



Common Council Meeting

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

Tuesday, February 20, 2024 - 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

<https://us06web.zoom.us/j/81424094861?pwd=LGrzLYy6fqnlXD7F0dXIKfrOEbqv9g.6H62QjUP9dfbPsiz>

Telephone: +1 (312) 626-6799 US

Webinar ID: 814 2409 4861

Passcode: 840852

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.

CLOSED SESSION Adjourn to closed session, to **Reconvene in Open Session**, Adjourn to closed session, to reconvene in open session, 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."

1. Item to be discussed: Negotiation of Aquatic and Fitness Center Agreement with School District.

CONSIDERATIONS

2. 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**

CONSENT AGENDA

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

- [3.](#) Approval of Common Council Meeting Minutes from January 16, 2024.
- [4.](#) Plan Commission January 8, 2024.
- [5.](#) Landmark Commission Minutes from January 4, 2024.
- [6.](#) Public Works Committee Minutes from December 12, 2023.
- [7.](#) Library Board of Trustees Meeting Minutes from December 18, 2023.

CITY MANAGER REPORT**STAFF REPORTS**

- [8.](#) Annual Report-FD
- [9.](#) 2024 Spring Election Presidential Preference Vote and the April 2, 2024 Common Council - **City Clerk**

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.

CONSIDERATIONS

- [10.](#) Discussion and possible action regarding Beverage Operator License appeal for Viktor Venta- **City Clerk/PD**
- [11.](#) Discussion and possible action regarding Beverage Operator License appeal for Nicholas Perkins- **City Clerk/PD**
12. Set date for Special Meeting to discuss changes to Governance Manual- **City Clerk**
- [13.](#) Discussion and possible action regarding appointment of vacant seats for CDA, Public Works, Finance, Parks and Rec, Urban Forestry and ALC- **City Manager**
- [14.](#) Discussion and possible action regarding Mike Smith going to a regular board member on the Planning and Review Commission.-**City Manager**
- [15.](#) Discussion and possible action to appoint Christ Christon to CDA through April-**City Manager**
- [16.](#) Discussion and possible action regarding staffing study proposals received by Police Dept for RFP. -**PD**

- [17.](#) Discussion and possible action to go out to RFP for building inspection services.-
HR/Neighborhood Services
- [18.](#) Discussion and possible action regarding awarding Contract 1-2024, Ann Street and Fremont Street Reconstruction-**Public Works**
- [19.](#) Discussion and possible action regarding awarding Contract 2-2024, Forest Avenue Reconstruction- **Public Works**
- [20.](#) Discussion and possible action regarding awarding Contract 3-2024, North Fremont Street Reconstruction- **Public Works**
- [21.](#) Discussion and possible action regarding Strand Task Order 24-03, Vanderlip Pumping Station and Force Main Construction- **Public Works**
- [22.](#) Discussion and possible action regarding WE Energies easement at Cravath Lakefront Park- **Public Works**
- [23.](#) Discussion and possible action regarding water main easement across City owned property.- **Public Works**
- [24.](#) Discussion and possible action regarding the Starin Road Right of Way Plat and Certified Survey Map-**Public Works**
- [25.](#) Discussion and possible action on Items G) Transparency in Decision Making and H) General Recommendations.- **HR**
26. Councilmember Requests for Future Agenda Items or Committee Items. Questions.

FUTURE AGENDA ITEMS

27. Brown Cab update-**Finance**
28. Staff update on Procurement Policy. - **Finance**
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**
33. Update on 2024 Gala.-**Chief of Staff Q2**
34. Set Date to hold Common Council meeting at UWW Campus-**City Manager/Hicks Q3**

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35. 1. Review and discuss Update on Transmission Facilities Agreement with Whitewater Solar, LLC for an easement across the Wastewater Facility property.
36. 2. City Manager's Performance Evaluation.

CONSIDERATIONS

37. Discuss and possible action regarding Transmission Facilities Agreement with Whitewater Solar, LLC for an easement across the Wastewater Facility property.
38. Discuss and possible action regarding City Manager's Performance Evaluation. -HR

ADJOURNMENT

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.

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.



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Tuesday, January 16, 2024 - 6:30 PM

MINUTES

CALL TO ORDER

The meeting was called to order by pro tem Council President Lisa Dawsey Smith at 6:30 pm.

ROLL CALL

Present

Councilmember Brienne Brown

Councilmember Jill Gerber

Councilmember Neil Hicks

Councilmember Lisa Dawsey Smith

Councilmember Lukas Schreiber late at 6:36 pm

City Attorney Jonathan McDonell

City Manager John Weidl

Public Works Director Brad Marquardt

City Clerk Heather Boehm

Chief of Staff Taylor Zeinert

PLEDGE OF ALLEGIANCE

1. Moment of Silence for the Late Council President James "Jim" Allen
2. Proclamation recognizing the Contributions of James "Jim" Allen to the City- **Hicks**
3. Public remarks about the Late Common Council President James "Jim" Allen.

Public remarks about the Late Common Council President James "Jim" Allen.

Councilmember Gerber read the following statement regarding the Late Council President Jim Allen.

"On Friday, December 23rd, when I bid farewell to Jim over the phone, little did I know it might be the last time I would see him, hear his voice, hear his laughter, or see his smile.

Since that moment not a day has passed without thoughts of Jim lingering in my mind, I find myself wishing to have spoken more, to have expressed the gratitude and emotions that now weigh heavily on my heart. And so in remembrance of my dear friend, let me share the sentiments I wish I had conveyed to Jim. Jim, you were the first to reach out and thank me for taking on the role of council member. Your words resonated deeply as you spoke of the rewards and challenges inherent in serving the community. You foresaw the trials that lay ahead, urging me to stand tall when faced with adversity. Your wisdom proved true, guiding me through numerous challenges just as you faced each obstacle with unwavering determination until the very end. Your strength was a beacon, and you fought tirelessly to ensure the well-being of Whitewater. While some may recall your assertiveness, rashness, or distinctive demeanor, those qualities only serve to make you stand out in the most remarkable way. You were a tenacious fighter, unyielding and unbossed until your last breath. Your love for Whitewater was palpable, a passion that fueled your desire to see your community thrive as the best place to live, work, and play. Your absence leaves a void that cannot be filled, and I will deeply miss the camaraderie we shared.

In your honor, I pledge to continue the fight for the better Whitewater, inspired by the abdominal spirit you exemplified throughout your life. Rest in peace, dear friend."

Councilmember Hicks shared the following "I only had the pleasure of knowing Jim Allen for about a year. His presence in the city was well known and obvious to most citizens. You could typically find him at almost every city event. Although I do not know many details, I know Jim has been here in the city for most of his life, graduated here and lived here. He was truly one of Whitewater's biggest supporters and he wanted nothing less than to see the city prosper. He did not always agree with everyone on everything, but that's to be praised. He was a man who had stern beliefs and he was not afraid to state them and defend them. But above all, he was a gentleman. He was always willing to listen to you. He was always ready with a joke to lighten up the situation. He always ended every conversation with a smile. I don't have the stories and years of fond memories as most others do, but in the short time I knew Jim, he made an impact on myself, on the city, and all of our hearts. I will miss the talks and the smiles and the hat. Rest in peace, Jim."

Councilmember Schreiber shared the following "I am the youngest member of the council. As many know, I was in college when I was appointed and he was one of the members that was on the council that appointed me two years ago, two and a half years ago. him as he was a mentor and he was a great man to look up to, to get comfortable in that role as a 20-year-old joining the City Council of Whitewater who grew up in the area for years and he was, he had a lot of history, a lot of wisdom that I could lean on for that first year and get me comfortable in the role that I am now. I will forever be grateful to him for that and for this opportunity to even be serving with him for those years. Obviously, it was devastating to hear during the Christmas season just him passing. My thoughts and prayers do go out to his family as he was a great man that I looked up to. I pray that he's in a better spot and they can have peace during this time and they can find comfort in the morning. Thank you, Jim."

Jeff Knight (405 Panther Ct) Stated "Jim Allen will be missed. He was an incredible civil servant that always put the citizens of Whitewater ahead of himself. Both Sharon and I viewed his friendship with a high regard. He loved Whitewater and knew a huge number of people in and around town. I know from seeing him at Kiwanis Breakfast, and the Firehouse advance of the Fourth of July celebrations, how many people knew and loved him. He was a real person who was caring and had common sense. More importantly, he was a friend when one needed one most. Maybe not as polished as some thought he should be, but no one can question his desire to always do the right thing for the people that live here and pay taxes here. His engagement in Whitewater successes is extensive. A simple example was a time at the Kiwanis breakfast when Jerry went and approached him about allowing golf carts to be used in city streets in certain areas of the city for seniors. Jim didn't say he'd handle it. He told Jerry he would investigate it and see what he could do. Well, lo and behold, Jim followed up in the rest of his history. Only a small example of why Jim was so qualified to serve as Common Council President and, At Large, Common Council Representative. Whether it was developing the Indian Mountain Subdivision, saving the Birch Fountain, bringing a grocer to Whitewater, or something smaller, plus a long list of other accomplishments, and just his plain common-sense leadership, Jim will be missed. Sharon and I are proud to attend tonight and pay tribute to a friend and amazing leader. The city will miss this amazing guidance. I'm sure he's already, as he's passed on, trying to set the record straight and make sure his voice is heard where he is today. Please everybody say a kind prayer tonight for Jim and his family. He was a dear friend."

Stephanie Goettl stated the following, "Council Members, Mr. Weidl, City Staff, and most importantly, the people Jim loved most of all, Whitewater citizens, thank you for allowing me to speak here today. I spent seven years of my much younger life in these chambers making the decisions I felt were right. And still my service does not even begin to measure against the countless hours Jim gave in this same room. I could tell you of the endless interactions we shared, but I'll spare you from what could be a too-long Netflix special of hilarious moments, shared tears, teamwork, and coworkers who became friends who eventually became family. If there is anything I learned by serving so young on this council, it is that Whitewater is a community of service. From those of you seated at that table, to the education majors volunteering to help your children learn to read in our elementary schools, the spirit of service is alive and well throughout this city. I was grateful to see those examples and do my best to replicate them, but to do so required mentorship. I was fortunate to be mentored by many, but one stood out in that group of mentors and examples. There were ways Jim mentored me as a council member, showing me ways to best reflect on issues prior to a vote or best express myself. Although I perhaps could have refrained better from rolling my eyes in this room, but we all know it gave him a good laugh, and I will miss his laugh nearly as much as I miss his love. More than council mentorship, though, he mentored me in life. He showed me how to be a better friend and a better human. He made connections with people younger than him, laughing with my college-age staff who miss him now, and going so far as to attend their commencement ceremonies after cheering them on through late-night tutoring sessions and homework. He made connections with people older than him, caring for someone we both loved through their final days in hospice, something he never expected recognition

or gratitude for. These demonstrations of genuine human connection helped me learn to make them. He recognized his imperfections though too. Perhaps we both got a bit too passionate a bit too quickly. But in working to improve those imperfections, he reminded me we can forgive ourselves and still try to be better. Now the part that's most difficult for me to talk about. Something only those closest to me know, but something I think Jim deserves recognition for. The city recently shared resources regarding it, actually. It is my sincere hope we learn to approach it without judgment and instead encourage others to utilize those resources. There was a time in my life I did not want to continue living. Mental health is a struggle for many and I am an example of one of the extremes in that struggle. During this time, I was open with very, very few people in my life and Jim was one of them. Instead of treating me with stigma, judgment, or embarrassment, he reminded me of reasons every single day to stay alive. He stood by my side in private and in public. He checked on me when I thought I didn't need someone to. He made sure I took care of myself. Ultimately, he was part of why I decided to stay. I'm standing in this room in no small part thanks to Jim and he never expected anything in return. If you are ever in the position I was I not only hope you know there are resources available to you but I hope you have a friend like Jim so that you can be somewhere five years after that thanking them although I hope they're in that room to hear you say thank you, unlike me tonight. As I wrote before, Jim was more than your council president. He was hilarious, he was giving. He gave gifts and smiles and birthday wishes and nicknames, if you were lucky. My nickname was Slayer. He gave all those things freely. My dogs are basically my children, and he understood the way I love them, always asking after them in each call. When I decided I wanted to go back to graduate school this semester, not only did he write me a recommendation letter, he believed in me even more than I did. And when I start classes next week, he'll be looking over my shoulder cheering me on. If you know about me, you know going back to Whitewater is a huge dream and I will be forever grateful for the support he gave me and I know I'll be looking to the sky as I cross the stage in 2025. He impacted our university and his work. He impacted this city in his service. He impacted his family with his love and his friends just the same. I wrote that Jim was the quintessential Whitewater cheerleader, always lifting up the things that make us great while working to make us better. He was. More than that, he was the greatest cheerleader for everyone in his life. I had perhaps the last conversation of Jim's life on the phone with him on that Friday. In that conversation, one of the last things he said to me was that he loved me and he was grateful for me. So, in closing, the way that I am now carrying through my own life, I want to tell you what Jim would tell you if he were here. He loved you and he was grateful for you."

Lee Loveall (515 E Milwaukee St) stated "I only had the privilege of knowing him for a couple of years, but Jim became a very good friend and he was somebody that I knew I could talk to about pretty much anything. And he is the reason that I started coming to these meetings and getting involved because honestly, I despise politics. I appreciate all of you for everything that you do, but it was not something that I ever wanted to get involved in. He was the person who encouraged me and pushed me to start coming to meetings. So, this community is going to be a lot worse off without Jim being a part of it. Thank you."

Larry Kachel (457 S Buckingham Blvd) Stated "I first met Jim when I was in high school dating his next-door neighbor. He was just this little junior high kid and he'd see me leaving there and he'd kind of come over and up and he'd kind of smirk at me like, what are you doing? And I dated her for a couple years and that's how I first knew Jim. And as he went through his time here in the community, he spent a lot of years running Randy's, food and beverage manager. From that, when Randy's sold the business to his daughter and son-in-law, Jim then went over to the university and worked many, many years for Chartwells and always actively involved in committees and community events and many, many boards, including 15 years at city council. You could never question Jim's heart. He always put Whitewater first. And starting about seven or eight years ago, while Jim and I both were serving on the CDA, we started our grocery store tours. Jim had the background, food service background. We went and kicked tires, we knocked on doors in grocery stores from the Milwaukee area to Madison to Palmyra to Burlington to Muskego to Milton looking for the right type of store that we thought might have an interest in coming to Whitewater. Whitewater's kind of limited because of the way its population works. Students here are part of the year, part of the year they're not. And Jim did more involvement in helping to bring that grocery store here. We met with all these many years ago, not with the current group that ended up buying the spot. But back then, they said, you don't have a traffic of 20,000 people going by there daily, we're not even going to talk to you. That obviously changed. Jim didn't give up, we didn't give up. And the only negative thing I would like to say is the last few months of Jim's life. He was not in great health. He did not get the best treatment from some of the members in his body. And I just want to let you know that the fight for Jim's cause has just begun. Thank you.

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 reach meeting even if no changes are being made at that meeting.

Motion made to approve the agenda by Councilmember Brown, Seconded by Councilmember Schreiber. Voting Yes: Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber.

SWEARING IN

4. Swearing in of City Clerk Heather Boehm
Taylor Zeinert swore in the new City Clerk, Heather Boehm.

CLOSED SESSION

Motion made to enter into Closed Session at 6:52 pm by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.

Voting Yes: Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber.

- CS-5. Adjourn to closed session, to **reconvene in open session**, 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: Negotiation of Aquatic and Fitness Center Agreement with School District.

CONSIDERATIONS

6. 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**

Council came back into closed session at 7:00 pm. Motion made to com back into Open Session at 7:00 pm by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.

Voting Yes: Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber.

No Action taken in Closed Session. Council directed Attorney Chris Smith to act on their behalf.

CONSENT AGENDA

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

Motion made to approve Consent Agenda with amendment to remove items 7 and 9 by Councilmember Schreiber, Seconded by Councilmember Brown.

Voting Yes: Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber.

7. ~~Approval of Common Council Meeting Minutes from November 21, 2023~~
8. Approval of Library Board Minutes from November 20, 2023
9. ~~Finance Committee Meeting Minutes from October 12, 2023, October 16, 2023, October 24, 2024 and November 28, 2023.~~
10. Ethics Committee Meeting Minutes from December 21, 2023
11. CDA minutes from October 19, 2023 and November 16, 2023

CITY MANAGER REPORT

City Manager Weidl gave his bi-monthly update of City events and accomplishments, including reports from the following departments: Public Works, IT, Neighborhood Services, Library, Parks and Recreation, Police, and Human Resources.

STAFF REPORTS

12. Update on Core Services-**HR**

HR Director Marquardt updated council on the Core Services categories to be reported on, driven by requests, budget goals, and strategic plan objectives. While the categories reported on are still being refined, adjustments can be expected. Some information may be delayed due to necessity. The categories include open positions, completed positions and reclasses, family leave requests, workers' comp claims, grievances, recruitment and selection, new hires, transfers, promotions, separations, active recruitments, recruitment misses, job offer declines, flexible work arrangements, and potentially, employee handbook modifications. Council agreed that twice a year reporting on Core Services was sufficient.

HEARING OF CITIZEN COMMENTS

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Jeff Knight (405 Panther Ct.) spoke about a previous suggestion made to the city council during Cameron's tenure as city manager, emphasizing the need for training staff on municipal code related to developers' agreements. He recounted an incident where he requested information from Lisa, who provided a transcript highlighting the importance of accurate record-keeping. He expressed concern over potential breaches in record retention laws, citing state law requirements and municipal code obligations to save records for one year. He opposes shortening this duration, especially concerning finance committee discussions on the annual budget. He advocates for maintaining the one-year policy and stressed the importance of training all staff, particularly new members, on municipal code requirements, including records retention and public transparency. He urged the council to prioritize this issue and enforce compliance.

Brad Ceranske (Town of Whitewater) Read a statement on behalf of Whitewater Rental Association President Jim Hekendorf- He says, as president of the Whitewater Rental Association I feel it was important to meet with the new city manager John Weidl. On September 6th, we met at Cozumel's for an informal lunch meeting. The WRA landlord sent me several miscellaneous topics to address. Here are

a few of the follow-up concerns that the WRA had after reviewing my meeting with them. The first point I would like to make is that John Weidl admittedly has a very direct and somewhat aggressive personality. I worked past that and covered our topics. Two main landlord concerns resulting from this meeting. The city manager allegedly bad-mouthing landlords. From reliable sources, it was brought to my attention that the new city manager was bad-mouthing landlords to his staff. John openly admitted to trashing landlords to his staff, John went on to inform me that he does not need to run his agenda past landlords and that he reports to the taxpayers, not the landlords in this town. With landlords comprising approximately 66% of all residential property tax base, I inquired why he wouldn't want to show more support for landlords. As a side note, I was under the impression that the city manager actually reports directly to the city council and not to the taxpayers. Item 2, low income housing plans. John stated that he was gathering quotes for building 400 low income or affordable houses. His plan invokes acquiring expensive land versus developing on land already owned by the city would use taxpayer money to subsidize low-income housing versus middle-income houses. I expressed my thoughts that Whitewater should attract solid businesses here first, then contractors would build middle-income houses versus low-income housing. Also, plans to build more low-income properties in Whitewater would negatively impact both the reputation of the city as well as for the university. Plus, require more taxpayers' resources from the community. John felt we needed to build the houses first, and then the business would come. Item three, drugs, crime, and safety. These are areas he said would require more resources. Thank you for listening and for my efforts using taxpayer resources to improve our community.

And that was written by Jim Hekendorf, president of the Whitewater Rental Association.

RESOLUTIONS

13. Resolution requesting approval of Final Plat for Meadow View Subdivision. Parcel number /MM00001 to MM00021.

Building and Zoning Administrator Allison Schwark went over the final plat for Meadow View Subdivision.

Motion made to approve final plat for Meadowview Subdivision by Councilmember Hicks, Seconded by Councilmember Schreiber.

Voting Yes: Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber

ORDINANCES

Second Reading

14. **Ordinance 2081** an ordinance amendment of Chapter 5.20.030 Alcohol Beverages Licensee - Conditions - **Police/City Clerk**

Captain Vander Steeg stated that this is the second reading to the language to the window visibility ordinance for the class A and B liquor law license. This is just looking to

more clearly define what the clear vision zone is and then what would be considered an obstruction.

Motion made to approve Ordinance 2081 by Councilmember Hicks, Seconded by Councilmember Schreiber.

Voting Yes: Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber.

15. Ordinance 2080 an ordinance amending 19.51.180 Truck, Trailer, Mobile Home and Equipment Parking Restrictions - **Neighborhood Services**

Ron Slapinski (1694 Turtle Mound Ln) Read over the second reading of ordinance 2080 and finds it very reasonable and encouraged Council to approve the ordinance as it is written.

Building and Zoning Administrator Allison Schwark went over the amendments that included adding a five-foot setback requirement exemption and expanding the scope of letter D in the code to include all recreational vehicles, camper trailers, watercrafts, boats, and boat trailers for permit considerations related to disability. Additionally, she stated that she included a definition of improved surface to align with Title 20 regulations.

Motion made to approve Ordinance 2080 by Councilmember Brown, Seconded by Councilmember Schreiber.

Voting Yes: Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber.

16. Ordinance 2082 an ordinance amending Title 20 Property Maintenance - **Neighborhood Services**

Building and Zoning Administrator Allison Schwark ensured that the definition of an improved surface matches and added a five-foot exemption to the setback requirement. They clarified the language regarding trailer wheels and improved surfaces to ensure that the entire area where the recreational vehicle or trailer is parked is covered by the improved surface, preventing gaps between driveways and pads. They also tidied up formatting to align with Title 19.

Motion made to approve Ordinance 2082 by Councilmember Brown, Seconded by Councilmember Schreiber.

Voting Yes: Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber.

CONSIDERATIONS

17. Discussion and possible action regarding appointment of Council President - City Manager

Councilmember Brown Motioned to appoint Councilmember Lisa Dawsey Smith as Council President and Councilmember Neil Hicks as pro tem, Seconded by Councilmember Schreiber.

Voting Yes: Councilmember Brown, Councilmember Schreiber.

Voting Nay: Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks.

Motion did not pass.

Councilmember Gerber motioned to appoint Councilmember Neil Hicks Council President and Councilmember Lisa Dawsey Smith as pro tem. Seconded by Councilmember Dawsey Smith.

Voting Yes: Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber.

Councilmember Neil Hicks was appointed Council President.

18. Discussion and possible action regarding the vacancy of the At Large/Even Council position-**City Manager**

Councilmembers discussed with City Attorney McDonell how to fill the Common Council At Large vacancy. Council President Hicks suggested appointing someone to fill the vacant seat.

Keith Staebler (542 E Clay St) Stated he is currently running for the vacant At Large seat, and would apply as soon as the application was published. He also stated he thought the 12 day was more than enough time to take applications.

Motion made to take applications until 1/30/24 and post online, Whitewater Register, all Social Medias including Facebook and interview applicants and appoint a citizen to the open seat, at the February 6, 2024 meeting by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.

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

19. Discussion and possible action regarding the vacancy of the District 1 Council position-**City Manager**

Motion made that the staff post the vacancy for District 1 immediately and publish in the Whitewater Register on January 25th with applications due January 30th to be interviewed on February 6th by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.

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

20. Discussion and possible action regarding appointment of vacant seats for CDA, Public Works (2), Finance, Parks and Rec, Urban Forestry, and ALC - **City Manager**

Motion made to appoint the following Council members to the vacancies on boards and commissions. Councilmember Schreiber to Alcohol Licensing Committee, Councilmember Gerber to CDA, Council President Hicks to Finance Committee, Councilmember Brown to Parks and Rec Board and Urban Forestry, Councilmember Dawsey Smith and Council President Hicks to Public Works by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.

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

21. Discussion and possible action regarding Board of Zoning Appeals appointment - **City Manager**

Motion made to approve the application of Justin Wesolek by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.

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

22. Set date for Special Meeting to discuss changes to Governance Manual- **City Clerk**

Motion made to postpone setting a date for the Special Meeting to discuss changes to the Governance Manual until there was a full Council by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.

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

23. Discussion and Possible Action regarding Strand Task Order 24-02, Stormwater Quality Management Plan Update- **Public Works**

Public Works Director Marquardt explained that this task order is for municipal's separate storm sewer system otherwise called MS4 permit that we have from our DNR. We are required to, as one of the requirements of the permit, required to update the stormwater quality management plan, which updates where we stand with our compliance for phosphorus and total suspended solids that we need to remove from the stormwater. The plan was last updated in 2017. The cost to do this plan is \$85,000, which we have received a \$42,500 grant from the DNR that has already been approved by the Council. So with that, the staff is recommending that we approve Task Order 2402.

Councilmember Dawsey Smith questioned where the balance would come from and Director Marquardt explained that it is coming from the storm sewer account, storm utility.

Motion made to approve Strand Task Order 24-02 by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.

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

24. Discussion and Possible Action regarding Amendment No. 1 to Task Order No. 23-02, New Vehicle Storage Garage at Whitewater Water Department-**Public Works**

Public Works Director Marquardt stated that the original task order was approved in 2023. That was for the design of the building. It is currently under construction, and the amendment would be to add \$20,000 to the original fee to cover items such as contract administration, shop drawing reviews, pay request reviews, site visits for inspections, and respond to questions that come up during the project. Staff would recommend approval. Councilmember Dawsey Smith asked where the money would come from. Director Marquardt said out water utility account.

Motion made to approve Strand Task Order 23-02 by Councilmember Schreiber, Seconded by Councilmember Brown.

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

25. Discussion and Possible Action regarding 1st Revision to State Municipal Agreement for Walworth Avenue.-**Public Works**

Public Works Director stated in 2022, we received a surface transportation project grant from the DOT for Walworth Avenue. It's for the repaving from Janesville west to the city limits, which is just west of Highway 12. This award is where the federal government pays 80% and the city pays 20% towards the project. During the design, the soil borings came back showing sub-adequate base course under the existing pavement and pavement that wasn't as thick as we had anticipated. So to do a proper construction and design out there, we decided to ask the state for additional funds and we were made aware that funding was available and that's why we received this first revision of the State Municipal Agreement. The cost of the project is increasing by just over \$515,000. The city cost on this is going up from just over \$581,000 to just over \$700,000. And this construction will take place in 2025, and that's when the borrowing will occur also.

Motion made to approve 1st Revision to State Municipal Agreement for Walworth Ave by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.

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

26. Discussion and Possible Action regarding Cash Allowances for the Water Utility Vehicle Storage Garage Project awarded to RR Walton & Company, LTD-**Public Works**

Public Works Director Marquardt stated this is for the vehicle storage garage, which had bids opened on August 21st of last year. The project was awarded to RR Walton. We had two bids. RR Walton was low. During the pre-con, it was mentioned by Mr. Walton that in submitting their original bid, they forgot to include provisions for cash allowances that were supposed to be included with the lump sum. They had filled out the cash allowances in the bid. Those cash allowances came to \$32,001.20. They are asking for consideration that these allowances would be added into their original lump sum bid, which was \$824,500. Adding these cash allowances would still put them as a low bid as the next bid

was at \$948,700. Staff believes this was an honest mistake and would look for approval to add these in.

Motion made to approve the cash allowances for the Water Utility Vehicle Storage Garage project awarded to RR Walton & Co, LTD by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.

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

27. Discussion and Possible Action regarding a Change Order for Unsuitable Material related to the Water Utility Vehicle Storage Garage Project-**Public Works**

Public Works Director Marquardt stated this is part of the cash allowance that was just approved. There was an item for unsuitable material. We had an estimated quantity in there of 430 cubic yards, and there was a bid price of \$40 for that. We did soil borings to come up with an estimate, however, the unsuitable material was much more extensive once Walton started to do the excavation for the building. additional cost of \$48,880 because this is over \$10,000 as a change order it's coming through council for approval.

Motion made to approve the Change Order for Unsuitable Materials related to the Water Utility Vehicle Storage Garage project by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.

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

28. Discussion and Possible Action regarding Transmission Facilities Agreement with Whitewater Solar, LLC for an easement across the Wastewater Facility property.-**Public Works**

Public Works Director Marquardt stated that he received a request from Ranger Power on behalf of Whitewater Solar for a 100-foot easement across the northern portion of the wastewater facility, near John's disposal. This request was discussed at the Public Works meeting in December, where the committee recommended approval with two stipulations: allowing only an underground easement and including a termination clause if no activity occurred within a specified period. The agreement was subsequently edited to incorporate these stipulations. Whitewater Solar would pay the city \$1,000 for executing the agreement, \$1,500 for granting easements, and an annual sum of \$1 per lineal foot of the transmission line, amounting to approximately \$1,325 per year for the next 47 years. The council is invited to ask questions to Whitewater Solar representatives, or else, the city attorney and relevant personnel will continue negotiations on the agreement, with the final version to be brought back for council approval.

Drew Veilbig from Ranger Power stated his company is developing the Whitewater Solar Project just east of the city. They are proposing a 100-foot wide transmission easement to connect back to the university substation located just along Highway 59. The cables that they proposing to install would be medium voltage, 34.5 kV cables. They would recommend a future closed session conversation. It's very similar in nature to the cell

tower lease agreements. It's something that the council should probably talk about with their legal counsel.

Motion made to direct staff to continue negotiations with Whitewater Solar to finalize an agreement to bring back to the Council, including a closed session negotiation for the body by Councilmember Dawsey Smith, Seconded by Council President Hicks.

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

29. Discussion and Possible Action regarding Lease Agreement with Cellco Partnership for tower and ground space to erect, operate and maintain communication facilities at the Southwest Water Tower located at 797 Indian Mound Parkway, Parcel Number: /A277200001-**Public Works**

Public Works Director Marquardt explained that Verizon and the city have been negotiating a tower and ground space lease agreement since 2023. Last year, the city approved its version of the agreement. After some delay, Verizon is ready to proceed but requests two changes. Firstly, they propose adjusting the section concerning costs incurred by the landlord for review expenses. The initial amount was \$5,000, then the city countered with \$10,000, and now Verizon suggests \$7,500, which the staff finds acceptable. Secondly, the city requires a \$20,000 performance bond as per municipal ordinance, but Verizon asks for this to be reduced to \$10,000.

Motion made to approve the lease agreement with Cellco, changing the review cost to \$7500 with the \$20,000 bond to remain as it is, by Councilmember Hicks, Seconded by Councilmember Dawsey Smith.

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

30. Discussion and possible action on Items C- Code Conduct and D- Enforcement, of the Council Action Plan - **HR**

HR Director Marquardt went over items C and D of the Action Plan. Councilmember Dawsey Smith would like to see Council President removed from the progressive discipline policy. Councilmember Gerber would like to add repercussions for false or misleading complaints.

Motion made to postpone this section of Action Plan to when there was a full Council by Councilmember Dawsey Smith, Seconded by Council President Hicks.

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

31. Councilmember Requests for Future Agenda Items or Committee items. Questions
Councilmember Dawsey Smith would like to see the meeting record ordinance and or policy.

Councilmember Gerber would like to see any ordinance or policy regarding to how long surveillance video is kept.

FUTURE AGENDA ITEMS

32. Staff update on Procurement Policy - **Finance**
33. Special Assessments for Mobile Home Parks - **City Manager/Hicks - Q2**
34. **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**
35. Salary Compensation Survey - **Gerber/Hicks Q2 2024**
36. **Ordinance 2079** an ordinance regarding revisions to Chapter 12.22 Construction Standards Adopted - **Public Works March 2024**
37. Immigration Letter from Common Council- **City Manager February 6, 2024**
38. Update on 2024 Gala-**Chief of Staff Q2**

CLOSED SESSION

Motion made to go into closed session at 8:25 pm by Council President Hicks, Seconded by Councilmember Dawsey Smith.

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

- CS-39. Adjourn to closed session, to **reconvene in open session**, Chapter 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Item to be discussed: 1) City Manager's Performance Evaluation.
- 2) Deliberation regarding the engagement of legal counsel from the VonBriesen law office to provide guidance to the city council on personnel-related issues.
- 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." Items to be discussed: 3) Review and discuss possible options for resolution of the Walton excessive real estate tax assessment claim.
- 4) Review and discuss Development Agreement for Meadowview Subdivision. Parcel number /MM00001 to /MM00021.
- 5) Review and discuss Development Agreement for US Shelter Homes. Parcel number /MM00001 to /MM00021.

CONSIDERATIONS

Motion made to come out of closed session at 9:24 pm by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.

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

40. Discuss and possible action regarding City Manager's Performance Evaluation- **HR**
No Action was taken.
41. Discussion and possible action regarding engagement of legal counsel from the VonBriesen law office to provide guidance to the city council on personnel-related issues.- **HR**
No Action was taken.
42. Discussion and possible action regarding Walton assessment review - **Finance**
Motion made to approve proposed settlement agreement with RR Walton & Co in the amount of \$51,646.00 to paid from fund balance, by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.
Voting Yes: Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Council President Hicks, Councilmember Schreiber.
43. Discuss and possible action regarding the Development Agreement for Meadowview Subdivision. Parcel number /MM0001 to /MM00021-**CDA/Economic Development**
Motion made to approve development agreement pending City Attorney review by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.
Voting Yes: Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Council President Hicks, Councilmember Schreiber.
44. Discussion and possible action regarding Development Agreement for US Shelter Homes. Parcel number /MM0001 to /MM0021- **CDA/Economic Development**
Motion made approve development agreement pending City Attorney review by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.
Voting Yes: Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Council President Hicks, Councilmember Schreiber

ADJOURNMENT

Motion made to adjourn at 9:27 pm by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.

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

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.

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.



Plan & Architectural Review Meeting

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

Monday, January 08, 2024 - 6:00 PM

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

Please 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.

MINUTES

CALL TO ORDER AND ROLL CALL

HEARING OF CITIZEN COMMENTS

No formal Plan Commission action will be taken during this meeting although issues raised may become a part of a future agenda. 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.

1. Approval of Minutes for December 11, 2023 Plan Commission Meeting

PUBLIC HEARING FOR REVIEW AND POSSIBLE APPROVAL

2. Public Hearing Regarding Consideration of a Conditional use Permit(CUP) for the Proposed Sign Package for Starbucks to be located at 1280 W. Main Street, Parcel #/A170900002.

Jo from Starbucks explained their sign package. They are requesting 3 wall signs, 2 pre order boards, one illuminated order board two clearance bars. They also have a monument sign. Planner explained that due to the drive thru and the three wall signs they need a conditional use permit. McCormick didn't see an issue with the signs since this was not a residential area. Crone was concerned about the monument sign. Brad Marquardt stated there is no issue related to an engineering stand point.

3. Public Hearing Regarding Consideration of a Conditional Use Permit (CUP) to allow for zero lot line condominiums located at NE 1/4 & NW 1/4 SE 1/4 Sec. 6 T4N, R15 E in the City of Whitewater, Walworth County, Wisconsin(Parcel #'s MM 00001 through MM 00021)

Member Hicks brought up that Member Crone lives adjacent to the property in questions and asked in all transparency whether he had a bias than he should sit in the audience. Crone answer he thought he could be fair.

John Sorenson for US Shelter the developer for the owner JM Meadow View presented the project to the plan commission.

Citizen Comments

Mike Smith 327 E. Clay St Unit 29 asked whether the CDA housing money would be using for this project. The money is coming from the TID. No CDA housing money is being used for this project per Brad Marquardt.

Greg Meyer 356 Woodlawn Drive needs more explanation how no zero lot line and buffering to existing properties. Also utilities, snow removal and grass mowing.

Kim Dana 240 S Woodland Drive Questioned the purpose of the project as to who the properties would be geared toward seniors, families or students. These properties are being geared toward families and seniors as there are two story and ranch style.

Susan Crone 225 S Woodland Drive Was concerned about the additional traffic that would be on Indian Mound Parkway. Brad Marquardt commented that the traffic increase can be handled on Indian Mound Parkway as this is an arterial road there is no issue with traffic from an engineering stand point.

Tom Vaughn 1614 Wildwood Road Wanted to know if these units were rentals or sale. The properties are to be sold for upper \$200,000 to low \$300,000.

Hicks brought up the the street. Brad Marquardt stated that there is a binder layer on currently that is in poor condition that will be replaced. Both the binder and the final layer will be replaced this summer. The utilities are installed.

Stanek asked about landscaping. Brad Marquardt stated that this is a subdivision and boulevard trees will only be required and will be done as the homes are built.

Jeff Sorenson stated that everything will be graded and seeded. He stated that they will not be building all units at once. Listing price will be upper \$200,000 to low \$300,000.

Crone asked about the fence that will be on the two stories. Crone asked Allison Schwark, planner about where a fence can be. She stated they can be on the lot line. He mentioned that the last time the project was brought to the commission that there was a restriction on blasting. John stated that they were unaware of restriction on blasting. They have done multiple borings and the excavator has a jackhammer tool for the rock. Half will have foundations and the half slabs.

Hicks had a questions about the replat about the sheds that are over the lines. Allison stated that they sheds that are too close to the property lines will need to be moved. The Lot 19 owner Lyons and lot 20 Montoe trust. it will be between the builders and the property owners to work it out.

Crone stated he thought that the current restrictions state that they can't blast. Attorney Jonathan McDonnell wasn't sure that it ran with the land.

Hicks made a motion to approve with planners recommendations and requiring and blasting of bedrock should come to the common council this motion was seconded by Stanek.

Jeff Sorenson stated that they have not intention to blast he understood that the City of Whitewater allowed blasting with a permit. He stated that going to Common Council would hold up construction for weeks.

Crone stated that the condition to bring blasting to the common council was known that a business person should be diligent in when he purchases a property to do their research.

Brad Marquardt recommended to leave it to his authority than provide an update to Council. Allison added that another possibility to put in safeguards is to have Zoning, Building and DPW director look at the project.

Parker add that at the time of the original development there was a firm from Dodgeville with a trencher on steroids.

Stanek's had seconded but it was incomplete. Parker seconded the first motion.

Mark Larkin stated there is a policy to blast.

Brad mentioned stated there are strict State statues on blasting. McCormick stated that she has full confidence in Brad Marquardt.

Schanen moved to make and amendment to the motion change the common council approval to be the Director of Public Works and Zoning Administrator. Second was by Parker. Voting to Amended the motion was as Miller, Parker, Schanen, Stanek, Hicks, McCormick-Yes; Crone No.

4. Public Hearing for Possible Consideration and Approval of the Preliminary Plat and Possible Consideration and Approval of Final Plat. Parcel #'s MM 00001 through MM 00021)

Allison Schwark, Planner explained that this is already platted they are just adding a lot line to sell each side separately. Brad Marquardt stated that all easements are still in place and from engineering stand point we are good.

Final Plat was motioned by Schanen with a second from Parker.

Ayes: Hicks, Parker, Schanen, Crone, Stanek, Miller, McCormick this motion passed unanimously.

Plan Reviews

5. Site Plan Review and possible Approval of Proposed zero lot line duplexes located on Meadow View Court Tax Parcel #'s MO 00001 to MO 00021 for US Shelter Homes.

Allison stated that site plan meets the requirements with the Conditional Use Permit. Brad Marquardt stated the grading plan works with stormwater.

6. Continuation of Site Plan Review and Possible Approval of Proposed Contractor Shops located at the corner of N. Prospect and Endeavor Tax Parcel #292-0515-3434-0001 for Becker & Bolton.

Ben Bolton was present to his presented to the board. Allison present the concern about the units that didn't have plumbing. McCormick asked whether any of the tenants would be retail. Ben stated that the tenants would be an ambulance service, machine

shop. McCormick asked about need for these development. Ben stated that yes there is a fair demand.

There will be one cold storage building. This would be for existing tenants storing excess items.

Parker asked about the masonry bottoms on buildings and outside storage.

Crone asked about how the cold storage would be allocated.

Ben Bolton stated that he would get the updated plans to us.

Motion to approve with planners recommendations.

FUTURE AGENDA ITEMS

Hicks would like a discussion and possible consideration for public notices and notification list in future packets.

NEXT MEETING DATE

- 7. Next Meeting is February 12, 2024.

ADJOURNMENT

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. Those wishing to weigh in on any of the above-mentioned agenda items but unable to attend the meeting are asked to

send their comments to:

c/o Neighborhood Services Director
312 W. Whitewater Street
Whitewater, WI 53190
or ldostie@whitewater-wi.gov

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



Landmarks Committee

Cravath Lakefront Room, 312 West Whitewater St.,
Whitewater, WI 53190 *In Person and Virtual

Thursday, January 4, 2024 – 6:00 PM

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

Landmarks Commission
Jan 4, 2024, 6:00 – 8:00 PM (America/Chicago)

Please join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/902144517>

You can also dial in using your phone.

Access Code:

902-144-517

United States:

[+1 \(872\) 240-3311](tel:+18722403311)

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

- Adamitus called the meeting to order at 6:00PM.

ROLL CALL

Present: Olm (Virtual), Adamitus, Weigel, Richardson, Schreiber

Absent: None

Others Present: Ben Kloskey, Brad Marquardt, Kevin Boehm, Peggy Van Scotter

CONSENT AGENDA

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

1.) Approval of Agenda**2.) Approval of the Minutes of December 13th, 2023**

- **Motion to approve** made by Schreiber, seconded by Weigel.

- **Unanimously approved** via voice vote.

HEARING OF CITIZEN COMMENTS

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

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

UNFINISHED BUSINESS**1.) Delta Zeta Sorority Shed**

a. No DZ representative present, item removed from agenda until further notice per Adamitus.

2.) Water Tower Signage Repair

a. Brad Marquardt will discuss the signage repair with the public works and parks departments, there will also be steps taken to possibly improve the quality of the photographs.

3.) Birge Fountain Funds / Conduit Account

a. Conduit documents have been sent over to the Whitewater Community Foundation.

b. Commission would like to get an outside group formed to take the lead on fundraising and community outreach/event planning.

c. There was an account already in existence which contains funds to the tune of three to five hundred dollars.

4.) Territorial Oak Site

a. Richardson wanted to make it clear that it is the **site** not the tree itself, that is the designated landmark.

b. There are no plans yet on what to do with the remains of the tree or what is going to be done with the site.

c. Marquardt and Boehm are going to report back next month with what is being done.

5.) Initiating Commission Members

- a. The commission would like to ensure that new members are given information on: what the commissions capabilities are, how to do historical preservation, what our local landmarks are and what they mean to people, and what the commission's mission statement is.
- b. Going to be a continuing item on future agendas.

NEW BUSINESS**1.) New Meeting Day/Time and Approval**

- a. Commission proposed a new meeting date of the first Wednesday of every month at 6:00PM.
- b. Next meeting date would be February 7th, at 6:00PM.
 - **Motion to approve** made by Weigel, seconded by Schreiber.
 - **Unanimous approval** via voice vote.

2.) Birge Fountain Anniversary Party and Special Event Rules

- a. Brad Marquardt will look into this information in the future, but for now this will be removed from future agendas.

3.) Esterly Carriage House Sale

- a. The commission agreed that owners need to disclose that their property is a landmark during sale.
- b. The commission agreed that they need to send letters and remind owners that their property is a landmark to avoid new owners trying to delist their property.
- c. The commission will reach out to Walworth County Register of Deeds office to see what can be done about this disclosure request.
- d. Adamitus said he will reach out to certain realtors about the sale of landmarked property.

4.) Year's Plan for Mounds

- a. January 15th is a workday at the mounds for high school students to remove invasive fauna.
- b. UW-W Sustainability Office made a prairie seed donation to the mounds.
- c. Conduit account for the Effigy Mounds has been made by the Friends of the Effigy Mounds group.
- d. Weigel is reaching out to the Walworth County Prairie Enthusiasts chapter.
- e. Weigel stated that there needs to be a burn and then the mounds can be remarked.

5.) 5 Year Strategic Plan

- a. This will start to be developed at the next meeting.

6.) Library Showcase Display

- a. Commission agreed that they would like to make an Effigy Mounds display, or potentially split the display between the mounds and the Birge Fountain.
- b. Will be discussed again at a later meeting.

7.) Introduction to New Parks & Rec Director

- a. Kevin Boehm, Parks and Recreation Director, introduced himself to the commission.

CONSIDERATIONS / DISCUSSIONS / REPORTS

1.) Effigy Mounds Report

- a. This was covered during the Year’s Plan for Mounds section of the agenda.

FUTURE AGENDA ITEMS

- Suggested future agenda items: Information Needed to List Landmarks for Sale, Water Tower Signage, Birge Conduit Account, Territorial Oak Site, Initiating Commission Members, Initial Framework for 5 Year Strategic Plan

ADJOURNMENT.

- **Motion to adjourn** made by Schreiber, seconded by Weigel.
- **Unanimously approved** via voice vote.

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

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



Public Works Committee Meeting

Cravath Lakefront Room, 2nd floor
312 West Whitewater St.
Whitewater, WI, 53190 *In Person

Tuesday, December 12, 2023 - 6:00 PM

AGENDA

1. CALL TO ORDER

The meeting was called to order by Stone at 6:00 p.m.

2. ROLL CALL

Present: Allen, Gerber, Stone
Others: Marquardt

3. APPROVAL OF AGENDA

A motion was made by Allen to approve the agenda, with the addition of moving up Item 6A., and seconded by Stone.

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

6. NEW BUSINESS

A. Discussion and Possible Action regarding granting an easement to Whitewater Solar, LLC across property owned by the Wastewater Utility.

Marquardt introduced Drew Vielbig from Ranger Power, LLC. Ranger Power, on behalf of Whitewater Solar, LLC, requested a 100-foot easement across the northern portion of the property owned by the Wastewater Utility to locate transmission facilities. The easement is being requested to provide connectivity from proposed solar arrays east of Whitewater to the WE Energies Whitewater Generating Station. The proposed agreement includes language written to allow the flexibility of either buried transmission lines or above ground structures housing the transmission lines.

Stone asked if the width of the project was 100-feet and the length a lot longer, Vielbig agreed. Stone had a concern on page 19 of the packet, under Recitals, (c) Use. Is the adjoining land private property? Stone stated they do not have the ability to give away private property. Marquardt stated he still needs to go through the document with the City attorney. Marquardt stated he is looking for the committee's input to see if they were open to the possibility of providing an easement and if so, he would move forward with the attorney to work on updating the agreement. It would then be brought back to Council with an updated version of the agreement. Stone stated he would be in favor of under ground structures and not above ground structures housing the transmission lines. Vielbig stated this agreement is a form agreement that they use for all types of different electrical cables that are needed for these types of projects. In this particular instance, these would be low voltage cables installed and they would be more than willing to accommodate, if that was the preference.

Allen suggested using a redline mark on the document with future drafts. Marquardt was going to ask for a Word document as well to start tracking the City's changes and their changes.

Marquardt stated one question from our attorney was where the solar arrays would be located since they can be a contentious project. Vielbig said, at this time, pretty much all of the land leased with farmers is in the area that they think they need to accommodate the target size of project. The rough northern boundary is Highway 59, the rough southern boundary of the project will extend a little bit south of Highway 12. It's about 4 ½ miles top to bottom. In that 4 ½ mile area will be small fields of solar arrays throughout those agricultural properties. It won't be a full block of solar panels. At this point, they do not have site plans available to share because it's at a very early stage. You can see there are very clear areas where there is more interest in participating, and then other

areas where there are no solar panels for close to a mile, in any direction. Marquardt asked about easements with other property owners where they are not putting solar panels. Are they getting those in place or are they starting with the City? Vielbig stated they have most of the easements in place. There are a couple of outstanding, and in the process of finalizing, with the City being one of them. At this point, they feel very comfortable with the area they have identified.

Marquardt asked about the timeline of the project; when would construction begin? Vielbig stated before construction begins they will be seeking permits. He stated sometime in 2024 is when they intend to file, the latter half of next year. Construction likely wouldn't start until sometime in 2026.

Stone asked about maintaining the prairie grass on site. Marquardt indicated that will be addressed when reviewed with the attorney.

Gerber said there was a project at the old landfill that another company was interested in purchasing. She wondered how that compared to this project? What happens if we have solar panels at the old landfill and then more just outside of town? Can you have competing solar panels so close to each other? Vielbig stated there are a few indicators that they look for in a project. The first is available flat, dry, open land, and interested farmers. In this case, they have been working for years in finding interested farmers. Step two is finding a place to connect into the electrical grid. This substation off Highway 59 has available capacity for this type of project.

Stone asked if this project wasn't economically feasible for the company in 2024-2025, would that mean the easement could be sold to some other company and we wouldn't have any say. Vielbig stated this could be addressed in the agreement. Right now, the way it would be structured, they would basically have the rights for a few decades. They could structure it in a way where if nothing happens for five years, if no construction occurs, the easement would terminate.

Stone asked the Public Works Committee if they were okay with the consideration of the easement? Gerber stated she was and Allen stated yes, with the stipulations that were just made.

Vielbig did have one question regarding the mechanics of the phosphorus credits regarding the prairie grass. He stated that aside from installing their cables, if they damage any prairie grasses and repair those, would they be good to go? Marquardt stated the City gets credit based on the number of acres, the slope of the land, etc. It's a calculation from the DNR as to the number of credits received. As long as the grass restored to as is, it would be okay.

Stone made a motion to continue with negotiations to look at underground conduit for the electric wires, with a termination clause, and seconded by Gerber.

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

It should be noted that Whitewater Solar will pay the City \$1,000 in consideration of the City executing the agreement, \$1,500 as consideration for the grant of the easements and a yearly sum of \$1.00/linear foot of the transmission line constructed in the easement area (approximately \$1,325) for 47 years.

4. APPROVAL OF MINUTES

A. Approval of Minutes from November 14, 2023

It was moved by Allen and seconded by Gerber to approve the Public Works Committee minutes from November 14, 2024.

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

5. HEARING OF CITIZEN COMMENTS

None

6. NEW BUSINESS**B. Discussion and Possible Action regarding granting an easement to WE Energies across property owned by the Wastewater Utility.**

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

It was moved by Allen and seconded by Gerber to approve the easement to WE Energies across property owned by the Wastewater Utility.

Marquardt stated this agenda item will be sent to full Council for final action.

C. Discussion and Possible Action regarding Strand Task Order 23-10 to prepare a DNR Urban Non-Point Source and Stormwater Construction Grant application.

Marquardt stated this would be in conjunction with the underground wet detention basin the City would like to build in Starin Park. 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 the underground wet detention basin 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. The estimated cost for Task Order 23-10 is \$8,800.

Gerber asked if a final location was determined for the wet detention basin. Marquardt stated it was the closer location to Starin Road, which would run underneath the driveway and southern parking lot. Stone asked if this information could be included in the Council packet and Marquardt agreed.

It was moved by Stone and seconded by Gerber to approve Strand Task Order 23-10 to prepare a DNR Urban Non-Point Source and Stormwater Construction Grant application.

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

D. Discussion and Possible Action regarding Strand Task Order 23-11 to prepare 2024 Street Maintenance plans, specifications and bidding documents.

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

Stone asked if in the future we could look at resurfacing Tratt St.? Marquardt stated every two-years city streets are rated on a basis of 1 -10. Although Tratt St. is beat up along the edges, the driving portion is relatively good. Therefore, it rates at around a 5 – 6. There are streets down in the 3 – 4 category and will be looked at first.

Gerber had a question about Meadowview Court. At the last Council meeting is was noted that it would be talked about at a January Plan Commission meeting regarding a proposed subdivision. She asked if they would want to

do asphalt on it now when they are going to be possibly doing construction. Marquardt stated, yes and it's being paid for out of the TID.

It was moved by Gerber and seconded by Allen to approve Strand Task Order 23-11 to prepare 2024 Street Maintenance plans, specifications and bidding documents.

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

7. FUTURE AGENDA ITEMS

Stone commented that he was happy to see the quorum information listed at the bottom of the Public Works Committee agenda. He stated there was a meeting the night before and he made sure not to attend, and watched it on television instead, because the quorum information was not listed on that particular agenda. Gerber stated she watched the meeting as well because the quorum information wasn't on the agenda. She said she sent an email to Karri regarding this but never received a reply. Marquardt asked what meeting and both Stone and Gerber said it was the Plan Board meeting. Stone asked if all agendas could have this information listed on the bottom of the agenda. Marquardt stated it was a standard item that should be on the agendas. He said he will bring it up for future agenda postings.

8. ADJOURNMENT

Stone entertained a motion to adjourn, moved by Gerber and seconded by Allen.

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

Respectfully submitted,

Alison Stoll

Alison Stoll, Administrative Assistant
Department of Public Works

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, December 18, 2023, 6:30 pm

MINUTES

Mission Statement:

We will have the space and the stuff to do the things that you want.

Our Values: Safe & welcoming; Trust; Diversity; Fun; Lifelong learning and creativity; Making connections; Service excellence

1. **CALL TO ORDER** at 6:32 pm.

2. **ROLL CALL**

Present: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orłowski, Kathy Retzke, Jaime Weigel

Absent: Doug Anderson

Staff: Diane Jaroch

Guests: Karol Kennedy, Tom Ganser, Jim McCullough

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.

MSC Diebolt-Brown/Weigel to approve the Agenda.

Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orłowski, Kathy Retzke, Jaime Weigel

Nays: none

CONSENT AGENDA

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

1. Approval of Minutes of November 20, 2023

2. Acknowledgement of Receipt of Financial Reports
3. Approval of Payment of Invoices
4. Acknowledgment of Receipt of Statistical Report
5. Acknowledgement of Receipt of Treasurer's Report

MSC Diebolt-Brown/Retzke to approve the Consent Agenda.

Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel

Nays: none

HEARING OF CITIZEN COMMENTS

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

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

OLD BUSINESS

7. Diane met with architect. Vision boards for the committee. Architect has a timeline. Will attend March board meeting. In May, permits and bids. Will also attend June board meeting. Ground breaking in July -- 15 months of construction. Committee will meet in January.

NEW BUSINESS

7. Determine and approve the date of the January 2024 meeting
 - a. Wednesday, January 17, 2023 at 6:30 PM in lieu of Dr. MLK Jr. Day.
8. Appointment of a new secretary for the Library Board of Trustees.
 - a. Alyssa Orlowski will be filling the position of secretary until May 2024.
 - i. MSC Diebolt-Brown/Retzke to approve new secretary.
 1. Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel
 2. Nays: none
9. Approval of the 2024 Jefferson County Library Contract.

- a. MSC Weigel/Retzke to approve.
- b. Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orłowski, Kathy Retzke, Jaime Weigel
- c. Nays: none

10. Discussion and possible action regarding the Achen photos and allowing the Whitewater Unified School District to make copies of photos for their upcoming play "Our Town"

- a. Tom Ganser and Jim McCullough joined us. They would like to use photos of the history of Whitewater that they'd be able to use as a part of the production, "Our Town." Large poster size prints are requested. Pre-show before the play -- slideshow of many photos of Whitewater's history.

i. Proceeds of sale of photos will be further discussed in the future.

Commented [1]: Can you help me word this better?

- ii. MSC Diebolt-Brown/Weigel approve to waive the fee for printing and using the images for the Whitewater High School "Our Town" production.
 - 1. Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orłowski, Kathy Retzke, Jaime Weigel
 - 2. Nays: none

11. Review of the 2023 Strategic Plan Activities

- a. Update: land acknowledgement still in the works.

12. Review and approval of the Staff Development Policy

- a. MSC Diebolt-Brown/Berndt to approve Staff Development Policy.
 - i. Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orłowski, Kathy Retzke, Jaime Weigel
 - ii. Nays: none

CONSIDERATIONS / DISCUSSIONS / REPORTS

13. Library Director's Report

- a. Digital resources discussed among directors.

14. Youth Services Report

15. Programming & Makerspace Report

- a. Dashboard, collection analysis tool, text notifications - lots of reliable, positive changes this year.

16. Bridges Library System Reports

17. Board Reports

EXECUTIVE SESSION

18. Adjournment into 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 the governmental body has jurisdiction or exercises

responsibility.” Items to be discussed:

1. Library Director Search.

3. ROLL CALL

Present: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel

Absent: Doug Anderson

Staff: None

Guests: Karol Kennedy

Went into closed Executive Session at 7:14 pm.

RECONVENE INTO OPEN SESSION

MSC Diebolt-Brown/Orlowski to re-open session.

ROLL CALL

Present: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel

Absent: Doug Anderson

Staff: none

Guests: Karol Kennedy

19. Discussion and possible action regarding Library Director search

Reconvened to open session at 7:30 pm.

FUTURE AGENDA ITEMS

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

- a. Discussion to reconsider time of meetings.

ADJOURNMENT

MSC Motzko/Diebolt-Brown to adjourn.

Confirmation of the next meeting January 17th at 6:30pm.
Meeting adjourned at 7:33 pm.

Minutes respectfully submitted by Alyssa Orłowski on December 19, 2023.



Office of the Fire Chief
312 W. Whitewater Street
Whitewater, Wisconsin 53190

www.whitewater-wi.gov
Telephone: (262) 473-0116

February 14, 2024

Common Council Members,

Attached is the PowerPoint outline for the Fire Department Annual Report I will be delivering at the February 20th meeting. Please feel free to review it prior to the meeting. I will be providing additional explanation of the information presented in each slide, which will add clarity and help the interpretation of the data. I will also field any questions as needed.

Thank you.

Kind Regards,

Ryan Dion
Assistant Fire Chief
rdion@whitewater-wi.gov



Whitewater Fire and EMS

ANNUAL REPORT FOR 2023

Proudly Serving an area of Approximately 100 square miles

- ▶ City of Whitewater
- ▶ Town of Cold Spring
- ▶ Town of Koshkonong (sectional)
- ▶ Town of Lima (sectional)
- ▶ Town of Richmond (sectional)
- ▶ Town of Whitewater

Staffing Levels

- ▶ 15 Full Time Employees
 - ▶ 12 Firefighter/EMT or Firefighter/Paramedic (24 hour shifts, 4/day)
 - ▶ 2 Chief Officers
 - ▶ 1 Firefighter/EMT/Fire Inspector
- ▶ 1 Part Time Employee
 - ▶ EMS Chief
- ▶ 16 Paid-On-Call Employees
 - ▶ Fill Shifts, Special Events or respond to Pager

A Snapshot of Progress

Pre Referendum

- ▶ 1 full time person per day dedicated to emergency medical response.
- ▶ Advanced EMT level
- ▶ 1 part time EMS supervisor
- ▶ All other positions part time, POC or volunteer
- ▶ 3rd Party Contractor for Fire Inspections.
- ▶ 40% of Responses >5 min turnout

Post Referendum

- ▶ 4 people per day, 365 days per year dedicated to both EMS and Fire calls for service
- ▶ Paramedic level
- ▶ 2 full time, 1 part time admin staff
 - ▶ All are operationally integrated
- ▶ Fire Inspections completed in house. Operational advantage.
- ▶ Average turnout time for all CFS types, 1:31

2023 Whitewater Fire and EMS ANNUAL REPORT



1,913
Total Calls

166 Activated Fire Alarms

34 Working Fires

15 Structure Fires

206 Service/Rescue/Other

Emergency Medical Services **1,430**

Motor Vehicle Collisions **77**

1:31 Average Turnout Time

Time of dispatch until enroute

4:43 Average City Response

10:07 Average Rural Response

Time of dispatch until first unit is on the scene



Town of Whitewater

124 calls

Town of Richmond

79 calls

Town of Lima

63 calls

Town of Cold Spring

34 calls

Town of Koshkonong

25 calls

Mutual Aid

39 calls

Mutual Aid Given

39 calls

Mutual Aid Received

41 calls



OVER 1,200 Personnel hours of fire training

32 Members on the roster

15 Members are full time employees

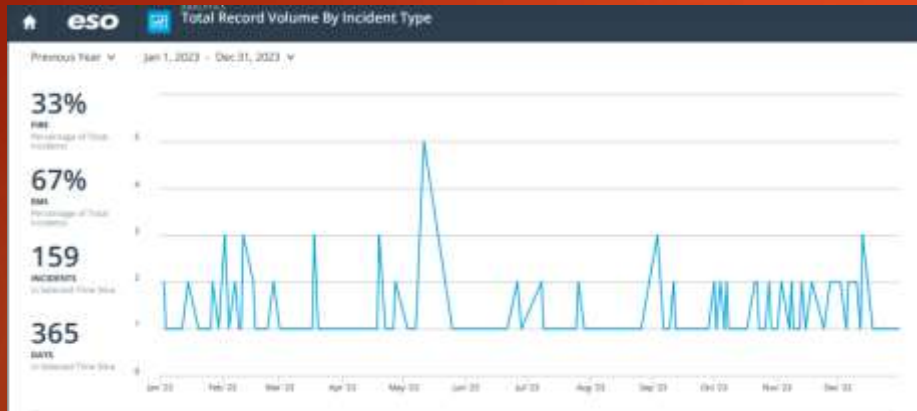
1 civilian injury resulting from a fire, categorized as a minor injury

2 fires in multi-family homes that were contained to the apartment of origin

18 public education and community OUTREACH EVENTS

40+ hours of COMMUNITY ENGAGEMENT

UW Whitewater Overlay (UW Proper Only)



- ▶ 8.3% of total overall call volume
- ▶ 10.3% of City Responses
- ▶ 107 Emergency Medical CFS
- ▶ Remainder are Fire related CFS
 - ▶ Alarms, spills, elevator, good intent etc.

Paid on Call and FTE Response Matrix

185 Calls for Service involved a POC response request. Special events separate.

We started that tracking on 01 March 2023, so the projection is 222 POC responses in 2024, or 11.6%.

88.4 % of calls handled by the on duty crew and the assigned duty officer(s).

Resource allocation is done via dispatch algorithm and staff request.



Notable Responses – Fire CFS

- ▶ 5 Alarm Fires: John's Disposal and McCord Rd.
- ▶ Structure Fire at Brookdale Manor, 3rd floor, contained to apartment of origin, no injuries.
- ▶ Structure Fire at Garden Apartments, contained to apartment of origin, no injuries
- ▶ Structure Fire in Downtown Occupancy. (3 Alarm) Contained to building of origin, 1 minor civilian injury.

Measurable Results

Fires in structures double in size every 45 seconds. The capability of our crews to respond quickly has limited property damage incidents in our city.

Two significant fires in multifamily dwellings were contained to the apartment of origin. Two fires that, had they occurred 18 months ago, would have displaced dozens of residents... displaced less than six.





Item 8.



Notable Responses – EMS CFS

- ▶ PNB, Senior Age Male. Arrest > ROSC > Admit > DISCHARGE > Current disposition unknown.
- ▶ MVA, mass casualty. Extended extrication on scene. One ground transport, two aero-med transports from scene. Disposition unknown due to several factors: Difficulty obtaining demographics due to patient condition, absence of identification and language barrier.
- ▶ (2024) PNB, Senior Age Male. Arrest > ROSC > ICU > Hospice > Discharge > IN PERSON THANK YOU
- ▶ Mutual Aid Request Decline, EMS calls. Average of FOUR requests per month through August of 2023; Since August, we have made TWO. Reason = Staffing, and staffing at the paramedic Level.

Using Metrics to Steer the Department in 2024 and Beyond

2023 Data

- ▶ First complete year with reliable data across multiple fields.
 - ▶ Training, PM, Inspections, Emergency Response.
- ▶ New RMS system providing sound metric extraction for emergency response.
- ▶ Using the data to create a robust training platform.

2024 Analytic Goals

- ▶ Staffing needs of the department.
 - ▶ POC demand over reliability
- ▶ Develop or expand on grant eligible projects.
- ▶ Using data obtained from stay interviews: Create/maintain a fleet of well trained, serviceable employees that enjoy coming to work.

Questions?

Assistant Chief Ryan Dion

262-473-0570

rdion@whitewater-wi.gov



Council Agenda Item

Meeting Date:	February 20, 2024
Agenda Item:	Move April 2, 2024 Council Meeting to April 4, 2024
Staff Contact (name, email, phone):	Heather Boehm hboehm@whitewater-wi.gov 262-473-0102

BACKGROUND

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

Per Ordinance 2.08.010 (a) If any council meeting falls on an election day or on a holiday, the council meeting for that day shall be held on the Thursday following the first or third Tuesday in the month, at 6:30 pm.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Move the April 2, 2024 Common Council Meeting to Thursday, April 4, 2024.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

N/A



Council Agenda Item

Meeting Date: February 20, 2024

Agenda Item: Viktor Venta BOL appeal

Staff Contact (name, email, phone): Heather Boehm, hboehm@whitewater-wi.gov

BACKGROUND

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

On August 28, 2023, Mr. Venta applied for a Beverage Operator's License. On September 5, 2023, Chief Dan Meyer denied the license, also on September 5, 2023, a letter informing Mr. Venta of the denial was sent by the City Clerk's office via regular and certified mail. The Clerk's office received an email requesting an appeal from Mr. Venta on January 5, 2024.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

On February 12, 2024, the Alcohol Licensing Committee voted 3-0 to restate Mr. Venta's Beverage Operator's License.

FINANCIAL IMPACT

(If none, state N/A)

STAFF RECOMMENDATION

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Venta's letter requesting an appeal, Chief Meyer's denial letter.

Heather Boehm

From: Viktor Venta <viktorventa21@gmail.com>
Sent: Friday, January 5, 2024 1:47 PM
To: City Clerk Staff
Subject: Beverage operators license

Follow Up Flag: Follow up
Due By: Friday, February 2, 2024 3:30 PM
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To whom it may concern,

My name is Viktor Venta, I am a senior at the university of whitewater and I'm reaching out in regards to appealing the decision of denying my Beverage operators license. Reason for denial was the fact I had an underage drinking ticket on 4/23/22. My decisions as a middle aged college student were not bright and do not correctly demonstrate who I am as a person. Work and fun are two different categories and call for different attitudes, especially when controlling and serving alcoholic substances. I understand I had made a mistake prior, but I would like to schedule a meeting to talk about this situation and potentially receiving my license . Thanks for taking that time to read this, looking for leads to hearing from you!

Best regards,
Viktor Venta

MEMORANDUM

TO: City Clerk
FROM: Daniel A. Meyer, Chief of Police
SUBJECT: Disapproval of Beverage Operator's License Application for **Viktor John Venta**
DATE: September 5, 2023

On August 28, 2023, Viktor John Venta, 275 N Tratt St, applied for a beverage operator's license to work, without supervision, at The College Pub, 202 W Whitewater St. Whitewater, WI 53190. At that time the usual background investigation was conducted.

Effective September 5, 2023, the following information is being supplied on an official basis concerning the beverage operator's license application of Viktor John Venta. Pertinent records of the local and state agencies have been searched as of this date with the following results: (Only that information which would bear upon this application is recorded. Traffic violations are excluded.)

WHITEWATER POLICE DEPARTMENT

04/23/2022 – UNDERAGE ALCOHOL ADULT-UNLICENSED PREMISE (1ST OFFENSE)

An operator at an alcohol establishment has an obligation to reasonably deal with various rules and regulations regarding alcohol. These arrests show that Viktor John Venta has displayed an inability to abide by these laws. We therefore do not believe that he has the appropriate ability to handle the responsibility that the license requires.

Qualifications for license in accordance with Wisconsin State Statute 125.04(5)(a) as affected by Chapter 79 and 391, Laws of '81 effective 1/1/82 which states in part: "Natural persons. Licenses and permits related to alcohol beverages, issued to natural persons under this chapter, may be issued only to persons who: 1. Do not have an arrest or conviction record, subject to s. 111.321, 111.322, and 111.335: . . ." Statute 111.335---Arrest or conviction record: Exceptions and special cases---reads in part: "(c) Notwithstanding s. 111.322 it is not employment discrimination because of conviction record to refuse to employ or license, or to bar or terminate from employment or licensing any individual who: 1. Has been convicted of any felony, misdemeanor or other offense the circumstances of which substantially relate to the circumstances of the particular job or licensed activity; ..."

Based on the above information, I recommend that this applicant be denied his beverage operator's license application. These offenses he has been arrested for DO substantially relate to the circumstances of the particular job or licensed activity as required under Chapter 125.

DM/JT



Council Agenda Item

Meeting Date: February 20, 2024

Agenda Item: Nicholas Perkin's BOL appeal

Staff Contact (name, email, phone): Heather Boehm, hboehm@whitewater-wi.gov

BACKGROUND

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

On August 15, 2022, Mr. Perkins applied for a Beverage Operator's License. On August 26, 2022, Chief Dan Meyer denied the license, On August 29, 2022, a letter informing Mr.Perkins of the denial was sent by the City Clerk's office via regular and certified mail. The Clerk's office received an email requesting an appeal from Mr.Perkins on December 11, 2023

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

On February 12, 2024, the Alcohol Licensing Committee voted 3-0 to deny Mr. Perkin's appeal due to his no-show at the hearing.

FINANCIAL IMPACT

(If none, state N/A)

STAFF RECOMMENDATION

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Perkin's letter requesting an appeal, Chief Meyer's denial letter.

Heather Boehm

From: Nicholas Ryan Perkins <nrjp92@gmail.com>
Sent: Monday, December 11, 2023 1:39 PM
To: City Clerk Staff

Follow Up Flag: Follow up
Due By: Friday, January 5, 2024 3:30 PM
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Mz. Anderberg,

My name is Nicholas Ryan Perkins. I recently reached out to our chief of police about contesting his decision to deny my bartending license. He said the rule has been iron clad for him and the last 2 chiefs that a felony means denial. I understand my felony is serious but it was more than half my adult life ago. The judge also gave me the felony either a note that I can go back and get it expunged, unfortunately I don't have money to do this right now.

I'd like to schedule a hearing to plead my case so I can help John Cordio who owns beer here and is in desperate need of bartenders. I have worked there on the weekends as security for the last few months because the police had to respond to calls every weekend for several consecutive weeks. Since I've been working there has only been one call while I was working and it was in the parking lot.

Happy Monday!

Ryan J. Perkins

MEMORANDUM

TO: City Clerk Michele Smith
FROM: Daniel A. Meyer, Chief of Police
SUBJECT: Disapproval of Beverage Operator's License Application for **Nicholas R J Perkins**
DATE: 08/26/2022

On 08/15/2022, Nicholas Ryan Joseph Perkins, 117 N 2nd St., Upper B, Whitewater, applied for a beverage operator's license to work, without supervision, at 841 Brewhouse, 841 E Milwaukee St., Whitewater. At that time the usual background investigation was conducted.

Effective 08/26/2022, the following information is being supplied on an official basis concerning the beverage operator's license application of Nicholas Ryan Joseph Perkins. Pertinent records of the local and state agencies have been searched as of this date with the following results: (Only that information which would bear upon this application is recorded. Traffic violations are excluded.)

WHITEWATER POLICE DEPARTMENT

03/01/2018	Maintain Drug Trafficking Place- Felony	Guilty
03/01/2018	Manufacture/Delivery Cocaine- Felony	Dismissed but Read In
03/01/2018	Possess Drug Paraphernalia- Misdemeanor	Dismissed but Read In
03/01/2018	Possess Nitrous Oxide-Intent to Inhale- Misd.	Dismissed but Read In
03/01/2018	Possession of Cocaine- Misdemeanor	Dismissed but Read In
03/01/2018	Possession of THC- Misdemeanor	Dismissed but Read In

Nicholas Ryan Joseph Perkins failed to list all of his charges/ convictions on his application.

An operator at an alcohol establishment has an obligation to reasonably deal with various rules and regulations regarding alcohol. These arrests show that Nicholas Ryan Joseph Perkins has displayed an inability to abide by these laws. We therefore do not believe that he has the appropriate ability to handle the responsibility that the license requires.

Qualifications for license in accordance with Wisconsin State Statute 125.04(5)(a) as affected by Chapter 79 and 391, Laws of '81 effective 1/1/82 which states in part: "Natural persons. Licenses and permits related to alcohol beverages, issued to natural persons under this chapter, may be issued only to persons who: 1. Do not have an arrest or conviction record, subject to s. 111.321, 111.322, and 111.335: . ." Statute 111.335---Arrest or conviction record: Exceptions and special cases---reads in part: "(c) Notwithstanding s. 111.322 it is not employment discrimination because of conviction record to refuse to employ or license, or to bar or terminate from employment or licensing any individual who: 1. Has been convicted of any felony, misdemeanor or other offense the circumstances of which substantially relate to the circumstances of the particular job or licensed activity; ..."

Qualifications for license in accordance with Wisconsin State Statute 125.04(5)(b) which states: "Criminal offenders. No license or permit related to alcohol beverage may, subject to ss. 111.321, 111.322 and 111.335, be issued under this chapter to any person who has habitually been a law offender or has been convicted of a felony unless the person has been duly pardoned.

MEMORANDUM

Based on the above information, I recommend that this applicant be denied his beverage operator's license application. These offenses he has been arrested for DO substantially relate to the circumstances of the particular job or licensed activity as required under Chapter 125.

DM/JT



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: February 13, 2024
Re: Re-visiting the Appointment to Board, Committees, and Commissions

At the January 19th Common Council meeting the members at that time had chosen to fill the vacancies left by the resignation of David Stone and the passing of Jim Allen. At the same meeting, the Council had noted that once the appointments to the Common Council were made the fully staffed Common Council would re-allocate those positions to the new Common Council member.

Below is the list of Boards, Committees, and Commissions that were filled at the 1/19 meeting:

- Alcohol Licensing Committee- **Lukas Schreiber**
- Community Development Authority- **Jill Gerber**
- Finance Committee- **Neil Hicks**
- Parks and Recreation Board- **Brienne Brown**
- Public Works Committee- 2 Spots- **Lisa Dawsey- Smith and Neil Hicks**
- Urban Forestry (as the Park and Recreation Board Representative)- **Brienne Brown**

The office of the City Manager recommends that the now fully staffed common council reallocate those positions to the new members.

Warm regards,

A handwritten signature in black ink that reads "John S. Weidl".

John S. Weidl, City Manager

JSW/TKZ



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: February 13, 2024
Re: Vacancy for Plan and Architectural Review Committee

Under the guidance of the City Attorney with the new appointment to the Common Council Patrick Singer and Carol McCormick must vacate their current positions on all boards, committees, and commissions. This leaves a vacancy on Plan and Architectural Review Committee (PARC).

After review the City Manager and Council President would like to appoint Mike Smith. Who currently serves as an alternate on Plan and Architectural Review Committee.

Mike is a long-standing member of the community and recently showed his commitment when he applied to serve on the Common Council. During the interview process, Mike shared his love for the community and solutions to the problems he perceives Whitewater as having. Mike is working towards an education in Theology and is a Mechanical Engineer for GE Healthcare.

Mike has demonstrated his commitment to the community in his role as an alternate to the PARC and his application to serve on the Common Council. Due to this the City Manager and Council President is recommending that the Common Council appoint Mike Smith to the PARC.

Warm regards,

John S. Weidl, City Manager

JSW/TKZ

From: noreply@civicplus.com
To: [Lisa Dawsey Smith; City Manager](#)
Subject: Online Form Submittal: Citizen Service Information Form
Date: Monday, April 24, 2023 1:14:36 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Citizen Service Information Form

This form is used to apply to City of Whitewater Boards, Committees or Commissions.

Date 4/24/2023

Applicant Information

First Name Michael

Last Name Smith

Home Address 327 E Clay St Unit 29

City Whitewater

State WI

Zip Code 53190

Home Phone Number 2623660467

Cell Number 2623660467

Email Address mike@mspd-llc.net

Boards/Committees/Commissions of Interest

Select all Boards, Committees & Commissions you are applying for by checking each box: Community Development Authority, Plan & Architectural Review Commission

Give a brief overview of your background, experience, interest, or concerns pertaining to the selected board(s), committee(s) or

My current position is Lead Mechanical Engineer for GE Healthcare. I am responsible for enclosure new product design and production, including supplier selection, project planning, development, introduction to manufacturing, (the list goes on). It is both a highly technical and team/goal oriented position with real, measured deliverables. I love Whitewater and will be here for quite a while. I see many real opportunities with regard to

Email not displaying correctly? [View it in your browser.](#)



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: February 13, 2024
Re: Vacancy of the CDA

Under the guidance of the City Attorney with the new appointment to the Common Council Patrick Singer and Carol McCormick must vacate their current positions on all boards, committees, and commissions. This leaves a vacancy on the Community Development Authority (CDA).

After review the City Manager and Council President would like to appoint Christ Christon to the CDA.

Christ is a long-standing member of the community. His passion for this community can be identified in how he spends his time. Christ is a second-generation business owner of Second Salem, he is paid-on-call staff for the Fire Department and serves on the Whitewater University Technology Park Board.

Christ has demonstrated his commitment and dedication to the community. Due to Christ's commitment and entrepreneurial knowledge, the City Manager and Council President are recommending that the Common Council appoint Christ Christon to the CDA.

From: noreply@civicplus.com
Sent: Wednesday, March 22, 2023 3:57 PM
To: Lisa Dawsey Smith; Kathy Boyd
Subject: Online Form Submittal: Citizen Service Information Form

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Citizen Service Information Form

This form is used to apply to City of Whitewater Boards, Committees or Commissions.

Date 3/22/2023

Applicant Information

First Name Christ

Last Name Christon

Home Address 1656 Turtle Mound LN

City Whitewater

State WI

Zip Code 53190

Home Phone Number 2629495671

Cell Number 2629495671

Email Address christ@secondsalem.com

Boards/Committees/Commissions of Interest

Select all Boards, Committees & Commissions you are applying for by checking each box:

Community Development Authority

Give a brief overview of your background, experience, interest, or concerns pertaining to the selected board(s), committee(s) or commission(s).

As a lifelong citizen and second generation local business owner, I wish to use my local knowledge and professional experience to contribute to business decisions that will support Whitewater's residential and commercial growth. I believe the growth and development of Whitewater has been hindered by poor decision making and too much interference by private interest. I hope to bring a fresh set of eyes and open

mindfulness to the CDA that will help to make Whitewater move forward.

Optional: Upload supportive documents (resume, recommendation letter, etc.)

[Christon - Resume.pdf](#)

Indicate whether you are available during the day or the early evening for a short interview with the City Manager & Common Council President.

I am best available during the day Monday - Wednesday for an interview. If needed at night, currently Monday, Tuesday & Thursday work best with at least 10 days notice.

Business/Employer Information

Business /Employer Name C. Christon LLC d/b/a Second Salem Brewing Co. (Self Employed)

Business/Employer Address 111 W. Whitewater St.

City Whitewater

State WI

Zip Code 53190

Business/Employer Phone Number 262-473-2920

Reference #1 Full Name Thayer Coburn

Reference #1 Address & Phone Number 507 S. Franklin St., Whitewater, WI 53190
P: (262) 473-0321

Reference #2 Full Name Jason Dean

Reference #2 Address & Phone Number N9300 Knuteson Dr, Whitewater, WI 53190
P: (760) 587-6175

Regular Board, Committee and Commission members are expected to attend at least three-quarters of the meetings each year. Alternate members are always welcome to attend all meetings, but are not required to attend meetings unless requested.

Email not displaying correctly? [View it in your browser.](#)



Council Agenda Item

Meeting Date: 02/20/2024

Agenda Item: PD Organizational & Workload Study

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

BACKGROUND

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

On December 8, 2023, the Police Department publicly posted a request for proposals for the completion of a police department organizational and workload study. A total of three proposals were received by the February, 2, 2024 due date. Proposals were submitted by Fitch & Associates, McMahan Associates, Inc., and Public Administration Associates, LLC. The proposals were reviewed by an evaluation panel that independently scored the proposals, based on a 100-point scale, evaluating each firm’s qualifications, experience and technical competence, proposed approach to accomplish the work, knowledge and understanding of law enforcement service delivery, project organization and key personnel, cost, and references. The firms were ranked according to their aggregate score.

*NOTE: Due to the proprietary nature of the proposals, they are not being provided publicly, and are being summarized below. However, if a Council member wishes to review the proposals in their entirety, they may make an appointment to do so in person at the Police Department.

The firms were ranked in order below based on their aggregate scores. Summaries of the proposals and key differentiators from each are provided below:

1) Fitch & Associates (Fitch)

Fitch & Associates submitted a detailed proposal that provided a comprehensive and data-driven approach to the study. Fitch included a project team of eight professionals, with varying specialties including a data analyst, GIS and mapping analyst, as well as public safety specialists. Fitch’s estimated timeline for the project totaled six months, and the estimated cost for the study was \$48,000.

2) McMahon & Associates, Inc. (McMahon)

McMahon & Associates, Inc. submitted a proposal that included a well-defined approach with multiple steps listed. McMahon included a project team of six professionals, each with a significant amount of consulting and public safety experience. McMahon’s estimated timeline for the project totaled five months, and the estimated cost for the study was \$35,000 - \$40,000.

3) Public Administration Associates, LLC (PAA)

Public Administration Associates, LLC provided a succinct project approach with a plan to utilize two well-qualified consultants who have a vast knowledge of the local public safety landscape. PAA’s estimated timeline for the project totaled 16 weeks, and the estimated cost for the study was \$70,990.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

On November 21, 2023, Council approved pre-funding \$50,000 for the completion of a police department organizational and workload study. On December 8, 2023, the attached request for proposals was publicly posted. A total of three proposals were received by the due date of February 2, 2024.

FINANCIAL IMPACT

(If none, state N/A)

\$50,000 was pre-funded for the completion of the study.

STAFF RECOMMENDATION

Recommend pursuing a contract with Fitch & Associates based on the results of the proposal evaluation and scoring review.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Police Organizational & Workload Study Request for Proposals
 2. Police Organizational & Workload Study Proposal Evaluation and Scoring Matrix
 3. Fitch & Associates Cover Letter
 4. McMahon & Associates, Inc. Cover Letter
 5. Public Administration Associates, LLC Cover Letter
-

Request for Proposal 12/08/2023
POLICE ORGANIZATIONAL &
WORKLOAD STUDY
City of Whitewater

Proposal Requested

The City of Whitewater is requesting proposals from qualified parties for an organizational and workload study to be completed for the Police Department.

Project Background and Description

The City had not increased staffing since 2008. Since then, call volume has risen and the complexity of investigations has increased dramatically. The City of Whitewater has also experienced sudden demographic change since early 2022 with an influx of immigrants from Central America, which has created significant challenges for law enforcement. The City identified a need to complete an organizational and workload study of the Police Department. The City is seeking a neutral perspective from an experienced third-party consultant to evaluate and compare Whitewater police services with those of other communities. The analysis will identify recommendations based upon the traditional core services, estimated costs, current and future trends, and assess service demands of the Whitewater community. The final deliverable will include a full report to be completed in early 2024. Recommendations would offer City officials to consider short and long-term approaches to prioritize services in these areas to assure services are effectively and sustainably delivered based on best management practices and community service level demands.

The Police Department currently has 35.5 FTEs. A Police Chief oversees the department with two Captains and a Support Services Manager composing the Command Staff. The Administrative Captain oversees the detective bureau consisting of a Detective Lieutenant, two Detectives, and one School Resource Officer. The Administrative Captain also oversees the two part-time Community Service Officers. The Patrol Captain oversees four Patrol Lieutenants who collectively oversee 13 Patrol Officers. The Support Services Manager oversees two Records Specialists and one part-time Records Technician. The Support Services Manager also oversees the Communications Coordinator who supervises six Dispatchers.

Patrol and Dispatch staff work a 5-2, 5-3 schedule with 8.25-hour shifts. Designated shifts are First (7a-3:15p), Second (3p-11:15p), Power (8p-4:15a), and Third (11p-7:15a). The staffing requirements for the department are uniquely impacted by the University of Wisconsin-Whitewater student population, and whether or not the university is in session.

The Police Department uses a variety of strategies to identify problems, deter crime, solve crimes, and reduce the fear of crime. Officers receive a minimum of 24 hours of training each year to prepare them to give the best service to the community as possible. The agency is accredited by the Wisconsin Law Enforcement Accreditation Group (WILEAG) and provides the following services for the Whitewater community:

- 24-hour / 7-day patrol services for the City of Whitewater
- 24-hour / 7-day dispatch services for Whitewater PD, Whitewater FD, Whitewater EMS, UW-Whitewater Police Department
- Detection, apprehension, and prosecution of violators and offenders of local, state, and federal laws
- Criminal investigation
- Directed patrol on quality of life issues

- Traffic crash investigation
- Crime prevention
- Cooperatively with other departments to make Whitewater a safer community
- Handle safety considerations for Special Events
- Provide specialized services with a variety of teams (Drone Team, Search Warrant Response Team, Sensitive Crimes Team, Mobile Field Force, Evidence Technicians, etc.)
- Provide public statements for matters impacting community safety
- Make recommendations to the Common Council on matters concerning public safety issues
- Continually improve policy and procedures to ensure department remains accredited

Estimated Timeline

Action items in the estimated timeline are at the discretion of the project manager and are meant to provide a clear understanding of the proposal steps; the schedule is subject to change.

Action Item	Date
RFP Issued	12-08-2023
Deadline to Schedule Pre-Meeting (if needed)	01-26-2024
Proposals Due	02-02-2024
Interviews and Review of Proposals (if needed)	February, 2024
City Council acts on Service Agreement	February, 2024

Project Scope

1. Perform Organization and Industry Research on the Police Department

- A.) Review job descriptions of current positions.
- B.) Meet with staff and officials to better understand roles and services.
- C.) Research other comparable and neighboring municipalities to learn about services, staffing levels, shift schedules, work environment, policies, community engagement programs, etc.
- D.) Assess call volume both currently and historically to determine trends and associated impacts for patrol, investigations, dispatch, clerical staff, and command staff.
- E.) Assess the impact that demographic change and associated challenges, as well as an increasing severity of crimes, has had on the police department's ability to proactively serve the public.
- F.) Analyze Communications Center specifically regarding impacts of continuing to operate status quo versus consolidating dispatch services with Walworth County.
- G.) Identify staffing impacts based on workload analysis.
- H.) Review and assess the IT needs and capabilities of the department.
- I.) Review current activities that support diversity and assess what ways the department can expand on these activities, including initiatives proposed by City officials.
- J.) Review equipment and vehicle fleet to perform current services.
- K.) Assess financial impact for any recommendations or considerations for altering services.
- L.) Research industry standards, best practices, and trends in policing services.
- M.) Obtain and review any service delivery feedback related to police services (i.e. emails, phone calls, social media, surveys, etc.).
- N.) Interview elected officials as a body at a public meeting to ensure public input on the process.
- O.) Based on research and analysis, provide recommendations for the City to consider (both short-term and long-term recommendations).
- P.) Provide City staff with post-project support.
- Q.) Other tasks as determined by consultant or the City.

2. *Complete Comprehensive Report Summarizing Research and Information*

- A.) Provide all information gathered in all tasks listed in #1 A-Q in a comprehensive report with recommendations on options to address any shortcomings. Comprehensive report must be provided in both English and Spanish ensuring accessibility to non-English speakers.
- B.) Share a draft of the study and findings to City staff prior to public presentation.
- C.) Present findings to the City Council during a public meeting. Report will be made accessible to the public.

Proposal Content

The proposal should not exceed ten (10) single-sided pages and should address the following:

A.) Transmittal Information.

- 1. Contractor’s name, address, telephone number and contact person.
- 2. Contractor’s understanding of the program and commitment to provide the appropriate personnel and equipment to perform the scope of services as defined in this document.

B.) Approach.

- 1. Provide a description of the anticipated services.
- 2. Outline proposed staffing levels and activities.
- 3. Specify methods to obtain information and research – especially with comparable and neighboring communities as well as service delivery feedback from community members.
- 4. Identify approach for communication with staff and officials.

C.) Contractor Experience.

- 1. Description of related past experience, particularly experience of a similar capacity on projects of comparable size and/or scope.

D.) Cost.

- 1. Provide the total cost and expenses for this study. The Common Council has pre-approved \$50,000 for costs associated with this study. However, cost is just one of the factors to be considered in the selection of a consultant.

E.) Contract

- 1. Attach a copy of your standard contract (if available) for these types of services in the proposal.

H.) References

- 1. Please provide references of current or previous clients you have worked with in the past.

Terms and Conditions

City Costs

The City will pay the Service Provider for the services provided as described. Such payment shall be full compensation for all services rendered and for all supervision, labor, liability insurance, and other incidental costs.

Nondiscrimination

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin, or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

The contract may not be assigned or subcontracted by the firm without the written consent of the City. If all or a portion on the contract work is proposed to assigned or subcontracted, the name of the individual(s) to complete the work, address and firm proposed shall be submitted within the scope of the proposal.

Independent Contractor Status

The firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

Contract Period and Termination of Contract

The contract period will for the duration of the requested services. The City reserves the right to cancel this Agreement within (30) days written notice. If the Service Provider elects to cancel the Agreement, it must provide (30) days written notice and it must be mutual between the City and the Service Provider. If the Service Provider cancels this Agreement after advance payment for services has been rendered per the terms, the Service Provider will only be compensated on a pro-rata basis for actual work performed, and any remaining advance payment will be returned to the City.

Professional Services Contract

Should your proposal be accepted and a contract issued, this Request for Proposal and all documents attached hereto including any amendments, the firm’s technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the City, will be incorporated into a contract between the City and the firm, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the City Council, execution of the contract by the proper City officials, and delivery of the fully-executed contract to the firm. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful firm. The contract may be amended only by written agreement between the firm and the City of Whitewater.

Selection Criteria

City staff will consider the following in evaluation of the proposals:

1. Past record of performance of the consultant and team on similar projects based on references, work

examples, and responses during the interview.

2. Quality and content of the written proposal.
3. Experience and technical competence of the consultant assigned to the program.
4. General understanding of agreement with the consultant's approach to the project, including the City's confidence in the consultant's ability to satisfactorily perform the work.
5. Ability to perform the analysis within the necessary parameters.
6. Cost to execute services.

Instructions to Firms

Submittal Instructions

1. Please provide (1) digital copy of the proposal via email only to:
Project Manager: Dan Meyer, Police Chief, City of Whitewater
Email: dmeyer@whitewater-wi.gov
Identify proposal name into subject line of the email: Police Organizational
and Workload Study
Deadline: 4:00 p.m. CST, Friday, January 26, 2023
2. Proposals will be accepted on or before the deadline identified above. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.
3. Questions regarding this RFP should only be directed to staff member identified above. Contact with elected officials, committee members and other staff members is grounds for disqualification.

This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the City of Whitewater to do so.

**POLICE ORGANIZATIONAL & WORKLOAD STUDY
CITY OF WHITEWATER**

PROPOSAL EVALUATION AND SCORING

The RFP will be reviewed by an Evaluation Panel that will review and independently score the proposals. The Evaluation Panels scores will be totaled and firms will be ranked based on the aggregate number of points earned.

Major Criteria Categories	Point Weight	PAA	McMahon	Fitch & Assoc.
Qualifications	10			
Experience and Technical Competence	20			
Proposed Approach to Accomplish Work	15			
Knowledge and Understanding of Law Enforcement Service Delivery	15			
Project Organization and Key Personnel	15			
Cost	20			
References	5			
TOTAL:	100			

January 26, 2024

Daniel A Meyer
Chief of Police
City of Whitewater Police Department
312 W. Whitewater St.
Whitewater, WI 53190

Chief Meyer:

Fitch & Associates (*FITCH*) is pleased to respond to the City of Whitewater's request for proposals for an Organizational and Workload Study of the Police Department.

We have reviewed and incorporated your specific needs into this submission and have organized the information requested for clarity. The *FITCH* team recognizes the importance of this project to the City and Department and will objectively assess and benchmark the performance of each service line. We will identify implementable opportunities for operational and organizational efficiency, effectiveness, improvement, and long-term sustainability based on modern best practices and the distinct characteristics of the City of Whitewater. We propose to use our unique methodology and extensive experience to develop options and recommendations to optimize effectiveness and efficiency in the management and delivery of public safety services.

FITCH has worked on some of the most complicated geopolitical landscapes in the world. Having worked in every continent, and on a wide variety of projects, we understand the complexities that national issues can have on local communities. Modernizing and re-imagining public safety strategies and operations, while maintaining its core values and best traditions, is a delicate and complex task that many progressive communities are facing. *FITCH* has assembled a multi-disciplinary team from first responder agencies, city managers, and public safety individuals from both the United States and Canada. It will take the synthesis of a multitude of opinions and experiences to generate real, innovative, and meaningful change.

Our firm is uniquely qualified to submit this response and perform the work required. Fitch & Associates has provided similar planning and analysis services for over 1,000 clients represented in every continent except Antarctica and in all 50 U.S. States throughout its 30-year history. Our team has wide-ranging technical expertise and experience providing robust organizational reviews of municipal agencies, including an

extensive body of work with first responder agencies. We are also known for delivering accurate reports within the agreed timeframes and budget.

Fitch & Associates' home office is located at the address below. However, each of the consultants are located in their area of residence and/or expertise. All official hard-copy documents can be sent to the office located below.

Fitch & Associates, LLC
PO Box 170
2901 Williamsburg Terrace, Suite G
Platte City, Missouri 64079
Telephone: (816) 431-2600
Facsimile: (816) 431-2653

FITCH has assembled a diverse and experienced team that will provide insightful and innovative options, customized for your situation, and crafted with your input and needs as paramount considerations.

We appreciate the opportunity to submit this proposal and look forward to talking with you more about how we can provide you with superior services and value.

Kind regards,



Guillermo Fuentes, MBA
Chief Operating Officer
Senior Partner

McMAHON

ENGINEERS ARCHITECTS

January 23, 2024

Dan Meyer (via email)
Police Chief
City of Whitewater
312 W. Whitewater St.
Whitewater, WI 53190

Dear Chief Meyer,

We are pleased to submit a proposal for a Police Organizational and Workload Analysis for the City of Whitewater. Municipal Consulting projects have become a major focus for McMahon Associates, Inc. (McMahon). Our teams' passion for Public Safety and working with police departments provides the basis for our interest in submitting this proposal. Similar work in the past has included departments such as the Villages of Mukwonago, Germantown, and Cities of De Pere and Green Bay.

McMahon's Public Safety & Municipal Management Group's focus is on national and international public management consulting services. Most of our clients are public sector entities: municipalities, counties, tribes, or special districts. Our team of consultants are all senior level staff and are either current or former municipal management practitioners. An important component of our approach is frequent communication with the Municipal and Tribal Administration.

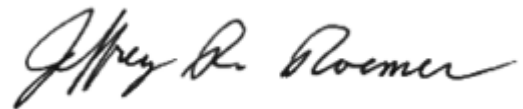
Our extensive operational and strategic experience in the public safety area uniquely qualifies us for a project of this nature. The team has management, operational, technical, and consulting experience with all types of municipal and public safety operations experience.

Thank you for the opportunity to submit this proposal. If you have any questions or desire to schedule a meeting where we can present our proposal in more detail and answer any questions, please feel free to contact me at 414-232-1148 or by email at rwhitaker@mcmgrp.com. We look forward to working with you on this important project!

Respectfully,
McMahon Associates, Inc.



Robert Whitaker
Senior Public Safety Specialist
JRR:kmh



Jeffrey R. Roemer
Public Safety Manager



Public Administration Associates, LLC

February 2, 2024

Chief Dan Meyer
Whitewater Police Department

Via Email

Re: Police Organizational and Workload Study

Dear Chief Meyer;

Thanks for the opportunity to submit our proposal for the above-stated study. Public Administration Associates, LLC (“PAA”) has been serving local governments since 1998. We believe we can bring value to the City of Whitewater (“City”) as you chart the future of the Whitewater Police Department (“Department.”) We realize that our proposal exceeds the current approved budget for the project. We would be happy to meet with you to discuss how we arrived at our bottom line. With additional information regarding the City’s expectations, it may be possible for us to reduce our cost. Alternatively, the City may wish to narrow the scope of the study.

[Redacted]

[Redacted]

[Redacted]

Public Administration Associates, LLC
1155 W. South Street
Whitewater, WI 53190
David Bretl, Vice President
(414) 350-3328
bretld.paa@gmail.com

[Redacted]

[Redacted]



Council Agenda Item

Meeting Date: February 20, 2024

Agenda Item: Request for Proposals – Building Inspection Services

Staff Contact (name, email, phone): Taylor Zeinert, tzeinert@whitewater-wi.gov; 262-473-0101

BACKGROUND

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

1. On January 31, 2024, the City’s provider of building inspection services provided formal 60-days’ notice of their intent to terminate their building inspection contract with the City of Whitewater.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

February 6, 2024 – Common Council accepted the resignation letter of Kahube, LLC dba Municipal Zoning and Inspection Services dated January 31, 2024.

FINANCIAL IMPACT

(If none, state N/A)

Unknown

Depends upon RFP Response

STAFF RECOMMENDATION

Staff recommends that Common Council approve the release of the RFP.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Draft RFP – Building Inspection Services

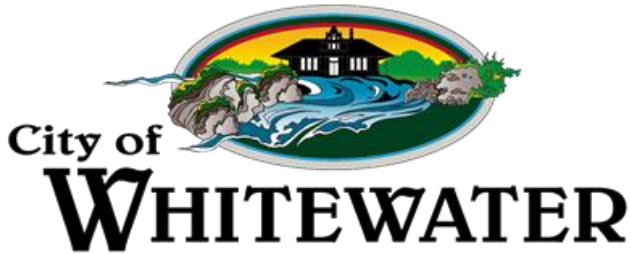


REQUEST FOR PROPOSAL

BUILDING INSPECTION SERVICES

DRAFT

Issued February 21, 2024



Neighborhood Services
312 W Whitewater Street
PO Box 178
Whitewater WI 53190

www.whitewater-wi.gov
Telephone:(262) 473-0101
Fax: (262) 473-0549

Request for Proposals (RFP) Building Inspection Services

The City of Whitewater is seeking qualified and experienced building inspection services to administer and enforce the Municipal Code of the City of Whitewater, along with applicable State codes. This RFP outlines the requirements and expectations for interested parties to submit their proposals.

Scope of Services

The City of Whitewater has issued this Request for Proposals for Building Inspection services. The proposal shall address all Building Inspector duties, including but not limited to the following:

1. Conduct plan examinations and inspections in accordance with the Municipal Code and State regulations.
2. Perform inspections in the areas of construction, energy, heating, ventilating, air conditioning, electrical, plumbing and other incidental duties required by the City.
3. Maintain appropriate municipal records, as per Wisconsin State Statutes, including inspection and financial records.
4. Assist the City in ensuring compliance by issuing noncompliance orders and appearing as a witness during legal proceedings.
5. Be available for meetings with the public and City Staff, respond to inquiries and maintain regular office hours.

Qualifications

1. The Contractor or its authorized representative must be certified by the State of Wisconsin in UDC-Building, Electrical, HVAC, Plumbing, as well as Commercial Building, Plumbing Electric, and HVAC.
2. Maintain current Wisconsin Licenses for Building Inspections.
3. Provide a vehicle for inspections along with fuel and auto insurance.

Relationship and Administrative Coordination

The relationship between the contractor and the City of Whitewater shall be that of independent contractors. No employee benefits will be provided by the City. The contractor will provide systems support and administrative coordination, including specified office hours and availability for inspections and administrative duties. The Contractor shall be entitled to services of the City Attorney as per Wisconsin Statutes 62.115.

Compensation

The proposal shall explain the type of compensation desired by the Inspector- compensation based upon a percentage of the established inspection fee amount, hourly rate or fixed dollar amount per inspection. If the charge is per inspection, examples of the required inspections should be included. Any costs for specific activities that will be billed in addition to the fee, such as mileage and other ancillary costs shall be included in the final cost estimate.

The City will award the contract to the most responsive and responsible Contractor after all factors are considered through scoring the proposals. The City reserves the right to waive any informalities or to reject and or all proposals to award the contract to the Contractor, who in the judgment of the City, will best serve the interests of the Community.

Submission of Proposals

The evaluation and selection of a qualified Building Inspector and the contract will be based on the information submitted in the vendor's proposal and any other required material. A response may be rejected if it fails to meet each of the requirements of the RFP.

Proposals are due to the City of Whitewater, City Clerk (312 W Whitewater Street, Whitewater, WI 53190) on **March 12, 2024** at 4:00 p.m. Please provide three (3) hard copies of the proposal and one electronic version. Please submit the following forms, completed and signed as required, with your proposal:

1. General Information about the contractor, firm, staff experience, credentials/certifications, and training.
2. Inspection summary reports (provide examples).
3. Inspector availability and methods of contact for the public and City staff.
4. Provide requirements for office space, materials, equipment, or equipment access requested from the City.

5. Inspector compensation (including a proposed schedule of fees) and invoicing, including additional charges to attend meetings or for reimbursables such as mileage.
6. Proof Inspector is licensed, bonded, and insured. Inspector shall carry aggregate coverage limit of at least \$1,000,000, and a per occurrence coverage limit of at least \$1,000,000, and a deductible of no more than \$2,500.
7. Three or more professional references, including contact names, addresses, and telephone numbers.
8. Proposed contract form.

The Common Council will review the Proposals on March 19, 2024 for their approval. It is the City's intent to have a signed contract with a Contractor as soon as possible in order for the Contractor to help the City meet their needs.

Selection Criteria

The City reserves the right to accept or reject and or all proposals, or any part thereof, and to accept the offer considered most advantages the City. Requests for Proposals does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals in anticipation of a contract. The City of Whitewater reserves the right to select any proposal based on the following criteria:

1. Qualifications and experience of the firm on successful related work.
2. Experience and familiarity working with communities of the same size and region
3. The firm adheres to the instructions in this Request for Proposal on preparing and submitting the proposal.
4. The firm submits a copy of its licenses, bonds and insurance.
5. Overall qualifications, experience, and competence of staff.
6. Experience working with the public.
7. Proposed compensation for services.
8. Reference checks.

Contact Person

Questions about the RFP should be directed to Taylor Zeinert, Interim Economic Development Director, phone 262-473-0101 or tzeinert@whitewater-wi.gov.

Non-Discrimination Statement

The City of Whitewater does not discriminate on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Contract

No contract shall be in effect until the City executes a signed contract agreement.



Council Agenda Item

Meeting Date:	February 20, 2024
Agenda Item:	Contract 1-2024
Staff Contact (name, email, phone):	Brad Marquardt, bmarguardt@whitewater-wi.gov , 262-473-0139

BACKGROUND

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

The reconstruction of Ann Street from Trippe Street to Fremont Street and Fremont Street from Ann Street to Whitewater Street was recently advertised. Three bids were received and opened on February 6, 2024. They were as follows:

	<u>Base Bid</u>	<u>Alternate Bid</u>
Rock Road Companies	\$1,195,335.51	\$33,654.94
BKS Excavating Inc	\$1,239,837.00	\$42,250.00
Fischer Excavating Inc	\$1,527,569.00	\$41,900.00

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The Task Order for design was approved in August 2022. The Reconstruction Project was approved as part of the 2024 CIP in the 2024-2025 budget approved by Council in November 2023. The Public Works Committee recommended approval at their Feb 13, 2024 meeting.

FINANCIAL IMPACT

(If none, state N/A)

The City has budgeted money for three projects (Ann/Fremont, Forest, and Fremont) totaling \$3,322,295. The total of all three bids equals \$3,179,064.45 which includes the combined total of the base bid and alternate bid from Rock Road of \$1,228,987.45.

STAFF RECOMMENDATION

The low bid is from Rock Road Companies. Staff recommends approval to award Contract 1-2024 to Rock Road Companies.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Strand Letter and Bid Tab



Strand Associates, Inc.®
910 West Wingra Drive
Madison, WI 53715
(P) 608.251.4843
www.strand.com

February 6, 2024

Mr. Brad Marquardt, P.E., Public Works Director
City of Whitewater
312 West Whitewater Street
Whitewater, WI 53190

Re: Ann Street and Fremont Street Reconstruction
Contract 1-2024
City of Whitewater, Wisconsin

Dear Brad,

Bids for the above-referenced Project were opened on February 6, 2024. Three Bids were received with the resulting Bid tabulation enclosed.

Rock Road Companies, Inc. (Rock Road) of Janesville, Wisconsin, was the apparent low Bidder with a Base Bid of \$1,195,335.51. The Bid included a Bid Bond for 10 percent and Addendum No. 1 was acknowledged. The Bid is deemed to be responsive.

Rock Road's Bid for Bid Alternative No. 1 was \$33,651.94, the lowest of the three Bidders. Bid Alternative No. 1 includes sediment removal in the James Street detention basin.

Strand Associates, Inc.® has previously worked with Rock Road on projects for the City of Whitewater and the City of Stoughton. For those projects, the owners determined Rock Road to be responsible.

If you determine that Rock Road is a responsible Bidder after your evaluation of their qualifications, we recommend proceeding with award of the Contract in accordance with Article 18 of the Instructions to Bidders.

Please contact me at 608-251-4843 with any questions regarding this project.

Sincerely,

STRAND ASSOCIATES, INC.®

Mark A. Fisher, P.E.

Enclosure

Ann Street and Fremont Street Reconstruction

Contract 1-2024

City of Whitewater, Wisconsin

Solicitor: Strand Associates, Inc.

February 6, 2024 1 P.M.

Section Title	Line Item	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Sanitary Sewer	1	8-IN DIA Sanitary Sewer	LF	960	\$136.29	\$130,838.40	\$104.00	\$99,840.00	\$200.00	\$192,000.00
	2	8-IN by 4-IN Sanitary Sewer Wye	EA	10	\$394.55	\$3,945.50	\$220.00	\$2,200.00	\$142.00	\$1,420.00
	3	8-IN by 6-IN Sanitary Sewer Wye	EA	10	\$407.66	\$4,076.60	\$230.00	\$2,300.00	\$170.00	\$1,700.00
	4	4-IN Sanitary Sewer Lateral	LF	350	\$103.48	\$36,218.00	\$95.00	\$33,250.00	\$135.00	\$47,250.00
	5	6-IN Sanitary Sewer Lateral	LF	350	\$107.25	\$37,537.50	\$99.00	\$34,650.00	\$135.00	\$47,250.00
	6	4-FT DIA Sanitary Sewer MH	EA	5	\$5,169.79	\$25,848.95	\$4,600.00	\$23,000.00	\$8,680.00	\$43,400.00
	7	Tevised Inspection of New Sanitary Sewer	LF	960	\$3.68	\$3,532.80	\$4.00	\$3,840.00	\$1.50	\$1,440.00
	8	Sanitary Sewer Removal/Abandonment	LS	1	\$4,600.80	\$4,600.80	\$7,500.00	\$7,500.00	\$4,000.00	\$4,000.00
	9	Rock Excavation - Sanitary Sewer Trench	LF	200	\$44.95	\$8,990.00	\$50.00	\$10,000.00	\$40.00	\$8,000.00
Water Main	10	8-IN DIA Water Main	LF	1280	\$125.00	\$160,000.00	\$120.00	\$153,600.00	\$166.00	\$212,480.00
	11	6-IN DIA Water Main or Fire Hydrant Lead	LF	80	\$138.00	\$11,040.00	\$110.00	\$8,800.00	\$130.00	\$10,400.00
	12	Install Minimum 80 LF of Minimum 20-IN DIA Steel Casing for 8-IN Water Main (INCL Water Main)	LS	1	\$51,000.00	\$51,000.00	\$68,000.00	\$68,000.00	\$77,000.00	\$77,000.00
	13	8-IN Valve and Road Box	EA	4	\$2,800.00	\$11,200.00	\$3,200.00	\$12,800.00	\$3,100.00	\$12,400.00
	14	6-IN Valve and Road Box	EA	1	\$2,150.00	\$2,150.00	\$2,600.00	\$2,600.00	\$2,300.00	\$2,300.00
	15	Fire Hydrant W/ Auxiliary Valve and Road Box	EA	3	\$8,215.13	\$24,645.39	\$7,000.00	\$21,000.00	\$8,600.00	\$25,800.00
	16	1-IN Corporation Stop, Curb Stop, and Box	EA	19	\$651.49	\$12,378.31	\$750.00	\$14,250.00	\$1,100.00	\$20,900.00
	17	1-IN Water Service	LF	700	\$82.78	\$57,946.00	\$80.00	\$56,000.00	\$94.00	\$65,800.00
	18	Replace Private Lead Water Service at 366 Ann Street (Curb Stop to Water Meter) (35 LF)	LS	1	\$5,211.01	\$5,211.01	\$4,400.00	\$4,400.00	\$3,000.00	\$3,000.00
Storm Sewer	19	Connect New Water Main to Existing Water Main	EA	3	\$3,594.23	\$10,782.69	\$3,500.00	\$10,500.00	\$4,700.00	\$14,100.00
	20	Abandon Existing Water Main and Appurtenances	LS	1	\$2,288.64	\$2,288.64	\$7,500.00	\$7,500.00	\$1,880.00	\$1,880.00
	21	12-IN RCP Storm Sewer	LF	200	\$96.76	\$19,352.00	\$85.00	\$17,000.00	\$105.00	\$21,000.00
	22	15-IN RCP Storm Sewer	LF	65	\$124.73	\$8,107.45	\$100.00	\$6,500.00	\$109.00	\$7,085.00
	23	6-IN PVC Underdrain for Roadway	LF	150	\$20.10	\$3,015.00	\$48.00	\$7,200.00	\$35.00	\$5,250.00
	24	4-FT DIA Storm Sewer MH/Inlet	EA	3	\$3,776.50	\$11,329.50	\$3,800.00	\$11,400.00	\$6,400.00	\$19,200.00
	25	6-FT DIA Storm Sewer MH	EA	1	\$4,825.83	\$4,825.83	\$4,600.00	\$4,600.00	\$8,900.00	\$8,900.00
	26	2-FT DIA Catch Basin	EA	1	\$3,672.01	\$3,672.01	\$2,800.00	\$2,800.00	\$4,100.00	\$4,100.00
	27	2-FT by 3-FT Storm Sewer Inlet	EA	6	\$3,527.74	\$21,166.44	\$3,200.00	\$19,200.00	\$4,500.00	\$27,000.00
28	Abandon/Remove Existing Storm Sewer	LS	1	\$4,925.28	\$4,925.28	\$3,500.00	\$3,500.00	\$4,000.00	\$4,000.00	

1407.122\MAF-ief-R\MA0\Documents\Specifications\Archive\2024\Whitewater - City of (NW)\1407.122-1-2024&2-2024.mxd(114) Bid Tabs\Whitewater-1-2024.BidTab.dwg

Street Construction and Restoration									
29	Concrete Driveway and Sidewalk Removal	SY	620	\$6.55	\$4,061.00	\$7.00	\$4,340.00	\$14.00	\$8,680.00
30	Concrete Curb and Gutter Removal	LF	2650	\$4.31	\$11,421.50	\$6.00	\$15,900.00	\$5.00	\$13,250.00
31	Concrete Pavement Removal	SY	40	\$11.28	\$451.20	\$10.00	\$400.00	\$10.00	\$400.00
32	Common Excavation	LS	1	\$110,820.46	\$110,820.46	\$115,000.00	\$115,000.00	\$201,000.00	\$201,000.00
33	EBS Excavation	CY	600	\$13.39	\$8,034.00	\$20.00	\$12,000.00	\$20.00	\$12,000.00
34	EBS Backfill	T	1200	\$14.49	\$17,388.00	\$18.00	\$21,600.00	\$20.00	\$24,000.00
35	Geotextile for Subgrade Stabilization	SY	1750	\$1.41	\$2,467.50	\$3.00	\$5,250.00	\$2.50	\$4,375.00
36	Crushed Aggregate Base Course	T	4500	\$14.57	\$65,565.00	\$19.00	\$85,500.00	\$21.00	\$94,500.00
37	30-IN Concrete Curb and Gutter	LF	2750	\$20.80	\$57,200.00	\$21.00	\$57,750.00	\$21.00	\$57,750.00
38	9-IN Concrete Pavement	SF	400	\$13.60	\$5,440.00	\$15.00	\$6,000.00	\$14.00	\$5,600.00
39	4-IN Concrete Sidewalk (Private Carriage Walks)	SF	300	\$10.88	\$3,264.00	\$9.00	\$2,700.00	\$9.00	\$2,700.00
40	5-IN Concrete Sidewalk	SF	3300	\$9.62	\$31,746.00	\$7.00	\$23,100.00	\$8.00	\$26,400.00
41	6-IN Concrete Sidewalk	SF	450	\$10.09	\$4,540.50	\$8.00	\$3,600.00	\$9.00	\$4,050.00
42	6-IN Concrete Driveway Apron	SF	2400	\$9.10	\$21,840.00	\$8.00	\$19,200.00	\$7.50	\$18,000.00
43	5-IN Stamped Colored Concrete	SF	2600	\$11.80	\$30,680.00	\$14.00	\$36,400.00	\$10.00	\$26,000.00
44	8-IN PVC Sleeve For Sign Post in Stamped Colored Concrete Areas	EA	8	\$25.00	\$200.00	\$200.00	\$1,600.00	\$50.00	\$400.00
45	Cast Iron Detectable Warning at Sidewalk Ramp	SF	100	\$35.00	\$3,500.00	\$55.00	\$5,500.00	\$35.00	\$3,500.00
46	Asphaltic Concrete Driveway Apron	SF	400	\$5.75	\$2,300.00	\$6.00	\$2,400.00	\$8.00	\$3,200.00
47	Asphaltic Concrete Pavement - Lower Course	T	675	\$76.79	\$51,833.25	\$78.00	\$52,650.00	\$77.00	\$51,975.00
48	Asphaltic Concrete Pavement - Upper Course	T	525	\$79.88	\$41,937.00	\$81.00	\$42,525.00	\$80.00	\$42,000.00
49	Turf Restoration - Topsoil, Seed, and Mulch/Erosion Mat	LS	1	\$13,650.00	\$13,650.00	\$25,000.00	\$25,000.00	\$11,700.00	\$11,700.00
Miscellaneous									
50	Utility Insulation	SF	64	\$1.63	\$104.32	\$3.00	\$192.00	\$6.00	\$384.00
51	Adjust Existing MH Casting	EA	4	\$914.67	\$3,658.68	\$400.00	\$1,600.00	\$950.00	\$3,800.00
52	Traffic Control	LS	1	\$5,800.00	\$5,800.00	\$15,000.00	\$15,000.00	\$5,200.00	\$5,200.00
53	6-IN White Epoxy Crosswalk Line	LF	300	\$9.25	\$2,775.00	\$11.00	\$3,300.00	\$10.00	\$3,000.00
54	18-IN White Epoxy Stop Bar	LF	40	\$15.50	\$620.00	\$40.00	\$1,600.00	\$29.00	\$1,160.00
55	24-IN White Epoxy Stop Bar (Railroad Crossing)	LF	30	\$18.75	\$562.50	\$40.00	\$1,200.00	\$39.00	\$1,170.00
56	Yellow Epoxy Curb Head Marking	LF	120	\$12.60	\$1,512.00	\$40.00	\$4,800.00	\$29.00	\$3,480.00
57	Erosion Control	LS	1	\$3,339.50	\$3,339.50	\$7,500.00	\$7,500.00	\$3,340.00	\$3,340.00
58	Clearing and Grubbing	LS	1	\$8,000.00	\$8,000.00	\$18,000.00	\$18,000.00	\$5,500.00	\$5,500.00
Contract 1-2024 Base Bid Total:				\$1,195,335.51		\$1,239,837.00		\$1,527,569.00	
Contract 1-2024 Bid Alternative No. 1									
Contract 1-2024 Bid Alternative No. 1				Rock Road Companies, Inc.		BKS Excavating Inc.		Fischer Excavating, Inc.	
1	Detention Basin Dewatering and Excavation	LS	1	\$5,824.44	\$5,824.44	\$8,500.00	\$8,500.00	\$12,500.00	\$12,500.00
2	Sediment Trucking and Landfill Disposal	T	450	\$52.45	\$23,602.50	\$65.00	\$29,250.00	\$48.00	\$21,600.00
3	Detention Basin Restoration	LS	1	\$4,225.00	\$4,225.00	\$4,500.00	\$4,500.00	\$7,800.00	\$7,800.00
Contract 1-2024 Bid Alternative No. 1 Total:				\$33,651.94		\$42,250.00		\$41,900.00	



Council Agenda Item

Meeting Date:	February 20, 2024
Agenda Item:	Contract 2-2024
Staff Contact (name, email, phone):	Brad Marquardt, bmarguardt@whitewater-wi.gov , 262-473-0139

BACKGROUND

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

The reconstruction of Forest Avenue from 4th Street to Church Street was recently advertised. Three bids were received and opened on February 6, 2024. They were as follows:

	<u>Base Bid</u>
BKS Excavating Inc	\$427,900.00
Rock Road Companies	\$440,433.17
Fischer Excavating Inc	\$528,987.50

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The Task Order for design was approved in August 2022. The Reconstruction Project was approved as part of the 2024 CIP in the 2024-2025 budget approved by Council in November 2023. The Public Works Committee recommend approval to BKS Excavating at their Feb 13, 2024 meeting.

FINANCIAL IMPACT

(If none, state N/A)

The City has budgeted money for three projects (Ann/Fremont, Forest, and Fremont) totaling \$3,322,295. The total of all three bids equals \$3,179,064.45 which includes the bid from BKS Excavating for \$427,900.

STAFF RECOMMENDATION

Staff recommends approval of the award for Contract 2-2024 to BKS Excavating, Inc.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Strand Letter and Bid Tab



Strand Associates, Inc.®
910 West Wingra Drive
Madison, WI 53715
(P) 608.251.4843
www.strand.com

February 6, 2024

Mr. Brad Marquardt, P.E., Public Works Director
City of Whitewater
312 West Whitewater Street
Whitewater, WI 53190

Re: Forest Avenue Reconstruction
Contract 2-2024
City of Whitewater, Wisconsin

Dear Brad,

Bids for the above-referenced Project were opened on February 6, 2024. Three Bids were received with the resulting Bid tabulation enclosed.

BKS Excavating, Inc. of Edgerton, Wisconsin, was the apparent low Bidder with a Base Bid of \$427,900. The Bid included a Bid Bond for 10 percent and Addendum No. 1 was acknowledged. The Bid is deemed to be responsive.

Strand Associates, Inc.® has previously worked with BKS Excavating, Inc. on a project for the City of Stoughton. For that project, the owner determined BKS Excavating, Inc. to be responsible.

If you determine that BKS Excavating, Inc. is a responsible Bidder after your evaluation of their qualifications, we recommend proceeding with award of the Contract in accordance with Article 18 of the Instructions to Bidders.

Please contact me at 608-251-4843 with any questions regarding this project.

Sincerely,

STRAND ASSOCIATES, INC.®

Mark A. Fisher, P.E.

Enclosure

Section Title	Line Item	Item Description	UoM	Quantity	BKS Excavating Inc.		Rock Road Companies, Inc.		Fischer Excavating, Inc.	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Sanitary Sewer	1	8-IN DIA Sanitary Sewer	LF	405	\$98.00	\$39,690.00	\$138.62	\$56,141.10	\$210.00	\$85,050.00
	2	8-IN by 4-IN Sanitary Sewer Wye	EA	4	\$220.00	\$880.00	\$443.69	\$1,774.76	\$140.00	\$560.00
	3	8-IN by 6-IN Sanitary Sewer Wye	EA	3	\$230.00	\$690.00	\$457.18	\$1,371.54	\$170.00	\$510.00
	4	4-IN Sanitary Sewer Lateral	LF	85	\$93.00	\$7,905.00	\$131.52	\$11,179.20	\$190.00	\$16,150.00
	5	6-IN Sanitary Sewer Lateral	LF	65	\$98.00	\$6,370.00	\$172.13	\$11,188.45	\$190.00	\$12,350.00
	6	4-FT DIA Sanitary Sewer MH	EA	3	\$4,600.00	\$13,800.00	\$4,675.26	\$14,025.78	\$7,800.00	\$23,400.00
	7	Tevised Inspection of New Sanitary Sewer	LF	405	\$4.00	\$1,620.00	\$3.68	\$1,490.40	\$1.50	\$607.50
	8	Sanitary Sewer Removal/Abandonment	LS	1	\$5,000.00	\$5,000.00	\$2,990.17	\$2,990.17	\$4,000.00	\$4,000.00
Water Main	9	8-IN DIA Water Main	LF	460	\$120.00	\$55,200.00	\$135.83	\$62,481.80	\$150.00	\$69,000.00
	10	6-IN DIA Water Main or Fire Hydrant lead	LF	15	\$110.00	\$1,650.00	\$147.19	\$2,207.85	\$135.00	\$2,025.00
	11	8-IN Valve and Road Box	EA	1	\$3,200.00	\$3,200.00	\$2,917.69	\$2,917.69	\$3,100.00	\$3,100.00
	12	Fire Hydrant w/ Auxillary Valve and Road Box	EA	1	\$7,000.00	\$7,000.00	\$8,423.97	\$8,423.97	\$8,600.00	\$8,600.00
	13	1-IN Corporation Stop, Curb Stop, and Box	EA	7	\$750.00	\$5,250.00	\$721.44	\$5,050.08	\$1,090.00	\$7,630.00
	14	1-IN Water Service	LF	200	\$80.00	\$16,000.00	\$113.62	\$22,724.00	\$108.00	\$21,600.00
	15	Replace Private Lead Water Service at 411 Forest Avenue (Curb Stop to Water Meter) (10 LF)	LS	1	\$3,200.00	\$3,200.00	\$2,644.80	\$2,644.80	\$2,550.00	\$2,550.00
	16	Replace Private Lead Water Service at 423 Forest Avenue (Curb Stop to Water Meter) (45 LF)	LS	1	\$4,500.00	\$4,500.00	\$4,099.75	\$4,099.75	\$3,100.00	\$3,100.00
Storm Sewer	17	Connect New Water Main to Existing Water Main	EA	2	\$3,500.00	\$7,000.00	\$3,439.61	\$6,879.22	\$4,900.00	\$9,800.00
	18	Abandon Existing Water Main and Appurtenances	LS	1	\$4,000.00	\$4,000.00	\$1,699.51	\$1,699.51	\$1,900.00	\$1,900.00
Street Construction and Restoration	19	12-IN RCP Storm Sewer	LF	25	\$85.00	\$2,125.00	\$98.00	\$2,450.00	\$110.00	\$2,750.00
	20	15-IN RCP Storm Sewer	LF	45	\$100.00	\$4,500.00	\$102.38	\$4,607.10	\$115.00	\$5,175.00
	21	2-FT by 3-FT Storm Sewer Inlet	EA	2	\$3,200.00	\$6,400.00	\$3,536.29	\$7,072.58	\$4,000.00	\$8,000.00
Street Construction and Restoration	22	Concrete Driveway and Sidewalk Removal	SY	270	\$7.00	\$1,890.00	\$5.05	\$1,363.50	\$13.00	\$3,510.00
	23	Concrete Curb and Gutter Removal	LF	1050	\$6.00	\$6,300.00	\$4.34	\$4,557.00	\$4.50	\$4,725.00
	24	Common Excavation	LS	1	\$44,000.00	\$44,000.00	\$48,729.46	\$48,729.46	\$56,000.00	\$56,000.00
	25	EBS Excavation	CY	200	\$20.00	\$4,000.00	\$13.70	\$2,740.00	\$19.00	\$3,800.00
	26	EBS Backfill	T	400	\$18.00	\$7,200.00	\$14.70	\$5,880.00	\$19.00	\$7,600.00
	27	Geotextile for Subgrade Stabilization	SY	600	\$3.00	\$1,800.00	\$1.53	\$918.00	\$3.00	\$1,800.00
	28	Crushed Aggregate Base Course	T	1500	\$19.00	\$28,500.00	\$16.57	\$24,855.00	\$21.00	\$31,500.00

	29	24-IN Concrete Curb and Gutter	LF	1050	\$24.00	\$25,200.00	\$18.65	\$19,582.50	\$19.00	\$19,950.00
	30	4-IN Concrete Sidewalk	SF	2600	\$7.00	\$18,200.00	\$8.23	\$21,398.00	\$7.00	\$18,200.00
	31	6-IN Concrete Sidewalk	SF	1000	\$8.00	\$8,000.00	\$9.70	\$9,700.00	\$8.00	\$8,000.00
	32	6-IN Concrete Driveway Apron	SF	500	\$8.00	\$4,000.00	\$9.35	\$4,675.00	\$7.50	\$3,750.00
	33	6-IN Concrete Curb Flume	SF	50	\$11.00	\$550.00	\$9.00	\$450.00	\$9.00	\$450.00
	34	8-IN PVC Sleeve For Sign Post in Concrete Sidewalk	EA	1	\$200.00	\$200.00	\$25.00	\$25.00	\$25.00	\$25.00
	35	Cast Iron Detectable Warning at Sidewalk Ramp	SF	75	\$60.00	\$4,500.00	\$35.00	\$2,625.00	\$35.00	\$2,625.00
	36	Asphaltic Concrete Driveway Apron	SF	500	\$7.00	\$3,500.00	\$5.75	\$2,875.00	\$6.00	\$3,000.00
	37	Asphaltic Concrete Pavement - Lower Course	T	230	\$85.00	\$19,550.00	\$83.48	\$19,200.40	\$84.00	\$19,320.00
	38	Asphaltic Concrete Pavement - Upper Course	T	180	\$91.00	\$16,380.00	\$89.84	\$16,171.20	\$90.00	\$16,200.00
	39	Turf Restoration - Topsoil, Seed, and Mulch/Erosion Mat	LS	1	\$9,500.00	\$9,500.00	\$7,800.00	\$7,800.00	\$7,500.00	\$7,500.00
Miscellaneous										
	40	Clearing and Grubbing	LS	1	\$4,500.00	\$4,500.00	\$2,000.00	\$2,000.00	\$16,450.00	\$16,450.00
	41	Adjust Existing MH Casting	EA	3	\$400.00	\$1,200.00	\$899.62	\$2,698.86	\$950.00	\$2,850.00
	42	Adjust Existing Valve Box	EA	4	\$300.00	\$1,200.00	\$293.00	\$1,172.00	\$450.00	\$1,800.00
	43	Install Galvanized, Corrugated Metal Window Well w/ Flat Plastic Cover at 411 Forest Avenue	EA	2	\$700.00	\$1,400.00	\$600.00	\$1,200.00	\$600.00	\$1,200.00
	44	Traffic Control	LS	1	\$8,000.00	\$8,000.00	\$1,000.00	\$1,000.00	\$4,750.00	\$4,750.00
	45	6-IN White Epoxy Crosswalk Line	LF	250	\$11.00	\$2,750.00	\$9.25	\$2,312.50	\$10.00	\$2,500.00
	46	18-IN White Epoxy Stop Bar	LF	40	\$40.00	\$1,600.00	\$15.50	\$620.00	\$29.00	\$1,160.00
	47	Erosion Control	LS	1	\$8,000.00	\$8,000.00	\$2,465.00	\$2,465.00	\$2,465.00	\$2,465.00
	Contract 2-2024 Base Bid Total:					\$427,900.00		\$440,433.17		\$528,987.50

Combined Contract 1-2024 and 1-2024 Bid Deduction										
	109	If OWNER awards both Contract 1 2024 and Contract 2 2024 to the same bidder, the amount below will be deducted proportionately from each contract by change order.	LS	-1	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)	\$1.00	(\$1.00)
Combined Contract 1-2024 and 1-2024 Bid Deduction Total:						\$0.00		(\$10,000.00)		(\$1.00)



Council Agenda Item

Meeting Date:	February 20, 2024
Agenda Item:	Contract 3-2024
Staff Contact (name, email, phone):	Brad Marquardt, bmarguardt@whitewater-wi.gov , 262-473-0139

BACKGROUND

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

The reconstruction of Fremont Street from Starin Road to Lauderdale Drive and the pulverization and paving from Lauderdale Drive to Whitewater Creek was recently advertised. Three bids were received and opened on February 8, 2024. They were as follows:

	<u>Base Bid</u>
RR Walton & Company LTD	\$1,522,177.00
Rock Road Companies	\$1,568,606.40
Fischer Excavating Inc	\$1,885,639.70

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The Task Order for design was approved in August 2022. The Reconstruction Project was approved as part of the 2024 CIP in the 2024-2025 budget approved by Council in November 2023. The Public Works Committee met on February 13, 2024 and recommended approval.

FINANCIAL IMPACT

(If none, state N/A)

The City has budgeted money for three projects (Ann/Fremont, Forest, and Fremont) totaling \$3,322,295. The total of all three bids equals \$3,179,064.45 which includes the bid from RR Walton & Company for \$1,522,177.00.

STAFF RECOMMENDATION

The low bid is from RR Walton & Company LTD. Staff recommends approval of Contract 3-2024 to RR Walton & Company.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Strand Letter and Bid Tab



Strand Associates, Inc.®
910 West Wingra Drive
Madison, WI 53715
(P) 608.251.4843
www.strand.com

February 8, 2024

Mr. Brad Marquardt, P.E., Public Works Director
City of Whitewater
312 West Whitewater Street
Whitewater, WI 53190

Re: North Fremont Street Reconstruction
Contract 3-2024
City of Whitewater, Wisconsin (City)

Dear Brad,

Bids for the above-referenced Project were opened on February 8, 2024. Three Bids were received with the resulting Bid tabulation enclosed.

RR Walton & Company, LTD (RR Walton) of Whitewater, Wisconsin, was the apparent low Bidder with a Bid of \$1,522,177. The Bid included a Bid Bond for 10 percent and Addendum No. 1 was acknowledged. The Bid is deemed to be responsive.

Strand Associates, Inc.® has previously worked with RR Walton on several projects for the City, including the Industrial Drive Water Main project and the Water Department Storage Garage project. For those projects, RR Walton was determined to be responsible.

If you determine RR Walton is a responsible Bidder after your evaluation of their qualifications, we recommend proceeding with award of the Contract in accordance with Article 18 of the Instructions to Bidders.

Please contact me at 608-251-4843 with any questions regarding this project.

Sincerely,

STRAND ASSOCIATES, INC.®

Mark A. Fisher, P.E.

Enclosure

North Fremont Street Reconstruction

Contract 3-2024

City of Whitewater, Wisconsin

Solicitor: Strand Associates, Inc.

February 8, 2024 1 P.M.

Section Title	Line Item	Item Description	UoM	Quantity	Unit Price	Extension	RR Walton & Company LTD	Rock Road Companies, Inc.	Fischer Excavating, Inc.	
							Unit Price	Extension	Unit Price	Extension
Sanitary Sewer	1	18-IN DIA SDR 35 PVC Sanitary Sewer	LF	710	\$205.00	\$145,550.00	\$139.00	\$98,690.00	\$188.50	\$133,835.00
	2	18-IN DIA C900 PVC Sanitary Sewer	LF	440	\$235.00	\$103,400.00	\$178.00	\$78,320.00	\$253.00	\$111,320.00
	3	12-IN DIA C900 PVC Sanitary Sewer	LF	20	\$180.00	\$3,600.00	\$162.00	\$3,240.00	\$177.00	\$3,540.00
	4	8-IN DIA SDR 35 PVC Sanitary Sewer	LF	230	\$110.00	\$25,300.00	\$103.00	\$23,690.00	\$148.00	\$34,040.00
	5	18-IN by 6-IN C900 PVC Wye	EA	4	\$3,520.00	\$14,080.00	\$3,000.00	\$12,000.00	\$4,051.00	\$16,204.00
	6	18-IN by 4-IN SDR 35 PVC Wye	EA	3	\$1,290.00	\$3,870.00	\$950.00	\$2,850.00	\$1,235.00	\$3,705.00
	7	18-IN by 6-IN SDR 35 PVC Wye	EA	3	\$1,550.00	\$4,650.00	\$1,400.00	\$4,200.00	\$1,383.00	\$4,149.00
	8	6-IN C900 PVC Sanitary Sewer Lateral	LF	110	\$145.00	\$15,950.00	\$137.00	\$15,070.00	\$112.00	\$12,320.00
	9	4-IN SDR 35 PVC Sanitary Sewer Lateral	LF	110	\$120.00	\$13,200.00	\$118.00	\$12,980.00	\$97.00	\$10,670.00
	10	6-IN SDR 35 PVC Sanitary Sewer Lateral	LF	110	\$126.00	\$13,860.00	\$123.00	\$13,530.00	\$98.00	\$10,780.00
	11	4-FT DIA Sanitary Sewer MH	EA	4	\$9,000.00	\$36,000.00	\$6,100.00	\$24,400.00	\$6,741.00	\$26,964.00
	12	5-FT DIA Sanitary Sewer MH	EA	2	\$10,500.00	\$21,000.00	\$7,500.00	\$15,000.00	\$7,645.00	\$15,290.00
	13	Hauled-in Granular Backfill	T	600	\$15.00	\$9,000.00	\$9.30	\$5,580.00	\$15.00	\$9,000.00
	14	Revised Inspection of New Sanitary Sewer	LF	1380	\$5.07	\$6,996.60	\$3.68	\$5,078.40	\$1.50	\$2,070.00
	15	Sanitary Sewer Removal/Abandonment	LS	1	\$3,500.00	\$3,500.00	\$5,000.00	\$5,000.00	\$51,000.00	\$51,000.00
Water Main										
	16	12-IN DIA DI Water Main	LF	1200	\$145.00	\$174,000.00	\$137.00	\$164,400.00	\$172.00	\$206,400.00
	17	6-IN DIA Fire Hydrant Lead	LF	30	\$120.00	\$3,600.00	\$83.00	\$2,490.00	\$105.00	\$3,150.00
	18	12-IN Valve and Road Box	EA	4	\$4,250.00	\$17,000.00	\$4,800.00	\$19,200.00	\$5,425.00	\$21,700.00
	19	Fire Hydrant W/ Auxiliary Valve and Road Box	EA	2	\$8,200.00	\$16,400.00	\$8,100.00	\$16,200.00	\$8,588.00	\$17,176.00
	20	1-IN Corporation Stop, Curb Stop, and Box	EA	8	\$500.00	\$4,000.00	\$900.00	\$7,200.00	\$1,087.00	\$8,696.00
	21	1-IN Copper Water Service	LF	210	\$70.00	\$14,700.00	\$120.00	\$25,200.00	\$98.00	\$20,580.00
	22	Replace Private Lead Water Service at 373 North Fremont Street (50 LF)	LS	1	\$4,000.00	\$4,000.00	\$7,000.00	\$7,000.00	\$4,106.00	\$4,106.00
	23	2-IN Corporation Stop, Curb Stop, and Box	EA	2	\$2,500.00	\$5,000.00	\$1,900.00	\$3,800.00	\$2,120.00	\$4,240.00
	24	2-IN Copper Water Service	LF	300	\$85.00	\$25,500.00	\$69.00	\$20,700.00	\$68.00	\$20,400.00
	25	Live Tap Existing 16-IN Water Main (INCL 12-IN Valve and Road Box)	LS	1	\$10,000.00	\$10,000.00	\$16,200.00	\$16,200.00	\$16,928.00	\$16,928.00
	26	Connect New Water Main to Existing Water Main	EA	5	\$4,000.00	\$20,000.00	\$4,000.00	\$20,000.00	\$3,444.00	\$17,220.00
	27	Hauled-in Granular Backfill	T	200	\$15.00	\$3,000.00	\$15.30	\$3,060.00	\$15.00	\$3,000.00
	28	Abandon Existing Water Main and Appurtenances	LS	1	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00	\$1,878.00	\$1,878.00

Storm Sewer									
29	12-IN RCP Storm Sewer	LF	25	\$96.00	\$2,400.00	\$134.00	\$3,350.00	\$99.00	\$2,475.00
30	15-IN RCP Storm Sewer	LF	275	\$100.00	\$27,500.00	\$101.00	\$27,775.00	\$102.00	\$28,050.00
31	18-IN RCP Storm Sewer	LF	185	\$125.00	\$23,125.00	\$96.00	\$17,760.00	\$99.00	\$18,315.00
32	6-IN PVC Underdrain for Roadway	LF	50	\$70.00	\$3,500.00	\$39.00	\$1,950.00	\$33.00	\$1,650.00
33	4-FT DIA Storm Sewer MH	EA	1	\$2,500.00	\$2,500.00	\$3,300.00	\$3,300.00	\$4,713.00	\$4,713.00
34	2-FT by 3-FT Storm Sewer Inlet	EA	5	\$2,600.00	\$13,000.00	\$3,100.00	\$15,500.00	\$4,009.00	\$20,045.00
35	18-IN RCP Apron End Wall W/ Pipe Gate	EA	2	\$2,000.00	\$4,000.00	\$1,400.00	\$2,800.00	\$843.00	\$1,686.00
36	Hauled-in Granular Backfill	T	100	\$15.00	\$1,500.00	\$28.00	\$2,800.00	\$15.00	\$1,500.00
37	Abandon/Remove Existing Storm Sewer	LS	1	\$2,000.00	\$2,000.00	\$4,700.00	\$4,700.00	\$1,253.00	\$1,253.00
Street Construction and Restoration									
38	Concrete Driveway and Sidewalk Removal	SY	1120	\$10.00	\$11,200.00	\$6.00	\$6,720.00	\$7.00	\$7,840.00
39	Concrete Curb and Gutter Removal	LF	2300	\$5.50	\$12,650.00	\$4.30	\$9,890.00	\$4.50	\$10,350.00
40	Common Excavation	LS	1	\$9,000.00	\$9,000.00	\$122,000.00	\$122,000.00	\$118,103.00	\$118,103.00
41	Clearing and Grubbing	LS	1	\$1,500.00	\$1,500.00	\$3,229.00	\$3,229.00	\$4,000.00	\$14,000.00
42	Excavation Below Subgrade (EBS)	CY	350	\$37.00	\$12,950.00	\$13.75	\$4,812.50	\$20.00	\$7,000.00
43	EBS Backfill	T	700	\$19.00	\$13,300.00	\$15.50	\$10,850.00	\$19.00	\$13,300.00
44	Geotextile for Subgrade Stabilization	SY	1000	\$3.00	\$3,000.00	\$1.50	\$1,500.00	\$2.40	\$2,400.00
45	Crushed Aggregate Base Course	T	3200	\$17.00	\$54,400.00	\$15.50	\$49,600.00	\$22.50	\$72,000.00
46	30-IN Concrete Curb and Gutter	LF	2200	\$23.00	\$50,600.00	\$21.50	\$47,300.00	\$21.50	\$47,300.00
47	24-IN Concrete Curb and Gutter	LF	100	\$30.00	\$3,000.00	\$36.70	\$3,670.00	\$36.70	\$3,670.00
48	4-IN Concrete Sidewalk	SF	8700	\$7.00	\$60,900.00	\$7.48	\$65,076.00	\$6.55	\$56,985.00
49	6-IN Concrete Sidewalk	SF	2600	\$8.00	\$20,800.00	\$8.53	\$22,178.00	\$7.60	\$19,760.00
50	6-IN Concrete Driveway Apron	SF	1900	\$8.00	\$15,200.00	\$8.43	\$16,017.00	\$7.50	\$14,250.00
51	Cast Iron Detectable Warning at Sidewalk Ramp	SF	150	\$60.00	\$9,000.00	\$45.00	\$6,750.00	\$45.00	\$6,750.00
52	Asphaltic Concrete Driveway Apron	SF	1200	\$6.70	\$8,040.00	\$5.75	\$6,900.00	\$5.75	\$6,900.00
53	Asphaltic Concrete Pavement - Lower Course	T	540	\$76.00	\$41,040.00	\$74.35	\$40,149.00	\$74.35	\$40,149.00
54	Asphaltic Concrete Pavement - Upper Course	T	450	\$72.50	\$32,625.00	\$82.92	\$37,314.00	\$83.00	\$37,350.00
55	Turf Restoration?Topsoil, Seed, and Mulch/Erosion Mat	LS	1	\$30,000.00	\$30,000.00	\$19,110.00	\$19,110.00	\$8,840.00	\$8,840.00
56	Erosion Mat, Class 2, Type B	SY	60	\$3.00	\$180.00	\$2.50	\$150.00	\$2.50	\$150.00
57	Traffic Control	LS	1	\$9,000.00	\$9,000.00	\$2,800.00	\$2,800.00	\$2,800.00	\$2,800.00
North Fremont Street Pulverization									
58	Concrete Driveway and Sidewalk Removal	SY	110	\$10.00	\$1,100.00	\$14.00	\$1,540.00	\$8.00	\$880.00
59	Concrete Curb and Gutter Removal	LF	40	\$5.00	\$200.00	\$7.00	\$280.00	\$4.50	\$180.00
60	Common Excavation	LS	1	\$8,500.00	\$8,500.00	\$54,000.00	\$54,000.00	\$162,000.00	\$162,000.00
61	Clearing and Grubbing	LS	1	\$1,500.00	\$1,500.00	\$4,421.00	\$4,421.00	\$6.00	\$6.00
62	Pulverize and Grade Existing Asphalt Pavement and Base Course	SY	9200	\$0.62	\$5,704.00	\$0.61	\$5,612.00	\$3.00	\$27,600.00
63	Supplemental Dense-Graded Base Course Shoulder Excavation	T	500	\$4.75	\$2,375.00	\$17.50	\$8,750.00	\$33.00	\$16,500.00
64	Excavation Below Subgrade (EBS)	CY	800	\$38.00	\$30,400.00	\$13.75	\$11,000.00	\$20.00	\$16,000.00

	65	EBS Backfill (3-IN Dense-Graded Base Course)	T	1600	\$21.00	\$33,600.00	\$15.50	\$24,800.00	\$19.00	\$30,400.00
	66	Geotextile for Subgrade Stabilization	SY	2000	\$3.00	\$6,000.00	\$1.50	\$3,000.00	\$2.50	\$5,000.00
	67	30-IN Concrete Curb and Gutter	LF	40	\$45.00	\$1,800.00	\$45.00	\$1,800.00	\$45.00	\$1,800.00
	68	Asphaltic Concrete Pavement - Lower Course	T	1350	\$63.10	\$85,185.00	\$73.94	\$99,819.00	\$74.00	\$99,900.00
	69	Asphaltic Concrete Pavement - Upper Course	T	1100	\$65.00	\$71,500.00	\$77.11	\$84,821.00	\$77.00	\$84,700.00
	70	2-FT-Wide Gravel Shoulder	LF	5700	\$4.74	\$27,018.00	\$1.70	\$9,690.00	\$2.60	\$14,820.00
	71	Turf Restoration - Topsoil, Seed, and Mulch/Erosion Mat	LS	1	\$15,000.00	\$15,000.00	\$40,000.00	\$40,000.00	\$27,880.00	\$27,880.00
	72	Erosion Mat, Class 2, Type B	SY	600	\$3.00	\$1,800.00	\$2.50	\$1,500.00	\$2.50	\$1,500.00
	73	Traffic Control	LS	1	\$9,000.00	\$9,000.00	\$2,800.00	\$2,800.00	\$2,800.00	\$2,800.00
Miscellaneous										
	74	Utility Insulation	SF	96	\$25.00	\$2,400.00	\$4.00	\$384.00	\$5.70	\$547.20
	75	Trail Crossing Signs W/ Posts	EA	4	\$300.00	\$1,200.00	\$660.00	\$2,640.00	\$660.00	\$2,640.00
	76	6-IN White Epoxy Crosswalk Line	LF	380	\$4.76	\$1,808.80	\$4.45	\$1,691.00	\$4.45	\$1,691.00
	77	24-IN White Epoxy Continental Style Crosswalk Bar	LF	60	\$17.76	\$1,065.60	\$17.75	\$1,065.00	\$17.75	\$1,065.00
	78	18-IN White Epoxy Stop Bar Line	LF	80	\$13.30	\$1,064.00	\$13.25	\$1,060.00	\$13.25	\$1,060.00
	79	4-IN White Epoxy Edge Line	LF	400	\$3.00	\$1,200.00	\$2.95	\$1,180.00	\$2.95	\$1,180.00
	80	4-IN Yellow Double Yellow Center Line	LF	450	\$6.00	\$2,700.00	\$5.95	\$2,677.50	\$5.95	\$2,677.50
	81	Epoxy Parking Lot Pavement Markings	LS	1	\$1,000.00	\$1,000.00	\$995.00	\$995.00	\$995.00	\$995.00
	82	Adjust Existing MH Casting	EA	4	\$400.00	\$1,600.00	\$550.00	\$2,200.00	\$959.00	\$3,836.00
	83	Adjust Existing Inlet Casting	EA	1	\$400.00	\$400.00	\$550.00	\$550.00	\$960.00	\$960.00
	84	Adjust Existing Water Valve Box	EA	2	\$75.00	\$150.00	\$250.00	\$500.00	\$325.00	\$650.00
	85	Reset Manhole	EA	11	\$100.00	\$1,100.00	\$185.00	\$2,035.00	\$177.00	\$1,947.00
	86	Small Riprap W/ Fabric	SY	70	\$32.00	\$2,240.00	\$30.00	\$2,100.00	\$64.00	\$4,480.00
	87	Erosion Control	LS	1	\$6,000.00	\$6,000.00	\$9,667.00	\$9,667.00	\$10,000.00	\$10,000.00
Base Bid Total:					\$1,522,177.00	\$1,568,606.40	\$1,885,639.70			



Council Agenda Item

Meeting Date:	February 20, 2024
Agenda Item:	Task Order 24-03
Staff Contact (name, email, phone):	Brad Marquardt, bmarguardt@whitewater-wi.gov , 262-473-0139

BACKGROUND

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

The City signed Task Order 21-05 in March 2021 which was for the design and bidding of the Vanderlip Pumping Station. The bid opening in May 2022 produced bids approximately 50% higher than the cost estimate. The bids were rejected. Since May 2022, Strand has revised the plans and helped the City acquire funding through the Clean Water Fund (CWF). The project was rebid and awarded in October 2023. The contractor will soon be starting construction. Task Order 24-03 will cover inspection services, staking, construction administration, funding assistance, pumping station start-up and record drawings.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The Public Works Committee and Common Council approved Task Order 21-05 in February 2021. The Common Council awarded the construction project in October 2023. The Public Works Committee recommended approval at their February 13, 2024 meeting.

FINANCIAL IMPACT

(If none, state N/A)

The construction project was awarded at a cost of \$4,580,341.50. The cost estimate for construction administration services, based on an hourly rate basis plus expenses, is \$400,000. The Task Order includes approximately \$21,000 for work performed over the original design Task Order amount and already paid for. This work entailed revising the plans, CWF application, preconstruction meeting, shop drawing review and project coordination. The remaining \$379,000 is broken out below.

Task	Revised Cost
RPR Services (1,550 hours)	\$222,000
Construction Staking (15 trips)	\$30,000
Project Management/Construction Administration/Site Visits (560 hours)	\$113,000
Funding Assistance (42 hours)	\$7,000
Pumping Station Start-Up/Punchlist (18 hours)	\$4,000
Record Drawings (16 hours)	<u>\$3,000</u>
Total	\$379,000

STAFF RECOMMENDATION

Staff worked with Strand to reduce the original amount of \$469,000 down to the \$379,000 amount. This is a long construction project starting in February and going into October/November, with Strand's duties going into the spring of 2025. Staff's recommendation is to approve Task Order 24-03.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Draft Task Order 24-03

Task Order No. 24-03
City of Whitewater, Wisconsin (OWNER)
and Strand Associates, Inc.® (ENGINEER)
Pursuant to Agreement for Technical Services dated December 30, 2020

Project Information

Project Name: Vanderlip Pumping Station and Force Main Construction

Project Description: Construction of new pumping station, force main, gravity sewer, miscellaneous utilities, and restoration.

Services Description: Construction-related services. ENGINEER has previously provided design and bidding-related services for OWNER.

Scope of Services

ENGINEER will provide the following services to OWNER:

1. Provide contract administration services including conducting a preconstruction conference, review of contractor's shop drawing submittals, review of contractor's periodic pay requests, observation and measurement of constructed quantities, attendance at up to four construction progress meetings, and participation in project closeout.
2. Provide one iteration of construction staking for sanitary sewer, water main, storm sewer, force main, street subgrade, curb and gutter, and finished base course. Up to 15 staking site visits are included. Any additional iterations of construction staking required as a result of contractor's negligence shall be considered additional services.
3. Provide resident project representative for up to 1,550 hours of full-time construction observation.
4. Provide up to 42 hours of assistance with Clean Water Fund financing through the Wisconsin Department of Natural Resources.
5. Provide record drawings in electronic format from information compiled from contractor's records. ENGINEER is providing drafting Services only for record drawings based on the records presented to ENGINEER by contractor and OWNER. ENGINEER will not be liable for the accuracy of the record drawings information provided by contractor and OWNER.

Compensation

OWNER shall compensate ENGINEER for Services under this Task Order on an hourly rate basis plus expenses an estimated fee of \$400,000.

OWNER REVIEW

Strand Associates, Inc.®

City of Whitewater
Task Order No. 24-03
Page 2
January 31, 2024

DRAFT

Schedule

Services will begin upon execution of this Task Order, which is anticipated the week of February 5, 2024. Services are scheduled for completion on May 30, 2025.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

CITY OF WHITEWATER

DRAFT

DRAFT

Joseph M. Bunker
Corporate Secretary

Date

John Weidl
City Manager

Date



Council Agenda Item

Meeting Date:	February 20, 2024
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)

In conjunction with the Ann Street/Fremont Street reconstruction project, WE Energies needs to upgrade and relocate a gas main located within Cravath Lakefront Park. They are requesting an easement from the City to do this work. Included in this packet is a temporary Exhibit showing the general location of the easement. The actual location will be depicted on the exhibit after installation of the gas main for recording of the easement.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The Public Works Committee recommended approval of the easement at their Feb 13, 2024 meeting.

FINANCIAL IMPACT

(If none, state N/A)

There is no financial impact to the City.

STAFF RECOMMENDATION

Staff recommends approval of the easement to WE Energies.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. City of Whitewater Easement
2. City of Whitewater temporary Exhibit A

**DISTRIBUTION EASEMENT
GAS**

Document Number

WR NO. **4937699** IO NO. **MRL15502318**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **CITY OF WHITEWATER**, 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 described as part of **Lot 7, Block 3, in Tripp's Addition to the Village (now City) of Whitewater**, and a part of the **Southwest 1/4 of Section 4, Township 4 North, Range 15 East**, City of Whitewater, County of Walworth, State of Wisconsin, excepting that part designated for road purposes.

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

/TR00017, /TR00018 & /WUP00264
(Parcel Identification Number)

- 1. Purpose:** The purpose of this easement is to construct, install, operate, maintain repair, replace and extend underground utility facilities, pipeline or pipelines with valves, tieovers, main laterals and service laterals, together with all necessary and appurtenant equipment under and above ground, including cathodic protection apparatus used for corrosion control, as deemed necessary by Grantee, for the transmission and distribution of natural gas and all by-products thereof, or any liquids, gases, or substances which can or may be transported or distributed through a pipeline, 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 gas 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 the initial installation of said facilities or 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:

CITY OF WHITEWATER

By _____

(Print name and title): _____

By _____

(Print name and title): _____

Personally came before me in _____ County, Wisconsin on _____, 2024,
the above named _____, the _____
and _____, the _____
of the CITY OF WHITEWATER, 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.

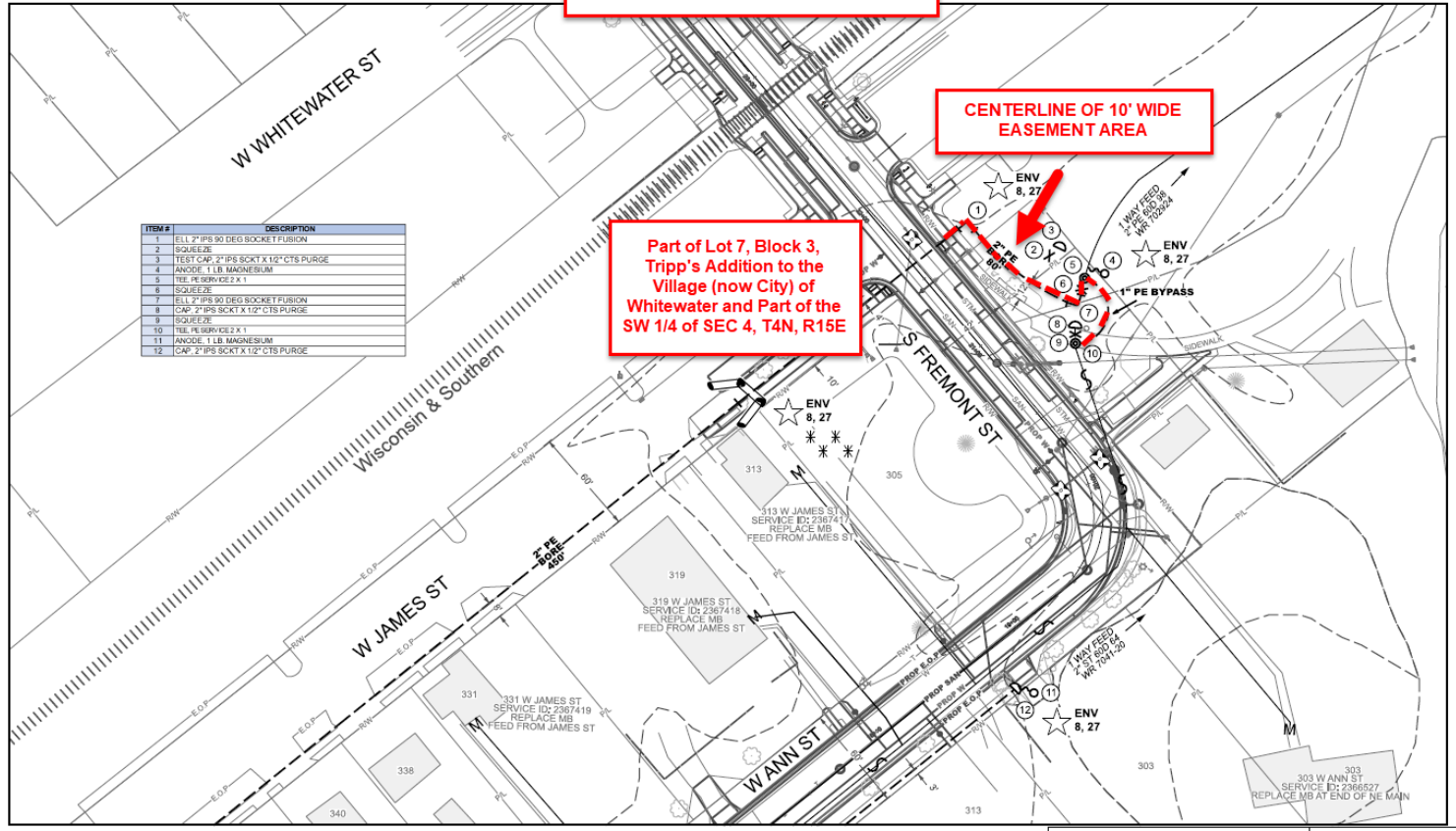


TEMPORARY EXHIBIT A

CENTERLINE OF 10' WIDE EASEMENT AREA

Part of Lot 7, Block 3,
Tripp's Addition to the
Village (now City) of
Whitwater and Part of the
SW 1/4 of SEC 4, T4N, R15E

ITEM #	DESCRIPTION
1	ELL 2" IPS 90 DEG SOCKET FUSION
2	SQUEEZE
3	TEST CAP 2" IPS SOCKET X 1/2" CTS PURGE
4	ANODE 1 LB MAGNESIUM
5	TEE PE SERVICE 2 X 1
6	SQUEEZE
7	ELL 2" IPS 90 DEG SOCKET FUSION
8	CAP 2" IPS SOCKET X 1/2" CTS PURGE
9	SQUEEZE
10	TEE PE SERVICE 2 X 1
11	ANODE 1 LB MAGNESIUM
12	CAP 2" IPS SOCKET X 1/2" CTS PURGE





Council Agenda Item

Meeting Date:	February 20, 2024
Agenda Item:	Water main Easement
Staff Contact (name, email, phone):	Brad Marquardt, bmarguardt@whitewater-wi.gov , 262-473-0139

BACKGROUND

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

A Certified Survey Map (CSM) was recently approved at the Plan & Architectural Review Commission. The CSM created lots on the north and south side of Starin Road just east of Jefferson Street. Within the lots created by the CSM there exists a water main. If the City sells these lots, there should be a water main easement in place that would outline what the easement is for, and the rights of the new property owner and the City. In order to have the easement in place, the City must grant to itself an easement.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The Plan & Architectural Review Commission approved the CSM at their Feb 12, 2024 meeting.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

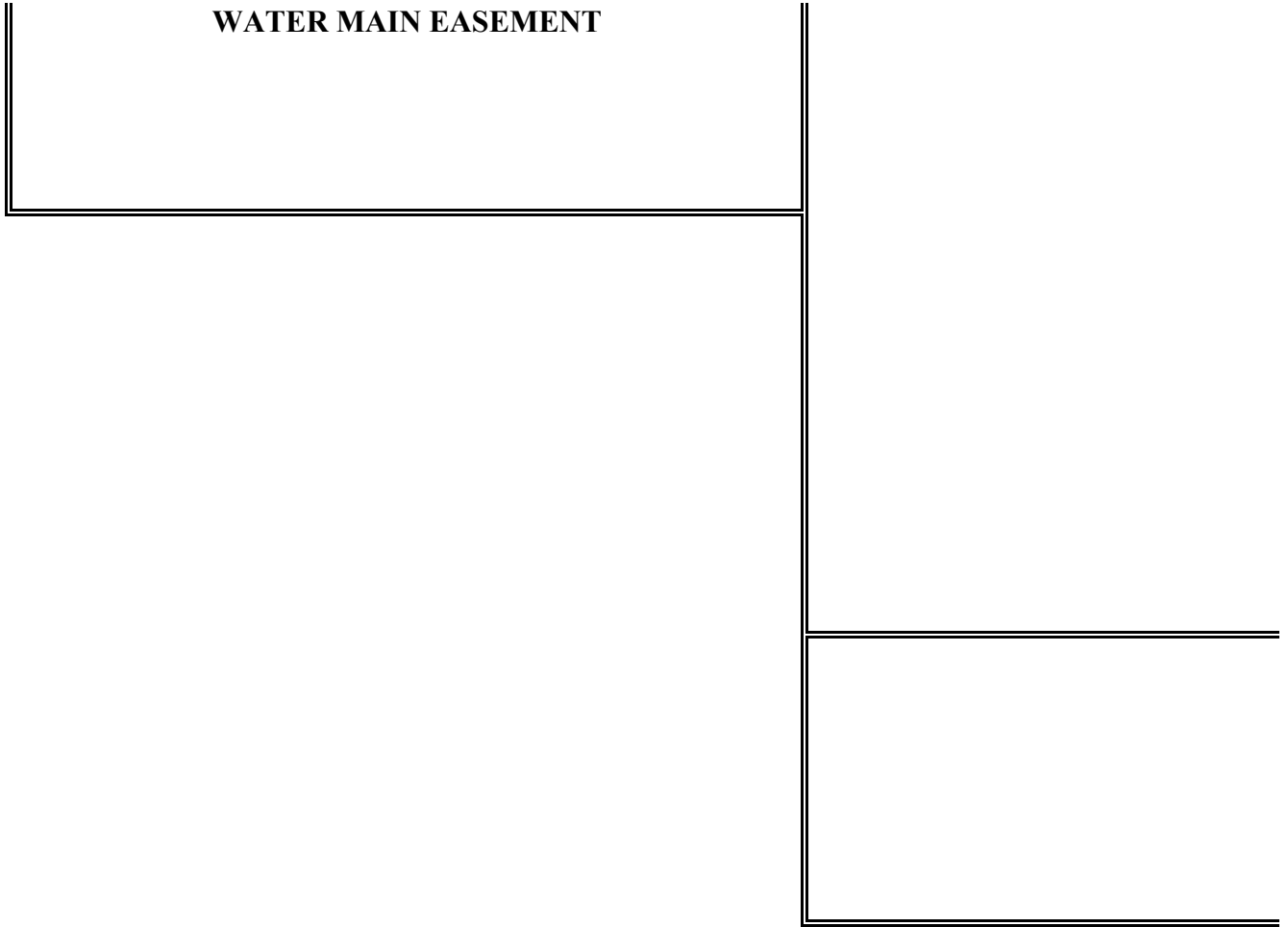
Staff's recommendation is to approve the Water main Easement

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Water main Easement

WATER MAIN EASEMENT



292-0515-3324-000

Tax Parcel Number

THIS EASEMENT (“*Easement*”) is granted by to the City of Whitewater (“*Grantor*”) to the City of Whitewater and its successors and assigns (collectively “*Grantee*”)

RECITALS:

A. Grantor is the fee owner of the real property located in the City of Whitewater, Jefferson County, Wisconsin, legally described on Exhibit A, which is attached hereto and made a part hereof (the “*Grantor Property*”); and

B. Grantor has a water main located on the property described in exhibit A;

C. Grantor plans to subdivide the property described in exhibit A by a certified survey map for the purpose of selling some of the lots established by the map but seeks to establish an easement (the "**Easement Area**") for the water main located on the property for Grantees future use and benefit after any of the lots are sold;

D. The Easement Area is more particularly described on Exhibit B which is attached

hereto and made a part hereof.

E. Grantor desires to grant and establish, upon the terms and conditions contained in this Document a ***Permanent Limited Easement*** for the installation, operation, and maintenance of a Water Main System over and across certain portions of the Grantor Property for the benefit of Grantor.

DOCUMENT:

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. Recitals. The Recitals above are incorporated by reference.
2. Grant of Easements. Grantor hereby grants, conveys, transfers and assigns unto the Grantee, a non-exclusive Permanent Limited Easement for the installation, operation, and maintenance of a Water Main System in the area described in Exhibit B attached hereto, along with the right to ingress and egress over the Easement Area necessary to fulfill the purpose of this Document.
3. Permitted Users. The Easement granted herein may be used by the Grantee and its guests, agents, employees, contractors, invitees, successors and assigns as necessary to fulfill the purpose of this Document.
4. Municipal Services. Any municipal body, and its employees and agents, that provide Grantor with any current or future services shall have the right to access the Easement Area to provide services related to the Easement.
5. Repair and Maintenance. Grantee is responsible at Grantee's sole cost and expense for the installation, maintenance, repair, replacement, restoration, and rebuilding of the Water Main System located in the Permanent Easement Area. Grantee will maintain and preserve the Permanent Easement Area in good repair and working order, ordinary wear and tear excepted, and from time to time shall make all necessary repairs, replacements, renewals, and additions within the Permanent Easement Area. If Grantor or any of its agents, contractors, guests, invitees, tenants, successors, heirs, or assigns damages or destroys all or any part of the Easement Areas then Grantee may repair such damage at the sole cost and expense of Grantor.
6. Restoration and Clean Up. In the event Grantee exercises any right within the Easement Areas in accordance with this Document, Grantee shall reasonably restore the surface of the Easement Area and shall remove all construction debris resulting from such activities from the Easement Area.
7. No Interference with Rights. The parties shall at no time interfere with the rights of the other party which are provided in this Document.
8. Covenants Run with Land. All of the terms and conditions in this Document, including the benefits and burdens, shall run with the land and shall be binding upon, inure to the benefit of, and be enforceable by the parties, and each of their successors and assigns.

9. Compliance with Local Ordinances and Permits. Grantee shall, comply with all laws, ordinances, rules and regulations of the local municipality and other governmental bodies having jurisdiction and procure all necessary permits for the construction, operation, maintenance, repair, replacement or removal of its improvement.

10. Notices. All notices herein provided for shall be given by registered mail or certified mail, postage prepaid, return receipt requested, or sent by overnight express carrier (e.g., Federal Express or Express Mail) for guaranteed next business day delivery. Notice shall be deemed given when so mailed and addressed. Either party may change such address by written notice to the other party as provided for herein; provided that, in the event the Grantor is no longer the owner of record of the Grantor Property, then notices pursuant hereto may be given to the address of the successor owner where such owner's real estate tax bills are sent until such owner changes its notice address by written notice to the Grantee as provided for herein. Notice shall be delivered as follows:

To Grantor: City of Whitewater
 c/o City Manager
 312 W. Whitewater Street
 Whitewater, WI 53190

To Grantee: City of Whitewater
 c/o City Manager
 312 W. Whitewater Street
 Whitewater, WI 53190

11. Non-Use. Non-use or limited use of the easement rights granted in this Document shall not prevent any benefited party from later use of the easement rights to the fullest extent authorized in this Document.

12. Amendment. This Document may be amended in whole or in part by the recording of a written instrument executed by or on behalf of all of the owner(s) of the real property where the applicable easements are located and the owner(s) of the real property benefiting from such easements, including portions thereof, subject to this Document.

13. Governing Law. This instrument shall be construed and enforced in accordance with the laws of the State of Wisconsin.

14. Invalidity. If any term or condition of this Document, or the application of this Document to any person or circumstance, shall be deemed invalid or unenforceable, the remainder of this Document, or the application of the term or condition to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.

15. Waiver. No delay or omission by any party in exercising any right or power arising out of any default under any of the terms or conditions of this Document shall be construed to be a waiver of the right or power. A waiver by a party of any of the obligations of the other party

shall not be construed to be a waiver of any breach of any other terms or conditions of this Document.

16. Nonforfeiture. Any violation of these restrictions shall not result in a forfeiture or reversion of title to any real property.

17. Binding Effect on Successors and Assigns. The covenants and obligations of this Document shall bind and inure to the benefit of Grantor, Grantee and their respective successors and assigns.

18. Counterpart Execution. This Document may be executed in any number of counterparts with the same effect as if all parties have signed the same document. All counterparts shall be construed together and shall constitute one document.

19. Clear Title. By signing below, Grantor warrants and represents it has authority to execute this Easement and that Grantor has good title to the property described herein, free and clear from all liens and encumbrances.

[SIGNATURES NEXT PAGE]

EXHIBIT A

Legal Description

A Permanent Limited Easement for the installation, operation, and maintenance of a Water Main System in part of Lot 1 of CSM 3066 recorded in Volume 13 on page 3 as document number 937738 at the Jefferson County Register of Deeds being located in the Northeast 1/4 of the Northwest 1/4 of Section 33, Township 5 North, Range 15 East, City of Whitewater, Jefferson County, Wisconsin more fully described as follows:

Commencing at the North quarter corner of said Section 33;
Thence South 00° 45' 21" East, 1121.30 feet along the east line of said Northeast 1/4 of the Northwest 1/4 of Section 33 to the point of beginning;

Thence, South 00° 45' 21" East, 20.00 feet continuing along said east line;
Thence, South 89° 18' 27" West, 631.21 feet;
Thence, North 41° 46' 43" West, 244.01 feet;
Thence, North 48° 13' 17" East, 20.00 feet;
Thence, South 41° 46' 43" East, 234.91 feet;
Thence, North 89° 18' 27" East, 622.09 feet to the point of beginning.

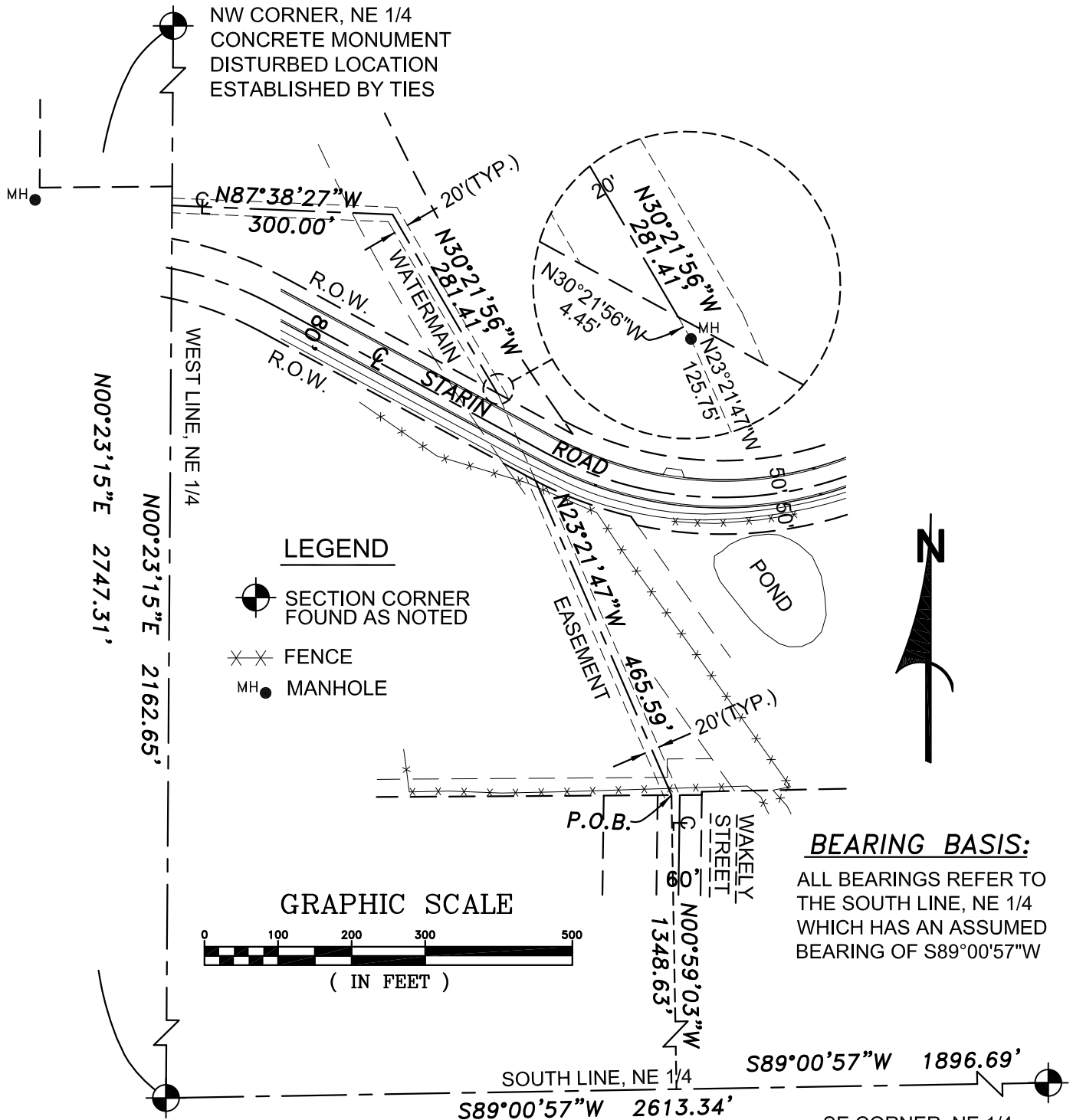
Containing 17322 square feet, more or less.

Subject to all other easements and restrictions, recorded and unrecorded.

EXHIBIT B

**Permanent Easement for the Installation, Operation, and
Maintenance of a Water Main System**

EXHIBIT B



SW CORNER, NE 1/4
CONCRETE MONUMENT
W/BRASS CAP
OF RECORD

SOUTHWEST
SURVEYING & ASSOCIATES, Inc.

W1065 COUNTY ROAD CI, HELENVILLE, WI. 53137
262-495-4910
920-674-4884

BEARING BASIS:
ALL BEARINGS REFER TO
THE SOUTH LINE, NE 1/4
WHICH HAS AN ASSUMED
BEARING OF S89°00'57\"/>

SE CORNER, NE 1/4
LIMESTONE MONUMENT
W/BRASS CAP
OF RECORD

SHEET 1 OF 1
DATE: JANUARY 8, 2024
JOB NO: W-220157



Council Agenda Item

Meeting Date:	February 20, 2024
Agenda Item:	Starin Road Right of Way Plat
Staff Contact (name, email, phone):	Brad Marquardt, bmarguardt@whitewater-wi.gov , 262-473-0139

BACKGROUND

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

When the property was acquired to extend Starin Road from Whitewater Creek to Newcomb Street, it was all acquired as right of way. In order to define the true road right of way for Starin Road, a Right-of-Way Plat needs to be adopted. The plat defines the width of the right of way at 80 feet with a small segment at 90 feet. With the right of way defined, remaining land can be converted into saleable lots, as shown on the attached Certified Survey Map.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The Plan & Architectural Review Commission (PARC) approved the preliminary and final plat for Starin Road Right-of-Way at their February 12, 2024 meeting. The PARC also approved the Certified Survey Map at the same meeting.

FINANCIAL IMPACT

(If none, state N/A)

There is no financial impact to approving the Right-of-Way Plat. However, once the right of way is defined, the remaining lots as shown in the Certified Survey Map can be sold with the proceeds going to the Fire Department.

STAFF RECOMMENDATION

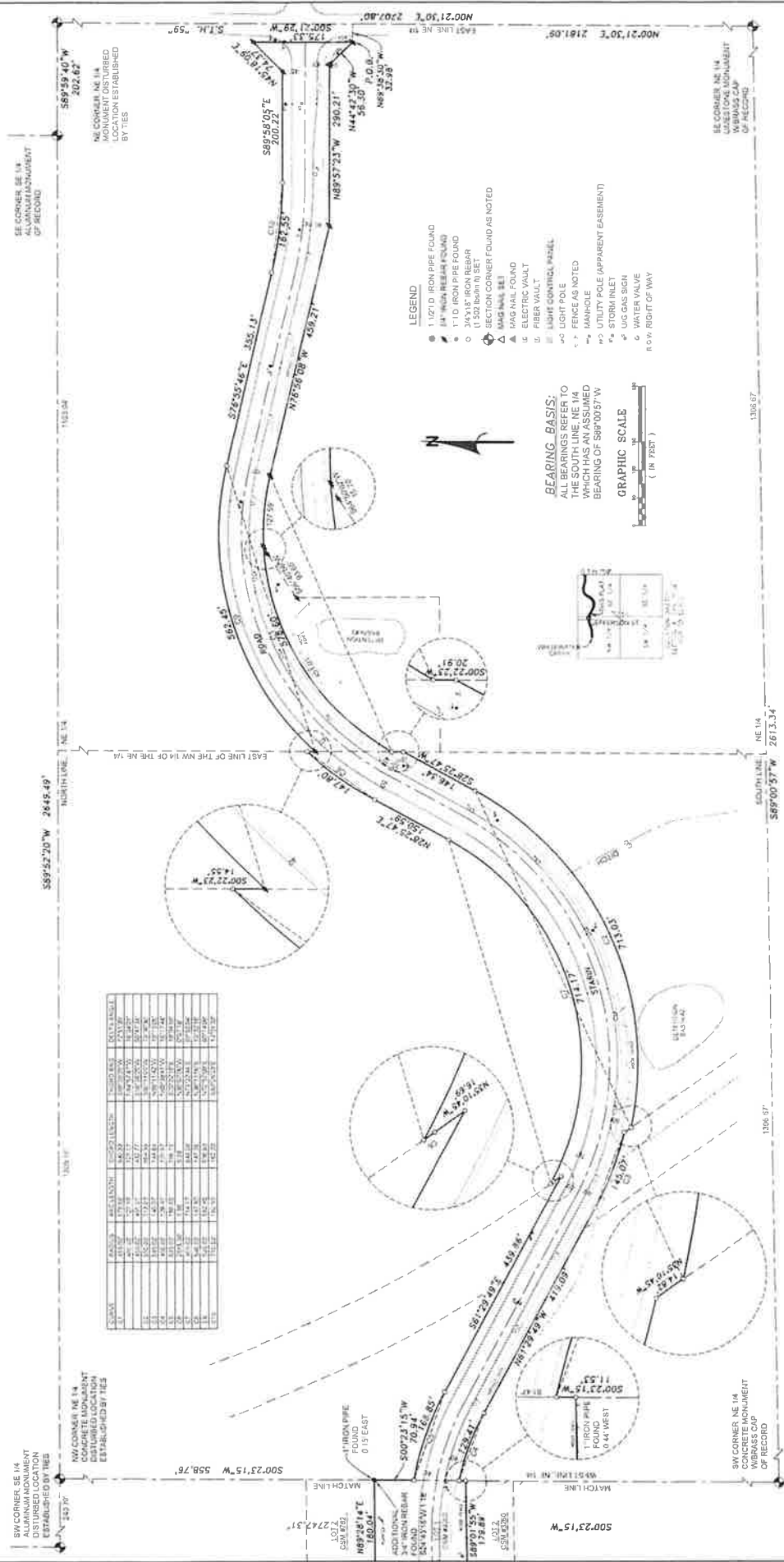
Staff recommends approval of the Starin Road Final Right-of-Way Plat. No action is required by Council on the Certified Survey Map. It is only included for reference.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Starin Road Final Right-of-Way Plat
2. Starin Road Certified Survey Map.

STARIN ROAD RIGHT OF WAY PLAT



STATION	BEARING	DISTANCE	BEARING	DISTANCE	BEARING	DISTANCE
1	S 89° 59' 40" W	302.62	N 89° 59' 40" E	302.62	S 89° 59' 40" W	302.62
2	N 89° 59' 40" E	302.62	S 89° 59' 40" W	302.62	N 89° 59' 40" E	302.62
3	S 89° 59' 40" W	302.62	N 89° 59' 40" E	302.62	S 89° 59' 40" W	302.62
4	N 89° 59' 40" E	302.62	S 89° 59' 40" W	302.62	N 89° 59' 40" E	302.62
5	S 89° 59' 40" W	302.62	N 89° 59' 40" E	302.62	S 89° 59' 40" W	302.62
6	N 89° 59' 40" E	302.62	S 89° 59' 40" W	302.62	N 89° 59' 40" E	302.62
7	S 89° 59' 40" W	302.62	N 89° 59' 40" E	302.62	S 89° 59' 40" W	302.62
8	N 89° 59' 40" E	302.62	S 89° 59' 40" W	302.62	N 89° 59' 40" E	302.62
9	S 89° 59' 40" W	302.62	N 89° 59' 40" E	302.62	S 89° 59' 40" W	302.62
10	N 89° 59' 40" E	302.62	S 89° 59' 40" W	302.62	N 89° 59' 40" E	302.62

Notice:
 1) Coordinates are referenced to the Wisconsin County Coordinate System.
 (Baraboo County) (NAD 83) (Segment)

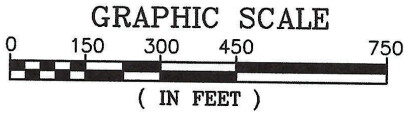


SOUTHWEST
 SURVEYING & ASSOCIATES, INC.
 225 2nd St. N.
 Baraboo, WI 53009

SHEET 1 OF 17, 11, 2024
 JOB NO. W-220117

CERTIFIED SURVEY MAP No. _____

BEING A PART OF THE NW 1/4 AND NE 1/4 OF THE NE 1/4 OF FRACTIONAL NE 1/4 OF SECTION 4, T4N, R15E, CITY OF WHITEWATER, WALWORTH COUNTY, WISCONSIN.



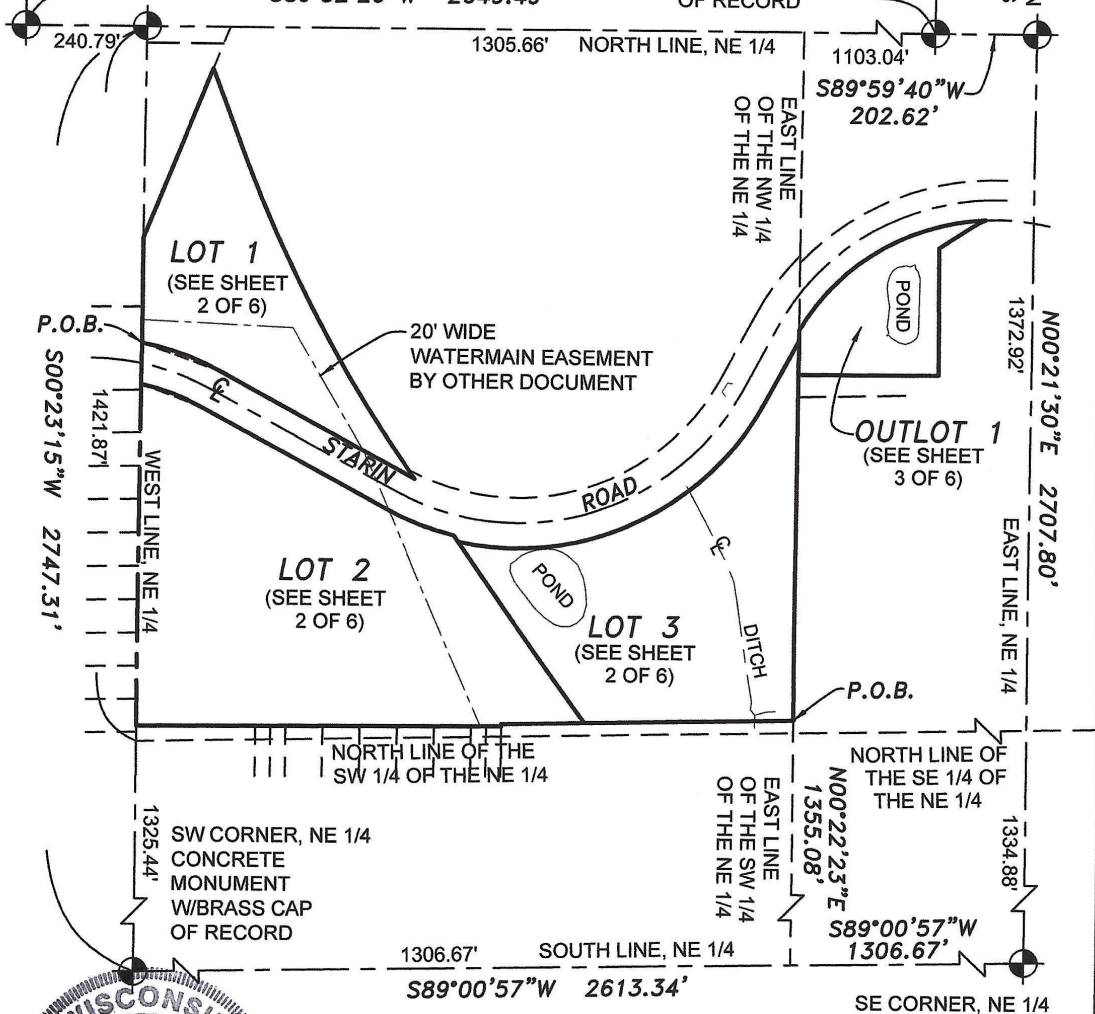
BEARING BASIS:
ALL BEARINGS REFER TO THE SOUTH LINE, NE 1/4 WHICH HAS AN ASSUMED BEARING OF S89°00'57"W

SW CORNER, SE 1/4 ALUMINUM MONUMENT DISTURBED LOCATION ESTABLISHED BY TIES

NW CORNER, NE 1/4 CONCRETE MONUMENT DISTURBED LOCATION ESTABLISHED BY TIES

SE CORNER, SE 1/4 ALUMINUM MONUMENT OF RECORD

NE CORNER, NE 1/4 MONUMENT DISTURBED LOCATION ESTABLISHED BY TIES



LEGEND
SECTION CORNER FOUND AS NOTED

SOUTHWEST
SURVEYING & ASSOCIATES, Inc.

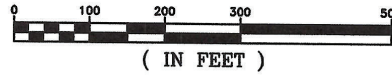
P.O. BOX K, PALMYRA, WI. 53156
262-495-4910
920-674-4884

JOB No.: W-220157
DATE: JANUARY 12, 2024
SHEET 1 OF 6

CERTIFIED SURVEY MAP No. _____

BEING A PART OF THE NW 1/4 AND NE 1/4 OF THE NE 1/4 OF FRACTIONAL NE 1/4 OF SECTION 4,
T4N, R15E, CITY OF WHITEWATER, WALWORTH COUNTY, WISCONSIN.

GRAPHIC SCALE

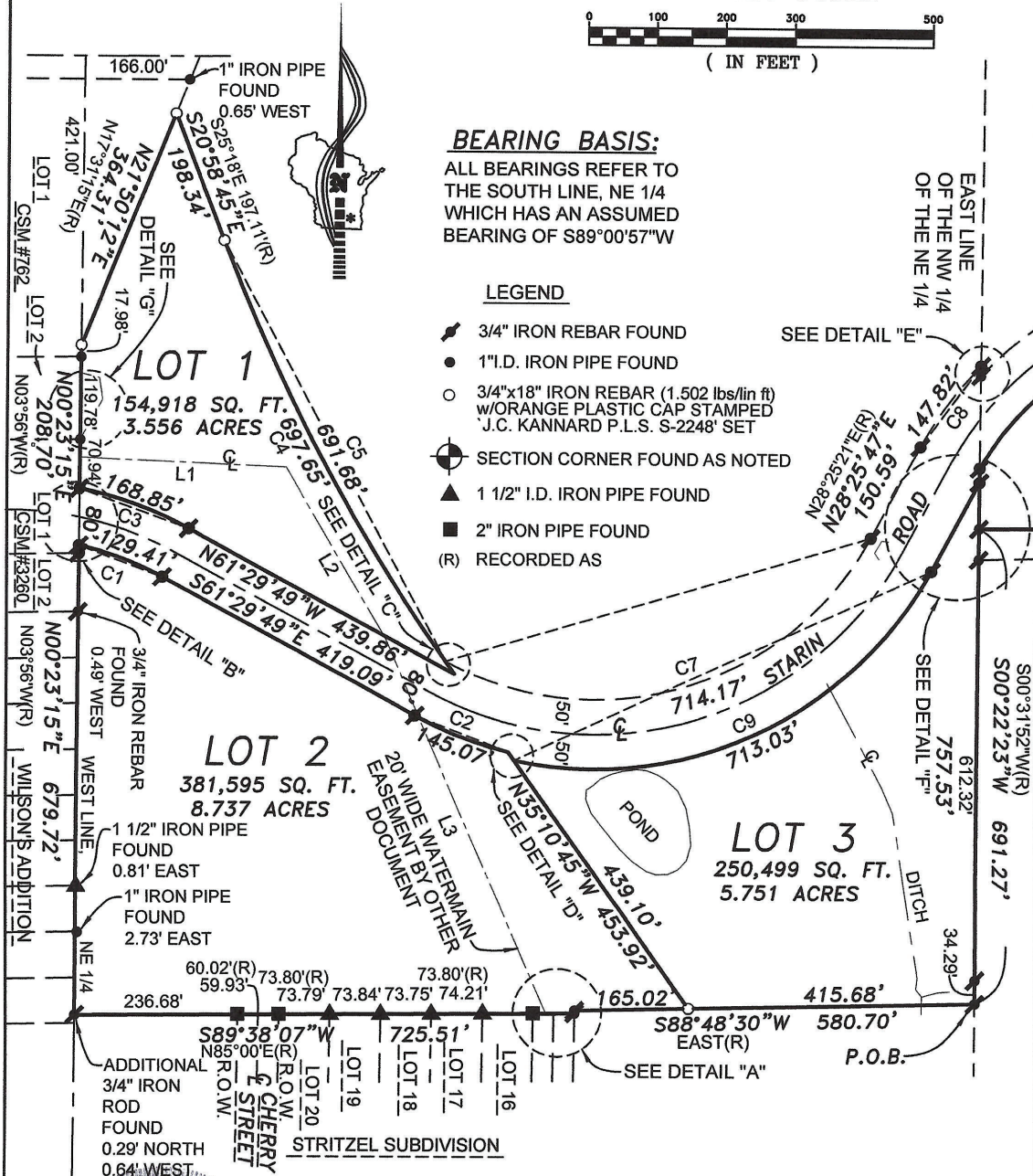


BEARING BASIS:

ALL BEARINGS REFER TO
THE SOUTH LINE, NE 1/4
WHICH HAS AN ASSUMED
BEARING OF S89°00'57"W

LEGEND

- ◆ 3/4" IRON REBAR FOUND
- 1" I.D. IRON PIPE FOUND
- 3/4"x18" IRON REBAR (1,502 lbs/lin ft)
w/ORANGE PLASTIC CAP STAMPED
'J.C. KANNARD P.L.S. S-2248' SET
- ⊙ SECTION CORNER FOUND AS NOTED
- ▲ 1 1/2" I.D. IRON PIPE FOUND
- 2" IRON PIPE FOUND
- (R) RECORDED AS



LINE	BEARING	DISTANCE
L1	S87°38'27"E	300.00'
L2	S30°21'56"E	285.86'
L3	S23°21'47"E	591.35'



SOUTHWEST
SURVEYING & ASSOCIATES, Inc.

P.O. BOX K, PALMYRA, WI. 53156
262-495-4910
920-674-4884

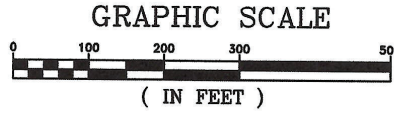
JOB No.: W-220157
DATE: JANUARY 12, 2024
SHEET 2 OF 6

CERTIFIED SURVEY MAP No. _____

BEING A PART OF THE NW 1/4 AND NE 1/4 OF THE NE 1/4 OF FRACTIONAL NE 1/4 OF SECTION 4,
T4N, R15E, CITY OF WHITEWATER, WALWORTH COUNTY, WISCONSIN.

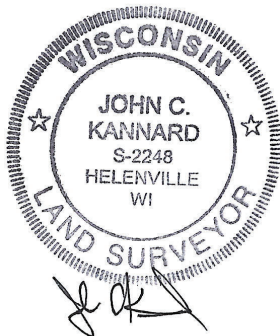
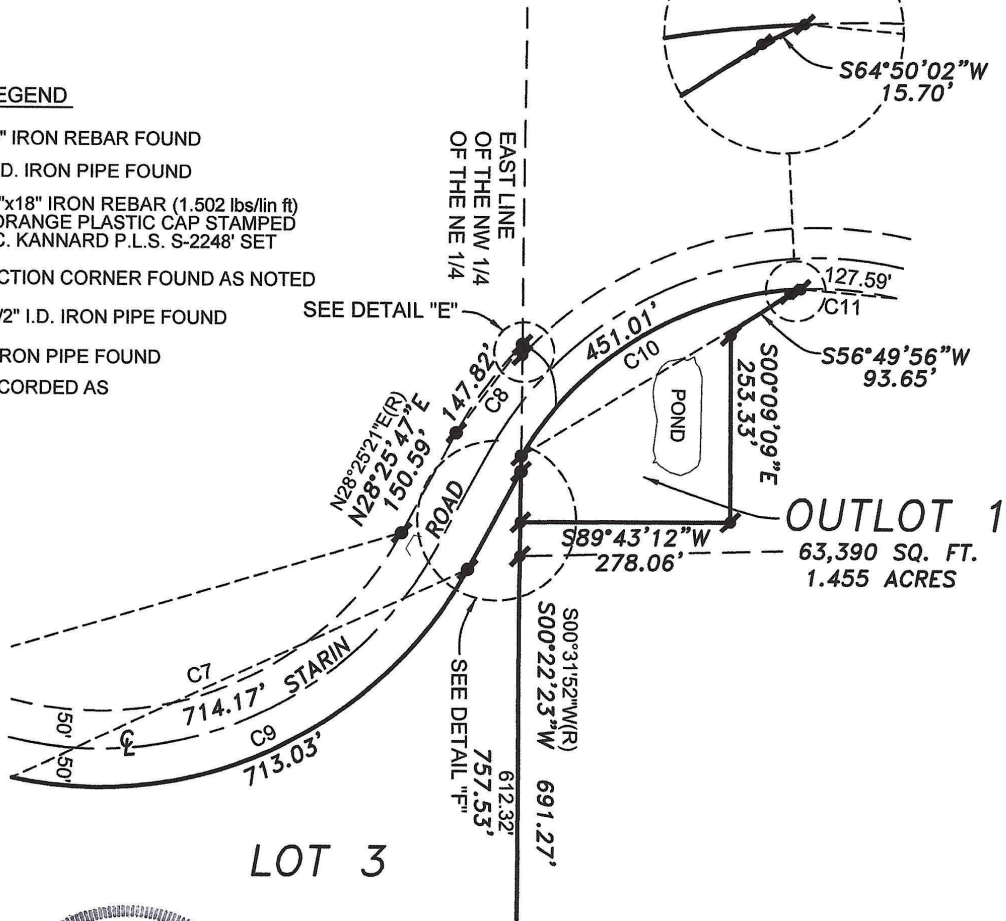


BEARING BASIS:
ALL BEARINGS REFER TO
THE SOUTH LINE, NE 1/4
WHICH HAS AN ASSUMED
BEARING OF S89°00'57"W



LEGEND

- ✦ 3/4" IRON REBAR FOUND
- 1" I.D. IRON PIPE FOUND
- 3/4"x18" IRON REBAR (1,502 lbs/lin ft)
w/ORANGE PLASTIC CAP STAMPED
"J.C. KANNARD P.L.S. S-2248" SET
- ⊕ SECTION CORNER FOUND AS NOTED
- ▲ 1 1/2" I.D. IRON PIPE FOUND
- 2" IRON PIPE FOUND
- (R) RECORDED AS



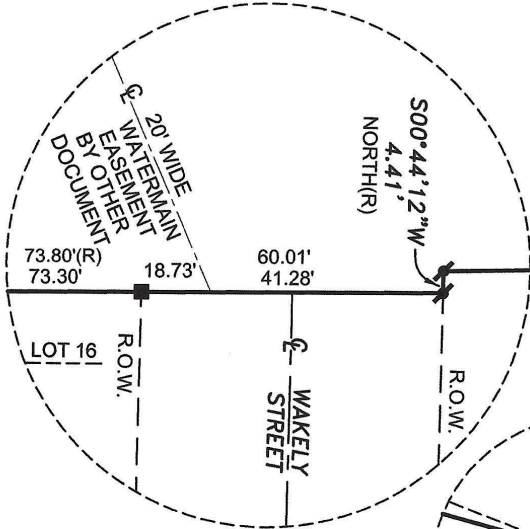
SOUTHWEST
SURVEYING & ASSOCIATES, Inc.

P.O. BOX K, PALMYRA, WI. 53156
262-495-4910
920-674-4884

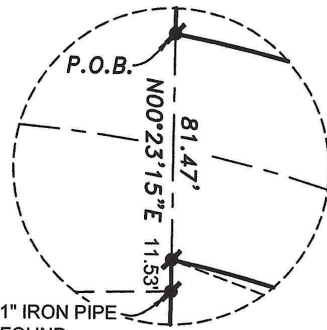
JOB No.: W-220157
DATE: JANUARY 12, 2024
SHEET 3 OF 6

CERTIFIED SURVEY MAP No. _____

BEING A PART OF THE NW 1/4 AND NE 1/4 OF THE NE 1/4 OF FRACTIONAL NE 1/4 OF SECTION 4,
T4N, R15E, CITY OF WHITEWATER, WALWORTH COUNTY, WISCONSIN.



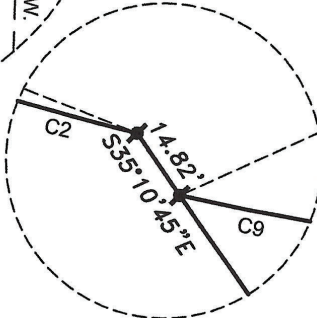
DETAIL "A"
NOT TO SCALE



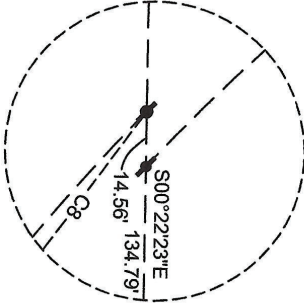
1" IRON PIPE FOUND
0.44' WEST
DETAIL "B"
NOT TO SCALE



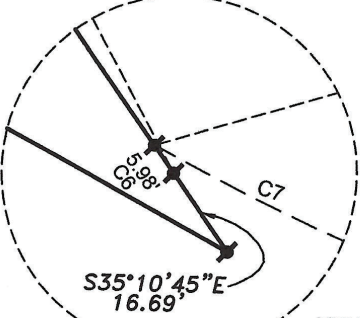
BEARING BASIS:
ALL BEARINGS REFER TO THE SOUTH LINE, NE 1/4 WHICH HAS AN ASSUMED BEARING OF S89°00'57\"/>



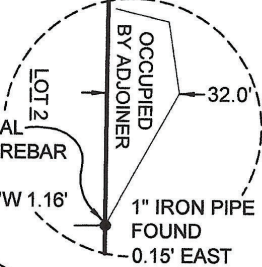
DETAIL "D"
NOT TO SCALE



DETAIL "E"
NOT TO SCALE



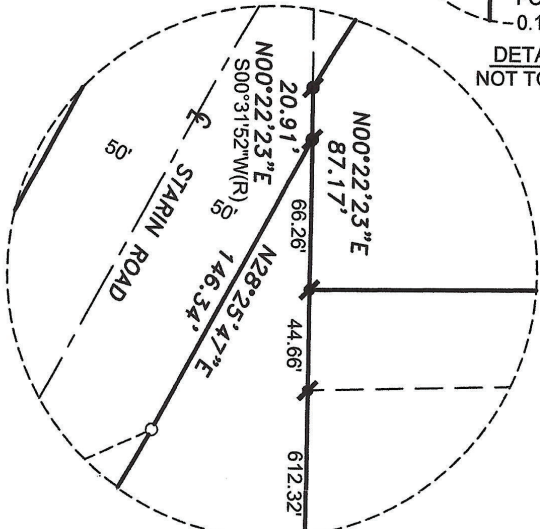
DETAIL "C"
NOT TO SCALE



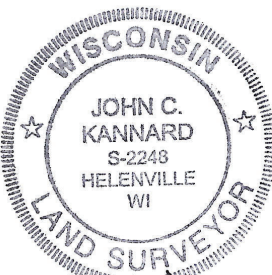
DETAIL "G"
NOT TO SCALE

LEGEND

- 3/4" IRON REBAR FOUND
- 1" I.D. IRON PIPE FOUND
- 3/4"x18" IRON REBAR (1.502 lbs/lin ft) w/ORANGE PLASTIC CAP STAMPED J.C. KANNARD P.L.S. S-2248' SET
- ⊙ SECTION CORNER FOUND AS NOTED
- ▲ 1 1/2" I.D. IRON PIPE FOUND
- 2" IRON PIPE FOUND
- (R) RECORDED AS



DETAIL "F"
NOT TO SCALE



JOB No.: W-220157
DATE: JANUARY 12, 2024
SHEET 4 OF 6

CERTIFIED SURVEY MAP No. _____

BEING A PART OF THE NW 1/4 AND NE 1/4 OF THE NE 1/4 OF FRACTIONAL NE 1/4 OF SECTION 4,
T4N, R15E, CITY OF WHITEWATER, WALWORTH COUNTY, WISCONSIN.

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BRG.	DELTA ANGLE
C1	455.00'	129.41'	128.97'	S69°38'41"E	16°17'44"
C2	545.00'	145.07'	144.64'	S69°11'42"E	15°15'05"
C3	535.00'	168.85'	168.15'	N70°32'18"W	18°04'59"
C4 WHOLE	2815.00'	697.65'	695.87'	S28°04'45"E	14°12'00"
C4(R)		697.55'		S32°24"E	
C5	2815.00'	691.68'	689.94'	S28°01'06"E	14°04'41"
C6	2815.00'	5.98'	5.98'	S35°07'06"E	00°07'18"
C7	455.00'	714.17'	643.08'	N73°23'44"E	89°55'54"
C7(R)			643.88'	N73°37'33"E	
C8	545.00'	147.82'	147.36'	N36°11'59"E	15°32'23"
C8(R)		147.83'	147.38'	N36°21'36"E	
C9	555.00'	713.03'	664.99'	N65°14'05"E	73°36'36"
C10	455.00'	451.01'	432.77'	N58°36'25"E	56°47'34"
C11	455.00'	127.59'	127.17'	S84°57'47"E	16°04'01"

SURVEYOR'S CERTIFICATE

I, John C. Kannard, Professional Land Surveyor No. 2248, hereby certify:

That I have surveyed, divided, mapped this Certified Survey Map being a part of the NW 1/4 and NE 1/4 of the Fractional NE 1/4 of Section 4, T4N, R15E, City of Whitewater, Walworth County, Wisconsin, bounded and described as follows:

Lot 1

Commencing at the Limestone Monument with Brass Cap that marks the Southeast corner of the NE 1/4 of said Section 4; Thence S89°00'57"W, along the South line of said NE 1/4, a distance of 1306.67 feet, to the East line of the SW 1/4 of said NE 1/4; Thence N00°22'23"E, along said East line and the East line of the NW 1/4 of said NE 1/4, a distance of 1355.08 feet, to a Found 3/4" Iron Rebar that marks Southeast corner of lands described in Document No. 1074425; Thence S88°48'30"W, along the South line of said Document No. 1074425, a distance of 580.70 feet, to a Found 3/4" Iron Rebar; Thence S00°44'12"W, along said South line, a distance of 4.41 feet, to a Found 3/4" Rebar; Thence S89°38'07"W, along said South line, a distance of 725.51 feet, to a Found 3/4" Rebar and the West line of said NE 1/4; Thence N00°23'15"E, along said West line, a distance of 679.72 feet to a Found 3/4" Rebar; Thence continue N00°23'15"E, along said West line, a distance of 81.47 feet, to the Northerly Right of Way(R.O.W.) line of Starin Road and to a Found 3/4" Rebar, and the POINT OF BEGINNING of the lands to be described; Thence continue N00°23'15"E, along said West line, a distance of 208.70 feet, a Set 3/4"x18" Iron Rebar (1.502 lbs/ lin ft) with an orange plastic cap stamped "J.C. Kannard P.L.S. S-2248" (Set 3/4" Rebar); Thence N21°50'12"E, a distance of 364.31 feet, to a Set 3/4" Rebar; Thence S20°58'45"E, a distance of 198.34 feet, to a Set 3/4" Rebar that marks a point of curvature, said curve having it's center point in the Easterly direction, a radius of 2815.00 feet, a delta angle of 14°12'00", a chord length of 695.87 feet, and a chord bearing of S28°04'45"E; Thence Southeasterly along the arc of said curve, a distance of 697.65 feet, to a Found 3/4" Rebar; Thence S35°10'45"E, a distance of 16.69 feet, to a Found 3/4" Rebar on said Northerly R.O.W. line; Thence N61°29'49"W, along said Northerly R.O.W. line, a distance of 439.86 feet, to a Found 3/4" Rebar that marks a point of curvature; said curve having it's center point in the Southerly direction, a radius of 535.00 feet, delta angel of 18°04'59", a chord length of 168.15 feet, and a chord bearing of N70°32'18"W; Thence Northwesterly along the arc of said curve, a distance of 168.85 feet, to the POINT OF BEGINNING, containing 154,918 square feet or 3.556 Acres of land, more or less.



Date: January 12, 2024

CERTIFIED SURVEY MAP No. _____

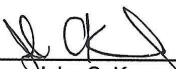
BEING A PART OF THE NW 1/4 AND NE 1/4 OF THE NE 1/4 OF FRACTIONAL NE 1/4 OF SECTION 4,
T4N, R15E, CITY OF WHITEWATER, WALWORTH COUNTY, WISCONSIN.

Lots 2, 3, and Outlot 1

Commencing at the Limestone Monument with Brass Cap that marks the Southeast corner of the NE 1/4 of said Section 4; Thence S89°00'57"W, along the South line of said NE 1/4, a distance of 1306.67 feet, to the East line of the SW 1/4 of said NE 1/4; Thence N00°22'23"E, along said East line and the East line of the NW 1/4 of said NE 1/4, a distance of 1355.08 feet, to a Found 3/4" Iron Rebar that marks Southeast corner of lands described in Document No. 1074425 and the POINT OF BEGINNING of the lands to be described; Thence S88°48'30"W, along the South line of said Document No. 1074425, a distance of 580.70 feet, to a Found 3/4" Iron Rebar; Thence S00°44'12"W, along said South line, a distance of 4.41 feet, to a Found 3/4" Rebar; Thence S89°38'07"W, along said South line, a distance of 725.51 feet, to a Found 3/4" Rebar and the West line of said NE 1/4; Thence N00°23'15"E, along said West line, a distance of 679.72 feet, to a Found 3/4" Rebar that marks a curve in the Southerly Right of Way(R.O.W.) line of Starin Road, said curve having it's center point in the Southerly direction, a radius of 455.00 feet, a delta angle of 16°17'44", a chord length of 128.97 feet, and a chord bearing of S69°11'42"E ; Thence Southeasterly along the arc of said curve, a distance of 129.41 feet, to a Found 3/4" Rebar; Thence S61°29'49"E, along said Southerly R.O.W. line, a distance of 419.09 feet, to a Found 3/4" Rebar that marks a point of curvature, said curve having it's center point in the Northerly direction, a radius of 545.00 feet, a delta angle of 15°15'05", a chord length of 144.64 feet, a chord bearing of S69°11'42"E; Thence Southeasterly along the arc of said curve, a distance of 145.07 feet, to a Found 3/4" Rebar that marks an angle point; Thence S35°10'45"E, a distance of 14.82 feet, to a Found 3/4" Rebar that marks a point of curvature, said curve having it's center point in the Northerly direction, a radius of 555.00 feet, a delta angle of 73°36'36", a chord length of 664.99 feet, and a chord bearing N65°14'05"E; Thence Northeasterly along the arc of said curve, a distance of 713.03 feet, to a Found 3/4" Rebar; Thence N28°25'47"E, along said Southerly R.O.W. line, a distance of 146.34 feet, to a Found 3/4" Rebar; Thence N00°22'23"E, a distance of 20.91 feet, to a Found 3/4" Rebar that marks a point of curvature, said curve having it's center point in the Southerly direction, a radius of 455.00 feet, a delta angle of 56°47'34", a chord length of 432.77 feet, and a chord bearing of N58°36'25"E; Thence Northeasterly along the arc of said curve, a distance of 451.01 feet, to a Found 3/4" Rebar; Thence S64°50'02"W, a distance of 15.70 feet, to a Found 3/4" Rebar; Thence S56°49'56"W, a distance of 93.65 feet, to a Found 3/4" Rebar; Thence S00°09'09"E, a distance of 253.33 feet, to a Found 3/4" Rebar; Thence S89°43'12"W, a distance of 278.06 feet, to the East line of the NW 1/4 of said NE 1/4 and to a Found 3/4" Rebar; Thence S00°22'23"W, a distance of 691.27, to the POINT OF BEGINNING containing 695,486 square feet or 15.966 acres of land, more or less.

I further certify that I have made this survey and map under the direction of the City of Whitewater, owner of said lands, and that this Certified Survey Map is a correct representation of the boundary surveyed and described and that I have complied fully with the provisions of Chapter 236.34 of the State of Wisconsin Statutes in surveying and mapping same.

Certified this 12th day of January, 2024



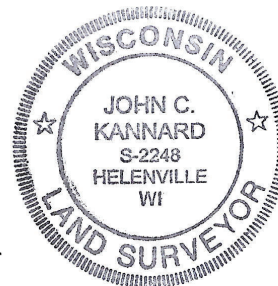
John C. Kannard, P.L.S. 2248

CITY OF WHITEWATER APPROVAL:

This Certified Survey Map is hereby approved by the City of Whitewater Common Council.

Dated this ____ day of _____, 2024

Michele Smith, City Clerk





Self-Governance Action Plan G & H

February 20, 2024

City of Whitewater Common Council

Action Plan

G. Transparency in Decision-Making:

Objective: Ensure transparent decision-making processes

Action Steps:

- 1) Implement practices that encourage members to uphold transparency at the both the Common Council and Committee level

Council is currently promoting many of the facets of promoting transparency in local government including open meetings laws compliance, online transparency budget transparency, online meetings, policy development, public comment and training. Additional suggestions include **public information or engagement sessions** and/or **community engagement platforms**. See Dane County and City of Marshfield attachments ([Engage Marshfield website](#)).

H. General Recommendations:

Action Steps:

- 1) Regular Review:
 - a) Periodically review and update the action plan to adapt to changing circumstances and needs.

Suggested review: Every 2 years or as needed.
- 2) Public Engagement:
 - a) Encourage public input on governance and accountability measures to ensure community involvement and satisfaction.

See above.
- 3) Feedback Mechanism:
 - a) Establish a feedback mechanism for council members and the public to provide input on the effectiveness of the action plan.

Suggested mechanism: Every 2 years in conjunction with the periodic review in (1) or as needed.



Council Agenda Item

Meeting Date: February 20, 2024

Agenda Item: Council Action Plan Items G & H

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 G and H 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.

December 19, 2023 – Whitewater Common Council approved Action Plan Items A & B.

January 16, 2024 – Whitewater Common Council reviewed Action Plan Items C & D with a deletion regarding Council President discipline and the addition of consequences for false claims. Item postponed.

February 6, 2024 – Whitewater Common Council approved Action Plan Items E & F.

FINANCIAL IMPACT

(If none, state N/A)

Unknown

Depends upon Council final plan

STAFF RECOMMENDATION

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

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Self-Governance Outline of Action Plan Items G and H
2. Community Conversation – Dane County
3. Engage Marshfield

Dane County Community Development

Division of Extension

Public Engagement

Citizen engagement in the workings of government is critical to open, transparent, engaged governance. Elected officials have responsibility to represent citizens, but they can only do so if they are informed by, and connected to their constituency. Increasingly, government is being asked to engage citizens in dialogue and problem solving before issues early in the process of decision making. This page will provide tools and techniques for public engagement and involvement with elected bodies of governance.

The **University of Wisconsin's Local Government Center** provides training and guidance in deliberative governance. Their web site contains a range of resources on how to promote public engagement.

The **US Environmental Protection Agency's Public Participation Guidebook** details elements of public participation planning and implementation processes. While designed for environmental groups, the guidebook can also be utilized for a wide range of public participation processes and audiences.

For information on public participation and the values that guide it, see the **International Association for Public Participation**.

****Hosting a Community Conversation ****

Members of the Dane County Board of Supervisors were interested in improving public participation processes utilized by the Board, and to this end hosted a community event called "Community Conversation: Ideas for Dane County's Future." The session was devised as a pilot to test an open public participation process. The pilot session was held in June, 2015 in Middleton (west of Madison). Supervisors invited select participants to represent diverse constituent groups. Participants learned about the role of county government, and then engaged in small group discussions that focused on public input techniques and issues for the county. The planning group developed a manual that provides detail on how to plan and host a community event that invites public participation before an issue becomes divisive, and which provides opportunities for constituents to engage in conversations with each other, and with Supervisors, about new and developing issues. Below are links to the manual, and to the comments from participants at the pilot conversation.

Planning and Hosting a Community Conversation: A How to Manual

Dane County 2015 Community Conversation: Ideas for Dane County's Future

An EEO/AA employer, University of Wisconsin-Madison Division of Extension provides equal opportunities in employment and programming, including Title VI, Title IX, the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act requirements.

Public Engagement Hub

The City of Marshfield public engagement portal is our online platform to help shape the future of our community by listening to your input. Please take a moment to scroll through our projects and surveys, which will greatly help us make better decisions.

For a direct link to our communication hub, click [here](#), or see the portal embed below.





Engage Marshfield

The City of Marshfield is an engagement hub for public dialogue to help us shape the future of our community.

Search projects....

Search

Get updates

Via email

Your email

AND | OR

Text message

Your phone number

Sign up

Past Projects & Surveys



Parks and Recreation Community Needs Assessment Survey

The purpose of the survey is to gather citizen input to help establish priorities for the future development of parks, facilities, programs, and services within the community.

455 144

[View Results](#)

(/d5876)



Do you support local cat declawing? Council discusses a possible creation of an ordinance to not allow cat

declawing.

The Common Council is seeking public input for possibly creating an ordinance not allowing cats to be declawed. The Council will hold a public hearing in the near future, along with analyzing comments...

 977  294

[View Results](#)

(/f6431)



Backyard Chicken Ordinance Survey

The City of Marshfield is looking for public input about the possibility of allowing residents to have backyard chickens on their property.

 1,038  334

[View Results](#)

(/d6617)

Help us learn how you would like to receive information from us through this survey.

Please take a few minutes to fill out this survey, so we can find out how local residents like you want us to distribute information out into the community about your local government. Transparency...

 110  51

[View Results](#)

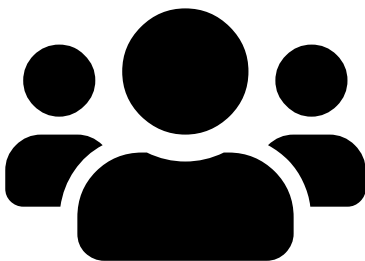
(/A8106)

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[AI Translate](#)

Help us learn how you would like to receive information from us through this survey.

Please take a few minutes to fill out this survey, so we can find out how local residents like you want us to distribute information out into the community about your local government. Transparency is very important to us, so we're looking for your input to help us shape our communication efforts.



Would you be willing to share some information about yourself so we can ensure we're hearing from a broad set of voices?

WHY WE'RE ASKING

This question is closed to responses.

What are the best ways for your local government to share information with you? (Select all that apply)

Social Media	70%
Email	63%
Website	45%
Postal Mail	34%
Text Message	33%
News Release	28%
Virtual/Online Meeting	26%
Newsletter	23%
Mobile App	23%
In-Person Meeting	21%
Public Access TV	19%
Newspaper	18%
Radio	8%
Flyers posted in my neighborhood	5%
Phone Call	4%

Closed to responses | 104 Responses

What are the best ways for you to share your opinion with your local government? (Select all that apply)

Online Form / Survey	71%
Email	56%
Text Message	30%

Item 25. Posting a Comment on Social Media

30%

134

Hard Copy (mailed, dropped off, etc)	19%
In-person private conversation	19%
Phone Call	18%
In-person public testimony or group conversation	15%
Virtual/Online meeting or group conversation	15%
Other, please specify	2%

Closed to responses | 104 Responses

Select the one answer that describes you the best.

Curious - I am curious about what it means to be involved in our local government.	43%
Not Interested - I am not interested in participating in our local government.	31%
Involved - I am actively involved in our local Government	13%
Interested - I am interested in becoming involved in our local government and would like to participate.	13%

Closed to responses | 100 Responses

Place a pin near the closest major intersection from where you live or work.

What topics are important to you? (Select all that apply)

Public safety	74%
Good roads	70%
Recreational activities	58%
Dining	57%
Trails	47%
Recycling	45%
Shopping	45%
Community spaces	37%
Visiting parks	35%
Bike lanes	26%

Closed to responses | 91 Responses

Which department would you like to learn more about?





Parks and Recreation	44%
Economic Development	41%
Communications	29%
Emergency Services	29%

Item 25. Public Works

28% 136

Administration	26%
Utility	23%
Finance	18%
Public Viewer (GIS mapping)	13%

Closed to responses | 82 Responses

Share this     (mailto:?subject=Help%20us%20learn%20how

Powered by PublicInput (<https://PublicInput.com>), the community engagement platform for government.

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