



Common Council Meeting

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

Tuesday, February 06, 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 the
webinar: <https://us06web.zoom.us/j/84127184745?pwd=fFPAz0h792Xvtlh6RN9vKEnqQvWDtg.ASTfp2WdKzVyXT0l>

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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

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CONSENT AGENDA

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

1. Plan and Architectural Review Commission Meeting Minutes from December 11, 2023.
2. Urban Forestry Commission Minutes from October 23, 2023.
3. Approval of Common Council Meeting Minutes from December 5, 2023 and December 19, 2023.
4. Library Trustees Meeting Minutes from December 18, 2023.
5. Library Board Special Trustees Meeting Minutes January 3, 2024.

- [6.](#) Board of Zoning Appeals Minutes from December 7, 2023.
- [7.](#) Park Board Minutes November 15, 2023.
- [8.](#) CDA Meeting Minutes from December 21, 2023.
- [9.](#) Police and Fire Commission Minutes from December 4, 2023.
- [10.](#) Finance Committee Minutes from December 26, 2023.

CITY MANAGER REPORT

STAFF REPORTS

- [11.](#) How an ordinance gets passed. -**City Clerk/Gerber**
- [12.](#) Ordinance on City Council and Committee Records -**City Clerk**
- [13.](#) Surveillance Camera Recording. - **IT**

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.

RESOLUTION

- [14.](#) 2024 Salary Resolution Amendment 2. - **Finance**

CONSIDERATIONS

- [15.](#) Discussion and possible action regarding Interviewing and Appointing of Common Council Applicants for At Large/Even position.- **City Manager**
- [16.](#) Discussion and possible action regarding Interviewing and Appointing of Common Council Applicants for District 1 position. - **City Manager**
17. Oath of Office of Newly Appointed Council Members- **City Clerk**
- [18.](#) Immigration Letter from Common Council.- **City Manager**
- [19.](#) Discuss and possible action regarding increase Share Ride taxi agency fares. -**Finance**
- [20.](#) Discussion and possible action on Items E) Facilitated Discussions and F) Individual Goal Setting, of the Council Action Plan. -**HR**
21. Councilmember Requests for Future Agenda Items or Committee Items. Questions

FUTURE AGENDA ITEMS

22. Staff update on Procurement Policy. - **Finance**
23. Special Assessments for Mobile Home Parks. - **City Manager/Hicks - Q2**
24. **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**
25. Salary Compensation Survey. - **Gerber/Hicks Q2 2024**
26. **Ordinance 2079** an ordinance regarding revisions to Chapter 12.22 Construction Standards Adopted. - **Public Works March 2024**
27. Update on 2024 Gala.-**Chief of Staff Q2**
28. Update on WAFC contract.- **City Manager/Hicks**
29. Review of Staffing Study proposals received by the Police Department.- **PD**

CLOSED SESSION Adjourn to closed session, to **Reconvene in Open Session**, 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:

30.
 1. Review and discuss Transmission Facilities Agreement with Whitewater Solar, LLC for an easement across the Wastewater Facility property.
 2. Review and discuss Agreement with our building inspector, Kahube, LLC d.b.a Municipal Zoning and Inspection Services.

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.
 3. City Manager's Performance Evaluation.

CONSIDERATIONS

31. Discuss and possible action regarding Transmission Facilities Agreement with Whitewater Solar, LLC for an easement across the Wastewater Facility property.
32. Discussion and possible action regarding agreement with Kahube, LLC.
33. Discuss and possible action regarding City Manager's Performance Evaluation.

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.



Plan & Architectural Review Meeting

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

Monday, December 11, 2023 - 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.

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(262) 473-0108.

MINUTES

CALL TO ORDER AND ROLL CALL

Meeting called to order at 6: 00 p.m.

1. Approval of November 13, 2023 Minutes.

Motion made by Councilmember Hicks, Seconded by Board Member Parker.
Voting Yea: Councilmember Hicks, Board Member Parker, Board Memeber Crone, Vice Chairperson Stanek, Chairperson Miller, Board member McCormick, Board Member Weigel

HEARING OF CITIZEN COMMENTS

There were no citizen comments.

PUBLIC HEARING FOR REVIEW AND POSSIBLE APPROVAL

2. Public Hearing Regarding Consideration of Conditional Use Permit (CUP) to allow for Uhaul rentals for Ace Hardware located at 1415 W Main Street, Parcel # /A487200001

Motion was made by Stanek to allow for Uhaul rentals. Crone requested more discussion related to the parking in the front of the building. Planner recommended that the Commission could put limits as they see fit. Hicks asked if Crone would be ok to allow parking on the west side of the building. Crone added condition not to be parked adjacent to the front of the building, along with the other conditions in planners report.

Motion made by Vice Chairperson Stanek, Seconded by Board Member McCormick.
Voting Yea: Councilmember Hicks, Board Member Parker, Board Member Crone, Vice Chairperson Stanek, Chairperson Miller, Board Member McCormick, Board Member Weigel

PLAN REVIEWS

- 3. Conceptual Plan Review of possible subdivision located on Elkhorn Road for Russell Walton Parcel # WUP 00346

The next step for this project would be for a planned development due to the mixed zoning. McCormick asked about Waltons Way. The street and infrastructure will need to be added. Both entrances are on Elkhorn Road. Parker asked about the zoning to the north which is R-3 and about whether this would be parkland or park land fees. Crone asked if it was possible that all new development could pay fees instead of creating parks. Director Marquardt stated that the Park Board has a say in where parks are located. Stanek was concerned about the no minimum lot size within a planned development. Crone would like the developer to create a walkway to the north to get to the park there. The Plan Commission was in favor of the project moving forward.

- 4. Site Plan Review and Possible Approval of Proposed Contractor shops located at the corner of N. Prospect and Endeavor Tax Parcel # 292-0515-3434-001 for Becker & Bolton.

The applicant was not present at the meeting. McCormick asked about the tenants but thought the parking adequate. Crone asked about retail being allowed. Planner was unsure what type of retail if any would be allowed in an M-1. CDA is very excited to see this project. Hicks asked about the driveway and fencing. The fence shown is the silt fence on the plan. Parker asked about parking in front of garage doors could be counted as parking space. Parker noted that some units showed no storage/bathrooms in some of the units. Brienne Brown 156 N Fremont asked about the drainage and plumbing that might allow for distilleries/wineries. There were questions asked that have to be redirected to the applicant. Crone made a motion to table pending the applicant coming in.

Motion to table made by Board Memeber Crone, Seconded by Vice Chairperson Stanek. Voting Yea: Councilmember Hicks, Board Member Parker, Board Member Crone, Vice Chairperson Stanek, Chairperson Miller, Board Member McCormick, Board Member Weigel

FUTURE AGENDA ITEMS

NEXT MEETING DATE

- 5. Next Meeting is January 8, 2024.

ADJOURNMENT

Meeting was adjourned at 6:46 p.m.

Motion made by Vice Chairperson Stanek, Seconded by Councilmember Hicks. Voting Yea: Councilmember Hicks, Board Member Parker, Board Member Crone, Vice Chairperson Stanek, Chairperson Miller, Board Member McCormick, Board Member Weigel

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 Idostie@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.



Urban Forestry Commission

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

Monday, October 23, 2023 - 4:30 PM

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

Urban Forestry Commission
Oct 23, 2023, 4:30 – 6:30 PM (America/Chicago)

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

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MINUTES

CALL TO ORDER

Meeting was called to order at 4:32 p.m. by Sherry Stanek

ROLL CALL

Present: Sherry Stanek, David Stone, Nicholas Alt, Rose Mary Leaver, Patrick Taylor, Bill Chandler, Andrew Beckman Absent: Ryan Tevis Guest Kori Oberle, Dollar Tree Reps, Andrea Lemken and Civil Engineer Andy Gebhart

APPROVAL OF URBAN FORESTRY SEPTEMBER 25, 2023 MINUTES

1. Approval of September 25, 2023 Minutes

Motion by N. Alt second by D. Stone. Passed unanimously by voice vote.

HEARING OF CITIZEN COMMENTS

No Citizen comments.

TREASURER'S REPORT

Balance is \$1,014.09. No action since last month.

STAFF REPORTS

2. **Territorial Oak**

Beckman present that the territorial oak is coming down 10-24-2023. Markers taken down. Traffic Flow was discussed. Wood will be going to City garage storage until plan for playground and possible slice for arboretum (slab size needs to be determined). Largest chunks possibly will be preserved. This will take most of the day.

2024 Terrace Tree Order

Order was put in to secure the Butternut from Johnson’s. We have 48 trees for spring delivery. Will check later about any price update. Butternut is planned for a park not a terrace. Trees ordered are local and varied. No longer mono-cultures.

CONSIDERATIONS / DISCUSSIONS / REPORTS

3. Review and possible approval of the Landscape Plan for Dollar Tree.

Stanek mention that there are only 5 honey locust trees. There is more than a than a 15 ft buffer on all sides. So little detail on plans and city ordinance and landscape guidelines.

Stone: Usually a lot more detail vegetation.

Alt: One type of tree in 5 spots and calling it landscape Doesn’t seem that is not enough.

Dollar tree representative thought they were following all guidelines, but if there is a additional requirements, than would like to see it.

Stanek: Building in wetland area and what are plans to mitigate

Dollar tree: Buy credits from the DNR.

Dollar: Will meet all requirements. If there are additional guidelines then will work with City to do the right thing.

Conclusion: Not approved as is, will work together to make it work.

TREE CITY

4. Tree Sale:

Alt needs to get the last 2 years. Would like to get a number of trees for spring 2024. This past year we sold all but 4 and those were put into parks. The year before we sold out. Would like the ability to do a pre-sale on line as a possible.

Chandler not sure about presale because advertising and delivery. Leaning toward not doing a presale online.

New parks director we can't approved city money. The park director needs to add to the budget.

Stanek: if people want to order tree they can from other sources. Jim wont' all us to use to use his truck to transport trees. Goal of UFC is to get trees into community not to make money, just cover the expenses.

Suggestions for moving forward. Still want community tree sale. Maybe a different date no arbor day and change to a Friday and Saturday.

Alt: Order list has been modified to reflect sales from previous years. Ok to research presale.

Reconsider whether market has been tapped.

Spring and increase adversting with approval of the City.

Alt and Stanek to meet with Park Director.

Northern White Cedar is the densest tree.

Page 18 is cost and trees.

Motion by Taylor to have tree sale with 250 trees to be conducted as in the past, looking for later in spring for pending weather. Pending approval of the City. Second by Alt. Passed unanimously by voice vote.

6. Arboretum Update

Trying to finish up grant needs to be satisfied.

7. Update on Pulse welcome signs

Signs will now be delivered November 4th. Signs paid for. Pulse Company has been difficult to work with.

BIRD CITY

8. 2022 Certification for Bird City Application Discussion

Certification process was discussed. There were a lot of questions about not adding ordinance. City Manager to read resolution regarding Bird City.

NEW BUSINESS

9. Milkweed Protection Discussion
Put off till next time.
10. Protection of oaks from library expansion
Final approval by the planning board has not been done. Protection still possible.

New item for Next Agenda

Funding for fourth purple martin house.

Next Meeting is November 27, 2023

ADJOURNMENT

Meeting was adjourned at 6:05 p.m.

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Minutes

CALL TO ORDER

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

ROLL CALL

Present

Council President Jim Allen

Councilmember Brienne Brown

Councilmember Lisa Dawsey Smith

Councilmember Jill Gerber

Councilmember Neil Hicks

Councilmember Lukas Schreiber

Councilmember David Stone

City Attorney Jonathan McDonnell

City Manager John Weidl

Public Works Director Brad Marquardt

City Clerk Karri Anderberg

Deputy City Clerk Heather Boehm

Administrative Assistant Neighborhood Services Llana Dostie

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

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Motion made by Councilmember Dawsey Smith, Seconded by Councilmember Hicks to approve the Agenda.

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

CLOSED SESSION

- CS-1. Adjourn to closed session pursuant to Wis. Stat. 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and pursuant to Wis. Stat. 19.86 notice of collective bargaining negotiations, to reconvene in open session, Item to be discussed: 1) Discuss Bargaining and Negotiation strategy related to the contract with the Police Union

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

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

Common Council went into closed session at 6:35 pm.

Motion made by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber to come back into open session.

Voting Yes: Council President Allen, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone
Common Council came out of closed session at 6:48 pm.

CONSIDERATIONS

2. Discussion and possible action regarding WPPA Bargaining Contract Agreement
Motion made by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber to approve the WPPA Bargaining Contract Agreement.
Voting Yes: Council President Allen, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone

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 by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber to approve the Consent Agenda.

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

3. Library Board of Trustees Meeting Minutes from October 16, 2023
4. Finance Committee Meeting Minutes from October 10, 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

5. UW-Whitewater Environmental Science 400 Capstone Project on Cravath Lake Cattail - **Park and Rec**
Abi Cappaert, Addison DeShambo and Paige Robinson presented their study of the Impacts of Biodiversity in Cravath Lake as it specifically relates to the removal of cattails.
6. Next Steps regarding the Salary Compensation Survey - **City Manager/HR**

Sara Marquardt presented the next steps of the Salary Compensation Survey. Larry Kachel, (457 South Buckingham Boulevard) wanted to know what other college communities were on the list for the Salary Compensation Survey. He asked Sarah Marquardt if the Platteville, Black River Falls, and Stout were included. She replied that they were. As their average salary per capita in communities like theirs and ours are always lower because we have 8-12 thousand kids that do not make very much money.

7. Job Fair Metrics - **HR**

Sarah Marquardt presented October 26, 2023 job fair sponsored by the Latino Academy of Workforce Development, designed to connect an underserved group of population. We saw 47 individuals gave out 42 pamphlets of how to get a job with the city in Spanish and 10 English. There were about 13 other organizations that participated as well as the following employees, Bea Aranda, Officer Saul Valadez, Taylor Zeinert and Araceli Wence. Also noted that we need to step up our SWAG for the next job fair.

HEARING OF CITIZEN COMMENTS

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Jeff Knight (405 Panther Ct). He is hoping the City Council will include the Revenue Sharing that we got from the state and is concerned about it being lost next year, on a future Common Council Agenda.

Larry Kachel (457 South Buckingham Boulevard) He is concerned that his tax bill went up and that for the first time in 20 years, , and maybe ever, the average taxpayer and the community residential taxpayer, that got the property tax bill, they're paying more on their tax bill towards the city than towards the school district. Just two years ago, the portion of the tax bill was approximately, the portion that goes to the school district was about 56% higher. School district's budget is much bigger than the city. I looked at my trends but I'm using my personal property taxes and I'm using five of yours that are all available online. Two I'm not using are one is Jefferson County and one is a renter and I couldn't get the same information for Jefferson County or renter who don't directly pay it. But since 2021, our portion of mine and the five of you, our taxes for the city portion of the bill have gone up an average of 30%. School district has gone down. There's a lot of other things come into it, but the savings on the bill last year was due to the school district. and had nothing to do with the city. The city's portion of the bill last year went up considerably. We just happen to go down more. We have \$3 million, I think, that you've kind of sort of approved for the expansion coming down the road. I think there's talk about raising the upper brackets for income of your staff. A number I've heard is somewhere between 8 and 16%. And all sorts of spending the lake increased spending and that you're gonna have on the lake in the future. More public safety spending, you have tips to deal with and the problem with the tips if they're not done

properly is you buy, say I buy a million dollar property, pay a million dollars for it, I'm increase the value up to three million dollars and I get TIF money. That two extra million dollars does not go back to the property tax payers, either through the school district or to the city until that TIF loan is paid back. So it's very important when you're doing TID financing, we've got all the TID registers wide open, it's kind of a scary thing to be looking at. You don't want to be going down a cliff on it. We already have some of the highest water bills in the area. We need to be careful. This is again predominantly the school district portion of an individual's tax bill was 50, if I go back 15 years, it was about 90% higher than what it was for the city and we've got a lot of spending coming up and frankly it's a bit alarming. Thank you.

RESOLUTION

8. 2024 Salary Resolution

Finance Director Blitch Recommended that the staff seeks to improve the living wages by 8.2% for the lowest earning and those most vulnerable employees, especially considering the increasing cost of food and services like daycare.

Councilmember Gerber stated that she prepared a memo about her concern of transparency to the council. Motioned that the 2023 salary resolution be carried over until the 2024 salary resolution can be brought back to council with a supporting salary compensation study is approved by council.

Motion made by Councilmember Gerber, Seconded by Council President Allen.

Voting Yes: Council President Allen, Councilmember Gerber, Councilmember Hicks

Voting Nay: Councilmember Brown, Councilmember Dawsey Smith, Councilmember Schreiber, Councilmember Stone

Councilmember Dawsey Smith motioned to approve the 2024 salary resolution as presented with the wage range adjustment 8.2%

Motion made by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.

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

Voting Nay: Councilmember Gerber, Councilmember Stone

ORDINANCES

First Reading

9. **Ordinance 2078** an ordinance amending section 1.21.010 Schedule of Deposits to provide for a bond amount for violations of Title 20 Property Maintenance - **Neighborhood Services**

Building and Zoning Administrator Allison Schwark and City Attorney McDonnell worked together to put this bond schedule together so that we can proceed with issuing citations when necessary through the police department so we need a bond schedule.

Councilmember Stone is concerned that the \$250 for first offense is too much. He would like to see a written notice of violation first. Allison confirmed they are given multiple opportunities to come into compliance with warning letters and re-inspection fees, and

then our last opportunity for compliance is issuing this citation. when we'll move forward and issue that citation.

Motion to approve the bond schedule was made by Councilmember Hicks, Seconded by Councilmember Dawsey Smith.

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

10. Ordinance 2079 an ordinance regarding revisions to Chapter 12.22 Construction Standards Adopted - **Public Works**

Public Works Director Marquardt explained that the public works committee was working on the Sidewalk Ordinance that is outdated. The Public Works Committee is suggesting that the city pay 50% and the homeowner pay the other 50% to repair sidewalks for trip hazards.

Councilmember Stone made a motion for the city to pay 100% of the cost.

Motion made by Councilmember Stone, Seconded by Councilmember Hicks.

Voting Yes: Councilmember Schreiber, Councilmember Stone

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

Council President Allen made a motion that we follow the guidelines as put forward by the public works department, 50/50 city and homeowner.

Motion made by Council President Allen, Seconded by Councilmember Gerber.

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

Voting Nay: Councilmember Stone

Councilmember Dawsey Smith made a motion to have the second reading of this ordinance not until at least the second meeting in January.

Motion made by Councilmember Dawsey Smith, Seconded by Councilmember Brown.

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

CONSIDERATIONS

11. Discussion and possible action regarding Lakes Advisory Committee Appointment - City Manager

Motion was made to approve the applicants, Carol McCormick, Kurt Zipp, Elvira Kau, Ginny Coburn, Geoff Hale and Gayle Stettler as alternate, as proposed by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.

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

Councilmember Stone

12. Discussion and possible action regarding Axon Service Contract - **Police**

Police Chief Meyer seeking approval to proceed with a five-year contract for new body cameras. The funds for this contract were included in the 2024-2025 budget. The department evaluated quotes and demos from three major body camera companies—Axon, G-TAC, and Motorola. While the hardware of all three was similar, Axon stood out due to its superior back-end software for redaction and evidence management. The attached quotes reveal that Axon's cost is mid-range among the three, but it includes tasers for all staff, which would have been a separate request. Axon also reduced their quote by \$7,000 through negotiation. The request is for approval to proceed with the five-year Axon contract.

Motion to approve Axon Service Contract was made by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.

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

13. Discussion and possible action regarding Flock Service Contract- **Police**

Police Chief Meyer requested approval to proceed with a service contract for nine additional Flock automated license plate reader cameras. This extension from the previous meeting also includes relocating one existing camera to a more advantageous location for the expansion. The service contract is considered a single source procurement due to the compatibility of the existing cameras. The estimated cost previously mentioned was \$54,000, but there was an oversight, and the total cost is now \$58,100, including a \$750 relocation expense. He suggests the option to reduce the contract to eight cameras to stay under the previously discussed \$54,000, but their preference is to keep it at nine for better strategic positioning.

Motion to approve the Flock Service Contract as proposed was made by Councilmember Dawsey Smith, Seconded by Councilmember Hicks.

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

14. Discussion and possible action regarding the Proposed Nonconforming Use Agreement for Keinbaum Iron & Metal. Tax Property Id # /A76200001 - **City Attorney/Neighborhood Services**

City Attorney McDonell explained that he conducted research on the issue raised by Lisa regarding non-conforming use and its applicability to the land. They found that the law of non-conforming use dictates that such uses continue with the land once established and can be maintained until discontinued. The speaker suggests including language from

ordinance 19.46.060 in the contract, clarifying that non-conforming use will cease to exist if there's a 12 consecutive month discontinuance.

Councilmember Dawsey Smith made a motion to recommend approval of the proposed non-conforming use agreement with the inclusion of municipal code for non-conforming use as well as the clarification for the proper zoning classification for that extra piece.

Motion made by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber. Voting Yes: Council President Allen, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone.

15. Discussion and possible action on DOT-Regulated Employee Alcohol Misuse Prevention & Anti-Drug Policy - **HR**

HR Director Marquardt explained upon reviewing HR files, it was evident that the organization wasn't compliant with federal and state guidelines for CDL drivers. To address this, a comprehensive policy has been presented, covering prohibited conduct, consequences, testing, queries, and training in alignment with federal and state regulations. The policy underwent reviews by the city attorney in October and the safety committee in November.

Motion was made to approve the policy by Councilmember Dawsey Smith, Seconded by Councilmember Schreiber.

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

16. Discussion and possible action regarding the timeline of a council action plan to address Common Council self-governance- **Common Council/HR**

HR Director Marquardt provided a timeline as requested and introduced the availability of Roberts Rules during the public portion of the agenda. The timeline is divided into two parts for each meeting. The suggestion is to bring specific items to each meeting, such as trainings, workshops, onboarding processes, and discussions on the Good Governance Handbook. She emphasizes that the proposed structure is flexible, and the governing body has the freedom to tailor it to their preferences.

Motion to approve the Action Plan Timeline was made by Councilmember Stone, Seconded by Councilmember Dawsey Smith.

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

17. Councilmember Requests for Future Agenda Items or Committee items. Questions Councilmember Gerber would like to discuss bringing back the motorhome ordinance.

Councilmember Hicks would like see the request from Councilmember Gerber about the letter to the federal government regarding asking for additional funds for the immigrants in the city.

Motion to adjourn made by Councilmember Stone, Seconded by Councilmember Brown.
Voting Yea: Council President Allen, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone

FUTURE AGENDA ITEMS

18. Window Ordinance - **City Clerk/PD - December**
EnterTextHere
19. Code enforcement and Zoning Services contract with Municipal Code Enforcement - **City Manager/HR - December/January**
20. Staff update on Procurement Policy - **Gerber/Attorney - Q1 2024**
21. Training for newly elected and appointed officials - **Dawsey Smith - April/May 2024**
22. Hiring a temporary, hourly assistant to the city manager - **Allen -TBD**
23. Special Assessments for Mobile Home Parks - **City Manager/Hicks - Q2**
24. Mill Rate Update - **Finance - December**
25. Changes to the Good Governance Manual - **Gerber - December**
26. **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**
27. Salary Compensation Survey - **Gerber/Hicks Q2 2024**

ADJOURNMENT

Motion to adjourn made by Councilmember Stone, Seconded by Councilmember Brown.
Voting Yes: Council President Allen, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Gerber, Councilmember Hicks, Councilmember Schreiber, Councilmember Stone

Adjourned at 8:37 pm

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

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



Common Council Meeting

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

Tuesday, December 19, 2023 - 6:30 PM

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

Please click the link below to join the webinar:

https://us06web.zoom.us/j/88588059829?pwd=TMJLmvo-goL1KGC-l-pDIQUOG1ZlBA.-M7-Z7lf69r0H-_L

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

Webinar ID: 885 8805 9829

Passcode: 153993

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

Minutes

CALL TO ORDER

The meeting was called to order at 6:29 by Council President Allen.

ROLL CALL

Present

Council President Jim Allen

Councilmember Brienne Brown

Councilmember Jill Gerber

Councilmember Neil Hicks

Councilmember David Stone

City Attorney Jonathan McDonell

City Manager John Weidl

Public Works Director Brad Marquardt

City Clerk Karri Anderberg

City Clerk Heather Boehm

Absent

Councilmember Lisa Dawsey Smith

Councilmember Lukas Schreiber

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.

Motion made to approve the Agenda by Councilmember Hicks, Seconded by Councilmember Brown.
Voting Yes: Council President Allen, Councilmember Brown, Councilmember Gerber, Councilmember Hicks, Councilmember Stone.

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 the Consent Agenda by Councilmember Brown, Seconded by Councilmember Hicks.

Voting Yes: Council President Allen, Councilmember Brown, Councilmember Gerber, Councilmember Hicks, Councilmember Stone.

1. Expedited Approval of the Following Items, per City Staff Recommendation:
2. Approval of Common Council Meeting Minutes from November 7, 2023.
3. Public Works Committee Meeting Minutes from November 14, 2023.
4. Police and Fire Commission Meeting Minutes from May 10, 2023.
5. Police and Fire Commission Meeting Minutes from August 22, 2023.

6. Financial Report for November 2023.

CITY MANAGER REPORT

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

7. Loss of MSP payments and MOU with UW Whitewater for reimbursement of dispatch services. - **City Manager**
City Manager Weidl gave overview regarding the cancelled Memoranda of Understanding (MOUs) between the City of Whitewater and the University of Wisconsin-Whitewater (UWW), particularly focusing on the effects on Municipal Services Payments (MSP).
8. Update on Mill Rates - **Finance**
Director of Finance, Rachele Blich, gave an update on Mill Rates and how they are established by local government entities, contingent upon their fiscal requirements.
9. Code enforcement update - **Neighborhood Services**
Allison Schwark from Municipal Code Enforcement, LLC gave a presentation about what her company, Municipal Code Enforcement, LLC, was contracted to do for the City of Whitewater and what that looks like going in 2024.
Council President Allen asked about anonymous complaints and the box to check is quite small. Allison stated that she can take care of that. She also stated that she is not giving complainant information out unless an open records request is made, but if check anonymous, the name will stay anonymous.
Councilmember Gerber asked if Allison will be keeping regular office hours here in the City of Whitewater and she stated that is something she would be happy to do so that the general public could come in and talk to her.

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.

Lynn Binnie (1315 Satinwood Lane) Stated our Cable Channel 990 was not live streaming. Media staff were working on getting that back online.

Chuck Mills (336 Whitney) Stated he wanted to thank the council for everything they have done and he thinks you should be proud of what you've done this year and with the election coming up he wanted to let the council know he was voting for them.

RESOLUTIONS

10. Amendment of the 2024 Salary Resolution - **Finance**

Finance Director Rachelle Blich went over the 2024 Salary Resolution amendment that would raise the bottom of salaries by 8.2% and the top of the salary range by only 3.2% instead of the top being 8.2% as stated in the original resolution.

Motion to approve the 2024 Salary Resolution amendment was made by Councilmember Hicks, Seconded by Councilmember Brown.

Voting Yes: Councilmember Brown, Councilmember Gerber, Councilmember Hicks, Councilmember Stone, Council President Allen.

ORDINANCES

First Reading

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

Building and Zoning Administrator Allison Schwark went over the current ordinance 19.51.180. This new ordinance would make it permissible to park or store a recreational vehicle, camper, trailer, watercraft or boat and boat trailer on private property on the side or rear yard on hard surface.

Sharon Reigstad (1694 Turtle Mound Lane) read the following letter written by her and her husband, Ron Slapinski:

To Whitewater Common Council:

We moved here about four and a half years ago. I received a master's degree here 25 years ago, and I thought this would be a good place to retire as I enjoyed the city. That was a mistake. We are extremely disappointed and look forward to moving to another city sometime soon.

Three years ago we bought an RV and parked it in the driveway, nine months had passed without incident. Then we got a notice from the city that it could not be parked on the driveway.

To meet city requirements, I parked the RV alongside my garage, thinking that there were no further objections and that the issue had been resolved. Again, three years have passed.

On October 30, 2023, we got a notice from Ben Jacobs, the CVSO, that we were not to park on the lawn area and that we were to move it away 5 feet from the property line next door.

We were then ordered to correct the violation by December 1, 2023. We called Mr. Jacobs asking for further explanation. We also checked with my neighbor next door, and he had no objection to the RV being close to his property. Ben Jacobs came by and checked to see if there was any fire hazard and confirmed with the neighbor that it was "OK" with him to leave the RV where it was. Again, we had assumed and confirmed with Ben Jacobs that this matter was now resolved.

On Friday, November 24, I picked up my mail around 4 PM and received a letter dated November 21 from Allison Schwark, code enforcement officer. In the letter, she stated that the property was inspected on November 19 and we had until December 1st to correct the violation. That notice gave us only six days to move the RV which we had parked there for over three years. I again checked with my next-door neighbor, and he had no objection to my RV being next to his property, where it is. Ben Jacobs also checked to see if the neighbor objected, and he said "No". A signed statement to this is available upon request.

We are aware of the current proposal of Ordinance 2070. We are asking the city for an exception to the ruling as we have been there for three years with no issue. It is not an eyesore, there is no fire or safety hazard and my neighbors are not objecting to the RV near his property.

We have driven around the city and found multiple vehicles and trailers that need to comply. Pictures are available upon request.

To move the RV especially this time of the year is highly inconvenient. We have no place to put it!

Furthermore, the letter from Alison Schwark was abusive. She gave us only one week to move the RV. Furthermore, she threatened me with fines of up to \$400.

Why has this become a problem after three years?

We need to keep the RV plugged in for the batteries. We also need access to the RV as we go in and out throughout the year packing and preparing for long trips. So why should we be so inconvenienced because someone did not like to look at the RV? As of now, I have no place else to park the RV, I am unsure of moving it on icy roads.

The RV and the towing truck have two different independent braking systems. This requires driving skills and expertise that I do not have. Finding a commercial place to store it at this time of year, will be challenging. Furthermore, it will cost about \$100 a month for storage. All this inconvenience and expense just to pacify some people who don't want to look at it? It's not an ugly RV. It is new and well-maintained.

Our backyard is inaccessible for the RV making it impossible to move to that location. The same scenario applies to many other residents of Whitewater.

We also object to the hard surface requirement. Again, why? How? We maintain our property and keep the grass trimmed with a weed-whacker. What exactly is a hard surface? How is it going to be enforced? Does the hard surface have to be permanent? What is hard enough? Is the hard surface just for the wheels; or the entire trailer surface? Does the hard surface have to be under the tongue as well?
We, or future owners may wish to plant grass

there, but it would then be scarred permanently with a hard surface. Again, we maintain our property. If the Council is concerned about appearances, why not cite the people who don't trim or mow their grass?

Who is serving whom? Is the government the serving people or are the people serving the government? This is an example of why some people object to too much government. Attack the ugly areas, not the RV out of a clean, well-maintained yard and a taxpaying retired public servant!

We have discussed this issue with 5 other RV owners. Three residents are reluctant to come to this meeting as they are afraid of retribution or repercussions from the city! We have discussed this issue with 5 other RV owners. How shameful that people are afraid of their local government. I have heard quite a few stories of abuse and harassment from city enforcement.

We understand the council's intentions of beautifying the city. That is all well and good. But, "beauty" or "ugliness" is in the eye of the beholder. We feel the RV is quite beautiful as it is and where it is. You cannot legislate "beauty" or ugliness; just as you cannot legislate morality.

Are you going to legislate how high or low hedges should be? How many Christmas decorations should be or should not be? What about pruning trees? What if there are dead branches? What about people who don't mow their lawns? How often do they have to mow? Snow shoveling? What about unpainted houses? What colors must they be? Where does the city control stop?

The many Whitewater citizens that I have talked to all consider this ruling ridiculous and abusive including a member of law enforcement. Ultimately, we may hire an attorney to see if there is a way to prevent this.

Please grandfather us in, it is the only fair thing to do.

Councilmember Stone would like Ordinance 2080 to match 19.51-180 (e) to match regarding boat parking in front of house for person with disabilities. Allison suggested making that to include all truck, trailer, mobile home, equipment parking April through November.

John Cook (517 S Elizabeth) Stated he was concerned that parking in the back yard would rut up the side yard getting he RV, Boat etc back to the back yard pad. Side yard would be easiest to park his RV

Carl Stoll (445 Pleasant St) Stated that the side yard was voted on back in September/October to remove it from the ordinance, so he believes the motion should be add back in. The other thing he is concerned about it that the way he sees it, this is written is with the mindset of a cookie cutter house/property. A lot of homes including his, do not face the street. He is concerned the council will have their hands full with complaints. In certain situations, you're asking them to invest thousands of dollars to make pads and not only that to do it, there's another hurdle of them getting the pads approved as well.

Ron Slapinski (1694 Turtle Mound Lane) Stated he is concerned about too much government interfering. He doesn't want to ruin the surface on the side yard with pavement or asphalt. When he moves away or someone else buys his house, now they're stuck with a blank spot right there and it's really scarring the area and the beauty instead of enhancing it. Well you know we move away, they don't want to put grass there. So again, he's frustrated with so much government interfering with our personal lives. He thinks this is ridiculous.

Council President Allen made a motion to eliminate the side yard. No second motion was made. Motion died on the floor.

Brian Shannon (441 S Buckingham Boulebard) Asked if the pad had to extend to the full back of the vehicle or to the back of where the tires end? Councilmember Hicks stated that is what they are proposing is cleaning up the wording to say it does not need to cover the entire vehicle it would just need to be where the wheels are sitting but also a continuous hard surface as to not rut the yard while driving over dirt from the pads to the driveway.

Councilmember Hicks made a motion to add side yard back in and definition of improved surface to include what was on page 138, which would include pavers and removing the 5 feet from lot line requirement for the pad with the exception that the adjacent property owners need to sign off. Also allowing unoccupied house trailer, motor home, unoccupied camp trailer, boat trailer, trailers for all terrain vehicles (ATVs) or snowmobiles, and all other private residential-type trailers to park in the front driveway, April through November, if the homeowner has a disability, to allow that person reasonable access. Councilmember Hicks would also like to add to the motion to clean up associated zoning such as what John mentioned on page 139 section C.

Motion made by Councilmember Hicks, Seconded by Councilmember Stone.

Voting Yes: Councilmember Brown, Councilmember Gerber, Councilmember Hicks, Councilmember Stone, President Councilmember Allen.

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

Chief Meyers stated the current ordinance 5.20.030 the window part of it was difficult to enforce properly. He wants to ensure cleaning up ordinance so that exterior windows are clear glass and have a clear vision zone.

Motion made by Councilmember Gerber, Seconded by Councilmember Hicks to approve 2081 as presented.

Voting Yes: Councilmember Brown, Councilmember Gerber, Councilmember Hicks, Councilmember Stone, Council President Allen.

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

Building and Zoning Administrator Allison Schwark suggested to clean up Title 20 to be consistent with Title 19. She suggest that the same changes that were made to Title 19, be made to title 20.

Motion made by Councilmember Stone, Seconded by Councilmember Hicks.

Voting Yes: Councilmember Brown, Councilmember Gerber, Councilmember Hicks, Councilmember Stone, Council President Jim Allen.

Councilmember Gerber asked for clarification on reinspection fees and if they run a calendar year or start over. Building and Zoning Administrator Allison Schwark explained that the re-inspection fees build up continuously if it's an ongoing open enforcement item, once that enforcement item is closed out or we're addressing something new, we would start over.

Second Reading

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

Building and Zoning Administrator Allison Schwark explained this is a bond schedule that attorney McDonell put together for the title 20 property maintenance ordinance so that if and when we need to issue municipal citations we can. It is the same version you saw at the first reading and no changes were made. Councilmember Stone questioned how much time between violation and citation. Building and Zoning Administrator Allison Schwark explained depends on violation.

Motion made to approve the bond schedule by Council President Allen, Seconded by Councilmember Stone.

Voting Yes: Councilmember Brown, Councilmember Gerber, Councilmember Hicks, Councilmember Stone, Council President Allen.

Recess taken at 7:55 pm

Meeting back in session at 7:59 pm

CONSIDERATIONS

15. Discussion and possible action regarding the cancellation of January 2, 2024 meeting. - **Common Council**
15 and 16 were approved as a part of the consent agenda.
16. Discussion and possible action regarding appointment of 2024-2025 Election Inspectors (Poll Workers)-**City Clerk**
15 and 16 were approved as a part of the consent agenda.
17. Discussion and possible action regarding approval of a Junk Dealers License - Triple J Salvage, LLC DBA Kienbaum Iron & Metal - **City Clerk**
City Clerk Anderburg explained that Kienbaum had a junk dealer license approved back in May 2023 but that only runs with the owner and because they are changing owners, a new Junk Dealers license needs to be approved. She recommends approving license.
Motion made to approve the license by Councilmember Hicks, Seconded by Councilmember Brown.
Voting Yes: Councilmember Brown, Councilmember Gerber, Councilmember Hicks, Councilmember Stone, Council President Allen.
18. Discussion and possible action regarding Board of Zoning Appeals appointment - **City Manager**
City Manager Weidl suggested that Mr. Wesolek would be a good fit for the Board of Zoning Appeals appointment. Councilmember Stone wants to see application and due to technical difficulties it was not included in the Agenda Packet and asked that this be postponed until January 16, 2024 meeting when application was included in packet.
19. Discussion and Possible Action regarding granting an easement to WE Energies across property owned by the Wastewater Utility. - **Public Works**
Public Works Director Marquardt explained that WE Energies is looking for an easement across the driveway that enters into the wastewater facility. It is for the purpose of serving John's Disposal's new office complex. Public Works met last week and recommended approval to the Council.
Motion to approve the easement was made by Council President Allen, Seconded by Councilmember Brown.
Voting Yes: Councilmember Brown, Councilmember Gerber, Councilmember Hicks, Councilmember Stone, Council President Allen
20. Discussion and Possible Action regarding Strand Task Order 23-10 to prepare a DNR Urban Non-Point Source and Stormwater Construction Grant application - **Public Works**
Public Works Director Marquardt explained that the Task order was not in the packet due to it being password protected but asked the Council to look at the map and explained that this was just to get the Grant Application started. Councilmember Hicks asked if the

tree to the east could be saved. Director Marquardt suggested that once the design process starts he will look into that.

Motion to approve Strand task order 23-10 was made by Councilmember Hicks, Seconded by Councilmember Brown.

Voting Yes: Councilmember Brown, Councilmember Gerber, Councilmember Hicks, Councilmember Stone, Council President Allen.

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

Public Works Director Marquardt explained the project would include asphalt replacement on Pearson Lane, Pearson Court, Meadowview Court. We would be looking to chip seal streets in the Parkcrest subdivision. That would be the streets off of Tratt Street in the northwest part of the city. We also look at putting an asphalt sealant on the new asphalt surfaces at the wastewater facility and repaving a multi-use path in the Prairie Village development. Estimated cost for this task order is \$18,600. Public works didn't meet last week also and we're recommending approval to the council.

Motion to approve Strand task order 23-11 made by Councilmember Hicks, Seconded by Councilmember Brown.

Voting Yes: Councilmember Brown, Councilmember Gerber, Councilmember Hicks, Councilmember Stone, Council President Allen.

Councilmember Brown would like to see these two Task orders in January 16, 2024 Council meeting packet.

22. Discussion and possible action regarding possible retention of outside legal counsel for the ethics committee - **City Clerk/HR**

HR Director Marquardt explained that the Ethic's Committee may ask for legal council at their upcoming meeting on December 22, 2023. Attorney McDonell has a conflict of interest, she suggests an Attorney from Von Briesen.

Motion was made to approve the Attorney from Von Briesen by Councilmember Brown, Seconded by Councilmember Hicks.

Voting Yes: Councilmember Brown, Councilmember Hicks, Councilmember Stone, Council President Allen.

Voting Abstaining: Councilmember Gerber

23. Discussion and possible action regarding employee bonuses - **Finance**

Finance Director Blich explained the different options outlined in the packet.

Councilmember Hicks motioned to approve option 2, Councilmember Gerber second the motion. Councilmember Stone motioned that there be an ammendment that employees under a year get \$100.00 and part-time employees under a year get \$50.00.

Councilmember Brown second.

Motion made by Councilmember Stone, Seconded by Councilmember Brown.
Voting Yes: Councilmember Brown, Councilmember Gerber, Councilmember Hicks,
Councilmember Stone, Council President Allen.

24. Discussion and possible action regarding Letter to Elected Officials Requesting Resources to Address Impacts of Immigration - **Police**

Police Chief Meyer asked the Council to read his letter and suggest anything else he needed to include. His letter to elected officials is requesting resources to address the impacts of immigration. The Council discussed the recipients of the letter, including President Biden, Vice President Harris, DHS Secretary Mayorkas, Congressman Steil, Senators Johnson and Baldwin, Representative Fitzgerald, and possibly the Governor. There is a suggestion to include points about the legalization of driver's licenses and municipal court numbers related to registered vehicles.

Some members express concerns about tracking immigration-related statistics and propose additional points, such as mentioning the police budget and the city being a college community. The idea of having the entire council sign the letter for more impact is suggested. The process of finalizing and obtaining signatures is discussed, with the possibility of having two separate letters – one from the city manager and one from the Council. The importance of showing good faith in applying for federal assistance is acknowledged. Future agenda items are proposed to continue the discussion and draft additional letters on related topics.

25. Discussion and possible action on Items A-Training and B-Documentation and Communication of the Council Action Plan - **HR**

HR Director Marquardt went over Items A-Training and B- Documentation with Council Item A involves discussing potential action steps, training, and documentation for the council action plan. The discussion includes proposed trainings, their frequency, and participants. There is a suggestion to have the city clerk conduct training every other year for new elected officials and department directors, with NeoGov trainings being optional. The discussion also includes considerations for the onboarding process, including topics and timing.

Item B focuses on documentation and communication, specifically the Good Governance Manual. The suggestion is to revise and update the manual, incorporating useful examples and potentially setting up a special meeting to discuss changes. The idea of distributing the manual to committees and boards is discussed. Additionally, there is a suggestion to provide elected officials with a book on Robert's Rules of Order and explore obtaining ethics-related handouts from conferences.

The conversation covers various aspects of training, documentation, and communication strategies for the council action plan.

26. Councilmember Requests for Future Agenda Items or Committee items. Questions
Councilmember Brown would like special meeting to go over the Good Governance manual.

Councilmember Gerber would like discuss and potentially take action on the publication of ordinance changes before council meetings.

Councilmember Hicks would like a update on the status of the Aquatic center negotiations.

FUTURE AGENDA ITEMS

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

CLOSED SESSION

Motion made to enter into closed session by Councilmember Stone, Seconded by Councilmember Hicks. Voting Yes: Councilmember Brown, Councilmember Gerber, Councilmember Hicks, Councilmember Stone, Council President Allen.

Enter into closed session at 8:52 pm.

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

Motion made to reconvene into Open Session by Councilmember Stone, Seconded by Councilmember Hicks.

Voting Yes: Councilmember Brown, Councilmember Gerber, Councilmember Hicks, Councilmember Stone, Council President Allen.

CONSIDERATIONS

Entered back into open session at 9:30 pm.

No action taken from closed session.

34. Discussion and possible action regarding hiring an attorney from Von Briesen that the Common Council shall retain for personnel matters. - **Allen/HR**
- No action taken.

ADJOURNMENT

9:31 pm Motion made by Councilmember Stone, Seconded by Councilmember Hicks.
Voting Yes: Councilmember Brown, Councilmember Gerber, Councilmember Hicks, Councilmember Stone, Council President Allen.

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

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

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.



Library Board of Trustees Special Meeting

Cravath Lakefront Room, City Administration Building
312 W Whitewater Street Whitewater, WI 53190

Wednesday, January 03, 2024 - 4:30 PM

AGENDA

CALL TO ORDER at 4:30 pm.

ROLL CALL

Present: Doug Anderson, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orłowski, Jaime Weigel, Sally Berndt

Absent: Kathy Retzke

Staff: Diane Jaroch

Guests: Karol Kennedy

APPROVAL OF AGENDA

A committee member 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.

MSC Anderson/Diebolt-Brown to approve the Agenda.

Ayes: Doug Anderson, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orłowski, Jaime Weigel, Sally Berndt

EXECUTIVE SESSION

Adjournment into Closed Session **NOT 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."

1. Item to be discussed:
 - a) Library Director Interview

MSC Orlowski/Diebolt-Brown to adjourn into closed session.

Roll Call Vote

Ayes: Doug Anderson, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Jaime Weigel,
Sally Berndt

Adjourned into closed session at 4:32 pm.

ADJOURNMENT

Adjourned at 5:54 pm.

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.

Minutes respectfully submitted by Alyssa Orlowski on January 3m 2024.



Board of Zoning Appeals Meeting

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

Thursday, December 07, 2023 - 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.

MINUTES

CALL TO ORDER

Meeting was called order at 6:17 p.m.

ROLL CALL

Beverly Stone

Patrick Taylor

John Nelson

Lee Loveall was by phone

SECRETARY PRESENTS CASE TO BE HEARD

1. Applicant: RLA Properties
Property: 315 W. James Street
Relative Code: 19.15.060 Yard Requirements Side yard of 10 feet.
Variance Requested: To place new structure on old structure location that is only 4.5 feet from side property line.

This matter was not heard due to a lack of quorum available to hear this matter. This matter was postponed to a later date.

2. Applicant: Jes Cisneros
Property: 421 Indian Mound Parkway
Applicable Code: 19.06.120-Fence Height
Variance Requested: To exceed the 4 foot height in street yard.

PRESENTATIONS

The applicant presented his case seeking the variance due to the loudness of the street noise along Walworth Avenue. He stated that it is affecting his family's health. He also presented that there are at least three other properties who have six-foot high fences along the street side.

Planner presented her reasons for denying the permit. The side facing Walworth Avenue would be considered a street yard. This property is unique in that it has three street facing yards.

Board members questioned whether the proposed fence would create a vision triangle issue. Planner confirmed that the location of the proposed fence does not create any type of vision triangle issues. Board members also asked given the large road right away and that fact the his property line ends at the sidewalk whether this yard could be considered a street yard.

Taylor motioned to allow for the variance to be granted with a second from Nelson. Ayes: Stone, Taylor, Nelson and Loveall. Motion passed unanimously.

ADJOURN

Meeting was adjourned at 7:00 p.m.

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.



**Parks and Recreation Board Minutes
Wednesday, November 15, 2023 – 5:30 pm
Cravath Lakefront Room
312 W. Whitewater Street
Whitewater, WI 53190
Hybrid Meeting**

1. Call to Order and Roll Call

Present: Kathleen Flemming, Dan Fuller, Stephanie Hicks, Mike Kilar, Megan Matthews, Ben Prather, Steve Ryan, David Stone, Deb Weberpal. Absent: Korie Oberlie
Staff: Michelle Dujardin, Jennifer French, Hunter Karnitz, Kevin Boehm, Brad Marquardt
Guest: Larry Kachel

2. Approval of Minutes from September 20, 2023

Motioned by David Stone. Seconded by Mike Kilar. Ayes: Flemming, Fuller, Hicks, Kilar, Matthews, Prather, Ryan, Stone, Weberpal. Absent: Oberlie

3. Hearing of Citizen Comments

No Comments

4. Staff Reports

a. Director's Report

i. Kevin Boehm

1. Kevin talked about his first 30 days and how he's enjoying working with the Parks and Rec staff and learning the community and parks.
2. He has been spending a large amount of time over at the Aquatic Center to see everything in person to better address and solve any issues.
3. Bike Committee was repealed; there will be an advisory subcommittee of the Park Board

b. Sports and Aquatic Center

i. Hunter Karnitz

1. Hunter further explained all the finished items from the September State Inspection that were cleared up.
2. Brought up the membership payment issues that have occurred with using RecDesk at the WAFC.

3. Birthday Parties are being restructured to try to avoid any payment issues that have been occurring lately. He also mentioned discussing with Rosa's Pizza to create a birthday party pizza package as part of a partnership with them.
4. Little Dribblers and Shooting Stars basketball instruction programs are currently running on Saturday mornings at the High School.

c. Event Programs and Lakes Update

i. Michelle Dujardin

1. Michelle discussed the upcoming Christmas Parade and the pallet tree program.
2. Stevie is back!
3. She is very pleased with the After School Program staff—said they are “flourishing”.
4. Letters with Santa will be on again this year. Drop box for letters will be at the front doors of City Hall.
5. Lakes Report: Michelle, City Manager John Weidl, and Councilmembers Jill Gerber and Jim Allen went on boat lake tour with the DNR
6. Dredging started October 30th. There is too much garbage in the collected materials from dredging that we cannot dump it at the compost site, so it was dumped at the old dog park. Dredging should be done at the end of November. The next phase of dredging will be in 2024, possibly spring time when the cattails are smaller and may be cheaper to dredge.

d. Senior Programs

i. Jennifer French

1. The Senior Center had a Packers vs Vikings game event. Although the Packers lost, the seniors had a good time.
2. The Senior Center also had an “After Dark” Halloween Party with interactive activities and games.

5. Considerations/Discussions/Reports

a. Discussion and possible action regarding Starin Park Underground Detention Basin

- i. Public Works Director Brad Marquardt discussed a few new options for the underwater detention basin. The two location options were either directly under Kachel's Youth Field, or in the area between Kachel's Youth Field and the parking lot. He mentioned there would need to be eight (8) man holes for access to the tanks, so those would need to be placed throughout the ball field.
- ii. Steve Ryan was concerned about any odor and the safety of the manhole covers. Marquardt said there shouldn't be any odor and the manhole covers require a specific tool to remove them.

- iii. Stephanie Hicks asked about replanting trees over the basin when complete and to look for ones that can grow in shallow soil.
 - iv. Marquardt mentioned the Clean Water Funds and how there was a very low interest rate and he hopes that 50% of the cost would be covered. Estimated cost of the project is \$3.5 Million. The remaining amount after the Clean Water Funds would be shared between the City and University of Wisconsin-Whitewater. The City's share is estimated to be \$570,000.
- b. Steve Ryan called for a "Reluctant Approval" motion of the "Least of All Evils" for the underwater detention basin: based on Figure 1407.088 of the Agenda. Dan Fuller seconded the motion. Ayes: Flemming, Hicks, Kilar, Matthews, Stone, Weberpal. Absent Prather (lost Zoom connection), Oberlie

6. Future Agenda Items

- a. David Stone brought up the idea of handicap playground equipment for Starin Park.

7. Adjournment

- a. Motioned by Steve Ryan at 6:50pm, followed by a unanimous Aye from all board members: Flemming, Fuller, Hicks, Kilar, Matthews, Prather, Ryan, Stone, Weberpal. Absent: Oberlie.

Respectfully Submitted,

Hunter Karnitz
Hunter Karnitz



Community Development Authority Board of Directors Meeting (In-Person & Virtual)

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

Thursday, December 21, 2023 - 5:30 PM

MINUTES

CALL TO ORDER: Chairman Singer called the meeting to order at 5:30 p.m.

ROLL CALL: PRESENT: Joe Kromholz, Patrick Singer, Lukas Schreiber, Jeff Knight, Thayer Coburn. ABSENT: Jim Allen, Jon Kachel. STAFF PRESENT: Calli Berg (Economic Development Director); Kristen Fish-Peterson (CDA Consultant); Brad Marquardt (Director of Public Works); Bonnie Miller (CDA Administrative Assistant).

APPROVAL OF AGENDA: Moved by Boardmember Schreiber and seconded by Boardmember Knight to approve the Agenda. AYES: Singer, Kromholz, Schreiber, Coburn, Knight. NOES: None. ABSENT: Kachel, Allen. Motion passed 5-0.

DECLARATION OF CONFLICT OF INTEREST. Would any member(s) of the Board wish to declare any known conflict of interest with the items presented on today's CDA Board Agenda? None.

WELCOME AND INTRODUCTION: Economic Development Director Calli Berg was introduced and welcomed by the Board, followed by brief comments from ED Director Berg. [Note that Board Member Jon Kachel joined the meeting at 4:38 p.m.].

HEARING OF CITIZEN COMMENTS: None.

APPROVAL OF MINUTES: Moved by Kromholz and seconded by Kachel to approve the Minutes of the November 16, 2023 CDA Meeting as presented. Motion passed by unanimous roll call vote (6).

ACKNOWLEDGMENT OF FINAICAL STATEMENTS. Moved by Coburn and seconded by Schreiber to acknowledge the Financials for the period ending November 30, 2023. Motion passed by unanimous voice vote (6).

ACTION ITEMS.

Discussion and possible action regarding appointment of CDA Executive Director. Moved by Boardmember Knight and seconded by Boardmember Schreiber to appoint Economic Development Director Calli Berg to act as the Executive Director of the CDA. It was noted by Chairman Singer that the CDA Board provides the Executive Director with policy direction, and the CDA Executive Director reports to the City Manager. [Noted that Boardmember Jim Allen joined the meeting virtually at 5:43 p.m.] Motion passed by unanimous roll call vote (7).

UPDATES & DISCUSSION.

Update regarding Commercial Rehabilitation Grant/Loan Program. Ms. Fish-Peterson provided a brief overview of the proposed Commercial Rehabilitation Grant/Loan Program being developed by staff, followed by a summary of the results from the meeting that was held with representatives of local banks regarding their level of interest in participating in the proposed Commercial Rehabilitation Grant/Loan Program.

Discussion regarding potential purchase of property located at 108 W. Main Street (Tax Parcel No. /WUP 00257A) and 216 E. Main St. (Tax Parcel No. /TRA 00003) owned by Jelaine Goehl and Jane Henry. Chairman Singer deferred discussion of this item to be taken up as scheduled in Closed Session at Item #7.

EXECUTIVE SESSION: Moved by Chairman Singer and seconded by Boardmember Knight to adjourn to Closed Session, TO RECONVENE, pursuant to Wisconsin Statutes 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:

6. Consideration and possible action regarding Down Payment Assistance Loan Application No. 001 pursuant to the terms of the Affordable Housing Policy.
7. Consideration and possible action regarding Offer to Purchase 216 E. Main St. (Tax Parcel No. /TRA 00003) and Offer to Purchase 108 W. Main St. (Tax Parcel No. /WUP 00257A) owned Jelaine Goel and Jane Henry.
8. Discussion and possible action regarding TIF Development Agreement between the City of Whitewater and JM Meadowview LLC regarding Mound Meadows project.
9. Discussion and possible action regarding TIF Development Agreement between the City of Whitewater and US Shelter Homes LLC regarding Mound Meadows project.

Motion passed by unanimous roll call vote.

RECONVENE INTO OPEN SESSION: Moved by Schreiber and seconded by Kachel to reconvene into open session to take action on closed session item(s). Motion passed by unanimous voice vote.

Moved by Knight to approve the Down Payment Assistance Loan Application No. 001 regarding the property at 345 S. Whiton Street. Motion seconded by Kromholz. Roll Call: AYES: Schreiber, Knight, Coburn, Kachel, Allen, Kromholz, Singer. NOES: None. ABSENT: None. Motion passed.

Moved by Coburn and seconded by Schreiber to approve the Offer to Purchase 216 E. Main Street (0.29 acres) for a purchase price of \$65,000. Roll Call: AYES: Kachel, Allen, Singer, Kromholz, Schreiber, Coburn. NOES: Knight. ABSENT: None. Motion passed.

Moved by Coburn and seconded by Schreiber to approve the Offer to Purchase 108 E. Main Street (Baker Building) as negotiated by City Staff at a purchase price of \$110,000 including the building on .17 acres. Roll Call AYES: Kromholz, Schreiber, Coburn, Singer. NOES: Knight, Kachel, Allen. Motion passed.

Moved by Knight and seconded by Schreiber to approve the JM Meadowview LLC Development Agreement. Roll Call: AYES: Singer, Kromholz, Allen, Kachel, Coburn, Knight, Schreiber. NOES: None. ABSENT: None. Motion passed.

Moved by Knight and seconded by Schreiber to approve the U.S. Shelter Homes I, L.L.C. Development Agreement regarding the Mound Meadows Project. Roll Call: AYES: Kachel, Allen, Singer, Kromholz, Schreiber, Coburn, Knight. NOES: None. ABSENT: None. Motion passed.

ECONOMIC DEVELOPMENT ACTIVITIES UPDATE: Ms. Fish-Peterson provided a brief overview of projects currently in development by Staff. Anderson Commercial Group brought the City two separate Offers: (1) Offer to Purchase Lot 8B in the Industrial Park, and (2) Offer to Purchase Lot 1B located on Bluff Road. The City has an accepted Offer and fully-executed Development Agreement from Larry Chapman for the A-1 Packaging Project on Lot 8B that was approved by the Plan & Architectural Review Commission (PARC). The City has approved and executed the Aldi's Development Agreement, and we are awaiting Aldi's execution. The Becker & Bolton project was tabled. The Mound Meadows (Meadowview) project is scheduled for the PARC Meeting on January 8, 2024 for Conditional Use approval, preliminary and final approval of the Re-Plat of Mound Meadows Subdivision, and site plan review. Notices have been sent to adjoining home owners. Russell Walton has submitted a conceptual review for a housing development on Elkhorn Road. Next step is to submit a development plan and Specific Implement Plan (SIP) for review by PARC.

Economic Development Director Calli Berg provided a brief overview of a proposed new business pitch contest to be held in cooperation with UW-Whitewater. The CDA would be the fiduciary sponsor of the event and work with participants to prepare them for the contest and subsequent follow-up support for the winner. Ms. Berg also announced a proposed January vision workshop for the CDA Board via a publicly-noticed meeting.

FUTURE AGENDA ITEMS:

- Kromholz requested a strategic planning and vision statement from Director Berg.
- Knight requested that the CDA to do an open house event with landowners represented on the CDA's entitled Potential Development Map.

ADJOURNMENT: Motion to adjourn by Kromholz and seconded by Schreiber was approved by unanimous voice vote. Chairman Singer adjourned the meeting at approximately 6:15 p.m.

Respectfully submitted,

Bonnie Miller, Recorder

Minutes approved at the January 18, 2024 CDA Board Meeting.



Police & Fire Commission Meeting

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

*In Person and Virtual

Monday, December 04, 2023 - 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 click the link below to join the webinar:

Police & Fire Commission Meeting

Dec 4, 2023, 6:00 – 8:00 PM (CST)

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

<https://meet.goto.com/430445381>

You can also dial in using your phone.

Access Code: 430-445-381

United States: +1 (571) 317-3122

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

AGENDA

CALL TO ORDER

The meeting was called to order at 6:01 PM by Commissioner Jerry Grant

ROLL CALL

PRESENT

Commissioner Jerry Grant

Commissioner Beverly Stone

Commissioner Mwita Binagi

Commissioner Marissa Aranda

Police Chief Daniel Meyer

Assistant Fire Chief Ryan Dion

Support Services Manager Sabrina Ojibway

ABSENT

Commissioner Tom Miller

APPROVAL OF AGENDA

A commissioner 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 commissioners to be implemented. The agenda shall be approved at each meeting even if no changes are being made at that meeting.

Motion made by Commissioner Binagi, Seconded by Commissioner Aranda to approve agenda.

Voting Yes: Commissioner Grant, Commissioner Stone, Commissioner Binagi and Commissioner Aranda.
Motion passed.

CONSENT AGENDA

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

Motion made by Commissioner Aranda, Seconded by Commissioner Binagi to approve consent agenda.

Voting Yes: Commissioner Grant, Commissioner Stone, Commissioner Binagi and Commissioner Aranda.
Motion passed.

1. Approval of Minutes from May 10th, 2023 and August 22nd, 2023.

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.

There were no citizen comments

NEW BUSINESS

2. **Recognition of Police & Fire Commission Member Dr. Glenn Hayes for his service to the City of Whitewater.**

A plaque was presented to Dr. Glenn Hayes for his dedicated service as a member of the Whitewater Police & Fire Commission from 2015 through 2023.

3. **Police & Fire Commissioner Document Review**

a. PFC Code of Ethics

Members of the Commission in attendance read and signed the Police & Fire Commission Code of Ethics form.

b. PFC Processes

Members of the Commission in attendance reviewed proposed changes to the Police & Fire Commission processes to include responsibilities and expectations for Whitewater Police Department hiring, promotional, resignation, disciplinary, termination and complaint processes. In the Sworn Position New Hire Section, changes were made to reflect that the FTO and Command Staff interviews were combined in an effort to streamline and shorten the hiring process. There will no longer be a polygraph assessment conducted on new hires. In the Suspension or Demotion and Termination of Employment Sections, changes were made to reflect that a request for a hearing should be submitted in writing to the Chief of Police in working through the process with a labor attorney. The Chief of Police will then make notification to the PFC President regarding the request for a hearing.

Motion made by Commissioner Binagi, Seconded by Commissioner Aranda to approve the proposed changes to the PFC Processes.

Voting Yes: Commissioner Grant, Commissioner Stone, Commissioner Binagi and Commissioner Aranda. Motion passed.

REPORTS**4. Police Chief's Report****a. Personnel Update**

Dispatcher Emma Girling started on September 11th, 2023 and Community Service Officer Liam Fritz started on October 18th, 2023. School Resource Officer Michele Martin will be returning to patrol, the assignment is anticipated to be filled by Officer James Garcia around January 1st, 2024. With the impending resignation of Detective Lieutenant Shane Brandl mid-January 2024, there is a promotional process currently being run to fill that vacancy. Currently, there is one dispatch vacancy that still remains.

b. Training Update

High Risk Vehicle Contacts (HRVC) training was conducted on August 28th – 29th to provide all sworn staff with the state's updated model. Gas Mask fit testing completed by all sworn staff at Whitewater National Guard Armory the week of August 28th. Tactical Response training was completed by all sworn staff September 13th -15th. On November 9th, Lieutenant Nick Borchardt and Detective Justin Brock provided all WWUSD staff with active threat training

c. Community Engagement Update

On September 12th, PD staff attended "Pick a Day, Come and Play" at Washington Elementary. Lakeview Elementary hosted the Kiwanis Cops 'N Kids book reading on October 5th. Sworn officers read to two Kindergarten and First Grade classes. Officers

answered student questions about law enforcement and provided each student with a free book.

The PD hosted a Drone demonstration at the City Market on October 17th.

Multiple presentations have been held regarding the impacts of Demographic Change in the City of Whitewater:

1. October 19th: Walworth County Republican group
2. November 10th: Roundtable with Senator Ron Johnson and Representative Bryan Steil
3. November 14th: UWW College Republicans group
4. December 4th: Meeting initially scheduled with Walworth County Democratic group was pushed back to a later date

d. Equipment Update

Flock Safety ALPR Camera Installation – Grant funding was used to purchase a two-year service agreement with Flock Safety for the installation of three automated license plate reader (ALPR) cameras. The cameras were installed at strategic locations in the City and our staff are completing training in use of the Flock software program. These cameras will alert the police department of stolen vehicles that pass by the cameras and will be utilized as an investigative tool.

The Whitewater Professional Police Supervisors Association (WPPSA) union ratified their Collective Bargaining Agreement which received Common Council approval. The Whitewater Professional Police Association (WPPA) union ratified their Collective Bargaining Agreement and the Common Council will review for approval at the December 5th Council meeting.

The Wisconsin Law Enforcement Accreditation Group (WILEAG) accreditation on-site is scheduled for June 18-20, 2024.

Chief Meyer reviewed a PowerPoint presentation regarding the demographic changes within the City of Whitewater and the subsequent impacts that it has had on the police department in regards to proactive police work. Topics touched on were the impacts on traffic enforcement, increase in interpretation costs and potential solutions in the form of technology and increased staff levels.

On November 21st, 2023, the Common Council voted to approval additional resources to be directed to Police Department outside of the 2024-25 City Budget process. These funds will be used strategically in the following ways:

1. \$50,000 has been pre-funded for a staffing study. An RFP will be created to have a firm complete the study in the first quarter of 2024. All aspects of Police Department staffing will be included and this is a precursor to a potential referendum.

2. \$65,000 has been pre-funded for a firm to complete work related to a law enforcement staffing referendum. This would be dependent on the outcome of the staffing study.
3. Approximately \$54,000 has been allocated for an additional 9 Flock automated license plate reading (ALPR) cameras. This will allow the police department to have all major entrances to the City covered by these cameras, and will greatly increase investigative capabilities.

5. Fire Chief's Report

a. Personnel Update

The Whitewater Fire Department had three Paid on Call resignations since the last meeting. Firefighter Jon Brock, Firefighter Justin Sachse, and EMT Brody Fiedler. Resignations were due to schedule conflicts in their personal lives. Assistant Fire Chief Dion also reported one FTE resignation. Sylvia Netemeyer is leaving to explore different career options that did not require working as many nights/weekends. Currently there are internal interviews being conducted for Paid on Call membership, as the application period is always open. There will be internal interviews for the open full time position this week.

b. Training Update

To date, the fire department has amassed over 1100 fire training hours for the year. This is independent of EMS training. This is due in large part to the successful referendum and the presence of full-time staffing. Members of the department are able to train during the duty day when not answering calls for service. Assistant Fire Chief Dion is still working with ALDI to be allowed access to the old Hawk Bowl property to conduct door-breaching training prior to demolition.

c. Community Engagement Update

The fire extinguisher prop has been a success. The Whitewater Fire Department has conducted half a dozen training sessions since putting the prop in service approximately two months ago. Recipients of the training have been adult senior care facilities, various industries and community groups such as 4-H. Outreach activities include: Fire Prevention Week PSAs and school visits, football game EMS standbys, station visits/tours, community race/5k standbys and Trick-or-Treat activities.

EXECUTIVE SESSION

Adjourn to Closed Session, TO RECONVENE, pursuant to Wisconsin Statutes 19.85(1)(C) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which governmental body has jurisdiction or exercises responsibility." Items to be discussed:

6. **Presentation of EMT/Firefighter Paid On Call Candidates for Certification**
 - Interview of FTE EMT/Firefighter Candidate**
 - Interview of Detective Lieutenant Candidate**

Motion made by Commissioner Aranda, Seconded by Commissioner Stone to go into closed session.

Voting Yes: Commissioner Grant, Commissioner Stone, Commissioner Binagi and Commissioner Aranda. Motion passed.

The Police & Fire Commission went into closed session at 6:40 PM

RECONVENE INTO OPEN SESSION

Motion made by Commissioner Stone, Seconded by Commissioner Aranda to go into open session.

Voting Yes: Commissioner Grant, Commissioner Stone, Commissioner Binagi and Commissioner Aranda. Motion passed.

The Police & Fire Commission went into open session at 7:33 PM

7. Announcement Of Recommendation Concerning Whitewater Fire Department Certification Process

Motion made by Commissioner Binagi, Seconded by Commissioner Aranda to approve the appointment of Brigette Peachey to the position of Paid on Call Paramedic, effective October 3rd, 2023. This appointment is subject to the successful completion of a 12-month probationary period

Voting Yes: Commissioner Grant, Commissioner Stone, Commissioner Binagi and Commissioner Aranda. Motion passed.

Motion made by Commissioner Aranda, Seconded by Commissioner Binagi to approve the appointment of Dustin Schneider to the position of Paid on Call Firefighter, effective October 4th, 2023. This appointment is subject to the successful completion of a 12-month probationary period

Voting Yes: Commissioner Grant, Commissioner Stone, Commissioner Binagi and Commissioner Aranda. Motion passed

Announcement Of Recommendation Concerning Whitewater Fire Department Hiring Process

Motion made by Commissioner Stone, Seconded by Commissioner Aranda to approve the appointment of Matthew Rollins to the position of FTE Firefighter/EMT, effective November 5th, 2023. This appointment is subject to the successful completion of a 12-month probationary period

Voting Yes: Commissioner Grant, Commissioner Stone, Commissioner Binagi and Commissioner Aranda. Motion passed.

Announcement Of Recommendation Concerning Whitewater Police Department Promotional Process

Motion made by Commissioner Aranda, Seconded by Commissioner Binagi to recommend and endorse the promotion of Patrol Lieutenant Jacob Hintz to the rank of Detective Lieutenant.

Voting Yes: Commissioner Grant, Commissioner Stone, Commissioner Binagi and Commissioner Aranda. Motion passed

FUTURE AGENDA ITEMS AND MEETING DATE

It was proposed to hold a Special Session meeting during the week of January 15th, 2024 for the purpose of interviewing a Patrol Lieutenant candidate.

ADJOURNMENT

Motion made by Commissioner Binagi, Seconded by Commissioner Aranda to adjourn. Motion passed by voice vote.

Voting Yes: Commissioner Grant, Commissioner Stone, Commissioner Binagi and Commissioner Aranda. Motion passed

Meeting adjourned at 7:38 PM

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

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



Finance Committee Meeting

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

Tuesday, December 26, 2023 - 5:00 PM

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

Please click the link below to join the webinar:

12/26/2023 Finance Committee Meeting

Dec 26, 2023, 5:00 – 6:00 PM (America/Chicago)

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

<https://meet.goto.com/982280285>

You can also dial in using your phone.

Access Code: 982-280-285

United States: +1 (872) 240-3212

Get the app now and be ready when your first meeting starts:

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

AGENDA

CALL TO ORDER

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

ROLL CALL

Present: Lisa Dawsey-Smith, David Stone

Absent: Jill Gerber

Additional Attendees: Finance Director Rachelle Blich

CONSENT AGENDA

*Motion made by David Stone, Seconded by Lisa Dawsey-Smith to approve consent agenda. Voting Yes:
David Stone and Lisa Dawsey-Smith. Absent: Jill Gerber*

1. October 12, 2023 Finance Committee Meeting Minutes
2. October 16, 2023 Finance Committee Meeting Minutes
3. October 24, 2023 Finance Committee Meeting Minutes
4. November 28, 2023 Finance Committee Meeting Minutes

HEARING OF CITIZEN COMMENTS

None.

CONSIDERATIONS / DISCUSSIONS / REPORTS

5. November 2023 Financials

Blicht explained there was nothing noteworthy with the November 2023 financials and Dawsey-Smith added it's a continuation of the trends we've been seeing for the past couple of months. Stone had a couple of questions regarding the budgeted vs. actual for public safety and also the total insurance/risk management costs. Blicht agreed to follow up on those items.

FUTURE AGENDA ITEMS

6. Compensation Study

7. Policy Review

ADJOURNMENT

Motion made by David Stone, Seconded by Lisa Dawsey-Smith to adjourn. Voting Yes: Lisa Dawsey-Smith, David Stone Absent: Jill Gerber

The meeting adjourned at 5:07 p.m.

December 26, 2023

I am writing to provide you with an overview of the process through which an ordinance progresses from committee consideration to becoming official, including the steps involving the Council agenda and publication in the local paper. Understanding this process is crucial for effective communication and transparency in the legislative procedures of our municipality.

1. ****Committee Review:****

- The journey of an ordinance typically begins in a committee. The relevant committee conducts a thorough review, holds hearings, and may make amendments to the proposed ordinance.

2. ****First Reading on Council Agenda:****

- After committee review, the ordinance is scheduled for its first reading on the Council agenda. During this reading, the ordinance is introduced, but no final action is taken. Council members may ask questions or propose further amendments.

3. ****Second Reading on Council Agenda and Final Vote:****

- Following the first reading, the ordinance proceeds to a second reading on the Council agenda. This is when the Council has the opportunity to debate the ordinance further and make any final amendments. If too many changes are needed ordinance can go for a third or even fourth vote. For example ordinance 2063 (parking by the middle school) and 2075 (short term rental)

4. ****Public Notice and Publication:****

- Once the Council is satisfied with the ordinance, public notice is typically given, and the ordinance is published in a local newspaper or other official publication. This provides the public with an opportunity to be informed about the upcoming changes.

5. ****Effective Date:****

- The ordinance becomes official after publication in the paper.

It is important to note that variations in this process may exist depending on local ordinances, state laws, or specific Council rules. Keeping stakeholders and the public informed at each stage of the process contributes to transparency and encourages civic engagement.

Heather Boehm
City Clerk

2.08.100 Publication, construction and effect of ordinances.

- (a) All general ordinances of the city and all regulations imposing any penalty shall be published in the official paper of the city once and shall be immediately recorded, with the affidavit of publication, by the city clerk in a book kept for that purpose. A printed copy of any such ordinance or regulation in any book, pamphlet or newspaper, and published or purporting to be published therein by direction of the city council shall be prima facie proof of due passage, publication and recording thereof.
- (b) Ordinances shall be placed on the agenda and approved by the common council twice during two different council meetings. The ordinance will not be adopted until the second approval. All ordinances shall take effect and be in force from and after passage and publication, unless otherwise provided, and published copies thereof have appended the date of first publication.
- (c) The publication of all the ordinances of the city, as compiled by the city attorney, printed in either pamphlet or book form, is expressly authorized.
- (d) The copies of ordinances, as printed and contained in this code shall be admitted in all courts and on all other occasions in the state as evidence according to and as provided by Wis. Stats. § 327.04.

(Ord. No. 1764A, § 1, 5-4-2010)



Council Agenda Item

Meeting Date:	February 6, 2024
Agenda Item:	Ordinance on City Council and Committee Records
Staff Contact (name, email, phone):	Heather Boehm hboehm@whitewater-wi.gov 262-473-0102

BACKGROUND

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

Ordinance 15.124.010 City Council and Committee Records explains what records pertaining to City Council and Committees should be kept and for how long.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Ordinance 15.124.010 City Council and Committee Records.

Chapter 15.124 CITY COUNCIL AND COMMITTEE RECORDS

Sections:

15.124.010 City council and committee records.

The following public records may be destroyed after the expiration of the designated retention period:

<u>Records</u>	<u>Period of Retention</u>	<u>SHSW Notice</u>
Minute books	Permanent	N/A
Audio tapes	CR + 1 year; 90 days if made solely for the purpose of drafting the minutes	W
Ordinances	Permanent	N/A
Resolutions	Permanent	N/A
Ordinance book	Permanent	N/A
Affidavits of publication	CR + 3 years	W

(Ord. 1370 §1(part), 1997).

MEMORANDUM

www.whitewater-wi.gov
Telephone: (262) 473-1391
Fax: (262) 222-5901

To: John Weidl, City Manager
Rachelle Blitch, Financial and Administrative Services Director
From: Tim Neubeck, IT Director
Date: 1/18/24
Re: City Surveillance System Overview

Per your request, I am reviewing the City's surveillance system. There are 4 DVR devices which can hold a total of 20 cameras and was deployed between 2013 and 2015; however, only 69 of the 80 available cameras are allotted with 3 of those never having been in operation due to power and connectivity issues on the corner of Main & Franklin Streets. 3 others are currently inoperable due to the cold/ice but are in locations that are not accessible at this time. Some devices are on normal operation where they record constantly, whereas some are on alarm and only record if movement is detected. I have discovered some devices will keep recordings longer than specified if there is extra room on the device. Currently, some devices are keeping up to 90 days' worth of data, but that is because the majority of those cameras' settings are set to alarm only but are supposed to keep 30 days' worth of data. Higher end cameras with infrared that we have deployed can cost up to \$2,500 for a base model to replace while most indoor models range from \$400 - \$1,000. Below is the minimum days data is kept in the following areas.

- 20 days
 - Treyton Field and surrounding areas
 - WAFC pool areas
 - Streets Department front gate
 - Water Department internal & external cameras
- 30 days
 - WAFC fitness areas
 - WAFC front desk & hallways
 - Wastewater plant internal & external cameras
 - ILYPL internal & external cameras
 - City Hall internal & external cameras
 - Police Department internal & external cameras
 - SITP internal cameras
 - Street intersection

After having reviewed policies and emails from my predecessor, I cannot determine a reason why some camera data is kept longer than others besides that is what the department wants,

what IT arbitrarily decided, or the limitations of the DVR system; however, I suspect it is an amalgam of all three. While many of the cameras themselves are older models, the recordings are dictated by the DVR system. Staff is creating a policy based on a need for a holistic surveillance system policy. The Police Department has separate policies that outline the retention periods in the recording of police interviews, drone footage, or automated license plate reader cameras that have retention periods set by state law. Once the current system is replaced in the coming years, staff anticipates having conclusive ranges surveillance data is kept rather than being at the mercy of existing hardware and software. Staff anticipates this upgrade to happen before 2027.



Council Agenda Item

Meeting Date:	February 6, 2024
Agenda Item:	Salary Resolution Amendment 2
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

BACKGROUND

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

We have conducted a thorough review of the salary resolution and identified the following items that require updates:

- *Lifeguards we moved to the same classification as the Desk Staff. Salaries are already in alignment with this range.
- *Bailiff should remain at a flat rate of \$25.00.
- *Chief Election Inspectors should remain at a flat rate of \$13.00.
- *Election Inspectors should remain at a flat rate of \$11.00.
- *EMS/Fire All Call should remain at a flat rate of \$30.00.
- *Rental Attendant should remain at a flat rate of \$25.00.
- *Sports Officials should stay at \$20.00-\$35.00 per game.
- *WIAA Sports Officials should remain at \$70.00 per game.

- *EMS Chief was formerly established as a fixed rate, now requires modification to a variable pay range.
- *Fire Inspector EMT/Firefighter was formerly established as a fixed rate, now requires modification to a variable pay range.
- *Programming and Makerspace Librarian should align with the Youth Educational Services Librarian position; change from non-exempt to exempt and align salary range (refer to Wisconsin Hours of Work and Overtime attachment). This will result in approximately an addition \$700 in wages for 2024.
- *Neighborhood Services Director and Officer positions are being eliminated.
- *Program Attendant positions eliminated.
- *Desk Staff Lead combined with Head Lifeguard range.
- *EMT Basic/Advanced/Paramedic/Firefighter’s lower range needs to remain at \$16.00 to allow for those who only have firefighter credentials.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

- 12/5/2023, 2024 Salary Resolution approved by Common Council
- 12/19/2023, 2024 Salary Resolution Amendment 1 approved by Common Council

FINANCIAL IMPACT

(If none, state N/A)

The proposed change to the Programming & Makerspace Librarian position will have a \$700 impact.

STAFF RECOMMENDATION

These changes are necessary to align with the current staffing structure.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. 2024 Salary Resolution Amendment 2, Proposed
 2. 2024 Salary Resolution Amendment 1, Approved (for reference)
 3. Programming & Makerspace Librarian Job Description
 4. Youth Education Services Librarian Job Description (for reference)
 5. Wisconsin Department of Workforce Development Information Sheet
-

City of Whitewater
2024 Salary Resolution Amendment 2-Proposed

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

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

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

Position	Department	FTE	FLSA Status	Minimum Hourly	Maximum Hourly	Minimum Annual	Maximum Annual
Accountant	Finance and Administrative Services	1.0	Non-Exempt	\$26.89	\$38.44		
Accounting Technician II	Finance and Administrative Services	1.0	Non-Exempt	\$20.33	\$25.00		
Activity Instructors	Parks and Recreation		Non-Exempt	\$9.37	\$12.68		
Activity Leaders / Lifeguards & WSI Aide	Parks and Recreation		Non-Exempt	\$10.83	\$14.12		
Administrative Assistant I - Records Technician	Police	2.5	Non-Exempt	\$20.33	\$25.00		
Administrative Assistant I - Utilities	Department of Public Works	1.0	Non-Exempt	\$20.33	\$25.00		
Administrative Assistant I- Neighborhood Services	Neighborhood Services	1.0	Non-Exempt	\$20.33	\$25.00		
Administrative Assistant I-CDA	Administration	1.0	Non-Exempt	\$20.33	\$25.00		
Administrative Assistant I-Deputy Clerk	Administration	1.0	Non-Exempt	\$20.33	\$25.00		
Adult Program Coordinator	Parks and Recreation	1.0	Exempt			\$43,014.44	\$51,044.53
Aquatic Coordinator	Parks and Recreation	1.0	Exempt			\$40,934.13	\$51,989.20
Assistant Library Director	Library	1.0	Exempt			\$58,722.54	\$72,217.30
Assistant Parks, Recreation, & Community Events Director	Parks and Recreation	1.0	Exempt			\$57,056.66	\$78,275.09
Athletic Program Coordinator	Parks and Recreation	1.0	Exempt			\$40,934.13	\$51,989.20
Bailiff	Municipal Court		Non-Exempt	\$25.00	\$25.00		
Captain	Police	1.0	Non-Exempt			\$101,959.73	\$105,051.91
Certified Instructors	Parks and Recreation		Non-Exempt	\$18.15	\$24.55		
Chief Election Inspectors	Administration		Non-Exempt	\$13.00	\$13.00		
City Clerk	Administration	1.0	Exempt			\$58,722.54	\$72,217.30
Clerk of Court (Part-time)	Administration	0.75	Non-Exempt	\$20.33	\$25.00		
Communications Coordinator	Police	1.0	Non-Exempt	\$24.64	\$32.25		
Community Service Officer	Police	1.0	Non-Exempt	\$13.01	\$18.41		
Comptroller	Finance and Administrative Services	1.0	Exempt			\$67,236.66	\$82,689.57
Customer Service Specialist	Library	3.2	Non-Exempt	\$16.45	\$20.24		
Desk Staff & Lifeguards	Parks and Recreation		Non-Exempt	\$11.71	\$18.41		
Desk Staff Lead	Parks and Recreation	0.5	Non-Exempt	\$17.56	\$20.76		
Detective	Police	2.0	Non-Exempt	\$38.46	\$39.04		
Detective Lieutenant	Police	1.0	Non-Exempt	\$40.30	\$41.72		
Director of Public Works/City Engineer	Administration	1.0	Exempt			\$93,538.88	\$114,278.29
Dispatcher / Records Communications Aide I	Police	6.5	Non-Exempt	\$22.40	\$29.31		
Dispatcher / Records Communications Aide II	Police	6.5	Non-Exempt	\$21.33	\$24.82		
Economic Development Director	Administration	1.0	Exempt			\$91,970.00	\$103,200.00
Election Inspectors	Administration	0.0	Non-Exempt	\$11.00	\$11.00		
EMS /Fire All Call	Fire and EMS		Non-Exempt	\$30.00	\$30.00		
EMS Chief	Fire and EMS		Non-Exempt	\$36.06	\$40.87		
EMT Basic/Advanced/Paramedic/Firefighter	Fire and EMS		Non-Exempt	\$16.00	\$25.80		
Facility Maintenance I	Parks and Recreation	2.0	Non-Exempt	\$27.83	\$32.21		
Facility Maintenance II	Parks and Recreation		Non-Exempt	\$22.21	\$26.81		
Finance and Administrative Services Director	Finance and Administrative Services	1	Exempt			\$93,538.88	\$114,278.29
Fire Inspector EMT / Firefighter	Fire and EMS		Non-Exempt	\$26.44	\$31.25		
First Assistant Chief	Fire and EMS	1.0	Exempt			\$87,091.18	\$94,079.94
Foreman (Lead)	DPW	1.0	Non-Exempt	\$31.74	\$36.88		
GIS Analyst	Neighborhood Services	1.0	Non-Exempt	\$22.08	\$27.17		
Head Lifeguard/Front Desk Lead	Parks and Recreation		Non-Exempt	\$14.51	\$18.41		

City of Whitewater
2024 Salary Resolution Amendment 2-Proposed

Position	Department	FTE	FLSA Status	Minimum Hourly	Maximum Hourly	Minimum Annual	Maximum Annual
Human Resources Administrator	Finance and Administrative Services		Non-Exempt	\$20.33	\$25.70		
Human Resources Manager	Finance and Administrative Services	1.0	Exempt			\$61,735.31	\$80,779.89
Intern	Administration		Non-Exempt	\$10.82	\$15.48		
Information Technology Support Technician	Finance and Administrative Services	1.0	Non-Exempt	\$27.83	\$32.21		
IT Director	Finance and Administrative Services	1.0	Exempt			\$79,590.33	\$102,705.01
Lab Assistant	Wastewater	0.25	Non-Exempt	\$12.33	\$14.27		
Laborer I	Streets/Parks/Forestry	8.0	Non-Exempt	\$27.83	\$32.21		
Laborer I - Mechanic	Streets/Parks/Forestry	1.0	Non-Exempt	\$27.83	\$32.21		
Laborer II	Streets/Parks/Forestry		Non-Exempt	\$22.21	\$26.81		
Lead Operator	Wastewater/Water	2.0	Non-Exempt	\$31.74	\$36.89		
Library Director	Library	1.0	Exempt			\$75,747.64	\$93,158.23
Lieutenant	Police	4.0	Non-Exempt	\$40.30	\$41.72		
Media Coordinator	Administration	1.0	Non-Exempt	\$16.45	\$20.24		
Media Producer	Administration	1.0	Non-Exempt	\$12.10	\$18.41		
Neighborhood Services Director	Neighborhood Services	1.0	Exempt			\$73,743.02	\$95,160.34
Neighborhood Services Officer	Neighborhood Services	0.5	Non-Exempt	\$13.01	\$18.41		
Outreach Services Specialist	Library	1.2	Non-Exempt	\$18.69	\$22.99		
Parks & Recreation Director	Parks and Recreation	1.0	Exempt			\$75,747.64	\$93,158.23
Patrol Officer	Police	14	Non-Exempt	\$30.60	\$37.18		
Patrol Officer In Training	Police		Non-Exempt	\$22.95	\$23.52		
Program Attendants	Parks and Recreation		Non-Exempt	\$8.76	\$10.38		
Programming and Makerspace Librarian	Library	1.0	Exempt			\$48,623.92	\$59,798.52
Chief of Staff	Administration	1.0	Exempt			\$54,465.32	\$66,983.77
Recreation & Community Events Manager	Parks and Recreation	1.0	Exempt			\$54,465.32	\$66,983.77
Rental Attendant ²	Parks and Recreation		Non-Exempt	\$25.00	\$25.00		
School Resource Officer (SRO)	Police	1.0	Non-Exempt	\$38.46	\$39.04		
Seasonal Laborer	Streets/Parks/Forestry		Non-Exempt	\$12.10	\$17.92		
Sports Officials ³	Parks and Recreation		Non-Exempt	\$20.00	\$35.00		
Streets, Parks & Forestry Superintendent	Streets/Parks/Forestry	1.0	Exempt			\$75,747.64	\$93,158.23
Support Services Manager	Police	1.0	Exempt			\$61,257.60	\$79,048.63
Technical Services Specialist	Library	1.6	Non-Exempt	\$18.69	\$22.99		
Tournament Manager	Parks and Recreation	0.1	Non-Exempt	\$16.45	\$20.24		
WAFC Manager	Parks and Recreation	1.0	Exempt			\$54,465.32	\$66,983.77
Wastewater Operator / Lab Technician	Wastewater	4.0	Non-Exempt	\$27.83	\$34.15		
Wastewater Superintendent	Wastewater	1.0	Exempt			\$75,747.64	\$93,158.23
Wastewater Specialist I	Wastewater		Non-Exempt	\$27.83	\$32.21		
Wastewater Specialist II	Wastewater		Non-Exempt	\$22.21	\$26.81		
Water Laborer I	Water		Non-Exempt	\$27.83	\$32.21		
Water Laborer II	Water		Non-Exempt	\$22.21	\$26.81		
Water Operator	Water	3.0	Non-Exempt	\$27.83	\$34.15		
Water Superintendent	Water	1.0	Exempt			\$75,747.64	\$93,158.23
WIAA Sports Officials ³	Parks and Recreation		Non-Exempt	\$70.00	\$70.00		
Youth Educational Services Librarian	Library	1.0	Exempt			\$48,623.92	\$59,798.52

City of Whitewater
2024 Salary Resolution Amendment 1

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

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

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

Position	Department	FTE	FLSA Status	Minimum Hourly	Maximum Hourly	Minimum Annual	Maximum Annual
Accountant	Finance and Administrative Services	1.0	Non-Exempt	\$26.89	\$38.44		
Accounting Technician II	Finance and Administrative Services	1.0	Non-Exempt	\$20.33	\$25.00		
Activity Instructors	Parks and Recreation		Non-Exempt	\$9.37	\$12.68		
Activity Leaders / Lifeguards & WSI Aide	Parks and Recreation		Non-Exempt	\$10.83	\$14.12		
Administrative Assistant I - Records Technician	Police	2.5	Non-Exempt	\$20.33	\$25.00		
Administrative Assistant I - Utilities	Department of Public Works	1.0	Non-Exempt	\$20.33	\$25.00		
Administrative Assistant I- Neighborhood Services	Neighborhood Services	1.0	Non-Exempt	\$20.33	\$25.00		
Administrative Assistant I-CDA	Administration	1.0	Non-Exempt	\$20.33	\$25.00		
Administrative Assistant I-Deputy Clerk	Administration	1.0	Non-Exempt	\$20.33	\$25.00		
Adult Program Coordinator	Parks and Recreation	1.0	Exempt			\$43,014.44	\$51,044.53
Aquatic Coordinator	Parks and Recreation	1.0	Exempt			\$40,934.13	\$51,989.20
Assistant Library Director	Library	1.0	Exempt			\$58,722.54	\$72,217.30
Assistant Parks, Recreation, & Community Events Director	Parks and Recreation	1.0	Exempt			\$57,056.66	\$78,275.09
Athletic Program Coordinator	Parks and Recreation	1.0	Exempt			\$40,934.13	\$51,989.20
Bailiff	Municipal Court		Non-Exempt	\$27.05	\$25.80		
Captain	Police	1.0	Non-Exempt			\$101,959.73	\$105,051.91
Certified Instructors	Parks and Recreation		Non-Exempt	\$18.15	\$24.55		
Chief Election Inspectors	Administration		Non-Exempt	\$14.04	\$14.04		
City Clerk	Administration	1.0	Exempt			\$58,722.54	\$72,217.30
Clerk of Court (Part-time)	Administration	0.75	Non-Exempt	\$20.33	\$25.00		
Communications Coordinator	Police	1.0	Non-Exempt	\$24.64	\$32.25		
Community Service Officer	Police	1.0	Non-Exempt	\$13.01	\$18.41		
Comptroller	Finance and Administrative Services	1.0	Exempt			\$67,236.66	\$82,689.57
Customer Service Specialist	Library	3.2	Non-Exempt	\$16.45	\$20.24		
Desk Staff	Parks and Recreation		Non-Exempt	\$11.71	\$18.41		
Desk Staff Lead	Parks and Recreation	0.5	Non-Exempt	\$17.56	\$20.76		
Detective	Police	2.0	Non-Exempt	\$38.46	\$39.04		
Detective Lieutenant	Police	1.0	Non-Exempt	\$40.30	\$41.72		
Director of Public Works/City Engineer	Administration	1.0	Exempt			\$93,538.88	\$114,278.29
Dispatcher / Records Communications Aide I	Police	6.5	Non-Exempt	\$22.40	\$29.31		
Dispatcher / Records Communications Aide II	Police	6.5	Non-Exempt	\$21.33	\$24.82		
Economic Development Director	Administration	1.0	Exempt			\$91,970.00	\$103,200.00
Election Inspectors	Administration	0.0	Non-Exempt	\$11.71	\$11.69		
EMS /Fire All Call	Fire and EMS		Non-Exempt	\$32.46	\$30.96		
EMS Chief	Fire and EMS		Exempt	\$41.61	\$39.69		
EMT Basic/Advanced/Paramedic/Firefighter	Fire and EMS		Non-Exempt	\$17.31	\$25.80		
Facility Maintenance I	Parks and Recreation	2.0	Non-Exempt	\$27.83	\$32.21		
Facility Maintenance II	Parks and Recreation		Non-Exempt	\$22.21	\$26.81		
Finance and Administrative Services Director	Finance and Administrative Services	1	Exempt			\$93,538.88	\$114,278.29
Fire Inspector / Code Enforcement Officer	Neighborhood Services	1.0	Non-Exempt	\$15.20	\$18.71		
Fire Inspector EMT / Firefighter	Fire and EMS		Non-Exempt	\$30.30	\$28.90		
First Assistant Chief	Fire and EMS	1.0	Exempt			\$87,091.18	\$94,079.94
Foreman (Lead)	DPW	1.0	Non-Exempt	\$31.74	\$36.88		
GIS Analyst	Neighborhood Services	1.0	Non-Exempt	\$22.08	\$27.17		

City of Whitewater
2024 Salary Resolution Amendment 1

Position	Department	FTE	FLSA Status	Minimum Hourly	Maximum Hourly	Minimum Annual	Maximum Annual
Head Lifeguard	Parks and Recreation		Non-Exempt	\$14.51	\$18.41		
Human Resources Administrator	Finance and Administrative Services		Non-Exempt	\$20.33	\$25.70		
Human Resources Manager	Finance and Administrative Services	1.0	Exempt			\$61,735.31	\$80,779.89
Intern	Administration		Non-Exempt	\$10.82	\$15.48		
Information Technology Support Technician	Finance and Administrative Services	1.0	Non-Exempt	\$27.83	\$32.21		
IT Director	Finance and Administrative Services	1.0	Exempt			\$79,590.33	\$102,705.01
Lab Assistant	Wastewater	0.25	Non-Exempt	\$12.33	\$14.27		
Laborer I	Streets/Parks/Forestry	8.0	Non-Exempt	\$27.83	\$32.21		
Laborer I - Mechanic	Streets/Parks/Forestry	1.0	Non-Exempt	\$27.83	\$32.21		
Laborer II	Streets/Parks/Forestry		Non-Exempt	\$22.21	\$26.81		
Lead Operator	Wastewater/Water	2.0	Non-Exempt	\$31.74	\$36.89		
Library Director	Library	1.0	Exempt			\$75,747.64	\$93,158.23
Lieutenant	Police	4.0	Non-Exempt	\$40.30	\$41.72		
Media Coordinator	Administration	1.0	Non-Exempt	\$16.45	\$20.24		
Media Producer	Administration	1.0	Non-Exempt	\$12.10	\$18.41		
Neighborhood Services Director	Neighborhood Services	1.0	Exempt			\$73,743.02	\$95,160.34
Neighborhood Services Officer	Neighborhood Services	0.5	Non-Exempt	\$13.01	\$18.41		
Outreach Services Specialist	Library	1.2	Non-Exempt	\$18.69	\$22.99		
Parks & Recreation Director	Parks and Recreation	1.0	Exempt			\$75,747.64	\$93,158.23
Patrol Officer	Police	14	Non-Exempt	\$22.95	\$37.18		
Patrol Officer In Training	Police		Non-Exempt	\$23.52	\$23.52		
Program Attendants	Parks and Recreation		Non-Exempt	\$8.76	\$10.38		
Programming and Makerspace Librarian	Library	1.0	Non-Exempt	\$18.69	\$22.99		
Chief of Staff	Administration	1.0	Exempt			\$54,465.32	\$66,983.77
Recreation & Community Events Manager	Parks and Recreation	1.0	Exempt			\$54,465.32	\$66,983.77
Rental Attendant ³	Parks and Recreation		Non-Exempt	\$29.27	\$27.92		
School Resource Officer (SRO)	Police	1.0	Non-Exempt	\$38.46	\$39.04		
Seasonal Laborer	Streets/Parks/Forestry		Non-Exempt	\$12.10	\$17.92		
Sports Officials ³	Parks and Recreation		Non-Exempt	\$21.64	\$25.80		
Streets, Parks & Forestry Superintendent	Streets/Parks/Forestry	1.0	Exempt			\$75,747.64	\$93,158.23
Support Services Manager	Police	1.0	Exempt			\$61,257.60	\$79,048.63
Technical Services Specialist	Library	1.6	Non-Exempt	\$18.69	\$22.99		
Tournament Manager	Parks and Recreation	0.1	Non-Exempt	\$16.45	\$20.24		
WAFC Manager	Parks and Recreation	1.0	Exempt			\$54,465.32	\$66,983.77
Wastewater Operator / Lab Technician	Wastewater	4.0	Non-Exempt	\$27.83	\$34.15		
Wastewater Superintendent	Wastewater	1.0	Exempt			\$75,747.64	\$93,158.23
Wastewater Specialist I	Wastewater		Non-Exempt	\$27.83	\$32.21		
Wastewater Specialist II	Wastewater		Non-Exempt	\$22.21	\$26.81		
Water Laborer I	Water		Non-Exempt	\$27.83	\$32.21		
Water Laborer II	Water		Non-Exempt	\$22.21	\$26.81		
Water Operator	Water	3.0	Non-Exempt	\$27.83	\$34.15		
Water Superintendent	Water	1.0	Exempt			\$75,747.64	\$93,158.23
WIAA Sports Officials ³	Parks and Recreation		Non-Exempt	\$37.87	\$67.08		
Youth Educational Services Librarian	Library	1.0	Exempt			\$48,623.92	\$59,798.52



JOB DESCRIPTION

Title:	Programming & Makerspace Librarian	Department(s):	Library
Reports to:	Library Director	Location:	Library
FLSA:	Non-exempt	Pay Grade:	Salary Resolution
Shift:	Various	Status:	Full-time
Bargaining Unit:	None	Date:	October 12, 2021

JOB SUMMARY This position is responsible for providing programs and events for all ages, training staff and patrons in the use of Makerspace equipment and maintaining the Makerspace equipment and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Gauges level of service based on community interest and need and provides relevant and meaningful services and programs to the residents of Whitewater and its surrounding service population.
- Develops, plans, and implements programs with a focus on emerging technologies for children, teens, adults, and intergenerational audiences that could be presented in or outside the Library that are responsive to community needs while sparking interest, curiosity, and fun, inspiring patrons to embrace their interests and ignite their creativity.
- Maintains and critically analyzes a host of ongoing programs while introducing new offerings
- Acts as a mentor by connecting patrons and staff with information, tools, and resources to pursue their passions.
- Serves as “person in charge” in the absence of the Library Director or Library Supervisor by assuming a leadership role to address emergency situations, safety issues, and patron feedback.
- Seeks out and engages with community groups to promote the library and maker services.
- Provides library tours and presentations on library services.
- Develops and maintains partnerships with outside organizations and community groups.
- Works on the public service desks providing customer service, which can include electronic reference.
- Oversees the Makerspace. Provides and schedules instruction and programming, coordinates efforts with other staff and departments. Maintains equipment and software for the Makerspace.
- Works with the Library Director to oversee the Makerspace and Programming budgets for the Library. Supports staff with purchasing and makes recommendations for service and equipment improvements in the Makerspace.
- Assists and instructs patrons on library resources.
- Assists patrons in the Makerspace with a variety of machinery, including 3D printers, paper cutting

machines, analog-to-digital transfer equipment, sewing and embroidery machines, etc.

- Maintains confidentiality in all patron and staff interactions
- Assists with the District-wide maker programming kits, providing training to staff from different locations and departments.
- Demonstrates an interest in and ability to use and troubleshoot technology of all kinds while helping patrons in the makerspace and while on the public or circulation desk
- Serves as an effective team member by providing leadership support to the library through collaborative problem solving and decision making
- Demonstrates flexibility to change direction/priorities based on community need
- Provides input on policy and procedure as needed
- Maintains and cultivates contact with the general community, the school district, University of Wisconsin-Whitewater, other area libraries, city employees, the state library associations and other professional organizations as warranted.
- Performs other job-related duties and projects as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Respond to alert from security system, as needed, if domicile is within ten miles of library building.
- In the absence of library administrative staff, may be assigned responsibility for the facility and its operations in the event of an emergency, such as fire or tornado or a network outage.

SUPERVISION RECEIVED AND/OR EXERCISED

- Work under general supervision of Library Director, or, (in absence of Library Director) Assistant Library Director, however, performs recurring job duties independently.
- Organize work, programs, and priorities with moderate supervision from Library Director and/or Assistant Library Director.
- Some opportunity exists in deciding appropriate procedures, guidelines and methods, while managing time effectively and responding to questions independently.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's Degree with a major in education or library science. Master's Degree in Library Science (MLS) and/or Master's Degree in Library and Information Science (MLIS) with a demonstrated interest in Makerspaces preferred.
- Minimum of one year of library experience preferred; previous experience in instruction, programs with emerging technology a plus. Has the ability to listen to and engage their community to draw out needs and interests. Finds joy in serving the public.

Language Skills

- Ability to communicate orally and in writing.
- Ability to train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

Mathematical Skills

- Ability to perform cashier duties accurately.

Reasoning Ability

- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation, perform duties with a minimum of supervision.

Other Qualifications

- Knowledge of recreational and educational needs of adults, young adults and children along with the knowledge of community interests, trends, and resources and ability to use this information to determine library programming needs.
- Knowledge of current trends in library services, literature and other materials for all ages.
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
- Knowledge of the Dewey Decimal System and OCLC national database for use of catalogs.
- Knowledge of library procedures and policies.
- Knowledge of library materials in various formats and materials appropriate for various ages and reading levels.
- Knowledge of literature and reference materials.
- Skill in performing CPR and first aid.
- Skill in organizing library materials and workflow.
- Ability to make decisions regarding books to purchase or discard.
- Ability to safely reach, lift and carry books weighting up to 20 pounds.
- Ability to communicate orally and in writing to persuade, educate, explain and inform. Ability to prepare written reports.
- Ability to solve problems
- Ability to research and evaluate library activities and library procedures.
- Ability to perform basic math and bookkeeping functions.
- Ability to maintain detailed and accurate records.
- Ability to operate and maintain standard office equipment including telephone, calculator, computer, fax, and photocopier.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to spend extended periods of time interacting with library users. Communication requirements are to be able to successfully answer questions about library materials, services, programs, and the physical locations of materials, services, programs and facilities.
- The employee must be able to identify materials and locate them in the library.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, Integrated library automation system, microfilm equipment, audio and video equipment and/or materials used in performing essential functions.
- Ability to operate various pieces of office equipment.
- The employee is required to perform sedentary to light work, primarily in the handling and moving of physical materials.
- Stamina to work for up to eight hours in a shift. High energy to deal with the public for sustained periods while maintaining positive and enthusiastic communication.



POSITION DESCRIPTION

Title:	Youth Educational Services Librarian	Department(s):	Library
Reports to:	Library Director	Location:	Irvin L. Young Memorial Library
FLSA:	Exempt	Pay Grade:	Salary Resolution
Shift:	Various	Status:	Full-Time
Bargaining Unit:	None	Date:	October 18, 2022

JOB SUMMARY

This position is responsible for performing a variety of professional Library duties relating specifically to the children and young adults collections, to include curriculum development, collection development, marketing, and research assistance and instruction for children ages 0-18.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Review, evaluate, select, inventory, maintain, classify, organize, and de-select materials in all formats for children aged 0-18.
- Assist youth in selection of instructive and enriching materials in all formats.
- Plan and teach early literacy skill development for children and families.
- Plan and implement fun and enriching events for youth and families which encourage reading and library use.
- Supervise use and maintenance of public computers in youth area.
- Market and publicize the youth educational services department through all media formats, to include, but not limited to print media, local cable television, local radio, and social media.
- Maintain the budget for the department's materials and programming.
- Serve as public library liaison to local school libraries, daycares and other community organizations that serve children and their caregivers.
- Participate in system-wide programs such as the annual summer reading programs and Battle of the Books.
- Prepare statistical reports for departmental services, classes, and events.
- Maintain files and records.
- Attend and participate in continuing education and professional meetings.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assist in providing research assistance and readers' advisory service to customers of all ages.
- Perform other related duties as assigned.
- Respond to alert of building security, as needed, if domicile is within ten miles of Library building.

PERFORMANCE STANDARDS

- Actively support the Library's mission.
- Maintain patron confidentiality and library rights.
- Adhere to the City of Whitewater policies.
- Adhere to the American Library Association's Library Bill of Rights, Code of Ethics, Freedom to Read Statement and Freedom to View Statement.
- Convey a courteous and professional attitude.
- Maintain contemporary knowledge of library practices.
- Foster and maintain positive public relations for the Library within the community.

SUPERVISION RECEIVED AND/OR EXERCISED

- Work under general supervision of Library Director, or, (in absence of Library Director) Assistant Library Director, however, performs recurring job duties independently.
- Organize work, classes, and priorities with minimal supervision from Library Director and/or Assistant Library Director.
- Some opportunity exists in deciding appropriate procedures, guidelines and methods, while managing time effectively and responding to questions independently.
- Exercises general supervision over one seasonal part-time employee and, at times, may supervise other non-exempt library staff or volunteers in the absence of the Library Director and the Assistant Library Director.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Master's degree in Library Science from an ALA-accredited institution

Language Skills

- Ability to communicate orally and in writing in English.
- Ability to train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

Mathematical Skills

- Ability to perform cashier duties accurately.

Reasoning Ability

- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation, perform duties with a minimum of supervision.

Other Qualifications

- Knowledge of public library principles, practices, operations, and collection organization.
- Genuinely enjoys children and values the opportunity to be a part of their lives.
- Knowledge of child and adolescent growth and development and ability to incorporate that knowledge into creative instructional curriculum development.
- Extensive knowledge of literature and materials for children and youth.
- Effective communication with customers and staff in tactful, diplomatic, and friendly manner.
- Substantial knowledge of computer operations, computer proficiency and experience and able to teach computer skills.

- Ability to effectively meet and interact with the public.
- Ability to work effectively in cooperation with fellow employees as a member of the staff team.
- Resourcefulness and creativity in approach to requests.
- Ability to make presentations to varying sized groups of children and adults.
- Ability to meet the flexible scheduling needs of the Library.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to spend extended periods of time interacting with library users. Communication requirements are to be able to successfully answer questions about library materials, services, programs, and the physical locations of materials, services, programs and facilities.
- The employee must be able to identify materials and locate them in the library.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, Integrated library automation system, microfilm equipment, audio and video equipment and/or materials used in performing essential functions.
- Ability to operate various pieces of office equipment.
- The employee is required to perform sedentary to light work, primarily in the handling and moving of physical materials.
- Stamina to work for up to eight hours in a shift. High energy to deal with the public for sustained periods while maintaining positive and enthusiastic communication

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderately quiet.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- Nothing in this job description reflects management’s right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the



Hours of Work and Overtime Frequently Asked Questions

This page was formerly named ERD-8298-P

The information in this page should be regarded as only a summary of the overtime regulations. You are urged to contact the division for more details as they apply to a specific situation.

Overtime Coverage

The state overtime law applies to most Wisconsin employers, including state and local units of government but not necessarily to each individual worker. Covered workers, regardless of age, must be paid 1 1/2 times their regular rate of pay for all hours worked in excess of 40 hours a week.

The law applies to factories, mercantile (see definition of mercantile) or mechanical establishments, restaurants, hotels, motels, resorts, beauty parlors, retail and wholesale stores, laundries, express and transportation firms, telegraph offices and telephone exchanges.

"Mercantile" means, "pertaining to merchants or trade," and is viewed with regard to profit or designed for profit; designed for mass appeal, emphasizing skill and subjects useful in business. "Trade" means the business or work in which one engages regularly, an occupation requiring manual or mechanical skill; the persons engaged in an occupation, business, or industry, dealings between persons or groups, the business of buying and selling or bartering commodities or services, to do business with, to have dealings, to give one thing in exchange for another.

Under the Wisconsin Employment of Minors regulation, 16 and 17-year-old minors must receive one and one half times the regular rate of pay, for all hours worked in excess of 10 hours per day or 40 hours per week.

1. Domestic service (in the private home of the employer)
2. Some non-profit organizations (contact the Division for specific information)
3. Federal agencies

Persons Exempt from Overtime in Certain Businesses and Circumstances as Provided in DWD 274.04

It is the intent of the department to interpret these exemptions to be consistent with any comparable federal statute or regulation in respect to the following employees:

1. Persons whose primary duty consists of EXECUTIVE, ADMINISTRATIVE, or PROFESSIONAL WORK.
 - a. **"Executive"** means an employee employed in a bona fide executive capacity who meets the following criteria:
 1. Whose primary duty consists of the management of the enterprise or of a customarily recognized department or subdivision, in which he or she is employed; and
 2. Who customarily and regularly directs the work of 2 or more employees; and
 3. Who has the authority to hire or fire other employees or whose suggestions and recommendations about the hiring, firing, advancement or promotion or any other change of status of other employees will be given particular weight; and
 4. Who customarily and regularly exercises discretionary powers; and
 5. Who does not devote more than 20% (or in the case of an employee of a retail or service establishment who does not devote as much as 40%) of his or her hours of work in the workweek to activities which are not directly and closely related to the performance of the work described in sub's. 1 through 4 provided, that this paragraph shall not apply in the case of an employee who is in sole charge of an independent establishment or a physically separated branch establishment, or who owns at least a 20% interest in the enterprise in which he or she is employed;
 6. Who is compensated for their services on a salary basis at a rate of \$700 per month or more.
 - b. **"Administrative"** means an employee employed in a bona fide administrative capacity who meets the following criteria:
 1. Whose primary duty consists of the performance of office or non-manual work directly related to management policies or general business operations of his or her employer or the employer's customers, or
 2. Who customarily and regularly exercises discretion and independent judgment; and

3.
 - a. Who regularly and directly assists a proprietor, or an employee employed in a bona fide executive or administrative capacity; or
 - b. Who performs under only general supervision work along specialized or technical lines requiring special training, experience, or knowledge, or
 - c. Who executes special assignments and tasks solely under only general supervision; and
 4. Who does not devote more than 20% (or in the case of an employee of a retail or service establishment who does not devote as much as 40%) of his or her hours worked in the workweek to activities which are not directly and closely related to the performance of the work described in subds. 1 through 3; and
 5. Who is compensated for his or her services on a salary or fee basis at a rate of \$700 per month or more?
- c. **"Professional"** means an employee employed in a bona fide professional capacity who meets the following criteria:
1. Whose primary duty consists of the performance of:
 - a. Work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study, as distinguished from a general academic education and from an apprenticeship, and from training in the performance of routine mental, manual, or physical processes, or
 - b. Work that is original and creative in character in a recognized field of artistic endeavor (as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training), and the result of which depends primarily on the invention, imagination, or talent of the employee, or
 2. Whose work requires the consistent exercise of discretion and judgment in its performance; and
 3. Whose work is predominantly intellectual and varied in character (as opposed to routine mental, manual, mechanical or physical work) and for which the product or the result accomplished cannot be standardized in relation to a given period of time; and
 4. Who does not devote more than 20% of his or her hours worked in the workweek to activities which are not an essential part of the work described in subs. (1) through (3); and
 5. Who is compensated for services on a salary or fee basis at a rate of \$750 per month or more.
2. An employee who meets all of the following conditions:
- a. The employee's primary duty, as determined under 29 CFR 541.500 (b), is any of the following:
 1. Making sales, as defined under 29 USC 203 (k).

2. Obtaining orders or contracts for services or for the use of facilities for which a consideration will be paid by the client or customer.
 - b. The employee is customarily and regularly engaged away from the employer's place of business, as described under USC 29 CFR 541.502, in performing the employee's primary duty described under par. a.
3. Higher paid commission employees of retail and service establishments if
 - a. 50% of earnings from commission, and
 - b. time and one-half of minimum wage is received for all hours worked.
4. Drivers, driver's helpers, loaders or mechanics of a motor carrier or a private or contract carrier who are covered under the provisions of Section 204 of the Motor Carrier Act 1935 as amended. Any employee of an employer engaged in the operation of a common carrier by rail and subject to the provisions of Part 1 of the Interstate Commerce Act as amended and any employee of a carrier by air subject to the provisions of the Railway Labor Act as amended.
5. Drivers of taxicabs.
6. Time spent in related classroom instruction by indentured apprentices need not be counted as work time for the purpose of computing overtime.
7. Parts persons, salespersons, service managers, service writers, or mechanics selling or servicing automobiles, trucks, farm implements, trailers, boats, motorcycles, snowmobiles, other recreational vehicles or aircraft, when employed by a non-manufacturing establishment primarily engaged in selling such vehicles to ultimate purchasers.
8. Any employee employed by an establishment, which is an amusement or recreational establishment because it does not operate for more than 7 months in any calendar year. Or if during the preceding calendar year, its average receipts for any 6 months of such year were not more than 33 1/3% of its average receipts for the other 6 months of such year. This rule shall be construed in such manner as to be in conformity with any comparable federal statute or regulation.
9. Employees employed in agriculture including farming in all its branches, including, among other things, the cultivation & tillage of the soil, dairying, the production, cultivation, growing & harvesting of any agricultural or horticultural commodities, the raising of livestock, bees, furbearing animals, or poultry, & any practices performed by a farmer or on a farm as an incident to or in conjunction with such farming operations, including preparation for market, delivery to storage or to market or to carriers for transportation to market.
10. Employees employed in any motion picture theater.

11. Employees of a hospital or other institutions primarily engaged in the care of the sick, the aged, the mentally ill or persons with developmental disabilities who reside on the premises may have an agreement between the employer and the employee before performance of the work for the purpose of overtime computation. A work period of 14 consecutive days is accepted in lieu of the workweek of seven consecutive days for purposes of overtime computation if time and one-half the regular rate of pay is paid for all hours worked in excess of eight hours per day and 80 hours within the 14-day period.
12. Employees employed as a driver or driver's helper making local deliveries, which are compensated for such employment based on trip rates or other delivery payment plan, if each plan has the general purpose and effect of reducing hours worked by such employees to, or below, the maximum workweek applicable to them.
13. Employees employed in any funeral establishment.
14. Any employee employed in the following forestry or lumbering operations, if the number of employees employed by the employer in the operation does not exceed 8:
 - a. Planting or tending trees, cruising, surveying or felling timber;
 - b. Preparing logs or other forestry products; or
 - c. Transporting logs or other forestry products to a mill, processing plant or railroad or other transportation terminal.
15. Any employee who is a computer programmer, software engineer, or other similarly skilled worker, who, in the case of an employee who is compensated on an hourly basis, is compensated at a rate of not less than \$27.63 an hour, and whose primary duty is one of the following:
 - a. The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications.
 - b. The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications.
 - c. The design, documentation, testing, creation or modification of computer program related to machine operating systems.
 - d. A combination of the duties described in pars. (a), (b) and (c), the performance of which requires the same level of skills.

Common Questions Concerning State Overtime Requirements

If an employer uses a bi-weekly pay period, can the employer pay its employees overtime pay for working in excess of 80 hours per pay period rather than for over 40 hours per week?

No. In calculating overtime pay, the number of hours worked each week in the pay period must stand-alone. If an employee worked 35 hours one week and 45 hours the second week of a pay period, the employee would be due 5 hours of overtime premium pay for that pay period.

Can an employer and an employee enter into an agreement to waive state overtime regulations?

An employer and an employee do not have the authority to reach an agreement to waive a state law or regulation concerning overtime pay. Since federal law may also require an employer to pay its employees overtime pay, it should be noted that a modification or waiver of state overtime rules would not exempt the employer from any federal overtime requirement.

If an employee works overtime hours that were not authorized by the employer, is the employer required to pay the employee for these hours?

Yes. Work not requested but suffered or permitted is work time. It is the duty of management to exercise control and see that work is not performed if the employer does not want it to be performed. An employer cannot sit back and accept the benefits without compensating employees for them.

Can an employer use a compensatory time plan to reimburse employees who work overtime hours instead of paying overtime pay to these workers?

Whether an employer chooses to pay the overtime premium directly in wages or offers the employee compensatory time, the employer is obligated to pay the person 1 ½ times their regular rate of pay for the overtime hours. If the employer pays the overtime premium by allowing the employee to use compensatory time the employee is entitled to use 1.5 hours of compensatory time for each overtime hour worked. Nongovernment employers must also ensure the employee uses the compensatory time within 31 days of when the time is earned.

Must an employer give its employees meal or rest breaks during a work shift?

Employees under 18 years of age must receive at least a 30-minute duty free meal period when working a shift greater than 6 hours in duration. Section DWD 274.02(2) recommends that employers provide similar breaks to adults but does not require such breaks for adults. If an employer provides breaks of less than 30 consecutive minutes in duration, the break time will be counted as work time.

Employers must pay all employees for "on duty" meal periods. An "on duty" meal period is one where the worker is not provided at least 30 consecutive minutes free from work, or where the worker is not free to leave the premises of the employer during a meal period.

Employers also are not allowed to require that meals be accepted as part of the worker's wages.

State law does **not** require that brief rest periods, or coffee breaks, be provided to employees. Such matters are to be determined between the employer and the employee directly.

Rest periods or breaks of less than 30 consecutive minutes each shift are considered work time and must be paid for. Employers may not deduct from a worker's wages for any time off less than 30 consecutive minutes.

Calculating Overtime Compensation

Each employer subject to Wisconsin's overtime regulations must pay to each covered employee 1 1/2 times the employee's regular rate of pay for all hours worked in excess of 40 hours per week.

"Week" means a calendar week or a regular reoccurring period of 168 hours in the form of seven consecutive 24- hour periods.

Adults may work an unlimited number of hours per day and per week, as the law sets no limits.

The employer has the legal right to set the schedule of hours to be worked and the employee does not have the right to refuse to work unless otherwise negotiated in a collectively bargained agreement.

"Regular rate" includes all remunerations paid to or on behalf of the employee such as commissions, nondiscretionary bonus, premium pay, and piecework incentives.

"Regular Rate of Pay" is defined as the employee's rate of pay per hour. An employer may choose to pay employees on a salary, commission, piece rate or other basis, but for purposes of calculating overtime pay for an employee, the employee's wages must be converted into an hourly rate of pay. This can be accomplished by dividing the total hours an employee actually works in a pay period into the total regular wages the employee is paid in that pay period (regular wages would include hourly wages, commission, piece rate pay, bonuses, etc.)

Calculating Overtime Compensation - Example

The employee earns a salary of \$200.00 per week plus commission. In this week, the employee worked 44 hours and earned a commission of \$45.00. Total wages earned in that week total \$245.00. The \$245.00 becomes straight time for the 44 hours worked. The 44 hours are then divided into the \$245.00 to arrive at the regular average hourly rate of \$5.57 per hour. The \$5.57 is then divided in half, \$2.785, to arrive at the half time rate. Then the 4 hours of over-time (44 hours minus 40 equals 4 hours of over-time), times \$2.785 equals an additional \$11.14 in overtime wage due in this week. Therefore, the total wages to be paid for that week equals \$245.00 plus \$11.14, for a total of \$256.14.

Number of Days of Work

Employers can set the hours and days of work, they wish their employees to work. In factories and mercantile establishments, Wisconsin sets limits in which employees must have one day of rest somewhere in a seven-day workweek, by the "One Day of Rest in Seven" law. This law also exempts certain specific employments from coverage. The department can explain to you which jobs are exempted.

The law provides that all employees in those covered establishments must be given 24 consecutive hours of rest in each calendar week.

However, the law does not provide that the rest must be given every 7 days. For example, an employer may legally schedule work for 12 consecutive days within a two-week period if the days of rest fall on the first and last days of the two-week period.

An employer is permitted, upon joint request of its employees, to ask the Department to waive provision of the One Day of Rest in Seven Law in unusual circumstances. If the Department grants such a waiver, the employer can ask employees if they wish to volunteer to work without rest.

Minors under age 18, unless they are high school graduates or are not required to attend school, are limited to 6 days of work a week in all employments under the Employment of Minors law, and thus are not affected by this statute.

Records that Employers Must Keep

Employers must keep the following records for at least 3 years for each employee, other than exempt employees paid on other than an hourly basis.

1. Name and address.
2. Date of Birth.
3. Date of entering and leaving employment.
4. Time of beginning and ending of work each day.
5. Time of beginning and ending of meal period:
 - a. When the employee's meal periods are required or when such meal periods are to be deducted from work time.
 - b. This requirement shall not apply when work is of such a nature that production or business activity ceases on a regularly scheduled basis.
6. Total number of hours worked per day and per week.
7. Rate of pay and wages paid each payroll period.
8. The amount of and reason for each deduction from the wages earned.
9. The employee's production, if paid on other than time basis.

Records Open to the Employee

Upon an employee's request, the employer must permit him or her to inspect certain personnel documents. Please refer to Section 103.13, Wis. Stats., for information that is more detailed.

The Federal Laws

The Fair Labor Standards Act, which is administered by the U.S. Dept. of Labor, may set overtime pay requirements for occupations or industries exempted by state law. It is the responsibility of the employer to determine liability under both laws. Complaints may also be filed with the following agency:

[U.S. Labor Department - Wage and Hour Division](#)

Phone: (608) 441-5221

For more information

- [Contact Info](#)



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

MEMORANDUM

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

To: Common Council
From: John Weidl, City Manager
Date: January 30, 2023
Re: Filling the Common Council Vacancy for Member at Large

The City Staff has been impressed by the commitment the community has to this governing body. Since the announcement of the applications, the City has received 5 applications for Member at Large.

Please see attached to this memo the applications for Member at Large. Additionally, the staff has prepared questions for you to ask the applicants. These questions are also attached to this memo.

Warm regards,

John S. Weidl, City Manager

JSW/TKZ

Heather Boehm

From: noreply@civicplus.com
Sent: Monday, January 29, 2024 9:32 AM
To: City Clerk Staff
Subject: Online Form Submittal: Application for Appointment to Common Council At Large Even Years

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.

Application for Appointment to Common Council At Large Even Years

APPLICATION FOR APPOINTMENT TO COMMON COUNCIL-AT LARGE EVEN YEARS

Please consider this application my intent to see City of Whitewater Common Council appointment to fill the remaining term for the position of Councilmember At-Large Even Years (This term will expire on April 2, 2024).

First Name	Michael
Last Name	Smith
Address	327 E Clay St Unit 29
City	Whitewater
State	WI
Zip Code	53190
Phone Number	2623660467
Email Address	mike@mspd-llc.net
Employment History	Currently work at GE Healthcare since 2016 as a Senior Mechanical Engineer and Project Manager
Education Background	BS Mechanical Engineering; currently pursuing Master's Degree in Theology from Covenant Theological Seminary
Political Experience (include any elected or appointed positions or committees you have served on)	PARC (appointed)

Community Service Experience (include volunteer work or other community activities)

Spent many years in recovery ministry for Lakeland Church (with guys going thru divorces or abuse/addictions) until 2021. I have been a coach for youth football, baseball and basketball since 2021. I have been doing either/both three days per week since 2016.

Signature of Applicant

Michael Smith

Date

29 January 2024

Submit your application to the City Clerk on or before 4:30 p.m. on January 30, 2024.

Any questions, please email hboehm@whitewater-wi.gov

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

APPLICATION FOR APPOINTMENT TO COMMON COUNCIL-AT LARGE EVEN YEARS

Please consider this application my intent to see City of Whitewater Common Council appointment to fill the remaining term for the position of Councilmember At-Large Even Years (This term will expire on April 2, 2024).

First Name * KEITH

Last Name * STABLER

Address * 542 E. Clay St.

City * Whitewater

State * WI

Zip Code * 53190

Phone Number * 920-725-4373

RECEIVED
JAN 23 2024
WHITewater CITY CLERK

Email Address * ~~KeithStabler@gmail.com~~ KeithStablerWhitewaterCouncilman@gmail.com

Employment History * Chubb/PCE Insurance, KRS Insurance Services, KRS Enterprises Inc (Prosjis)

Education Background * BSBM (Bachelor of science in business management), MBA (Master of Business Admin
concentration in management, entrepreneurship & leadership) GPA 3.97.

Political Experience (include any elected or appointed positions or committees you have served on) * N/A

Community Service Experience (include volunteer work or other community activities) * Chairman w/wh city of duty Committee (3 years in), worked with local churches,

Signature of Applicant [Handwritten Signature]

Date * 1/23/2024

Submit your application to the City Clerk on or before 4:30 p.m. on January 30, 2024.

Any questions, please email hboehm@whitewater-wi.gov

5.0.88760

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Form Details

Last modified
by Llana Dostie
on January 17, 2024

Created
by Llana Dostie
on January 17, 2024

Heather Boehm

From: noreply@civicplus.com
Sent: Wednesday, January 24, 2024 10:59 AM
To: City Clerk Staff
Subject: Online Form Submittal: Application for Appointment to Common Council At Large Even Years

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Application for Appointment to Common Council At Large Even Years

APPLICATION FOR APPOINTMENT TO COMMON COUNCIL-AT LARGE EVEN YEARS

Please consider this application my intent to see City of Whitewater Common Council appointment to fill the remaining term for the position of Councilmember At-Large Even Years (This term will expire on April 2, 2024).

First Name	Carol
Last Name	McCormick
Address	555 East Clay St.
City	Whitewater
State	Wi
Zip Code	53190
Phone Number	414-861-8155 (cell)
Email Address	Bradyandpat@sbcglobal.net
Employment History	Retired educator
Education Background	BS and MS from UW-Whitewater
Political Experience (include any elected or appointed positions or committees you have served on)	Served 3 terms on Council representing District 1. During that time served on Public Works Committee, Park and Rec. Board, Urban Forestry Commission, and Alcohol Licensing Review. Currently serving on Planning and Architectural Review Committee and the newly formed Lakes Advisory committee

Community Service Experience (include volunteer work or other community activities)

Judge for chili contest during Freeze Fest 2023, attended lake related workshops in county and state levels

Signature of Applicant

Carol McCormick

Date

1/24/24

Submit your application to the City Clerk on or before 4:30 p.m. on January 30, 2024.

Any questions, please email hboehm@whitewater-wi.gov

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

Heather Boehm

From: noreply@civicplus.com
Sent: Friday, January 19, 2024 4:13 PM
To: City Clerk Staff
Subject: Online Form Submittal: Application for Appointment to Common Council At Large Even Years

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.

Application for Appointment to Common Council At Large Even Years

APPLICATION FOR APPOINTMENT TO COMMON COUNCIL-AT LARGE EVEN YEARS

Please consider this application my intent to see City of Whitewater Common Council appointment to fill the remaining term for the position of Councilmember At-Large Even Years (This term will expire on April 2, 2024).

First Name	Greg
Last Name	Majkrzak
Address	1294 Tower Hill Pass
City	Whitewater
State	WI
Zip Code	53190
Phone Number	12627515094
Email Address	mrpositraction@gmail.com
Employment History	Emmi Roth USA, Generac, ABITEC, DuPont
Education Background	BSME, MBA, PMP
Political Experience (include any elected or appointed positions or committees you have served on)	Council member for Aldermanic District 5, vice chair alcohol licensing committee , chair finance committee, zoning appeals committee

Community Service
Experience (include
volunteer work or other
community activities)

Original BOD for Whitewater Grocery Co, meals on Wheels
driver

Signature of Applicant

Gregory L Majkrzak

Date

01/19/24

Submit your application to the City Clerk on or before 4:30 p.m. on January 30, 2024.

Any questions, please email hboehm@whitewater-wi.gov

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

Print

Application for Appointment to Common Council At Large Even Years - Submission #754

Date Submitted: 1/17/2024

APPLICATION FOR APPOINTMENT TO COMMON COUNCIL-AT LARGE EVEN YEARS

Please consider this application my intent to see City of Whitewater Common Council appointment to fill the remaining term for the position of Councilmember At-Large Even Years (This term will expire on April 2, 2024).

First Name*

Joseph

Last Name*

Kromholz

Address*

393 EAGLE CT

City*

WHITEWATER

State*

WI

Zip Code*

53190

Phone Number*

4143792116

Email Address*

jkromholz@rkmiplaw.com

Employment History*

I have worked as an attorney in Wisconsin, for my law firm Ryan Kromholz & Manion, SC and its predecessors, since 1989.

Education Background*

1984 B.S. from Carroll College (now University) (Majors: Chemistry & History); 1989 J.D. from Marquette University Law School

Political Experience (include any elected or appointed positions or committees you have served on)*

I served on the WWUSD Board by appointment (2021-2022); I am a current member of the Whitewater CDA; I am a current member of the Whitewater University Technology Park Board; I am a past President of the Wisconsin Intellectual Property Law Association and a past Chair of the Wisconsin State Bar Section on Intellectual Property.

Community Service Experience (include volunteer work or other community activities)*

As previously noted, voluntary service on the WWSUD Board, Whitewater CDA, and Whitewater University Technology Park Board.

Signature of Applicant *

Date*

/s/ Joseph A. Kromholz

17 January 2024

Submit your application to the City Clerk on or before 4:30 p.m. on January 30, 2024.

Any questions, please email hboehm@whitewater-wi.gov

Common Council Candidate Questions

1. How do you plan to actively engage with the community to understand their concerns and preferences?
2. What strategies do you believe will attract businesses and promote economic growth in Whitewater?
3. How will you approach budgetary decisions to ensure fiscal responsibility while meeting the needs of the community?
4. How do you plan to ensure transparency and accountability in the decision-making processes of the Common Council?
5. What is your prior political experience, if any?
6. Why are you interested in serving on the Common Council?
7. What does Whitewater need more of?
8. What is your relevant educational background, professional experience, or other life events that you feel qualify you for this position?

CITY OF WHITEWATER POLICY FOR
FILLING COUNCILMEMBER POSITION VACANCIES

General: In order to provide the citizens of the City of Whitewater with appropriate representation, a uniform procedure shall be used by the Common Council to fill vacancies in the elected position of councilmember.

- Procedures: 1. Whenever a councilmember position becomes vacant under the conditions listed in Sec. 17.03, Stats., the vacancy is filled by Common Council appointment, except when a recall election is held. A councilmember shall be chosen from interested candidates residing in the affected district, or in the case of an at-large position, from interested candidates residing in the City. A person so appointed shall hold office until a successor is elected and qualified.
2. According to Sec. 17.23(1)(a):
- a) If a vacancy occurs on or before December 1, and the term does **not** expire the following April, unless otherwise ordered by the Council, a successor is chosen at the spring election.
 - b) If the vacancy occurs after December 1 preceding the first Tuesday in April, a successor is appointed and the election is held in April of the second year following the December cutoff date.
 - c) If a vacancy occurs between January 1 and May 31 of the second year of the unexpired term, Council appoints a person to fill the vacancy and has the option to order a special election concurrent with the November election.
3. At the next meeting of the Common Council after a position becomes vacant, the Council will declare the position to be vacant and may request that the City Clerk advertise the vacant position through a news release, through an advertisement in the City's official newspaper, and through any other means deemed appropriate. At this time the Council will establish a deadline for applications to be received from interested candidates. Such deadline should be at least one week prior to the meeting when candidates will be interviewed. (The Council, where authorized by the Wisconsin statutes, by a majority of those present, may, on the first Council meeting following a vacancy, elect to follow the alternative procedure of holding a special election, which election would be ordered as soon as possible, pursuant to the procedures and time frames set forth in the Wisconsin Statutes, as they are interpreted by the Government Accountability Board.
4. Applicants will be required to submit a completely filled out Letter of Interest to Serve on Common Council. This form will be available on the City website or upon request of the City Clerk. Candidates may submit reference letters. Only applications received by the published deadline will be considered.
5. Interviews are conducted in open session Common Council meetings. As with all open sessions, interested news media and public may be present throughout the entire process. No public input will be taken during the interview or voting process.
6. The candidates will be notified of the date when applications will be considered and requested to attend.

7. Each candidate will be given an opportunity to make a presentation to the Council and the Council may ask candidates questions. All candidates may be present throughout the process.
8. After the presentations have been concluded, the Council may discuss qualifications of candidates. The Council may recall individual candidates to clarify any issues previously discussed. The Council may decide not to choose a candidate at the current meeting and decide on a different process for the appointment.
9. Each councilmember votes for one candidate. Voting may be conducted by roll call or by paper ballot. If paper ballots are used, ballots must contain the name of the person voting. The individual receiving the least number of votes on the first ballot will no longer be considered a candidate and additional balloting continues using the same process until only one candidate receives a majority of votes cast. There may be additional discussion by councilmembers between each vote. A candidate must receive a majority of votes cast to be elected. An abstention by a councilmember during the voting process is not considered a vote.
10. Following the completion of balloting, the prevailing candidate shall be appointed to complete the unexpired term of office.
11. The oath of office shall be administered by the City Clerk and the responsibilities and term of office shall be assumed immediately.
12. The individual appointed may seek candidacy for the elected office.
13. This policy may be amended at any time.

Adopted 12/4/2012



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

MEMORANDUM

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

To: Common Council
From: John Weidl, City Manager
Date: January 30, 2023
Re: Filling the Common Council Vacancy for District 1

The City Staff has been impressed by the commitment the community has to this governing body. Since the announcement of the applications, the City has received 3 applications for District 1. Please note that one of the applicants does not live in the City limits. Attached to this memo is correspondence from the Clerk alerting them that they are not eligible.

Please see attached to this memo the applications for District 1. Additionally, the staff has prepared questions for you to ask the applicants. These questions are also attached to this memo.

Warm regards,

John S. Weidl, City Manager

JSW/TKZ

Heather Boehm

From: Heather Boehm
Sent: Monday, January 29, 2024 4:34 PM
To: drummerboyst@yahoo.com
Subject: Common Council Application

Dear Mr. Marrari,

Thank you for your interest in the Aldermanic District 1 position. After careful consideration, we regret to inform you that your application is denied because our records indicate that you do not reside in the aldermanic district for which you applied.

The municipal code requires councilmembers to reside in the respective aldermanic district they seek to represent. Unfortunately, the current information on file indicates a mismatch between your residential address and the designated district.

Thank you for your understanding,

Heather Boehm
City Clerk



312 W. Whitewater St., Whitewater, WI 53190
(262)473-0102 | hboehm@whitewater-wi.gov

DON'T LET THE UGLY IN OTHERS DESTROY THE BEAUTY IN YOU!

The City of Whitewater will be starting a monthly newsletter! Subscribe to receive the latest news, public service announcements & updates, and upcoming events delivered to your inbox. Subscribe:
<https://lp.constantcontactpages.com/su/g8U4Af4/whitewater>

Heather Boehm

From: noreply@civicplus.com
Sent: Friday, January 19, 2024 8:06 AM
To: City Clerk Staff
Subject: Online Form Submittal: Application for Appointment to Common Council Aldermanic District 1

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.

Application for Appointment to Common Council Aldermanic District 1

APPLICATION FOR APPOINTMENT TO COMMON COUNCIL ALDERMANIC DISTRICT 1

Please consider this application my intent to see City of Whitewater Common Council appointment to fill the remaining term for the position of Councilmember Aldermanic District 1 (This term will expire on April, 2025)

First Name	Thomas
Last Name	Marrari
Address	W7631 Shagbark Rd
City	Whitewater
State	WI
Zip Code	53190
Phone Number	414-794-9912
Email Address	Drummerboyst@yahoo.com
If appointed, I plan to run for the Councilmember Aldermanic 1 position in the April, 2025 election.. (Check one)	Yes
Employment History	U.S .Army, U.S. Postal Service
Educational Background	Kansas State University

Political Experience (include any elected or appointed positions or committees you have served on) Scattered Oaks HOA Board of Directors

Community Service Experience: (include volunteer work or other community activities) Animal rescue, Food drive Coordinator, Union Steward

Signature of Applicant Thomas B Marrari

Date 1-19-2024

Submit your application to the City Clerk on or before 4:30 p.m. on January 30, 2024.

Any questions, please email hboehm@whitewater-wi.gov

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

Print

Application for Appointment to Common Council Aldermanic District 1 - Submission #755

Date Submitted: 1/17/2024

APPLICATION FOR APPOINTMENT TO COMMON COUNCIL ALDERMANIC DISTRICT 1

Please consider this application my intent to see City of Whitewater Common Council appointment to fill the remaining term for the position of Councilmember Aldermanic District 1 (This term will expire on April, 2025)

First Name*

Patrick

Last Name*

Singer

Address*

263 Amber Dr.

City*

Whitewater

State*

WI

Zip Code*

53190

Phone Number*

2723740592

Email Address*

patricksinger@gmail.com

If appointed, I plan to run for the Councilmember Aldermanic 1 position in the April, 2025 election.. (Check one)*

- Yes
- No
- Undecided

Employment History*

County of Rock - Information Technology Data Services Manager - January 2020 to Present, County of Rock - Human Services Data Systems Management and Support Manager - 2010 to 2019

Educational Background*

Bachelor of Science in Information Science and Technology

Political Experience (include any elected or appointed positions or committees you have served on)*

Whitewater Common Council Member - April 2007 to April 2021 (Council President 2008 - 2020) / Community Development Authority Citizen Member 2021 to Present (Chair 2021 - Present) - During Council tenure served on variety of boards and commissions including Alcohol Licensing Review Committee, Board of Review, Community Development Authority, Community Involvement & Cable TV Commission, Finance Committee, Landmarks Commission, Library Board, Parks & Recreation Board, and Whitewater University Technology Park Board.

Community Service Experience: (include volunteer work or other community activities)*

League of Women Voters 2022 Make Democracy Work Award / Graduate Whitewater Citizen's Police Academy / Graduate Rock County Leadership Development Academy

Signature of Applicant *

Date*

Patrick Singer

1/17/2023

Submit your application to the City Clerk on or before 4:30 p.m. on January 30, 2024.

Any questions, please email hboehm@whitewater-wi.gov

Form Center

My Forms

Application for Appointment to Common Council Aldermanic District 1

Save Progress

APPLICATION FOR APPOINTMENT TO COMMON COUNCIL ALDERMANIC DISTRICT 1

Please consider this application my intent to see City of Whitewater Common Council appointment to fill the remaining term for the position of Councilmember Aldermanic District 1 (This term will expire on April, 2025)

First Name*

CURTIS (CURT)

Last Name*

KNOLL

Address*

404 E. CRAVATH ST

City*

WHITE WATER

State*

WI

Zip Code*

53190

Phone Number*

262-607-1985

Email Address*

state.linetoo@gmail.com

If appointed, I plan to run for the Councilmember Aldermanic 1 position in the April, 2025 election.. (Check one)*

- Yes
 No
 Undecided

Employment History*

7 YEARS, USAF, 30+ YEARS METAL FAB, DISABLED VET

Educational Background*

EAHS 1990, SOME COLLEGE, USAF TECH SCHOOL

Political Experience (include any elected or appointed positions or committees you have served on)*

MOOSE LODGE VP, ELKHORN

Community Service Experience: (include volunteer work or other community activities)*

COUNTLESS BENEFIT RIDES AND CHARITY WORK
COMBAT VETERANS MOTORCYCLE ASSOCIATION

Signature of Applicant *

[Handwritten Signature]

Date*

01/17/2024

Submit your application to the City Clerk on or before 4:30 p.m. on January 30, 2024.

Any questions, please email hboehm@whitewater-wi.gov

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Email address

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This field is not part of the form submission.

Submit

* indicates a required field

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Frequently Asked Questions

1. [Are licenses required for pets?](#)

2. [What are the animal control rules in the City?](#)

Common Council Candidate Questions

1. How do you plan to actively engage with the community to understand their concerns and preferences?
2. What strategies do you believe will attract businesses and promote economic growth in Whitewater?
3. How will you approach budgetary decisions to ensure fiscal responsibility while meeting the needs of the community?
4. How do you plan to ensure transparency and accountability in the decision-making processes of the Common Council?
5. What is your prior political experience, if any?
6. Why are you interested in serving on the Common Council?
7. What does Whitewater need more of?
8. What is your relevant educational background, professional experience, or other life events that you feel qualify you for this position?

CITY OF WHITEWATER POLICY FOR
FILLING COUNCILMEMBER POSITION VACANCIES

General: In order to provide the citizens of the City of Whitewater with appropriate representation, a uniform procedure shall be used by the Common Council to fill vacancies in the elected position of councilmember.

- Procedures: 1. Whenever a councilmember position becomes vacant under the conditions listed in Sec. 17.03, Stats., the vacancy is filled by Common Council appointment, except when a recall election is held. A councilmember shall be chosen from interested candidates residing in the affected district, or in the case of an at-large position, from interested candidates residing in the City. A person so appointed shall hold office until a successor is elected and qualified.
2. According to Sec. 17.23(1)(a):
- a) If a vacancy occurs on or before December 1, and the term does **not** expire the following April, unless otherwise ordered by the Council, a successor is chosen at the spring election.
 - b) If the vacancy occurs after December 1 preceding the first Tuesday in April, a successor is appointed and the election is held in April of the second year following the December cutoff date.
 - c) If a vacancy occurs between January 1 and May 31 of the second year of the unexpired term, Council appoints a person to fill the vacancy and has the option to order a special election concurrent with the November election.
3. At the next meeting of the Common Council after a position becomes vacant, the Council will declare the position to be vacant and may request that the City Clerk advertise the vacant position through a news release, through an advertisement in the City's official newspaper, and through any other means deemed appropriate. At this time the Council will establish a deadline for applications to be received from interested candidates. Such deadline should be at least one week prior to the meeting when candidates will be interviewed. (The Council, where authorized by the Wisconsin statutes, by a majority of those present, may, on the first Council meeting following a vacancy, elect to follow the alternative procedure of holding a special election, which election would be ordered as soon as possible, pursuant to the procedures and time frames set forth in the Wisconsin Statutes, as they are interpreted by the Government Accountability Board.
4. Applicants will be required to submit a completely filled out Letter of Interest to Serve on Common Council. This form will be available on the City website or upon request of the City Clerk. Candidates may submit reference letters. Only applications received by the published deadline will be considered.
5. Interviews are conducted in open session Common Council meetings. As with all open sessions, interested news media and public may be present throughout the entire process. No public input will be taken during the interview or voting process.
6. The candidates will be notified of the date when applications will be considered and requested to attend.

7. Each candidate will be given an opportunity to make a presentation to the Council and the Council may ask candidates questions. All candidates may be present throughout the process.
8. After the presentations have been concluded, the Council may discuss qualifications of candidates. The Council may recall individual candidates to clarify any issues previously discussed. The Council may decide not to choose a candidate at the current meeting and decide on a different process for the appointment.
9. Each councilmember votes for one candidate. Voting may be conducted by roll call or by paper ballot. If paper ballots are used, ballots must contain the name of the person voting. The individual receiving the least number of votes on the first ballot will no longer be considered a candidate and additional balloting continues using the same process until only one candidate receives a majority of votes cast. There may be additional discussion by councilmembers between each vote. A candidate must receive a majority of votes cast to be elected. An abstention by a councilmember during the voting process is not considered a vote.
10. Following the completion of balloting, the prevailing candidate shall be appointed to complete the unexpired term of office.
11. The oath of office shall be administered by the City Clerk and the responsibilities and term of office shall be assumed immediately.
12. The individual appointed may seek candidacy for the elected office.
13. This policy may be amended at any time.

Adopted 12/4/2012

MEMORANDUM

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

To: Common Council
From: John Weidl, City Manager
Date: January 29, 2024
Re: Media Response

The City Staff has received a significant amount of correspondence from various sources regarding the approved letter on our growing population. This memo aims to inform the council about the range of correspondence we have received.

Following the publication and mailing of the letter, City Staff has been in contact with a multitude of news agencies. These agencies include local news stations as well as those from Washington DC.

The correspondence we received extends beyond media inquiries. We have also received phone calls and emails from community members, both within Wisconsin and from across the country. These conversations have varied greatly, ranging from hurtful and racist comments to curious and productive exchanges.

In addition to media and community responses, we have received letters from elected officials expressing their support or engaging in productive conversations. Senator Tammy Baldwin, Congressman Bryan Steil, and Assemblywoman Ellen Schutt are among the officials who have sent letters. Furthermore, our staff has had productive meetings with Senator Baldwin's office and State Assemblywoman Schutt's office.

To provide the Common Council with a comprehensive understanding of the correspondence received, we have attached a compilation of the mentioned correspondences to this memo. Initially, when this letter was presented to the Common Council I asked the Council to hold on to any sentiments they wanted to add to the letter. I at that time offered to write a letter on behalf of the Council that expresses your interests. However, at this time the City Staff does not think it would be effective to write a secondary letter. Rather allow staff to follow up on the leads and action items that have been brought forth. While meeting with Senator Baldwin her staff mentioned some federal grant money and strategies that the City is eligible to apply for.

Warm regards,
John Weidl, City Manager

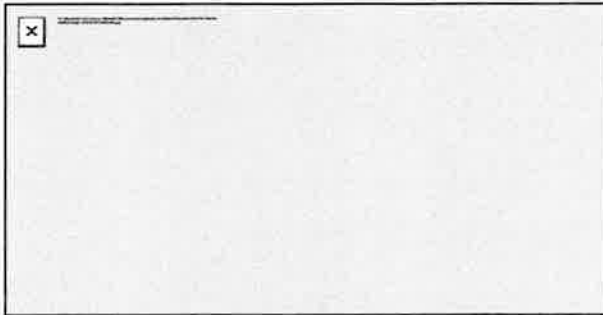
Taylor Zeinert

From: STEVEN MAEL <bodycop@aol.com>
Sent: Monday, January 8, 2024 7:49 AM
To: Dan Meyer
Subject: Illegal Immigrants

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.

Chief Meyer,

As a now eight years retired nearly three decades served state police officer I am appalled by your callous disregard for good sense with your foolish and dangerous cowardice when I read an article such as this...



Small Wisconsin Town's Police Chief Pens Letter
Begging Biden for Help After Flood of Immigrants
westernjournal.com

I can understand, though not forgive the mayor for being a sub-human politician, but the truth of the matter is, you are a pansy ass coward chief as is the mayor. Instead of telling Biden to F-OFF and close the damn border because it's causing crimes, probably 90% of which go unreported because the illegals don't want to have the cops show up; no instead you ask for "resources", tax dollars, our money from our taxpayers dwindling bank accounts due to horrific policies that are causing inflation. Nobody wants to be honest or do the right thing, selfish you just want mo-money!

You're not a man, just an idiot petulant child. Grow up, stop pandering and begging, and start to acting like an adult who actually knows something and is willing to do the right thing. ACT LIKE YOU'RE A CHIEF OF POLICE.

Steven B. Mael

Taylor Zeinert

From: S <szetshe@msn.com>
Sent: Friday, January 12, 2024 9:02 PM
To: Dan Meyer
Subject: Dude

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.

Hey

Many people read your letter to the illegitimate Biden whining about invaders taking over your town.

They wonder if you are on drugs? A drinking problem clouding the brainbox?

They think you are one sick incompetent puppy. Do you have a reply to those folks?

Have a great day.

Sent from Mail for Windows

United States Senate

WASHINGTON, DC 20510

COMMITTEES:
APPROPRIATIONS
COMMERCE
HEALTH, EDUCATION,
LABOR, AND PENSIONS

January 17, 2024

The President
The White House
Washington, D.C. 20500

Dear President Biden:

I write to express my concern and request immediate assistance for cities and towns across the State of Wisconsin as migration increases demands on existing state and local government resources.

I support the ongoing bipartisan negotiations on legislation that will help fix our broken immigration system, secure our border, and provide the resources the Administration has requested for critical border enforcement activities, communities receiving migrants, and to stem the flow of fentanyl across the border. The United States and the Western hemisphere are experiencing an unprecedented period of migration, straining our infrastructure and our national, state, and local governments' ability to respond. The impact of this migration is not contained to communities at our Southwestern border. Addressing this crisis requires leadership, and as part of your Administration's response, I urge you to ensure that adequate resources and support are available to towns and cities across Wisconsin to keep our communities healthy and safe for all.

I want to ensure your attention to a request you recently received from the City of Whitewater, Wisconsin.¹ Whitewater estimates that between 800-1,000 migrants have arrived since 2022, a population increase of approximately 7 percent.² The city reports that it lacks the resources to provide the types of communication, transportation, housing, and public safety services that are necessary to best serve its community. I am working to connect the city to existing resources that may offset these costs. However, it is clear that more must be done to provide the resources necessary to respond to this period of unprecedented migration and its effects at our Southwest border and across the United States.

That is why I am fighting to secure the key investments that will help cities and recently arrived migrants as they integrate in local communities included in the Administration's national

¹ Letter from Chief Meyer, et. al., at: <https://www.wpr.org/documents/letter-president-biden-pdf>.

² S. Lehr, Whitewater Police Chief Preparing Letter Asking for Federal Help in Response to Migration, at: <https://www.wpr.org/whitewater-police-chief-letter-asking-federal-help-immigration>; Council approves letter to President Joe Biden describing immigration-related challenges facing local law enforcement, at: <https://whitewaterwise.com/council-approves-letter-to-president-joe-biden-describing-immigration-related-challenges-facing-local-law-enforcement/>.

security supplemental appropriations request. These investments would include an additional \$1.4 billion in Shelter and Services Program (SSP) grants to local governments to provide food, shelter, and other services to recently arrived migrants; 30 new USCIS officers to speed issuance of work authorization for eligible noncitizens; 375 additional immigration judge teams to adjudicate and process immigration cases; and an additional 1,600 asylum officers and other staff to hear migrant claims and facilitate timely dispositions.

Wisconsin communities must be eligible to apply for this funding. Following appropriation of additional SSP funding, I urge the Federal Emergency Management Agency to broaden the eligibility for this funding beyond those cities and nonprofits that previously received it to ensure that Wisconsin communities, like Whitewater, can benefit from these resources. I additionally urge the Administration to work across agencies to provide technical assistance to communities – small and large – as they work to meet the needs of migrants. This technical assistance is particularly necessary for smaller communities who may lack the resources and capacity of larger municipalities, or who are implementing support services for migrant populations for the first time.

Wisconsin is home to nearly 300,000 immigrant residents, originating from countries across the globe. Wisconsin communities need appropriate resources to provide services to help all Wisconsinites stay safe and thrive. Thank you for your prompt attention to this urgent matter.

Sincerely,

A handwritten signature in blue ink that reads "Tammy Baldwin". The signature is written in a cursive, flowing style.

Tammy Baldwin
United States Senator

CC: Deanne Criswell, FEMA Administrator



ELLEN SCHUTT

STATE REPRESENTATIVE • 31ST ASSEMBLY DISTRICT

January 17, 2024

Daniel A. Meyer, Chief of Police
John S. Weidl, City Manager
Members of the Common Council

312 W Whitewater St
PO Box 178
Whitewater, WI 53190

Dear Chief Meyer, Manager Weidl and Members of the Common Council:

Thank you for your letter regarding the immigration related challenges the City of Whitewater is currently facing.

As you may be aware, on January 5, 2024, my colleagues and I sent a letter to President Biden emphasizing the need for additional federal resources to provide relief to strained public services in the City of Whitewater.

We have expressed that local municipal services have been struggling to deal with communication, transportation, housing and identification concerns for these immigrants as well as an increase in serious crimes.

The situation in Whitewater is an urgent matter that requires immediate action. I applaud your efforts to seek assistance from the federal government.

I urge President Biden to take necessary steps to ensure the community of Whitewater is safe for everyone. I will continue to support the Whitewater community.

Respectfully,

Ellen Schutt
State Representative
31st Assembly District

BRYAN STEIL

1ST DISTRICT, WISCONSIN

COMMITTEE ON HOUSE ADMINISTRATION, CHAIRMAN

COMMITTEE ON FINANCIAL SERVICES



Congress of the United States
House of Representatives
Washington, DC 20515

WASHINGTON OFFICE
1526 LONGWORTH HOUSE OFFICE BUILDING
WASHINGTON, DC 20515
PHONE: (202) 225-3031

JANESVILLE DISTRICT OFFICE
20 S. MAIN STREET
SUITE 10
JANESVILLE, WI 53545
PHONE: (608) 752-4050

January 8, 2024

Police Chief Meyer
Whitewater Police Department
312 West Whitewater Street
Whitewater, Wisconsin 53190

Chief Meyer,

I recently read your letter to President Joe Biden requesting assistance due to the large influx of new migrants to the City of Whitewater. As you are aware from our work on this issue, you and the people of Whitewater have my strong support for your efforts, and I can assure you that I will continue to work on resolving these challenges. I have visited our southern border multiple times, most recently this January, and saw firsthand how dire the situation has become. I am working to force the Biden administration to change course to secure the border and stop the flow of illegal migrants into the U.S. and places like Whitewater.

It is evident through the multiple meetings we have had on this topic that your motivation is supporting your officers and serving the people of Whitewater. Illegal immigration is a complex and multifaceted issue that requires a collaborative response, and I appreciate your continued work with my office.

Our country has a broken legal and illegal immigration system. Our first order of business needs to be restoring sanity in our border policies and fixing the humanitarian crisis at the southern border. Communities like Whitewater will continue to struggle to properly serve their residents and maintain public safety until our border is secure.

As you noted in your letter to President Biden, Whitewater is a city of approximately 15,000 people that has been forced to deal with an influx of 800-1,000 migrants arriving primarily from Nicaragua and Venezuela in the last two years. The addition of roughly 1,000 migrants in your community has strained your officers and their resources, making your department unable to serve your residents properly. Big cities like Chicago and New York often receive national attention when undocumented immigrants arrive in their cities; however, smaller communities like Whitewater are often overlooked even when their burdens greatly increase.

To secure our border, protect our local communities, and restore sanity to our immigration system, I am working to enact the Secure the Border Act (H.R. 2), which passed the House with my support on May 11, 2023, by a vote of 219-213 and now awaits consideration in the Senate. This legislation would take immediate action to end catch-and-release, re-institute the Remain in Mexico agreement, expand the use of expedited removal, cease exploitation of parole authority, and would resume border wall construction. H.R. 2 would also end family separations, address

the human trafficking crisis, and increase criminal penalties for illegal entry and visa overstays. Lastly, the bill would make aliens who are convicted of certain crimes ineligible for asylum, including child abuse, domestic violence, and gang-related crimes.

I have also taken multiple actions to address our border crisis by supporting additional funding for the High Intensity Drug Trafficking Areas (HIDTA) Program, which provides assistance to law enforcement agencies to target drug traffickers. I have also written to President Biden urging him to maintain Title 42 authority, which gives the Department of Homeland Security (DHS) the ability to immediately expel migrants that would otherwise be detained or released into our communities in the U.S. This has led to the infiltration of Mexico's Gulf Cartel in Whitewater. The cartel is running illegal operations in the city such as drug and sex trafficking and selling fraudulent ID documents.

The safety of families and children in Whitewater is my priority. The illegal activity in our community caused by the border crisis is why I'm working to force the Biden administration to change course and implement policies that will secure the border.

As always, please continue reaching out to me and my office for any assistance we can provide, and thank you for your service to the City of Whitewater.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Steil".

BRYAN STEIL
Member of Congress



Common Council Agenda Item

Meeting Date:	February 6, 2024
Agenda Item:	Shared-Ride Taxi Rate Increases
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

BACKGROUND

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

The Shared-Ride Taxi rates are currently:

Adult \$3.25

Seniors/Disabled \$2.25

Student \$2.50

Agency \$9.50

Additional Rider \$2.25

Beyond Service Area Base fare plus @2.25 per mile

Wait time \$0.40 per minute after the first 3 minutes

Package delivery \$9.50

All fares after 9 p.m. \$3.25

Children aged 5 and younger are free

The rates charged by Brown Cab have increased from \$31.73 in 2019 to \$40.26 in 2024 or a 26.8% increase while fares have not changed.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

These rates have been in effect since 3/1/2019.

Finance Committee made a motion to recommend the increase to Common Council at the January 23, 2024 meeting.

FINANCIAL IMPACT

(If none, state N/A)

The financial impact is significantly influenced by the total number of agency rides requested. For instance, in 2023, there were a total of 749 agency rides, which, based on the given parameters, would have generated approximately \$1,875 in additional revenue.

STAFF RECOMMENDATION

The fares for Agency rides are funded by Medicare, and therefore are not directly paid by the individual rider. Given that these costs are covered by a separate federal program, the recommendation is to adjust the rates of the Agency fares to more accurately represent the true cost of the ride. Specifically, it is proposed to increase the fare from the current rate of \$9.50 to \$12.00. This adjustment aims to align the fare with the actual expenses incurred for each ride.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

-
1. SRT Agency Rates
 2. 2023 Statistical Data
-

Month	Jan-23	Feb-23	Mar-23	Q1	Apr-23	May-23	Jun-23	Q2	Jul-23	Aug-23	Sep-23	Q3	Oct-23	Nov-23	Dec-23	Q4	Full Year
2023 Actual Hrs / Prior Year	341.9	249.2	421.5	1,012.6	355.7	404.5	365.3	1,125.4	334.7	350.1	326.5	1,011.3	342.5	397.7	401.7	1,141.9	4,291.21
2023 Budget Hours (Per Schedule)	649.0	688.0	776.0	2,113.0	719.0	642.0	568.5	1,929.5	550.5	601.5	731.0	1,883.0	741.0	710.0	702.0	2,153.0	8,078.50
	5%	5%	6%	15%	5%	5%	4%	14%	4%	4%	5%	13%	5%	5%	5%	15%	100%
	307.15	438.82	354.48	1,100.45	363.28	237.55	203.23	804.06	215.83	251.37	404.47	871.67	398.47	312.35	300.29	1,011.11	7,574.58
Monthly Revenue Trips:																	
Adult	280	266	254	800	184	196	149	529	149	242	196	587	217	228	230	675	2,591.00
Students	296	316	360	972	244	297	116	657	61	26	131	218	223	269	187	679	2,526.00
Senior	183	207	229	619	245	310	311	866	266	313	289	868	340	311	330	981	3,334.00
Other Primary Ride Fares (Agency)	72	50	41	163	37	64	50	151	69	70	66	205	89	71	70	230	749.00
Disabled	227	179	168	574	164	153	149	466	112	96	128	336	164	135	152	451	1,827.00
Other Reduced Fares	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Parcel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Additional	15	33	50	98	28	25	29	82	10	8	8	26	21	32	21	74	280.00
Total Trips	1,073	1,051	1,102	3,226	902	1,045	804	2,751	667	755	818	2,240	1,054	1,046	990	3,090	11,307.00
Billable Miles	39	6	13	58	16	50	43	109	30	71	41	142	46	24	26	96	
Vehicle Miles																	
AGENCY REVENUE				4,322.50				-				-				-	
REGULAR REVENUE				9,085.25				-				-				-	
Monthly Revenue:																	
Passenger Cash	2,591.25	3,974.00	2,716.50	9,281.75	2,231.00	2,457.75	1,887.75	6,576.50	6,104.50	1,827.00	1,850.00	9,781.50	2,367.75	2,362.25	2,264.00	6,994.00	32,633.75
Passenger Charge	1,267.00	1,409.25	1,449.75	4,126.00	1,185.75	2,250.00	5,038.75	8,474.50	549.50	483.75	1,697.50	2,730.75	892.25	784.25	859.25	2,535.75	17,867.00
Agency Charge	0.00	0.00	0.00	-	0.00	0.00	0.00	-	0.00	0.00	0.00	-	0.00	0.00	0.00	-	0.00
Prepaid BCSI Tickets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Prepaid Agency Tickets Full	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Prepaid Agency Tickets Reduced	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Admin Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Delivery	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
	3,858.25	5,383.25	4,166.25	13,407.75	3,416.75	4,707.75	6,926.50	15,051.00	6,654.00	2,310.75	3,547.50	12,512.25	3,260.00	3,146.50	3,123.25	9,529.75	50,500.75
Expenses:																	
Vehicle Hours	341.85	249.18	421.52	1,012.55	355.72	404.45	365.30	1,125.47	334.67	350.13	326.53	1,011.33	342.53	397.65	401.71	1,141.89	4,291.24
Hourly Rate	36.65	36.65	36.65	36.65	36.65	36.65	36.65	36.65	36.65	36.65	36.65	36.65	36.65	36.65	36.65	36.65	586.40
Rate Adj:																	
Vehicle Expense	(12,528.80)	(9,132.45)	(15,448.71)	(37,109.96)	(13,037.14)	(14,823.09)	(13,388.25)	(41,248.48)	(12,265.66)	(12,832.26)	(11,967.32)	(37,065.24)	(12,553.72)	(14,573.87)	(14,722.67)	(41,850.27)	(157,273.95)
Admin Expenses				(112.86)				(285.92)							0.00		(398.78)
total Expense	(12,528.80)	(9,132.45)	(15,448.71)	(37,109.96)	(13,037.14)	(14,823.09)	(13,388.25)	(41,248.48)	(12,265.66)	(12,832.26)	(11,967.32)	(37,065.24)	(12,553.72)	(14,573.87)	(14,722.67)	(41,850.27)	(157,273.95)
Contra (Delivery)																	0.00
Recognized Expenditures	(12,528.80)	(9,132.45)	(15,448.71)	(37,222.82)	(13,037.14)	(14,823.09)	(13,388.25)	(41,248.48)	(12,265.66)	(12,832.26)	(11,967.32)	(37,065.24)	(12,553.72)	(14,573.87)	(14,722.67)	(41,850.27)	(314,660.75)
Expenses > Revenue	(8,670.55)	(3,749.20)	(11,282.46)	(23,815.07)	(9,620.39)	(10,115.34)	(6,461.75)	(26,197.48)	(5,611.66)	(10,521.51)	(8,419.82)	(24,552.99)	(9,293.72)	(11,427.37)	(11,599.42)	(32,320.52)	(213,659.25)
Due Brown Cab Service	(8,670.55)	(3,749.20)	(11,282.46)	(23,702.21)	(9,620.39)	(10,115.34)	(6,461.75)	(26,197.48)	(5,611.66)	(10,521.51)	(8,419.82)	(24,552.99)	(9,293.72)	(11,427.37)	(11,599.42)	(32,320.52)	(213,546.39)
Due WW	0.00	0.00	0.00	(112.86)	0.00	0.00	0.00	(285.92)	0.00	0.00	0.00	-	0.00	0.00	0.00	-	(398.78)
	0.00	0.00	0.00	-	0.00	0.00	0.00	(285.92)	0.00	0.00	0.00	-	0.00	0.00	0.00	-	(285.92)
																	Fed/State Cap
																	56.10%

Beaver Dam	\$	10.00
Berlin	\$	15.00
Chippewa Falls	\$	6.00
Clintonville	\$	7.00
Marshfield	\$	10.00
Mauston	\$	5.00
New Richmond	\$	6.00
Onalaska / Holmen / West Salem	\$	7.00
Platteville	\$	12.00
Portage 1/1/24	\$	13.00
Prairie du Chien	\$	4.50
Reedsburg	\$	9.00
Rhineland	\$	7.00
Richland Center	\$	5.00
River Falls	\$	5.00
Update coming Q2		
Stoughton	\$	8.00
Edgerton	\$	9.00
Fort Atkinson	\$	12.00
Jefferson	\$	7.00
Lake Mills	\$	6.10
Medford	\$	9.00
Monroe	\$	5.65
Ripon	\$	7.50
Sauk Prairie	\$	9.00
Waupaca	\$	9.50
Update coming Feb		
Waupun	\$	9.75
Whitewater	\$	9.50
P-Viroqua	\$	4.00
P-Westby	\$	4.00
Watertown	\$	9.00
Wisconsin Rapids	\$	4.00
Shawano	\$	10.00
Hudson		



Council Agenda Item

Meeting Date: February 6, 2024

Agenda Item: Council Action Plan Items E & F

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 E and F 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.

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 E & F of the Council Action Plan.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Self-Governance Outline of Action Plan Items E and F
2. City of River Falls Council Agenda Work Retreat
3. City of Federal Way Council Agenda Special (Retreat)



Self-Governance Action Plan E & F
February 5, 2024
City of Whitewater Common Council

Action Plan

E. Facilitated Discussions:

Objective: Provide opportunities for constructive dialogue.

Action Steps:

- 1) Introduce facilitated discussions or workshops on effective communication and conflict resolution. (Council retreat)
- 2) Encourage open communication channels for members to express concerns and provide feedback.

F. Individual Goal Setting:

Objective: Encourage members to set City-related goals.

Action Steps:

- 1) Implement a system for members to set individual goals related to their priorities on the council.
- 2) Conduct regular check-ins to review progress and offer support.



River Falls City Council Retreat Agenda
Wednesday, May 31, 2023, 2:00-7:00 p.m.
St. Croix Valley Business Innovation Center

2:00-2:15 p.m. Welcome	Scot Simpson
2:15-2:45 p.m. CIP Presentation	Jason Stroud
2:45-4:00 p.m. Strategic Initiative Work Session	Scot Simpson
4:00-4:15 p.m. Break	
4:15-4:45 p.m. Street Light Utility	Jason Stroud
4:45-5:15 p.m. Housing Fund Study Preliminary Findings	Scot Simpson
5:15-5:45 p.m. Dinner/ Legislative Update	Scot Simpson
5:45-6:00 p.m. Compensation Study Status Update	Jason Stroud
6:00-6:20 p.m. Council Liaison Discussion	Scot Simpson
6:20-7:00 p.m. Council Impact Vision/ Wrap up	Scot Simpson
7:00 p.m. Adjourn	

Publish: The Pierce County Journal 5/24/23; Post: City Hall 5/18/23

NOTE: Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials to be in an accessible location or format, may contact City Clerk Amy White at (715) 426-3408 or in person at 222 Lewis Street, for accommodations. Requests for accommodations should be made at least three (3) business days in advance of the meeting. Every effort will be made to arrange accommodations.



2024 CITY COUNCIL ANNUAL RETREAT

SPECIAL MEETING AGENDA

Dumas Bay Centre*

February 3, 2024 – 8:00 a.m.

(Doors open and breakfast is served at 7:30 a.m.)

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Welcome and Introductions** - *Mayor Ferrell and Council President Kochmar*
4. **Review of Council Rules of Procedure** – *City Attorney Call*
 - a. Discussion on current rules regarding attendance from remote locations
 - b. Modification to allow the use of abbreviated Ordinance titles
5. **Council Goals**
6. **Downtown Update** – *Community Development Director Niven*
 - a. Town Center 3 (TC3)
7. **Morning Break**
8. **Downtown Update Continued** – *Community Development Director Niven*
 - b. Federal Way Link Extension
 - c. Commons Mall
9. **Lunch Break**
10. **Capital Finance** – *City Administrator Davis*
 - a. Existing Debt
 - Performing Arts and Event Center (PAEC)
 - Federal Way Community Center (FWCC)
 - South Correctional Entity (SCORE)
 - b. Maintenance and Operations Facility
 - c. Town Center 3 (TC3)
 - Civic Plaza
 - Pavilion
 - City Hall

For more information, or to view agenda materials please visit www.cityoffederalway.com.
To request accommodations or assisted listening devices, please contact the City Clerk prior to the meeting.

*Remote attendance available via Zoom meeting code: 363 503 282 and passcode: 738163; or
<https://cityoffederalway.zoom.us/j/363503282?pwd=VmllocG0rdFVvTURaQnl0RUIQOTQ4Zz09>

Capital Finance continued...

- d. 320th “Dip” Crossing
- e. Tax Increment Financing

- 11. Afternoon Break**
- 12. Joint Use Operations and Maintenance Facility Update** – *PW Director Walsh*
- 13. Closing Remarks** - *Mayor Ferrell, Council President Kochmar and Council*
- 14. Adjourn**

For more information, or to view agenda materials please visit www.cityoffederalway.com.
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<https://cityoffederalway.zoom.us/j/363503282?pwd=VmlocG0rdFVvTURaQnloRUIQOTQ4Zz09>