'carryover balance' until that balance is exhausted;
 - ii. Next, from any hours earned in the current calendar year until that balance is exhausted.
 - b. Up to forty (40) hours will be eligible for carryover each year. Carryover balances are not eligible for payout unless there is a separation of employment.
 - i. Employees wishing to carry current-year comp-time balance forward into the next calendar year for future use (limited to 40 hours total carryover balance) must notify payroll in writing by

Compensation/Payroll

December 10th of their intent with any adjustments for comp-time taken in the final pay period.

- c. Employees and Supervisors will need to work together to schedule the use of carryover hours.
 - d. Employees may request payout of comp-time earned in the current year in last pay period in June and December annually.
 - e. Current-year and Carryover comp-time balances are displayed on the bi-weekly paystub.
- E. Call-in Pay – Employees reporting for work at a time other than their regularly scheduled starting time shall be paid a minimum of two hours worked.
- F. Flex Time Off (Exempt Employees)
1. Because much of the City's affairs are conducted during board and commission meetings held after normal business hours, it is the expectation of the City that periodic attendance at these meetings is part of the compensation set for these positions. However, exempt employees will be allowed freedom for flexible work hours when personal needs and convenience demand.
 2. Exempt employees may, with the approval of their Supervisor, work flexible hours.
 3. While Department heads and exempted employees are generally expected to conform to the normal business hours of their departments, they are afforded flexibility in the application of their time to the responsibility involved in managing their job responsibilities.
 4. Employees have the option of adjusting their weekly schedule to account for hours worked over 40 hours in that week or the option of tracking those hours on their time sheet to take off in another week.
 5. Time off that is not taken within the week the time off is earned and is for eight (8) or more hours requires written Supervisor approval on the City's Time off Request Form.
 6. All exempt employees must also fully account for all work hours on time sheets provided by the City.
 7. Flex time granted is not allowed for the following:
 - a. taking absence for illness without charge to said leave;
 - b. to extend vacation time in the same seven (7) day work week (Saturday – Friday) more than two (2) additional days;
 - c. pay for overtime worked;
 - d. for more than two (2) days (sixteen hours) at a time.
 8. While hours in excess of 40 hours will be tracked on one's time sheet these hours are not to be misconstrued as an accruing balance that is owed to the employee.

Compensation/Payroll

These hours are not guaranteed time off nor will they be paid out in the form of wages to employees at any time during employment or upon separation.

G. Time Records

1. All employees must report all hours of work, and all time taken off on their biweekly payroll sheet.
2. This payroll sheet must be verified and signed by the employee's Supervisor and/or Department Head.

I. Reporting

II. Job Aids

19.51.180 - Truck, trailer, mobile home and equipment parking restrictions.

In all residential and commercial districts provided for in the zoning chapter, it is permissible to park or store a recreational vehicle, camper, trailer, watercraft or boat and boat trailer on private property in the following manner: A. One panel or pickup truck, exceeding three-quarter ton but not exceeding one and one-half tons, shall be permitted;

B. The unenclosed parking of any unoccupied house trailer, motor home, unoccupied camp trailer, boat trailer, trailers for all terrain vehicles (ATVs) or snowmobiles, and all other private residential-type trailers shall only be permitted in the side yard, or rear yard on a hard surface, provided that the unit(s) are parked at least five feet from the lot lines; motor homes shall also abide by all restrictions relating to motor vehicle parking per Title 20, Section (D)(16) ;

C. Camper trailers and boats shall only be permitted to park in front yards for the purposes of active loading, unloading, and servicing.

E. The neighborhood services manager may issue a permit to a person with a disability allowing a boat (twenty-five feet or less in length) and a boat trailer to be parked in the front yard driveway of their residence from April through November. A person shall be considered a person with a disability if they have been issued a current disabled parking identification permit by the Wisconsin Department of Transportation. In addition, an individual shall be considered a person with a disability if they provide the neighborhood services manager with a statement by a health care specialist verifying that the party needs a front yard boat parking permit, for a stated period of time, to allow that person reasonable access to their boat and trailer.

November 25, 2023

To; City of Whitewater

From John J. Spadoni
1680 Turtle Mound Lane
Whitewater WI. 53190
(708) 567-5756

To Whom it may concern:

This is a letter explaining my position on the issue of Mr. Slapinski's RV (1694 Turtle Mound Lane) being too close to my property line.

As I understand, there is a minimum requirement of 5 feet distance for an RV to be from the property line.

This rule is unnecessary, arbitrary and simply controlling. I have absolutely no objection to the RV close to my property. There is no fire hazard. Furthermore, I have a great relationship with Mr. Slapinski and his wife Sharon Reigstad. They are valuable, cooperative tax paying citizens.

I ask you to reconsider and grant an exception to the 5 foot rule.

Respectfully submitted,

John Spadoni





Council Agenda Item

Meeting Date:	12/19/2023
Agenda Item:	WW Ordinance 5.20.030
Staff Contact (name, email, phone):	Dan Meyer dmeyer@whitewater-wi.gov 262-473-1371

BACKGROUND

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

The police department is tasked with checking all establishments applying for a Class A or Class B liquor license annually. In 2023, it was apparent that the language in ordinance 5.20.030 related to window visibility (5.20.030(a)(3)) was problematic. City staff have proposed the included draft language as an improvement to the ordinance.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Approve draft ordinance language. City staff believes this will make the window visibility requirements easier for business owners to understand, and easier to enforce.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. WW Ordinance 5.20.030 draft edit

ORDINANCE No. _____
AN ORDINANCE AMENDING SUBSECTION 5.20.030
LICENSEE – CONDITIONS

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

SECTION 1. Whitewater Municipal Code Chapter 5.20 Subsection 5.20.030 is hereby amended to read as follows:

5.20.030 – Licensee – Conditions.

- (a) All retail Class "A" and "B" licenses granted under this chapter shall be granted subject to the following conditions, and all other conditions of this chapter are subject to all other ordinances and regulations of the city applicable thereto:
- (1) Every applicant procuring a license thereby consents to the entry of police or other duly authorized representatives of the city at all reasonable hours for the purpose of inspection and search, and consents to the removal from the premises of all things and articles there had in violation of city ordinances or state laws, consents to the introduction of such things and articles in evidence in any prosecution that may be brought for such offenses.
 - (2) It is a condition of any license issued under this chapter that the licensed premises may be entered and inspected at any reasonable hour by any police officer of the city without any warrant, and application for a license under this chapter shall be deemed a consent to this provision. Any refusal to permit such inspection shall automatically operate as a revocation of any license issued under this chapter and shall be deemed a violation of this section.
 - (3) Any licensed premise shall provide by clear glass window a clear view into the entire licensed premises. Storefront windows must have a clear vision zone starting at four feet from the floor and extending vertically to a point seven feet above the floor on all glass windows. In the clear vision zone, there shall be no partitions, boxes, stalls, screens, curtains, signs, stickers, or any other devices which shall obstruct the view of the room from the general observation of persons. Licensed premises that have storefront windows located outside the clear vision zone (four to seven feet above the floor) shall have a minimum 50% clear and unobstructed view in those windows.
 - (4) No retail Class "A" or "B" licensee shall sell or offer for sale any alcohol beverage to any person on credit excepting credit extended by a hotel to a resident guest or a club to a bona fide member, and by grocers and druggists who maintain a credit system in connection with their other business. It is unlawful for any licensee to sell intoxicating liquors or wines to any person on a passbook or store order, or to receive from any person any goods, wares, merchandise or other articles in exchange for intoxicating liquor.
 - (5) No licensee shall sell, offer for sale or give away any alcohol beverage to any underage person.

- (6) Each licensed premises shall at all times be conducted in an orderly manner, and no disorderly, riotous or indecent conduct shall be allowed at any time on any licensed premises.
- (7) No gambling or games of chance of any sort shall be permitted in any form upon the licensed premises. Slot machines or any devices of chance are prohibited and shall not be kept upon the premises.
- (8) No alcohol beverage shall be given away free by the licensee or any employee of the licensee or member of his family at any time.
- (9) No alterations, changes, or additions shall be made to such designated licensed premises without first securing a permit for such alterations, changes or additions from the inspector of buildings.
- (10) Wearing Apparel.
 - (A) All persons involved in the operation of any licensed premises under this section, whether as a licensee, member of the immediate family of licensee, licensed operator, unlicensed operator under supervision of the licensee or licensed operator, officer or agent of the licensed corporation, waiter, waitress, entertainer, dancer, or any other employee, shall observe the following applicable minimum standards for such licensed premises:

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

Seconded by Council Member _____.

AYES:
 NOES:
 ABSENT:
 ADOPTED:

 John Weidl, City Manager

 Karri Anderberg, City Clerk

ORDINANCE No. _____
AN ORDINANCE AMENDING SUBSECTION 5.20.030
LICENSEE – CONDITIONS

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

SECTION 1. Whitewater Municipal Code Chapter 5.20 Subsection 5.20.030 is hereby amended to read as follows:

5.20.030 – Licensee – Conditions.

- (a) All retail Class "A" and "B" licenses granted under this chapter shall be granted subject to the following conditions, and all other conditions of this chapter are subject to all other ordinances and regulations of the city applicable thereto:
- (1) Every applicant procuring a license thereby consents to the entry of police or other duly authorized representatives of the city at all reasonable hours for the purpose of inspection and search, and consents to the removal from the premises of all things and articles there had in violation of city ordinances or state laws, consents to the introduction of such things and articles in evidence in any prosecution that may be brought for such offenses.
 - (2) It is a condition of any license issued under this chapter that the licensed premises may be entered and inspected at any reasonable hour by any police officer of the city without any warrant, and application for a license under this chapter shall be deemed a consent to this provision. Any refusal to permit such inspection shall automatically operate as a revocation of any license issued under this chapter and shall be deemed a violation of this section.
 - (3) Any licensed premise shall provide by clear glass window a clear view into the entire licensed premises. ~~Storefront windows must have a clear vision zone starting at four feet from the floor and extending vertically to a point seven feet above the floor on all glass windows. In the clear vision zone, there shall be no partitions, boxes, stalls, screens, curtains, signs, stickers, or any other devices which shall obstruct the view of the room from the general observation of persons; provided, however, that partitions, subdivisions, or panels not higher than forty eight inches from the floor shall not be construed as in conflict with the foregoing. But such partitions, boxes, stalls, screens, curtains, or other devices shall not be so constructed as to interfere with the clear view of the entire premises.~~ Licensed premises that have storefront windows located outside the clear vision zone (four to seven feet above the floor) shall have a minimum 50% clear and unobstructed view in those windows.
 - (4) No retail Class "A" or "B" licensee shall sell or offer for sale any alcohol beverage to any person on credit excepting credit extended by a hotel to a resident guest or a club to a bona fide member, and by grocers and druggists who maintain a credit system in connection with their other business. It is unlawful for any licensee to sell intoxicating liquors or wines to any person on a passbook or store order, or to receive from any

person any goods, wares, merchandise or other articles in exchange for intoxicating liquor.

- (5) No licensee shall sell, offer for sale or give away any alcohol beverage to any underage person.
- (6) Each licensed premises shall at all times be conducted in an orderly manner, and no disorderly, riotous or indecent conduct shall be allowed at any time on any licensed premises.
- (7) No gambling or games of chance of any sort shall be permitted in any form upon the licensed premises. Slot machines or any devices of chance are prohibited and shall not be kept upon the premises.
- (8) No alcohol beverage shall be given away free by the licensee or any employee of the licensee or member of his family at any time.
- (9) No alterations, changes, or additions shall be made to such designated licensed premises without first securing a permit for such alterations, changes or additions from the inspector of buildings.
- (10) Wearing Apparel.
 - (A) All persons involved in the operation of any licensed premises under this section, whether as a licensee, member of the immediate family of licensee, licensed operator, unlicensed operator under supervision of the licensee or licensed operator, officer or agent of the licensed corporation, waiter, waitress, entertainer, dancer, or any other employee, shall observe the following applicable minimum standards for such licensed premises:

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

Seconded by Council Member _____.

AYES:
NOES:
ABSENT:
ADOPTED:

John Weidl, City Manager

Karri Anderberg, City Clerk



Too many signs give customers an impression of clutter and disorganization.

How do you make sure customers know your business exists? Most businesses answer that question with one word: signs. They know signs promote awareness of their business name, products, hours, and special features that attract an impulse shopper.

But when it comes to signs, “more” isn’t “better.” Research shows signs like those in the picture above don’t attract shoppers. As shoppers search for information among so many competing signs, the message of each one is lost. Based on the impression they receive from the signs, shoppers may conclude the store is disorganized and cluttered.

There’s another reason “more” isn’t “better.” Milwaukee’s zoning ordinance restricts the amount and type of signs that businesses may display. Businesses are subject to citations from a building inspector if they have more signs than the code allows, types of signs not allowed by the code, signs installed without permits, and damaged or abandoned signs.

This customer information sheet tells you what kinds of signs you may display, how to get sign permits, and sources of assistance to pay for quality signs for your business.

What kind of permanent signs may I have for my business?

Permanent signs contain information like the business name, type of services or products available, hours of operation, and so on. Businesses are allowed to display this information on permanent wall signs, projecting signs, lettering painted on clear window glass, neon signs, and lettering on the edge of window awnings.

Several types of wall signs are permitted: a professionally painted board-type sign, a cabinet box-type sign with a lexan or plastic panel insert, or individual letters mounted on the building.

All permanent signs require a permit from the Milwaukee Development Center. If your business is in a locally designated historic district, the Historic Preservation Commission must also approve the sign.

What kind of permanent signs are not allowed?

Exterior signs made of paper, cardboard, or flexible plastic are not allowed. Banners are not allowed.

Guide to Storefront Signs

How large can my permanent signs be?

How many can I have?

The amount of signage you may display depends on the zoning district in which the property is located.

In the most restrictive zoning districts, businesses are allowed to have a maximum of 18 square feet of wall signage. This can be one sign or multiple signs; however, the total of all the signs added together may not exceed 18 square feet. In the most restrictive zoning districts, businesses may also have one projecting wall sign, no more than 12 square feet in area. If you have a non-lighted awning, you can have 10 square feet of signage on the awning.

Any information or graphics relating to your business painted directly on an exterior wall will be treated as signs, and counted in the calculation of how much signage you are allowed to have.

Some zoning districts allow more signage. Call the Milwaukee Development Center at (414) 286-8210 to determine the amount of signage allowed for your building. You must provide the exact address of your building.

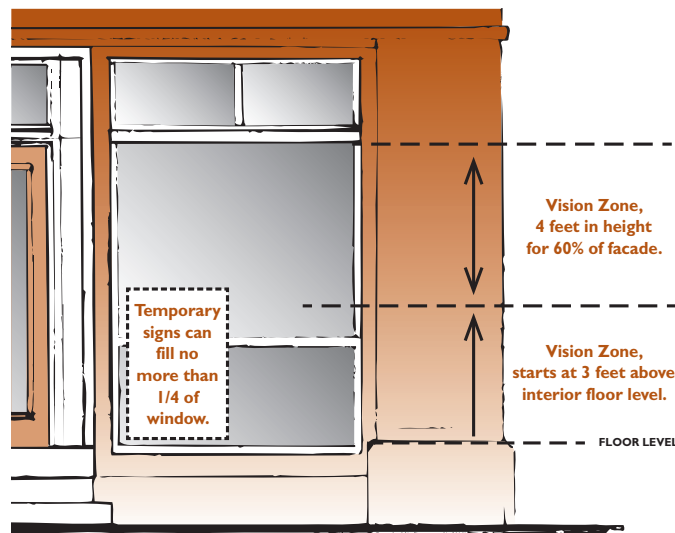
Are temporary signs OK?

Temporary signs are typically paper or plastic signs and displays that advertise special sales or promotions. Temporary signs are allowed under these conditions:

1. The sign must be installed **inside the window**, not on the exterior of the building.
2. The sign must be displayed for **no more than 30 days**.
3. All temporary signs, added together, may cover no more than 25% (one-fourth) of the business's windows.

Temporary signs do not require a permit. However, if the temporary signs you install do not meet these three conditions, you are subject to a citation from the building inspector.

If you currently have temporary signs that are mounted outdoors, have been up for more than 30 days, or cover more than 25% of the window area, you must remove them now.



Special rules for store windows

Milwaukee ordinances require windows on retail businesses. At a minimum, windows must exist in a clear vision zone that starts about 3 feet from the floor and extends vertically to the spot 7 feet above the floor.

New buildings must be designed and built to meet these ordinances. For existing buildings, existing windows must be maintained and may be enlarged, but generally may not be reduced in size. Existing windows may not be painted over, blocked or filled in to restrict the view into the business from the street.

The window requirement affects the amount and type of signs that may be displayed in windows. It also affects what fixtures may be placed in front of windows inside the store.

Here are the rules:

1. Only two kinds of permanent signs are allowed in windows: individual letters painted on clear window glass, and neon signs consisting of individual letters. The permanent sign in the window may not obscure the view into the store in the vision zone. Permanent signs in the window may cover up to 25% (one-fourth) of the window area.
2. Display racks, point of purchase displays, and other items that significantly obscure the view in and out of the store may not be placed in front of windows in the vision zone.
3. Temporary signs may cover no more than 25% (one-fourth) of the store's window area.

Guide to Storefront Signs

What is an illegal sign?

Any permanent sign that was hung or mounted on a building or in a window without a sign permit is an illegal sign. Any temporary sign that doesn't meet the conditions listed on the previous page is an illegal sign. This is true even if a previous operator of the business put up the sign.

Anything put up for more than 30 days that displays the name of the business, services or products offered, special promotions, or even graphics depicting products is a sign and needs a permit. There are some small exceptions, such as small, neatly applied emblems relating to credit cards accepted, business associations, and hours of operation.

What should I do if I have an illegal sign at my business?

If no permits exist, you may either remove the sign, or apply for a permit for the sign. The permit will be granted if the size and other factors are allowed by City ordinances. If the existing sign does not meet the ordinances, you'll be required to remove it or alter it to meet the law. If you fail to take action to correct or remove illegal signs, you will receive a citation from the building inspector.

How can I find out if any of my existing signs are illegal?

The existing signs on your business may remain if they were installed with permits. If you cannot find permits in your files for each of the signs on your building, you can check the city files at the Milwaukee Development Center to verify that you or the previous operator took out permits. Permit files are available for public inspection from 8 a.m. to 4:30 p.m., Monday through Friday. The Development Center is located at 809 N. Broadway, first floor.

What are the penalties for illegal signs?

If a building inspector orders removal of illegal signs, and the property owner does not remove them, the owner faces significant financial penalties. The owner is subject to reinspection fees that range from \$50 to \$300 per reinspection. An owner who failed to remove illegal signs for a year would be charged reinspection fees of nearly \$3,000. The owner also is subject to citations that carry a fine of up to \$320 a day, and a municipal court fine of up to \$150 per day.

When I close or move my business, what should I do about the signs?

When a business leaves a location, the signs pertinent to that business must be removed. If you are a tenant, talk to your landlord to decide whether you or the landlord will remove the signs.

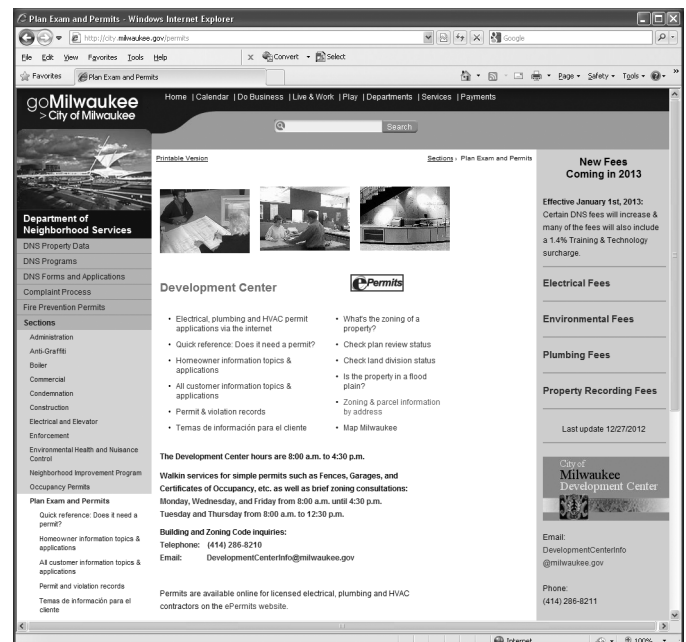
If a new business will be moving in immediately, a box-type sign cabinet may be re-used by the new business operator by inserting a new "face" in the sign. A permit is required to put this new face in. If a new business is not moving in within 90 days of the former leaving, a blank panel may be inserted temporarily until a new business rents the space. In no case can a sign box be left with a broken or missing sign panel for any length of time.

In cases where totally new signs or awnings are being put up for a business, the old signs they replace must be completely removed.

If signs belonging to a former business are not removed, the property owner will receive a citation from the building inspector.

Where do I apply for sign permits?

You can contact the Development Center at (414) 286-8210 or visit us at www.milwaukee.gov/permits for information about the permit process. Please also check the website for the most current customer service hours.



How can I improve the signs on my business?

Following these guidelines will help you achieve signage that conveys a positive image of your business.

1. Many buildings were designed with sign bands. These are areas above the front door with space for signage. If your building has a sign band, install your sign in the band rather than at some other spot.
2. If you want signage on a building awning, choose an unlighted cloth style, rather than a lighted plastic model. You'll be allowed to devote a larger portion of the awning to your message, and your building will have a more distinctive look than would be achieved with a "pre-fab" plastic awning.
3. If the windows of your business have been blocked in or painted over, open them up! Remove the paint! Install clear glass that allows your customers to see inside your business.

4. Avoid painting sign information directly on the wall. Painted wall signs are vulnerable to graffiti, and they're hard to maintain.

5. If you've got a broken sign at your business, repair or remove it. Broken signs are illegal, and they send a negative message about your business and your neighborhood.

The Department of City Development provides modest grants to business and property owners in a number of commercial districts to help improve the exterior facade of properties. Funds are used for items such as awnings, signs, special window treatments, and historic restoration. Funds are available on a one-to-one matching basis, and may be used in designated commercial areas.

For more information, contact the Facade Grant hotline at (414) 286-8201, email FacadeGrants@milwaukee.gov or visit www.milwaukee.gov/facadegrants.



Minimal signage gives customers an impression of organization and provides clear messaging.

TITLE 20 PROPERTY MAINTENANCE

A. INTENT, PURPOSES.

- (1) **Intent.** This Chapter is adopted to preserve and promote the public health, safety, morals, comfort, convenience, prosperity and general welfare of the people of the City and its environs, including, but not limited to, physical, aesthetic, and monetary values. The establishment and enforcement of minimum standards of habitation and property conservation is necessary to preserve and promote the private and public interest.
- (2) **Purpose.** The purpose of this Chapter is to recognize the private and public benefits resulting from the safe, sanitary and attractive maintenance of residential and non-residential buildings, structures, yards and vacant areas by adopting minimum standards. Attractive and well-maintained property will enhance the neighborhood and the City as a whole by maintaining physical, aesthetic and monetary values. With respect to rental housing, it is necessary to adopt minimum regulations regarding human habitation to protect the health, safety, and general welfare of tenants within the City.

B. APPLICABILITY.

- (1) **General.** The provisions of this Chapter shall apply to all properties and buildings within the City and its jurisdiction.

C. GENERAL MAINTENANCE REQUIRED; DEFINITION.

- (1) The exterior of all properties and premises including the open space of the property or premises shall be maintained in a clean, safe and sanitary condition, free from accumulation of any combustible or non-combustible materials, debris and refuse.
- (2) “Debris and refuse” shall include but not be limited to: broken concrete, bricks, blocks or other mineral matter; bottles, porcelain and other glass or crockery; boxes; new and used lumber or other wood that is not part of a structure or that is not used as firewood and is not stacked or stored in a neat manner on the property; paper, rags, animal waste, cardboard, rubber, plastic, wire, tin and metal materials; discarded household goods or appliances, junk lawn mowers, snow blowers, tires, tire rims or used motor vehicle parts, machine parts, junked boats or junked recreational vehicles; tar paper residue from burning or similar materials which constitute health, fire or safety hazards or any other materials that have a detrimental visual and aesthetic impact upon the neighborhood in which the property is located or the City in general, which tend to cause a blighted condition as defined under state law, or which emit a noxious, foul or offensive odor.

- (3) The provision of this section shall not apply to materials stored or maintained on a property in conjunction with any business, manufacturing or other use which meets applicable City ordinance including but not limited to fire, building and zoning code requirements and restrictions.

D. SPECIFIC MAINTENANCE REQUIRED.

(1) **Exterior Walls and Foundations.**

- (a) Every foundation and exterior wall shall be reasonably weather tight, rodent proof, insect proof and shall be kept in a good and sound condition and state of repair. The foundation elements shall adequately support the building at all points. Any sagging or bulging shall be properly repaired to a level or plumb position. All chimneys and breeching shall be so constructed and maintained so as to ensure that they safely and properly remove the products of combustion from the building.
- (b) Structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.
- (c) All cornices, moldings, lintels, sills, oriel windows, and similar projections shall be kept in good repair and free from cracks and defects which make them hazardous or unsightly.

- (2) **Paint and Other Preservatives.** Exterior surfaces of buildings, fences and other structures not inherently resistant to deterioration shall be treated with a protective coating of paint or other suitable preservative which will provide adequate resistance to weathering and maintain an attractive appearance. Any exterior surface treated with paint or other preservative shall be maintained so as to prevent chipping, cracking or other deterioration of the exterior surface or the surface treatment and to present an attractive appearance. Missing or damaged siding shall be promptly replaced.

(3) **Doors, Windows and Basement Hatchways.**

- (a) Every window, screen, exterior door and basement hatchway shall be tight and shall be kept in a good and sound condition and state of repair. Every window sash shall be fully supplied with glass windowpanes or an approved substitute which is without open cracks or holes. Every window sash shall be in good condition and fit well within its frame.
- (b) Every exterior door, door hinge and door latch shall be maintained in a good and sound condition and state of repair. Exterior doors, when closed, shall fit well within their frames.

- (c) **Insect screens.** During the period from April to October, every door, window, and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas, or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved, tightly fitting screens.
 - i. Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.
- (d) **Guards for basement windows.** Every basement window that is openable shall be supplied with rodent shields, storm windows or other approved protection against the entry of rodents.
- (4) **Porches, Railings, Stairways, Decks, Balconies, Platforms and Patios.** Every outside stair, porch, balcony, platform, patio and appurtenance thereto, shall be so constructed to be safe to use and capable of supporting normal loads as required by the Building Code and shall be kept in a good and sound condition and state of repair.
 - (a) **Handrails and Guards.** Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
- (5) **Roofs and Drainage.**
 - (a) All roofs shall be maintained so as not to leak and all water shall be so drained and conveyed therefrom so as to not cause damage to the exterior walls, interior walls, eaves, soffits or foundations.
 - (b) All courts, yards or other areas on the premises shall be properly graded to divert water away from the building. Ground surface adjacent to the building shall be sloped away from the structure where possible and shall not cause nuisance water to flow onto neighboring properties.
- (6) **Fence and Retaining Wall Requirements.**
 - (a) All fences shall be properly maintained and kept in a good and sound state of repair.
 - (b) Retaining walls shall be structurally sound. No retaining wall shall be constructed or maintained in such a manner as to cause a repeated spillage of mud, gravel or debris upon any public sidewalk, street, alley or adjoining property.

- (7) **Exterior Property Areas.** All exterior property areas shall be properly maintained in a clean and sanitary condition free from debris, rubbish or garbage, or physical hazards, rodent harborage and infestation, or animal feces.
- (8) **Grading and Drainage of lots.** Every yard, court, vent passageway, driveway, and other portion of the lot on which the building stands shall be graded and drained so as to prevent the accumulation of water on any such surface or on adjacent property. Driveways shall be maintained in good repair.
- (9) **Landscaping.** All exterior property areas shall be kept free from noxious weeds as defined in Chapter 10 of these ordinances. Landscaping, plantings and other decorative surface treatments including common species of grass shall be installed if necessary and maintained to present an attractive appearance in all court and yard areas.
 - (a) Landscaping material. No person shall accumulate, allow to accumulate or store landscaping material in an unused state and open to the public view for a period exceeding ten days.
- (10) **Decorative features.** Cornices, belt courses, corbels, terra cotta trim, wall facings, and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.
- (11) **Overhand extensions.** Overhand extensions including, but not limited to, canopies, marquees, signs, metal awnings, fire escapes, standpipes, and exhaust ducts shall be maintained in good repair and properly anchored so as to be kept in a sound condition. Where required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.
- (12) **Accessory structures.** All accessory structures shall be maintained in a state of good repair and vertical alignment. All exterior appurtenances or accessory structures which serve no useful purpose and are deteriorated or dilapidated condition, which are not economically repairable, shall be removed. Such structures include, but shall not be limited to, porches, terraces, entrance platforms, garages, driveways, carports, walls, fences, and miscellaneous sheds.
- (13) **Motor Vehicles.** Except as provided for in other regulations, inoperative or unlicensed motor vehicles, or motor vehicle parts shall not be parked, kept or stored on any premises, and vehicles shall not at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth.
 - (a) **Exception.** A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a

structure or similarly enclosed area designed and approved for such purposes.

(14) **Residential yard parking regulations.** The parking of any vehicle upon a residential lot shall be in compliance with the following standards:

- (a) The parking of any vehicle within the front yard or (street) side yard shall be on an improved surface driveway or parking pad. Improved surface shall mean a surface of concrete, asphalt, or other material other than grass, such as crushed rock, gravel or other materials, laid over subsoil, which provides a hard driving surface, resists rutting, provides for sufficient water runoff and is graded and drained to dispose of all surface water. The remainder of the required front yard setback, and the streetside yard setback on any corner lot, shall not be considered a part of the permitted parking area and shall be landscaped.
- (b) No parking pad shall be allowed in the minimum front yard setback or minimum street side yard setback established for the district except that one additional parking pad up to ten feet wide may be added directly abutting a single-width or double-width driveway leading to an approved parking area, provided the parking pad shall not be located in front of a home.
- (c) Parking is prohibited within a driveway right-of-way.

(15) **Pools, Spas and Hot Tubs.**

- (a) **Swimming pools.** Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.
- (b) **Enclosures.** Private swimming pools, hot tubs and spas, containing water more than 24 inches in depth shall be completely surrounded by a fence or barrier not less than 48 inches in height above the finished ground level measured on the side of the barrier away from the pool.
 - i. **Exception.** If a hot tub is outfitted with a securely locking, tightly fitted cover, the hot tub will not require an enclosure.

(16) **Storage and parking of recreational vehicles and trailers.** In all residential and commercial districts provided for in the zoning chapter, it is permissible to park or store a recreational vehicle, camper, trailer, watercraft or boat and boat trailer on private property in the following manner:

- (a) Parking is permitted inside any enclosed structure, which otherwise conforms to the zoning requirements of the particular zoning district where located.
- (b) Parking is permitted outside in the side yard or rear yard provided it is not nearer than five feet to the lot line and on a hard surface.

- (c) No part of the unit may extend over the hard surface in which it is parked, or the public sidewalk or public right-of-way.
- (d) No unit shall be parked on public streets, highways, intersections, or public land or parking lots for an extended period exceeding 48 hours.
- (e) Parking is permitted only for storage purposes. Recreational vehicles or boats shall not be:
 - a. Used for dwelling or cooking purposes.
 - b. Permanently connected to sewer lines, water lines, or electricity. The recreational vehicle may be connected to electricity temporarily for charging batteries and other purposes.
 - c. Used for storage of goods, materials, or equipment other than those items considered to be part of the unit or essential for its immediate use.
- (f) Notwithstanding the above, a unit may be parked anywhere on the premises during active loading or unloading, and the use of electricity or propane fuel is permitted when necessary to prepare a recreational vehicle for use.
- (g) The unit shall be owned by the resident on whose property the unit is parked for storage.
- (h) The number of units on any property within City jurisdiction shall not exceed two (2) , and units shall not exceed 30 feet in length..

E. ACCESS TO PROPERTY.

After presenting proper identification, the Building Inspector, Neighborhood Services Officer, Code Enforcement Officer, or the Police Chief, or their respective deputies or designees, shall be permitted to enter upon any property at any reasonable time for the purpose of making inspections to determine compliance with this Chapter and related ordinances. If denied access, the Code Official may acquire a special inspection warrant for such access, pursuant to Sec. 66.0119, Wis. Stat., as amended from time-to-time.

F. ENFORCEMENT.

(1) Enforcement.

- (a) **Order to correct conditions.** Whenever the City, through its agents or employees shall, upon inspection of the premises within the City, find the condition of the property or premises is in violation of this Chapter, an order shall be issued to the owner (and occupant if different from owner) of the premises or property to correct said condition by the Building Inspector or designee.
- (b) Contents of the order shall include:
 - i. A description of the premises and the violation of the Chapter;
 - ii. A statement of the correction necessary to bring the property into compliance;

- iii. A statement specifying the time within which the owner and occupant shall comply with the order; and
- iv. A statement of the penalty section of the ordinance for noncompliance.
- v. A statement specifying accessibility needs, and request for language translation.

G. SERVICE.

The order shall be served on the owner (and occupant if different from owner) by delivering the same to and leaving it with any adult competent person in charge of the premises or in case no such person is found upon the premises by affixing a copy thereof in a conspicuous place near the entrance of the premises and by regular mail to the owner and occupant of the premises.

H. FAILURE TO COMPLY; DECLARATION OF PUBLIC NUISANCE.

(1) **Failure to comply.**

- (a) **Citation.** Any person, firm or corporation violating any provision of this Chapter shall be subject to the general penalty provisions of this code found in Section 1.20 of the City's Code of Ordinances. A citation may be issued pursuant to Sec. 1.20 of the City's Code or Ordinances.
- (b) **Cause work to be done.** Upon failure to comply with an order where there is proof of service of said order which requires that any premises or property be cleaned or condition abated or improved in accordance with this Chapter, the City may cause such cleaning, improvement, abatement or removal of the offending combustible or incombustible materials, debris or refuse. Such repair or removal shall be deemed a special benefit to such property and the costs of the same shall be charged against the owner(s) of the property. If the cost of the same is not paid within 60 (sixty) days, it shall be levied as a special charge against the property as authorized by Section 66.0627 of the Wis. Stat.
- (c) **Injunctive Relief.** In addition to other applicable enforcement procedures the City shall have the right to abate any violation of this Chapter by an action for injunctive relief in Walworth or Jefferson County Circuit Court.

(2) **Abatement**

- (a) Enforcement. The chief of police, the chief of the fire department, the building inspector, neighborhood services officer, or other designee shall enforce those provisions of this chapter that come within the jurisdiction of their offices and they shall make periodic inspections and inspections upon compliant to ensure that such provisions are not violated. No action shall be taken under this section to abate a public nuisance unless the officer shall have inspected or caused to be inspected the premises where the nuisance is alleged to exist and have satisfied himself that a nuisance does in fact exist.
 - (b) Summary abatement. If the inspecting officer shall determine that a public nuisance exists within the village and that there is great and immediate danger to the public health, safety, peace, morals or decency, the president may direct the proper officer to cause the same to be abated and charge the cost thereof to the owner, occupant or person causing, permitting or maintaining the nuisance, as the case may be.
 - (c) Abatement after notice. If the inspecting officer shall determine that a public nuisance exists on private premises but that the nature of such nuisance is not such as to threaten great and immediate danger to the public health, safety, peace, morals or decency, he shall serve notice on the person causing or maintaining the nuisance to remove the same within ten days. If such nuisance is not removed within such ten days, the proper officer shall cause the nuisances to be removed as provided in subsection (b) of this section.
 - (d) Other methods not excluded. Nothing in this chapter shall be construed as prohibiting the abatement of public nuisances by the City or its officials in accordance with the laws of the state.
 - (e) Court order. Except when necessary under subsection (b) of this section, no officer hereunder shall use force to obtain access to private property to abate a public nuisance but shall request permission to enter upon private property if such premises are occupied and if such permission is denied, shall apply to any court having jurisdiction for an order assisting the abatement of the public nuisance.
- (3) **Cost of abatement.** In addition to any other penalty imposed by this chapter for the erection, contrivance, creation, continuance or maintenance of a public nuisance, the cost of abating a public nuisance by the City shall be collected as a debt from the owner, occupant or person causing, permitting or maintaining the nuisance and if notice to abate the nuisance has been given to the owner, such cost shall be assessed against the real estate as a special charge.

I. REINSPECTION FEES

The following fees shall be imposed for the administration of this Chapter.

- (1) First re-inspection fee of \$75.00 per property upon verification of continued violation by City Building Inspector, Neighborhood Services Officer, Code Enforcement Officer or designee.
- (2) For a second reinspection, a fee of \$200.00

- (3) For a third reinspection a fee of \$400.00, and for each subsequent reinspection for the same condition.

If a property owner fails to pay such fees after billing, the City may impose such fees as against the property pursuant to applicable law and collect such charges on the property tax bill each year.

J. APPEAL

Any person affected by any notice or order which has been issued in connection with the enforcement of any of the provisions of this section may request and shall be granted a hearing before the Common Council. Requests for such hearing will be filed with the Clerk no later than 5 business days from the date of the final notice of the order.

DRAFT

ORDINANCE NO. 2078
 AN ORDINANCE AMENDING SECTION 1.21.010 SCHEDULE OF DEPOSITS TO
 PROVIDE FOR A BOND AMOUNT FOR VIOLATIONS OF TITLE 20 PROPERTY
 MAINTENANCE

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

SECTION 1: Whitewater Municipal Code Section 1.21.010 is hereby amended by establishing Deposits and Costs amounts for Title 20 to the below:

<u>TITLE OR SECTION NUMBER</u>	<u>OFFENSE</u>	<u>DEPOSITS AND COSTS</u>
Title 20	Violation of Property Maintenance Ordinance	<p>1st Offense - \$250.00 plus statutory penalty assessment, jail assessment, court costs and crime lab assessment.</p> <p>2nd and Subsequent Offenses - \$350.00 plus statutory penalty assessment, jail assessment, court costs and crime lab assessment.</p>

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

Ordinance introduced by Councilmember _____, who moved its adoption. Seconded by Councilmember _____.

AYES:

NOES:

ABSENT:

ADOPTED:

 John Weidl, City Manager

 Karri Anderberg, City Clerk



Council Agenda Item

Meeting Date:	December 19, 2023
Agenda Item:	Poll Worker Appointment for 2024-2025
Staff Contact (name, email, phone):	Llana Dostie, Idostie@whitewater-wi.gov

BACKGROUND

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

Appointment of poll workers is governed by Wisconsin statutes. Each odd number year, the two political parties having received the majority of votes at the last Presidential election (normally Republicans and Democrats) submit list of individuals to serve as poll workers. Clerks must use those nominees, and if there are an inadequate number of nominees, the Clerk may then use unaffiliated workers. A list of individuals being nominated to serve as poll workers is attached. Council must approve the list every two years.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Request for approval of the list of poll workers as presented.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Poll Worker listing

Name	Affiliation	Address	City, State, Zip
Ahrens, Thomas	Unaffiliated	345 S Scott Street	Whitewater, WI 53190
Anderson, Doug	Unaffiliated	311 S. Woodland Drive	Whitewater, WI 53190
Anderson, Peg	Democratic nominee	W3534 Vanney	Cold Spring, WI 53081
Behrens, Carolyn	Unaffiliated	833 Acorn Ridge	Whitewater, WI 53190
Bilgen, Jan	Unaffiliated	206 Park Street	Whitewater, WI 53190
Binnie, Lynn	Democratic nominee	1315 Satinwood Ln.	Whitewater, WI 53190
Boyd, Kathy	Unaffiliated	280 S Pine Circle	Whitewater, WI 53190
Brimmer, Kathryn	Democratic nominee	216 E. Lakeview Drive	Whitewater, WI 53190
Burrows, Marion	Unaffiliated	435 W. Starin Rd. #314AA	Whitewater, WI 53190
Coburn, Virginia (Ginny)	Democratic nominee	2 Coburn Ln.	Whitewater, WI 53190
Felkner, Kathy	Unaffiliated		
Felkner, Robert (Bob)	Unaffiliated		
Follis, Joyce	Republican 1st choice	252 S. Ardmor	Whitewater, WI 53190
Gerber, Jill	Republican 1st choice	234 S. Pleasant Street	Whitewater, WI 53190
Hennessy, Mary	Unaffiliated	1169 W Highland St	Whitewater, WI 53190
Hitch, Todd	Democratic nominee	336 Lakeview Dr	Whitewater, WI 53190
Knight, Sharon	Republican 1st choice	405 Panther Court	Whitewater, WI 53190
Letellier, Julie	Democratic nominee	1290 Black River Ct	Whitewater, WI 53190
Long, Ellen	Unaffiliated	1259 W. Satinwood Lane	Whitewater, WI 53190
Long, Everett	Unaffiliated	1259 N. Satinwood	Whitewater, WI 53190
Marquardt, Sara	Unaffiliated	1346 Tower Hill Pass	Whitewater, WI 53190
McCarthy, Sharon	Democratic nominee	435 Starin Rd., Apt. 208E	Whitewater, WI 53190
Miller, Bonnie	Unaffiliated	221 S Prince St	Whitewater, WI 53190
Narloch, Mike	Republican 1st choice	N7431 Burr Oak Road	Whitewater, WI 53190
Neis, James	Democratic nominee	275 N. Esterly Ave.	Whitewater, WI 53190
Neis, Susan	Democratic nominee	275 N. Esterly Ave.	Whitewater, WI 53190
Obenauer, Al	Republican 1st choice	336 Summit Street	Whitewater, WI 53190
Obenauer, Leta	Republican 1st choice	336 Summit Street	Whitewater, WI 53190
Ross, Julia	Unaffiliated		Whitewater, WI 53190
Smith, Alaina	Republican 1st choice	281 Parkside Dr., #101	Whitewater, WI 53190
Smith, William	Republican 1st choice	212 N. Fremont	Whitewater, WI 53190
Staebler, Keith	Republican 1st choice	542 E. Clay Street	Whitewater, WI 53190
Stormes, Cheryl	Democratic nominee	1 Coburn Lane	Whitewater, WI 53190
Swoboda, Susan	Democratic nominee	426 S Whiton	Whitewater, WI 53190
Wilber, Tammara Ann	Unaffiliated	281 Parkside Dr., #120	Whitewater, WI 53190
Young, Earl	Democratic nominee	1302 W Walworth Ave	Whitewater, WI 53190
Zienert, Kelly	Unaffiliated		

BOARD OF CANVASS:

Boehm, Heather
Follis, Joyce
Rowley, Sally

SVDs

Follis, Joyce
Hass, Sandra
Knight, Sharon
Nelson, Chris

Ross, Julia



Council Agenda Item

Meeting Date:	December 19, 2023
Agenda Item:	Junk Dealers License for Triple J Salvage LLC
Staff Contact (name, email, phone):	Karri Anderberg kanderberg@whitewater-wi.gov

BACKGROUND

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

During the Common Council meeting held on December 5, 2023, the nonconforming use agreement for Keinbaum Iron and Metal received approval. Subsequently, the new proprietors have progressed by initiating the application process for their Junk Dealers License for the 2023-2024 period. It is note worth transferable previous owner had held a junk dealer license for an extended duration, and it is imperative to mention that the license is non-transferable.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

May 2023 Council approved previous owners license

FINANCIAL IMPACT

(If none, state N/A)

none

STAFF RECOMMENDATION

To approve new owner application

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Application for Junk Dealers License



CITY OF WHITEWATER
APPLICATION FOR JUNK DEALERS LICENSE

Pursuant to Section 5.12 of the Code of Ordinances of the City of Whitewater

Full Name of Applicant: Cherie A. Ellis Entity purchasing: Triple J Salvage, LLC
Will change back to Kienbaum Iron & Metal

Home Address: 1433 S. Main St. Fort Atkinson, WI 53538

Applicant Date of Birth: 1-10-1960 Place of Birth: FORT ATKINSON, WI

Business Address: 564 N. Jefferson St. Whitewater WI

Business Phone Number: (262) 473-4533 Business Email: contact@KienbaumIron.com

Lot or parcel of land upon which materials are to be collected, stored or delivered: 564 N Jefferson St. Whitewater WI

Type of materials accumulated or gathered: Junk vehicles, appliances, farm machinery and all other ferrous and non ferrous metals

Are materials combustible? Yes No

Fees:
\$20 for maintaining junk yard, warehouse or other place for storage or junk
\$5 for gathering junk by means of wagon, cart or other vehicle
\$5 per day – itinerant dealer or gatherer

Cherie A. Ellis
Signature of Applicant
Date: 12/7/2023

CODE ENFORCEMENT INSPECTION: DATE: _____

CODE ENFORCEMENT DIRECTOR'S REMARKS:

Code Enforcement Director Signature

License: _____ **Granted**
 _____ **Not Granted**

License No. _____
Fee Paid 20.00 **Date** 12/18/23

City Clerk



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: Common Council
From: John Weidl, City Manager; Taylor Zeinert, Chief of Staff
Date: December 13, 2023
Re: Recommendation to the Boarding Zoning Appeals

The City Manager and Council President interviewed Justin Wesolek for the Board of Zoning Appeals (BZA). BZA is looking to fill a vacancy. Justin is a recent graduate of UW- Whitewater and has come to love the Whitewater Community. Due to his love for Whitewater, he decided to work in the community. Mr. Wesolek has noted that he not only wants to work and live in the City of Whitewater but also become an active contributor to the community.

During his time at the University Mr. Wesolek served in student government which allowed him to work with state legislators, the governor's office, and other political organizations. These experiences allowed him to foster leadership skills by becoming a committee chairman and other prominent roles.

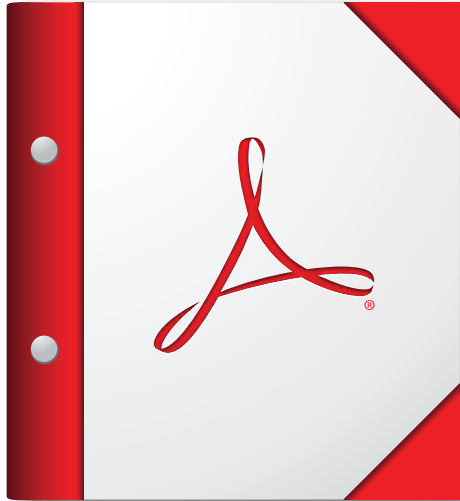
Mr. Wesolek lovingly refers to himself as a numbers and government nerd and would be thrilled to be a part of BZA. After the interview both the City Manager and Council President noted the obvious recommendation to the BZA. With that being said it is the joint recommendation to the Common Council that Justin Wesolek be a member of the BZA.

Warm regards,

A handwritten signature in cursive script that reads "John S. Weidl".

John S. Weidl, City Manager

JSW/TKZ



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Acrobat X or Adobe Reader X, or later.**

Get Adobe Reader Now!



Council Agenda Item

Meeting Date:	December 19, 2023
Agenda Item:	WE Energies Easement
Staff Contact (name, email, phone):	Brad Marquardt, bmarguardt@whitewater-wi.gov , 262-473-0139

BACKGROUND

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

WE Energies is requesting a ten-foot easement from the City to place an electrical line within property owned by the Wastewater Facility. The electrical line would provide service to the Johns Disposal Facility and their new office addition. The easement has a Temporary Exhibit A. This exhibit will be updated with exact information after the conduit is in place.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The Public Works Committee met on December 12, 2023 and recommended approval

FINANCIAL IMPACT

(If none, state N/A)

There is no financial impact.

STAFF RECOMMENDATION

Staff's recommendation is to approve the WE Energies easement.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. City of Whitewater Easement
2. Aerial View

**DISTRIBUTION EASEMENT
UNDERGROUND**

Document Number

WR NO. **4927164** IO NO. **5453**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **THE CITY OF WHITEWATER, a municipal corporation**, hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation doing business as We Energies**, hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as strips of land ten (10) feet in width of Grantor's premises being a part of the **Northeast 1/4 of Section 33, Township 5 North, Range 15 East**, City of Whitewater, County of Jefferson, State of Wisconsin. Said lands are further described in that certain **Warranty Deed** recorded in the office of the Register of Deeds for Jefferson County on June 25, 1973, **Volume 491, Pages 526-527**, as **Document No. 708705**.

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

RETURN TO:
We Energies
PROPERTY RIGHTS & INFORMATION GROUP
231 W. MICHIGAN STREET, ROOM P277
PO BOX 2046
MILWAUKEE, WI 53201-2046

292-0515-3313-000
(Parcel Identification Number)

1. **Purpose:** The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
2. **Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.
3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric codes or any amendments thereto.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until some time in the future, and that none of the rights herein granted shall be lost by non-use.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document or voluntarily waives the five day review period.

Grantor:

THE CITY OF WHITEWATER, a municipal corporation

By _____

(Print name and title): _____

By _____

(Print name and title): _____

Personally came before me in _____ County, Wisconsin on _____, 2023,

the above named _____, the _____

and _____, the _____

of the THE CITY OF WHITEWATER, a municipal corporation, for the municipal corporation, by its authority, and pursuant to Resolution File

No. _____ adopted by its _____ on _____, _____.

Notary Public Signature, State of Wisconsin

Notary Public Name (Typed or Printed)

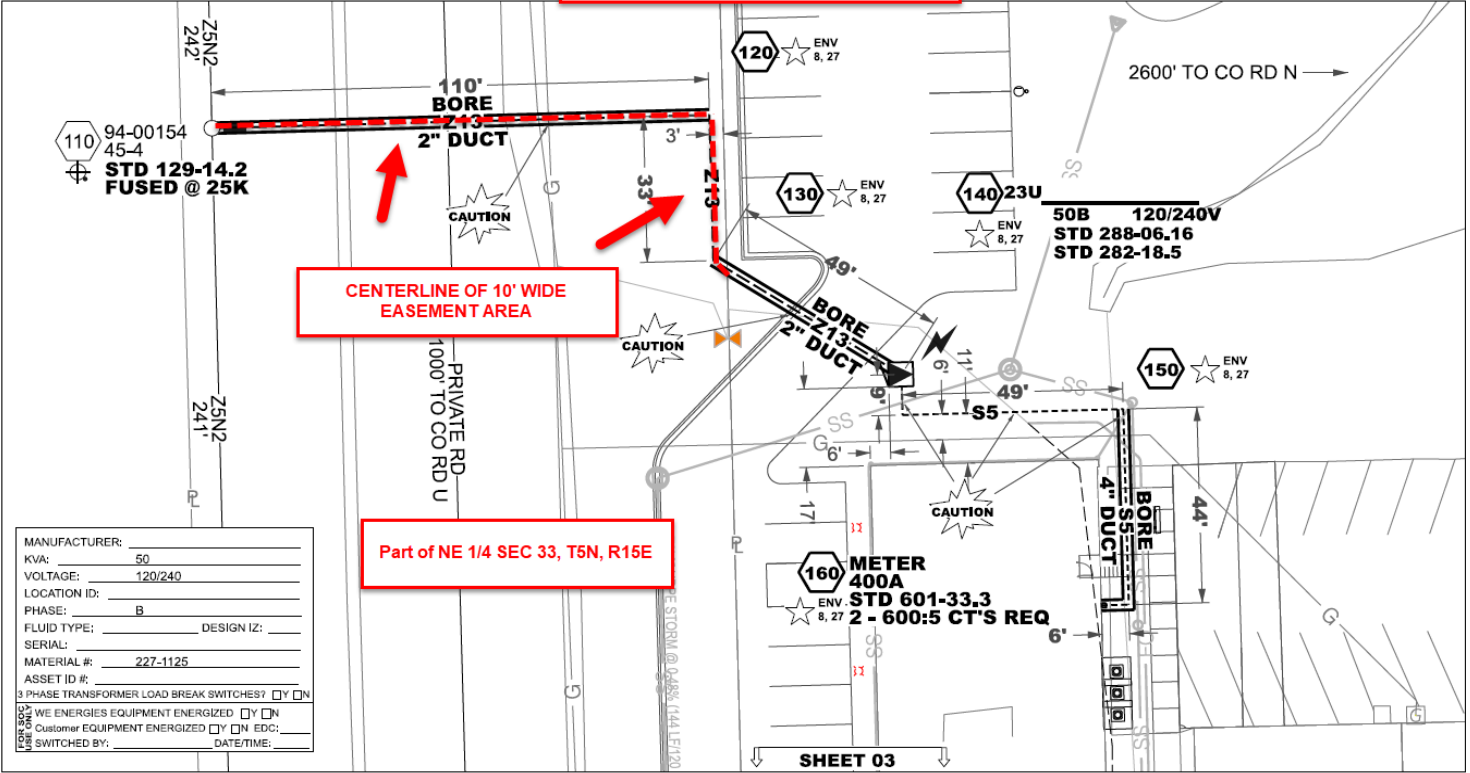
(NOTARY STAMP/SEAL)

My commission expires _____

This instrument was drafted by Kyle Koski on behalf of Wisconsin Electric Power Company, PO Box 2046, Milwaukee, Wisconsin 53201-2046.



TEMPORARY EXHIBIT A



MANUFACTURER:	
KVA:	50
VOLTAGE:	120/240
LOCATION ID:	
PHASE:	B
FLUID TYPE:	DESIGN IZ:
SERIAL:	
MATERIAL #:	227-1125
ASSET ID #:	
3 PHASE TRANSFORMER LOAD BREAK SWITCHES?	<input type="checkbox"/> Y <input type="checkbox"/> N
WE ENERGIES EQUIPMENT ENERGIZED	<input type="checkbox"/> Y <input type="checkbox"/> N
Customer EQUIPMENT ENERGIZED	<input type="checkbox"/> Y <input type="checkbox"/> N EDC:
SWITCHED BY:	DATE/TIME:

SHEET 03





Council Agenda Item

Meeting Date:	December 19, 2023
Agenda Item:	Strand Task Order 23-10 Construction Grant Application
Staff Contact (name, email, phone):	Brad Marquardt, bmarquardt@whitewater-wi.gov , 262-473-0139

BACKGROUND

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

Strand Task Oder 23-10 is for the preparation of a DNR Urban Non-Point Source and Stormwater Construction Grant application. The application would seek funding to go towards the construction of an underground wet detention basin in Starin Park to assist in compliance with the City's MS4 Permit. Applications are due April 17, 2024 and would fund projects scheduled for construction in 2025 or 2026. Staff is looking at construction of the underground detention basin in 2026.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The Public Works Committee met on December 12, 2023 and recommended approval.

FINANCIAL IMPACT

(If none, state N/A)

The estimated cost for Task Order 23-10 is \$8,800.

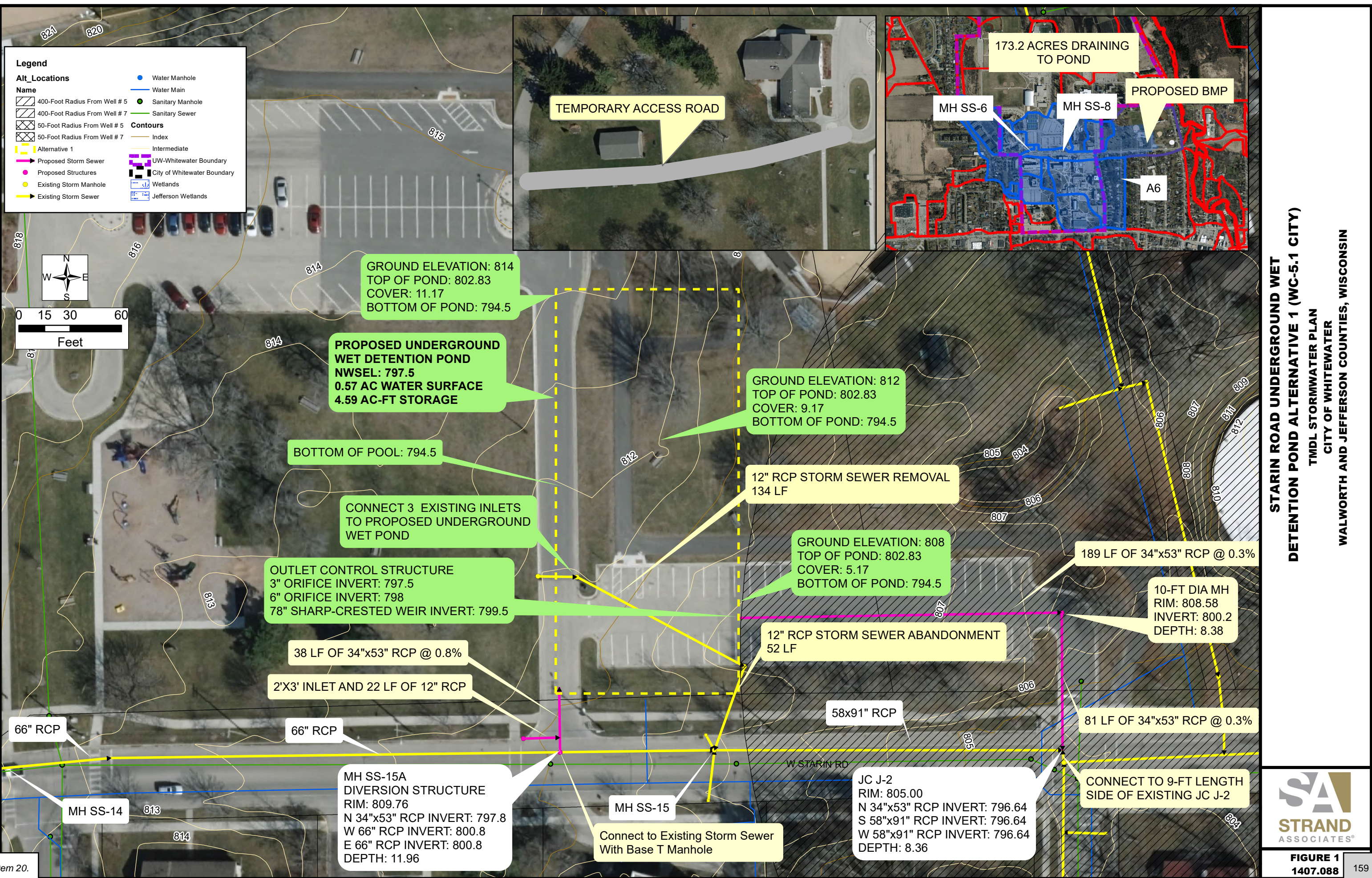
STAFF RECOMMENDATION

Staff recommendation is to approve Task Order 23-10.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Draft T.O. 23.10 Construction Grant Application.
2. Proposed Underground Basin Location



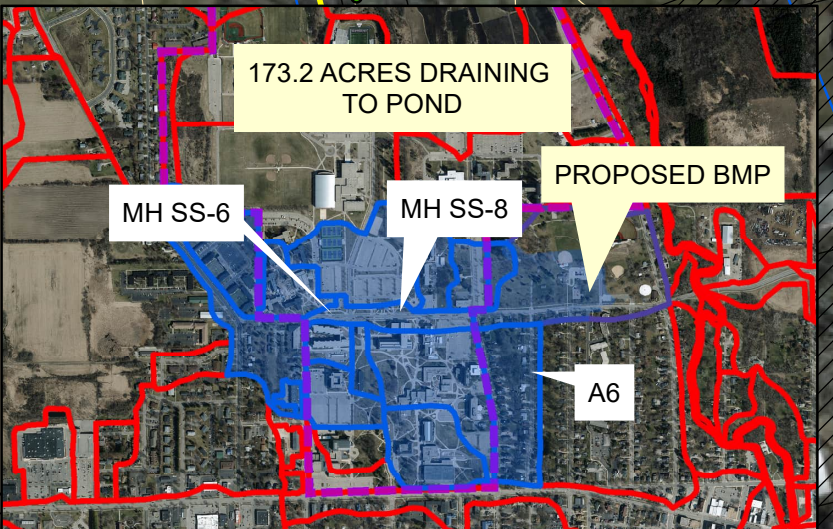
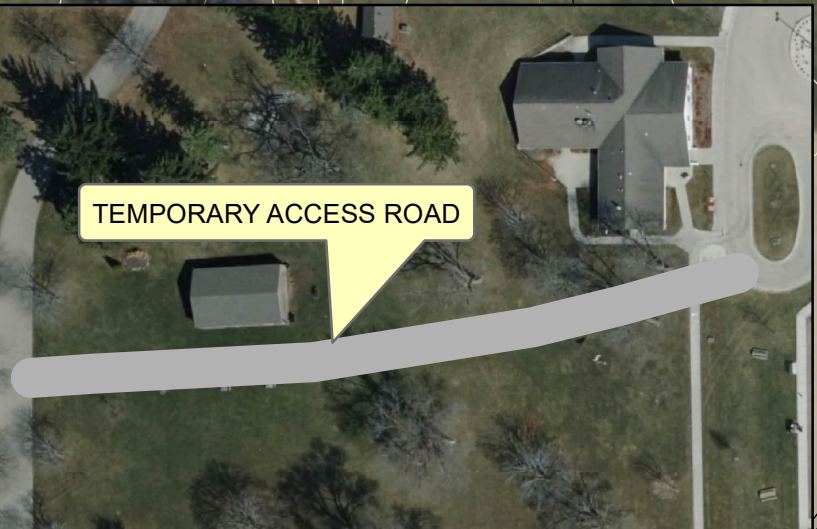
Legend

Alt_Locations

Name	Symbol
400-Foot Radius From Well # 5	[Hatched Box]
400-Foot Radius From Well # 7	[Hatched Box]
50-Foot Radius From Well # 5	[Hatched Box]
50-Foot Radius From Well # 7	[Hatched Box]

Contours

Contour	Symbol
Alternative 1	[Yellow Line]
Proposed Storm Sewer	[Red Line]
Proposed Structures	[Pink Line]
Existing Storm Manhole	[Yellow Circle]
Existing Storm Sewer	[Yellow Line]
Water Manhole	[Blue Circle]
Water Main	[Blue Line]
Sanitary Manhole	[Green Circle]
Sanitary Sewer	[Green Line]
Index	[Brown Line]
Intermediate	[Orange Line]
UW-Whitewater Boundary	[Purple Line]
City of Whitewater Boundary	[Black Line]
Wetlands	[Blue Hatched Area]
Jefferson Wetlands	[Blue Hatched Area]



STARIN ROAD UNDERGROUND WET DETENTION POND ALTERNATIVE 1 (WC-5.1 CITY)
 TMDL STORMWATER PLAN
 CITY OF WHITEWATER
 WALWORTH AND JEFFERSON COUNTIES, WISCONSIN



FIGURE 1
1407.088 159

Item 20.

Strand Associates, Inc.

ALTERNATIVE 1

WHITEWATER WISCONSIN

ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST: PLANNING-LEVEL

10/18/2023

ITEM NO.	DESCRIPTION	Quantity	Units	Unit Price (2025)	Total Price
1	Mobilization/Demobilization (2% of Construction Cost)	1	LS	\$54,195.00	\$54,200
2	Clearing and Grubbing	0.58	AC	\$13,800.00	\$8,000
3	Traffic Control	1	LS	\$6,050.00	\$6,050
4	Construction Layout	1	LS	\$6,050.00	\$6,050
5	Stone Tracking Pad	2	EA	\$3,000.00	\$6,000
6	Dust Control	1	LS	\$2,900.00	\$2,900
7	Inlet Protection	4	EA	\$300.00	\$1,200
8	Silt Fence	792	LF	\$4.00	\$3,150
9	Dewatering	1	LS	\$15,000.00	\$15,000
10	Parent Material Excavation and Off-Site Disposal	12,043	CY	\$26.00	\$313,150
11	Excavation w/ On-Site Reuse as Backfill Including Compaction	7,934	CY	\$17.00	\$134,900
12	Stone Backfill (Around and To Top of Unit)	1,283	CY	\$38.50	\$49,400
13	Rock Excavation	1,635	CY	\$25.00	\$40,850
14	Stormtrap Units Incl/ Delivery, Joint Tape, and Joint Rap	1	LS	\$1,470,611.43	\$1,470,600
15	Stormtrap Units Incl/ Delivery, Joint Tape, and Joint Rap (Sales Tax)	1	LS	\$80,883.63	\$80,884
16	Subgrade (6" Thick of 1-1/4" base course)	504	CY	\$38.50	\$19,400
17	Stormtrap Unit Installation	1	LS	\$98,991.30	\$99,000
18	Geomembrane Liner	1	LS	\$73,642.84	\$73,650
19	6-IN Salvaged Topsoil Placement (from project site)	2,190	SY	\$3.50	\$7,650
20	Erosion Control Revegetative Mat	2,190	SY	\$3.00	\$6,550
21	Turf Restoration - Seed and Fertilizer	2,190	SY	\$3.00	\$6,550
22	Trees	10	EA	\$660.00	\$6,600
23	34x53-IN RCP Storm Sewer	308	LF	\$325.00	\$100,100
24	12-IN RCP Storm Sewer	67	LF	\$110.00	\$7,350
25	2'x3' Storm Sewer Inlet	4	EA	\$2,900.00	\$11,600
26	10-FT DIA Storm Sewer Manhole	1	EA	\$22,700.00	\$22,700
27	Base T Storm Sewer Manhole (Connect to Existing Storm Sewer)	1	EA	\$27,497.58	\$27,500
28	JC J-2 Connection	1	EA	\$5,000.00	\$5,000
29	Outlet Control Structure	1	EA	\$10,000.00	\$10,000
30	StormTrap Access Manhole	8	EA	\$2,182.01	\$17,450
31	Asphalt Restoration	1	LS	\$69,500	\$69,500
32	Temporary Access Road	1	LS	\$10,664.99	\$10,650
33	Temporary Access Road Removal	831	SY	\$4.00	\$3,300
34	Temporary Access Road Restoration	831	SY	\$9.50	\$7,900
35	Asphalt Path Removal	509	SY	\$28.79	\$14,650
36	Asphalt Path Restoration	1	LS	\$19,300.00	\$19,300
37	Curb and Gutter Removal	732	LF	\$5.77	\$4,200
38	Curb and Gutter Restoration	732	LF	\$21.24	\$15,550
39	Pipe Abandonment	1	LS	\$1,000.00	\$1,000
39	Pipe Removal	134	LF	\$33.00	\$4,400
				Subtotal Project Cost	\$ 2,763,884
				25% Contingency and Technical Services Allowance	\$ 690,971
				Construction Cost	\$ 3,454,855
				Geotechnical Investigation	\$ 13,000
				Grand Total	\$ 3,467,855

Notes:

1. This planning level opinion of probable cost is based on limited data and the assumptions, herein. It should be refined in the future with site specific information.

	WDNR UNPS Grant	\$150,000
	WDNR UNPS Grant OSG Monies (if succesful)	\$150,000
	Clean Water Fund Principal Forgiveness (50%)	\$1,733,927
	Total Grants	\$2,033,927
	Total Project Cost (With Grants)	\$1,433,927

	Cost Proration Based on Watershed Area	Without Grants	With Grants	% of Project Cost (With Grants)
City Portion	39.7%	\$1,376,738	\$569,269	16.4%
UW Portion	60.3%	\$2,091,116	\$864,658	24.9%
Grant Portion	0%	\$0	\$2,033,927	58.7%
Total	100%	\$3,467,855	\$3,467,855	100.0%



Council Agenda Item

Meeting Date: December 19, 2023

Agenda Item: 2024 Street Maintenance, Strand Task Order 23-11

Staff Contact (name, email, phone): Brad Marquardt, bmarguardt@whitewater-wi.gov, 262-473-0139

BACKGROUND

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

Strand Task Oder 23-11 is for the preparation of plans, specifications and bidding documents for the 2024 Street Maintenance Project. The Project includes asphalt replacement on Pearson Lane, Pearson Court, and Meadowview Court, chip seal treatment of streets in the Park Crest Subdivision, asphalt sealant at the Wastewater Facility, and repaving the multi-use path in the Prairie Village development.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The Public Works Committee met Dec 12, 2023 and recommended approval of the Task Order.

FINANCIAL IMPACT

(If none, state N/A)

The estimated cost for Task Order 23-11 is \$18,600.

STAFF RECOMMENDATION

Staff recommendation is to approve Task Order 23-11.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Draft T.O. 23.11 2024 Street Maintenance.



Council Agenda Item

Meeting Date:	December 19, 2023
Agenda Item:	Legal Counsel for Ethics Committee
Staff Contact (name, email, phone):	Karri Anderberg kanderberg@whitewater-wi.gov

BACKGROUND

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

On December 14, 2023, the Clerk's office received a notarized complaint regarding a violation of the code of ethics.

Under the ordinance, legal counsel shall be furnished after consultation with the chair of the ethics board.

The Ethics Board will convene on December 21, 2023 to elect a chair, vice-chair and secretary, as well as discuss written rules of procedures, request legal assistance and set up future meeting dates.

Preliminary indications are that outside legal counsel will be necessary and requested by the Ethics Board.

Von Briesen & Roper have assigned Attorney Mark S. Kapocius to assist the Ethics Board in anticipation of the Board's request for counsel on December 21, 2023.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

None

FINANCIAL IMPACT

(If none, state N/A)

Unknown

STAFF RECOMMENDATION

Staff recommends approval of the anticipated request for outside legal counsel for the Ethics Board. Approval is being requested at this meeting due to the fact that Council does not meet again until January 16, 2024, which would unduly delay the work of the Ethics Board.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Code of Ethics

Chapter 7.04 CODE OF ETHICS

Sections:

7.04.010 Declaration of policy.

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a code of ethics for all city officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the city. The purpose of this code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the city and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the city. The provisions and purpose of this code and such rules and regulations as may be established are hereby declared to be in the best interests of the city.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.020 Definitions.

As used in this chapter:

- (a) "Public employee" means any person excluded from the definition of a public officer who is employed by the city.
- (b) "Financial interest" means any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.
- (c) "Official" means all city officers as defined in Section 62.09 under Wisconsin Statutes and all members of boards and commissions and agencies established or appointed by the city manager or common council, whether paid or unpaid.
- (d) "Personal interest" means any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.
- (e) "Person" means any person, corporation, partnership or joint venture.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.030 Statutory standards of conduct.

There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any code of ethics. Accordingly, the provisions of the following sections of the Wisconsin Statutes, as from time to time amended, are adopted by reference and shall apply to public officials and employees whenever applicable to wit:

- (a) Sec. 946.10. Bribery of Public Officers and Employees.

-
- (b) Sec. 946.11. Special Privileges from Public Utilities.
 - (c) Sec. 946.12. Misconduct in Public Office.
 - (d) Sec. 946.13. Private Interest in Public Contract Prohibited.
 - (e) Chapter 11. Campaign Financing.
 - (f) Chapter 19. Subchapter IV Open Meetings of Governmental Bodies.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.040 Responsibility of public office.

Public officials and employees hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this state; to observe the highest standards of law in the exercise of the powers and duties of their office; to impartially carry out the laws of the nation, state and city; to discharge faithfully the duties of their office regardless of personal considerations; and to recognize that the public interest must be their prime concern.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.050 Dedicated service.

All officials and employees of the City of Whitewater should be loyal to the objectives expressed by the electorate and the programs developed to attain these objectives. Appointive officials and employees shall adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.

Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.060 Fair and equal treatment.

- (a) Use of Public Property. No official or employee shall request or permit the unauthorized use of city-owned vehicles, equipment, materials or property for personal convenience or profit.
- (b) Obligations to Citizens. No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.070 Conflict of interest.

- (a) Financial and Personal Interest Prohibited. No official or employee, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this chapter or which would tend to impair independence of judgment or action in the performance of official duties.
- (b) Specific Conflicts Enumerated.

-
- (1) Incompatible Employment. No official or employee shall engage in or accept private employment or render service for private interest when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties, unless otherwise permitted by law and unless disclosure is made as hereinafter provided.
 - (2) Gifts and Favors.
 - (A) No official or employee shall accept any gift whether in the form of service, loan, thing or promise, from any person which may tend to impair his independence of judgment or action in the performance of his duties or grant in the discharge of his duties any improper favor, service or thing of value. EXCEPTION: Advertising or promotional items having a value of ten dollars or less per gift shall be exempt.
 - (B) No official or employee may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could reasonably be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.
 - (C) An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was a city official or employee. Participation in celebrations, grand openings, open houses, informational meetings and similar events are extended from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.
 - (D) Gifts received by an official or employee under unusual circumstances should be referred to the ethics board within ten days of receipt for recommended disposition.
 - (3) Representing Private Interests Before City Agencies or Courts. No official or employee shall appear on behalf of any private person (other than him or herself, his or her spouse or minor children) before any city agency, board, commission or the common council if the official or employee or any board, commission or committee of which the official or employee is a member has any jurisdiction, discretion or control over the matter which is the subject of such representation. However, members of the common council may appear before city agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations.
 - (A) Ad Hoc Committee. EXCEPTION: No violation of this section shall exist, however, where an individual serves on an ad hoc committee charged with the responsibility of addressing an issue or topic in which that individual, or the employee or a client of that individual, has an interest so long as the individual discloses to the ad hoc committee that such interest exists.
- (c) Contracts with the City. No city officer or employee who, in his capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion of his part, shall enter into any contract with the city unless it falls within the confines of Sec. 946.13, Wis. Stats. "Private Interest in Public Contract Prohibited," or the following:
- (1) The contract is awarded through a process of public notice and competitive bidding or the common council waives the requirement of this section after determining that it is in the best interest of the city to do so.
 - (2) The provisions of this section shall not apply to the designation of a public depository of public funds.
- (d) Disclosure of Interest in Legislation.

-
- (1) Any member of the common council who has a financial interest or personal interest in any proposed legislation before the common council, shall disclose on the records of the common council, the nature and extent of such interest.
 - (2) Any other official or employee who has a financial interest or personal interest in any proposed legislative action of the common council or any board, commission or committee upon which the official or employee has any influence or input or of which the official or employee is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the common council or the appropriate board, commission or committee the nature and extent of such interest.

(Ord. 1529A §§ 1, 2, 2003; Ord. 1203(2/5/91) § 2(part), 1991).

7.04.075 Disclosure of confidential information.

No official or employee shall without proper legal authorization, disclose confidential information concerning the property, government or affairs of the city.

(Ord. 1529A § 1(part), 2003).

7.04.080 Ethics board.

- (a) There is hereby created an ethics board to consist of five members and one alternate, all residents of the city. Elected officials or employees will not be eligible for appointment. The city manager shall provide necessary staff assistance to the board. The city attorney shall routinely furnish the board whatever legal assistance is necessary to carry out its functions. However, if a possible, apparent, or actual conflict of interest involving the city attorney should occur, legal counsel shall be furnished the board through the city manager's appointment of other legal counsel after consultation with the chair of the ethics board.
- (b) The members of the ethics board shall be appointed by the city manager subject to confirmation by the common council. Terms of office shall be three years except that when the initial appointments are made, one member shall be appointed for one year, two for two years, and two for three years. The term of the alternate shall be for three years, except that the initial appointment shall coincide with the ending of the terms of the member appointed for one year.
- (c) The ethics board shall elect its own chair, vice-chair and secretary and shall develop written rules of procedure which shall be filed with the city clerk.
- (d) The ethics board may make recommendations to the common council with respect to amendments to the code of ethics ordinance.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.090 Duties of the ethics board.

- (a) Upon receipt at the city clerk's office of a notarized complaint in writing, which shall state the name of the elected or appointed official or employee alleged to have committed a violation of this chapter and which shall set forth the particulars thereof, the city clerk or designee shall distribute a copy of the complaint along with a copy of the code of ethics ordinance to the respondent within ten working days (i.e., Monday through Friday, excluding holidays). The city clerk or designee also shall send a copy of the complaint to each member of the ethics board. The information contained in the verified complaint shall be kept confidential until a proper disposition of the case occurs.

-
- (b) The board shall meet in closed session and determine whether the complaint, if true, may constitute a violation of the chapter. If four or more of the members of the board vote to dismiss the verified complaint, a formal dismissal action adopted in open session shall be filed with the city clerk and a copy sent to the complainant and the respondent. If four or more members do not vote to dismiss, the action shall proceed as provided in subsection (c) of this section.
 - (c) If the action is not dismissed under subsection (b) of this section, the board shall make preliminary investigations with respect to the alleged violation of the ethics chapter. No preliminary investigation of the activities of any elected or appointed official or employee may be initiated unless such official or employee is notified in writing. The notice shall state the nature and purpose of this preliminary investigation. Information gathered during the preliminary investigation shall be kept confidential until a finding is made by the board.
 - (d) If, after the preliminary investigation, three or more of the members of the board vote in open session that no probable cause exists, the board shall issue a formal finding to that effect and dismiss the case. A copy of the formal finding shall be filed with the city clerk and a copy distributed to the complainant and the respondent.
 - (e) If the board is unable to come to a conclusion on the subject of probable cause, due to abstentions or the voting of "present," the board shall have further discussion and vote again. If the stalemate continues, the board shall treat it as a dismissal and proceed as in subsection (d) of this section.
 - (f) If, after the preliminary investigation, three or more of the members of the board vote that there is probable cause that a violation took place, the board shall file formal findings to that effect with the city clerk and proceed toward the conduct of a hearing. The vote shall be taken in open session.
 - (g) In the case of a probable cause finding, the board shall send a notice of due process rights and a notice of hearing on the matter to the respondent. The complainant shall also be notified of the hearing.
 - (h) The board shall then conduct a hearing on the verified complaint, which hearing shall be held not more than thirty days after such finding of probable cause. The board shall give the respondent at least twenty days notice of the hearing date. Such hearings shall be at open session unless the respondent petitions for a hearing closed to the public. The rules of criminal evidence shall apply to such hearings. All evidence considered by the board, including certified copies of records and documents, shall be fully offered and made part of the record. Every party shall be afforded adequate opportunity to rebut or offer countervailing evidence.
 - (i) During all stages of the proceeding conducted under this section, the elected or appointed official or employee whose activities are under investigation shall be entitled to be represented by counsel of his or her own choosing.
 - (j) The respondent or his/her attorney shall have an opportunity to examine all documents and records to be used at the hearing under subsection (g) of this section at a reasonable time before the date of the hearing; as well as during the hearing, to bring witnesses, to establish all pertinent facts and circumstances, and to question or refute any testimony or evidence, including opportunity to confront and cross-examine adverse witnesses.
 - (k) The board shall have the power to compel the attendance of witnesses and to issue subpoenas granted other boards and commissioners under Section 885.01(3) of the Wisconsin Statutes.
 - (l) Determination. Upon conclusion of the hearing the board shall make a decision agreed to by at least four members. It shall file the decision in writing within ten working days after the vote, signed by at least four participating board members stating findings of fact, conclusions of law concerning the propriety of the conduct of the elected or appointed official or employee, and if appropriate, referring the matter to the city council or other proper authority with a recommendation for censure or other disciplinary action. A member of council censured may be subject to recall pursuant to Section 9.10, Wisconsin Statutes, or any other legal

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(Supp. No. 3/23)

process authorized by law. If four or more members are not able to reach an agreement, the complaint shall be dismissed.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.100 Applicability of code.

This code shall be operative in all instances covered by its provisions except when superseded by an applicable statutory provision and statutory action is mandatory, or when the application of a statutory provision is discretionary, but determined by the ethics board to be more appropriate or desirable.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.110 Distribution of the code.

The city clerk shall provide copies of this code to elected and appointed officials covered by this chapter and shall keep at least one copy permanently on file for the use of the public.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.120 Severability.

- (a) If any provision of this chapter is invalid or unconstitutional, or if the application of this chapter to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this chapter which can be given effect without the invalid or unconstitutional provision or application.
- (b) This ordinance shall be in full force and effect from and after its passage and publication.

(Ord. 1203 (2/5/91) § 2(part), 1991).

7.04.130 Penalty for violations.

In addition to any other provisions relating to disciplinary action or censure, any person who violates any of the provisions of this chapter may forfeit and pay a penalty of not less than twenty-five dollars nor more than two hundred fifty dollars for the first offense, together with the costs of prosecution; and for the second and subsequent offenses, not less than fifty dollars nor more than two hundred fifty dollars, together with the costs of prosecution. If respondent fails to pay the penalty and costs within sixty days of imposition of the penalty, the city may collect the penalty by obtaining a judgment in the circuit court and collecting said judgment as provided by law.

(Ord. 1203(2/5/91) § 2(part), 1991).



Council Agenda Item

Meeting Date:	December 19, 2023
Agenda Item:	Employee Bonuses
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

BACKGROUND

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

The City anticipates concluding 2023 with a financial surplus and has shown interest in rewarding its diligent employees with a bonus. The Finance Committee has agreed to set aside approximately \$25,000 for bonuses and requested the Council be presented with two options:

Option 1: All FT Non-Exempt/Exempt Under \$55,000 receive \$250, All Permanent PT receive \$150

Option 2: FT employees with 1-5 years receive \$300, 5+ years receive \$500 and PT employees with 1-5 years receive \$100, 5+ years receive \$200

Option 3: All FT employees earning at or below \$79,757 receive \$250 and all permanent PT employee receive \$150

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

November 28, 2023 – Finance Committee, recommendation to present options to council for approval

FINANCIAL IMPACT

(If none, state N/A)

Approximately \$25,000

STAFF RECOMMENDATION

Staff recommends setting a maximum wage to establish eligibility so we are not being discriminatory in any way. The wage of the highest earning non-exempt employee is \$79,757. It would be unfair to give a bonus to an hourly employee earning more than an exempt employee. We need to be mindful not to exclude employees based on their status and instead use a maximum wage threshold to determine eligibility.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Bonus Calculation Example

Bonus Calculation Examples

of FT-Nonexempt/Exempt under 55k:

74

of Permanent PT:

35

Option 1:

<1 year	17	250.00		4,250.00
1-5 years	28	250.00		7,000.00
5+ years	29	250.00		7,250.00
				18,500.00

Option 1:

<1 year	4	1
1-5 years	23	1
5+ years	8	1

Total Cost 23,750.00

Option 2:

<1 year	17	Ineligible		
1-5 years	28	300.00		8,400.00
5+ years	29	500.00		14,500.00
				22,900.00

Option 2:

<1 year	4	Inel
1-5 years	23	1
5+ years	8	2

Total Cost 26,800.00

95 FT employees

earn \$79,757 or

86 less

35 PT employees

21,500 250.00 each

5,250 150.00 each

26,750



Council Agenda Item

Meeting Date: 12/19/2023

Agenda Item: Immigration – Letter to Elected Officials

Staff Contact (name, email, phone): Dan Meyer
dmeyer@whitewater-wi.gov
262-473-1371

BACKGROUND

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

The included letter was drafted in order to inform political representatives of the challenges we are facing related to immigration, and to request assistance in order to properly address those challenges. We are requesting feedback as to the content of the letter and, ultimately, approval to send it to elected officials.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Letter to Elected Officials



WHITEWATER POLICE DEPARTMENT

312 W. Whitewater Street • P.O. Box 117 • Whitewater, WI 53190
Telephone (262) 473-0555 • Fax (262) 222-5909

December 19, 2023

Office of [REDACTED]
Address [REDACTED]
City, WI Zip [REDACTED]

[REDACTED],

I am writing to inform you of significant challenges the City of Whitewater faces related to ongoing demographic change, and I am asking for your assistance in obtaining resources to address the situation.

Whitewater is a small City of approximately 15,000 people. Since early 2022, the City has seen a rapid increase in the population of immigrants arriving from Nicaragua and Venezuela. We estimate that there are roughly 800-1,000 individuals who have arrived here in that short time. Each individual has a different reason for coming here; some are fleeing from a corrupt government, others are simply looking for a better opportunity to prosper. Regardless of the individual situations, these people need resources like anyone else, and their arrival has put great strain on our existing resources.

We know that these individuals have come here with a variety of legal statuses; some are seeking asylum, some await a federal court date, and others are here undocumented. As a municipal government, our focus is not on legal status, but rather ensuring we are providing the resources expected of a municipality to all residents of the City. Unfortunately, we are increasingly finding it difficult to do that.

Our police department has identified major challenges associated with the demographic change which have utilized a great deal of our law enforcement resources and made it increasingly difficult to police proactively. Communication, transportation, housing, and documentation/identification concerns are some of the top obstacles that we have been addressing.

Communicating with an immigrant population that generally speaks only Spanish has been a challenge we've worked to overcome by the use of costly translation software. We have found approximately three times the number of unlicensed drivers on our roadways compared to previous years. This occupies much of their time and takes away from our ability to serve in other aspects. Our officers have also seen first-hand the terrible living conditions that many migrants are living in. We've seen a family living in a 10'x10' shed in -10-degree temperatures. We've seen many over-occupied apartments that create non-familial living situations, which unfortunately has led to a number of situations involving juvenile victims of sexual assault. We've also encountered a significant trust barrier between the immigrant population and law enforcement. In many cases this has led to individuals providing false documents and misleading our staff, which further increases our time involved in investigating cases. Finally, our law enforcement staff have responded to a number of serious crimes linked to immigrants in some manner including the death of an infant child, multiple sexual assaults, and a kidnapping.



WHITEWATER POLICE DEPARTMENT

312 W. Whitewater Street • P.O. Box 117 • Whitewater, WI 53190
Telephone (262) 473-0555 • Fax (262) 222-5909

None of this information is shared as a means of denigrating or vilifying this group of people. We know that challenges will come with the addition of any significant number of people to a City. In fact, we see great value in the increasing diversity that this group brings to our community. We simply need to ensure that we can continue to properly serve this group, and the entirety of the City of Whitewater.

With that said, we are in dire need of additional resources. We need additional staffing, specifically in the police department, but also in the form of an immigrant liaison position. These positions are critical to ensure we are addressing the immediate needs of this new population. We also need resources to be able to fund programs aimed at improving the quality of life of our immigrants. A number of non-profit organizations have taken great strides in providing this group with basic essentials like clothing and medical care. However, with additional funding, the City could begin to incentivize new initiatives such as ride-share programs, affordable housing opportunities, and language courses.

To close, I'd like to reiterate our need for assistance. The impact of demographic change that we are seeing in Whitewater is acute. It is unique in Walworth County and even in the State of Wisconsin. If direct funding is not feasible, then I ask that you to consider creating a grant opportunity that the City would be eligible to apply for. This is a critical humanitarian issue, and our City needs government assistance in order to continue to serve our entire community properly.

Thank you for your consideration,

Daniel A. Meyer
Chief of Police
Whitewater Police Department
312 W. Whitewater St.
Whitewater, WI 53190
262-473-1371
dmeyer@whitewater-wi.gov



Council Agenda Item

Meeting Date: December 19, 2023

Agenda Item: Council Action Plan Items A & B

Staff Contact (name, email, phone): Sara Marquardt, smarquardt@whitewater-wi.gov, 262-473-1387

BACKGROUND

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

1. At the December 5, 2023 meeting, Council approved the Self-Governance Action Plan Timeline which stipulated for the review of two action plan items per meeting. Items A and B are brought forth today for review, suggestions and approval.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

October 5, 2010 – Whitewater Common Council passed the Transparency Ordinance.

April 17, 2018 – Whitewater Common Council passed the Good Governance Manual. Minor updates passed on June 8, 2020.

November 7, 2023 – Whitewater Common Council provided a statement on a self-governance plan.

December 5, 2023 – Whitewater Common Council approved the Action Plan Timeline.

FINANCIAL IMPACT

(If none, state N/A)

Unknown

Depends upon Council plan

STAFF RECOMMENDATION

Staff recommends that Common Council reviews, revises as necessary and approves the items for steps A & B of the Council Action Plan.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Self-Governance Outline of Action Plan Items A and B
2. City of Green Bay Code of Conduct
3. Lafayette County Code of Ethics
4. City of Neenah Council Orientation Manual
5. City of River Falls Code of Ethics
6. Good Governance Manual with Code of Ethics
7. Good Governance Manual with Redlined Suggested Changes



iii) Civility and Diversity (\$20)

Who: How Often: When:

2) Invite legal experts or professionals to conduct workshops on compliance.

a) Work Sessions coordinated with von Briesen & Roper such as "*Finding the Governance Solution: The Role of Government & Elected Officials*".

Who: How Often: When:

b) Work Session with Rose Simon-Silva, Assistant Village Attorney/HR Director for Menomonee Falls on topics such as Open Meetings, Staff Management, Conflict Resolution

Who: How Often: When:

3) Develop an onboarding process for newly elected and appointed officeholders.

a) Onboarding of newly elected and appointed officeholders should include the following:

- i) Meeting with City Manager's Office and City Clerk
- ii) Information package including council procedures and expectations, budget, council handbook, organizational chart and strategic plan
- iii) Orientation meetings with department heads (as needed)
- iv) Human Resources paperwork and IT set up
- v) Training facilitation
- vi) Tours (as needed)
- vii) Identify a Council member mentor

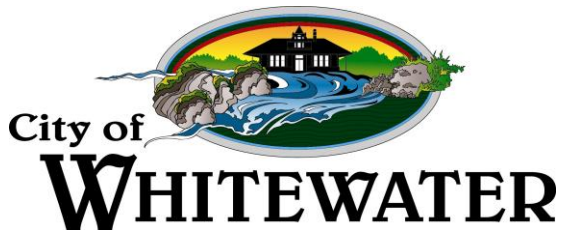
B. Documentation and Communication:

Objective: Establish clear communication channels and documentation practices.

Action Steps:

1) Develop and distribute a new comprehensive handbook and code outlining ethics governance procedures and open meetings compliance.

- a) Green Bay Code of Conduct
- b) Lafayette County Code of Ethics
- c) Neenah Council Orientation Manual
- d) River Falls Code of Ethics



- 2) Revise the current Good Governance Manual and Code to reflect changes approved by the Council and distribute to the public.
 - a) Good Governance Manual including City of Whitewater Chapter 7.04 Code of Ethics
 - b) Good Governance Manual with redlined suggested changes by Council member Gerber and HR
- 3) Establish a plan for future document review and distribution.
 - a) How often to review?
 - b) Means of distribution?

CODE OF ETHICS

Date Approved: December 18, 2012

Date Revised and Approved: March 17, 2020

Resolution: None

SECTION 9.0 ETHICS CODE

9.1 Declaration of Policy

Lafayette County elected Officials and Employees are agents of the public and have the sole purpose of serving that public. They are bound to uphold the Constitution of the United States, the Constitution of the State of Wisconsin and to carry out efficiently and impartially all laws of the United States, the State of Wisconsin, and the Ordinances of Lafayette County. Every decision made and every action taken by Lafayette County Officials must be done in the best interests of the public being served. The Lafayette County Board of Supervisors therefore adopts this ethics ordinance in an attempt to ensure the highest of ethical standards and the faithful discharge of their duties.

9.2 Purpose

The purpose of this Code is to establish high ethical standards of conduct for all Lafayette County Officials and Employees by identifying those acts or actions that are not compatible with the best interest of the County as a whole. **See Addendum 1.** It must be recognized that no single ordinance can anticipate every possible individual situation that may arise. However, in all situations, Officials and Employees must place the interest of the public first and foremost and, as much as possible, avoid even the appearance of impropriety. At the same time, it must be understood that Lafayette County Officials and Employees are also citizens who retain their individual rights to personal and economic interests. Therefore, the standards of ethical conduct for County Officials and Employees must distinguish between minor and inconsequential conflicts which are unavoidable and those conflicts which are substantial and material. The provisions of this code, and such policies, rules and regulations which may be established are to be interpreted in the context of the above principles and are deemed to be in the best interest of the public.

9.3 Applicability

This ordinance applies to all Lafayette County Officials and Employees, whether elected or appointed, paid or unpaid, full time or part time, including all members of boards, committees and commissions, department heads, and all other County Employees.

9.4 Exemptions

Political contributions reported under Chapter 11, Wis. Stats., are exempt from the provisions of this code.

9.5 Definitions

- A. **Anything of Value:** Any money or property, favor, service, payment, advance, forbearance, loan or promise of future employment, but does not include such things as compensation and expenses paid by the state or County, fees, honorariums and expenses, unsolicited advertising or promotional material such as pens, pencils, notepads, calendars, informational or educational materials of unexceptional value, plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals covered by this code.
- B. **Anything of Insignificant Value:** Includes unsolicited advertising or promotional materials such as pens, pencils, notepads, calendars, informational or educational materials of insignificant value, (an item from a vendor that costs less than \$25.00 on a one (1) time basis, but not more than \$50.00 worth of items in a calendar year from a vendor), plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals covered by this Code.
- C. **Associated:** When used in reference to an organization, includes any organization in which an individual or a member of his/her immediate family is a director, officer, or trustee, or who has a significant fiduciary relationship or an individual who owns or controls, directly or indirectly, and severally or in the aggregate, at least ten (10) percent of the outstanding equity.
- D. **Confidential Information:** Means written material or oral information related to county government that is not otherwise subject to the open records law and that is designated by statute, court decision, lawful order, ordinances, resolutions or custom as confidential.
- E. **Contract:** Means all agreements executed between the County or a sub-unit thereof and another party or parties, for the provision of goods, materials, supplies, construction or services in exchange for valuable and sufficient consideration.
- F. **Employee:** Means any person employed by the County in any capacity, fulltime or part-time, and not otherwise included in the definition of Official.
- G. **Financial Interest:** Means any interest which yields, directly or indirectly, a monetary or other material benefit to the Official or Employee, or to any person employing or retaining services of the Official or Employee.
- H. **Immediate Family:** Means an Official's or Employee's spouse, children, stepchildren, parents, grandparents, stepparents, or other legal relation who contributes more than one-half (1/2) support to the Official or employee, or receives that level of support from the Official or employee, or lives in the Official's or Employee's residence.

- I. **Official:** Includes all County elected officials and appointed members of Policy making Boards, Boards and Commissions.
- J. **Organization:** Means any stock or non-stock corporation, partnership, proprietorship, firm, enterprise, franchise, incorporated or unincorporated association, trust or other legal entity other than an individual or body politic.
- K. **Personal Interest:** Means any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.
- L. **Significant Fiduciary Relationship:** Means owning or controlling, directly or indirectly: (a) at least ten (10) percent of the outstanding stock or stock of any business corporation having a cost or market value of at least five thousand dollars (\$5,000); or (b) an interest of at least ten (10) percent or five thousand dollars (\$5,000) of any organization.

9.6 Fair and Equal Treatment

- A. **Use of Public Property:** An official or employee shall not use, or knowingly permit the use, of County services or County-owned vehicles, equipment, materials for unauthorized non- governmental purposes or for unauthorized personal convenience or for profit, unless such services or use are available to the public generally and consistent with practices and policies of the County.
- B. **Obligations to Citizens:** An official or employee shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. This section does not affect the duty of County supervisors to diligently represent their constituency.

9.7 Conflicts of Interest

- A. **Receipt of Gifts and Gratuities Prohibited:** An official or employee shall not accept anything of value whether in the form of a gift, service, loan or promise from any person which may impair his or her independence of judgment or action in the performance of his or her official duties.
- B. **Exception:** It is not a conflict of interest for an official or employee to receive a gift or gratuity that is an unsolicited item of insignificant value or anything which is given to them independent of their position as an official or employee.
- C. **Business Interest:** An official or employee shall not engage in any business or transaction or act in regard to any financial interest, direct or indirect, which:
 1. Is incompatible with the proper discharge of his or her official duties for the benefit of the public; or,
 2. Is contrary to the provisions of this code; or,
 3. May impair his or her independence of judgment or action in the performance of his or her official duties.
- D. **Employment:** An official or employee shall not engage in or accept any private employment or render any service for a private interest when such employment or service is incompatible with the proper discharge of his or her official duties or

which may impair his or her independence of judgment or action in the performance of his or her official duties unless otherwise permitted by law or unless disclosure is made as hereinafter provided. An employee shall obtain prior approval from their Department Head, or in the case of a Department Head, from the applicable oversight committee, before engaging in outside employment.

- E. **Contracting:** An official or employee or a business in which an official or employee holds a 10% or greater interest, may not enter into a contract with the County involving a payment or payments of more than \$1,000 amount within a twelve-month period unless the official or employee has made a written disclosure of the nature and extent of such relationship or interest to the County Clerk and reported such interest to the County Board. Further, pursuant to Wis. Stat. § 946.13, an official or employee is prohibited from participating in the formation of a contract or contracts with Lafayette County involving the receipts or disbursements of more than \$15,000 in any year.
- F. **No Financial Gain:** Except as otherwise provided or approved by the County Board, no Official or Employee shall use his/her public position or office to obtain financial gain or anything of value for the private benefit of himself/herself or his/her immediate family, or for an organization with which he/she is associated.

9.8 Financial Interest in Legislation

A member of the County Board who has a financial interest in any proposed action before the County Board shall disclose the nature and extent of such interest to the County Clerk and the County Board prior to or during the initial discussion of such action and shall refrain from participating in the discussion of and/or voting on such action. A member of the County Board shall request to be excused by the Board or Committee chairperson for the duration of any deliberations concerning such action in which the member has a financial interest. Any other official or employee who has a financial interest in any proposed action before the County Board, and who participates in discussion with or gives an official opinion or recommendation to the County Board, shall first disclose the nature and extent of such interest to the County Board.

9.9 Disclosure of Privileged Information

An official or employee shall not disclose or permit the disclosure of confidential or privileged information of any type to any person not lawfully authorized to receive such privileged information. An official or employee shall not use privileged information to advance his or her personal financial interest or that of his or her immediate family or for any other reason. Wisconsin government places a very strong emphasis on open government. When an exception exists to the Wisconsin Open Meetings law, it is for the purpose of protecting individual reputation and interests, business interests, competitive or financial interests or some other recognized legitimate and significant public policy purpose. Failure to maintain the confidentiality of information presented or discussed in closed session jeopardizes the privacy and liberty interests of individuals, businesses and government itself. No official or employee shall discuss, disclose, divulge, leak or share in any way information from a closed public meeting to any person not personally

present at that public meeting. The only exception to this provision is information discussed of necessity with another County Board Committee or Board while meeting formally in a lawfully posted meeting and which committee is directly involved in some aspect pertaining to the business of the original closed session.

It is imperative that all public officials recognize the importance of their ethical obligation to maintain private information in a confidential matter. Any violation of this provision shall be considered to be a particularly serious and egregious matter.

9.10 Gifts and Favors

An official or employee shall not accept, from any person or organization directly or indirectly, anything of value without full payment, if it could reasonably be expected to influence his or her vote, governmental actions or judgments or is provided to such official or employee because of their position or office and could reasonably be considered as a reward for any governmental action or inaction.

9.11 Nepotism

- A. "Related person" includes: the employee's spouse, brother, sister, parent, guardian, child, grandparent, grandchild, domestic partner, significant other as well as the various combinations of half, step, in-law and adopted relationships that can be derived from the family members named herein. A person considered to be a "significant other" would include a person with whom the supervisor cohabits or whom he/she maintains an intimate relationship. This policy is established to eliminate the possibilities of preferential treatment given in favor of relatives and to reduce possible criticism to appointing authorities.
- B. Department Heads are prohibited from hiring a person related to them for County employment where that newly hired person would be either directly or indirectly supervised by the hiring Department Head.
- C. No person shall be employed, promoted, or transferred to any department, division, or work unit when, as a result, the employee would be directly supervising or receiving direct supervision from a related person.
- D. An official or employee shall not approve or advocate for approving increases in the rate of pay or benefits of a related person.

9.12 State Statutes Incorporated

- A. Statutes Incorporated by Reference: The following sections of the Wisconsin Statutes as may be, from time to time amended, are hereby incorporated by reference and made a part of this Code of Ethics:
 - 1. Wis. Stat. § 19.01 (Oaths and Bonds); and,
 - 2. Wis. Stat. § 19.21 (Custody and Delivery of Official Property and Records); and,
 - 3. Wis. Stat. § 19.81- § 19.89 (Open Meetings of Governmental Bodies); and,

4. Wis. Stat. § 19.59 (Codes of Ethics for Local Government Officials, Employees and Candidates).
- B. Violation of Incorporated Statutes: Officials shall comply with the sections of the Wisconsin Statutes incorporated in this Code and failure to do so shall constitute a violation of this Code of Ethics.

9.13 Enforcement and Administrative Procedures

- A. **Advisory Opinions:** Any person governed by this Code of Ethics may apply in writing to the County Corporation Counsel for an advisory opinion and shall be guided by any opinion rendered. The applicant shall present his or her interpretation of the facts at issue and of the applicability of provisions of this Code before the advisory opinion is rendered. All requests for opinion and opinions rendered shall be in writing. Records of the Corporation Counsel's opinions, opinion requests and investigations of violations shall be closed to public inspection, as required by Chapter 19 of the Wisconsin Statutes as from time to time amended. The applicant may authorize in writing that such records be made public.
- B. **Ethics Inquiry Board:** There is hereby created an Ethics Inquiry Board to consist of three members and one alternate, one of whom shall be an attorney licensed to practice law in the State of Wisconsin, appointed by the County Board Chairperson subject to confirmation by the County Board. The members of the Ethics Inquiry Board shall be residents of Lafayette County and shall not be County Public Officials during the time of appointment, and shall serve staggered three year terms expiring on the third Tuesday in April of the third year following their appointment except as otherwise provided in the implementation of this ordinance, The Corporation Counsel shall provide legal advice, administrative support and assistance to the Ethics Inquiry Board. The Ethics Inquiry Board shall be entitled to mileage and per diem payments for meetings and hearings of the Ethics Inquiry Board on the same basis as provided to members of other Lafayette County Boards, Committees or Commissions.
- C. **Complaints:**
 1. All complaints shall be verified and in writing. The complaint shall state the specific provision(s) of the County Ethics Code or Wisconsin Statutes section(s) or both believed to have been violated and shall include sufficient information to support the allegations. The complaint shall also include the following:
 2. The name, address and telephone number of the complainant;
 3. The name, address and position of the individual who is the subject named in the complaint;
 4. The facts constituting the alleged ethics violation(s) set forth clearly and in detail;
 5. If complainant(s) believes that any Board member has a conflict of interest or bias, the complaint shall state it in the complaint.
 6. Complaints that do not meet the minimum pleading requirements in Subsection C, 1 and 2 above shall be dismissed without prejudice.

7. No action may be taken on any complaint that is filed later than six months after a violation of the Ethics Code is alleged to have occurred.
8. All written complaints shall be submitted to the County Clerk, 626 Main Street, Darlington, WI 53530. The County Clerk shall forward the complaint to the Chair of the Ethics Board and the Corporation Counsel.

D. Procedure Before the Board:

1. The Corporation Counsel shall review the complaint to assure that it meets all procedural and technical requirements. If the complaint is defective, the Corporation Counsel shall notify the complainant of the defect within fourteen (14) days of receipt of the complaint. The complainant must correct the defect within thirty (30) days of the Corporation Counsel's notification or the complaint will be administratively closed.
2. The Corporation Counsel shall send notice, including a copy of the complaint to the respondent(s) and complainant within fourteen (14) business days of the receipt of the complaint by the Chair. The notice shall be sent via certified mail or by personal service.
3. The notice shall inform the respondent that they may file a written statement of their position with the Ethics Board within fourteen (14) business days of the date the notice was sent.
4. The respondent may request that any hearing be held in open session.
5. The Corporation Counsel shall contact the members of the Ethics Board to schedule a probable cause hearing.

E. Investigations and Powers. Pursuant to any investigation or hearing conducted under this ethics article, the Ethics Board has the authority to:

1. Require any person to submit in writing such reports and answers to questions relevant to the proceedings conducted under this article as it may prescribe, such submission to be made within such period and under oath or otherwise as the Ethics Board may determine.
2. Administer oaths and require by subpoena issued by it pursuant to Wis. Stat. § 885.01, the attendance and testimony of witnesses and the production of any documentary evidence relating to the investigation or hearing being conducted.
3. Order testimony to be taken by deposition before any individual who is designated by it and has the power to administer oaths, and, in such instances, to compel testimony and the production of evidence in the manner as authorized by Subsection C (2), above.
4. Pay witnesses the same fees and mileage as are paid in like circumstances by the courts in Wisconsin.
5. Request and obtain from the Department of Revenue copies of state income tax returns and access to other appropriate information under Wis. Stat. § 71.78(4), regarding all persons who are the subject of such investigation.
6. Retain outside counsel and other experts as needed in connection with any of the Ethics Board's responsibilities hereunder after solicitation of recommendations from the office of the District Attorney and upon such contract for services approved for content and form by the Corporation Counsel.

F. Hearing Upon Finding of Probably Cause

1. If after investigation, the Ethics Board finds that probable cause exists for believing the allegation(s) in the complaint, the Ethics Board shall not less than thirty (30) business days after such finding is made schedule a hearing date. The Ethics Board shall give the complainant and the accused at least thirty (30) business days' notice of the hearing date. The Ethics Board shall appoint outside counsel to act as prosecutor of the complaint.
2. Pursuant to Wis. Stat. § 19.85, the hearing shall be closed to the public unless the accused requests that it be opened.
3. All evidence, including certified copies of records and documents which the board considers, shall be fully offered and made part of the record of the case. The evidence presented shall be limited to the scope of the charges made in the complaint. The Ethics Board shall not be bound by the rules of evidence for trial, but it shall admit all evidence having reasonable probative value provided that it relates to the scope of the charge(s) made in the complaint and shall exclude immaterial, irrelevant or unduly repetitious testimony.
4. Every party shall be offered, during all stages of any investigation or proceeding conducted under this ethics ordinance, reasonable opportunity to rebut or offer countervailing evidence.
5. The parties and/or their representatives shall provide each other with an opportunity to examine all documents and records to be used at a hearing under this section at least ten (10) business days prior to the scheduled hearing.
6. The parties may make a brief opening statement to acquaint the board with the nature of the complaint;
7. During the hearing, the parties shall have the opportunity to present witnesses, confront and cross-examine adverse witnesses and establish all pertinent facts.
8. The voting members of the Ethics Board may direct questions to any party or witness.
9. The burden of proving violations alleged in the complaint shall be on the complainant. Violations shall be proven by clear, convincing and satisfactory evidence.
10. All proceedings held before the Ethics Board shall be recorded either by a certified court reporter or an electronic recording device.
11. The Ethics Board shall have the power to compel attendance of witnesses and to issue subpoenas under Wis. Stat. § 885.01.
12. Unless otherwise precluded by law, informal disposition of any case may be made by stipulation, agreed settlement, consent order or default.

G. Deliberations and Decision. Upon completion of the hearing, the Ethics Board shall adjourn to closed session for deliberations. Any person not a member of the board, including county board supervisors, shall be excluded from the deliberations of the Ethics Board. Within the ten (10) workdays of the conclusion

of the hearing, the Ethics Board shall complete and serve the parties its written findings, recommendations and orders signed by all participating Ethics Board members, together with findings of fact and conclusions of law, concerning the propriety of the conduct of the Official or Employee. The recommendations made by the Ethics Board may include a recommendation of the action and/or discipline that the Ethics Board believes that the Official or Employee by the Official's or Employee's governing, appointing or hiring authority should consider taking against the accused including, without limitation, censure, suspension, removal of an Official from office or employment or that an Employee be disciplined or discharged. If the Ethics Board determines that no violation of this ethics ordinance has occurred, it shall dismiss the complaint, and notify all parties involved including the accused, and if requested to do so by the accused, issue a public statement. If the Ethics Board finds that clear, satisfactory and convincing evidence of an ethics violation exists, the Ethics Board shall take any action and make any recommendations and/or orders that it deems appropriate in accordance with this ordinance. The official or body to whom the decision of the Ethics Board is referred shall be guided by the recommendations of the Ethics Board but shall not be obligated to follow them.

- H. **Penalties:** The Ethics Board may recommend to the County Board any one or more of the following sanctions:
1. That the Official or Employee conform his or her conduct to this ethics code.
 2. That the Official or Employee be issued a private or public reprimand.
 3. In the case of a citizen member, that the appointing authority consider removing the person from the committee, board or administrative agency.
 4. In the case of any Employee, that the Employee's hiring or appointing authority consider imposing discipline up to and including discharge of the Employee.
 5. In the case of an elected County Board Supervisor, that the County Board consider sanctioning, censuring or expelling the Supervisor.
 6. In addition to the above listed sanctions, the County Board may impose a nonrefundable forfeiture of not less than One Hundred Dollars (\$100.00) nor more than One Thousand Dollars (1,000.00) upon the individual found to have violated any of the provisions of this ordinance.
- I. **Enforcement and Penalties.** If, after investigation and hearing, the Ethics Board determines by clear, convincing and satisfactory evidence that a violation of this ethics ordinance has occurred, the Ethics Board must take one (1) or more of the following actions:
1. Supervisors. If the person found to have violated this ethics ordinance is an elected member of the board of supervisors, the Ethics Board may refer the matter and recommendations to the board of supervisors for whatever action the board of supervisors deems appropriate under law.
 2. Other Elected Officials. If the person found to have violated this ethics ordinance is an elected county official other than a member of the board of supervisors, the matter may be referred to the official or body with the authority to remove the official from office as provided under the Lafayette County ordinances or Wisconsin statutes. If none is designated in the

Lafayette County ordinances or Wisconsin statutes, the matter shall be referred to the board of supervisors.

3. Appointed Officials. If the person found to have violated this ordinance is an appointed county official, the matter may be referred to the official or body with the authority to remove the official from office as provided under the Lafayette County ordinances or Wisconsin state statutes. If none is designated by the Lafayette County ordinances or Wisconsin statutes, then the matter shall be referred to the official or body who appointed the official to office.
4. Employees. If the person found to have violated this ordinance is an employee, the Ethics Board may refer the matter to the employee's appointing/hiring authority.
5. Return/Restitution. An order for the specified return of county property or funds or gifts and/or restitution for the value of the gifts, property and funds procured, obtained or retained as a result of a violation of this ethics ordinance. An order for return/restitution shall include a deadline for return or making restitution.
6. Modify Behavior. An order requiring the accused to conform his/her conduct to this article.
7. Fine. An order requiring an individual who has been determined by the Ethics Board to have violated this ethics ordinance to forfeit an amount not less than one hundred dollars (\$100) nor more than one thousand dollars (\$1,000) for each offense along with a payment deadline.
8. Corporation Counsel Action. The corporation counsel, when requested by the Ethics Board, shall institute a civil proceeding to recover any forfeiture, restitution or declaratory order incurred under this ethics ordinance which has not been timely complied with by the subject of the order. Any forfeiture or other funds recovered under this section shall be remitted to the Lafayette County treasurer. Any property ordered returned shall be returned to the county department or entity from which the property was taken, or to any other person or entity providing a gift.
9. Referral to the District Attorney. Referral to the District Attorney to commence enforcement and penalties as permitted by Wisconsin Statutes
10. Other Penalties. The enumerated penalties and sanctions in this section shall not be construed to limit the authority of the Ethics Board or the County from imposing any additional penalties or sanctions. The County may take disciplinary actions, up to and including discharge, based on any acts, omissions or conduct of any employee that the County determines has engaged in conduct which is in violation of this ordinance in accordance with the County's policies governing employment. Such disciplinary or other action by the County is not contingent upon the filing of an ethics complaint under this ordinance, any finding whatsoever by the Ethics Board or any competent court of jurisdiction pursuant to this ordinance and is not precluded by any decision of the Ethics Board hereunder. Any person found by the Ethics Board to have violated any portion of this ethics ordinance shall be subject to

private reprimand, public reprimand, denial of salary or merit increase, suspension without pay, removal from employment or office in accordance with the provisions of Wisconsin statutes or other disciplinary actions pursuant to the recommendations of the Ethics Board and/or judgment of the official or body to whom the decision of the Ethics Board is referred under this section. Any action taken by an Official or Employee that is deemed in violation of this section may be deemed void by Lafayette County.

9.14 Severability

If any of the provisions of this ordinance is held to be invalid or unconstitutional or if the application of any provision of this ordinance to any person or circumstance is held to be invalid or unconstitutional, such holding shall not affect any other provision or applications of this chapter which can be given effect without the invalid or unconstitutional provisions or applications.

Fiscal Note: Unable to determine any tangible fiscal impact from the passage of this ordinance.

Legal Note: Within County Board Authority.

I, Carla Jacobson, Clerk of the County of Lafayette, State of Wisconsin, do certify that this ordinance was amended by the Lafayette County Board of Supervisors at a meeting held on March 17, 2020.

CODE OF ETHICS

Addendum 1

Date Approved: March 17, 2020

ETHICAL PRINCIPLES

These ethical principles apply to any county (appointed or elected) public official, candidate for county public office and county employee.

The ethical county official, employee and candidate should:

- Properly administer the affairs of the county.
- Promote decisions which only benefit the public interest.
- Actively promote public confidence in county government.
- Keep safe all funds and other properties of the county.
- Conduct and perform the duties of the office diligently and promptly dispose of the business of the county.
- Maintain a positive image to pass constant public scrutiny.
- Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
- Inject the prestige of the office into everyday dealings with the public employees and associates.
- Maintain a respectful attitude toward employees, other public officials, colleagues and associates.
- Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interest of the county.
- Faithfully comply with all laws and regulations applicable to the county and impartially apply them to everyone.

The ethical county official, employee and candidate should not:

- Engage in outside interests that are not compatible with the impartial and objective performance of his or her duties.
- Improperly influence or attempt to influence other officials to act in his or her own benefit.
- Accept anything of value from any source which is offered to influence his or her action as a public official.

The ethical county official, employee and candidate accepts the responsibility that his or her mission is that of servant and steward to the public.

A county official, employee and candidate may be subject to censure or reprimand by the County Board or its designee, for violation of these ethical principles.



Council Orientation Manual

A Handbook for City of Neenah Council Member



City of Neenah
P.O. Box 426
211 Walnut Street
Neenah, WI 54956

Updated: May 2015
Created By: Patricia A. Sturn, WCPC, MMC
City Clerk



INTRODUCTION

Welcome to the Neenah Common Council. We are glad that you have been chosen to represent your district and their interests. It is important for you to always be aware that you also represent the interests of the entire City of Neenah. Sometimes you will find it very difficult to balance the two positions. However, if you keep yourself informed by attending committee meetings and asking questions, keep an open mind to all viewpoints, and listen to your colleagues, the differences of opinion and variety of viewpoints will generally lead to the best solution for the City of Neenah.

If we all practice the following rule, we will avoid many of the problems that might arise from these differences of opinion.

When in doubt, do what is best for the City of Neenah

ALDERMANIC TERM

The office of Alderperson is a three-year term commencing on the third Tuesday in April. At the Council meeting that evening, new alderpersons will take their oaths of office. The City of Neenah has three aldermanic districts. Three alderpersons oversee each district.

BUSINESS CARDS

The office of Alderperson entitles you to receive business cards printed at city expense. They will be printed with your office title, name and address. To order, stop at the Finance Department and a staff member will order these for you.

COMMUNICATIONS

Each Alderperson is provided with a key to a mailbox located in the lobby of City Hall. Daily mail, internal distributions and communications (i.e. agenda, minutes and misc. correspondence) are made throughout the week into your mailbox. The Clerk's Office will collect all the mail on Friday and have a Community Service Officer deliver your mail to your home. You are asked to return the expandable folder to your mailbox the next time you are at City Hall so it can be reused the following week.

CITY INTRANET/EMAIL

Elected Alderpersons have the option to connect to the City Intranet via their home computers. You will also be given a City email account to be used for city business only. You will be asked to sign an Intranet Policy. Please stop in our Information Systems Department to get this set up. The City Intranet provides such things as:

- City Reports and Publications
- City Calendars
- Employee Forms and Policies
- Phone Directories
- Resource Reservations
- Employee Information
- Important Notes and Dates

ALDERMANIC COMPENSATION

After being elected to the position of Alderperson, payroll forms must be completed and returned to the Human Resources Department no later than the day you take your oath of office.

Alderpersons are compensated on a monthly basis, payable on Thursdays coinciding with the second City Payroll of each month. Payroll Calendar is available on the City Intranet. Alderpersons are compensated \$4,075 on an annual basis for terms beginning April 2014; \$4,475 on an annual basis for terms beginning April 2015; and \$4,800 on an annual basis for terms beginning April 2016. Aldermanic salaries are paid in monthly installments of 1/12th of the annual pay. The President of the Common Council is paid an additional \$50.00 per month.

Your compensation **MUST** be sent electronically to your financial institution. Direct Deposit forms are available in the Human Resource Department or on the City Intranet. A copy of your check will be distributed in lieu of the actual paycheck and will be placed in your mailbox to be delivered with your packet on Friday. Any changes in payroll withholding exemptions should be handled through the Human Resources Department.

Municipal Code

Elected Alderpersons have the option to receive a hard copy of the Municipal Code as a reference tool. If you receive a hard copy of the code, you will be responsible to insert quarterly updates as requested by the City Clerk. If you choose not to received a hard copy of the code, it can also be accessed from the City website.

Committees/Boards/Commissions

Appointments to the various Committees/Boards/Commissions are made at the Organizational Meeting on the third Tuesday in April.

The Mayor will contact you to see what Committees, Boards and/or Commissions you are interested in serving on. He will make the following appointments:

Standing Committee:

- Finance & Personnel Committee (4 alderpersons plus Council President)
- Public Services & Safety Committee (4 alderpersons plus Council President)
- Committee on Rules (3 alderpersons)
- Legislative Review Committee (Mayor plus (2) alderpersons)
- Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee (2 alderpersons)

Other Committees/Boards/Commissions:

- Community Development Authority (CDA) (2 alderpersons)
- Board of Public Works (2 members of Public Services & Safety Committee)
- Emergency Government Committee (1 alderperson)
- Mayor's representative on the Bergstrom Mahler Museum Board of Directors (1 alderperson)
- Council Representative to the Library Board (1 alderperson)
- Council Representative to the Business Improvement District Board (BID Board) (1 alderperson)
- Council Representative to the Cable TV Committee (1 alderperson – chairman of the Finance & Personnel Committee)

The Council President will also contact you to see which of the following Committees, Boards and/or Commissions you are interested in serving on as the Council Representative.

- Joint Review Board
- Water Works Commission
- Plan Commission
- Loan Assistance Board
- Park & Recreation Commission
- Landmarks Commission

IMPORTANT EVENTS

REGULAR COUNCIL MEETINGS – The regular meetings of the Common Council are held on the first and third Wednesday of each month. Special meetings may be called upon request. If you are unable to attend a scheduled meeting, please contact the City Clerk or the Mayor so you can be marked “excused”.

ORGANIZATIONAL MEETING - The Organizational Meeting is held on the third Tuesday in April at 7:00 p.m. It is at this meeting that the Rules of the Council are discussed, amended and approved. New Alderpersons take their oaths of office and are seated at this meeting. The Standing Committees set meeting times and dates at the organizational meeting.

MEMORIAL DAY PARADE – Neenah officials are invited to participate in the annual Memorial Day Parade. This parade takes place on the last Monday in May.

LEAGUE OF MUNICIPALITIES MEETINGS – The City of Neenah is a member of the League of Wisconsin Municipalities. As an alderperson, you are invited to attend various meetings/conferences/seminars throughout the year.

- The League of Wisconsin Municipalities Annual Conference is held in early October of each year. The meetings start on Wednesday evening and run through Friday. Pre-Conference Workshops are held on Wednesday. The Conference and Concurrent Workshops are held on Thursday with the Closing Session and adjournment on Friday. The City Clerk will notify you when this information becomes available.
- The League of Wisconsin Municipalities conducts a one-day workshop “Local Government 101” for new officials and/or other officials who wish to brush up on their knowledge of local government. The workshop is held in late May or early June and are very beneficial to newly elected aldermen. The City Clerk will notify you when this information becomes available.

OPERATING BUDGET MEETINGS & WORKSHOPS – four workshops are scheduled prior to the Operating Budget Public Hearing to discuss various portions of the following year’s budget. They are scheduled late October early November usually following a committee meeting. The budget hearing is scheduled early November.

CAPTIAL IMPROVEMENTS PROGRAM (CIP) BUDGET MEETINGS & WORKSHOPS - two workshops are scheduled prior to the Capital Improvements Program public input session to discuss various projects in the five-year plan. They are scheduled early spring usually following a committee meeting. The CIP Public Input Session is scheduled early spring.

GUIDELINES OF CONDUCT FOR COUNCIL MEMBERS

1. Listen to and keep an open mind to all viewpoints.
2. Treat everyone with respect, just as you would want to be treated.
3. Always be honest with your fellow Alderpersons.
4. Deal openly with city staff. **Use and trust their expertise and assistance.**
5. As a member of a committee or commission:
 - a. Learn your committee's role.
 - b. Arrive at all appointments and meetings on time. If you will be unable to attend or will be late, call the chairperson or committee designee.
 - c. Read all materials before the meeting.
 - d. Maintain a professional attitude.
 - e. Speak only after being recognized by the chairperson. Keep the discussion on the topic.
 - f. Let others have a chance to speak. Do not make comments while others are speaking.
 - g. When members of the audience are speaking, listen courteously.
6. As a member of the Common Council:
 - a. If you must miss a Council meeting, inform the Mayor and the City Clerk prior to the meeting date.
 - b. A mailbox is provided in the lobby of City Hall for all city distributions and correspondence from city staff and/or constituents.
 - c. A weekly packet of information containing agendas, minutes and misc. correspondence will be delivered to your home each Friday. If you will be out of town and would like your packet held, please notify the City Clerk. Return the expandable folder to your mailbox each week for use in delivering the following week's packet.
 - d. Study all information PRIOR to the Council meeting. **BE PREPARED.**
 - e. Remember, the members of the audience judge the council by the conduct displayed by each individual. If you embarrass yourself, you embarrass all members of the Common Council.
 - f. Be respectful to your fellow colleagues and citizens. Open your beverages or snacks before the Council meeting begins. Consuming snacks is discouraged, as you never know when you may be on camera or asked to comment.
 - g. Do not move around the room or leave the Council Chambers during Council meeting except when necessary. This is a distraction for others and may cause you to miss a vote.
 - h. When referring to another Alderperson, use the formal manner of

- “Aldersperson Jones” or “my colleague” rather than first names.
- i. When referring to other elected officials and department heads, use the formal manner of “Police Chief Jones,” “the police chief,” or by a surname such as “Mr. Jones”, rather than first names.
 - j. The Mayor should always be addressed formally, using “Mayor Jones” or “Your Honor.”
 - k. DO NOT HOLD side conversations while business is being conducted. Not only do you miss what is being discussed, but so does the person you are talking to and other Alderspersons may have difficulty hearing or concentrating over your conversation.
 - l. During the public participation portion of the meeting, listen respectfully to the speakers.
 - m. Know and obey the Rules of Order of the Common Council of the City of Neenah as approved and published after each April’s organizational meeting.
 - n. If you feel you have a conflict of interest on a certain vote, you may abstain from voting on that issue. You should also abstain from discussion on the issue. Should you have any questions regarding a conflict of interest, please consult with the City Attorney before the vote.
 - o. Try not to needlessly re-hash or over-analyze and issue; dragging out a meeting numbs your judgement.
 - p. Don’t be afraid to disagree with a fellow Aldersperson or staff member, but do not make your disagreement a personal attack. Learn to AGREE TO DISAGREE.
 - q. Try to keep an open mind to all viewpoints before you cast your vote.

TEN IDEAS FOR KEEPING YOUR COOL WHEN OTHERS AREN'T

- 1. Keep your attention focused on the issue, not the person.**
It's easy to make personal attacks and statements - don't. Just continually keep in mind the issue and focus on it. You do not have to react to personal attacks - just refocus on the issue.
- 2. Develop norms and expectations for interaction.**
Whenever possible, set up standards for personal interactions, i.e., no interruptions, listen with respect, time limits, etc. Be very clear about what your expectations are and make sure you understand what other people's expectations are. Often times, conflict develops over misunderstandings of expectations.
- 3. Use objective description/avoid judgmental statements about others.**
Describe what you see happening. Ask questions rather than making assumptions.
- 4. Adopt an abundance mentality.**
Power with vs. Power over - we need to hear many different ideas and have many different citizens participating to solve the problems and meet the challenges in our communities. The more that power is shared, the more likely benefits and chances for success, which positively impact formal leaders and community members alike will occur.
- 5. Control your emotions. Wait until you are calm to interact.**
When your negative emotions are getting the best of you, step back and wait until you can focus on the problem.
- 6. Find something to support in what others are saying or doing.**
This helps the dialogue move forward in a collaborative way.
- 7. Use "and" instead of "but." How can we...and still....**
When you use the word "but," people tend to get polarized into two sides. When you use the word "and," you can connect many ideas that are thought of as being opposite, which are not. Think about how ideas can co-exist.
- 8. Brainstorm other options - don't get stuck in either/or. Be willing to learn.**
Instead of digging into your position, think of other alternatives. When there is deadlock, ask yourself what other ways there are to solve the problem besides the ones currently being articulated. Find out what the interests are behind positions and then you will recognize that there are many more options. You will have a better chance of finding one that the majority can agree on. Think outside the box.

9. **Don't make convincing everyone a goal - know that some will be convinced and some never will.**

State your points and describe how you arrived at your decisions or ideas. Invite the other Council members to comment on your ideas. Ask others how they have arrived at their decision. Balance the use of inquiry and advocacy. Even if you "lose" on a vote, remember that you have spoken for some people.

10. **Celebrate and enjoy our amazing system of governance.**

"...Life, Liberty and the Pursuit of Happiness" -- these are the things worth working for. Besides, think of all the stories you'll be able to tell about the part you played in Neenah history.

RULES OF CIVILITY

Excerpted from "Civility"
by
Prof. Stephen L. Carter
Yale University School of Law

1. Civility assumes that we will disagree; it requires us not to mask our differences but to resolve them respectfully.
2. Civility requires that we listen to others with knowledge of the possibility that they are right and we are wrong.
3. Civility requires that we express ourselves in ways that demonstrate our respect for others.
4. Civility requires resistance to the dominance of social life by the values of the marketplace. Thus, the basic principles of civility--generosity and trust-- should apply as fully in the market and in politics as in every other human activity.
5. Civility allows criticism of others, and sometimes even requires it, but the criticism should always be civil.
6. Civility discourages the use of legislation rather than conversation to settle disputes, except as a last, carefully considered resort.
7. Teaching civility, by word and example, is an obligation of the family. The state must not interfere with the family's effort to create a coherent moral universe for its children.
8. Civility values diversity, disagreement, and the possibility of resistance, and therefore the state Our duty to be civil toward others does not depend on whether we like them or not.
9. Civility requires that we sacrifice for strangers, not just for people we happen to know.
10. Civility has two parts: generosity, even when it is costly, and trust, even when there is risk.
11. Civility creates not merely a negative duty not to do harm, but an affirmative duty to do good.
12. Civility requires a commitment to live a common moral life, so we should try to follow the norms of the community if the norms are not actually immoral.
13. We must come into the presence of our fellow human beings with a sense of awe and gratitude.
14. We must not use education to try to standardize our children.

Five reasons for a democracy to value the sacrificial civility:

1. By encouraging us to see even those with whom we disagree as full equals before God, civility enables us to hold the respectful dialogues without which democratic decision-making is impossible.
2. Civility reminds us that in a democracy all our actions must meet the test of morality, and that our ability to discipline ourselves to do what is right rather than what we desire is what distinguishes us from animals.
3. That self-discipline, in turn, enables us to resist the tendency of the values of politics and the market to swallow all of social life.
4. Our adherence to standards of civil behavior serves, in Arthur Schlesinger's term, as our letter of introduction to our fellow citizens, thus helping us to build community.
5. By treating each other with the respectful civility that our shared createdness requires, we help make bearable the many indignities and frictions of everyday life.

Carter, *Civility*, pg. 111

COUNCIL MEETINGS/ROBERTS RULES OF ORDER

The Neenah Common Council meetings are recorded by UW Fox and played back on Channel 2 on Thursday evenings at 6:00 p.m. A copy is kept at the Neenah Public Library for your constituents to check out and view.

Reminder: The Council Chamber microphones are open at all times. If you wish to speak to your neighbor and not be heard, depress the button on the bottom of your microphone stand to silence your microphone. When speaking, speak directly into your microphone, DO NOT turn toward the person you are speaking to.

The Roll Call-Pro Voting System is used to conduct the Council meetings. A remote key keypad will be left at your desk in the Council Chambers for use during meetings. To record a vote, press “yes” to vote in favor of a motion, “no” to vote against a motion or “abstain” to abstain from voting, then depress “Confirm”.

The Common Council operates under Roberts Rules of Order. When used properly, they will keep the agenda moving at a workable pace. The following is a brief description of the most common Roberts Rules of Order used in Council debates and instructions for using the Roll Call-Pro Voting System:

- I. **ROLL CALL** is taken by each member of the Council recording their presence on the Roll Call-Pro System and responding to the City Clerk as she reads aloud the names of each member of the Council. To record your presence at the meeting, press “Yes” and “Confirm” on your remote key keypad.
- II. **INTRODUCING BUSINESS** - Most Council business is introduced by a motion to approve a committee/commission/board report. Occasionally other items of business are introduced by the Mayor or motions are made under “Other Business” on the agenda.
- III. **CONSENT AGENDA** consists of items from committee that should need no additional discussion prior to approval. Consent agenda items are listed individually on the agenda but voted on as one item.
- IV. **OBTAINING THE FLOOR** - To obtain the floor, you should press your “Request to Speak” button on your remote keypad and wait until you are recognized by the Chair. The Chair will call your name in the same order in which your button was pressed.
- V. **MOVE TO AMEND** - A move to amend is usually in order whenever a motion is on the floor. If the move to amend receives a second, then discussion centers first on the amendment. A vote to approve or disapprove the amendment must take place before moving back to the debate and vote on the main motion.
- VI. **SEPARATING AN ITEM** - You may separate any item from a committee report by obtaining the floor and then requesting a separate vote on a particular item. After debate, a separate vote is taken before moving back to deal with the remaining report.

- VII. **DIVISION OF A QUESTION** - To further divide an item from a committee report, obtain the floor and make a motion to divide the question into separate votes in the fashion you desire. After receiving a second, the motion is debatable and must be voted on before proceeding.
- VIII. **A POINT OF ORDER** - A point of order may be raised at any time for the purpose of clarifying a particular point or item. To raise a point of order, obtain the floor and clearly state your point. If you are not satisfied with the explanation, you may request additional information. If your point of order deals with procedure and you are not satisfied, you can appeal the decision of the Chair.
- IX. **APPEAL (A QUESTION OF ORDER)** - A question of order takes precedence over all business and must be decided by the presiding officer without aldermanic debate. If the Alderperson objects to the decision of the Chair, he/she says, "I appeal the decision of the Chair." If the appeal is seconded, the Chair immediately states the question as follows; "Shall the decision of the chair stand as the judgment of the Council?" and a vote of the members present will be taken. If there is a "yes" or "tie" vote, the decision of the Chair is sustained. If the Council votes "no," debate moves back to the original question.
- X. **WITHDRAWAL OF A MOTION** - If a motion came through a committee, and the mover wishes to withdraw his/her motion, and no one objects, the presiding officer grants the permission. If any objection is made, a motion to withdraw is in order; this motion cannot be debated or amended.
- XI. **SUSPENSION OF THE RULES** - This motion is not debatable and cannot be amended, nor can any other motion be applied to it. The rules of the council must be suspended by a two-thirds vote of the members of the council. This rule is most commonly used on the Council to change the order of the agenda. It is customary to express a valid reason for suspending the rules.
- XII. **MOTION TO TABLE** - This motion takes precedence over another motion, is not debatable, and cannot be amended. It removes the subject from consideration until the Council or Committee votes to take it from the table.
- XIII. **MOTION TO POSTPONE TO A CERTAIN DAY** - The effect of this motion is to postpone the entire question to a time specified. Until that time it cannot be taken up except by a two-thirds vote of those present. When that time arrives, it is entitled to be taken up in preference to other motions.
- XIV. **MOTION TO CLOSE DEBATE** - In order to close debate on a subject say, "I call the question," "I move to close debate," or "I call the previous question." If the call is seconded, the presiding officer must immediately call for a vote on the motion. A two-thirds vote is required.
- XV. **MOTION TO REFER BACK** - The Council Rules allow for an automatic refer back on an item at the request of an Alderperson. If you desire to refer an item back for a second time, it must be by a regular motion and requires a majority vote of the Council. A second request for a refer back is debatable.

- XVI. **MOTION TO RECONSIDER** - This motion is in order at any time but must be made by an alderperson who voted with the prevailing side at the present or immediately succeeding meeting or by one who was excused from the preceding meeting. A move to reconsider requires a majority vote of the total members of the council. No item can be reconsidered twice unless a suspension of the rules is called for.
- XVII. **COMMITTEE OF THE WHOLE** - When the Council has to consider a subject, which it does not wish to refer to a committee or when, for any reason, it is desirable for the Council to consider a subject with all the freedom of an ordinary committee, it is the practice to refer the matter to the "Committee of the Whole." If it is desired to consider the question at once, the motion is made that "the Council resolve itself into a Committee of the Whole to take under consideration...the subject." If the motion is seconded, a two-thirds majority of the members present is required. When the Council is through with the consideration of the referred subject, a motion is made that "the Committee rise and report." The council president or committee chair reports to the Mayor the decision of the group. An Alderperson can then move to adopt the Report of the Committee of the Whole.
- XVIII. **NOTWITHSTANDING VOTE** - The effect of this vote is to reverse the recommendation of the committee of jurisdiction. The Chair may be asked to state what an "aye" or "nay" vote will mean.
- XIX. **A TIE VOTE** is when members present vote equally aye or nay. An abstention does not count as a no for the purpose of a tie vote. The Mayor only votes to break a tie vote.
- XX. **COUNCIL DIRECTIVES** are instructions issued by the Council typically to Department Heads, Committees, Boards, Commissions, staff or other sections of the Cities' government by a member of the Council. Directives are proposed in the form of a motion and shall require a second from another alderperson. To be placed on the current list of Directives a majority of the Council must vote for its inclusion. Directives may be removed from the current listing when the majority of the Council agrees (by vote) that the Directive has been satisfactorily completed and/or is deemed no longer necessary.
- XXI. **MOTION TO ADJOURN** is always in order. It always requires a second and a majority vote.

Misconduct In Public Office
Chapter 946.12 Wisconsin Statutes

946.12 Misconduct in public office. Any public officer or public employee who does any of the following is guilty of a Class I felony:

946.12(1) **(1)** Intentionally fails or refuses to perform a known mandatory, nondiscretionary, ministerial duty of the officer's or employee's office or employment within the time or in the manner required by law; or

946.12(2) **(2)** In the officer's or employee's capacity as such officer or employee, does an act which the officer or employee knows is in excess of the officer's or employee's lawful authority or which the officer or employee knows the officer or employee is forbidden by law to do in the officer's or employee's official capacity; or

946.12(3) **(3)** Whether by act of commission or omission, in the officer's or employee's capacity as such officer or employee exercises a discretionary power in a manner inconsistent with the duties of the officer's or employee's office or employment or the rights of others and with intent to obtain a dishonest advantage for the officer or employee or another; or

946.12(4) **(4)** In the officer's or employee's capacity as such officer or employee, makes an entry in an account or record book or return, certificate, report or statement which in a material respect the officer or employee intentionally falsifies; or

946.12(5) **(5)** Under color of the officer's or employee's office or employment, intentionally solicits or accepts for the performance of any service or duty anything of value which the officer or employee knows is greater or less than is fixed by law.

Wisconsin's

CODE OF ETHICS FOR PUBLIC OFFICIALS AND EMPLOYEES

Subchapter III, Chapter 19, *Wisconsin Statutes*

19.58 Criminal penalties. (1) (a) Any person who intentionally violates any provision of this subchapter except s. 19.45 (13) or 19.59 (1) (br), or a code of ethics adopted or established under s. 19.45 (11) (a) or (b), shall be fined not less than \$100 nor more than \$5,000 or imprisoned not more than one year in the county jail or both.

(b) Any person who intentionally violates s. 19.45 (13) or 19.59 (1) (br) is guilty of a Class I felony.

(2) The penalties under sub. (1) do not limit the power of either house of the legislature to discipline its own members or to impeach a public official, or limit the power of a department to discipline its state public officials or employees.

(3) In this section “intentionally” has the meaning given under s. 939.23.

19.59 Codes of ethics for local government officials, employees and candidates.

(1) (a) No local public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. A violation of this paragraph includes the acceptance of free or discounted admissions to a professional baseball or football game by a member of the district board of a local professional baseball park district created under subch. III of ch. 229 or a local professional football stadium district created under subch. IV of ch. 229. This paragraph does not prohibit a local public official from using the title or prestige of his or her office to obtain campaign contributions that are permitted and reported as required by ch. 11.

(b) No person may offer or give to a local public official, directly or indirectly, and no local public official may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the local public official’s vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the local public official. This paragraph does not prohibit a local public official from engaging in outside employment.

(br) No local public official or candidate for local public office may, directly or by means of an agent, give, or offer or promise to give, or withhold, or offer or promise to withhold, his or her vote or influence, or promise to take or refrain from taking official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make or refrain from making a political contribution, or provide or refrain from providing any service or other thing of value, to or for the benefit of a candidate, a political party, any person who is subject to a registration requirement under s. 11.05, or any person making a communication that contains a reference to a clearly identified local public official holding an elective office or to a candidate for local public office.

(c) Except as otherwise provided in par. (d), no local public official may:
1. Take any official action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the

official is associated has a substantial financial interest.

2. Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official is associated.

(d) Paragraph (c) does not prohibit a local public official from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit a local public official from taking official action with respect to any proposal to modify a county or municipal ordinance.

(f) Paragraphs (a) to (c) do not apply to the members of a local committee appointed under s. 289.33 (7) (a) to negotiate with the owner or operator of, or applicant for a license to operate, a solid waste disposal or hazardous waste facility under s. 289.33, with respect to any matter contained or proposed to be contained in a written agreement between a municipality and the owner, operator or applicant or in an arbitration award or proposed award that is applicable to those parties.

(g) 1. In this paragraph:

a. "District" means a local professional baseball park district created under subch. III of ch. 229 or a local professional football stadium district created under subch. IV of ch. 229.

b. "District board member" means a member of the district board of a district.

2. No district board member may accept or retain any transportation, lodging, meals, food or beverage, or reimbursement therefore, except in accordance with this paragraph.

3. A district board member may receive and retain reimbursement or payment of actual and reasonable expenses for a published work or for the presentation of a talk or participation in a meeting related to processes, proposals and issues affecting a district if the payment or reimbursement is paid or arranged by the organizer of the event or the publisher of the work.

4. A district board member may receive and retain anything of value if the activity or occasion for which it is given is unrelated to the member's use of the time, facilities, services or supplies of the district not generally available to all residents of the district and the member can show by clear and convincing evidence that the payment or reimbursement was unrelated to and did not arise from the recipient's holding or having held a public office and was paid for a purpose unrelated to the purposes specified in subd. 3.

5. A district board member may receive and retain from the district or on behalf of the district transportation, lodging, meals, food or beverage, or reimbursement therefor or payment or reimbursement of actual and reasonable costs that the member can show by clear and convincing evidence were incurred or received on behalf of the district and primarily for the benefit of the district and not primarily for the private benefit of the member or any other person.

6. No district board member may intentionally use or disclose information gained in the course of or by reason of his or her official position or activities in any way that could result in the receipt of anything of value for himself or herself,

for his or her immediate family, or for any other person, if the information has not been communicated to the public or is not public information.

7. No district board member may use or attempt to use the position held by the member to influence or gain unlawful benefits, advantages or privileges personally or for others.

8. No district board member, member of a district board member's immediate family, nor any organization with which the district board member or a member of the district board member's immediate family owns or controls at least 10% of the outstanding equity, voting rights, or outstanding indebtedness may enter into any contract or lease involving a payment or payments of more than \$3,000 within a 12-month period, in whole or in part derived from district funds unless the district board member has first made written disclosure of the nature and extent of such relationship or interest to the government accountability board and to the district. Any contract or lease entered into in violation of this subdivision may be voided by the district in an action commenced within 3 years of the date on which the government accountability board, or the district, knew or should have known that a violation of this subdivision had occurred. This subdivision does not affect the application of s. 946.13.

9. No former district board member, for 12 months following the date on which he or she ceases to be a district board member, may, for compensation, on behalf of any person other than a governmental entity, make any formal or informal appearance before, or negotiate with, any officer or employee of the district with which he or she was associated as a district board member within 12 months prior to the date on which he or she ceased to be a district board member.

10. No former district board member, for 12 months following the date on which he or she ceases to be a district board member, may, for compensation, on behalf of any person other than a governmental entity, make any formal or informal appearance before, or negotiate with, any officer or employee of a district with which he or she was associated as a district board member in connection with any judicial or quasi-judicial proceeding, application, contract, claim, or charge which might give rise to a judicial or quasi-judicial proceeding which was under the former member's responsibility as a district board member within 12 months prior to the date on which he or she ceased to be a member.

11. No former district board member may, for compensation, act on behalf of any party other than the district with which he or she was associated as a district board member in connection with any judicial or quasi-judicial proceeding, application, contract, claim, or charge which might give rise to a judicial or quasijudicial proceeding in which the former member participated personally and substantially as a district board member.

(1m) In addition to the requirements of sub. (1), any county, city, village or town may enact an ordinance establishing a code of ethics for public officials and employees of the county or municipality and candidates for county or municipal elective offices.

(2) An ordinance enacted under this section shall specify the positions to which it applies. The ordinance may apply to members of the immediate family

of individuals who hold positions or who are candidates for positions to which the ordinance applies.

3) An ordinance enacted under this section may contain any of the following provisions:

(a) A requirement for local public officials, other employees of the county or municipality and candidates for local public office to identify any of the economic interests specified in s. 19.44.

(b) A provision directing the county or municipal clerk or board of election commissioners to omit the name of any candidate from an election ballot who fails to disclose his or her economic interests in accordance with the requirements of the ordinance.

(c) A provision directing the county or municipal treasurer to withhold the payment of salaries or expenses from any local public official or other employee of the county or municipality who fails to disclose his or her economic interests in accordance with the requirements of the ordinance.

(d) A provision vesting administration and civil enforcement of the ordinance with an ethics board appointed in a manner specified in the ordinance. A board created under this paragraph may issue subpoenas, administer oaths and investigate any violation of the ordinance on its own motion or upon complaint by any person. The ordinance may empower the board to issue opinions upon request. Records of the board's opinions, opinion requests and investigations of violations of the ordinance may be closed in whole or in part to public inspection if the ordinance so provides.

(e) Provisions prescribing ethical standards of conduct and prohibiting conflicts of interest on the part of local public officials and other employees of the county or municipality or on the part of former local public officials or former employees of the county or municipality.

(f) A provision prescribing a forfeiture for violation of the ordinance in an amount not exceeding \$1,000 for each offense. A minimum forfeiture not exceeding \$100 for each offense may also be prescribed.

(4) This section may not be construed to limit the authority of a county, city, village or town to regulate the conduct of its officials and employees to the extent that it has authority to regulate that conduct under the constitution or other laws.

(5) (a) Any individual, either personally or on behalf of an organization or governmental body, may request of a county or municipal ethics board, or, in the absence of a county or municipal ethics board, a county corporation counsel or attorney for a local governmental unit, an advisory opinion regarding the propriety of any matter to which the person is or may become a party. Any appointing officer, with the consent of a prospective appointee, may request of a county or municipal ethics board, or, in the absence of a county or municipal ethics board, a county corporation counsel or attorney for a local governmental unit an advisory opinion regarding the propriety of any matter to which the prospective appointee is or may become a party. The county or municipal ethics board or the county corporation counsel or attorney shall review a request for an advisory opinion and may advise the person making the request. Advisory opinions and requests therefor shall be in writing. It is prima facie evidence of intent to comply

with this section or any ordinance enacted under this section when a person refers a matter to a county or municipal ethics board or a county corporation counsel or attorney for a local governmental unit and abides by the advisory opinion, if the material facts are as stated in the opinion request. A county or municipal ethics board may authorize a county corporation counsel or attorney to act in its stead in instances where delay is of substantial inconvenience or detriment to the requesting party. Except as provided in par. (b), neither a county corporation counsel or attorney for a local governmental unit nor a member or agent of a county or municipal ethics board may make public the identity of an individual requesting an advisory opinion or of individuals or organizations mentioned in the opinion.

(b) A county or municipal ethics board, county corporation counsel or attorney for a local governmental unit replying to a request for an advisory opinion may make the opinion public with the consent of the individual requesting the advisory opinion or the organization or governmental body on whose behalf it is requested and may make public a summary of an advisory opinion issued under this subsection after making sufficient alterations in the summary to prevent disclosing the identities of individuals involved in the opinion. A person who makes or purports to make public the substance of or any portion of an advisory opinion requested by or on behalf of the person waives the confidentiality of the request for an advisory opinion and of any records obtained or prepared by the county or municipal ethics board, the county corporation counsel or the attorney for the local governmental unit in connection with the request for an advisory opinion.

(6) Any county corporation counsel, attorney for a local governmental unit or statewide association of local governmental units may request the board to issue an opinion concerning the interpretation of this section. The board shall review such a request and may advise the person making the request.

(7) (a) Any person who violates sub. (1) may be required to forfeit not more than \$1,000 for each violation, and, if the court determines that the accused has violated sub. (1) (br), the court may, in addition, order the accused to forfeit an amount equal to the amount or value of any political contribution, service, or other thing of value that was wrongfully obtained.

(b) Any person who violates sub. (1) may be required to forfeit not more than \$1,000 for each violation, and, if the court determines that a local public official has violated sub. (1) (br) and no political contribution, service or other thing of value was obtained, the court may, in addition, order the accused to forfeit an amount equal to the maximum contribution authorized under s. 11.26 (1) for the office held or sought by the official, whichever amount is greater.

(8) (a) Subsection (1) shall be enforced in the name and on behalf of the state by action of the district attorney of any county wherein a violation may occur, upon the verified complaint of any person.

(b) In addition and supplementary to the remedy provided in sub. (7), the district attorney may commence an action, separately or in conjunction with an action brought to obtain the remedy provided in sub. (7), to obtain such other legal or equitable relief, including but not limited to mandamus, injunction or

declaratory judgment, as may be appropriate under the circumstances.

(c) If the district attorney fails to commence an action to enforce sub. (1) (a), (b), or (c) to (g) within 20 days after receiving a verified complaint or if the district attorney refuses to commence such an action, the person making the complaint may petition the attorney general to act upon the complaint. The attorney general may then bring an action under par. (a) or (b), or both.

(cm) No complaint alleging a violation of sub. (1) (br) may be filed during the period beginning 120 days before a general or spring election, or during the period commencing on the date of the order of a special election under s. 8.50, and ending on the date of that election, against a candidate who files a declaration of candidacy to have his or her name appear on the ballot at that election.

(cn) If the district attorney for the county in which a violation of sub. (1) (br) is alleged to occur receives a verified complaint alleging a violation of sub. (1) (br), the district attorney shall, within 30 days after receipt of the complaint, either commence an investigation of the allegations contained in the complaint or dismiss the complaint. If the district attorney dismisses the complaint, with or without investigation, the district attorney shall notify the complainant in writing. Upon receiving notification of the dismissal, the complainant may then file the complaint with the attorney general or the district attorney for a county that is adjacent to the county in which the violation is alleged to occur. The attorney general or district attorney may then investigate the allegations contained in the complaint and commence a prosecution.

(d) If the district attorney prevails in such an action, the court shall award any forfeiture recovered together with reasonable costs to the county wherein the violation occurs. If the attorney general prevails in such an action, the court shall award any forfeiture recovered together with reasonable costs to the state.

Wisconsin Open Meetings Law

Compliance Guide by Dept. of Justice Atty. General J.B. Van Hollen

Use the following link to familiarize yourself with the Wisconsin Open Meetings Law:
<http://www.doj.state.wi.us/dls/open-government>

Wisconsin Public Records Law Wis. Stat. §§19.31-19.39

Use the following link to familiarize yourself with the Wisconsin Public Records Law:

<http://www.doj.state.wi.us/dls/open-government>

The City of Neenah has adopted the following Resolution regarding procedures for release of Public Records and Property.

RESOLUTION NO. 7170

A RESOLUTION OF THE CITY OF NEENAH REGARDING PROCEDURES FOR RELEASE OF PUBLIC RECORDS AND PROPERTY

WHEREAS, the City of Neenah ("CITY") is a Wisconsin municipal corporation, and

WHEREAS, the CITY is subject to the requirements of the Wisconsin Public Records and Property Law (sec. 19.31 – 19.39, Wis. Stats.), and

WHEREAS, the CITY believes that it is in the best interest of its citizens to provide the greatest possible access to information regarding the affairs of government and the official records of the CITY, its officers and employees, and

WHEREAS, this resolution supercedes Res. No. 6233 adopted December 1, 1982.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Common Council that the following policies relating to the release, inspection and reproduction of public record and property are hereby enacted:

1. DESIGNATION OF PUBLIC RECORDS. The CITY hereby recognizes and designates all of its records as defined by sec. 19.32(2), Wis. Stats., as public records and documents subject to release, inspection and reproduction as required by law.
2. LEGAL CUSTODIAN DESIGNATION. The CITY hereby designates each elected official as the legal custodian of his or her records and/or the records of his or her office. Each department head shall be the legal custodian of records relating to their department. The City Clerk or the City Clerk's designee shall act as legal custodian for the Common Council and for any committees, commissions, boards, or other authorities created by ordinance or resolution of the Common Council.

The following offices or authorities shall have as a legal custodian of records the individual so named. It shall be the responsibility of said individuals to execute all duties and responsibilities as set forth in the Wisconsin Public Records and Property Law.

Authority	Designated Legal Custodian
Community Development/Assessor's	Dir. of Community Dev.
General City Records (Including Council records)	City Clerk
Dept. of Legal & Administrative Services - City Attorney/Clerk/HR	City Attorney
Financial Records	Dir. of Finance
Fire Department	Fire Chief
Health Department	Dir. of Public Health
Information Systems	Dir. of Information Systems
Library	Dir. of Library Services
Park & Recreation	Dir. of Parks & Recreation
Police Department	Police Chief
Public Works	Dir. of Public Works
Water Department	Dir. of Water Works

- (a) For every authority not specified above, the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal custodian.
- (b) Each legal custodian shall name a person to act as legal custodian in his or her absence or in the absence of his or her designee, and each legal custodian shall send notice of the designated to the City Clerk.
- (c) The City Clerk shall establish criteria for establishing the records system and shall cause the department/office records system to be reviewed on an annual basis.

3. POWERS OF THE OFFICIAL CUSTODIAN OF THE RECORDS OF THE CITY.

All requests for the release, inspection and/or reproduction of the public records of the CITY shall be directed or referred to the CITY'S official legal custodian. The official legal custodian is hereby vested with the full legal power to make all necessary decisions relative to the release, inspection and reproduction of public records and is further granted all authority necessary to carry out all the duties and responsibilities required by either the Wisconsin Public Records and Property Law or this Resolution.

4. RELEASE, INSPECTION AND REPRODUCTION PROCEDURE.

The CITY hereby adopts the Notice (attached as Exhibit A) as the official procedure of the CITY in responding to requests for the release, inspection or reproduction of the records and property of the City.

If any records of the CITY are requested which are necessary for the day-to-day operation of the CITY, then the official legal custodian may arrange for the

records to be inspected after normal working hours.

If the official legal custodian determines that portions of any record requested contain information, which should not be released, the custodian will edit such records to remove the material not to be released and thereafter release the balance of the document.

Any requests for computer records of the CITY will be referred by the official legal custodian to the individual in charge of the equipment involved to determine the cost of any computer search, printing charges, and possible time available on the machine. Since computer time can be expensive, computer information will not be provided until the person requesting the information is informed of the estimated costs.

Requests may be made orally, however, for accuracy, it is desirable that all requests for any records of the CITY be submitted in writing to the official legal custodian. It is not necessary that any person requesting access to the records of the CITY identify himself or herself in order to obtain a record, nor need any person requesting access to the records of the CITY state any reason for his or her request.

Any written request for a record must reasonably describe the record or information sought. If the official legal custodian cannot reasonably determine what records or information are being requested, the request shall be denied in writing and the reason for the denial shall be stated in the written denial.

Any person shall have not only the right to inspect the records of the CITY, but also the right to receive a reproduction of such records. In the event that a person files a written request for reproduction of any of the records of the CITY, that person shall be informed of the costs of locating and reproducing such records.

5. NOTICE: The official notice required by §§19.34 shall be in the form shown as Exhibit A attached hereto.

This Notice is intended to provide all necessary information, which might be required by a member of the public in order to obtain access to the records and property of the CITY. Any questions in regard to this Notice shall be directed to the official legal custodian of the records of the CITY.

This Notice may be modified from time to time by the CITY, but absent such modifications the decision of the official legal custodian of the records of the CITY shall be in conformity with its provisions.

Copies of the Notice hereby adopted shall be prominently displayed in appropriate locations throughout the CITY and a copy of the Notice shall be made available to any member of the public upon a request for inspection or reproduction.

6. ESTABLISHMENT OF FEES REGARDING THE COST FOR THE LOCATION AND/OR REPRODUCTION OF RECORDS AND PROPERTY. The CITY hereby adopts the following fee schedule to cover the actual and necessary costs relating to the location and reproduction of any of the public records of the CITY. It is intended that this fee schedule shall cover the payment of actual, necessary and direct costs incurred in locating a document or in providing any person with a reproduction of any of the records of the CITY.

FEE SCHEDULE (See Exhibit B)

7. RECORD PRESERVATION. The records of the CITY shall be retained and preserved by the official legal custodian as required by all applicable laws and no records shall be destroyed without prior written approval of the custodian.

No record of the CITY shall be destroyed after the receipt of a request for such record until after the request is granted, or until any dispute concerning the request has been completely and finally resolved.

Passed: October 19, 2005

/s/ George Scherck
MAYOR

Attest:

Approved: October 19, 2005

/s/Patricia A. Peterson
CITY CLERK

OFFICIAL NOTICE

Pursuant to Wisconsin Law, this Notice has been previously adopted by the City of Neenah, a Wisconsin municipal corporation.

The Common Council of the City of Neenah has directed that this Notice be placed in prominent and conspicuous locations throughout the city so that the Notice can be viewed and inspected by any member of the public. In addition, individual copies of this Notice will be made available to any person who requests such a copy from the official legal custodian of the City of Neenah.

THE CITY OF NEENAH IS SUBJECT TO THE WISCONSIN PUBLIC RECORDS LAW. THE FOLLOWING INFORMATION IS PROVIDED TO THE PUBLIC TO ASSIST THEM IN OBTAINING ACCES TO THE RECORDS OF THE CITY.

1. The CITY hereby designates each elected official as the legal custodian of his or her records and/or the records of his or her office. Each department head shall be the legal custodian of records relating to their department. The City Clerk or the City Clerk's designee shall act as legal custodian for the Common Council and for any committees, commissions, boards, or other authorities created by ordinance or resolution of the Common Council. The following offices or authorities shall have as a legal custodian of records the individual so named. It shall be the responsibility of said individuals to execute all duties and responsibilities as set forth in the Wisconsin Public Records and Property Law.

Authority	Designated Legal Custodian
Community Development/Assessor's General City Records (Including Council records)	Dir. of Community Dev. City Clerk
Dept. of Legal & Administrative Services - City Attorney/Clerk/HR	City Attorney
Financial Records	Dir. of Finance
Fire Department	Fire Chief
Health Department	Dir. of Public Health
Information Systems	Dir. of Information Systems
Library	Dir. of Library Services
Park & Recreation	Dir. of Parks & Recreation
Police Department	Police Chief
Public Works	Dir. of Public Works
Water Department	Dir. of Water Works

- (a) For every authority not specified above, the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal

custodian.

- (b) Each legal custodian shall name a person to act as legal custodian in his or her absence or in the absence of his or her designee, and each legal custodian shall send notice of the designated to the City Clerk.
 - (c) The City Clerk shall establish criteria for establishing the records system and shall cause the department/office records system to be reviewed on an annual basis.
1. Any public record of the CITY will be made available for inspection at the offices of the official legal custodian during normal regular business hours upon proper request. The normal regular business hours of the office of the City Clerk are from 7:30 a.m. to 4:30 p.m., Monday through Thursday and 7:30 a.m. to 4:00 p.m. on Friday.

No original public record of the CITY shall be removed from the possession of the official legal custodian. The official legal custodian shall be responsible for designating where, when and how the public records of the CITY may be inspected and copied. However, the decisions of the official custodian of the record shall be governed by this Notice.

3. The policy of the City of Neenah regarding the release, inspection and/or reproduction of public records is as follows:

After the receipt of any written request for access to the public records of the CITY, the official legal custodian will attempt to make such records available as soon thereafter as practical. In any event, every request should be responded to within five (5) working days.

If a request is denied, it will be denied in writing no later than five (5) working days after the request has been made. If a public record cannot be made available within five (5) working days, the official legal custodian will inform the requestor when the record can be made available.

I. COSTS OF LOCATING DOCUMENTS:

Most of the City's records are readily available, or can be located in a relatively short period of time. There will be no fee imposed upon any person who requests a record if the cost of locating that record does not exceed \$50.00.

Some of the records of the CITY are in off-site storage, archived, not on-line on the CITY'S computer or otherwise not immediately available. In those cases where a record is not readily available for whatever reason and where it appears that the costs of locating a record will exceed \$50.00, the official legal custodian will seek the prior written approval of the requestor before proceeding. In addition, the custodian will endeavor, but will not be required to provide an estimate of the total anticipated costs for locating the record.

The CITY will determine the cost of locating a record by using the hourly rate of \$25.00/hour for employees involved in attempting to locate the record.

II. REPRODUCTION EXPENSES:

1. *Costs of copying and reproduction of records where equipment is available:*

- A. 25¢/1st page (per copy) and 15¢/page (per copy) for each additional page.*
- B. Clerical employee' time in photocopying public record requests is included in the per copy cost above.*
- C. The person making the request shall also pay the actual cost to the CITY of the tapes or other medium used for reproduction.*
- D. Requests exceeding \$5.00 must be paid in advance.*
- E. The fee for Voter Registration Lists of \$25 plus \$5 per 1,000 names has been established by the Government Accountability Board and adopted by Resolution No. 7242 on May 16, 2007.*

2. *Costs of reproduction of records where equipment is not available within the CITY.*

- A. If equipment necessary for any reproduction is not available within the CITY, then the CITY will rent whatever equipment is necessary to perform the function and will bill the requestor for such rental fee. The cost charged would be actual costs paid by the CITY to the third party vendor.*
- B. Items in such a situation would include but would not be limited to audio or video tape reproduction equipment, microfilm or fiche or ultra fiche reproduction equipment, assorted computer hardware and software.*

The actual cost to the CITY of the tape or other medium used for reproduction shall also be paid by the person make the request.

WHO DO I CALL FOR

(City Business)

<u>PROBLEM</u>	<u>DEPARTMENT</u>	<u>TELEPHONE</u>
Property assessment	Assessor	886-6115
Open Book	Assessor	886-6115
Pre-Trials	City Attorney	886-6106
Notary Service	City Attorney	886-6106
Legislation Drafting	City Attorney	886-6106
Elections – Absentee Ballots	City Clerk	886-6100
Licenses	City Clerk	886-6100
Liability Claims	City Clerk	886-6100
Notary Services	City Clerk	886-6100
Annexation	Community Development	886-6125
Community block grants	Community Development	886-6125
Dial-A-Ride Tickets	Community Development	886-6125
Notary Service	Community Development	886-6125
Parking lot design	Community Development	886-6125
Zoning	Community Development	886-6125
Fence Problems	Community Development	886-6125
Fire wood storage	Community Development	886-6125
Building permit problems	Community Development	886-6125
Business in home/garage	Community Development	886-6125
Condition of neighbors yard	Community Development	886-6125
Grass/weeds not cut	Community Development	886-6125
Variance	Community Development	886-6125
Junk in yard	Community Development	886-6125
RV, boat, trailer parked in yard	Community Development	886-6125
Building too close to lot line	Community Development	886-6125
Site Plan Review	Community Development	886-6125
Parking Tickets	Finance	886-6376
Parking Permits	Finance	886-6376
Tax bills	Finance	886-6376
Water (Billing info only)	Finance	886-6149
Water Meter Readings	Finance	886-6149
Lottery Credit	Finance	886-6376
Cemetery Deeds (Oak Hill Cemetery)	Finance	886-6376
Pet Licenses	Finance	886-6378
Burning Permits	Finance	886-6378
Employee Payroll Info	Finance/Payroll	886-6148
Notary Service	Finance	886-6140

WHO DO I CALL FOR

(City Business)

<u>PROBLEM</u>	<u>DEPARTMENT</u>	<u>TELEPHONE</u>
Tours of Fire Department	Fire	886-6200
Fire Inspection	Fire	886-6200
Smoke Detectors	Fire	886-6200
Fireworks	Fire	886-6200
Rats and other pests	Health - Winnebago County	232-3000
Garbage in yard	Health - Winnebago County	232-3000
Standing water	Health - Winnebago County	232-3000
Immunization Clinics	Health - Winnebago County	232-3000
Public Health	Health - Winnebago County	232-3000
School Nurses	Health - Winnebago County	232-3000
Staffing levels	Human Resources	886-6102
Hiring Procedures	Human Resources	886-6102
Employee Insurance Questions	Human Resources	886-6102
Employee Benefit Questions	Human Resources	886-6102
Job Applications	Human Resources	886-6102
Mayor	Mayor's Office	886-6104
Court Dates/Fines/Questions	Municipal Court	886-6285
Dust from ball diamonds	Parks and Rec	886-6060
Diseased trees	Parks and Rec	886-6060
Recreation Programs	Parks and Rec	886-6060
Ice rinks	Parks and Rec	886-6060
Pool Passes	Parks and Rec	886-6060
Whiting Boathouse Rental	Parks and Rec	886-6060
Park Facility Rental	Parks and Rec	886-6060
Work Permits	Parks and Rec	886-6060
Police response time	Police	886-6000
Pet problems/strays	Police	886-6000
Railroad crossing problems	Police	886-6000
Speeding problems	Police	886-6000
Police Non-Emergency	Police	886-6000
Block Party Permits	Public Works	886-6240
Notary Services	Public Works	886-6240
Engineering	Public Works	886-6240

WHO DO I CALL FOR

(City Business)

<u>PROBLEM</u>	<u>DEPARTMENT</u>	<u>TELEPHONE</u>
Recycling	Public Works	886-6240
Sidewalks not shoveled	Public Works	886-6240
Lawns not mowed	Public Works	886-6240
Street flooding	Public Works	886-6240
Street not swept	Public Works	886-6240
Street potholes	Public Works	886-6240
Traffic control signs	Public Works	886-6240
Mini-sewer information	Public Works	886-6240
Assessment for street/side-walk	Public Works	886-6240
Damaged sidewalks	Public Works	886-6240
Curb damage	Public Works	886-6240
New sidewalk	Public Works	886-6240
No parking signs	Public Works	886-6240
Snow plowing/ice on Streets	Public Works	886-6240
Garbage not picked up	Public Works	886-6240
Street lighting	Public Works	886-6240
Curb Cuts	Public Works	886-6240
Street Construction	Public Works	886-6240
Dust from Street	Public Works	886-6240
Handicap Ramps	Public Works	886-6240
Water Drainage problem	Public Works	886-6240
Read Water Meter	Water Dept.	886-6180
Misc. Water Questions	Water Dept.	886-6180

WHO DO I CALL FOR

(Unrelated to City Business)

<u>PROBLEM/REQUEST</u>	<u>ORGANIZATION</u>	<u>TELEPHONE</u>
Animal Welfare	Humane Society 951 County Road GG, Neenah	920-722-9544
Birth Certificates	Winnebago County Courthouse	920-727-2880
Cable TV (billing/service)	Time Warner Cable	920-738-3160
Clerk of Courts	Winnebago County Courthouse	920-727-2880
Community Events	Future Neenah	920-722-1920
Digging	Diggers Hotline	800-242-8511
DNR/Wildlife	Wisconsin DNR	920-832-2826
Nuisance Wildlife		800-433-0688
Hospital	Theda Clark Hospital	920-739-3100
Human Services	Winnebago County 211 N. Commercial St., Neenah	920-729-2750
Marriage License	Register of Deeds	920-727-2880
Sewerage Issues	NM Sewerage Plant 101 Garfield Ave., Menasha	920-751-4760
Neenah Joint School District	Administration Building	920-751-6800
Historical Issues	Neenah Historical Society 343 Smith Street, Neenah	920-729-0244
Parole/Probation	Division of Corrections 1348 American Drive, Neenah	920-729-4540
Post Office	Neenah Post Office	920-725-0577
Small Claims Court	Winnebago County Courthouse	920-727-2880
Sheriff	Winnebago County Sheriff	920-236-7300
Social Security Questions	Social Security Administration 607 W. Northland Ave., Appleton	920-739-7744
Street Lights Out	WeEnergies	800-662-4797

CONCLUSION

This guide should help to make your term of office go smoothly. It does not cover all aspects of the office nor will it solve every problem or answer every question that might arise. It is not designed to do so. This is a guide, not a crutch. You will be an effective Alderperson if you work hard at the job. Like a good scout, BE PREPARED. Read over all of the materials and seek out the information you lack from all available sources.

Above all, enjoy your office. This is not just a job you do for a stipend, but it is an opportunity for you to serve your community.

Receipt of Guide for New Council Members

As a new member of the Common Council of the City of Neenah, I have been provided with a copy of the "Guide for New Council Members".

Date: _____

Signature of Newly Elected Alderperson

Print Name

Chapter 2.28 - CODE OF ETHICS

Sections:

2.28.010 - Declaration of policy.

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is established a code of ethics for all city officials and employees, whether elected or appointed, paid or unpaid, including members of boards committees and commissions of the city. The purpose of this chapter is to establish guidelines for ethical standards of conduct for all such officials and employees by setting best interests of the city and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the city. The provisions and purpose of this chapter and such rules and regulations as may be established are declared to be in the best interests of the city.

(Prior code § 1.65)

2.28.020 - Responsibility of public office.

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the constitution of this state and carry out impartially the laws of the nation, state and city and to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern. Their conduct in both their official and private affairs should be above reproach so as to foster respect for all government.

(Prior code § 1.66)

2.28.030 - Dedicated service.

- A. All officials and employees of the city shall be loyal to the objectives expressed by the electorate and the programs developed to attain these objectives. Appointive officials and employees shall adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.
- B. Officials and employees shall not exceed their authority or breach the law or ask others to do so and they shall work in full cooperation with other public officials and employees unless prohibited from so doing by law or by official recognized confidentiality of their work.

(Prior code § 1.67)

2.28.040 - Fair and equal treatment.

- A. Use of Public Property. No official or employee shall request or permit the unauthorized use of city-owned vehicles, equipment, materials or property for personal convenience or profit.
- B. Obligations to Citizens. No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

(Prior code § 1.68)

2.28.050 - Conflict of interest.

- A. Financial and Personal Interest Prohibited. No official or employee, whether paid or unpaid, shall engage in any business or transaction, nor shall such official or employee act in regard to financial or other personal interest, direct or indirect, when such actions are incompatible with the proper discharge of his or her official duties or when such actions impair his or her independence of judgment or action in the performance of his or her official duties.
- B. Definitions.
 - 1. "Financial interest" means any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.
 - 2. "Personal Interest" means any interest arising from blood or marital relationships or from business or political associations, whether or not any financial interest is involved.
 - 3. "Person" means any person, corporation, partnership or joint venture.
- C. Specific Conflicts Enumerated.
 - 1. Incompatible Employment. No official or employee shall engage in or accept private employment or render service for private interest when such employment or service is incompatible with the proper discharge of his or her official duties or would tend to impair his or her independence of judgment or action in the performance of his or her official duties, unless otherwise permitted by law and unless disclosure is made as herein provided.
 - 2. Disclosure of Confidential Information. No official or employee shall disclose confidential information concerning the property, government or affairs of the city nor shall he or she use such information to advance the financial or other private interest of himself or herself or other.
 - 3. Representing Private Interests Before City Agencies or Courts. No officer or employee shall appear on behalf of any private person, other than himself or herself, his or her spouse or minor children, before any city agency or municipal court. However, a member of the council

may appear before city agencies on behalf of his or her constituents in the course of his or her duties as a representative of the electorate or in the performance of public or civic obligations.

(Prior code § 1.69)

2.28.060 - Disclosure of interest in legislation.

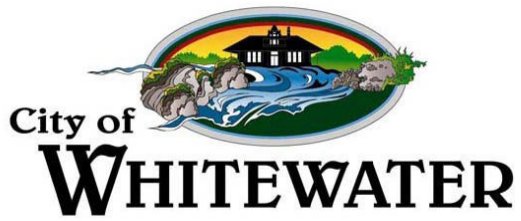
- A. Any member of the city council who has a financial or personal interest in any proposed legislation before the council shall disclose on the records of the council the nature and extent of such interest.
- B. Any other official or employee who has a financial or personal interest in any proposed legislative action of the council and who participates in discussion with or gives an official opinion or recommendation to the council shall disclose on the records of the council the nature and extent of such interest.

(Prior code § 1.70)

2.28.070 - Penalty and sanctions.

Violation of any provision of this chapter may constitute a cause for suspension, removal from office or employment or censure and may also be punishable under the provisions of Chapter 1.20 of this municipal code.

(Prior code § 1.72)



Good Governance Manual



Prepared by: Common Council/City Manager

Approved: April 17, 2018

Revised: May 21, 2018

Minor Updates: June 8, 2020

Municipal Official Orientation Manual
A Guide for Elected and Appointed Public Officials in the City of Whitewater

A Welcome to Public Officials

Welcome to the world of public service. As a newly elected or appointed official in the City of Whitewater, there is much to learn about the inner workings of city government and the city organization as a whole. However, do not be intimidated; any effort you put forward in learning the ins and outs of municipal government operations will be greatly rewarded through the positive impact you will be able to make on the Whitewater community. Citizenship demands the shouldering of civic responsibility by all those who would preserve the freedoms we all enjoy. By virtue of your appointment, you have become an example of true citizenship for your peers in the Whitewater Community.

While government is often thought of as redundant or inefficient, good government actually makes all our lives better by preserving a sure foundation on which to build our families, businesses, and communities. By giving of your time and talents to benefit your community, you will serve as a positive example to your fellow community members, but you will also have the opportunity to leave a valuable legacy for those that will follow after you.

This manual has been prepared to aid you in gaining a basic understanding of some of the fundamentals of conduct and operations within city government. Please feel free to refer to this manual often. City ordinances and city staff can also be valuable resources in helping to guide you in your efforts to serve the community.

Welcome and congratulations on your new role as a public official!

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**City of Whitewater
Public Official Code of Conduct
Good Conduct for Effective Governance**

Statement of Purpose

It is the goal and expectation of the City of Whitewater that all public officials (elected or appointed) strive to uphold, exhibit, and promote civil and ethical conduct in public forums and maintain the highest standards of personal conduct, integrity, truthfulness, and fairness in carrying out their public duties. To this end, the following code of conduct has been developed to help illustrate the characteristics public officials are encouraged to emulate while in office.

Code of Conduct for Public Officials

As a representative of the City of Whitewater, public officials are encouraged to help strengthen the community by building public trust, encouraging open dialogue, maintaining transparency and actively sharing ideas and opinions with others in thoughtful and considerate ways. The following list of behaviors and practices helps to illustrate the high standards expected of those in public office.

1. **Be Informed:** Endeavor to read the packet material provided before each meeting, keep informed on all local, state and national developments of municipal significance, and arrive at each meeting prepared to conduct City business in a meaningful manner.
2. **Pay Attention:** Strive to be aware of others and sensitive to the immediate context of actions taken.
3. **Listen Closely:** Strive to understand other points of view, to seek first an understanding of what other individuals or groups may have to say before making any final decisions related to business being conducted.
4. **Be Inclusive:** Welcome and encourage participation of all parties involved in the discussion on any issue, excluding none.
5. **Avoid Gossip:** Discourage and avoid the spread of gossip, which can undermine the public process.
6. **Be Agreeable:** Actively look for opportunities to agree on community issues and in all other cases, be civil and cordial, agreeing to disagree without being disagreeable.
7. **Show Respect:** Show respect for the viewpoints of others and refrain from abusive conduct, personal charges, derogatory remarks or verbal attacks upon the character, actions, or opinions of others, whether they be elected or appointed officials, city staff, or the public. Avoid pursuing any conduct or action calculated to embarrass another public official or any member of the public. Praise in public and reprimand in private. When debating or commenting in a meeting, focus on the issue and avoid negative comments regarding the groups or individuals involved.
8. **Be Honest and Transparent:** Practice and encourage full and open disclosure by participating openly and transparently in meetings and activities as required by law. Practice and encourage this same openness by providing full explanations of the intent and motives behind actions to fellow board or committee members. Refrain from withholding or concealing any information or matter in which fellow committee members should be concerned.

9. **Maintain Confidentiality:** Respect and maintain the confidentiality of information that cannot be disclosed (i.e. information from a closed or executive session) by not divulging said information at any time while outside of a closed or executive session. In all ways protect and maintain the security of confidential records.
10. **Demonstrate Proper Meeting Etiquette:** Observe proper decorum and behavior in meetings and refrain from interrupting other speakers, making personal comments not related to the discussion or otherwise interfering with the orderly conduct of the meeting.
11. **Accept Responsibility and Be Sincere:** When mistakes or misunderstandings occur, the best way to move beyond the incident and to restore public trust is to be honest. Accept full responsibility for personal actions and opinions, avoid shifting blame to other groups or individuals. Be open and upfront regarding disagreements. Endeavor to repair damaged relationships, including openly and promptly apologizing where appropriate.
12. **Put City Interests First:** Always strive toward achieving the common good for the community by pursuing those decisions, actions and initiatives that are best for the community. Avoid conflicts of interest. At all times, place duty to uphold the law and duty to pursue organizational goals and objectives above personal interests.
13. **Seek No Personal Advantage:** Public officials, especially those that are elected, stand as agents of the public purpose and should conduct themselves in an open, fair and impartial manner. When it comes to municipal rules, laws, or services, do not seek special treatment for others, whether they be neighbors, friends, coworkers, employers, or family. Do not use the municipality or any part of a municipal program for personal advantage or for the advantage of others. Strive to live and serve in a manner that is above reproach and avoid the appearance of impropriety.
14. **Uphold the Democratic Process:** Perform duties with diligence and in accordance with the rules of order established by the common council, board, commission, or committee conducting business. Recognize that the authority to take formal action to direct or recommend rests with the common council or its designated committee in legal session and not with any individual members of said bodies. Public officials may express opposition to an action made by their respective committee(s). However, do not publicly criticize individual committee members or the committee as a whole for said action when the action has been properly presented, voted on, and passed by a majority vote. Ensure that citizen involvement and citizen opinions regarding public policy issues are fully considered.

Municipal Official Orientation Manual
A Guide for Elected and Appointed Public Officials in the City of Whitewater

General City Information

Municipal Government Structure in Wisconsin

Cities in Wisconsin are incorporated municipalities that are created at the request of their inhabitants to perform local services. The Wisconsin Supreme Court has stated that municipalities are, “established by law to assist in the civil government of the state and to regulate and administer the internal or local affairs of the territory within their corporate limits.” Because municipalities were created by the state, they have been referred to as “creatures of the state.” As creatures of the state, municipalities have no inherent powers and have only the powers given them. Wisconsin cities are fortunate in that they have been granted extensive “home rule” powers. Home rule is the ability of cities to govern themselves in local matters without state interference. Wisconsin municipalities have two sources of home rule authority: (a) constitutional and (b) statutory or legislative. For more information on home rule, see the *Handbook of Wisconsin Municipal Officials*.

Class of Cities

The municipality of the City of Whitewater is organized as a 4th Class City under Wis. Stats. Chapter 64.

Council-Manager Form of Government

Per Municipal Code of Ordinances Chapter 2.04.010, the City of Whitewater is organized under the city manager plan of government as outlined in Wis. Stats. Chapter 64. This means that the city is governed by a common council composed of seven members, one councilmember from each aldermanic district in the city and two councilmembers at large. The city manager oversees the day-to-day operation of the city government and labors to ensure that policy direction provided by the common council is carried out efficiently and effectively.

The City Manager

The city manager serves as the chief executive officer for the City and oversees the day-to-day operation of all city departments. The city manager carries out the policy direction provided by the common council. The city manager possesses the sole responsibility for the creation and elimination of employment positions within the city and the discipline and/or termination of employees with the exception of those positions falling under the authority of the Police and Fire Commission. The city manager, together with the common council president, reviews and then recommends the appointment of individuals to serve on the various boards, committees, and commissions of the city government. The city manager is appointed and serves at the pleasure of the common council.

For more details regarding the office of city manager, see Whitewater Municipal Code of Ordinances Chapter 2.12 and Wis. Stats. Chapter 64.

The Common Council

The common council is composed of one councilmember from each of the five aldermanic districts in the City and two councilmembers at large. The term of office for each councilmember is two years, at which point the councilmember can seek reelection.

The common council is the highest legislative body in the local government of the City of Whitewater. As such, the common council has full legislative authority over all aspects of city government. Unless otherwise stated in local ordinance or state statute, the common council is responsible for final approval of all recommendations and actions proposed by standing and/or ad hoc committees. The common council appoints the city manager and confirms committee appointments recommended by the city manager and common council president. The common council possesses authority to enact ordinances, adopt resolutions, and otherwise establish policies for the long-term benefit of the City of Whitewater.

It is important to note that the common council is only empowered to act on behalf of the City when a majority of councilmembers is present. Individual members of the common council possess no legislative authority in and of themselves.

The Common Council President

The common council president is elected at the first meeting after the election of new councilmembers. This occurs on the second regularly scheduled meeting of April each year. A president pro tem is also elected to serve the role of president when the common council president is absent. The common council president presides over and conducts meetings of the common council. As the first among peers, the common council president is responsible for preserving “order and decorum” at each meeting.

Boards, Committees and Commissions

The common council is the policy-making body for the City. Unless otherwise endowed with specific decision-making authority, all committees serve in an advisory capacity to or for the common council.

City ordinances allow for a number of standing boards, committees, and commissions that provide direction and input on policy development for specific areas of city administration. Membership requirements vary by the type and purpose of each committee. However, these committees are typically comprised of at least one councilmember and a number of community members that reside within the City’s jurisdictional boundary. The following list includes all standing committees currently established by ordinance.

- Alcohol Licensing Review Committee (Ch. 5.20.025)
- Birge Fountain Committee (Ch. 2.53)
- Board of Review (Ch. 2.60)
- Board of Zoning Appeals (Ch. 19.72)
- Community Development Authority (Charter Ord. No. 4)
- Community Involvement & Cable TV Commission (Ch. 2.50)
- Disability Rights Commission (Ch. 2.46)
- Ethics Committee (Ch. 7.04)
- Finance Committee (Ch. 2.47)
- Landmarks Commission (Ch. 17.08)
- Library Board (Ch. 2.56)
- Parks & Recreation Board (Ch. 2.52)
- Pedestrian & Bicycle Advisory Committee (Ch. 2.51)
- Plan & Architectural Review Commission (Ch. 19.06)
- Police and Fire Commission (Ch. 2.28)
- Public Works Committee (Ch. 2.45)

- Urban Forestry Committee (Ch. 2.12)
- Whitewater University Technology Park Board
- Public Art Commission

Committee Appointments

Individual committee appointments occur annually, typically at the first common council meeting following the Spring Election. However, due to unexpected vacancies or resignations, appointments can occur at any time throughout the year. The process for filling committee vacancies is as follows:

1. Vacancies are announced via the city website, social media, and the official newspaper prior to any appointment being made.
2. A standard application form shall be provided in electronic and hard copy for use by all applicants (including incumbents wishing to be reappointed).
3. Once applications are received, they are compiled by the city clerk and delivered to the city manager and common council president for review.
4. The common council president and city manager review applications and arrange for face-to-face meetings with applicants. If schedules do not permit a face-to-face meeting, this step can be completed by phone or web conference.
5. The common council president and city manager convene to discuss applicants and select candidates for recommendation to the common council. Recommended appointments are placed on the agenda for the next common council meeting for approval.
6. The common council deliberates on the recommended appointments and approves or denies the appointments.
7. Individuals who have been successfully appointed to a committee are then contacted by the City Manager's designee and a date is set for orientation.
8. The new committee member attends a committee member orientation as soon as possible following appointment.

Criteria for the Appointment of Committee Members

When considering applicants for appointment to a committee, the city manager and common council president will look at a variety of factors that includes, but is not limited to the following:

Availability: Regular attendance at committee meetings is mandatory. If a committee member fails to attend three consecutive regular meetings, or fails to attend at least three-fourths of the regular meetings during the preceding 12 months, s/he may be replaced.

Number of Previous Terms (Incumbents): Unless otherwise stated in ordinance, no member of any committee can serve for more than two consecutive terms. If an applicant has served for two consecutive terms, s/he must have been off said committee for at least one term before reapplying for appointment.

Knowledge and Life Experience: Relevant life experience, whether personal or professional, can provide added value to the composition of a committee and is often viewed favorably in the selection process.

References: References are an important resource in helping to identify applicant strengths and weaknesses as part of the selection process.

Residency: While some committees do not require residence within city limits, the majority will require residency within the boundaries of the Whitewater Unified School District or within the municipal limits of the City of Whitewater.

Other Factors: The ultimate goal of the city manager and common council president when making committee appointments is to ensure committees are filled by diverse and competent individuals capable of making sound decisions and capable of working together even when opinions may differ. With this goal in mind, a full range of additional factors may be considered with each appointment, and some factors may vary depending on the vacancy needing to be filled. Things such as political background, prior public service experience, and professional and personal relationships with current committee members may all be relevant.

All about Public Meetings

All meetings of the common council or any other established committee must be open to the public pursuant to open meetings law, with few exceptions (see Closed Sessions, page 8). The intent of the law is to ensure that council action and deliberation is conducted openly. All regular and special meetings must be publicly noticed with an agenda that includes a specified time and date in advance of the meeting.

Public meetings, whether of the common council or another municipal committee, serve as a showcase of municipal government for the people of Whitewater. Meeting attendees can often include journalists and reporters for local news outlets, university students, representatives from community groups, and interested residents. Common council meetings are broadcast live and meeting business is often the subject of newspaper articles the following day. In short, many eyes are on each meeting with the public often basing its opinion of the entire City on how efficiently committee meetings operate.

The following subsections provide important information regarding the conduct of common council meetings. The guidance herein given also extends to the many standing committees and commissions established by ordinance.

Meeting Schedules

As established by ordinance, the common council is required to meet at least once per month. Regular meetings are held on the first and third Tuesdays in each month. Meetings begin at 6:30 p.m. If a common council meeting date falls on an election day or a holiday, the meeting is held on the Thursday of the same week instead. All other committees should maintain a regular meeting schedule and make sure the schedule is posted on the committee's webpage. The regular meeting schedule should also be provided to the city clerk for the municipal record.

Special Meetings

When at all possible, municipal committees, especially the common council, should endeavor to conduct business during regular meetings. However, circumstances may, at times, call for a meeting outside of the regular meeting schedule. These meetings are referred to as "special meetings." When circumstances warrant a special meeting, the staff person responsible for the committee should work with the committee chair to establish a meeting time when a majority of committee members can attend. In the case of the common council, the city manager is primarily responsible for arranging the meeting; however, the city manager will typically work with the common council president to arrange the meeting at a time when the largest number of councilmembers are available. Posting of the special

meeting should comply with the requirements set forth in the Whitewater Transparency Enhancement Ordinance (Ord. 2.62).

If a minority of committee members disagree with the calling of the special meeting, said committee members can submit a written objection for the meeting record. In lieu of submitting a written objection, language can be placed on the next regular meeting agenda calling out the objection. This allows the objecting party an opportunity to voice their objection, which is then added to the minutes for the meeting.

Electronic Devices

Electronic devices such as smart phones, tablets, Chromebooks and laptops have become commonplace in the Whitewater community. Use of electronic devices during a public meeting is encouraged when the device is used as an alternative to printed materials, to look up information relevant to the discussion items, or a similar use that supports the discussion at hand. Use of electronic devices for other irrelevant uses is discouraged.

City staff provides all common council members with an electronic copy of posted packet materials in advance of the meeting via email. City departments may also provide an electronic version of packet materials to other committees. The City maintains a number of Chromebooks which can also be used by public officials during meetings to reduce or avoid the need for paper copies of meeting materials. Chromebooks can be made available to public officials upon request. A request must be provided ahead of time so that the device can be ready at the start of the meeting.

Electronic Communications

During public meetings, electronic messaging (text, email, IM, etc.) should not be used for private communication. While use of electronic devices is encouraged, encouragement comes with the expectation that devices will be used for meeting business and personal communications will be avoided. Public officials should not correspond via electronic messaging on agenda items during the meeting, unless the conversation will be publicly shared with the full common council as part of the meeting discussion. If the need to make a personal communication arises during the meeting, public officials should step out of the meeting room to communicate. No device should be used by a public official for personal entertainment while a meeting is in session.

Packet Materials

In general, meeting materials are provided in advance of every meeting. Hard copies of meeting materials are usually distributed three to four days in advance of the meeting. Common council packets, for example, are distributed to common council members on the Friday before the next meeting. Public officials are expected to review meeting materials provided in the packet prior to the meeting so that they can more effectively contribute to the discussion for each item on the agenda.

Questions of Staff

City staff welcomes questions related to agenda items. When questions are shared with staff in advance of the meeting day, additional material to help answer the question can usually be provided by the start of the meeting. Questions during meetings are, of course, welcome also, but some questions may require additional staff research thus delaying a response until the next meeting.

Meeting Records

Meetings of the common council, community development authority, plan and architectural review commission, and police and fire commission are required to be recorded on video per the Whitewater Transparency Enhancement Ordinance Ch 2.62. The common council and the plan and architectural review commission are also broadcast live. In addition, the city clerk, under the direction of the city manager, is responsible for maintaining meeting records including documenting the minutes of the proceedings at each public meeting. Due to the number of potential meetings, most committees are assigned a specific city employee to serve as meeting support, distributing agendas and keeping minutes.

Closed Sessions

While meetings are required to be open by law, there are situations where the best interest of the City demands a confidential discussion. Closed sessions are allowed under Wisconsin Statutes for a limited list of circumstances. Items discussed in closed session should not be shared outside of closed session or with persons not party to the closed session discussion. The importance of maintaining confidentiality surrounding items discussed in closed session cannot be overstated. It is also important to limit closed session discussions to the topic(s) noted on the agenda. Discussion of issues other than what is posted on the agenda and what qualifies as permissible in closed session is a violation of state law with violators subject to a fine.

Rules of Order

The common council has the authority by ordinance to determine its own rules of procedure. However, *Robert's Rules of Order* serves as a general guideline for setting procedures in meetings. Specific details regarding the conducting of meetings can be found in the Whitewater Municipal Code of Ordinances, Chapter 2.08.

Setting the Agenda

By local ordinance, the agenda for meetings of the common council is set by the city manager. Councilmembers wishing to add agenda items should make their request no later than one week prior to the meeting. Councilmembers can make requests by contacting the city manager directly, or by contacting the city clerk who will then notify the city manager. The city manager will honor all legal agenda item requests made by a councilmember. However, if the city manager anticipates a long meeting or that a particular item requested will be contentious and result in a lengthy meeting, s/he may contact the requesting councilmember to discuss setting the item for a future meeting agenda.

For all municipal committees outside of the common council, meeting agendas should be set by the committee chair. In cases where there is a staff person assigned to support a particular committee or commission, the staff member should assist in drafting the agenda, ensuring that the agenda complies with standard formatting guidelines. Just as with requests made by councilmembers, the committee chair should honor requests for agenda items that are submitted by committee members. If a question or concern regarding a potential discussion item arises, the committee chair should consult with the assigned staff person, the city clerk, or the city manager for guidance.

Meeting Attendance and Participation

To ensure that voting members are well versed on the issues facing the board or commission, regular attendance is mandatory. In the event that a member fails to attend three consecutive, regular meetings

or fails to attend at least three-fourths of the regular meetings during the preceding twelve months, the board may request that the common council select another individual to serve out the member's term.

Code of Ethics for Public Officials

The municipal government of the City of Whitewater can only be as effective as it is independent, impartial and responsible to the people. For this reason, all public officials, whether elected, appointed, or otherwise employed by the City of Whitewater are expected to adhere to ethical standards as outlined in Wis. Stats. Secs.19.41-19.59 and as outlined in chapter 7 of the Whitewater Municipal Code of Ordinances, which is included at the end of this manual.

Prohibited Conduct

In general, the state ethics law as referenced above, prohibits the following conduct:

Use of Office for Private Gain: Public officials are prohibited from using their offices to obtain financial gain or anything of substantial value for the private benefit of themselves, their immediate families, or organizations (including employers) with which they are associated (see Sec. 19.59(1)(a), Wis. Stats.).

Offering or Receiving Anything of Value: No person may give and no public official may receive "anything of value" if it could reasonably be expected to influence the local public official's vote, official action or judgment, or could reasonably be considered as a reward for any official action or inaction (see Sec. 19.59(1)(b), Wis. Stats.).

When to Recuse Oneself

While the full code of ethics as outlined in ordinance is at the end of this manual, the subject of recusing oneself is worth mentioning here. To recuse oneself from a discussion essentially means to remove oneself from discussion to avoid a conflict of interest.

Public officials should recuse themselves from discussion when there is a clear conflict of interest. In such cases, recusal does not just mean abstaining from a vote, but means instead to step away from the discussion of an item completely.

When a public official recuses himself or herself from discussion and action on a particular item, the recusal is noted in the minutes of the meeting. In most cases, it is appropriate, though not required, for the recused public official to leave the room where public discussion is taking place to ensure that s/he can have no influence on the discussion or final action in any way.

Ex Parte Communications

The Plan Commission Handbook Second Edition 2012, Rebecca Roberts, University of Wisconsin Extension, pages 15 and 16, describes how public officials should avoid ex parte communications regarding quasi-judicial matters pending or that may come before the council, a committee, commission, or board. These decisions often involve application of laws, such as ordinances, (for example a request for a conditional use permit). It states:

"[Public officials] should not have conversations or receive correspondence regarding a quasi-judicial matter that is pending before [the city] or which may come before [the city] except during a noticed meeting or hearing on the matter. Such outside contacts are known as "ex parte communication." Ex parte communications may not be considered in decision-making

unless it is disclosed and made part of the official record in the matter. The [body] as a whole can then determine the admissibility of the information and individual members can determine its credibility and weight in deciding their vote on the issue.

The reason for exclusion of ex parte information is that parties are entitled to know and examine the source of information used by [the city] in its decision-making. Outside discussion regarding procedural matters such as scheduling a meeting or explaining how to file an application is permissible. Ex parte communication is not a concern when enacting legislation or making administrative decisions (i.e. issuing simple zoning or building permits).”

In order to avoid ex parte communications, the handbook recommends:

1. Suggesting that members of the public present information in an open meeting or hearing or submit a written comment.
2. Disclosing ex parte communications at an open meeting or hearing and make the information part of the record so that it can be considered in decision making.

Open Meetings and Open Records

Wisconsin has a long history of promoting open government. As a local government conducting business that has a direct impact on residents, the City of Whitewater also values and appreciates the importance of maintaining transparency. For this reason, it is imperative that public officials endeavor to comply absolutely with state laws related to public meetings and public records.

Open Meetings Law

Wisconsin’s open meeting law is found in Wis. Stat. Secs. 19.81 - 19.98. Essentially, the open meeting law requires that all meetings of all governmental bodies be preceded by public notice and be publicly held in places reasonably accessible to the public and open to all citizens at all times unless otherwise expressly provided by law. For the purpose of this manual, it is safe to conclude that, in general, all discussions, deliberations, actions, or inquiries conducted by a governmental body (meaning the common council or any other municipal committee) should be conducted in an open meeting unless otherwise specifically mentioned in Sec. 19.85(1) (a-j). More information regarding open meetings can also be found in chapter 7 of the League of Wisconsin Municipalities publication, *Handbook for Wisconsin Municipal Officials*.

Whitewater Transparency Ordinance

In addition to open meeting rules as established by state law, the City of Whitewater has enacted a Transparency Enhancement Ordinance (Whitewater Ordinance Chapter 2.62) which provides additional open government requirements such as a seventy-two hour in advance meeting notice posting for meetings and adding agenda items. This is greater than the State statutory twenty-four hour requirement normally applicable to cities. If the seventy-two hour requirement has not been met, the item can only be taken up by the body by an affirmative vote of the members voting.

Walking and Negative Quorums

There are two important circumstances where a group of committee members, less than a quorum in number, could gather together and still violate the open meeting law. These two situations are referred to as “walking quorum” and “negative quorum.” The following sections were taken from Chapter 6 of the *Wisconsin Legislator’s Briefing Book for 2017-2018* and provide details regarding court cases wherein walking and negative quorums were defined.

Negative Quorum: The applicability of the Open Meetings Law to a gathering of less than one-half of the members of a governmental body has been addressed by the Wisconsin Supreme Court. The case involved an unannounced, private meeting of four members of the 11-member Milwaukee Metropolitan Sewerage Commission. The subject of the meeting was the commission’s proposed operating and capital budgets. Adoption of these budgets required a 2/3rds vote of the commission (i.e., eight votes), and four members was a sufficient number to block adoption. Such a gathering of enough members that could be sufficient to block an action of the full body was labeled as a “negative quorum.” [State ex rel. Newspapers, Inc. v. Showers, 135 Wis. 2d 77 (1987).]

The court provided a two-part test to determine when a gathering constitutes a negative quorum and triggers the Open Meetings Law. Under the test, such a meeting is subject to the law if: (1) the members have convened for the purpose of engaging in governmental business, whether discussion, decision-making, or information gathering; and (2) the number of members present is sufficient to determine the governmental body’s course of action on the subject under discussion.

Walking Quorum: The applicability of the Open Meetings Law to a series of informal discussions between small numbers of the body’s members has been addressed by the Wisconsin courts and the state Attorney General. This is commonly referred to as a “walking quorum,” and such series of small-group meetings that occur with the implied or express agreement to act uniformly in a sufficient number to reach a quorum may only be held with proper notice and accessibility.

The essential danger identified by the courts with a walking quorum is that it may produce a predetermined outcome and render the public meeting a mere formality. According to an informal opinion by the Attorney General, use of administrative staff to individually poll members regarding how they would vote on a proposed motion is a prohibited walking quorum.

If, however, there is no implied or express agreement to act uniformly in sufficient number to reach a quorum, a series of informal exchanges among separate groups of members may occur without violating the Open Meetings Law.

Open Records Law

Transparency in government in Wisconsin does not relate solely to open meetings, but extends to governmental records as well. The essential takeaway for newly elected or appointed officials is this, unless otherwise specifically identified as an exception by law, all governmental records are public and subject to public examination. It should be noted that all city-related emails, letters and reports produced by, sent from, or received by an elected or appointed official qualify under this broad definition. More detailed information regarding public records can be found in Wis. Stats. Secs. 19.21 - 19.39 and also in in chapter 7 of the League of Wisconsin Municipalities publication, *Handbook for Wisconsin Municipal Officials*.

Committee Policing

In general, the president or chair of each committee is the person responsible for maintaining order and proper decorum at meetings, following the example set by ordinance with the role of the common council president. If committee members encounter persistent challenges with maintaining order at meetings due to the behavior of specific members of the public or the committee, the city manager may be called upon to address the issue. Any action to remove or reassign a committee member will not take

place until the city manager has consulted with the common council president and then with the full common council. If the issue involves a common council member, the issue should first be addressed by the common council president and the city manager is excluded from the process. The president will then bring the matter to the full common council for discussion and action.

Effective Decision-Making

Often the decisions made by municipal committees can have a far reaching impact on residents of the Whitewater community. This reality can make the role of a committee member both challenging and rewarding. This is especially true for those serving on the common council, but holds true for other municipal committees as well.

When a committee is tasked with making a decision on a particular issue, it is important to keep emotions and political influences out of the discussion as much as possible. This does not mean that committee members should not be sensitive to the needs and desires of those most closely impacted by a particular decision. However, it does mean that committee members should strive to remain open minded, work together and follow an objective process. Following is a list of questions you should consider asking yourself before making a final decision:

Do you have sufficient information?

The saying, “shoot first, ask questions later” helps illustrate the danger of making quick decisions without first confirming the information on the issue is complete. It is likely impossible to know absolutely everything there is to know about a particular issue, but it is possible to gather a reasonable amount of information from multiple perspectives. While committees should deliberate and take action in a timely manner, not all actions need to be taken immediately. In some cases it may be beneficial to bring an item back for discussion at a future meeting if information on the issue is limited.

Am I separating people and emotions from the issue?

While we like to think we are objective, rational beings, we can often be led by our emotions. It is important to make sure that on committee decisions, emotions are not the basis for decisions made. Be honest with yourself and be sure your own positive or negative feelings about a particular matter or individual take a backseat to the proper weighing of facts related to the issue.

Are you open, honest, and willing to listen?

Examine your own approach to dealing with conflict. Are you really listening to what your colleagues are saying? Are you thinking about the implications? Are you considering them? Don't be afraid to state your concerns. Be honest by revealing what you see as the options and by explaining what you see as shortcomings in the suggestions of others.

What is the committee's scope of responsibility?

At times committee members can feel as if they have bogged down and are not progressing on an issue. At such times, it can be helpful to take a step back and review the purpose for which the committee was established or review committee goals. If the discussion has gone off track, focus may need to be redirected. If the problem seems impossible to solve, you may need to come back to it at the next meeting. No matter what action is taken, always remember that everyone on the committee is volunteering their time and shares a common interest in the overall well-being of the City.

Is there a compromise that can be made?

At times when one is wrapped up in a debate on a particular topic, it can be easy to think only in the absolute terms of one's particular position. However, more often than not, win-win solutions exist when committee members are creative enough to discover them. When parties are locked on an issue, take a moment to consider potential routes for a compromise. Think about all that has been said throughout the debate. Can the best aspects of everybody's ideas be incorporated into a plan? Ask your colleagues why a particular approach is not satisfactory and why other approaches are.

Did staff have any thoughts or recommendations?

Most committees have a specific municipal employee assigned to serve as staff support to the committee. Often the person assigned is a department director or manager in the area that most closely associates with the role of the committee. The Neighborhood Services Director, for example, supports and advises the plan and architectural review commission. Assigned staff can be a valuable resource to provide professional guidance and/or recommendations on how to proceed with a decision. Staff can also research the topic under discussion and gather additional information related to the specific case in question. Staff can often also provide insight into best practices used in other communities to address similar issues.

Effective Council, Committee/Staff Relations

People make it all happen. In local government, people are at the heart of the organization, both those that comprise the organization, and those that the organization serves. In the City of Whitewater, cooperation and communication between city employees and committee members is encouraged and can often result in better outcomes and a more rewarding experience for all involved. To ensure that lines of positive communication remain open for all employees and volunteers, it is important to clarify some ground rules regarding communications as well as the role of staff members and committee members.

Everyone is Equal

All committee members are considered equal, including the chair or president of the committee. This means everyone on the committee should receive the same information on a particular matter. When a staff member shares information related to committee business, committee members can be confident the same information is being shared with all committee members. No single member should receive "special" information on an issue. This also means committee members should expect information they request on committee business will be distributed to the entire committee. This is the same for all committees, including the common council.

Use of Staff Resources

Staff time is limited. All positions within the City of Whitewater exist to provide and maintain municipal services, facilities, and infrastructure and to carry out organization priorities as determined by the common council. Committee members, including common council members, should be cognizant of this reality when making requests for information. Requests for information are welcome and encouraged; however, committee members should first consult with the city manager before requesting research that will consume significant staff time or otherwise divert limited resources to a project that falls outside of established common council priorities.

Employee Contact Line of Authority

Unless otherwise established by state statute, city ordinance, or employment agreement, all employees ultimately report to and work for the city manager. The city manager, in turn, works for and reports to the common council.

Common councilmembers as well as committee members are encouraged to learn about the role of each municipal department, to ask the staff questions about municipal operations and get to know employees. As a general practice, employees are expected to copy the city manager on all responses to inquiries made by common council members.

While communication is encouraged, the responsibility to direct the work of municipal employees, as well as prescribing or exacting employee discipline, are strictly the responsibility of the city manager. Therefore, if a committee member, including a common council member, has a concern related to the conduct or performance of an employee, that committee member should address it with the city manager.

However, if the concern were related specifically to the conduct or performance of the city manager, the committee member would be encouraged to bring it to the attention of the common council.

Lobbying Committee Members

Just as committee members should avoid directing work or disciplinary action for employees, employees should refrain from any action or communication that is intended to “lobby” the support of committee members for support of a particular project, budget request, or other initiative. This holds true for department directors, managers, and general employees. If a committee member finds himself or herself in such a position, the committee member is encouraged to direct the employee to his/her immediate supervisor and/or department director to address the issue. Committee members are encouraged to notify the city manager so legitimate issues can be promptly addressed.

Communicating with the Public

The life of a public official is just that, public. Though committee members should feel comfortable speaking their mind and answering questions, what a committee member shares can have an impact on public perception of the entire municipal organization. With that in mind, here are some things to consider when communicating with residents regarding municipal issues.

Representing the Committee

No single committee member, including common councilmembers, can individually commit the city as a whole, or their respective committee to a position on an issue without a vote or consent of that committee. It is inappropriate to commit to things the whole committee may not be aware of or approve. Committee members should refer requests for official positions on an issue to staff for review and recommendation. The matter should then be added to an agenda to obtain the committee’s official position.

Complaints from Citizens

If a committee member receives a complaint not related to employee behavior, s/he is encouraged to share the details of the complaint and complainant contact information with city staff so that any problems can be addressed.

Report or Refer the Complaint: Often the complainant is looking for an understanding ear and agreement from the committee member. While committee members are encouraged to be sensitive to the plight of the complainant, committee members should not attempt to promise a particular outcome or attempt an interpretation of the ordinance or policy related to the complainant's concern. Instead, committee members should commit to passing along the information to the appropriate staff person for resolution.

Avoid Sharing at Meetings: Avoid waiting to bring up citizen complaints until the next committee meeting. While doing so may appear to be a manner of "holding government accountable" the reality is that bringing up complaints at a public meeting can deflate staff, embarrass or annoy other committee members, and ultimately damage the credibility of the organization. This is all in addition to making the complainant wait to have their concern heard thus delaying resolution.

Avoid Private Disputes. Occasionally, a committee member may be asked to get his/her committee involved in what is purely a private dispute. These disputes typically include nuisance complaints, work hours for contractors, boundary line disputes, fence problems, and many, many similar issues. Intercession in such matters will be a drain on resources and will ultimately prove fruitless. If a committee member is unclear as to whether an issue is a private dispute or is within the City's jurisdiction, s/he is encouraged to refer the issue to city staff so that a proper determination can be made and subsequently shared with the complainant.

Complaints Regarding Employee Behavior

Citizen complaints regarding employee behavior or performance should always be referred to the city manager for investigation and resolution.

Media Relations

Common councilmembers, and occasionally other committee members, may be approached by the media and asked for commentary on a council action or position on an issue. To the extent that the common council has taken an official action or position, the city manager, or his/her designee will generally be the spokesperson. Common councilmembers, however, are not prohibited from sharing personal opinions with the media or from referencing previous public actions taken by the common council as a whole. The same applies to other municipal committees.

Represent General Interests

As previously stated in this manual, committee efforts should always focus on what is best for the city as a whole. Common councilmembers and other committee members must be careful to represent the general interests of the City and not special interest groups.

Conclusion

The purpose of this manual has been to provide new committee members, including common council members, with helpful information that clarifies fundamental elements of serving in a public office for the City of Whitewater. Committee members are encouraged to read the manual, *Handbook for Wisconsin Municipal Officials*, produced by the League of Wisconsin Municipalities, and to become familiar with the Whitewater Municipal Code of Ordinances in an effort to gain further knowledge regarding the role of public officials in Wisconsin. As always, feel free to contact the City Manager's office at 262-473-0104 with any additional questions regarding municipal operations or this manual.

Whitewater Municipal Code of Ordinances
Chapter 7.04 Code of Ethics
Appendix A

Sections:

7.04.010 - Declaration of policy.

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a code of ethics for all city officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the city. The purpose of this code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the city and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the city. The provisions and purpose of this code and such rules and regulations as may be established are hereby declared to be in the best interests of the city.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.020 - Definitions.

As used in this chapter:

- (a) "Public employee" means any person excluded from the definition of a public officer who is employed by the city.
- (b) "Financial interest" means any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.
- (c) "Official" means all city officers as defined in Section 62.09 under Wisconsin Statutes and all members of boards and commissions and agencies established or appointed by the city manager or common council, whether paid or unpaid.
- (d) "Personal interest" means any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.
- (e) "Person" means any person, corporation, partnership or joint venture.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.030 - Statutory standards of conduct.

There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any code of ethics. Accordingly, the provisions of the following sections of the Wisconsin Statutes, as from time to time amended, are adopted by reference and shall apply to public officials and employees whenever applicable to wit:

- (a) Sec. 946.10. Bribery of Public Officers and Employees.
- (b) Sec. 946.11. Special Privileges from Public Utilities.
- (c) Sec. 946.12. Misconduct in Public Office.
- (d) Sec. 946.13. Private Interest in Public Contract Prohibited.
- (e) Chapter 11. Campaign Financing.
- (f) Chapter 19. Subchapter IV Open Meetings of Governmental Bodies.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.040 - Responsibility of public office.

Public officials and employees hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this state; to observe the highest standards of law in the exercise of the powers and duties of their office; to impartially carry out the laws of the nation, state and city; to discharge faithfully the duties of their office regardless of personal considerations; and to recognize that the public interest must be their prime concern.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.050 - Dedicated service.

All officials and employees of the City of Whitewater should be loyal to the objectives expressed by the electorate and the programs developed to attain these objectives. Appointive officials and employees shall adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.

Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.060 - Fair and equal treatment.

(a) Use of Public Property. No official or employee shall request or permit the unauthorized use of city-owned vehicles, equipment, materials or property for personal convenience or profit.

(b) Obligations to Citizens. No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.070 - Conflict of interest.

(a) Financial and Personal Interest Prohibited. No official or employee, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this chapter or which would tend to impair independence of judgment or action in the performance of official duties.

(b) Specific Conflicts Enumerated.

(1) Incompatible Employment. No official or employee shall engage in or accept private employment or render service for private interest when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties, unless otherwise permitted by law and unless disclosure is made as hereinafter provided.

(2) Gifts and Favors.

(A) No official or employee shall accept any gift whether in the form of service, loan, thing or promise, from any person which may tend to impair his independence of judgment or action in the performance of his duties or grant in the discharge of his duties any improper favor, service or thing of value. EXCEPTION: Advertising or promotional items having a value of ten dollars or less per gift shall be exempt.

(B) No official or employee may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could reasonably be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.

- (C) An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was a city official or employee. Participation in celebrations, grand openings, open houses, informational meetings and similar events are extended from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.
 - (D) Gifts received by an official or employee under unusual circumstances should be referred to the ethics board within ten days of receipt for recommended disposition.
 - (3) Representing Private Interests Before City Agencies or Courts. No official or employee shall appear on behalf of any private person (other than him or herself, his or her spouse or minor children) before any city agency, board, commission or the common council if the official or employee or any board, commission or committee of which the official or employee is a member has any jurisdiction, discretion or control over the matter which is the subject of such representation. However, members of the common council may appear before city agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations.
 - (A) Ad Hoc Committee. EXCEPTION: No violation of this section shall exist, however, where an individual serves on an ad hoc committee charged with the responsibility of addressing an issue or topic in which that individual, or the employee or a client of that individual, has an interest so long as the individual discloses to the ad hoc committee that such interest exists.
 - (c) Contracts with the City. No city officer or employee who, in his capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion of his part, shall enter into any contract with the city unless it falls within the confines of Sec. 946.13, Wis. Stats. "Private Interest in Public Contract Prohibited," or the following:
 - (1) The contract is awarded through a process of public notice and competitive bidding or the common council waives the requirement of this section after determining that it is in the best interest of the city to do so.
 - (2) The provisions of this section shall not apply to the designation of a public depository of public funds.
 - (d) Disclosure of Interest in Legislation.
 - (1) Any member of the common council who has a financial interest or personal interest in any proposed legislation before the common council, shall disclose on the records of the common council, the nature and extent of such interest.
 - (2) Any other official or employee who has a financial interest or personal interest in any proposed legislative action of the common council or any board, commission or committee upon which the official or employee has any influence or input or of which the official or employee is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the common council or the appropriate board, commission or committee the nature and extent of such interest.
- (Ord. 1529A §§ 1, 2, 2003; Ord. 1203(2/5/91) § 2(part), 1991).

7.04.075 - Disclosure of confidential information.

No official or employee shall without proper legal authorization, disclose confidential information concerning the property, government or affairs of the city.
(Ord. 1529A § 1(part), 2003).

7.04.080 - Ethics board.

- (a) There is hereby created an ethics board to consist of five members and one alternate, all residents of the city. Elected officials or employees will not be eligible for appointment. The city manager shall provide necessary staff assistance to the board. The city attorney shall routinely furnish the board whatever legal assistance is necessary to carry out its functions. However, if a possible, apparent, or actual conflict of interest involving the city attorney should occur, legal counsel shall be furnished the board through the city manager's appointment of other legal counsel after consultation with the chair of the ethics board.
 - (b) The members of the ethics board shall be appointed by the city manager subject to confirmation by the common council. Terms of office shall be three years except that when the initial appointments are made, one member shall be appointed for one year, two for two years, and two for three years. The term of the alternate shall be for three years, except that the initial appointment shall coincide with the ending of the terms of the member appointed for one year.
 - (c) The ethics board shall elect its own chair, vice-chair and secretary and shall develop written rules of procedure which shall be filed with the city clerk.
 - (d) The ethics board may make recommendations to the common council with respect to amendments to the code of ethics ordinance.
- (Ord. 1203(2/5/91) § 2(part), 1991).

7.04.090 - Duties of the ethics board.

- (a) Upon receipt at the city clerk's office of a notarized complaint in writing, which shall state the name of the elected or appointed official or employee alleged to have committed a violation of this chapter and which shall set forth the particulars thereof, the city clerk or designee shall distribute a copy of the complaint along with a copy of the code of ethics ordinance to the respondent within ten working days (i.e., Monday through Friday, excluding holidays). The city clerk or designee also shall send a copy of the complaint to each member of the ethics board. The information contained in the verified complaint shall be kept confidential until a proper disposition of the case occurs.
- (b) The board shall meet in closed session and determine whether the complaint, if true, may constitute a violation of the chapter. If four or more of the members of the board vote to dismiss the verified complaint, a formal dismissal action adopted in open session shall be filed with the city clerk and a copy sent to the complainant and the respondent. If four or more members do not vote to dismiss, the action shall proceed as provided in subsection (c) of this section.
- (c) If the action is not dismissed under subsection (b) of this section, the board shall make preliminary investigations with respect to the alleged violation of the ethics chapter. No preliminary investigation of the activities of any elected or appointed official or employee may be initiated unless such official or employee is notified in writing. The notice shall state the nature and purpose of this preliminary investigation. Information gathered during the preliminary investigation shall be kept confidential until a finding is made by the board.
- (d) If, after the preliminary investigation, three or more of the members of the board vote in open session that no probable cause exists, the board shall issue a formal finding to that effect and dismiss the case. A copy of the formal finding shall be filed with the city clerk and a copy distributed to the complainant and the respondent.
- (e) If the board is unable to come to a conclusion on the subject of probable cause, due to abstentions or the voting of "present," the board shall have further discussion and vote again. If the stalemate continues, the board shall treat it as a dismissal and proceed as in subsection (d) of this section.
- (f) If, after the preliminary investigation, three or more of the members of the board vote that there is probable cause that a violation took place, the board shall file formal findings to that effect with the city clerk and proceed toward the conduct of a hearing. The vote shall be taken in open session.

- (g) In the case of a probable cause finding, the board shall send a notice of due process rights and a notice of hearing on the matter to the respondent. The complainant shall also be notified of the hearing.
- (h) The board shall then conduct a hearing on the verified complaint, which hearing shall be held not more than thirty days after such finding of probable cause. The board shall give the respondent at least twenty days' notice of the hearing date. Such hearings shall be at open session unless the respondent petitions for a hearing closed to the public. The rules of criminal evidence shall apply to such hearings. All evidence considered by the board, including certified copies of records and documents, shall be fully offered and made part of the record. Every party shall be afforded adequate opportunity to rebut or offer countervailing evidence.
- (i) During all stages of the proceeding conducted under this section, the elected or appointed official or employee whose activities are under investigation shall be entitled to be represented by counsel of his or her own choosing.
- (j) The respondent or his/her attorney shall have an opportunity to examine all documents and records to be used at the hearing under subsection (g) of this section at a reasonable time before the date of the hearing; as well as during the hearing, to bring witnesses, to establish all pertinent facts and circumstances, and to question or refute any testimony or evidence, including opportunity to confront and cross-examine adverse witnesses.
- (k) The board shall have the power to compel the attendance of witnesses and to issue subpoenas granted other boards and commissioners under Section 885.01(3) of the Wisconsin Statutes.
- (l) Determination. Upon conclusion of the hearing the board shall make a decision agreed to by at least four members. It shall file the decision in writing within ten working days after the vote, signed by at least four participating board members stating findings of fact, conclusions of law concerning the propriety of the conduct of the elected or appointed official or employee, and if appropriate, referring the matter to the city council or other proper authority with a recommendation for censure or other disciplinary action. A member of council censured may be subject to recall pursuant to Section 9.10, Wisconsin Statutes, or any other legal process authorized by law. If four or more members are not able to reach an agreement, the complaint shall be dismissed.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.100 - Applicability of code.

This code shall be operative in all instances covered by its provisions except when superseded by an applicable statutory provision and statutory action is mandatory, or when the application of a statutory provision is discretionary, but determined by the ethics board to be more appropriate or desirable.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.110 - Distribution of the code.

The city clerk shall provide copies of this code to elected and appointed officials covered by this chapter and shall keep at least one copy permanently on file for the use of the public.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.120 - Severability.

- (a) If any provision of this chapter is invalid or unconstitutional, or if the application of this chapter to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this chapter which can be given effect without the invalid or unconstitutional provision or application.
- (b) This ordinance shall be in full force and effect from and after its passage and publication.

(Ord. 1203 (2/5/91) § 2(part), 1991).

7.04.130 - Penalty for violations.

In addition to any other provisions relating to disciplinary action or censure, any person who violates any of the provisions of this chapter may forfeit and pay a penalty of not less than twenty-five dollars nor more than two hundred fifty dollars for the first offense, together with the costs of prosecution; and for the second and subsequent offenses, not less than fifty dollars nor more than two hundred fifty dollars, together with the costs of prosecution. If respondent fails to pay the penalty and costs within sixty days of imposition of the penalty, the city may collect the penalty by obtaining a judgment in the circuit court and collecting said judgment as provided by law.

(Ord. 1203(2/5/91) § 2(part), 1991).



Good Governance Manual



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Municipal Official Orientation Manual
A Guide for Elected and Appointed Public Officials in the City of Whitewater

A Welcome to Public Officials

Welcome to the world of public service. As a newly elected or appointed official in the City of Whitewater, there is much to learn about the inner workings of city government and the city organization as a whole. However, do not be intimidated; any effort you put forward in learning the ins and outs of municipal government operations will be greatly rewarded through the positive impact you will be able to make on the Whitewater community. Citizenship demands the shouldering of civic responsibility by all those who would preserve the freedoms we all enjoy. By virtue of your appointment, you have become an example of true citizenship for your peers in the Whitewater Community.

While government is often thought of as redundant or inefficient, good government actually makes all our lives better by preserving a sure foundation on which to build our families, businesses, and communities. By giving of your time and talents to benefit your community, you will serve as a positive example to your fellow community members, but you will also have the opportunity to leave a valuable legacy for those that will follow after you.

This manual has been prepared to aid you in gaining a basic understanding of some of the fundamentals of conduct and operations within city government. Please feel free to refer to this manual often. City ordinances and city staff can also be valuable resources in helping to guide you in your efforts to serve the community.

Welcome and congratulations on your new role as a public official!

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**City of Whitewater
Public Official Code of Conduct
Good Conduct for Effective Governance**

Statement of Purpose

It is the goal and expectation of the City of Whitewater that all public officials (elected or appointed) strive to uphold, exhibit, and promote civil and ethical conduct in public forums and maintain the highest standards of personal conduct, integrity, truthfulness, and fairness in carrying out their public duties. To this end, the following code of conduct has been developed to help illustrate the characteristics public officials are encouraged to emulate while in office.

Code of Conduct for Public Officials

As a representative of the City of Whitewater, public officials are encouraged to help strengthen the community by building public trust, encouraging open dialogue, maintaining transparency and actively sharing ideas and opinions with others in thoughtful and considerate ways. The following list of behaviors and practices helps to illustrate the high standards expected of those in public office.

1. **Be Informed:** Endeavor to read the packet material provided before each meeting, keep informed on all local, state and national developments of municipal significance, and arrive at each meeting prepared to conduct City business in a meaningful manner.
2. **Pay Attention:** Strive to be aware of others and sensitive to the immediate context of actions taken.
3. **Listen Closely:** Strive to understand other points of view, to seek first an understanding of what other individuals or groups may have to say before making any final decisions related to business being conducted.
4. **Be Inclusive:** Welcome and encourage participation of all parties involved in the discussion on any issue, excluding none.
5. **Avoid Gossip:** Discourage and avoid the spread of gossip, which can undermine the public process.
6. **Be Agreeable:** Actively look for opportunities to agree on community issues and in all other cases, be civil and cordial, agreeing to disagree without being disagreeable.
7. **Show Respect:** Show respect for the viewpoints of others and refrain from abusive conduct, personal charges, derogatory remarks or verbal attacks upon the character, actions, or opinions of others, whether they be elected or appointed officials, city staff, or the public. Avoid pursuing any conduct or action calculated to embarrass another public official or any member of the public. Praise in public and reprimand in private. When debating or commenting in a meeting, focus on the issue and avoid negative comments regarding the groups or individuals involved.
8. **Be Honest and Transparent:** Practice and encourage full and open disclosure by participating openly and transparently in meetings and activities as required by law. Practice and encourage this same openness by providing full explanations of the intent and motives behind actions to fellow board or committee members. Refrain from withholding or concealing any information or matter in which fellow committee members should be concerned.

9. **Maintain Confidentiality:** Respect and maintain the confidentiality of information that cannot be disclosed (i.e. information from a closed or executive session) by not divulging said information at any time while outside of a closed or executive session. In all ways protect and maintain the security of confidential records.
10. **Demonstrate Proper Meeting Etiquette:** Observe proper decorum and behavior in meetings and refrain from interrupting other speakers, making personal comments not related to the discussion or otherwise interfering with the orderly conduct of the meeting.
11. **Accept Responsibility and Be Sincere:** When mistakes or misunderstandings occur, the best way to move beyond the incident and to restore public trust is to be honest. Accept full responsibility for personal actions and opinions, avoid shifting blame to other groups or individuals. Be open and upfront regarding disagreements. Endeavor to repair damaged relationships, including openly and promptly apologizing where appropriate.
12. **Put City Interests First:** Always strive toward achieving the common good for the community by pursuing those decisions, actions and initiatives that are best for the community. Avoid conflicts of interest. At all times, place duty to uphold the law and duty to pursue organizational goals and objectives above personal interests.
13. **Seek No Personal Advantage:** Public officials, especially those that are elected, stand as agents of the public purpose and should conduct themselves in an open, fair and impartial manner. When it comes to municipal rules, laws, or services, do not seek special treatment for others, whether they be neighbors, friends, coworkers, employers, or family. Do not use the municipality or any part of a municipal program for personal advantage or for the advantage of others. Strive to live and serve in a manner that is above reproach and avoid the appearance of impropriety.
14. **Uphold the Democratic Process:** Perform duties with diligence and in accordance with the rules of order established by the common council, board, commission, or committee conducting business. Recognize that the authority to take formal action to direct or recommend rests with the common council or its designated committee in legal session and not with any individual members of said bodies. Public officials may express opposition to an action made by their respective committee(s). However, do not publicly criticize individual committee members or the committee as a whole for said action when the action has been properly presented, voted on, and passed by a majority vote. Ensure that citizen involvement and citizen opinions regarding public policy issues are fully considered.

Municipal Official Orientation Manual
A Guide for Elected and Appointed Public Officials in the City of Whitewater

General City Information

Municipal Government Structure in Wisconsin

Cities in Wisconsin are incorporated municipalities that are created at the request of their inhabitants to perform local services. The Wisconsin Supreme Court has stated that municipalities are, “established by law to assist in the civil government of the state and to regulate and administer the internal or local affairs of the territory within their corporate limits.” Because municipalities were created by the state, they have been referred to as “creatures of the state.” As creatures of the state, municipalities have no inherent powers and have only the powers given them. Wisconsin cities are fortunate in that they have been granted extensive “home rule” powers. Home rule is the ability of cities to govern themselves in local matters without state interference. Wisconsin municipalities have two sources of home rule authority: (a) constitutional and (b) statutory or legislative. For more information on home rule, see the *Handbook of Wisconsin Municipal Officials*.

Class of Cities

The municipality of the City of Whitewater is organized as a 3rd 4th Class City under Wis. Stats. Chapter 64.

Council-Manager Form of Government

Per Municipal Code of Ordinances Chapter 2.04.010, the City of Whitewater is organized under the city manager plan of government as outlined in Wis. Stats. Chapter 64. This means that the city is governed by a common council composed of seven members, one councilmember from each aldermanic district in the city and two councilmembers at large. The city manager oversees the day-to-day operation of the city government and labors to ensure that policy direction provided by the common council is carried out efficiently and effectively.

The City Manager

The city manager serves as the chief executive officer for the City and oversees the day-to-day operation of all city departments. The city manager carries out the policy direction provided by the common council. The city manager possesses the sole responsibility for the creation and elimination of employment positions within the city and the discipline and/or termination of employees with the exception of those positions falling under the authority of the Police and Fire Commission. The city manager, together with the common council president, reviews and then recommends the appointment of individuals to serve on the various boards, committees, and commissions of the city government. The city manager is appointed and serves at the pleasure of the common council.

For more details regarding the office of city manager, see Whitewater Municipal Code of Ordinances Chapter 2.12 and Wis. Stats. Chapter 64.

The Common Council

The common council is composed of one councilmember from each of the five aldermanic districts in the City and two councilmembers at large. The term of office for each councilmember is two years, at which point the councilmember can seek reelection.

The common council is the highest legislative body in the local government of the City of Whitewater. As such, the common council has full legislative authority over all aspects of city government. Unless otherwise stated in local ordinance or state statute, the common council is responsible for final approval of all recommendations and actions proposed by standing and/or ad hoc committees. The common council appoints the city manager and confirms committee appointments recommended by the city manager and common council president. The common council possesses authority to enact ordinances, adopt resolutions, and otherwise establish policies for the long-term benefit of the City of Whitewater.

It is important to note that the common council is only empowered to act on behalf of the City when a majority of councilmembers is present. Individual members of the common council possess no legislative authority in and of themselves.

The Common Council President

The common council president is elected at the first meeting after the election of new councilmembers. This occurs on the second regularly scheduled meeting of April each year. A president pro tem is also elected to serve the role of president when the common council president is absent. The common council president presides over and conducts meetings of the common council. As the first among peers, the common council president is responsible for preserving “order and decorum” at each meeting.

Boards, Committees and Commissions

The common council is the policy-making body for the City. Unless otherwise endowed with specific decision-making authority, all committees serve in an advisory capacity to or for the common council.

City ordinances allow for a number of standing boards, committees, and commissions that provide direction and input on policy development for specific areas of city administration. Membership requirements vary by the type and purpose of each committee. However, these committees are typically comprised of at least one councilmember and a number of community members that reside within the City’s jurisdictional boundary. The following list includes all standing committees currently established by ordinance.

- Alcohol Licensing Review Committee (Ch. 5.20.025)
- Board of Review (Ch. 2.60)
- Board of Zoning Appeals (Ch. 19.72)
- Community Development Authority (Charter Ord. No. 4)
- Community Involvement & Cable TV Commission (Ch. 2.50)
- Disability Rights Commission (Ch. 2.46)
- Ethics Committee (Ch. 7.04)
- Finance Committee (Ch. 2.47)
- Lakes Advisory Committee (Ch. 2.73)
- Landmarks Commission (Ch. 17.08)
- Library Board (Ch. 2.56)
- Parks & Recreation Board (Ch. 2.52)
- Plan & Architectural Review Commission (Ch. 19.06)
- Police and Fire Commission (Ch. 2.28)
- Public Works Committee (Ch. 2.45)

- Urban Forestry Committee (Ch. 2.12)
- Whitewater University Technology Park Board

Committee Appointments

Individual committee appointments occur annually, typically at the first common council meeting following the Spring Election. However, due to unexpected vacancies or resignations, appointments can occur at any time throughout the year. The process for filling committee vacancies is as follows:

1. Vacancies are announced via the city website, social media, and the official newspaper prior to any appointment being made.
2. A standard application form shall be provided in electronic and hard copy for use by all applicants (including incumbents wishing to be reappointed).
3. Once applications are received, they are compiled by the city clerk and delivered to the city manager and common council president for review.
4. The common council president and city manager review applications and arrange for face-to-face meetings with applicants. If schedules do not permit a face-to-face meeting, this step can be completed by phone or web conference.
5. The common council president and city manager convene to discuss applicants and select candidates for recommendation to the common council. Recommended appointments are placed on the agenda for the next common council meeting for approval.
6. The common council deliberates on the recommended appointments and approves or denies the appointments.
7. Individuals who have been successfully appointed to a committee are then contacted by the City Manager's designee and a date is set for orientation.
8. The new committee member attends a committee member orientation as soon as possible following appointment.

Criteria for the Appointment of Committee Members

When considering applicants for appointment to a committee, the city manager and common council president will look at a variety of factors that includes, but is not limited to the following:

Availability: Regular attendance at committee meetings is mandatory. If a committee member fails to attend three consecutive regular meetings, or fails to attend at least three-fourths of the regular meetings during the preceding 12 months, s/he may be replaced.

Number of Previous Terms (Incumbents): Unless otherwise stated in ordinance, no member of any committee can serve for more than two consecutive terms. If an applicant has served for two consecutive terms, s/he must have been off said committee for at least one term before reapplying for appointment.

Knowledge and Life Experience: Relevant life experience, whether personal or professional, can provide added value to the composition of a committee and is often viewed favorably in the selection process.

References: References are an important resource in helping to identify applicant strengths and weaknesses as part of the selection process.

Residency: While some committees do not require residence within city limits, the majority will require residency within the boundaries of the Whitewater Unified School District or within the municipal limits of the City of Whitewater.

Other Factors: The ultimate goal of the city manager and common council president when making committee appointments is to ensure committees are filled by diverse and competent individuals capable of making sound decisions and capable of working together even when opinions may differ. With this goal in mind, a full range of additional factors may be considered with each appointment, and some factors may vary depending on the vacancy needing to be filled. Things such as political background, prior public service experience, and professional and personal relationships with current committee members may all be relevant.

All about Public Meetings

All meetings of the common council or any other established committee must be open to the public pursuant to open meetings law, with few exceptions (see Closed Sessions, page 8). The intent of the law is to ensure that council action and deliberation is conducted openly. All regular and special meetings must be publicly noticed with an agenda that includes a specified time and date in advance of the meeting.

Public meetings, whether of the common council or another municipal committee, serve as a showcase of municipal government for the people of Whitewater. Meeting attendees can often include journalists and reporters for local news outlets, university students, representatives from community groups, and interested residents. Common council meetings are broadcast live and meeting business is often the subject of newspaper articles the following day. In short, many eyes are on each meeting with the public often basing its opinion of the entire City on how efficiently committee meetings operate.

The following subsections provide important information regarding the conduct of common council meetings. The guidance herein given also extends to the many standing committees and commissions established by ordinance.

Meeting Schedules

As established by ordinance, the common council is required to meet at least once per month. Regular meetings are held on the first and third Tuesdays in each month. Meetings begin at 6:30 p.m. If a common council meeting date falls on an election day or a holiday, the meeting is held on the Thursday of the same week instead. All other committees should maintain a regular meeting schedule and make sure the schedule is posted on the committee's webpage. The regular meeting schedule should also be provided to the city clerk for the municipal record.

Special Meetings

When at all possible, municipal committees, especially the common council, should endeavor to conduct business during regular meetings. However, circumstances may, at times, call for a meeting outside of the regular meeting schedule. These meetings are referred to as "special meetings." When circumstances warrant a special meeting, the staff person responsible for the committee should work with the committee chair to establish a meeting time when a majority of committee members can attend. In the case of the common council, the city manager is primarily responsible for arranging the meeting; however, the city manager will typically work with the common council president to arrange the meeting at a time when the largest number of councilmembers are available. Posting of the special

meeting should comply with the requirements set forth in the Whitewater Transparency Enhancement Ordinance (Ord. 2.62).

If a minority of committee members disagree with the calling of the special meeting, said committee members can submit a written objection for the meeting record. In lieu of submitting a written objection, language can be placed on the next regular meeting agenda calling out the objection. This allows the objecting party an opportunity to voice their objection, which is then added to the minutes for the meeting.

Electronic Devices

Electronic devices such as smart phones, tablets, Chromebooks and laptops have become commonplace in the Whitewater community. Use of electronic devices during a public meeting is encouraged when the device is used as an alternative to printed materials, to look up information relevant to the discussion items, or a similar use that supports the discussion at hand. Use of electronic devices for other irrelevant uses is discouraged.

City staff provides all common council members with an electronic copy of posted packet materials in advance of the meeting via email. City departments may also provide an electronic version of packet materials to other committees. The City maintains a number of Chromebooks which can also be used by public officials during meetings to reduce or avoid the need for paper copies of meeting materials. Chromebooks can be made available to public officials upon request. A request must be provided ahead of time so that the device can be ready at the start of the meeting.

Electronic Communications

During public meetings, electronic messaging (text, email, IM, etc.) should not be used for private communication. While use of electronic devices is encouraged, encouragement comes with the expectation that devices will be used for meeting business and personal communications will be avoided. Public officials should not correspond via electronic messaging on agenda items during the meeting, unless the conversation will be publicly shared with the full common council as part of the meeting discussion. If the need to make a personal communication arises during the meeting, public officials should step out of the meeting room to communicate. No device should be used by a public official for personal entertainment while a meeting is in session.

Packet Materials

In general, meeting materials are provided in advance of every meeting. Hard copies of meeting materials are usually distributed three to four days in advance of the meeting. Common council packets, for example, are distributed to common council members on the Friday before the next meeting. Public officials are expected to review meeting materials provided in the packet prior to the meeting so that they can more effectively contribute to the discussion for each item on the agenda.

Questions of Staff

City staff welcomes questions related to agenda items. When questions are shared with staff in advance of the meeting day, additional material to help answer the question can usually be provided by the start of the meeting. Questions during meetings are, of course, welcome also, but some questions may require additional staff research thus delaying a response until the next meeting.

Include recommended procedures to follow regarding questions to staff after delivery of Council packets. JG

Meeting Records

Meetings of the common council, community development authority, plan and architectural review commission, and police and fire commission are required to be recorded on video per the Whitewater Transparency Enhancement Ordinance Ch 2.62. The common council and the plan and architectural review commission are also broadcast live a. In addition, the city clerk, under the direction of the city manager, is responsible for maintaining meeting records including documenting the minutes of the proceedings at each public meeting. Due to the number of potential meetings, most committees are assigned a specific city employee to serve as meeting support, distributing agendas and keeping minutes.

Closed Sessions

While meetings are required to be open by law, there are situations where the best interest of the City demands a confidential discussion. Closed sessions are allowed under Wisconsin Statutes for a limited list of circumstances. Items discussed in closed session should not be shared outside of closed session or with persons not party to the closed session discussion. The importance of maintaining confidentiality surrounding items discussed in closed session cannot be overstated. It is also important to limit closed session discussions to the topic(s) noted on the agenda. Discussion of issues other than what is posted on the agenda and what qualifies as permissible in closed session is a violation of state law with violators subject to a fine.

Rules of Order

The common council has the authority by ordinance to determine its own rules of procedure. However, *Robert's Rules of Order* serves as a general guideline for setting procedures in meetings. Specific details regarding the conducting of meetings can be found in the Whitewater Municipal Code of Ordinances, Chapter 2.08.

Setting the Agenda

By local ordinance, the agenda for meetings of the common council is set by the city manager. Councilmembers wishing to add agenda items should make their request no later than ~~one week~~ noon 6 business days prior to the meeting. Councilmembers can make requests by contacting the city manager directly, or by contacting the city clerk who will then notify the city manager. The city manager will honor all legal agenda item requests made by a councilmember. However, if the city manager anticipates a long meeting or that a particular item requested will be contentious and result in a lengthy meeting, s/he may contact the requesting councilmember to discuss setting the item for a future meeting agenda. Specific details regarding setting the agenda can be found in the Whitewater Municipal Code of Ordinances, Chapter 2.08.

For all municipal committees outside of the common council, meeting agendas should be set by the committee chair. In cases where there is a staff person assigned to support a particular committee or commission, the staff member should assist in drafting the agenda, ensuring that the agenda complies with standard formatting guidelines. Just as with requests made by councilmembers, the committee chair should honor requests for agenda items that are submitted by committee members. If a question or concern regarding a potential discussion item arises, the committee chair should consult with the assigned staff person, the city clerk, or the city manager for guidance.

Meeting Attendance and Participation

To ensure that voting members are well versed on the issues facing the board or commission, regular

attendance is mandatory. In the event that a member fails to attend three consecutive, regular meeting or fails to attend at least three-fourths of the regular meetings during the preceding twelve months, the board may request that the common council select another individual to serve out the member's term.

Code of Ethics for Public Officials

The municipal government of the City of Whitewater can only be as effective as it is independent, impartial and responsible to the people. For this reason, all public officials, whether elected, appointed, or otherwise employed by the City of Whitewater are expected to adhere to ethical standards as outlined in Wis. Stats. Secs.19.41-19.59 and as outlined in chapter 7 of the Whitewater Municipal Code of Ordinances, which is included at the end of this manual.

Prohibited Conduct

In general, the state ethics law as referenced above, prohibits the following conduct:

Use of Office for Private Gain: Public officials are prohibited from using their offices to obtain financial gain or anything of substantial value for the private benefit of themselves, their immediate families, or organizations (including employers) with which they are associated (see Sec. 19.59(1)(a), Wis. Stats.).

Offering or Receiving Anything of Value: No person may give and no public official may receive "anything of value" if it could reasonably be expected to influence the local public official's vote, official action or judgment, or could reasonably be considered as a reward for any official action or inaction (see Sec. 19.59(1)(b), Wis. Stats.).

When to Recuse Oneself

While the full code of ethics as outlined in ordinance is at the end of this manual, the subject of recusing oneself is worth mentioning here. To recuse oneself from a discussion essentially means to remove oneself from discussion to avoid a conflict of interest.

Public officials should recuse themselves from discussion when there is a clear conflict of interest. In such cases, recusal does not just mean abstaining from a vote, but means instead to step away from the discussion of an item completely.

When a public official recuses himself or herself from discussion and action on a particular item, the recusal is noted in the minutes of the meeting. In most cases, it is appropriate, though not required, for the recused public official to leave the room where public discussion is taking place to ensure that s/he can have no influence on the discussion or final action in any way.

Ex Parte Communications

The Plan Commission Handbook Second Edition 2012, Rebecca Roberts, University of Wisconsin Extension, pages 15 and 16, describes how public officials should avoid ex parte communications regarding quasi-judicial matters pending or that may come before the council, a committee, commission, or board. These decisions often involve application of laws, such as ordinances, (for example a request for a conditional use permit). It states:

“[Public officials] should not have conversations or receive correspondence regarding a quasi-judicial matter that is pending before [the city] or which may come before [the city] except during a noticed meeting or hearing on the matter. Such outside contacts are known as “ex

parte communication.” Ex parte communications may not be considered in decision-making

unless it is disclosed and made part of the official record in the matter. The [body] as a whole can then determine the admissibility of the information and individual members can determine its credibility and weight in deciding their vote on the issue.

The reason for exclusion of ex parte information is that parties are entitled to know and examine the source of information used by [the city] in its decision-making. Outside discussion regarding procedural matters such as scheduling a meeting or explaining how to file an application is permissible. Ex parte communication is not a concern when enacting legislation or making administrative decisions (i.e. issuing simple zoning or building permits).”

In order to avoid ex parte communications, the handbook recommends:

1. Suggesting that members of the public present information in an open meeting or hearing or submit a written comment.
2. Disclosing ex parte communications at an open meeting or hearing and make the information part of the record so that it can be considered in decision making.

Open Meetings and Open Records

Wisconsin has a long history of promoting open government. As a local government conducting business that has a direct impact on residents, the City of Whitewater also values and appreciates the importance of maintaining transparency. For this reason, it is imperative that public officials endeavor to comply absolutely with state laws related to public meetings and public records.

Open Meetings Law

Wisconsin’s open meeting law is found in Wis. Stat. Secs. 19.81 - 19.98. Essentially, the open meeting law requires that all meetings of all governmental bodies be preceded by public notice and be publicly held in places reasonably accessible to the public and open to all citizens at all times unless otherwise expressly provided by law. For the purpose of this manual, it is safe to conclude that, in general, all discussions, deliberations, actions, or inquiries conducted by a governmental body (meaning the common council or any other municipal committee) should be conducted in an open meeting unless otherwise specifically mentioned in Sec. 19.85(1) (a-j). More information regarding open meetings can also be found in chapter 7 of the League of Wisconsin Municipalities publication, *Handbook for Wisconsin Municipal Officials*.

Whitewater Transparency Ordinance

In addition to open meeting rules as established by state law, the City of Whitewater has enacted a Transparency Enhancement Ordinance (Whitewater Ordinance Chapter 2.62) which provides additional open government requirements such as a seventy-two hour in advance meeting notice posting for meetings and adding agenda items. This is greater than the State statutory twenty-four-hour requirement normally applicable to cities. If the seventy-two-hour requirement has not been met, the item can only be taken up by the body by an affirmative vote of the members voting.

Walking and Negative Quorums

There are two important circumstances where a group of committee members, less than a quorum in number, could gather together and still violate the open meeting law. These two situations are referred

to as “walking quorum” and “negative quorum.” The following sections were taken from Chapter 6 of the *Wisconsin Legislator’s Briefing Book for 2017-2018* and provide details regarding court cases wherein walking and negative quorums were defined.

Negative Quorum: The applicability of the Open Meetings Law to a gathering of less than one-half of the members of a governmental body has been addressed by the Wisconsin Supreme Court. The case involved an unannounced, private meeting of four members of the 11-member Milwaukee Metropolitan Sewerage Commission. The subject of the meeting was the commission’s proposed operating and capital budgets. Adoption of these budgets required a 2/3rds vote of the commission (i.e., eight votes), and four members was a sufficient number to block adoption. Such a gathering of enough members that could be sufficient to block an action of the full body was labeled as a “negative quorum.” [State ex rel. Newspapers, Inc. v. Showers, 135 Wis. 2d 77 (1987).]

The court provided a two-part test to determine when a gathering constitutes a negative quorum and triggers the Open Meetings Law. Under the test, such a meeting is subject to the law if: (1) the members have convened for the purpose of engaging in governmental business, whether discussion, decision-making, or information gathering; and (2) the number of members present is sufficient to determine the governmental body’s course of action on the subject under discussion.

Walking Quorum: The applicability of the Open Meetings Law to a series of informal discussions between small numbers of the body’s members has been addressed by the Wisconsin courts and the state Attorney General. This is commonly referred to as a “walking quorum,” and such series of small-group meetings that occur with the implied or express agreement to act uniformly in a sufficient number to reach a quorum may only be held with proper notice and accessibility.

The essential danger identified by the courts with a walking quorum is that it may produce a predetermined outcome and render the public meeting a mere formality. According to an informal opinion by the Attorney General, use of administrative staff to individually poll members regarding how they would vote on a proposed motion is a prohibited walking quorum.

If, however, there is no implied or express agreement to act uniformly in sufficient number to reach a quorum, a series of informal exchanges among separate groups of members may occur without violating the Open Meetings Law.

Open Records Law

Transparency in government in Wisconsin does not relate solely to open meetings, but extends to governmental records as well. The essential takeaway for newly elected or appointed officials is this, unless otherwise specifically identified as an exception by law, all governmental records are public and subject to public examination. It should be noted that all city-related emails, letters and reports produced by, sent from, or received by an elected or appointed official qualify under this broad definition. More detailed information regarding public records can be found in Wis. Stats. Secs. 19.21 - 19.39 and also in in chapter 7 of the League of Wisconsin Municipalities publication, *Handbook for Wisconsin Municipal Officials*.

Council Policing (HR)

Committee Policing

In general, the president or chair of each committee is the person responsible for maintaining order and proper decorum at meetings, following the example set by ordinance with the role of the common

council president. If committee members encounter persistent challenges with maintaining order at meetings due to the behavior of specific members of the public or the committee, the city manager may be called upon to address the issue. Any action to remove or reassign a committee member will not take place until the city manager has consulted with the common council president and then with the full common council. If the issue involves a common council member, the issue should first be addressed by the common council president and the city manager is excluded from the process. The president will then bring the matter to the full common council for discussion and action.

Effective Decision-Making

Often the decisions made by municipal committees can have a far-reaching impact on residents of the Whitewater community. This reality can make the role of a committee member both challenging and rewarding. This is especially true for those serving on the common council, but holds true for other municipal committees as well.

When a committee is tasked with making a decision on a particular issue, it is important to keep emotions and political influences out of the discussion as much as possible. This does not mean that committee members should not be sensitive to the needs and desires of those most closely impacted by a particular decision. However, it does mean that committee members should strive to remain open minded, work together and follow an objective process. Following is a list of questions you should consider asking yourself before making a final decision:

Do you have sufficient information?

The saying, “shoot first, ask questions later” helps illustrate the danger of making quick decisions without first confirming the information on the issue is complete. It is likely impossible to know absolutely everything there is to know about a particular issue, but it is possible to gather a reasonable amount of information from multiple perspectives. While committees should deliberate and take action in a timely manner, not all actions need to be taken immediately. In some cases, it may be beneficial to bring an item back for discussion at a future meeting if information on the issue is limited.

Am I separating people and emotions from the issue?

While we like to think we are objective, rational beings, we can often be led by our emotions. It is important to make sure that on committee decisions, emotions are not the basis for decisions made. Be honest with yourself and be sure your own positive or negative feelings about a particular matter or individual take a backseat to the proper weighing of facts related to the issue.

Are you open, honest, and willing to listen?

Examine your own approach to dealing with conflict. Are you really listening to what your colleagues are saying? Are you thinking about the implications? Are you considering them? Don't be afraid to state your concerns. Be honest by revealing what you see as the options and by explaining what you see as shortcomings in the suggestions of others.

What is the committee's scope of responsibility?

At times committee members can feel as if they have bogged down and are not progressing on an issue. At such times, it can be helpful to take a step back and review the purpose for which the committee was established or review committee goals. If the discussion has gone off track, focus may need to be redirected. If the problem seems impossible to solve, you may need to come back to it at the next meeting. No matter what action is taken, always remember that everyone on the committee is volunteering their time and shares a common interest in the overall well-being of the City.

Is there a compromise that can be made?

At times when one is wrapped up in a debate on a particular topic, it can be easy to think only in the absolute terms of one's particular position. However, more often than not, win-win solutions exist when committee members are creative enough to discover them. When parties are locked on an issue, take a moment to consider potential routes for a compromise. Think about all that has been said throughout the debate. Can the best aspects of everybody's ideas be incorporated into a plan? Ask your colleagues why a particular approach is not satisfactory and why other approaches are.

Did staff have any thoughts or recommendations?

Most committees have a specific municipal employee assigned to serve as staff support to the committee. Often the person assigned is a department director or manager in the area that most closely associates with the role of the committee. The Neighborhood Services Director, for example, supports and advises the plan and architectural review commission. Assigned staff can be a valuable resource to provide professional guidance and/or recommendations on how to proceed with a decision. Staff can also research the topic under discussion and gather additional information related to the specific case in question. Staff can often also provide insight into best practices used in other communities to address similar issues.

Effective Council, Committee/Staff Relations

People make it all happen. In local government, people are at the heart of the organization, both those that comprise the organization, and those that the organization serves. In the City of Whitewater, cooperation and communication between city employees and committee members is encouraged and can often result in better outcomes and a more rewarding experience for all involved. To ensure that lines of positive communication remain open for all employees and volunteers, it is important to clarify some ground rules regarding communications as well as the role of staff members and committee members.

Everyone is Equal

All committee members are considered equal, including the chair or president of the committee. This means everyone on the committee should receive the same information on a particular matter. When a staff member shares information related to committee business, committee members can be confident the same information is being shared with all committee members. No single member should receive "special" information on an issue. This also means committee members should expect information they request on committee business will be distributed to the entire committee. This is the same for all committees, including the common council.

Use of Staff Resources

Staff time is limited. All positions within the City of Whitewater exist to provide and maintain municipal services, facilities, and infrastructure and to carry out organization priorities as determined by the common council. Committee members, including common council members, should be cognizant of this reality when making requests for information. Requests for information are welcome and encouraged; however, committee members should first consult with the city manager before requesting research that will consume significant staff time or otherwise divert limited resources to a project that falls outside of established common council priorities.

Employee Contact Line of Authority

Unless otherwise established by state statute, city ordinance, or employment agreement, all employees ultimately report to and work for the city manager. The city manager, in turn, works for and reports to the common council.

Common councilmembers as well as committee members are encouraged to learn about the role of each municipal department, to ask the staff questions about municipal operations and get to know employees. As a general practice, employees are expected to copy the city manager on all responses to inquiries made by common council members.

While communication is encouraged, the responsibility to direct the work of municipal employees, as well as prescribing or exacting employee discipline, are strictly the responsibility of the city manager. Therefore, if a committee member, including a common council member, has a concern related to the conduct or performance of an employee, that committee member should address it with the city manager.

However, if the concern were related specifically to the conduct or performance of the city manager, the committee member would be encouraged to bring it to the attention of the common council.

Lobbying Committee Members

Just as committee members should avoid directing work or disciplinary action for employees, employees should refrain from any action or communication that is intended to “lobby” the support of committee members for support of a particular project, budget request, or other initiative. This holds true for department directors, managers, and general employees. If a committee member finds himself or herself in such a position, the committee member is encouraged to direct the employee to his/her immediate supervisor and/or department director to address the issue. Committee members are encouraged to notify the city manager so legitimate issues can be promptly addressed.

Communicating with the Public

The life of a public official is just that, public. Though committee members should feel comfortable speaking their mind and answering questions, what a committee member shares can have an impact on public perception of the entire municipal organization. With that in mind, here are some things to consider when communicating with residents regarding municipal issues.

Representing the Committee

No single committee member, including common councilmembers, can individually commit the city as a whole, or their respective committee to a position on an issue without a vote or consent of that committee. It is inappropriate to commit to things the whole committee may not be aware of or approve. Committee members should refer requests for official positions on an issue to staff for review and recommendation. The matter should then be added to an agenda to obtain the committee’s official position.

Complaints from Citizens

If a committee member receives a complaint not related to employee behavior, s/he is encouraged to share the details of the complaint and complainant contact information with city staff so that any problems can be addressed.

Report or Refer the Complaint: Often the complainant is looking for an understanding ear and agreement from the committee member. While committee members are encouraged to be sensitive to the plight of the complainant, committee members should not attempt to promise a particular outcome or attempt an interpretation of the ordinance or policy related to the complainant's concern. Instead, committee members should commit to passing along the information to the appropriate staff person for resolution.

Avoid Sharing at Meetings: Avoid waiting to bring up citizen complaints until the next committee meeting. While doing so may appear to be a manner of "holding government accountable" the reality is that bringing up complaints at a public meeting can deflate staff, embarrass or annoy other committee members, and ultimately damage the credibility of the organization. This is all in addition to making the complainant wait to have their concern heard thus delaying resolution.

Avoid Private Disputes. Occasionally, a committee member may be asked to get his/her committee involved in what is purely a private dispute. These disputes typically include nuisance complaints, work hours for contractors, boundary line disputes, fence problems, and many, many similar issues. Intercession in such matters will be a drain on resources and will ultimately prove fruitless. If a committee member is unclear as to whether an issue is a private dispute or is within the City's jurisdiction, s/he is encouraged to refer the issue to city staff so that a proper determination can be made and subsequently shared with the complainant.

Complaints Regarding Employee Behavior

Citizen complaints regarding employee behavior or performance should always be referred to the city manager for investigation and resolution.

Media Relations

Common councilmembers, and occasionally other committee members, may be approached by the media and asked for commentary on a council action or position on an issue. To the extent that the common council has taken an official action or position, the city manager, or his/her designee will generally be the spokesperson. Common councilmembers, however, are not prohibited from sharing personal opinions with the media or from referencing previous public actions taken by the common council as a whole. The same applies to other municipal committees.

Represent General Interests

As previously stated in this manual, committee efforts should always focus on what is best for the city as a whole. Common councilmembers and other committee members must be careful to represent the general interests of the City and not special interest groups.

Conclusion

The purpose of this manual has been to provide new committee members, including common council members, with helpful information that clarifies fundamental elements of serving in a public office for the City of Whitewater. Committee members are encouraged to read the manual, *Handbook for Wisconsin Municipal Officials*, produced by the League of Wisconsin Municipalities, and to become familiar with the Whitewater Municipal Code of Ordinances in an effort to gain further knowledge regarding the role of public officials in Wisconsin. As always, feel free to contact the City Manager's office at 262-473-0104 with any additional questions regarding municipal operations or this manual.

**Whitewater Municipal Code of Ordinances
Chapter 7.04 Code of Ethics
Appendix A**

Sections:

7.04.010 - Declaration of policy.

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a code of ethics for all city officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the city. The purpose of this code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the city and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the city. The provisions and purpose of this code and such rules and regulations as may be established are hereby declared to be in the best interests of the city.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.020 - Definitions.

As used in this chapter:

- (a) "Public employee" means any person excluded from the definition of a public officer who is employed by the city.
- (b) "Financial interest" means any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.
- (c) "Official" means all city officers as defined in Section 62.09 under Wisconsin Statutes and all members of boards and commissions and agencies established or appointed by the city manager or common council, whether paid or unpaid.
- (d) "Personal interest" means any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.
- (e) "Person" means any person, corporation, partnership or joint venture.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.030 - Statutory standards of conduct.

There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any code of ethics. Accordingly, the provisions of the following sections of the Wisconsin Statutes, as from time to time amended, are adopted by reference and shall apply to public officials and employees whenever applicable to wit:

- (a) Sec. 946.10. Bribery of Public Officers and Employees.
- (b) Sec. 946.11. Special Privileges from Public Utilities.
- (c) Sec. 946.12. Misconduct in Public Office.
- (d) Sec. 946.13. Private Interest in Public Contract Prohibited.
- (e) Chapter 11. Campaign Financing.
- (f) Chapter 19. Subchapter IV Open Meetings of Governmental Bodies.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.040 - Responsibility of public office.

Public officials and employees hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this state; to observe the highest standards of law in the exercise of the powers and duties of their office; to impartially carry out the laws of the nation, state and city; to discharge faithfully the duties of their office regardless of personal considerations; and to recognize that the public interest must be their prime concern.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.050 - Dedicated service.

All officials and employees of the City of Whitewater should be loyal to the objectives expressed by the electorate and the programs developed to attain these objectives. Appointive officials and employees shall adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.

Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.060 - Fair and equal treatment.

(a) Use of Public Property. No official or employee shall request or permit the unauthorized use of city-owned vehicles, equipment, materials or property for personal convenience or profit.

(b) Obligations to Citizens. No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.070 - Conflict of interest.

(a) Financial and Personal Interest Prohibited. No official or employee, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this chapter or which would tend to impair independence of judgment or action in the performance of official duties.

(b) Specific Conflicts Enumerated.

(1) Incompatible Employment. No official or employee shall engage in or accept private employment or render service for private interest when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties, unless otherwise permitted by law and unless disclosure is made as hereinafter provided.

(2) Gifts and Favors.

(A) No official or employee shall accept any gift whether in the form of service, loan, thing or promise, from any person which may tend to impair his independence of judgment or action in the performance of his duties or grant in the discharge of his duties any improper favor, service or thing of value. EXCEPTION: Advertising or promotional items having a value of ten dollars or less per gift shall be exempt.

(B) No official or employee may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could reasonably be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.

- (C) An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was a city official or employee. Participation in celebrations, grand openings, open houses, informational meetings and similar events are extended from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.
 - (D) Gifts received by an official or employee under unusual circumstances should be referred to the ethics board within ten days of receipt for recommended disposition.
- (3) Representing Private Interests Before City Agencies or Courts. No official or employee shall appear on behalf of any private person (other than him or herself, his or her spouse or minor children) before any city agency, board, commission or the common council if the official or employee or any board, commission or committee of which the official or employee is a member has any jurisdiction, discretion or control over the matter which is the subject of such representation. However, members of the common council may appear before city agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations.
- (A) Ad Hoc Committee. EXCEPTION: No violation of this section shall exist, however, where an individual serves on an ad hoc committee charged with the responsibility of addressing an issue or topic in which that individual, or the employee or a client of that individual, has an interest so long as the individual discloses to the ad hoc committee that such interest exists.
- (c) Contracts with the City. No city officer or employee who, in his capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion of his part, shall enter into any contract with the city unless it falls within the confines of Sec. 946.13, Wis. Stats. "Private Interest in Public Contract Prohibited," or the following:
- (1) The contract is awarded through a process of public notice and competitive bidding or the common council waives the requirement of this section after determining that it is in the best interest of the city to do so.
 - (2) The provisions of this section shall not apply to the designation of a public depository of public funds.
- (d) Disclosure of Interest in Legislation.
- (1) Any member of the common council who has a financial interest or personal interest in any proposed legislation before the common council, shall disclose on the records of the common council, the nature and extent of such interest.
 - (2) Any other official or employee who has a financial interest or personal interest in any proposed legislative action of the common council or any board, commission or committee upon which the official or employee has any influence or input or of which the official or employee is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the common council or the appropriate board, commission or committee the nature and extent of such interest.
- (Ord. 1529A §§ 1, 2, 2003; Ord. 1203(2/5/91) § 2(part), 1991).

7.04.075 - Disclosure of confidential information.

No official or employee shall without proper legal authorization, disclose confidential information concerning the property, government or affairs of the city.

(Ord. 1529A § 1(part), 2003).

7.04.080 - Ethics board.

- (a) There is hereby created an ethics board to consist of five members and one alternate, all residents of the city. Elected officials or employees will not be eligible for appointment. The city manager shall provide necessary staff assistance to the board. The city attorney shall routinely furnish the board whatever legal assistance is necessary to carry out its functions. However, if a possible, apparent, or actual conflict of interest involving the city attorney should occur, legal counsel shall be furnished the board through the city manager's appointment of other legal counsel after consultation with the chair of the ethics board.
 - (b) The members of the ethics board shall be appointed by the city manager subject to confirmation by the common council. Terms of office shall be three years except that when the initial appointments are made, one member shall be appointed for one year, two for two years, and two for three years. The term of the alternate shall be for three years, except that the initial appointment shall coincide with the ending of the terms of the member appointed for one year.
 - (c) The ethics board shall elect its own chair, vice-chair and secretary and shall develop written rules of procedure which shall be filed with the city clerk.
 - (d) The ethics board may make recommendations to the common council with respect to amendments to the code of ethics ordinance.
- (Ord. 1203(2/5/91) § 2(part), 1991).

7.04.090 - Duties of the ethics board.

- (a) Upon receipt at the city clerk's office of a notarized complaint in writing, which shall state the name of the elected or appointed official or employee alleged to have committed a violation of this chapter and which shall set forth the particulars thereof, the city clerk or designee shall distribute a copy of the complaint along with a copy of the code of ethics ordinance to the respondent within ten working days (i.e., Monday through Friday, excluding holidays). The city clerk or designee also shall send a copy of the complaint to each member of the ethics board. The information contained in the verified complaint shall be kept confidential until a proper disposition of the case occurs.
- (b) The board shall meet in closed session and determine whether the complaint, if true, may constitute a violation of the chapter. If four or more of the members of the board vote to dismiss the verified complaint, a formal dismissal action adopted in open session shall be filed with the city clerk and a copy sent to the complainant and the respondent. If four or more members do not vote to dismiss, the action shall proceed as provided in subsection (c) of this section.
- (c) If the action is not dismissed under subsection (b) of this section, the board shall make preliminary investigations with respect to the alleged violation of the ethics chapter. No preliminary investigation of the activities of any elected or appointed official or employee may be initiated unless such official or employee is notified in writing. The notice shall state the nature and purpose of this preliminary investigation. Information gathered during the preliminary investigation shall be kept confidential until a finding is made by the board.
- (d) If, after the preliminary investigation, three or more of the members of the board vote in open session that no probable cause exists, the board shall issue a formal finding to that effect and dismiss the case. A copy of the formal finding shall be filed with the city clerk and a copy distributed to the complainant and the respondent.
- (e) If the board is unable to come to a conclusion on the subject of probable cause, due to abstentions or the voting of "present," the board shall have further discussion and vote again. If the stalemate continues, the board shall treat it as a dismissal and proceed as in subsection (d) of this section.
- (f) If, after the preliminary investigation, three or more of the members of the board vote that there is probable cause that a violation took place, the board shall file formal findings to that effect with the city clerk and proceed toward the conduct of a hearing. The vote shall be taken in open session.

- (g) In the case of a probable cause finding, the board shall send a notice of due process rights and a notice of hearing on the matter to the respondent. The complainant shall also be notified of the hearing.
- (h) The board shall then conduct a hearing on the verified complaint, which hearing shall be held not more than thirty days after such finding of probable cause. The board shall give the respondent at least twenty days' notice of the hearing date. Such hearings shall be at open session unless the respondent petitions for a hearing closed to the public. The rules of criminal evidence shall apply to such hearings. All evidence considered by the board, including certified copies of records and documents, shall be fully offered and made part of the record. Every party shall be afforded adequate opportunity to rebut or offer countervailing evidence.
- (i) During all stages of the proceeding conducted under this section, the elected or appointed official or employee whose activities are under investigation shall be entitled to be represented by counsel of his or her own choosing.
- (j) The respondent or his/her attorney shall have an opportunity to examine all documents and records to be used at the hearing under subsection (g) of this section at a reasonable time before the date of the hearing; as well as during the hearing, to bring witnesses, to establish all pertinent facts and circumstances, and to question or refute any testimony or evidence, including opportunity to confront and cross-examine adverse witnesses.
- (k) The board shall have the power to compel the attendance of witnesses and to issue subpoenas granted other boards and commissioners under Section 885.01(3) of the Wisconsin Statutes.
- (l) Determination. Upon conclusion of the hearing the board shall make a decision agreed to by at least four members. It shall file the decision in writing within ten working days after the vote, signed by at least four participating board members stating findings of fact, conclusions of law concerning the propriety of the conduct of the elected or appointed official or employee, and if appropriate, referring the matter to the city council or other proper authority with a recommendation for censure or other disciplinary action. A member of council censured may be subject to recall pursuant to Section 9.10, Wisconsin Statutes, or any other legal process authorized by law. If four or more members are not able to reach an agreement, the complaint shall be dismissed.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.100 - Applicability of code.

This code shall be operative in all instances covered by its provisions except when superseded by an applicable statutory provision and statutory action is mandatory, or when the application of a statutory provision is discretionary, but determined by the ethics board to be more appropriate or desirable.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.110 - Distribution of the code.

The city clerk shall provide copies of this code to elected and appointed officials covered by this chapter and shall keep at least one copy permanently on file for the use of the public.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.120 - Severability.

- (a) If any provision of this chapter is invalid or unconstitutional, or if the application of this chapter to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this chapter which can be given effect without the invalid or unconstitutional provision or application.
- (b) This ordinance shall be in full force and effect from and after its passage and publication.

(Ord. 1203 (2/5/91) § 2(part), 1991).

7.04.130 - Penalty for violations.

In addition to any other provisions relating to disciplinary action or censure, any person who violates any of the provisions of this chapter may forfeit and pay a penalty of not less than twenty-five dollars nor more than two hundred fifty dollars for the first offense, together with the costs of prosecution; and for the second and subsequent offenses, not less than fifty dollars nor more than two hundred fifty dollars, together with the costs of prosecution. If respondent fails to pay the penalty and costs within sixty days of imposition of the penalty, the city may collect the penalty by obtaining a judgment in the circuit court and collecting said judgment as provided by law.

(Ord. 1203(2/5/91) § 2(part), 1991).

Appendix B – Protocol Flowchart (JG)