



Finance Committee Meeting

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

Tuesday, September 24, 2024 - 5:00 PM

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

Please click the link below to join the webinar:

When: Sep 24, 2024 05:00 PM Central Time (US and Canada)

Topic: Finance Committee Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/87952083173>

Or One tap mobile :

+13052241968,,87952083173# US

+13092053325,,87952083173# US

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 312 626 6799 US (Chicago)

Webinar ID: 879 5208 3173

AGENDA

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

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

1. August 28, 2024 Finance Committee Meeting Minutes
2. September 11, 2024 Special Finance Committee Meeting Minutes

HEARING OF CITIZEN COMMENTS

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

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

CONSIDERATIONS / DISCUSSIONS / REPORTS

- [3.](#) August Financials
- [4.](#) Discussion and Possible Edits to the Permit Fee Schedule
- [5.](#) Public Comment Policy Discussion
- [6.](#) Insurance Claim
- [7.](#) Discussion and Development of Brown Cab Survey
- [8.](#) Open Meetings Law Compliance Training

FUTURE AGENDA ITEMS

9. Discussion Regarding Parking Violation Fee Increase
10. Paid Parental Leave Discussion
11. Bring Your Own Device Policy
12. Equipment Replacement Policy
13. AI Policy Draft

ADJOURNMENT

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

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



Finance Committee Meeting Item 1.

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

Wednesday, August 28, 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.**

You are invited to a Zoom webinar.
When: Aug 28, 2024 06:30 PM Central Time (US and Canada)
Topic: Finance Committee Meeting 8/28/2024

Please click the link below to join the webinar:
<https://us06web.zoom.us/j/86137121258?pwd=LJrBtwRZxrPj5Yz7Zrv9stboakO99K.1>

Passcode: 946608

+1 312 626 6799 US (Chicago)

Webinar ID: 861 3712 1258
Passcode: 946608

AGENDA

CALL TO ORDER

The meeting was called to order by Lisa Dawsey-Smith at 6:31 p.m.

ROLL CALL

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

Additional Attendees: Rachelle Blich, Finance Director, Taylor Zeinert, Economic Development Director, Tim Neubeck, IT Director, and Allison Schwark, Municipal Code Enforcement

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. July 23, 2024 Finance Committee Meeting Minutes

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

HEARING OF CITIZEN COMMENTS

No formal Committee action will be taken during this meeting although issues raised may become a part

of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.

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

CONSIDERATIONS / DISCUSSIONS / REPORTS

2. July 2024 Financials
3. Discussion of Updated License and Permit Fee Schedule

Motion made to recommend the updated license and permit fee schedule to Common Council by Lisa Dawsey-Smith, Seconded by Brian Schanen. Voting Yes: Lisa Dawsey-Smith, Brian Schanen, and Patrick Singer. Voting No: None.

4. Elected Officials Tablet Policy

Motion made to recommend the elected officials tablet policy to the Common Council by Patrick Singer, Seconded by Brian Schanen. Voting Yes: Lisa Dawsey-Smith, Brian Schanen, and Patrick Singer. Voting No: None.

5. Security Camera and Recording Retention Policy

Motion made to recommend the security camera and recording retention policy to Common Council by Patrick Singer, Seconded by Lisa Dawsey-Smith. Voting Yes: Lisa Dawsey-Smith, Brian Schanen, and Patrick Singer. Voting No: None.

6. Library Interfund Loan Discussion
7. Incident Submission and Payment Approval Policy Draft

Motion made to recommend the incident submission and payment approval policy with updated figures that mirror the procurement policy to Common Council by Patrick Singer, Seconded by Brian Schanen. Voting Yes: Lisa Dawsey-Smith, Brian Schanen, and Patrick Singer. Voting No: None.

8. 2025 Budget Timeline

FUTURE AGENDA ITEMS

9. Debt Policy
10. Discussion on Public Comment in Open Meetings

ADJOURNMENT

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

The meeting adjourned at 7:54 p.m.

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

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



Special Finance Committee Meeting Item 2.

Whitewater Municipal Building City Manager's
Conference Room, 312 West Whitewater St.,
Whitewater, WI 53190 *In Person and Virtual

Wednesday, September 11, 2024 - 5:30 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:

When: Sep 11, 2024 05:30 PM Central Time (US and Canada)

Topic: Finance Committee Meeting 9/11/2024

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/87117022791>

Or One tap mobile :

+13126266799,,87117022791# US (Chicago)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 312 626 6799 US (Chicago)

Webinar ID: 871 1702 2791

AGENDA

CALL TO ORDER

The meeting was called to order by Lisa Dawsey Smith at 5:30 p.m.

ROLL CALL

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

Additional Attendees: Rachelle Blich, Finance Director, Sara Marquardt, Human Resource Manager, and Jeremiah Thomas, Accountant.

CONSENT AGENDA

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

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.

Jill Gerber () suggested that the committee's practice of not providing printed packets was inconsistent with other standing committees of the city.

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

CONSIDERATIONS / DISCUSSIONS / REPORTS

1. Discussion on Employee Health Insurance Options

A motion was made by Lisa Dawsey-Smith to recommend a resolution to withdraw from ETF to Common Council, Seconded by Patrick Singer.

Voting Yes: Lisa Dawsey-Smith, Patrick Singer, and Brian Schanen. Voting No: None.

FUTURE AGENDA ITEMS

ADJOURNMENT

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

The meeting adjourned at 6:14 p.m.

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

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



GENERAL FUND REVENUE SUMMARY

SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-AUG
41000	TAXES	4,104,110	4,339,875	4,624,990	6,120,288	6,194,882	6,037,511
42000	SPECIAL ASSESSMENTS	1,523	3,308	150	138	0	1,125
43000	INTERGOVT REVENUES	4,851,368	4,589,357	4,590,742	4,250,383	4,694,945	1,183,166
44000	LICENSES & PERMITS	49,695	148,817	89,048	167,690	92,233	111,169
45000	FINES, FORFEIT PENALTIES	262,214	295,355	296,072	250,979	288,800	201,119
46000	PUBLIC CHARGES FOR SVCS	84,435	68,739	87,843	62,413	32,625	50,187
48000	MISC REVENUE	501,514	462,853	595,927	1,410,557	979,930	1,027,836
49000	OTHER FINANCING SOURCES	44,530	395,840	99,675	180,207	138,110	45,760
TOTAL:		9,899,390	10,304,142	10,384,446	12,442,655	12,421,525	8,657,873

Favorable (Unfavorable)

2023 Act v Bud		2024 YTD vs. PY		
2023 YTD	%	2023 YTD	\$ Chg	% Chg
(157,371)	(2.5%)	4,202,487	1,835,024	43.7%
1,125	-	275	850	309.1%
(3,511,779)	(74.8%)	1,479,642	(296,475)	(20.0%)
18,936	20.5%	126,882	(15,714)	(12.4%)
(87,681)	(30.4%)	156,453	44,665	28.5%
17,562	53.8%	60,118	(9,930)	(16.5%)
47,906	4.9%	1,012,102	15,734	1.6%
(92,350)	(66.9%)	83,824	(38,064)	(45.4%)
(3,763,652)	(30.3%)	7,121,783	1,536,090	21.6%

GENERAL FUND EXPENDITURE SUMMARY

SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-AUG
1	ADMINISTRATION	1,559,643	1,628,541	1,736,296	1,758,920	1,844,553	1,164,285
2	PUBLIC SAFETY	3,383,206	3,421,090	3,566,454	3,932,213	4,099,303.87	2,714,613.96
3	PUBLIC WORKS	1,094,477	1,121,114	1,139,541	1,212,804	1,200,352	750,159
4	PARKS AND RECREATION	688,294	673,505	724,655	682,036	775,265	594,768
5	NEIGHBORHOOD SVC/PLANNING	254,116	349,565	309,932	355,387	258,543	216,800
6	TRANSFERS	2,684,859	2,892,162	2,587,789	4,328,639	4,186,508	2,130,131
7	CONTINGENCIES	26,927	17,258	0	41,800	57,000	97,545
TOTAL		9,691,522	10,103,236	10,064,668	12,311,799	12,421,525	7,668,302

2023 Act v Bud	
2023 YTD	%
(680,269)	(36.9%)
(1,384,690)	(33.8%)
(450,193)	(37.5%)
(180,496)	(23.3%)
(41,743)	(16.1%)
(2,056,377)	(49.1%)
40,545	71.1%
(4,753,223)	(38.3%)

2024 YTD vs. PY		
2023 YTD	\$ Chg	% Chg
928,222	236,063	25.4%
2,011,690	702,924	34.9%
683,830	66,329	9.7%
541,211	53,557	9.9%
206,615	10,184	4.9%
1,379,289	750,842	54.4%
16,321	81,224	497.7%
5,767,179	1,901,123	33.0%



General Fund
Revenue Budget Summary

GENERAL FUND REVENUES

DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-AUG	Favorable (Unfavorable)		2024 YTD vs. PY			
							2024 Act v Bud \$	%	2023 YTD	Variance	%	
TAXES												
100-41110-00 LOCAL TAX LEVY	3,093,547	3,133,033	3,154,970	4,499,748	4,538,657	4,538,657	0	0%	4,068,924	469,733	12%	
100-41111-00 DEBT SERVICE TAX LEVY	892,438	946,352	1,045,965	1,257,105	1,313,705	1,313,705	0	0%	0	1,313,705	-	
100-41112-00 OMITTED PROPERTY TAXES	-	-	-	-	-	-	0	-	0	0	-	
100-41113-00 RESCINDED TAXES-REAL ESTATE	4,183	-	6,611	2,625	-	-	0	-	2,625	(2,625)	-100%	
100-41114-00 USE VALUE PENALTY	224	546	-	-	-	-	0	-	0	0	-	
100-41140-00 MOBILE HOME FEES	17,400	38,885	57,754	41,587	58,000	12,090	(45,910)	-79%	(20,191)	32,281	-160%	
100-41210-00 ROOM TAX-GROSS AMOUNT	56,542	192,583	233,465	237,932	230,000	103,809	(126,191)	-55%	98,827	4,982	5%	
100-41320-00 IN LIEU-UNIV GARDEN & WW MANOR	27,513	27,733	120,606	27,820	27,820	28,035	215	1%	27,820	215	1%	
100-41800-00 INTEREST ON TAXES	12,263	744	5,620	32,372	26,700	33,205	6,505	24%	24,482	8,723	36%	
TOTAL TAXES	4,104,110	4,339,875	4,624,990	6,120,288	6,194,882	6,037,511	(157,371)	-109%	4,202,487	1,835,024	-207%	
SPECIAL ASSESSMENTS												
100-42010-00 INTEREST ON SP ASSESS.	53	53	-	-	-	-	0	-	0	0	-	
100-42100-61 WATER MAINS	-	-	-	-	-	-	0	-	0	0	-	
100-42200-62 SEWER MAINS & LATERALS	316	316	-	-	-	-	0	-	0	0	-	
100-42300-53 ST CONST. - PAVING	-	-	-	-	-	-	0	-	0	0	-	
100-42310-53 CURB & GUTTER	58	58	-	-	-	-	0	-	0	0	-	
100-42320-53 SIDEWALKS	32	32	-	-	-	-	0	-	0	0	-	
100-42350-53 TRAFFIC SIGNAL	-	-	-	-	-	-	0	-	0	0	-	
100-42400-53 SNOW REMOVAL	641	1,675	150	-	-	975	975	-	0	975	-	
100-42500-53 FAILURE TO MOW FINES	425	1,175	-	138	-	150	150	-	275	(125)	-45%	
100-42550-53 EQUIPMENT USED-DPW	-	-	-	-	-	-	0	-	0	0	-	
TOTAL SPECIAL ASSESMENTS	1,523	3,308	150	138	-	1,125	1,125	0%	275	850	-45%	
INTERGOVERNMENTAL REVENUES												
100-43344-00 EXPENDITURE RESTRAINT PROGM	67,958	71,382	63,331	53,306	-	-	0	-	0	0	-	
100-43410-00 SHARED REVENUE-UTILITY	371,011	422,541	397,001	395,596	394,892	59,234	(335,658)	-85%	0	59,234	-	
100-43420-00 SHARED REVENUE-BASE	2,836,916	2,836,783	2,836,846	2,836,844	3,534,954	530,243	(3,004,711)	-85%	535,131	(4,888)	-1%	
100-43507-52 POLICE-MISC SAFETY GRANTS	7,697	6,841	8,013	4,164	-	-	0	-	10	(10)	-100%	
100-43510-00 FEDERAL/STATE GRANTS-REIMBURSE	268,360	-	-	-	-	-	0	-	0	0	-	
100-43520-52 LAW ENFORCEMENT TRNG REIMBURSE	-	-	-	8,103	-	-	0	-	8,103	(8,103)	-100%	
100-43530-53 TRANSPORTATION AIDS	664,597	625,414	576,591	572,087	580,479	439,228	(141,251)	-24%	429,065	10,163	2%	
100-43531-52 STATE GRANT--PUBLIC SAFETY	-	-	9,356	38,060	-	-	0	-	0	0	-	
100-43540-52 UNIVERSITY-LEASE-PARKING	45,000	45,000	45,000	-	45,000	-	(45,000)	-100%	0	0	-	
100-43550-52 MOU-DISPATCH SERVICE	166,561	170,491	178,963	-	-	-	0	-	185,287	(185,287)	-100%	
100-43610-52 MSP-STATE UNIVERSITY SVCS PYMT	284,694	279,097	329,598	192,781	7,331	7,304	(27)	0%	192,781	(185,477)	-96%	
100-43663-52 2% FIRE DUES-ST OF WISC	27,783	29,711	32,121	-	-	-	0	-	0	0	-	
100-43670-60 EXEMPT COMPUTER AID-FR STATE	5,587	5,587	5,846	16,330	16,330	16,330	0	0%	16,330	0	0%	
100-43670-61 PERSONAL PROPERTY AID	35,160	31,433	35,656	43,214	43,214	43,214	0	0%	43,214	0	0%	
100-43745-52 WUSD-JUVENILE OFFICIER	62,051	58,228	65,117	65,211	65,237	83,294	18,057	28%	65,211	18,082	28%	
100-43750-52 DRUG GRANT REIMBURSEMENT	-	-	94	-	-	-	0	-	0	0	-	
100-43760-00 WEIGHTS & MEASURES RECOVERY	2,800	2,800	3,408	1,583	3,000	-	(3,000)	-100%	0	0	-	
100-43765-00 REIMB-HIST SOC-DEPOT-EL/GAS	1,784	1,571	1,416	2,029	2,029	1,839	(190)	-9%	2,029	(189)	-9%	
100-43767-52 REIMB-BADGERNET-FORT ATKINSON	2,480	2,480	2,480	2,480	2,480	2,480	0	0%	2,480	0	0%	
100-43775-52 FEDERAL EXCISE TAX REIMB	930	-	-	-	-	-	0	-	0	0	-	
TOTAL INTERGOVT REVENUES	4,851,368	4,589,357	4,590,742	4,231,883	4,694,945	1,183,166	(3,511,779)	-376%	1,479,642	(296,475)	-376%	
LICENSES & PERMITS												



General Fund
Revenue Budget Summary

GENERAL FUND REVENUES

DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-AUG	2024 Act v Bud		2024 YTD vs. PY			
							\$	%	2023 YTD	Variance	%	
100-44110-51 Liquor & Beer	10,589	18,400	18,608	18,858	18,733	19,710	977	5%	18,733	977	5%	
100-44120-51 CIGARETTE	700	1,350	1,540	1,300	1,300	733	(567)	-44%	1,300	(567)	-44%	
100-44122-51 BEVERAGE OPERATORS	2,948	4,360	3,020	3,515	3,600	2,875	(725)	-20%	2,337	538	23%	
100-44200-51 MISC. LICENSES	1,725	1,725	2,233	2,873	2,750	1,857	(893)	-32%	2,698	(841)	-31%	
100-44300-53 BLDG/ZONING PERMITS	17,495	94,149	42,537	110,560	50,000	67,313	17,313	35%	83,908	(16,594)	-20%	
100-44310-53 ELECTRICAL PERMITS	6,325	8,752	6,911	9,298	5,550	6,680	1,130	20%	6,704	(24)	0%	
100-44320-53 PLUMBING PERMITS	4,422	12,059	7,785	9,396	5,775	4,045	(1,730)	-30%	5,927	(1,881)	-32%	
100-44330-53 HVAC PERMITS	4,020	5,646	4,668	7,216	3,225	3,470	245	8%	4,191	(721)	-17%	
100-44340-53 STREET OPENING PERMITS	50	250	100	200	200	50	(150)	-75%	100	(50)	-50%	
100-44350-53 SIGN PERMITS	689	1,703	952	1,310	600	880	280	47%	495	385	78%	
100-44370-51 WATERFOWL PERMITS	20	-	-	320	-	480	480	-	0	480	-	
100-44900-51 MISC PERMITS	713	423	695	2,845	500	3,075	2,575	515%	490	2,585	528%	
TOTAL LICENSES & PERMITS	49,695	148,817	89,048	167,690	92,233	111,169	18,936	428%	126,882	(15,714)	440%	
FINES, FORFEITURES - PENALTIES												
100-45110-52 ORDINANCE VIOLATIONS	185,558	216,906	234,661	179,505	216,600	140,132	(76,468)	-35%	111,218	28,915	26%	
100-45113-52 MISC COURT RESEARCH FEE	120	285	360	200	200	50	(150)	-75%	150	(100)	-67%	
100-45114-52 VIOLATIONS PAID-OTHER AGENCIES	-	-	(200)	520	-	801	801	-	500	301	60%	
100-45130-52 PARKING VIOLATIONS	62,361	64,364	52,826	58,224	60,000	37,261	(22,739)	-38%	34,861	2,400	7%	
100-45135-53 REFUSE/RECYCLING TOTER FINES	5,300	5,750	7,125	9,550	7,500	1,075	(6,425)	-86%	7,175	(6,100)	-85%	
100-45145-53 RE-INSPECTION FINES	8,875	8,050	1,300	2,980	4,500	21,800	17,300	384%	2,550	19,250	755%	
TOTAL FINES, FORFEIT - PENALTIES	262,214	295,355	296,072	250,979	288,800	201,119	(87,681)	151%	156,453	44,665	696%	
PUBLIC CHARGES FOR SERVICES												
100-46110-51 CLERK	-	-	-	-	-	-	0	-	0	0	-	
100-46120-51 TREASURER	3,895	4,625	4,500	3,935	3,600	3,055	(545)	-15%	2,745	310	11%	
100-46210-52 POLICE-DISPATCH-MOU-UNIV	43,005	42,120	41,520	42,100	-	-	0	-	25,576	(25,576)	-100%	
100-46220-52 FALSE ALARM FINES	450	2,550	750	2,100	1,500	550	(950)	-63%	1,000	(450)	-45%	
100-46230-52 AMBULANCE	11,265	(8,640)	12,174	-	-	-	0	-	0	0	-	
100-46240-52 CRASH CALLS	24	-	164	-	-	-	0	-	0	0	-	
100-46310-53 DPW MISC REVENUE	18,521	13,526	9,853	30,298	10,000	18,495	8,495	85%	15,219	3,276	22%	
100-46311-53 SALE OF MATERIALS	12	10	202	2	-	-	0	-	1	(1)	-100%	
100-46312-51 MISC DEPT EARNINGS	277	1,435	100	-	-	405	405	-	0	405	-	
100-46320-53 SAND & SALT CHARGES	700	1,433	1,056	-	500	-	(500)	-100%	0	0	-	
100-46350-51 CITY PLANNER-SERVICES	1,695	-	135	360	-	8,290	8,290	-	169	8,121	4812%	
100-46450-52 SPECIAL EVENTS-POLICE/DPW	25	-	-	-	-	-	0	-	0	0	-	
100-46730-55 RECR/FEES	-	-	-	-	-	-	0	-	0	0	-	
100-46733-55 SR CITZ OFFSET	1,307	803	-	-	-	-	0	-	0	0	-	
100-46736-55 ATTRACTION TICKETS	-	42	-	-	-	-	0	-	0	0	-	
100-46743-51 FACILITY RENTALS	3,234	10,710	17,289	25,683	17,000	19,373	2,373	14%	15,383	3,990	26%	
100-46746-55 SPECIAL EVENT FEES	25	125	100	35	25	20	(5)	-20%	25	(5)	-20%	
TOTAL PUBLIC CHARGES FOR SVCS	84,435	68,739	87,843	62,413	32,625	50,187	17,562	-100%	60,118	(9,930)	4606%	
MISC. REVENUES												
100-48100-00 INTEREST INCOME	78,769	6,396	179,090	814,758	552,887	558,731	5,845	1%	472,331	86,401	18%	
100-48200-00 LONG TERM RENTALS	4,800	4,800	4,800	4,800	4,800	3,700	(1,100)	-23%	2,800	900	32%	
100-48210-55 RENTAL INCOME-LIBRARY PROP	-	-	-	1,000	-	1,000	1,000	-	0	1,000	-	
100-48220-55 DEPOSITS-FORFEITED	-	-	380	50	50	4,225	4,175	8350%	50	4,175	8350%	
100-48300-00 OTHER PROP/EASEMENT SALES	-	-	7,500	-	-	-	0	-	0	0	-	

Favorable (Unfavorable)



General Fund
Revenue Budget Summary

GENERAL FUND REVENUES

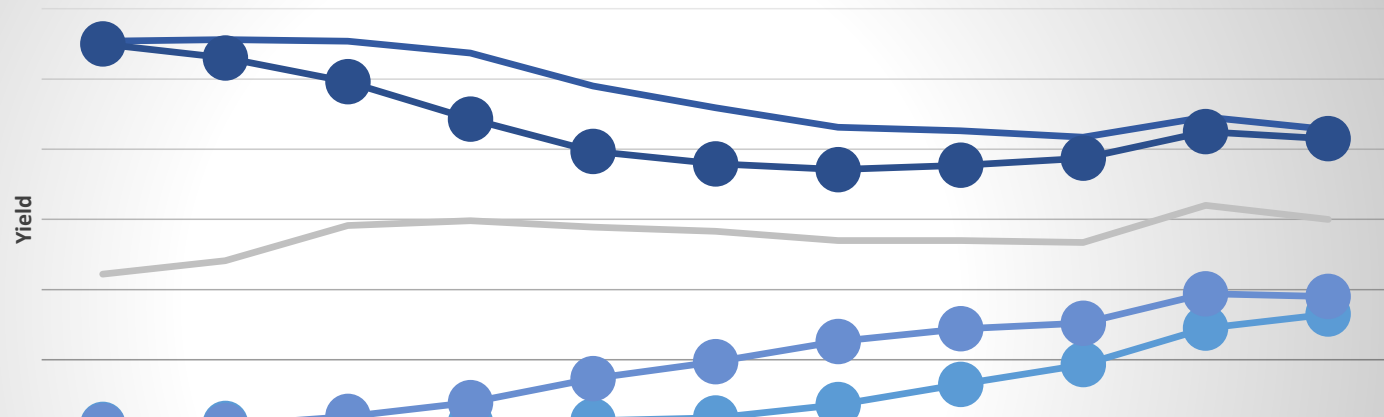
	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-AUG	2024 Act v Bud		2024 YTD vs. PY		
								Favorable (Unfavorable)		2023 YTD	Variance	%
								\$	%			
100-48300-55	PROP SALES-AUCTION PROCEEDS	-	-	-	-	-	-	0	-	0	0	-
100-48400-00	INS./FEMA / CLAIM RECOVERY	-	446	-	1,313	-	-	0	-	1,313	(1,313)	-100%
100-48410-00	WORKERS COMP-RETURN PREMIUM	-	-	-	13,514	10,000	3,934	(6,066)	-61%	13,514	(9,580)	-71%
100-48415-00	RESTITUTION-DAMAGES	4,417	1,121	7,690	5,539	3,000	5,405	2,405	80%	4,106	1,299	32%
100-48420-00	INSURANCE DIVIDEND	26,688	50,436	10,878	51,535	29,193	29,412	219	1%	51,535	(22,123)	-43%
100-48425-00	WORKERS COMP-REIMBURSEMENT	-	-	-	18,779	-	-	0	-	18,779	(18,779)	-100%
100-48430-00	INSURANCE-REIMBURSEMENT	-	-	-	1,000	-	-	0	-	0	0	-
100-48442-00	RADON KIT SALES	-	-	-	-	-	-	0	-	0	0	-
100-48500-55	DONATIONS-PARKS-DOG PARK	-	-	125	-	-	-	0	-	0	0	-
100-48520-55	DONATIONS-PARK & REC	-	-	1,500	-	-	-	0	-	0	0	-
100-48535-00	P CARD REBATE REVENUE	31,287	33,761	29,227	28,971	30,000	29,207	(793)	-3%	14,097	15,110	107%
100-48545-00	DONATION-GENERAL	750	-	-	-	-	-	0	-	0	0	-
100-48546-55	MISC GRANT INCOME	5,000	7,000	8,000	87,043	-	39,010	39,010	-	80,043	(41,033)	-51%
100-48600-00	MISC REVENUE-NON RECURRING	10	1,262	2,331	2,155	-	3,212	3,212	-	35	3,177	9191%
100-48700-00	WATER UTILITY TAXES	349,794	357,531	344,406	346,697	350,000	350,000	0	0%	353,500	(3,500)	-1%
	TOTAL MISC REVENUE	501,514	462,753	595,927	1,377,154	979,930	1,027,836	47,906	8346%	1,012,102	15,734	17364%
	OTHER FINANCING SOURCES											
100-49260-00	TRANSFER FROM 610 WATER	7,500	8,000	8,000	8,500	8,500	8,500	0	0%	8,500	0	0%
100-49261-00	TRANSFER FROM 620 WASTEWATER	12,000	12,000	12,000	12,500	12,500	12,500	0	0%	12,500	0	0%
100-49262-00	TRANSFER FROM 440 TID 4	-	-	-	-	-	-	0	-	0	0	-
100-49264-00	TRANSFER FROM 200 CABLE TV	-	-	-	-	-	-	0	-	0	0	-
100-49265-00	TRANSFER FROM 630 STORMWATER	7,500	8,500	8,500	8,500	8,500	8,500	0	0%	8,500	0	0%
100-49266-00	GIS TRANSFER-UTILITIES	10,280	12,340	15,720	18,974	16,260	16,260	0	0%	18,974	(2,714)	-14%
100-49267-00	TRANSFER FROM 208 PARKING	2,250	35,927	35,000	35,350	35,350	-	(35,350)	-100%	35,350	(35,350)	-100%
100-49269-00	TRANSFER FROM 250 FORESTRY	-	-	-	-	-	-	0	-	0	0	-
100-49270-00	TRANSFER FROM 446 TID 6	-	-	-	-	-	-	0	-	0	0	-
100-49275-00	TRANSFER FROM 205 27TH PAYROLL	-	-	-	-	-	-	0	-	0	0	-
100-49280-00	TRANSFER FROM 260 SICK LEAVE	-	-	-	-	-	-	0	-	0	0	-
100-49285-00	TRANSFER FROM 900 CDA	-	-	-	91,383	-	-	0	-	0	0	-
100-49290-00	TRANSFER IN FROM OTHER FUNDS	5,000	319,073	5,533	5,000	-	-	0	-	0	0	-
100-49291-00	TRANSFER FROM 450 CIP	-	-	-	-	-	-	0	-	0	0	-
100-49295-00	TRANSFER FROM 248 PARK & REC	-	-	14,922	-	-	-	0	-	0	0	-
100-49300-00	FUND BALANCE APPLIED	-	-	-	-	57,000	-	(57,000)	-100%	0	0	-
	TOTAL OTHER FINANCING SOURCES	44,530	395,840	99,675	180,207	138,110	45,760	(92,350)	-200%	83,824	(38,064)	-114%
	TOTAL GEN FUND REVENUES	9,899,390	10,304,042	10,384,446	12,390,752	12,421,525	8,657,873	(3,763,652)	8140%	7,121,783	1,536,090	22363%

GENERAL FUND EXPENDITURE GROUPINGS

Favorable (Unfavorable)

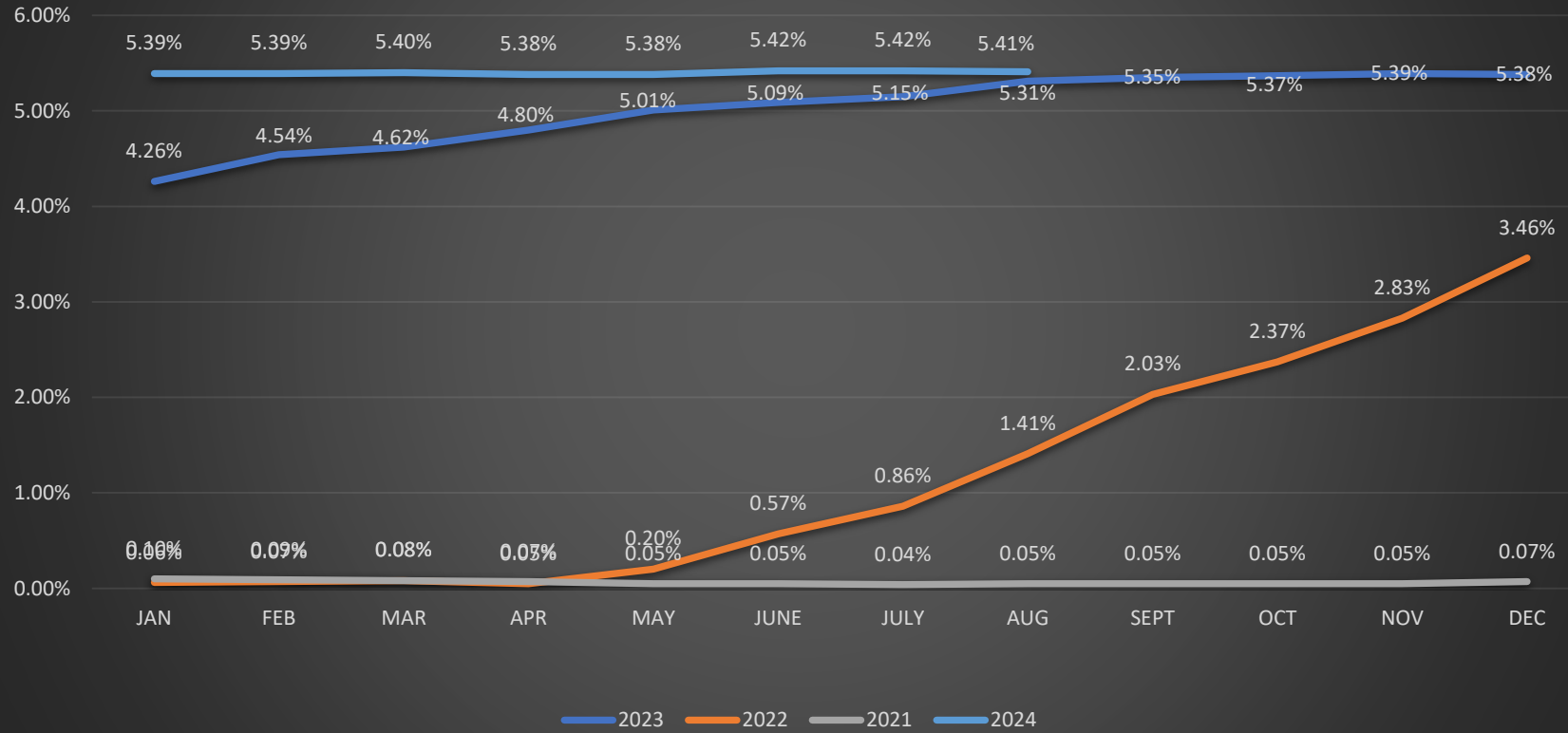
SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-AUG	2023 Act v Bud		2024 YTD vs. PY			
								2023 YTD	%	2023 YTD	\$ Chg	% Chg	
51100	Total Legislative Support	137,138	234,884	263,085	269,611	254,474	123,521	1	(130,953)	(51.5%)	90,493	33,029	36.5%
51110	Total Contingencies	26,927	17,258	-	41,800	57,000	97,545	7	40,545	71.1%	16,321	81,224	497.7%
51200	Total Court	72,609	75,869	81,915	85,807	81,180	64,967	1	(16,213)	(20.0%)	50,434	14,532	28.8%
51300	Total Legal	71,277	72,504	72,901	83,516	84,260	48,178	1	(36,082)	(42.8%)	35,160	13,018	37.0%
51400	Total General Administration	343,224	370,144	426,841	369,760	388,644	269,858	1	(118,786)	(30.6%)	216,314	53,544	24.8%
51450	Total Information Technology	82,498	83,395	65,345	114,144	156,148	83,704	1	(72,444)	(46.4%)	52,093	31,611	60.7%
51500	Total Financial Administration	197,879	206,731	215,000	229,735	249,616	164,978	1	(84,638)	(33.9%)	137,300	27,678	20.2%
51540	Total Insurance/Risk Mgt.	116,260	97,278	105,745	83,981	118,593	84,195	1	(34,398)	(29.0%)	83,981	214	0.3%
51600	Total Facilities Maintenance	481,094	429,937	449,597	467,311	453,703	288,777	1	(164,926)	(36.4%)	233,564	55,214	23.6%
52100	Total Police Administration	642,418	669,231	709,476	799,470	768,065	532,248	2	(235,816)	(30.7%)	412,282	119,966	29.1%
52110	Total Police Patrol	1,916,943	1,877,722	1,914,817	2,082,340	2,190,394	1,393,405	2	(796,989)	(36.4%)	1,058,360	335,045	31.7%
52120	Total Police Investigation	328,880	378,879	419,193	524,244	500,560	367,340	2	(133,220)	(26.6%)	256,302	111,038	43.3%
52130	Total Crossing Guard	-	-	-	-	0	0	2	0	-	-	0	-
52140	Total Comm Service Program	28,631	27,498	32,429	33,068	43,604	26,260	2	(17,344)	(39.8%)	18,317	7,943	43.4%
52200	Total Fire Department	-	-	-	-	0	0	2	0	-	-	0	-
52210	Total Crash Crew	-	-	-	-	0	0	2	0	-	-	0	-
52300	Total Rescue Service (Amb.)	-	-	-	-	0	0	2	0	-	-	0	-
52400	Total Neighbor Svcs & Planning	254,116	349,565	309,932	355,387	258,543	216,800	5	(41,743)	(16.1%)	206,615	10,184	4.9%
52500	Total Emergency Preparedness	7,102	6,754	10,971	9,490	10,211	6,484	2	(3,727)	(36.5%)	3,301	3,183	96.4%
52600	Total Communications/Dispatch	459,233	461,006	479,568	483,601	586,470	388,877	2	(197,594)	(33.7%)	263,127	125,749	47.8%
53100	Total Public Works Administration	45,500	40,109	45,026	48,109	50,000	34,531	3	(15,469)	(30.9%)	36,287	(1,756)	(4.8%)
53230	Total Shop/Fleet Operations	155,827	170,149	210,224	235,267	179,201	116,950	3	(62,251)	(34.7%)	128,696	(11,746)	(9.1%)
53270	Total Parks Maintenance	251,896	207,028	224,661	233,524	282,932	203,981	4	(78,951)	(27.9%)	129,243	74,738	57.8%
53300	Total Street Maintenance	530,072	535,830	527,315	538,881	571,387	335,049	3	(236,338)	(41.4%)	289,093	45,956	15.9%
53320	Total Snow & Ice	130,637	147,570	106,517	125,096	153,453	95,762	3	(57,691)	(37.6%)	88,812	6,951	7.8%
53420	Total Street Lights	232,441	227,456	250,459	265,450	246,312	167,868	3	(78,445)	(31.8%)	140,943	26,925	19.1%
55111	Total Young Library Building	57,665	57,800	55,867	55,057	57,934	36,106	1	(21,828)	(37.7%)	28,883	7,223	25.0%
55200	Total Parks Administration	45,223	46,542	48,615	102,161	91,360	65,457	4	(25,903)	(28.4%)	69,423	(3,966)	(5.7%)
55210	Total Recreation Administration	197,349	196,989	257,934	-	0	0	4	0	-	-	0	-
55300	Total Recreation Programs	1,636	718	3,393	1,055	0	0	4	0	-	-	0	-
55310	Total Senior Citizen's Program	52,224	55,071	-	-	0	0	4	0	-	-	0	-
55320	Total Community Events	11,966	14,157	12,052	15,538	16,000	10,820	4	(5,180)	(32.4%)	12,787	(1,967)	(15.4%)
55330	Total Comm. Based-Coop Projects	128,000	153,000	178,000	329,759	384,973	314,510	4	(70,463)	(18.3%)	329,759	(15,249)	(4.6%)
59220	Total Transfers to Other Funds	1,401,357	1,745,442	1,297,705	1,751,181	1,469,509	518,500	6	(951,009)	(64.7%)	315,770	202,730	64.2%
59230	Total Transfer to Debt Service Fund	970,287	942,883	1,043,530	1,318,343	1,313,705	1,211,631	6	(102,074)	(7.8%)	563,019	648,612	115.2%
59240	Total Transfer to Fire Department	215,715	203,837	199,564	1,258,615	1,402,794	400,000	6	(1,002,794)	(71.5%)	500,000	(100,000)	(20.0%)
59240	Total Transfers to Special Funds	97,500	-	46,991	500	500	0	6	(500)	(100.0%)	500	(500)	(100.0%)
Grand Totals		9,691,522	10,103,236	10,064,668	12,311,799	12,421,525	7,668,302		(4,753,223)	(38.3%)	5,767,179	1,901,123	33.0%

US Treasury: Constant Maturity

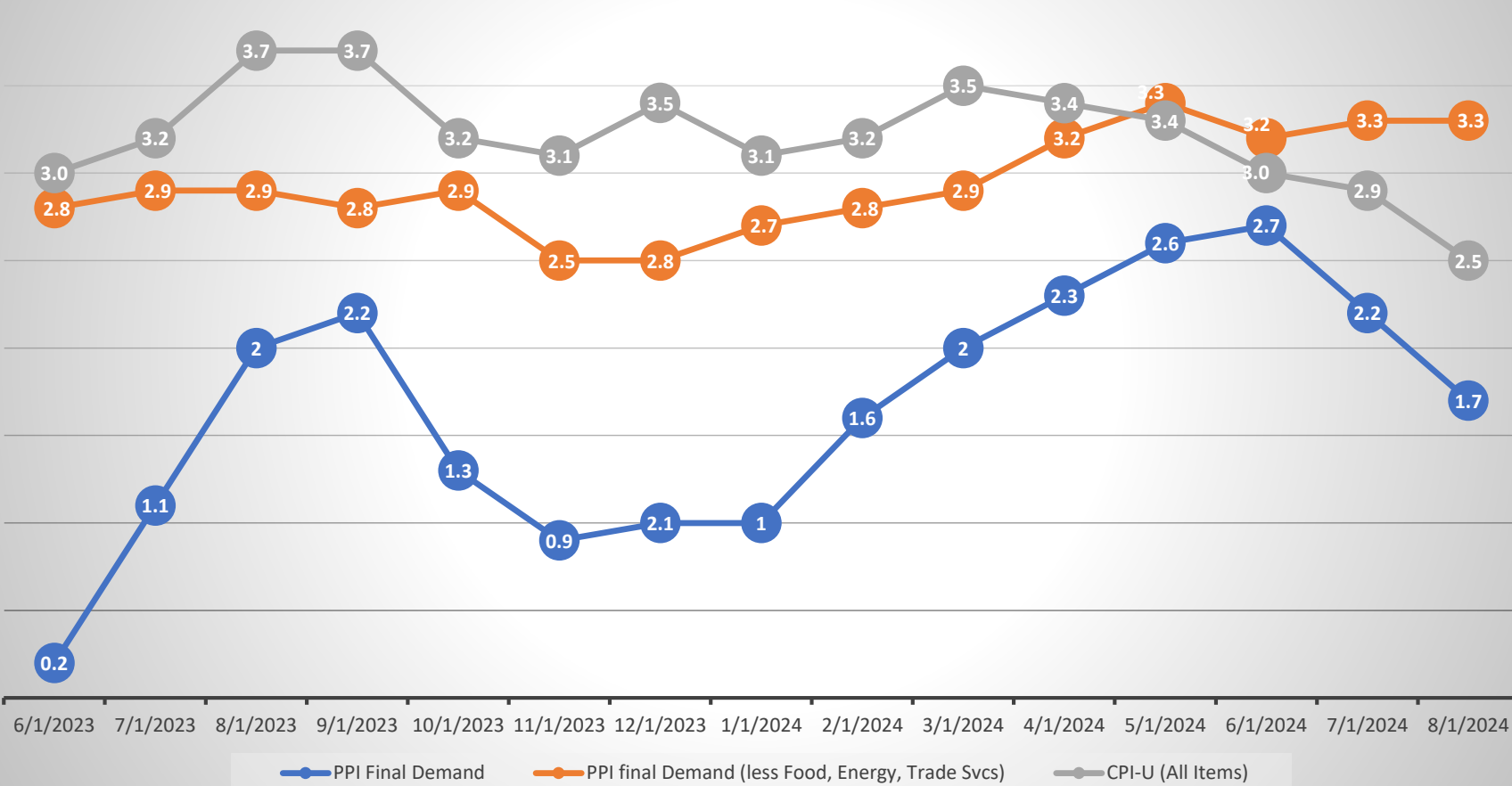


	1 mo	3 mo	6 mo	12 mo	2 yr	3 yr	5 yr	7 yr	10 yr	20 yr	30 yr
12/31/2020	0.08%	0.09%	0.09%	0.10%	0.13%	0.17%	0.36%	0.65%	0.93%	1.45%	1.65%
12/31/2021	0.06%	0.06%	0.19%	0.39%	0.73%	0.97%	1.26%	1.44%	1.52%	1.94%	1.90%
7/29/2022	2.22%	2.41%	2.91%	2.98%	2.89%	2.83%	2.70%	2.70%	2.67%	3.20%	3.00%
8/31/2023	5.54%	5.56%	5.54%	5.37%	4.90%	4.59%	4.31%	4.26%	4.17%	4.46%	4.28%
8/31/2024	5.50%	5.30%	4.96%	4.43%	3.97%	3.79%	3.71%	3.77%	3.87%	4.25%	4.15%

General Fund Operating Account Yield



12-Month Inflation Measures





Finance Committee Agenda Item

Meeting Date:	September 28, 2024
Agenda Item:	Permit Prices
Staff Contact (name, email, phone):	Taylor Zeinert tzeinert@whitewater-wi.gov 262-473-0148

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

At the September 3rd Common Council meeting the Common Council approved the new suggested permit prices, based on the recommendation of the Finance Committee. However, the Common Council asked that the permits be reviewed by the finance committee. The Council noted that the Finance Committee should reevaluate some of the smaller permits- such as toilet replacement, garbage disposal replacement etc. Attached to this memo you will see the number of permits there were pulled in 2023 and 2024. These numbers were requested by the Common Council to help evaluate what permits should be eliminated.

Additionally, the building inspector has attached a letter to this memo about what permits should remain on this list due to health and safety concerns.

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

Common Council Approval of new permit prices at the September 3rd Common Council meeting.

FINANCIAL IMPACT
(If none, state N/A)

N/A

STAFF RECOMMENDATION

The Finance Committee evaluate the list of permits and eliminate any that they see fit.

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

- 2023 Permit Numbers
- 2024 Permit Numbers
- Letter from Building Inspectors
- List of Approved Permit Prices



September 19, 2024

To: Taylor Zeinert, Economic Development Director
City of Whitewater Finance Committee

Dear Committee Members,

As you work towards updating and re-evaluating the building and permit fee schedule, as well as determining what items shall require a building or zoning permit within the City of Whitewater, we would kindly ask for your consideration of the Building Inspector, Jon Mesler’s professional opinion regarding this matter.

Building permits are crucial for several reasons. First and foremost, they ensure that construction or renovation work meets safety standards, which helps reduce the risks of accidents, injuries, and property damage. Permits also ensure compliance with local building codes and regulations, designed to maintain structural integrity and public safety. Additionally, they often require inspections that provide quality assurance, confirming that work is done correctly. Having the proper permits protects homeowners from potential legal issues, such as fines or mandates to remove unpermitted work. Furthermore, many insurance policies require permits for significant renovations, and lacking them may complicate claims. Proper documentation can also enhance property value and provide a clear record of work done for future buyers. Lastly, permits help maintain community standards by ensuring developments align with local planning and zoning laws. Overall, building permits contribute to safe, compliant, and high-quality construction, benefiting both homeowners and communities alike.

The following permits, and fees listed below highlighted in red, are permits the Building Department would feel comfortable removing from our current fee schedule, and the items discussed at the prior finance committee meeting highlighted in yellow, are permits the Building Department would have concerns removing:

CURRENT	AMOUNT	PROPOSED	AMOUNT
RESIDENTIAL			
Base Fee	\$30.00	Base Fee (applied to all permits)	\$67.00
New Residential Building Permit	\$5.00 per \$1,000 project cost	New Residential Building Permit	\$0.26 per square foot
Additions, Alterations and Remodels Building Permit	\$5.00 per \$1,000 project cost	Additions, Alterations and Remodels, Building Permit	\$0.26 per square foot
Early Start Residential	\$50.00	Early Start Residential	\$75.00
Residential Raze/Demolition Permit	Base + \$5.00 per \$1,000 value of property	Residential Raze/Demolition Permit	\$64.00
Moving Residential Building permit	_____	Moving Residential Building Permit	\$292.00
Moving Residential Accessory Structure	_____	Moving Residential Accessory structure	\$50.00
Residential Building Permit Deck	\$5.00 per \$1,000 project cost	Building Permit Deck	\$0.25 per square foot plus zoning
Residential Building Permit Above Ground Pools, Inground Pools, Spas and Hot tubs	\$5.00 per \$1,000 project cost	Building Permit Above Ground Pools, Inground Pools, Spas and Hot tubs	\$75.00 plus zoning
Residential Building Permit Accessory Structure-Shed-Detached Garage	\$5.00 per \$1,000 project cost	Building Permit Accessory Structure-Shed	\$0.26 per square foot plus zoning
Residential Building Permit Siding, Windows and Reroof	-----	Building Permit Siding, Windows and Reroof	\$40.00
Wisconsin Uniform Building Seal	\$35.00	Wisconsin Uniform Building Seal	\$35.00
Occupancy Permit	\$65 per unit	Occupancy Permit	\$75.00 per dwelling unit
Temporary Occupancy	-----	Temporary Occupancy	\$70.00
Failure to Obtain Occupancy	_____	Failure to Obtain Occupancy	\$250.00 per parcel
Reinspection Fees	\$30.00	Reinspection Fees	\$50.00
Special Inspection	\$75.00	Special Inspection	\$75.00
Building Permit Renewal/Extension	_____	Building Permit Renewal/Extension	\$100/3 month limit 1/project



www.whitewater-wi.gov
Telephone: (262) 249-6701

Office of Neighborhood Services
312 W. Whitewater St.
Whitewater, WI 53190

Item 4.

Plan Review Primary	\$100.00	Plan Review Primary	\$160.00
Plan Review Addition/Remodels/Accessory Structure	\$50.00	Plan Review Addition/Remodels/Accessory Structure	\$80.00
RESIDENTIAL ELECTRIC			
Base Fee	\$30.00	Base Fee (applied to all permits)	\$40.00
New Residential, Additions, Remodels	\$0.03 per square foot plus Service	Up to 1,000 square feet	\$65.00
		1,001-2000 square feet	\$100.00
		2,001-4200 square feet	\$160.00
		4201-6000 square feet	\$200.00
Permanent Service	35.00 plus \$10.00 per 100 amp	Permanent Service	\$50.00 plus 10.00 over 200 amps
Temporary Service	-----	Temporary Service	\$50.00
Service Upgrade/Rewire		Service Upgrade/Rewire	\$65.00
Generator Transfer Switch	-----	Generator Transfer Switch	\$75.00
Pools, Spas and Hot tubs	\$25.00	Pools, Spas and Hot Tubs	\$45.00
RESIDENTIAL PLUMBING			
Base Fee	\$30.00	Base Fee (applied to all permits)	\$45.00
New Construction	\$0.03 sq. ft plus fixtures	New Construction	\$0.12 per square foot plus laterals and water service
Remodel/Alterations	Base Plus fixtures	Remodel/Alterations	Fixtures
Sink/Dishwasher, Disposal Replacement	\$5.00	Sink/Dishwasher, Disposal Replacement	\$7.00
Water Heater/Water Softener Replacement	\$5.00	Water Heater/Water Softener Replacement	\$7.00
Bath/Shower Replacement	\$5.00	Bath/Shower, Toilet Replacement	\$7.00
Sanitary Building Sewer	\$25.00	Sanitary Building Sewer	\$50.00
Over 100 ft (addtl per ft.)	\$0.35	Over 100 (addtl per ft)	\$0.35
Storm Building Sewer	\$25.00	Storm Building Sewer	\$50.00
Over 100 ft (addtl per ft.)	\$0.35	Over 100 ft (addtl per ft.)	\$0.35
Manholes/Catch Basins	10.00	Manholes/Catch Basins	\$50.00
Water Services	\$25.00	Water Services	\$50.00
Over 100 ft (addtl per ft)	\$0.35	Over 100 ft (addtl per ft)	\$0.35
Fire Sprinkler Systems	\$0.40 per head	Fire Sprinkler Systems	\$0.12 per square foot



www.whitewater-wi.gov
Telephone: (262) 249-6701

Office of Neighborhood Services
312 W. Whitewater St.
Whitewater, WI 53190

Item 4.

Grease Traps	\$25.00	Grease Traps	\$30.00
RESIDENTIAL HVAC			
Base Fee	\$30.00	Base Fee	\$45.00
New Residential	\$0.03 per sq. ft plus fixtures	New Residential	\$0.12 per square foot
Remodels, Additions and Alterations	Base plus Fixtures	Remodels, Addition and Alterations	Base plus Item
A/C Replacement	\$15.00	A/C Replacement	\$28.00 each
Furnace Replacement	15.00	Furnace Replacement	\$28.00 each
Electric Baseboard or permanently installed wall units (new or Replacement)	1.25 per Kw	Electric Baseboard or Permanently installed wall units (new or replacement)	\$28.00 each
Fireplace & Wood Burning Stove	15.00	Fireplace & Wood Burning Stove	28.00 each
RESIDENTIAL ZONING			
Residential New	\$100.00	Residential New	\$135.00
Residential Accessory Structure Remodel and Alteration	\$50.00	Residential Accessory Structure Remodel and Alteration	\$75.00
Residential Deck, Swimming Pool, Shed, Fence and Driveway Expansion	\$10.00	Residential Deck, Swimming Pool, Shed , Fence and Driveway Expansion	\$50.00

COMMERICAL			
Base Fee	\$30.00	Base Fee (applied to all permits)	\$105.00
New Commercial-Multi-Family	\$5.00 per \$1,000 project cost or \$3.00 per \$1,000 project cost over 5 Million	New Commercial-Multi-Family	\$0.28 per square foot
Remodels Additions and Alterations	\$5.00 per \$1,000 project cost or \$3.00 per \$1,000 project cost over 5 Million	Additions/Alterations	\$0.28 per square foot
Early Start Commercial	\$50.00	Early Start Commercial	\$160.00



City of WHITewater
Neighborhood Services

www.whitewater-wi.gov
Telephone: (262) 249-6701

Office of Neighborhood Services
312 W. Whitewater St.
Whitewater, WI 53190

Commercial Raze/Demolition Permit	Base + \$5.00 per \$1,000 value of property	Commercial Raze/Demolition Permit	\$100.00
Moving Commercial Building Permit	_____	Moving Commercial Building Permit	\$375.00
Moving Commercial Accessory Structure Permit	_____	Moving Commercial Accessory Structure Permit	\$50.00
Commercial Building Permit Deck	\$5.00 per \$1,000 project cost	Commercial Building Permit Deck	\$0.28 per square foot
Commercial Building Permit Above Ground Pools, Inground Pools, Spas and Hot tubs	\$5.00 per \$1,000 project cost	Commercial Building Permit Above Ground Pools, Inground Pools, Spas and Hot tubs	\$75.00 plus zoning
Commercial Building Permit Accessory Structure-Shed, Detached Garage	\$5.00 per \$1,000 project cost	Commercial Building Permit Accessory Structure-Shed, Detached Garage	\$0.28 per square foot plus zoning & plan review
Commercial Building Permit Siding, Windows and Reroof	_____	Commercial Building Permit Siding, Windows and Reroof	\$90.00 plus \$0.28 per square foot
Occupancy Permit	\$65.00 per unit	Occupancy Permit	\$115.00 per unit
Temporary Occupancy	\$100 per building	Temporary Occupancy	\$100 per building
Failure to Obtain Occupancy	_____	Failure to Obtain Occupancy	\$250.00 per parcel
Reinspection Fees	\$30.00	Reinspection Fees	\$90.00
Special Inspection	\$75.00	Special Inspection	\$75.00
Failure to Call for Required Inspection	_____	Failure to Call for Required Inspection	\$100.00
Building Permit Renewal/Extension	_____	Building Permit Renewal/Extension	\$200/3 months limit 2/project
Plan Review Primary	\$100.00	Plan Review Commercial	\$160.00
		Plan Review Commercial Additions, Remodels, Alterations	\$160.00
		Plan Review Commercial Accessory Structures	\$80.00
COMMERICAL ELECTRIC			
Commercial Electric Base Fee	\$30.00	Commercial Electric Base Fee	\$90.00



www.whitewater-wi.gov
Telephone: (262) 249-6701

Office of Neighborhood Services
312 W. Whitewater St.
Whitewater, WI 53190

Item 4.

New Construction, Remodel, Additions	0.03 per square foot plus Fixtures and Base fee	Up to 1,000 square feet	\$85.00
		1,001-2000 square feet	\$103.00
		2,001-4200 square feet	\$180.00
		4201-6000 square feet	\$220.00
		6000-8000 square feet	\$340.00
		Over 8,001 square feet	\$380 plus \$0.28 per additional 1,000 sq. ft
Fire Alarm	-----	Fire Alarm	\$40.00
Temporary Service	-----	Temporary Service	\$75.00 plus \$20.00/100 amps over 200 amps
Permanent Service		Permanent Service	\$75.00 plus \$20.00/100 amps over 200
Service Upgrade/Rewire		Service Upgrade/Rewire	\$75.00 plus \$20.00/100 amps over 200
Generator Transfer Switch		Generator Transfer Switch	\$100.00
COMMERICAL PLUMBING			
Base Fee	\$30.00	Base Fee (applied to all permits)	70.00
New Commercial Construction	0.03 per square foot plus fixtures and Base Fee	New Commercial Construction	\$0.28 per square foot plus laterals
Remodel, Addition and Alterations		Remodel, Addition and Alterations	Base plus fixtures
Sanitary Building Sewer	\$25.00	Sanitary Building Sewer	\$50.00
Over 100 (addtl per ft)	\$0.35	Over 100 (addtl per ft)	\$0.35
Storm Building Sewer	\$25.00	Storm Building Sewer	\$50.00
Over 100 ft (addtl per ft.)	\$0.35	Over 100 ft (addtl per ft.)	\$0.35
Manholes/Catch Basins	10.00	Manholes/Catch Basins	\$50.00
Water Services	\$25.00	Water Services	\$50.00
Over 100 ft (addtl per ft)	\$0.35	Over 100 ft (addtl per ft)	\$0.35
Fire Sprinkler Systems		Fire Sprinkler Systems	



www.whitewater-wi.gov
Telephone: (262) 249-6701

Office of Neighborhood Services
312 W. Whitewater St.
Whitewater, WI 53190

Item 4.

Sink/Dishwasher, Disposal Replacement	\$5.00	Sink/Dishwasher, Disposal Replacement	\$7.00
Water Heater/Water Softener Replacement	\$5.00	Water Heater/Water Softener Replacement	\$7.00
Bath/Shower Replacement	\$5.00	Bath/Shower and Toilet/Urinal Replacement	\$7.00
Sanitary Building Sewer	\$25.00	Sanitary Building Sewer	\$50.00
Sink/Dishwasher, Disposal Replacement	\$5.00	Sink/Dishwasher, Disposal Replacement	7.00
COMMERICAL HVAC			
Base Fee	\$30.00	Base Fee (applied to all permits)	\$ 70.00
New Commercial	\$0.03 per Sq. Ft plus Fixtures and Base Fee	New Commercial	\$0.28 per square foot
Remodel, Addition and Alterations	Base plus fixtures	Remodel, Addition and Alterations	Minimum \$45.00 plus \$0.28 per square foot
A/C and Furnace Replacement	\$25.00	A/C and Furnace Replacement	\$30.00
Electric Baseboard or permanently installed wall unit replacement	\$1.25 kw	Electric Baseboard or permanently installed wall unit replacement	\$20.00 each
COMMERICAL ZONING			
Commercial New	\$100.00	Commercial New	\$175.00
Commercial Accessory Structure Remodel and Alteration	\$50.00	Commercial Accessory Structure Remodel and Alteration	\$105.00
Commercial Deck, Swimming Pool, Shed and Fence	\$10.00	Commercial Deck, Swimming Pool, Shed and Fence	\$85.00
Commercial Specialty (Cell towers, solar and windmills)	-----	Commercial Specialty (Cell towers, solar and windmills)	\$300.00 plus applicable Electrical permits
Driveway Expansions and Fences	_____	Driveway Expansions and Fences	\$80.00



All items highlighted in red are not required by state statute to be inspected, or to have a governing municipality issue a permit for, however there are several benefits to require permits for these items. If these items are not properly installed within a home it could cause several problems for homeowners such as water leaks, fire hazards, and incorrectly wired electrical or circuits shorting. Additionally, if disposals, sinks, and dishwashers are not correctly installed it could cause a breeding place for bacteria or mold which could illness, or cross connection violations.

Additionally, the building and zoning department would urge you to keep the items highlighted in yellow on the permit fee schedule and continue to require building permits. Furnace and AC systems need to be hooked up to electrical and natural gas, and if done incorrectly could cause severe safety hazards for occupants within the home. Water heaters are another appliance that must be installed correctly to prevent gas and water leaks and requires proper ventilation to prevent carbon monoxide poisoning within the home. If installed incorrectly, water heaters can not only cause damage, or start a fire, they are also pressurized and could cause an explosion. For all of the above reasons, we believe these items should always require a permit issued by the building inspector.

For any additional questions please contact Jon Mesler, building inspector, or Allison Schwark, zoning administrator at 262-249-6701.

Sincerely,

Allison Schwark
 Code Enforcement Officer
 Zoning Administrator
 City of Whitewater

Type	Reason	Number
Building	New Construction Residential	11
Electrical	New Construction Residential	11
HVAC	New Construction Residential	11
Plumbing	New Construction Residential	11
Zoning/Occupancy	New Construction Residential	11
Building	New Construction Commerical	3
Electrical	New Construction Commerical	6
HVAC	New Construction Commerical	1
Plumbing	New Construction Commerical	6
Zoning/Occupancy	New Construction Commerical	0
Building Demolition		5
Building	Accessory Structure	6
Building	Deck/Porch/Steps	13
Building	Remodel Kitchen	2
Building	Remodel Bathroom	0
Building	Remodel addition	0
Building	Remodel	13
Building	Add laundry facilities	1
Building	Install Solar	1
Building	Addition	2
Building	Roofing w/ decking replacement	3
Electrical	AC/Furnance	2
Electrical	laundry addition	1
Electrical	Service Upgrade/Repairs	8
Electrical	Solar/generator/Electric Vehicle	3
Electrical	Light Switches/outlets/fixtures	4
Electrical	Renovation/Remodel	14
Plumbing	Shower/bathtub replacement	5
Plumbing	Dishwasher	0
Plumbing	Hot water tank/Water softener	7
Plumbing	Laundry	1
Plumbing	Grease trap	2
Plumbing	Sink/Toliets/Urinals	2
Plumbing	Renovation/Remodel	10
Plumbing	Backflow Preventor	2
Plumbing	Sewer line/water line/storm lateral	4
HVAC	AC/Furnance/boiler	13
HVAC	Renovation/Remodel	2
Sign	New Sign	11
Sign	Upgrade Sign	2
Sign	Temporary Signs	1
Zoning/Change of Occupancy		9

Type	Reason	Number
Building	New Construction Residential	8
Electrical	New Construction Residential	4
HVAC	New Construction Residential	5
Plumbing	New Construction Residential	5
Zoning/Occupancy	New Construction Residential	3
Building	New Construction Commerical	6
Electrical	New Construction Commerical	8
HVAC	New Construction Commerical	3
Plumbing	New Construction Commerical	6
Zoning/Occupancy	New Construction Commerical	5
Building Demolition		1
Building	Accessory Structure	18
Building	Deck/Porch/Steps	7
Building	Remodel Kitchen	1
Building	Remodel Bathroom	5
Building	Remodel addition	1
Building	Remodel	34
Building	Add laundry facilities	0
Building	Install Solar	6
Building	Addition	0
Building	Roofing w/ decking replacement	1
Building	Pool	1
Building	Waterproofing	1
Electrical	AC/Furnance	22
Electrical	laundry addition	0
Electrical	Service Upgrade/Repairs	17
Electrical	Solar/generator/Electric Vehicle	7
Electrical	Light Switches/outlets/fixtures	9
Electrical	Rennovation/Remodel	26
Electrical	Swimming Pool	2
Plumbing	Shower/bathtub replacement	5
Plumbing	Dishwasher	4
Plumbing	Hot water tank/Water softener	11
Plumbing	Laundry	1
Plumbing	Grease trap	0
Plumbing	Sink/Toliets/Urinals	3
Plumbing	Rennovation/Remodel	25
Plumbing	Backflow Preventor	0
Plumbing	Sewer line/water line/storm lateral	6
Plumbing	Floor Drain	1
HVAC	AC/Furnance/boiler	33
HVAC	Rennovation/Remodel	2
HVAC	Refridgeration Unit	2
Sign	New Sign	9
Sign	Upgrade Sign	0
Sign	Temporary Signs	1

Zoning/Change of Occupancy

4



Neighborhood Services Department
 Planning, Zoning, Code Enforcement, GIS
 and Building Inspections

www.whitewater-wi.gov
 Telephone: (262) 473-0540

PERMIT FEES

All Buildings, Structures and Sign permits subject to its own permit and fees based on the following schedule. (Any project started without proper permit will be subject to double fees and/or citations)

CURRENT	AMOUNT	PROPOSED	AMOUNT
RESIDENTIAL			
Base Fee	\$30.00	Base Fee (applied to all permits)	\$67.00
New Residential Building Permit	\$5.00 per \$1,000 project cost	New Residential Building Permit	\$0.26 per square foot
Additions, Alterations and Remodels Building Permit	\$5.00 per \$1,000 project cost	Additions, Alterations and Remodels, Building Permit	\$0.26 per square foot
Early Start Residential	\$50.00	Early Start Residential	\$75.00
Residential Raze/Demolition Permit	Base + \$5.00 per \$1,000 value of property	Residential Raze/Demolition Permit	\$64.00
Moving Residential Building permit	—	Moving Residential Building Permit	\$292.00
Moving Residential Accessory Structure	—	Moving Residential Accessory structure	\$50.00
Residential Building Permit Deck	\$5.00 per \$1,000 project cost	Building Permit Deck	\$0.25 per square foot plus zoning
Residential Building Permit Above Ground Pools, Inground Pools, Spas and Hot tubs	\$5.00 per \$1,000 project cost	Building Permit Above Ground Pools, Inground Pools, Spas and Hot tubs	\$75.00 plus zoning
Residential Building Permit Accessory Structure-Shed-Detached Garage	\$5.00 per \$1,000 project cost	Building Permit Accessory Structure-Shed	\$0.26 per square foot plus zoning
Residential Building Permit Siding, Windows and Reroof	-----	Building Permit Siding, Windows and Reroof	\$40.00
Wisconsin Uniform Building Seal	\$35.00	Wisconsin Uniform Building Seal	\$35.00
Occupancy Permit	\$65 per unit	Occupancy Permit	\$75.00 per dwelling unit
Temporary Occupancy	-----	Temporary Occupancy	\$70.00

Failure to Obtain Occupancy	_____	Failure to Obtain Occupancy	\$250.00 per parcel
Reinspection Fees	\$30.00	Reinspection Fees	\$50.00
Special Inspection	\$75.00	Special Inspection	\$75.00
Building Permit Renewal/Extension	_____	Building Permit Renewal/Extension	\$100/3 month limit 1/project
Plan Review Primary	\$100.00	Plan Review Primary	\$160.00
Plan Review Addition/Remodels/Accessory Structure	\$50.00	Plan Review Addition/Remodels/Accessory Structure	\$80.00
RESIDENTIAL ELECTRIC			
Base Fee	\$30.00	Base Fee (applied to all permits)	\$40.00
New Residential, Additions, Remodels	\$0.03 per square foot plus Service	Up to 1,000 square feet	\$65.00
		1,001-2000 square feet	\$100.00
		2,001-4200 square feet	\$160.00
		4201-6000 square feet	\$200.00
Permanent Service	35.00 plus \$10.00 per 100 amp	Permanent Service	\$50.00 plus 10.00 over 200 amps
Temporary Service	-----	Temporary Service	\$50.00
Service Upgrade/Rewire		Service Upgrade/Rewire	\$65.00
Generator Transfer Switch	-----	Generator Transfer Switch	\$75.00
Pools, Spas and Hot tubs	\$25.00	Pools, Spas and Hot Tubs	\$45.00
RESIDENTIAL PLUMBING			
Base Fee	\$30.00	Base Fee (applied to all permits)	\$45.00
New Construction	\$0.03 sq. ft plus fixtures	New Construction	\$0.12 per square foot plus laterals and water service
Remodel/Alterations	Base Plus fixtures	Remodel/Alterations	Fixtures
Sink/Dishwasher, Disposal Replacement	\$5.00	Sink/Dishwasher, Disposal Replacement	\$7.00
Water Heater/Water Softener Replacement	\$5.00	Water Heater/Water Softener Replacement	\$7.00
Bath/Shower Replacement	\$5.00	Bath/Shower, Toilet Replacement	\$7.00
Sanitary Building Sewer	\$25.00	Sanitary Building Sewer	\$50.00
Over 100 ft (addtl per ft.)	\$0.35	Over 100 (addtl per ft)	\$0.35
Storm Building Sewer	\$25.00	Storm Building Sewer	\$50.00
Over 100 ft (addtl per ft.)	\$0.35	Over 100 ft (addtl per ft.)	\$0.35
Manholes/Catch Basins	10.00	Manholes/Catch Basins	\$50.00
Water Services	\$25.00	Water Services	\$50.00
Over 100 ft (addtl per ft)	\$0.35	Over 100 ft (addtl per ft)	\$0.35
Fire Sprinkler Systems	\$0.40 per head	Fire Sprinkler Systems	\$0.12 per square foot

Grease Traps	\$25.00	Grease Traps	\$30.00
RESIDENTIAL HVAC			
Base Fee	\$30.00	Base Fee	\$45.00
New Residential	\$0.03 per sq. ft plus fixtures	New Residential	\$0.12 per square foot
Remodels, Additions and Alterations	Base plus Fixtures	Remodels, Addition and Alterations	Base plus Item
A/C Replacement	\$15.00	A/C Replacement	\$28.00 each
Furnace Replacement	15.00	Furnace Replacement	\$28.00 each
Electric Baseboard or permanently installed wall units (new or Replacement)	1.25 per Kw	Electric Baseboard or Permanently installed wall units (new or replacement)	\$28.00 each
Fireplace & Wood Burning Stove	15.00	Fireplace & Wood Burning Stove	28.00 each
RESIDENTIAL ZONING			
Residential New	\$100.00	Residential New	\$135.00
Residential Accessory Structure Remodel and Alteration	\$50.00	Residential Accessory Structure Remodel and Alteration	\$75.00
Residential Deck, Swimming Pool, Shed, Fence and Driveway Expansion	\$10.00	Residential Deck, Swimming Pool, Shed , Fence and Driveway Expansion	\$50.00

COMMERICAL			
Base Fee	\$30.00	Base Fee (applied to all permits)	\$105.00
New Commercial-Multi-Family	\$5.00 per \$1,000 project cost or \$3.00 per \$1,000 project cost over 5 Million	New Commercial-Multi-Family	\$0.28 per square foot
Remodels Additions and Alterations	\$5.00 per \$1,000 project cost or \$3.00 per \$1,000 project cost over 5 Million	Additions/Alterations	\$0.28 per square foot
Early Start Commercial	\$50.00	Early Start Commercial	\$160.00
Commercial Raze/Demolition Permit	Base + \$5.00 per \$1,000 value of property	Commercial Raze/Demolition Permit	\$100.00
Moving Commercial Building Permit	_____	Moving Commercial Building Permit	\$375.00
Moving Commercial Accessory Structure Permit	_____	Moving Commercial Accessory Structure Permit	\$50.00
Commercial Building Permit Deck	\$5.00 per \$1,000 project cost	Commercial Building Permit Deck	\$0.28 per square foot
Commercial Building Permit Above Ground Pools, Inground Pools, Spas and Hot tubs	\$5.00 per \$1,000 project cost	Commercial Building Permit Above Ground Pools, Inground Pools, Spas and Hot tubs	\$75.00 plus zoning
Commercial Building Permit Accessory Structure-Shed, Detached Garage	\$5.00 per \$1,000 project cost	Commercial Building Permit Accessory Structure-Shed, Detached Garage	\$0.28 per square foot plus zoning & plan review
Commercial Building Permit Siding, Windows and Reroof	_____	Commercial Building Permit Siding, Windows and Reroof	\$90.00 plus \$0.28 per square foot
Occupancy Permit	\$65.00 per unit	Occupancy Permit	\$115.00 per unit
Temporary Occupancy	\$100 per building	Temporary Occupancy	\$100 per building
Failure to Obtain Occupancy	_____	Failure to Obtain Occupancy	\$250.00 per parcel
Reinspection Fees	\$30.00	Reinspection Fees	\$90.00
Special Inspection	\$75.00	Special Inspection	\$75.00
Failure to Call for Required Inspection	_____	Failure to Call for Required Inspection	\$100.00

Building Permit Renewal/Extension	_____	Building Permit Renewal/Extension	\$200/3 months limit 2/project
Plan Review Primary	\$100.00	Plan Review Commercial	\$160.00
		Plan Review Commercial Additions, Remodels, Alterations	\$160.00
		Plan Review Commercial Accessory Structures	\$80.00
COMMERICAL ELECTRIC			
Commercial Electric Base Fee	\$30.00	Commercial Electric Base Fee	\$90.00
New Construction, Remodel, Additions	0.03 per square foot plus Fixtures and Base fee	Up to 1,000 square feet	\$85.00
		1,001-2000 square feet	\$103.00
		2,001-4200 square feet	\$180.00
		4201-6000 square feet	\$220.00
		6000-8000 square feet	\$340.00
		Over 8,001 square feet	\$380 plus \$0.28 per additional 1,000 sq. ft
Fire Alarm	-----	Fire Alarm	\$40.00
Temporary Service	-----	Temporary Service	\$75.00 plus \$20.00/100 amps over 200 amps
Permanent Service		Permanent Service	\$75.00 plus \$20.00/100 amps over 200
Service Upgrade/Rewire		Service Upgrade/Rewire	\$75.00 plus \$20.00/100 amps over 200
Generator Transfer Switch		Generator Transfer Switch	\$100.00
COMMERICAL PLUMBING			
Base Fee	\$30.00	Base Fee (applied to all permits)	70.00
New Commercial Construction	0.03 per square foot plus fixtures and Base Fee	New Commercial Construction	\$0.28 per square foot plus laterals
Remodel, Addition and Alterations		Remodel, Addition and Alterations	Base plus fixtures
Sanitary Building Sewer	\$25.00	Sanitary Building Sewer	\$50.00
Over 100 (addtl per ft)	\$0.35	Over 100 (addtl per ft)	\$0.35
Storm Building Sewer	\$25.00	Storm Building Sewer	\$50.00
Over 100 ft (addtl per ft.)	\$0.35	Over 100 ft (addtl per ft.)	\$0.35

Manholes/Catch Basins	10.00	Manholes/Catch Basins	\$50.00
Water Services	\$25.00	Water Services	\$50.00
Over 100 ft (addtl per ft)	\$0.35	Over 100 ft (addtl per ft)	\$0.35
Fire Sprinkler Systems		Fire Sprinkler Systems	
Sink/Dishwasher, Disposal Replacement	\$5.00	Sink/Dishwasher, Disposal Replacement	\$7.00
Water Heater/Water Softener Replacement	\$5.00	Water Heater/Water Softener Replacement	\$7.00
Bath/Shower Replacement	\$5.00	Bath/Shower and Toilet/Urinal Replacement	\$7.00
Sanitary Building Sewer	\$25.00	Sanitary Building Sewer	\$50.00
Sink/Dishwasher, Disposal Replacement	\$5.00	Sink/Dishwasher, Disposal Replacement	7.00
COMMERICAL HVAC			
Base Fee	\$30.00	Base Fee (applied to all permits)	\$ 70.00
New Commercial	\$0.03 per Sq. Ft plus Fixtures and Base Fee	New Commercial	\$0.28 per square foot
Remodel, Addition and Alterations	Base plus fixtures	Remodel, Addition and Alterations	Minimum \$45.00 plus \$0.28 per square foot
A/C and Furnace Replacement	\$25.00	A/C and Furnace Replacement	\$30.00
Electric Baseboard or permanently installed wall unit replacement	\$1.25 kw	Electric Baseboard or permanently installed wall unit replacement	\$20.00 each
COMMERICAL ZONING			
Commercial New	\$100.00	Commercial New	\$175.00
Commercial Accessory Structure Remodel and Alteration	\$50.00	Commercial Accessory Structure Remodel and Alteration	\$105.00
Commercial Deck, Swimming Pool, Shed and Fence	\$10.00	Commercial Deck, Swimming Pool, Shed and Fence	\$85.00
Commercial Specialty (Cell towers, solar and windmills)	-----	Commercial Specialty (Cell towers, solar and windmills)	\$300.00 plus applicable Electrical permits
Driveway Expansions and Fences	_____	Driveway Expansions and Fences	\$80.00

CURRENT	AMOUNT	PROPOSED	AMOUNT
ZONING FEES		All Zoning fees are subject to cost recovery	
Certified Survey Map (CSM) under 5 lots	\$100 + \$10.00 per lot	Certified Survey Map (CSM) under 5 lots	\$200.00 + \$10.00 per lot
Conditional Use Permit	\$100.00	Conditional Use Permit under \$15,000	\$275.00
Zoning Map Change	\$400.00	Zoning Map Change	\$400.00
Annexation	\$500.00	Annexation	\$500.00
Site Plan Review	\$100.00 plus cost recovery	Site Plan Review	\$150.00 plus \$0.05 per square foot
Preliminary Plat	\$100.00 plus cost recovery	Preliminary Plat	175.00
Final Plat	\$200.00	Final Plat	\$225.00
Extra-territorial Certified Survey Map under 5 lots	\$100 + \$10.00 per lot	Extra-territorial Certified Survey Map under 5 lots	\$200.00 + \$10.00 per lot
Planned Unit Development	-----	Planned Unit Development	\$500.00
Joint Rezone and Certified Survey Map	-----	Joint Rezone and Certified Survey Map	\$500.00 + \$10.00 per lot
Joint Conditional Use and Certified Survey Map	-----	Joint Conditional Use and Certified Survey Map	\$500.00 + \$10.00 per lot
Joint Conditional Use and Site Plan Review	-----	Joint Conditional Use and Site Plan Review	\$350.00 + \$10.00 per lot
Zoning Board of Appeals	\$200.00	Zoning Board of Appeals	\$300.00
Telecommunication Towers and Antennas	-----	Telecommunication Towers and Antennas	\$300.00
Project Concept Review	\$100 plus cost recovery	Project Concept Review	\$150.00
CURRENT	AMOUNT	PROPOSED	AMOUNT
SIGNAGE			
Base	\$30.00	Base	\$125.00
New/Replacement	\$5.00 for every \$1,000 plus base	New Replacement	\$55.00 per sign
OTHER PERMITS			
Bee Keeping Permit	10.00	Bee Keeping Permit	75.00
Chicken Coop Permit	10.00	Chicken Coop Permit	75.00



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

MEMORANDUM

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

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

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

City of River Falls-

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

City of Platteville-

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

City of Fort Atkinson-

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

City of Lake Geneva-

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

City of Weston-

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

City of Wisconsin Rapids-

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

City of Whitewater-


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

Period of Public Comment.

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

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

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

	<h2>Finance Committee Agenda Item</h2>
Meeting Date:	September 24, 2024
Agenda Item:	Public comment
Staff Contact (name, email, phone):	Heather Boehm hboehm@whitewater-wi.gov 262-473-0102

BACKGROUND

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

At the July 23, 2024 Finance Committee, it was requested that I, the City Clerk survey the staff regarding the process of public comment at the committee level. And make sure the Transparency Ordinance, Meeting Ordinance, and the Good Governance manual all have the same info regarding public comment at public meetings.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Whatever is decided, Council, Committees, Commissions, all should be the same. Discretion should be up to the President or Chair of the meeting if more time should be allotted. All time limits decided should be upheld for everyone at that meeting and enforced.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Chapter 2.62 Whitewater Transparency Enhancement Ordinance
2.08.010 Meetings

Chapter 2.62 - WHITEWATER TRANSPARENCY ENHANCEMENT ORDINANCE

Item 5.

Sections:

2.62.010 - Purpose.

The purpose of this chapter is to maximize public awareness and participation in City of Whitewater Government.

(Ord. No. 1804A, § 1, 10-5-2010)

2.62.020 - Posting requirements.

- (a) Agenda notices for all council, committee, commission and board meetings, requiring legal notice, shall be posted seventy-two hours in advance. If an agenda item is added between twenty-four and seventy-two hours prior to the meeting, it shall require an affirmative vote of a majority of the members voting to take up the matter.
- (b) All council, committee, commission and board agendas shall be posted online on the city website seventy-two hours in advance of the meeting.
- (c) All council, committee, commission and board packet materials, that can be reasonably scanned, shall be posted online twenty-four hours in advance of the meeting. The city shall provide an electronic notification feed alert, indicating that new information is available regarding an upcoming council, committee, commission or board meeting, to any party that has subscribed to the feed (requested notice from the city of the updated information).
- (d) All requests for proposals and requests for bids shall be posted online as soon as is practicable.
- (e) The council and all committee, commission and board meeting minutes shall be posted online within thirty days of the meeting. If the body does not meet within thirty days of the meeting, the minutes shall be posted within fourteen days of the next meeting.

(Ord. No. 1804A, § 1, 10-5-2010)

2.62.030 - Information technology requirements.

Beginning December 1, 2010, city council, community development authority, plan commission and police commission meetings shall be videotaped, and the video shall be posted online.

(Ord. No. 1804A, § 1, 10-5-2010)

2.62.040 - Meeting procedures.

- (a) All council, committee, commission and board meetings shall have a public input agenda item to allow citizens to make statements on matters that are not on the agenda.
- (b) All council, committee, commission and boards shall allow the public an opportunity to comment on substantive items on the meeting agenda. The council, committee, commission or board shall have the discretion to impose time limits and other reasonable procedural rules concerning the public comment.
- (c) If the agenda for a council, committee, commission or board meeting includes staff reports or other reports, a specific description of the item to be reported on shall be listed on the agenda and said report(s) shall be limited to the specific items listed in the agenda.

(Ord. No. 1804A, § 1, 10-5-2010)

2.62.050 - Failure to abide by chapter provisions does not cause actions to be invalid.

The failure by any council, committee, commission or board to adhere to the provisions of this chapter shall not cause any action by said council, committee, commission or board to be invalid.

(Ord. No. 1804A, § 1, 10-5-2010)

2.08.010 - Meetings.

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

period a councilmember may, at any time, make a motion concerning the matter. The council president shall attempt to make certain that any member of the public wishing to speak on the issue has an opportunity to be heard before a final vote is taken;

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

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

CITY OF WHITEWATER

NOTICE OF CLAIM

Name: TINA A. MANDEL
Address: 852 EAST NORTH ST.
WHITEWATER, WI
Phone: 920-723-7948

Incident/Accident Information
Date: 02-01-24
Time: 7:15 PM
Place: WHITEWATER ARMORY

CIRCUMSTANCES OF CLAIM

In the space below briefly describe the circumstances of your claim. (Attach additional sheets, if necessary.) For auto damages, attach a copy of police report, if any, and attach a diagram of the accident scene indicating north, south, east or west corners if the accident occurred at an intersection. For bodily injury, indicate nature of injury and whether or not medical attention was given and give the name of the physician. Also identify any witnesses to the incident/accident.

SEE ATTACHMENT.

Signed: Tina A. Mandel Date: 02-05-24

CLAIM

(NOTE: You are not required to make a claim at this time. As long as you have filed the above Notice of Claim you may file a claim with the City/Village at any time consistent with the applicable statute of limitations. However, in order for the City/Village to formally accept or deny your claim at this time, the following claim must be completed and signed.)

The undersigned hereby makes a claim against the City/Village of arising out of the circumstances described above in the amount of \$ TO BE DETERMINED.

To process this claim it is necessary to detail all damages being sought.

Signed: Tina A. Mandel
Address: 852 EAST NORTH ST.
WHITEWATER, WI 53190

Date: 02-05-24

Attachment to Notice of Claim – City of Whitewater

Claim of Tina A. Mandel

The circumstances of my claim are as follows. On Thursday, February 1, 2024, I injured myself when exiting the Dance Studio door at the Whitewater Armory located at 146 West North Street, Whitewater, WI 53190, at approximately 7:15 p.m. As I was walking to my car which was parked in the Armory West parking lot, I tripped on the raised ledge of the concrete. I fell backwards onto the pavement and broke my right wrist and upper humerus bone. This resulted in a trip to the ER at the Fort Atkinson Memorial Hospital, where x-rays were taken of my arm and I also had a CT scan of my head. This incident was witnessed by my 13 year old grandson, Javion McQuillin, and the Tae Kwon Do Master, Trent Norelle, who helped me get up. My physician who is treating me for these injuries is Isidoro Zambrano, M.D., an orthopedic surgeon, at Fort Health Care Orthopaedic Associates. I saw him on February 5th and at that appointment I had more x-rays taken of my right arm in addition to x-rays taken of my right hand and wrist. I am scheduled for two MRI's at Fort Memorial Hospital on February 15th.

I know for certain that I will have ongoing medical procedures and expenses, with the exact amount undetermined at this time.

My impressions regarding the site of this accident are as follows: Both the Armory Building and the Parking Lot are very dimly lighted and there is no indication (paint or otherwise) near the raised lip of the concrete to indicate that this area is a hazard and unsafe, and there is also no railing or something to hold onto at that location.

CITY OF WHITEWATER

NOTICE OF CLAIM

Name: TINA A. MANDEL
Address: 852 EAST NORTH ST.
WHITEWATER, WI
Phone: 920-723-7948

Incident/Accident Information
Date: 02-01-24
Time: 7:15 PM
Place: WHITEWATER ARMOY

CIRCUMSTANCES OF CLAIM

In the space below briefly describe the circumstances of your claim. (Attach additional sheets, if necessary.) For auto damages, attach a copy of police report, if any, and attach a diagram of the accident scene indicating north, south, east or west corners if the accident occurred at an intersection. For bodily injury, indicate nature of injury and whether or not medical attention was given and give the name of the physician. Also identify any witnesses to the incident/accident.

SEE ATTACHMENT

Signed: Tina A. Mandel

Date: 02-05-24

CLAIM

(NOTE: You are not required to make a claim at this time. As long as you have filed the above Notice of Claim you may file a claim with the City/Village at any time consistent with the applicable statute of limitations. However, in order for the City/Village to formally accept or deny your claim at this time, the following claim must be completed and signed.)

The undersigned hereby makes a claim against the City/Village of arising out of the circumstances described above in the amount of \$ 5,000.00

To process this claim it is necessary to detail all damages being sought.

Signed: Tina A. Mandel
Address: 852 EAST NORTH ST.
WHITEWATER, WI 53190

Date: 02-05-24



Item 6.



Item 6.

Rachelle Blich

From: Allison C. De Franze <allisond@cvmic.com>
Sent: Wednesday, September 4, 2024 2:18 PM
To: Rachelle Blich
Subject: Tina Mandel v City of Whitewater

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.

Hi Rachelle,

I am in receipt of the above claim that has been filed by Tina Mandel in the amount of \$5000 against the City of Whitewater, for injuries sustained as a result of a trip and fall on a public sidewalk. As you are aware, the City is self-insured for this loss, and should the City decide to settle this matter within their retention, the settlement would come from City funds.

Based on the information that I have received, it is my understanding that the City does take corrective action to address defects on city sidewalks when they are made aware of known problems. I have also been advised that the City had no prior notice of any dangerous condition on this particular area of sidewalk. Based on this, it is my opinion that the city is meeting the standard of reasonable care, which is the standard that municipalities are held to.

In addition, it is my opinion that the City would be immune from liability under Wis. Stat. 893.80 (4), which provides immunity for discretionary actions by municipalities. How often a municipality inspects and maintains their sidewalks is a discretionary decision, for which the City would have immunity based on the above statute.

Based on the above, it is my opinion that this claim should be denied.

Should you have any questions, please feel free to contact me.

Thank you,



Finance Committee Agenda Item

Meeting Date:	September 24, 2024
Agenda Item:	Brown Cab Survey
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

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

The Common Council has received complaints regarding the services provided by Brown Cab. It is recommended that a survey be developed and placed in the vehicles to gather additional feedback on whether the service is meeting the community’s needs. The survey results will help the City make informed decisions regarding the future of the Shared-Ride Taxi services. I have included a list of questions to assist in the discussion.

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

9/17/2024 – Common Council, directed survey to be developed

FINANCIAL IMPACT
(If none, state N/A)

The City has a subscription to Survey Monkey and would not result in any additional cost

STAFF RECOMMENDATION

It is recommended that staff and the committee collaborate to identify the data that should be collected and to determine the most effective methods for distributing the survey and related information. This approach will help ensure broad community participation.

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

1. Potential Starter Survey Questions

Starter Potential Survey Questions

1. Are you satisfied with your service?
2. How long did you have to wait to be picked up?
3. Are the hours of operation convenient for you?
4. What improvements would you like to see made to this service?
5. Do you use the service frequently?
 - a. If yes, how often are you able to get to your destination on time?



Finance Committee Agenda Item

Meeting Date:	September 24, 2024
Agenda Item:	Open Meetings Law Compliance Training
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

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

As part of our ongoing commitment to transparency and compliance with Open Meetings Law, the training that was presented at the last Landmarks Committee meeting has been edited and must be shared with all boards and committees. The video is approximately 32 minutes long, and the committee will be watching together prior to adjournment.

If any member is unable to attend they are required to watch it independently. Here is the link to the video on YouTube: <https://www.youtube.com/watch?v=DQq3swWDZKc>

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

FINANCIAL IMPACT
(If none, state N/A)

STAFF RECOMMENDATION

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