



Common Council Meeting

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

Tuesday, July 16, 2024 - 6:30 PM

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

Please click the link below to
join: <https://us06web.zoom.us/j/81241037644?pwd=b5ZNKzbvXGurJoCnj4zl3tHaCbmNIQ.1>

Telephone: +1 (312) 626-6799 US (Chicago) (Houston)

Webinar ID: 812 4103 7644

Passcode: 215759

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

Amended as of 07/15/2024 at 1:00 p.m. to add: 1. Waiver of 72-Hour Transparency Ordinance and 2. Add Resolution authorizing the Whitewater Community Development Authority to sell lot A323600002 located on Bluff Road

CALL TO ORDER

Request for authorization to waive the 72-hour notice required by the City of Whitewater Transparency Ordinance to amend the Agenda to

1. Add item number 16 Resolution authorizing the Whitewater Community Development Authority to sell lot A323600002 located on Bluff Road.

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.](#) Approval of Common Council Minutes from May 28, 2024, June 4, 2024 and June 18, 2024.
- [2.](#) Landmarks Commission Minutes April 8, 2024.
- [3.](#) Finance Committee Meeting Minutes from May 28, 2024.
- [4.](#) Police and Fire Commission Meeting Minutes from June 3, 2024
- [5.](#) EOC Meeting Minutes from June 3, 2024.
- [6.](#) Appointment of Penelope Alwin to the Landmarks Committee.
- [7.](#) Public Works Committee Meeting Minutes from June 11, 2024.
- [8.](#) Parks and Recreation Board Meeting Minutes from March 25, 2024 and April 17, 2024.
- [9.](#) Approval of the Employee Handbook/Policies- **HR**
- [10.](#) May 2024 Financial Statements
- [11.](#) June 2024 Financials

CITY MANAGER REPORT**STAFF REPORTS**

- [12.](#) Whitewater Middle School pick-up and drop-off. - **Public Works**
- [13.](#) Core Services-**HR**

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.

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RESOLUTION

- [14.](#) Resolution Authorizing the Public Works Director to approve payments up to \$2,000 for the Walworth Ave Temporary Limited Easement purchases.- **Public Works**
- [15.](#) Resolution authorizing the issuance and sale of up to \$2,169,225 waterworks and sewer system revenue bonds, series 2024c, and providing for other details and covenants with respect thereto, and approval of related \$4,269,225 financial assistance agreement- **Public Works**

- [16.](#) Resolution authorizing the Whitewater Community Development Authority to sell lot A323600002 located on Bluff Road- **Economic Development Director**

ORDINANCES

First Reading

- [17.](#) **Ordinance 2024-O-11** an Ordinance to amend Title 20 Right to Entry language- **Neighborhood Services**
- [18.](#) **Ordinance 2024-O-08** Creating Section 5.30 Mobile Food Establishments (MFE's)- **Economic Development Director**

CONSIDERATIONS

- [19.](#) Discussion and Possible Action regarding Server Replacement RFP-IT
- [20.](#) Discussion and Possible Action regarding Alternate Policy- Round Robin- **City Manager**
- [21.](#) Discussion and Possible Action regarding reaffirming the Public Art Committee and appointing a Common Council Representative to sit on the committee- **Economic Development Director**
- [22.](#) Discussion and Possible Action regarding the "Class B" Hawk Bowl Alcohol License held by DLK Enterprises, Inc.- **City Clerk**
- [23.](#) Discussion and Possible Action regarding approving an easement with WE Energies for underground distribution at Southwest Water Tower site. -**Public Works**
- [24.](#) Discussion and Possible Action regarding the City Manager review of Goals- **HR**
- [25.](#) Discussion and Possible Action regarding Strategic Plan Modifications-**City Manager**
26. Councilmember Requests for Future Agenda Items or Committee items. Questions

FUTURE AGENDA ITEMS

27. Brown Cab update-**Finance Q3**
28. Tentative date to hold Common Council meeting at UWW Campus 9/17/24-**City Manager/Singer Q3**
29. Review the reference to Chapter 10 in Ordinances 2024-O-05, 2024-O-06 Title 19 and 20.- **Dawsey Smith Q2**
30. Mobile Home Special Assessments-**Hicks Q3**
31. Part-time and Seasonal Salaries amendment-**Schanen-Q2**
32. Library Construction Costs and Financing-**Library**
33. Turning radius on Franklin and Main-**Dawsey Smith**
34. Comparison of Public Comments-**City Manager Q3**

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:

[CS-35.](#) Park Crest Development Agreement

CS-36. Developers Agreement for Royal Hounds Project (Lot /A323600002) located on Bluff Road.

CONSIDERATIONS

[37.](#) Discussion and Possible Action regarding the Park Crest Development Agreement-
Economic Development Director

[38.](#) Discussion and possible action regarding Developers Agreement for Royal Hounds Project (Lot /A323600002) located on Bluff Road.- **Economic Development Director**

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.



Special Common Council Meeting

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

Tuesday, May 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.**

Please click the link below to join the
webinar:https://us06web.zoom.us/j/86078303578?pwd=0Ju4UUwE_xOcfmZDNeudgd-gcwaZDg.x1Wx2m779eQfZ0MU

Telephone: +1 (312) 626-6799 US (Chicago) (Houston)**Webinar ID:**
860 7830 3578

Passcode:117530

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MINUTES

CALL TO ORDER

Council President Patrick Singer called the meeting to order at 6:30 p.m.

ROLL CALL

PRESENT

Council President Patrick Singer
Councilmember Neil Hicks
Councilmember Brienne Brown
Councilmember Lisa Dawsey Smith
Councilmember Greg Majkrzak
Councilmember Orin Smith
Councilmember Brian Schanen
City Clerk Heather Boehm

City Manager John Weidl

City Attorney Jonathan McDonell

Human Resources Director Sara Marquardt

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

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Motion made to approve the agenda by Councilmember Schanen, Seconded by Councilmember Smith. Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Smith, Councilmember Schanen, Boehm

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.

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Jeff Knight(405 Panther Ct) commented on TIF financing for the Moraine Parkway development.

Chuck Mills(336 Whiton) commented that he is concerned that the constituents did not have a voice or long enough to speak at the last meeting after the closed session.

CONSIDERATIONS

1. Discussion regarding Council Goals and Priorities-**HR**

Whitewater City Council Retreat – Council Goals Summary May 28, 2024

1. What motivated you to serve in your current role?
 - Angst – the need to participate if looking for desired change
 - Make a difference in the community – support the activities that move community forward
 - Advocate for things that are missing – public art, safety for kids and the elderly
 - Noticed a need to change - Minority driving the majority
 - Opportunity to provide student support and repair gown versus town divide
 - Wasn't impressed with procedures and changing the minority versus majority feeling
 - Saw a need to support administration and provide stability
2. What are your top priorities for our community during your term?

- More housing and keeping the City safe (PD proper staffing)
- Using Spring Splash as an opportunity to bring the community back together
- Ensure we have a Council that works together
- Addition of staff such at public works to make sure the basics are getting done
- Making sure that as we are growing, the community feels welcoming
- Annual festival
- More economic development
- Increasing access to information

3. What challenges have you faced in trying to meet your objectives?

- Ordinances are not fun but really need to understand them in order to know how to fix them
- How we can differentiate ourselves from other communities
- How to handle constituent concerns
- Making sure politics isn't being used as a weapon against staff
- Providing support to staff but still making sure things are getting done
- Balancing the need for more housing versus the realities of higher interest rates and prices

4. How can the city administration better support you in achieving your goals?

- Administration needs to continue being creative and flexible
- Make sure we are being transparent
- Increase outreach to stakeholders earlier in the process so that they are included and aware
- Balance negotiations with public knowledge needs
- Development of programs or processes that make it easy to develop in the City such as an "All You Can Develop Permit"

2. Discussion and Possible Action regarding the Strategic Plan-**City Manager**
SIMPLE SWOC MATRIX SUMMARY

INTERNAL FACTORS

STRENGTHS + WEAKNESSES -

1. Progress on Goals: The city is actively making progress towards its established objectives.
2. Data Availability: There is a wealth of data available, enabling informed decision-making.
3. Leadership Dedication: The City Manager and staff are committed to achieving the city's goals.
4. Effective Communication: The Economic Development Director is approachable and skilled at communicating across different groups.
 1. Inconsistent Policy Review: The city needs a more regular and consistent process for policy reviews, ideally 1-2 per month.
2. Data Utilization: Effectively using available data to communicate the city's story.
3. Business Support: There is insufficient infrastructure support for businesses, need to also focus on the "prettying" of the City.
4. Highway Access: The only 4-year college in the area lacks access to a 4-lane highway.

5. Healthcare Infrastructure: There is a lack of accessible healthcare infrastructure, particularly emergent care services.

EXTERNAL FACTORS

OPPORTUNITIES + CHALLENGES –

1. Housing Development: New housing projects will drive city growth.
2. Federal Funding: Availability of potential federal funds can enhance public transportation.
3. Citizen Engagement: There is potential to increase citizen involvement, as they care more than they currently express.
4. Communication Efforts: Opportunities exist to better leverage communication strategies.
 1. Difficult Community Communication: Effectively communicating challenging topics, such as Tax Increment Districts (TID), remains a struggle.
 2. Communication Complexity: Despite improvements, communication is still challenging due to the numerous available options.
 3. Low Traffic Counts: The City experiences low traffic counts, which can impact business and development.
 4. Fluctuating Population: The City faces issues with a fluctuating population, affecting stability and planning.
 5. Public Transportation: Providing effective public transportation continues to be a significant challenge.
3. Discussion and Possible Action regarding Changes to the Good Governance Manual
 - a. Council Policing
 - b. Questions of Staff/Protocol Flowchart
 - c. Other Changes as Requested

Council President Singer brought up the need to revise the Public Comment section of the current agenda structure. This will be discussion and possible action item for an upcoming Common Council meeting.

There was a discussion regarding the flow chart of who and when it is appropriate for Councilmembers to contact City Manager or City Staff.

There was discussion of Council packets, paper verses electronic copy. It was decided that the Consent agenda items will not be printed, the rest of packet will be. An emailed link to the whole packet will be sent to Councilmembers as well.

Councilmembers discussed removing item 6, recall procedures, under "Elected Official Progressive Discipline Policy".

4. Discussion regarding Non-Financial Strategies for Enhancing Recruitment and Retention.-
Finance

Finance Director Blitch stressed the responsibility of leaders to support and empower others, highlighting the profound influence a single leader can have, both positive and negative. She recounts their personal experience of overcoming negative leadership and finding success through the support of a nurturing leader.

She advocates for a supportive culture that fosters growth, emphasizing that leaders have the potential to significantly impact individuals, families, and communities. She encouraged respectful communication and listening to understand rather than to respond. She also highlights the importance of valuing diverse opinions and avoiding groupthink, using historical examples like the Challenger disaster to illustrate the point.

In discussing organizational development, she describes it as a systematic process aimed at improving organizations through people by focusing on structures, systems, and processes. She emphasizes the importance of fostering resilience and adaptability. Director Blitch identifies key factors influencing employee retention, such as purpose, impact, and recognition, arguing that compensation is less important than feeling valued and having a sense of purpose. She pointed out the negative effects of not valuing employees, using teachers as an example of a profession facing high turnover due to lack of autonomy and excessive focus on metrics.

Director Blitch stresses the importance of a positive organizational culture, effective leadership, opportunities for advancement, work-life balance, and professional development. She described the detrimental effects of a toxic work environment, including financial costs and decreased productivity. She concluded by emphasizing that a supportive environment leads to more productive and motivated employees who feel they can make a difference.

FUTURE AGENDA ITEMS

Councilmember Schanen would like to here feedback on the barricades on Elizabeth St by the middle school.

ADJOURNMENT

Motion made to adjourn at 8:33 pm by Councilmember Majkrzak, Seconded by Councilmember Smith. Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Smith, Councilmember Schanen

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.



Common Council Meeting

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Tuesday, June 04, 2024 - 6:30 PM

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Webinar ID: 851 1205 0058

Passcode: 019249

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MINUTES

(Amended as of 06-3-2024 at 8:00 a.m. to add: 1. Waiver of 72-Hour Transparency Ordinance and 2. Second Reading of Ordinance 2024-O-05 an ordinance amending Title 20 Recreational Vehicle parking and Ordinance 2024-O-06 an ordinance amending 19.51.180 Truck, Trailer, mobile home and equipment parking restrictions . Items added are red.)

CALL TO ORDER

Request for authorization to waive the 72-hour notice required by the City of Whitewater Transparency Ordinance to amend the Agenda to add Second Readings of

1. Ordinance 2024-O-05 an ordinance amending Title 20 Recreational Vehicle parking.
2. Ordinance 2024-O-06 an ordinance amending 19.51.180 Truck, Trailer, mobile home and equipment parking restrictions.

Council President Singer called the meeting to order at 6:30 pm.

ROLL CALL

PRESENT

Council President Patrick Singer
Councilmember Neil Hicks
Councilmember Lisa Dawsey Smith
Councilmember Greg Majkrzak
Councilmember Orin Smith
Councilmember Brian Schanen
City Clerk Heather Boehm

City Manager John Weidl

City Attorney Jonathan McDonnel

Economic Development Director Zeinert

ABSENT

Councilmember Brienne Brown

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

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Motion made to approve the agenda by Councilmember Schanen, Seconded by Councilmember Smith.
Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Smith, Councilmember Schanen

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 Majkrzak, Seconded by Councilmember Hicks.
Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Smith, Councilmember Schanen

1. Approval of Common Council Minutes from May 7, 2024.
2. Library Board of Trustees meeting Minutes from April 15, 2024.

- 3. Board of Zoning Appeals - January 25, 2024 Minutes
- 4. Finance Committee Meeting Minutes from April 23, 2024.

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. Assessment Process update-**Finance**
Finance Director Blich reviewed the Assessment Process.
- 6. Update on the Vimeo to Youtube process- **Media Services**
Chief of Staff Magestro gave an update on the City's meeting videos being transferred from Vimeo to Youtube.

HEARING OF CITIZEN COMMENTS

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An Open Letter to the City Council:

Multi-family rentals do not need to be subsidized by the City of Whitewater.

Hi, my name is Jeff Knight and I have served on CDA/Industrial Development Committees for 26 years. I served 14 years in Saukville WI and 12 years in Whitewater. I am very familiar with Tax Incremental Financing (TIF) and the rules of what can be included. TIF started years ago as a financing tool for communities to attract and expand industrial and commercial developments which were tied to job creation. Eventually, it expanded to include mixed-use, including residential and multifamily developments. All TIFs must initially be approved by a Joint Review Committee made up of all the taxing jurisdictions that will be affected by the TIF. Historically, I have opposed using TIF for any housing development. However, I recently softened my position against single-family development as the need for affordable single-family housing in Whitewater became clearer. The support in the community over the last four years has been loud and clear of the need to support affordable single-family housing initiatives.

Therefore, my problem with multifamily development receiving TIF subsidies is based on four issues that impact the community.

First, we have a disparity of too many multifamily rentals compared to single-family properties. The slide below is taken from a presentation by the SEWPPC Deputy Director, Ben McKay, at the recent city housing round table.

••What of ho g 0 eh ve?

Housing Structure Type

Multil<1mily Single-f drn ily

Second, there have been many new apartments built in Whitewater and surrounding communities in the last few years that did not need subsidies. As a result, they do not meet what economists call the but-for test. Beyond the but-for, the same SEWRPC presentation suggested that our vacancy rate was within the Housing and Urban Development (HUD) guidelines of 4-6% vacancy rate in our rental market and 10% in single family. I am suggesting the new development does not meet the but-for test.

Third, and most important is the claim that this project will not increase your taxes. A large densely populated project will require significant amounts of service support from police, fire, emergency support, social services, and education needs. All the taxes collected in the district stay in the TIF until closed out (approximately 17-20 years). Other potential projects provide greater opportunities to address community needs in the same TIF (Single-family housing) that will need TIF support.

Adding the multifamily component to the TIF pushes back the timeline when you could close out your TIF and start sending revenues to the city and school district's general fund. The city and school district are already under pressure and are rumored to be looking to pass referendums. If the apartment project is built without TIF support the close out of TIF 11 will be sooner and with reduced risk.

Fourth, you establish a new precedent for all apartment developers to come in and ask to be subsidized in the future.

The proposal that I voted against at the CDA has a \$5.1 million subsidy and if you compare it to a TIF-approved project in Madison we are far more generous with our TIF money. The Whitewater project computes to \$40,000 per unit while the comparable Madison project is \$11,000 per unit. I have not checked other communities, but the vast difference in offering tells me something is wrong with our generosity when other's recent developments have not needed any help.

So, I have two follow-up areas needing additional information that would be helpful for me, the city council, and CDA members to know.

I requested a copy of the but-for analysis from Kristen and Taylor. I have not seen a copy yet. It would be helpful for me to understand why we are giving such a large amount to this project compared to a similar development in Madison.

Two, from reviewing documents from the developer's web page indicated they currently own and operate section 42 housing (low-income housing) in other communities. Does the developer plan to include section 42 housing here? If so, I believe we would be making a huge mistake. Over the last 6 years, the city has told the community we need affordable single-family housing, not low-income housing, If low-income housing is included in their plan, including the citizens of the community in the discussion of housing strategy changes would be important.

I ask you to reconsider your position and continue pursuing single-family housing proposals, not additional high density rental projects.

Thank you,
Jeff Knight, 920-728-0662

RESOLUTION

Motion made to approve the Relocation order for improving the sidewalk along Walworth Ave by Councilmember Dawsey Smith, Seconded by Councilmember Schanen.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Smith, Councilmember Schanen

- 7. Resolution approving Relocation Order for Improving Sidewalk along Walworth Avenue- **Public Works**

Motion made to approve the Relocation order for improving the sidewalk along Walworth Ave by Councilmember Dawsey Smith, Seconded by Councilmember Schanen.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Smith, Councilmember Schanen

ORDINANCES

Second Reading

8. **2024-O-07** Ordinance allowing Board of Absentee Canvassers (Allowing Central Count for Absentee Ballots) .-**City Clerk**
- Motion made to approve Ordinance 2024-O-07 allowing Board of Absentee Canvassers by Councilmember Hicks, Seconded by Councilmember Smith.
- Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Smith, Councilmember Schanen
9. **Ordinance 2024-O-05** an Ordinance amending Title 20 Recreational Vehicle Parking-**Neighborhood Services**
- Motion made to approve with amendment to add 5 ft to lot line and improved surface under contact points by Councilmember Schanen, Seconded by Councilmember Dawsey Smith.
- Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Smith, Councilmember Schanen
- Motion made to approve Ordinance 2024-O-05 with amendment by Councilmember Majkrzak, Seconded by Councilmember Schanen.
- Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Smith, Councilmember Schanen
10. **Ordinance 2024-O-06** an Ordinance amending 19.51.180 Truck, Trailer, Mobile Home and Equipment Parking Restrictions- **Neighborhood Services.**
- Motion made to approve with amendment to add 5 ft to lot line and improved surface under contact points by Councilmember Schanen, Seconded by Councilmember Dawsey Smith.
- Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Smith, Councilmember Schanen
- Motion made to approve Ordinance 2024-O-06 with amendment by Councilmember Majkrzak, Seconded by Councilmember Schanen.
- Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Smith, Councilmember Schanen

CONSIDERATIONS

11. Request for approval of annual renewals of certain Class "A"; Class "A", Class "B", Class "B" Beer and Liquor Licenses.-**City Clerk**
- Motion made to approve the Alcohol licenses by Councilmember Dawsey Smith, Seconded by Councilmember Hicks.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Smith, Councilmember Schanen

12. Discussion and Possible Action regarding Cancelling July 2, 2024 Common Council Meeting-**City Clerk**

Motion made to cancel the July 2, 2024 Common Council meeting by Councilmember Majkrzak, Seconded by Councilmember Schanen.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Smith, Councilmember Schanen

13. Discussion and Possible Action regarding bids for mechanical dredging of Cravath & Trippe Lake Cattails-**Parks**

Motion made to award the bid to ECO Waterways by Councilmember Hicks, Seconded by Councilmember Smith.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Smith, Councilmember Schanen

14. Discussion and Possible Action regarding Spring Splash Task Force-**City Manager**

Council directed the Economic Development Director to survey local businesses to see if they would have an interest in a Spring Splash Taskforce.

15. Discussion and Possible Action regarding Ordinance 2.48.080-Removal of Members-PARC-**City Manager**

Motion made to approve the removal of John Beerman after another attempt to reach out to him before removal by Councilmember Hicks, Seconded by Councilmember Majkrzak.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Smith, Councilmember Schanen

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

Councilmember Schanen and Majkrzak would like an update on Elizabeth St closures in front of the middle school.

Councilmember Smith would like to make sure Spring Splash Task Force comes back to Council.

Council President Singer would like the public comment portion of the agenda's brought back to Council for discussion. He would also like the Complaint process reviewed, as well as the Part time/Seasonal salaries.

FUTURE AGENDA ITEMS

17. Brown Cab update-**Finance Q2**

18. Tentative date to hold Common Council meeting at UWW Campus 9/17/24-**City Manager/Singer Q3**
19. Review the reference to Chapter 10 in Ordinances 2024-O-05, 2024-O-06 Title 19 and 20.-**Dawsey Smith Q2**
20. Consideration of combining Title 19 Truck, Trailer, Mobile Home and equipment parking restrictions and Title 20 Recreational Vehicle Parking- **Dawsey Smith Q2**
21. Mobile Home Special Assessments-**Hicks Q3**
22. Part-time and Seasonal Salaries amendment-**Schanen-Q2**

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:

CS-23. Correspondence received from Janesville Fire Fighters IAFF Local 580

Motion made enter into Closed session at 7:32 pm by Council President Singer, Seconded by Councilmember Dawsey Smith.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Smith, Councilmember Schanen

Motion made to come back into Open Session at 7:47 pm by Councilmember Dawsey Smith, Seconded by Councilmember Schanen.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Smith, Councilmember Schanen

CONSIDERATIONS

24. Discussion and Possible Action regarding Correspondence received from Janesville Fire Fighters IAFF Local 580.

Council directed Staff to follow up with additional information.

ADJOURNMENT

Motion made to Adjourn at 7:49 pm by Councilmember Smith, Seconded by Councilmember Dawsey Smith.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Smith, Councilmember Schanen

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.



Common Council Meeting

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

Tuesday, June 18, 2024 - 6:30 PM

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

Please click the link below to join:

https://us06web.zoom.us/j/81256634296?pwd=hnOmVYyaV4X9rjiHyRMPVUR9Ewkislg.yO_Nwnrk57Nvmk8g

Telephone: +1 (312) 626-6799 US (Chicago) (Houston)

Webinar ID: 812 5663 4296

Passcode: 023286

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

Council President called the meeting to order at 6:30 pm

ROLL CALL

PRESENT

Council President Patrick Singer
Councilmember Neil Hicks
Councilmember Brienne Brown
Councilmember Lisa Dawsey Smith
Councilmember Greg Majkrzak
Councilmember Brian Schanen
City Clerk Heather Boehm

City Manager John Weidl

City Attorney Jonathan McDonnel

Public Works Director Brad Marquardt

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 with number 13 moved to right before number 7 by Councilmember Majkrzak, Seconded by Councilmember Brown.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen

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 adding items 12,16,22,23,24 to the Consent Agenda by Councilmember Majkrzak, Seconded by Councilmember Schanen.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen

1. Approval of Common Council Minutes from May 21, 2024.
2. EOC minutes from May 6, 2024.
3. Police and Fire Commission Meeting Minutes from March 12, 2024.
4. Public Works Committee Meeting Minutes from April 9, 2024.
5. Urban Forestry Minutes from March 25, 2024.
6. Plan and Architectural Review Minutes Commission from May 13, 2024.

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**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.

Larry Kachel (457 S Buckingham Blvd) commented on the CDA article that was posted on the Whitewater Wise Facebook page.

RESOLUTION

7. Levying special assessments for the North Side Water Main Project- **Public Works**
Motion made to approve the the Resolution Levying Special Assessments for the North Side Water Main Project by Councilmember Schanen, Seconded by Councilmember Dawsey Smith.
Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen
8. Approving WDNR Compliance Maintenance Annual Report- **Public Works**
Motion made to approve the Resolution approving WDNR Compliance Maintenance Annual Report by Council President Singer, Seconded by Councilmember Schanen.
Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen
9. Resolution to Authorize Parks Director to apply for Inflation Reduction Act Forestry Grant through WI DNR - **Parks**
Motion made to approve the Resolution to Authorize Parks Director to apply for Inflation Reduction Act Forestry Grant through WI DNR by Councilmember Dawsey Smith, Seconded by Councilmember Brown.
Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen

ORDINANCES

First Reading

10. **Ordinance 2024-O-09** an Ordinance to amend Chapter 11.12.011 by deleting "Pearson Court, Eastbound at Pearson Lane" and amending Chapter 11.12.013 by adding "Pearson Court, eastbound at Pearson Lane". Waive second hearing- **Public Works**
Motion made to approve Ordinance 2024-O-09 to amend Chapter 11.12.011 be deleting "Pearson Court, Eastbound at Pearson Lane" and amending Chapter 11.12.013 by adding "Pearson Court, eastbound at Pearson Lane" by Councilmember Hicks, Seconded by Councilmember Schanen.
Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen

Motion made by to waive Second Reading of Ordinance 2024-O-09 Councilmember Schanen, Seconded by Councilmember Dawsey Smith.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen

- 11. Ordinance 2024-O-10** an ordinance Opting out of Wisconsin Act 73 and retain closing hours specified in WI Stat 125.32 (3) (a) for Class "B" Alcohol License holders during Republican National Convention -**PD**

Motion made to approve Ordinance 2024-O-10 opting out of Wisconsin Act 73 and retain closing hours specified in WI Stat 125.32 (3)(a) for Class "B" alcohol license holders during the Republican National Convention by Councilmember Dawsey Smith, Seconded by Councilmember Schanen.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen

Motion made to waive the second reading for Ordinance 2024-O-10 by Councilmember Schanen, Seconded by Councilmember Dawsey Smith.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen

CONSIDERATIONS

12. Discussion and Possible Action regarding approval of annual Class "A" Beer and Liquor License for Whitewater Petroleum-**City Clerk**

Approved with Consent Agenda.

13. Discussion and Possible Action regarding Beverage Operator License appeal for Chelsea Baker-**City Clerk/PD**

Chelsea Baker explained why she left off items from her Beverage Operators License application.

Motion made to uphold the Alcohol License Committee's decision to deny the Beverage Operators License for Chelsea Baker by Councilmember Majkrzak, Seconded by Councilmember Dawsey Smith.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen

14. Discussion and Possible Action to reconsider award of the Cravath & Trippe Lakes Mechanical Dredging of Cattail to Eco Waterway Services-**Parks**

Motion made to approve the reconsider the award of the Cravath & Trippe lakes mechanical dredging of cattail to Eco Waterway Services by Councilmember Dawsey Smith, Seconded by Councilmember Schanen.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown,

Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen

15. Discussion and Possible Action to consider awarding the Cravath & Trippe Lakes Mechanical Dredging of Cattail to RLP Diversified, INC-**Parks**
 Motion made to approve awarding the Cravath & Trippe Lakes Mechanical Dredging of Cattail to RLP Diversified, INC by Councilmember Majkrzak, Seconded by Councilmember Dawsey Smith.
 Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen
16. Discussion and Possible Action regarding the 4th of July Fireworks license- **City Clerk**
 Approved with the Consent Agenda. Councilmember Dawsey Smith Abstained her vote on this item.
17. Discussion and Possible Action regarding Comparison of Public Comments-**City Manager**
 Council President Singer submitted the following to Council regarding Public Comment at Public meetings.

Public Appearance Card

Public Meeting Appearance Cards (PMAC) shall be used by members of the public who wish to speak during public comment, public hearing or specific agenda item. This form would also be used for those individuals who do not wish to or cannot verbally address the Common Council during a meeting.

A person may provide comments and support or opposition for an agenda item on the form.

Those requesting to speak during the meeting may indicate this on the form.

Prior to taking action on an item on the agenda, the presiding officer will request the City Clerk to indicate any speakers who have signed up for that particular item. The Clerk will read the name of the speaker and the speaker on-deck. The Clerk will alternate between those in support and opposition.

After all speakers have been called, the Clerk will indicate written support and opposition by reading the name and the position of the individual. The minutes will reflect the receipt of written comments in support or opposition by all registered individuals.

Time Limits

Public Comment - 5 minutes with a limit of 30 minutes total.

Increased from 3 minutes.

Public Hearing - 5 minutes with a limit of 60 minutes for each support and opposed speakers

Per speaker time is the same. Provide support and opposed delineation.

Agenda Items - 3 minutes, with an ability for extension with consent of Common Council.

Per speaker time is the same. Provide clarification about extension of time.

Whenever a group of individuals wishes to address the Council on the same subject matter, those individuals may designate a spokesperson to address the Common Council. The spokesperson may ask for additional time when completing the PMAC, and with the consent of the Common Council, the presiding officer may extend the time allocation. Individuals are still welcome to complete a PAC registering their support or opposition, and written comments will be entered into the record by the City Clerk.

The presiding officer, with the concurrence of the Common Council, may extend or limit any of the enumerated time allocations based on the complexity of the item and the number of persons wishing to speak on the item.

Expectations of Speakers

The speaker shall conduct themselves in a professional and respectful manner.

All remarks shall be directed to the Common Council, as a body, and not a City staff or any member of the public in attendance.

The speaker shall not defame, intimidate, make personal affronts, make threats of violence, or use profanity.

Expectation of Public

Members of the public in the audience shall not engage in any of the following activities during a Common Council meeting:

Shouting, clapping, unruly behavior, or speaking out when not recognized by the presiding officer.

Defamation, intimidation, personal affronts, threats of violence, or profanity.

Behavior that disrupts the orderly conduct of the meeting.

Expectation of Councilmembers

While the Common Council is in session, the members must preserve order and decorum. Each Councilmember shall conduct themselves with decorum and shall neither, by conversation or otherwise, delay nor interrupt the proceedings or the peace of the Common Council, nor disturb any member while speaking or refuse to obey the orders of the presiding officer.

Jeff Knight(405 Panther Ct) commented that is this is good start but would like a chance to comment again if new information is introduced.

Chuck Mills(336 Whiton) agreed that this was a good start but would like citizens that did not sign up be able to speak as well.

Motion made to have the Finance Committee review and present back to Council at the September 3, 2024 meeting by Council President Singer, Seconded by Councilmember Brown.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen

18. Discussion and Possible Action regarding an Alternate Policy for all Committees.-**City Manager**

- Council advised staff to bring back to the next Council Meeting, the Round Robin idea to fill boards and committee for alternate members.
19. Discussion and Possible Action regarding Ordinance 2.48.080-Removal of Members-PARC-**City Manager**
- Motion made to remove John Beerman from PARC by Councilmember Hicks, Seconded by Councilmember Schanen.
- Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen
20. Discussion and Possible Action regarding Twin Oak's License Renewal-**Neighborhood Services**
- Motion made to approve the Twin Oak's License Renewal pending City Attorney McDonnell's review by Councilmember Dawsey Smith, Seconded by Councilmember Schanen.
- Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen
21. Discussion and Possible Action regarding Combining Title 19.51.180 Truck, Trailer, Mobile Home and Equipment Parking Restrictions and Title 20 Recreational Vehicle Parking-**Neighborhood Services.**
- Motion made to direct staff to start move forward with the repeal of section 19.51.180 by Councilmember Dawsey Smith, Seconded by Councilmember Schanen.
- Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen
22. Discussion and Possible Action regarding Appointing Ryan Coleman to the Community Involvement & Cable TV Commission.-**City Manager**
- Approved with the Consent Agenda.
23. Discussion and Possible Action regarding Appointing Marjorie Stoneman to the Plan & Architectural Review Commission-**City Manager**
- Approved with the Consent Agenda.
24. Discussion and Possible Action regarding Combination of Equal Opportunity Commission and the Disabilities Committee- **City Manager**
- Approved with the Consent Agenda.
25. Discussion and Possible Action regarding Approval of Strand Task Order 24-06, Well #7 Modifications - **Public Works**
- Motion made to approve Strand Task Order 24-06, Well #7 modifications by Councilmember Majkrzak, Seconded by Councilmember Schanen.
- Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown,

Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen

26. Discussion and Possible Action to Approve First Amendment to Lease Agreement with Sprint Spectrum L.P. for communication facilities on Cravath St Water Tower-
Public Works

Motion made to approve the First amendment to Lease agreement with Sprint Spectrum L.P. for communication facilities on Cravath St Water Tower by Councilmember Hicks, Seconded by Councilmember Majkrzak.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen

27. Discussion and Possible Action regarding the approval of the Water Tower Space/Lease Agreement with Netwurx, LLC for communication facilities on Southwest Water Tower-
Public Works

Motion made to approve the Water Tower Space/Lease agreement with Netwurx, LLC by Councilmember Hicks, Seconded by Councilmember Dawsey Smith.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen

28. Discussion and Possible Action regarding the 2024 Community Heroes Event (Gala)- **HR**

Motion made to approve the 2024 Community Heros Event but would like to see an award for someone in the community that works with the youth of the community by Councilmember Hicks, Seconded by Councilmember Schanen.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen

29. Discussion and Possible Action regarding the Volunteer Background Check Policy and the Grievance Process Policy-**HR**

Motion made to approve the Grievance Process policy by Councilmember Dawsey Smith, Seconded by Councilmember Brown.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen

Motion made to approve the Volunteer Background Check policy by Councilmember Dawsey Smith, Seconded by Councilmember Schanen.

Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen

Jill Gerber (Pleasant St) suggested that because these volunteers will be working with children, that a more thorough background check should be done, Caregiver Background Check, which would include pending charges and D.O.J. info.

Councilmember Hick does not believe that employment history and medical tests should be included in the background checks.

30. Discussion and Possible Action regarding changes to the Good Governance Manual- **HR**
 Motion made approve the Good Governance Manual by Councilmember Dawsey Smith, Seconded by Councilmember Majkrzak.
 Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen
31. Councilmember Requests for Future Agenda Items or Committee items. Questions
 Councilmember Dawsey Smith would like an update on how often the concrete at Franklin and Main St gets replaced.

FUTURE AGENDA ITEMS

32. Brown Cab update-**Finance Q2**
33. Tentative date to hold Common Council meeting at UWW Campus 9/17/24-**City Manager/Singer Q3**
34. Review the reference to Chapter 10 in Ordinances 2024-O-05, 2024-O-06 Title 19 and 20.-
Dawsey Smith Q2
35. Mobile Home Special Assessments-**Hicks Q3**
36. Part-time and Seasonal Salaries amendment-**Schanen-Q2**
37. Library Construction Costs and Financing-**Library**

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:

38. Agreement between the CDA and the City for reimbursement of eligible Tax Increment Financing expenses.
 Council chose not to go into Closed session and discuss this in Open session instead.

CONSIDERATIONS

39. Discussion and Possible Action regarding an Agreement between the CDA and the City for reimbursement of eligible Tax Increment Financing expenses.
 Motion made to approve the agreement between CDA and the City for reimbursement of eligible TIF expenses by Councilmember Dawsey Smith, Seconded by Councilmember Majkrzak.
 Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown,

Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen

ADJOURNMENT

Motion made to Adjourn at 8:22 pm by Councilmember Majkrzak, Seconded by Councilmember Hicks. Voting Yea: Council President Singer, Councilmember Hicks, Councilmember Brown, Councilmember Dawsey Smith, Councilmember Majkrzak, Councilmember Schanen

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.



Landmarks Commission

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

Wednesday, April 03, 2024 - 6:00 PM

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

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/83198282604?pwd=cDdLWjUvTTRqRUQ4UVcwQWcrcW1BUT09>

Telephone: +1 (312) 626-6799 US (Chicago) (Houston)

Webinar ID: 831 9828 2604

Passcode: 137945

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

- Adamitus called the meeting to order 6:01pm.

-Boehm read and explained the need to abide by the City of Whitewater Transparency Ordinance when adding items to the agenda after the 72 hour notice period.

-The following items were presented to be added to the agenda.

1. Update on controlled burn at Effigy Mounds Preserve.

Voting Yea: Adamitus, Richardson, Olm, Weigel

2. Update on Effigy Mounds Preserve maintenance plans for 2024.

Voting Yea: Olm Weigel, Richardson, Adamitus

3. Discussion and possible action on 2011 Effigy Mounds Preserve Master Plan.

Voting Yea: Weigel, Olm, Adamitus, Richardson

4. Discussion on recruiting new members.

Voting Yea: Richardson, Olm, Weigel, Adamitus

5. Discussion and possible action on setting agenda setting procedure for Landmarks Commission.

Voting Yea: Adamitus, Olm, Weigel, Richardson

ROLL CALL

Present: Adamitus, Richardson, Weigel, Olm

Absent: Schreiber

Others Present: Kevin Boehm, Gloria Buley

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.

- Motioned by Olm, seconded by Weigel to approve the agenda with the additions made.
- Unanimously approved by voice vote.

APPROVAL OF MINUTES

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

8. Meeting minutes February 07, 2024
 - Motioned by Olm, seconded by Weigel to approve Minutes from Feb 7, 2024
 - Unanimously approved by voice vote

HEARING OF CITIZEN COMMENTS

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

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

UNFINISHED BUSINESS

9. Birge Fountain Funds.
 - Boehm gave an update on the Birge Fountain Funds with the City. There is a balance of \$10, 336 and those funds cannot be transferred to the Landmarks Commission bank accounts.
 - Adamitus gave an update on the community fund being created and the checks he has had have been deposited.
10. Territorial Oak Site.

-Boehm reported that the streets department staff has the marker and plaque at the streets garage. Discussion was had on possible art installation vs. a tree planting. Boehm will follow up with zoning to determine what can be done legally with the proximity to the road as well as streets to see if a tree can be planted in the Territorial oak's place.

11. Information Needed to List Landmarks for Sale.

- Gloria stated that she is selling the Hamilton House and when she was filling out the disclaimer paperwork there was space for the seller to disclose if the property was a historic property. She created a package for potential buyers listing the parameters of owning a landmark home in Whitewater and will share the document she created to possibly provide the information with local and regional realtors.

NEW BUSINESS

12. Update on current owner of the building the Prairie Tiller is painted on.

-Boehm spoke with Caryl Yasko about the painting. There is a Mural Committee that takes care of the artwork. It is due for a UV protective coating and the committee funds the coating.

13. Update on future of Starin Park Water Tower.

- Boehm gave an update on the future of the water tower, stating that a quote to remove the structure was provided at a price of \$610,000 and \$1.6 million to repair the structure. The plan is to have the options placed on the November ballot for a question to the residents of Whitewater to determine if they wish to repair or remove the structure and how it will be funded.

14. Discussion and possible action on request to review property at 1002 South Janesville Street.

-Boehm gave information about a upcoming cell tower to be constructed at 1002 Janesville Street, Whitewater. Discussion was had and it was determined that no historic sites would be impacted.

-No action taken.

15. Reviewal of materials found, need to keep and storage location.

-Boehm stated that the library received 3 Pescherets pieces of art and would like them to be documented in the City Landmark property listing. Discussion was held and Boehm will see if the property listing catalog can be located.

-Boehm brought a crate of documents to the commission and inquired about the importance of the documents and how the commission would like to have documents stored in the future. Adamitus will go through the documents and then they will be stored by the City moving forward.

16. Approval of next meeting date of 5/1/2024

CONSIDERATIONS / DISCUSSIONS / REPORTS

1. Update on controlled burn at Effigy Mounds Preserve.

2. Update on Effigy Mounds Preserve maintenance plans for 2024.
3. Discussion and possible action on 2011 Effigy Mounds Preserve Master Plan.
4. Discussion on recruiting new members.
5. Discussion and possible action on setting agenda setting procedure for Landmarks Commission.

FUTURE AGENDA ITEMS

17. Invite State Historic Preservation Office staff to a future meeting
18. Investigate plaques for historic properties.
19. Listing of other potential historic properties
20. Update Clio website.
21. White Memorial Building maintenance.
22. Update on Walton Oaks site.
23. Update on Landmark Hotel.
24. Update on Starin Park Water Tower signage.

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 May 28, 2024

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

Tuesday, May 28, 2024 - 5:00 PM

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

You are invited to a Zoom webinar.
When: May 28, 2024 05:00 PM Central Time (US and Canada)
Topic: Finance Committee Meeting May 28, 2024

Please click the link below to join the webinar:
<https://us06web.zoom.us/j/83973747733>

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

+1 312 626 6799 US (Chicago)

Webinar ID: 839 7374 7733
International numbers available: <https://us06web.zoom.us/j/83973747733>

AGENDA

CALL TO ORDER

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

ROLL CALL

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

Absent: None.

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

CONSENT AGENDA

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

1. Finance Committee Meeting Minutes April 23, 2024

Motion made to approve the consent agenda by Brian Schanen, Seconded by Patrick Singer. Voting Yes: Lisa Dawsey-Smith, Patrick Singer, and Brian Schanen. 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. December 2023 Financials - Final
3. April 2024 Financials
4. Room Tax Staff Report
5. Volunteer Background Check Policy

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

6. Grievance Policy Review

Motion to recommend policy to Common Council with an amendment of Section 6, no. 5 to include “or city attorney” made by Patrick Singer, Seconded by Brian Schanen. Voting Yes: Lisa Dawsey-Smith, Patrick Singer, and Brian Schanen. Voting No: None.

7. Recruitment Policy

FUTURE AGENDA ITEMS

8. Procurement Policy Review

ADJOURNMENT

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

The meeting adjourned at 5:35 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.



Police & Fire Commission Meeting

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

*In Person and Virtual

Monday, June 03, 2024 - 6:00 PM

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

Police & Fire Commission Meeting

Jun 3, 2024, 6:00 PM

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

<https://meet.goto.com/709264645>

You can also dial in using your phone.

Access Code: 709-264-645

United States: +1 (224) 501-3412

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 6:00 PM by Support Services Manager Sabrina Ojibway

ROLL CALL

PRESENT

Commissioner Jerry Grant

Commissioner Beverly Stone

Commissioner Mwita Binagi

Commissioner Tom Miller

Police Chief Daniel Meyer

Police Captain Adam Vander Steeg

Assistant Fire Chief Ryan Dion

Support Services Manager Sabrina Ojibway

ABSENT

Commissioner Marissa Aranda

APPROVAL OF AGENDA

A Commission 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 Commission 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 Grant to approve agenda.

Voting Yes: Commissioner Grant, Commissioner Stone, Commissioner Binagi and Commissioner Miller.
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.

1. Approval of Minutes from March 12th, 2024

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

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

HEARING OF CITIZEN COMMENTS

No formal Commission 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 Commission discusses that particular item.

There were no citizen comments.

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.

NEW BUSINESS**2. Election of Police & Fire Commission Officers**

Ojibway called for nominations of the Chair of the Police and Fire Commission. Stone nominated Grant with a second from Miller. Ojibway called for any other nominations. There were no other nominations.

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

AYES: Grant, Stone, Binagi, Miller

NOES: None

ABSENT: Aranda

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

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

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

AYES: Grant, Stone, Binagi, Miller

NOES: None

ABSENT: Aranda

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

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

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

AYES: Grant, Stone, Binagi, Miller

NOES: None

ABSENT: Aranda

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

REPORTS

3. Fire Chief's Report

a. Personnel Update

Paid-on-Call member Dustin Schneider resigned. The following personnel have successfully completed their initial probationary period: Ashley Dodd, Alex Rohde, Crystal Griffin, Carl Strait, Tanner Stark, Ben Kastern, Alana Kolesar, Mikayla Fehl, Riley Walters and Sean O'Flanagan. The following personnel have successfully completed their probationary period for their respective positions: Lt. Jacob Maas, Lt. James Lewis and EMS Chief Jason Dean. Interviews for FTE spot will be forthcoming.

Paid on Premise program has been in effect for the past month and a half and has been successful in increasing staffing on the weekends. The utilization of part-time, paid-on-call employees has allowed the fire department to have 5 members in the station from 6pm Friday night until 6am on Monday morning.

b. Training Update

Assistant Fire Chief Dion is currently in the process of starting to procure bids for a NFPA compliant training facility using funds from the Hickey Trust. This will facilitate more diverse training resulting in higher skilled employees.

c. Community Engagement Update

The Fire Department visited Fairhaven to call bingo numbers, gave a presentation at the Kiwanis breakfast meeting, and provided a parade for the UW athletes involved in Wheelchair Basketball,

and Track and Field. It is anticipated that fire extinguisher training will be provided during the summer months.

d. Equipment Update

P25 portable and mobile radios are slated for later this year in anticipation of the Walworth County radio upgrade. A new Engine (Pumper) will be added to the fleet in September 2024, a new Ambulance in February 2025 and a new Ladder Truck in September 2025.

4. Police Chief's Report

a. Personnel Update

Officer Hunter Martin started on March 25th, 2024 and is currently in week 11 of the Law Enforcement Academy at Fox Valley Technical College. Patrol Lieutenant Ryan Taft was promoted to Patrol Captain on March 14th, 2024. Patrol Officer Brandon Taylor was promoted to Patrol Lieutenant on March 14th, 2024. There currently remains one dispatch vacancy. A dispatch candidate that was in the background phase withdrew and the hiring process has been re-opened.

b. Training Update

On April 8th, 2024, the department hosted a training on Transnational Gangs that was put on by an FBI agent specializing in that topic.

On April 9th, 2024, all sworn staff received Legal Update training from Walworth County DA Zeke Wiedenfeld coupled with Major Crime response and Mobile Field Force refresher trainings.

In May, all sworn staff completed annual firearms qualification held at the Walworth County range and conducted by in-house instructors.

Seven officers on the Mobile Field Force Team have attended multiple trainings in preparation for deploying for the Republican National Convention in Milwaukee in July.

c. Community Engagement Update

On March 15th, 2024, Lincoln Elementary hosted a Cops 'N Kids book reading.

On May 30th, 2024, Washington Elementary hosted a Cops 'N Kids book reading. During each of those events, officers read to 2-4 classes, answer student questions about law enforcement, and provide each student with a free book.

On April 27th, 2024, SRO James Garcia attended the International Children's Day event at Lincoln Elementary.

Information regarding recent demographic trends within the city was presented to the Greater Whitewater Committee on March 14th, an Immigration panel hosted at the Community Engagement Center on April 15th, Walworth County AARP on April 23rd and Whitewater Kiwanis on May 21st.

d. Miscellaneous Topics to include updates on Spring Splash, Wisconsin Law Enforcement Accreditation Group On-Site, Republican National Convention, Worldwide Tech Connections, Federal Grant Request, Federal Funding Appropriation Request and Fitch Staffing Study

An after-action review was presented to the Commission in regards to Spring Splash. Overall the law enforcement response mirrored what was utilized in 2023 and the event went smoothly. Heavy foot traffic was encountered throughout the day, Mobile Field Force was utilized to disperse the larger crowds. Two disorderly incidents involved firearms, one real and one replica.

Total event cost, to including staffing, food and materials, came to \$17,367.53. Arrest statistics were up from 2023 but lower compared to earlier years. Chief Meyer expressed his appreciation for the fifteen outside agencies that provided assistance.

The Wisconsin Law Enforcement Accreditation Group (WILEAG) on-site, completed once every 3 years, is scheduled for June 18-20, 2024. The police department will have 3 assessors here for 3 days to review operations. They'll report their findings to the WILEAG Board who will determine if the department attains reaccreditation. Only 10% of agencies in the state are currently accredited.

For the Republican National Convention (RNC), Whitewater PD will be sending seven (7) officers to deploy with the Walworth County Mobile Field Force Team July 15-18. The City has entered into an agreement with the City of Milwaukee for reimbursement of staff time and equipment used.

The police department, along with the City, will be working with a company called Worldwide Tech Connections to test some translation software. Staff will be provided with additional training later in the week.

Whitewater PD is in the process of applying for the Community Oriented Policing Services (COPS) Office Hiring Grant (federal grant). The grant would help the City fund additional officers at a lower up-front cost with greater contribution from the City annually over a three-year funding period. Application is due June 12th.

The police department is also in the process of an appropriation request through U.S. Senator Tammy Baldwin's Office. The funding request is for the hiring of an Immigration Liaison position. Chief Meyer has been working with staff from her office and should find out later this fall whether funding is approved.

The City has commissioned Fitch & Associates to complete a comprehensive organizational workload study for the Police Department. PD Staff has been working with Fitch and Associates over the last two months, providing them with comprehensive data and statistics relating to the department (how it operates, call volume, etc). They will be on site here in early July (July 1st and 2nd) and have expressed interest in meeting Commission members individually.

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 the governmental body has jurisdiction or exercises responsibility". Items to be discussed:

5. Probationary EMT/Firefighter Employment Update

Presentation of EMT/Firefighter Paid on Call Candidates for Certification

Interview of Patrol Officer Candidate

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

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

RECONVENE INTO OPEN SESSION

Motion made by Commissioner Miller, Seconded by Commissioner Binagi to go into open session.

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

The Police & Fire Commission went into open session at 7:31 PM

6. **Announcement of Recommendation Concerning Whitewater Fire Department Certification Process**

Motion made by Commissioner Binagi, Seconded by Commissioner Miller to approve the appointment of Elias Adrian to the position of Paid-on-Call EMT, effective June 3rd, 2024. This appointment is subject to the successful completion of a 12-month probationary period.

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

Motion made by Commissioner Binagi, Seconded by Commissioner Stone to approve the appointment of Jonathan Brock to the position of Paid-on-Call Firefighter, effective June 3rd, 2024. This appointment is subject to the successful completion of a 12-month probationary period.

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

Motion made by Commissioner Miller, Seconded by Commissioner Binagi to approve the appointment of Michael Messler to the position of Paid-on-Call Firefighter/AEMT, effective June 3rd, 2024. This appointment is subject to the successful completion of a 12-month probationary period.

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

Motion made by Commissioner Miller, Seconded by Commissioner Stone to approve the appointment of Emily Kaddatz to the position of Paid-on-Call EMT, effective June 3rd, 2024. This appointment is subject to the successful completion of a 12-month probationary period.

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

Announcement of Recommendation Concerning Whitewater Police Department Hiring Process

Motion made by Commissioner Stone, Seconded by Commissioner Miller to endorse and recommend the hiring of Ryan Kozlowski to the position of patrol officer for the Whitewater Police Department.

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

FUTURE AGENDA ITEMS

Chief Meyer requested a special session for the purpose of hiring a 25th patrol officer in anticipation of a 2025 retirement, potential meeting date of June 17th, 2024.

ADJOURNMENT

Motion made by Commissioner Binagi, Seconded by Commissioner Miller to adjourn.

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

Meeting adjourned at 7:37 PM

EXECUTIVE SESSION

Adjourn to Closed Session, NOT TO RECONVENE, pursuant to Wisconsin Statutes 19.85(1)(d): Except as provided in s. 304.06(1)(eg) and by rule promulgated under s. 304.06(1)(em), "Considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention." Items to be discussed:

7. Police Department Critical Incidents Presentation

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.



Police and Fire Commission Meeting

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

*In Person and Virtual

Monday, June 17, 2024 - 6:00 PM

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

Please click the link below to join the webinar:

Police & Fire Commission Meeting

June 17, 2024, 6:00PM

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

<https://meet.goto.com/452732173>

You can also dial in using your phone.

Access Code: 452-732-173

United States: +1 (224) 501-3412

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 6:00 PM by Commissioner Jerry Grant

ROLL CALL

PRESENT

Commissioner Jerry Grant

Commissioner Beverly Stone

Commissioner Mwita Binagi

Commissioner Marissa Aranda

Commissioner Tom Miller

Police Chief Daniel Meyer

Police Captain Adam Vander Steeg

Police Captain Ryan Taft

Assistant Fire Chief Ryan Dion

Support Services Manager Sabrina Ojibway

APPROVAL OF AGENDA

A commission 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 commission 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 Miller, Seconded by Commissioner Binagi to approve agenda.

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

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 from June 3rd, 2024

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

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

HEARING OF CITIZEN COMMENTS

No formal Commission 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 Commission discusses that particular item.

There were no citizen comments

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.

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 the governmental body has jurisdiction or exercises responsibility". Items to be discussed:

2. Interview of FTE EMT/Firefighter Candidate(s)**Interview of Patrol Officer Candidate**

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

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

The Police & Fire Commission went into closed session at 6:03 PM

RECONVENE INTO OPEN SESSION

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

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

The Police & Fire Commission went into open session at 6:57 PM

3. Announcement of Recommendation Concerning Whitewater Fire Department Hiring Process

Motion made by Commissioner Stone, Seconded by Commissioner Binagi to approve the candidate, Trevor Kobleski, for placement on the eligibility list for the position of FTE Firefighter/EMT. This eligibility list will remain in effect for 12 months.

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

Announcement of Recommendation Concerning Whitewater Police Department Hiring Process

Motion made by Commissioner Stone, Seconded by Commissioner Aranda to endorse and recommend the hiring of Cody Schenker as Patrol Officer for the City of Whitewater Police Department.

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

FUTURE AGENDA ITEMS

Assistant Fire Chief Dion proposed a potential future special session meeting date of June 25th, 2024 or July 1st, 2024 for the purpose of interviewing potential candidates for an FTE position.

ADJOURNMENT

Motion made by Commissioner Miller, Seconded by Commissioner Aranda to adjourn.

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

Meeting adjourned at 7:03 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.



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

EQUAL OPPORTUNITIES COMMISSION MINUTES OF MONDAY, June 3rd

1. Call to Order and Roll Call –The virtual meeting came to order at approximately 5:03 pm. Present at the meeting were Common Council Representative Brienne Brown, and Orin Smit, citizen members Terilyn Robles, Tery Tumbarello, and Tia Schultz. Also present was staff support, Chief of Staff Becky Magestro
2. Approval of the Agenda was motioned by Tery Tumbarello and Seconded by Terilyn Robles
3. Old Business
 - a. Approval of the meeting minutes for May 6th, 2024 was motioned by Terilyn Robles and Seconded by Orin Smith
4. New Business
 - a. Combination of Disability Rights Committee and Equal Opportunities Commission (EOC)
 - I. Motion to approve the new Combination of Disability Rights Committee and Equal Opportunities Commission by Brienne Brown Seconded by Terilyn Robles. The group voted unanimously to approve the combination of commission,
5. Considerations/ Discussions/ Reports
 - a. Discussion and Possible Action Regarding the Welcome to Whitewater Graphic
 - i. The group voted unanimously to change verbiage on the Spanish flier and then send to print.
 - b. Discussion and Possible Action Regarding Sister City
 - i. Brienne Brown motion to approved and Orin Smith Seconded. The group voted unanimously to move forward with the Sister City, additional documents need to be translated to English before taking this to council.
 - c. Discussion and Possible Action on next meeting date
 - i. Brienne Brown made a motion to have the next meeting meet August 5,2024 and Terilyn Robles Seconded. The group voted unanimously to move forward with next meeting date.
6. Adjournment – Robles asked if there was a motion to adjourn the meeting. Robles made a motion with a second from Brienne Brown.

The motion passed by unanimous vote.

The meeting ended at 5:35 pm.

Respectfully submitted,

Becky Magestro Chief of Staff



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: June 28, 2024
Re: Recommendation for Penelope Alwin's Appointment to the Landmarks Committee

I am writing to formally recommend Penelope Alwin for a position on the Landmarks Committee. After a conversation with her, I am confident that she would be an excellent addition to our team.

Penelope has demonstrated an understanding of the importance of preserving our city's landmarks. She brings a wealth of knowledge and a fresh perspective that will greatly benefit our ongoing efforts to the committee.

Best-

A handwritten signature in black ink that reads "John S. Weidl". The signature is written in a cursive style.

John S. Weidl, City Manager

JSW/RLM

From: [Heather Boehm](#)
To: [Becky Magestro](#)
Subject: FW: Online Form Submittal: Citizen Service Information Form
Date: Thursday, May 9, 2024 3:48:00 PM
Attachments: [image001.png](#)

At least this person lives in Whitewater.

Thank you,

Heather Boehm

City Clerk



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

“Change is the law of life and those who look only to the past or present are certain to miss the future.”- John F. Kennedy

2024 Elections Calendar:
2024 Spring & Presidential Preference Election - April 2, 2024
2024 Partisan Primary - August 13, 2024
2024 General Election - November 5, 2024

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>

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Thursday, May 9, 2024 3:38 PM
To: jallen@whitewater-wi.gov; City Manager <citymanager@whitewater-wi.gov>; City Clerk Staff <cityclerk@whitewater-wi.gov>
Subject: Online Form Submittal: Citizen Service Information Form

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

Citizen Service Information Form

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

Date 5/9/2024

Applicant Information

First Name Penelope

Last Name Alwin

Home Address 1256 W Satinwood Ln.

City Whitewater

State WI

Zip Code 53190

Home Phone Number 262/949-1215

Cell Number 262/949-1215

Email Address pjkleinhans5@gmail.com

Boards/Committees/Commissions of Interest

Select all Boards, Committees & Commissions you are applying for by checking each box: Ethics Committee, Landmarks Commission, Library Board, Police & Fire Commission

Give a brief overview of your background, experience, interest, or concerns pertaining to the selected board(s), committee(s) or commission(s). EXPERIENCE: Retired Superintendent of Schools; Foundation Board-U-W-W; Member/officer of Friends of WI State Historical Society; numerous other state and local organizations and service positions.

Optional: Upload supportive documents (resume, recommendation letter, etc.) *Field not completed.*

Indicate whether you are available during the day or Available upon request and specified time.

the early evening for a short interview with the City Manager & Common Council President.

Business/Employer Information

Business/Employer Name NA

Business/Employer Address NA

City NA

State *Field not completed.*

Zip Code *Field not completed.*

Business/Employer Phone Number NA

Reference #1 Full Name Peggy Van Scotter

Reference #1 Address & Phone Number 357 Amber Drive; Whitewater,WI 53190 414/258-2263

Reference #2 Full Name Jamie Weigel

Reference #2 Address & Phone Number 216 N.Park St.; Whitewater,WI 53190 715/966-6065

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

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



Public Works Committee Meeting

Cravath Lakefront Room, 2nd floor

312 W. Whitewater St.

Whitewater, WI, 53190

*In Person and Virtual

Tuesday, June 11, 2024 - 6:00 PM

MINUTES

CALL TO ORDER

The Public Works Committee Meeting was called to order by Marquardt at 6:00 p.m.

ROLL CALL

Present: Hicks, Majkrzak, Smith

Others: Marquardt

ELECTION OF CHAIRPERSON/VICE CHAIRPERSON

Majkrzak nominated Hicks for Chairperson and seconded by Smith. There were no other nominations.

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

Majkrzak nominated Smith for Vice Chairperson and seconded by Hicks. There were no other nominations.

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

SET DAY AND TIME FOR REGULARLY SCHEDULED MONTHLY MEETINGS

Marquardt stated the Public Works meetings have typically been scheduled for the second Tuesday of each month at 6:00 p.m. It was suggested by the members to continue the second Tuesday of each month, but change the meeting time to 5:00 p.m. Going forward, the meeting time will be the second Tuesday of each month at 5:00 p.m.

APPROVAL OF MINUTES

1. Approval of minutes from April 9, 2024

It was moved by Majkrzak and seconded by Smith to approve the Public Works Committee minutes from April 9, 2024.

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

HEARING OF CITIZEN COMMENTS

None

NEW BUSINESS

2. **Discussion and Possible Action regarding removing stop sign on Pearson Court at Pearson Lane.**

Marquardt stated he received a request from three residents living on Pearson Court asking if the stop sign could be switched to a yield sign. Pearson Court empties onto Pearson Lane. Pearson Lane is a dead-end street that serves the Taco Bell and Whitewater Cinema properties to the north of where Pearson Court intersects. The only vehicles going further south past the entrance to Taco Bell/Whitewater Cinema are going to Pearson Court.

Staff recommended a motion to approve the removal of the stop sign on Pearson Court and replacing it with a yield sign and direct staff to prepare an ordinance change for Council action.

It was moved by Majkrzak and seconded by Hicks to replace the stop sign on Pearson Court to a yield sign and direct staff to prepare an ordinance change for Council action.

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

3. Discussion and Possible Action regarding Water Tower Space/Lease Agreement with Netwurx, LLC.

Marquardt stated Netwurx would like to place an antenna on the Southwest Water Tower located on Indian Mound Parkway. They have already obtained a Conditional Use Permit (CUP) from the Plan & Architectural Review Committee (PARC). The agreement mirrors an existing agreement the City has with Whitewater Wideband (Edge Broadband) on the Cravath Water Tower. Staff did ask for some changes which Netwurx did add, most notably, that Tenant will pay for costs not to exceed \$7,500 for review of plans, reports, or other documents.

PARC approved the CUP at their February 12, 2024 meeting.

The initial request from Netwurx was a rent payment of \$3,000 per year with a yearly increase of 4%. Staff informed Netwurx that Whitewater Wideband was currently paying \$8,103.66 in 2024 and is set to increase 3% next year. Netwurx revised their payment to \$7,000 per year with a yearly 4% increase. Documentation was included in the committee member's packets as to why Netwurx's was requesting a lower rent payment than Whitewater Wideband.

Dave, from Netwurx, was in attendance and spoke as to why he suggested the rental payment schedule. He stated when you are starting to gain business off a tower, you can justify the higher rent as you get customers to come onboard. Netwurx plans on being in Whitewater for a long time and therefore, the City will have plenty of opportunities to increase the rental payments. Dave stated right now there are not many customers available off the south west side of town as there are off the Cravath tower. This tower sees the business park and a lot of residential stuff. There is a lot more potential business to be gained. The tower on the west side of town seems to fit more of their purpose, which is rural broadband. Their goal is to pick up stuff that can't be picked up by a cable line. He stated Edge has done some fiber in the neighborhood out that way, but Netwurx would like to add it to their network in the end. There is also quite a big expense to build on the Indian Mound site. A road would have to be put in as well as power from the other side of the property all the way around to the east side of the property. He thinks WE-Energies will have Netwurx pay for an H-frame. However, it will be good for Netwurx if they can make it work in the end.

Marquardt stated Verizon is also looking at the west tower as well. They were at the PARC last night for their CUP. Marquardt stated they have been in discussions with them for at least a year and one-half. Dave, from Netwurx, asked if another tenant joined in the next year or so, could the cost of the road be split as part of their deal? Marquardt stated it is something he could look at if that were to happen.

Staff recommends a motion to approve the Water Tower Space/Lease Agreement with Netwurx in concept and forward to the full Council for discussion on the rent payment.

It was moved by Majkrzak and seconded by Hicks to approve the water tower space lease agreement with Netwurx concept and forward to full Council for discussion.

Hicks asked if Netwurx was providing as built drawings, to the City, once everything is complete? And then as part of the drawings, will an engineer review the installation to make sure it meets our warranty for the tank. Marquardt stated included as part of the agreement for \$7,500/year is the review of plans and documents.

Marquardt asked the committee if they see any reason to go into closed session, at the next Council meeting, to discuss the rent payment? The members were comfortable and Marquardt will not put it on the agenda as a closed session item. However, it will be an agenda item at the June 18, 2024, meeting at 6:30 p.m.

AYES: Smith, Majkrzak, Hicks. NOES: None. ABSENT: None.

4. Discussion and Possible Action regarding First Amendment to Lease Agreement with Sprint Spectrum L.P.

Marquardt stated In June 1999, the City entered into a Lease Agreement with Sprint Spectrum to allow them to install, maintain, and operate communication facilities on the Cravath Street Water Tower. That lease agreement ends in June of 2024. T Mobile, who acquired the rights to the Lease Agreement, would like to extend the Lease Agreement through the attached First Amendment. The Amendment would extend the Lease for another four terms of five years.

The Common Council approved the original Lease Agreement in 1999.

For the last five-year term, T Mobile was paying \$18,662.40 annually. The original Lease had an escalator clause of 20% per term. Using those parameters, the new term payment would be \$22,394.88. Staff indicated to T Mobile that Verizon's Lease Agreement on the Southwest Water Tower is for \$35,000 annually for five years with a 12.5% escalator per term. T Mobile has indicated they are willing to pay \$30,000 annually for the initial new term and keep the 20% escalator per term they currently have in the original Agreement.

Staff recommended a motion to send the First Amendment to Lease Agreement to the full Council for approval.

Marquardt did ask the committee if they wanted this agenda item put on the June 18, 2024, Council agenda for a closed session to discuss the terms or rent payment amount?

It was moved by Majkrzak and seconded by Smith to send the First Amendment to Lease Agreement with Spring Spectrum L.P. to full Council in an open session.

AYES: Hick, Majkrzak, Smith. NOES: None. ABSENT: None.

5. Discussion and Possible Action regarding compost site days and hours of operation.

Marquardt stated Councilperson Hicks asked for a review of days/hours of operation of the compost site. Currently, the site is open on Wednesdays from 3:00 pm to 7:00 pm (2:00 pm – 6:00 pm later in the fall) and Saturdays from 8:00 am to 2:00 pm. The number of weeks vary, depending on weather, but it is usually open for around 30 weeks. Hicks was thinking of a way to make it more accommodating to residents. A suggestion would be to open it three days a week, such as Monday, Wednesday and Saturday or Tuesday, Thursday, and Saturday. Or, could it be opened daily with the use of cameras and license plate readers?

The compost attendant is a seasonal position currently paying \$14.00 per hour.

Marquardt suggested he ask the attendant on site to ask residents their thoughts on expanding the time of the compost site. Hicks also asked if a survey could be put out on social media. Hicks said he would be interested in the feedback. Majkrzak said he also feels the days and times are not very convenient, but then again, there is a cost associated with additional hours.

Marquardt stated he will see what kind of information he can gather.

6. Discussion and Possible Action regarding Wastewater's Compliance Maintenance Annual Report (CMAR).

Marquardt stated, in compliance with the WI Department of Natural Resources (WDNR), the 2023 Compliance Maintenance Annual Report (CMAR) was presented to the committee. The CMAR is designed as an assessment tool to communicate the Wastewater Utilities operational success and possible shortcomings or deficiencies to City administration and elected officials. Ratings should help direct time, effort, and dollars into the utility.

For 2023, the Utility recorded an "A" in each rating section.

Categories for the report are as follows:

- Influent Flow and Loading
- Effluent Quality and Plant Performance (BOD/CBOD)
- Effluent Quality and Plant Performance (Total Suspended Solids)
- Effluent Quality and Plant Performance (Ammonia - NH3)
- Effluent Quality and Plant Performance (Phosphorus)
- Biosolids Quality and Management
- Staffing and Preventative Maintenance (All Treatment Plants)
- Operator Certification and Education
- Financial Management
- Sanitary Sewer Collection Systems

Marquardt mentioned the "Phosphorus" section and referenced how well the treatment process has been running. This consistent treatment quality has allowed the utility the flexibility, with regulators, to utilize the MDV (Multi-Discharger Variance) option for phosphorus compliance. Had the effluent phosphorus concentrations been worse, this compliance alternative may not have been feasible. The result is a very economical compliance strategy for the City of Whitewater.

Another item noted, based on staff experience, is most biosolid land applicators are no longer interested in taking on new customers. It appears, based on their service capabilities and time restrictions, they are performing as much work as possible. It should be noted the Wastewater Utility has a contract in place through 2026. However, it may become challenging to obtain multiple bids for a future term.

Staff recommended a motion to approve the Resolution acknowledging the 2023 Wastewater Utility Compliance Maintenance Annual Report and forward to Council.

It was moved by Hicks and seconded by Smith to approve the Resolution acknowledging the 2023 Wastewater Utility Compliance Maintenance Annual Report.

AYES: Hick, Majkrzak, Smith. NOES: None. ABSENT: None.

7. Review of Municipal Separate Storm Sewer System (MS4) Annual Report.

Marquardt stated each year the City is required, by the DNR, to submit an Annual Report for the City's Municipal Separate Storm Sewer System (MS4) Permit by March 31. This permit enables the City to discharge stormwater.

Information required for the permit consists of:

Public Education and Outreach/Public Involvement and Participation - The City is part of the Rock River Storm Group, which is made up of 11 communities along the Rock River. The City contracts with the UW-Whitewater Creative Marketing Unlimited (CMU) students on Public Education and Outreach and Public Involvement and Participation. This group puts together a number of educational materials for the public and outreach opportunities that promote the Rock River Storm Group while helping our municipality. This group does an excellent job!

Illicit Discharge Detection and Elimination – Outfalls are checked on during dry weather conditions to see if there is any flow in them. If there is flow, staff determine if it is ground water or if it's an illicit discharge coming from somewhere within the City. It could be a sanitary sewer that is hooked up to storm sewer that has continual flow. It could also be a business that is discharging oil/grease down the storm sewer system. There are 83 outfalls within the City of Whitewater. Marquardt checked on 43 of them over the past year. There was no illicit discharge observed and therefore, no follow-up was needed.

Construction Site Pollutant Control – This area deals with construction site pollutant control. The City is required to go out and do erosion control inspections whenever there are construction sites over one acre and if it rains over ½". There were four active sites in 2023, and 43 total inspections were done. Whenever Marquardt sees something that is not properly installed or needs repair, developers are notified by email.

Post-Construction Storm Water Management – This topic covers Best Management Practice (BMP). This covers detention ponds, constructed wetlands, infiltration basins, grassed swales, and permeable pavement. Two new BMPs were installed in 2023. Private owned storm water management facilities are also included in the section.

Pollution Prevention – This section refers to municipally owned or operated BMPs. We have 31 within the City and are mainly detention ponds. In 2023, nine BMPs were inspected. Of the nine inspected, eight of them required maintenance. Additional information in the category included street sweeping, which removed 539 tons of material and 293 batch basin sumps were cleaned with roughly 19 tons of material collected.

Storm Sewer Map - The storm sewer map was not updated in 2023. The City has a contract with Strand this year to update the Total Maximum Daily Limit (TMDL) and Stormwater Quality Plan. These plans will help the City strategize on how to achieve the required removals for suspended solids and phosphorus. Part of the project will include updating our storm sewer map.

Fiscal Analysis – This section covers Storm Water Quality Management. The City is at a 47.7% reduction in total suspended solids, and the requirement is 49%. For TSS, the City can reach 49% by doing additional storm water management facilities such as the underground detention pond at Starin Park. The City currently has a 40.2% reduction in phosphorus and required to be at 66%. For the phosphorus requirement the City will probably have to do water trading.

Staff reviewed the MS4 Annual Report with the Committee. No action is required.

8. Discussion and Possible Action regarding levying Special Assessment for the North Side Water Main Extension Project.

Marquardt stated Johns Disposal formally requested water to be extended from the west side of WE Energies Whitewater Generating Station to their facility in 2023. The project was designed and an Opinion of Probable Cause was determined for the construction. Based off of this, an estimated special assessment was determined for Johns Disposal and the Wastewater Treatment Facility. A Waiver of Special Assessment Notice and Hearing was signed by both entities, thus bypassing the need for a preliminary resolution and public hearing. With the construction completed, a Resolution was needed to levy the special assessments to both entities.

At the Public Works meeting on July 11, 2023, the committee approved the special assessment terms of paying equal installments over five years with no interest accrued. The estimated special assessment cost was \$83,285 for both Johns Disposal and the Wastewater Treatment Facility. The estimated cost was based on an 8" equivalent water main pipe being installed. The final cost, again based on an 8" equivalent water main, was \$74,624.88. A 12" water main was installed, but for special assessment purposes the oversizing of a water main was not assessed.

The Common Council awarded the project at their August 15, 2023, meeting.

Staff recommended a motion to approve levying the special assessment for the North Side Water Main Project and forward to Council for action on the Resolution.

It was moved by Majkrzak and seconded by Smith to approve the levying Special Assessment for the North Side Water Main Extension Project.

AYES: Smith, Hicks, Majkrzak. NOES: None. ABSENT: None.

9. Discussion and Possible Action regarding the use of GO Bonds for private Lead Service Line replacements.

Marquardt stated the EPA is mandating that all communities replace lead service lines for both public and private. Staff is working with Strand Associates to complete a Safe Drinking Water Loan (SDWL) application for the replacement of Lead Service Lines (LSL), also known as lead water laterals. The SDWL would provide financial assistance to the City and private property owners for the replacement of the LSL. On the private side, the City is eligible to receive up to 100% principal forgiveness. However, the exact percentage won't be known until all applications throughout the State are received. One question on the application asks how the City will pay for the private side expenses before being reimbursed. There are three options: General Obligation Pledge, Water Rate Revenue Pledge, or Alternative Revenue Pledge.

The financial impact will not be known until the City receives official notice from the DNR of our application status. The application is due by June 30, 2024. The estimated cost to replace the private side LSL is \$1,350,000.

Staff discussed these three options with the Finance Department. Since the likelihood is good that we will receive 100%, or close to principal forgiveness, we believe using the General Obligation Pledge is the preferred option. Even if we receive 90% principal forgiveness, the borrowing would only be \$135,000. The General Obligation Pledge does not require PSC approval, ordinance adoption, or a repayment loan program. There are approximately 170 locations throughout the City. One area Marquardt wanted to address is that all properties need to be treated the same. It doesn't matter if the property is owner

occupied, a rental property, or a business. All properties will be treated the same. The City does have about 74 owner occupied properties and about 90 rental properties.

Staff would like confirmation from the Committee that use of General Obligation debt, if needed, is acceptable.

Members of the committee did not see a problem with Marquardt proceeding with this process.

10. Discussion and Possible Action regarding Reimbursement Resolution for Safe Drinking Water Loan application.

Marquardt stated he found out early this week that SDWL projects that only deal with lead service lines do not need this reimbursement resolution. Therefore, there is no need to act on the item.

11. Discussion and Possible Action regarding Strand Task Order for Well #7 Modifications.

Marquardt stated with the construction of the new Southwest Water Tower, the Starin Park Water Tower and the ground level reservoir are no longer needed. The Starin Park Water Tower has already been taken offline. In order to take the ground level reservoir out of service, modifications need to be made to Well #7 and related systems inside the building located at the corner of Starin Road and Fremont Street. Additionally, modifications need to be made to the distribution piping system outside the building. This Task Order will prepare plans and bidding documents to make the modifications to Well #7, including the demolition of the ground level reservoir.

The estimate for Task Order 24-06 is \$90,000 based on an hourly rate plus expenses. The construction project is in the 2025 budget and estimated at \$1,200,000.

Staff recommended a motion to send Task Order 24-06, Well #7 Modifications, to the full Council for approval.

It was moved by Majkrzak and seconded by Hicks for Strand Task Order for Well #7 Modifications.

AYES: Hicks, Majkrzak, Smith. NOES: None. ABSENT: None.

12. Discussion and Possible Action regarding removing a terrace planter in the vicinity of 183 W. Main Street.

Marquardt stated the property at 183/185/187 W. Main Street, known as the Bower House, is currently under renovations. As part of the renovations, they are looking at how to best provide ADA access to the building. One option is to provide a ramp on the existing sidewalk parallel to the building. This could result in a "pinch point" between the ramp and the existing terrace planter for pedestrians. In order to provide adequate pedestrian access, the terrace planter would need to be removed. The property owner and architect would like to know if removing the planter is a possibility.

Staff did check with Downtown Whitewater to see if any approval would be needed by that entity. They responded, while downtown businesses were involved in the design, the decision would be at the Council level only.

Staff does not have a cost to remove the planter and place concrete at this time. If possible, this could be handled by City staff.

Staff sees this as more of a discussion item, at this time, to give direction to the property owner and architect. If the decision is made to proceed with a ramp, there will need to be an easement provided to the property owner and a Hold Harmless Agreement (HHA) put in place.

Marquardt highly recommended the Bower House find a different alternative. Removing the planter should be the last option. They would also have to show a financial burden why it is the best option. Majkrzak, Hicks, and Smith felt the same way. Marquardt will take this information back to the Bower House for more discussion.

FUTURE AGENDA ITEMS

Hicks asked if the water storage building is complete. Marquardt state it is not 100% complete. Hicks asked if in the next two or three years the City could take a look at fixing the Kachel right field corner. Marquardt stated he has brought this up for discussion with the previous Park and Recreation Director, Boettcher, and now Boehm. Marquardt stated this item was more of a discussion for the Park and Recreation Department.

ADJOURNMENT

It was moved by Majkrzak and seconded by Smith to adjourn the Public Works Committee meeting at 6:59 p.m.

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

Respectfully submitted,

Alison Stoll

Alison Stoll, Administrative Assistant
Department of Public Works



**Urban Forestry Commission Meeting
Monday, March 25, 2024 – 4:30 PM
Cravath Lakefront Room
312 W. Whitewater Street
Whitewater, WI 53190
Hybrid Meeting**

Meeting Minutes

1. Call to Order and Roll Call

Present: Sherry Stanek, Bill Chandler, Rose Mary Leaver, Brienne Brown

Absent: Ryan Tevis, Nick Alt, Patrick Taylor

Staff: Brian Neumeister, Kevin Boehm

Guests: Kristy Martin, Theresa Stegemann

Meeting called to order at 4:34 by Stanek

2. Approval of Minutes from January 22, 2023

Motioned by Brienne Brown. Seconded by Rose Mary Leaver. Ayes: Stanek, Chandler, Brown, Leaver. Nays: None Absent: Tevis, Alt

3. Hearing of Citizen Comments

No Comments

4. Staff Report

Brian Neumeister gave an update on city staff's tree trimming and stump grinding activities. Staff has received a quote on GIS equipment and is waiting on a quote for tree inventory services.

5. Tree City

1. Tree sale dates and hours are as follows:
 - a. April 26 11am -6pm
 - b. April 27 8am – 4pm
 - c. April 28 12pm-4pm
2. Stanek will update the dates on the yard signs and get those out.
3. Stanek will draft an article for the Banner and submit for publication.

4. Stanek asked Boehm to secure \$150 in small bills as petty cash for tree sale change.
5. Nick Alt has a guarantor to purchase remaining trees left over from tree sale.
6. Brad Marquart may be able to use some trees for the landscaping at the water barn facility at Starin.
7. Stanek mentioned that there currently is 1 open space on the committee and soon to be a 2nd with Patrick Taylor moving to California.
8. Stanek shared that Jim Neis will be creating the flyer for the tree sale.
9. Boehm stated the banner can go above main street on April 22nd and come down on the 29th.
10. Brian will look for the Arboretum at Starin Park banner to install prior to the tree sale.
11. Stanek said the purpose of the tree sale is to get native trees into the community.

6. Future Agenda Items

- a. Determine if the group wishes to participate in the City Market.
- b. Determine if the group wishes to participate in International Children's Day.
- c. Discussion on the use of the oak trees at the Library.
- d. Birds

7. Adjournment

- a. Motioned by Brienne Brown to adjourn at 5:12 PM. Seconded by Bill Chandler. Ayes: Stanek, Chandler, Brown, Leaver. Nays: None Absent: Tevis, Alt

Respectfully Submitted,

Kevin Boehm

Kevin Boehm



**Parks and Recreation Board Minutes
Wednesday, April 17th, 2024 – 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, Steve Ryan, Deb Weberpal. Late Arrivals: Megan Matthews and Brienne Brown. Absent: Ben Prather. Staff: Michelle Dujardin, Jennifer Jackson, Kevin Boehm, Hunter Karnitz, and Ethan Cesarz
Guest: Neil Hicks

2. Approval of the Meeting's Agenda

- a. Motioned by Hicks. Seconded by Kilar. Ayes: Flemming, Fuller, Hicks, Kilar, Ryan, and Weberpal. Absent: Brown, Matthews, and Prather

3. Approval of Minutes from March 20, 2024

Motioned by Ryan. Ayes Flemming, Fuller, Hicks, Kilar, Matthews, Ryan, Brown, Weberpal. Absent: Ben Prather

4. Hearing of Citizen Comments

- a. No Citizen Comments

5. Staff Updates

a. Director's Report

i. Kevin Boehm

1. Dwight Slocum's last day was April 5th. The City staff supported him by wearing bright orange shirts.
2. Ethan Cesarz, Athletic Program Coordinator, started last week.
3. April 29th will be Dylan's first day. Dylan will be replacing Dwight on the Maintenance staff.

b. WAFC Report

i. Kevin Boehm and Hunter Karnitz

1. The new recreation software, Civic+ is in set up and training mode. Mid-May is anticipated launch timeframe.
2. The WAFC Easter Egg Hunt on April 7th had 74 kids participate.

3. There are new lane lines in the lap pool and three new Stairmasters for the fitness center. The Stairmasters were on auction from a closed gym in Racine, WI.
4. The WAFC hosted a Food Pantry donation month to as a monthly promo. All who donated a food item received 50% their day pass rates.

c. Senior Programs

- i. Jennifer Jackson
 1. There was a Fiesta Day for Senior Appreciate Day.

d. Event Programs and Lakes Update

- i. Michelle
 1. Michelle and Kevin attend a Lakes Convention in Steven’s Point.
 2. DNR has given us the “Green Light” to continue dredging.
 3. Bur Oak Trail will be redone before the end of June at Prairie Village.
 4. Trash at the Nature Preserve was addressed. Kevin wants to look into getting a small parking lot and dumpster put in to help avoid people doing donuts in their vehicles and leaving trash behind.

e. Sports Programs

- i. Ethan
 1. Brought up the Youth Sports Policy. It needs some verbiage cleanup.

6. Considerations/Discussions/Reports

a. Discussion regarding pathway projects scheduled for 2024

- i. Bur Oak Trail will be redone before the end of June at Prairie Village.
- ii. Trash at the Nature Preserve was addressed. Kevin wants to see about getting a small parking lot and dumpster put in to help stop people from doing donuts in their vehicles and littering.

b. Discussion and possible action regarding Youth Sports Policy update

- i. There was some verbiage that needed to be cleaned up. The motion for approval of this was voted on after the Banner Policy. Steve Ryan mentioned that voting should take place after Banner was voted on. Motioned by Ryan. Seconded by Kilar. Ayes: Flemming, Fuller, Hicks, Kilar, Matthews, Ryan, Brown, Weberpal. Absent: Prather.

c. Discussion and possible action regarding Banner Policy update

- i. Kevin talked about the changes in the policy to make it simpler for the Streets Department staff so they do not have to keep going up and down to fix or rehang broken banners. If someone provides a cheap banner that breaks, it’s their own fault.
- ii. The update included that Approved Groups will get the same rate discrepancy as they do for rentals. Price for such groups also was changed and increased to \$100, \$50, and \$75. A Motion to approve the update and new rates was motioned by Flemming. Seconded by Weberpal. Ayes: Flemming, Fuller, Hicks, Kilar, Matthews, Ryan, Brown, Weberpal. Absent: Prather.

d. Discussion and possible action on Waiver & Release of Liability

- i. Kevin discussed the Waiver of Liability form that will be a required form signed when participating in all Parks and Recreation activities. Approval of the form was motioned by Brown. Seconded by Weberpal. Ayes: Flemming, Fuller, Hicks, Kilar, Matthews, Ryan, Brown, Weberpal. Absent: Prather.

e. Discussion on Parkland Dedication Ordinance and Fees.

- i. Kevin discussed what our current policy is and how it should maybe be updated since it was from 2002. We should look to have it be updated with numbers from the 2023 Bureau of Labor Statistics.
- ii. The Park Board agreed to look into the average cost of land nowadays and determine how much land is a “good amount”.
- iii. The term “Sub-Division” will also be changed to the term “Development” to cover everything and close the loop-hole if the developer tries to say they aren’t building a “sub-division”.

7. Future Agenda Items

- a. Looking into adding some more evening classes at the WAFC
- b. Soccer Field Maintenance
 - i. Kevin mentioned the Streets Department would like an aerator.
- c. Playground Maintenance
 - i. Kevin is working with Brian Neumeister with the playground mulch.
- d. Dog Park Presentation
 - i. The Girl Scouts raised money for the Dog Park and would like to do a little presentation to Park Board
- e. Bicycle/Pedestrian Plan
 - i. Kevin mentioned planning a subcommittee or have Park Board up on information.
- f. Flowers and Plants Downtown
- g. The manhole cover in Treyton’s Field of Dreams outfield will be removed next year

8. Adjournment

- a. Adjournment at 6:15pm

Respectfully Submitted,

Hunter Karnitz
Hunter Karnitz



Council Agenda Item

Meeting Date: July 16, 2024

Agenda Item: Employee Handbook

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

BACKGROUND

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

Ordinance 2.70.010 states as follows: The City of Whitewater Employee Manual and any amendments or revisions thereof as periodically approved by the city council is hereby adopted herein and made a part of this chapter.

The current Employee Manual was approved in December of 2011. Over the years, the City moved away from the employee manual and started utilizing policy statements. This created confusion between manual and policies with all in need of updating. Previous revision attempts in 2013 and 2016 were unsuccessful. After a number of meetings/discussions and a recommendation from CVMIC, a commitment was made to move forward with an updated Employee Manual.

In April of 2023, HR staff began the review of the state of the handbook and policies as well as numerous current and former employee suggestions. CVMIC was also reviewing the handbook for the third time as the previous suggestions had not been implemented.

CVMIC provided their suggestions in July of 2023. Many of the suggestions involved discarding current City policies and replacing them with CVMIC sample policies. HR began the process of researching polies, handbooks and best practices in order to combine everything into a document that is current but relevant to our City culture.

Starting in September of 2023, staff held discussions with an employee focus group regarding what was needed in an employee handbook.

Additionally, staff purchased the Society of Human Resource Management handbook builder which provided a general framework, sample policies and will allow us to receive updates when there are changes in state or federal laws that will need to be added or updated in our handbook.

From January through February 2024, department and division directors along with payroll personnel meticulously reviewed the old handbook page by page discussing current practice, requested changes, and clarified the meanings of various sections.

From those discussions, a draft was presented in April 2024 to employees from DPW, Parks, PD, FD, and Finance. The City Manager completed his review in May. Employees were then given a two-week comment period in late May, during which additional changes and requests were incorporated into the final draft. The City Attorney approved the final version on June 13, 2024.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

December 2011 – Date of previous Employee Manual.

January 17, 2023 – Council voted unanimously to repeal Ordinance 2.70.010 (First Reading) which would have subsequently ended the use of the Employee Manual.

February 7, 2023 – Council voted to postpone the item indefinitely until the Council decided they wanted to bring it back.

February 23, 2023 – Council directed staff to create a timeline to untangle the discrepancies between the handbook and polies and create a framework through the Finance Committee for ongoing review of policies.

June 19, 2024 – The updated draft Employee Handbook and related policies were presented to the Finance Committee. The committee recommended moving forward to Council.

FINANCIAL IMPACT

(If none, state N/A)

There are changes in the handbook that will cause a financial impact but indications are the impact will be minimal. Additionally, estimated impacts will depend on utilization. For instance, there is a \$1,500/yr. stipend recommendation for Spanish-Speaking Fluency. Impact will be dependent on the number of employees who decide to pursue Spanish fluency.

STAFF RECOMMENDATION

Staff recommends approving the Employee Handbook and related policies. Upon approval, staff will set up employee meetings to review and obtain acknowledgements for the handbook. Additionally, the handbook will be available online with links to the individual policies for employee further review.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Summary of handbook main changes
2. 2024 Draft Employee Handbook
3. Policies to be linked online

Summary of Primary Handbook Changes

Pages 4-6

- Updates to history, addition of At-Will Employment and updated Organization Chart

Page 8 – Unusual or Undesirable Working Conditions

- Added the option of using Sick Leave

Page 11 - Classifications

- Added In-Training Classification

Pages 12-24 – Benefits & Leaves

- Added in descriptions of all benefits offered and moved leaves to this section

Page 14 – Holidays

- Added New Year's Eve as a holiday
- Added in Fire & EMS floating holiday verbiage

Page 15 - Sick Leave

- Added sick leave donation option

Pages 15-17 – Vacation

- Deleted 3 month waiting period
- Added 20 and 25 years of service benefit for both regular and Fire & EMS
- Revised end of year carryover policy to only 40+ hours needing City Manager approval

Page 17 – Lactation Accommodations

- Added

Page 18 – Employee Referral Awards

- Added

Page 18 – Organ and Bone Marrow Donor Leave

- Added

Page 20 – FMLA

- Revised Substitution of Paid Leave to may require instead of will require

Page 22 – Unpaid Leave

- Completely revised to allow for the utilization of ICI

Page 23 – Spanish Speaking Stipend

- Added

Page 23 – Volunteer Time Off

- Added

Page 24 – WAFC Discount

- Added

Page 24 – Employee Recognition Program

- Complete revision (moved to an anniversary-based recognition, options for payout, added Employee of the Year)

Page 24 – Longevity Pay

- Moved to Appendix (not a benefit currently offered to all)

Page 25 – AI Policy

- Added

Page 26 – Chain of Command

- Added

Page 27 – Drug and Alcohol Policy

- Complete revision to include DOT and Non-DOT driver information

Page 30 – Flexible Work Arrangements

- Added

Page 31 - Harassment Policy

- Revised to match CVMIC sample policy

Page 33 – Hiring Relatives/Employee Relations

- Complete revision

Page 34 – IT Policies

- Updates made to IT Policy (relatively minor)
- Policy summarized for handbook

Page 36 – Dress for your Day

- Added

Page 37 – Social Networking Policy

- Complete revision to CVMIC model policy

Page 42 – Prescription Safety Glasses

- Changed reimbursement to every year instead of every two years

Page 43 – Workplace Violence

- Summarized down from previous

Page 44 – New Employee Orientation

- Added a 3-month check-in for new employees as part of the onboarding process

Page 45 – Performance Evaluation

- Added

Page 46 – Recruitment & Selection

- Summarized



City of
WHITewater
Live • Learn • Work • Play

Employee Manual

Vision Statement

Building upon our rich history, we will continue to be a welcoming, safe, and dynamic community. We will embrace the cultural and educational opportunities that the presence of a thriving university and an increasingly diverse population offers.

We will seek to continually improve and make Whitewater strong by fostering public trust and confidence in our government. We will encourage a community characterized by a spirit of openness and fairness that encourages individuals to participate publicly and prosper personally. We will maintain a high quality of life through careful stewardship of all of our many resources.

Mission Statement

The City of Whitewater provides efficient and high-quality services which support living, learning, playing and working in an exceptional community.

City of Whitewater
312 West Whitewater Street
Whitewater, WI 53190

Item 9. 473-0500

Updated and Revised XX.XX.XX

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I. Overview

Welcome

Working for the City of Whitewater provides a dynamic opportunity to engage with various facets of municipal government and contribute meaningfully to the community's development. As an employee, you become part of a diverse team committed to upholding the city's values of transparency, accountability, and service excellence. Within the municipal government structure, which comprises approximately 200 dedicated employees, you may find yourself working with



departments such as the office of the City Manager, City Clerk, Public Works including Streets, Water and Wastewater, Parks and Recreation, Fire & EMS, Police, Economic Development/Neighborhood Services, Library and Finance. Each department plays a crucial role in ensuring the smooth functioning of essential services and the implementation of initiatives that enhance residents' quality of life. The City of Whitewater encourages employee

participation in decision-making processes and fosters a culture of continuous improvement through professional development opportunities and training programs. Working for the City of Whitewater means being at the forefront of local governance, where your efforts directly impact the well-being and prosperity of the community you serve.

About the City of Whitewater

On April 2, 1885, Whitewater became a City with the adoption of a City Charter. Whitewater is a vibrant city known for its scenic beauty, thriving community and rich history. Home to the University of Wisconsin-Whitewater, our city boasts a dynamic educational environment and a strong sense of academic achievement. Situated near the picturesque Kettle Moraine State Forest, outdoor enthusiasts enjoy a variety of recreational activities such as hiking, biking and kayaking. With a population of over 15,000 residents, Whitewater offers a welcoming small-town atmosphere while providing access to cultural events, local businesses and recreation.



Purpose of This Employee Handbook

This employee handbook is designed to provide you with important information regarding employment policies and procedures, salary and benefits, your responsibilities to your job, and City of Whitewater services available to you.

Please read the contents of this handbook carefully. This is one of the many channels of communication we maintain to create an enjoyable and productive work environment. Should you need further explanation of the items covered, contact your supervisor or the Human Resources Department.

Contractual Disclaimer/At Will

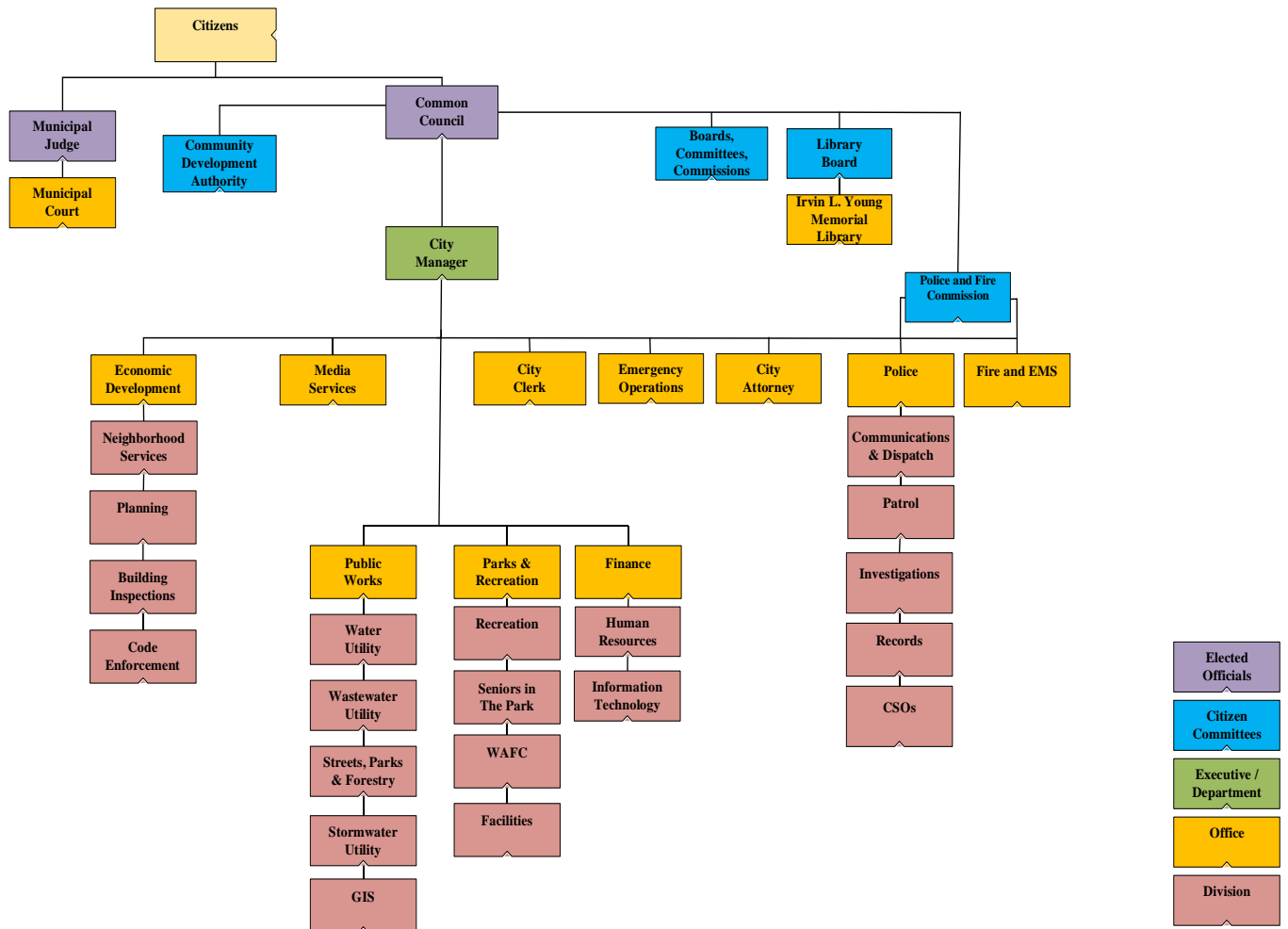
The handbook is simply a summary of the City's current policies, procedures, practices and benefits for your personal education and therefore should not be construed as a legal document. This handbook is not a contract of employment, it is only a guide that does not alter your at-will employment status. None of the statements, policies, procedures, rules or regulations contained in this handbook constitute a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment express or implied. Unless otherwise specified by law, statute, ordinance, an employment contract or a collective bargaining agreement, all City employees are employed at will, and employment is not for any definite period. Termination of employment may occur at any time, with or without notice, and with or without cause at the option of the City or the employee.

For all employees covered by a collective bargaining agreement, on issues that may conflict with this handbook, the applicable collective bargaining agreement takes precedent over this handbook. Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate City documents. These documents supersede any statement made in this handbook or by any member of management.

Amendments to this Handbook

Circumstances may occur that result in the policies, procedures, practices, and benefits described in this handbook changing from time to time. The City may modify or eliminate the provisions set forth in this handbook at any time with or without notice. This employee handbook shall be reviewed and updated as needed at the discretion of the City Manager. Policy changes may be subject to Common Council approval. This handbook supersedes all previous handbooks, manuals, statements, policies, procedures, rules or regulations given to employees, whether verbal or written.

Organization Chart



II. Employment

Hours of Work and Schedule

The Municipal Building is generally open to the public for business Monday through Friday from 8:00 a.m. to 4:30 p.m. Other City buildings' hours for business may vary.

Library:	Monday – Thursday:	9:00 a.m. to 8:30 p.m.
	Friday:	9:00 a.m. to 5:30 p.m.
	Saturday:	9:00 a.m. to 3:00 p.m.
DPW:	Monday – Thursday:	6:00 a.m. to 3:30 p.m.
	Friday:	6:00 a.m. to 10:00 a.m.
WAFC:	Monday – Friday:	5:30 a.m. to 8:00 p.m.
	Saturday:	7:00 a.m. to 8:00 p.m.
	Sunday:	12:00 p.m. to 6:00 p.m.

An employee's particular hours of work and the scheduling of breaks is determined and assigned by the department director (or designee). To accommodate the needs of the business, at some point the City of Whitewater may need to change individual work schedules on either a short-term or long-term basis.

Paydays

Regular full-time employees, with the exception of public safety employees, are expected to work a minimum of 40 hours per week. Each pay period begins on Saturday and runs for two weeks (14 consecutive days). Pay day is normally every other Friday. The City of Whitewater requires employees to use direct deposit. Direct deposit will begin immediately after the appropriate documentation is received.



On payday, employees will receive an online earnings statement, which shows gross pay, taxes, deductions, net pay and deposit information. Employees shall notify Human Resources/Payroll immediately in the event their bank account is closed or changed.

If there is an error in any employee's pay, the employee should bring the matter to the attention of Payroll immediately so the City can resolve the matter quickly.

Attendance

Employees are expected to be at work and ready to work at the beginning of their assigned work hours. Additionally, employees are expected to work until their designated quitting time each working day. Employees who need to work an alternate schedule must make arrangements with their supervisor. Failing to report for work, habitual lateness and/or absences will be cause for

corrective action up to and including termination.

Reporting Absences from Work

In the event an employee finds it necessary to be absent from work due to illness, injury, or other emergency, they must contact their immediate supervisor directly as soon as possible prior to the start of their scheduled work time, unless the employee is unable to give such notice because of the illness, etc. If the immediate supervisor cannot be reached, a voice mail message will be acceptable. When calling to report absences, employees should state: their name, department, shift, specific reason for the absence and the date they are expected to return to work.

Should an employee be unable to return to work by the “expected date,” they must notify their supervisor providing the same information as noted above. Employees not calling in will be considered absent, with “no report.”

An employee off work due to illness or injury for an extended period must keep their supervisor informed weekly of updates if changes occur.

Employees who are absent for three (3) consecutive work days without notifying their supervisor will be considered as having voluntarily resigned unless failure to do so is for proper cause. If an employee has been under a doctor’s care for an injury, they must obtain a doctor’s release before they will be allowed to return to work. In addition, employees off with an illness of three (3) or more consecutive work days may be required to provide a dated doctor’s slip stating the nature of the illness.

Unusual or Undesirable Working Conditions (Severe Weather or Other Emergencies)

When Municipal Buildings are closed by the City Manager or designee because of inclement weather, loss of adequate building heat, light, or use of all sanitary facilities for a period of time in excess of four (4) hours, employees shall choose from one of the following options:

1. If already at work, be paid for actual hours worked and choose to use vacation time, sick leave or compensatory time for hours not worked.
2. Not report for work and utilize a day of vacation, sick leave or compensatory time.
3. Make up the lost time at a date agreeable between the supervisor and the employee.
4. Hourly, non-exempt employees may take the time unpaid if all vacation, sick leave and compensatory time has been used or with supervisor approval.

In any case, employees should notify the supervisor immediately upon notice of their choice.

In the event the Municipal Buildings are NOT closed by the City Manager or designee and an employee does not report to work due to inclement weather they shall choose from one of the following options:

1. Utilize a day of vacation, sick leave or compensatory time with supervisor approval.
2. Make up the time at a date agreeable between the supervisor and the employee.
3. Hourly, non-exempt employees may take the time unpaid with supervisor's approval.

In any case, employees should notify the supervisor immediately upon notice of their choice.

Time Records

Hourly or non-exempt employees must report all hours of work, and all time taken off on their biweekly payroll sheet. Salaried or exempt employees must report paid time-off on their biweekly payroll sheet. This payroll sheet must be verified and approved by the employee's supervisor and/or department director. Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including termination.

Overtime Pay

Non-exempt employees are eligible to receive overtime pay of one and one-half (1 ½) times their regular hourly wages for approved hours worked over forty (40) hours in one (1) week. Time off during the week resulting from use of paid leave such as vacation or compensatory leave will be considered as hours worked for the purpose of determining the payment of overtime. All overtime must be approved in advance by the employee's immediate supervisor.

Compensatory Time Off

The City gives non-exempt employees the option of receiving compensatory time off in lieu of overtime pay for overtime hours worked. The agreement to use compensatory time in lieu of monetary overtime must be agreed upon before the performance of work. Compensatory time cannot be earned and taken in the same pay period. All compensatory time off is accrued at the rate of one and one-half (1 ½) hours for each hour of overtime worked. Compensatory time off scheduling will be done at the discretion of the supervisor so as not to disrupt the work in the department. The Compensatory time bank may be regenerated during the course of the year, but will not be allowed to exceed 48 hours at any one time within the bank. Compensatory time off bank/accrual does not carryover and any unused balance will be paid out on the final paycheck of the year.

Call-in Pay

Non-exempt employees reporting for work with supervisor approval, at a time other than their regularly scheduled starting time, shall be paid a minimum of two hours worked. Fire & EMS employees reporting to work shall be paid a minimum of one hour worked. Call-ins must be approved by the employee's supervisor. Reporting early for a shift, shift extensions, scheduled meetings, remote work or schedule changes do not qualify for call-in pay. Eligibility for call-in pay is determined based on the work requirements and schedules of each division.

On-Call Pay

Employees designated to be On-Call outside of normal working hours will be compensated for every hour On-Call. The On-Call hours will not count toward the forty-hour work week for purposes of overtime pay.

Paid on Call (Fire & EMS)

Part-time Fire & EMS employees receive compensation for their time and services rendered when they respond to emergency calls or participate in training activities.

Flex Time Off (Exempt Employees)

Because much of the City's affairs are conducted during board and commission meetings held after normal business hours, it is the expectation of the City that periodic attendance at these meetings is part of the compensation set for these positions. However, exempt employees will be allowed freedom for flexible work hours when personal needs and convenience demand. Exempt employees may, with the approval of their supervisor, work flexible hours. While department directors and other exempt employees are generally expected to conform to the normal business hours of their departments, they are afforded flexibility in the application of their time to the responsibility involved in managing their job responsibilities.

These hours are not to be misconstrued as an accruing balance that is owed to the employee. The hours are not guaranteed time off nor will they be paid out in the form of wages to employees at any time during employment or upon separation.

Flex Time (Non-exempt)

Flex time for non-exempt employees refers to a scheduling arrangement where employees have some flexibility in choosing start and end times for work, while still being subject to the regulations of the Fair Labor Standards Act regarding overtime pay. Flex time arrangements require supervisory, and in most cases City Manager approval.

Classifications

Employees are classified as regular full-time, regular part-time, part-time, temporary, seasonal or in-training. In addition, all employees are classified as exempt or non-exempt, as determined by the Fair Labor Standards Act (FLSA) and applicable state laws. If you are non-exempt, you are eligible for overtime for hours worked in excess of 40 per week, and must record hours worked. If you are exempt, you are not eligible for overtime.

Regular Full-time

A regular full-time employee is an employee who works a regular schedule and is expected to normally work forty or more hours per workweek. Only regular full-time employees receive employment benefits from the City unless specifically identified in the City's policies or as required by law.

Regular Part-time

A regular part-time employee is an employee who works a regular schedule and is expected to normally work more than twenty but less than forty hours per workweek. A regular part-time employee receives prorated employment benefits from the City unless specifically identified in the City's policies or as required by law.

Part-time

A part-time employee is an employee whose schedule consists of less than twenty hours per week. A part-time employee is not eligible for employment benefits from the City unless specifically identified in the City's policies or as required by law.

Temporary

A temporary employee is an employee who is in the service of the City on a temporary basis for fewer than fifty-two (52) consecutive weeks per year. Such employees are compensated at an hourly rate and are not eligible for employee benefits. Such employees are also not eligible for Wisconsin Retirement benefits nor are contributions made by the City unless the employee exceeds the required hours in a 12-month rolling period which at that time the employee will be eligible for WRS benefits including any contributions required to be made by the City. Hours worked will be reviewed periodically to verify the accuracy of an employee's employment classification. If reclassification is necessary, the employee will be notified.

Seasonal

Employees are considered seasonal if the expected duration of their employment is six months or fewer, and if the job typically starts and ends at approximately the same time each year.

In-Training

In-training employment is designed to provide a means to recruit and develop employees for hard to fill positions. In-training employees are hired without fully possessing all of the minimum qualifications required for the position and are then placed on a program to attain all qualifications criteria. Depending upon the skill level gap, the salary may be pro-rated by the Human Resources Department until position qualifications are met. A candidate who is initially hired into an in-training position must successfully complete the job requirements of the appointment. The City may separate from service any employee who has not successfully completed any portion of the in-training plan, or subsequent licensure or certification requirements.

III. Compensation and Benefits

Compensation Philosophy

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

Annually, the Common Council adopts a pay plan for City employees. This is done by resolution (salary resolution) of the Common Council. The resolution is generally done in December for the following fiscal year, thus for January through December. All positions are reflected in the pay plan.

The salary resolution adopted by the Council will reflect compensation for employees covered by a collective bargaining agreement in accordance with the pay as provided for in the collective bargaining agreement in effect.

Benefits

Benefits are approved by the Common Council and may be amended or deleted from time to time. See the Human Resources Department for additional information on the following benefits.

The City provides group health, dental, vision, life, accident and income continuation insurance, WRS pension and Deferred Compensation (457 Plan) benefits under the State of Wisconsin Public Employers Insurance Program to those employees that meet the Wisconsin Retirement System (WRS) eligibility definition. The specific benefits provided are as defined and limited in the literature provided by the Wisconsin Department of Employee Trust Funds. Please refer to Appendix B for more information regarding benefit eligibility by employee classification.

Health Insurance

Full-time employees enrolled in City sponsored health insurance will contribute 15% of the health insurance premiums on a monthly basis. Part-time employees working 1,200-2,079 hours per year will contribute a prorated percentage of the health insurance premiums based on hours worked per year.

Full-time employees who are otherwise eligible for health insurance coverage may opt out of the plan or seek reduced coverage and are then eligible for an insurance buyout payment. These payments are not wages for purposes of overtime or any other benefit calculated based upon earnings.

The payment buyout is as follows:

1. Employees who are eligible for family health insurance coverage, but who choose not enroll in the City's program will receive \$400.00 per month.
2. Employees who are eligible for single coverage, but who choose not to enroll in the City's program will receive \$200.00 per month.
3. Employees who are eligible for family coverage but who elect single coverage will receive \$200.00 per month

Dental and Vision Insurance

Employees will contribute 100% of the dental and vision insurance premiums on a monthly basis.

Life Insurance

Employees are eligible to participate in the group Life Insurance program for life insurance for self, spouse or children. Premiums shall be paid by the employee.

Accident Plan

The Accident Plan provides a cash benefit paid directly to an employee to help cover out-of-pocket expenses regardless of health insurance coverage. Premiums shall be paid by the employee.

Income Continuation Insurance (ICI)

ICI is an income replacement plan that replaces a portion of your income if you are unable to work because of sickness or injury both short and long term. The City will provide at no cost a 180-day elimination period. The employee can choose to reduce the elimination period at their cost.

Health Reimbursement Arrangement (HRA)



The City offers employee participation in a Health Reimbursement Arrangement under Section 125 of the Internal Revenue Code to those employees that meet the Wisconsin Retirement System (WRS) eligibility definition. The HRA is a City-funded benefit plan designed to help employees offset medical expenses such as deductibles, copayments, co-insurance, prescriptions, and other healthcare-related costs.

Flexible Spending Account (FSA)

The City offers employee participation in a Flexible Spending Account under Section 125 of the Internal Revenue Code to those employees that meet the Wisconsin Retirement System eligibility definition. The plan provides employees with an opportunity to set aside money on a pre-tax basis to pay for qualified health care and dependent care expenses.

Retirement Plan

The City participates in the Wisconsin Retirement System (WRS) Plan. Those employees that meet the WRS eligibility definition are automatically enrolled in the Plan. The City will contribute 50% of the required annual WRS retirement contribution as defined by the Department of Employee Trust Funds. The employee is required to contribute the other 50% of the required WRS contribution on a pre-tax basis.

Deferred Compensation Program

The City offers employees participation in the Wisconsin Deferred Compensation Program (WDC). The WDC program provides eligible employees with the opportunity to set aside a portion of their annual earnings on a tax-deferred basis to supplement retirement income as regulated by Section 457 of the Internal Revenue Code. Participation in the deferred compensation program is voluntary and is 100% funded by the employee. The WDC offers both Traditional and Roth IRA options for the elective deferrals.

Holidays

Regular full-time and regular part-time (pro-rated basis) employees are eligible for 8 hours of Holiday Pay.

The following holidays are recognized by the City as paid holidays:

- New Year's Day
- Martin Luther King, Jr Day
- Spring Holiday (Good Friday)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Holidays falling on a Saturday will be observed on the Friday before the holiday and holidays falling on a Sunday will be observed on the Monday following the holiday, unless otherwise determined by the City Manager.

Employees who have a paid holiday fall within their regularly scheduled vacation period are entitled to another day of vacation outside of that period. Employees on an unpaid leave of absence will not be entitled to holiday pay while on such leave.

An employee must work the scheduled work day before and after a holiday unless excused with pay, to be eligible for holiday pay. Excused paid time off is approved vacation, compensatory time/flex time, sick time, funeral leave, court leave (jury or witness), military leave (first two weeks only), absence resulting from an injury involving workers compensation (first four months only) or where an employee would be on paid leave and a documented situation prevents their timely return to work.

Unless otherwise specified in an employment agreement, non-exempt employees who work on the observed holiday shall be paid at a rate of time and one-half; non-exempt employees who work on the actual holiday shall be paid at a rate of two times their regular hourly rate.

Employees are also granted one floating holiday that can be used at their discretion subject to their supervisor's or department director's approval. Employees hired before July 1st will be eligible for the floating holiday during their first year of employment. Floating holidays are not subject to any year-end payout or carryover provisions.

In lieu of receiving paid time on New Year's Day and MLK Day holidays, employees of the Fire & EMS Department will add the hours to their floating holiday time for use at their discretion.

Sick Pay/Leave

Regular full-time and regular part-time (pro-rated basis) employees accumulate sick pay at the rate of 8 hours for each month of continuous service. Sick pay accumulation shall not exceed 96 hours during any one calendar year. Fire and EMS Department employees accumulate sick pay at the rate of 10.16 hours for each month of continuous service, with a maximum accumulation of 122 hours during any one calendar year. Unused sick pay can be carried over into the subsequent calendar years for future use. In case of the death of an active employee, the employee's survivors shall receive a cash payout of 100% of that entire employee's accumulated sick leave.

Employees may use accumulated sick leave with pay for absences necessitated by their injury, illness, or that of a member of their immediate family. Immediate family to include parent, spouse, child or anyone living with the employee. Sick leave may also be used for those medical appointments that cannot be scheduled outside of working hours. Doctor's documentation may be required when requesting sick leave. Sick leave may not be used in place of other forms of paid leave.

Employees may donate accrued sick leave on an hour to hour basis to fellow employees facing prolonged illnesses or medical emergencies. Donations are voluntary and made anonymously through the Human Resources Department. Recipients must have exhausted all their own sick leave balances and meet criteria determined by HR. Donated sick leave will be credited to the recipient's account and should not exceed the amount necessary to cover the absence. The City Manager reserves the right to review and approve or deny all sick leave donations on a case by case basis to ensure fairness and compliance with applicable regulations.

Vacation

Vacation is intended not only to reward an employee for service to the City but also to provide employees with a break from their normal routine so that they may become refreshed and recharged before returning to work again. Therefore, pay in lieu of time off is not permitted. Each eligible employee should take a period of time away from work, at least once a year. Vacation may not be accumulated beyond the amounts authorized.

Regular full-time employees who are not otherwise bound by an employment agreement will be eligible for vacation time based on the following schedule:

- 1 year of service = 80 hours (10 days)
- 3 years of service = 96 hours (12 days)
- 5 years of service = 112 hours (14 days)
- 8 years of service = 128 hours (16 days)
- 10 years of service = 144 hours (18 days)
- 12 years of service = 160 hours (20 days)
- 15 years of service = 176 hours (22 days)

20 years of service = 200 hours (25 days)
25 years of service = 224 hours (28 days)

Regular full-time employees of the Fire and EMS Department will be eligible for vacation time based on the following schedule:

1 year of service = 120 hours (5 days)
5 years of service = 144 hours (6 days)
8 years of service = 168 hours (7 days)
10 years of service = 192 hours (8 days)
15 years of service = 216 hours (9 days)
20 years of service = 264 hours (11 days)
25 years of service = 312 hours (13 days)

Regular full-time and regular part-time (pro-rated basis) employees are eligible to receive vacation. New employees are eligible for prorated vacation time based on their start date.

All employees must have the approval of their supervisor or department director in writing before beginning vacation. Employees may be required by their supervisor or department director to take one vacation consisting of at least five (5) consecutive workdays during each calendar year of employment.

Vacation continues to accumulate while an employee is on regularly scheduled vacation, paid sick leave, paid military leave, or paid temporary disability leave through worker's compensation (for a period of four months or less). An employee on a leave of absence for a time that is in excess of a paid benefit leave is considered on inactive status and not eligible to accrue vacation benefits during such absence, unless the leave is covered under the Family Medical Leave Act.

Paid vacation following a leave of absence may only be authorized after the employee has returned to work for a period of time equal to that of the absence, up to a maximum of six (6) months. Further, a leave of absence cannot be extended by adding on accumulated vacation.

Vacation leave will be awarded on a calendar-year basis. As a benefit to employees, full vacation balances are available in January, however the vacation time is earned on a monthly basis. Advanced but unearned vacation will be deducted from final paychecks to the extent permitted by law.

Year-end vacation balances of 40 hours or less will automatically carryover to the following year. Any balances in excess of 40 hours will require approval of the City Manager.

Any employee leaving service to the City in good standing after giving two (2) weeks' notice in writing of such termination of employment will be compensated for vacation earned to the date of separation. No employee will be permitted to waive vacation for the purpose of receiving double

pay. Employees who are transferred from one department to another will have their annual vacation credits transferred with them.

Workers Compensation Insurance

The City of Whitewater provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation provides benefits after a short waiting period as specified by the Wisconsin Department of Industry, Labor and Human Relations.

Employees who sustain work-related injuries or illnesses should report to their Supervisor and Human Resources. No matter how minor an on-the job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Bereavement (Funeral) Leave

In the event there is a death in the immediate family of an employee, consisting of spouse, parent, grandparent, child, brother, sister, grandchild, mother or father in law, son or daughter in law, brother or sister in law, or that of anyone living with the employee, and the employee attends the funeral or memorial service, such employee shall be granted up to a three (3) day leave of absence with full pay. Any employee shall be granted up to one day absence with pay in case of a death in the family or the death of a close friend of such employee, provided the employee attends the service. Extension of a bereavement leave shall only be granted in writing by the department director and approved by the City Manager. Extensions may be approved with unpaid leave or may be approved with vacation or comp time.

Lactation Accommodations

The City of Whitewater will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their child, in accordance with and to the extent required by applicable law. The break time, if possible and permitted by applicable law, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The City will make reasonable efforts to provide employees with the use of a room or location in close proximity to the employee's work area, other than a bathroom, to express milk in private. This location may be the employee's private office, if applicable. Please consult the HR Manager with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

Employee Referral Awards

The City of Whitewater encourages all employees to refer qualified job applicants for available job openings. Other than managers in the line of authority and Human Resources personnel, all employees are eligible to receive employee referral awards. When making referrals, instruct the applicant to list the employee's name on their employment application as the referral source. If the referral is hired, the employee is eligible to receive \$250 for regular full-time hires, \$125 for regular part-time hires or \$50 for part-time/non-seasonal hires. If the referred employee completes 6 months of service and is still employed by the City, the referring employee will be eligible to receive an additional \$250 for regular full-time hires, \$125 for regular part-time hires or \$50 for part-time/non-seasonal employees.

Organ and Bone Marrow Donor Leave

Employees may take up to six (6) weeks of unpaid leave in a 12-month period for the purpose of serving as bone marrow or organ donors. Leave may only be taken for the period necessary to undergo and recover from the bone marrow or organ donation procedure.

In order to take leave to serve as a bone marrow or organ donor, employees must provide the City with advance notice of the bone marrow or organ donation in a reasonable and practicable manner. Employees must make a reasonable effort to schedule the bone marrow or organ donation procedure so that it does not unduly disrupt the City's operations (subject to the approval of the bone marrow or organ recipient's health care provider).

Family/Medical Leave Act (FMLA)

The City provides family and medical leave to eligible employees consistent with Wisconsin and Federal laws. In general, eligible employees shall be allowed up to twelve (12) work weeks of unpaid leave per calendar year for the birth or placement of a child for adoption or foster care, or for the employee's own serious health condition or when the employee is needed to care for the employee's parent, spouse, or child with a serious health condition, or when an employee has a qualifying exigency as a result of a parent, spouse or child serving in active military duty. Eligible employees are allowed twenty-six (26) weeks of unpaid leave to care for a parent, spouse, child, or next of kin who is on active duty and sustains a serious injury or illness which renders the service member medically unfit to perform their duties. Wisconsin and Federal family and medical leave will run concurrently with each other and with any other leave which is available to the employee under the policies of the City or other Federal and State laws. Unless provided for under a different leave policy, the family and medical leave will be unpaid.

The taking of leave under this policy will not be used in any employment decision involving the employee including the determination of raises or disciplinary action.

Eligibility for Leave - An employee, who has worked for the City for at least fifty-two (52) consecutive weeks and has been paid by the City for at least one thousand (1,000) hours in the

twelve (12) months immediately preceding the date the leave begins, is eligible for leave under the Wisconsin family and medical leave law. An employee, who has worked for the City for at least twelve (12) months and has worked at least one thousand two hundred fifty (1,250) hours for the City in the twelve (12) month period immediately preceding the date the leave begins, will be eligible for Federal family and medical leave. The leave taken under this policy will be counted toward the leave to which an employee may be entitled under Federal and/or Wisconsin leave laws.

Reasons for a Leave - Eligible employees are generally entitled to an unpaid leave under this policy during a calendar year for one or a combination of the following reasons:

1. Birth or Placement for Adoption or Foster Care of a Son or Daughter. Unpaid leave of up to twelve (12) weeks under Federal law and/or six (6) weeks under Wisconsin law is available to an eligible employee. Leave for this purpose may not be taken on an intermittent basis unless the City agrees otherwise or as required by law. Leave under this provision must commence within sixteen (16) weeks of the date of the birth or placement for adoption. Any accrued paid leave for which the employee is eligible at the time the leave begins may be substituted, or may be required to be substituted, for this otherwise unpaid time. Entitlement to leave for the birth or placement for adoption or foster care ends twelve (12) months after the birth or placement for adoption or foster care.
2. Serious Health Condition of Employee. Unpaid leave of up to twelve (12) weeks under Federal law and/or two (2) weeks under Wisconsin law may be taken by an eligible employee for the employee's own "serious health condition." A serious health condition generally occurs when an employee receives inpatient care at a hospital, hospice or nursing home or outpatient care which requires a schedule of continuing treatments by a health care provider and the employee is incapable of performing the functions of their position because of the condition. Leave for this reason may be taken all at once or in smaller increments as necessary. If the leave is taken in smaller increments, the employee may be temporarily transferred to a different job. In general, the City will consider any absence of more than three (3) full days due to illness or injury to be absence for a serious health condition. If the leave is required due to a work-related injury, for any employee who is on leave for more than two (2) weeks, the family and medical leave will run concurrently with the workers compensation leave.
3. Serious Health Condition of a Child, Spouse, or Parent Unpaid leave of up to twelve (12) weeks under Federal law and two (2) weeks under Wisconsin law may be taken by an eligible employee, who is needed to care for a child, spouse, or parent with a "serious health condition."
4. Qualifying Exigency of Active Duty Spouse, Child or Parent Unpaid leave of up to twelve (12) work weeks under Federal law may be used to address certain qualifying exigencies when a spouse, child or parent is on active military leave or is called to active duty in the uniformed services. Qualifying exigencies may include attending certain military events,

arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending certain post-deployment reintegration briefings.

5. **Serious Injury or Illness of Covered Servicemember** Unpaid leave of up to twenty-six (26) work weeks under Federal law may be used to care for a covered servicemember. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, or a veteran, who has a serious injury or illness incurred or aggravated in the line of duty within the last five (5) years that may render the servicemember medically unfit to perform his or her duties and for which the servicemember is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list.

Substitution of Paid Leave – In general, both Wisconsin and Federal FMLA leaves are unpaid. The City of Whitewater may require employees, or employees may choose, to substitute paid leave for which they are eligible (such as sick leave, compensatory time or vacation days) for unpaid leave available under the Federal FMLA; or employees may choose to substitute available accrued leave for unpaid Wisconsin FMLA. The City of Whitewater will require that any leave provided by a City of Whitewater collective bargaining agreement be substituted for Federal FMLA leave.

If the leave is not taken all at once, but is taken in smaller increments, the employee may be temporarily transferred to another job at the City. Once the employee has exhausted any paid time off the remainder of the leave will be unpaid. Any paid leave used will not be available later.

Notification to the City - In the event the need for a leave under this policy is foreseeable, the employee shall notify the City, in writing, at least thirty (30) calendar days before the start date of the leave. In the event of an emergency, written notice must be received by the City promptly after the leave commences, and such notice must comply with the City's policies regarding notice of absence from work. Failure to provide the required notification may result in the delaying of the leave.

Certification of Need for Leave - Within fifteen (15) days of requesting a leave under this policy, the employee must file the appropriate completed certification with their department director or Human Resources or the leave may not be classified as a leave under this policy. The certification forms are available from the Human Resources Department. If the City determines that the medical certification is incomplete or insufficient, the employee will be notified in writing. The employee must provide the additional information/documentation within seven (7) days. The City may also contact the health care provider directly to authenticate or clarify the information provided on the medical certification form.

Benefits Coverage - If an employee is participating in the City's group insurance programs prior to the start of the leave, the employee may continue to receive coverage under those plans. The City shall continue to provide insurance at the same level and under the same conditions as if the

employee was continuing to work, for the duration of the leave. The employee shall continue to be responsible for the employee's share of the premiums (if any is required for similarly situated active employees). If the employee has paid time off substituted for the otherwise unpaid leave, the employee's share of the premiums will be paid through the normal payroll deduction method. If the leave, or any portion thereof, is unpaid, the employee shall pay for the employee's portion of the premiums (if any is required for similarly situated active employees) during the leave. All premiums for coverage must be received by the City no later than the first day of the month to which the coverage relates. Certain other benefits may also be continued during a leave provided under this policy. An employee who does not want to continue health or any other insurance coverage while on leave shall notify the Human Resources Department, in writing; otherwise, it will be assumed that the employee chooses to continue such coverage. If an employee fails to return to work at the City or fails to remain at work for a period provided by law, the City may recover its portion of the premium paid for health plan coverage during the leave.

Additional Certification - The City may require an employee to provide additional Health Care Provider Certifications from a health care provider chosen, and paid for by the City. The City may also require that an employee re-certify as to the continuation of the serious health condition at various points in time under certain circumstances.

Return to Position at End of Leave - An employee, who returns to work at the City at the end of a family or medical leave, shall be returned to the position the employee held at the commencement of the leave or, if the position has been filled, to equivalent employment with the City. If an employee wishes to return to work before the previously approved end date of the leave, the employee shall give the City reasonable advance notice prior to the desired return date. If the reason for the leave was the employee's own serious health condition, the employee shall provide the City with a medical release from the employee's health care provider before returning to work. Failure to provide such a release will delay the employee's return to work until such release is provided to the City.

[FMLA Policy Link 1]

Jury Duty/Court Leave

The City of Whitewater realizes that it is the obligation of all U.S. citizens to serve on a jury or to appear in court when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty or appear in court and verification of their service.

Employees also are expected to keep management informed of the expected length of service or appearance and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty or a court appearance.

Leave with pay for jury duty or court appearance may be granted by the supervisor and must be submitted to Human Resources to ensure accountability and that employees can fulfill their civic

duty with minimal financial burden. No overtime shall be paid for work performed by an employee on leave with pay and any expenses incurred as City expenses must be authorized by the City Manager.

Police officers may be required to appear in court as witnesses, to provide testimony or to fulfill other duties related to law enforcement activities. In these instances, the court appearance is considered duty-related, and the activity would be covered as part of the collective bargaining agreement.

Military Leave

Employees who are called to active duty with one of the armed forces shall receive the rights and privileges authorized by federal military and veterans' laws with respect to leave, status, and reemployment. An employee who is a member of one of the military reserve units or a National Guard unit will, after presentation of their order, receive leave with pay not to exceed seventeen (17) calendar days in a twelve (12) month period.

Unpaid Leave (Non-FMLA)

Unpaid leave may be granted at the discretion of the or department director, in conjunction with the Human Resources Department, on a case by case basis. Employees granted an unpaid leave of absence will be responsible for the payment of benefit premiums (both the employee contribution and the City contribution) and will not accrue benefits such as vacation time, sick time, etc. The review of an unpaid leave request will at minimum take into consideration the reason for leave, duration, impact on workload and operations and alternative solutions (i.e., flexible work arrangements or temporary reassignments).

Compulsory Leave

When, in the opinion of a department director, any employee is unable to perform duties due to any non-service connected injury, illness, or disability, the employee may be required to submit to a physical examination by a physician named by the City Manager.

If the report of the medical examination indicates the employee is unable to perform their duties effectively, the department director may require the employee to take such leave as is medically determined sufficient to restore them to normal health.

Firefighter/Emergency Responder Leave

Employees who become a member of a volunteer fire department member must notify the City of Whitewater in writing that they are a volunteer firefighter, EMT, first responder or ambulance driver. Additionally, if the employee's status changes, including termination of that status, the employee must notify the City of the change.

When an employee serving as an emergency responder or firefighter responds to a call during the regular work day, said employee shall be considered to be in pay status for the duration of the call

and return to work, if applicable, provided such affected employees comply with the applicable policies set forth in this handbook.

Spanish Speaking Stipend

The City recognizes the value of diversity and the importance of fostering a multilingual workforce. To support our employees' professional development and promote cultural understanding, we offer a stipend program for learning to speak Spanish. The City will pay an annual stipend of \$1,500.00 to employees who are able to fluently speak and read Spanish. In order to be eligible for the stipend, employees must prove fluency by submitting to testing by a qualified agency approved by the City Manager. The City will be responsible for the cost of fluency testing upon employee's successful completion of fluency testing. The employee will be responsible for the cost of testing if unsuccessful. The City expects that the fluency will be actively employed as part of its routine operations during standard business hours.

Volunteer Time Off

The City of Whitewater values community engagement and recognizes the importance of supporting employees' involvement in local clubs and organizations. As such, eligible employees may receive up to 8 hours of paid time off per year to volunteer for clubs or organizations within the City of Whitewater. To qualify for this benefit, employees must submit a request for paid time off to their immediate supervisor, specifying the date(s) and duration of the volunteer activity, along with verification of their participation from the club or organization. Paid time off for volunteering is subject to supervisor approval and must be scheduled in advance to ensure minimal disruption to departmental operations. This policy aims to encourage civic involvement among our workforce while fostering stronger connections between the City of Whitewater and our community.

Employee Assistance Program (EAP)

The City sponsors an Employee Assistance Program (EAP) to support the emotional and physical wellbeing of employees and their families, providing short-term counseling and referral services for various personal issues such as physical, emotional, financial, drug, alcohol, marital, legal, or family problems. The EAP offers confidential services including up to six counseling sessions per issue (available in-person, telephonically, or virtually) with 24/7/365 support, life coaching, legal and financial consultations (including a free 30-minute session per issue and a 25% discount for additional services), medical advocacy, personal assistance for daily tasks, and child and elder care resources.

Employees and their immediate family members can use the EAP voluntarily, with the option for additional sessions facilitated through referrals. Referrals are encouraged through self-referral or informal supervisor referral. A formal referral may be initiated as an alternative to discipline or as part of a last chance agreement where the employee is agreeing to assessment, referral and subsequent treatment as a method to retain their job with the City. Appointments can be scheduled via FEI Behavioral Health at 1-800-638-3327, and the online portal can be accessed through the

FEI Landing Page using the company code "whitewater."

The EAP maintains strict confidentiality unless consent is given or disclosure is legally required. Costs not covered by insurance are the employee's responsibility, and sick leave or unpaid leave may be used for treatment or rehabilitation. The EAP aims to ensure employees have access to assistance for personal or work-related issues, supporting them in maintaining productivity and wellbeing.

[Employee Assistance Program Link 2]



Whitewater Aquatic & Fitness Center (WAFC) Membership Discount

The City understands the importance of health and wellness in the workplace, and we are committed to supporting employee well-being. Employees can enjoy discounted memberships at the WAFC with the convenience of having membership fees deducted directly from their paychecks.

Employee Recognition Program

The City of Whitewater values the dedication and contributions of each employee towards our collective success. The purpose of the Employee Recognition Program is to acknowledge and celebrate the efforts, achievements and positive behaviors demonstrated by our employees. Recognitions include thank you cards, tokens of appreciation, monetary gifts, additional vacation hours and yearly commemorations.

[Employee Recognition Link 3]

Longevity Pay

Longevity Pay only applies to those employees hired on or before June 29, 2011. Please see Appendix B for more information on Longevity Pay.

IV. Policies and Procedures

The City of Whitewater adopts policies as statements of the City's position on a variety of matters. This section of the Employee Handbook provides information for employees on various policies the City has adopted. The policies are listed in this section in alphabetical order so that they may be easily referenced. Please be aware that some of the policies have been summarized for you and may not represent the full policy document language. Full policies may be accessed by clicking on the policy name. Policies that are unique to a specific City Department rather than a City-Wide Policy may be maintained by the department director rather than appear in this handbook.

Americans with Disabilities Act (ADA)

The City of Whitewater is committed to providing reasonable accommodations to individuals in compliance with applicable laws, including the Americans with Disabilities Act (ADA). It is the City's policy not to discriminate against qualified applicants or employees with regard to any term or condition of employment because of such individual's disability, perceived disability, or record of disability, so long as the employee can perform their job with or without reasonable accommodation. Consistent with this policy, the City will provide reasonable accommodations to otherwise qualified disabled applicants or employees, as required by applicable laws, provided that such accommodation does not constitute an undue hardship on the City.

Any employee with a disability who believes they may need an accommodation to perform their job should contact their supervisor and/or the HR Manager. Upon receipt of an accommodation request, the City will work with the employee to identify functional limitations and possible accommodations. Consistent with applicable law, appropriate medical documentation may be requested to support any request for accommodation. The City reserves the right to choose among reasonable accommodations.

[ADA Policy Link 4]

Artificial Intelligence (AI)

The City recognizes that the use of AI tools can potentially assist employees with the performance of job duties. To ensure the protection of confidential information and the integrity of our operations, as set forth below, all employees who wish to use AI tools must comply with the below best practices.

Evaluation of AI tools

Employees must evaluate the utility and security of any AI tool before using it. This includes reviewing the tool's security features, terms of service, and privacy policy. Employees should also review the reputation of the tool developer and any third-party services used by the tool.

Protection of confidential data

In using any AI tool, employees must not upload or share any confidential, proprietary or protected data without prior written approval from the IT Director. This includes data related to customers, employees or partners. Similarly, employees must ensure any AI tool does not utilize confidential or copyrighted information of a third party.

Access control

Employees must not give access to any AI tools approved for business use to anyone outside the company without prior approval from the IT Director and implementation of processes as required to meet security compliance requirements. This includes sharing login credentials or other sensitive information with third parties.

Compliance with security policies

Employees must apply the same security best practices used for all City and customer data. This includes using strong passwords, keeping software up-to-date, and following the City's data retention and disposal policies.

Bonding Requirement

Employees whose employment with the City requires them to handle other people's property or that requires them to handle money, may be required to be bonded. Whitewater will pay the cost of bonding in that event.

Bulletin Boards

Important notices and items of general interest are continually posted on City of Whitewater bulletin boards. Employees should make it a practice to review bulletin boards frequently. This will assist employees in keeping up with what is current at the City of Whitewater. To avoid confusion, employees should not post or remove any material from the bulletin board.

Chain of Command

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the City of Whitewater resides by law with the Common Council under the leadership of the City Manager. The department directors of the City are part of the management team and report to the City Manager. Supervisors and managers subordinate to the Directors are also members of the management team. This system represents a means of establishing orderly lines of organization and communication as management personnel unite with Common Council and City Manager to promote effective service delivery for the community.

Each employee is responsible for informing their immediate supervisor of the employee's activities by whatever means the supervisor deems appropriate. If an employee has any questions, opinions or suggestions about the information contained in this Handbook or about any other aspect of their job, then those questions, opinions or suggestions must be directed through the chain of supervision.

The City recognizes that many employees interact with or receive requests from the Public on a daily basis as part of their positions. The City expects that employees will use sound judgment and common sense to determine which requests are inappropriate and should be reported to a supervisor. If an employee is unsure of whether a request should be reported, the employee should discuss it with their supervisor. Any employee who receives inappropriate requests for special treatment from an individual citizen, business representative or elected or appointed official must immediately report such request to their supervisor. No specific requests should be fulfilled unless permission to do so is given by an employee's supervisor.

Generally, if an employee has a problem with an individual, then the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the problem,

then the employee should address the problem through the employee's immediate supervisor and onward through the chain of supervision and management.

As citizens, City employees retain constitutional rights to address matters of public concern with elected officials in a professional manner. However, City employees are expected to use the management chain to address any matters related to the performance of their specific job duties or responsibilities.

Drug Free and Alcohol-Free Workplace

The City of Whitewater has Alcohol and Substance Abuse and Testing Policies to meet our obligations to provide a safe workplace and to comply with current laws. Each day our employees are entrusted to safely operate vehicles, tools, and other City equipment, as well as interact with citizens. The City understands that the employee's ability to perform these duties safely is compromised when employees use controlled substances and/or alcohol. These policies balance our respect for our employees while maintaining an alcohol and drug-free environment to promote the safety and well-being of each individual and the general public. Therefore, compliance with our policies is to the benefit of all City employees.

At the same time, these policies comply with and promote the requirements of Federal and State laws, including but not limited to OSHA standards, Wisconsin Department of Transportation regulations, Wisconsin Department Safety and Professional Services standards, safe work place requirements, and our legal duty to the public.

If any conflict occurs between State and local laws and any requirement of the Federal regulations, the Federal regulations prevail. However, Federal regulations do not preempt provisions of State criminal laws that impose sanctions for reckless conduct attributed to prohibited drug use or alcohol misuse; whether the provisions apply specifically to transportation employees, employers, or the public in general.

There are two different categories of employees that are subject to testing:

1. **Non-safety sensitive employees or Non-DOT** - are those employees not covered by the DOT regulations, but subject to the City's drug and alcohol testing policies.
2. **Safety sensitive employees or DOT**- are those employees subject to the Department of Transportation's (DOT) drug and alcohol testing regulations. This applies to any employee who operates a commercial motor vehicle subject to the DOT's drug and alcohol testing regulations.

Drugs and Alcohol

The manufacture, distribution, dispensation, possession, use of, or being under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized

prescription medication, is prohibited on City premises, in City vehicles, at City worksites, or during the performance of City job duties.

Reasonable Suspicion Testing

All employees shall be required to undergo alcohol and drug testing at any time the City has reasonable suspicion to believe that the employee has violated the City's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty. The City's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. A trained supervisor must make the observations. Refusal to consent to testing will be treated the same as a positive test and will result in disciplinary action, up to and including termination of employment.

Pre-Employment Drug Testing

As a condition of an employment offer, a pre-employment drug test may be required for regular employees. For other identified positions (i.e. Police Officers, CDL Drivers and Fire and EMS Staff) the applicant offered employment is required to take and pass a pre-employment drug screen. If a non-negative test result is obtained, any offer of employment will be rescinded.

Post-Accident Testing

If an employee is involved in an accident and the accident cannot be explained to the satisfaction of City representatives, the employee is involved in an accident for which the employee is issued a citation for a moving violation, the accident involves a fatality or the accident causes disabling vehicle damage, the employee shall be required to submit to a drug and/or alcohol test. This section shall apply to the employee operating the City motor vehicle and any other employee whose actions may have contributed to the occurrence of the accident.

Additional Testing and Requirements

Employees required to possess a commercial driver's license are required to undergo additional drug testing in accordance with relevant law, policy, and administrative rules. Furthermore, before working for the City, a driver must complete and turn in the "Employee Acknowledgement Form – Drug and Alcohol Policy".



Refusal to Consent

Refusal to consent to testing under any of the circumstances provided in the sections above and/or refusal to consent to the release of the results of any such testing to the City will be treated the same as a positive test and will result in disciplinary action, up to and including termination of employment.

Notice of Use of Prescription Medications

An employee, who is taking medications prescribed to that individual by a medical provider which may impact the employee's ability to safely perform the duties of the employee's position, must provide written notice to their supervisor from the treating provider of the following information 1) the name/dosage of the medication prescribed to the employee, 2) how long the employee is expected to be taking the prescribed medication and 3) whether or not, in the opinion of the medical provider, the employee may safely perform the duties of their position while taking the prescribed medication. The City reserves the right to have an independent medical provider review the written information provided by the employee's treating medical provider to determine if the employee may safely perform the duties of their position.

An employee must notify the immediate supervisor of any criminal drug statute conviction for a violation occurring on City premises or while conducting City business in writing no later than 5 calendar days after such conviction.

At the discretion of the City, any employee who violates the drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate to the City's satisfaction in an approved drug assistance or rehabilitation program.

[DOT Employee Policy Link 5]

[Non-DOT Employee Policy Link 6]

Equal Employment Opportunity

The City of Whitewater is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. The City of Whitewater's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to programs, and general treatment during employment.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources Manager. The City of Whitewater will not allow any form of retaliation against employees who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact Human Resources Department. To ensure the workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

Ethics Policy

Because Whitewater believes strongly in good government, the Common Council has passed an

ordinance that provides that the business of the City and thus the conduct of its employees be ethical. This means that employees must be impartial and responsible to the citizens of Whitewater and decisions and policies are best made through the proper channels of open government. These guidelines aim to maintain transparency, accountability, and public trust in Whitewater's government. Key guidelines include:

1. **Responsibility of Public Office:** Employees must uphold the law, prioritize the public interest, and conduct their duties impartially.
2. **Dedicated Service:** Loyalty to the objectives set by voters and adherence to established work standards are expected.
3. **Fair and Equal Treatment:** Employees must not misuse city resources or grant special privileges to any individual.
4. **Conflict of Interest:** Employees should avoid any business or transaction that conflicts with their official duties or personal interests.
5. **Confidentiality:** Disclosure of confidential information for personal gain is strictly prohibited.
6. **Gifts and Favors:** Acceptance of gifts that could influence judgment or actions is prohibited, except for nominal advertising items.
7. **Solicitation and Acceptance:** Employees cannot solicit or accept anything of value that could influence their official actions.
8. **Hospitality:** Employees must avoid accepting hospitality if it appears to influence their actions.
9. **Representation:** Employees cannot represent private interests before city agencies if they have jurisdiction over the matter.
10. **Contracts with the City:** Employees cannot participate in contracts where they have a financial interest unless permitted by law or through competitive bidding.
11. **Disclosure:** Employees must disclose any financial or personal interests in proposed legislative actions.

Additionally, the City of Whitewater has created an Ethics Committee which handles complaints regarding ethics violations, ensuring due process is followed.

[Ethics Policy Link 7]

Flexible Work Arrangements (FWA)

The City of Whitewater supports flexible work arrangements to improve operational efficiency and address employee work-life balance needs. The policy includes remote work (employee works from an alternative location, typically home), flextime (employee has flexibility in setting daily start and end times within a standard 40-hour workweek) and compressed workweek options (employee works 40 hours in less than five full workdays).

Flexible work arrangements are at the discretion of departments and based on job suitability. Arrangements undergo a trial period and annual review, subject to management approval.

Employees must maintain a safe work environment, adhere to work hours, and ensure productivity and availability. The City may provide equipment on a case-by-case basis, and employees must follow City policies regarding its use.

Employees submit a request to their supervisor, including details of remote work. Flexible work arrangements must be approved by the supervisor and department director, considering operational needs and employee performance. Employees are encouraged to review the full policy and obtain approval before implementing flexible work arrangements.

[FWA Policy Link 8]

Harassment & Retaliation in the Workplace Policy

The City endorses the principle that all employees have the right to work in an environment free from verbal, physical or any other form of harassment, discrimination or retaliation. The City is committed to maintaining a workplace that is pleasant, courteous and free of harassment, discrimination or retaliation and is prepared to take all necessary steps to reasonably ensure a harassment, discrimination and retaliation free workplace.

Harassment of any employee on the basis of race, color, creed, sex, national origin, age, disability, marital status, sexual orientation or any other class protected by state or federal law, will not be tolerated and is prohibited in our workplace. This includes harassment by another employee, supervisor, customer, vendor, visitor, elected official or any other individual with whom the employee interacts as part of his or her job. This policy encompasses any situation in which an employee is serving in the capacity of a City employee or is otherwise representing the City, regardless of the location.

Recognizing Harassment

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
2. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment

Harassment is any verbal, written, visual or physical act that creates a hostile, intimidating or offensive work environment or interferes with an individual's job performance.

1. No employee shall either explicitly or implicitly ridicule, mock, deride or belittle any person.

2. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on age, ancestry, arrest & conviction record, color, creed, disability, genetic testing, honesty testing, marital status, military service, national origin, pregnancy or childbirth, race, religion, sex (including sexual harassment), sexual orientation, and use or nonuse of lawful products on the employer's premises during non-working hours. Such harassment is a prohibited form of discrimination under state and federal employment law and/or is also considered misconduct subject to disciplinary action by the City.

Retaliation

1. Retaliation against any employee or applicant for filing a harassment or discrimination complaint, for assisting, testifying or participating in the investigation of such a complaint, or for requesting a protected leave of absence or reasonable accommodation, is illegal and is prohibited by the City and by federal statutes.
2. Retaliation can occur from a variety of sources, including co-workers, supervisors or elected officials.
3. Generally, any materially adverse action taken against an employee or applicant "because of" protected conduct is prohibited. The scope of retaliation goes beyond workplace-related or employment-related actions and includes conduct that would dissuade a reasonable worker from making or supporting a charge of discrimination. The significance of any given act of retaliation may depend upon the particular circumstances, but must be considered "materially adverse", thus separating significant from trivial harms that normally will not deter discrimination victims from filing a complaint

Complaint Reporting and Investigation Procedure

1. Any employee encountering harassment or retaliation is encouraged but not required to inform the person that his or her actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment and retaliation in order to provide the fullest basis for investigation.
2. Any employee who has unsuccessfully attempted to terminate the harassment or retaliation by means of Section 1 and who believes that they are being harassed shall report the incident(s) as soon as possible to their supervisor so that steps may be taken to protect the employee from further harassment or retaliation, and so that appropriate investigative and disciplinary measures may be initiated. Where doing so is not practical, the employee may instead file a complaint with another supervisor, Human Resources, the City Attorney or City Manager.
3. An employee should utilize the City's internal reporting procedure first. However, if after utilizing this procedure the complainant does not feel the complaint has been adequately addressed, the employee may file a complaint with either or both of the following:
 - a. **State of Wisconsin – Equal Rights Division**
201 East Washington Avenue
Madison, WI 53703
Phone: 608-266-6860
 - b. **Equal Employment Opportunity Commission**

210 Martin Luther King Boulevard
Madison, WI 53703
Phone: 608-266-4910

4. The internal investigation authority shall be responsible for investigating any complaint alleging harassment, discrimination or retaliation.
5. There shall be no retaliation against any employee for filing a harassment or discrimination complaint, or for assisting, testifying or participating in the investigation of such a complaint.
6. The complaining party's confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.
7. Complaints of employees accused of harassment and/or retaliation may file a grievance/appeal in accordance with City procedures when they disagree with the investigation or disposition of a harassment or retaliation claim.

[Anti-Harassment & Retaliation Policy Link 9]

Hiring Relatives/Employee Relationships

The City of Whitewater wishes to ensure that its personnel practices including employee hiring, promotion and transfer maintain an equitable working environment and do not create the potential for conflict of interest or favoritism. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a direct or indirect reporting responsibility to each other. Close relatives are defined as spouse, domestic partner, parents (in-laws), grandparents, children (in-laws), uncle, aunt, nephew, niece, siblings (in-law), step relatives, cousins, and relatives of a domestic partner. Direct reporting responsibility includes when a close relative is the employee's immediate supervisor. Indirect reporting responsibility is when a close relative (1) supervises the immediate supervisor of a close relative and has the ability to influence the decisions of the immediate supervisor, or (2) serves as the ultimate supervisor in the chain of command and is responsible for auditing, controlling or reviewing the work of the employees in the chain of command who supervise a close relative.

If employees begin a dating relationship or become relatives, partners, or members of the same household and if one party is in a supervisory position over the other, both employees are required to inform their management chain and Human Resources of the relationship. The supervisor and Human Resources will confer as to the best method to resolve the potential conflict.

Management personnel are prohibited from having romantic or sexual relationships with subordinate employees in their supervisory chain. Possible violations should be reported to Human Resources.

The City reserves the right to take appropriate action to maintain fairness in its personnel policies and practices when there is the potential for a conflict of interest because of the relationship between employees.

Nothing in this policy shall be construed as discouraging the appointment of relatives for positions not designated by this policy as being in conflict. Except as restricted by this policy, each recommendation for appointment shall be based upon the best qualified applicant for the position to be filled. Nothing in this policy shall be construed to limit the opportunity for promotion of any person employed by the City.



Information Technologies (IT) Policies & Standards

The City of Whitewater's IT Policy is designed to ensure the responsible, ethical, and effective use of Information Technology (IT) resources by all employees. These resources, including email, internet access, hardware, and software, are critical assets owned by the City and must be used in a manner that aligns with our mission, legal standards, and job responsibilities. Requests for assistance or support from the IT department must be submitted formally, either in writing or through the City's designated ticketing system, except in cases of emergencies where immediate action is necessary.

Policy Overview

Property Rights - IT resources are the property of the City. Employees should have no expectation of privacy regarding their use of these resources, as the City reserves the right to monitor all activity.

Access and Use - Access to IT resources is granted for official City business and limited personal use. Employees must adhere to guidelines that prohibit inappropriate content, unauthorized software/hardware installation, and misuse of email and internet services.

Security and Confidentiality - Maintaining the security and confidentiality of City information is paramount. Employees are responsible for safeguarding their accounts and must not disclose sensitive information without proper authorization.

Compliance - All use of IT resources must comply with federal and state laws, city ordinances, and City policies. Violations of the IT Policy may result in disciplinary action, up to and including termination.

Key Points

Email and Internet Usage - City email accounts and internet access are provided for work-related purposes, with minimal personal use allowed. Employees are accountable for the content and use of their email accounts.

Hardware and Software - Only approved hardware and software may be used, and all IT-related purchases must be authorized by the IT Department to ensure compatibility and security.

Network Access - Connections to the City's network require approval, and employees must adhere to security protocols to protect City data and resources.

Telecommunications - Use of City telecommunication devices, including phones and fax machines, is primarily for City business. Personal use is restricted and may incur reimbursement to the City for associated costs.

Resource Usage and Privacy - The City reserves the right to monitor and audit all IT resource usage. While employee productivity is not routinely monitored, specific instances may warrant review by authorized personnel.

Adherence to the IT Policy ensures that the City's IT resources are used efficiently, securely, and responsibly. Employees are encouraged to refer to the full IT Policy document for detailed information and to contact their supervisor, department director, or Human Resources with any questions or concerns regarding the policy.

[Link 10 – Information Technologies Policies & Standards]

Political Activities

Any employee of the City may not directly or indirectly use their authority or the influence of their position to control or modify the political action of another person. An employee of the City may not engage in political activity during working hours.

Portable Communication Devices While Driving (PCD)

Employees who drive on City business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving are prohibited in all circumstances.

Professional Appearance - Dress for Your Day (DFYD)

The City of Whitewater's Dress for Your Day policy encourages personal discretion by allowing **non-uniformed** staff to determine their clothing choices based upon the day-to-day demands of their role and the work that they perform. DFYD work attire is intended to be more casual or relaxed when employees have a workday that does not include meetings with external customers, clients, vendors or the like. The expectation is that employees will wear professional clothing appropriate for the nature of the business and the type of work performed. When involved in meetings with external customers, vendors, clients, outside third parties or the like, employees are expected to wear business casual attire. Traditional business attire is always acceptable.

General Dress Standards and Guidelines

Suitable work attire can range and generally includes City special dress days, casual or relaxed dress, business casual, and business professional or traditional attire. Staff should consider their day's schedule, tasks being performed, the people with whom they'll be interacting, and manager's expectations when determining what to wear for the day. Good judgement should always be applied and used by staff when making decisions on workday attire.

To provide guidance, some minimum dress standards or guidelines are outlined below.

1. Attire should be clean, neat and appropriate to the workday.
2. Staff are expected to practice good personal hygiene.
3. Attire should not be offensive or disruptive to others.
4. Business professional or traditional attire may be necessary for meetings with customers, non-City staff, Board/Commission meetings or other formal gatherings.
5. If an employee is not sure if their clothing meets the City's dress standards, they should consult with their supervisor or HR prior to wearing the questionable attire to work.

Inappropriate Work Attire

Some examples of inappropriate or unprofessional work attire are listed below. This list is not intended to be exhaustive.

1. Garments that are dirty, wrinkled, ripped or faded.
2. Logos and other wording on clothing must be appropriate for the workplace and not offensive.
3. Sleepwear/loungewear, including slippers.
4. Beachwear, including shorts and flip flops.

5. Clothing that is tight or exposes an excessive amount of skin.
6. Exercise gear is generally not appropriate, but may be worn when participating in wellness, recreational or other outdoor activities.

Additional Expectations

1. Departments may have unique attire expectations or requirements that prompt adoption of additional staff dress guidelines specific to that area.
2. Managers who are onboarding new staff should include expectations for dress as one of their onboarding topics.
3. Although the City values individual expression and personal choice, safety is always a priority. Clothing should always be suitable and safe for the work being performed. Staff may not opt out of using/wearing personal protective equipment (PPE) whenever it is required.
4. If an employee comes to work in inappropriate dress, the employee may be asked to go home, change into appropriate attire and return to work. In this circumstance, the employee will be required to use their paid leave time.

Smoking and Use of Tobacco

In keeping with the City of Whitewater's intent to provide a safe and healthful work environment, smoking (including e-cigarettes) and the use of tobacco products, is prohibited on City premises and in all City vehicles. This policy applies to all employees, members, suppliers and visitors.

Social Networking Policy

City Sponsored Social Media

The City Sponsored Social Media Policy establishes guidelines for the appropriate use of social media platforms by city employees and representatives engaged in official city-sponsored activities. The policy emphasizes transparency, respect, compliance, accuracy, accessibility, security, and engagement as guiding principles.

Key Guidelines include:

1. Designated officials manage official city-sponsored social media accounts.
2. Content shared aligns with the city's mission and values, avoiding political, discriminatory, or offensive material.
3. Moderation ensures discussions remain civil, relevant, and constructive.
4. Personal social media accounts must distinguish personal views from official city positions.
5. Endorsement of commercial products or services is prohibited without explicit authorization.
6. Records management ensures compliance with public records laws and retention policies.
7. Training and oversight are provided to ensure compliance with the policy.
8. Enforcement measures include disciplinary action for violations, with periodic review and updates to the policy to adapt to changing technology, regulations, and community needs.

Employee Sponsored Social Media

Employees of the City of Whitewater may use personal social media profiles for personal purposes, but they must understand that such use remains public despite privacy settings and can be easily shared. City email accounts or passwords should not be used for personal social media. Even if an employee identifies their association with the City of Whitewater, they must be cautious as personal views can be linked to their employment. Guidelines for personal social media use include: clearly stating when speaking as a private citizen, considering the permanence and accessibility of posts, aligning personal activity with the City of Whitewater policies, and accepting personal responsibility for consequences of personal social media activity.

[Social Networking Policy Link 11]

Solicitations and Distributions

Solicitation within the workplace is to be conducted with discretion and sensitivity to the working environment. While we encourage a congenial atmosphere among colleagues, solicitation for personal or outside business purposes should be kept to a minimum during work hours. Additionally, solicitation should not disrupt work activities or interfere with the productivity of others. Employees are encouraged to utilize appropriate channels, such as designated bulletin boards or electronic communication platforms, for approved workplace-related announcements or activities. Any concerns or questions regarding solicitation should be directed to the HR Department.

Weapons

Possession or use of dangerous weapons, including handguns and firearms, by City employees and volunteers is prohibited on City property and while performing work or training on behalf of the City, in City vehicles, while driving or while riding as a passenger in a personal vehicle.

Exceptions to this policy are as follows:

1. Employees may possess firearms in City-owned parking areas if the employee holds a valid permit (provided one is required) and if the firearm is secured within an attended personal vehicle or concealed from view within a locked, unattended personal vehicle while the employee is working on City property.
2. This policy does not apply to an employee who is showing or transferring the weapon or firearm to law enforcement officers as part of an investigation.
3. This policy does not apply to sworn law enforcement officers, either on or off duty.

Workplace Safety



Emergency Procedures Manual

The Emergency Procedures Manual is distributed to all City departments within the City of Whitewater to be shared with employees. It contains an overview of how employees shall respond to emergencies. It is the responsibility of each employee to read, become familiar with, and follow the procedures outlined in the manual.

[Emergency Procedures Manual Link 12]

Emergency Evacuation

When employees are advised to evacuate the building in which they are working, they should:

1. Stop all work immediately
2. Contact outside emergency response agencies, if needed
3. Shut off all electrical equipment and machines, if possible
4. Walk to the nearest exit, including emergency exit doors
5. Exit quickly but do not run
6. Proceed, in an orderly fashion, to a parking lot near the building or other such safe location
7. Do not re-enter the building until instructed to do so

Fire Prevention

Employees should generally familiarize themselves with the location of fire extinguishers in their work area. They should assist in keeping the area around the fire extinguisher clear at all times so that it is easily accessible. In the case of fire, follow the emergency evacuation procedures noted above.

Bloodborne Pathogens

Bloodborne pathogens are microorganisms that are present in blood, tissue, blood products, and other potential infectious materials. In accordance with the Federal Office of Safety and Health Administration, all employees with occupational exposure will participate in an annual training program as well as at the time of initial assignment. Training will occur during working hours and the City will provide the training program.

[Bloodborne Pathogen Policy Link 13]

Hazardous Materials Policy

The City desires to develop and maintain a hazardous materials purchase-through disposal plan which meets federal and state regulations and which is safe, cost effective, and sustainable. The City desires to promote awareness concerning hazardous materials and to educate all levels of personnel, maintain an accurate management system and monitor policy effectiveness through random audits.

Departments are required to maintain an inventory of hazardous materials, listing them alphabetically by product label name and including manufacturer details. Employees responsible for procurement are encouraged to seek non-hazardous alternatives whenever feasible.

All hazardous material containers must be properly labeled with product identity and hazard warnings, with labels matching information in the hazardous materials list and Material Safety Data Sheets (MSDS). Departments are responsible for ensuring labels remain intact and legible, even upon transfer to new containers.

Each department must maintain a complete and accessible MSDS library for hazardous materials used in their location. MSDSs should be readily available to employees during work shifts.

Initial Hazardous Communication Standard and Right to Know training is provided by the Human Resources Office to all employees. Department-specific training covers hazardous materials exposure, proper handling, safety precautions, spill procedures, and disposal protocols. MSDS training and accessibility are emphasized during department-specific training.

[Hazardous Materials Policy Link 14]

Loss Prevention Program

The safety and health of each of our employees is of primary importance. Our loss prevention program includes:

1. Training of all employees in safety and health requirements
2. Promoting safety awareness and participation
3. Development and follow-up on all safety and health rules for all employees
4. Providing personal protective equipment and instructions on the appropriate use
5. Providing mechanical and physical safeguards to insure maximum protection to all employees
6. Conducting safety inspections and observation to improve present methods and standards as related to health and safety
7. Performing accident investigations to seek and eliminate any unsafe conditions or acts which may cause recurrences

Employees are required to exercise due care during work to prevent injuries to themselves and others and to conserve materials. Each employee will: report all unsafe conditions to their supervisor; keep work areas clean and orderly; report all accidents immediately; avoid engaging in any horseplay and avoid distracting others from their work; obey all safety rules and procedures; operate only equipment that they have been authorized to operate; use only prescribed equipment for the job and handle it properly; wear protective equipment when working in hazardous operation areas.

City Safety Committee

This ad hoc committee will consist of the Human Resources Department and representatives of City Departments deemed essential to assure productive discussion of safety problems encountered City-wide or in high hazard area operations. Functions of the committee may include, but not be limited to, the following:

1. Hold periodic meetings to review and evaluate the progress of the City's accident prevention efforts.
2. Discuss safety problems and recommend solutions for their elimination and refer serious safety problems to the City's insurance carrier for recommendation.
3. Coordinate a training program which will develop in all members of the organization a strong safety awareness and a clear-cut understanding of specific requirements.
4. Assist in accident investigation.
5. Record and file minutes.

Safety Equipment

The City promotes the safety of employees. The City has personal protective equipment available and/or issued to employees to provide a safe working environment. Common sense must be utilized to determine under which conditions different equipment should be worn. General City guidelines are as follows:

1. Hard hats must be worn when overhead hazard is present.
2. Proper eye protection must be worn when sledging, hammering, sawing on metal or concrete, chipping, welding, grinding, drilling, working in dusty places, handling hazardous materials or chemicals or any other operation where eye injuries may result.
3. Proper personal protective equipment (PPE) is required for job duties being performed including equipment for dealing with bloodborne pathogens.
4. Approved hearing protection must be worn where high noise levels exist. If you must raise your voice to be heard, you need hearing protection.
5. Shoes that are "work wise" and in serviceable condition for the operation to which the employee is assigned are required.
6. When working with materials that have rough edges or abrasiveness that may cause lacerations, punctures, or burns to the hands, wearing gloves is mandatory.
7. Reflective traffic vests must be worn when performing work adjacent to or in traffic.
8. Approved respirators must be worn when a hazard is present and may be used for no other purpose.
9. Approved harnesses must be worn when a fall hazard is present and may be used for no other purpose.

In order for safety equipment to be effective, it must be inspected periodically to assess its condition, it must be worn properly, and employees must comply with the orders and directions given to them by supervisors and management. Safety equipment is available (through a clothing allowance) or is issued to permanent City employees. Seasonal employees are responsible for appropriate footwear and clothing. Head, ear, and eye protection is available from the employees'

supervisor.

Prescription Safety Glasses and Safety Toe Boots

For employees that wear prescription eyeglasses, the City may reimburse 50% of the cost, up to \$150, for the purchase of prescription safety glasses. The City will provide this reimbursement for no more than one pair of prescription safety glasses per employee in any 1-year period. Safety glasses must meet safety standards for personal protective equipment in the employees' respective department in order to be eligible for reimbursement. The City may require the employee to obtain an eye examination at the employee's expense prior to granting the reimbursement. Eye examination costs will not be eligible for reimbursement.

For employees required to wear safety toe boots, the City may pay up to \$75.00 towards the cost for the purchase of safety toe boots per year. The safety toe boots must meet safety standards for protective equipment in the employees' department in order to receive the payment.

Vehicle Collision Control and Accident Prevention

The operation of motor vehicles is often necessary in conducting City business. The City works toward ensuring that the employees of the City who operate motor vehicles for their work, whether City or personally owned, operate vehicles in the safest manner possible both for their benefit and the City's. In the event of an accident or incident, preventable or non-preventable, no matter what extent the damages or injuries, report the accident or incident immediately to your supervisor.

All employees hired to operate motor vehicles in the course of their employment must have an excellent driving record and substantial experience in the operation of the particular type of vehicle they may be required to drive for the City. An excellent driving record must be maintained throughout the time an employee works for the City.

Citations or arrests for violations received while operating City or personal vehicles while on City business, moving or otherwise, must be reported by the next business day to their supervisor who will in turn report the information to the Human Resources Department. The information will be placed in the employee's personnel file. Employees issued tickets may subject themselves to disciplinary procedure, up to and including termination.

An employee must report to their department director and the Human Resources Department any revocation or suspension of their driving privileges before the start of the following business day. Failure to notify the department director and Human Resources may subject the employee to discipline.

Employees required to operate a motor vehicle in order to perform the duties of their position who are convicted of a violation resulting in suspension or revocation of their driving privileges may have the duties of their position reviewed at that time. If the suspension or revocation hinders the City in the accomplishment of the duties assigned to the position, the employee may be placed on unpaid leave of absence.

All City vehicles must be inspected prior to use and all vehicles in need of repair must be reported to the supervisor immediately in writing.

The Human Resources Department is responsible for requesting and maintaining motor vehicle/driver records from the Department of Motor Vehicles for all employees operating either a City owned vehicle or their privately-owned non-commercial motor vehicle for business purposes.

Use of an employee's personal automobile in the course of City business shall be reimbursed at the I.R.S. approved rate per mile, in accordance with the City Ordinance and with prior approval of the department director and receipts.

[Workplace Safety Policy Link 15]

Workplace Violence

The City of Whitewater is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to City and personal property.

The City of Whitewater does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. The City of Whitewater specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, the City of Whitewater does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in City policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any City employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive,

injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto City premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede the City of Whitewater's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the City determines, after an appropriate good faith investigation, that someone has violated this policy, the City will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the City to be aware of any potential danger in its offices. The City wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

[Workplace Violence Link 16]

V. Employee Development

Introduction

The City of Whitewater desires to provide an interesting, challenging, and rewarding workplace and work experience. To that end, the City believes in and supports employee education, training and professional development.

New Employee Orientation

Within the first week, new employees will be invited to the Human Resources Department for an orientation session. This session serves as an introduction to our City's policies, rules and benefits programs, ensuring employees' have a solid understanding of the framework within which the City operates. Additionally, this session will ensure that all necessary employment paperwork is completed promptly. The employee's supervisor will continue orientation by reviewing job duties and responsibilities, outlining the hours of work, providing training on safety protocols and departmental rules.

As part of the onboarding process, HR will conduct a three-month check-up to assess progress and address any concerns or questions an employee may have. This check-up provides an opportunity

for open dialogue, allowing the City to fine-tune the employee experience and support growth within the organization.

Training

The City recognizes the need for the growth and development of its employees, understanding that continuous learning is key to fostering job satisfaction and facilitating high-quality performance in their respective roles. With this in mind, the City actively encourages and supports employees in seeking out training and educational opportunities that enhance their knowledge, skills and abilities.

On an annual basis, the City allocates resources within budget constraints to ensure that each department has access to funds designated specifically for job-related education and training initiatives. These funds are distributed in accordance with general guidelines aligned with the City's mission, with the primary goal of empowering employees to pursue opportunities that challenge them to reach higher levels of achievement and service excellence.

Performance Evaluation

The City of Whitewater believes in recognizing and celebrating the hard work and dedication of our employees through annual performance reviews. These evaluations provide valuable opportunities to acknowledge achievements, identify areas for growth, and chart a path toward continued success. While a positive performance evaluation reflects our appreciation for outstanding contributions, it's important to note that it may not always result in immediate changes such as salary increases, promotions, or guaranteed employment continuation.

The City values the input and feedback of both employees and supervisors, fostering open communication channels that encourage ongoing discussions about job performance throughout the year. By engaging in regular conversations, the City aims to provide support, guidance and opportunities for professional development, ultimately fostering a culture of growth and excellence within our organization.

The City of Whitewater has established a performance evaluation system for all regular full-time and regular part-time employees. The performance evaluation system is designed to:

1. Facilitate continuous two-way communication between employee and supervisor.
2. Review employee performance in relation to City goals and objectives and department expectations.
3. Recognize the achievements, accomplishments and contributions of employees.
4. Identify areas for employee training and development.
5. Provide a basis for planning future performance.
6. Identify and correct performance problems.

Performance feedback is an ongoing process. It provides for communication between the employee and supervisor, planning and goal setting and evaluation of the employee's performance. An annual performance evaluation will typically be conducted for all employees. This evaluation

provides an opportunity to review job responsibilities, performance and to review and update department and employee goals. The employee should be a participant in the evaluation process to ensure that two-way communication is taking place.

VI. Recruitment and Selection

Generally, an official announcement of a regular full-time or part-time position opening at the City of Whitewater will be posted on the City's recruitment web site. Each announcement will typically include specific information about the position, the application process, and the application deadline, if any.

Selection Process

The department director will work with the City Manager and Human Resources Department to develop the selection process for any vacancies. The process may include written/performance tests, evaluation of training and experience, oral interviews, developmental assessment, or any combination of these. The process may include checking references before any job offer is made. The selection process for police, fire and certain library personnel is governed by the Police & Fire Commission and Library Board in accordance with Wisconsin State Statutes.

Physical or Psychological Exams

Some applicants may also be required to complete a physical examination, psychological examination, and/or drug and alcohol test as a condition of employment. The City will select the physician or psychologist to assess the candidate's ability to perform the essential functions of the job. The cost of the examination or drug and alcohol test will be paid by the City.

Background Checks

It is the policy of the City to conduct a criminal history background investigation on all applicants and volunteers. The City of Whitewater Police Department is authorized to access data in accordance with applicable law for positions at the City in which the City is required to, or chooses to, conduct a criminal history background investigation in order to screen employment and volunteer applicants. Any data that is accessed and acquired will be maintained at the Police Department under the care and custody of the Chief of Police or designee. A summary of the results of the criminal history data may be released by the Police Department to the hiring authority, including the City Manager or other City staff involved in the hiring process. All information obtained during the background investigation will be confidential except to the extent required by Chapter 19, Wis. Stats. or other applicable law. After having served the purpose for which they are intended, the reports will be filed and maintained as a confidential record, to the extent permitted by law, and separate from the employee's personnel file. Before the investigation is undertaken, the applicant must authorize the City by written consent to undertake the investigation.

VII. Employee Conduct

It is the City's objective to promote the well-being of its employees in the workplace and to maintain high standards of professional conduct and work performance. Accordingly, this policy sets forth the (1) standards for professional conduct, (2) behavior that is unacceptable, and (3) corrective actions that the City may impose to address behavior and employment problems.



To ensure orderly operations and provide the best possible work environment, the City of Whitewater expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

All full-time and part-time employees are covered under this policy unless provisions of a collective bargaining agreement in effect apply to an employee.

Expected Conduct

Employees are expected to conduct themselves in a positive and professional manner in order to promote the best interests of the City. Examples of appropriate employee conduct include the following (this list is NOT intended to be all-inclusive):

1. Treating all citizens, visitors and co-workers with respect and in a courteous manner;
2. Refraining from conduct that is offensive;
3. Reporting to management suspicious, unethical or illegal conduct by co-workers, citizens or business associates of the City;
4. Cooperating with any City investigation;
5. Complying with all City safety and security regulations;
6. Wearing clothing appropriate for the work being performed;
7. Performing assigned tasks efficiently and in accord with established standards;
8. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
9. Giving proper advance notice whenever unable to work or report on time;
10. Maintaining cleanliness and order in the workplace and work areas.

Unacceptable Conduct

Any conduct that interferes with operations, discredits the City, or is offensive to citizens or co-workers will not be tolerated. The following are examples of unacceptable conduct that may result in disciplinary action, up to and including termination of employment. This list is not intended to be exhaustive.

1. Unauthorized possession of firearms or other weapons on City property (unless employee

- is required to carry a firearm or other weapon as a condition of employment);
2. Fighting or assaulting a co-worker or citizen;
 3. Threatening or intimidating co-workers, citizens, business associates or guests;
 4. Engaging in any form of sexual or other harassment or retaliation;
 5. Reporting to work under the influence of alcohol, drugs, controlled substances or other narcotics;
 6. Disclosing confidential City information;
 7. Falsifying or altering any City record or report, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records;
 8. Stealing, destroying, defacing, or misusing City property or another employee's or citizen's property;
 9. Misusing City communications systems, including electronic mail, computers, internet and telephones;
 10. Refusing to follow management's instructions concerning a job-related matter or being insubordinate;
 11. Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
 12. Smoking where prohibited by local ordinance or City rules;
 13. Using abusive language;
 14. Sleeping on the job without authorization;
 15. Accepting tips or gifts in the course of work;
 16. Claiming leave under false pretenses;
 17. Working unauthorized overtime;
 18. Deliberately restricting work output or encouraging another employee to do so;
 19. Illegal, immoral, offensive or indecent conduct during the workday.
 20. Illegal, immoral or indecent conduct off the job if it tarnishes the image of the employer or impacts an employee's ability to effectively interact with other employees.

[Employee Conduct Link 17]

Discipline Procedure

The City of Whitewater's progressive discipline policy and procedures are designed to provide a process to improve and prevent a recurrence of undesirable behavior and performance issues. This procedure applies to all employees of the City, with the exception of those covered by a collective bargaining agreement that sets out a different disciplinary procedure.

Under normal circumstances, department directors and supervisors are expected to follow the procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. There may also be times when the City may decide to repeat a disciplinary step. The City reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances. Furthermore, employees may be terminated for any reason, at the discretion of the City as determined on a case-by-case basis and without prior notice or disciplinary action.

Unacceptable conduct which does not lead to immediate dismissal may be dealt with using the following steps in progression if conduct does not improve within established time periods:

1. **Counseling** - Employee counseling usually entails an informal meeting between the employee and supervisor to address inappropriate behavior or rule violations and provide improvement guidance. If necessary, formal counseling involving a third party is conducted, especially for issues related to alcohol, drugs, or personal problems. The goal of counseling is to resolve issues early and prevent punitive measures.
2. **Verbal warning** - A verbal warning is issued by a supervisor when an employee's behavior, performance, or rule violation remains unacceptable or when prior counseling has not been effective. The supervisor privately discusses the issue and future expectations with the employee, explaining the consequences of not correcting the problem. All verbal warnings must be documented in writing. This documentation should include specific details of the violation, prior related discipline, future conduct standards, warnings of further corrective actions, and any follow-up plans. The written memorandum should be given to the employee and forwarded to Human Resources.
3. **Written Warning** - A written notice is issued when an employee's behavior, misconduct, or poor performance is formally documented in a letter stored in their personnel file. This notice includes details such as the specific violation(s), date and time of occurrence, prior related discipline, expectations for future conduct (potentially with timelines), warnings of further corrective measures for non-compliance, and any planned follow-up actions.
4. **Suspension** - A suspension involves the involuntary removal of an employee from work for a set number of days, either with or without pay. It usually happens when previous warnings have failed to rectify behavior or when the misconduct or violation is serious.
5. **Termination** - Termination refers to permanently removing an employee from City employment. It is enacted when previous efforts to rectify the employee's behavior have been unsuccessful or when the severity of misconduct warrants it.

Immediate or Crisis Suspension

An employee who is alleged to have engaged in serious misconduct may be suspended with or without pay pending an investigation of the situation.

[Discipline Link 18]

Grievance Process

The City complies with Section 66.0509, Wis. Stats., and provides a grievance process addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, other than police and fire employees subject to Section 62.13(5), Wis. Stats.

Step One

Step One of the grievance process requires employees to submit a written grievance to their department director within five business days of becoming aware of the issue. The written grievance should include the employee's name and position, a statement of the grievance, the date of the event, steps taken to discuss the matter with their supervisor, and the employee's signature. The department director will investigate and respond to the grievance within ten business days. If the grievance involves the department director, it should be filed with the HR Department, who will conduct the investigation with the assistance of the City Manager.

In the event the grievance or complaint involves the City Manager, the employee may initially file the grievance with the HR Manager or City Attorney, who shall coordinate the investigation with an impartial hearing officer. The impartial hearing officer in this case would be selected by the HR Manager or City Attorney.

Step Two

If the grievance is not settled at Step One, the employee may appeal the grievance to the City Manager within five business days of the receipt of the decision of the department director at Step One. The City Manager or designee will review the matter and inform the employee of their decision, if possible within ten business days of receipt of the grievance.

Step Three

If the grievance remains unsettled after Step Two, the employee has the option to request a written review by an impartial hearing officer within five business days of receiving the City Manager's decision. The City Manager will appoint the hearing officer from a list of candidates approved by the Common Council. The hearing officer cannot be a City employee. Depending on the nature of the grievance, the hearing officer will decide whether a formal hearing is necessary or if the case can be resolved through the submission of written documents. Ultimately, the impartial hearing officer will issue a written decision upon concluding the review process.

Step Four

If the grievance is not resolved after Step Three, the employee or the City Manager shall request a written review by the Governing Body within five business days of receiving the hearing officer's decision. For Library employees, the appeal process is directed to the Library Board, while for all other employees, it's directed to the Common Council for review during its next regularly scheduled meeting. During this review, the Council is restricted from taking testimony or additional evidence; its role is solely to assess whether the hearing officer arrived at an arbitrary or incorrect decision based on the existing record. Within ten business days of the meeting, the Council or its representative will communicate their findings and decision to the employee in writing. The Common Council will make its determination via majority vote, and this decision will be considered final and binding.

[Grievance Process Link 19]

VIII. Personnel Records and Administration

The Human Resources Department is responsible for handling personnel records and maintaining them in a secure location within the Human Resources office.

Employees must inform the City of any necessary updates to their personnel file, such as change of address, contact information, emergency contact, marital status, number of dependents, or military status. Employees should also inform their supervisor or Human Resources of any outside training, professional certifications, education, or any other change in status.

Personnel File Review

The City is required to permit employees to inspect any personnel document used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, and medical records at least 2 times per calendar year (unless otherwise provided for more days in a labor agreement), within 7 working days after the request for inspection, at a location reasonably near the employee's place of employment and during normal working hours.

Information contained in personnel records that is disagreed upon may be removed or corrected, at the mutual agreement of the City and employee. At minimum, an employee may submit a written statement explaining their position, which shall be attached to the disputed portion of the personnel record.

[Personnel Records & Retention Policy Link 20]

IX. Separation of Employment

Separation Policy

The purpose of this policy is to establish a procedure for employee separation with the City of Whitewater by retirement, resignation, termination, or reduction in force. The procedures are designated to provide the least disruption and inconvenience to the employee and the City.

It is the policy of the City to terminate employment due to an employee's resignation, incapacity, termination or retirement; or a permanent reduction in or restructuring of the City's workforce. In the absence of a specific written agreement, an employee is free to resign at any time and for any reason, and the City reserves the right to terminate an at-will employee at any time and for any reason not prohibited by law.

Types of Separation

Resignation: Resignation is a voluntary act initiated by an employee to end employment with the City. The employee must provide a minimum of two-week's notice prior to the resignation, to leave employment in good standing. If advance notice is not provided or the employee fails to work their remaining weeks(s) of employment, the employee will be ineligible for rehire. The employee's supervisor should confirm the resignation in writing to the employee, and ensure the resignation is properly documented. Upon receipt of the resignation, the supervisor should notify the Human Resources Department.

Retirement: Employees who wish to retire are required to notify their supervisor and the Human Resources Department in writing at least 30 days prior to the planned retirement date. Additionally, the Wisconsin Retirement System (WRS) prefers notification of one year for members wishing to retire. Employees should contact WRS for more information.

Job Abandonment: Employees who fail to report to work or contact their supervisor for three consecutive work days or employees who fail to return from approved leaves of absence [i.e. FMLA, worker's compensation, unpaid leave of absence] on a specified return date without prior notice to their supervisor shall be considered to have abandoned their job without notice. Supervisors shall notify HR at the expiration of the third work day and initiate the paperwork to terminate the employee.

Lay-Off: A lay-off is a separation which results as a consequence of organizational restructuring, work redesign or reduced staffing requirements. Procedures set forth in the City's collective bargaining agreements will be followed, as applicable. For employees not covered by a collective bargaining agreement a lay-off is an involuntary separation initiated by the City Manager upon approval of the Common Council due to shortage of funds or work, the elimination of a position(s), other material changes in the duties or organization, or for related reasons which do not reflect unfavorably upon the service of the employee. The City Manager will determine which job classes within a department are subject to the reduction. Within a department and job class, the City Manager, after consulting with department directors as appropriate, will use factors such as qualifications, job performance, length of service, and organizational needs when determining which employees within a particular job class will be affected. If a reduction in force were to occur, employees would be given as much notice as practical and typically at least one month in advance.

Involuntary Termination: Employees may be involuntarily separated from employment through termination. Grounds for termination may include poor performance, misconduct, or other violations of the City's Rules of Conduct or Ethics Policy as set forth in the Employee Handbook.

Completion of Assignment - Employees hired to fill limited term positions will be separated upon completion of the duties for which the position was established. These employees are not eligible for benefit provisions of the City.

Benefits

A separating employee is eligible to receive benefits, as long as the appropriate procedures are followed, as stated above. Two weeks' notice must be given and the employee must work the full two weeks.

Vacation: Unused earned vacation will be paid out on the employee's final paycheck. Advanced but unearned vacation will be deducted from final paychecks to the extent permitted by law. Vacation cannot be used to extend a separation date.

Compensatory Time: Unused, accrued compensatory time will be paid out on the employee's final paycheck.

Sick Leave: Unused sick leave is not eligible for payout upon separation for most employees. Employees hired on or before June 29, 2011 should refer to Appendix B for more information regarding the conversion of sick leave at separation or retirement.

Health Insurance: Health insurance terminates the last day of the month of employment. Employees will be required to pay their share of health premiums through the end of the month following separation. Extended coverage of the health insurance benefit plan is provided in accordance with conditions outlined through the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Vision and Dental Insurance: Vision and dental insurance terminates the last day of the month of employment. Employees will be required to pay their share of dental and vision premiums through the end of the month following separation.

Accident and Income Continuation Insurance: Accident and Income Continuation Insurance ends on the last day of employment.

Flexible Spending Accounts: FSA plans conclude on the last day of employment. Funds remaining at the end of the coverage period are forfeited. However, there is a thirty-day grace period for the filing of claims following the end of the coverage period.

Health Reimbursement Arrangement: HRA plans conclude on the last day of the month of employment. There is a thirty-day grace period for the filing of claims following the end of the coverage period.

Life Insurance: Life insurance ends on the last day of employment. Employees retiring through the Wisconsin Retirement System may have options for life insurance coverage through WRS.

W2: Departing employees are advised to ensure their miPayOnline accounts are kept up-to-date to facilitate the receipt of their W2s at the end of the year. This includes the important step of updating email addresses from the City-sponsored email to a personal email address.

Rehire/Reinstatement

A former employee who has attained regular status may be reinstated to their former position if they resigned in good standing and if, within one year from the date of resignation, there is a vacancy, and the reinstatement is recommended by the department director and approved by the City Manager and the Police and Fire Commission for positions under the jurisdiction of this Commission.

Procedure

The department shall notify Human Resources and Payroll immediately when they know an employee has resigned or plans to retire. Human Resources will offboard the employee and make arrangements for the exit interview. Forms should be forwarded to the Human Resources Department.

All items which have been issued to an employee during the course of employment remain the property of the City. At the time of an employee's separation, whether voluntary or involuntary, all City documents and other items of City property in the employee's possession (i.e. cell phones, identification cards, uniforms, keys, key cards, credit cards or procurement cards, tools and equipment) must be returned on or before their last day of work. It will be the supervisor's responsibility to ensure that all City property is returned.

An exit interview will be conducted for all separations of employment for regular full and part-time employees through the Human Resources Department. This interview is intended to be beneficial for both the City and the departing employee. Employees will have the opportunity to air concerns or receive answers to specific questions. Additionally, it is the intention of the City to obtain information that will help in recruitment and retention efforts.

The Human Resources Department will conduct the exit interview and document any issues that the departing employee identifies. The HR staff will verify that the department check out process has occurred, ensure that the exit questionnaire is completed, process any benefit information and distribute the required information to the departing employee.

Information obtained from the exit interview will be shared with the appropriate department managers and/or staff.

[Separation Policy Link 21]

Workplace Policies Specific to Departments

The City has in place a variety of policies that affect the work of specific employee groups only. Employees shall be aware of workplace policies that are specific to their work and they shall receive regular training in regard to the implementation of these policies. Such policies shall be maintained and made available to employees and their respective departments.

Appendix A – Benefit Eligibility by Employee Classification

Benefit	Regular Full-time	Regular Part-time (WRS Eligible)	Part-time	Temporary /Seasonal
Health Insurance	X	X		
Dental Insurance	X	X		
Vision Insurance	X	X		
Life Insurance	X	X		
Accident Plan	X	X		
Income Continuation	X	X		
Health Reimbursement	X	X		
Flexible Spending Account	X	X		
WRS Retirement Plan	X	X		
Deferred Compensation	X	X	X	
Holidays	X	X		
Sick Pay/Leave	X	X		
Vacation	X	X		
Workers Compensation	X	X	X	X
Bereavement Leave	X	X		
Lactation Accommodations	X	X	X	X
Employee Referral Bonus	X	X	X	X
Organ & Bone Marrow Donor Leave	X	X		
Family Medical Leave	X	X		
Jury Duty/Court Leave	X	X		
Military Leave	X	X		
Firefighter/Emergency Responder Leave	X	X		
Spanish Stipend	X	X	X	X
Volunteer Time Off	X	X		
Employee Assistance Program	X	X	X	X
Aquatic & Fitness Center Discount	X	X	X	X
Employee Recognition Program	X	X		

Some benefits for regular part-time, part-time and temporary/seasonal employees may be pro-rated.

Appendix B – Longevity Pay and Sick Leave Conversion (Employees hired before June 29, 2011)

Longevity Pay

This benefit does not apply to those employees who were:

- Hired on or after June 29, 2011
- Promoted to an exempt status position on or after January 1, 2012.
- Classified as exempt employees and hired on or after January 1, 2007; and
- Those employees excluded from this benefit per their employment agreement.

Full-time, regular employees with three (3) or more years of continuous service will be eligible for longevity pay. Semi-annual payments will be paid in June and December of each year. The basis for payments shall be:

- Two percent (2%) of employee's current base pay after the completion of three (3) years of service,
- Four percent (4%) of employee's current base pay after the completion of six (6) years of service,
- Six percent (6%) of employee's current base pay after the completion of nine (9) years of service,
- Eight percent (8%) of employee's current base pay after the completion of twelve (12) years of service, and
- The total annual payment to any one individual shall not exceed \$1,000.

Employees with authorized leaves of absence, who return to City employment on or before the expiration date of said leave will be regarded as having continuous employment for longevity pay purposes. Any individual whose employment with the City has been terminated for any reason except an authorized leave of absence after January 1, 1974, will be considered as a new employee upon return to City employment.

During the calendar year in which an employee retires under the City's retirement plan, they shall be entitled to receive, at the time of the semi-annual payment of longevity, a prorated portion of their longevity pay based on days worked.

“Current base pay” is defined as the amount of annual salary being received by the employee at the time the longevity payment becomes due and payable. An hourly employee's base pay will be determined by multiplying the hourly rate times 2080 hours to determine the annual wage. Current base pay does not include overtime. Longevity pay is taxable income.

Conversion of Sick Leave at Separation

This benefit is only available to employees hired on or before June 29, 2011. For employees hired after June 29, 2011, no sick leave payout option exists. Employees resigning from service with the

City after providing a minimum of two (2) weeks' notice after having worked for the City for a minimum of five (5) consecutive years are eligible to receive a cash payout of fifty percent (50%) of that entire employee's accumulated sick leave. Accrual of sick days for this purpose shall be a maximum of one-hundred eighty (180) days. Therefore, the maximum payout of accumulated sick leave shall not exceed ninety (90) days.

Conversion of Sick Leave at Retirement

General Employees (This option does not exist for employees hired after June 29, 2011): Upon an employee's retirement, all accumulated sick leave days, up to a maximum of 90 days, may be converted to a dollar value and used for the payment of group health insurance premiums. (Conversion formula: the last full year's base wage divided by two thousand eighty (2080) hours multiplied by eight (8) hours multiplied by the number of days of accumulated sick leave). Base wages may include longevity pay. Such premium contributions by the City may continue thereafter unless any of the following events are applicable to the employee: primary insured dies, or primary insured is accepted into a substantially similar program of health insurance coverage.

If the employee later chooses to stop buying into the City' group health plan prior to exhaustion of the accumulated sick leave funds, the City will then reimburse the remaining balance without any interest earnings.

Appendix C – City of Whitewater Map



Employee Handbook Receipt Acknowledgment

I understand that it is my responsibility to comply with all City policies, rules and expectations as set forth in this Handbook, as well as policies, rules and expectations that the City may otherwise establish or change from time to time. I further understand and acknowledge that this Handbook provides guidelines and information, but this Handbook is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be in writing, intended to be a contract, and authorized and approved by the Common Council at a duly-noticed meeting. I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipt of this Handbook or by following any of the provisions of this Handbook. I understand that the contents of this Handbook and my compensation and benefits may be changed by the City at any time, with or without notice to the extent permitted by law.

I understand that, unless I am otherwise subject to an individual employment contract, collective bargaining agreement or statutory provision providing a specific process for discipline or removal, I am an at-will employee and my employment can be terminated at the option of either the City or me, at any time for no reason or any lawful reason

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with the City. By distributing this handbook, the City expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.


I have received a copy of the Employee Handbook. I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

Employee's signature

Employee's name (print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

		Family Medical Leave Act (FMLA)			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	9
Issue Date:	12-21-2011	Revision Date:		Review Date:	
Special Instructions:	Policy revised to reflect change in philosophy regarding paid leave substitution.				

I. PURPOSE

This policy outlines the provisions of the Federal and Wisconsin Family and Medical Leave Acts and the rights and obligations of employees and employers under both laws.

It is the policy of the City of Whitewater to comply with the requirements of the Wisconsin and Federal Family and Medical Leave Acts (FMLA). Generally, an eligible employee will be granted up to 12 weeks of FMLA leave during any calendar year (January 1 through December 31.) The leave may be paid, unpaid or a combination of paid and unpaid, depending on the reason for the leave and the benefits to which the employee may be eligible.

The State and Federal laws differ in a number of areas, and the City will comply with both. When the reason for a leave qualifies under both State and Federal law, the following rules apply:

- The employee is deemed to be exhausting their entitlement under both laws concurrently; and
- The provision(s) most generous to the employee will apply.

II. DEFINITIONS

A. Child - Biological, adopted, or foster child, stepchild, legal ward or, under the Federal FMLA, the child of a person having day-to-day care of the child, or a child of a person standing “in loco parentis,” who is under 18 years of age or 18 years of age and older and incapable of self-care because of a serious health condition.

B. Covered Servicemember (Federal FMLA) - Active members of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, AND veterans who were members of the Armed Forces (including National Guard or Reserves) and were released or discharged from service within the five-year period prior to the date the employee’s military caregiver leave began. An individual discharged dishonorably does not qualify. The time period between the 10/28/09 enactment date and 3/8/13 effective date of the regulations is excluded in the determination of the five-year period for covered veteran status.

Family Medical Leave Act (FMLA)

- C. Domestic Partner (Wisconsin FMLA) - Same-sex couples who register in their county of residence and same-sex and opposite-sex couples who are not required to register.
 - 1. To qualify as registered domestic partners, two individuals must meet the following criteria: at least 18 years of age and capable of consenting to the relationship, not married to, or in a domestic partnership with another individual, not more closely related than second cousins (whether of the whole or half blood or by adoption), they must share a common residence, and be members of the same sex.
 - 2. To qualify as domestic partners without registration, two individuals must meet the following criteria: at least 18 years of age and capable of consenting to the relationship, not married to, or in a domestic partnership with another individual, they must share a common residence, they must not be related by blood in a way that would prohibit marriage under Wis. Stat. 763.03, they must consider themselves to be members of each other's immediate family; and they must agree to be responsible for each other's basic living expenses.
- D. Incapable of Self-Care - The individual requires active assistance or supervision to provide daily self-care in three or more of the *activities of daily living* (i.e. grooming, hygiene, bathing, dressing, eating) or *instrumental activities of daily living* (i.e. cooking, cleaning, shopping, utilizing public transportation, paying bills, maintaining a residence, using telephones and directories, and using a post office).
- E. Next of Kin (Federal FMLA) - The nearest blood relative other than the covered servicemember's spouse, parent, son or daughter, in the following order of priority: Blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemembers' next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. Parent - Biological parent, foster parent, adoptive parent, stepparent or legal guardian of an employee, or parent-in-law or domestic partners' parents under the Wisconsin FMLA. Under the Federal FMLA, "parent" includes an individual who provided day-to-day care to the employee when the employee was a child.

III. GUIDELINES: See Section E of IV How to Apply for FMLA Leave

IV. PROCEDURE

A. Eligibility

- 1. Employees are entitled to FMLA benefits if they:
 - a. Federal – Have been employed by the City of Whitewater for at least 12 months (not necessarily consecutive); and have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave.

Family Medical Leave Act (FMLA)

- 1) Any absence from work due to military service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA) must be counted toward the employee's 12-month employment period when determining FMLA eligibility.
 - 2) Time spent on paid or unpaid leave does not count in determining the 1,250-hour eligibility.
 - b. State of Wisconsin – Have been employed by the City of Whitewater for at least 52 consecutive weeks and have worked for at least 1,000 hours during the 52 weeks prior to the start of the FMLA leave.
- B. Qualifying Event and Amount of Leave
1. Eligible employees may take up to a total of 12 work weeks of unpaid FMLA leave in a calendar year for the following qualifying events:
 - a. The birth or placement of a child for adoption or under Federal FMLA for foster care:
 - 1) State law provides up to 6 work weeks of unpaid leave for any one child.
 - 2) Federal law requires that leave conclude within 12 months after the birth.
 - b. To care for the employee's spouse, child, domestic partner (under Wisconsin FMLA), or parent (includes a parent-in-law and domestic partners' parents under the Wisconsin FMLA) with a serious health condition:
 - 1) State law provides eligible employees up to 2 work weeks of FMLA family leave.
 - 2) Care for a child does not include the children of the employee's domestic partner.
 - c. Qualifying Exigency - Family leave due to an employee's spouse, child or parent being deployed or called to covered active duty in a foreign country as a member of any branch of the military, including the National Guard or Reserves.
 - a. Eligible employees may take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty.
 - b. The amount of time an eligible employee may take for Rest and Recuperation qualifying exigency leave is expanded to a maximum of 15 calendar days.
 2. Military Caregiver
 - a. An eligible employee may take up to an additional 14 weeks (not to exceed 26 weeks total) of family leave in a single 12-month period under this policy to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty (or existed before the beginning of the member's active duty and was aggravated by active duty) for which they are undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list.

Family Medical Leave Act (FMLA)

- b. A covered servicemember may also be a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
 - c. This entitlement will be applied on a per-covered-servicemember, per-injury basis. The covered servicemember must be the eligible employee's spouse, son, daughter, or parent, or next of kin. It will be necessary for the covered servicemember's treating health-care provider, as defined by law, to document the need for leave through the medical certification process.
 1. A covered veteran is defined as an individual who was discharged or released at any time during the five (5) year period prior to the first date the eligible employee takes FMLA to care for the covered veteran.
 2. A dishonorable discharge disqualifies the veteran from coverage. [The period between the 10/28/09 enactment of the law and the 3/8/13 effective date of the final rule is excluded in the determination of the five (5) year period for covered veteran status.]
 - d. For the employee's own serious health condition that renders the employee unable to perform their job.
 - 1) State law provides eligible employees up to 2 work weeks of FMLA medical leave.
 - 2) State law provides eligible employees up to 6 work weeks of FMLA leave for bone marrow or organ donation, in accordance with the Bone Marrow and Organ Donation Leave law (Section 103.11 Wis. Stats.). [Note: This leave may run concurrent with FMLA if the bone marrow or organ donation qualifies as a serious health condition under Federal or State FMLA].
2. Leave qualifying for both Wisconsin and Federal FMLA leave will count against the employee's entitlement under both laws and will run concurrently.
- a. When the reason(s) for qualified leave differ, the leave may not run concurrently under Federal and State law, and an employee may be entitled to more than 12 weeks of leave in a calendar year.
 - b. This type of leave occurrence will be evaluated and reviewed with the employee at the time of the leave.
 - c. Qualified leave taken under Worker's Compensation also will run concurrently with Federal FMLA leave.
 - d. Eligible spouses who work for the same employer are limited to a combined total of 12 work weeks of leave in a 12-month period for the following FMLA-qualifying reasons:
 - the birth of a son or daughter and bonding with the newborn child,
 - the placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child, and

Family Medical Leave Act (FMLA)

- the care of a parent with a serious health condition.

The limitation on the amount of leave for spouses working for the same employer does not apply to FMLA leave taken for some qualifying reasons. Eligible spouses who work for the same employer are each entitled to up to 12 workweeks of FMLA leave in a 12-month period, without regard to the amount of leave their spouses use, for the following FMLA-qualifying leave reasons:

- the care of a spouse or son or daughter with a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of their job; and
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on "covered active duty."

C. Non-Continuous or Intermittent Leave

1. Employees are permitted to take leave on an intermittent (blocks of time) or reduced work schedule.
 - a. When it is medically necessary to care for a family member with a serious health condition or because of the employee's serious health condition.
 - b. When it is necessary to care for a family member or next of kin who suffered an injury or illness while on active duty.
 - c. To care for a newborn, adopted or foster child.
 - 1) Federal FMLA leave for the birth or placement of a child, for adoption or foster care, may not be taken in non-continuous increments unless approved by the Municipality.
 - 2) Under the Wisconsin FMLA, the last increment of leave for the birth or placement of a child for adoption must begin within 16 weeks of that birth or placement.
 - 3) After the 16 weeks have passed (Federal FMLA window), if there is still eligible FMLA time, this time must be taken in concurrent blocks, unless non-continuous increments are approved by Human Resources.
 - 4) FMLA for the birth of a child is tied to the date of the birth of a child, so the 12 weeks of leave is an aggregate total. This is true even if the FMLA spans into multiple years.
2. Medical or family caretaking leave should be planned so as not to unduly disrupt the Municipality's operations.
3. Employees requesting non-continuous Federal FMLA leave that is foreseeable based on planned medical treatment for purposes of providing care to a child, spouse or parent with a serious health condition, or for the employee's own serious health condition, may be required to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than the regular employment position of the employee.
4. An employee temporarily transferred will receive the same pay and benefits, but may be assigned different duties.

Family Medical Leave Act (FMLA)

5. The City of Whitewater allows for intermittent leave to be taken in no less than one-hour increments.
6. The employee may not take, or be required to take, more leave than medically necessary to address the circumstances that caused the need for the leave.
7. While utilizing Non-Continuous or Intermittent Leave, for the purposes of scheduling and overtime, a plan will be created with the employee based on the following factors:
 - a. If the leave is for the serious health condition of the employee, it is presumed that the employee would be unavailable for work.
 - b. If the leave is to care for an immediate family member with a serious health condition, the employee must let management know if they would be available for additional work while on the intermittent leave. This agreement is to be prearranged upon the approval of FMLA.
 - c. If the leave is for the birth or placement of a child, the employee must let management know if they would be available for additional work while on the intermittent leave. This agreement is to be prearranged upon the approval of FMLA.

D. Payments on FMLA Leave

1. In general, both Wisconsin and Federal FMLA leaves are unpaid.
2. The City of Whitewater may require employees, or the employees may choose, to substitute paid leave for which they are eligible (such as sick leave, compensatory time or vacation days) for unpaid leave available under the Federal FMLA; or employees may choose to substitute available accrued leave for unpaid Wisconsin FMLA.
3. When paid benefits are substituted for the otherwise unpaid time, the employee is using the benefits concurrently with FMLA leave, and those benefits will not be available to the employee at a later time.
4. When paid benefits are substituted, the employee may be required to satisfy any procedural requirements of the City's paid leave policy (for example, advance notice to use paid leave, use of paid leave in established increments, etc.).
5. In cases where substitution of a paid benefit is not possible, the employee will receive reduced compensation consistent with the number of hours the person actually works.
6. The City of Whitewater will require that any leave provided by a City of Whitewater Collective Bargaining Agreement be substituted for Federal FMLA leave.
7. Holiday Pay:
 - a. If a holiday occurs while an employee is out on leave, the employee will receive pay for the holiday if the employee has substituted paid time off for the scheduled day before and after the holiday.
 - b. If the employee is electing to take the leave as unpaid time, the employee will not receive Holiday Pay.
 - c. In both cases the holiday will not entitle the employee to an extra day of leave.

E. How to Apply for FMLA Leave

Family Medical Leave Act (FMLA)

1. Employees must submit a Request for Leave email to Human Resources at least **30** days, or as soon as practicable, in advance of taking leave.
 - a. If circumstances do not permit an employee to give notice in advance of taking leave, the employee must notify Human Resources and submit the Request for Leave email as soon as possible, but no later than 7 days after the absence, which is the usual and customary notice requirement applicable to such leave, absent unusual circumstances (CFR 825.303 (c)).
 2. Failure to give timely notice may result in the delay or denial of FMLA leave and may subject the employee to discipline under City of Whitewater policies. If the leave is for a family member's or the employee's serious health condition, the employee must submit a medical certification from the employee's or the family member's health care provider within **15** days.
 - a. Documents containing family information must be kept confidential pursuant to the Genetic Information Nondisclosure Act (GINA).
 - b. If an employee does not provide the required certification by the designated deadline, or if the City of Whitewater determines that an employee's absence is not covered as FMLA leave, the leave may not be designated as Wisconsin and/or Federal FMLA leave, and the employee may be subject to discipline under the City of Whitewater attendance policies unless they use accrued paid leave (like vacation) and/or is granted a non- FMLA leave of absence.
 3. Second or third certifications at the City of Whitewater's expense and periodic re-certifications at the employee's expense may be required under certain circumstances. The City of Whitewater requires periodic reports during Federal FMLA leave regarding the employee's status and intent to return to work.
 4. Forms are available through Human Resources. See Section V: REPORTING
- F. Health Insurance Benefits
1. Group health insurance coverage will be maintained for employees while they are on FMLA leave, on the same terms as if the employee continued to work.
 - a. The employee will be required to pay their regular portion of health insurance premium payments on a schedule established by the City of Whitewater.
 - b. Other benefits, including cash payments chosen by the employee rather than group health insurance coverage, will not be maintained during periods of unpaid FMLA leave.
 2. The City of Whitewater may recover its share of health insurance premiums paid during a period of unpaid FMLA leave from an employee if the employee fails to return to work (for a minimum of 30 calendar days) after the expiration of the leave. The City of Whitewater may not collect the premiums if the reason the employee does not return is due to continuation, recurrence or onset of a serious health condition that would entitle the employee to leave under FMLA, or other circumstances beyond the employee's control.
 3. The City of Whitewater may discontinue health insurance benefits if the employee fails to make a premium payment within 30 days of the due date after providing written notice to the employee of the cancellation of coverage for non-payment.

Family Medical Leave Act (FMLA)

G. Other Benefits

1. Benefits that accumulate based upon hours worked shall not accumulate during the period of FMLA leave. In addition, an employee may be disqualified from an attendance reward program, and/or any reward may be reduced for having taken unpaid FMLA leave.
2. Other City of Whitewater benefits may be continued during periods of unpaid FMLA leave, and arrangements should be made for employee's portion of the payments with the City of Whitewater Finance Department.

H. Worker's Compensation and Light Duty

1. Federal FMLA will run concurrent with Worker's Compensation provided that the injury meets the criteria for a "serious health condition", as defined by law.
2. Substitution of accrued paid leave is not allowed for Worker's Compensation absences unless an applicable Collective Bargaining Agreement provides otherwise.
3. If an employee accepts a light duty assignment while on Worker's Compensation, that time may not count against the employee's Family or Medical Leave entitlement. If the light duty position is declined and the employee elects to stay on FMLA leave, the employee may give up their Worker's Compensation benefits.

I. Return to Work

1. Any employee returning from FMLA for their own serious health condition must provide a "Fitness for Duty" Statement signed by their treating physician.
2. Upon return from FMLA leave, an employee shall be restored to their original position or, if the position is not vacant, to an equivalent position with equivalent pay, benefits and other terms and conditions of employment.
3. An employee will not be restored to their original or equivalent position if they are unable to perform the functions of their job because of a mental or physical condition.
 - a. The City of Whitewater may require that the Physician or Medical Provider Certification specifically address the employee's ability to perform the essential functions of the job.
 - b. The City of Whitewater must provide an employee with a list of the essential functions with the FMLA Physician or Practitioner Certification and indicate that the certification address the employee's ability to perform those essential functions. (CFR 825.312(b).)
 - c. Before an employee who is unable to perform the functions of their job upon expiration of FMLA leave is terminated, the City of Whitewater must consider whether other provisions of the City of Whitewater's policy or a Collective Bargaining Agreement are applicable or whether the Americans with Disabilities Act or provisions of the Wisconsin Fair Employment Act are applicable.

- J. Further Information - For further information regarding this policy and/or your rights under both Federal and State FMLA, please see the Human Resources Department.

V. REPORTING (FORMS)

Initial Letter WH-381: Notice of Eligibility & Rights and Responsibilities


Provider Certification WH-380 E: Certification of Health Care Provider for Employee's Serious Health Condition

Family Medical Leave Act (FMLA)

Provider Certification WH-380 F: Certification of Health Care Provider for Family Member's Serious Health Condition

Approved/Not Approved WH-382: Designation Notice

Poster WH1420: Your Employee Rights Under the Family and Medical Leave Act

		Employee Assistance Program (EAP)			
Owner:	Human Resources	Approving Position:	Common Council	Pages:	3
Issue Date:	12-22-2011	Revision Date:		Review Date:	
Special Instructions:	Complete revision using CVMIC model policy				

I. PURPOSE

In an effort to assist City employees in maintaining healthy levels of emotional and physical wellbeing, and to limit the effect of personal problems on job performance, the City sponsors an Employee Assistance Program (EAP). The EAP is designed to provide short-term counseling and referral services to employees, their spouses and dependent children who may be experiencing physical, emotional, financial, drug, alcohol, marital, legal or family problems.

This policy does not alter or replace existing administrative policy or contractual agreements, but serves to assist in their utilization.

II. GUIDELINES

The EAP will provide **confidential** assessment, short-term counseling, and referral at no cost to the employee or immediate family member with a resource through which they can address personal or work-related issues. The intent is to ensure that employees have access to assistance when they need it, and hopefully prior to problems appearing in the workplace. However, when problems do appear at work, the EAP helps supervisors, managers, and employees engage constructively to support employees as they address problems, seek and receive counseling or treatment, and return to work.

- A. The following services may be confidentially utilized by employees and/or family members:
 1. Counseling up to 6 sessions per issue is available in-person, telephonically or virtually. In-the-Moment support offered 24/7/365.
 2. Life Coaching to help you and your household members meet your personal and professional goals.
 3. Resource & Referral information
 4. Legal and financial consultation that includes a free 30-minute consultation per issue with an Attorney or Financial Planner and a 25% discount on legal services, if more time is required.
 5. Medical Advocacy to help you interpret medical information related to claims, coverage, and medical diagnosis.
 6. Personal Assistant to help with the everyday tasks on your “to-do” list.

Employee Assistance Program

7. Child and Elder Care Resources
8. Your Member Portal is personalized for you with chat access. Includes access to: current health news, on-line assessment tools, child/elder/pet care self-searches, personal and professional development, training, and a library of articles on almost any work/life topic.

B. Utilization of the EAP program

Utilization of the program is voluntary. Employees may use up to 6 counseling sessions through the EAP program (per problem or issue). For employees who would like to utilize more than 6 counseling sessions, the EAP counselor will facilitate a referral to another appropriate counselor, given the situation. Ongoing counseling or other services utilized by an employee or family member will be their responsibility.

C. Referral

The City encourages the utilization of the EAP program through informal or self-referral by employees or their family members. Employees will receive contact information and an informative brochure about the EAP program upon hire and periodically throughout the City's contract with the provider. Employees and family members are encouraged to contact Human Resources if they do not have this information to confidentially obtain the telephone number of the provider. An employee's job security or future career advancement will not be jeopardized as a result of their participation in the Employee Assistance Program.

III. PROCEDURE

A. Appointments

Appointment with an EAP counselor can be made by contacting FEI Behavioral Health at 1-800-638-3327.

B. Online Portal

1. Visit your [FEI Landing Page](https://myassistanceprogram.com/fei/) (<https://myassistanceprogram.com/fei/>) and click on "Select Portal & App" in the top menu
2. Register to create a new account using your company code: **(whitewater)**
3. A confirmation email will be sent to complete the process

C. Confidentiality

The EAP is a confidential service. No information regarding a client will be shared without a signed consent form. Federal and/or state regulations do not protect participants from disclosure of information related to suspected child abuse and neglect, a situation deemed potentially life threatening, or commission of a crime against property or personnel.

D. Work Performance

When an employee is experiencing work performance problems, the supervisor, following established procedures, should work with the employee in an effort to establish acceptable levels of performance.

1. Informal Referrals

If it appears that poor performance is or may be due to personal problems or impairment, the supervisor may informally refer the employee to EAP as part of a performance improvement


Employee Assistance Program

plan. The referral to the EAP does not lessen the expectation that work performance must be improved.

2. Formal Referrals

A formal referral may be initiated as an alternative to discipline or as part of a last chance agreement where the employee is agreeing to assessment, referral and subsequent treatment as a method to retain their job with the City. Formal referrals and last chance agreements must be coordinated through Human Resources or the City Attorney's office.

E. It is appropriate and encouraged that supervisors consult with an EAP counselor regarding employee concerns. The counselor must maintain employee confidentiality and will typically maintain a neutral position with respect to workplace conflict, with the exception of conditions set by the City for continued employment (i.e., drug and alcohol rehabilitation).

		Employee Recognition Policy			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	6
Issue Date:		Revision Date:		Review Date:	
Special Instructions:	Completely new policy incorporates Years of Service, Employee of the Year, Team Celebrations, Employee Referrals & Retirement				

I. PURPOSE

The purpose of this policy is to recognize the importance of motivating, rewarding and developing employees. As such, this program has been developed to recognize individual and team efforts and to encourage and empower employees to work to the fullest extent of their capabilities.

II. POLICIES

A. **Years of Service Awards** – Years of service awards recognize and celebrate an employee’s tenure at the City of Whitewater.

1. Eligibility

- a. Full-time and part-time benefit eligible employees of the City with one year of service or greater will receive years of service awards.

2. Type of Award

- a. An employee who has completed a full year of service will receive a thank you card from the City Manager annually.
- b. An employee who has achieved five years of service will be presented with a City of Whitewater logo item.
- c. An employee who has achieved ten years of service will be presented with City of Whitewater apparel of their choice.
- d. An employee who has achieved fifteen years of service will be presented with flowers or a gift box.
- e. An employee who has achieved twenty years of service will be presented with an additional 8 hours of floating holiday for use within one year of reward.
- f. An employee who has achieved twenty-five years of service will have a lunch celebration for their division.
- g. An employee who has achieved thirty years of service will receive a plaque commemorating their achievement.
- h. Additionally, employees that achieve five-year increments will be presented with a monetary reward as follows:

- 1) Five years: \$40 Gift Card (Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc. or donation to local charity)
- 2) Ten years: \$50 Gift Card (Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc. or donation to local charity)
- 3) Fifteen years: \$60 Gift Card (Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc. or donation to local charity)
- 4) Twenty years: \$70 Gift Card (Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc. or donation to local charity)
- 5) Twenty-five years: \$80 Gift Card (Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc. or donation to local charity)
- 6) Thirty years: \$90 Gift Card (Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc. or donation to local charity)
- 7) Thirty-five years: \$100 Gift Card (Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc. or donation to local charity)
- 8) Forty years: \$110 Gift Card (Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc. or donation to local charity)

3. Award Announcements

- a. Service Awards will be presented at the City's Employee Picnic
- b. Thank You Card presented by the City Manager each month

B. Employee of the Year – the City of Whitewater appreciates the efforts of its employees to achieve goals and fulfill our vision statement. Outstanding employees deserve to be recognized both as a reward for exceptional performance and as a model to other employees.

1. Eligibility

- a. Full-time or part-time employees are eligible to participate in the employee of the year program.

2. Procedures

- a. Nominations for the award (including self-nominations) may be submitted by any employee using the nomination form available from Human Resources. Nominations are based on performance excellence, leadership, teamwork, customer focus, innovation and positive motivation during the calendar year for which the award is to be given.
- b. Completed nomination forms may be submitted to HR at any time but no later than December 31st for that year's award. The employee of the year selection committee, comprised of both management and non-management employees selected annually by HR, will meet to review the nominations and to select the employee of the year. The selection will be announced through internal communication channels, at a City-wide celebration and/or during a special recognition event.
- c. The selected employee of the year will receive either a monetary award or additional paid time off. Additionally, the name of the employee of the year will be added to the roster for this recognition in the main lobby.

- C. **Team Celebrations** - Celebrations to commemorate achievements such as promotions and achievements for the year as well as show appreciation for dedicated City service.
1. Employee Picnic
 2. Open Houses
 3. Days of Celebration (i.e., National Pizza Day, Twelve Days until Holiday Break, Health & Wellness Day)
- D. **Referral Bonus** - All City of Whitewater employees (other than managers in the line of authority and HR personnel) are eligible for a referral bonus for full- or part-time employees hired to the City of Whitewater.
1. Eligibility
 - a. Employees will receive \$250 for any full-time referrals, \$125 for part-time/benefit eligible employees and \$50 for part-time, non-benefit/non-seasonal employees hired with the City of Whitewater.
 - b. Upon successful completion of 6 months worked by the new hire, the referring employee will receive an additional \$250 for full-time, \$125 for part-time, benefit eligible and \$50 for part-time non-benefit/non-seasonal employees.
 - c. **Applicant must list the employee's name on their employment application as the referral source.**
- E. **Retirement** – the purpose of this recognition is to formally recognize and honor employees who are retiring after dedicated service to the organization.
1. Recognition
 - a. Employees who retire after a minimum of ten years of service will be formally recognized and honored by the organization.
 - b. The retirement recognition will take place on the employee's last day of employment or at a mutually agreed-upon date before their retirement.
 2. Celebration:
 - a. A retirement celebration or other commemorative event may be organized by the department to honor the retiree's contributions and achievements.
 - b. The City will provide a contribution of \$100 towards the retirement celebration expenses, which can be used towards purchasing a cake, refreshments, gifts or other items for the event.
 - c. Departments may choose to supplement this contribution with additional funds or resources as they see fit.
 3. Recognition Gifts:
 - a. In addition to the retirement celebration, departments may choose to provide retirement gifts or tokens of appreciation to the retiree.
 - b. The selection of gifts should be thoughtful and reflective of the retiree's interests, contributions, and years of service to the organization.
 4. Planning and Coordination:
 - a. Human Resources or designated department liaisons will coordinate with the retiree's department or team to plan and organize the retirement celebration.
 - b. The retiree should be consulted regarding their preferences for the celebration, including the date, time and format of the event.

5. Communication:

- a. Announcements regarding the retirement celebration will be made through internal communication channels to ensure that all employees have the opportunity to participate and extend their well-wishes to the retiree.

III. Job Aids – Award Summary Chart
Employee of the Year Nomination

Years of Service	Monetary	Recognition	Gift Items
1-4		Thank You card personalized from City Manager	
5	\$40 (Gift card-Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc., local charity)	Recognized at Picnic, Thank You card	City of Whitewater logo item
6-9		Thank You card	
10	\$50 (Gift card-Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc., local charity)	Recognized at Picnic, Thank You card	<i>City of Whitewater Apparel item</i>
11-14		Thank You card	
15	\$60 (Gift card-Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc., local charity)	Recognized at Picnic, Thank You card	<i>Flowers or a gift box</i>
16-19		Thank You card	
20	\$70 (Gift card-Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc., local charity)	Recognized at Picnic, Thank You card	<i>8 hours floating holiday</i>
21-24		Thank You card	
25	\$80 (Gift card-Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc., local charity)	Recognized at Picnic, Thank You card	<i>Lunch celebration</i>
26-29		Thank You card	
30	\$90 (Gift card-Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc., local charity)	Recognized at picnic, Thank You card	<i>Plaque</i>
31-34		Thank You card	
35	\$100 (Gift card-Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc., local charity)	Recognized at picnic, Thank You card	
36-39		Thank You card	
40	\$110 (Gift card-Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc., local charity)	Recognized at picnic, Thank You card	

Employee of the Year Nomination Form

Date:

Nominee's Name:


Nominee's Department:

Nominee's Job Title:

Nominated by (Your Name):

Nomination Criteria: Please provide specific examples or anecdotes that demonstrate how the nominee meets the any or all of following criteria:

1. **Performance Excellence:**
 - Describe how the nominee consistently exceeds performance expectations and delivers exceptional results in their role.
2. **Leadership and Initiative:**
 - Provide examples of the nominee's leadership qualities, initiative-taking, and their ability to inspire and motivate others.
3. **Teamwork and Collaboration:**
 - Explain how the nominee contributes to a positive team environment, collaborates effectively with colleagues, and supports team goals.
4. **Customer Focus:**
 - Share instances where the nominee has demonstrated a strong commitment to customer satisfaction and provided exceptional service.
5. **Adaptability and Resilience:**
 - Describe how the nominee has shown resilience and adaptability in the face of challenges or changes in the work environment.
6. **Innovation and Creativity:**
 - Provide examples of the nominee's innovative ideas, contributions to process improvement, or creative problem-solving.
7. **Continuous Learning and Development:**
 - Explain how the nominee actively seeks opportunities for learning and professional development to enhance their skills and knowledge.
8. **Ethical Conduct and Integrity:**
 - Describe how the nominee upholds ethical standards, demonstrates integrity in their actions, and fosters a culture of trust and honesty.
9. **Positive Attitude and Motivation:**
 - Share instances where the nominee has shown a positive attitude, enthusiasm, and motivation in their work, inspiring others around them.
10. **Overall Impact and Contribution:**
 - Summarize the nominee's overall impact and contribution to the organization's success, growth, and reputation.

		Americans with Disabilities Act Policy (ADA)			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	6
Issue Date:	12/22/2011	Revision Date:		Review Date:	
Special Instructions:	Expanded policy utilizing CVMIC model policy				

I. PURPOSE

This policy outlines the provisions of the Americans with Disabilities Act (ADA) of 1990 and the rights and obligations of employees and the City of Whitewater under federal and state law.

II. POLICY

In accordance with the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, the ADA Amendments Act of 2008 and the Wisconsin Fair Employment Act, the City of Whitewater prohibits discrimination against qualified individuals with disabilities in all employment practices, including: job application procedures, hiring, firing, advancement, compensation, training and other terms, conditions and privileges of employment. The City of Whitewater is committed to making reasonable accommodation in job duties, the work environment and the application process to enable a person with a permanent or chronic medical restriction to enjoy equal employment opportunities, as long as such accommodations do not constitute an undue hardship on the City.

A. Application Process

In accordance with the law, all applicants for City positions must have accessibility to all steps in the selection process and are protected from disability related questions that could potentially screen them out of the application process. Applicants may not be asked questions that are likely to elicit information about a disability, including whether an applicant has a particular disability. Inquiries regarding an applicant’s medical or worker’s compensation history may also not be asked. However, applicants may be asked questions concerning their ability to perform the essential functions of a job. An applicant may not be asked to describe or demonstrate how they would perform the job functions, unless all applicants are asked to do this or if the disability is obvious or the applicant discloses a hidden disability.

Reasonable accommodation will be provided to qualified applicants during the selection process to ensure that all applicants have accessibility to all phases of the process. Accommodations may include making an interview room accessible, or supplying an interpreter or reader.

B. Pre-Employment

Pre-offer physicals are prohibited by the City, as are inquiries regarding the existence of an applicant’s disability or the nature and severity of the disability.

After an offer of employment has been extended, it may be conditioned on the results of a medical examination, as long as all individuals in the same job category have to undergo a medical exam. The information received during medical examinations will remain confidential. However, a supervisor may be told of a candidate's necessary restrictions and/or accommodations.

If the existence of a disability is revealed during the medical exam, the offer of employment may not be withdrawn unless: (1) the reason is job related and consistent with business necessity and no reasonable accommodation can be made; (2) the disability poses a *direct threat* to the health and safety of the applicant, other employees or the general public, and which cannot be eliminated by reasonable accommodation.

C. Reasonable Accommodation

The City is committed to making reasonable accommodation in job duties, the work environment, and the application process to enable a qualified individual with a disability to enjoy equal employment opportunities, as long as such accommodations do not constitute an undue hardship on the City.

D. Complaint Procedure

If an employee believes they have been discriminated against in employment on the basis of disability, an internal complaint may be filed through the City's harassment complaint procedure, or a formal complaint may be filed with the Wisconsin Equal Rights Division of the Department of Workforce Development and/or the federal Equal Employment Opportunity Commission.

III. PROCEDURE

A. Requests for Accommodation

An employee who believes they need a reasonable accommodation to perform an essential function of their job should make that request through their direct supervisor, the ADA Coordinator or Human Resources Manager. The City will work with the employee to determine if their disability can be reasonably accommodated.

When a request for accommodation is received by a supervisor or when it is apparent that a reasonable accommodation may enable an individual with a disability to perform the essential functions of the position or participate in the employment process, the employee should be directed to submit a "**Reasonable Accommodation Request Form**" with appropriate supporting documentation to their direct supervisor or the Human Resources Department.

All requests for accommodation shall be responded to in a timely fashion, after the supervisor has engaged in the "interactive process" with the employee requesting accommodation. Supervisors are encouraged to request assistance from the Human Resources Department or other outside sources, as necessary.

The City reviews all requests for accommodation on a case by case basis and may provide a reasonable accommodation that allows the qualified individual with a disability to achieve the same level of job performance as other similarly skilled employees. The City is not obligated to provide an accommodation that causes an undue hardship on the City.

B. Documentation of Request for Accommodation

Documentation of the request for accommodation and the response (provided on the "**Response to Accommodation Request Form**") by the supervisor and/or Human Resources Manager should be forwarded to the Human Resources Department and shall be kept in a confidential file (separate from personnel and/or medical files).

IV. DEFINITIONS

- A. “Disability” as defined under the Americans with Disabilities Act of 1990 (42 U.S.C. sec. 12112) and the ADA Amendments Act of 2008:** A physical or mental impairment that substantially limits one or more major life activities (sometimes referred to in the regulations as an “actual disability”, or a record of a physical or mental impairment that substantially limited a major life activity (“record of”), or when a covered entity take an action prohibited by the ADA because of an actual or perceived impairment that is not both transitory and minor (“regarded as”).
- B. “Disability” as defined under the Wisconsin Fair Employment Act (Section 111.32):** A physical or mental impairment which makes achievement unusually difficult or limits the capacity to work; has a record of such an impairment; or is perceived as having such an impairment.
- C. Direct Threat to Safety:** A significant risk to the health or safety of the individual or others that cannot be eliminated by reasonable accommodation.
- D. Essential Job Functions:** Those activities of a job that are the core to performing the position that cannot be modified. A function is essential if: the job exists to accomplish the function, only a limited number of employees can perform the function, the function is highly specialized and an employee is hired for their expertise in the area. Other factors that may be considered in determining whether a function is essential are: the amount of time an employee spends performing the function, the consequences if the employee were not required to perform the function, the terms of applicable collective bargaining agreements, the work experience of previous employees who held the job, and the work experience of employees in similar jobs.
- E. Interactive Process:** The process by which an agent of the employer and individual requesting accommodation engage in, to discuss physical or mental abilities and limitations as they relate to the job’s essential functions and to determine possible job accommodations.
- F. Major Life Activities (Non-exhaustive list):** Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. Major life activities include the operation of major bodily functions, including functions of the immune system, special sense organs and skin, normal cell growth, digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. Major bodily functions also include the operation of an individual organ within a body system (i.e. the operation of the kidney, liver or pancreas).
- G. Physical or Mental Impairment:** Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. They also cover any mental or psychological disorder, such as intellectual disability (formerly termed mental retardation), organic brain syndrome, emotional or mental illness, and specific learning disabilities [Section 1630.2(h)]
- H. Qualified Individual with A Disability:** A person who meets legitimate skill, experience, education, or other requirements of an employment position that s/he holds or seeks, and who can perform the “essential” functions of the position with or without reasonable accommodation.
- I. Reasonable Accommodation:** Any modification or adjustment to a job or the work environment that will enable a “qualified” applicant or employee with a disability to participate in the application process or to perform essential job functions. Examples of reasonable accommodation include: making facilities readily accessible, job restructuring, modifying work schedules, implementing flexible leave policies, reassignment to a vacant position, acquiring or modifying equipment or devices, adjusting or modifying tests, training material or policies, and providing qualified readers or interpreters.
- J. Substantial Limitation of a Major Life Activity:** To have an actual disability or to have a record of a disability,

an individual must be (or have been) substantially limited in performing a major life activity as compared to most people in the general population. The following “rules of construction”, as adopted by the ADAAA, will be used when determining if an individual is substantially limited in performing a major life activity:

1. An impairment need not prevent or severely or significantly limit a major life activity to be considered “substantially limiting”. However, not every impairment will constitute a disability.
2. The term “substantially limits” should be construed broadly in favor of expansive coverage to the maximum extent permitted by the terms of the ADA.
3. The determination of whether an impairment substantially limits a major life activity requires an individualized assessment.
4. The determination of disability should not require extensive analysis.
5. Although determination of whether an impairment substantially limits a major life activity as compared to most people will not usually require scientific, medical or statistical evidence, such evidence may be used if appropriate.
6. An individual need only be substantially limited, or have a record of a substantial limitation, in one major life activity to be covered under the first or second prong of the definition of “disability.”

K. Undue Hardship: An action that is excessively costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the business.

V. JOB AIDS – Forms on Next Page



EMPLOYEE ACCOMMODATION REQUEST

Protection is afforded under the ADA to a qualified individual with a disability, who can perform the essential functions of the position, *with or without reasonable accommodation*.

Instructions: Please complete the form and attach supporting documentation from your physician and a return to work authorization (as appropriate). Submit completed form to your direct supervisor.

Name:

Address:

Department:

Position

Supervisor:

Telephone Numbers: Work:

Home:

Other:

I. Accommodation Request: Please list accommodations requested and reason for request:

Signature:


Date:



AMERICANS WITH DISABILITIES ACT (ADA)

RESPONSE TO ACCOMMODATION REQUEST

Date:	Department:
1. Accommodation Requested By:	
2. Is this individual covered by ADA?	YES NO
3. Was the requested accommodation approved?	YES NO
If yes, the following accommodations and/or modifications will be implemented:	
Approximate cost of accommodation and/or modification: \$	
If the accommodation is denied, list the reasons for the denial*:	
* The Department must consult with the Human Resources Department prior to a denial of any accommodation request.	
4. Date of action:	
5. Response by individual requesting accommodation:	
Signature:	Date:

		DOT-Regulated Employee Alcohol Misuse Prevention & Anti-Drug Policy			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	20
Issue Date:	12/05/2023	Revision Date:		Review Date:	
Special Instructions:					

I. PURPOSE

The Federal Motor Carrier Safety Administration (FMCSA) has issued federal regulations (49 CFR Parts 40 and 382) implementing the provisions of the federal Omnibus Transportation Employee Testing Act of 1991 which requires alcohol and controlled substance testing of drivers who are required to have a commercial driver's license (CDL). These regulations include detailed procedures for urine drug testing and breath alcohol testing of employees involved in safety-sensitive functions. The purpose of this policy is to establish an alcohol and controlled substances testing program to help prevent accidents, injuries, and property damage resulting from the misuse of alcohol and the use of controlled substances by drivers of commercial motor vehicles. Consequently, the City of Whitewater has established the following alcohol misuse prevention program and anti-drug program as well as subsequent enforcement of violations for its employees conducting safety-sensitive functions.

Program Contact

For additional information or questions, please refer to the Designated Employer Representative (DER) - **Human Resources Manager, 262-473-1387**.

II. POLICY

The City of Whitewater recognizes that the use and/or abuse of alcohol or controlled substances by drivers of our commercial motor vehicles present a serious threat to the safety and health of the driver and the general public. It is the policy of the City of Whitewater that its drivers should be free of drugs and alcohol at all times while performing any work for the organization, or while on any City of Whitewater property. In order to further the goal of obtaining a drug-free and alcohol-free environment, and to be in full compliance with the DOT-regulated testing requirements of 49 CFR Parts 40 and 382, the City of Whitewater has implemented a drug and alcohol testing program which is designed to help reduce and prevent vehicle accidents and injuries to the organization's employees and the public, to discourage substance use and alcohol abuse, and to reduce absenteeism, accidents, health care costs, and other drug and alcohol-related problems.

III. DEFINITIONS

For the purposes of this policy, the following definitions will apply:

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low weight alcohols including methyl and isopropyl alcohol.

Alcohol Use means the consumption of any beverage, mixture or preparation, including medications, containing alcohol.

Breath Alcohol Technician (BAT) means an individual certified as trained to operate an Evidential Breath Testing Device (EBT) and proficient in breath testing procedures.

Canceled Test means, in controlled substance testing, that a test that has been declared invalid by the MRO. A canceled test is neither positive nor negative.

Collection Site means a place where individuals present themselves for the purpose of providing body fluids or tissue samples to be analyzed for controlled substances, or to provide a breath sample to be analyzed for alcohol concentration.

Commercial Motor Vehicle (CMV) means a motor vehicle or combination of motor vehicles used in commerce to transport property or passengers if the motor vehicle:

1. Has a gross combination weight rating of 26,001 or more pounds inclusive of the towed unit with a gross vehicle weight of 10,000 pounds; or
2. Has a gross vehicle weight of 26,001 more pounds; or
3. Is designed to transport 16 or more passengers inclusive of the driver; or
4. Is of any size and is used in the transportation of materials found to be hazardous for the purpose of the Hazardous Materials Transportation Act and which require the vehicle to display a placard.

Controlled Substance under DOT rule means marijuana, cocaine, opioids, amphetamines, and phencyclidine (PCP) or other substances later defined by DOT as controlled substances.

Designated Employer Representative (DER) is an individual identified by the employer as able to receive communications and test results from service agents and is authorized to immediately remove employees from safety-sensitive functions and make decisions in the testing and evaluation processes. The DER must be an employee of the City of Whitewater.

Evidential Breath Testing Device (EBT) is a device designed to measure alcohol concentration from breath samples which has been approved by the National Highway Traffic Safety Administration.

Laboratory means a laboratory for conducting drug testing that is approved by the Department of Health and Human Services.

Medical Review Officer (MRO) means a licensed doctor of medicine or osteopathy with the knowledge of drug abuse disorders that is retained by the organization to conduct and analyze drug tests in accordance with DOT rules.

Safety-Sensitive Function means the following on duty functions:

1. All time waiting to be dispatched;
2. All time inspecting, servicing or conditioning any commercial motor vehicle;
3. All driving time, i.e. all time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon any commercial motor vehicle;
5. All time loading or unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
6. All time repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.

Performing (a safety-sensitive function) means a driver is considered to be performing a safety-sensitive function during any period in which they are actually performing, ready to perform, or immediately available to perform a safety-sensitive function.

Substance Abuse Professional (SAP) is a licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis

and treatment of alcohol and controlled substances-related disorders.

IV. POLICY COVERAGE

This policy applies to every employee (“driver”) who performs “safety sensitive functions” in association with the operation of a commercial motor vehicle in commerce in any state, and is subject to the commercial driver’s license requirements of part 383 of this subchapter.

Drivers are also governed by the City’s Non-DOT Drug and Alcohol Use Policy. In addition, transit (bus) drivers may be subject to drug and alcohol testing requirements as outlined in 49 CFR Part 655 and their department specific policy.

Condition of Employment

All drivers subject to this policy are required to submit to DOT drug and alcohol testing and therefore, it is a condition of employment

V. PROHIBITED CONDUCT

Federal Regulations prohibit the City of Whitewater’s drivers from engaging in the following conduct:

1. Using or possessing alcohol while on duty. **Note:** Federal regulations include medications containing alcohol in the substances banned from use or possession in the workplace. Therefore, drivers should not report for duty while using or possessing medication if such medication contains any measurable amount of alcohol;
2. Using alcohol within eight (8) hours following an accident, unless the employee has already undergone DOT-regulated post-accident drug and alcohol testing or is not required to undergo post-accident drug or alcohol testing;
3. Reporting for duty or remaining on duty while having an alcohol concentration of 0.04 or greater;
4. Consuming any amount of alcohol within four (4) hours before reporting for duty;
5. Using controlled substances while on duty, unless the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle;
6. Reporting for duty or remaining on duty if the employee tests positive for controlled substances or has adulterated or substituted a specimen for controlled substances; or
7. Refusing to submit to any alcohol or drug testing required by this policy.

Refusal to Test

Refusal to test, in addition to #7 Above, includes:

- Failing to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, after being directed to do so. This includes the failure of an employee to appear for a test when called.
- Failing to remain at the testing site until the testing process is complete (except in a pre-employment testing situation when an applicant leaves the testing site before the testing process commences);
- Failing to provide a urine specimen for any drug test;
- Failing to provide an adequate amount of saliva or breath for any alcohol test;
- Failing to permit a directly observed or monitored collection in a drug test;
- Failing to provide a sufficient amount of urine for the drug test or sufficient breath specimen when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- Failing or declines to take an additional drug test the employer or collector has directed the driver to take;

- Failing to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process or as directed by the employer associated with a shy bladder or insufficient breath sample. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment. If there was no contingent offer of employment, the MRO will cancel the test;
- Failing to sign the certification at Step 2 of the alcohol testing form;
- Failing to cooperate with any part of the drug and/or alcohol testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector);
- For an observed collection, failing to follow the observer’s instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process;
- Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process;
- Admitting to the organization, collector or MRO that they have adulterated or substituted the specimen;
- Providing a specimen that the MRO has determined to have been tampered with, verified adulterated or substituted;
- Failing to comply with any follow-up testing plan/criteria.

VI. CONSEQUENCES

Removal from Position

1. Any driver who engages in prohibited conduct, or otherwise violates the DOT/FMCSA regulations will immediately be removed from his/her covered position, including the operation of a commercial motor vehicle and the performance of any safety sensitive duties.
2. The driver shall not return to or assume any DOT covered position with this organization until and unless they complete the Substance Abuse Professional evaluation, referral, and education/treatment process detailed in Subpart O of 49 CFR Part 40.
3. A driver with an alcohol test result equal to or greater than 0.020 but less than 0.040, will immediately be removed from their position for a mandatory period of twenty-four (24) hours. When a reasonable suspicion drug and/or alcohol test cannot be administered and the employee’s behavior or appearance suggests alcohol misuse or use of a controlled substance, they will immediately be removed from their position for a mandatory period of twenty-four (24) hours.

Disciplinary Action

In addition to above, any employee who violates any of the rules set forth in this policy is subject to discipline, up to and including termination.

VII. REQUIRED TESTS

Refusal to submit to a required test will result in removal of that driver from their assignment(s) which, in turn, may result in discipline up to and including termination. The City of Whitewater will test drivers in the following situations:

1. Pre-Employment Testing

Any individual not currently employed by the City who is applying for a safety-sensitive position shall be required to undergo pre-employment-controlled substance testing after a conditional offer of employment has been extended.

Prior to the first time an existing employee performs safety-sensitive functions for the organization (i.e. new position, promotion, job transfer, etc.); the employee shall be required to undergo testing for controlled substances. A positive result will result in a disqualification from further consideration for the vacancy or eligibility list. Any applicant or existing employee who refuses to undergo such alcohol or drug testing will be disqualified from further consideration for employment in that safety-sensitive position.

Per §382.701 and effective January 6, 2020 the City of Whitewater will obtain driver consent and subsequently conduct a pre-employment full query of the Drug and Alcohol Clearinghouse to obtain information about whether the driver has a verified positive, adulterated, or substituted controlled substances test result; has an alcohol confirmation test with a concentration of 0.04 or higher; has refused to submit to a test in violation of §382.211; or that an employer has reported actual knowledge, as defined at §382.107, that the driver used alcohol on duty in violation of §382.205, used alcohol before duty in violation of §382.207, used alcohol following an accident in violation of §382.209, or used a controlled substance, in violation of §382.213.

The City of Whitewater will not allow a driver to perform any safety-sensitive function if the results of a Clearinghouse query demonstrate that the driver has a verified positive, adulterated, or substituted controlled substances test result; has an alcohol confirmation test with a concentration of 0.04 or higher; has refused to submit to a test in violation of §382.211; or that an employer has reported actual knowledge, as defined at §382.107, that the driver used alcohol on duty in violation of §382.205, used alcohol before duty in violation of §382.207, used alcohol following an accident in violation of §382.209, or used a controlled substance in violation of §382.213, except where a query of the Clearinghouse demonstrates:

1. That the driver has successfully completed the SAP evaluation, referral, and education/treatment process set forth in part 40, subpart O, achieves a negative return-to-duty test result; and completes the follow-up testing plan prescribed by the SAP.
2. That, if the driver has not completed all follow-up tests as prescribed by the SAP in accordance with §40.307 and specified in the SAP report required by §40.311, the driver has completed the SAP evaluation, referral, and education/treatment process set forth in part 40, subpart O, and achieves a negative return-to-duty test result, and the City of Whitewater assumes the responsibility for managing the follow-up testing process associated with the testing violation.

2. Post-Accident Testing

As soon as practicable following an accident involving a commercial motor vehicle, the City shall test the driver for alcohol and controlled substances in the following situations:

- a. The accident involves a human fatality, each surviving driver is subject to testing whether they were at fault or not;
- b. The driver has received a citation and the accident involved bodily injury requiring immediate medical attention from the accident scene; and/or
- c. The driver has received a citation and the accident involved disabling damage causing vehicle or vehicles to be towed from the scene of the accident.

Testing Timeframes

The alcohol breath test should be administered within 2 hours, but must be administered no later than 8 hours following the accident, and the drug test must be administered within 32 hours of the accident. If the alcohol test is not administered within 2 hours of the accident, or a drug test within 32 hours of the accident, the supervisor will complete a report explaining the reasons for the delay in conducting the test.

Driver Obligations

A driver who is subject to post-accident testing shall remain readily available and may not take any action to interfere with the testing or the results of the testing.

The driver shall notify their immediate supervisor as soon as possible if they are involved in an accident. After the initial

call to the employer, the driver is required to remain in contact with their supervisor with any subsequent information pertinent to the accident, including contact by any law enforcement agency, issuance of a citation, etc.

The driver shall allow law enforcement to conduct their investigation. It is possible for a federal, state, or local law enforcement official to direct an employee, who is in the course of conducting City of Whitewater business, to submit to drug and/or alcohol testing. In this case, the employee shall provide the results of that testing to the employer as soon as they become available. These results may be used in lieu of or in addition to post-accident testing outlined in this section.

3. Random Testing

Drivers are subject to unannounced DOT/FMCSA random drug and alcohol testing. Testing percentages are established annually by the FMCSA. The random selection process ensures that each driver has an equal chance of being selected and tested. Some drivers may be tested more than once each year; some may not be tested at all depending on the random selection. However, once a driver has been notified of their selection for testing, they must immediately report for testing. Failure to show for a test within a reasonable time from the time of notification or interfering with the testing process is considered a refusal to test. An employee shall only be tested for alcohol during, just before or just after the performance of safety sensitive functions.

4. Reasonable Suspicion Testing

An employee is required to submit to an alcohol or controlled substance test upon a trained (*in accordance with this policy and Section 382.603 requirements*) supervisor's reasonable suspicion to believe that the employee is in violation of this policy. The determination of reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances. The supervisor who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the employee.

Under DOT regulations, alcohol testing is only authorized if observations are made during, just preceding or just after the period of the work day that the employee is required to be in compliance (during, just before or after the employee has performed safety-sensitive functions). However, City policy requires that reasonable suspicion alcohol testing shall be performed at any time during an employee's work day.

Under DOT regulations, the employee will not be permitted to perform safety sensitive functions until: (1) an alcohol test is administered and the alcohol concentration measures less than 0.02; or (2) 24 hours have elapsed following the determination that there was reasonable suspicion to test the employee. However, City policy requires that an employee will not be returned to work until confirmed test results are obtained.

If an alcohol test is not administered within two (2) hours following the reasonable suspicion determination, the supervisor must prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test is not administered within eight (8) hours following the reasonable suspicion determination, the supervisor must cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test. In addition, the driver will be out of service for 24 hours.

The supervisor who made the observations shall provide a report that contains the observations leading to an alcohol or controlled substances reasonable suspicion test within 24 hours of the observed behavior or before the results of the alcohol or controlled substances tests are released, whichever is earlier.

1. Upon the employee's removal from the job site, the supervisor should contact the Human Resources Department. If contact cannot be made at that time, the supervisor should proceed to the next step of this procedure and make contact with the Human Resources Department as soon thereafter as possible.
2. The supervisor is to then take the employee to the collection site for drug and/or alcohol testing, and must remain at the site until the test is completed.
3. If the alcohol test is conducted more than two (2) hours, but less than eight (8) hours, after the supervisor makes the

reasonable suspicion determination, the supervisor will complete a report explaining the reason for the delay in conducting the test. If the alcohol test is not conducted within eight (8) hours after the supervisor makes such reasonable suspicion determination, or if the drug test is not conducted within twenty-four (24) hours after such determination, the supervisor will complete a report explaining the reasons why the test was not conducted.

4. Once the drug and/or alcohol test has been completed the supervisor is to make arrangements for the employee to be taken home. The employee will not be permitted to drive their own car home at that time. The employee may have a family member or a friend pick them up or the supervisor may take the employee home.
5. The employee is to be advised not to report to work. The City of Whitewater will contact the employee once the test results are known (this normally takes 24-48 hours) and a decision has been made as to the employee's status.
6. The results of the drug and/or alcohol test will be sent directly to the Human Resources Department. When the results are obtained, the employee's supervisor and department head will meet with the Human Resources Department and City Manager to determine the appropriate course of action to be taken.
7. This is a confidential process. Test results will be held strictly confidential and are not to be discussed or shared with anyone who does not need to know. Likewise, a supervisor must not discuss the suspected reason for a referral or termination with anyone who does not need to know.
8. Once the test has been completed and the employee has been taken home, the supervisor must submit a written report to the Human Resources Department outlining in detail what happened and what behavior was observed that led the supervisor to believe the employee was under the influence of alcohol and/or drugs. This report is to be done within 24 hours of testing.

5. Return-to-Duty/Follow-up Testing

The requirements for return-to-duty testing must be performed in compliance with the Substance Abuse Professional process detailed in Subpart O of 49 CFR Part 40. In summary, the driver shall not return to a driver position with the City of Whitewater unless and until they complete all requirements of Subpart O. Once those requirements have been met, the driver must complete and receive negative test results associated with return-to-duty testing. The alcohol test must be .000.

The requirements for follow up testing must be performed in compliance with the Substance Abuse Professional process detailed in Subpart O of 49 CFR Part 40. In summary, once the driver returns to their position, they will be subject to a follow up testing plan as prescribed by the Substance Abuse Professional. Follow up testing includes, but is not limited to, a minimum of six unannounced follow up tests in the first twelve months of returning to their position. Additional testing may occur for up to forty-eight months following the initial first twelve-month period.

VIII. DRUG AND ALCOHOL CLEARINGHOUSE QUERIES

In addition to the required pre-employment Clearinghouse full query, and effective January 6, 2020, the City of Whitewater will also conduct a query of the Clearinghouse at least once per year for information for all employees, subject to controlled substance and alcohol testing as defined in 49 CFR Part 382 to determine whether information exists in the Clearinghouse about those employees.

To conduct the annual query referenced above, the City of Whitewater will obtain the individual driver's consent and may conduct a "limited" query to satisfy the annual query requirement. The limited query will tell the City of Whitewater whether there is information about the individual driver in the Clearinghouse but will not release that information to the City of Whitewater. The individual driver may give consent to conduct limited queries that is effective for more than one year.

If the limited query shows that information exists in the Clearinghouse about the individual driver, the City of Whitewater must conduct a full query, within 24 hours of conducting the limited query. If the City of Whitewater fails to conduct a full query within 24 hours, the City of Whitewater must not allow the driver to continue to perform any safety-sensitive function until the City of Whitewater conducts the full query and the results confirm that the driver's Clearinghouse record contains no prohibitions as defined §382.701 (d).

IX. REPORTING TO THE CLEARINGHOUSE

The City of Whitewater must report the following information about a driver to the Clearinghouse by the close of the third business day following the date on which they obtained that information:

- (i) An alcohol confirmation test result with an alcohol concentration of 0.04 or greater;
- (ii) A negative return-to-duty test result;
- (iii) A refusal to take an alcohol test pursuant to 49 CFR 40.261;
- (iv) A refusal to test determination made in accordance with 49 CFR 40.191(a)(1) through (4), (a)(6), (a)(8) through (11), or (d)(1), but in the case of a refusal to test under (a)(11), the employer may report only those admissions made to the specimen collector; and
- (v) A report that the driver has successfully completed all follow-up tests as prescribed in the SAP report in accordance with §§40.307, 40.309, and 40.311 of the drug and alcohol regulations.

The information required to be reported under section must include, as applicable:

- (i) Reason for the test;
- (ii) Driver's name, date of birth, and CDL number and State of issuance;
- (iii) Employer name, address, and USDOT number;
- (iv) Date of the test;
- (v) Date the result was reported; and
- (vi) Test result. The test result must be one of the following:
 - (A) Negative (only required for return-to-duty tests administered in accordance with §382.309);
 - (B) Positive; or
 - (C) Refusal to take a test.

For each report of a violation of 49 CFR 40.261(a)(1) [refusal to test for alcohol] or 40.191(a)(1) [refusal to test for controlled substances], the employer must report the following information:

- (i) Documentation, including, but not limited to, electronic mail or other contemporaneous record of the time and date the driver was notified to appear at a testing site; and the time, date and testing site location at which the employee was directed to appear, or an affidavit providing evidence of such notification;
- (ii) Documentation, including, but not limited to, electronic mail or other correspondence, or an affidavit, indicating the date the employee was terminated or resigned (if applicable);
- (iii) Documentation, including, but not limited to, electronic mail or other correspondence, or an affidavit, showing that the C/TPA reporting the violation was designated as a service agent for an employer who employs them as a driver pursuant to §382.705 (b)(6) of this section when the reported refusal occurred (if applicable); and
- (iv) Documentation, including a certificate of service or other evidence, showing that the employer provided the employee with all documentation reported under §382.705 (b)(3).

Employers must report the following violations by the close of the third business day following the date on which the employer obtains actual knowledge, as defined at §382.107, of:

- (i) On-duty alcohol use pursuant to §382.205;

- (ii) Pre-duty alcohol use pursuant to §382.207;
- (iii) Alcohol use following an accident pursuant to §382.209; and
- (iv) Controlled substance uses pursuant to §382.213.

For each violation in which the employer obtains actual knowledge, as defined at §382.107, the employer must report the following information:

- (i) Driver's name, date of birth, CDL number and State of issuance;
- (ii) Employer name, address, and USDOT number, if applicable;
- (iii) Date the employer obtained actual knowledge of the violation;
- (iv) Witnesses to the violation, if any, including contact information;
- (v) Description of the violation;
- (vi) Evidence supporting each fact alleged in the description of the violation required under paragraph §382.705 (b)(4) of this section, which may include, but is not limited to, affidavits, photographs, video or audio recordings, employee statements (other than admissions pursuant to §382.121), correspondence, or other documentation; and
- (vii) A certificate of service or other evidence showing that the employer provided the employee with all information reported under paragraph §382.705 (b)(4) of this section.

Reporting Entities and Circumstances

Reporting entity	When information will be reported to clearinghouse
Prospective/Current Employer of CDL Driver	—An alcohol confirmation test with a concentration of 0.04 or higher. —Refusal to test (alcohol) as specified in 49 CFR 40.261.
	—Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR 40.191.
	—Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance.
	—Negative return-to-duty test results (drug and alcohol testing, as applicable)
	—Completion of follow-up testing.
Service Agent acting on behalf of Current Employer of CDL Driver	—An alcohol confirmation test with a concentration of 0.04 or higher. —Refusal to test (alcohol) as specified in 49 CFR 40.261.
	—Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR 40.191.
	—Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance.
	—Negative return-to-duty test results (drug and alcohol testing, as applicable)
	—Completion of follow-up testing.
MRO	—Verified positive, adulterated, or substituted drug test result.
	—Refusal to test (drug) requiring a determination by the MRO as specified in 49 CFR 40.191.
SAP	—Identification of driver and date the initial assessment was initiated.
	—Successful completion of treatment and/or education and the determination of eligibility for return-to-duty testing.

X. DRIVER CONSENT AND ACCESS TO THE CLEARINGHOUSE

The City of Whitewater cannot query the Clearinghouse to determine whether a record exists for any particular driver without first obtaining driver consent. The City must retain the consent for 3 years from the date of the last query. Written consent for limited queries can be obtained by using the “*General Consent for Limited Queries of the FMCSA-Drug and Alcohol Clearinghouse Form*” which is attached to this policy.

Before the City may access information contained in the driver's Clearinghouse record, the driver must submit electronic consent through the Clearinghouse granting the City of Whitewater access to the following specific records:

- (1) A verified positive, adulterated, or substituted controlled substances test result;
- (2) An alcohol confirmation test with a concentration of 0.04 or higher;
- (3) A refusal to submit to a test in violation of §382.211;
- (4) An employer's report of actual knowledge, as defined at §382.107, of:
 - (i) On duty alcohol use pursuant to §382.205;
 - (ii) Pre-duty alcohol use pursuant to §382.207;
 - (iii) Alcohol use following an accident pursuant to §382.209; and
 - (iv) Controlled substance uses pursuant to §382.213;
- (5) An SAP report of the successful completion of the return-to-duty process;
- (6) A negative return-to-duty test; and
- (7) An employer's report of completion of follow-up testing.

The City of Whitewater cannot permit a driver to perform a safety-sensitive function if the driver refuses to grant the consent required by the paragraphs of this section.

A driver granting consent must provide consent electronically to the Agency through the Clearinghouse prior to release of information to an employer in accordance with §382.701(a)(2) or (b)(3).

A driver may review information in the Clearinghouse about themselves, except as otherwise restricted by law or regulation. A driver must register with the Clearinghouse before accessing their information.

XI. CLEARINGHOUSE RECORDKEEPING

The City of Whitewater must retain for 3 years a record of each query and all information received in response to each query made. As of January 6, 2023, an employer who maintains a valid registration with the Clearinghouse fulfills this requirement.

XII. SELF ADMISSION

The City of Whitewater strives to maintain a safe and drug free work environment. Alcohol and drug use on the job poses a serious threat to the safety of our employees and the general public. However, the organization also understands the addictive nature of alcohol and certain drugs. The organization greatly values and cares about all employees, and will make every effort to assist any employee who comes forward and admits the need for help or treatment. To this end, the City of Whitewater has created a qualified self-admission program as detailed in its Non-DOT policy which complies with the DOT regulations by incorporating the following required elements:

- The City will not take any adverse action (loss of seniority, position, title, etc.) against any employee who makes a voluntary admission of having an alcohol or drug problem.
- In the event of a voluntary self-admission, the organization is required to remove the employee from performing, and the employee will be prohibited from performing, or continuing to perform, any safety sensitive functions.
- Self-admitting employees will be given the opportunity to seek treatment (at the employee's expense). The organization shall ensure that the employee is provided sufficient opportunity to seek evaluation, education or treatment to establish control over their drug or alcohol problem;
- In order to be permitted to resume performing safety sensitive functions for the City of Whitewater:
 - The organization must be satisfied with and approve the employee's treatment option/program.
 - The employee must successfully complete the treatment program, and provide documentation/certification of completion (as determined by a drug and alcohol abuse evaluation expert, i.e., employee assistance professional, substance abuse professional or qualified drug and alcohol counselor).

Further, the City of Whitewater must ensure that:

- Prior to the employee participating in a safety sensitive function, the employee shall undergo a return-to-duty test (at the employee's expense) with a result indicating an alcohol concentration of less than 0.02; and/or
- A return-to-duty controlled substance (at the employee's expense) test with a verified negative test result for controlled substances use; and
- The organization may incorporate employee monitoring and include non-DOT follow-up testing (at the employee's own expense).

Employees who admit to alcohol misuse or controlled substances use, are subject to the above procedures, but will not be subject to the referral, evaluation and treatment requirements set forth in 49 CFR Part 40, Subpart O, provided that:

- The driver does not self-identify in order to avoid testing under the requirements of this policy;
- The driver does not make the admission of alcohol misuse or controlled substances use prior to performing a safety-sensitive function (i.e., prior to reporting for duty); and
- The driver does not perform a safety-sensitive function until the City of Whitewater is satisfied that the employee has been evaluated and has successfully completed education or treatment requirements in accordance with the self-identification program guidelines.

XIII. TESTING PROCEDURES

Drug testing establishes the presence of a drug or drugs at or above the minimum cut-off concentration levels. The drugs for which tests are conducted include, but are not limited to, marijuana (THC), cocaine, amphetamines, phencyclidine (PCP), and opioids. The cut-off concentration levels for these substances are consistent with those defined in 49 CFR Part 40.

Alcohol testing determines the presence of alcohol based on alcohol concentration levels. Alcohol concentration (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test. Alcohol use means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

Before the testing process can begin, the employee must present a valid photo ID (such as a driver's license, state issued identification card, employer ID, etc.).

Alcohol Testing

Initial Testing

An alcohol testing form (ATF) is used to document the alcohol testing process. The Breath Alcohol Technician (BAT) will conduct an initial breath test and if the result is 0.020 or greater, a confirmation test is required. The collector completes Step 1 and the employee is required to sign Step 2 in order for the test to proceed. The employee provides an adequate

amount of breath so the device can analyze it and provide the result. The BAT and employee observe the test results, which are then recorded on the ATF. If the test result is less than .020, the result is considered negative. The collector completes Step 3 and the collection process is complete.

Confirmation Testing

A 15-minute wait period will be observed prior to the confirmation test being administered. The wait period allows an opportunity for any accumulation of residual mouth alcohol to dissipate and will prevent an artificially high reading. The confirmation test result is administered following an air blank on the testing device. Once the results are received, they must electronically print on ATF.

Confirmation test result equal to or less than 0.019 is considered negative; no further action is required. Confirmation test result equal to or greater than .020 but less than .040 requires the employee to immediately be removed from their position for a minimum of 24 hours or until their next regularly scheduled shift. An alcohol test result equal to or greater than 0.040 is considered a positive test result. The employee is directed to read and sign Step 4; if the employee refuses to sign Step 4, it will have no bearing on the result, but will be documented on the ATF.

The confirmation test results are those the organization will rely on when determining further action, if any.

DOT Drug Testing

The drug testing processes and protocols are compliant with those mandated by 49 CFR Part 40. The collector utilizes a custody and control form to document the collection process. The collector will provide a brief summary regarding the steps to complete the collection process. The driver is provided privacy to provide their specimen, immediately returns the specimen to the collector, and observes the temperature along with the collector. The collector splits the specimen into bottles A & B, seals each container and dates the label. The employee initials each label. The paperwork and specimens are sent to a laboratory certified by the U.S. Department of Health and Human Services.

Laboratory

The laboratory is certified by the U.S. Department of Health and Human Services and utilizes approved techniques and equipment to analyze the specimen. The laboratory conducts validity testing to determine if the specimen is consistent with normal human urine and to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted. Drug testing establishes the presence of a drug or drugs at or above the minimum cut-off concentration levels.

For initial drug testing, an immunoassay technique is used. If the presence of drugs is detected at or above the minimum cut-off concentration levels, a confirmation test is required. For confirmation testing, a second analytical procedure is conducted by gas chromatography/ mass spectrometry (GC/MS) technology. The procedure is used to further support a validity test result and/or identify and quantify the presence of a specific drug or drug metabolite at or above the minimum thresholds.

All test results are reported to the Medical Review Officer.

Medical Review Officer (MRO)

The MRO serves as an independent, impartial gatekeeper regarding the accuracy and integrity of the drug testing program. As a safeguard to quality and accuracy, the MRO reviews each test for accuracy.

When the laboratory reports non-negative results (i.e., confirmed positive, adulterated, substituted, or invalid drug test result), the MRO conducts a verification process with the employee. During this process, they will obtain information to determine if an alternative medical explanation for the test result exists.

If the MRO determines that a legitimate medical use exists, the drug test result is reported as negative to the employer. However, even if there is a legitimate medical explanation and verifies a test negative, the MRO has a responsibility to raise fitness-for-duty considerations with the employer.

When no legitimate medical reason is established, the MRO will report the applicable result to the employer.

XIV. CONTROLLED SUBSTANCES/ OTC/ PRESCRIPTION MEDICATIONS

Before performing any work-related duties, employees must notify their supervisor if they are taking any legally prescribed medication, therapeutic drug (to include the use of CBD Oils), or any non-prescription (over-the-counter) drug especially if it contains any measurable amount of alcohol or if it carries a warning label that indicates the employee's mental functioning, motor skills, or judgment may be adversely affected by the use of this medication. It is the responsibility of the employee to inform their physician of the type of safety-sensitive function that they perform in order that the physician may determine if the prescribed substance could interfere with the safe and effective performance of their duties or operation of City vehicles and other equipment. However, as required by the Federal Regulations, any employee who uses or possesses medication containing alcohol or any substance which would cause a positive test while on duty or who tests positive for alcohol or controlled substance(s) will be removed from their position, and subject to the provisions of this policy, even though the reason for the positive test is the fact that the employee's prescription medication contains alcohol or a controlled substance.

A legally prescribed drug is one in which the employee has a prescription or other written approval from a physician for the use of the drug in the course of medical treatment. The prescription must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing City of Whitewater business or on City of Whitewater property is prohibited by this policy.

Special Note for Rx Opioids:

Historically, the DOT's regulation required the MRO to report your medication use/medical information to a third party (e.g. your employer, health care provider responsible for your medical qualifications, etc.), if the MRO determines in their reasonable medical judgement that you may be medically unqualified according to DOT Agency regulations, or if your continued performance is likely to pose a significant safety risk. The MRO may report this information even if the MRO verifies your drug test result as 'negative'.

As of **January 1, 2018**, prior to the MRO reporting your information to a third party you will have up to five days to ensure your prescribing physician contacts the MRO. Under DOT rule, **the driver is responsible for facilitating the contact between the MRO and the prescribing physician**. The prescribing physician should be willing to state to the MRO that you can safely perform your safety-sensitive functions while taking the medication(s), or consider changing your medication to one that does not make you "medically unqualified" and/or does not pose a significant safety risk.

If the MRO and prescribing physician cannot agree on a resolution regarding the prescription and conclude the driver must remain "medically unqualified" the City of Whitewater will either place the driver on administrative leave, offer modified duty-not to include performance of any safety sensitive functions, and/or evaluate if the driver qualifies under FMLA as appropriate. During this time, as the driver is unable to perform safety sensitive functions and likely unable to perform all the essential functions of their job, an ADA interactive process may begin, as required, to help determine reasonable accommodations (if any) for the driver.

XV. CONFIDENTIALITY OF RECORDS

Procedures used for drug and alcohol testing follow the requirements of 49 CFR Part 40 to protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver. The City of Whitewater will strictly adhere to all standards of confidentiality to ensure drivers testing records and results will be released only to those authorized by the FMCSA rules to receive such information.

XVI. EMPLOYEE EDUCATION

As required by Federal Regulations, supervisors of CDL holders will be required to attend two hours of drug and alcohol education. One hour will cover alcohol misuse and the other hour will cover controlled substances use. The training shall cover the physical, behavioral, speech, and work performance indicators of probable alcohol misuse and use of controlled substances. Documentation of this training will be maintained by Human Resources and will be available for review.

For regulated employees who possess a CDL, the City will also provide each employee with a copy of this policy relating to drug

and alcohol use. This policy provides basic information concerning the effects of alcohol and controlled substances use on a person's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem; and available methods of intervening when an alcohol or controlled substance problem is suspected, including referral to any employee assistance program and/or referral to management (see below).

XVII. CERTIFICATE OF RECEIPT

The City of Whitewater shall ensure that each driver is required to sign a statement certifying that they have received a copy of this policy and materials. The organization shall maintain the original of the signed certificate and may provide a copy of the certificate to the driver.

XVIII. JOB AIDS – Forms Attached



WHAT ARE THE AFFECTS OF ALCOHOL AND DRUGS ON THE BODY

ALCOHOL

A central nervous system depressant, alcohol is the most widely abused drug. About half of all auto accident fatalities in this country are related to alcohol abuse.

How Much is Too Much?

Consider that a 12-ounce beer, a 5-ounce glass of wine, and a 1.5 ounce shot of liquor contain about the same amount of alcohol. For the average to larger person (170#) and petite to small person (125#) the following approximate BACs can be expected:

	<u>170# person</u>	<u>125# person</u>
1 drink in 1 hour	.015%	.025%
2 drinks in 1 hour	.04%	.075%
7 drinks in 1 hour	.10%	.175%

The Removal of Alcohol from The Body

- ▲ Blood alcohol concentrations in the average person usually decrease at the rate of .012 to .02% per hour
- ▲ For a given person, the rate of elimination is nearly constant regardless of the % of alcohol in the body
- ▲ Coffee, cold showers, and exercise do not quicken sobriety.

To demonstrate this, here is a chart that shows what happens when a person goes to bed intoxicated with a blood alcohol level of .250

<u>Time</u>	<u>Activity</u>	<u>Blood Alcohol</u>
1:00 AM	Goes to Bed	.250
5:00 AM	Get Up for Work	.190
7:00 AM	Reports for Work	.160
8:00 AM	Still Legally Intoxicated	.145
9:00 AM	Driving Erratically	.140
11:00 AM	Still Legally Intoxicated – car	.100
3:00 PM	Quitting Time – Still Intoxicated CDL	.040

Alcohol first acts on those parts of the brain that affect self-control and other learned behaviors. Low self-control often leads to the aggressive behavior associated with some people who drink. In large doses, alcohol can dull sensation and impair muscular coordination, memory and judgment. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart and cause permanent brain damage. On the average, heavy drinkers shorten their life span by about 10 years.

Other Effects:

- | | |
|--|---------------------------------------|
| * greatly impaired driving ability | * overindulgence (hangover) can cause |
| * reduced coordination and reflex action | * headaches/unclear thinking |
| * inability to divide attention | * nausea/unsettled digestion |
| * impaired vision and judgment | * dehydration/aching muscles |

1. MARIJUANA

Marijuana is also called grass, pot, weed, Mary Jane, herb, joint and reefer, among other street names. Marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentrations and coordination, such as driving.

NOTE: While alcohol dissipates in a matter of hours, marijuana stays in the body for four weeks or more!

Other Effects:

- ▲ driving impaired for at least 4-6 hours after smoking 1 joint
- ▲ restlessness, inability to concentrate
- ▲ increased pulse rate and blood pressure
- ▲ altered sense of identity
- ▲ impaired memory, dulling of attention
- ▲ hallucinations, fantasies and paranoia
- ▲ reduction or temporary loss of fertility

2. COCAINE

Cocaine is a stimulant drug, which increases heart rate and blood pressure. As a powder, it is inhaled, ingested, or injected. It is often called coke" snow, blow, nose candy, and white. Cocaine is also used as a free-base cocaine known as crack or rock, which is smoked.

The most dangerous effects of crack are that it can cause vomiting, rapid heart rate, tremors, and convulsive movements. All of this muscle activity increases the demand for oxygen, which can result in a cocaine-induced heart attack. Since the heat regulating center in the brain is also disrupted, dangerously high body temperatures can occur. With high doses, brain functioning, breathing and heart beat are depressed – leading to death.

Other Effects:

- ▲ a rush of pleasurable sensation
- ▲ heightened, but momentary feeling of confidence, strength and endurance
- ▲ paranoia, mood swings, anxiety
- ▲ irritation of the nostrils and nasal membrane
- ▲ reduced sense of humor
- ▲ compulsive behavior such as teeth grinding or repeated hand washing

3. AMPHETAMINES:

Amphetamines can cause increased heart and respiratory rates, and promote a feeling of alertness and an increase in speech and general physical activity. It is often called speed uppers pep pills black beauties bennies and hearts.

NOTE: People with a history of sustained low-dose use often become dependent and believe they need the drug to get by. These users frequently keep taking amphetamines to avoid the “down” mood or crash they experience when the ‘high’ wears off.

Even small infrequent doses can produce toxic effects in some people. Restlessness, anxiety, moody swings, panic, heart beat disturbances, paranoid thoughts, hallucinations, convulsions, and coma have been reported. Long-term users often have acne resembling measles, trouble with their teeth, gums and nails, and dry, dull hair. Heavy, frequent doses can produce brain damage resulting in speech disturbances.

Other Effects:

- * loss of appetite
- * exaggerated reflexes
- * distorted thinking
- * irritability, anxiety, apprehension
- * increased heart rate
- * short term insomnia
- * difficulty focusing eyes
- * increased blood pressure
- * perspiration, headaches, dizziness

4. OPIOIDS

Opioids, including heroin, morphine, and codeine are narcotics used to relieve pain and induce sleep. Common street names include, junk, smack, brown sugar, Harry or big H.

NOTE: Heroin accounts for 90% of the narcotic abuse in this country

Sometimes narcotics found in medicines are abused. This includes pain relievers containing opium and cough syrups containing codeine. Heroin is illegal, and cannot even be obtained with a physician's prescription.

Other Effects:

- * short-lived state of euphoria
- * impaired driving ability
- * drowsiness followed by sleep
- * constipation
- * decreased physical activity
- * reduced vision
- * change in sleep habits
- * possible death

5. PHENCYCLIDINE (PCP):

Also called angel dust, rocket fuel, super kools and killer weed, it was developed as a surgical anesthetic in the late 50's. Later, due to unusual side effects in humans, it was restricted to use as a veterinary anesthetic and tranquilizer. Today, it has no lawful use and is no longer legally manufactured.

NOTE: PCP is a very dangerous drug. It can produce violent and bizarre behavior even in people not otherwise prone to such behavior. More people die from accidents caused by erratic behavior produced by the drug than from the drug's direct effect on the body.

PCP scrambles the brain's internal stimuli and alters how users see and deal with their environment. Routine activities like driving and walking become very difficult.

Other Effects:

- * impaired driving ability
- * perspiration
- * Incomplete verbal responses
- * thick, slurred speech
- * drowsiness
- * repetitive speech patterns
- * blank stare
- * involuntary eye movement

Additional information about the City of Whitewater's Drug & Alcohol Program is available from:

Designated Employer Representative (DER):

Human Resources Manager Phone: 262-473-1387



General Consent for Limited Queries of the Federal Motor Carrier Safety Administration (FMCSA)

- **Drug and Alcohol Clearinghouse**
- I, _____, hereby provide consent to City of Whitewater to conduct annual limited queries of the FMCSA Commercial Driver’s License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information about me exists in the Clearinghouse, for the duration of my employment with City of Whitewater
- I understand that if the limited query conducted by City of Whitewater indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to City of Whitewater without first obtaining additional specific consent from me.
- I further understand that if I refuse to provide consent for City of Whitewater to conduct a limited query of the Clearinghouse, the City of Whitewater must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA’s drug and alcohol program regulations.

License # _____

Employee Signature

Date



**EMPLOYEE ACKNOWLEDGEMENT FORM
DRUG & ALCOHOL POLICY**

Detach and return this page to the City of Whitewater's Designated Employee Representative, Safety Manager or other identified City of Whitewater manager.

I acknowledge that I have received City of Whitewater's Drug and Alcohol Testing Policy and that this policy has been reviewed with me in a training session conducted by the City of Whitewater. I understand that the terms described in this policy may be altered, amended, or changed by the City of Whitewater, at any time or in order to comply with changes or revisions to federal law, with or without, prior notice.

PRINTED NAME _____

SIGNATURE _____


DATE _____

LICENSE _____



**CITY OF WHITEWATER LIST OF APPROVED TREATMENT PROGRAM OPTIONS
Within 75 miles**

1. Maya Robinson Wauwatosa, WI 53226 414-426-0417
2. Beth Mutton 4835 Manhattan Dr (Clarity Counseling) Rockford, IL 61108 815-520-2303
3. Michael Bauer W177N 9856 Rivercrest Dr Ste 222 Germantown, WI 53022-6422 262-509-0096
4. Tonyetta Ross 5301 W Hampton Ave Milwaukee, WI 53218 262-675-1857
5. Desilynn Smith 4021 N 27th St Fl 7 Milwaukee, WI 53216 414-554-5538
6. Tim Obert 1307 State Road 69 New Glarus, WI 53574-9328 608-527-2401
7. Hilary Harris 310 S Greenleaf St Ste 207 Gurnee, IL 60031 708-692-3194
8. Nashonna Turner 123 W. Water Street Waukegan, IL 60085 847-406-9527
9. Joanne Pilot 504 S Delphia Park Ridge, IL 60068 773-601-5191
10. Brian G. Lengfelder 800 Roosevelt Rd Bldg 322 Glen Ellyn, IL 60137-5839 630-740-7535

		Non-DOT-Regulated Employee Alcohol Misuse Prevention and Anti-Drug Policy			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	7
Issue Date:		Revision Date:		Review Date:	
Special Instructions:	New policy				

I. PURPOSE

In compliance with the Drug-Free Workplace Act of 1988, City of Whitewater has a longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the community in which the City operates.

II. POLICY COVERAGE

This policy applies to all full-time, part-time, seasonal, and limited-term employees. For employees required to hold a Commercial Driver’s License for their position, please refer to the DOT Regulated Drivers Policy for further testing, reporting and conduct requirements.

III. POLICY

Alcohol and drug abuse poses a threat to the health and safety of City of Whitewater employees and to the security of the City of Whitewater equipment and facilities. For these reasons, City of Whitewater is committed to the elimination of drug and alcohol use and abuse in the workplace. Employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale. The City has established a drug-free workplace program that balances the respect for individuals with the need to maintain a drug and alcohol free environment.

A. Prohibited Conduct for all City Employees

1. As required by the Drug Free Workplace Act, all City employees are strictly prohibited from using, possessing, manufacturing, distributing, or dispensing controlled substances while on City property, or operating City equipment or vehicles.
2. City employees are prohibited from reporting for or remaining on duty or performing assigned job duties while under the influence of alcohol or a controlled substance.

3. City managers/supervisors are prohibited from deliberately misusing this policy in regard to subordinates, as well as providing false information in connection with a test, or falsifying test results through tampering, contamination, adulteration or substitution.

B. Report of Criminal Conviction

Criminal convictions for manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace must be reported *in writing* to the City of Whitewater no later than 5 calendar days after such conviction. Appropriate action, which may consist of discipline up to and including termination, will be taken within 30 days of notification. Federal contracting agencies will be notified when appropriate.

C. Wisconsin Public Abstract Request System (PARS)

PARS is a secure online service that provides notifications for any changes to an employee's driving record and any changes/updates related to tier of operation changes and Fed Med card expiration. The City utilizes PARS for post-offer; pre-employment driving checks in safety-sensitive positions such as public works and protective services. Additionally, the City maintains a roster of employed public works and protective services drivers on PARS in order to quickly and easily receive current information regarding the driving records of the enrolled employees.

D. Drug and Alcohol Tests

1.Pre-Employment

After a conditional offer of employment has been made, the applicant may be required to take a pre-employment drug test. The applicant shall not be allowed to assume the position until such time the City of Whitewater has received a verified negative drug test result. An offer of employment will be withdrawn if the employee fails to report for testing unless the failure is due to circumstances beyond their control (such as a vehicular accident) or the applicant's test result is anything but negative.

2.Reasonable Suspicion

An employee is required to submit to an alcohol or controlled substance test upon a supervisor's reasonable suspicion to believe that the employee is in violation of this policy. The determination of reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances.

a. Reasonable Suspicion Testing Procedure

1. Upon the employee's removal from the job site, the supervisor should contact the HR Department. If contact cannot be made at that time, the supervisor should proceed to the next step of this procedure and make contact with the HR Department as soon thereafter as possible.
2. The supervisor is to then take the employee to the collection site for drug and/or alcohol testing, and must remain at the site until the test is completed.

3. If the alcohol test is conducted more than two (2) hours, but less than eight (8) hours, after the supervisor makes the reasonable suspicion determination, the supervisor should, if feasible, complete a report explaining the reason for the delay in conducting the test. If the alcohol test is not conducted within eight (8) hours after the supervisor makes such reasonable suspicion determination, or if the drug test is not conducted within twenty-four (24) hours after such determination, the supervisor should, if feasible, complete a report explaining the reasons why the test was not conducted.
4. Once the drug and/or alcohol test has been completed the supervisor is to make arrangements for the employee to be taken home. The employee will not be permitted to drive their own car home at that time. The employee may have a family member or a friend pick them up or the supervisor may take the employee home.
5. The City will contact the employee once the test results are known (this normally takes 24-48 hours) and a decision has been made as to the employee's status. The employee is to be advised not to report to work until notification is received from the City.
6. The results of the drug and/or alcohol test will be sent directly to the HR Department. When the results are obtained, the employee's supervisor(s) will meet with the HR Department to determine the appropriate course of action to be taken.
7. This is a confidential process. Test results will be held strictly confidential and are not to be discussed or shared with anyone who does not need to know. Likewise, a supervisor must not discuss the suspected reason for a referral or termination with anyone who does not need to know.
8. Once the test has been completed and the employee has been taken home, the supervisor must submit a written report to the HR Department outlining in detail what happened and what behavior was observed that led the supervisor to believe the employee was under the influence of alcohol and/or drugs. This report is to be done within 24 hours of testing.
9. Law enforcement will be notified if a suspected crime has been committed as a result of the reasonable suspicion process. The initial contact will be the Whitewater Police Department, unless the potential crime involves a Whitewater Police Department employee, in which case an outside law enforcement agency with jurisdiction will be notified.

3. Post-Accident Testing

Employees are to immediately report all accidents to a supervisor. If an employee is involved in an accident and the accident cannot be explained to the satisfaction of City representatives, the employee is involved in an accident for which the employee is issued a citation for a moving violation, the accident involves a fatality or the accident causes disabling vehicle damage, the employee shall be required to submit to a drug and/or alcohol test. This section shall apply to the employee operating the City motor vehicle and any other employee whose actions may have contributed to the occurrence of the accident.

4. Return-to-Duty/Follow-Up Testing

An employee is required to undergo an alcohol and/or drug test prior to returning to duty, following a violation of this policy and evaluation by a Substance Abuse Professional (SAP). The results of the test must indicate an alcohol concentration of less than 0.02 and/or a negative result for drug use. The City is responsible for deciding whether the employee is returned to duty.

Following successful compliance with a recommendation for education and/or treatment, the employee must submit to the follow-up testing plan established by the SAP, which shall be provided to the City of Whitewater. The City must carry out the SAP's follow up testing requirements and must ensure that the tests are unannounced with no pattern to their timing and that the employee is given no advance notice.

5. Test Refusal

The following behavior constitutes a test refusal for drugs and alcohol:

- a. Failure to appear for the test in the time frame specified by the City with the exception of pre-employment.
- b. Failure to remain at the testing site until the testing process is completed
- c. Failure to provide a urine specimen, saliva or breath specimen, as applicable.
- d. Failure to provide a sufficient volume of urine or breath without a valid medical explanation for the failure.
- e. Failure to undergo a medical examination as part of the verification process.
- f. Failure to cooperate with any part of the testing process.
- g. Failure to permit the observation or monitoring of specimen donation when so required.
- h. Failure to take a second test required by the City or collector.
- i. A drug test result that is verified by the MRO as adulterated or substituted (applicable to drug test only).

6. Results of a Positive Alcohol or Drug Test

Any employee who tests positive for drugs or for alcohol concentration of 0.02 or higher is subject to discipline, up to and including discharge.

7. Controlled Substances, Over-the-Counter, and Prescription Medications

a. Non-Safety Sensitive Positions

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with

safe performance of their job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (i.e. call in sick, use leave, request change of duty, change medications, notify supervisor, notify City Occupational Health Clinic) to avoid unsafe workplace practices.

b. Medical Review Officer (MRO)

The MRO serves as an independent, impartial gatekeeper regarding the accuracy and integrity of drug testing. As a safeguard to quality and accuracy, the MRO reviews each test for accuracy.

When the laboratory reports a confirmed positive, adulterated, substituted, or invalid drug test from the laboratory, test results are reviewed and interpreted by the MRO before they are reported to the City. The MRO conducts a verification process with the employee during which time they will obtain information to determine if an alternative medical explanation for the test result.

If the MRO determines that a legitimate medical explanation exists, the drug test result may be reported as negative to the City. Even if there is a legitimate medical explanation and verifies a negative test, the MRO has a responsibility to raise fitness-for-duty considerations with the City. When no legitimate medical reason is established, the MRO may verify a test result as a positive or refusal to test, as applicable.

8. Confidentiality of Records

The City respects the confidentiality and privacy rights of all employees. Accordingly, the results of any test administered under this policy and the identity of any employee participating in the City EAP or other assessment or treatment program will not be revealed by the City to anyone except as required by law. The City will release any employee's records as directed by the express written consent of the employee authorizing release to an identified person. In addition, the City will ensure that any lab, agency or Medical Review Officer (MRO) used to conduct testing under this policy will maintain the confidentiality of employee test records.

The Medical Review Officer (MRO) will not reveal individual test results to anyone except the individual tested, unless the MRO has been presented with a written authorization from the tested employee. The City may be requested by the MRO to have a tested employee contact the MRO if the employee was unable to be reached after a minimum of three (3) attempts over a 24-hour period. The MRO will disclose information related to a verified positive drug or alcohol test of an individual to the HR Department. The City may disclose information to the employee or to the decision maker in a lawsuit, grievance or other proceeding by or on behalf of the individual which arises from any action taken in response to a positive drug or alcohol test; or as required by law, including court orders and subpoenas; or upon the tested employee's written authorization and consent.

All records related to drug and alcohol tests of individual employees will be maintained in individual files separate from the employee's personnel file. These records will be stored in

a locked cabinet and access will only be allowed to those City employees who have a legitimate need to review the records of a particular employee.

E. Prevention and Rehabilitation

The goals of this policy are prevention and rehabilitation whenever possible, rather than discipline or termination. The City encourages employees who have an alcohol or other drug problem to seek help to deal with their problem.

IV. JOB AIDS – Form Attached

EMPLOYEE ACKNOWLEDGEMENT FORM
DRUG & ALCOHOL POLICY

Detach and return this page to the City of Whitewater's Designated Employee Representative, Safety Manager or other identified City of Whitewater manager.


I acknowledge that I have received City of Whitewater's Drug and Alcohol Testing Policy and that this policy has been reviewed with me in a training session conducted by the City of Whitewater. I understand that the terms described in this policy may be altered, amended, or changed by the City of Whitewater, at any time or in order to comply with changes or revisions to federal law, with or without, prior notice.

PRINTED NAME _____

SIGNATURE _____

DATE _____

DRIVER'S LICENSE # _____

		Ethics Policy			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	3
Issue Date:	12/22/2011	Revision Date:	12/23/2021	Review Date:	
Special Instructions:	Previously part of the Employee Conduct and Ethics Policy which are now separate policies				

I. PURPOSE

Because Whitewater believes strongly in good government, the City Council has passed an ordinance that provides that the business of the City and thus the conduct of its employees be ethical. This means that employees must be impartial and responsible to the citizens of Whitewater and decisions and policies are best made through the proper channels of open government. It means that public employees should not use their positions for personal gain. It means that Whitewater wants its citizens to have confidence in the integrity of its government. Whitewater has created an Ethics Committee that through due process handles complaints regarding ethics violations.

II. GUIDELINES

A. Ethical Standards for Employees - The following is a listing of guidelines that establish ethical standards for employees.


1. Responsibility of Public Office - Employees are bound to uphold the law, to observe the highest standards of law in the exercise of the duties of their positions, and they should faithfully discharge their duties without bias, and they must put the public interest first at all times.
2. Dedicated Service- Employees should be loyal to the objectives expressed by the voters and the programs developed to attain these objectives and employees shall adhere to the rules of work and performance established as the standard for their positions.
3. Fair and Equal Treatment – No employee shall request or permit unauthorized use of City owned vehicles, equipment, materials or property for personal convenience or profit. No employee shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

Employee Conduct and Ethics

4. Conflict of Interest – No employee shall in the discharge of their duties be involved in any business or transaction directly or indirectly in which they have a financial or personal interest.
5. Specific Conflicts Enumerated – No employee shall engage in or accept private employment or render any service for private interest when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties, unless otherwise permitted by law and unless disclosure is made as hereinafter provided.
6. Disclosure of Confidential Information – No employee shall without proper authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall such information be used to advantage the financial or other private interests of the employee or others.
7. Gifts and Favors
 - a. No employee shall accept any gift whether in the form of service, loan, thing, or promise, from any person which may tend to impair their independence of judgment or action in the performance of their duties or provide in the discharge of their duties any improper favor, service or thing of value. (Gifts received by an employee under unusual circumstances should be referred to the Ethics Committee within ten (10) days of receipt for recommended disposition.) EXCEPTION: Advertising or promotional items having a value of ten dollars (\$10.00) or less per gift shall be exempt.
 - b. No employee may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could reasonably be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the employee.
 - c. An employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was an employee.
8. Representing Private Interest Before City Agencies or Courts - No employee shall appear on behalf of any private person (other than themselves, their spouse, or minor children) before any City Agency, Board, Commission, or the Common Council if the employee or any Board, Commission, or Committee of which the employee is a member has any jurisdiction, discretion, or control over the matter which is the subject of such representation.
9. Ad Hoc Committee Exception – No violation of this Section shall exist, however, where an individual serves on an ad hoc committee charged with the responsibility or addressing an issue or topic in which that individual or the employee or client of that

Employee Conduct and Ethics

- individual, has an interest so long as the individual discloses to the ad hoc committee that such interest exists.
10. Contracts with the City – No employee who in their official capacity participates in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on their part, shall enter into any contract with the City unless it falls within the confines of WI State Statutes or the following: The contract is awarded through a process of public notice and competitive bidding or the Common Council waives the requirement of this section after determining that this is the best interest of the City to do so. Or, the contract is for the designation of a public depository of public funds.
 11. Any employee who has a financial or personal interest in any proposed legislative action of the Common Council or any Board, Commission, or Committee upon which the employee has any influence or input or of which the employee is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Common Council or the appropriate Board, Commission or Committee the nature and extent of such interest.

		Flexible Work Arrangements Policy			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	7
Issue Date:	04/06/2023	Revision Date:		Review Date:	
Special Instructions:	Policy was reviewed 04/04/2024.				

I. POLICY

The City of Whitewater supports and encourages flexible work arrangements and allows departments to implement these arrangements, where appropriate, for eligible employees. The City recognizes the changes in workforce trends and the need to improve efficiency of its operations, better address work, personal and family demands, and retain valuable employees. This policy outlines the City’s commitment to providing flexible work arrangements to enable and enhance employee’s work life balance.

Flexible work arrangements offered at the City include:

- A. Remote Work
- B. Flextime
- C. Compressed Workweek

II. DEFINITIONS

- A. Remote work: Employees working at an alternative location (most commonly from home) rather than physically traveling back and forth to a designated site.
- B. Flextime: A standard 40-hour workweek (for full-time employees) is completed but there is flexibility in establishing daily start and end times. Days of the workweek may have varying start and end times, but the pattern should recur predictably over each workweek.
- C. Compressed Workweek: Employees work 40 hours in less than five (5) full workdays. The most common types of compressed workweeks are working four (4) 10-hour days or four (4) 9-hour days and (1) 4-hour day within a week.

III. GUIDELINES

A. Eligibility

1. A flexible work arrangement is a department option and certain positions, by their nature, are not suited for flexible work arrangements. Participation is not appropriate for all employees and no employee is entitled to or guaranteed the opportunity to have a flexible work arrangement.

2. An employee's classification, compensation, and benefits will not change if approved for a flexible work arrangement.
3. Generally flexible work arrangements (Remote Work, Flextime, Compressed Workweek) should be considered when:
 - a) The employee's duties can be fulfilled within the flexible work structure.
 - b) Flexible work arrangements fit the needs of the department.
 - c) Flexible work arrangements provide for space savings or increased productivity.
 - d) The employee has demonstrated high performance, and management believes the employee can maintain the expected quantity and quality of work.
 - e) The department can maintain quality of service for employees and members of the community.
 - f) The employees work must be of a nature that face-to-face interaction with internal and external customers is minimal, and the employee's tasks can be performed successfully away from the office.
 - g) The employee consistently communicates effectively with supervisors, co-workers, support staff and citizens.
 - h) The employee operates computer or other equipment independently, to the degree that will be required to work from their home.
4. Should a conflict arise between two or more employees concerning a flexible work arrangement, the employee's department director/supervisor shall have the final authority to resolve the matter with input from the City Manager.
5. The Flexible Work Arrangement Policy shall apply to all non-represented employees in the City.

B. Review

1. Upon approval of a flexible work arrangement, a six-month trial period will apply to assess the impact and effectiveness of the arrangement.
2. After successful completion of the trial period, the work arrangement will be reviewed at least annually thereafter to ensure continued success.
3. The arrangement may be canceled for any reason by management.
4. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from their supervisor.

C. Remote Work Guidelines - Expectations and Responsibilities of Employees

1. The employee is responsible for maintaining a safe and ergonomic environment during the remote work arrangement.
2. Employees may be called to work at their regular workplace on their regular remote day to meet workload requirements. The supervisor should provide as much advanced notice as possible.
3. Time spent in normal commuting or ordinary travel from the employee's home to the workplace when no work has been performed at multiple locations shall not be considered

as hours worked.

4. The duties, obligations and responsibilities of an employee who works remotely are the same as employees at the centrally located workplace. Employees who work remotely are expected to be working at their home, or other designated location, during their flexible work arrangement.
5. Employees are responsible for maintaining availability, responsiveness and levels of productivity and quality of work at the expected standard while remotely working. Inadequate availability, reduced work production and/or poor or reduced work quality may be cause for modifications or end to remote arrangement.
6. Remote workers who are hourly employees (non-exempt under the Fair Labor Standards Act) are expected to record all hours worked in the City's timekeeping system-miPay. Hourly employees who are approved for an alternate work arrangement must discuss and be approved for any alterations to their schedule or hours with their supervisor in advance. Hourly employees who begin their day working remotely and then commute to the office to continue working (or vice versa) without relieving themselves of their duties for a significant rest period must be paid for travel time. For example, if an hourly employee traveling from a remote site to work stops for fuel on the way, that travel time is compensable. However, if the employee began work at a remote location and travels to work but stopped for fuel and for a doctor's appointment that time may not be compensable. For these reasons hourly employees must have these situations approved by their supervisor in advance.
7. Employees are responsible to provide a stable and sufficient internet connection to be able to complete their work efficiently. Employees are expected to perform due diligence to protect the security of City's data and information and confidentiality while working from home or at an off-site location. Employees should continue to abide to the *City's Information Technology Policies and Standards*.
8. Personal leave such as sick, personal holiday, and vacation that falls on a remote workday should be arranged in the same manner with their manager/supervisor as employees at the centrally located worksite. Flextime shall not be used to extend vacation or holidays.
9. Remote work is not designed to be a replacement for appropriate child/elder care. Although an individual's schedule may be modified on an occasional basis with management approval to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Employees are expected to make dependent and childcare arrangements during the time they will be working from home.
10. Employees working remotely must comply with all City of Whitewater policies and procedures concerning the handling of Protected Health Information, as well as computers, internet, and email. It is expected employees fully review and are familiar with City policies to include City of Whitewater Employee Policies, Confidentiality and Ethics Agreement, IT and Social Media Policies and any other applicable computer, network and telecommunication laws, rules and permissions remain in full effect while working remotely.

D. Equipment and Supplies

1. Computer and telephone equipment may be provided on a case-by-case basis to employees, by the City, based on availability. Remote access to the City's network may be provided to the employee at the discretion of the IT staff based on the recommendation of the employee's supervisor and Department Director. If the City's remote access system includes Internet access or other services, the employee may only use this access or service in a manner consistent with City policies (see the *City's Information Technology Policies and Standards* for more information).
2. The City will provide routine maintenance and repairs for City equipment only. The City will not provide maintenance or repairs for employee-owned equipment.
3. The City will not pay for or reimburse the employee for any communications charges, including internet access or service, cell phone charges, etc. aside from what is outlined in the cell phone reimbursement policy.
4. Necessary office supplies should be obtained through the normal procurement process. Office furniture will not be provided to employees who telework.
5. Employees who telework are subject to the same city policies regarding the use of City provided equipment, supplies and services as that of employees at the centrally located workplace.

E. Liability

1. Workers' compensation coverage is limited to designated work areas in employees' homes or alternate work locations. Employees agree to practice the same safety protocols they would use in the worksite and to maintain safe conditions in their alternate work locations. In the event of a job-related incident, accident, or injury during telework hours, the employee shall report the incident to their supervisor as soon as possible and follow normal procedures for reporting.
2. Worker's compensation will not apply to non-job-related injuries that occur while teleworking. The employee also remains responsible for injuries to third parties and/or members of the employee's family on the employee's premises.

F. Common Council Review

The Common Council will review this Policy one (1) year after adoption to ensure that it remains a positive arrangement for the City of Whitewater and its employees.

IV. PROCEDURE

A. Request for Consideration

1. All non-represented employees of the City shall submit via email a request to their department supervisor/director to work remotely to include:
 - Date range remote work would be effective.
 - Days/times remotely work is requested which shall be during normal business hours.
 - Remote work location (full address)
 - Phone number

B. Approval

1. All flexible work arrangements must be approved by the employee's supervisor and Department Director prior to implementation. Department Directors are responsible for ensuring flexible work arrangements do not disrupt City operations and level of service(s) provided and that employees are productive and responsive while working. Prior to approval of a flexible work arrangement, supervisors and Department Directors will take into consideration several factors, including but limited to, customer service requirements, equipment availability, employee performance, level of supervision needed, safety and liability concerns, etc.
2. To be approved for a Remote Work arrangement, employees and director/manager must read the outlined Section III Guidelines. All desired Flexible Work Arrangements must be presented to and approved by the employee's immediate manager in advance.
3. Management shall respond to all email request for Remote Work Arrangements via email and carbon copy Human Resources for proper retention.

V. JOB AIDS – Application on Next Page



Flexible Work Arrangement Application

Instructions: Please complete the form and submit to Human Resources	
Name:	Date:
Department:	Position:
Supervisor:	
Telephone Number - Work:	Telephone Number - Cell:
I. Current Work Schedule:	
II. The requested flexible work arrangements are described as follows (Be specific regarding dates, hours & date range):	
<p>This agreement is subject to the terms and conditions stated in the City of Whitewater Flexible Work Arrangements Policy a copy of which is attached. I have read and understand both the Flexible Work Arrangements Policy and this agreement. I agree to abide by and operate in accordance with the terms and conditions outlined in both documents. I agree that the sole purpose of this agreement is to regulate a flexible work arrangement and it does not constitute an employment contract. I understand that this agreement may be terminated at any time. In the event of a workplace emergency, this agreement may be suspended immediately and indefinitely.</p> <p>This agreement is subject to the employee satisfying the following conditions on a continuing basis:</p> <ul style="list-style-type: none"> • The employee shall perform all job duties at a satisfactory performance level. • The employee's work schedule does not interfere with normal interactions with their supervisor, co-workers or customers. • The employee's work schedule does not adversely affect the ability of other City employees to perform their jobs. • The employee will remain accessible to co-workers scheduled to work during the City's traditional business hours. • The employee's paid leave will be earned and used in the same manner as prior to this flexible work arrangement agreement and be subject to all other applicable company leave policies. <p>If the reason for the remote request is due to a medical condition, documentation must be attached to this form supporting this request. Furthermore, the employee agrees to operate within any work restrictions they might have as a result of their own medical condition.</p> <p>Any software, products, documents, reports or data created as a result of employee's work-related activities are owned by the city.</p>	
If applicable, remote work location address:	
Employee Signature:	Date:
Supervisor Signature:	Date:
Department Dir Signature (if not supervisor):	Date:



Flexible Work Arrangement Application

The City Manager has reviewed the flexible work arrangement request and it meets the following criteria and conditions:


- The request fits the needs of the department/division.
- The request fits the needs of the employee.
- Employee has agreed to perform job duties at a satisfactory level.
- The request will not unduly reduce or limit services to the public.

City Manager Approval:

The above-named employee has met all of the terms and conditions of the City of Whitewater Flexible Work Arrangements Policy and approval is granted.

City Manager Signature

Date

		Anti-Harassment & Retaliation Policy			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	6
Issue Date:		Revision Date:		Review Date:	
Special Instructions:	Complete revision to CVMIC model policy.				

I. PURPOSE

The purpose of this policy is to maintain a healthy work environment in which all individuals are treated with respect and dignity and to provide procedures for reporting, investigating and resolving complaints of harassment, discrimination and retaliation.

II. POLICY

It is the policy of the City of Whitewater that all employees have the right to work in an environment free of all forms of harassment and retaliation. The City will not tolerate, condone, or allow harassment or retaliation by any employee or other non-employees who conducts business with the City. The City considers harassment, discrimination and retaliation of others to be forms of serious employee misconduct. Therefore, the City shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment, discrimination and retaliation. A violation of this City policy can lead to discipline up to and including termination, with repeated violations, even if “minor,” resulting in greater levels of discipline as appropriate.

III. PROHIBITED ACTIVITY & RESPONSIBILITY

A. Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
2. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
3. Such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile, or offensive working environment.

B. Harassment

Harassment is any verbal, written, visual or physical act that creates a hostile, intimidating or offensive work environment or interferes with an individual’s job performance.

1. No employee shall either explicitly or implicitly ridicule, mock, deride or belittle any person.
2. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on age, ancestry, arrest & conviction record, color, creed, disability, genetic testing, honesty testing,

marital status, military service, national origin, pregnancy or childbirth, race, religion, sex (including sexual harassment), sexual orientation, and use or nonuse of lawful products of the employer's premises during non-working hours. Such harassment is a prohibited form of discrimination under state and federal employment law and/or is also considered misconduct subject to disciplinary action by the City.

C. Retaliation

1. Retaliation against any employee or applicant for filing a harassment or discrimination complaint, for assisting, testifying or participating in the investigation of such a complaint, or for requesting a protected leave of absence or reasonable accommodation, is illegal and is prohibited by the City and by federal statutes.
2. Retaliation can occur from a variety of sources, including co-workers, supervisors or elected officials.
3. Generally, any materially adverse action taken against an employee or applicant "because of" protected conduct is prohibited. The scope of retaliation goes beyond workplace-related or employment-related actions and includes conduct that would dissuade a reasonable worker from making or supporting a charge of discrimination. The significance of any given act of retaliation may depend upon the particular circumstances, but must be considered "materially adverse", thus separating significant from trivial harms that normally will not deter discrimination victims from filing a complaint. Examples of conduct that may be considered retaliation include:
 - a. Discharge
 - b. Demotion or not promoting
 - c. Reduction in pay
 - d. Reassignment of job duties
 - e. Giving a less distinguished job title
 - f. Filing false criminal charges against an employee
 - g. Significantly diminishing an employee's responsibilities
 - h. Unwarranted negative performance evaluations (impacting promotional opportunities)
 - i. Increased scrutiny of employee's work
 - j. Refusing to restore lost leave time
 - k. Isolation or shunning an employee
4. Complaint Procedure: Any employee who believes that they are being retaliated against shall report the incident(s) as soon as possible to their supervisor so that steps may be taken to protect the employee. Where doing so is not practical, the employee may instead file a complaint with another supervisor, Human Resources, the City Attorney or City Manager.
5. Retaliation is a form of employee misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and is subject to discipline up to an including termination.
6. Monitoring to ensure that retaliation does not occur is the responsibility of the chief executive officer, supervisors and the appropriate internal investigative authority.

D. Covered Individuals

Individuals covered under this policy include employees and applicants for employment, volunteers, members of the public, elected officials and appointed boards and commissions.

E. Supervisory Responsibilities

1. Each supervisor shall be responsible for preventing prohibited activities as defined above by:
 - a. Monitoring the work environment on a daily basis for signs that harassment or retaliation may be occurring;

- b. Training and counseling all employees on what constitutes harassment, sexual harassment and retaliation, on the types of behavior prohibited by the City’s policy and procedures for reporting and resolving complaints of harassment or retaliation.
- c. Stopping any observation that may be considered harassment or retaliation, and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision; and
- d. Taking immediate action to prevent retaliation towards the complaining party or witnesses and to eliminate the hostile work environment where there has been a complaint of harassment, pending an investigation. If a situation requires separation of the parties, care should be taken to avoid actions that appear to punish the complainant. Transfer or reassignment of any of the parties involved should be voluntary if possible and, if non-voluntary, should be temporary pending the outcome of the investigation.

F. Employee Responsibilities

- 1. Each employee of this agency is responsible for assisting in the prevention of harassment and retaliation through the following acts:
 - a. Refraining from participation in, or encouragement of actions that could be perceived as harassment or retaliation.
 - b. Reporting acts of harassment or retaliation to a supervisor; and
 - c. Encouraging any employee who confides that they are being harassed, discriminated or retaliated against to report these acts to a supervisor.
- 2. Failure of any employee to carry out the above responsibilities will be considered in any performance evaluation or promotional decisions and may be grounds for discipline.

G. Complaint Procedures

- 1. Any employee encountering harassment or retaliation is encouraged but not required to inform the person that the actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment and retaliation in order to provide the fullest basis for investigation.
- 2. Any employee who has unsuccessfully attempted to terminate the harassment or retaliation by means of Section 1 and who believes that they are being harassed shall report the incident(s) as soon as possible to their supervisor so that steps may be taken to protect the employee from further harassment or retaliation, and so that appropriate investigative and disciplinary measures may be initiated. Where doing so is not practical, the employee may instead file a complaint with another supervisor, Human Resources, the City Attorney or City Manager.
 - a. The supervisor or other person to whom a complaint is given shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment or retaliation, any witnesses to the incident(s) and the date(s) on which it occurred.
- 3. An employee should utilize the City’s internal reporting procedure first. However, if after utilizing this procedure the complainant does not feel the complaint has been adequately addressed, the employee may file a complaint with either or both of the following:
 - a. **State of Wisconsin – Equal Rights Division**
201 East Washington Avenue
Madison, WI 53703
Phone: 608-266-6860
 - b. **Equal Employment Opportunity Commission**
210 Martin Luther King Boulevard
Madison, WI 53703
Phone: 608-266-4910

- c. *If the employee exercises the reporting options of (a) or (b) from above, they must file a copy of the complaint with the City Attorney within 24 hours of filing the complaint.*
4. The internal investigation authority shall be responsible for investigating any complaint alleging harassment, discrimination or retaliation.
 - a. The internal investigative authority shall immediately notify the chief executive officer and the City Attorney if the complaint contains evidence of criminal activity, such as battery, rape or attempted rape.
 - b. The investigation shall include a determination as to whether other employees are being harassed or retaliated against by the person, and whether other City employees participated in or encouraged the harassment or retaliation.
 - c. The internal investigative authority shall inform the parties involved of the outcome of the investigation.
 - d. A file of harassment, discrimination and retaliation complaints shall be maintained in a secure location. The chief executive officer shall be provided with an annual summary of these complaints.
5. There shall be no retaliation against any employee for filing a harassment or discrimination complaint, or for assisting, testifying or participating in the investigation of such a complaint.
6. The complaining party's confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.
7. Complaints of employees accused of harassment and/or retaliation may file a grievance/appeal in accordance with City procedures when they disagree with the investigation or disposition of a harassment or retaliation claim.

IV. DEFINITIONS

- A. Harassment on any basis (race, sex, age, disability etc.) exists whenever:** Submission to harassing conduct is made, either explicit or implicit, a term or condition of an individual's employment; submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual; the conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment. Such conduct is prohibited under this policy and §111.31-111.39 Wis. Stats.
- B. Non-Verbal:** Sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, e-mail, the internet or other such sources as a means to express or obtain sexual material, comments etc., printed or written materials including offensive cartoons, suggestive or offensive sounds, whistling, catcalls or obscene gestures. Any material which inappropriately raises the issues of sex or discrimination. Treating an employee differently than other employees when they have refused an offer of sexual relations.
- C. Other Forms of Harassment:** Persistent and unwelcome conduct or actions on the basis of disability, sex, arrests or conviction record, marital status, sexual orientation, membership in the military reserve, or use or nonuse of lawful products away from work is prohibited under this policy and s.111.31-111.39, Wis. Stats.
- D. Physical:** Unsolicited or unwelcome physical contact of a sexual nature, which may include touching, hugging, massages, kissing, pinching, patting, or regularly brushing against the body of another person.
- E. Retaliation,** as outlined in Title VII of the Civil Rights Act of 1964, prohibits employers, employment agencies, joint labor management committees controlling apprenticeship or training, and labor organizations from discriminating against employees, applicants, or members who have opposed any unlawful employment practice, filed a charge, testified, assisted, or participated in any investigation, proceeding, or hearing under this subchapter.
- F. Unwelcome:** Sexual conduct is unwelcome whenever the person subjected to it considers it unwelcome. The conduct may be unwelcomed even though the victim voluntarily engages in it to avoid adverse treatment.
- G. Verbal Harassment:** Sexual innuendoes, degrading or suggestive comments, repeated pressure for dates, jokes of a sexual nature, unwelcome sexual flirtations, degrading words used to describe an individual,

obscene and/or graphic description of an individual’s body or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to a suggested sexual relationship.

All of the laws we enforce make it illegal to fire, demote, harass, or otherwise “retaliate” against people (applicants or employees) because they filed a charge of discrimination, because they complained to their [employer or other covered entity](#) about discrimination on the job, or because they participated in an employment discrimination proceeding (such as an investigation or lawsuit).

For example, it is illegal for an employer to refuse to promote an employee because they filed a charge of discrimination with the EEOC, even if EEOC later determined no discrimination occurred.

Retaliation & Work Situations

The law forbids retaliation when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits and any other term or condition of employment.

V. JOB AIDS – Form on Next Page



Name of Complainant: _____ Date: _____

Date of Incident: _____ Time: _____

Location of Incident: _____

Name of Witnesses to the Incident [Include email / telephone number if known]: _____

Details of the Incident [Attach additional pages if necessary]: _____

Have you reported this or similar behavior before [If so, please indicate to whom and date reported]?

Have you discussed this complaint with anyone else [If so, please indicate to whom and date discussed]?


Do you know of any documents that may be relevant to this matter [Please attach]?

How would you like this matter resolved? _____

The foregoing information is true and correct to the best of my knowledge.

Signature: _____ Date: _____

Intake Signature: _____ Date: _____

		Information Technologies Policies & Standards			
Owner:	IT Director	Approving Position:	Common Council	Pages:	7
Issue Date:	12/22/2011	Revision Date:		Review Date:	
Special Instructions:	Minor updates to policy to reflect changes in IT technology and procedures such as ticketing system.				

I. PURPOSE

The purpose of this policy is to set forth general guidelines for the efficient, ethical and appropriate use of and prohibit inappropriate use of Informational Technology (IT) resources. All IT resources are the property of the City of Whitewater. Employees should not have any expectations of privacy and understand that the City can and will monitor use of all IT resources including the use of the City’s Wi-Fi (Wireless Local Area Network) on personal devices. The policy is meant to ensure that the use of IT resources among employees is consistent with City policies, all applicable laws and the individual user’s job responsibilities. The policy is intended to confirm that all information composed, sent, or received is and shall remain City property, and it further enhances City-wide coordination and management of electronic communications and IT resources. This policy is intended to apply to all individuals who have authority to use City electronic communication, Wi-Fi, and IT resources.

II. POLICIES and STANDARDS

Administrative

Any requests to the IT department should be in writing at a minimum and would also utilize the City’s ticketing system. Any request that does not utilize the City’s ticketing system may not be fulfilled. Any exception to this is in the event of an emergency where no work can be completed such as in the event of a network outage, compromised system, etc.

All employees will be required to sign the Information Technologies Policies and Standards Agreement before using City IT resources. Department directors will be responsible for ensuring this statement is signed and forwarded to Human Resources for placement in the personnel file. Human Resources will thereafter obtain the required signoffs from all new employees hired by the City during employee orientation.

Department directors are considered to be the custodian of all information pertaining to their department as well as enforcement of this policy within their department. Disciplinary action for violation of this policy may include, but is not limited to, verbal or written reprimand, suspension or termination. The department director, together with the City Manager, Human Resources and the IT Director will investigate reported violations to determine if any action is justified.

E-Mail

Scope- Applies to use of City e-mail services by City employees.

Policy-

- a) The City of Whitewater is the owner of all e-mail accounts and addresses in its registered domains as well as email accounts created outside of the City's domains for City business. All e-mail messages processed by the City's e-mail server become the property of the City of Whitewater. City of Whitewater e-mail users have no right of ownership or expectation of personal privacy in their e-mail usage.
- b) Additional encryption beyond what the City is currently utilizing is prohibited on any documents or e-mail created on City IT resources, without prior approval by the IT Director.
- c) The City reserves the right, without notice, to inspect, modify, return, reject, redirect or discard any e-mail message it receives, for any reason. The City reserves the right, without notice, to limit or restrict any individual's e-mail usage.
- d) The City may place system-wide limitations on e-mail usage in order to protect the well-being of the City's e-mail infrastructure and ensure system availability and reliability for all e-mail users (e.g., maximum mailbox size, maximum message size)
- e) All e-mail messages and attachments are centrally archived and indexed automatically upon arrival to the Exchange Email Server.
- f) City e-mail services shall be used in accordance with all applicable Federal and State laws, City ordinances, policies, rules and regulations, and Administrative Instructions, and may not be used as a vehicle to harass or intimidate. All users of City e-mail services are expected to conduct themselves in a professional and ethical manner.
- g) City e-mail services are provided for the purposes of study, research, service, and other activities, which must be in the conduct of official business or in support of the City's mission, with the exception of occasional personal use. Personal use shall be kept at a minimum.
- h) Access to City e-mail services is granted to an individual by the City for that individual's sole use. Users are authorized to access, use, copy, modify, or delete files and data on their own accounts. Users shall not perform any functions on another user's e-mail account or on a shared mailbox without the explicit permission of the primary user of that account. Users shall not allow someone else to use their account(s) and/or password(s). City e-mail users are responsible for their e-mail accounts and shall be held accountable if someone else uses their service with permission and violates this policy.
- i) Subscription to mailing lists, "listservs," or other mass mailings is authorized only when used to conduct official City business. Non-work-related subscriptions to mass mailings are prohibited. The City also reserves the right to unsubscribe any or all City e-mail addresses from said mailings.
- j) Access to City e-mail services shall be permanently revoked upon employee termination or retirement. The City shall not forward e-mail messages addressed to terminated or retired City employees except to other City e-mail addresses. The City shall not provide address verification, correction, or forwarding to personal or non-City e-mail accounts or addresses under any circumstances.
- k) User privacy is not to be violated. It is the responsibility of the user to protect their privacy. Users shall not leave passwords where they can easily be found, share passwords with others, or leave confidential information on a screen where it could be viewed by an unauthorized person.
- l) All City e-mail accounts (and all City digital media) are subject to Wisconsin Open Records Law. While a majority of City records fall under Wisconsin Open Records Law, users should not assume that any message contents or data are automatically subject to public inspection under the Wisconsin Open Records Law. There are exclusions to this law, and such message contents or data may not be forwarded, uploaded, or otherwise transmitted without appropriate approvals.

Internet

Scope- This policy establishes appropriate use of City Internet access for City employees. The City of Whitewater provides employees access to the vast information resources of the Internet with the intention of increasing productivity. While Internet access has the potential to help you do your job faster/smarter, there is justifiable concern that it can also be misused. Such misuse can waste time and potentially violate laws, ordinances, or other City policies.

Policy-

- a) City internet access is provided to employees for the purposes of study, research, service and other activities, which, with the exception of occasional personal use, must be in the conduct of official business or in support of the City's mission. Personal use shall be kept at a minimum. This includes the use of the City's Wi-Fi network.
- b) Each City employee using the City's internet access shall identify themselves honestly, accurately, and completely when corresponding or participating in online activities.
- c) Employees have no right of ownership or expectation of personal privacy as to their City Internet usage. The City reserves the right to inspect any and all network traffic internet usage including Wi-Fi. The City reserves the right, without notice, to limit or restrict any employee's internet usage.
- d) Offensive content may not be accessed, displayed, archived, stored, distributed, edited, or recorded using City network, printing, or computing resources. Offensive content includes, but is not limited to, pornography, sexual comments or images, profanity, racial slurs, gender-specific comments, or any content that can reasonably offend someone on the basis of sex, race, color, religion, national origin, age, sexual orientation, gender identity, mental or physical disability, veteran status or any protected status of an individual or that individual's relatives or associates. Any content that may be interpreted as libelous, defamatory or slanderous is prohibited. Exceptions shall be made as it pertains to Police investigations.
- e) City internet access shall not be used to conduct personal business, play computer games, gamble, run a business, conduct political campaigns, for personal gain, or to take part in any prohibited or illegal activity.
- f) No employee may use City internet access to post a message to an Internet message board, chat room, weblog, listserv, social media site, or other Internet communication facility, except in the conduct of official business. The message must clearly identify the author as a City employee, by name, with the employee's official return City e-mail address or other contact information. Any opinions expressed must include a disclaimer stating that the opinions are those of the author and not necessarily those of the City of Whitewater.
- g) Any software or download via the internet may be used only in ways that are consistent with their licenses or copyrights, and only after review and approval by the City's IT Director.
- h) No employee may use the City's internet facilities to deliberately propagate any virus, worm, Trojan horse, trap-door, or back-door program code, or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user.
- i) Internet access from the City's networks is "filtered" using a third-party product/service. Access shall be limited or blocked based upon categories or protocols defined by the vendor of the product/service and the IT Director.
- j) Employees requiring access to blocked or limited sites in order to conduct official City business only may request an exemption from a site restriction using their network credentials. This request must be in writing and must provide a specific reason for the override and if the override is temporary. All overrides shall be reported (and are recorded) to the IT Director for review.

Hardware and Software

Scope- Expedite the procurement process for City standard IT equipment. Any standard IT commodity purchase

must be approved by the IT Director or their designee. The City is working to reduce the total cost of ownership of City IT assets.

Policy-

- a) Department directors will work with their staff and the IT department to establish appropriate technology implementation and they will consult with the IT department to ensure the equipment is compatible with the City's existing infrastructure.
- b) The IT Director or their designee will approve all IT purchases with the exception of peripherals such as keyboards, mice, and speakers to ensure compatibility with current IT resources. This process anchors City IT procurement standards and also promotes cost savings for the City.
- c) Installation of hardware and software by persons other than the IT department without prior authorization is prohibited. Employees shall use only hardware and software provided or approved by the City. Any suspected misuse of software shall be reported to the IT Director.
- d) All hardware and software inventories will be maintained by the IT department. If a user/department receives hardware or software directly, it will be given to the IT department immediately to be placed into inventory. Web-based applications that do not require downloads or City network resources are exempt from this.

Network

Scope- Applies to all devices connecting to networks owned and managed by the City of Whitewater. The City has made, and will continue to make, a significant investment implementing and information sharing infrastructure to meet the business needs of the City, the work requirements of employees, and the communication needs of the public.

Policy- The following policies are adopted to ensure the internal and external integrity and protection of the City's networks:

- a) No non-City owned or managed platforms (PCs, laptops, tablets, or any other devices capable of attaching to the network) will be directly connected through any means to the City's internal networks, without prior approval by the IT Director.
- b) No remote connectivity or remote-control software (e.g. PC Anywhere, GoToMyPC, etc.) will be used to connect to the City's network in any way unless approved in advance by the IT Director.
- c) No wireless device will be connected to the City's internal Wi-Fi network unless approved in advance by the IT Director. An exception is the use of guest Wi-Fi for personal devices.
- d) All platforms approved by the IT Director for connection to the City's internal networks will have the City's anti-virus and antimalware protection software.
- e) User names and passwords created by the IT department shall provide internal network access. The requirements for complexity and formatting of these credentials will follow Microsoft's best practice policy for strong authentications. Users are not permitted to place personal passwords on local settings (e.g. screensavers).
- f) All users shall log off of the network when they are away from their computer for any significant length of time and when they leave for the day. Per security policy, if the user's computer remains inactive for more than 15 minutes, the connection to the network will be locked. The user will have to unlock their workstation upon return to access the system. Users are responsible for properly safeguarding any administrative data such as logins and passwords, and are held accountable for any activity which occurs under their login name and password. Users must log off when they are not immediately near their workstation.
- g) All personal and shared workstations must be restarted at least once a week.

- h) Anti-virus and antimalware software shall be loaded on all servers and workstations, and all programs, files, external storage devices, downloads, etc. are actively scanned during usage. If a user finds that any virus, corruption or damage has occurred, or is being reported, contact the IT department immediately.
- i) All of the City's servers and information contained therein shall be backed up on a daily basis. Backup media shall be stored in a secure, locked location on City premises and is managed by the IT department. Additionally, the media should be stored off-site in a secure facility at a minimum once per week and ideally in a cloud storage environment. Media no longer used or needed shall be disposed of in the appropriate manner to ensure that data is not retrievable from the discarded media. Users are strongly encouraged to store data in the appropriate folders that are on the City servers so that it is not lost. Any data not stored in designated areas is not the responsibility of the City should it be lost or damaged.
- j) Electronic documents will be treated the same as paper documents with respect to City Ordinances (refer to City Municipal Code Chapter 15: Public Records Management) and Resolutions, Regulations, Administrative and Executive Instructions, and Schedules regarding document retention and disposition.

Phone, Fax, Cellular Phone, Photocopy Machines & Other Equipment

Scope- This policy ensures City telecommunications resources are used appropriately. City telephone equipment, cellular telephones, fax machines, photocopy machines, and equipment as outlined below are provided for official City business use only. As such, absent a clear and convincing exception, all landline, cell phone and fax numbers paid for with taxpayer dollars are to be made available to the public on request. City employees are reminded that all messages, calls, files and user actions are subject to monitoring.

Policy-

- a) With the exception of occasional personal use, all use of City telecommunications equipment and services is for City business use only. Personal calls should be made during an employee's break or lunch hour, except for necessary work-related situations such as unanticipated overtime or family emergencies. In the event the City is charged for a personal call, the employee may be required to reimburse* the City for the actual cost.
- b) City copiers are intended for business use. In the event that an employee uses this equipment for personal use, the employee shall reimburse the city for the actual cost of usage, and personal use shall be kept at a minimum. *
- c) Directory assistance (411) calls should be kept to a minimum. Telephone directories are readily available throughout the City and online for outside numbers.
- d) City employees that require cellular telephones to perform their essential job functions will be enrolled in a "calling plan" considered to be appropriate for their City business needs. Employees that are issued a cellular phone will sign the City Cell Phone Usage Agreement, and will abide by the rules set forth in the agreement.
- e) Voice mail is for business purposes and all messages received are the property of the City. Messages should be deleted from the voice mail system as soon as possible. The City's voice mail system will automatically delete messages after 15 days.

*** Note: The actual cost of usage will be available on the respective City bill and reimbursement for personal usage can be set up through the Finance Department. It is the employee's responsibility to disclose personal use.**

Resource Usage

Scope- This policy applies to all data utilizing City IT Resources. The City has and reserves the right to monitor, review, audit, intercept, access and disclose all information created, received or sent on City IT resources. Information contained in the IT resources will only be disclosed to the extent permitted by law, for business purposes, or as needed to enforce the policy. Authorized access to employee IT resources by other employees or outside individuals

includes, but is not limited to, the following:

- a) Access by the IT Director during the course of system maintenance or administration, investigation or network slowdown, system hardware or software problems including software license compliance, general system failure, litigation, or potential litigation.
- b) Access approved by the employee, the employee's supervisor, or an officer of the City when there is a need to perform work or provide a service when the employee is not available.
- c) Access approved by the employee's supervisor, the City Manager, or an officer of the City when there is suspicion of a crime or violation of a policy.
- d) Access approved by the City Manager or the City Attorney in response to the City's receipt of a court order or request from law enforcement officials for disclosure of an employee's e-mail messages.
- e) Confidential and misinformation – the release of untrue, distorted, confidential information, or the use of aliases, regarding City business, is prohibited.
- f) Equipment, software, hardware or related peripherals are not to be removed from City premises without authorization from the IT Director and appropriate Department directors.
- g) The IT department does not monitor employee productivity without explicit permission from the Human Resources Manager, the City Manager, or their designee.

III. JOB AIDS – Form on Next Page




INFORMATION TECHNOLOGIES POLICIES AND STANDARDS
AGREEMENT

I acknowledge that I have received, read, and understand the City of Whitewater's Information and Technologies Policies and Standards. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment. I understand that if I have any questions, I should contact my supervisor, department director or Human Resources.

Employee Signature _____

Employee Name _____

Date _____

		Social Networking Policy			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	6
Issue Date:		Revision Date:		Review Date:	
Special Instructions:	Formerly Social Media Policy – complete revision utilizing CVMIC model policy.				

I. PURPOSE

The City of Whitewater has an overriding interest and expectation in deciding what is “announced” or “spoken” on behalf of the City through the use of social media. This policy establishes guidelines for the establishment and use of social media by the City of Whitewater for conveying information about the City and its events and activities. This policy also establishes guidance for employees acting in a personal capacity when using social media.

The City of Whitewater’s intent is to create a “government speech forum” or a “limited forum” devoted exclusively to the City of Whitewater’s postings to the public. Nothing in this policy shall be applied to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor laws or other applicable laws.

II. POLICY

A. City of Whitewater Website

The City of Whitewater’s website www.whitewater-wi.gov is the City of Whitewater’s primary and predominant internet presence. All of the City of Whitewater’s website content and social media sites that are posted by departments and offices will be subject to approval by the City Manager or designee. Social media use should complement rather than replace the City of Whitewater’s primary website. Only employees authorized by the City Manager are authorized to post content on the City of Whitewater’s website.

B. Social Media Provider Terms of Service

Social media is defined as the various activities that integrate technology, social interaction, and content creation. Through social media, individuals or groups may create, organize, edit, comment on, combine and share content. Social media providers offer web pages that provide a means for various forms of discussion and information-sharing and include features such as social networks, blogs, video sharing, podcasts, wikis, message boards, and news media comment sharing/blogging. Social media providers are hosted by websites that authorize multiple users to establish, post content on, and operate their own individual social media profile. Technologies associated with social media often include picture and video sharing, wall

postings, e-mail, instant messaging, and music sharing. Examples of websites that host social media profiles include, but are not limited to, Facebook (social networking); YouTube (social networking and video sharing); and X (social networking and microblogging).

Each social media provider maintains a term of use agreement for users. All posts and comments on any City of Whitewater social media profile are bound by these terms and conditions. The City of Whitewater reserves the right to report any user violation under the terms and conditions. This policy does not modify the terms and conditions established by the social media provider. Nor does the City of Whitewater assume any responsibility or liability for decisions made by the social media provider involving the conduct or absence of conduct by the social media provider or by the user.

The terms and conditions of the social media provider represent a binding contract. No employee may execute such terms of service or enter into an agreement on behalf of the City of Whitewater without authorization from the City Manager.

C. Social Media Posting

As a public entity, the City of Whitewater must abide by certain standards to serve all constituents in a civil and unbiased manner. Only employees authorized by the City Manager are authorized to post content on an authorized City of Whitewater social media profile on behalf of the City. The City Manager's Office will maintain a list of social media profiles, including login and password information, approved for use by departments and employees for communicating the City of Whitewater's business. Any social media profiles used by the City, including any login information and passwords, are the property of the City of Whitewater and not the property of an employee or other party. Any social media profile used by the City of Whitewater must be capable of editing, removing, and archiving content from social media websites. The authorized employee will inform the City Manager's Office of any administrative changes to existing social media profiles.

For each social media profile approved for use by the City, the following documentation will be developed and adopted:

- A list of authorized employees who may manage the social media profile
- Operational and use guidelines
- Standards and processes for managing accounts on social media sites
- Branding standards
- Design standards
- Standards for the administration of social media sites

Authorized employees representing the City of Whitewater on social media must conduct themselves at all times as professional and dignified representatives of the City in accordance with all policies, directives, and professional expectations.

Employees posting content on behalf of the City of Whitewater must follow these guiding principles:

- Communications must be consistent with the goals, branding, mission, vision, and values of the City of Whitewater.
- Communications must be factual and accurate and not reflect opinions or biases.
- Communicate meaningful, respectful entries that are on topic while also recognizing that postings are widely accessible and not easily retractable.

- Communications must be written in plain business English with proper grammar and vocabulary and should avoid acronyms and jargon.
- Communications must comply with policy, directives, professional expectations, and respect for privacy, confidentiality, and applicable legal guidelines for external communication.
- Ensure that legal right exists to publish all materials, including photos and articles, and comply with all trademark, copyright, fair use, disclosure of processes and methodologies, confidentiality, and financial disclosure laws.
- If identifying yourself, then maintain transparency by using your real name and job title, and by being clear about your role regarding the subject. Write and post only about your area of expertise. Remember that your postings are your responsibility.
- Communications must never be for political purposes or in support of or opposition to political campaigns or ballot measures.
- Communications must never be for purposes of private business activity or commerce, or for personal motivation or sharing of personal opinion or commentary.
- Communications must not promote, foster, or perpetuate discrimination, harassment, or retaliation on the basis of race, creed, color, age, religion, gender, marital status, national origin, disability, or sexual orientation, or other protected status.
- Communications must not compromise the safety or security of the public, public systems, or public services.

An important part of social media use is restraint. While the City of Whitewater desires to inform the community of the City of Whitewater’s business, the City of Whitewater is not entering into a debate or discourse with those reading the social media profile. As such, “commenting,” “liking,” or “non-liking” of a post or comment by any other person is not permitted except in the following limited circumstances:

- An authorized employee may respond to a comment when the employee is providing contact information to the commenter to seek or provide further information.
- An employee may respond to a comment or post to direct the poster to the City of Whitewater’s website or to a previous social media post by the City.
- The employee’s name and title should be made available in the responsive comment.

D. Reporting/Removal of Social Media Activity

A post, like, or comment by a member of the public on any City of Whitewater social media profile is the opinion of the commentator or poster only. Publication of a user’s post, a like, or a comment does not imply endorsement of, or agreement by, the City of Whitewater or reflect the opinions or policies of the City. The City of Whitewater assumes no liability for any comment, like, or post made by another person.

If a forum allowing for two-way or multi-way communication is created, then an authorized employee may, with the approval of the City Manager, regulate comments or posts made by other persons on the City of Whitewater’s social media profile as provided herein. The City of Whitewater requires that authorized employee to immediately notify the Chief of Staff if there is any posted material that may violate this policy, violates the terms of use of the social media provider, is illegal, or that potentially infringes the copyrights or other rights of any persons. The Chief of Staff will investigate and address the potential violation. If the comment or post violates the terms of use established by the social media provider, then the authorized employee may notify the social media provider and report the post or comment. If a comment or post demonstrates or incites unlawful behavior, then the authorized employee may notify law enforcement authorities. If the comment or post contains any of the following content, the comment may be subject to removal or restriction by the City of Whitewater:

- Obscene content;
- Content that is threatening or incites violence;
- Solicitation of commerce, including but not limited to, advertising of any non-City of Whitewater related event, or business or product for sale;
- Conduct in violation of any federal, state or local law;
- Content that promotes, fosters or perpetuates unlawful activity;
- Content that infringes the intellectual property rights of others;
- Content that is malicious or harmful software or malware.

The City of Whitewater should not deny access to the City of Whitewater’s social media profile for any individual who violates the City of Whitewater’s social media policy. The social media provider may, relying on their terms and conditions and their discretion, block a user or remove content in violation of the terms and conditions, and nothing herein restrains the social media provider from such actions.

E. Record Retention

The City of Whitewater must retain all social media content published by the City of Whitewater for the purposes of public records retention as may be required by applicable law. Records required to be maintained pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the record and is accessible. Any content removed by the City of Whitewater based on these guidelines must be retained in accordance with the applicable retention schedule including the time, date and identity of the poster, when available.

F. Open Meetings Law Compliance

All conduct by officials serving on a governmental body must comply with Wisconsin’s Open Meetings Law. Officials should refrain from discussing business or action of the governmental body with one another while using social media. Authorized employees publishing on the City of Whitewater’s social media profile should not engage officials serving on a governmental body when engaging in the City of Whitewater’s social media activity.

G. Employee Personal Conduct

Like other members of the community, employees may use social media profiles not belonging to the City of Whitewater for the employee’s personal social media purposes. Employees must recognize that most uses of personal social media are still part of the public domain regardless of privacy settings and are easily replicated and published.

An employee’s personal social media profile or use must remain personal in nature. In addition, employees should never use their City of Whitewater e-mail account, login, or passwords in conjunction with a personal social media profile. Regardless of whether an employee identifies on a personal social media account that the employee works for the City of Whitewater, employment with the City of Whitewater is public record and members of the public may associate the employee with the City. As such, employees must exercise care when posting and commenting on social media as personal views can be tied back to employment with the City of Whitewater.

Employees posting personal content on social media must follow these guiding principles:

- When commenting or posting on matters pertaining to the City of Whitewater, the employee must make clear to other persons that the employee is speaking as a private citizen and not as an employee of the City of Whitewater.
- Pause and think before posting with the understanding that postings are widely accessible, not easily retractable, easily shared and replicated.
- Personal activity is the personal responsibility of the employee, including the consequences that flow from such activity.

Nothing in this policy is meant to prevent an employee from exercising their right to make a complaint of unlawful discrimination or other workplace misconduct through the proper processes, to engage in lawful protected concerted activity, or to express a personal opinion on a matter of public concern which may be balanced against the interests of the City of Whitewater.

H. Compliance with Policy

The City of Whitewater reserves the right to monitor and analyze social media use to ensure compliance with policy, directives and expectations, to evaluate use, and to recommend and implement changes to use of social media, among other legitimate government interests. Failure to comply with this policy by any employee may result in disciplinary action up to and including termination of employment. Failure to comply with this policy by any officeholder may result in pursuit of any lawful action against any official in violation of policy.

III. JOB AIDS – Form on Next Page

**Social Networking Policy
Employee Acknowledgement Page**

I understand that I must have approval from the City Manager to use, engage, or post on the City of Whitewater's social media profiles and pages on behalf of the City of Whitewater. I also understand that I am responsible for all postings made by me on the City of Whitewater's social media profiles and pages, including those made in sections created for replies, comments, or other similar responses. I further understand that the Social Networking Policy applies to postings made by me via personal social media, and I agree to adhere to the guidelines in such Policy.

I acknowledge that all content on the City of Whitewater's social media is considered to be property of the City and may be monitored by the City of Whitewater. As such, I acknowledge and understand that I am obligated to promptly disclose any log-in names or passwords associated with the City of Whitewater's social media profiles and pages to the City Manager upon request. I further understand that employees do not have privacy or personal rights in the use of the City of Whitewater's social media, and the postings, data, access to or distribution of such materials is subject to all applicable laws.

I authorize my image, likeness, voice, and work product to be published, used, and disclosed by the City of Whitewater on its social media, and I waive any and all rights I may have to royalties and compensation. I understand the City retains sole right and discretion as to use and ownership of information posted, published, used, and disclosed on its social media to the extent permitted by law.

I understand that I am obligated to report any suspected or perceived violations of the Social Networking Policy that I observe on the City of Whitewater's social media to the Chief of Staff for further review and determination. I further understand that I must be authorized by the Chief of Staff to regulate comments or posts made by other persons on the City of Whitewater's social media profiles and pages or to regulate the access of private citizens to the City of Whitewater's social media profiles and pages. To the extent I am authorized to regulate posts or comments made by other persons on the City of Whitewater's social media profiles and pages or regulate the access of private citizens to the City of Whitewater's social media profiles and pages, I agree to regulate such matters consistent with the restrictions set forth in the Social Networking Policy.

In complying with the Policy, I will abide by all security procedures as set forth by the City of Whitewater's I.T. Department. I am aware that violations of the Policy may result in restriction of use, may subject me to disciplinary action, up to and including discharge from employment, and may subject me to civil or criminal liability.

I acknowledge I have read and that I understand the Policy and have been afforded an opportunity to ask questions regarding the Policy.

I have read and understand this Acknowledgement Form.


Signature of Employee

Date

Signature of Supervisor

Date

AFTER SIGNING THIS ACKNOWLEDGEMENT FORM, BRING THE ORIGINAL, EXECUTED COPY OF THIS FORM TO HUMAN RESOURCES FOR PLACEMENT IN THE PERSONNEL FILE.

		Bloodborne Pathogens Policy			
Owner:	DPW Director	Approving Position:	Common Council	Pages:	9
Issue Date:	04/23/2021	Revision Date:	10/27/2022	Review Date:	
Special Instructions:	OSHA standard 29 CFR 1910.1030				

I. POLICY

The purpose of this policy is to provide a comprehensive infection control system, which maximizes protection against infectious disease for all employees and for the public that they serve.

This policy will establish specific procedures that employees should follow to reduce their risk of exposure to infectious diseases. Personal protection equipment (PPE) and procedures that should be followed when handling persons or equipment that may be contaminated by infectious diseases, will also be addressed in this policy.

II. GUIDELINES

It is the policy of the City of Whitewater that all employees recognize the potential risk of contamination that can occur when dealing with people or property that may be contaminated with an infectious disease. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens" <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030>.

III. DEFINITIONS

- A. **Biohazard:** Any danger, risk or harm resulting from exposure to infectious bacteria, viruses, or other harmful agents or their products.
- B. **Body Fluids:** Included, but not limited to, body secretions such as blood, semen, saliva, vomit, urine, or feces.
- C. **Communicable Disease:** Any infectious disease capable of being passed to another person by contact with the infected individual or their body fluids. Communicable diseases include, but are not limited to AIDS (HIV Virus), Hepatitis B, and Tuberculosis.

Bloodborne Policy

- D. Contaminated Waste: Any waste which has had contact with any potentially contaminated blood or body fluid, including, but not limited to, soiled gloves, gauze, disposable first aid materials.
- E. Coordinator: The HR Manager, who is in charge of overseeing the implementation and continued use of bloodborne pathogens policy and exposure plan for the City of Whitewater.
- F. Indirect Exposure: Indirect contact with a potentially infected person through inhalation of an airborne virus or bacteria from a cough or sneeze or contact with an object an infected person has previously touched. This would also include a small fluid spill on an employee, excluding any mucous membrane of eye, nose or mouth, or any open wounds.
- G. Sharps: Medical articles, including those that are potentially infectious and that may cause punctures or cuts.
- H. Sharps Container: Leak-proof, puncture resistant container capable of holding contaminated sharp materials such as needles, broken glass, etc. Each container shall be marked appropriately with the red-orange label
- I. Significant Exposure: Direct contact by an employee with the body fluids of another. Direct contact is mucous membrane exposure; i.e., being stuck by a hypodermic needle, knife or other sharp object, contact with an open wound, or through the employees eyes, nose or mouth.
- J. Universal Precautions: All blood or other potentially infectious materials will be considered infectious, regardless of the perceived status of the individual.

IV. PROCEDURE

- A. Exposure determination: An employee may reasonably anticipate exposure to blood, body fluids or other potentially infectious materials during emergency medical care to injured or ill persons.
- B. Work Practice Controls
 - 1. Hand-washing is required after contact with a possible infectious environment and shall only be done in rest rooms, or an area where food is not handled. When a sink is unavailable an antiseptic hand towelette shall be used.
 - 2. Leak-proof, puncture resistant sharps containers with appropriate labels and color coding are available for all sharps materials.
 - a. The sharps containers are located in all public restrooms in the Municipal Building, the Armory, the Cravath Lakefront Community Building, the Starin Park Community Building (outside bathrooms only).
 - b. Facility Building Maintenance staff are assigned to safely dispose of sharps.
- C. Prevention
 - 1. Immunizations are available to protect employees from contracting many types of infectious diseases.

Bloodborne Policy

- a. The City of Whitewater encourages all employees with a higher probability for exposure (Wastewater) receive immunization for Hepatitis B. The cost of this immunization shall be the responsibility of the City.
 - b. Employees with a higher probably for exposure who decline the Hepatitis B immunization shall sign the *Hepatitis B Vaccine Declination Form* provided by the Coordinator.
 - c. Employees who have not been immunized against "childhood" diseases such as measles, mumps, and rubella should contact their family physicians to obtain these immunizations.
2. Persons with sores, scratches, abrasions, and cuts should take additional precautionary measures to minimize their exposure to infectious diseases.
- a. The greatest protection against infection is human skin, but even a small scratch or sore may permit a virus or bacteria to enter the body.
 - b. Sores, scratches, abrasions and cuts should be covered with a bandage or dressing when at work. If the bandage or dressing becomes soiled, employees should change it with materials available in a department first aid kit.
- D. Personal Protective Equipment (PPE)
1. Equipment designed to protect an employee from significant or indirect exposures to body fluids (gloves, goggles, mask, gown) should be utilized when handling property and/or persons contaminated with body fluids.
 - a. It is the at-risk personnel's responsibility to notify the Coordinator if they have an allergic sensitivity or size conflict to the supplied equipment (gloves, gowns, booties).
 - b. Upon request, the Coordinator or designee shall supply the employee with alternate equipment.
 2. A pocket mask or CPR face shield/barrier mask shall be used whenever one is administering CPR.
 3. Bloodborne pathogen/bodily fluid spill kits and first aid kits are available in the following areas:
 - a. Municipal Building Finance Department
 - b. Municipal Building 2nd Floor Administration
 - c. Irvin L. Young Memorial Library
 - d. Starin Park Community Building
 - e. Water Utility Building
 - f. Streets/City Garage
 - g. Wastewater Utility Building
 - h. Whitewater Aquatic and Fitness Center
 4. Managers/Supervisors shall insure that the PPE kit is readily available and stocked.

Bloodborne Policy

5. Replacement PPE items can be obtained through the Coordinator or designee.
- E. Precautions for handling and using PPE
1. Remove garments soaked by blood or other infectious materials immediately, or as soon as possible.
 2. Roll garments outward, away from body and clothing so as not to be contaminated from the infectious materials on the used PPE.
- F. Contaminated Equipment/Clothing
1. If equipment or vehicles are contaminated with body fluids from any person, whether infected or not, the items shall be disinfected.
 - a. Before leaving work, contaminated equipment shall be placed in appropriate areas for either discarding or decontaminating.
 - b. Contaminated equipment shall not be taken home until it has been decontaminated.
 2. All Contaminated clothing shall be removed and placed into red biohazard bags.
 - a. DPW employees should contact their uniform clothing provider to determine how to handle contaminate uniforms.
 - b. Employees who do not have uniforms have the options to have their clothing washed or disposed of.
 - c. Sweatpants, t-shirts, and sweatshirts are available from the police department for employees who need clothing to travel home to get clean clothing.
 3. After gloves are removed and disposed of, hands should be cleaned with the alcohol solution, disinfectant wipes, or washed with antiseptic soap and warm water.
- G. Housekeeping
1. Documentation of decontamination, stocking and training will be handled by the Coordinator or designee.
 2. Personnel are responsible for ensuring that any equipment is cleaned with appropriate disinfectant and decontaminated immediately after spills or leakage occurs, or as soon as possible.
 - a. Liquid blood and body fluids shall be disinfected and cleaned up with bodily fluid absorbent in the following manner:
 - 1) Gloves and mask shall be worn
 - 2) Bodily fluid absorbent shall be poured over the spill
 - 3) The now solid waste shall be scooped up and disposed in a red biohazard bag.
 - 4) The area will be wiped down with a disinfectant spray or wipe.

Bloodborne Policy

- b. In the event bodily fluid absorbent is unavailable the contaminated area shall be cleaned in the following manner:
 1. Wearing gloves and mask, blot with a paper towel.
 2. Spray with a disinfecting solution.
 3. Wipe again with a paper towel.
 4. Spray and wipe a second time with the disinfecting solution
 5. Paper towels and gloves shall then be placed in a red bio-hazard bag.
 3. Contaminated items, such as bloodied gauze pads, PPE, paper towels, etc., shall be properly disposed of by placing in a red biohazard bags
 4. Notify Facility Building Maintenance staff to dispose of the red biohazard bags.
 5. Sharps, general principles.
 - a. Ensure that sharps boxes are correctly assembled and marked to identify.
 - b. Do not dispose of sharps into anything other than an approved OSHA container.
 - c. Sharp boxes should be wall or trolley mounted using brackets whenever possible.
 - d. Boxes must only be filled to the manufacturer's fill line.
 - 1) When to capacity notify Facility Building Maintenance staff.
 - 2) Facility Building Maintenance staff will follow the contacted disposal company's policy to dispose of the container.
- H. Procedure for Exposure Incidents
1. If an employee believes that they have been exposed to an infectious disease, or a high probability exists, a supervisor shall be notified immediately.
 2. If the exposure is determined to be a significant exposure, i.e. eyes, nose, mouth or open wound, the employee shall obtain medical treatment immediately, or as soon as possible.
 3. The incident shall be documented on the *Exposure Incident Investigation Report*.
 4. If an employee has been exposed to body fluids, a supervisor, a physician or the city's legal advisor shall ask the person who is the source of the suspected exposure to submit to a blood test as soon as practical.
- I. Post exposure evaluation and follow-up:
1. In the event of a significant exposure incident, the procedures listed below are to be followed:
 - a. A written opinion by the evaluating health care professional stating that the exposed employee has been informed of the results of the evaluation and about any treatment is included in the employee's confidential medical records.

Bloodborne Policy

- b. The health care professional shall have a copy of that evaluation mailed to the HR Manager, who will then place the evaluation into the employees file.

J. Training

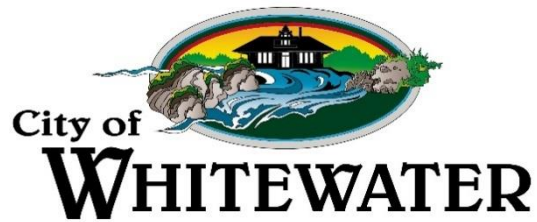
1. All new personnel shall receive Bloodborne Pathogens training within the first month of hire
2. All personnel shall have available a copy of the Bloodborne Pathogens Policy.
3. All department personnel shall have a confidential medical file maintained by the HR Manager.
4. The Manager or designee shall maintain all training records regarding the personnel attending the training.

V. REPORTING

- A. The *Hepatitis B Vaccine Declination Form* will be completed by those employees at a higher risk who decline the Hepatitis B vaccine.
- B. The *Exposure Incident Investigation Report* will be completed for all exposure incidents immediately

VI. JOB AIDS

- A. *Bloodborne Incident Checklist*



HEPATITIS B VACCINE DECLINATION (MANDATORY)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Name Printed

Employee Signature

Date: _____

City of Whitewater Exposure Incident Investigation Form

Date of Incident: _____ Time of Incident: _____

Location: _____

Person(s) Involved: _____

Witness: _____

Potentially Infectious Materials Involved:

Type: _____ Source: _____

Circumstances (what was occurring at the time of the incident): _____

How was the incident caused (accident, equipment malfunction, etc. List any tool, machine, or equipment involved): _____

Personal protective equipment being used at the time of the incident: _____

Actions Taken (decontamination, clean-up, reporting, etc.): _____

Workman's Comp Form Completed: Yes

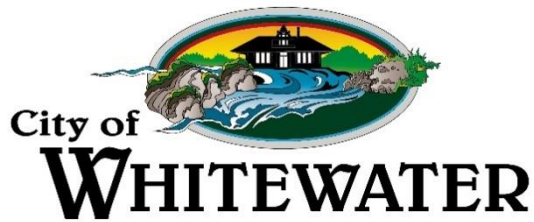
Recommendations for avoiding repetition of incident: _____

Supervisor notification:

Date: _____ Time: _____ Signature: _____


Comments from discussion: _____

Copies to: Human Resources & Employee File



Bloodborne Incident Checklist

- Call 911
- Grab bloodborne kit and first aid kit
- Put on gloves and mask. Gown is optional depending on severity of the incident
- When the incident is over, complete the following:
 - Clean and disinfect area and equipment
 - Remove all contaminated PPE and clothing
 - Place all contaminated items in a red biohazard bag
 - Clean hands
 - Notify supervisors or manager of incident
 - Contact Facility Building Maintenance staff to remove contaminated items in red biohazard bags
 - Complete *Exposure Incident Investigation Form* and forward to HR Department

		Hazardous Materials Policy			
Owner:	DPW Director	Approving Position:	Common Council	Pages:	3
Issue Date:	12/22/2011	Revision Date:		Review Date:	
Special Instructions:	No changes				

I. PURPOSE

The City desires to develop and maintain a hazardous materials purchase-through disposal plan which meets federal and state regulations and which is safe, cost effective, and sustainable.

The City desires to promote awareness concerning hazardous materials and to educate all levels of personnel, maintain an accurate management system and monitor policy effectiveness through random audits.

II. PROCEDURE

A. Purchasing

1. An inventory of all materials identified as hazardous must be developed and maintained by each department utilizing such materials.
2. Substances are to be listed alphabetically by the label name of the product.
3. The name and address of the manufacturer of the product should be listed as well.
4. All employees responsible for purchasing materials may purchase non-hazardous alternative products to those identified as hazardous whenever possible.

B. Labeling

1. All containers of hazardous materials must always be labeled.
2. Manufacturers are required to ensure that every container of hazardous material is appropriately labeled with the identity of the material and appropriate hazard warnings.
3. An employee of each department receiving purchased hazardous materials may verify that the label is on the shipping container and intact. The label must reflect the same

Hazardous Materials

identity as that listed on the hazardous materials list for that location and the Material Data Safety Sheets (MSDS).

4. If material is subsequently transferred to another container, the new container must have the same labeling information.
5. Labels must be prominently displayed and legible

C. Training

1. Any employee who works with or is potentially exposed to hazardous materials will receive initial training on the Hazardous Communication Standard and Right to Know.
2. Department Managers are responsible for the initial training of current and new employees.
3. Individual departments are responsible for training employees on the specific hazardous materials utilized at their location.
4. Each department supervisor may designate an individual(s) to be responsible for this location specific training.
5. Initial training includes ensuring that employees:
 - a. are aware that they may be exposed to hazardous chemicals
 - b. know how to read and interpret labels and material safety data sheets
 - c. know the appropriate protective measures established by the employer
6. Department specific training includes:
 - a. ensuring that employees of each department know what hazardous materials they may be exposed to in the course of their employment
 - b. where the MSDS library is kept and that it is readily accessible to them
 - c. where hazardous materials are stored in their location
 - d. the proper use of hazardous materials
 - e. what safety precautions must be taken when utilizing the materials
 - f. what the procedures are for accidental spill or leakage of hazardous material
 - g. what the proper packaging, storage, and transportation for disposal of the material or containers for the materials is


D. Material Data Safety Sheets (MSDS)

1. Each department must develop and maintain an MSDS library on every hazardous material on the list for that location.
2. The MSDS must be complete, readable, and in English.
3. Each City department will ensure that each location maintains the MSDS's for that location and that they are readily accessible to all employees during each work shift when they are in their work areas.
4. All Materials Safety Data Sheets must be kept by the Department for thirty (30) years after the use of the hazardous material has been discontinued.

Hazardous Materials

E. Monitoring

1. The Human Resources Office may monitor the departmental practice of purchase through disposal (including training/education) of hazardous materials.
2. This may be done by conducting random audits of department storage and MSDS maintenance to ensure compliance.

		Workplace Safety Policy			
Owner:	DPW Director	Approving Position:	Common Council	Pages:	4
Issue Date:	12/22/2011	Revision Date:		Review Date:	
Special Instructions:	Minor wording changes.				

I. PURPOSE

The City has in place a variety of policies that affect the work of specific employee groups only. Employees shall be aware of workplace safety policies that are specific to their work and they shall receive regular training in regard to the implementation of these policies. Such policies shall be maintained and made available to employees and their respective departments.

II. PROCEDURE

A. Loss Prevention Program

1. The safety and health of each of our employees is of primary importance. Our loss prevention program includes:
 - a. Training of all employees in safety and health requirements
 - b. Promoting safety awareness and participation
 - c. Development and follow-up on all safety and health rules for all employees
 - d. Providing personal protective equipment and instructions on the appropriate use
 - e. Providing mechanical and physical safeguards to insure maximum protection to all employees
 - f. Conducting safety inspections and observation to improve present methods and standards as related to health and safety
 - g. Performing accident investigations to seek and eliminate any unsafe conditions or acts which may cause recurrences
2. Employees are required to exercise due care during work to prevent injuries to themselves and others and to conserve materials.
3. Each employee will:
 - a. report all unsafe conditions to their Supervisor;
 - b. keep work areas clean and orderly;

Workplace Safety

- c. report all accidents immediately;
- d. avoid engaging in any horseplay and avoid distracting others from their work;
- e. obey all safety rules and procedures;
- f. operate only equipment that they have been authorized to operate;
- g. use only prescribed equipment for the job and handle it properly;
- h. wear protective equipment when working in hazardous operation areas.

B. City Safety Committee

1. This ad hoc committee will consist of the Public Works Director as Chair, Human Resources Manager and representatives of City Departments to assure productive discussion of safety problems encountered City-wide or in high hazard area operations.
2. Functions of the committee may include, but not be limited to, the following:
 - a. Hold periodic meetings to review and evaluate the progress of the City's accident prevention efforts.
 - b. Discuss safety problems and recommend solutions for their elimination and refer serious safety problems to the City's insurance carrier for recommendation.
 - c. Coordinate a training program which will develop in all members of the organization a strong safety awareness and a clear cut understanding of specific requirements.
 - d. Assist in accident investigation.
 - e. Record and file minutes.

C. Safety Equipment


1. The City promotes the safety of employees.
2. The City will provide and/or issue personal protective equipment to employees to provide a safe working environment.
3. Common sense must be utilized to determine under which conditions different equipment should be worn.
4. General City guidelines are as follows:
 - a. Hard hats must be worn when overhead hazard is present.
 - b. Proper eye protection must be worn when sledging, hammering, sawing on metal or concrete, chipping, welding, grinding, drilling, working in dusty places, handling hazardous materials or chemicals or any other operation where eye injuries may result.
 - c. Approved hearing protection must be worn where high noise levels exist. If you must raise your voice to be heard, you need hearing protection.
 - d. Shoes that are "work wise" and in serviceable condition for the operation to which the employee is assigned are required.
 - e. Gloves must be worn when handling rough edge or abrasive materials when the work subjects hands to lacerations, puncturing or burns.

Workplace Safety

- f. Reflective traffic vests must be worn when performing work adjacent to or in traffic.
 - g. Approved respirators must be worn when a hazard is present and may be used for no other purpose.
 - h. Approved harnesses must be worn when a fall hazard is present and may be used for no other purpose.
5. In order for safety equipment to be effective it must be inspected periodically to assess its condition, it must be worn properly, and employees must comply with the orders and directions given to them by supervisors and management.
 6. Safety equipment is generally available or issued to permanent City employees. Employees who are required to wear protective steel toe shoes/boots may receive an allowance towards the purchase of such shoes/boots.
 7. Seasonal employees are responsible for appropriate footwear and clothing.
 8. Head, ear, and eye protection is available from the employees' Supervisor.
- D. Prescription Safety Glasses
1. For employees that wear prescription eyeglasses, the City may reimburse 50% of the cost, up to \$150, for the purchase of prescription safety glasses.
 2. The City will provide this reimbursement for no more than one pair of prescription safety glasses per employee in any two-year period.
 3. Safety glasses must meet safety standards for personal protective equipment in the employees' respective department in order to be eligible for reimbursement.
 4. The City may require the employee to obtain an eye examination at the employee's expense prior to granting the reimbursement.
 5. Eye examination costs will not be eligible for reimbursement.
- E. Safety Toe Boots
1. For employees required to wear safety toe boots, the City may pay up to \$75.00 of the cost, for the purchase of safety toe boots.
 2. The City will provide the payment for no more than one pair of boots per employee in any one-year period.
 3. Safety Toe Boots must meet safety standards for personal protective equipment in the employees' department in order to receive the payment.
- F. Vehicle Collision Control and Accident Prevention
1. The operation of motor vehicles is often necessary in conducting City business.
 2. The City works toward ensuring that the employees of the City who operate motor vehicles for their work, whether City or personally owned, operate vehicles in the safest manner possible both for their benefit and the City's.

Workplace Safety

3. In the event of an accident or incident, preventable or non-preventable, no matter what extent the damages or injuries, the accident or incident shall be immediately reported to your supervisor.
4. All employees hired to operate motor vehicles in the course of their employment must have an excellent driving record and substantial experience in the operation of the particular type of vehicle they may be required to drive for the City.
5. An excellent driving record must be maintained throughout the time an employee works for the City.
6. Citations or arrests for violations received while operating City or personal vehicles while on City business, moving or otherwise, must be reported by the next business day to the employee's Supervisor who will in turn report the information to the Human Resources Department. The information will be placed in the employee's personnel file. Employees issued tickets may subject themselves to disciplinary procedure, up to and including termination.
7. Employees must report to their Department Director and the Human Resources Office any revocation or suspension of their driving privileges before the start of the following business day. Failure to notify the Department Director and Human Resources Office may subject the employee to discipline. Employees issued tickets may subject themselves to disciplinary procedure, up to and including termination.
8. Employees required to operate a motor vehicle in order to perform the duties of their position who are convicted of a violation resulting in suspension or revocation of their driving privileges may have the duties of their position reviewed at that time. If the suspension or revocation hinders the City in the accomplishment of the duties assigned to the position, the employee may be placed on unpaid leave of absence
9. All City vehicles must be inspected prior to use and all vehicles in need of repair must be reported to the supervisor immediately in writing.
10. The Human Resources Department is responsible for requesting and maintaining motor vehicle/driver records from the Department of Motor Vehicles for all employees operating either a City owned vehicle or their privately-owned non-commercial motor vehicle for business purposes.
 - a. Use of an employee's personal automobile in the course of City business shall be reimbursed at the I.R.S. approved rate per mile, in accordance with the City Ordinance and with prior approval of the department head and receipts.

		Violence in the Workplace Policy			
Owner:	Human Resources	Approving Position:	Common Council	Pages:	2
Issue Date:	12/22/2011	Revision Date:		Review Date:	
Special Instructions:	Policy last revised 12/23/21. This revision adds guidelines for prohibited conduct.				

I. PURPOSE

The City is committed to providing a safe work environment free from threats or acts of violence including acts of violence in the workplace perpetrated by non-employees. The City will not tolerate threats or acts of violence in the workplace and will make every effort to prevent such incidents from occurring.

II. GUIDELINES

A. Prohibited Conduct

1. Threats, threatening language or any other acts of aggression or violence made toward or by any City employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation.

III. PROCEDURE

A. Procedures to aid employees in addressing workplace violence

1. Department Directors and Supervisors should familiarize their employees with the policies of the City, including City work rules that may be applicable and may assist in handling a particular situation.
2. Employees are expected to participate in and maintain as pleasant an environment for the public and other employees as possible.
3. If at all possible, employees should take time to evaluate a situation before reacting.
4. Do not ignore a situation you are concerned about.

Violence in the Workplace


5. If an employee believes they are in danger of immediate bodily harm, the employee should attempt to leave the scene if this can be done safely.
6. If possible, employees should contact the Police Department for assistance.
7. Each employee is expected to conduct themselves in a courteous, respectful manner. Failure to do so may result in disciplinary action.
8. When an employee is confronted with disruptive behavior, the employee should report the incident to a Supervisor.
9. When confronted with a confrontational or angry individual, the employee should explain their position in clear and firm language. The employee should stay calm and courteous.
10. If an employee is becoming angry or upset, the employee should request assistance from their Supervisor.
11. Be supportive of co-workers.
12. When any staff member becomes involved in a difficult situation, other employees must report the incident to a Supervisor immediately.
13. Quick action is especially important if the employee suspects that the situation may become violent.

B. Weapons

- A. Whitewater prohibits all persons who enter City property from carrying a handgun, firearm, or other prohibited weapon of any kind.
- B. The only exception to this policy will be police officers, security guards, or other persons who have the legal authority to carry a weapon.

IV. REPORTING

- A. Employees who observe abusive behavior or weapons in the workplace must immediately report it to their manager, Human Resources, or any member of management. Employees should directly contact proper law enforcement authorities if they believe there is an immediate threat to their own health and safety, the health and safety of others, or property.
- B. Prompt attention and investigation of a reported situation will take place. Retaliation for reporting behavior, making a complaint or participating in an investigation of a situation will not be tolerated. If an employee feels they have been retaliated against, it must be reported to their immediate manager, Human Resources or a member of the Leadership Team.

		Employee Conduct Policy			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	2
Issue Date:	12/22/2011	Revision Date:	12/23/2021	Review Date:	
Special Instructions:	Policy last revised 12/23/21 as part of the Ethics & Employee Conduct Policy. This revision adds "Expected Conduct" and updates list of prohibited conduct.				

I. PURPOSE

It is the City’s objective to promote the well-being of its employees in the workplace and to maintain high standards of professional conduct and work performance. Accordingly, this policy sets forth the (1) standards for professional conduct and (2) behavior that is unacceptable.

To ensure orderly operations and provide the best possible work environment, the City of Whitewater expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

All full time and part time employees are covered under this policy unless provisions of a collective bargaining agreement in effect apply to an employee.

II. POLICY

All City employees are expected to meet a standard of conduct appropriate to the reputation of the City. While at work employees are responsible for being aware of and abiding by existing rules and regulations. It is also the responsibility of employees to perform their job duties to the best of their abilities and to the standards set forth in their job descriptions, or as otherwise established.

A. Expected Conduct

Employees are expected to conduct themselves in a positive and professional manner in order to promote the best interests of the City. Examples of appropriate employee conduct include the following (this list is **NOT** intended to be all-inclusive):

1. Treating all citizens, visitors and co-workers with respect and in a courteous manner;
2. Refraining from conduct that is offensive;
3. Reporting to management suspicious, unethical or illegal conduct by co-workers, citizens or business associates of the City;
4. Cooperating with any City investigation;
5. Complying with all City safety and security regulations;
6. Wearing clothing appropriate for the work being performed;
7. Performing assigned tasks efficiently and in accord with established standards;


Employee Conduct

8. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
9. Giving proper advance notice whenever unable to work or report on time;
10. Maintaining cleanliness and order in the workplace and work areas.

B. Prohibited Conduct

Any conduct that interferes with operations, discredits the City, or is offensive to citizens or co-workers will not be tolerated. The following are examples of conduct that is strictly prohibited (this list is NOT intended to be all-inclusive). At the City's discretion, any violation of City policy or any conduct considered inappropriate or unsatisfactory may subject an employee to discipline up to and including termination.

1. Possession of fire arms or other weapons on City property (unless employee is required to carry a firearm or other weapon as a condition of employment);
2. Fighting or assaulting a co-worker or citizen;
3. Threatening or intimidating co-workers, citizens, business associates or guests;
4. Engaging in any form of sexual or other harassment or retaliation;
5. Reporting to work under the influence of alcohol, illegal drugs, controlled substances or other narcotics;
6. Disclosing confidential City information;
7. Falsifying or altering any City record or report, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records;
8. Stealing, destroying, defacing, or misusing City property or another employee's or citizen's property;
9. Misusing City communications systems, including electronic mail, computers, internet and telephones;
10. Refusing to follow management's instructions concerning a job-related matter or being insubordinate;
11. Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
12. Smoking where prohibited by local ordinance or City rules;
13. Using abusive language;
14. Sleeping on the job without authorization;
15. Accepting tips or gifts in the course of work;
16. Claiming leave under false pretenses;
17. Working unauthorized overtime;
18. Deliberately restricting work output or encouraging another employee to do so;
19. Illegal, immoral, offensive or indecent conduct during the workday.
20. Illegal, immoral or indecent conduct off the job if it tarnishes the image of the employer or impacts on an employee's ability to effectively interact with other employees.

		Discipline Policy			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	3
Issue Date:	12/22/2011	Revision Date:		Review Date:	
Special Instructions:	This version provides more detail regarding the purpose and steps of progressive discipline.				

I. PURPOSE

The City of Whitewater's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and performance issues.

II. POLICY

The City reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the City of Whitewater and its employees. This procedure applies to all employees of the City with the exception of those covered by a collective bargaining agreement that sets out a different disciplinary procedure.

III. PROCEDURE

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem.

The supervisor will prepare written documentation of the verbal counseling. The employee will be asked to sign this document to demonstrate their understanding of the issues and the corrective action.

Step 2: Written warning

The Step 2 written warning involves more formal documentation of the performance, conduct or attendance issues and consequences.

Discipline

During Step 2, the immediate supervisor and/or a representative from HR will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of their continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action may be issued. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

Step 3: Suspension

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval from the Department Director and HR.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage and hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance to ensure that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline process is a recommendation to terminate employment. Generally, the City of Whitewater will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, the City reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated for any reason, at the discretion of the City, as determined on a case-by-case basis and without prior notice or disciplinary action.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents.

IV. JOB AIDS – Form Attached (Example Warning Letter)

Discipline



Disciplinary Action Notice

Employee's Name: _____ Date: _____

Disciplinary Action Taken:

- Verbal warning – (memo to the employee's personnel file)
- Written warning – (copy to employee; copy to personnel file)
- Final written warning – (copy to employee; copy to personnel file)
- _____day Suspension – Report for work on: _____(copy to employee; copy to personnel file)

Continued unsatisfactory performance and failure to fully comply with company work rules has resulted in your suspension pending discharge. You will be notified regarding the company's final decision and action within the next several days.

Performance/Conduct Issue:

Briefly describe: _____

Expectations:

Briefly describe: _____

Consequences of Performance/Conduct Issue:

Briefly describe: _____

Additional Resources/Support Company Will Provide:

Briefly describe: _____

Previous Disciplinary Action

Date: _____
Action taken: _____

Corrective Action Required:


I acknowledge receipt of this disciplinary action notice and understand that failure to correct the performance issue(s) or repetition of unsatisfactory performance will result in further disciplinary action which could include termination.

Employee Signature

Date

Manager Signature

Date

		Grievance Process			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	4
Issue Date:	12-22-2011	Revision Date:		Review Date:	
Special Instructions:	Section 66.0509, Wis. Stats. This version expands the policy and guidelines sections, adds a step for complaints against the City Manager and a minor re-word for complaints against department directors.				

I. POLICY

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. The policy provides an employee with the individual opportunity to address concerns regarding corrective action, termination or workplace safety matters, to have those matters reviewed by an Impartial Hearing Officer and to appeal to the Common Council of the City of Whitewater

This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats.

II. GUIDELINES

The City expects employees and management to exercise reasonable efforts to resolve any questions, problems or misunderstandings prior to utilizing this policy. An employee subject to a contractual grievance procedure shall follow the contractual grievance procedure to the extent those procedures cover the matters covered by the Grievance Process. An employee subject to statutory dispute resolution procedures shall be subject to those procedures to the extent those procedures cover the matters covered by the Grievance Process. The City reserves all rights and this Grievance Process does not create a contract of employment or any other legally binding contract. Employees of the City of Whitewater are employed at-will and may resign or be terminated with lawful reason or without reason. The City may terminate the employment relationship at any time with or without reason and without violation of applicable law.

III. PROCEDURES

A. Grievance Procedure

1. Subject Disciplinary Actions

- a. Any disciplinary action may be subject to appeal by an employee under this grievance procedure except the following:
 - 1) Placing an employee on paid administrative leave pending an internal investigation
 - 2) Counseling, meetings or other pre-disciplinary action
 - 3) Actions taken to address work performance, including use of a performance improvement plan or job targets
 - 4) Demotion, transfer or change in job assignment

2. Subject Terminations

- a. Any form of involuntary separation may be subject to appeal by the former employee except the following:
 - 1) Job abandonment, “no-call, no-show”, or other failure to report to work
 - 2) The inability to perform job duties for any reason.

3. Workplace Safety

Workplace safety is defined as conditions of employment affecting an employee’s physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

4. Supervisor Notice

- a. An employee should first discuss complaints or questions with their immediate supervisor.
- b. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

5. Written Grievance Requirements

- a. An employee wishing to file a grievance under this policy must provide a detailed description of the grievance including:
 - 1) The name and position of the filing employee
 - 2) A description of the issue
 - 3) A statement of the relief sought
 - 4) A clear explanation of the facts supporting the grievance
 - 5) The date(s) when the event(s) giving rise to the grievance took place
 - 6) A statement of the policy, procedure or rule that is being challenged

- 7) The steps taken by the employee to review the matter, either orally or in writing, with the employee's supervisor
- 8) The employee's signature and the date.

6. Grievance Process

a. Step One

- 1) The employee must prepare and file a written grievance with the Department Director within five (5) business days from the date the employee becomes aware of the event(s).
- 2) Together with the HR Department, the Department Director or their designee will investigate the facts giving rise to the grievance.
- 3) The Department Director will inform the employee of their decision in writing, if possible within ten (10) business days of receipt of the grievance.
- 4) In the event the grievance involves the Department Director, the employee may initially file the grievance with any employee of the HR Department, who shall conduct the investigation with the assistance of the City Manager.
- 5) In the event the grievance or complaint involves the City Manager, the employee may initially file the grievance with the HR Manager or City Attorney, who shall coordinate the investigation with an impartial hearing officer. The impartial hearing officer in this case would be selected by the HR Manager or City Attorney.

b. Step Two

- 1) If the grievance is not settled at Step One, the employee may appeal the grievance to the City Manager within five (5) business days of the receipt of the decision of the Department Director at Step One.
- 2) The City Manager or their designee will review the matter and inform the employee of their decision, if possible within ten (10) business days of receipt of the grievance.

c. Step Three

- 1) If the grievance is not settled at Step Two, the employee may request in writing, within five (5) business days following receipt of the City Manager's decision, a review by an impartial hearing officer.
- 2) The City Manager, shall select the impartial hearing officer from a list of candidates approved by the Common Council.
- 3) The hearing officer shall not be a City employee.
- 4) In all cases, the grievant shall have the burden of proof to support the grievance.

- 5) The impartial hearing officer will determine whether the City acted in an arbitrary and capricious manner.
- 6) This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed.
- 7) Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents.
- 8) The impartial hearing officer shall prepare a written decision.

d. Step Four


- 1) If the grievance is not resolved after Step Three, the employee or the City Manager shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body.
- 2) For Library employees, the appeal shall be filed with the Library Board.
- 3) For all other employees, the appeal shall be filed with the Common Council for review at the Council's next regularly scheduled meeting.
- 4) The Council shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer.
- 5) The Council or its designee will inform the employee of its findings and decision in writing within ten (10) business days of the meeting.
- 6) The Common Council shall decide the matter by majority vote and this decision shall be final and binding.

7. Time Limits

- a. An employee may not file a grievance outside of the time limits set forth in the grievance process.
- b. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved.
- c. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation the grievance will be reviewed at the next possible meeting date.
- d. An employee must process their grievance outside of normal work hours, unless the employee elects to use accrued paid time (vacation, comp time etc.) in order to be paid for time spent processing their grievance through the various steps of the grievance procedure.

IV. REPORTING

V. JOB AIDS

		Personnel Records & Retention Policy			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	3
Issue Date:		Revision Date:		Review Date:	
Special Instructions:	Complete re-write utilizing CVMIC model policy.				

I. PURPOSE

This policy sets forth the records and retention schedule the City of Whitewater is required to keep regarding its employees, per federal and state law.

II. POLICY

A. Documentation

Maintenance of an employee’s personnel file begins with accurate and complete personnel records from the date of hire. Important documents to be included in an employee’s personnel file consist of: job description, offer of employment letter, job application, resume, W-4 Form, signed acknowledgement of receipt of employee handbook, emergency contact information, review of the City’s code of conduct, an employee orientation checklist, and other signed acknowledgement receipts of important policies (i.e. Anti-Harassment & Retaliation, IT Policy).

The following records are typically obtained throughout the employment relationship:

1. Compensation records detailing the employee’s history (i.e. salary recommendations, salary increase, decreases, denials of raises, notification of wage increases or decreases)
2. Form W-4
3. Attendance records
4. Pay advance request records, garnishment orders, authorization to release payroll information
5. Performance evaluations, discipline records that document the discipline (information related to internal confidential investigations will be maintained in a separate file), training documents (*i.e. training history records, training program applications/requests, skills inventory questionnaire, training evaluation forms, in-house training notification letters, training expense reimbursement records*), benefit documents (*i.e. life insurance application, vacation accrual/taken form, request for leave of absence, retirement application, payroll deduction authorization, hazardous substance notification and/or reports, tuition reimbursement application and/or payment records, annual benefits statement acknowledgement, safety training/meeting attendance/summary forms*), and employee relations documents (*i.e. report of coaching/counseling session, EAP consent form, commendations, written warning notice, employee suggestion forms/status reports*).

Documentation supporting the end of the employment relationship should also be included in a personnel

file. This documentation may include: resignation, documentation supporting a termination, layoff or reduction in force, exit interview form, exit interviewer's comment form, final performance evaluation, record of documents given with final paycheck, and COBRA (should be contained in the medical file) documents.

B. Exclusions

The subsequent list of documents should NOT be included in an employee's personnel file, but maintained in a separate confidential file:

1. Medical records [i.e. pre-employment physicals, psychological evaluations, medical surveillance information, injury reports, medical questionnaires, workers' compensation reports, drug testing results]
2. I-9 forms
3. FMLA medical certification, fitness-for-duty evaluation, or any tests or results from medical certification
4. ADA reasonable request for accommodations
5. Background investigation records
6. Safety records

C. Changes/Updates/Additions

Employees must inform the City of any necessary updates to their personnel file, such as change of address, contact information, emergency contact, marital status, number of dependents, or military status. Employees should also inform their supervisor or Human Resources of any outside training, professional certifications, education, or any other change in status.

D. Inspection

The city is required to permit employees to inspect any personnel document used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, and medical records at least 2 times per calendar year [unless otherwise provided for more days in a labor agreement], within 7 working days after the request for inspection, at a location reasonably near the employee's place of employment and during normal working hours. An employee involved in a grievance may designate in writing a representative of the employee's union or other designated representative to inspect the employee's personnel records which may have a bearing on the resolution of the grievance. The employee or employee's representative has a right to copy or receive a copy of the records.

The right of the employee or their designated representative to inspect personnel records does not apply to:

1. Records relating to the investigation of possible criminal offenses committed by that employee;
2. Letters of reference for that employee;
3. Any portion of a test document (except the cumulative test score);
4. Materials used by the City for staff management planning, including judgments or recommendations concerning future salary increases, bonus plans, promotions and job assignments or other comments or ratings used for planning purposes;
5. Information of a personal nature about a person other than the employee if disclosure of the information would constitute invasion of the other person's privacy;
6. Records relevant to any other pending claim between the City and the employee, which may be discovered in a judicial proceeding.

Information contained in personnel records that are disagreed upon may be removed or corrected, at the mutual agreement of the City and employee. At minimum, an employee may submit a written statement explaining their position, which shall be attached to the disputed portion of the personnel record. [The

employee's statement must be included whenever the disputed portion of the personnel record is released to a third party, as long as the disputed information is part of the personnel file].


The inspection of medical records concerning employees shall be allowed unless the City believes that a disclosure of the record would have a detrimental effect on the employee. If that is the case the City may release the medical records to the employee's doctor or through a doctor designated by the employee.

E. Discrimination

An employee cannot be discharged or discriminated against due to a complaint being filed, for asserting their rights under Wisconsin's access to personnel files, or because an employee testifies or assists in any action to enforce any right under Wisconsin's law concerning access to personnel files.

F. Record Retention

Regular Duty Personnel Files are maintained for a minimum of eight years beyond the termination of City service. The minimum retention requirements do not apply when the records are part of litigation or the subject of a pending complaint (i.e. discrimination complaint); in those situations, the records must be retained until the litigation or complaint is completely resolved. Protected Service Personnel Files are maintained for the life of the employee (or former employee).

		Separation Policy			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	7
Issue Date:	12/22/2011	Revision Date:		Review Date:	
Special Instructions:	This version is a complete rewrite utilizing CVMIC model policy.				

I. PURPOSE

The purpose of this policy is to establish a procedure for employee separation with the City of Whitewater by retirement, resignation, termination, or reduction in force. The procedures are designated to provide the least disruption and inconvenience to the employee and the City.

II. POLICY

It is the policy of the City to terminate employment due to an employee’s resignation, incapacity, termination or retirement; or a permanent reduction in or restructuring of the City’s workforce. In the absence of a specific written agreement, an employee is free to resign at any time and for any reason, and the City reserves the right to terminate an at-will employee at any time and for any reason not prohibited by law.

A. Types of Separation

1. Resignation

Resignation is a voluntary act initiated by an employee to end employment with the City. The employee must provide a minimum of two-week’s notice prior to the resignation, to leave employment in good standing. If advance notice is not provided or the employee fails to work his/her remaining weeks(s) of employment, the employee will be ineligible for rehire. The employee’s supervisor should confirm the resignation in writing to the employee, and ensure the resignation is properly documented. Upon receipt of the resignation, the supervisor should notify the Human Resources Department.

a. Withdrawal of Resignation

A department may choose to accept an employee’s request to rescind his/her resignation on a case by case basis. Additionally, the City may consider on a case by case basis to change the resignation from a resignation to an unpaid leave of absence, to avoid a break in service.

2. Retirement

Employees who wish to retire are required to notify their supervisor and the Human Resources Department in writing at least 30 days prior to the planned retirement date. Additionally, the Wisconsin Retirement System (WRS) requires notification of one year for members wishing to retire. Employees should contact WRS for more information.

3. Job Abandonment

Employees who fail to report to work or contact their supervisor for three consecutive work days or employees who fail to return from approved leaves of absence [i.e. FMLA, worker's compensation, unpaid leave of absence] on a specified return date without prior notice to their supervisor shall be considered to have abandoned their job without notice. Supervisors shall notify HR at the expiration of the third work day and initiate the paperwork to terminate the employee.

4. Lay-Off

A lay-off is a separation which results as a consequence of organizational restructuring, work redesign or reduced staffing requirements. Procedures set forth in the City's collective bargaining agreements will be followed, as applicable. For employees not covered by a collective bargaining agreement a lay-off is an involuntary separation initiated by the City Manager upon approval of the Common Council due to shortage of funds or work, the elimination of a position(s), other material changes in the duties or organization, or for related reasons which do not reflect unfavorably upon the service of the employee. The City Manager will determine which job classes within a department are subject to the reduction. Within a department and job class, the City Manager, after consulting with Department Directors as they deem appropriate, will use factors such as qualifications, job performance, length of service, and organizational needs when determining which employees within a particular job class will be affected. If a reduction in force were to occur, employees would be given as much notice as practical and typically at least one month in advance.

5. Involuntary Termination

Employees may be involuntarily separated from employment through termination. Grounds for termination may include poor performance, misconduct, or other violations of the City's rules of conduct as set forth in the Employee Handbook.

6. Completion of Assignment

Employees hired to fill limited term positions will be separated upon completion of the duties for which the position was established. These employees are not eligible for benefit provisions of the City.

B. Benefits

A separating employee is eligible to receive benefits, as long as the appropriate procedures are followed, as stated above. Two weeks notice must be given and the employee must work the full two weeks.

1. **Vacation:** Unused earned vacation will be paid out on the employee's final paycheck. Advanced but unearned vacation will be deducted from final paychecks to the extent permitted by law. Vacation cannot be used to extend a separation date.
2. **Compensatory Time:** Unused, accrued compensatory time will be paid out on the employee's final paycheck.
3. **Sick Leave:** Unused sick leave is not eligible for payout upon separation for most employees. Employees hired on or before June 29, 2011 should refer to Appendix A for more information regarding the conversion of sick leave at separation or retirement.
4. **Health Insurance:** Health insurance terminates the last day of the month of employment. Employees will be required to pay their share of health premiums through the end of the month following separation. Extended coverage of the health insurance benefit plan is provided in accordance with conditions outlined through the Consolidated Omnibus Budget Reconciliation Act (COBRA).
5. **Vision and Dental Insurance:** Vision and dental insurance terminates the last day of the month of employment. Employees will be required to pay their share of dental and vision premiums through the end of the month following separation.
6. **Accident and Income Continuation Insurance:** Accident and Income Continuation Insurance ends on the

last day of employment.

7. Flexible Spending Accounts: FSA plans conclude on the last day of employment. Funds remaining at the end of the coverage period are forfeited. However, there is a thirty-day grace period for the filing of claims following the end of the coverage period.
8. Health Reimbursement Arrangement: HRA plans conclude on the last day of the month of employment. There is a thirty-day grace period for the filing of claims following the end of the coverage period.
9. Life Insurance: Life insurance ends on the last day of employment. Employees retiring through the Wisconsin Retirement System may have options for life insurance coverage through WRS.
10. W2: Departing employees are advised to ensure their miPay accounts are kept up-to-date to facilitate the receipt of their W2s at the end of the year. This includes the important step of updating their email address from the City-sponsored email to a personal email address.

C. Rehire/Reinstatement

A former employee who has attained regular status may be reinstated to his/her former position if they resigned in good standing and if, within one year from the date of resignation, there is a vacancy, and their reinstatement is recommended by the department director and approved by the City Manager and the Police and Fire Commission for positions under the jurisdiction of this Commission.

III. PROCEDURE

- A. The department shall notify Human Resources and Payroll immediately when they know an employee has resigned or plans to retire. Human Resources will offboard the employee and make arrangements for the exit interview. Forms should be forwarded to the Human Resources Department.

1. Return of Property

All items which have been issued to an employee during the course of employment remain the property of the City. At the time of an employee's separation, whether voluntary or involuntary, all City documents and other items of City property in the employee's possession (i.e. cell phones, identification cards, uniforms, keys, key cards, credit cards or procurement cards, tools and equipment) must be returned on or before their last day of work. It will be the supervisor's responsibility to ensure that all City property is returned.

2. Exit Interview

An exit interview will be conducted for all separations of employment for regular full and part-time employees through the Human Resources Department. This interview is intended to be beneficial for both the City and the departing employee. Employees will have the opportunity to air concerns or receive answers to specific questions. And, it is the intention of the City to obtain information that will help in recruitment and retention efforts.

Human Resources is responsible for ensuring the exit interview has been scheduled (as previously reviewed as part of the check-out process). During the interview, an exit questionnaire (Appendix A) form will be completed by the employee and the employee will have an opportunity to ask questions, discuss any areas of concern, as well as answer more specific questions directed by HR.

The Human Resources Department will conduct the exit interview and document any issues that the departing employee identifies. The HR staff will verify that the department check out process has occurred, ensure that the exit questionnaire is completed, process any benefit information, and distribute the required information to the departing employee.

Information obtained from the exit interview will be shared with the appropriate department managers and/or staff.

IV. JOB AIDS – See Form

Exit Interview

Today's Date _____ Job Title _____

Name _____ Manager _____

Start Date _____ Ending Date _____

1. Reason for Leaving

Which one reason best describes why you are leaving the City of Whitewater?

- | | |
|--|---|
| <input type="checkbox"/> Limited advancement | <input type="checkbox"/> Family circumstances |
| <input type="checkbox"/> Unchallenging work | <input type="checkbox"/> Returning to school |
| <input type="checkbox"/> Compensation | <input type="checkbox"/> Employee benefits |
| <input type="checkbox"/> Working conditions | <input type="checkbox"/> Lack of communications |
| <input type="checkbox"/> Supervision/Management | <input type="checkbox"/> Health reasons |
| <input type="checkbox"/> Lack of recognition | <input type="checkbox"/> Quality & productivity standards |
| <input type="checkbox"/> Personality conflicts | <input type="checkbox"/> Insufficient training |
| <input type="checkbox"/> Inconsistent treatment of employees | <input type="checkbox"/> Limited employee input |
| <input type="checkbox"/> Poor morale | <input type="checkbox"/> No decision-making authority |
| <input type="checkbox"/> Better career opportunity | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Work schedule | <input type="checkbox"/> Other – please list _____ |

If leaving for another position, how did you learn about it?

- | | |
|---|--|
| <input type="checkbox"/> Online job posting | <input type="checkbox"/> Newspaper Ad |
| <input type="checkbox"/> Social media | <input type="checkbox"/> Friend/relative |
| <input type="checkbox"/> Search firm | <input type="checkbox"/> Other – please list _____ |

Select one reason which best describes what you liked about working at the City of Whitewater

- | | |
|---|---|
| <input type="checkbox"/> Co-workers | <input type="checkbox"/> Technology available |
| <input type="checkbox"/> Challenging work | <input type="checkbox"/> Company philosophy |
| <input type="checkbox"/> Job responsibilities | <input type="checkbox"/> Dynamic organization |
| <input type="checkbox"/> Quality products/standards | <input type="checkbox"/> Competitive pay & benefits |
| <input type="checkbox"/> Job security | <input type="checkbox"/> Other – please list _____ |

Would you ever consider re-employment at the City of Whitewater in the future? Yes No

Would you recommend the City of Whitewater to others as a potential employer? Yes No

2. Compensation and Employee Benefits

How would you rate the following?	Excellent	Good	Average	Fair	Unacceptable
Compensation received based on job performance and skills	5	4	3	2	1
Effectiveness of company's overall performance review system	5	4	3	2	1
Satisfaction with overall employee benefits offered	5	4	3	2	1
Vacation and holiday benefits	5	4	3	2	1

Comments: _____

3. Communications

How would you rate the following?	Excellent	Good	Average	Fair	Unacceptable
Communications within my department	5	4	3	2	1
Communications with other departments	5	4	3	2	1
Morale in my department	5	4	3	2	1

Comments: _____

4. Training/Job Performance

How would you rate the following?	Excellent	Good	Average	Fair	Unacceptable
Company orientation program	5	4	3	2	1
Training received to perform job responsibilities	5	4	3	2	1
Equipment, technology and tools provided	5	4	3	2	1
Accuracy/effectiveness of performance evaluations received	5	4	3	2	1
Advancement opportunities available	5	4	3	2	1
Utilization of my skills to their potential	5	4	3	2	1
Job expectations against on-the-job responsibilities	5	4	3	2	1

Comments: _____

5. Company Management/Supervision

How would you rate the following?

	Excellent	Good	Average	Fair	Unacceptable
Executive Management – (Common Council)					
Overall evaluation of executive management	5	4	3	2	1
Communication by executive management of business strategies	5	4	3	2	1
Regular communication on status of stated business strategies	5	4	3	2	1
Willingness to listen to and act upon employees' concerns	5	4	3	2	1

Comments: _____

	Excellent	Good	Average	Fair	Unacceptable
Executive Management – (City Manager)					
Overall evaluation of executive management	5	4	3	2	1
Communication by executive management of business strategies	5	4	3	2	1
Regular communication on status of stated business strategies	5	4	3	2	1
Willingness to listen to and act upon employees' concerns	5	4	3	2	1

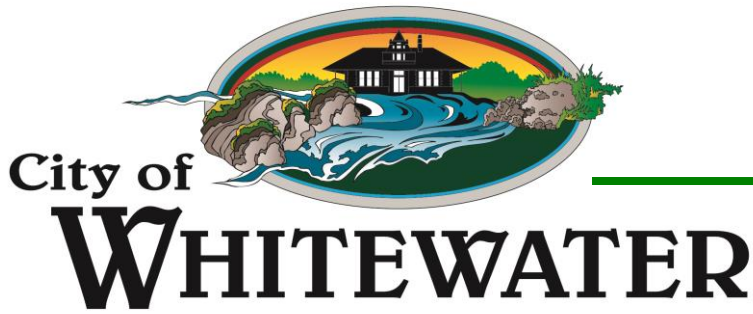
Comments: _____

	Excellent	Good	Average	Fair	Unacceptable
Immediate Manager – (if not City Manager)					
Managers overall knowledge & competence	5	4	3	2	1
Establishment & communication of meaningful department goals	5	4	3	2	1
Fair and consistent administration of company policies	5	4	3	2	1
Willingness of manager to provide positive recognition	5	4	3	2	1
Promotion of safe working condition and pleasant work setting	5	4	3	2	1
Clear communication of instructions on a regular basis	5	4	3	2	1
Willingness to admit & correct mistakes	5	4	3	2	1
Efforts to keep employees informed	5	4	3	2	1
Willingness to provide appropriate training opportunities	5	4	3	2	1
Display of leadership	5	4	3	2	1

Comments: _____

Thank you for your valued input!

MiPay information-email and password



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

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

TO: City Manager and Common Council Members

FROM: Karen Dieter, Comptroller

RE: May 2024 Financial Statements

DATE: June 24, 2024

Attached are the following financial statements/summary information:

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

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

Report Criteria:

Report type: GL detail

Check.Check number = 96674-96851,900169

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
100									
05/24	05/02/2024	96680	9359	BOWER'S HOUSE LLC		CDI GRANT LESS 1ST PMT ON FACADE LOAN	043024	100-55330-750	33,033.27
05/24	05/02/2024	96681	3318	BUTCHER, EMILY		RENTAL DEPOSIT RFND-CANCELLED RENTAL	043024	100-13500	200.00
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		108 W Main St-CDA	APRIL 2024	100-15205	42.03
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		216 E Main St- CDA	APRIL 2024	100-15205	19.48
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		216 A E Main St-CDA	APRIL 2024	100-15205	19.48
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		HILLSIDE CEMETARY	APRIL 2024	100-51600-221	66.47
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		431 W CENTER ST-LIBRARY	APRIL 2024	100-55111-221	344.40
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		CENTER ST SKATING RINK	APRIL 2024	100-53270-221	141.48
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		BATH HOUSE-TRIPP	APRIL 2024	100-53270-221	49.24
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		ROUND ABOUT	APRIL 2024	100-51600-221	9.80
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		LIBRARY FOUNTAIN/BUBBLER-BIRGE FOUNTAIN	APRIL 2024	100-51600-221	20.22
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		ARMORY	APRIL 2024	100-51600-221	408.37
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		WHITE BLDG	APRIL 2024	100-51600-221	50.12
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		GARAGE STORAGE BLDG-CITY GARAGE BLDING	APRIL 2024	100-53230-221	59.39
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		GARAGE & BUBBLER	APRIL 2024	100-53230-221	346.78
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		PARK COMMUNITY BLDG-SENIOR CTR	APRIL 2024	100-53270-221	342.35
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		STARIN PARK	APRIL 2024	100-53270-221	40.80
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		KILAR FIELD OF DREAMS	APRIL 2024	100-53270-221	15.90
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		PARK STAND PIPE	APRIL 2024	100-51600-221	15.97
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		NORTH PARK MANHOLE-CRAVATH LAKE	APRIL 2024	100-53270-221	15.97
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		PUBLIC SAFETY BLDG	APRIL 2024	100-51600-221	908.04
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		313 W WHITEWATER ST-DEPOT	APRIL 2024	100-51600-221	62.54
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		CRAVATH LAKE PARK-STORMWATER	APRIL 2024	100-51600-221	15.90
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		215 S FREMONT ST-CRAVATH LK FRONT BLDG	APRIL 2024	100-53270-221	260.30
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		E SIDE PARK	APRIL 2024	100-51600-221	28.05
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		SKATE PARK	APRIL 2024	100-53270-221	37.64
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		342 N FREMONT -CITY PURCH 12/17	APRIL 2024	100-53270-221	18.25
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		336 N FREMONT ST	APRIL 2024	100-51600-221	18.25
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		126 N JEFFERSON ST-910-56500-408	APRIL 2024	100-15205	18.87
05/24	05/02/2024	96686	7653	GAPPA SECURITY SOLUTIONS		KEY FOB SYSTEM PARTS	29514	100-51600-355	398.85
05/24	05/02/2024	96689	191	JEFFERSON CO REGISTER OF		TWIN OAKS SALE RECORDING COPY	040824	100-51500-310	8.00
05/24	05/02/2024	96690	191	JEFFERSON CO TREASURER		APRIL 2024 COURT FINES	APR 2024 C	100-21690	40.00
05/24	05/02/2024	96692	9422	JOHNSON'S NURSERY INC		50 TREES	MO-16302-1	100-53270-295	12,205.00
05/24	05/02/2024	96693	9775	KARL JAMES & COMPANY LLC		FINAL INVOICE FOR WHY WHITEWATER VIDEO	WW 0020240	100-15205	5,000.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
05/24	05/02/2024	96696	9849	MENDOZA, BERNALDO		REFUND CITATION G4803C73DQ PAYMENT	G4803C73D	100-45114-52	150.00
05/24	05/02/2024	96697	9848	MOYER, DOROTHY		RENTAL DEPOSIT REFUND-CRAVATH BLDG	042324	100-13500	200.00
05/24	05/02/2024	96698	6722	MSA PROFESSIONAL SERVICE		HO#22 RECORDING FEE	042524	100-15205	30.00
05/24	05/02/2024	96700	4372	NACHREINER, STEPHANIE		REFUND PLAY FOR TREY 12U TOURNY FEE	042524	100-13500	425.00
05/24	05/02/2024	96701	43	PETTY CASH		POSTAGE	APR 2024	100-52100-310	12.96
05/24	05/02/2024	96705	713	STATE OF WISCONSIN		APR 2024 COURT FINES	APR 2024	100-21690	8,316.11
05/24	05/02/2024	96707	8137	TDS		MAY 2024 911 LINES	0917WWPD-	100-52600-225	351.60
05/24	05/02/2024	96709	9220	TOBACCO CENTER		APR 2024 RESTITUTION FROM ROCHA, ELIZABETH	APR 2024 R	100-21690	1.59
05/24	05/02/2024	96710	418	TRIEBOLD OUTDOOR POWER		HELLFIRE & ULTRA ADDITIVES	APR 2024	100-53270-359	150.88
05/24	05/02/2024	96711	6	WALMART		APR 2024 RESTITUTION FROM KELLY, REGINALD	APR 2024 R	100-21690	1.54
05/24	05/02/2024	96711	6	WALMART		APR 2024 RESTITUTION FROM NERO, CIERRA	APR 2024 R	100-21690	36.11
05/24	05/02/2024	96712	6	CAPTIAL ONE		DUCT TAPE/SPRAY PAINT	APR 2024	100-52110-360	9.92
05/24	05/02/2024	96712	6	CAPTIAL ONE		BAGS	APR 2024	100-52120-310	46.70
05/24	05/02/2024	96712	6	CAPTIAL ONE		CANDY FOR CAREER FAIR	APR 2024	100-52100-310	45.26
05/24	05/02/2024	96712	6	CAPTIAL ONE		TV FOR CAREER FAIR	APR 2024	100-25212	168.00
05/24	05/02/2024	96712	6	CAPTIAL ONE		OIL SCENTS/DOCUMENT FRAMES	APR 2024	100-52100-310	31.98
05/24	05/02/2024	96712	6	CAPTIAL ONE		SPRING SPLASH FOOD	APR 2024	100-52100-310	495.27
05/24	05/02/2024	96713	125	WALWORTH CO CLERK OF CIR		G4803C73FH HERNANDEZ HERNANDEZ, KIANA	G4803C73F	100-45114-52	500.00
05/24	05/02/2024	96713	125	WALWORTH CO CLERK OF CIR		G4803C73FG HERNANDEZ HERNANDEZ, KIANA	G4803C73F	100-45114-52	150.00
05/24	05/02/2024	96714	125	WALWORTH CO TREASURER		APRIL 2024 COURT FINES	APR 2024 C	100-21690	2,055.92
05/24	05/09/2024	96719	9756	ACE AUTO INTERIORS		#332 REPAIRS	043024	100-53230-352	500.00
05/24	05/09/2024	96720	38	ALSCO		APR 2023 MAT SERVICE	APR 2024	100-55111-355	71.58
05/24	05/09/2024	96722	28	BURNS INDUSTRIAL		#772/773 RADIAL FLAT OUTER RACE	1098506	100-53270-242	254.40
05/24	05/09/2024	96723	6517	CHILDS PHD SC, CRAIG D		WELLNESS VISIT-SAHR	3771	100-52100-219	200.00
05/24	05/09/2024	96723	6517	CHILDS PHD SC, CRAIG D		WELLNESS VISIT-ADRICH, DORMAN	3771	100-52110-219	400.00
05/24	05/09/2024	96723	6517	CHILDS PHD SC, CRAIG D		WELLNESS VISIT-GARCIA	3771	100-52120-219	200.00
05/24	05/09/2024	96723	6517	CHILDS PHD SC, CRAIG D		WELLNESS VISIT-GONZALEZ	3771	100-52600-219	200.00
05/24	05/09/2024	96723	6517	CHILDS PHD SC, CRAIG D		IND SESSION - ANONYMOUS EE	3772	100-52110-219	200.00
05/24	05/09/2024	96723	6517	CHILDS PHD SC, CRAIG D		SUITABILITY TESTING-CONNELL	3776	100-52600-219	110.00
05/24	05/09/2024	96725	4192	DIVERSIFIED BENEFIT SVC INC		MAY 2024 HRA SVCS	410034	100-51500-217	336.70
05/24	05/09/2024	96726	9852	DLUGI, KALEB		RFND OVERPMT ON PARKING TICKET	050224	100-45130-52	20.00
05/24	05/09/2024	96728	7060	EMERGENCY COMMUNICATIO		2024 SIREN MAINT, RUST INHIBITOR KITS	4163	100-52500-242	495.10
05/24	05/09/2024	96728	7060	EMERGENCY COMMUNICATIO		2024 SIREN MAINT, RUST INHIBITOR KITS	4163	100-52500-295	3,555.00
05/24	05/09/2024	96730	1255	FASTENAL COMPANY		#772/773 BOLTS	WIWHT6543	100-53270-242	57.59
05/24	05/09/2024	96730	1255	FASTENAL COMPANY		#446 BOLTS	WIWHT6546	100-53230-352	71.39
05/24	05/09/2024	96731	133	FRAWLEY OIL CO INC		APR 2024 FUEL PURCHASES	APR 2024	100-16600	4,456.50
05/24	05/09/2024	96732	62	HARRISON WILLILAMS & MCDO		APR 2024 CITY ATTORNEY LEGAL SVCS	02000	100-51300-212	3,489.16
05/24	05/09/2024	96732	62	HARRISON WILLILAMS & MCDO		APR 2024 CITY ATTORNEY LEGAL SVCS	02000	100-51300-214	2,699.17
05/24	05/09/2024	96732	62	HARRISON WILLILAMS & MCDO		APR 2024 CITY ATTORNEY LEGAL SVCS	02000	100-52400-212	395.00

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05/24	05/09/2024	96738	6622	LANGUAGE LINE SERVICES		APR 2024 INTERPRETING SVCS	11279679	100-52600-219	60.17
05/24	05/09/2024	96741	9851	MEYERS, BRITTANY		REFND BEVEAGE OPERATIONS LICENSE FEE	050824	100-44122-51	23.00
05/24	05/09/2024	96742	9700	MUNICIPAL CODE ENFORCEME		APR 2024 ZONING ADMINISTRATION	1219	100-52400-219	3,332.00
05/24	05/09/2024	96742	9700	MUNICIPAL CODE ENFORCEME		APR 2024 BLDG INSPECTION SVCS	1224	100-52400-222	4,744.34
05/24	05/09/2024	96742	9700	MUNICIPAL CODE ENFORCEME		APR 2024 CODE ENFORCEMENT	1227	100-52400-219	12,563.60
05/24	05/09/2024	96744	727	PETE'S TIRE SERVICE INC		#772 FLAT TIRE REPAIR	2587	100-53270-242	40.00
05/24	05/09/2024	96744	727	PETE'S TIRE SERVICE INC		#769 NEW TIRES	2589	100-53270-242	250.00
05/24	05/09/2024	96744	727	PETE'S TIRE SERVICE INC		#526 FLAT TIRE REPAIR	2614	100-53230-352	30.00
05/24	05/09/2024	96746	8	UW WHITEWATER		TOILET PAPER/SOAP/CAN LINERS/BATTERIES/CLEANER	40149	100-51600-310	807.09
05/24	05/09/2024	96747	7783	VARELA, ALEJANDRO		INTERPRETING SVCS FOR COURT ON 05/01/24	050324	100-51200-219	100.00
05/24	05/09/2024	96748	125	WALWORTH CO CLERK OF CIR		G4803C73FT NIEVES, DONALD	G4803C73FT	100-45114-52	500.00
05/24	05/09/2024	96748	125	WALWORTH CO CLERK OF CIR		G4803C73FS NIEVES, DONALD	G4803C73FT	100-45114-52	150.00
05/24	05/09/2024	96748	125	WALWORTH CO CLERK OF CIR		G4803C73FW ROMAN MATIAS, REYNA	G4803C73F	100-45114-52	500.00
05/24	05/09/2024	96748	125	WALWORTH CO CLERK OF CIR		G4803C73FV ROMAN MATIAS, REYNA	G4803C73F	100-45114-52	150.00
05/24	05/09/2024	96751	327	WAUKESHA CO SHERIFFS DEP		23CM722 ROCHA MOTENEGRO, YACKSON	23CM722	100-45114-52	1,060.00
05/24	05/09/2024	96752	536	WAUKESHA CO TECH COLLEG		PROF DEV SEMINAR-BORCHARDT	S0829222	100-52110-211	135.00
05/24	05/09/2024	96752	536	WAUKESHA CO TECH COLLEG		PROF DEV SEMINAR-TAFT	S0829222	100-52100-211	135.00
05/24	05/09/2024	96754	3930	WHITEWATER ARTS ALLIANCE		REIMB FLOWER PURCHASES-WHT BLDG	043024	100-53270-295	272.54
05/24	05/09/2024	96755	6993	WHITEWATER ROTARY CLUB		DONTATION TO YOUTH EXCHANGE STUDENT	050624	100-51400-310	250.00
05/24	05/16/2024	96760	6297	AUMANN'S SERVICE INC		#332 RUST REMOVAL/REPAIR	75171	100-53230-352	750.00
05/24	05/16/2024	96765	1255	FASTENAL COMPANY		LAG ANCHORS	WIWHT6551	100-53300-354	58.27
05/24	05/16/2024	96765	1255	FASTENAL COMPANY		LAG ANCHORS, FACE SHIELD	WIWHT6553	100-53300-354	482.86
05/24	05/16/2024	96765	1255	FASTENAL COMPANY		MISC NUTS/WASHERS	WIWHT6553	100-53230-310	41.02
05/24	05/16/2024	96765	1255	FASTENAL COMPANY		HEX BOLTS	WIWHT6560	100-53230-310	8.55
05/24	05/16/2024	96766	191	JEFFERSON CO CLERK OF CO		24-005231 BOND PAYMENT MARIA L JIMENEZ ALTAMIRAN	24-005231	100-45114-52	150.00
05/24	05/16/2024	96772	494	MENARDS JANESVILLE		TOOL BOX/CANDY/SHZ WS ALL PURPUSE	47944	100-53270-295	202.72
05/24	05/16/2024	96774	9210	JP'S SNOW REMOVAL		LAWN MOWING-DALEE PROPERTY	051024	100-15205	275.00
05/24	05/16/2024	96777	234	US POSTAL SERVICE		FIRST CLASS PRESORT 2024	052024	100-51500-310	320.00
05/24	05/16/2024	96778	125	WALWORTH CO CLERK OF CIR		G4803C73G0 HALL, TODD	G4803C73G	100-45114-52	150.00
05/24	05/16/2024	96779	125	WALWORTH CO PUBLIC WORK		5786 TONS SALT/SAND	402	100-53320-460	6,035.64
05/24	05/16/2024	96780	628	WHITEWATER CHAMBER OF C		1Q24 ROOM TAX	1Q24 ROOM	100-51100-715	25,150.13
05/24	05/16/2024	96783	195	REGISTRATION FEE TRUST		REPLACEMENT PLATES FOR SQUAD 27 VIN 5264	VIN 05264	100-53230-354	4.00
05/24	05/16/2024	96783	195	REGISTRATION FEE TRUST		REPLACEMENT PLATES FOR SQUAD 20 VIN 6256	VIN 6256	100-53230-354	4.00
05/24	05/16/2024	96783	195	REGISTRATION FEE TRUST		REPLACEMENT PLATES FOR SQUAD 24 VIN 6458	VIN 6458	100-53230-354	4.00
05/24	05/22/2024	96805	9859	BAKER, MICHAEL C		RFND OVRPMT ON PARKING TICKET# 152402	051624	100-45130-52	20.00
05/24	05/22/2024	96807	6517	CHILDS PHD SC, CRAIG D		NEW HIRE EVAL-CONNELL	3809	100-52600-219	475.00
05/24	05/22/2024	96808	4192	DIVERSIFIED BENEFIT SVC INC		MAY 2024 FSA PLAN	411342	100-51500-217	244.14
05/24	05/22/2024	96811	1255	FASTENAL COMPANY		100 WASHERS	WIWHT6564	100-53230-310	1.41
05/24	05/22/2024	96812	9861	HERNANDEZ, KAINA		CITATION PMT REFUNDS \$150, \$500	051624	100-45114-52	650.00

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05/24	05/22/2024	96816	9862	LOPEZ SANCHEZ, MILTON A		RFUND PMT ON CITAITION BD678856-3	BD678856-3	100-21690	124.00
05/24	05/22/2024	96817	3224	NOTARY BOND RENEWAL SER		3- 4YR NOTATRY BONDS- OJIBWAY, SAHR, SWARTZ	052224	100-52100-219	90.00
05/24	05/22/2024	96820	9860	SACHINSKI, DARRIN		CITATION PMT REFUND	051324	100-45114-52	150.00
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		PMT MEETING	0210239	100-53100-213	239.00
05/24	05/22/2024	96823	8	UW WHITEWATER		TOILET PAPER/LED LAMP	40218	100-51600-310	130.84
05/24	05/22/2024	96823	8	UW WHITEWATER		BALLVALVE/COUPLING/COPPER PIPE	40218	100-51600-355	266.63
05/24	05/22/2024	96823	8	UW WHITEWATER		COPPER TEE/BUSHING/COUPLING REPAIR	40218	100-51600-355	37.18
05/24	05/22/2024	96823	8	UW WHITEWATER		WETMOP/FLAGS	40218	100-51600-355	8.69
05/24	05/22/2024	96823	8	UW WHITEWATER		CPR CARDS	40231	100-52100-211	28.00
05/24	05/22/2024	96823	8	UW WHITEWATER		CPR CARDS	40231	100-52110-211	64.00
05/24	05/22/2024	96823	8	UW WHITEWATER		CPR CARDS	40231	100-52120-211	16.00
05/24	05/22/2024	96823	8	UW WHITEWATER		CPR CARDS	40231	100-52600-211	20.00
05/24	05/22/2024	96824	125	WALWORTH COUNTY SHERIFF'		HALF DAY USE OF COUNTY RANGE 4/16/24	131965	100-52110-360	75.00
05/24	05/22/2024	96825	25	WE ENERGIES	NZ712613	Electric-0713499904-00013-E. Main - signal	APR 2024	100-53300-222	14.95
05/24	05/22/2024	96825	25	WE ENERGIES	BZ762390	Electric-0713499904-00021-Main & Franklin - signal	APR 2024	100-53300-222	47.46
05/24	05/22/2024	96825	25	WE ENERGIES	BZ763343	Electric-0713499904-00027-Main & Fremont Sts.	APR 2024	100-53300-222	48.44
05/24	05/22/2024	96825	25	WE ENERGIES	BZ860137	Electric-0713499904-00044-Main & Elizabeth Sts.	APR 2024	100-53300-222	45.84
05/24	05/22/2024	96825	25	WE ENERGIES	BZ777598	Electric-0713499904-00046-Main & Prairie Sts.	APR 2024	100-53300-222	49.41
05/24	05/22/2024	96825	25	WE ENERGIES	NZ711879	Electric-0713499904-00053-E. Milwaukee - signals	APR 2024	100-53300-222	15.42
05/24	05/22/2024	96825	25	WE ENERGIES	BZ860138	Electric-0713499904-00066-Main & Tratt Sts.	APR 2024	100-53300-222	52.67
05/24	05/22/2024	96825	25	WE ENERGIES	NZ711110	Electric-0713499904-00073-E. Milwaukee & Ridge	APR 2024	100-53300-222	15.72
05/24	05/22/2024	96825	25	WE ENERGIES	BZ762388	Electric-0713499904-00081-Main & Franklin Sts.	APR 2024	100-53300-222	173.95
05/24	05/22/2024	96825	25	WE ENERGIES	BZ868568	Electric-0713499904-00095-Main & Prince Sts.	APR 2024	100-53300-222	174.43
05/24	05/22/2024	96825	25	WE ENERGIES	NZT955053	Electric-0713499904-00024-Shop	APR 2024	100-53230-222	403.12
05/24	05/22/2024	96825	25	WE ENERGIES	3301864	Gas-0713499904-00038-Shop	APR 2024	100-53230-222	89.07
05/24	05/22/2024	96825	25	WE ENERGIES	NZT852618	Electric-0713499904-00040-Parking Lot	APR 2024	100-53230-222	18.00
05/24	05/22/2024	96825	25	WE ENERGIES	NZT1026126	Electric-0713499904-00068-Shop	APR 2024	100-53230-222	107.86
05/24	05/22/2024	96825	25	WE ENERGIES	3072635	Gas-0713499904-00083-Shop	APR 2024	100-53230-222	61.30
05/24	05/22/2024	96825	25	WE ENERGIES	NZT959693	Electric-0713499904-00001-611 W Center St	APR 2024	100-53270-222	17.84
05/24	05/22/2024	96825	25	WE ENERGIES	NZT918112	Electric-0713499904-00022-War Memorial	APR 2024	100-51600-222	15.23
05/24	05/22/2024	96825	25	WE ENERGIES	NZT943845	Electric-0713499904-00025-Ann & Fremont Sts.	APR 2024	100-51600-223	36.55
05/24	05/22/2024	96825	25	WE ENERGIES	1919823	Gas-0713499904-00028-407 S Wisconsin St Parks-Gas	APR 2024	100-53270-223	20.72
05/24	05/22/2024	96825	25	WE ENERGIES	486653	Gas-0713499904-00031-611 W Center St	APR 2024	100-53270-223	18.34
05/24	05/22/2024	96825	25	WE ENERGIES	1942923	Gas-0713499904-00032-White Bldg.	APR 2024	100-51600-223	77.26
05/24	05/22/2024	96825	25	WE ENERGIES	PNXZT36767	Electric-0713499904-00047-Starin Park Electric	APR 2024	100-53270-222	262.66
05/24	05/22/2024	96825	25	WE ENERGIES	NZT940418	Electric-0713499904-00048-Picnic shelter	APR 2024	100-51600-222	21.42
05/24	05/22/2024	96825	25	WE ENERGIES	PNXZT31597	Electric-0713499904-00054-Behind 111 Whitewater St.	APR 2024	100-51600-222	143.67
05/24	05/22/2024	96825	25	WE ENERGIES	PNXZT30762	Electric-0713499904-00055-White Bldg.	APR 2024	100-51600-222	223.60
05/24	05/22/2024	96825	25	WE ENERGIES	3000799	Gas-0713499904-00057-War Memorial	APR 2024	100-51600-223	53.85

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05/24	05/22/2024	96825	25	WE ENERGIES	NZT955906	Electric-0713499904-00061-Walking Trail Lights	APR 2024	100-53270-222	18.17
05/24	05/22/2024	96825	25	WE ENERGIES	NZT770305	Electric-0713499904-00065-407 S Wisconsin St Parks-Electri	APR 2024	100-53270-222	45.02
05/24	05/22/2024	96825	25	WE ENERGIES	NZT940415	Electric-0713499904-00067-504 W. Starin - Comm.bldg.	APR 2024	100-51600-222	289.84
05/24	05/22/2024	96825	25	WE ENERGIES	NZT943923	Electric-0713499904-00078-Starin Park restrooms	APR 2024	100-51600-222	17.84
05/24	05/22/2024	96825	25	WE ENERGIES	NZT960224	Electric-0713499904-00092-Janesville & Harper Sts.	APR 2024	100-51600-222	17.19
05/24	05/22/2024	96825	25	WE ENERGIES	PNXZT31379	Electric-0713499904-00003-Armory	APR 2024	100-51600-222	1,364.95
05/24	05/22/2024	96825	25	WE ENERGIES	PNXZT30832	Electric-0713499904-00006-Library-Electric	APR 2024	100-55111-222	935.08
05/24	05/22/2024	96825	25	WE ENERGIES	1942926	Gas-0713499904-00010-Armory	APR 2024	100-51600-223	432.90
05/24	05/22/2024	96825	25	WE ENERGIES	NZT943924	Electric-0713499904-00011-Park	APR 2024	100-53270-222	15.23
05/24	05/22/2024	96825	25	WE ENERGIES	3390423	Gas-0713499904-00050-Library	APR 2024	100-55111-223	212.51
05/24	05/22/2024	96825	25	WE ENERGIES	1900200	Gas-0713499904-00062-City Hall	APR 2024	100-51600-223	935.81
05/24	05/22/2024	96825	25	WE ENERGIES	NZT1095218	Electric-0713499904-00064-Jefferson St Light	APR 2024	100-53420-222	123.36
05/24	05/22/2024	96825	25	WE ENERGIES	1754858	Gas-0713499904-00077-Historical Society	APR 2024	100-51600-223	56.85
05/24	05/22/2024	96825	25	WE ENERGIES	NZT834388	Electric-0713499904-00080-Historical Society	APR 2024	100-53420-222	145.79
05/24	05/22/2024	96825	25	WE ENERGIES	NA	Electric-0713499904-00084-Nature Area-Electric	APR 2024	100-53270-222	17.63
05/24	05/22/2024	96825	25	WE ENERGIES	NZT961308	Electric-0713499904-00086-Whiton & Main St	APR 2024	100-53300-222	45.34
05/24	05/22/2024	96825	25	WE ENERGIES	PNXZT30870	Electric-0713499904-00087-City Hall	APR 2024	100-51600-222	6,966.77
05/24	05/22/2024	96825	25	WE ENERGIES	NZT960451	Electric-071399904-00112-108 W Main St	APR 2024	100-15205	17.52
05/24	05/22/2024	96825	25	WE ENERGIES	NZT960450	Electric-071399904-00113-108 W Main St	APR 2024	100-15205	28.55
05/24	05/22/2024	96825	25	WE ENERGIES	03417339	Gas-071399904-00114-108 W Main St	APR 2024	100-15205	9.90
05/24	05/22/2024	96825	25	WE ENERGIES	NZT957184	Electric-071399904-00115-216 E Main Lower	APR 2024	100-15205	30.84
05/24	05/22/2024	96825	25	WE ENERGIES	NZT957185	Electric-071399904-00116-216 E Main	APR 2024	100-15205	26.54
05/24	05/22/2024	96825	25	WE ENERGIES	3240984	Gas-0713499904-00012-TFOD-Gas	APR 2024	100-53270-223	16.55
05/24	05/22/2024	96825	25	WE ENERGIES	NZT962432	Electric-0713499904-00016-E. Universal	APR 2024	100-53420-222	58.05
05/24	05/22/2024	96825	25	WE ENERGIES		Electric-0713499904-00020-Starin Rd LED lights	APR 2024	100-53420-222	1,172.25
05/24	05/22/2024	96825	25	WE ENERGIES	NZT797819	Electric-0713499904-00026-Siren Burr Oak Trl	APR 2024	100-52500-310	16.82
05/24	05/22/2024	96825	25	WE ENERGIES	NZT960101	Electric-0713499904-00030-Indian Mound & Walworth	APR 2024	100-53420-222	30.86
05/24	05/22/2024	96825	25	WE ENERGIES	NZT1075656	Electric-0713499904-00037-Howard Rd	APR 2024	100-53420-222	136.67
05/24	05/22/2024	96825	25	WE ENERGIES	NZT957716	Electric-0713499904-00039-214 S. Second St.	APR 2024	100-53420-222	205.32
05/24	05/22/2024	96825	25	WE ENERGIES	493569	Gas-0713499904-00045-Cravath Lake Comm. Bldg.	APR 2024	100-51600-223	42.87
05/24	05/22/2024	96825	25	WE ENERGIES	NZT268270	Electric-0713499904-00052-Executive Dr.	APR 2024	100-53420-222	79.05
05/24	05/22/2024	96825	25	WE ENERGIES	PBZT704076	Electric-0713499904-00056-Walton Dr. Siren	APR 2024	100-52500-310	21.26
05/24	05/22/2024	96825	25	WE ENERGIES	NZT1074701	Electric-0713499904-00059-Newcomb St Light	APR 2024	100-53420-222	114.04
05/24	05/22/2024	96825	25	WE ENERGIES	NZT962179	Electric-0713499904-00060-Main & Indian Mound Pkwy	APR 2024	100-53420-222	29.73
05/24	05/22/2024	96825	25	WE ENERGIES	NA	Electric-0713499904-00070-329 N. Tratt (flashers)	APR 2024	100-53300-222	6.96
05/24	05/22/2024	96825	25	WE ENERGIES	NZT947757	Electric-0713499904-00071-TFOD-Electric	APR 2024	100-53270-222	184.52
05/24	05/22/2024	96825	25	WE ENERGIES	NA	Electric-0713499904-00079-Street Lights	APR 2024	100-53420-222	16,674.23
05/24	05/22/2024	96825	25	WE ENERGIES	NZT962084	Electric-0713499904-00082-Behind 124 Main St.	APR 2024	100-53420-222	52.83
05/24	05/22/2024	96825	25	WE ENERGIES	NZT797817	Electric-0713499904-00085-Florence & Tratt Siren	APR 2024	100-52500-310	16.70

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05/24	05/22/2024	96825	25	WE ENERGIES	PBZT703910	Electric-0713499904-00091-Bluff Rd. Siren	APR 2024	100-52500-310	20.60
05/24	05/22/2024	96825	25	WE ENERGIES	NZT910081	Electric-0713499904-00094-W. side North St.	APR 2024	100-53420-222	116.35
05/24	05/30/2024	96826	9865	ALVAREZ, RACHELL		REFUND CITATION PMT FOR REYNA ROMAN MATIAS	24C023126	100-45114-52	200.00
05/24	05/30/2024	96828	6297	AUMANN'S SERVICE INC		#461 FLOOR REPAIR	75268	100-53320-353	350.00
05/24	05/30/2024	96830	5729	CIVICPLUS LLC		2024 WEBSITE HOSTING	300575	100-51200-224	221.53
05/24	05/30/2024	96830	5729	CIVICPLUS LLC		2024 WEBSITE HOSTING	300575	100-51400-224	221.53
05/24	05/30/2024	96830	5729	CIVICPLUS LLC		2024 WEBSITE HOSTING	300575	100-51500-224	221.53
05/24	05/30/2024	96830	5729	CIVICPLUS LLC		2024 WEBSITE HOSTING	300575	100-52100-224	221.53
05/24	05/30/2024	96830	5729	CIVICPLUS LLC		2024 WEBSITE HOSTING	300575	100-52400-224	221.53
05/24	05/30/2024	96830	5729	CIVICPLUS LLC		2024 WEBSITE HOSTING	300575	100-53100-224	221.53
05/24	05/30/2024	96830	5729	CIVICPLUS LLC		2024 WEBSITE HOSTING	300575	100-53300-224	221.53
05/24	05/30/2024	96832	1255	FASTENAL COMPANYY		400 WASHERS	WIWHT6569	100-53300-354	10.56
05/24	05/30/2024	96832	1255	FASTENAL COMPANYY		30 HEX LAGS	WIWHT6571	100-53300-354	24.12
05/24	05/30/2024	96834	9864	HALL, TOOD		REFUND CITATION PAYMENT	C24C023127	100-45114-52	150.00
05/24	05/30/2024	96835	9863	JACOBSON, ERIK		REFUND BEV OPERATORERS LICENSE FEE	052824	100-44122-51	23.00
05/24	05/30/2024	96839	9867	NUNEZ, ALEXIS MARIE		REFUND BEV OPERATOR LICENSE FEE	053024	100-44122-51	13.00
05/24	05/30/2024	96842	9866	ROMAN MATIAS, RYENA		REFUND CITATION PAYMENT	24C023126	100-45114-52	450.00
05/24	05/30/2024	96844	418	TRIEBOLD OUTDOOR POWER		PUSH MOWER REPAIR PARTS	MAY 2024	100-53270-242	83.96
05/24	05/30/2024	96846	9868	US SHELTER HOMES		RFND OVERPMT ON BUILDING PERMITS	050924	100-44300-53	270.00
05/24	05/30/2024	96847	6	CAPTIAL ONE		SANDWICHES FOR SPRING SPLASH	MAY 2024	100-52100-310	980.00
05/24	05/30/2024	96847	6	CAPTIAL ONE		KLEENEX, PAPER TOWELS, DISH SOAP	MAY 2024	100-52100-310	55.41
05/24	05/30/2024	96847	6	CAPTIAL ONE		LUBRICANT/SILICONE LUBE	MAY 2024	100-52110-360	12.86
05/24	05/30/2024	96847	6	CAPTIAL ONE		WIPER BLADES	MAY 2024	100-52110-241	28.88
05/24	05/21/2024	900169	8487	US BANK	TAYLOR ZEINERT-MCP*HAR	910-56500-212	MAY 2024	100-15205	272.50
05/24	05/21/2024	900169	8487	US BANK	TAYLOR ZEINERT-WI DFI W	RecruitChute Inc ucc filing- Needs to be coded under 910-565	MAY 2024	100-15205	10.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-SOUTH	BABY BOX NOTICE PUBLISHED	MAY 2024	100-15802	120.14
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-USPS	PREPAID POSTAGE	MAY 2024	100-16500	50.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-STAMP	PREPAID POSTAGE	MAY 2024	100-16500	72.51
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-USPS	PREPAID POSTAGE	MAY 2024	100-16500	50.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-USPS	PREPAID POSTAGE	MAY 2024	100-16500	50.00
05/24	05/21/2024	900169	8487	US BANK	ADAM C VANDER STEEG-VI	Crime Prevention Fund - Table runner for PD hiring/job fairs	MAY 2024	100-25212	113.50
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-CIVICP	NEW/CHANGED ORDINANCES PUBLISHED	MAY 2024	100-51100-295	1,040.40
05/24	05/21/2024	900169	8487	US BANK	SARA MARQUARDT-MERIDI	Business Cards - B. Magestro	MAY 2024	100-51100-310	71.48
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-SOUTH	BOR MEETING NOTICE/CC AGENDA	MAY 2024	100-51100-320	148.20
05/24	05/21/2024	900169	8487	US BANK	SARA MARQUARDT-VON B	Council Issues-Ethics, Civil, Mtg	MAY 2024	100-51110-910	1,414.50
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-VON B	LEGAL-COUNCIL MTG ISSUES	MAY 2024	100-51110-910	207.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-VON B	LEGAL-ETHICS BOARD	MAY 2024	100-51110-910	2,553.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-VON B	LEGAL-ETHICS BOARD	MAY 2024	100-51110-910	1,828.50
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-VON B	LEGAL-COUNCIL MTG ISSUES	MAY 2024	100-51110-910	1,828.50

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05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-VON B	LEGAL-COUNCIL MTG ISSUES	MAY 2024	100-51110-910	828.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-VON B	LEGAL-ETHICS BOARD	MAY 2024	100-51110-910	11,523.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-VON B	LEGAL-CIVIL CLAIM OPEN RECORDS	MAY 2024	100-51110-910	345.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-VON B	LEGAL-COUNCIL MTG ISSUES	MAY 2024	100-51110-910	7,176.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-VON B	LEGAL-ETHICS BOARD	MAY 2024	100-51110-910	3,139.50
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-VON B	LEGAL-CIVIL CLAIM OPEN RECORDS	MAY 2024	100-51110-910	3,450.00
05/24	05/21/2024	900169	8487	US BANK	SARA MARQUARDT-VON B	Legal - General HR Issues	MAY 2024	100-51300-212	621.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-IN *AC	MAY 2024 APPRAISAL SVCS	MAY 2024	100-51400-219	3,292.67
05/24	05/21/2024	900169	8487	US BANK	TIM NEUBECK-CDW GOVT	Wifi access point - Cravath	MAY 2024	100-51400-224	150.01
05/24	05/21/2024	900169	8487	US BANK	TIM NEUBECK-AMZN MKTP	Chief of Staff monitors	MAY 2024	100-51400-310	179.98
05/24	05/21/2024	900169	8487	US BANK	TAYLOR ZEINERT-AMZN MK	Name Tags for Housing Roundtable Discussison	MAY 2024	100-51400-310	34.95
05/24	05/21/2024	900169	8487	US BANK	TAYLOR ZEINERT-SQ *THE	Breakfast refreshments for the Housing Roundtable Discussio	MAY 2024	100-51400-310	381.54
05/24	05/21/2024	900169	8487	US BANK	SARA MARQUARDT-TLF*FL	Funeral Flowers Swartz	MAY 2024	100-51400-310	82.28
05/24	05/21/2024	900169	8487	US BANK	SARA MARQUARDT-AMZN	New Employee Folders (Seasonal)	MAY 2024	100-51400-310	19.99
05/24	05/21/2024	900169	8487	US BANK	SARA MARQUARDT-AMZN	New Employee Folders (Seasonal)	MAY 2024	100-51400-310	55.88
05/24	05/21/2024	900169	8487	US BANK	SARA MARQUARDT-MINUT	New Employee Folders	MAY 2024	100-51400-310	682.19
05/24	05/21/2024	900169	8487	US BANK	HEATHER M BOEHM-AMZN	Office supplies for Administration	MAY 2024	100-51400-310	196.07
05/24	05/21/2024	900169	8487	US BANK	HEATHER M BOEHM-AMZN	Office supplies for Administration	MAY 2024	100-51400-310	54.94
05/24	05/21/2024	900169	8487	US BANK	HEATHER M BOEHM-WM S	Baby gift for Tiffany	MAY 2024	100-51400-310	103.51
05/24	05/21/2024	900169	8487	US BANK	HEATHER M BOEHM-AMZN	Office supplies for Administration	MAY 2024	100-51400-310	12.99
05/24	05/21/2024	900169	8487	US BANK	HEATHER M BOEHM-AMZN	Office supplies for Administration	MAY 2024	100-51400-310	100.66
05/24	05/21/2024	900169	8487	US BANK	HEATHER M BOEHM-ODP B	Office supplies for Administration	MAY 2024	100-51400-310	52.01
05/24	05/21/2024	900169	8487	US BANK	HEATHER M BOEHM-ODP B	Office supplies for Administration	MAY 2024	100-51400-310	32.18
05/24	05/21/2024	900169	8487	US BANK	HEATHER M BOEHM-AMZN	Office Chair for Clerk's office	MAY 2024	100-51400-310	289.99
05/24	05/21/2024	900169	8487	US BANK	SABRINA L OJIBWAY-DOJ E	Code E Record Checks for City Clerk, Park & Rec, Seniors,	MAY 2024	100-51400-310	168.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MID-CI	SHRED BIN PICK UP	MAY 2024	100-51400-310	25.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-STERI	SHREDDING SVCS	MAY 2024	100-51400-310	43.28
05/24	05/21/2024	900169	8487	US BANK	JOHN S WEIDL-CHATGPT S	Chat GPT	MAY 2024	100-51400-320	20.00
05/24	05/21/2024	900169	8487	US BANK	HEATHER M BOEHM-WMCA	I was charged twice for Tiffany's WMCA membership	MAY 2024	100-51400-320	50.00-
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MERIDI	2024 CITY GUIDE PRINTING	MAY 2024	100-51400-325	173.00
05/24	05/21/2024	900169	8487	US BANK	JOHN S WEIDL-KWIK TRIP #	*LOST RECEIPT	MAY 2024	100-51400-330	50.00
05/24	05/21/2024	900169	8487	US BANK	JOHN S WEIDL-KWIK TRIP #	KABA HOUSING PRESENTATION	MAY 2024	100-51400-330	58.05
05/24	05/21/2024	900169	8487	US BANK	JOHN S WEIDL-MARS RES	KABA event	MAY 2024	100-51400-330	23.00
05/24	05/21/2024	900169	8487	US BANK	JOHN S WEIDL-KWIK TRIP #	Walworth CO Housing Summit	MAY 2024	100-51400-330	25.00
05/24	05/21/2024	900169	8487	US BANK	JOHN S WEIDL-KWIK TRIP #	Citizen Bank Mukwonago	MAY 2024	100-51400-330	24.90
05/24	05/21/2024	900169	8487	US BANK	JOHN S WEIDL-KWIK TRIP #	Beloit Industrial Park, Gateway Economic Development	MAY 2024	100-51400-330	40.00
05/24	05/21/2024	900169	8487	US BANK	JOHN S WEIDL-CITRUS CAF	Janesville Innovation center lunch	MAY 2024	100-51400-330	17.70
05/24	05/21/2024	900169	8487	US BANK	JOHN S WEIDL-KWIK TRIP #	Janesville Innovation center- Travel Expense	MAY 2024	100-51400-330	30.00
05/24	05/21/2024	900169	8487	US BANK	JOHN S WEIDL-KWIK TRIP #	Beloit, East Troy, Addison, Grow Co , WindUp- Travel Expens	MAY 2024	100-51400-330	52.90

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
05/24	05/21/2024	900169	8487	US BANK	JENNIFER FRENCH-AMZN	Employee Appreciation Shirt	MAY 2024	100-51400-790	128.33
05/24	05/21/2024	900169	8487	US BANK	SARA MARQUARDT-AMZN	Employee Event - Picnic & Wellness	MAY 2024	100-51400-790	105.08
05/24	05/21/2024	900169	8487	US BANK	BECKY MAGESTRO-SP FAT	FAT HEAD FOR COMPANY PICNIC	MAY 2024	100-51400-790	46.42
05/24	05/21/2024	900169	8487	US BANK	TIM NEUBECK-GOTOCOM*	Goto meeting	MAY 2024	100-51450-225	40.09
05/24	05/21/2024	900169	8487	US BANK	TIM NEUBECK-GOLDFAX	FAXSVC	MAY 2024	100-51450-225	110.48
05/24	05/21/2024	900169	8487	US BANK	TIM NEUBECK-BACKBLAZE	Cloud backup	MAY 2024	100-51450-225	60.06
05/24	05/21/2024	900169	8487	US BANK	KAREN DIETER-SPECTRUM	APR 2024 BACKUP INTERNET	MAY 2024	100-51450-225	149.98
05/24	05/21/2024	900169	8487	US BANK	KAREN DIETER-SPECTRUM	APR 2024PHONE SVC/CABLE/BOXES	MAY 2024	100-51450-225	850.02
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ZOOM.	APR 2024 VIRTUAL MEETINGS	MAY 2024	100-51450-225	345.99
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-GFC L	MAR 2024 COPIES CHARGE	MAY 2024	100-51450-225	1,045.19
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ATT*B	MAR 2024 INDV PHONE LINES/LONG DIST	MAY 2024	100-51450-225	952.53
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ATT* BI	MAR 2024 CELL PHONE SERVICE	MAY 2024	100-51450-225	474.84
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ATT* BI	MAR 2024 CELL PHONE SERVICE	MAY 2024	100-51450-225	1,719.08
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-GFC L	MAY 2024 COPIER LEASE	MAY 2024	100-51450-225	1,227.31
05/24	05/21/2024	900169	8487	US BANK	TIM NEUBECK-AMZN MKTP	DVR harddrives	MAY 2024	100-51450-244	202.43
05/24	05/21/2024	900169	8487	US BANK	TIM NEUBECK-AMZN MKTP	DVR harddrives	MAY 2024	100-51450-244	106.30
05/24	05/21/2024	900169	8487	US BANK	TIM NEUBECK-UWW FINAN	UWW surplus sale	MAY 2024	100-51450-310	450.00
05/24	05/21/2024	900169	8487	US BANK	TIM NEUBECK-AMZN MKTP	Shelving refund	MAY 2024	100-51450-310	37.06
05/24	05/21/2024	900169	8487	US BANK	SARA MARQUARDT-MERIDI	Business Cards - C. Crane	MAY 2024	100-51450-310	71.47
05/24	05/21/2024	900169	8487	US BANK	RACHELLE BLITCH-LOCAL	Professional Development-Treasurers Institute	MAY 2024	100-51500-211	499.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-JOHNS	2024 AUDIT WORK	MAY 2024	100-51500-214	4,000.00
05/24	05/21/2024	900169	8487	US BANK	KAREN DIETER-CHECKSFO	DEPOSIT TICKETS	MAY 2024	100-51500-310	170.95
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MID-CI	SHRED BIN PICK UP	MAY 2024	100-51500-310	25.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-GFC L	APR 2024 COPIER LEASE ADJ	MAY 2024	100-51500-310	62.94
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-COMP	10 CASES OF COPY PAPER	MAY 2024	100-51500-310	389.90
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-STERI	SHREDDING SVCS	MAY 2024	100-51500-310	43.28
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MERIDI	2024 CITY GUIDE PRINTING	MAY 2024	100-51500-325	173.00
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-CINTAS CO	UNIFORMS	MAY 2024	100-51600-118	27.64
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ALLIAN	CLOSED SYSTEM LAB ANALYSIS	MAY 2024	100-51600-244	120.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ALLIAN	CS-107/CST-10	MAY 2024	100-51600-244	276.50
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-COVE	APR 2024 JANITORIAL SVC-146 NORTH ST	MAY 2024	100-51600-246	1,364.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-COVE	APR 2024 JANITORIAL SVC-312 W WHITEWATER ST	MAY 2024	100-51600-246	4,545.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-COVE	APR 2024 JANITORIAL SVC-504 W STARIN RD	MAY 2024	100-51600-246	1,154.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-COVE	APR 2024 JANITORIAL SVC-341 S FREMONT ST	MAY 2024	100-51600-246	338.00
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Chair pads for police department dispatch	MAY 2024	100-51600-310	125.27
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-AMAZON.CO	Cart for Municipal Building	MAY 2024	100-51600-310	149.99
05/24	05/21/2024	900169	8487	US BANK	DAN BUCKINGHAM-NASSC	PAPER TOWELS	MAY 2024	100-51600-310	192.59
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-SUPER	VEGITATION KILLER	MAY 2024	100-51600-310	453.42
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MIDWE	2024 FIRE ALARM SYSTEM INSPECTION	MAY 2024	100-51600-310	253.92

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05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ACE H	INSECT KILLER	MAY 2024	100-51600-310	17.99
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ACE H	MOTO KIT/GREASE/LONG HANDLED SCRUBBER/CABLE	MAY 2024	100-51600-355	183.70
05/24	05/21/2024	900169	8487	US BANK	TIM NEUBECK-CDW GOVT	Wifi access point - PD hallway	MAY 2024	100-52100-224	150.01
05/24	05/21/2024	900169	8487	US BANK	DANIEL A MEYER-LEXISNE	April LexisNexis bill	MAY 2024	100-52100-225	108.30
05/24	05/21/2024	900169	8487	US BANK	TIM NEUBECK-AMZN MKTP	PD cell booster cables	MAY 2024	100-52100-310	77.19
05/24	05/21/2024	900169	8487	US BANK	RYAN TAFT-ACE HARDWAR	Master keys for management	MAY 2024	100-52100-310	12.63
05/24	05/21/2024	900169	8487	US BANK	RYAN TAFT-DOMINO'S 9703	Food for Spring Splash-feeding personnel	MAY 2024	100-52100-310	653.65
05/24	05/21/2024	900169	8487	US BANK	SABRINA L OJIBWAY-TLF*FL	Flower Arrangement for C. Swartz Mother's Funeral	MAY 2024	100-52100-310	87.55
05/24	05/21/2024	900169	8487	US BANK	SABRINA L OJIBWAY-AMZN	Computer Bags (3), Velcro, Tablecloth and Mounting Squares	MAY 2024	100-52100-310	91.79
05/24	05/21/2024	900169	8487	US BANK	SABRINA L OJIBWAY-COMP	VPO Badger Paper 10 Count	MAY 2024	100-52100-310	389.90
05/24	05/21/2024	900169	8487	US BANK	SABRINA L OJIBWAY-ODP B	Highlighters, Card Stock, Gel Pens, Post-It Notes, Verbatim C	MAY 2024	100-52100-310	97.59
05/24	05/21/2024	900169	8487	US BANK	DANIEL A MEYER-WAL-MAR	Walmart food/drinks for Spring Splash	MAY 2024	100-52100-310	361.76
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MERIDI	2024 CITY GUIDE PRINTING	MAY 2024	100-52100-325	173.00
05/24	05/21/2024	900169	8487	US BANK	ADAM C VANDER STEEG-T	Gold Uniform belt for B. Taylor promotion to LT	MAY 2024	100-52110-118	32.99
05/24	05/21/2024	900169	8487	US BANK	ADAM C VANDER STEEG-C	Hunter Martin hotel while attending Police Academy. Will be re	MAY 2024	100-52110-211	490.00
05/24	05/21/2024	900169	8487	US BANK	ADAM C VANDER STEEG-C	Hunter Martin hotel while attending Police Academy. Will be re	MAY 2024	100-52110-211	490.00
05/24	05/21/2024	900169	8487	US BANK	ADAM C VANDER STEEG-C	Hunter Martin hotel while attending Police Academy. Will be re	MAY 2024	100-52110-211	490.00
05/24	05/21/2024	900169	8487	US BANK	ADAM C VANDER STEEG-H	Bradley hotel stay for less lethal instructor training	MAY 2024	100-52110-211	321.00
05/24	05/21/2024	900169	8487	US BANK	ADAM C VANDER STEEG-C	Hunter Martin hotel while attending Police Academy. Will be re	MAY 2024	100-52110-211	490.00
05/24	05/21/2024	900169	8487	US BANK	ADAM C VANDER STEEG-E	Swartz/Bradley Pepperball Instructor Training class fee	MAY 2024	100-52110-211	760.00
05/24	05/21/2024	900169	8487	US BANK	ADAM C VANDER STEEG-S	T. Swartz flight to Nevada for Pepperball instructor training	MAY 2024	100-52110-211	355.96
05/24	05/21/2024	900169	8487	US BANK	ADAM C VANDER STEEG-S	Bradley flight to Nevada for Pepperball instructor training	MAY 2024	100-52110-211	355.96
05/24	05/21/2024	900169	8487	US BANK	SABRINA L OJIBWAY-FVTC	Hunter Martin Academy Uniform and Student Accident Insura	MAY 2024	100-52110-211	104.50
05/24	05/21/2024	900169	8487	US BANK	SABRINA L OJIBWAY-PROPI	Spanish Interpretation for multiple patrol cases	MAY 2024	100-52110-219	620.10
05/24	05/21/2024	900169	8487	US BANK	ADAM C VANDER STEEG-IN	Coldfire spray for MFF officers for RNC	MAY 2024	100-52110-360	409.00
05/24	05/21/2024	900169	8487	US BANK	ADAM C VANDER STEEG-S	Gas Mask filters - old filters were expired	MAY 2024	100-52110-360	1,698.50
05/24	05/21/2024	900169	8487	US BANK	ADAM C VANDER STEEG-T	SRT Camera Mounts for helmets	MAY 2024	100-52110-360	938.95
05/24	05/21/2024	900169	8487	US BANK	ADAM C VANDER STEEG-A	Riot Gear Replacement Parts for officers	MAY 2024	100-52110-360	164.97
05/24	05/21/2024	900169	8487	US BANK	ADAM C VANDER STEEG-A	Less Lethal shotgun shell holder	MAY 2024	100-52110-360	23.96
05/24	05/21/2024	900169	8487	US BANK	ADAM C VANDER STEEG-A	Riot Gear Replacement Parts for officers	MAY 2024	100-52110-360	297.03
05/24	05/21/2024	900169	8487	US BANK	ADAM C VANDER STEEG-A	Riot Gear Replacement Parts for officers	MAY 2024	100-52110-360	148.39
05/24	05/21/2024	900169	8487	US BANK	ADAM C VANDER STEEG-A	Axon body camera cables for officers	MAY 2024	100-52110-360	301.40
05/24	05/21/2024	900169	8487	US BANK	SABRINA L OJIBWAY-STREI	Bean Bag Rounds	MAY 2024	100-52110-360	1,042.50
05/24	05/21/2024	900169	8487	US BANK	DANIEL A MEYER-QUALIFIC	Range targets	MAY 2024	100-52110-360	180.30
05/24	05/21/2024	900169	8487	US BANK	JACOB HINTZ-PAYPAL *WIS	WNOA training conference for Brock	MAY 2024	100-52120-211	195.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-AT&T P	MAR 2024 PARTIAL SRO CELL BILL	MAY 2024	100-52120-225	16.41
05/24	05/21/2024	900169	8487	US BANK	TIM NEUBECK-CDW GOVT	Detective PC	MAY 2024	100-52120-310	1,586.81
05/24	05/21/2024	900169	8487	US BANK	JACOB HINTZ-ALIEXPRESS	Thumb drive for evidence	MAY 2024	100-52120-310	82.29
05/24	05/21/2024	900169	8487	US BANK	JACOB HINTZ-EVIDENT INC	Drug Test kits	MAY 2024	100-52120-310	28.14

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
05/24	05/21/2024	900169	8487	US BANK	JACOB HINTZ-EVIDENT INC	Drug Test kits	MAY 2024	100-52120-310	145.50
05/24	05/21/2024	900169	8487	US BANK	JACOB HINTZ-EBAY O*19-11	MISC PURCH-REIMB BY HINTZ	MAY 2024	100-52120-310	16.87
05/24	05/21/2024	900169	8487	US BANK	JACOB HINTZ-EBAY O*27-11	MISC PURCH-REIMB BY HINTZ	MAY 2024	100-52120-310	16.87
05/24	05/21/2024	900169	8487	US BANK	DANIEL A MEYER-ACE HAR	Evidence reffridgerator (reimbursed to be received by CVMIC	MAY 2024	100-52120-310	1,200.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-SOUTH	CUP-HEARNING NOTICES/AGENDAS	MAY 2024	100-52400-212	219.24
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-STAFF	MOBILE HOME SPECIAL ASSESSMENT WORK	MAY 2024	100-52400-219	1,287.43
05/24	05/21/2024	900169	8487	US BANK	TAYLOR ZEINERT-DOA E PA	Wisconsin Building Permit Seals	MAY 2024	100-52400-310	507.49
05/24	05/21/2024	900169	8487	US BANK	HEATHER M BOEHM-AMAZ	Supplies for Neighborhood Services	MAY 2024	100-52400-310	41.64
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MERIDI	2024 CITY GUIDE PRINTING	MAY 2024	100-52400-325	173.00
05/24	05/21/2024	900169	8487	US BANK	SABRINA L OJIBWAY-DOJ E	Code E Record Checks for Police Dept	MAY 2024	100-52600-310	21.00
05/24	05/21/2024	900169	8487	US BANK	HEIDI A GEMPLER-KALAH	PD-BISHOP HOTEL STAY FOR WIPSCOM CONFERENCE	MAY 2024	100-52600-330	196.00
05/24	05/21/2024	900169	8487	US BANK	HEIDI A GEMPLER-KALAH	PD-M. SHROCK HOTEL STAY FOR WIPSCOM CONFEREN	MAY 2024	100-52600-330	196.00
05/24	05/21/2024	900169	8487	US BANK	SARA MARQUARDT-MERIDI	Business Cards - L. Ayon	MAY 2024	100-53100-310	71.46
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MERIDI	2024 CITY GUIDE PRINTING	MAY 2024	100-53100-325	173.00
05/24	05/21/2024	900169	8487	US BANK	ANDREW C BECKMAN-ADDI	IN-LINE NEEDLE SCALER	MAY 2024	100-53230-310	159.99
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-HOME	MISC FASTENERS	MAY 2024	100-53230-310	1.84
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-HOME	UTILITY KNIVES	MAY 2024	100-53230-310	16.08
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ACE H	MARKING SUPPLIES	MAY 2024	100-53230-310	19.98
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-GENE	SHOP TOWELS	MAY 2024	100-53230-310	14.71
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-GENE	2-MALE PLUGS	MAY 2024	100-53230-310	12.22
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-R.O.D. INC	SALT, COOLER RENTAL	MAY 2024	100-53230-310	73.92
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-CINTAS CO	MATS, BATHROOM SUPPLIES	MAY 2024	100-53230-310	214.96
05/24	05/21/2024	900169	8487	US BANK	TODD BUCKINGHAM-ALTEC	#445 REPAIR TO BOOM	MAY 2024	100-53230-352	991.50
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MOTO	FLUID/AIR FILTERS	MAY 2024	100-53230-352	144.54
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ACE H	VACUM INDUCTOR FASTENERS	MAY 2024	100-53230-352	9.56
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-GENE	#347-O2 SENSOR/LIGHTS	MAY 2024	100-53230-352	65.07
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-229 AU	#469-ROTORS/PADS/CALIPERS/BEARINGS	MAY 2024	100-53230-352	552.94
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-229 AU	#428-GASKETS	MAY 2024	100-53230-352	69.98
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-229 AU	#469-WHL HUBDUSTCAP	MAY 2024	100-53230-352	16.78
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-229 AU	#333-LIGHTS	MAY 2024	100-53230-352	20.90
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-WHOLESAL	#522 REPAIR PARTS	MAY 2024	100-53230-352	283.67
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-WHOLESAL	#464 MINI LIGHT BAR	MAY 2024	100-53230-352	233.33
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-MID-STATE -	#610, #779 REPAIR PARTS	MAY 2024	100-53230-352	2,657.80
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MOTO	FLUID FILTERS	MAY 2024	100-53230-354	29.36
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-KETTERHA	#29 CHECK ENGINE LIGHT IS ON	MAY 2024	100-53230-354	86.90
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-GRIFFIN FO	#21 COOLANT ISSUE	MAY 2024	100-53230-354	159.52
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-INTERSTAT	BATTERIES	MAY 2024	100-53230-354	156.95
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-JOHNSTON	ENERCO DRIVE KEY, COUPLING, FLANGE KIT, 10' TUBE	MAY 2024	100-53230-355	588.68
05/24	05/21/2024	900169	8487	US BANK	ANDREW C BECKMAN-ISA	ISA CERTIFIED ARBORIST RECERTIFCATION - ANDY BEC	MAY 2024	100-53270-211	120.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MOTO	FLUID FILTERS	MAY 2024	100-53270-242	93.89
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-INTERSTAT	BATTERIES	MAY 2024	100-53270-242	276.90
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-BUFFALO WI	Michelle, Kevin dinner @ Lakes and Rivers Conference	MAY 2024	100-53270-295	85.35
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Marking Flags	MAY 2024	100-53270-295	59.96
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-HILLTOP PU	Michelle, Kevin dinner @ Lakes and Rivers Conference	MAY 2024	100-53270-310	58.00
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Ethan monitors, phone case	MAY 2024	100-53270-310	203.84
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Gloves for volunteers	MAY 2024	100-53270-310	62.97
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-HOME	PLYWOOD/SHINGLES	MAY 2024	100-53270-310	101.84
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ACE H	RUST STOP	MAY 2024	100-53270-310	17.99
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ACE H	WTR SOFTENER SALT	MAY 2024	100-53270-310	35.96
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ACE H	RTV SILICONE CAULK	MAY 2024	100-53270-310	6.59
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ACE H	FLEXSEAL/SAFETY KIT	MAY 2024	100-53270-310	30.54
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ACE H	MISC FASTENERS	MAY 2024	100-53270-310	1.19
05/24	05/21/2024	900169	8487	US BANK	NEUMEISTER BRIAN-AMZN	FLAGS	MAY 2024	100-53270-359	173.45
05/24	05/21/2024	900169	8487	US BANK	NEUMEISTER BRIAN-AMZN	BOOTFOOT CHEST WADERS	MAY 2024	100-53270-359	107.28
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-CINTAS CO	UNIFORMS	MAY 2024	100-53300-118	795.04
05/24	05/21/2024	900169	8487	US BANK	SARA MARQUARDT-FT HEA	DPWST DOT Drug Screen	MAY 2024	100-53300-211	74.00
05/24	05/21/2024	900169	8487	US BANK	SABRINA L OJIBWAY-DOJ E	Code E Record Checks for DPW	MAY 2024	100-53300-310	21.00
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-MADISON T	#498 AIR SOL VALVE R/B	MAY 2024	100-53320-353	147.49
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ALLIAN	CLOSED SYSTEM LAB ANALYSIS	MAY 2024	100-55111-244	40.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ALLIAN	CS-107/CST-10	MAY 2024	100-55111-244	106.90
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-COVE	APR 2024 JANITORIAL SVC-431 W CENTER ST	MAY 2024	100-55111-246	1,259.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ACE H	TRAPS	MAY 2024	100-55111-355	28.17
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-ZOOM.U	zoom	MAY 2024	100-55200-225	15.99
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-AMAZON MA	Speakers for Ethan, desk organizer, paint markers, HDMI to V	MAY 2024	100-55200-310	44.95
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-EIG*CON	constant contact	MAY 2024	100-55200-324	110.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MERIDI	2024 CITY GUIDE PRINTING	MAY 2024	100-55200-324	1,384.00

Total 100: 279,777.56

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05/24	05/16/2024	96768	42	JOHNS DISPOSAL SERVICE IN		40YD DUMPSTER	1338650	200-55110-310	300.00
05/24	05/30/2024	96830	5729	CIVICPLUS LLC		2024 WEBSITE HOSTING	300575	200-55110-224	221.54
05/24	05/21/2024	900169	8487	US BANK	TAYLOR ZEINERT-WISCON	Awards that the department won at Media Services Confrence	MAY 2024	200-55110-212	55.00
05/24	05/21/2024	900169	8487	US BANK	BECKY MAGESTRO-AMZN	NEW MICROPHONES FOR COMMUNITY ROOM	MAY 2024	200-55110-224	121.98
05/24	05/21/2024	900169	8487	US BANK	KAREN DIETER-PREMIUM	MAY 2024 WATER COOLER RENTAL - TO BE REFUNDED	MAY 2024	200-55110-310	10.95
05/24	05/21/2024	900169	8487	US BANK	BECKY MAGESTRO-FILMFR	MIDWEST MEDIA FESST BANQUET & SHOW	MAY 2024	200-55110-330	105.18

M = Manual Check, V = Void Check

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
Total 200:									814.65
208									
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		PARKING LOT G	APRIL 2024	208-51920-650	44.42
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		PARKING LOT H	APRIL 2024	208-51920-650	20.36
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		PARKING LOT I	APRIL 2024	208-51920-650	11.11
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		PARKING LOT C	APRIL 2024	208-51920-650	12.34
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		PARKING LOT D	APRIL 2024	208-51920-650	23.45
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		PARKING LOT J	APRIL 2024	208-51920-650	14.81
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		CDA-NEWCOMB ST PARKING PAD	APRIL 2024	208-51920-650	123.40
05/24	05/21/2024	900169	8487	US BANK	SABRINA L OJIBWAY-RYDIN	Downtown City Parking Permits for 2024/2025	MAY 2024	208-51920-650	837.44
Total 208:									1,087.33
210									
05/24	05/30/2024	96833	119	GENCOMM		30-unication g5 dual band radios city of whitewater portion of	332519	210-52200-820	13,169.15
Total 210:									13,169.15
214									
05/24	05/09/2024	96727	6089	DOMINION VOTING SYSTEMS I		2024 ICE ANNUAL FIRMWARE/HARDWARE LICENSE	DVS154362	214-51400-310	2,384.45
05/24	05/22/2024	96814	191	JEFFERSON CO CLERK		PAPER ROLLS, POLL BOOK LABELS PROGRAMMING	SPR ELECTI	214-51400-310	512.85
05/24	05/30/2024	96848	125	WALWORTH COUNTY CLERK		BALLOTS/PROGRAMING/MODEM	APR 2024 EL	214-51400-310	1,009.61
05/24	05/21/2024	900169	8487	US BANK	SARA MARQUARDT-VON B	Legal - Elections Questions	MAY 2024	214-51400-310	310.50
05/24	05/21/2024	900169	8487	US BANK	HEATHER M BOEHM-ODP B	Election Supplies	MAY 2024	214-51400-310	95.89
05/24	05/21/2024	900169	8487	US BANK	HEATHER M BOEHM-USPS	Stamps for Post election mailings	MAY 2024	214-51400-310	340.00
05/24	05/21/2024	900169	8487	US BANK	HEATHER M BOEHM-USPS	Stamps to mail absentee ballots	MAY 2024	214-51400-310	2,720.00
05/24	05/21/2024	900169	8487	US BANK	HEATHER M BOEHM-AMZN	Organizer for ballots in clerk's office	MAY 2024	214-51400-310	99.98
Total 214:									7,473.28
215									
05/24	05/30/2024	96849	8682	WAUPUN EQUIPMENT CO INC		2024 NH L320 SSL VIN: JAF0L320VRM456207	8462F	215-53560-820	2,500.00
05/24	05/30/2024	96849	8682	WAUPUN EQUIPMENT CO INC		2023 NH SKIDLOADER OVER HOURS CHARGE	8506F	215-53560-820	250.00
Total 215:									2,750.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
217									
05/24	05/21/2024	900169	8487	US BANK	DWIGHT SLOCUM-ZENSUP	REFUND SALES TAX	MAY 2024	217-51600-855	101.66-
05/24	05/21/2024	900169	8487	US BANK	DWIGHT SLOCUM-ZENSUP	REFUND SALES TAX	MAY 2024	217-51600-855	101.66-
Total 217:									203.32-
220									
05/24	05/02/2024	96674	7727	WAUKESHA CO TREASURER		Databases	2024-130100	220-55110-328	260.00
05/24	05/02/2024	96675	2915	IRVIN L YOUNG MEMORIAL LIB		Prgram supplies-adult	43024	220-55110-341	8.50
05/24	05/02/2024	96675	2915	IRVIN L YOUNG MEMORIAL LIB		Postage	43024	220-55110-313	15.26
05/24	05/02/2024	96676	3491	KARL JUNGINGER MEMORIAL L		Contingency	20240402	220-55110-350	75.00
05/24	05/02/2024	96677	1832	MIDWEST TAPE LLC		Audiovisual-juvenile	505105112	220-55110-327	37.48
05/24	05/02/2024	96677	1832	MIDWEST TAPE LLC		Audiovisual-adult	505275079	220-55110-326	164.98
05/24	05/02/2024	96677	1832	MIDWEST TAPE LLC		Audiovisual-juvenile	505339786	220-55110-327	25.49
05/24	05/02/2024	96678	4630	UNIQUE MANAGEMENT SVC IN		Material Recovery	6124540	220-55110-319	23.30
05/24	05/02/2024	96679	327	WAUKESHA PUBLIC LIBRARY		Contingency	20240404	220-55110-350	16.23
05/24	05/30/2024	96830	5729	CIVICPLUS LLC		2024 WEBSITE HOSTING	300575	220-55110-224	221.54
05/24	05/30/2024	96847	6	CAPTIAL ONE		MISC OFFICE SUPPLIES	MAY 2024	220-55110-310	93.61
05/24	05/30/2024	96847	6	CAPTIAL ONE		SUPPLIES	MAY 2024	220-55110-342	38.30
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-UW MADIS	Professional Development	MAY 2024	220-55110-211	75.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ATT*C	MAR 2024 ALARM LINE	MAY 2024	220-55110-225	111.80
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ATT*C	MAR 2024 ALARM LINE	MAY 2024	220-55110-225	111.80
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-AMZN MKT	Office supplies	MAY 2024	220-55110-310	10.34
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-AMZN MKT	Office supplies	MAY 2024	220-55110-310	38.59
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-STERICYCL	Office supplies	MAY 2024	220-55110-310	96.18
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-AMZN MKT	Office supplies	MAY 2024	220-55110-310	75.97
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-COMPLETE	Office supplies	MAY 2024	220-55110-310	155.96
05/24	05/21/2024	900169	8487	US BANK	SABRINA L OJIBWAY-DOJ E	Code E Record Checks for Library	MAY 2024	220-55110-310	14.00
05/24	05/21/2024	900169	8487	US BANK	STACEY LUNSFORD-AMZN	Office supplies	MAY 2024	220-55110-310	37.78
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-WISCONSI	Subscriptions and dues	MAY 2024	220-55110-320	193.50
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-BAKER & T	Books-adult	MAY 2024	220-55110-321	776.87
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-FEDEX7692	Books-adult	MAY 2024	220-55110-321	301.54
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-FEDEX7692	Books-adult	MAY 2024	220-55110-321	301.54-
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-BAKER & T	Books-adult	MAY 2024	220-55110-321	301.54
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-AMAZON.C	Books-adult	MAY 2024	220-55110-321	38.95
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-BAKER & T	Books-adult	MAY 2024	220-55110-321	1,056.79
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-BAKER & T	Books-adult	MAY 2024	220-55110-321	422.75
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-INGRAM LI	Books-juvenile	MAY 2024	220-55110-323	56.17
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-INGRAM LI	Books-juvenile	MAY 2024	220-55110-323	408.14

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-JOURNAL S	Periodicals adult	MAY 2024	220-55110-324	78.00
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-APG SOUT	Periodicals adult	MAY 2024	220-55110-324	34.47
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-FEDEX7692	Audiovisual-adult	MAY 2024	220-55110-326	75.57
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-FEDEX7692	Audiovisual-adult	MAY 2024	220-55110-326	75.57
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-BAKER & T	Audiovisual-adult	MAY 2024	220-55110-326	75.57
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-BAKER & T	Audiovisual-adult	MAY 2024	220-55110-326	152.02
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-BAKER & T	Audiovisual-adult	MAY 2024	220-55110-326	19.43
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MERIDI	2024 CITY GUIDE PRINTING	MAY 2024	220-55110-331	173.00
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-AMZN MKT	Technical supplies	MAY 2024	220-55110-336	18.47
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-AMZN MKT	Program supplies-juvenile	MAY 2024	220-55110-342	164.99
05/24	05/21/2024	900169	8487	US BANK	DIANE JAROCH-IN *COLLAB	Special Programming-SRP T-shirts	MAY 2024	220-55110-346	196.93
Total 220:									5,874.70
230									
05/24	05/09/2024	96736	42	JOHNS DISPOSAL SERVICE IN		MAY 2024 GARBAGE	1339777	230-53600-219	25,224.75
05/24	05/09/2024	96736	42	JOHNS DISPOSAL SERVICE IN		MAY 2024 RECYCLE	1339777	230-53600-295	11,644.29
05/24	05/09/2024	96736	42	JOHNS DISPOSAL SERVICE IN		MAY 2024 BULK	1339777	230-53600-219	5,617.62
05/24	05/09/2024	96736	42	JOHNS DISPOSAL SERVICE IN		MAY 2024 DUMPSTERS	1339777	230-53600-219	184.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MERIDI	2024 CITY GUIDE PRINTING	MAY 2024	230-53600-325	173.00
Total 230:									42,843.66
235									
05/24	05/16/2024	96762	47	BROWN CAB SERVICE INC		APR 2024 CAB SERVICES	4723	235-51350-295	34,732.61
Total 235:									34,732.61
245									
05/24	05/02/2024	96692	9422	JOHNSON'S NURSERY INC		126-TREES/SHRUBS FOR SALE	MO-15862-1	245-56120-826	4,496.00
05/24	05/02/2024	96703	9423	POSSIBILITY PLACE NURSERY		124 TREES & SHRUBS FOR SALE	7855	245-56120-826	2,660.00
05/24	05/16/2024	96775	9423	POSSIBILITY PLACE NURSERY		INVOICE 7855 REMAINING BALANCE	7855-1	245-56120-826	21.00
Total 245:									7,177.00
246									
05/24	05/22/2024	96809	6841	DYNAMIC AWARDS & APPAREL		2-TROPHYS, 30 MEDALS	22953	246-55110-310	112.50
05/24	05/22/2024	96818	9592	RIDGELINE MEDIA		FILMING BASEBALL TOURNAMENTS	189	246-55110-310	550.00
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-WHENIW	wheniwork tfd	MAY 2024	246-55110-310	14.00

M = Manual Check, V = Void Check

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-ACE HARDW	Hose and nozzle	MAY 2024	246-55110-310	49.42
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-BEACON AT	Return batting cage for Treyton's	MAY 2024	246-55110-310	3,466.84-
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-NEW SAMS.	Sams Membership	MAY 2024	246-55110-346	52.75
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-SAMSCLUB	Concession items	MAY 2024	246-55110-346	805.50
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Mop Heads, Popcorn machine cleaner, fly traps relish, grill ma	MAY 2024	246-55110-346	132.78
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-WAL-MART #	Chlorox, cleaning wipes, mt dew, disinfectant spray	MAY 2024	246-55110-346	69.03
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-SAMSCLUB.	Popcorn, sunflower seeds, peanuts, doritos, cheetos, mayo, c	MAY 2024	246-55110-346	312.86
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-SAMSCLUB.	Potato Chips	MAY 2024	246-55110-346	38.36
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-WM SUPER	Slow cookers, sugar, towels, thermometer, misc concession st	MAY 2024	246-55110-346	160.87
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-WM SUPER	Barbeque Sauce	MAY 2024	246-55110-346	7.96
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-GFS ECOM	Hot dogs, hamburger, ketchup, mustard, sour cream, taco mix	MAY 2024	246-55110-346	622.85
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-WM SUPER	Buns for Concessions	MAY 2024	246-55110-346	46.72
05/24	05/21/2024	900169	8487	US BANK	HEATHER M BOEHM-WM S	Concession stand items Parks had me pick up	MAY 2024	246-55110-346	31.92
05/24	05/21/2024	900169	8487	US BANK	HEATHER M BOEHM-SAMS	Concession stand items Parks had me pick up	MAY 2024	246-55110-346	121.38
05/24	05/21/2024	900169	8487	US BANK	DAN BUCKINGHAM-WAL-M	4-LPTANEXCHANGES	MAY 2024	246-55110-346	79.68
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Snap Clips for Backstop Netting	MAY 2024	246-55110-350	130.52
Total 246:									127.74-
247									
05/24	05/02/2024	96682	7972	CARRICO AQUATIC RESOURCE		MAY 2024 CHEM & EQUIP AGREEMENT	20242281	247-55600-350	1,500.00
05/24	05/02/2024	96682	7972	CARRICO AQUATIC RESOURCE		APR 2024 OPERATIONAL CONSULTS	20242285	247-55600-346	1,610.00
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		580 S ELIZABETH ST-AQUATIC CTR	APRIL 2024	247-55700-221	2,445.20
05/24	05/02/2024	96699	9847	MUNGER TECH SVCS INC		KISI CONTROLLER-ACCESS FOR FITNESS CNTR	167030	247-55500-310	3,993.08
05/24	05/09/2024	96720	38	ALSCO		APR 2023 MAT SERVICE	APR 2024	247-55800-310	130.66
05/24	05/09/2024	96757	6315	WSLD 104.5 FM		30 SEC COMMERICALS - MAY 2024	050324	247-55800-324	465.00
05/24	05/16/2024	96776	9855	TSR CONCRETE COATINGS LL		FLOORING REPAIR DEPOSIT	56158	247-55800-820	14,375.20
05/24	05/22/2024	96806	7972	CARRICO AQUATIC RESOURCE		ROBOTIC CLEANER REPAIR	20241833	247-55600-310	501.20
05/24	05/22/2024	96822	9858	SUPERIOR ELECTROSTATIC PA		LOCKER REPAINTING	121	247-55800-820	17,975.00
05/24	05/22/2024	96823	8	UW WHITEWATER		HANDTOWELS/LED TUBE LAMPS/URINAL SCREENS	40218	247-55800-310	411.14
05/24	05/22/2024	96825	25	WE ENERGIES	PNXZT31164	Electric-0713499904-00041-Aquatic Ctr Electric	APR 2024	247-55700-222	8,116.78
05/24	05/22/2024	96825	25	WE ENERGIES	421785	Gas-0713499904-00069-Aquatic Ctr Gas	APR 2024	247-55700-223	3,152.98
05/24	05/30/2024	96830	5729	CIVICPLUS LLC		2024 WEBSITE HOSTING	300575	247-55500-224	221.54
05/24	05/30/2024	96831	9834	COMMERCIAL LIGHTING COMP		25-24W BIN PIN LED LIGHTS	8241618	247-55700-355	1,309.12
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-WHENIW	wheniwork wafc	MAY 2024	247-55500-224	168.00
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-ZOOM.U	wafc zoom	MAY 2024	247-55500-225	15.99
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-COVE	APR 2024 JANITORIAL SVC	MAY 2024	247-55500-246	808.00
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-AMZN M	new fitness bar	MAY 2024	247-55500-310	60.99
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-AMZN M	personal training supplies	MAY 2024	247-55500-310	95.27

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Bluetooth Adapter front desk PC	MAY 2024	247-55500-310	19.98
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-AMZN M	waterproof bandaids	MAY 2024	247-55600-310	114.49
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-AMZN M	crash bag restock	MAY 2024	247-55600-310	25.96
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-AMZN M	lg office storage	MAY 2024	247-55600-310	63.66
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-THE HO	pvc pipe for slide pole	MAY 2024	247-55600-310	7.98
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-WAL-MA	paint for slide pole	MAY 2024	247-55600-310	18.93
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-AMZN M	hose spray nozzle and bandaids	MAY 2024	247-55600-310	53.38
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-AMZN M	replacement water keys and ID badge	MAY 2024	247-55600-310	35.41
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-AMZN M	first aid fanny packs	MAY 2024	247-55600-310	59.39
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-AMZN M	walkie talkies	MAY 2024	247-55600-310	79.99
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-AMZN M	replacement whistle	MAY 2024	247-55600-310	6.95
05/24	05/21/2024	900169	8487	US BANK	SARA MARQUARDT-VON B	Aquatic Center Legal Review	MAY 2024	247-55600-310	655.50
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-ARC TRA	cpr course payment	MAY 2024	247-55600-344	132.00
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-AMZN M	pool vacuum	MAY 2024	247-55600-348	189.99
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-JOHNS	LOW WTR CUTOFF	MAY 2024	247-55700-244	359.55
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-JOHNS	RELAY	MAY 2024	247-55700-244	80.58
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ALLIAN	CLOSED SYSTEM LAB ANALYSIS	MAY 2024	247-55700-244	40.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ALLIAN	CS-107/CST-10/FILTER CONVERSION KIT	MAY 2024	247-55700-244	935.20
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-JOHNS	B&G IMPELLER 7INCH	MAY 2024	247-55700-244	2,446.44
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-SUPER	AIR FRESHNER DISPENSER	MAY 2024	247-55700-355	43.65
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ACE H	CABLE TIES/SILICONE CAULK/MISC FASTENERS	MAY 2024	247-55700-355	82.90
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-AMZN M	extra front door keys	MAY 2024	247-55800-310	5.99
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-WM SUP	office supplies	MAY 2024	247-55800-310	48.13
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-AMZN M	emergency blankets	MAY 2024	247-55800-310	37.90
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-WM SUP	staff's last day celebration	MAY 2024	247-55800-310	20.21
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-WM SUP	coffee supplies and paint smell coverup	MAY 2024	247-55800-310	17.21
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-AMZN M	batteries	MAY 2024	247-55800-310	24.16
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-WM SUP	staff party supplies	MAY 2024	247-55800-310	28.11
05/24	05/21/2024	900169	8487	US BANK	DAN BUCKINGHAM-NASSC	DISINFECTING WIPES/FOAMING SOAP/PAPERTOWELS	MAY 2024	247-55800-310	583.46
05/24	05/21/2024	900169	8487	US BANK	DAN BUCKINGHAM-NASSC	DISINFECTING WIPES	MAY 2024	247-55800-310	1,036.23
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-CANVA* I	day passes	MAY 2024	247-55800-324	180.00
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-SAMS C	concessions	MAY 2024	247-55800-342	351.32
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-WM SUP	concessions	MAY 2024	247-55800-342	46.38
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-SAMS C	concessions	MAY 2024	247-55800-342	78.64
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-AMAZON.CO	Cart for concessions birthday parties	MAY 2024	247-55800-342	149.99
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-AMZN M	pro shop restock	MAY 2024	247-55800-346	146.97
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-AMZN M	swim diapers for pro shop	MAY 2024	247-55800-346	16.62

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
Total 247:									65,578.40
248									
05/24	05/02/2024	96685	8102	DIEBOLT- BROWN, NICOLE BRI		MAR-APR 2024 YOGA INSTRUCTION	MAR-APR 20	248-55115-342	1,076.58
05/24	05/02/2024	96708	8557	THE COACH'S LOCKER		14-SOCCER BALL/CONES/SHINGUARDS	984744	248-55110-430	291.00
05/24	05/02/2024	96708	8557	THE COACH'S LOCKER		8 DZN BASEBALLS/SOFTBALLS	984745	248-55110-425	422.00
05/24	05/02/2024	96718	6315	WSLD 104.5 FM		SOFTBALL/BASEBALL REGISTRATION SUPPLIES	9410-2	248-55110-425	67.50
05/24	05/22/2024	96810	4210	CITY OF ELKHORN		CUST# 042174 QUAD COUNTY TEAM FEES-6	INV15682	248-55110-425	630.00
05/24	05/30/2024	96827	880	AROPA DESIGNS INC		110 YOUTH BASEBALL/SOFTBALL JERSEYS	46968	248-55110-425	3,214.97
05/24	05/30/2024	96830	5729	CIVICPLUS LLC		2024 WEBSITE HOSTING	300575	248-55110-224	221.54
05/24	05/30/2024	96836	4668	JANESVILLE SENIOR CENTER		JANESVILLE MUSIC FESTIVAL 9@\$20, 1@\$15	053024	248-55115-342	195.00
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-WHENIW	wheniwork rec	MAY 2024	248-55110-224	98.00
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-AMAZON.CO	Cart for Armory	MAY 2024	248-55110-310	149.99
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-PIXLR -	marketing/flyers	MAY 2024	248-55110-320	7.99
05/24	05/21/2024	900169	8487	US BANK	MICHELLE DUJARDIN-GOO	Cricut Subscription	MAY 2024	248-55110-320	10.54
05/24	05/21/2024	900169	8487	US BANK	MICHELLE DUJARDIN-TEM	Stevie the Squirrel Search Promotion	MAY 2024	248-55110-324	37.58
05/24	05/21/2024	900169	8487	US BANK	MICHELLE DUJARDIN-AMZ	Stevie the Squirrel Search Promotion	MAY 2024	248-55110-324	132.60
05/24	05/21/2024	900169	8487	US BANK	MICHELLE DUJARDIN-AMZ	Stevie the Squirrel Search Promotion	MAY 2024	248-55110-324	23.20
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-KWIK TR	fuel	MAY 2024	248-55110-341	20.00
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-AMAZON MA	Tags for equipment bags, padlocks, calendar	MAY 2024	248-55110-425	68.40
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-FACEBK 9U	Baseball Softball post promotion	MAY 2024	248-55110-425	9.11
05/24	05/21/2024	900169	8487	US BANK	ETHAN CESARZ-EPIC SPO	New Dimpled Softballs	MAY 2024	248-55110-425	59.51
05/24	05/21/2024	900169	8487	US BANK	ETHAN CESARZ-JUGS SPO	Lite Flite Machine	MAY 2024	248-55110-425	538.00
05/24	05/21/2024	900169	8487	US BANK	ETHAN CESARZ-EPIC SPO	Sales Tax Return	MAY 2024	248-55110-425	3.11-
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-WM SUP	soccer supplies for ethan before he got his card	MAY 2024	248-55110-430	68.08
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Soccer Goals	MAY 2024	248-55110-430	66.48
05/24	05/21/2024	900169	8487	US BANK	MICHELLE DUJARDIN-AMZ	After School Supplies	MAY 2024	248-55110-475	87.63
05/24	05/21/2024	900169	8487	US BANK	MICHELLE DUJARDIN-SAM	After School Snacks	MAY 2024	248-55110-475	231.04
05/24	05/21/2024	900169	8487	US BANK	MICHELLE DUJARDIN-AMZ	After School Supplies	MAY 2024	248-55110-475	47.82
05/24	05/21/2024	900169	8487	US BANK	MICHELLE DUJARDIN-AMA	After School Supplies	MAY 2024	248-55110-475	189.56
05/24	05/21/2024	900169	8487	US BANK	MICHELLE DUJARDIN-SAM	After School Snacks	MAY 2024	248-55110-475	180.04
05/24	05/21/2024	900169	8487	US BANK	HUNTER KARNITZ-ZOOM.U	rec zoom	MAY 2024	248-55115-225	15.99
05/24	05/21/2024	900169	8487	US BANK	JENNIFER FRENCH-AMZN	Ink/Toner	MAY 2024	248-55115-310	100.36
05/24	05/21/2024	900169	8487	US BANK	JENNIFER FRENCH-WM SU	Paper towel	MAY 2024	248-55115-310	6.48
05/24	05/21/2024	900169	8487	US BANK	JENNIFER FRENCH-WM SU	All Purpose cleaner	MAY 2024	248-55115-310	2.92
05/24	05/21/2024	900169	8487	US BANK	JENNIFER FRENCH-WM SU	Cleaning supplies Make a difference day	MAY 2024	248-55115-310	15.12
05/24	05/21/2024	900169	8487	US BANK	JENNIFER FRENCH-DOMIN	Respite Lunch	MAY 2024	248-55115-342	22.12
05/24	05/21/2024	900169	8487	US BANK	JENNIFER FRENCH-AMZN	Vol Apprec gift	MAY 2024	248-55115-342	44.13

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05/24	05/21/2024	900169	8487	US BANK	JENNIFER FRENCH-MAHJO	Mah Jongg Cards	MAY 2024	248-55115-342	58.00
05/24	05/21/2024	900169	8487	US BANK	JENNIFER FRENCH-WM SU	FUNfit CD Player	MAY 2024	248-55115-342	43.07
05/24	05/21/2024	900169	8487	US BANK	JENNIFER FRENCH-VAN GA	Senior Bus Trip	MAY 2024	248-55115-342	1,320.00
05/24	05/21/2024	900169	8487	US BANK	JENNIFER FRENCH-CKE*TH	Senior Bus Trip	MAY 2024	248-55115-342	142.58
05/24	05/21/2024	900169	8487	US BANK	JENNIFER FRENCH-SQ *LA	Senior Bus Trip	MAY 2024	248-55115-342	42.00
05/24	05/21/2024	900169	8487	US BANK	JENNIFER FRENCH-SQ *TO	Senior Bus Trip	MAY 2024	248-55115-342	148.00
05/24	05/21/2024	900169	8487	US BANK	JENNIFER FRENCH-NORTH	Senior Bus Trip	MAY 2024	248-55115-342	300.00
05/24	05/21/2024	900169	8487	US BANK	JENNIFER FRENCH-KWIK T	Movie Popcorn	MAY 2024	248-55115-342	7.58
05/24	05/21/2024	900169	8487	US BANK	JENNIFER FRENCH-WAL-M	DFCI Frame	MAY 2024	248-55115-342	7.36
Total 248:									10,416.76
249									
05/24	05/02/2024	96687	9850	HAMEISTER, AUDREY		RFND OVERPMT ON EMS CALL 22-1123	22-1123	249-13100	395.90
05/24	05/02/2024	96691	399	JEFFERSON FIRE & SAFETY INC		35-INNOTEX GRAY HOOD NOM	IN313619	249-52280-250	5,250.00
05/24	05/02/2024	96694	111	KETTERHAGEN MOTORS INC		EXPEDITION OIL CHANGE	06229	249-52280-241	75.15
05/24	05/02/2024	96706	358	STRAND ASSOCIATES INC		FD BUNKROOM REMODEL SVC THRU MAR 2024	0209372	249-52280-810	2,199.19
05/24	05/09/2024	96729	9531	ESO SOLUTIONS INC		2024 ESO SCHEDULING SOFTWARE RENEWAL	ESO-138277	249-52270-224	615.42
05/24	05/09/2024	96729	9531	ESO SOLUTIONS INC		2024 ESO SCHEDULING SOFTWARE RENEWAL	ESO-138277	249-52280-224	615.43
05/24	05/09/2024	96730	1255	FASTENAL COMPANY		#1271 BOLTS FOR MUFFLER	WIWHT6550	249-52280-242	3.50
05/24	05/09/2024	96733	9650	EMERGENCY SERVICES MARK		2024 CALL RESONSE SERVICE	2024	249-52270-224	405.00
05/24	05/09/2024	96733	9650	EMERGENCY SERVICES MARK		2024 CALL RESONSE SERVICE	2024	249-52280-224	405.00
05/24	05/09/2024	96734	4839	IMAGE TREND INC		2024 SUPPORT/LICENSE FEE	PS-INV1048	249-52270-224	1,200.00
05/24	05/09/2024	96737	110	KB SHARPENING SERVICES IN		16"BAR, 56 DRIVELINKS	124320	249-52280-241	126.05
05/24	05/09/2024	96740	1005	MADISON SPRING CO INC		VEHICLE REPAIRS	W32093	249-52280-241	2,916.80
05/24	05/13/2024	96758	9854	CBH GROUP INC		1ST HALF POST TRAUMATIC PURPOSE FOR FIRST RESP	00489	249-52280-211	12,500.00
05/24	05/16/2024	96764	9744	EMS MANAGEMENT & CONSUL		APRIL 2024 BILLING FEE	EMS-004261	249-52280-345	140.25
05/24	05/16/2024	96764	9744	EMS MANAGEMENT & CONSUL		APRIL 2024 BILLING FEE	EMS-004261	249-52270-345	2,467.69
05/24	05/16/2024	96764	9744	EMS MANAGEMENT & CONSUL		APRIL 2024 BILLING FEE	EMS-004261	249-52270-345	530.89
05/24	05/16/2024	96770	9455	KWIK TRIP INC		APRIL 2024 FUEL	APR 2024 F	249-52270-351	1,552.63
05/24	05/16/2024	96770	9455	KWIK TRIP INC		APRIL 2024 FUEL	APR 2024 F	249-52280-351	805.49
05/24	05/16/2024	96773	727	PETE'S TIRE SERVICE INC		FLAT TIRE REPAIR	2793	249-52270-241	75.00
05/24	05/22/2024	96813	5806	JAY'S BIG ROLLS INC		OSHA STREET BROOM HEADS	275479	249-52280-242	125.00
05/24	05/22/2024	96815	7449	LAKES AREA GARAGE DOOR		FD DOOR#1 REPAIR	25440	249-52290-245	750.00
05/24	05/22/2024	96819	9463	ROLL N RACK LLC		FASTBACK WITH 1.5 INCH FORK	24151	249-52280-242	1,370.00
05/24	05/30/2024	96829	459	BLACKHAWK TECH COLLEGE		FIREFIGHTER PRACTICAL EXAM-LEWIS, JAMES	S0341520	249-52280-211	80.00
05/24	05/30/2024	96830	5729	CIVICPLUS LLC		2024 WEBSITE HOSTING	300575	249-52270-224	221.54
05/24	05/30/2024	96830	5729	CIVICPLUS LLC		2024 WEBSITE HOSTING	300575	249-52280-224	221.54
05/24	05/30/2024	96840	727	PETE'S TIRE SERVICE INC		#1280 4 NEW TIRES	2713	249-52270-241	1,649.72

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05/24	05/30/2024	96840	727	PETE'S TIRE SERVICE INC		#1282 4 NEW TIRES	2910	249-52270-241	2,466.34
05/24	05/21/2024	900169	8487	US BANK	JASON DEAN-BLACKHAWK	Jenna Poole AEMT Testing	MAY 2024	249-52270-211	175.00
05/24	05/21/2024	900169	8487	US BANK	JASON DEAN-BLACKHAWK	Jenna Poole AEMT Testing	MAY 2024	249-52270-211	25.00
05/24	05/21/2024	900169	8487	US BANK	JASON DEAN-NATIONAL RE	Jenna Poole AEMT NREMT	MAY 2024	249-52270-211	144.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-AT&T P	MAR 2024 PARTIAL AMB 121/122 TABLETS CELL BILL	MAY 2024	249-52270-225	29.02
05/24	05/21/2024	900169	8487	US BANK	KELLY FREEMAN-SAMSCLU	WATER/PAPERTOWELS/PLATES/LYSOL/FORKS/DISHSOA	MAY 2024	249-52270-310	95.00
05/24	05/21/2024	900169	8487	US BANK	KELLY FREEMAN-BLAIN'S F	CHAR-BROIL GRILL	MAY 2024	249-52270-310	199.99
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MERIDI	2024 CITY GUIDE PRINTING	MAY 2024	249-52270-310	86.50
05/24	05/21/2024	900169	8487	US BANK	JASON DEAN-AMAZON.CO	TEMS Equipment	MAY 2024	249-52270-310	75.18
05/24	05/21/2024	900169	8487	US BANK	JASON DEAN-AMZN MKTP	TEMS Equipment	MAY 2024	249-52270-310	48.22
05/24	05/21/2024	900169	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	MAY 2024	249-52270-342	462.56
05/24	05/21/2024	900169	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	MAY 2024	249-52270-342	100.55
05/24	05/21/2024	900169	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	MAY 2024	249-52270-342	65.21
05/24	05/21/2024	900169	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	MAY 2024	249-52270-342	894.30
05/24	05/21/2024	900169	8487	US BANK	JASON DEAN-TELEFLEX LL	Medical supplies	MAY 2024	249-52270-342	677.50
05/24	05/21/2024	900169	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	MAY 2024	249-52270-342	38.35
05/24	05/21/2024	900169	8487	US BANK	JASON DEAN-VERATHON I	Medical supplies	MAY 2024	249-52270-342	974.97
05/24	05/21/2024	900169	8487	US BANK	JASON DEAN-VERATHON I	Medical supplies	MAY 2024	249-52270-342	454.71
05/24	05/21/2024	900169	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	MAY 2024	249-52270-342	130.08
05/24	05/21/2024	900169	8487	US BANK	JASON DEAN-AIRGAS - NO	Medical supplies	MAY 2024	249-52270-342	24.00
05/24	05/21/2024	900169	8487	US BANK	JASON DEAN-AIRGAS LLC -	Medical supplies	MAY 2024	249-52270-342	154.95
05/24	05/21/2024	900169	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	MAY 2024	249-52270-342	341.97
05/24	05/21/2024	900169	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	MAY 2024	249-52270-342	846.13
05/24	05/21/2024	900169	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	MAY 2024	249-52270-342	175.26
05/24	05/21/2024	900169	8487	US BANK	KELLY FREEMAN-CROWNE	REFUND VALET FEE	MAY 2024	249-52280-211	100.00
05/24	05/21/2024	900169	8487	US BANK	KELLY FREEMAN-2610 WO	FDIC 2024 CONFERENCE PARKING	MAY 2024	249-52280-211	150.00
05/24	05/21/2024	900169	8487	US BANK	KELLY FREEMAN-2610 WO	FDIC 2024 CONFERENCE PARKING	MAY 2024	249-52280-211	150.00
05/24	05/21/2024	900169	8487	US BANK	KELLY FREEMAN-BP#76900	FUEL FOR FDIC CONFERENCE	MAY 2024	249-52280-211	44.71
05/24	05/21/2024	900169	8487	US BANK	KELLY FREEMAN-CROWNE	FDIC 2024 CONFERENCE HOTEL STAY-FREEMAN	MAY 2024	249-52280-211	1,486.45
05/24	05/21/2024	900169	8487	US BANK	KELLY FREEMAN-CROWNE	FDIC 2024 CONFERENCE HOTEL STAY-DION	MAY 2024	249-52280-211	1,386.45
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-INTERSTAT	BATTERIES	MAY 2024	249-52280-241	54.95
05/24	05/21/2024	900169	8487	US BANK	KELLY FREEMAN-VOGUE C	CLEANING CHARGE	MAY 2024	249-52280-242	50.00
05/24	05/21/2024	900169	8487	US BANK	JOE USELDING-EXPRESS	RAM MOUNT/KEYBOARD	MAY 2024	249-52280-242	103.37
05/24	05/21/2024	900169	8487	US BANK	KELLY FREEMAN-SP FLAM	SHAMPOO & BODY WASH	MAY 2024	249-52280-310	318.40
05/24	05/21/2024	900169	8487	US BANK	KELLY FREEMAN-WM SUPE	CLEANING SUPPLIES	MAY 2024	249-52280-310	23.72
05/24	05/21/2024	900169	8487	US BANK	KELLY FREEMAN-PAYPAL *	2-PAILS OF GEAR CLEAN	MAY 2024	249-52280-310	315.00
05/24	05/21/2024	900169	8487	US BANK	KELLY FREEMAN-BLAIN'S F	CHAR-BROIL GRILL	MAY 2024	249-52280-310	200.00
05/24	05/21/2024	900169	8487	US BANK	KELLY FREEMAN-EAGLE E	NAME BADGE	MAY 2024	249-52280-310	18.75
05/24	05/21/2024	900169	8487	US BANK	KELLY FREEMAN-AMAZON.	CAR WASH/BROOM	MAY 2024	249-52280-310	131.08

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05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-R.O.D.	MAY 2024 WATER COOLER RENTAL	MAY 2024	249-52280-310	38.95
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MERIDI	2024 CITY GUIDE PRINTING	MAY 2024	249-52280-310	86.50
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-HOME	CLOTHS HOOKS, HANGER, WIRE NAILS	MAY 2024	249-52280-310	13.39
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ACE H	BRUSHES & WASHER FLUID	MAY 2024	249-52280-310	32.95
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ACE H	SHOP TOWELS	MAY 2024	249-52280-310	9.59
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-SOUTH	BUNK ROOM BID NOTICE	MAY 2024	249-52280-810	73.82
05/24	05/21/2024	900169	8487	US BANK	KELLY FREEMAN-WM SUPE	FOOD FOR MEETING	MAY 2024	249-52290-325	73.72
05/24	05/21/2024	900169	8487	US BANK	DUSTIN TOMLINSON-WAL-	SODA	MAY 2024	249-52290-325	200.76
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-JOHNS	2024 AUDIT WORK	MAY 2024	249-52290-770	500.00
05/24	05/21/2024	900169	8487	US BANK	SARA MARQUARDT-MINUT	EMS Portion of HR Supplies	MAY 2024	249-52270-310	127.91
05/24	05/21/2024	900169	8487	US BANK	SARA MARQUARDT-MINUT	Fire Portion of HR Supplies	MAY 2024	249-52280-310	42.64
Total 249:									50,915.09
250									
05/24	05/16/2024	96769	394	KRIZSAN'S TREE SERVICE INC		TREES TRIMMED-WALWROTH AVE/COTTAGE ST	2779	250-56130-219	900.00
Total 250:									900.00
271									
05/24	05/30/2024	96850	9712	WIRTH + BAYNARD LAW OFFIC		CASE NO 23-CV-786 LUX CASE WORK	98	271-51920-350	2,370.00
Total 271:									2,370.00
272									
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-SOUTH	LAKE DREDGING NOTICE	MAY 2024	272-51920-310	25.61
05/24	05/21/2024	900169	8487	US BANK	MICHELLE DUJARDIN-AMZ	Lakes Organize Binders	MAY 2024	272-51920-310	27.28
Total 272:									52.89
280									
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		INNOVATION DR RECONST-BIL PJT 1407-133	0210302	280-57500-821	612.56
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		2024 STREET MAINTENANCE PJT 1407-140	0210303	280-57500-821	3,543.91
Total 280:									4,156.47
450									
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		E MAIN ST RECONSTRUCTION PJT 1407-120	0210297	450-54000-900	991.48
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		ANN/FREMONT ST CONSTRUCTION PJT 1407-122	0210298	450-54000-861	256.62

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05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		FREMONT ST RECONSTRUCTION PJT 1407-123	0210299	450-54000-862	526.13
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		FOREST AVE RECONSTRUCTION PJT 1407-125	0210300	450-54000-864	131.94
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		WALWORTH AVE RECONST BIL PJT 1407-132	0210301	450-54000-866	4,682.14
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		FREMONT ST RECONSTRUCTION PJT 1407-142	0210304	450-54000-862	1,696.41
05/24	05/21/2024	900169	8487	US BANK	TIM NEUBECK-AMZN MKTP	Dispatch monitor cables	MAY 2024	450-52000-888	65.44
05/24	05/21/2024	900169	8487	US BANK	TIM NEUBECK-CDW GOVT	Chief of Staff PC replacement	MAY 2024	450-52000-888	945.12
05/24	05/21/2024	900169	8487	US BANK	BECKY MAGESTRO-PROJE	NEW PROJECTOR FOR COMMUNITY ROOM	MAY 2024	450-52000-888	2,061.99
Total 450:									11,357.27
610									
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		WELL 8-E COMMERCIAL AVE	APRIL 2024	610-61935-220	6.17
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		WELL 8-INDIAN MOUND	APRIL 2024	610-61935-220	3.41
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		CARRIAGE DR PUMP HOUSE	APRIL 2024	610-61935-220	7.40
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		WATER PLANT	APRIL 2024	610-61935-220	35.17
05/24	05/02/2024	96688	9376	HYDRO CORP INC		APR 2024 CROSS CONNECTION SVCS	CI-00243	610-61923-210	2,516.00
05/24	05/02/2024	96702	3388	PIEPER ELECTIRC INC		WELL #5/9 VFD'S & POWER WIRING PRGRESS #1 BILL	PJ99011160	610-61620-350	13,500.00
05/24	05/02/2024	96704	2701	RR WALTON & COMPANY		WATER STORAGE GARAGE-PAY REQ 3	GARAG PAY	610-61936-820	222,222.00
05/24	05/02/2024	96712	6	CAPTIAL ONE		GLOVES/PLATES/CLEANING	APR 2024	610-61653-350	21.84
05/24	05/02/2024	96712	6	CAPTIAL ONE		GLOVES/PLATES/CLEANING	APR 2024	610-61935-350	5.54
05/24	05/02/2024	96712	6	CAPTIAL ONE		ICE	APR 2024	610-61630-310	1.88
05/24	05/02/2024	96712	6	CAPTIAL ONE		MISC OFFICE SUPPLIES	APR 2024	610-61921-310	66.11
05/24	05/02/2024	96712	6	CAPTIAL ONE		TRUCK SUPPLIES	APR 2024	610-61933-310	34.87
05/24	05/09/2024	96735	493	JAECKEL BROS INC		WELL#6 MEDIA CLEAN OUT	31289	610-61630-350	825.00
05/24	05/09/2024	96739	55	LYCON INC		CONCRET -CENTER&1ST ST	1107155-IN	610-61652-350	693.00
05/24	05/09/2024	96743	9853	NEXT ELECTRIC LLC		WELL# 7 WELL HOUSE HEATER INSTALL	24029	610-61620-350	5,828.00
05/24	05/09/2024	96750	4323	WATER WELL SOLUTIONS WI L		WELL #8 IRON FILTER REBED-INITAL PMT	WI24-04-113	610-61630-350	54,499.00
05/24	05/16/2024	96782	293	WI DEPT OF NATURAL RESOUR		2024 WATER USE FEES	WU108971	610-61935-154	125.00
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		ANN/FREMONT ST CONSTRUCTION PJT 1407-122	0210298	610-61936-820	256.63
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		FREMONT ST RECONSTRUCTION PJT 1407-123	0210299	610-61936-820	526.12
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		FOREST AVE RECONSTRUCTION PJT 1407-125	0210300	610-61936-820	131.95
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		FREMONT ST RECONSTRUCTION PJT 1407-142	0210304	610-61936-820	1,696.40
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		VEHICLE STORAGE GARAGE PJT 1407-130	0210839	610-61936-820	4,309.48
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		LEAD SVC LINE REPACEMENT PJT 1407-141	0210840	610-61936-820	3,202.18
05/24	05/22/2024	96825	25	WE ENERGIES	PNXZT33693	Electric-0713499904-00007-1130 Carriage-Meter 1	APR 2024	610-61620-220	1,249.69
05/24	05/22/2024	96825	25	WE ENERGIES	PNXZT36190	Electric-0713499904-00018-E Lauderdale ST	APR 2024	610-61620-220	1,598.28
05/24	05/22/2024	96825	25	WE ENERGIES	PNXZT30761	Electric-0713499904-00036-308 Fremont	APR 2024	610-61620-220	6,234.27
05/24	05/22/2024	96825	25	WE ENERGIES	1739465	Gas-0713499904-00043-308 Fremont	APR 2024	610-61620-220	64.34
05/24	05/22/2024	96825	25	WE ENERGIES	3022024	Gas-0713499904-00063-Carriage Dr.	APR 2024	610-61620-220	14.58

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05/24	05/22/2024	96825	25	WE ENERGIES	PNXZT36612	Electric-0713499904-00074-Well #9	APR 2024	610-61620-220	4,820.62
05/24	05/22/2024	96825	25	WE ENERGIES	391007	Gas-0713499904-00075-951 Commercial Ave.	APR 2024	610-61620-220	405.20
05/24	05/22/2024	96825	25	WE ENERGIES	BZ789251	Electric-0713499904-00089-Cravath & Wood Sts.	APR 2024	610-61620-220	99.55
05/24	05/22/2024	96825	25	WE ENERGIES	PVZT439031	Electric-0713499904-00090-Comm Ave. well	APR 2024	610-61620-220	3,748.42
05/24	05/22/2024	96825	25	WE ENERGIES	3571984	Gas-0713499904-00110-320 Fremont	APR 2024	610-61620-220	9.90
05/24	05/22/2024	96825	25	WE ENERGIES	NZT917009	Electric-0713499904-00035-Coburn Lane Hill	APR 2024	610-61620-220	17.52
05/24	05/30/2024	96830	5729	CIVICPLUS LLC		2024 WEBSITE HOSTING	300575	610-61903-224	221.54
05/24	05/30/2024	96838	8957	MARTELLE WATER TREATMEN		CHLORINE/FLOURIDE	27111	610-61630-341	3,869.50
05/24	05/30/2024	96838	8957	MARTELLE WATER TREATMEN		WALCHEM INJECTOR	27116	610-61630-310	156.00
05/24	05/30/2024	96841	3388	PIEPER ELECTIRC INC		WELL #5 & 9 VFD UPGRADE	PJ99012438	610-61620-350	43,119.20
05/24	05/30/2024	96841	3388	PIEPER ELECTIRC INC		WELL #5 & 9 VFD AND POWER WIRING FINAL BILL	PJ99012450	610-61620-350	3,102.00
05/24	05/30/2024	96845	234	US POSTAL SERVICE		MAY 2024 UTILITY BILL POSTAGE	MAY 2024	610-61921-310	334.38
05/24	05/30/2024	96849	8682	WAUPUN EQUIPMENT CO INC		2024 NH L320 SSL VIN:JAF0L320CRM456206	8463F	610-61936-810	1,000.00
05/24	05/30/2024	96851	9780	WONDRA CONSTRUCTION INC		NORTHSIDE WATERMAIN PAY REQ 3 -FINAL	PAY REQ 3-F	610-61936-820	17,700.33
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-USABLUEB	REAGENT; IRON FERROVER SAMPLE PACKETS	MAY 2024	610-61630-310	361.00
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-NORTHERN	BACKWASH FROM FILTER TANK, QUARTERLY DW-2024	MAY 2024	610-61630-310	165.53
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-WI STATE H	FLUORIDE TESTING	MAY 2024	610-61630-310	29.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ACE H	WELL#6 FILTER SUPPLIES	MAY 2024	610-61630-350	13.89
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-DORNER PR	PLUG VALVES, FLANGE PACK	MAY 2024	610-61630-350	3,858.00
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-IN *MGT LLC	MAIN/SERVICE LINE LEAK DETECTION	MAY 2024	610-61651-350	1,226.00
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-FERGUSON	OUTSIDE CURB BOX, TRAFFIX SIGN STANDS	MAY 2024	610-61652-350	1,039.54
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ACE H	WHITE PAILS	MAY 2024	610-61654-350	17.97
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ACE H	BATTERIES/WTR HEATER PANS	MAY 2024	610-61654-350	55.95
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-BADGER ME	ORION CELLULAR LTE SER UNIT/BEACON FIXED NETWO	MAY 2024	610-61903-310	1,440.12
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MERIDI	2024 CITY GUIDE PRINTING	MAY 2024	610-61903-325	173.00
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-BADGER ME	BEACON FIXED NETWORK SERVICES UNIT / METER INC	MAY 2024	610-61903-361	1,016.01
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-AMAZON.C	CELL PHONE CASES	MAY 2024	610-61921-225	259.80
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-AMAZON M	INK CARTRIDGE FOR CANON PRINTER 1200XL	MAY 2024	610-61921-225	29.38
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-AMZN MKTP	GALAXY SCREEN PROTECTORS	MAY 2024	610-61921-225	34.48
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-JOHNS	2024 AUDIT WORK	MAY 2024	610-61923-210	5,000.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MOTO	FLUID FILTERS	MAY 2024	610-61933-310	61.87
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-CINTAS CO	UNIFORMS	MAY 2024	610-61935-118	168.24
05/24	05/21/2024	900169	8487	US BANK	JIM A BERGNER-AMERICAN	AWWA DUES - JIM BERGNER	MAY 2024	610-61935-154	430.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-HOME	TORPEDO LEVELS	MAY 2024	610-61935-350	7.90
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ACE H	WELL #6 ADDRESS NUMBERS	MAY 2024	610-61935-350	15.96
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-CINTAS CO	MATS, BATHROOM SUPPLIES	MAY 2024	610-61935-350	108.16
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-CORE & MAI	HDY 5'6"" FLG SHOE RED (2), HYD 7' FLG SHOE RED (1)	MAY 2024	610-61936-810	8,514.00
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-MIDWEST M	2"" RND BADGER STRAINER	MAY 2024	610-61936-823	620.04

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
Total 610:									422,924.31
620									
05/24	05/02/2024	96683	2005	CGC INC		VANDERLIP PS MAIN CONST TESTING	67962	620-62810-820	470.30
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		WASTEWATER STORMWATER	APRIL 2024	620-62860-220	131.29
05/24	05/02/2024	96695	8957	MARTELLE WATER TREATMEN		LIQUID ALUMINUM SULFATE	26959	620-62840-341	6,556.00
05/24	05/02/2024	96716	25	WE ENERGIES		Electric-0713499904-00042-WASTWATER PLANT	MAR 24 WW	620-62840-222	15,420.50
05/24	05/09/2024	96731	133	FRAWLEY OIL CO INC		GENERATOR FUEL	APR 2024	620-62880-357	1,527.50
05/24	05/16/2024	96759	8505	AQUACHEM OF AMERICA INC		AQUACHEM EM 1795 4600LBS	9147AQ	620-62840-341	8,694.00
05/24	05/16/2024	96767	217	JIM'S JANITORIAL SERVICE		GEN CLEANING 04/05, 04/19/24	15138	620-62860-245	330.00
05/24	05/16/2024	96781	293	WI DNR- ENVIRONMENTAL FEE		2024 WASTEWATER ENVIRONMENTAL FEE	265004520-2	620-62840-590	4,631.60
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		VANDERLIP PUMPING STATION PJT 1407-111	0210296	620-62810-820	26,139.60
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		ANN/FREMONT ST CONSTRUCTION PJT 1407-122	0210298	620-62810-820	256.62
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		FREMONT ST RECONSTRUCTION PJT 1407-123	0210299	620-62810-820	526.12
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		FOREST AVE RECONSTRUCTION PJT 1407-125	0210300	620-62810-820	131.95
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		FREMONT ST RECONSTRUCTION PJT 1407-142	0210304	620-62810-820	1,696.40
05/24	05/22/2024	96825	25	WE ENERGIES	PVXZT86648	Electric-0713499904-00042-Wastewater Plant	APR 2024	620-62840-222	13,286.12
05/24	05/22/2024	96825	25	WE ENERGIES	305347	Gas-0713499904-00004-Wastewater Plant	APR 2024	620-62840-223	5,261.02
05/24	05/22/2024	96825	25	WE ENERGIES	PBZT703307	Electric-0713499904-00015-Park Crest Lift Station	APR 2024	620-62830-222	41.27
05/24	05/22/2024	96825	25	WE ENERGIES	PBZT703134	Electric-0713499904-00019-Vanderlip Lift Station	APR 2024	620-62830-222	573.17
05/24	05/22/2024	96825	25	WE ENERGIES	PVXZT90576	Electric-0713499904-00023-Fremont Lift Station	APR 2024	620-62830-222	88.49
05/24	05/22/2024	96825	25	WE ENERGIES	1738585	Gas-0713499904-00029-Fremont Lift Station	APR 2024	620-62830-222	26.13
05/24	05/22/2024	96825	25	WE ENERGIES	PBZT92285	Electric-0713499904-00033-Beach Lift Station	APR 2024	620-62830-222	117.30
05/24	05/22/2024	96825	25	WE ENERGIES	PBZT703205	Electric-0713499904-00034-Fraternity Lift Station	APR 2024	620-62830-222	238.25
05/24	05/22/2024	96825	25	WE ENERGIES	PBZT702130	Electric-0713499904-00049-Milwaukee St. lift	APR 2024	620-62830-222	45.67
05/24	05/22/2024	96825	25	WE ENERGIES	PBZT703352	Electric-0713499904-00051-Oak St. sludge	APR 2024	620-62830-222	44.54
05/24	05/22/2024	96825	25	WE ENERGIES	3082926	Gas-0713499904-00058-Park Crest Lift Station	APR 2024	620-62830-222	11.11
05/24	05/22/2024	96825	25	WE ENERGIES	1799408	Gas-0713499904-00088-Beach Lift Station	APR 2024	620-62840-223	10.48
05/24	05/22/2024	96825	25	WE ENERGIES	3028661	Gas-0713499904-00093-Fraternity Lift Station	APR 2024	620-62830-222	13.95
05/24	05/30/2024	96830	5729	CIVICPLUS LLC		2024 WEBSITE HOSTING	300575	620-62810-224	221.54
05/24	05/30/2024	96837	251	JEFFERSON CURRENT ELECT		BLDG 600 #1 NON PORTABLE PUMP REPAIR	144330	620-62850-242	94.00
05/24	05/30/2024	96843	9344	SJE		BLDG 800 CENTRIFUGE CAKE PUMP SHAFT	CD99526032	620-62850-357	2,318.37
05/24	05/30/2024	96845	234	US POSTAL SERVICE		MAY 2024 UTILITY BILL POSTAGE	MAY 2024	620-62810-310	334.38
05/24	05/21/2024	900169	8487	US BANK	SARA MARQUARDT-FT HEA	DPWWW DOT Drug Screens	MAY 2024	620-62810-154	191.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-JOHNS	2024 AUDIT WORK	MAY 2024	620-62810-219	5,000.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MERIDI	2024 CITY GUIDE PRINTING	MAY 2024	620-62810-310	173.00
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-WISCONSIN	WWOA REGIONAL MEETING ON 5/2/2024 - TRAVIS ZAHN	MAY 2024	620-62820-154	77.63
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-AMAZON W	AMAZON WEB SERVICES FOR COLLECTIONS APRIL 2024	MAY 2024	620-62830-295	12.47

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ACE H	MISC FASTENERS-COMBO TRUCK	MAY 2024	620-62830-355	2.19
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-BATTERIES	BATTERIES FOR SCISSOR LIFT	MAY 2024	620-62830-355	67.80
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-CINTAS CO	UNIFORMS	MAY 2024	620-62840-118	254.96
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-MENARDS J	PLANT SUPPLIES	MAY 2024	620-62840-310	71.11
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-AMZN MKTP	SONIC HEADSET	MAY 2024	620-62840-310	35.88
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-TOTAL WAT	PLANT SUPPLIES	MAY 2024	620-62840-310	64.00
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-AMZN MKTP	PLANT SUPPLIES	MAY 2024	620-62840-310	32.73
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-WAL-MART	PLANT SUPPLIES	MAY 2024	620-62840-310	41.76
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-AMZN MKTP	RES-UP WATER SOFTENER CLEANER	MAY 2024	620-62840-310	100.99
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-KILLER FILT	FILTER REPLACEMENT FOR FUEL STORAGE TANKS	MAY 2024	620-62840-310	64.95
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-KILLER FILT	FILTER REPLACEMENT FOR FUEL STORAGE TANKS	MAY 2024	620-62840-310	64.78
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-TOTAL WAT	PLANT SUPPLIES	MAY 2024	620-62840-310	70.00
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-CINTAS CO	MATS	MAY 2024	620-62840-310	182.30
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-GENE	#221-WIPERBLADE	MAY 2024	620-62840-351	13.39
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-GENE	#228-WIPERBLADES	MAY 2024	620-62840-351	29.98
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-ENDRESS+	BLDG 800 CENTRIFUGE	MAY 2024	620-62850-357	3,972.42
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-BATTERIES	UPS FOR LIFT STATIONS	MAY 2024	620-62850-357	591.74
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-SP CLEAN	POLY-SOLV01 CONCENTRATE	MAY 2024	620-62850-357	195.39
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-CNC SPECI	KLUBER ISOFLEX NBU 15, STAINLESS STEET 6	MAY 2024	620-62850-357	363.57
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-TROJAN TE	CLEANER, ACTICLEAN GEL	MAY 2024	620-62850-357	525.37
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-AMZN MKTP	BLDG 450 NETWORK RACK	MAY 2024	620-62850-357	450.00
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-MCMMASTER	BLDG 200 MAU	MAY 2024	620-62850-357	124.34
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-AMZN MKTP	DELUXE STEERING WHEEL [OWER HANDLE SPINNER K	MAY 2024	620-62860-355	19.94
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-BLAIN'S FAR	LAWN SUPPLIES	MAY 2024	620-62860-357	222.96
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-AMZN MKTP	LED LIGHT BULBS	MAY 2024	620-62860-357	56.80
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-AMAZON.C	LAWN SUPPLIES	MAY 2024	620-62860-357	42.92
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-NORTHERN	WEEKLY WASTEWATER TESTING	MAY 2024	620-62870-295	1,467.10
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-MENARDS J	LAB SUPPLIES	MAY 2024	620-62870-310	599.00
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-NCL OF WIS	LAB SUPPLIES	MAY 2024	620-62870-310	1,211.38
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-TOTAL WAT	LAB SUPPLIES	MAY 2024	620-62870-310	22.00
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-WM SUPER	LAB SUPPLIES	MAY 2024	620-62870-310	21.40
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-HACH COM	LAB SUPPLIES	MAY 2024	620-62870-310	637.00
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-NSI LAB SO	LAB SUPPLIES	MAY 2024	620-62870-310	285.00
05/24	05/21/2024	900169	8487	US BANK	ALISON STOLL-TOTAL WAT	LAB SUPPLIES	MAY 2024	620-62870-310	33.00
Total 620:									106,629.92
630									
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		502 E CRAVATH	APRIL 2024	630-63440-350	4.32

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
05/24	05/02/2024	96715	9505	WATER RESOURCE ASSOC LL		IDDE OUTFAL INSPECTION PROGRAM	1073	630-63440-295	2,645.00
05/24	05/09/2024	96749	125	WALWORTH CO PUBLIC WORK		2024 CLEAN SWEEP PROGRAM DONATION	2024	630-63440-295	1,500.00
05/24	05/09/2024	96756	293	WI DNR- ENVIRONMENTAL FEE		2024 STORMWATER ENVIROMENTAL FEE	265169630-2	630-63440-590	2,000.00
05/24	05/16/2024	96763	28	BURNS INDUSTRIAL		#428 REPAIRS	1102778	630-63600-352	169.32
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		STORMWATER ORD REVIEW	0210239	630-63440-295	710.03
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		ANN/FREMONT ST CONSTRUCTION PJT 1407-122	0210298	630-63440-820	256.63
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		FREMONT ST RECONSTRUCTION PJT 1407-123	0210299	630-63440-820	526.12
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		FOREST AVE RECONSTRUCTION PJT 1407-125	0210300	630-63440-820	131.95
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		FREMONT ST RECONSTRUCTION PJT 1407-142	0210304	630-63440-820	1,696.40
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		WALWORTH AVE STORM SEWER PJT 1407-095	0210360	630-63440-820	4,817.12
05/24	05/22/2024	96821	358	STRAND ASSOCIATES INC		GRANT APP FOR UNDERGROUND WET BASIN PJT 1407-	0210641	630-63440-295	802.97
05/24	05/30/2024	96845	234	US POSTAL SERVICE		MAY 2024 UTILITY BILL POSTAGE	MAY 2024	630-63300-310	167.19
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-JOHNS	2024 AUDIT WORK	MAY 2024	630-63300-214	500.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-HOME	GLOVES	MAY 2024	630-63300-310	19.64
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MERIDI	2024 CITY GUIDE PRINTING	MAY 2024	630-63440-320	173.00
Total 630:									16,119.69
900									
05/24	05/09/2024	96724	6951	DISCOVER WHITEWATER SERI		2024 DSW SPONSORSHIP	2024	900-56500-223	6,000.00
05/24	05/09/2024	96745	9815	TRACY CROSS & ASSOCIATES I		WHITEWATER HOUSING ROUND TABLE PRESENTATION	14204	900-56500-211	1,032.50
05/24	05/16/2024	96761	9856	BARISTA CATS CAFE		REFUND WW WIND UP FEE	WIND UP	900-48600-56	50.00
05/24	05/16/2024	96771	9857	LATELLA, JESSICA		WELLNEST WW WIND UP REFUND	WIND UP RF	900-48600-56	50.00
05/24	05/30/2024	96830	5729	CIVICPLUS LLC		2024 WEBSITE HOSTING	300575	900-56500-224	221.54
05/24	05/21/2024	900169	8487	US BANK	TAYLOR ZEINERT-REALEST	Real Estate Class	MAY 2024	900-56500-215	199.00
05/24	05/21/2024	900169	8487	US BANK	TAYLOR ZEINERT-USPS PO	Postage Materials	MAY 2024	900-56500-310	272.00
05/24	05/21/2024	900169	8487	US BANK	TAYLOR ZEINERT-AMZN MK	Office Supplies- Clock and Power Cord	MAY 2024	900-56500-310	33.75
05/24	05/21/2024	900169	8487	US BANK	SARA MARQUARDT-MERIDI	Business Cards - T. Zeinert	MAY 2024	900-56500-310	71.49
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-LUSH BANN	Whitewater Windup Banner	MAY 2024	900-56500-310	563.36
05/24	05/21/2024	900169	8487	US BANK	SABRINA L OJIBWAY-DOJ E	Code E Record Check for Econ Dev	MAY 2024	900-56500-310	7.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-STERI	SHREDDING SVCS	MAY 2024	900-56500-310	21.64
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-MERIDI	2024 CITY GUIDE PRINTING	MAY 2024	900-56500-325	173.00
05/24	05/21/2024	900169	8487	US BANK	TAYLOR ZEINERT-CHIPOTL	Dinner while at WEDA Training	MAY 2024	900-56500-330	15.56
05/24	05/21/2024	900169	8487	US BANK	TAYLOR ZEINERT-TST* HA	Lunch at WEDA Training	MAY 2024	900-56500-330	17.36
05/24	05/21/2024	900169	8487	US BANK	TAYLOR ZEINERT-CULVERS	Dinner while at WEDA Training	MAY 2024	900-56500-330	14.75
Total 900:									8,742.95

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
920									
05/24	05/02/2024	96684	1	DEPT OF UTILITIES		1221 INNOVATION CTR	APRIL 2024	920-56500-221	564.44
05/24	05/02/2024	96717	7508	WISCONSIN TECHNOLOGY CO		2024 NON-PROFIT MEMEBERSHIP	WTC-4168	920-56500-323	1,000.00
05/24	05/09/2024	96720	38	ALSCO		APR 2023 MAT SERVICE	APR 2024	920-56500-250	103.07
05/24	05/09/2024	96721	9234	BUCKINGHAM, DAN		MAY 2024 LAWN CARE SVC	MAY 2024	920-56500-294	700.00
05/24	05/09/2024	96753	25	WE ENERGIES		Electric-0713499904-00072-INNV CTR	APR 2024	920-56500-222	5,451.25
05/24	05/22/2024	96823	8	UW WHITEWATER		WETMOP/FLAGS	40218	920-56500-250	45.84
05/24	05/21/2024	900169	8487	US BANK	KAREN DIETER-WWP*WIL-K	APR 2024 PEST CONTROL	MAY 2024	920-56500-245	68.37
05/24	05/21/2024	900169	8487	US BANK	KAREN DIETER-WWP*WIL-K	POWER SPRAY-BARRIER APPLICATION	MAY 2024	920-56500-245	212.10
05/24	05/21/2024	900169	8487	US BANK	KAREN DIETER-WWP*WIL-K	MAY 2024 PEST CONTROL	MAY 2024	920-56500-245	73.16
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-COVE	APR 2024 JANITORIAL SVC	MAY 2024	920-56500-246	1,888.00
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Cables, Cable cover, switch for cameras, wall plates for innov	MAY 2024	920-56500-250	124.19
05/24	05/21/2024	900169	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Mounting boxes for camera system	MAY 2024	920-56500-250	110.19
05/24	05/21/2024	900169	8487	US BANK	DAN BUCKINGHAM-NASSC	PAPER TOWELS/HAND SANATIZER	MAY 2024	920-56500-250	768.23
05/24	05/21/2024	900169	8487	US BANK	DAN BUCKINGHAM-NASSC	PAPER TOWELS	MAY 2024	920-56500-250	145.05
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ALLIAN	CLOSED SYSTEM LAB ANALYSIS	MAY 2024	920-56500-250	80.00
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ALLIAN	CS-107/CST-10/FILTER CARDTRIDGE	MAY 2024	920-56500-250	366.30
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-ACE H	PVC CONDUIT	MAY 2024	920-56500-250	5.99
05/24	05/21/2024	900169	8487	US BANK	ELIZABETH L THELEN-TAC	LUNCH MEETING WITH TENANT	MAY 2024	920-56500-323	26.37
05/24	05/21/2024	900169	8487	US BANK	ELIZABETH L THELEN-TST*	FOUNDERS DINNER	MAY 2024	920-56500-323	201.64
05/24	05/21/2024	900169	8487	US BANK	JEREMIAH THOMAS-IN *KR	MAY 2024 DIGITAL MARKETING SVCS	MAY 2024	920-56500-323	225.00
Total 920:									12,159.19
Grand Totals:									1,107,691.82

Report Criteria:
 Report type: GL detail
 Check.Check number = 96674-96851,900169

M = Manual Check, V = Void Check

Item 10.

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**Manual and Authorized Checks Processed/Paid
May 2024**

Attached is a detail listing of all manual and authorized checks processed. The total amount equaled \$1,107,691.82.

<u>Fund #</u>	<u>Fund Name</u>	<u>Fund Total</u>
100	General Fund	279,777.56
200	Cable TV Fund	814.65
208	Parking Permit Fund	1,087.33
210	Fire Equipment Revolving Fund	13,169.15
214	Election Fund	7,473.28
215	DPW Equipment Fund	2,750.00
216	Police Vehicle Revolving Fund	-
217	Building Repair Fund	(203.32)
220	Library Special Revenue	5,874.70
230	Solid Waste/Recycling Fund	42,843.66
235	Ride-Share Grant Program Fund	34,732.61
240	Parkland Acquisition	
245	Parkland Development	7,177.00
246	Treytons Field of Dreams	(127.74)
247	Aquatic Center	65,578.40
248	Park & Rec Special Revenue	10,416.76
249	Fire & EMS Department	50,915.09
250	Forestry	900.00
271	Insurance/SIR Fund	2,370.00
272	Lakes Improvement	52.89
280	Street Repair Revolving Fund	4,156.47
295	Police Trust Fund	
300	Debt Service	
410	TID 10	
411	TID 11	
412	TID 12	
413	TID 13	
414	TID 14	
441	TID 4 Affordable Housing	
450	CIP Fund	11,357.27
452	Birge Fountain Restoration	
610	Water Utility	422,924.31
620	Wastewater Utility	106,629.92
630	Stormwater Utility	16,119.69
900	CDA Operating Fund	8,742.95
910	CDA Project Fund	
920	Innovation Center	12,159.19
Grand Total:		<u><u>1,107,691.82</u></u>

CITY OF WHITEWATER
CASH/INVESTMENT - TOTAL FUND EQUITY
05/31/2024

FUND NAME	FUND #	A	B	C	FUND EQUITY / A+B+C
		LIQUID-CASH / INVESTMENT BALANCES	FUND BALANCE less CASH	YTD NET INCOME / REV - (EXP)	
General Fund	100	4,354,230	(1,225,407.10)	967,094	4,095,917
Cable T.V.	200	73,225	14,256.67	(14,257)	73,225
Parking Permit Fund	208	90,478	(18,619.59)	18,620	90,478
Fire/Rescue Equipment Revolving	210	1,121,193	(60,639.70)	60,640	1,121,193
Election Fund	214	46,234	(27,473.97)	27,474	46,234
DPW Equipment Revolving	215	278,418	9,384.62	(9,385)	278,418
Police Vehicle Revolving	216	(84,705)	117,442.33	(117,442)	(84,705)
Building Repair Fund	217	42,455	3,696.68	(3,697)	42,455
Library Special Revenue	220	517,623	110,196.47	(292,462)	335,357
Skate Park Fund	225	5,433	-	-	5,433
Solid Waste/Recycling	230	161,194	(143,419.44)	143,419	161,194
Ride-Share Grant Fund	235	14,985	46,276.89	(46,277)	14,985
Parkland Acquisition	240	61,233	-	-	61,233
Parkland Development	245	20,105	(2,617.51)	2,618	20,105
Field of Dreams	246	62,180	2,932.86	(2,933)	62,180
Aquatic Center	247	22,849	(92,427.81)	430,195	360,617
Park & Rec Special Revenue	248	77,644	(41,663.32)	41,663	77,644
Fire/EMS Department	249	105,469	(206,211.97)	590,304	489,561
Forestry Fund	250	1,721	12,107.02	(12,107)	1,721
Sick Leave Severence Fund	260	38,693	93,696.73	(93,697)	38,693
Insurance-SIR	271	133,911	2,370.00	(2,370)	133,911
Lakes Improvement Fund	272	837	(362.11)	362	837
Street Repair Revolving Fund	280	610,270	5,966.37	(5,966)	610,270
Police Dept-Trust Fund	295	70,952	(963.43)	963	70,952
Debt Service Fund	300	-	0.24	(0)	0
TID #4 Affordable Housing	441	1,907,539	100,000.00	(75,000)	1,932,539
TID #10	410	126,212	(142,680.99)	142,681	126,212
TID #11	411	23,399	(20,962.69)	20,963	23,399
TID #12	412	53,889	(98,185.36)	98,185	53,889
TID #13	413	(24,642)	17,487.44	(17,487)	(24,642)
TID #14	414	163,571	(162,959.53)	162,960	163,571
Capital Projects-LSP	450	350,662	(1,246.39)	(28,303)	321,112
Birge Fountain Restoration	452	10,556	-	-	10,556
Depot Restoration Project	459	31,368	-	-	31,368
Water Utility	610	2,030,872	9,370,019.37	(1,135,047)	10,265,845
Wastewater Utility	620	6,443,177	14,115,431.88	(1,147,151)	19,411,458
Stormwater Utility	630	283,896	4,130,495.17	(97,553)	4,316,837
Tax Collection	800	-	-	-	-
Rescue Squad Equip/Education	810	126,141	11,830.39	(11,830)	126,141
CDA Operating Fund	900	5,443	21,396.98	(12,658)	14,182
CDA Program Fund-Prelim.	910	1,037,300	6,096,578.28	32,637	7,166,515
Innovation Center-Operations	920	49,696	(12,192.64)	46,394	83,898
Total:		20,445,704	32,023,533	(338,451)	52,130,786

FIDUCIARY FUNDS	FUND #	A	B	C	FUND EQUITY / A+B+C
		LIQUID-CASH / INVESTMENT BALANCES	FUND BALANCE less CASH	YTD NET INCOME / REV - (EXP)	
Library Board Funds	220	324,312	-	-	324,312
Rock River Stormwater Group	820	76,080	(12,564.88)	12,565	76,080
Fire & Rescue	850	1,593,431	1,238.24	(1,238)	1,593,431
Total:		1,993,824	(11,327)	11,327	1,993,824

INVESTMENT DETAIL							May-24
FUND	#	BANK	TYPE-CD#	FUND	AMOUNT		RATE
General	100-11300	Amer Dep Mgmt	PublicFund	General	1,036,954.39		5.30%
General	100-11301	LGIP	PublicFund	General	2,427,738.45		5.38%
Petty Cash	100-11150	On Hand	PublicFund	General	1,550.00		
Cable TV	200-11300	Amer Dep Mgmt	PublicFund	Cable TV	48,582.54		5.30%
Parking	208-11300	Amer Dep Mgmt	PublicFund	Pking Permit	29,238.96		5.30%
Fire/Rescue Equip.	210-11300	Amer Dep Mgmt	PublicFund	Fire Equip	56,762.23		5.30%
DPW Equip.	215-11300	Amer Dep Mgmt	PublicFund	DPW Equip	28,442.08		5.30%
Library Investments	220-11300	Amer Dep Mgmt	PublicFund	Library	34,542.60		5.30%
Forestry Fund	250-11300	Amer Dep Mgmt	PublicFund	Forestry	1,346.91		5.30%
Street Repairs	280-11300	Amer Dep Mgmt	PublicFund	Street Repair	430,060.78		5.30%
PD Crime Prevention	295-11103	1st Citizens	Crime Prev	PD Trust	12,959.30		0.05%
PD Donations	295-11104	1st Citizens	Donations	PD Trust	22,820.54		0.05%
PD Seizures-Spending	295-11111	1st Citizens	Seizures	PD Trust	14,474.76		0.05%
PD Seizures-Held	295-11110	1st Citizens	Seizures	PD Trust	3,334.49		0.05%
PD Evidence/Prop-Held	295-11120	1st Citizens	Evid-Found Prop	PD Trust	17,135.01		0.05%
PD Evidence/Prop-Spending	295-11121	1st Citizens	Evid-Found Prop	PD Trust	227.63		0.05%
Sub-Total By Fund	295				70,951.73		
CIP FUND 450	450-11300	Amer Dep Mgmt	PublicFund	CIP	131,538.40		5.30%
ARPA FUNDS 450	450-11405	LGIP	PublicFund	CIP	193,808.21		5.38%
Water Operating Reserve	610-13200	Amer Dep Mgmt	PublicFund	Water	522,709.12		5.30%
Water Debt Svc Reserve	610-13240	Amer Dep Mgmt	PublicFund	Water	232,478.67		5.30%
ARPA Funds 610	610-13250	LGIP	PublicFund	Water	732,866.11		5.30%
Sub-Total By Fund	610				1,488,053.90		
Sewer Operating Reserve	620-11300	Amer Dep Mgmt	PublicFund	Wastewater	1,382,031.04		5.30%
Sewer ERF Reserve	620-11320	Amer Dep Mgmt	PublicFund	Wastewater	1,524,809.54		5.30%
Sewer Debt Svc Reserve	620-11340	Amer Dep Mgmt	PublicFund	Wastewater	362,517.82		5.30%
Sewer Connection Fund	620-11350	Amer Dep Mgmt	PublicFund	Wastewater	346,830.78		5.30%
ARPA Funds 620	620-11360	LGIP	PublicFund	Wastewater	974,916.21		5.30%
Sub-Total By Fund	620				4,591,105.39		
Hospital Fund	810-11101	Premier	PublicFund	Hospital	5,360.25		0.00%
Hospital Fund	810-11301	LGIP	PublicFund	Hospital	34,231.66		5.38%
Hospital Fund	810-11300	Amer Dep Mgmt	PublicFund	Hospital	86,548.76		5.30%
Sub-Total By Fund	810				126,140.67		
Rock River Stormwater	820-11101	Assoc. Bank	Fund 820	Rock River	76,080.43		2.27%
Action	910-11800	1st Citizens	Fund 910	CDA	871,263.01		5.52%
CDBG Housing	910-11600	1st Citizens	Fund 910	CDA	14,754.47		5.52%
Façade	910-11702	1st Citizens	Fund 910	CDA	31,053.68		5.52%
Capital Catalyst	910-11900	Assoc. Bank	Fund 910	CDA	120,228.95		1.00%
Sub-Total By Fund	910				1,037,300.11		
Library Brd MMKT	220-11301	1st Citizens	Fund 220	Library Board	3,114.11		0.35%
Library Brd Invest	220-11500	Amer Dep Mgmt	Fund 220	Library Board	321,197.62		5.30%
Sub-Total By Fund	220				324,311.73		
Inn Ctr-Drouillard Trust	920-11300	Amer Dep Mgmt	PublicFund	Innovation Ctr	8,851.13		5.30%
				TOTAL	12,143,360.64		

**CITY OF WHITEWATER
BALANCE SHEET
MAY 31, 2024**

GENERAL FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
100-11100 CASH	(78,920.07)	(874,639.63)	966,907.64	887,987.57
100-11150 PETTY CASH	1,200.00	(250.00)	350.00	1,550.00
100-11300 INVESTMENTS	985,243.51	4,497.55	51,710.88	1,036,954.39
100-11301 LGIP-INVESTMENTS	2,318,516.79	13,273.60	109,221.66	2,427,738.45
100-12100 TAXES RECEIVABLE - CURRENT Y	5,852,362.00	.00	(4,241,188.27)	1,611,173.73
100-12300 TAXES RECEIVABLE/DELINQUENT	3,839.60	(642.91)	(1,405.43)	2,434.17
100-12400 DELINQUENT SPECIALS-A/R	4,935.66	.00	2,680.47	7,616.13
100-12623 SPECIAL ASSESSMENTS/SEWER	168,161.43	.00	.00	168,161.43
100-12624 SPECIAL ASSESSMENTS/WATER	9,021.12	.00	.00	9,021.12
100-12626 A/R - SNOW	.00	(375.00)	225.00	225.00
100-12627 A/R - MISC	.00	(237.20)	.00	.00
100-13104 A/R-ENG,PLAN,DESIGN,MISC SER	.00	(64.72)	.00	.00
100-13106 ACCOUNTS RECEIVABLE-OTHER	71,276.05	(72.00)	(71,109.37)	166.68
100-13120 A/R--MOBILE HOMES	62,401.73	(5,232.38)	(25,775.48)	36,626.25
100-13122 A/R--TOTERS	200.00	(200.00)	125.00	325.00
100-13125 A/R--FALSE ALARMS	150.00	.00	(100.00)	50.00
100-13132 A/R--STREET LIGHTS	10,772.75	.00	(10,772.75)	.00
100-13134 A/R--SIGNAL DAMAGE	.00	(7,074.22)	719.48	719.48
100-13138 A/R--TREE DAMAGE	1,822.38	658.50	(1,163.88)	658.50
100-13150 A/R-TREASURER	60.00	125.00	145.00	205.00
100-13170 A/R--RE-INSPECTION FEES	(50.00)	(350.00)	4,750.00	4,700.00
100-13199 UNAPPLIED ACCOUNTS REC V	(235.00)	.00	85.00	(150.00)
100-13500 REC DESK RECEIVABLE	44.96	(113.14)	(5,950.88)	(5,905.92)
100-14100 ACCTS. REC.--OTHER	20,248.14	(18,500.00)	(20,248.14)	.00
100-15205 DUE FROM FD 900 & 910 CDA	17,176.56	(130.47)	(17,176.56)	.00
100-15240 DUE FROM FD 247 AQUATIC CTR	69,578.48	.00	(69,578.48)	.00
100-15410 DUE FROM TID 10,11,12,13,14	67,919.56	.00	(67,919.56)	.00
100-15601 DUE FROM FD 610 WATER UTILITY	(6,803.00)	.00	6,803.00	.00
100-15800 DUE FROM FD 800 TAX COLLECTION	40,156.79	.00	(40,156.79)	.00
100-15801 DUE FROM FD 800 TAX INTEREST	7,890.39	.00	(7,890.39)	.00
100-15802 DUE FROM FD 810 RESCUE SQUAD	45.00	.00	(45.00)	.00
100-15807 DUE FROM FD 295 POLICE TRUST	1,095.74	.00	(1,095.74)	.00
100-15815 DUE FROM FD 850 FIRE & RESCUE	100,743.15	.00	(100,743.15)	.00
100-16100 PREPAID HEALTH INSURANCE PREM	(2,779.40)	(556.83)	308.02	(2,471.38)
100-16500 PREPAID POSTAGE	639.71	222.51	110.44	750.15
100-16600 PREPAID FUEL	5,690.68	(1,914.55)	(6,963.56)	(1,272.88)
100-16700 PREPAID PROFESSIONAL SVCS	2,855.00	(8,861.25)	34,043.75	36,898.75
TOTAL ASSETS	9,735,259.71	(900,437.14)	(3,511,098.09)	6,224,161.62

LIABILITIES AND EQUITY

**CITY OF WHITEWATER
BALANCE SHEET
MAY 31, 2024**

GENERAL FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>LIABILITIES</u>				
100-21100 ACCOUNTS PAYABLE	187,407.93	.00 (187,407.93)	.00
100-21106 WAGES CLEARING	183,064.44	.00 (183,064.44)	.00
100-21520 WIS RETIREMENT PAYABLE	108,451.72	4,253.88 (11,198.22)	97,253.50
100-21531 LIFE INSURANCE PAYABLE	188.74	84.73	260.80	449.54
100-21532 WORKERS COMP PAYABLE	28,884.74	8,767.57 (8,443.30)	20,441.44
100-21575 FLEXIBLE SPENDING-125-MEDICAL	29,074.52 (101.56) (6,586.00)	22,488.52
100-21576 FLEX SPEND-125-DEPENDENT CARE	10,332.43	608.25 (1,765.58)	8,566.85
100-21585 DENTAL & VISION INS PAYABLE	2,303.30 (28.78)	70.88	2,374.18
100-21620 PARK & REC SUNSHINE FUND	498.65	.00 (90.00)	408.65
100-21660 DEPOSITS-STREET OPENING PERMIT	850.00	.00	1,300.00	2,150.00
100-21680 DEPOSITS-FACILITY RENTALS	5,033.21 (354.40) (1,962.61)	3,070.60
100-21690 MUNICIPAL COURT LIABILITY	(1,099.08)	3,641.59	11,319.93	10,220.85
100-23125 DOT- LICENSE RENEW PAYABLE	234.00	180.00	464.00	698.00
100-24213 SALES TAX DUE STATE	187.25 (198.13) (146.39)	40.86
100-26100 ADVANCE INCOME	5,852,362.00	.00 (4,090,942.80)	1,761,419.20
100-26200 DEFERRED SPECIAL ASSESSMENTS	177,182.55	.00	.00	177,182.55
100-26500 DEF INFLOW OF RESOURCES LEASES	21,480.00	.00	.00	21,480.00
TOTAL LIABILITIES	6,606,436.40	16,853.15 (4,478,191.66)	2,128,244.74
<u>FUND EQUITY</u>				
100-34300 FUND BALANCE	3,128,823.31	.00	.00	3,128,823.31
UNAPPROPRIATED FUND BALANCE:				
REVENUE OVER EXPENDITURES - YTD	.00 (917,290.29)	967,093.57	967,093.57
BALANCE - CURRENT DATE	.00 (917,290.29)	967,093.57	967,093.57
TOTAL FUND EQUITY	3,128,823.31 (917,290.29)	967,093.57	4,095,916.88
TOTAL LIABILITIES AND EQUITY	9,735,259.71 (900,437.14) (3,511,098.09)	6,224,161.62

**CITY OF WHITEWATER
BALANCE SHEET
MAY 31, 2024**

WATER UTILITY FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
610-11100 CASH-COMBINED	1,009,227.81	(345,548.11)	(466,409.29)	542,818.52
610-11310 SOURCE OF SUPPLY - LAND	76,703.91	.00	.00	76,703.91
610-11311 STRUCTURES & IMPROVEMENTS	102,784.78	.00	.00	102,784.78
610-11314 WELLS	366,520.36	.00	.00	366,520.36
610-11316 SUPPLY MAINS	17,028.80	.00	.00	17,028.80
610-11321 PUMPING PLANT/STRUCTURES	107,481.74	.00	.00	107,481.74
610-11325 ELECTRIC PUMPING EQUIPMENT	97,696.89	.00	.00	97,696.89
610-11326 DIESEL PUMPING EQUIPMENT	51,850.78	.00	.00	51,850.78
610-11328 OTHER PUMPING EQUIPMENT	27,830.00	.00	.00	27,830.00
610-11331 WATER TREATMENT - STRUCTURES	155,594.35	.00	.00	155,594.35
610-11332 WATER TREATMENT - EQUIPMENT	273,081.91	.00	.00	273,081.91
610-11340 TRANSMISSION - LAND	897.98	.00	.00	897.98
610-11342 RESERVOIRS & STANDPIPES	2,983,139.90	.00	.00	2,983,139.90
610-11343 MAINS	10,406,614.20	.00	.00	10,406,614.20
610-11345 SERVICES	1,365,978.76	.00	.00	1,365,978.76
610-11346 METERS	888,273.33	.00	.00	888,273.33
610-11348 HYDRANTS	1,093,808.79	.00	.00	1,093,808.79
610-11389 GENERAL PLANT - LAND	146,904.44	.00	.00	146,904.44
610-11390 GENERAL PLANT - STRUCTURES	102,032.15	.00	.00	102,032.15
610-11392 TRANSPORTATION EQUIPMENT	234,388.48	.00	.00	234,388.48
610-11396 POWER OPERATED EQUIPMENT	431,706.23	.00	.00	431,706.23
610-11397 COMMUNICATION EQUIPMENT	9,348.00	.00	.00	9,348.00
610-11398 MISC EQUIPMENT	92,002.97	.00	.00	92,002.97
610-11399 COMPUTER EQUIPMENT	23,150.21	.00	.00	23,150.21
610-11400 SCADA EQUIPMENT	158,555.00	.00	.00	158,555.00
610-12313 CIAC-RESERVOIRS & STANDPIPES	435,134.00	.00	.00	435,134.00
610-12314 CIAC-WELLS	219,029.00	.00	.00	219,029.00
610-12321 CIAC-STRUCTURES/IMPROVEMENTS	405,058.00	.00	.00	405,058.00
610-12325 CIAC-ELECTRIC PUMPING EQUIP	298,014.15	.00	.00	298,014.15
610-12331 CIAC-TREATMENT STRUCTURES	215,280.00	.00	.00	215,280.00
610-12332 CIAC-TREATMENT EQUIPMENT	814,786.00	.00	.00	814,786.00
610-12343 CIAC-MAINS	3,978,252.09	.00	.00	3,978,252.09
610-12345 CIAC-SERVICES	811,087.20	.00	.00	811,087.20
610-12348 CIAC-HYDRANTS	495,873.00	.00	.00	495,873.00
610-12400 SPECIAL ASSESS RECEIVABLE	2,198.61	.00	.00	2,198.61
610-13120 CASH-CIP/CONSTRUCTION FUND	134,563.17	.00	.00	134,563.17
610-13121 CASH-OPERATING FUND	512,558.54	(345,543.21)	(466,404.39)	46,154.15
610-13122 CASH-OFFSET	(1,009,227.81)	345,543.21	466,404.39	(542,823.42)
610-13125 CASH-DEBT SVC RESERVE	362,106.10	.00	.00	362,106.10
610-13200 INVEST-OPERATING FUND	505,527.94	2,267.13	17,181.18	522,709.12
610-13240 INVEST-DEBT SVC RESERVE	224,837.23	1,008.32	7,641.44	232,478.67
610-13250 LGIP INVESTMENT	1,732,866.11	.00	(1,000,000.00)	732,866.11
610-14200 CUSTOMER ACCOUNTS RECEIVABLE	200,136.74	36,172.96	82,634.84	282,771.58
610-14250 ACCOUNTS REC.-MISC/SERVICE	11,581.53	.00	(3,234.76)	8,346.77
610-15000 INVENTORY	22,500.00	.00	.00	22,500.00
610-15500 CONST WORK IN PROGRESS	672,739.17	.00	.00	672,739.17
610-17100 INTEREST RECEIVABLE	189.00	.00	.00	189.00
610-19000 GASB 68-WRS NET PENSION ASSETS	(110,346.84)	.00	.00	(110,346.84)
610-19021 GASB 68-WRS DOR	419,024.19	.00	.00	419,024.19
610-19200 SHORT TERM LEASE RECEIVABLE	8,020.01	.00	.00	8,020.01
610-19500 ACCUM PROV/DEPR/UTILITY PLT	(6,142,006.82)	.00	.00	(6,142,006.82)
610-19501 ACCUM DEPR-CIAC-PRE 1/1/03	(2,228,823.95)	.00	.00	(2,228,823.95)
610-19502 ACCUM DEPR-CIAC-AFTER 1/1/03	(685,887.92)	.00	.00	(685,887.92)
610-19999 GASB 68-PENSION CLEARING ACCT	38,777.00	.00	.00	38,777.00

**CITY OF WHITEWATER
BALANCE SHEET
MAY 31, 2024**

WATER UTILITY FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
TOTAL ASSETS	22,566,447.21	(306,099.70)	(1,362,186.59)	21,204,260.62
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
610-21100 ACCOUNTS PAYABLE	241,446.07	.00	(214,782.08)	26,663.99
610-23110 2014 GO-4.2M-3.00%	230,000.00	.00	.00	230,000.00
610-23121 2018 GO CORP PURP BD 6.54M	1,465,000.00	.00	.00	1,465,000.00
610-23122 2020 GO CORP 10YR-313K	187,800.00	.00	.00	187,800.00
610-23124 2020 GO CORP 5.195M-1.73M	1,520,000.00	.00	.00	1,520,000.00
610-23125 2022B WATER/SEWER REV BD 8.19M	6,050,000.00	.00	.00	6,050,000.00
610-23126 2022 CDBG GRANT DUE TO FD 910	851,866.00	.00	.00	851,866.00
610-23200 WAGES CLEARING	19,160.77	.00	(19,160.77)	.00
610-23700 ACCRUED INTEREST PAYABLE	67,631.68	.00	.00	67,631.68
610-23800 ACCRUED VACATION	5,360.02	.00	.00	5,360.02
610-23810 ACCRUED SICK LEAVE	17,916.67	.00	.00	17,916.67
610-24530 DUE TO GENERAL FUND	(6,803.00)	.00	6,803.00	.00
610-26200 DEFERRED SA-UNTIL DEVELOPMENT	2,198.61	.00	.00	2,198.61
610-29000 PREMIUM ON DEBT	264,124.40	.00	.00	264,124.40
610-29011 GASB 68-WRS DIR	231,032.82	.00	.00	231,032.82
610-29500 DEF INFLOW OF RESOURCES LEASES	18,821.38	.00	.00	18,821.38
TOTAL LIABILITIES	11,165,555.42	.00	(227,139.85)	10,938,415.57
<u>FUND EQUITY</u>				
610-39160 UNAPPROP EARNED SURPLUS	9,298,629.92	.00	.00	9,298,629.92
610-39165 PSC UNAPPROP EARNED SURPLUS	59,200.00	.00	.00	59,200.00
610-39170 CAPITAL CONTRIB BY CITY-FBAL	2,043,061.87	.00	.00	2,043,061.87
UNAPPROPRIATED FUND BALANCE:				
REVENUE OVER EXPENDITURES - YTD	.00	(306,099.70)	(1,135,046.74)	(1,135,046.74)
BALANCE - CURRENT DATE	.00	(306,099.70)	(1,135,046.74)	(1,135,046.74)
TOTAL FUND EQUITY	11,400,891.79	(306,099.70)	(1,135,046.74)	10,265,845.05
TOTAL LIABILITIES AND EQUITY	22,566,447.21	(306,099.70)	(1,362,186.59)	21,204,260.62

**CITY OF WHITEWATER
BALANCE SHEET
MAY 31, 2024**

WASTEWATER UTILITY

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
620-11100 CASH-COMBINED CASH	1,233,725.33	104,499.36	618,345.89	1,852,071.22
620-11120 CASH-ERF-EQUIP REPLACE FUND	802,847.51	.00	.00	802,847.51
620-11150 CASH-CONNECTION FUND	40,128.00	.00	.00	40,128.00
620-11151 CASH-OPERATING FUND	390,749.82	104,494.46	618,340.99	1,009,090.81
620-11152 CASH-OFFSET	(1,233,725.33)	(104,494.46)	(618,340.99)	(1,852,066.32)
620-11300 INVEST-OPERATING FUND	1,338,621.96	5,994.24	43,409.08	1,382,031.04
620-11320 INVEST-ERF-SEWER EQUIP REPLACE	1,474,689.85	6,613.51	50,119.69	1,524,809.54
620-11340 INVEST-DEBT SVC RESERVE	350,602.05	1,572.34	11,915.77	362,517.82
620-11350 INVEST-CONNECTION FUND	335,430.64	1,504.30	11,400.14	346,830.78
620-11360 INVEST-LGIP	2,974,916.21	.00	(2,000,000.00)	974,916.21
620-14200 CUSTOMER ACCTS RECEIVABLES	350,785.69	(34,214.54)	13,798.60	364,584.29
620-14210 SPECIAL ASSESSMENTS REC	57,612.78	.00	.00	57,612.78
620-15510 INTERCEPTOR MAINS	2,790,483.75	.00	.00	2,790,483.75
620-15511 STRUCTURES/IMPROVEMENTS	13,177,661.05	.00	.00	13,177,661.05
620-15512 PRELIMINARY TREATMENT EQUIP	2,641,890.01	.00	.00	2,641,890.01
620-15513 PRIMARY TREATMENT EQUIPMENT	759,906.02	.00	.00	759,906.02
620-15514 SECONDARY TREATMENT EQUIP	11,643,793.40	.00	.00	11,643,793.40
620-15515 ADVANCED TREATMENT EQUIP	1,862,640.38	.00	.00	1,862,640.38
620-15517 SLUDGE TRTMT/DISPOSAL EQUIP	5,216,676.41	.00	.00	5,216,676.41
620-15518 PLANT SITE PIPING	1,953,827.53	.00	.00	1,953,827.53
620-15519 FLOW METR/MONITOR EQUIP	155,894.40	.00	.00	155,894.40
620-15520 OUTFALL SEWER PIPES	232,935.89	.00	.00	232,935.89
620-15521 LAND	4,498,925.40	.00	.00	4,498,925.40
620-15522 FORCE SEWER MAINS	315,538.00	.00	.00	315,538.00
620-15523 COLLECTING SEWERS	12,997,287.94	.00	.00	12,997,287.94
620-15524 AERATION BASINS	148,434.16	.00	.00	148,434.16
620-15525 LIFT STATIONS	1,084,080.35	.00	.00	1,084,080.35
620-15526 OFFICE FURNITURE/EQUIPMENT	118,533.02	.00	.00	118,533.02
620-15527 TRANSPORTATION EQUIPMENT	438,713.71	.00	.00	438,713.71
620-15528 OTHER GENERAL EQUIPMENT	756,675.67	.00	.00	756,675.67
620-15531 COMPUTER EQUIPMENT	17,149.23	.00	.00	17,149.23
620-15532 STRUCTURES AND IMPROVEMENTS	514,114.65	.00	.00	514,114.65
620-15550 CONSTRUCTION WORK IN PROG	236,468.68	.00	.00	236,468.68
620-16100 ACCUM PROV FOR DEPRECIATION	(26,379,327.26)	.00	.00	(26,379,327.26)
620-19000 GASB 68-WRS NET PENSION ASSETS	(132,581.14)	.00	.00	(132,581.14)
620-19021 GASB 68-WRS DOR	503,456.65	.00	.00	503,456.65
620-19999 GASB 68-PENSION CLEARING ACCT	50,749.00	.00	.00	50,749.00
TOTAL ASSETS	43,720,311.41	85,969.21	(1,251,010.83)	42,469,300.58

LIABILITIES AND EQUITY

**CITY OF WHITEWATER
BALANCE SHEET
MAY 31, 2024**

WASTEWATER UTILITY

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>LIABILITIES</u>				
620-21010 ACCRUED INTEREST PAYABLE	90,965.36	.00	.00	90,965.36
620-21020 ACCRUED VACATION	5,425.32	.00	.00	5,425.32
620-21030 ACCRUED SICK LEAVE	24,424.16	.00	.00	24,424.16
620-21100 ACCOUNTS PAYABLE	88,213.99	.00 (81,717.48)	6,496.51
620-21106 WAGES CLEARING	22,142.43	.00 (22,142.43)	.00
620-21305 CWF 4558-2 PLANT IMP-2.1%	15,436,484.70	.00	.00	15,436,484.70
620-21310 CWF LOAN 4558-03	1,063,822.50	.00	.00	1,063,822.50
620-21320 CWF 4558-04 BIO-GAS BOILER	291,413.72	.00	.00	291,413.72
620-21360 2014 GO-4.280M-3.00%	95,000.00	.00	.00	95,000.00
620-21371 2018 GO CORP PURP BD 6.54M	1,150,000.00	.00	.00	1,150,000.00
620-21372 2020 GO CORP 10YR 133.5K	76,700.00	.00	.00	76,700.00
620-21374 2020 GO CORP 5.195M-1.795M WW	1,575,000.00	.00	.00	1,575,000.00
620-21375 2022B WATER/SEWER REV BD 8.19M	1,900,000.00	.00	.00	1,900,000.00
620-26200 DEFERRED SA-UNTIL DEVELOPMENT	57,612.78	.00	.00	57,612.78
620-26730 OTHER DEFERRED REVENUE	866,900.00	.00	.00	866,900.00
620-29000 PREMIUM ON DEBT	140,014.06	.00	.00	140,014.06
620-29011 GASB 68-WRS DIR	277,583.90	.00	.00	277,583.90
TOTAL LIABILITIES	23,161,702.92	.00 (103,859.91)	23,057,843.01
<u>FUND EQUITY</u>				
620-34300 SURPLUS/FUND BALANCE	10,095,402.98	.00	.00	10,095,402.98
620-34310 EPA GRANT CONTRIBUTION-FBAL	7,092,068.43	.00	.00	7,092,068.43
620-34320 CAPITAL CONTRIB BY CITY-FBAL	1,508,238.25	.00	.00	1,508,238.25
620-34340 CONSTRUCTION AID CONTRIBS-FBAL	1,862,898.83	.00	.00	1,862,898.83
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	85,969.21 (1,147,150.92)	(1,147,150.92)
BALANCE - CURRENT DATE	.00	85,969.21 (1,147,150.92)	(1,147,150.92)
TOTAL FUND EQUITY	20,558,608.49	85,969.21 (1,147,150.92)	19,411,457.57
TOTAL LIABILITIES AND EQUITY	43,720,311.41	85,969.21 (1,251,010.83)	42,469,300.58

**CITY OF WHITEWATER
BALANCE SHEET
MAY 31, 2024**

STORMWATER UTILITY FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
630-11100 CASH-COMBINED	413,853.05	(84,584.45)	(129,957.48)	283,895.57
630-14200 CUSTOMER ACCOUNTS RECEIVABLE	49,322.96	(353.09)	(1,167.09)	48,155.87
630-15100 STORMWATER FIXED ASSETS	7,107,356.48	.00	.00	7,107,356.48
630-15150 MISC EQUIPMENT	294,998.00	.00	.00	294,998.00
630-15500 CONST WORK IN PROGRESS	75,680.00	.00	.00	75,680.00
630-19000 GASB 68-WRS NET PENSION ASSETS	(42,970.66)	.00	.00	(42,970.66)
630-19021 GASB 68-WRS DOR	163,176.06	.00	.00	163,176.06
630-19500 ACCUM PROV/DEPR/STORMWATER	(1,049,168.88)	.00	.00	(1,049,168.88)
630-19999 GASB 68-PENSION CLEARING ACCT	19,975.00	.00	.00	19,975.00
TOTAL ASSETS	7,032,222.01	(84,937.54)	(131,124.57)	6,901,097.44
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
630-21100 ACCOUNTS PAYABLE	30,172.32	.00	(26,658.99)	3,513.33
630-22100 2012 GO NOTE-227K-2.58%	240,000.00	.00	.00	240,000.00
630-22200 2014 GO-4.280M-2.36%	410,000.00	.00	.00	410,000.00
630-22301 2018 GO CORP PURP BD 6.54M	630,000.00	.00	.00	630,000.00
630-22302 2020 GO CORP 5.195M-220K ST	190,000.00	.00	.00	190,000.00
630-22303 2022 A SERIES BOND 5.13M-965K	925,000.00	.00	.00	925,000.00
630-23200 WAGES CLEARING	6,912.28	.00	(6,912.28)	.00
630-23700 ACCRUED INTEREST PAYABLE	14,662.70	.00	.00	14,662.70
630-23800 ACCRUED VACATION	1,836.25	.00	.00	1,836.25
630-23810 ACCRUED SICK LEAVE	16,522.80	.00	.00	16,522.80
630-29000 PREMIUM ON DEBT	62,757.35	.00	.00	62,757.35
630-29011 GASB 68-WRS DIR	89,967.57	.00	.00	89,967.57
TOTAL LIABILITIES	2,617,831.27	.00	(33,571.27)	2,584,260.00
<u>FUND EQUITY</u>				
630-39160 SURPLUS/FUND BALANCE	2,218,103.98	.00	.00	2,218,103.98
630-39170 CAPITAL CONTRIB BY CITY-FBAL	1,726,849.73	.00	.00	1,726,849.73
630-39180 CONSTRUCTION AID CONTRIBS-FBAL	469,437.03	.00	.00	469,437.03
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	(84,937.54)	(97,553.30)	(97,553.30)
BALANCE - CURRENT DATE	.00	(84,937.54)	(97,553.30)	(97,553.30)
TOTAL FUND EQUITY	4,414,390.74	(84,937.54)	(97,553.30)	4,316,837.44
TOTAL LIABILITIES AND EQUITY	7,032,222.01	(84,937.54)	(131,124.57)	6,901,097.44

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
100-41110-00 LOCAL TAX LEVY	.00	4,090,942.80	4,538,656.71	447,713.91	90.1
100-41111-00 DEBT SERVICE TAX LEVY	.00	.00	1,313,705.29	1,313,705.29	.0
100-41115-00 CHARGEBACK-SECTION 74.41	.00	8,010.23	.00	(8,010.23)	.0
100-41140-00 MOBILE HOME FEES	.00	12,089.88	58,000.00	45,910.12	20.8
100-41210-00 ROOM TAX-GROSS AMOUNT	21,092.41	35,928.75	230,000.00	194,071.25	15.6
100-41320-00 IN LIEU-UNIV GARDEN & WW MANOR	.00	28,035.21	27,820.00	(215.21)	100.8
100-41800-00 INTEREST ON TAXES	.00	33,204.57	26,700.00	(6,504.57)	124.4
TOTAL TAXES	21,092.41	4,208,211.44	6,194,882.00	1,986,670.56	67.9
<u>SPECIAL ASSESSMENTS</u>					
100-42400-53 SNOW REMOVAL	(150.00)	975.00	.00	(975.00)	.0
TOTAL SPECIAL ASSESSMENTS	(150.00)	975.00	.00	(975.00)	.0
<u>INTERGOVERNMENTAL REVENUE</u>					
100-43410-00 SHARED REVENUE-UTILITY	.00	.00	394,892.29	394,892.29	.0
100-43420-00 SHARED REVENUE-BASE	.00	.00	3,534,953.59	3,534,953.59	.0
100-43530-53 TRANSPORTATION AIDS	.00	292,818.44	580,478.88	287,660.44	50.4
100-43540-52 UNIVERSITY-LEASE-PARKING	.00	.00	45,000.00	45,000.00	.0
100-43610-52 MSP-STATE UNIVERSITY SVCS PYMT	.00	7,304.00	7,330.58	26.58	99.6
100-43670-60 EXEMPT COMPUTER AID-FR STATE	.00	.00	16,330.00	16,330.00	.0
100-43670-61 PERSONAL PROPERTY AID	43,214.42	43,214.42	43,214.00	(.42)	100.0
100-43745-52 WUSD-JUVENILE OFFICIER	.00	33,923.29	65,237.00	31,313.71	52.0
100-43760-00 WEIGHTS & MEASURES RECOVERY	.00	.00	3,000.00	3,000.00	.0
100-43765-00 REIMB-HIST SOC-DEPOT-EL/GAS	.00	1,839.38	2,029.00	189.62	90.7
100-43767-52 REIMB-BADGERNET-FORT ATKINSON	.00	2,480.00	2,480.00	.00	100.0
TOTAL INTERGOVERNMENTAL REVENUE	43,214.42	381,579.53	4,694,945.34	4,313,365.81	8.1

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LICENSES & PERMITS</u>					
100-44110-51 LIQUOR & BEER	700.00	5,530.00	18,733.00	13,203.00	29.5
100-44120-51 CIGARETTE	200.00	433.33	1,300.00	866.67	33.3
100-44122-51 BEVERAGE OPERATORS	441.00	1,645.00	3,600.00	1,955.00	45.7
100-44200-51 MISC. LICENSES	261.00	1,171.52	2,750.00	1,578.48	42.6
100-44300-53 BLDG/ZONING PERMITS	8,321.36	27,080.14	50,000.00	22,919.86	54.2
100-44310-53 ELECTRICAL PERMITS	533.26	3,447.20	5,550.00	2,102.80	62.1
100-44320-53 PLUMBING PERMITS	1,028.66	2,693.87	5,775.00	3,081.13	46.7
100-44330-53 HVAC PERMITS	280.66	1,907.43	3,225.00	1,317.57	59.2
100-44340-53 STREET OPENING PERMITS	.00	50.00	200.00	150.00	25.0
100-44350-53 SIGN PERMITS	.00	485.00	600.00	115.00	80.8
100-44900-51 MISC PERMITS	250.00	1,490.00	500.00	(990.00)	298.0
TOTAL LICENSES & PERMITS	12,015.94	45,933.49	92,233.00	46,299.51	49.8
<u>FINES & FORFEITURES</u>					
100-45110-52 ORDINANCE VIOLATIONS	26,189.75	96,240.43	216,600.00	120,359.57	44.4
100-45113-52 MISC COURT RESEARCH FEE	.00	50.00	200.00	150.00	25.0
100-45114-52 VIOLATIONS PAID-OTHER AGENCIES	(800.00)	.00	.00	.00	.0
100-45130-52 PARKING VIOLATIONS	4,837.12	27,691.57	60,000.00	32,308.43	46.2
100-45135-53 REFUSE/RECYCLING TOTES FINES	.00	825.00	7,500.00	6,675.00	11.0
100-45145-53 RE-INSPECTION FINES	.00	7,875.00	4,500.00	(3,375.00)	175.0
TOTAL FINES & FORFEITURES	30,226.87	132,682.00	288,800.00	156,118.00	45.9
<u>PUBLIC CHARGES FOR SERVICE</u>					
100-46120-51 TREASURER	195.00	1,795.01	3,600.00	1,804.99	49.9
100-46220-52 FALSE ALARM FINES	.00	100.00	1,500.00	1,400.00	6.7
100-46310-53 DPW MISC REVENUE	198.82	1,534.04	10,000.00	8,465.96	15.3
100-46311-53 SALE OF MATERIALS	.00	2.00	.00	(2.00)	.0
100-46312-51 MISC DEPT EARNINGS	.00	404.74	.00	(404.74)	.0
100-46320-53 SAND & SALT CHARGES	.00	.00	500.00	500.00	.0
100-46730-55 RECR/FEES	.00	150.00	.00	(150.00)	.0
100-46743-51 FACILITY RENTALS	2,402.07	14,058.19	17,000.00	2,941.81	82.7
100-46746-55 SPECIAL EVENT FEES	.00	20.00	25.00	5.00	80.0
TOTAL PUBLIC CHARGES FOR SERVICE	2,795.89	18,063.98	32,625.00	14,561.02	55.4

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>						
100-48100-00	INTEREST INCOME	62,692.16	382,587.25	552,886.61	170,299.36	69.2
100-48200-00	LONG TERM RENTALS	500.00	2,200.00	4,800.00	2,600.00	45.8
100-48210-55	RENTAL INCOME	1,000.00	1,000.00	.00	(1,000.00)	.0
100-48220-55	DEPOSITS-FORFEITED	200.00	4,225.01	50.00	(4,175.01)	8450.0
100-48410-00	WORKERS COMP-RETURN PREMIUM	.00	.00	10,000.00	10,000.00	.0
100-48415-00	RESTITUTION-DAMAGES	262.24	4,232.66	3,000.00	(1,232.66)	141.1
100-48420-00	INSURANCE DIVIDEND	.00	29,412.00	29,193.20	(218.80)	100.8
100-48535-00	P CARD REBATE REVENUE	10,540.38	18,599.81	30,000.00	11,400.19	62.0
100-48546-55	MISC GRANT INCOME	2,500.00	39,009.83	.00	(39,009.83)	.0
100-48600-00	MISC REVENUE-NON RECURRING	.00	166.00	.00	(166.00)	.0
100-48700-00	WATER UTILITY TAXES	.00	350,000.00	350,000.00	.00	100.0
	TOTAL MISCELLANEOUS REVENUE	77,694.78	831,432.56	979,929.81	148,497.25	84.9
<u>OTHER FINANCING SOURCES</u>						
100-49260-00	TRANSFER FROM 610 WATER	.00	8,500.00	8,500.00	.00	100.0
100-49261-00	TRANSFER FROM 620 WASTEWATER	.00	12,500.00	12,500.00	.00	100.0
100-49265-00	TRANSFER FROM 630 STORMWATER	.00	8,500.00	8,500.00	.00	100.0
100-49266-00	GIS TRANSFER-UTILITIES	.00	16,260.00	16,260.00	.00	100.0
100-49267-00	TRANSFER FROM 208 PARKING	.00	.00	35,350.00	35,350.00	.0
100-49300-00	FUND BALANCE APPLIED	.00	.00	56,999.97	56,999.97	.0
	TOTAL OTHER FINANCING SOURCES	.00	45,760.00	138,109.97	92,349.97	33.1
	TOTAL FUND REVENUE	186,890.31	5,664,638.00	12,421,525.12	6,756,887.12	45.6

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LEGISLATIVE</u>					
100-51100-111 SALARIES/PERMANENT	1,256.22	6,213.90	21,873.33	15,659.43	28.4
100-51100-112 OVERTIME	.00	64.58	.00	(64.58)	.0
100-51100-114 WAGES/PART-TIME/PERMANENT	2,100.00	9,900.00	25,767.00	15,867.00	38.4
100-51100-150 MEDICARE TAX/CITY SHARE	51.05	267.14	690.79	423.65	38.7
100-51100-151 SOCIAL SECURITY/CITY SHARE	217.99	1,140.98	2,953.70	1,812.72	38.6
100-51100-152 RETIREMENT	86.68	493.62	1,509.26	1,015.64	32.7
100-51100-153 HEALTH INSURANCE	160.00	176.01	5,203.71	5,027.70	3.4
100-51100-154 HSA-HRA CONTRIBUTIONS	.00	.00	810.00	810.00	.0
100-51100-155 WORKERS COMPENSATION	3.77	19.92	53.41	33.49	37.3
100-51100-156 LIFE INSURANCE	.21	1.22	17.93	16.71	6.8
100-51100-211 PROFESSIONAL DEVELOPMENT	.00	60.00	.00	(60.00)	.0
100-51100-218 PROFESSIONAL SERV/CONSULTING	.00	103.50	1,010.00	906.50	10.3
100-51100-295 CODIFICATION OF ORDINANCES	1,040.40	1,040.40	2,020.00	979.60	51.5
100-51100-310 OFFICE & OPERATING SUPPLIES	71.48	193.34	.00	(193.34)	.0
100-51100-320 PUBLICATION-MINUTES	148.20	1,147.36	6,565.00	5,417.64	17.5
100-51100-715 TOURISM COMMITTEE-ROOM TAX	25,150.13	25,150.13	161,000.00	135,849.87	15.6
100-51100-720 DOWNTOWN WHITEWATER GRANT	.00	6,250.00	25,000.00	18,750.00	25.0
TOTAL LEGISLATIVE	30,286.13	52,222.10	254,474.13	202,252.03	20.5
<u>CONTINGENCIES</u>					
100-51110-910 COST REALLOCATIONS	34,293.00	88,529.93	57,000.00	(31,529.93)	155.3
TOTAL CONTINGENCIES	34,293.00	88,529.93	57,000.00	(31,529.93)	155.3
<u>COURT</u>					
100-51200-111 SALARIES/PERMANENT	4,441.21	21,831.86	53,633.54	31,801.68	40.7
100-51200-112 BALIFF WAGES & OVERTIME	150.00	775.00	2,500.00	1,725.00	31.0
100-51200-150 MEDICARE TAX/CITY SHARE	65.27	351.68	813.94	462.26	43.2
100-51200-151 SOCIAL SECURITY/CITY SHARE	279.07	1,503.73	3,480.28	1,976.55	43.2
100-51200-152 RETIREMENT	194.51	1,035.50	2,245.59	1,210.09	46.1
100-51200-153 HEALTH INSURANCE	.00	37.20	.00	(37.20)	.0
100-51200-155 WORKERS COMPENSATION	7.57	29.68	62.94	33.26	47.2
100-51200-156 LIFE INSURANCE	1.54	7.70	10.44	2.74	73.8
100-51200-211 PROFESSIONAL DEVELOPMENT	.00	800.00	700.00	(100.00)	114.3
100-51200-214 FINANCIAL/BONDING SERVICES	.00	.00	101.00	101.00	.0
100-51200-219 OTHER PROFESSIONAL SERVICES	100.00	420.00	606.00	186.00	69.3
100-51200-224 SOFTWARE/HARDWARE MAINTENANCE	610.92	8,549.52	11,443.34	2,893.82	74.7
100-51200-225 TELECOM/INTERNET/COMMUNICATION	70.31	658.70	1,694.47	1,035.77	38.9
100-51200-293 PRISONER CONFINEMENT	.00	4,180.00	252.50	(3,927.50)	1655.5
100-51200-310 OFFICE & OPERATING SUPPLIES	69.20	606.65	2,020.00	1,413.35	30.0
100-51200-320 SUBSCRIPTIONS/DUES	.00	145.00	1,010.00	865.00	14.4
100-51200-330 TRAVEL EXPENSES	.00	.00	606.00	606.00	.0
TOTAL COURT	5,989.60	40,932.22	81,180.04	40,247.82	50.4

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LEGAL</u>					
100-51300-212	4,110.16	15,923.14	41,870.00	25,946.86	38.0
100-51300-214	2,699.17	10,796.68	32,390.00	21,593.32	33.3
100-51300-219	.00	478.02	10,000.00	9,521.98	4.8
TOTAL LEGAL	6,809.33	27,197.84	84,260.00	57,062.16	32.3
<u>GENERAL ADMINISTRATION</u>					
100-51400-111	15,652.52	74,925.00	207,992.52	133,067.52	36.0
100-51400-112	.00	258.30	.00	(258.30)	.0
100-51400-115	840.00	2,897.00	12,000.00	9,103.00	24.1
100-51400-150	247.44	1,282.47	3,267.84	1,985.37	39.3
100-51400-151	1,057.99	5,484.09	13,972.84	8,488.75	39.3
100-51400-152	1,062.63	5,662.92	14,351.48	8,688.56	39.5
100-51400-153	1,581.38	3,949.16	31,826.87	27,877.71	12.4
100-51400-154	.00	.00	4,104.00	4,104.00	.0
100-51400-155	17.86	93.82	246.28	152.46	38.1
100-51400-156	5.88	22.13	98.08	75.95	22.6
100-51400-211	.00	11,129.08	4,000.00	(7,129.08)	278.2
100-51400-217	.00	.00	6,000.00	6,000.00	.0
100-51400-219	3,292.67	19,404.35	42,925.00	23,520.65	45.2
100-51400-224	760.93	2,050.37	4,812.57	2,762.20	42.6
100-51400-225	106.22	706.95	1,991.17	1,284.22	35.5
100-51400-310	3,644.52	9,714.02	24,000.00	14,285.98	40.5
100-51400-312	.00	146.28	1,000.00	853.72	14.6
100-51400-320	(30.00)	4,151.21	8,000.00	3,848.79	51.9
100-51400-325	173.00	215.00	555.50	340.50	38.7
100-51400-330	415.74	1,852.33	2,500.00	647.67	74.1
100-51400-790	279.83	1,058.20	5,000.00	3,941.80	21.2
TOTAL GENERAL ADMINISTRATION	29,108.61	145,002.68	388,644.15	243,641.47	37.3

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INFORMATION TECHNOLOGY</u>					
100-51450-111 SALARIES/PERMANENT	7,445.30	29,005.32	95,820.85	66,815.53	30.3
100-51450-113 SALARIES/TEMPORARY	720.00	5,670.00	.00	(5,670.00)	.0
100-51450-150 MEDICARE TAX/CITY SHARE	113.14	498.51	1,389.40	890.89	35.9
100-51450-151 SOCIAL SECURITY/CITY SHARE	483.81	2,131.66	5,940.89	3,809.23	35.9
100-51450-152 RETIREMENT	513.72	2,041.72	6,611.64	4,569.92	30.9
100-51450-153 HEALTH INSURANCE	984.58	3,548.48	14,539.44	10,990.96	24.4
100-51450-154 HSA-HRA CONTRIBUTIONS	41.25	1,012.50	2,025.00	1,012.50	50.0
100-51450-155 WORKERS COMPENSATION	23.60	169.93	107.43	(62.50)	158.2
100-51450-156 LIFE INSURANCE	.00	.00	13.14	13.14	.0
100-51450-211 PROFESSIONAL DEVELOPMENT	.00	.00	600.00	600.00	.0
100-51450-225 TELECOM/INTERNET/COMMUNICATION	14.74	64.71	265.05	200.34	24.4
100-51450-244 NETWORK HDW MTN	308.73	308.73	4,540.00	4,231.27	6.8
100-51450-245 NETWORK SOFTWARE MTN	1,175.62	2,010.50	14,975.00	12,964.50	13.4
100-51450-246 NETWORK OPERATING SUPP	.00	.00	8,410.00	8,410.00	.0
100-51450-247 SOFTWARE UPGRADES	.00	.00	910.00	910.00	.0
100-51450-310 OFFICE & OPERATING SUPPLIES	484.41	1,098.15	.00	(1,098.15)	.0
TOTAL INFORMATION TECHNOLOGY	12,308.90	47,560.21	156,147.84	108,587.63	30.5
<u>FINANCIAL ADMINISTRATION</u>					
100-51500-111 SALARIES/PERMANENT	10,119.70	50,522.81	130,441.11	79,918.30	38.7
100-51500-150 MEDICARE TAX/CITY SHARE	137.88	758.23	1,891.40	1,133.17	40.1
100-51500-151 SOCIAL SECURITY/CITY SHARE	589.58	3,242.08	8,087.35	4,845.27	40.1
100-51500-152 RETIREMENT	698.26	3,825.98	9,000.44	5,174.46	42.5
100-51500-153 HEALTH INSURANCE	2,438.15	11,901.44	33,476.87	21,575.43	35.6
100-51500-154 HSA-HRA CONTRIBUTIONS	.00	1,051.30	4,320.00	3,268.70	24.3
100-51500-155 WORKERS COMPENSATION	14.46	79.26	146.25	66.99	54.2
100-51500-156 LIFE INSURANCE	4.54	22.70	49.80	27.10	45.6
100-51500-210 PROFESSIONAL SERVICES	.00	840.00	.00	(840.00)	.0
100-51500-211 PROFESSIONAL DEVELOPMENT	499.00	699.00	1,500.00	801.00	46.6
100-51500-214 AUDIT SERVICES	4,000.00	8,000.00	24,240.00	16,240.00	33.0
100-51500-217 CONTRACT SERVICES-125 PLAN	580.84	3,495.80	8,080.00	4,584.20	43.3
100-51500-224 SOFTWARE/HARDWARE MAINTENANCE	221.53	4,700.37	8,873.03	4,172.66	53.0
100-51500-225 TELECOM/INTERNET/COMMUNICATION	32.95	285.11	1,090.00	804.89	26.2
100-51500-310 OFFICE & OPERATING SUPPLIES	1,311.31	3,409.10	8,080.00	4,670.90	42.2
100-51500-325 PUBLIC EDUCATION	173.00	240.00	300.00	60.00	80.0
100-51500-330 TRAVEL EXPENSES	.00	324.40	1,000.00	675.60	32.4
100-51500-560 COLLECTION FEES/WRITE-OFFS	798.15	4,675.76	5,000.00	324.24	93.5
100-51500-650 BANK FEES/CREDIT CARD FEES	1,147.59	2,178.40	4,040.00	1,861.60	53.9
TOTAL FINANCIAL ADMINISTRATION	22,766.94	100,251.74	249,616.25	149,364.51	40.2

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INSURANCE/RISK MANAGEMENT</u>					
100-51540-511	.00	26,573.67	50,367.00	23,793.33	52.8
100-51540-512	.00	15,887.99	18,047.66	2,159.67	88.0
100-51540-513	.00	25,377.94	30,006.99	4,629.05	84.6
100-51540-514	.00	13,179.56	15,160.57	1,981.01	86.9
100-51540-515	.00	3,175.94	5,011.00	1,835.06	63.4
	.00	84,195.10	118,593.22	34,398.12	71.0
<u>FACILITIES MAINTENANCE</u>					
100-51600-111	5,238.60	43,241.60	113,224.66	69,983.06	38.2
100-51600-113	570.00	570.00	7,200.00	6,630.00	7.9
100-51600-117	.00	.00	970.00	970.00	.0
100-51600-118	27.64	397.58	429.00	31.42	92.7
100-51600-150	85.37	668.33	1,762.09	1,093.76	37.9
100-51600-151	364.97	2,857.50	7,534.46	4,676.96	37.9
100-51600-152	361.47	2,826.49	7,888.33	5,061.84	35.8
100-51600-153	1,628.94	12,032.54	38,062.34	26,029.80	31.6
100-51600-154	.00	.00	4,914.00	4,914.00	.0
100-51600-155	111.49	957.57	2,218.00	1,260.43	43.2
100-51600-156	.74	27.31	85.55	58.24	31.9
100-51600-211	.00	74.00	1,010.00	936.00	7.3
100-51600-221	1,603.73	5,706.43	16,160.00	10,453.57	35.3
100-51600-222	9,060.51	32,208.68	84,840.00	52,631.32	38.0
100-51600-223	1,636.09	12,284.18	25,250.00	12,965.82	48.7
100-51600-224	389.39	494.38	275.00	(219.38)	179.8
100-51600-244	396.50	2,390.66	16,160.00	13,769.34	14.8
100-51600-245	.00	828.58	10,100.00	9,271.42	8.2
100-51600-246	7,401.00	29,604.00	86,100.00	56,496.00	34.4
100-51600-310	2,131.11	13,109.30	14,140.00	1,030.70	92.7
100-51600-351	100.66	911.33	2,250.00	1,338.67	40.5
100-51600-355	895.05	4,587.03	13,130.00	8,542.97	34.9
	32,003.26	165,777.49	453,703.43	287,925.94	36.5

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>POLICE ADMINISTRATION</u>					
100-52100-111	38,691.11	203,900.87	497,963.46	294,062.59	41.0
100-52100-112	295.00	295.00	.00	(295.00)	.0
100-52100-114	1,966.93	8,472.53	21,289.00	12,816.47	39.8
100-52100-117	.00	.00	2,000.00	2,000.00	.0
100-52100-118	.00	2,276.49	2,550.00	273.51	89.3
100-52100-119	.00	3.06	.00	(3.06)	.0
100-52100-150	594.60	3,382.82	7,803.94	4,421.12	43.4
100-52100-151	2,542.34	14,464.36	33,368.58	18,904.22	43.4
100-52100-152	4,473.41	23,805.44	59,213.29	35,407.85	40.2
100-52100-153	5,039.14	26,808.84	76,304.41	49,495.57	35.1
100-52100-154	164.66	2,525.37	8,100.00	5,574.63	31.2
100-52100-155	460.75	2,709.10	5,205.48	2,496.38	52.0
100-52100-156	7.76	49.62	136.26	86.64	36.4
100-52100-211	163.00	487.35	4,040.00	3,552.65	12.1
100-52100-219	290.00	15,980.60	15,964.00	(16.60)	100.1
100-52100-224	760.93	3,456.33	11,617.93	8,161.60	29.8
100-52100-225	312.24	1,218.47	2,258.52	1,040.05	54.0
100-52100-241	.00	43.23	.00	(43.23)	.0
100-52100-242	.00	55.00	.00	(55.00)	.0
100-52100-310	3,557.90	10,796.92	17,999.83	7,202.91	60.0
100-52100-320	.00	1,000.00	1,060.50	60.50	94.3
100-52100-325	173.00	215.00	432.28	217.28	49.7
100-52100-330	53.24	249.05	757.50	508.45	32.9
TOTAL POLICE ADMINISTRATION	59,546.01	322,195.45	768,064.98	445,869.53	42.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>POLICE PATROL</u>					
100-52110-111 SALARIES/PERMANENT	86,191.42	455,250.16	1,277,641.62	822,391.46	35.6
100-52110-112 SALARIES/OVERTIME	19,421.69	53,152.67	147,127.81	93,975.14	36.1
100-52110-117 LONGEVITY PAY	.00	.00	10,820.00	10,820.00	.0
100-52110-118 UNIFORM ALLOWANCES	32.99	18,741.49	18,600.00	(141.49)	100.8
100-52110-119 SHIFT DIFFERENTIAL	467.08	2,762.12	17,883.00	15,120.88	15.5
100-52110-150 MEDICARE TAX/CITY SHARE	1,489.51	8,513.69	21,588.66	13,074.97	39.4
100-52110-151 SOCIAL SECURITY/CITY SHARE	6,369.03	36,403.67	92,310.11	55,906.44	39.4
100-52110-152 RETIREMENT	15,183.21	85,375.75	211,095.19	125,719.44	40.4
100-52110-153 HEALTH INSURANCE	16,775.86	84,943.37	226,122.77	141,179.40	37.6
100-52110-154 HSA-HRA CONTRIBUTIONS	1,338.79	4,365.98	29,700.00	25,334.02	14.7
100-52110-155 WORKERS COMPENSATION	1,895.26	10,565.16	22,242.55	11,677.39	47.5
100-52110-156 LIFE INSURANCE	16.63	90.33	292.14	201.81	30.9
100-52110-211 PROFESSIONAL DEVELOPMENT	4,056.42	6,694.92	13,080.00	6,385.08	51.2
100-52110-219 OTHER PROFESSIONAL SERVICES	1,220.10	4,007.64	10,928.00	6,920.36	36.7
100-52110-224 SOFTWARE/HARDWARE MAINTENANCE	713.77	14,587.02	24,343.03	9,756.01	59.9
100-52110-225 TELECOM/INTERNET/COMMUNICATION	527.95	1,374.54	5,225.83	3,851.29	26.3
100-52110-241 REPR/MTN VEHICLES	28.88	191.16	1,440.00	1,248.84	13.3
100-52110-242 REPR/MTN MACHINERY/EQUIP	.00	.00	2,500.00	2,500.00	.0
100-52110-310 OFFICE & OPERATING SUPPLIES	.00	3,799.60	5,000.00	1,200.40	76.0
100-52110-330 TRAVEL EXPENSES	.00	153.99	303.00	149.01	50.8
100-52110-351 FUEL EXPENSES	1,861.36	10,119.66	24,000.00	13,880.34	42.2
100-52110-360 DAAT/FIREARMS	5,302.78	23,542.79	28,150.00	4,607.21	83.6
TOTAL POLICE PATROL	162,892.73	824,635.71	2,190,393.71	1,365,758.00	37.7
<u>POLICE INVESTIGATION</u>					
100-52120-111 SALARIES/PERMANENT	24,416.73	137,088.76	334,166.64	197,077.88	41.0
100-52120-112 SALARIES/OVERTIME	4,783.64	17,018.30	27,339.71	10,321.41	62.3
100-52120-117 LONGEVITY PAY	.00	500.00	3,800.00	3,300.00	13.2
100-52120-118 UNIFORM ALLOWANCES	.00	3,887.85	3,400.00	(487.85)	114.4
100-52120-119 SHIFT DIFFERENTIAL	223.50	754.10	1,100.00	345.90	68.6
100-52120-150 MEDICARE TAX/CITY SHARE	434.75	2,579.75	5,640.59	3,060.84	45.7
100-52120-151 SOCIAL SECURITY/CITY SHARE	1,858.92	11,030.57	24,118.40	13,087.83	45.7
100-52120-152 RETIREMENT	4,219.38	24,900.82	53,030.23	28,129.41	47.0
100-52120-153 HEALTH INSURANCE	2,667.71	12,879.66	19,200.00	6,320.34	67.1
100-52120-154 HSA-HRA CONTRIBUTIONS	2,298.01	2,298.01	.00	(2,298.01)	.0
100-52120-155 WORKERS COMPENSATION	526.69	3,047.40	5,641.89	2,594.49	54.0
100-52120-156 LIFE INSURANCE	7.15	35.66	58.98	23.32	60.5
100-52120-211 PROFESSIONAL DEVELOPMENT	211.00	1,553.49	4,040.00	2,486.51	38.5
100-52120-219 OTHER PROFESSIONAL SERVICES	200.00	827.40	2,740.66	1,913.26	30.2
100-52120-224 SOFTWARE/HARDWARE MAINTENANCE	389.39	640.62	1,190.10	549.48	53.8
100-52120-225 TELECOM/INTERNET/COMMUNICATION	286.67	707.81	1,420.20	712.39	49.8
100-52120-310 OFFICE & OPERATING SUPPLIES	3,089.44	7,469.47	7,615.09	145.62	98.1
100-52120-330 TRAVEL EXPENSES	.00	228.78	303.00	74.22	75.5
100-52120-351 FUEL EXPENSES	744.71	1,563.60	5,250.00	3,686.40	29.8
100-52120-359 PHOTO EXPENSES	.00	.00	505.00	505.00	.0
TOTAL POLICE INVESTIGATION	46,357.69	229,012.05	500,560.49	271,548.44	45.8

CITY OF WHITEWATER
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	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>COMMUNITY SERVICE PROGRAM</u>					
100-52140-114	2,804.10	11,910.60	34,028.80	22,118.20	35.0
100-52140-118	.00	2,010.38	.00	(2,010.38)	.0
100-52140-150	40.67	188.55	493.42	304.87	38.2
100-52140-151	173.85	806.16	2,109.78	1,303.62	38.2
100-52140-155	60.01	278.27	668.79	390.52	41.6
100-52140-218	.00	.00	252.50	252.50	.0
100-52140-224	.00	.00	158.76	158.76	.0
100-52140-310	.00	60.00	751.81	691.81	8.0
100-52140-351	310.87	1,198.17	1,212.00	13.83	98.9
100-52140-360	.00	698.10	3,927.89	3,229.79	17.8
TOTAL COMMUNITY SERVICE PROGRAM	3,389.50	17,150.23	43,603.75	26,453.52	39.3
<u>NEIGHBORHOOD SERVICES</u>					
100-52400-111	4,605.60	21,729.45	48,916.40	27,186.95	44.4
100-52400-112	.00	103.50	.00	(103.50)	.0
100-52400-113	.00	.00	4,466.28	4,466.28	.0
100-52400-150	57.08	298.04	777.53	479.49	38.3
100-52400-151	244.02	1,274.28	3,324.60	2,050.32	38.3
100-52400-152	315.02	1,648.15	3,683.40	2,035.25	44.8
100-52400-153	1,719.57	8,680.89	20,874.80	12,193.91	41.6
100-52400-154	.00	.00	2,700.00	2,700.00	.0
100-52400-155	5.02	29.95	59.85	29.90	50.0
100-52400-156	1.15	5.47	75.24	69.77	7.3
100-52400-211	.00	.00	500.00	500.00	.0
100-52400-212	614.24	2,766.75	4,740.00	1,973.25	58.4
100-52400-215	.00	138.48	1,000.00	861.52	13.9
100-52400-218	.00	.00	3,000.00	3,000.00	.0
100-52400-219	17,183.03	52,097.93	102,480.00	50,382.07	50.8
100-52400-222	4,744.34	21,316.14	48,412.50	27,096.36	44.0
100-52400-224	221.53	742.17	4,669.48	3,927.31	15.9
100-52400-225	101.80	702.53	2,256.22	1,553.69	31.1
100-52400-310	630.11	2,134.58	5,050.00	2,915.42	42.3
100-52400-320	.00	165.48	400.00	234.52	41.4
100-52400-325	173.00	215.00	454.50	239.50	47.3
100-52400-330	.00	.00	202.00	202.00	.0
100-52400-351	38.68	74.62	500.00	425.38	14.9
TOTAL NEIGHBORHOOD SERVICES	30,654.19	114,123.41	258,542.80	144,419.39	44.1

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	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>EMERGENCY PREPAREDNESS</u>					
100-52500-111	.00	.00	530.42	530.42	.0
100-52500-150	.00	.00	7.69	7.69	.0
100-52500-151	.00	.00	32.89	32.89	.0
100-52500-152	.00	.00	36.60	36.60	.0
100-52500-155	.00	.00	10.42	10.42	.0
100-52500-225	260.39	1,003.04	4,841.17	3,838.13	20.7
100-52500-242	495.10	495.10	2,000.00	1,504.90	24.8
100-52500-295	3,555.00	3,555.00	1,251.39	(2,303.61)	284.1
100-52500-310	75.38	300.58	1,500.00	1,199.42	20.0
TOTAL EMERGENCY PREPAREDNESS	4,385.87	5,353.72	10,210.58	4,856.86	52.4
<u>COMMUNICATIONS/DISPATCH</u>					
100-52600-111	22,435.63	117,563.43	341,140.49	223,577.06	34.5
100-52600-112	3,366.97	13,908.99	35,950.33	22,041.34	38.7
100-52600-117	.00	.00	1,000.00	1,000.00	.0
100-52600-118	.00	3,000.00	3,500.00	500.00	85.7
100-52600-119	198.86	1,465.91	3,624.00	2,158.09	40.5
100-52600-150	371.07	2,187.99	5,864.01	3,676.02	37.3
100-52600-151	1,586.62	9,355.74	25,073.72	15,717.98	37.3
100-52600-152	1,752.71	10,359.25	26,519.45	16,160.20	39.1
100-52600-153	3,839.14	19,725.66	39,834.80	20,109.14	49.5
100-52600-154	.00	.00	2,700.00	2,700.00	.0
100-52600-155	27.95	161.84	413.42	251.58	39.2
100-52600-156	3.71	25.11	98.25	73.14	25.6
100-52600-211	20.00	1,345.13	3,030.00	1,684.87	44.4
100-52600-219	845.17	1,203.14	4,072.23	2,869.09	29.5
100-52600-224	389.38	1,493.76	6,676.90	5,183.14	22.4
100-52600-225	667.47	3,326.51	9,079.47	5,752.96	36.6
100-52600-292	.00	11,474.10	15,969.10	4,495.00	71.9
100-52600-295	.00	49,661.00	60,661.69	11,000.69	81.9
100-52600-310	21.00	520.18	1,010.00	489.82	51.5
100-52600-330	399.90	647.83	252.50	(395.33)	256.6
TOTAL COMMUNICATIONS/DISPATCH	35,925.58	247,425.57	586,470.36	339,044.79	42.2

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	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>DPW/ENGINEERING DEPARTMENT</u>					
100-53100-111 SALARIES/PERMANENT	1,621.78	8,108.90	20,620.81	12,511.91	39.3
100-53100-150 MEDICARE TAX/CITY SHARE	21.56	119.15	299.00	179.85	39.9
100-53100-151 SOCIAL SECURITY/CITY SHARE	92.20	509.51	1,278.49	768.98	39.9
100-53100-152 RETIREMENT	111.90	614.61	1,422.84	808.23	43.2
100-53100-153 HEALTH INSURANCE	406.99	2,012.03	4,883.92	2,871.89	41.2
100-53100-154 HSA-HRA CONTRIBUTIONS	.00	160.49	513.00	352.51	31.3
100-53100-155 WORKERS COMPENSATION	1.78	9.78	23.12	13.34	42.3
100-53100-156 LIFE INSURANCE	.91	4.50	6.16	1.66	73.1
100-53100-211 PROFESSIONAL DEVELOPMENT	.00	300.00	1,111.00	811.00	27.0
100-53100-213 ENGINEERING SERVICES	239.00	3,298.16	12,120.00	8,821.84	27.2
100-53100-224 SOFTWARE/HARDWARE MAINTENANCE	610.91	1,236.54	3,012.46	1,775.92	41.1
100-53100-225 TELECOM/INTERNET/COMMUNICATION	103.85	704.58	2,287.88	1,583.30	30.8
100-53100-310 OFFICE & OPERATING SUPPLIES	220.47	1,216.40	1,818.00	601.60	66.9
100-53100-320 SUBSCRIPTIONS/DUES	.00	.00	303.00	303.00	.0
100-53100-325 PUBLIC EDUCATION	173.00	215.00	300.00	85.00	71.7
100-53100-330 TRAVEL EXPENSES	608.30	608.30	.00	(608.30)	.0
TOTAL DPW/ENGINEERING DEPARTMENT	4,212.65	19,117.95	49,999.68	30,881.73	38.2
<u>SHOP/FLEET OPERATIONS</u>					
100-53230-111 WAGES/PERMANENT	5,113.07	23,698.45	65,244.65	41,546.20	36.3
100-53230-112 WAGES/OVERTIME	.00	23.76	.00	(23.76)	.0
100-53230-113 WAGES/TEMPORARY	.00	51.00	.00	(51.00)	.0
100-53230-117 LONGEVITY PAY	.00	.00	810.00	810.00	.0
100-53230-118 UNIFORM ALLOWANCES	.00	.00	67.50	67.50	.0
100-53230-150 MEDICARE TAX/CITY SHARE	67.57	348.96	961.55	612.59	36.3
100-53230-151 SOCIAL SECURITY/CITY SHARE	288.87	1,491.99	4,111.47	2,619.48	36.3
100-53230-152 RETIREMENT	352.76	1,808.31	4,562.43	2,754.12	39.6
100-53230-153 HEALTH INSURANCE	1,401.66	7,276.82	19,548.07	12,271.25	37.2
100-53230-154 HSA-HRA CONTRIBUTIONS	12.31	51.95	2,592.00	2,540.05	2.0
100-53230-155 WORKERS COMPENSATION	109.40	560.86	1,282.30	721.44	43.7
100-53230-156 LIFE INSURANCE	4.72	23.58	58.59	35.01	40.3
100-53230-221 MUNICIPAL UTILITIES EXPENSES	406.17	1,735.97	4,545.00	2,809.03	38.2
100-53230-222 UTILITIES-NAT GAS & ELECTRIC	679.35	6,942.20	16,000.00	9,057.80	43.4
100-53230-225 MOBILE COMMUNICATIONS	.00	.00	492.00	492.00	.0
100-53230-310 OFFICE & OPERATING SUPPLIES	694.54	5,740.95	16,000.00	10,259.05	35.9
100-53230-352 VEHICLE REPR PARTS	6,397.46	11,619.58	25,250.00	13,630.42	46.0
100-53230-354 POLICE VEHICLE REP/MAINT	444.73	12,382.95	14,140.00	1,757.05	87.6
100-53230-355 BLDG MTN REPR SUPP	588.68	588.68	3,535.00	2,946.32	16.7
TOTAL SHOP/FLEET OPERATIONS	16,561.29	74,346.01	179,200.56	104,854.55	41.5

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	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PARK MAINTENANCE</u>					
100-53270-111 SALARIES/WAGES/PERMANENT	12,487.05	35,847.22	62,717.21	26,869.99	57.2
100-53270-112 WAGES/OVERTIME	.00	.00	185.60	185.60	.0
100-53270-113 WAGES/TEMPORARY	3,637.00	4,657.00	80,983.49	76,326.49	5.8
100-53270-118 UNIFORM ALLOWANCES	.00	.00	82.50	82.50	.0
100-53270-150 MEDICARE TAX/CITY SHARE	222.53	597.36	2,089.63	1,492.27	28.6
100-53270-151 SOCIAL SECURITY/CITY SHARE	951.43	2,553.92	8,934.99	6,381.07	28.6
100-53270-152 RETIREMENT	861.60	2,670.13	4,345.99	1,675.86	61.4
100-53270-153 HEALTH INSURANCE	2,973.58	7,666.05	19,140.54	11,474.49	40.1
100-53270-154 HSA-HRA CONTRIBUTIONS	11.49	2,014.95	2,889.00	874.05	69.8
100-53270-155 WORKERS COMPENSATION	345.04	907.50	2,826.68	1,919.18	32.1
100-53270-156 LIFE INSURANCE	6.94	23.67	56.14	32.47	42.2
100-53270-211 PROFESSIONAL DEVELOPMENT	120.00	2,801.60	3,030.00	228.40	92.5
100-53270-213 PARK/TERRACE TREE MAINT.	(658.50)	(658.50)	10,605.00	11,263.50	(6.2)
100-53270-221 MUNICIPAL UTILITIES	921.93	4,381.28	10,605.00	6,223.72	41.3
100-53270-222 ELECTRICITY	561.07	2,682.27	6,565.00	3,882.73	40.9
100-53270-223 NATURAL GAS	55.61	678.87	2,525.00	1,846.13	26.9
100-53270-242 REPR/MTN MACHINERY/EQUIP	1,056.74	2,833.31	7,575.00	4,741.69	37.4
100-53270-245 FACILITIES IMPROVEMENTS	.00	.00	5,050.00	5,050.00	.0
100-53270-295 MAINTENANCE-TREES/LANDSCAPING	12,825.57	12,875.55	30,000.00	17,124.45	42.9
100-53270-310 OFFICE & OPERATING SUPPLIES	531.43	2,222.83	9,595.00	7,372.17	23.2
100-53270-351 FUEL EXPENSES	2,163.05	4,372.92	8,080.00	3,707.08	54.1
100-53270-359 OTHER REPR/MTN SUPP	431.61	553.75	5,050.00	4,496.25	11.0
TOTAL PARK MAINTENANCE	39,505.17	89,681.68	282,931.77	193,250.09	31.7

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<u>STREET MAINTENANCE</u>					
100-53300-111 WAGES/PERMANENT	20,165.56	101,801.66	344,186.77	242,385.11	29.6
100-53300-112 WAGES/OVERTIME	.00	.00	649.60	649.60	.0
100-53300-113 WAGES/TEMPORARY	.00	204.00	818.02	614.02	24.9
100-53300-117 LONGEVITY PAY	.00	.00	1,600.00	1,600.00	.0
100-53300-118 UNIFORM ALLOWANCES	795.04	4,087.00	6,678.00	2,591.00	61.2
100-53300-150 MEDICARE TAX/CITY SHARE	279.61	1,575.77	5,152.03	3,576.26	30.6
100-53300-151 SOCIAL SECURITY/CITY SHARE	1,195.51	6,737.38	22,029.37	15,291.99	30.6
100-53300-152 RETIREMENT	1,391.41	7,764.74	23,930.19	16,165.45	32.5
100-53300-153 HEALTH INSURANCE	3,965.57	22,099.49	80,484.41	58,384.92	27.5
100-53300-154 HSA-HRA CONTRIBUTIONS	453.92	2,289.64	10,503.00	8,213.36	21.8
100-53300-155 WORKERS COMPENSATION	431.52	2,408.40	6,789.13	4,380.73	35.5
100-53300-156 LIFE INSURANCE	11.57	60.12	139.89	79.77	43.0
100-53300-211 PROFESSIONAL DEVELOPMENT	165.79	572.55	505.00	(67.55)	113.4
100-53300-222 ELECT/TRAFFIC SIGNALS/P-LOTS	690.59	5,780.57	15,150.00	9,369.43	38.2
100-53300-224 SOFTWARE/HARDWARE MAINTENANCE	610.91	1,269.04	2,135.27	866.23	59.4
100-53300-225 TELECOM/INTERNET/COMMUNICATION	178.11	931.52	3,166.22	2,234.70	29.4
100-53300-310 OFFICE & OPERATING SUPPLIES	123.34	539.70	1,010.00	470.30	53.4
100-53300-351 FUEL EXPENSES	2,225.80	10,268.52	18,180.00	7,911.48	56.5
100-53300-354 TRAFFIC CONTROL SUPP	575.81	4,757.18	12,120.00	7,362.82	39.3
100-53300-405 MATERIALS/REPAIRS	.00	1,876.71	12,120.00	10,243.29	15.5
100-53300-821 BRIDGE/DAM	.00	.00	4,040.00	4,040.00	.0
TOTAL STREET MAINTENANCE	33,260.06	175,023.99	571,386.90	396,362.91	30.6
<u>SNOW AND ICE</u>					
100-53320-111 WAGES/PERMANENT	781.15	27,056.05	42,691.07	15,635.02	63.4
100-53320-112 WAGES/OVERTIME	.00	3,004.68	8,259.22	5,254.54	36.4
100-53320-117 LONGEVITY PAY	.00	.00	220.00	220.00	.0
100-53320-150 MEDICARE TAX/CITY SHARE	10.77	418.64	749.62	330.98	55.9
100-53320-151 SOCIAL SECURITY/CITY SHARE	46.13	1,790.50	3,205.29	1,414.79	55.9
100-53320-152 RETIREMENT	53.93	2,129.77	3,530.75	1,400.98	60.3
100-53320-153 HEALTH INSURANCE	501.19	8,503.30	11,080.93	2,577.63	76.7
100-53320-154 HSA-HRA CONTRIBUTIONS	44.76	386.86	1,539.00	1,152.14	25.1
100-53320-155 WORKERS COMPENSATION	16.74	660.55	946.34	285.79	69.8
100-53320-156 LIFE INSURANCE	.60	12.53	20.66	8.13	60.7
100-53320-295 EQUIP RENTAL	.00	9,031.25	12,120.00	3,088.75	74.5
100-53320-351 FUEL EXPENSES	.00	6,543.62	9,090.00	2,546.38	72.0
100-53320-353 SNOW EQUIP/REPR PARTS	497.49	8,487.95	30,000.00	21,512.05	28.3
100-53320-460 SALT & SAND	6,035.64	20,658.28	30,000.00	9,341.72	68.9
TOTAL SNOW AND ICE	7,988.40	88,683.98	153,452.88	64,768.90	57.8

CITY OF WHITEWATER
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>STREET LIGHTS</u>					
100-53420-111	104.98	3,502.64	5,940.11	2,437.47	59.0
100-53420-112	.00	.00	185.60	185.60	.0
100-53420-150	1.41	60.90	93.00	32.10	65.5
100-53420-151	6.05	260.31	397.65	137.34	65.5
100-53420-152	7.23	309.61	422.67	113.06	73.3
100-53420-153	109.02	711.01	992.50	281.49	71.6
100-53420-154	22.99	141.91	108.00	(33.91)	131.4
100-53420-155	2.25	96.02	119.04	23.02	80.7
100-53420-156	.04	1.71	2.74	1.03	62.4
100-53420-222	18,938.53	77,859.63	230,041.00	152,181.37	33.9
100-53420-310	.00	4,661.34	7,000.00	2,338.66	66.6
100-53420-820	.00	128.11	1,010.00	881.89	12.7
TOTAL STREET LIGHTS	19,192.50	87,733.19	246,312.31	158,579.12	35.6
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111	968.86	3,866.54	10,599.76	6,733.22	36.5
100-55111-117	.00	.00	30.00	30.00	.0
100-55111-118	.00	.00	13.50	13.50	.0
100-55111-150	14.33	58.59	154.33	95.74	38.0
100-55111-151	61.29	250.50	659.88	409.38	38.0
100-55111-152	66.86	280.01	734.38	454.37	38.1
100-55111-153	274.95	1,211.77	3,714.26	2,502.49	32.6
100-55111-154	.00	.00	486.00	486.00	.0
100-55111-155	20.73	89.73	208.32	118.59	43.1
100-55111-156	.11	.92	3.79	2.87	24.3
100-55111-158	.00	.00	202.00	202.00	.0
100-55111-221	344.40	1,354.41	2,828.00	1,473.59	47.9
100-55111-222	935.08	3,563.32	11,750.00	8,186.68	30.3
100-55111-223	212.51	2,066.66	4,500.00	2,433.34	45.9
100-55111-244	146.90	777.50	1,250.00	472.50	62.2
100-55111-245	.00	27.76	3,030.00	3,002.24	.9
100-55111-246	1,259.00	5,036.00	15,750.00	10,714.00	32.0
100-55111-355	99.75	2,040.07	2,020.00	(20.07)	101.0
TOTAL YOUNG LIBRARY BUILDING	4,404.77	20,623.78	57,934.22	37,310.44	35.6

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PARKS ADMINISTRATION</u>					
100-55200-111	4,894.72	24,042.79	61,514.32	37,471.53	39.1
100-55200-113	150.00	425.00	.00	(425.00)	.0
100-55200-117	.00	.00	300.00	300.00	.0
100-55200-150	71.31	377.13	917.19	540.06	41.1
100-55200-151	305.01	1,613.00	3,921.77	2,308.77	41.1
100-55200-152	337.73	1,814.22	4,132.36	2,318.14	43.9
100-55200-153	1,136.78	5,562.50	13,161.35	7,598.85	42.3
100-55200-154	.00	.00	1,350.00	1,350.00	.0
100-55200-155	43.31	226.70	613.82	387.12	36.9
100-55200-156	1.19	5.95	15.19	9.24	39.2
100-55200-211	.00	959.40	.00	(959.40)	.0
100-55200-224	.00	587.82	2,196.23	1,608.41	26.8
100-55200-225	166.15	932.04	2,737.80	1,805.76	34.0
100-55200-310	44.95	132.70	500.00	367.30	26.5
100-55200-320	.00	361.12	.00	(361.12)	.0
100-55200-324	1,494.00	3,914.57	.00	(3,914.57)	.0
TOTAL PARKS ADMINISTRATION	8,645.15	40,954.94	91,360.03	50,405.09	44.8
<u>CELEBRATIONS</u>					
100-55320-780	.00	.00	6,000.00	6,000.00	.0
100-55320-790	.00	466.08	10,000.00	9,533.92	4.7
TOTAL CELEBRATIONS	.00	466.08	16,000.00	15,533.92	2.9
<u>COMM BASED CO-OP PROJECTS</u>					
100-55330-750	33,033.27	36,509.83	.00	(36,509.83)	.0
100-55330-760	.00	178,000.00	284,972.93	106,972.93	62.5
100-55330-761	.00	100,000.00	100,000.00	.00	100.0
TOTAL COMM BASED CO-OP PROJECTS	33,033.27	314,509.83	384,972.93	70,463.10	81.7
<u>TRANSFERS TO OTHER FUNDS</u>					
100-59220-917	.00	.00	10,000.00	10,000.00	.0
100-59220-918	.00	326,000.00	488,180.00	162,180.00	66.8
100-59220-919	.00	32,500.00	32,500.00	.00	100.0
100-59220-939	50,000.00	50,000.00	50,000.00	.00	100.0
100-59220-955	.00	100,000.00	261,271.45	161,271.45	38.3
100-59220-998	10,410.00	10,410.00	627,557.72	617,147.72	1.7
TOTAL TRANSFERS TO OTHER FUNDS	60,410.00	518,910.00	1,469,509.17	950,599.17	35.3

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
<u>TRANSFER TO DEBT SERVICE</u>					
100-59230-990 TRANS TO FD 300 DEBT SERVICE	360,250.00	455,927.55	1,313,705.29	857,777.74	34.7
TOTAL TRANSFER TO DEBT SERVICE	<u>360,250.00</u>	<u>455,927.55</u>	<u>1,313,705.29</u>	<u>857,777.74</u>	<u>34.7</u>
<u>TRANSFERS TO SPECIAL FUNDS</u>					
100-59240-901 TRANS TO FD 249 FIRE DEPART	.00	300,000.00	1,402,793.65	1,102,793.65	21.4
100-59240-945 TRANS TO FD 452 BIRGE FOUNTAIN	.00	.00	500.00	500.00	.0
TOTAL TRANSFERS TO SPECIAL FUNDS	<u>.00</u>	<u>300,000.00</u>	<u>1,403,293.65</u>	<u>1,103,293.65</u>	<u>21.4</u>
TOTAL FUND EXPENDITURES	<u>1,104,180.60</u>	<u>4,697,544.43</u>	<u>12,421,525.12</u>	<u>7,723,980.69</u>	<u>37.8</u>
NET REVENUE OVER EXPENDITURES	<u>(917,290.29)</u>	<u>967,093.57</u>	<u>.00</u>	<u>(967,093.57)</u>	<u>.0</u>

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

WATER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>WATER SALES REVENUE</u>						
610-46461-61	METERED SALES/RESIDENTIAL	69,311.58	339,849.24	839,396.03	499,546.79	40.5
610-46462-61	METERED SALES/COMMERCIAL	12,085.88	53,392.10	150,027.57	96,635.47	35.6
610-46463-61	METERED SALES/INDUSTRIAL	79,628.79	159,304.95	529,426.24	370,121.29	30.1
610-46464-61	SALES TO PUBLIC AUTHORITIES	17,972.90	92,244.23	236,082.68	143,838.45	39.1
610-46465-61	PUBLIC FIRE PROTECTION REV	62,497.02	312,329.74	746,595.26	434,265.52	41.8
610-46466-61	PRIVATE FIRE PROTECTION REV	6,170.00	30,742.00	52,670.68	21,928.68	58.4
610-46467-61	METERED SALES/MF RESIDENTIAL	17,215.22	91,969.96	187,933.52	95,963.56	48.9
	TOTAL WATER SALES REVENUE	264,881.39	1,079,832.22	2,742,131.98	1,662,299.76	39.4
<u>MISCELLANEOUS WATER REVENUE</u>						
610-47419-61	INTEREST INCOME	3,275.45	24,822.62	21,695.34	(3,127.28)	114.4
610-47421-61	DEVELOPER CONTRIBUTION	.00	.00	26,657.00	26,657.00	.0
610-47422-61	CAPITAL PAID IN-MUNICIPALITY	.00	.00	16,657.00	16,657.00	.0
610-47425-61	MISC AMORTIZATION	.00	.00	13,814.00	13,814.00	.0
610-47460-61	OTR REV/TOWER/SERVICE	105.95	8,876.52	28,000.00	19,123.48	31.7
610-47467-61	NSF/SVC FEES/SPEC ASSESS FEES	977.64	3,567.89	10,000.00	6,432.11	35.7
610-47471-61	MISC SERVICE REV - TURN OFF	350.00	1,200.00	2,000.00	800.00	60.0
610-47474-61	OTHER REV--LABOR/MATERIAL	2,100.00	4,497.76	15,000.00	10,502.24	30.0
610-47476-61	NET RETURN ON INVEST-METERS	.00	.00	10,500.00	10,500.00	.0
610-47482-61	SALE OF USED EQUIPMENT	.00	2,181.00	2,000.00	(181.00)	109.1
610-47483-61	LEASE REVENUE	.00	.00	20,012.00	20,012.00	.0
610-47485-61	BOND/NOTE/LOAN PROCEEDS	.00	.00	1,030,500.00	1,030,500.00	.0
610-47486-61	TRANSFER TID 10-TOWER DEBT	.00	25,127.00	25,126.76	(.24)	100.0
610-47487-61	TRANSFER TID 11-TOWER DEBT	.00	24,626.76	24,626.76	.00	100.0
610-47488-61	TRANSFER TID 13-TOWER DEBT	.00	79,963.00	79,963.00	.00	100.0
610-47489-61	TRANSFER TID 14-TOWER DEBT	.00	56,262.50	56,262.50	.00	100.0
610-47493-61	RETAINED EARNINGS-(INC)-DEC	.00	.00	1,146,681.22	1,146,681.22	.0
	TOTAL MISCELLANEOUS WATER REVENUE	6,809.04	231,125.05	2,529,495.58	2,298,370.53	9.1
	TOTAL FUND REVENUE	271,690.43	1,310,957.27	5,271,627.56	3,960,670.29	24.9

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>SOURCE OF SUPPLY</u>					
610-61600-111 SALARIES/WAGES	2,284.27	11,938.26	18,140.67	6,202.41	65.8
610-61600-112 WAGES/OVERTIME	128.79	987.39	5,209.44	4,222.05	19.0
610-61600-310 OFFICE & OPERATING SUPPLIES	.00	8.55	1,500.00	1,491.45	.6
610-61600-350 REPAIR/MTN EXPENSES	.00	7.96	500.00	492.04	1.6
TOTAL SOURCE OF SUPPLY	2,413.06	12,942.16	25,350.11	12,407.95	51.1
<u>PUMPING OPERATIONS</u>					
610-61620-111 SALARIES/WAGES	3,359.16	19,291.76	42,024.76	22,733.00	45.9
610-61620-220 UTILITIES	18,262.37	60,693.14	180,000.00	119,306.86	33.7
610-61620-310 OFFICE & OPERATING SUPPLIES	.00	.00	2,000.00	2,000.00	.0
610-61620-350 REPAIR/MTN EXPENSE	65,549.20	200,769.71	513,000.00	312,230.29	39.1
TOTAL PUMPING OPERATIONS	87,170.73	280,754.61	737,024.76	456,270.15	38.1
<u>WTR TREATMENT OPERATIONS</u>					
610-61630-111 SALARIES/WAGES	1,862.77	9,721.78	24,628.76	14,906.98	39.5
610-61630-112 WAGES/OVERTIME	.00	42.93	.00	(42.93)	.0
610-61630-154 PROFESSIONAL DEVELOPMENT	.00	77.68	.00	(77.68)	.0
610-61630-310 WATER TESTING & OP SUPPLIES	713.41	1,133.08	21,000.00	19,866.92	5.4
610-61630-341 CHEMICALS	3,869.50	9,500.09	35,000.00	25,499.91	27.1
610-61630-350 REPAIR/MTN EXPENSE	59,195.89	216,647.47	340,000.00	123,352.53	63.7
TOTAL WTR TREATMENT OPERATIONS	65,641.57	237,123.03	420,628.76	183,505.73	56.4
<u>TRANSMISSION</u>					
610-61640-111 SALARIES/WAGES	45.90	282.18	1,153.20	871.02	24.5
TOTAL TRANSMISSION	45.90	282.18	1,153.20	871.02	24.5
<u>RESERVOIRS MAINTENANCE</u>					
610-61650-111 MTN SALARIES/WAGES	155.65	984.71	2,901.70	1,916.99	33.9
610-61650-350 REPAIR/MTN EXPENSE	.00	50,822.82	73,500.00	22,677.18	69.2
TOTAL RESERVOIRS MAINTENANCE	155.65	51,807.53	76,401.70	24,594.17	67.8

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MAINS MAINTENANCE</u>					
610-61651-111	1,119.70	9,882.65	19,362.03	9,479.38	51.0
610-61651-112	128.79	429.30	393.83	(35.47)	109.0
610-61651-350	1,226.00	14,897.03	40,000.00	25,102.97	37.2
TOTAL MAINS MAINTENANCE	2,474.49	25,208.98	59,755.86	34,546.88	42.2
<u>SERVICES MAINTENANCE</u>					
610-61652-111	1,081.77	6,946.25	17,003.50	10,057.25	40.9
610-61652-112	.00	.00	2,741.76	2,741.76	.0
610-61652-350	1,732.54	6,344.17	30,000.00	23,655.83	21.2
TOTAL SERVICES MAINTENANCE	2,814.31	13,290.42	49,745.26	36,454.84	26.7
<u>METERS MAINTENANCE</u>					
610-61653-111	2,432.70	11,735.90	14,114.96	2,379.06	83.2
610-61653-210	.00	.00	16,000.00	16,000.00	.0
610-61653-350	21.84	1,618.08	3,000.00	1,381.92	53.9
TOTAL METERS MAINTENANCE	2,454.54	13,353.98	33,114.96	19,760.98	40.3
<u>HYDRANTS MAINTENANCE</u>					
610-61654-111	4,105.54	5,754.76	10,790.37	5,035.61	53.3
610-61654-112	321.98	386.38	38.68	(347.70)	998.9
610-61654-350	73.92	73.92	15,000.00	14,926.08	.5
TOTAL HYDRANTS MAINTENANCE	4,501.44	6,215.06	25,829.05	19,613.99	24.1
<u>METER READING</u>					
610-61901-111	91.79	564.35	873.09	308.74	64.6
TOTAL METER READING	91.79	564.35	873.09	308.74	64.6
<u>ACCOUNTING/COLLECTION</u>					
610-61902-111	3,581.49	19,100.96	44,397.29	25,296.33	43.0
TOTAL ACCOUNTING/COLLECTION	3,581.49	19,100.96	44,397.29	25,296.33	43.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>CUSTOMER ACCOUNTS</u>					
610-61903-224	221.54	3,118.23	7,981.46	4,863.23	39.1
610-61903-310	1,440.12	1,456.92	.00	(1,456.92)	.0
610-61903-325	173.00	215.00	657.00	442.00	32.7
610-61903-361	1,016.01	3,202.80	17,000.00	13,797.20	18.8
610-61903-362	.00	.00	9,275.00	9,275.00	.0
TOTAL CUSTOMER ACCOUNTS	2,850.67	7,992.95	34,913.46	26,920.51	22.9
<u>ADMINISTRATIVE</u>					
610-61920-111	11,440.74	51,838.40	133,566.32	81,727.92	38.8
TOTAL ADMINISTRATIVE	11,440.74	51,838.40	133,566.32	81,727.92	38.8
<u>OFFICE SUPPLIES</u>					
610-61921-224	565.61	947.25	1,619.94	672.69	58.5
610-61921-225	495.14	1,172.24	3,107.07	1,934.83	37.7
610-61921-310	523.83	3,223.81	8,000.00	4,776.19	40.3
TOTAL OFFICE SUPPLIES	1,584.58	5,343.30	12,727.01	7,383.71	42.0
<u>OUTSIDE SERVICES EMPLOYED</u>					
610-61923-210	7,516.00	15,064.00	54,750.00	39,686.00	27.5
610-61923-211	.00	8,500.00	8,500.00	.00	100.0
610-61923-212	.00	5,500.00	5,500.00	.00	100.0
TOTAL OUTSIDE SERVICES EMPLOYED	7,516.00	29,064.00	68,750.00	39,686.00	42.3
<u>INSURANCE</u>					
610-61924-510	.00	25,090.55	24,000.00	(1,090.55)	104.5
TOTAL INSURANCE	.00	25,090.55	24,000.00	(1,090.55)	104.5
<u>EMPLOYEE BENEFITS</u>					
610-61926-150	12,666.75	69,857.79	188,115.86	118,258.07	37.1
610-61926-590	3,026.14	16,053.43	34,437.82	18,384.39	46.6
TOTAL EMPLOYEE BENEFITS	15,692.89	85,911.22	222,553.68	136,642.46	38.6

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>EMPLOYEE TRAINING</u>					
610-61927-154	.00	1,104.89	7,000.00	5,895.11	15.8
	.00	1,104.89	7,000.00	5,895.11	15.8
<u>PSC ASSESSMENT</u>					
610-61928-210	.00	.00	2,525.00	2,525.00	.0
	.00	.00	2,525.00	2,525.00	.0
<u>MISCELLANEOUS GENERAL</u>					
610-61930-590	.00	350,000.00	350,000.00	.00	100.0
	.00	350,000.00	350,000.00	.00	100.0
<u>TRANSPORTATION</u>					
610-61933-310	96.74	175.98	5,000.00	4,824.02	3.5
610-61933-351	646.90	3,259.53	7,565.00	4,305.47	43.1
	743.64	3,435.51	12,565.00	9,129.49	27.3
<u>GENERAL PLANT MAINTENANCE</u>					
610-61935-111	9,114.37	47,940.66	168,996.20	121,055.54	28.4
610-61935-112	.00	.00	321.86	321.86	.0
610-61935-113	.00	.00	22,392.00	22,392.00	.0
610-61935-116	996.62	5,014.30	13,345.67	8,331.37	37.6
610-61935-118	168.24	1,284.45	300.00	(984.45)	428.2
610-61935-154	555.00	1,913.35	3,250.00	1,336.65	58.9
610-61935-220	52.15	208.60	1,515.00	1,306.40	13.8
610-61935-350	137.56	2,366.62	12,500.00	10,133.38	18.9
	11,023.94	58,727.98	222,620.73	163,892.75	26.4
<u>CAP OUTLAY/CONSTRUCT WIP</u>					
610-61936-111	183.57	2,553.07	5,432.44	2,879.37	47.0
610-61936-810	9,514.00	29,596.27	60,000.00	30,403.73	49.3
610-61936-820	250,045.09	563,020.64	564,500.00	1,479.36	99.7
610-61936-823	620.04	41,576.50	1,056,000.00	1,014,423.50	3.9
	260,362.70	636,746.48	1,685,932.44	1,049,185.96	37.8

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

WATER UTILITY FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
<u>DEBT SERVICE</u>					
610-61950-610 PRINCIPAL ON DEBT	80,000.00	350,000.00	511,300.00	161,300.00	68.5
610-61950-620 INTEREST ON DEBT	15,230.00	179,905.47	352,235.31	172,329.84	51.1
610-61950-625 CDBG GRANT FD 910 REPAYMENT	.00	.00	116,264.57	116,264.57	.0
610-61950-650 BOND ISSUE/PAYING AGENT EXP	.00	200.00	40,400.00	40,200.00	.5
TOTAL DEBT SERVICE	<u>95,230.00</u>	<u>530,105.47</u>	<u>1,020,199.88</u>	<u>490,094.41</u>	<u>52.0</u>
TOTAL FUND EXPENDITURES	<u>577,790.13</u>	<u>2,446,004.01</u>	<u>5,271,627.56</u>	<u>2,825,623.55</u>	<u>46.4</u>
NET REVENUE OVER EXPENDITURES	<u>(306,099.70)</u>	<u>(1,135,046.74)</u>	<u>.00</u>	<u>1,135,046.74</u>	<u>.0</u>

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

WASTEWATER UTILITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>WASTEWATER SALES REVENUES</u>						
620-41110-62	RESIDENTIAL REVENUES	165,250.30	825,333.94	1,964,318.01	1,138,984.07	42.0
620-41112-62	COMMERCIAL REVENUES	88,216.59	465,459.96	1,282,112.89	816,652.93	36.3
620-41113-62	INDUSTRIAL REVENUES	15,479.96	66,147.39	158,082.84	91,935.45	41.8
620-41114-62	PUBLIC REVENUES	54,397.52	306,992.91	682,340.06	375,347.15	45.0
620-41115-62	PENALTIES	1,552.58	6,830.51	18,838.05	12,007.54	36.3
620-41116-62	MISC REVENUES	13,173.86	38,374.14	94,846.79	56,472.65	40.5
620-41117-62	SEWER CONNECTION REVENUES	5,472.00	16,416.00	1,824.00	(14,592.00)	900.0
TOTAL WASTEWATER SALES REVENUES		343,542.81	1,725,554.85	4,202,362.64	2,476,807.79	41.1
<u>MISCELLANEOUS REVENUE</u>						
620-42110-62	INTEREST INCOME	15,684.39	116,844.68	95,035.81	(21,808.87)	123.0
620-42213-62	MISC INCOME	.00	.00	11,600.00	11,600.00	.0
620-42217-62	BOND PROCEEDS	.00	.00	2,299,000.00	2,299,000.00	.0
620-42218-62	GRANT PROCEEDS	.00	.00	2,763,100.00	2,763,100.00	.0
TOTAL MISCELLANEOUS REVENUE		15,684.39	116,844.68	5,168,735.81	5,051,891.13	2.3
<u>OTHER FINANCING SOURCES</u>						
620-49930-62	RETAINED EARNINGS-(INC)-DEC	.00	.00	317,734.80	317,734.80	.0
TOTAL OTHER FINANCING SOURCES		.00	.00	317,734.80	317,734.80	.0
TOTAL FUND REVENUE		359,227.20	1,842,399.53	9,688,833.25	7,846,433.72	19.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

WASTEWATER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>ADMINISTRATIVE EXPENSES</u>					
620-62810-111 SALARIES/PERMANENT	13,580.78	62,828.64	192,640.72	129,812.08	32.6
620-62810-116 ACCOUNTING/COLLECT SALARIES	3,524.25	17,570.95	44,397.29	26,826.34	39.6
620-62810-154 PROFESSIONAL DEVELOPMENT	191.00	320.06	.00	(320.06)	.0
620-62810-219 PROF SERVICES/ACCTG & AUDIT	5,000.00	5,000.00	10,100.00	5,100.00	49.5
620-62810-220 PLANNING	.00	12,500.00	12,500.00	.00	100.0
620-62810-221 GIS SERVICES/EXPENSES	.00	4,600.00	4,600.00	.00	100.0
620-62810-222 SAFETY PROGRAM-ALL DPW	.00	.00	2,323.00	2,323.00	.0
620-62810-224 SOFTWARE/HARDWARE MAINTENANCE	787.15	4,065.56	12,997.25	8,931.69	31.3
620-62810-225 TELECOM/INTERNET/COMMUNICATION	244.16	924.90	4,289.31	3,364.41	21.6
620-62810-310 OFFICE SUPPLIES	507.38	2,766.75	6,565.00	3,798.25	42.1
620-62810-356 JOINT METER EXPENSE	.00	.00	19,341.50	19,341.50	.0
620-62810-362 CREDIT/DEBIT CARD EXPENSES	2,971.27	15,506.67	25,250.00	9,743.33	61.4
620-62810-519 INSURANCE EXPENSE	.00	61,705.26	48,262.00	(13,443.26)	127.9
620-62810-610 PRINCIPAL ON DEBT	80,000.00	1,582,792.81	1,676,992.81	94,200.00	94.4
620-62810-620 INTEREST ON DEBT	15,780.00	261,138.93	502,650.28	241,511.35	52.0
620-62810-670 BOND ISSUE/DEBT AMORT EXPENSE	.00	200.00	30,300.00	30,100.00	.7
620-62810-820 CAPITAL IMPROVEMENTS	29,220.99	461,997.25	5,660,799.00	5,198,801.75	8.2
620-62810-821 CAPITAL EQUIPMENT	.00	.00	7,500.00	7,500.00	.0
620-62810-822 EQUIP REPL FUND ITEMS	.00	.00	10,100.00	10,100.00	.0
620-62810-825 SEWER REPAIR/MAINT FUNDING	.00	4,504.00	125,000.00	120,496.00	3.6
620-62810-830 AMR GATEWAY SERVICES	.00	.00	1,998.00	1,998.00	.0
TOTAL ADMINISTRATIVE EXPENSES	151,806.98	2,498,421.78	8,398,606.16	5,900,184.38	29.8
<u>SUPERVISORY/CLERICAL</u>					
620-62820-111 SALARIES/PERMANENT	3,395.19	37,067.31	86,912.53	49,845.22	42.7
620-62820-120 EMPLOYEE BENEFITS	17,450.74	88,701.41	241,890.76	153,189.35	36.7
620-62820-154 PROFESSIONAL DEVELOPMENT	77.63	351.18	2,750.00	2,398.82	12.8
620-62820-219 PROFESSIONAL SERVICES	.00	11,926.42	55,050.00	43,123.58	21.7
620-62820-225 TELECOM/INTERNET/COMMUNICATION	.00	.00	3,840.00	3,840.00	.0
620-62820-310 OFFICE & OPERATING SUPPLIES	131.57	696.74	3,030.00	2,333.26	23.0
TOTAL SUPERVISORY/CLERICAL	21,055.13	138,743.06	393,473.29	254,730.23	35.3
<u>COLLECTION SYS OPS & MAINT</u>					
620-62830-111 SALARIES/PERMANENT	7,318.69	29,619.20	91,149.82	61,530.62	32.5
620-62830-112 WAGES/OVERTIME	.00	276.96	2,384.25	2,107.29	11.6
620-62830-222 ELECTRICITY/LIFT STATIONS	1,199.88	4,696.02	10,100.00	5,403.98	46.5
620-62830-295 CONTRACTUAL SERVICES	12.47	3,756.97	14,700.00	10,943.03	25.6
620-62830-353 REPR/MTN - LIFT STATIONS	.00	32.99	14,140.00	14,107.01	.2
620-62830-354 REPR MTN - SANITARY SEWERS	.00	2,381.99	6,565.00	4,183.01	36.3
620-62830-355 REP/MAINT-COLLECTION EQUIP	69.99	283.12	4,000.00	3,716.88	7.1
TOTAL COLLECTION SYS OPS & MAINT	8,601.03	41,047.25	143,039.07	101,991.82	28.7

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

WASTEWATER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TREATMENT PLANT OPERATIONS</u>					
620-62840-111 SALARIES/PERMANENT	2,778.39	15,343.73	38,914.88	23,571.15	39.4
620-62840-112 OVERTIME	.00	477.23	6,437.07	5,959.84	7.4
620-62840-116 ON-CALL PAY	980.00	4,814.50	13,345.67	8,531.17	36.1
620-62840-118 CLOTHING ALLOWANCE	254.96	1,965.71	4,278.00	2,312.29	46.0
620-62840-154 PROFESSIONAL DEVELOPMENT	.00	45.00	.00	(45.00)	.0
620-62840-222 ELECTRICITY/PLANT	28,706.62	56,481.36	141,400.00	84,918.64	39.9
620-62840-223 NATURAL GAS/PLANT	5,271.50	19,431.73	40,400.00	20,968.27	48.1
620-62840-310 OFFICE & OPERATING SUPPLIES	728.50	3,192.12	16,800.00	13,607.88	19.0
620-62840-341 CHEMICALS	15,250.00	15,250.00	33,000.00	17,750.00	46.2
620-62840-342 CONTRACTUAL SERVICES	.00	4,565.00	12,100.00	7,535.00	37.7
620-62840-351 FUEL EXPENSES	849.79	2,682.59	7,500.00	4,817.41	35.8
620-62840-355 TRUCK/AUTO EXPENSES	.00	.00	1,010.00	1,010.00	.0
620-62840-590 DNR ENVIRONMENTAL FEE	4,631.60	4,631.60	7,575.00	2,943.40	61.1
TOTAL TREATMENT PLANT OPERATIONS	59,451.36	128,880.57	322,760.62	193,880.05	39.9
<u>TREATMENT EQUIP MAINTENANCE</u>					
620-62850-111 SALARIES/PERMANENT	8,773.76	44,541.04	75,695.63	31,154.59	58.8
620-62850-242 CONTRACTUAL SERVICES	94.00	48,370.74	112,250.00	63,879.26	43.1
620-62850-342 LUBRICANTS	.00	775.73	3,030.00	2,254.27	25.6
620-62850-357 REPAIRS & SUPPLIES	8,541.20	13,477.14	26,200.00	12,722.86	51.4
TOTAL TREATMENT EQUIP MAINTENANCE	17,408.96	107,164.65	217,175.63	110,010.98	49.3
<u>BLDG/GROUNDS MAINTENANCE</u>					
620-62860-111 SALARIES/PERMANENT	557.82	2,831.35	9,464.95	6,633.60	29.9
620-62860-113 SEASONAL WAGES	.00	.00	14,400.00	14,400.00	.0
620-62860-220 STORMWATER UTILITY FEE	131.29	525.16	1,600.00	1,074.84	32.8
620-62860-245 CONTRACTUAL REPAIRS	330.00	1,260.00	6,000.00	4,740.00	21.0
620-62860-355 EQUIPMENT	19.94	179.11	2,525.00	2,345.89	7.1
620-62860-357 REPAIRS & SUPPLIES	322.68	943.66	7,500.00	6,556.34	12.6
TOTAL BLDG/GROUNDS MAINTENANCE	1,361.73	5,739.28	41,489.95	35,750.67	13.8
<u>LABORATORY</u>					
620-62870-111 SALARIES/PERMANENT	7,769.42	23,311.24	91,059.47	67,748.23	25.6
620-62870-112 WAGES/OVERTIME	.00	230.09	1,689.06	1,458.97	13.6
620-62870-295 CONTRACTUAL SERVICES	1,467.10	10,993.02	18,000.00	7,006.98	61.1
620-62870-310 LAB & OPERATING SUPPLIES	2,808.78	4,596.51	7,500.00	2,903.49	61.3
TOTAL LABORATORY	12,045.30	39,130.86	118,248.53	79,117.67	33.1

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

WASTEWATER UTILITY

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
<u>POWER GENERATION</u>					
620-62880-242 CONTRACTUAL SERVICES	.00	.00	1,010.00	1,010.00	.0
620-62880-357 REPAIRS & SUPPLIES	1,527.50	1,527.50	1,010.00	(517.50)	151.2
TOTAL POWER GENERATION	1,527.50	1,527.50	2,020.00	492.50	75.6
<u>SLUDGE APPLICATION</u>					
620-62890-111 SALARIES/PERMANENT	.00	204.52	.00	(204.52)	.0
620-62890-295 CONTRACTUAL SERVICES	.00	28,690.98	50,000.00	21,309.02	57.4
620-62890-357 REPAIRS & SUPPLIES	.00	.00	2,020.00	2,020.00	.0
TOTAL SLUDGE APPLICATION	.00	28,895.50	52,020.00	23,124.50	55.6
TOTAL FUND EXPENDITURES	273,257.99	2,989,550.45	9,688,833.25	6,699,282.80	30.9
NET REVENUE OVER EXPENDITURES	85,969.21	(1,147,150.92)	.00	1,147,150.92	.0

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

STORMWATER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>STORMWATER REVENUES</u>						
630-41110-63	RESIDENTIAL REVENUES	17,114.15	85,451.36	207,114.00	121,662.64	41.3
630-41112-63	COMMERCIAL REVENUES	12,424.56	62,160.08	144,864.00	82,703.92	42.9
630-41113-63	INDUSTRIAL REVENUES	6,086.37	30,431.85	73,029.00	42,597.15	41.7
630-41114-63	PUBLIC/TAX EXEMPT REVENUES	8,522.54	42,612.70	102,448.00	59,835.30	41.6
630-41115-63	PENALTIES	452.62	2,084.63	5,235.00	3,150.37	39.8
	TOTAL STORMWATER REVENUES	44,600.24	222,740.62	532,690.00	309,949.38	41.8
<u>MISC REVENUES</u>						
630-42212-63	GRANTS-REIMBURSEMENT-STATE	.00	.00	42,500.00	42,500.00	.0
630-42213-63	MISC INCOME	.00	.00	3,000.00	3,000.00	.0
	TOTAL MISC REVENUES	.00	.00	45,500.00	45,500.00	.0
<u>OTHER FINANCING SOURCES</u>						
630-49930-63	RETAINED EARNINGS-(INC)-DEC	.00	.00	144,517.79	144,517.79	.0
630-49950-63	CAPITAL IMPROVE-LOAN	.00	.00	471,700.00	471,700.00	.0
	TOTAL OTHER FINANCING SOURCES	.00	.00	616,217.79	616,217.79	.0
	TOTAL FUND REVENUE	44,600.24	222,740.62	1,194,407.79	971,667.17	18.7

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

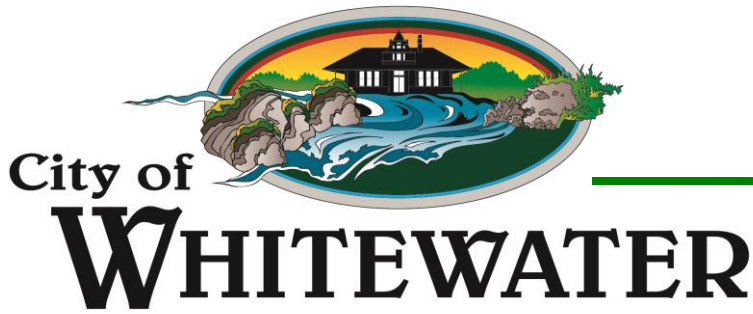
STORMWATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>ADMINISTRATIVE/GENERAL EXPENSE</u>					
630-63300-115	6,345.21	28,479.12	67,092.74	38,613.62	42.5
630-63300-116	1,459.64	7,298.25	26,002.27	18,704.02	28.1
630-63300-120	6,062.42	33,970.23	87,715.16	53,744.93	38.7
630-63300-214	500.00	500.00	4,040.00	3,540.00	12.4
630-63300-220	.00	8,500.00	8,500.00	.00	100.0
630-63300-221	.00	6,160.00	6,160.00	.00	100.0
630-63300-224	389.36	494.45	4,127.51	3,633.06	12.0
630-63300-310	200.68	1,358.83	4,040.00	2,681.17	33.6
630-63300-352	.00	1,326.38	2,817.99	1,491.61	47.1
630-63300-362	.00	.00	2,608.47	2,608.47	.0
630-63300-519	.00	11,410.57	11,977.00	566.43	95.3
630-63300-610	67,657.50	87,347.50	276,498.61	189,151.11	31.6
630-63300-913	25,000.00	25,000.00	25,000.00	.00	100.0
TOTAL ADMINISTRATIVE/GENERAL EXPENSE	107,614.81	211,845.33	526,579.75	314,734.42	40.2
<u>STREET CLEANING</u>					
630-63310-111	196.61	5,132.14	24,696.81	19,564.67	20.8
630-63310-351	24.76	406.85	2,000.00	1,593.15	20.3
630-63310-353	.00	.00	505.00	505.00	.0
TOTAL STREET CLEANING	221.37	5,538.99	27,201.81	21,662.82	20.4
<u>STORM WATER MANAGEMENT</u>					
630-63440-111	361.65	3,874.47	22,400.76	18,526.29	17.3
630-63440-295	5,658.00	13,655.03	20,000.00	6,344.97	68.3
630-63440-320	173.00	5,215.00	5,200.00	(15.00)	100.3
630-63440-350	4.32	2,040.11	5,050.00	3,009.89	40.4
630-63440-590	2,000.00	2,000.00	2,020.00	20.00	99.0
630-63440-820	7,428.22	36,196.56	514,200.00	478,003.44	7.0
TOTAL STORM WATER MANAGEMENT	15,625.19	62,981.17	568,870.76	505,889.59	11.1
<u>COMPOST SITE/YARD WASTE EXP</u>					
630-63600-111	5,195.87	32,370.14	59,230.47	26,860.33	54.7
630-63600-113	476.00	876.00	.00	(876.00)	.0
630-63600-310	.00	.00	8,000.00	8,000.00	.0
630-63600-351	235.22	743.19	2,525.00	1,781.81	29.4
630-63600-352	169.32	5,939.10	2,000.00	(3,939.10)	297.0
TOTAL COMPOST SITE/YARD WASTE EXP	6,076.41	39,928.43	71,755.47	31,827.04	55.7

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

STORMWATER UTILITY FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
TOTAL FUND EXPENDITURES	129,537.78	320,293.92	1,194,407.79	874,113.87	26.8
NET REVENUE OVER EXPENDITURES	(84,937.54)	(97,553.30)	.00	97,553.30	.0



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

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

TO: City Manager and Common Council Members

FROM: Karen Dieter, Comptroller

RE: June 2024 Financial Statements

DATE: July 09, 2024

Attached are the following financial statements/summary information:

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

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

Manual and Authorized Checks Processed/Paid
June 2024

Attached is a detail listing of all manual and authorized checks processed. The total amount equaled \$2,905,145.38.

<u>Fund #</u>	<u>Fund Name</u>	<u>Fund Total</u>
100	General Fund	248,661.54
200	Cable TV Fund	1,879.36
208	Parking Permit Fund	649.89
210	Fire Equipment Revolving Fund	
214	Election Fund	57.99
215	DPW Equipment Fund	58,801.00
216	Police Vehicle Revolving Fund	
217	Building Repair Fund	
220	Library Special Revenue	196,216.78
230	Solid Waste/Recycling Fund	44,597.30
235	Ride-Share Grant Program Fund	20,997.29
240	Parkland Acquisition	1,534.00
245	Parkland Development	
246	Treytons Field of Dreams	2,821.76
247	Aquatic Center	43,814.82
248	Park & Rec Special Revenue	8,711.91
249	Fire & EMS Department	20,952.55
250	Forestry	
271	Insurance/SIR Fund	1,625.00
272	Lakes Improvement	617.70
280	Street Repair Revolving Fund	146,848.77
295	Police Trust Fund	
300	Debt Service	475.00
410	TID 10	1,458.19
411	TID 11	
412	TID 12	
413	TID 13	
414	TID 14	88,350.00
441	TID 4 Affordable Housing	
450	CIP Fund	111,720.80
452	Birge Fountain Restoration	
610	Water Utility	136,657.71
620	Wastewater Utility	1,533,691.92
630	Stormwater Utility	221,302.28
900	CDA Operating Fund	3,953.57
910	CDA Project Fund	
920	Innovation Center	8,748.25
Grand Total:		<u><u>2,905,145.38</u></u>

Report Criteria:

Report type: GL detail

Check: Check number = 96852-96999,900170

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
100									
06/24	06/06/2024	96860	9604	ACE HARDWARE - WHITEWATE		MAY 2024 RESTITUTION FROM JUSTIN HORNER	053124	100-21690	142.11
06/24	06/06/2024	96861	38	ALSCO		MAY 2024 MAT SERVICE	MAY 2024	100-55111-355	71.58
06/24	06/06/2024	96862	7119	AMUNDSON, NIKKI		REFUND RENTAL DEPOSIT	060324	100-13500	200.00
06/24	06/06/2024	96864	880	AROPA DESIGNS INC		87 TSHIRTS	46969	100-51400-790	679.64
06/24	06/06/2024	96865	9874	BOURASSA, JOE		REFUND 11U TOURNAMENT FEE	060624	100-13500	425.00
06/24	06/06/2024	96867	9869	BUDGET TRUCK AND AUTO BO		1ST HALF REPAIR PMT 2017 FORD F550	57861	100-51540-520	13,066.63
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		108 W Main St-CDA	MAY 2024	100-15205	42.03
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		216 E Main St- CDA	MAY 2024	100-15205	19.48
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		216 A E Main St-CDA	MAY 2024	100-15205	19.48
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		HILLSIDE CEMETARY	MAY 2024	100-51600-221	66.47
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		431 W CENTER ST-LIBRARY	MAY 2024	100-55111-221	341.19
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		CENTER ST SKATING RINK	MAY 2024	100-53270-221	141.54
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		BATH HOUSE-TRIPP	MAY 2024	100-53270-221	52.81
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		ROUND ABOUT	MAY 2024	100-51600-221	9.80
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		LIBRARY FOUNTAIN/BUBBLER-BIRGE FOUNTAIN	MAY 2024	100-51600-221	121.06
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		ARMORY	MAY 2024	100-51600-221	260.13
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		WHITE BLDG	MAY 2024	100-51600-221	103.12
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		GARAGE STORAGE BLDG-CITY GARAGE BLDING	MAY 2024	100-53230-221	72.43
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		GARAGE & BUBBLER	MAY 2024	100-53230-221	309.33
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		PARK COMMUNITY BLDG-SENIOR CTR	MAY 2024	100-53270-221	351.95
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		STARIN PARK	MAY 2024	100-53270-221	40.80
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		KILAR FIELD OF DREAMS	MAY 2024	100-53270-221	15.90
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		PARK STAND PIPE	MAY 2024	100-51600-221	15.97
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		NORTH PARK MANHOLE-CRAVATH LAKE	MAY 2024	100-53270-221	15.97
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		PUBLIC SAFETY BLDG	MAY 2024	100-51600-221	821.42
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		313 W WHITEWATER ST-DEPOT	MAY 2024	100-51600-221	64.98
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		CRAVATH LAKE PARK-STORMWATER	MAY 2024	100-51600-221	15.90
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		215 S FREMONT ST-CRAVATH LK FRONT BLDG	MAY 2024	100-53270-221	262.29
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		E SIDE PARK	MAY 2024	100-51600-221	28.05
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		SKATE PARK	MAY 2024	100-53270-221	37.64
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		342 N FREMONT -CITY PURCH 12/17	MAY 2024	100-53270-221	18.25
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		336 N FREMONT ST	MAY 2024	100-51600-221	18.25
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		126 N JEFFERSON ST-910-56500-408	MAY 2024	100-15205	18.87
06/24	06/06/2024	96871	4192	DIVERSIFIED BENEFIT SVC INC		JUNE 2024 HRA SVCS	412779	100-51500-217	327.60

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06/24	06/06/2024	96872	3644	DLK ENTERPRISES INC		MAY 2024 RESTITUTION FROM BROCK ROGERS	053124	100-21690	125.00
06/24	06/06/2024	96873	8597	DVORAK LANDSCAPE SUPPLY		GRASS SEED	1-119454	100-53270-310	220.00
06/24	06/06/2024	96875	7653	GAPPA SECURITY SOLUTIONS		ARMORY DOOR REPAIR/TROUBLESHOOTING	29736	100-51600-355	490.00
06/24	06/06/2024	96876	119	GENCOMM		FCC LICENSE FEE	332902	100-52600-292	175.00
06/24	06/06/2024	96878	191	JEFFERSON CO SHERIFF		BOOKING CHGS-KERR, SABRINA	111023	100-51200-293	60.00
06/24	06/06/2024	96880	9871	JONES, MINDY		RFND RENTAL DEPOSIT	060324	100-13500	200.00
06/24	06/06/2024	96881	110	KB SHARPENING SERVICES IN		3 MOWER BLADES SHARPENED	124693	100-53270-242	21.00
06/24	06/06/2024	96881	110	KB SHARPENING SERVICES IN		21 MOWER BLADS SHARPENED	124758	100-53270-242	147.00
06/24	06/06/2024	96883	6622	LANGUAGE LINE SERVICES		MAY 2024 LANGUAGE SVCS	11304181	100-52600-219	39.80
06/24	06/06/2024	96884	9873	LIN, JACKIE		MAY 2024 RESTITUTION FROM PAULA OTTO	053124	100-21690	100.00
06/24	06/06/2024	96887	9870	NIEVES, DONALD		REFUND CITATION PMTS	24C023164	100-45114-52	650.00
06/24	06/06/2024	96888	727	PETE'S TIRE SERVICE INC		#773 TIRE REPAIR	2888	100-53270-242	40.00
06/24	06/06/2024	96888	727	PETE'S TIRE SERVICE INC		#773 TIRE REPAIR	3012	100-53270-242	90.00
06/24	06/06/2024	96888	727	PETE'S TIRE SERVICE INC		#525 NEW TIRES	3013	100-53230-352	400.00
06/24	06/06/2024	96888	727	PETE'S TIRE SERVICE INC		#769 TIRE	3243	100-53270-242	175.00
06/24	06/06/2024	96889	9210	JP'S SNOW REMOVAL		MAY 2024 LAWN MOWING-DALEE PROPERTY	060524	100-15205	150.00
06/24	06/06/2024	96890	43	PETTY CASH		POSTAGE	MAY 2024	100-52100-310	5.80
06/24	06/06/2024	96893	713	STATE OF WISCONSIN		MAY 2024 COURT FINES	MAY 2024 C	100-21690	8,938.51
06/24	06/06/2024	96894	8137	TDS		JUNE 2024 911 LINES	0917WWPD-	100-52600-225	351.60
06/24	06/06/2024	96895	9207	TOPPERS PIZZA		MAY 2024 RESTITUTION FROM TARA BOLLMANN	053124	100-21690	20.00
06/24	06/06/2024	96896	5777	UNITED STATES TREASURY		2023 PCOR FEE	2023 PCOR	100-51500-217	207.00
06/24	06/06/2024	96897	9788	US CELLULAR		3-CELL TOWER DUMPS	19344708_0	100-52120-219	300.00
06/24	06/06/2024	96898	7783	VARELA, ALEJANDRO		INTERPRETING SVCS FOR COURT ON 05/29/24	052924	100-51200-219	180.00
06/24	06/20/2024	96898	7783	VARELA, ALEJANDRO		INTERPRETING SVCS FOR COURT ON 05/29/24	052924	100-51200-219	180.00- V
06/24	06/06/2024	96899	6	WALMART		MAY 2024 RESTITUION FROM PETER ECKES	053124	100-21690	24.00
06/24	06/06/2024	96899	6	WALMART		MAY 2024 RESTITUION FROM MELVIN BROWN JR	053124	100-21690	86.56
06/24	06/06/2024	96900	125	WALWORTH CO TREASURER		MAY 2024 COURT FINES	MAY 2024 C	100-21690	2,770.00
06/24	06/06/2024	96901	536	WAUKESHA CO TECH COLLEG		DEATH INVSTIGATION CLASS-HEILBERGER	S0832063	100-52120-211	545.00
06/24	06/06/2024	96904	5929	WI DEPT OF FINANCIAL INST		NOTARY RENEWALS(3)- SAHR, SWARTZ, AND OJIBWAY	053124	100-52100-219	60.00
06/24	06/06/2024	96906	195	REGISTRATION FEE TRUST		OFFICIAL PLATE REPLACEMENT FEE	052324	100-53230-354	8.00
06/24	06/06/2024	96907	419	ZARNOTH BRUSH WORKS INC		BROOM REFILL, TUBE BROOM, GUTTER BROOM	0198301-IN	100-53320-353	558.00
06/24	06/12/2024	96910	9881	BAKER, GRACE		REFUND BEV OPERATOR LICENSE FEE	053024	100-44122-51	30.00
06/24	06/12/2024	96912	9882	CHRISTOPHERSON, STEVE		06/19/24 EMPLOYEE PICNIC PERFORMANCE	06/19/24 PE	100-51400-790	450.00
06/24	06/12/2024	96916	133	FRAWLEY OIL CO INC		MAY 2024 FUEL PURCHASES	MAY 2024	100-16600	5,831.32
06/24	06/12/2024	96916	133	FRAWLEY OIL CO INC		BARREL OF 0W20 OIL	MAY 2024	100-53230-354	894.50
06/24	06/12/2024	96917	62	HARRISON WILLILAMS & MCDO		MAY 2024 CITY LEGAL SVCS	02004	100-51300-212	3,489.13
06/24	06/12/2024	96917	62	HARRISON WILLILAMS & MCDO		MAY 2024 CITY LEGAL SVCS	02004	100-51300-212	3,489.13- V
06/24	06/12/2024	96917	62	HARRISON WILLILAMS & MCDO		MAY 2024 CITY LEGAL SVCS	02004	100-51300-214	2,699.17
06/24	06/12/2024	96917	62	HARRISON WILLILAMS & MCDO		MAY 2024 CITY LEGAL SVCS	02004	100-51300-214	2,699.17- V

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06/24	06/12/2024	96917	62	HARRISON WILLILAMS & MCDO		MAY 2024 CITY LEGAL SVCS	02004	100-52400-212	395.00
06/24	06/12/2024	96917	62	HARRISON WILLILAMS & MCDO		MAY 2024 CITY LEGAL SVCS	02004	100-52400-212	395.00- V
06/24	06/12/2024	96917	62	HARRISON WILLILAMS & MCDO		FACADE LOAN WORK AND FILING FEES	02044	100-15205	154.25
06/24	06/12/2024	96917	62	HARRISON WILLILAMS & MCDO		FACADE LOAN WORK AND FILING FEES	02044	100-15205	154.25- V
06/24	06/12/2024	96921	9876	JHONA, BECKY		DESSERTS FOR EMPLOYEE PICNIC	061924	100-51400-790	378.00
06/24	06/12/2024	96922	42	JOHNS DISPOSAL SERVICE IN		40YD R/O REMOVAL	1360968	100-51400-310	300.00
06/24	06/12/2024	96926	9700	MUNICIPAL CODE ENFORCEME		MAY 2024 INSPECTION SVC & PERMITS	1242	100-52400-222	12,426.07
06/24	06/12/2024	96926	9700	MUNICIPAL CODE ENFORCEME		MAY 2024 CODE ENFORCEMENT SVCS	1245	100-52400-219	8,496.60
06/24	06/12/2024	96927	43	PETTY CASH		EMPLOYEE PICNIC PRIZES	060624	100-51400-790	500.00
06/24	06/12/2024	96931	9875	SHABANI INVESTMENTS LLC		FACADE LOAN FOR RENOVATIONS TO 136 W MAIN ST	FACADE LO	100-15205	50,000.00
06/24	06/12/2024	96932	1210	STAFFORD ROSENBAUM		MAY 2024 MOBIL HOME WORK	1295606	100-52400-219	203.00
06/24	06/12/2024	96934	315	WMCCA		2024 MUNI CLERK TRAINING - ARANDA, BEATRIZ	2024 CLERK	100-51200-211	290.00
06/24	06/12/2024	96935	62	HARRISON WILLILAMS & MCDO		MAY 2024 CITY LEGAL SVCS	2004-C	100-52400-212	395.00
06/24	06/12/2024	96935	62	HARRISON WILLILAMS & MCDO		MAY 2024 CITY LEGAL SVCS	2004-C	100-51300-214	2,699.17
06/24	06/12/2024	96935	62	HARRISON WILLILAMS & MCDO		MAY 2024 CITY LEGAL SVCS	2004-C	100-51300-212	4,389.16
06/24	06/12/2024	96935	62	HARRISON WILLILAMS & MCDO		FACADE LOAN WORK AND FILING FEES	2044-C	100-15205	154.25
06/24	06/20/2024	96940	6517	CHILDS PHD SC, CRAIG D		WELLNESS CHECKS-HOUGH, TAFT, SCHWARTZ, OJIBWA	3815	100-52100-219	800.00
06/24	06/20/2024	96940	6517	CHILDS PHD SC, CRAIG D		WELLNESS CHECKS-TAYLOR, BORCHARDT, ELLIS, SCH	3815	100-52110-219	1,000.00
06/24	06/20/2024	96940	6517	CHILDS PHD SC, CRAIG D		WELLNESS CHECKS-BROCK	3815	100-52120-219	200.00
06/24	06/20/2024	96940	6517	CHILDS PHD SC, CRAIG D		WELLNESS CHECKS-BISHOP	3815	100-52600-219	200.00
06/24	06/20/2024	96941	6478	CITIES & VILLAGES MUTUAL IN		2Q2024 WORKERS COMP PREMIUM	149	100-21532	28,877.37
06/24	06/20/2024	96942	4192	DIVERSIFIED BENEFIT SVC INC		JUNE 2024 FSA PLAN	413810	100-51500-217	254.96
06/24	06/20/2024	96943	8597	DVORAK LANDSCAPE SUPPLY		ROUND UP	1-123464	100-53270-213	416.00
06/24	06/20/2024	96944	9714	EXPRESS ELEVATOR LLC		ARMORY ELEVATOR REPAIR	113483	100-51600-355	595.25
06/24	06/20/2024	96944	9714	EXPRESS ELEVATOR LLC		WHT BLDG ELEVATOR REPAIR	113495	100-51600-355	407.00
06/24	06/20/2024	96945	9884	GARROW TRANSPORT		REFUND-INSURANCE PAID INVOICE	43423504	100-21100	500.00
06/24	06/20/2024	96946	119	GENCOMM		FCC LICENSE FEE	333114	100-52600-292	175.00
06/24	06/20/2024	96950	6276	JOHN DEERE FINANCIAL		#773 O-RINGS	MAY 2024	100-53270-242	1.70
06/24	06/20/2024	96953	349	PAL STEEL CO		METAL POST TO PROTECT STREET LIGHTS	101267S	100-53300-354	402.99
06/24	06/20/2024	96958	9887	SPYBAS		REFUND TOURNY FEE 16U	061824	100-13500	425.00
06/24	06/20/2024	96959	9888	STAPLES		LEGAL FOLDERS, OPEN END EXP FOLDER	6003607879	100-52400-310	145.12
06/24	06/20/2024	96960	713	WISCONSIN SUPREME COURT		2024 MUNI COURT CLERK SEMINAR	2024 CLERK	100-51200-211	40.00
06/24	06/20/2024	96961	358	STRAND ASSOCIATES INC		PMT MEETING	0211399	100-53100-213	239.00
06/24	06/20/2024	96961	358	STRAND ASSOCIATES INC		LIBRARY REVIEW	0211399	100-53100-213	126.22
06/24	06/20/2024	96964	8	UW WHITEWATER		24 LED LAMPS, CAN LINERS	40260	100-51600-355	437.16
06/24	06/20/2024	96965	7783	VARELA, ALEJANDRO		INTERPRETING SVCS FOR COURT ON 05/29/24	05292024	100-51200-219	180.00
06/24	06/20/2024	96967	125	WALWORTH COUNTY SHERIFF'		3- FULL DAY RANGE USE	132102	100-52110-360	450.00
06/24	06/20/2024	96968	125	WALWORTH CO CLERK OF CIR		CITATION TRANFER FEE 23TR2266	23TR2266	100-51200-310	5.00
06/24	06/20/2024	96969	125	WALWORTH COUNTY		G4803C73G8 WOLF, DIRE NP	G4803C73G	100-45114-52	150.00

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06/24	06/20/2024	96969	125	WALWORTH COUNTY		G4803C73G8 WOLF, DIRE NP	G4803C73G	100-45114-52	150.00- V
06/24	06/20/2024	96970	25	WE ENERGIES	NZ712613	Electric-0713499904-00013-E. Main - signal	MAY 2024	100-53300-222	16.43
06/24	06/20/2024	96970	25	WE ENERGIES	BZ762390	Electric-0713499904-00021-Main & Franklin - signal	MAY 2024	100-53300-222	51.27
06/24	06/20/2024	96970	25	WE ENERGIES	BZ763343	Electric-0713499904-00027-Main & Fremont Sts.	MAY 2024	100-53300-222	52.89
06/24	06/20/2024	96970	25	WE ENERGIES	BZ860137	Electric-0713499904-00044-Main & Elizabeth Sts.	MAY 2024	100-53300-222	49.98
06/24	06/20/2024	96970	25	WE ENERGIES	BZ777598	Electric-0713499904-00046-Main & Prairie Sts.	MAY 2024	100-53300-222	54.03
06/24	06/20/2024	96970	25	WE ENERGIES	NZ711879	Electric-0713499904-00053-E. Milwaukee - signals	MAY 2024	100-53300-222	17.06
06/24	06/20/2024	96970	25	WE ENERGIES	BZ860138	Electric-0713499904-00066-Main & Tratt Sts.	MAY 2024	100-53300-222	52.89
06/24	06/20/2024	96970	25	WE ENERGIES	NZ711110	Electric-0713499904-00073-E. Milwaukee & Ridge	MAY 2024	100-53300-222	17.41
06/24	06/20/2024	96970	25	WE ENERGIES	BZ762388	Electric-0713499904-00081-Main & Franklin Sts.	MAY 2024	100-53300-222	180.54
06/24	06/20/2024	96970	25	WE ENERGIES	BZ868568	Electric-0713499904-00095-Main & Prince Sts.	MAY 2024	100-53300-222	181.34
06/24	06/20/2024	96970	25	WE ENERGIES	NZT955053	Electric-0713499904-00024-Shop	MAY 2024	100-53230-222	428.82
06/24	06/20/2024	96970	25	WE ENERGIES	3301864	Gas-0713499904-00038-Shop	MAY 2024	100-53230-222	34.47
06/24	06/20/2024	96970	25	WE ENERGIES	NZT852618	Electric-0713499904-00040-Parking Lot	MAY 2024	100-53230-222	17.89
06/24	06/20/2024	96970	25	WE ENERGIES	NZT1026126	Electric-0713499904-00068-Shop	MAY 2024	100-53230-222	77.96
06/24	06/20/2024	96970	25	WE ENERGIES	3072635	Gas-0713499904-00083-Shop	MAY 2024	100-53230-222	28.41
06/24	06/20/2024	96970	25	WE ENERGIES	NZT959693	Electric-0713499904-00001-611 W Center St	MAY 2024	100-53270-222	17.41
06/24	06/20/2024	96970	25	WE ENERGIES	NZT918112	Electric-0713499904-00022-War Memorial	MAY 2024	100-51600-222	16.76
06/24	06/20/2024	96970	25	WE ENERGIES	NZT943845	Electric-0713499904-00025-Ann & Fremont Sts.	MAY 2024	100-51600-223	39.06
06/24	06/20/2024	96970	25	WE ENERGIES	1919823	Gas-0713499904-00028-407 S Wisconsin St Parks-Gas	MAY 2024	100-53270-223	12.32
06/24	06/20/2024	96970	25	WE ENERGIES	486653	Gas-0713499904-00031-611 W Center St	MAY 2024	100-53270-223	10.89
06/24	06/20/2024	96970	25	WE ENERGIES	1942923	Gas-0713499904-00032-White Bldg.	MAY 2024	100-51600-223	25.89
06/24	06/20/2024	96970	25	WE ENERGIES	PNXZT36767	Electric-0713499904-00047-Starin Park Electric	MAY 2024	100-53270-222	277.23
06/24	06/20/2024	96970	25	WE ENERGIES	NZT940418	Electric-0713499904-00048-Picnic shelter	MAY 2024	100-51600-222	22.12
06/24	06/20/2024	96970	25	WE ENERGIES	PNXZT31597	Electric-0713499904-00054-Behind 111 Whitewater St.	MAY 2024	100-51600-222	143.42
06/24	06/20/2024	96970	25	WE ENERGIES	PNXZT30762	Electric-0713499904-00055-White Bldg.	MAY 2024	100-51600-222	361.33
06/24	06/20/2024	96970	25	WE ENERGIES	3000799	Gas-0713499904-00057-War Memorial	MAY 2024	100-51600-223	14.76
06/24	06/20/2024	96970	25	WE ENERGIES	NZT955906	Electric-0713499904-00061-Walking Trail Lights	MAY 2024	100-53270-222	20.18
06/24	06/20/2024	96970	25	WE ENERGIES	NZT770305	Electric-0713499904-00065-407 S Wisconsin St Parks-Electri	MAY 2024	100-53270-222	50.29
06/24	06/20/2024	96970	25	WE ENERGIES	NZT940415	Electric-0713499904-00067-504 W. Starin - Comm.bldg.	MAY 2024	100-51600-222	338.62
06/24	06/20/2024	96970	25	WE ENERGIES	NZT943923	Electric-0713499904-00078-Starin Park restrooms	MAY 2024	100-51600-222	19.85
06/24	06/20/2024	96970	25	WE ENERGIES	NZT960224	Electric-0713499904-00092-Janesville & Harper Sts.	MAY 2024	100-51600-222	19.03
06/24	06/20/2024	96970	25	WE ENERGIES	PNXZT31379	Electric-0713499904-00003-Armory	MAY 2024	100-51600-222	1,341.30
06/24	06/20/2024	96970	25	WE ENERGIES	PNXZT30832	Electric-0713499904-00006-Library-Electric	MAY 2024	100-55111-222	1,316.01
06/24	06/20/2024	96970	25	WE ENERGIES	1942926	Gas-0713499904-00010-Armory	MAY 2024	100-51600-223	93.94
06/24	06/20/2024	96970	25	WE ENERGIES	NZT943924	Electric-0713499904-00011-Park	MAY 2024	100-53270-222	16.76
06/24	06/20/2024	96970	25	WE ENERGIES	3390423	Gas-0713499904-00050-Library	MAY 2024	100-55111-223	151.29
06/24	06/20/2024	96970	25	WE ENERGIES	1900200	Gas-0713499904-00062-City Hall	MAY 2024	100-51600-223	523.57
06/24	06/20/2024	96970	25	WE ENERGIES	NZT1095218	Electric-0713499904-00064-Jefferson St Light	MAY 2024	100-53420-222	119.16

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06/24	06/20/2024	96970	25	WE ENERGIES	1754858	Gas-0713499904-00077-Historical Society	MAY 2024	100-51600-223	18.12
06/24	06/20/2024	96970	25	WE ENERGIES	NZT834388	Electric-0713499904-00080-Historical Society	MAY 2024	100-53420-222	171.58
06/24	06/20/2024	96970	25	WE ENERGIES	NA	Electric-0713499904-00084-Nature Area-Electric	MAY 2024	100-53270-222	17.62
06/24	06/20/2024	96970	25	WE ENERGIES	NZT961308	Electric-0713499904-00086-Whiton & Main St	MAY 2024	100-53300-222	48.34
06/24	06/20/2024	96970	25	WE ENERGIES	PNXZT30870	Electric-0713499904-00087-City Hall	MAY 2024	100-51600-222	7,964.54
06/24	06/20/2024	96970	25	WE ENERGIES	NZT960451	Electric-071399904-00112-108 W Main St	MAY 2024	100-15205	19.36
06/24	06/20/2024	96970	25	WE ENERGIES	NZT960450	Electric-071399904-00113-108 W Main St	MAY 2024	100-15205	31.23
06/24	06/20/2024	96970	25	WE ENERGIES	03417339	Gas-071399904-00114-108 W Main St	MAY 2024	100-15205	10.89
06/24	06/20/2024	96970	25	WE ENERGIES	NZT957184	Electric-071399904-00115-216 E Main Lower	MAY 2024	100-15205	32.70
06/24	06/20/2024	96970	25	WE ENERGIES	NZT957185	Electric-071399904-00116-216 E Main	MAY 2024	100-15205	29.06
06/24	06/20/2024	96970	25	WE ENERGIES	3240984	Gas-0713499904-00012-TFOD-Gas	MAY 2024	100-53270-223	10.89
06/24	06/20/2024	96970	25	WE ENERGIES	NZT962432	Electric-0713499904-00016-E. Universal	MAY 2024	100-53420-222	58.28
06/24	06/20/2024	96970	25	WE ENERGIES		Electric-0713499904-00020-Starin Rd LED lights	MAY 2024	100-53420-222	1,172.31
06/24	06/20/2024	96970	25	WE ENERGIES	NZT797819	Electric-0713499904-00026-Siren Burr Oak Trl	MAY 2024	100-52500-310	18.70
06/24	06/20/2024	96970	25	WE ENERGIES	NZT960101	Electric-0713499904-00030-Indian Mound & Walworth	MAY 2024	100-53420-222	32.55
06/24	06/20/2024	96970	25	WE ENERGIES	NZT1075656	Electric-0713499904-00037-Howard Rd	MAY 2024	100-53420-222	132.18
06/24	06/20/2024	96970	25	WE ENERGIES	NZT957716	Electric-0713499904-00039-214 S. Second St.	MAY 2024	100-53420-222	208.25
06/24	06/20/2024	96970	25	WE ENERGIES	493569	Gas-0713499904-00045-Cravath Lake Comm. Bldg.	MAY 2024	100-51600-223	15.21
06/24	06/20/2024	96970	25	WE ENERGIES	NZT268270	Electric-0713499904-00052-Executive Dr.	MAY 2024	100-53420-222	76.66
06/24	06/20/2024	96970	25	WE ENERGIES	PBZT704076	Electric-0713499904-00056-Walton Dr. Siren	MAY 2024	100-52500-310	23.43
06/24	06/20/2024	96970	25	WE ENERGIES	NZT1074701	Electric-0713499904-00059-Newcomb St Light	MAY 2024	100-53420-222	112.06
06/24	06/20/2024	96970	25	WE ENERGIES	NZT962179	Electric-0713499904-00060-Main & Indian Mound Pkwy	MAY 2024	100-53420-222	31.09
06/24	06/20/2024	96970	25	WE ENERGIES	NA	Electric-0713499904-00070-329 N. Tratt (flashers)	MAY 2024	100-53300-222	6.96
06/24	06/20/2024	96970	25	WE ENERGIES	NZT947757	Electric-0713499904-00071-TFOD-Electric	MAY 2024	100-53270-222	212.12
06/24	06/20/2024	96970	25	WE ENERGIES	NA	Electric-0713499904-00079-Street Lights	MAY 2024	100-53420-222	16,651.12
06/24	06/20/2024	96970	25	WE ENERGIES	NZT962084	Electric-0713499904-00082-Behind 124 Main St.	MAY 2024	100-53420-222	53.38
06/24	06/20/2024	96970	25	WE ENERGIES	NZT797817	Electric-0713499904-00085-Florence & Tratt Siren	MAY 2024	100-52500-310	18.54
06/24	06/20/2024	96970	25	WE ENERGIES	PBZT703910	Electric-0713499904-00091-Bluff Rd. Siren	MAY 2024	100-52500-310	22.78
06/24	06/20/2024	96970	25	WE ENERGIES	NZT910081	Electric-0713499904-00094-W. side North St.	MAY 2024	100-53420-222	116.43
06/24	06/20/2024	96971	425	WI DEPT OF AGRICULTURE		2024 W&M CONTRACT INSPECTION	115-0000033	100-52400-218	3,000.00
06/24	06/20/2024	96973	125	WALWORTH CO CLERK OF CIR		G4803C73G8 WOLF, DIRE NP	G4803C73G	100-45114-52	150.00
06/24	06/27/2024	96977	6517	CHILDS PHD SC, CRAIG D		NEW HIRE EVAL-KOZLOWSKI	3833	100-52100-219	475.00
06/24	06/27/2024	96984	9895	MARTIN, EMILY		REFUND 16U TOURNY FEE	062524	100-13500	425.00
06/24	06/27/2024	96987	9896	OIMOEN, KEVIN		REFUND 14U TOURNY FEE	062524	100-13500	425.00
06/24	06/27/2024	96988	89	REINDERS INC		#773 TUBE, ORING, ORING KIT	6053417-00	100-53270-242	262.31
06/24	06/27/2024	96988	89	REINDERS INC		#774 BUSHING GROMMET	6053570-00	100-53270-242	20.60
06/24	06/27/2024	96988	89	REINDERS INC		#774 DEFLECTOR	6053632-00	100-53270-242	66.39
06/24	06/27/2024	96989	9897	ROBERTS, DAN		REFUND 10U TOURNY FEE	062524	100-13500	425.00
06/24	06/27/2024	96992	418	TRIEBOLD OUTDOOR POWER		HAND TRIMMER & SHEATH	JUNE 2024	100-53270-359	71.68

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06/24	06/27/2024	96992	418	TRIEBOLD OUTDOOR POWER		REPAIR PARTS	JUNE 2024	100-53270-359	127.98
06/24	06/27/2024	96995	6	CAPTIAL ONE		PAPERTOWELS	JUNE 2024	100-52100-310	31.68
06/24	06/27/2024	96995	6	CAPTIAL ONE		BOCA BURGERS	JUNE 2024	100-51400-790	6.92
06/24	06/27/2024	96996	125	WALWORTH CO CLERK OF CIR		BJ657580-0CHAVARRIA MUNUZ, FRANCISCO	BJ657580-0	100-45114-52	200.00
06/24	06/27/2024	96997	195	REGISTRATION FEE TRUST		22-001503 DRIVERS RECORD FOR EMMANUEL GRANT J	GRANT	100-52110-219	2.00
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-USPS	PREPAID POSTAGE	June 2024	100-16500	50.00
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-USPS	PREPAID POSTAGE	June 2024	100-16500	25.00
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-USPS	PREPAID POSTAGE	June 2024	100-16500	50.00
06/24	06/21/2024	900170	8487	US BANK	ADAM C VANDER STEEG-A	Crime Prevention Fund: Projector for presentations	June 2024	100-25212	101.65
06/24	06/21/2024	900170	8487	US BANK	SARA MARQUARDT-VON B	Legal-Ethics Board	June 2024	100-51110-910	355.10
06/24	06/21/2024	900170	8487	US BANK	SARA MARQUARDT-VON B	Legal - Ethics Board	June 2024	100-51110-910	241.50
06/24	06/21/2024	900170	8487	US BANK	SARA MARQUARDT-VON B	Legal - Civil Claim	June 2024	100-51110-910	793.50
06/24	06/21/2024	900170	8487	US BANK	SARA MARQUARDT-VON B	Legal - HR Issues	June 2024	100-51300-212	1,173.00
06/24	06/21/2024	900170	8487	US BANK	HEATHER M BOEHM-WISC	Tiffany's WMCA Conference	June 2024	100-51400-211	200.00
06/24	06/21/2024	900170	8487	US BANK	HEATHER M BOEHM-WISC	Heather's WMCA Conference	June 2024	100-51400-211	200.00
06/24	06/21/2024	900170	8487	US BANK	BECKY MAGESTRO-HILTON	Judge Nelson stay for classes for professional dev. on ""how	June 2024	100-51200-330	324.00
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-IN *AC	JUNE 2024 ASSESSOR SVCS	June 2024	100-51400-219	3,292.67
06/24	06/21/2024	900170	8487	US BANK	JOHN S WEIDL-MADISON N	MADISON NEWSPAPER	June 2024	100-51400-310	1.00
06/24	06/21/2024	900170	8487	US BANK	JOHN S WEIDL-OPENAI *CH	Chat GPT	June 2024	100-51400-310	20.00
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-AMZN MKTP	City Manager monitor	June 2024	100-51400-310	98.99
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-AMZN MKTP	Chief of staff dock	June 2024	100-51400-310	194.93
06/24	06/21/2024	900170	8487	US BANK	TAYLOR ZEINERT-SQ *THE	Coffee with Choton to discuss WindUp	June 2024	100-51400-310	7.49
06/24	06/21/2024	900170	8487	US BANK	TAYLOR ZEINERT-WM SUP	Food for WindUp Finale	June 2024	100-51400-310	21.30
06/24	06/21/2024	900170	8487	US BANK	SARA MARQUARDT-AMZN	Supplies-HR Portion	June 2024	100-51400-310	45.31
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Water filter	June 2024	100-51400-310	16.99
06/24	06/21/2024	900170	8487	US BANK	HEATHER M BOEHM-WM S	Council water and salt and pepper for breakroom	June 2024	100-51400-310	14.24
06/24	06/21/2024	900170	8487	US BANK	HEATHER M BOEHM-COMP	Copier paper	June 2024	100-51400-310	194.95
06/24	06/21/2024	900170	8487	US BANK	HEATHER M BOEHM-AMZN	Council timer clock and batteries	June 2024	100-51400-310	62.98
06/24	06/21/2024	900170	8487	US BANK	HEATHER M BOEHM-AMZN	File folders for Admin	June 2024	100-51400-310	14.70
06/24	06/21/2024	900170	8487	US BANK	HEATHER M BOEHM-AMZN	File folders for Administration	June 2024	100-51400-310	17.25
06/24	06/21/2024	900170	8487	US BANK	HEATHER M BOEHM-WAL-M	Council water and Lysol wipes for Admin.	June 2024	100-51400-310	20.33
06/24	06/21/2024	900170	8487	US BANK	HEATHER M BOEHM-AMZN	Office supplies for Administration	June 2024	100-51400-310	29.22
06/24	06/21/2024	900170	8487	US BANK	HEATHER M BOEHM-AMZN	Office supplies for Administration	June 2024	100-51400-310	78.50
06/24	06/21/2024	900170	8487	US BANK	SABRINA L OJIBWAY-DOJ E	Code E Record Checks for City Clerk, Park & Rec, Seniors an	June 2024	100-51400-310	532.00
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-STERI	SHREDDING SVCS	June 2024	100-51400-310	43.44
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-SAMSCLUB	Breakroom Candy	June 2024	100-51400-312	33.96
06/24	06/21/2024	900170	8487	US BANK	HEATHER M BOEHM-SAMS	Break room snacks	June 2024	100-51400-312	202.14
06/24	06/21/2024	900170	8487	US BANK	BECKY MAGESTRO-NNA SE	Notary Certificate and supplies	June 2024	100-51400-320	190.23
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-CIVICP	2024 ONLINE CODE HOSTING RENEWAL	June 2024	100-51400-320	1,085.00

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06/24	06/21/2024	900170	8487	US BANK	JOHN S WEIDL-TST* MARS	Restaurant Development meetinghg	June 2024	100-51400-330	29.21
06/24	06/21/2024	900170	8487	US BANK	JOHN S WEIDL-KWIK TRIP #	Mukwonago Brookfield Econ.Dev	June 2024	100-51400-330	57.40
06/24	06/21/2024	900170	8487	US BANK	JOHN S WEIDL-TST* THE 75	Salem Lakes Compensation RFP	June 2024	100-51400-330	35.05
06/24	06/21/2024	900170	8487	US BANK	JOHN S WEIDL-KWIK TRIP #	Salem Lakes Kenosha Pleasant Prairie meeting	June 2024	100-51400-330	38.50
06/24	06/21/2024	900170	8487	US BANK	JOHN S WEIDL-ANTONIA'S	CPM Kenosha	June 2024	100-51400-330	21.53
06/24	06/21/2024	900170	8487	US BANK	JOHN S WEIDL-KWIK TRIP #	Kenosha CPM training	June 2024	100-51400-330	61.51
06/24	06/21/2024	900170	8487	US BANK	JOHN S WEIDL-TST* MARS	Lake Geneva residential Development	June 2024	100-51400-330	24.05
06/24	06/21/2024	900170	8487	US BANK	JOHN S WEIDL-THE LOCAL	Brookfield/Muskego golf	June 2024	100-51400-330	46.85
06/24	06/21/2024	900170	8487	US BANK	JOHN S WEIDL-KWIK TRIP #	staff appreciation awards	June 2024	100-51400-790	250.00
06/24	06/21/2024	900170	8487	US BANK	SARA MARQUARDT-AMZN	Wellness Event Chicken Soup Prize	June 2024	100-51400-790	39.49
06/24	06/21/2024	900170	8487	US BANK	SARA MARQUARDT-PICK N	Wellness Event-Multiple Prizes	June 2024	100-51400-790	74.33
06/24	06/21/2024	900170	8487	US BANK	SARA MARQUARDT-WALMA	Wellness Event-Heart Healthy Prizes	June 2024	100-51400-790	43.96
06/24	06/21/2024	900170	8487	US BANK	SARA MARQUARDT-HY-VEE	Employee Event-Cheese Day	June 2024	100-51400-790	284.85
06/24	06/21/2024	900170	8487	US BANK	BECKY MAGESTRO-SQ *TH	National Donut day celebration	June 2024	100-51400-790	79.20
06/24	06/21/2024	900170	8487	US BANK	MICHELLE DUJARDIN-WAL-	City Staff Picnic	June 2024	100-51400-790	37.79
06/24	06/21/2024	900170	8487	US BANK	MICHELLE DUJARDIN-ETSY,	City Staff Picnic	June 2024	100-51400-790	46.62
06/24	06/21/2024	900170	8487	US BANK	MICHELLE DUJARDIN-WAL-	City Staff Picnic	June 2024	100-51400-790	15.80
06/24	06/21/2024	900170	8487	US BANK	MICHELLE DUJARDIN-AMZ	City Staff Picnic	June 2024	100-51400-790	66.54
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-WEB*BLUEH	Domain renewal	June 2024	100-51450-225	20.99
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-GOTOCOM*	MAY 2024 VIRTUAL MEETINGS	June 2024	100-51450-225	40.09
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-GOLDFAX	MAY 2024 FAX SVC	June 2024	100-51450-225	110.48
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-BACKBLAZE	MAY 2024 CLOUD STORAGE	June 2024	100-51450-225	62.00
06/24	06/21/2024	900170	8487	US BANK	KAREN DIETER-SPECTRUM	MAY 2024 BACKUP INTERNET	June 2024	100-51450-225	149.98
06/24	06/21/2024	900170	8487	US BANK	KAREN DIETER-SPECTRUM	MAY 2024 PHONE SVC/CABLE/BOXES	June 2024	100-51450-225	850.02
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-ZOOM.	MAY 2024 VIRTUAL MEETINGS	June 2024	100-51450-225	345.99
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-GFC L	APR 2024 COPIES CHARGE	June 2024	100-51450-225	1,190.50
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-ATT*B	APR 2024 IND PHONE LINES/LONG DIST	June 2024	100-51450-225	953.49
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-GFC L	JUNE 2024 COPIER LEASE	June 2024	100-51450-225	1,227.31
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-ATT* BI	APR 2024 CELL SERVICE	June 2024	100-51450-225	1,711.16
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-ATT* BI	APR 2024 CELL SERVICE	June 2024	100-51450-225	1,236.82
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-CDW GOVT	DVR HDD Replacements	June 2024	100-51450-244	657.16
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-AMZN MKTP	DVR HDD Replacement	June 2024	100-51450-244	160.99
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-AMZN MKTP	IT office supplies	June 2024	100-51450-310	87.84
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-MONONA TE	WiscNet parking	June 2024	100-51450-330	16.00
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-MONONA TE	WiscNet parking	June 2024	100-51450-330	15.00
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-UW W VISIT	UWW training	June 2024	100-51450-330	5.00
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-UW W VISIT	UWW training	June 2024	100-51450-330	5.00
06/24	06/21/2024	900170	8487	US BANK	KAREN DIETER-AMZN MKT	COFFEE	June 2024	100-51500-310	31.15
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-STERI	SHREDDING SVCS	June 2024	100-51500-310	43.44

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06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-CINTAS CO	UNIFORMS	June 2024	100-51600-118	62.19
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-IN *AMERIC	AUDIOGRAM TESTING	June 2024	100-51600-211	417.38
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-JOHNS	1/2HP MOTOR FOR HVAC	June 2024	100-51600-244	232.05
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-COVE	MAY 2024 JANITORIAL SVC-312 WHITEWATER ST	June 2024	100-51600-246	4,545.00
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-COVE	MAY 2024 JANITORIAL SVC-341 FREMONT ST	June 2024	100-51600-246	338.00
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-COVE	MAY 2024 JANITORIAL SVC-146 NORTH ST	June 2024	100-51600-246	1,364.00
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-COVE	MAY 2024 JANITORIAL SVC-504 STARIN RD	June 2024	100-51600-246	1,154.00
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-SUPER	CONCRETE SEALER/URINAL SCREEN	June 2024	100-51600-310	460.94
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Solenoids for City Hall	June 2024	100-51600-355	217.82
06/24	06/21/2024	900170	8487	US BANK	DAN BUCKINGHAM-SHERW	3 GAL OF PAINT	June 2024	100-51600-355	108.37
06/24	06/21/2024	900170	8487	US BANK	DAN BUCKINGHAM-AMZN M	200-LED REPLACEMENT-4FTLIGHT BULBS,60-LED BYPAS	June 2024	100-51600-355	1,932.35
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-HOME	TOILET/TOILET SHIMS/TOILET WAX SEAL	June 2024	100-51600-355	188.55
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-HOME	PAINT/PAINT ROLLERS	June 2024	100-51600-355	78.95
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-HOME	FLUX/SILVER SOLDER	June 2024	100-51600-355	36.11
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-HOME	12-CONSTLAGSCREWS	June 2024	100-51600-355	23.00
06/24	06/21/2024	900170	8487	US BANK	DANIEL A MEYER-BIL *WISC	WILEAG Accreditation on-site fee	June 2024	100-52100-219	154.35
06/24	06/21/2024	900170	8487	US BANK	DANIEL A MEYER-IDI	IDI May bill	June 2024	100-52100-225	141.00
06/24	06/21/2024	900170	8487	US BANK	DANIEL A MEYER-LEXISNE	Lexis Nexis May bill	June 2024	100-52100-225	105.13
06/24	06/21/2024	900170	8487	US BANK	JACOB HINTZ-GMPARTSGI	Squad 26 rim shipping	June 2024	100-52100-241	53.18
06/24	06/21/2024	900170	8487	US BANK	JACOB HINTZ-GMPARTSGI	Squad 26 Rim	June 2024	100-52100-241	247.53
06/24	06/21/2024	900170	8487	US BANK	SABRINA L OJIBWAY-USPS	10 Rolls of 100 Forever Stamps	June 2024	100-52100-310	680.00
06/24	06/21/2024	900170	8487	US BANK	SABRINA L OJIBWAY-ODP B	Brother TN-850 Black Toner, AAA Batteries 3 Packs of 24, Av	June 2024	100-52100-310	232.64
06/24	06/21/2024	900170	8487	US BANK	DANIEL A MEYER-AMERICA	American Awards & Promotions - annual PD awards	June 2024	100-52100-310	215.02
06/24	06/21/2024	900170	8487	US BANK	ADAM C VANDER STEEG-A	Gear/H20 Packs for MFF team members for RNC	June 2024	100-52110-118	221.72
06/24	06/21/2024	900170	8487	US BANK	ADAM C VANDER STEEG-C	Hunter Martin hotel while attending Police Academy. Will be re	June 2024	100-52110-211	490.00
06/24	06/21/2024	900170	8487	US BANK	ADAM C VANDER STEEG-C	Hunter Martin hotel while attending Police Academy. Will be re	June 2024	100-52110-211	490.00
06/24	06/21/2024	900170	8487	US BANK	ADAM C VANDER STEEG-C	Hunter Martin hotel while attending Police Academy. Will be re	June 2024	100-52110-211	490.00
06/24	06/21/2024	900170	8487	US BANK	ADAM C VANDER STEEG-C	Hunter Martin hotel while attending Police Academy. Will be re	June 2024	100-52110-211	392.00
06/24	06/21/2024	900170	8487	US BANK	ADAM C VANDER STEEG-C	Hunter Martin hotel while attending Police Academy. Will be re	June 2024	100-52110-211	490.00
06/24	06/21/2024	900170	8487	US BANK	RYAN TAFT-SQ *NWTC COR	BALISTIC SHIELD TRAINING-ALDRICH	June 2024	100-52110-211	149.00
06/24	06/21/2024	900170	8487	US BANK	RYAN TAFT-COMFORT SUIT	Hotel for overnight training	June 2024	100-52110-211	90.00
06/24	06/21/2024	900170	8487	US BANK	SABRINA L OJIBWAY-AURO	FAMH Blood Draw Agency Case # 24-004992	June 2024	100-52110-219	25.00
06/24	06/21/2024	900170	8487	US BANK	SABRINA L OJIBWAY-MERC	Mercy Blood Draw Agency Case # 23-013019	June 2024	100-52110-219	49.61
06/24	06/21/2024	900170	8487	US BANK	JACOB HINTZ-SQ *NWTC C	SFST training for Heilberger	June 2024	100-52120-211	175.00
06/24	06/21/2024	900170	8487	US BANK	SABRINA L OJIBWAY-ATT*C	Cell Phone Tower Data for Investigation File Code 3853500	June 2024	100-52120-219	70.00
06/24	06/21/2024	900170	8487	US BANK	SABRINA L OJIBWAY-ATT*C	AT&T Tower Dump Data for Agency Case # 24-004724	June 2024	100-52120-219	120.00
06/24	06/21/2024	900170	8487	US BANK	ADAM C VANDER STEEG-A	Digital measuring device for crime scenes	June 2024	100-52120-310	38.48
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-CDW GOVT	Evidence room battery backup	June 2024	100-52120-310	124.52
06/24	06/21/2024	900170	8487	US BANK	JACOB HINTZ-EVIDENT INC	evidence supply shipping	June 2024	100-52120-310	30.57

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
06/24	06/21/2024	900170	8487	US BANK	JACOB HINTZ-EVIDENT INC	Evidence supplies	June 2024	100-52120-310	179.00
06/24	06/21/2024	900170	8487	US BANK	TAYLOR ZEINERT-USPS PO	Code Enforcement Postage	June 2024	100-52400-310	204.00
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Dot stickers	June 2024	100-52400-310	18.99
06/24	06/21/2024	900170	8487	US BANK	HEATHER M BOEHM-COMP	Copier paper	June 2024	100-52400-310	194.95
06/24	06/21/2024	900170	8487	US BANK	HEATHER M BOEHM-AMAZ	Llana's file pockets	June 2024	100-52400-310	68.50
06/24	06/21/2024	900170	8487	US BANK	HEATHER M BOEHM-AMZN	Llana's file folders	June 2024	100-52400-310	67.08
06/24	06/21/2024	900170	8487	US BANK	HEATHER M BOEHM-AMZN	Llana's file pockets	June 2024	100-52400-310	50.38
06/24	06/21/2024	900170	8487	US BANK	SABRINA L OJIBWAY-TRANS	Credit Checks for Dispatch Applicants Background Connell an	June 2024	100-52600-219	38.10
06/24	06/21/2024	900170	8487	US BANK	SABRINA L OJIBWAY-CDW	Lexmark B231000 Black Toner Cartridge	June 2024	100-52600-219	87.20
06/24	06/21/2024	900170	8487	US BANK	SABRINA L OJIBWAY-DOJ E	Code E Record Checks for Police Dept	June 2024	100-52600-310	35.00
06/24	06/21/2024	900170	8487	US BANK	HEATHER M BOEHM-COMP	Copier Paper	June 2024	100-53100-310	194.95
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-WM SUPER	PUBLIC WORKS LUNCHEON 5-20-2024	June 2024	100-53100-310	34.29
06/24	06/21/2024	900170	8487	US BANK	NEUMEISTER BRIAN-CRITT	CRITTER CONTROL	June 2024	100-53230-310	119.00
06/24	06/21/2024	900170	8487	US BANK	NEUMEISTER BRIAN-AMZN	WALL CALENDAR DRY ERASE	June 2024	100-53230-310	21.00
06/24	06/21/2024	900170	8487	US BANK	NEUMEISTER BRIAN-AMZN	FILL-RITE LEVER OPERATED FUEL & OIL TRANSFER HA	June 2024	100-53230-310	106.99
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-GENE	2-DERMA-VUE GLOVES	June 2024	100-53230-310	47.90
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-R.O.D. INC	COOLER RENTAL 5/01/2024 - 5/31/2024	June 2024	100-53230-310	34.95
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-LOCATORS	SAFETY CLOTHING	June 2024	100-53230-310	1,022.20
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-CINTAS CO	SHOP TOWELS, MATS, BATHROOM SUPPLIES	June 2024	100-53230-310	616.48
06/24	06/21/2024	900170	8487	US BANK	ETHAN CESARZ-NRPA OPE	NRPA Convention	June 2024	100-53270-211	735.00
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-MOTO	#446 OIL FILTERS	June 2024	100-53270-242	84.26
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-K AND W GR	FLOWER BASKETS AND FLOWER PACK FLATS	June 2024	100-53270-295	7,006.88
06/24	06/21/2024	900170	8487	US BANK	NEUMEISTER BRIAN-AMAZ	EAR PLUGS/SAFETY HATS	June 2024	100-53270-310	98.31
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-HOME	LUMBER TO REPAIR HORSESHOE PITS	June 2024	100-53270-310	68.72
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-MID-AMERI	MOSQUITO REPEL/ZAP WASP & HORNET KILLER	June 2024	100-53270-310	195.18
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-CINTAS CO	UNIFORMS	June 2024	100-53300-118	621.30
06/24	06/21/2024	900170	8487	US BANK	SARA MARQUARDT-FT HEA	DPWST DOT Drug Screen	June 2024	100-53300-211	74.00
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-IN *AMERIC	AUDIOGRAM TESTING	June 2024	100-53300-211	83.48
06/24	06/21/2024	900170	8487	US BANK	SABRINA L OJIBWAY-DOJ E	Code E Record Check for DPW - Street Department	June 2024	100-53300-310	42.00
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-HOME	4X6 TREATED LUMBER	June 2024	100-53300-354	35.81
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-DECKER SU	BLACK BASE FOR FG 300 POST	June 2024	100-53300-354	214.17
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-COVE	MAY 2024 JANITORIAL SVC-431 CENTER ST	June 2024	100-55111-246	1,259.00
06/24	06/21/2024	900170	8487	US BANK	DAN BUCKINGHAM-WM SU	LED BOX	June 2024	100-55111-355	8.47
06/24	06/21/2024	900170	8487	US BANK	DAN BUCKINGHAM-NASSC	MULTIFOLD PAPER TOWELS	June 2024	100-55111-355	125.10
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-WEB*BLUEH	Park websites domain	June 2024	100-55200-224	20.99
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-ZOOM.U	zoom	June 2024	100-55200-225	15.99
06/24	06/21/2024	900170	8487	US BANK	HEATHER M BOEHM-COMP	Copier Paper	June 2024	100-55200-310	194.95
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-EIG*CON	constant contact	June 2024	100-55200-324	110.00
06/24	06/21/2024	900170	8487	US BANK	JENNIFER FRENCH-AMZN	Employee apprec shirt	June 2024	100-55320-790	19.99

M = Manual Check, V = Void Check

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-BROADCAS	Music license for Concerts in the Park	June 2024	100-55320-790	435.00
06/24	06/21/2024	900170	8487	US BANK	MICHELLE DUJARDIN-ETSY,	Concerts In The Park Posters	June 2024	100-55320-790	15.19
06/24	06/21/2024	900170	8487	US BANK	MICHELLE DUJARDIN-AMZ	Special Olympics Torch Run	June 2024	100-55320-790	30.57
Total 100:									248,661.54
200									
06/24	06/21/2024	900170	8487	US BANK	BECKY MAGESTRO-AMAZO	New projector for Cravath	June 2024	200-55110-224	999.00
06/24	06/21/2024	900170	8487	US BANK	BECKY MAGESTRO-BESTB	Digital signage	June 2024	200-55110-224	316.48
06/24	06/21/2024	900170	8487	US BANK	BECKY MAGESTRO-YODEC	hardware for digital signage	June 2024	200-55110-224	16.00
06/24	06/21/2024	900170	8487	US BANK	BECKY MAGESTRO-YODEC	hardware for digital signage	June 2024	200-55110-224	178.24
06/24	06/21/2024	900170	8487	US BANK	BECKY MAGESTRO-AMZN	office supplies needed	June 2024	200-55110-310	70.84
06/24	06/21/2024	900170	8487	US BANK	BECKY MAGESTRO-AMAZO	supplies needed	June 2024	200-55110-310	40.04
06/24	06/21/2024	900170	8487	US BANK	BECKY MAGESTRO-WAL-M	bins for whitebuilding	June 2024	200-55110-310	96.66
06/24	06/21/2024	900170	8487	US BANK	KAREN DIETER-PREMIUM	JUNE 2024 WATER COOLER RENTAL	June 2024	200-55110-310	10.95
06/24	06/21/2024	900170	8487	US BANK	SABRINA L OJIBWAY-DOJ E	Code E Record Check for Media Services	June 2024	200-55110-310	7.00
06/24	06/21/2024	900170	8487	US BANK	BECKY MAGESTRO-THE LI	Hotel for conference	June 2024	200-55110-330	144.15
Total 200:									1,879.36
208									
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		PARKING LOT G	MAY 2024	208-51920-650	44.42
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		PARKING LOT H	MAY 2024	208-51920-650	20.36
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		PARKING LOT I	MAY 2024	208-51920-650	11.11
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		PARKING LOT C	MAY 2024	208-51920-650	12.34
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		PARKING LOT D	MAY 2024	208-51920-650	23.45
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		PARKING LOT J	MAY 2024	208-51920-650	14.81
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		CDA-NEWCOMB ST PARKING PAD	MAY 2024	208-51920-650	123.40
06/24	06/12/2024	96909	9880	APRAHAMIAN, TAMMY J		REFUND PARKING PERMIT FEE FOR D6 & G5	060624	208-51920-650	400.00
Total 208:									649.89
214									
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Thermal paper for badger books	June 2024	214-51400-310	57.99
Total 214:									57.99
215									
06/24	06/27/2024	96980	9892	GORDIE BOUCHER FORD OF J		2024 FORD F450 VIN 1FDUF4HN2RDA20629	VIN 0629	215-53560-820	58,801.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
Total 215:									58,801.00
220									
06/24	06/04/2024	96852	2915	IRVIN L YOUNG MEMORIAL LIB		Postage	53124	220-55110-313	63.83
06/24	06/04/2024	96853	1832	MIDWEST TAPE LLC		Audiovisual-juvenile	505404919	220-55110-327	416.95
06/24	06/04/2024	96853	1832	MIDWEST TAPE LLC		Audiovisual-juvenile	505408540	220-55110-327	72.46
06/24	06/04/2024	96853	1832	MIDWEST TAPE LLC		AV-digital	505412325	220-55110-333	337.08
06/24	06/04/2024	96853	1832	MIDWEST TAPE LLC		Books-digital	505412325	220-55110-332	60.03
06/24	06/04/2024	96853	1832	MIDWEST TAPE LLC		Audiovisual-juvenile	505424610	220-55110-327	28.23
06/24	06/04/2024	96853	1832	MIDWEST TAPE LLC		Audiovisual-juvenile	505464166	220-55110-327	15.99
06/24	06/04/2024	96854	5162	OPPORTUNITIES INC		Office Supplies	PS1605756	220-55110-310	45.00
06/24	06/04/2024	96855	9542	PEWAUKEE PUBLIC LIBRARY		Contingency	20230901	220-55110-350	21.00
06/24	06/04/2024	96856	1844	SOUTHERN LAKES NEWSPAPE		Building Project	455597	220-55110-337	87.85
06/24	06/04/2024	96857	9824	STUDIO GC INC		Building Project	20118A.09	220-55110-337	180,946.03
06/24	06/04/2024	96858	2019	UNIQUE BOOKS INC		Material Recovery	6122349	220-55110-319	23.30
06/24	06/20/2024	96858	2019	UNIQUE BOOKS INC		Material Recovery	6122349	220-55110-319	23.30- V
06/24	06/04/2024	96858	2019	UNIQUE BOOKS INC		Material Recovery	6123425	220-55110-319	58.25
06/24	06/20/2024	96858	2019	UNIQUE BOOKS INC		Material Recovery	6123425	220-55110-319	58.25- V
06/24	06/04/2024	96858	2019	UNIQUE BOOKS INC		Material Recovery	6125673	220-55110-319	69.90
06/24	06/20/2024	96858	2019	UNIQUE BOOKS INC		Material Recovery	6125673	220-55110-319	69.90- V
06/24	06/04/2024	96859	1997	WISCONSIN COUNTIES ASSN		Periodicals-adult	2024	220-55110-324	20.00
06/24	06/20/2024	96952	1832	MIDWEST TAPE LLC		SHORT PMT ON INVOICE 2000018245	2000018245-	220-55110-332	28.75
06/24	06/20/2024	96963	4630	UNIQUE MANAGEMENT SVC IN		JAN 2024 MATERIAL RECOVERY	6122349	220-55110-319	23.30
06/24	06/20/2024	96963	4630	UNIQUE MANAGEMENT SVC IN		FEB 2024 MATERIAL RECOVERY	6123425	220-55110-319	58.25
06/24	06/20/2024	96963	4630	UNIQUE MANAGEMENT SVC IN		APR 2024 MATERIAL RCOVERY	6125673	220-55110-319	69.90
06/24	06/27/2024	96995	6	CAPTIAL ONE		COFFEE	JUNE 2024	220-55110-347	25.46
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-ATT*C	APR 2024 ALARM LINES	June 2024	220-55110-225	111.80
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-ATT*C	APR 2024 ALARM LINES	June 2024	220-55110-225	111.80
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMZN MKT	Office supplies	June 2024	220-55110-310	48.98
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMZN MKT	Office supplies	June 2024	220-55110-310	9.99-
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMZN MKT	Office supplies	June 2024	220-55110-310	183.00
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMZN MKT	Office supplies	June 2024	220-55110-310	31.91-
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMZN MKT	Office supplies	June 2024	220-55110-310	21.89
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMZN MKT	Office supplies	June 2024	220-55110-310	44.36
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-BAKER & T	Books-adult	June 2024	220-55110-321	331.41
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-BAKER & T	Books-adult	June 2024	220-55110-321	485.58
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-BAKER & T	Books-adult	June 2024	220-55110-321	96.79
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-BAKER & T	Books-adult	June 2024	220-55110-321	556.39

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-BAKER & T	Books-adult	June 2024	220-55110-321	1,596.45
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-INGRAM LI	Books-juvenile	June 2024	220-55110-323	49.76
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-INGRAM LI	Books-juvenile	June 2024	220-55110-323	63.05
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-INGRAM LI	Books-juvenile	June 2024	220-55110-323	317.88
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-INGRAM LI	Books-juvenile	June 2024	220-55110-323	47.76
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-JOURNAL S	Periodicals adult	June 2024	220-55110-324	78.00
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-APG SOUT	Periodicals adult	June 2024	220-55110-324	32.93
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMAZON.C	Audiovisual-adult	June 2024	220-55110-326	81.85
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMAZON.C	Audiovisual-adult	June 2024	220-55110-326	43.93
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMAZON.C	Audiovisual-adult	June 2024	220-55110-326	56.90
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMAZON R	Audiovisual-adult	June 2024	220-55110-326	41.56
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-BAKER & T	Audiovisual-adult	June 2024	220-55110-326	101.98
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-SP VENMIL	Technical supplies	June 2024	220-55110-336	276.25
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-VERNON LI	Technical supplies	June 2024	220-55110-336	55.34
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-SP VENMIL	Technical supplies	June 2024	220-55110-336	185.33
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-QR-CO	QR CODE GENERATOR-STARTER PLAN FOR DONATION	June 2024	220-55110-337	119.88
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-TRUE	ASBESTOS/LEAD PAINT INSPECTION	June 2024	220-55110-337	5,500.00
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMZN MKT	Program supplies-adult	June 2024	220-55110-341	167.39
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-WAVE -	3-75MIN PROGRAMS, SING,DACNE,THRIVE &MUSIC, ART	June 2024	220-55110-341	515.00
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMAZON M	Program supplies-juvenile	June 2024	220-55110-342	169.37
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMAZON R	Program supplies-juvenile	June 2024	220-55110-342	28.62
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMZN MKT	Program supplies-juvenile	June 2024	220-55110-342	38.93
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-OTC BRAN	Program supplies-juvenile	June 2024	220-55110-342	149.34
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMAZON R	Program supplies-juvenile	June 2024	220-55110-342	11.27
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMAZON R	Program supplies-juvenile	June 2024	220-55110-342	33.81
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-WALMART.	Program supplies-juvenile	June 2024	220-55110-342	23.19
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-WALMART.	Program supplies-juvenile	June 2024	220-55110-342	55.08
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMZN MKT	Program supplies-juvenile	June 2024	220-55110-342	57.41
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMZN MKT	Program supplies-juvenile	June 2024	220-55110-342	18.78
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMZN MKT	Library Use of Grants Expense	June 2024	220-55110-347	1,535.80
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-JOANN ST	Library Use of Grants Expense	June 2024	220-55110-347	499.99
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMZN MKT	Library Use of Grants Expense	June 2024	220-55110-347	223.00
06/24	06/21/2024	900170	8487	US BANK	DIANE JAROCH-AMZN MKT	Library Use of Grants Expense	June 2024	220-55110-347	229.26

Total 220: 196,216.78

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06/24	06/06/2024	96879	42	JOHNS DISPOSAL SERVICE IN		JUNE 2024 GARBAGE	1360197	230-53600-219	25,234.00
06/24	06/06/2024	96879	42	JOHNS DISPOSAL SERVICE IN		JUNE 2024 RECYCLE	1360197	230-53600-295	11,648.56

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06/24	06/06/2024	96879	42	JOHNS DISPOSAL SERVICE IN		JUNE 2024 BULK	1360197	230-53600-219	5,619.68
06/24	06/06/2024	96879	42	JOHNS DISPOSAL SERVICE IN		JUNE 2024 DUMPSTERS	1360197	230-53600-219	184.00
06/24	06/20/2024	96961	358	STRAND ASSOCIATES INC		LANDFILL MONITORING 1407-139	0212037	230-53600-220	1,911.06
Total 230:									44,597.30
235									
06/24	06/20/2024	96938	47	BROWN CAB SERVICE INC		MAY 2024 CAB SERVICES	4836	235-51350-295	20,997.29
Total 235:									20,997.29
240									
06/24	06/20/2024	96951	2598	MAX R		INFORAMATIONAL SIGN-SHAPE N DOUBLE SIDED	INV25917	240-56110-294	1,534.00
Total 240:									1,534.00
246									
06/24	06/06/2024	96885	2598	MAX R		REPLACEMENT OVERLAY W/CUSTOM LOGO	INV24803	246-55110-350	291.70
06/24	06/20/2024	96964	8	UW WHITEWATER		5-LED LAMPS	40260	246-55110-346	107.97
06/24	06/27/2024	96975	9890	BROADHEAD, MITCHELL L		UMP 6 GAMES ON 06/15 AT \$70 PER GAME	061524	246-55110-114	420.00
06/24	06/27/2024	96978	6841	DYNAMIC AWARDS & APPAREL		TROPHY & MEDALS FOR BASEBALL/SOFTBALL	23095	246-55110-310	235.00
06/24	06/27/2024	96981	9891	HETZEL, OLIVER M		UMP 6 GAMES ON 06/15 AT \$70 PER GAME	061524	246-55110-114	420.00
06/24	06/27/2024	96982	9889	HOEY, DEVIN		UMP 6 GAMES ON 06/15 AT \$70 PER GAME	061524	246-55110-114	420.00
06/24	06/27/2024	96983	9703	HOEY, RYAN		UMP 6 GAMES ON 06/15 AT \$70 PER GAME	061524	246-55110-114	420.00
06/24	06/27/2024	96991	8557	THE COACH'S LOCKER		DZN BASEBALLS	900801	246-55110-310	50.00
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-WHENIW	wheniwork tfd	June 2024	246-55110-310	14.00
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Cold packs, caution slipper when wet sign	June 2024	246-55110-310	49.59
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Umpire clickers	June 2024	246-55110-310	19.99
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-AMAZON.CO	Open flag	June 2024	246-55110-310	64.00
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-SAMSCLUB.	Popcorn, ring pops	June 2024	246-55110-346	105.28
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Popcorn Bags	June 2024	246-55110-346	61.90
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-SAMSCLUB	Treyton's Concession candy, hotdogs, cotton candy	June 2024	246-55110-346	114.10
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-SAMSCLUB.	Sunflower seeds, plastic forks	June 2024	246-55110-346	28.23
Total 246:									2,821.76
247									
06/24	06/06/2024	96861	38	ALSCO		MAY 2024 MAT SERVICE	MAY 2024	247-55800-310	112.36
06/24	06/06/2024	96868	7972	CARRICO AQUATIC RESOURCE		JUNE 2024 CHEM & EQUIP AGREEMENT	20243060	247-55600-350	1,500.00

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06/24	06/06/2024	96868	7972	CARRICO AQUATIC RESOURCE		SPA FILTER PUMP REPAIR	20243102	247-55600-348	1,924.74
06/24	06/06/2024	96868	7972	CARRICO AQUATIC RESOURCE		MAY 2024 DAILY OPER CONSULT	20243139	247-55600-346	1,190.00
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		580 S ELIZABETH ST-AQUATIC CTR	MAY 2024	247-55700-221	2,219.19
06/24	06/06/2024	96903	425	WI DATCP		2024 LIC FEE- ACTIVITY POOL	ATCP-X0025	247-55500-654	507.00
06/24	06/06/2024	96903	425	WI DATCP		2024 LIC FEE- LAP POOL	ATCP-X0030	247-55500-654	300.00
06/24	06/06/2024	96903	425	WI DATCP		2024 LIC FEE - WHIRLPOOL	ATCP-X0037	247-55500-654	300.00
06/24	06/06/2024	96903	425	WI DATCP		2024 LIC FEE - CONSESSION STAND	ATCP-X0055	247-55500-654	105.00
06/24	06/20/2024	96939	7972	CARRICO AQUATIC RESOURCE		LAP POOL-DISPLAY BOARD/COOLING FAN/FILTER MAT	20243409	247-55600-348	2,556.18
06/24	06/20/2024	96947	9885	HATCHELL & ASSOCIATES INC		FABRIC DUCT WITH ELBOWS	13982-00	247-55800-820	12,655.00
06/24	06/20/2024	96955	9816	SAFETY FIRST AQUATICS LLC		WAFS EAP/STAFFING PLAN FINAL INVOICE	SFA2024-W	247-55400-250	4,000.00
06/24	06/20/2024	96964	8	UW WHITEWATER		49-BAGS WATERSOFTENER SALT	40260	247-55800-310	416.86
06/24	06/20/2024	96970	25	WE ENERGIES	PNXZT31164	Electric-0713499904-00041-Aquatic Ctr Electric	MAY 2024	247-55700-222	8,905.40
06/24	06/20/2024	96970	25	WE ENERGIES	421785	Gas-0713499904-00069-Aquatic Ctr Gas	MAY 2024	247-55700-223	1,420.29
06/24	06/27/2024	96976	7972	CARRICO AQUATIC RESOURCE		JET PUMP REPAIR	20243926	247-55600-346	630.46
06/24	06/27/2024	96976	7972	CARRICO AQUATIC RESOURCE		JULY 2024 EQUIP & CHEM AGREEMENT	2475560035	247-55600-350	1,500.00
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-WEB*BLUEH	WAFS domain renewal	June 2024	247-55500-224	21.99
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-WHENIW	wheniwork wafs	June 2024	247-55500-224	168.00
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-ZOOM.U	zoom	June 2024	247-55500-225	15.99
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-COVE	MAY 2024 JANITORIAL SVC	June 2024	247-55500-246	808.00
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-AMZN M	Fitness Studio fun lights	June 2024	247-55500-310	16.99
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-AMZN M	walkie talkie programming cord	June 2024	247-55600-310	16.71
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-AMZN M	lifeguard office file organizer	June 2024	247-55600-310	29.94
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-AMZN M	walkie talkies	June 2024	247-55600-310	179.34
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-WAL-MA	fans for lg stands	June 2024	247-55600-310	33.68
06/24	06/21/2024	900170	8487	US BANK	SARA MARQUARDT-VON B	Legal - Aquatic Center Agreement	June 2024	247-55600-310	345.00
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-WAL-MA	slide step lock	June 2024	247-55600-348	7.70
06/24	06/21/2024	900170	8487	US BANK	DAN BUCKINGHAM-SPORT	ALTERNATOR BRUSH KIT	June 2024	247-55700-355	40.68
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-WM SUP	morning coffee supplies	June 2024	247-55800-310	29.32
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-WM SUP	office supplies	June 2024	247-55800-310	19.35
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-WAL-MA	mounting tape	June 2024	247-55800-310	6.42
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-WM SUP	office supplies	June 2024	247-55800-310	39.73
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-WM SUP	new padlock, office supplies	June 2024	247-55800-310	25.75
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-CITY OF WHI	Gatorade test purchase new software	June 2024	247-55800-310	2.00
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-CITY OF WHI	Gatorade test purchase new software	June 2024	247-55800-310	2.00
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-CITY OF WHI	Gatorade test purchase new software REFUND	June 2024	247-55800-310	2.00-
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-CITY OF WHI	Gatorade test purchase new software REFUND	June 2024	247-55800-310	2.00-
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Receipt Printer	June 2024	247-55800-310	190.40
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-NATIONAL G	Stair Climber repair parts	June 2024	247-55800-310	64.97
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-PIXLR -	marketing/flyers	June 2024	247-55800-324	7.99

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06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-CANVA* I	brochure order	June 2024	247-55800-324	260.00
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-SAMS C	concessions	June 2024	247-55800-342	463.06
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-SAMS C	concessions restcok	June 2024	247-55800-342	196.40
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-UBERPR	pro shop t shirts	June 2024	247-55800-346	500.95
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-AMAZON	pro shop goggles	June 2024	247-55800-346	83.98
Total 247:									43,814.82
248									
06/24	06/20/2024	96966	9886	VOSS, JONATHON		TAI COOKING CLASS REIMBURSMENT	061724	248-55115-342	70.23
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-NRPA OP	NRPA Conference	June 2024	248-55110-211	735.00
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-NRPA OPER	NRPA Conference Registration	June 2024	248-55110-211	521.00
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-VRBO HAHC	NRPA Conference Lodging	June 2024	248-55110-211	728.58
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-WHENIW	wheniwork rec	June 2024	248-55110-224	98.00
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-WAL-MART #	STEAM Fair supplies	June 2024	248-55110-310	52.79
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-AMZN MKTP	STEAM Fair supplies	June 2024	248-55110-310	113.35
06/24	06/21/2024	900170	8487	US BANK	ETHAN CESARZ-WM SUPE	Trash Cans	June 2024	248-55110-310	25.86
06/24	06/21/2024	900170	8487	US BANK	MICHELLE DUJARDIN-GOO	Cricut Subscription	June 2024	248-55110-320	10.54
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-KWIK TR	fuel	June 2024	248-55110-341	20.00
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-KWIK TR	fuel	June 2024	248-55110-341	20.00
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-KWIK TR	fuel	June 2024	248-55110-341	20.00
06/24	06/21/2024	900170	8487	US BANK	ETHAN CESARZ-WM SUPE	Concession Supplies	June 2024	248-55110-346	5.84
06/24	06/21/2024	900170	8487	US BANK	ETHAN CESARZ-WM SUPE	Concession Supplies	June 2024	248-55110-346	5.84
06/24	06/21/2024	900170	8487	US BANK	ETHAN CESARZ-WM SUPE	Concession Supplies	June 2024	248-55110-346	28.72
06/24	06/21/2024	900170	8487	US BANK	ETHAN CESARZ-EPIC SPO	Foam Softballs	June 2024	248-55110-425	46.28
06/24	06/21/2024	900170	8487	US BANK	MICHELLE DUJARDIN-AMZ	Summer Camp Supplies	June 2024	248-55110-470	35.09
06/24	06/21/2024	900170	8487	US BANK	MICHELLE DUJARDIN-AMZ	Summer Camp Supplies	June 2024	248-55110-470	80.17
06/24	06/21/2024	900170	8487	US BANK	MICHELLE DUJARDIN-DOMI	After School Last Day Pizza Parties	June 2024	248-55110-475	53.71
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Steel bender for Christmas Light construction	June 2024	248-55110-486	98.00
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Welding helmet and gloves for Christmas Light construction	June 2024	248-55110-486	94.95
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-MENARDS J	Rosen Paper for Christmas Light Construction	June 2024	248-55110-486	111.93
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Rope lights for Christmas Decorations	June 2024	248-55110-486	80.98
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-AMAZON MA	Zip Ties	June 2024	248-55110-486	89.97
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Christmas Light supplies	June 2024	248-55110-486	84.41
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Grinder and Cut off wheels	June 2024	248-55110-486	253.96
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-AMZN MKTP	Rope lights for Christmas Decorations	June 2024	248-55110-486	691.49
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-WISCONSIN	Steel for Christmas light construction	June 2024	248-55110-486	1,350.00
06/24	06/21/2024	900170	8487	US BANK	KEVIN BOEHM-AMAZON.CO	Sawhorse brackets	June 2024	248-55110-486	37.62
06/24	06/21/2024	900170	8487	US BANK	MICHELLE DUJARDIN-LUSH	Christmas at Cravath Banners	June 2024	248-55110-486	494.40

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06/24	06/21/2024	900170	8487	US BANK	MICHELLE DUJARDIN-AMZ	Christmas at Cravath Welding Helmet & Gloves	June 2024	248-55110-486	157.38
06/24	06/21/2024	900170	8487	US BANK	HUNTER KARNITZ-ZOOM.U	zoom	June 2024	248-55115-225	15.99
06/24	06/21/2024	900170	8487	US BANK	JENNIFER FRENCH-SAMSC	Treat Basket supplies	June 2024	248-55115-310	31.12
06/24	06/21/2024	900170	8487	US BANK	JENNIFER FRENCH-AMZN	Ink for printer	June 2024	248-55115-310	56.00
06/24	06/21/2024	900170	8487	US BANK	JENNIFER FRENCH-WM SU	Respite and DFCI Supplies	June 2024	248-55115-342	11.62
06/24	06/21/2024	900170	8487	US BANK	JENNIFER FRENCH-PICKLE	Pickleballs	June 2024	248-55115-342	105.46
06/24	06/21/2024	900170	8487	US BANK	JENNIFER FRENCH-TEN CH	Senior Trip	June 2024	248-55115-342	490.00
06/24	06/21/2024	900170	8487	US BANK	JENNIFER FRENCH-JOANN	Yarn for Crochet class	June 2024	248-55115-342	10.63
06/24	06/21/2024	900170	8487	US BANK	JENNIFER FRENCH-IN *CAR	Dementia Conference meal	June 2024	248-55115-342	1,775.00
Total 248:									8,711.91
249									
06/24	06/06/2024	96869	9669	CONWAY SHIELD		SHIRT AND PANTS	0519934	249-52280-253	147.96
06/24	06/06/2024	96882	9455	KWIK TRIP INC		MAY 2024 FUEL	MAY 2024 F	249-52270-351	1,139.97
06/24	06/06/2024	96882	9455	KWIK TRIP INC		MAY 2024 FUEL	MAY 2024 F	249-52280-351	381.48
06/24	06/06/2024	96892	388	S & H TRUCK SERVICE		#1280 REPAIRS	15860	249-52270-241	9,957.27
06/24	06/12/2024	96908	9146	10-33 VEHICLE SEVICES LLC		LED AMBER FLASHERS	3283	249-52280-241	142.48
06/24	06/12/2024	96913	9744	EMS MANAGEMENT & CONSUL		MAY 2024 BILLINGS	EMS-004927	249-52270-345	1,780.96
06/24	06/12/2024	96913	9744	EMS MANAGEMENT & CONSUL		MAY 2024 BILLINGS	EMS-004927	249-52280-345	35.00
06/24	06/12/2024	96913	9744	EMS MANAGEMENT & CONSUL		MAY 2024 BILLINGS	EMS-004927	249-52270-345	1,227.99
06/24	06/12/2024	96915	878	FOSTER COACH SALES INC		SWITCH MAGNETIC COMPARTMENT-4	27584	249-52270-241	79.78
06/24	06/12/2024	96918	9877	HOGAN, REBECCA		REFUND OVERPMT ON EMS CALL 23-1512	23-1512	249-13100	146.05
06/24	06/12/2024	96918	9877	HOGAN, REBECCA		REFUND OVERPMT ON EMS CALL 23-1603	23-1603	249-13100	124.59
06/24	06/12/2024	96919	3717	HUGHES, DOROTHY		REFUND OVER PAYEMNT ON EMS CALL 23-1514	23-1514	249-13100	151.33
06/24	06/12/2024	96923	9878	MAASZ, JOAN		REFUND OVERPMNT ON EMS CALL 23-1510	23-1510	249-13100	173.41
06/24	06/12/2024	96925	9879	MOEBUS, JANET		REFUND OVERPMT ON EMS CALL 23-1585	23-1585	249-13100	112.44
06/24	06/12/2024	96930	9831	SCHENNING, GREGORY		REFUND OVERPMT ON EMS CALL 23-1282	23-1282	249-13100	108.75
06/24	06/20/2024	96956	9529	SIREN SERVICES LLC		#1221 TURBO VGT REPAIR	3039	249-52280-241	294.45
06/24	06/20/2024	96964	8	UW WHITEWATER		CPR CARDS	40230	249-52270-310	52.00
06/24	06/20/2024	96972	9489	WI STATE FIREFIGHTERS ASSO		2024-25 MEMBERSHIP DUES-28	2024	249-52280-211	700.00
06/24	06/27/2024	96978	6841	DYNAMIC AWARDS & APPAREL		PLAQUE FOR DARYL PIEPER	23090	249-52280-310	150.00
06/24	06/21/2024	900170	8487	US BANK	SARA MARQUARDT-FT HEA	EMS Pre-employment Screens	June 2024	249-52270-211	191.00
06/24	06/21/2024	900170	8487	US BANK	JASON DEAN-GATEWAY TE	AEMT Class - Sean O'Flanagan	June 2024	249-52270-211	766.38
06/24	06/21/2024	900170	8487	US BANK	KELLY FREEMAN-SQ *WHIT	REPAIR SHIPPING	June 2024	249-52270-310	24.31
06/24	06/21/2024	900170	8487	US BANK	SARA MARQUARDT-AMZN	Supplies-EMS Portion	June 2024	249-52270-310	8.50
06/24	06/21/2024	900170	8487	US BANK	DUSTIN TOMLINSON-AMZN	Chargers for MDC	June 2024	249-52270-310	40.04
06/24	06/21/2024	900170	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	June 2024	249-52270-342	961.28
06/24	06/21/2024	900170	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	June 2024	249-52270-342	400.00

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06/24	06/21/2024	900170	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	June 2024	249-52270-342	220.49
06/24	06/21/2024	900170	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	June 2024	249-52270-342	79.53
06/24	06/21/2024	900170	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	June 2024	249-52270-342	81.78
06/24	06/21/2024	900170	8487	US BANK	JASON DEAN-AIRGAS - NO	Medical supplies	June 2024	249-52270-342	42.20
06/24	06/21/2024	900170	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	June 2024	249-52270-342	162.30
06/24	06/21/2024	900170	8487	US BANK	JASON DEAN-BOUND TREE	Medical supplies	June 2024	249-52270-342	109.03
06/24	06/21/2024	900170	8487	US BANK	SARA MARQUARDT-FT HEA	Fire Pre-employment Screens	June 2024	249-52280-211	382.00
06/24	06/21/2024	900170	8487	US BANK	KELLY FREEMAN-NATIONA	RECHARGE ADAPTER	June 2024	249-52280-242	29.00
06/24	06/21/2024	900170	8487	US BANK	KELLY FREEMAN-MENARD	BIT SET/BRAKE CLEANER/MAGNETIC BOWL/SHOP TOW	June 2024	249-52280-242	92.20
06/24	06/21/2024	900170	8487	US BANK	KELLY FREEMAN-AMZN MK	12PK-SAFETY GLASSES/PAPER ORGANIZER	June 2024	249-52280-310	139.16
06/24	06/21/2024	900170	8487	US BANK	KELLY FREEMAN-THE HOM	FLOWERS	June 2024	249-52280-310	63.84
06/24	06/21/2024	900170	8487	US BANK	KELLY FREEMAN-AMZN MK	BUSINESS CARD HOLDER	June 2024	249-52280-310	36.87
06/24	06/21/2024	900170	8487	US BANK	KELLY FREEMAN-WM SUPE	GADGETS	June 2024	249-52280-310	4.97
06/24	06/21/2024	900170	8487	US BANK	SARA MARQUARDT-AMZN	Supplies-Fire Portion	June 2024	249-52280-310	2.83
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-R.O.D.	MAY 2024 WATER COOLER RENTAL	June 2024	249-52280-310	38.95
06/24	06/21/2024	900170	8487	US BANK	KELLY FREEMAN-SAMS CL	FOOD FOR MEETING	June 2024	249-52290-325	140.46
06/24	06/21/2024	900170	8487	US BANK	JASON DEAN-ACE HARDW	Smoke Detectors for Public	June 2024	249-52290-400	29.52
Total 249:									20,952.55
271									
06/24	06/27/2024	96998	9712	WIRTH + BAYNARD LAW OFFIC		DEANGELO LUX CASE WORK THRU MAY 2024	132	271-51920-350	1,625.00
Total 271:									1,625.00
272									
06/24	06/21/2024	900170	8487	US BANK	JENNIFER FRENCH-SAMSC	Kayak for Lakes	June 2024	272-51920-310	549.00
06/24	06/21/2024	900170	8487	US BANK	MICHELLE DUJARDIN-AMA	Lakes Kayak Cart	June 2024	272-51920-310	68.70
Total 272:									617.70
280									
06/24	06/20/2024	96954	5689	ROCK ROAD COMPANIES INC		2024 STEET MAINT PAY APP 1	2024 ST PAY	280-57500-820	145,067.91
06/24	06/20/2024	96961	358	STRAND ASSOCIATES INC		2024 STREET MAINTENANCE PJT 1407-140	0211662	280-57500-821	1,780.86
Total 280:									146,848.77
300									
06/24	06/20/2024	96937	3007	ASSOCIATED TRUST COMPANY		2012 GO CORP PURP BOND ANNUAL FEE	25652	300-58000-900	475.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
Total 300:									475.00
410									
06/24	06/12/2024	96933	195	WI DEPT OF TRANSPORTATION		DESIGN - INNOVATION DR	395-0000353	410-57660-295	640.25
06/24	06/20/2024	96961	358	STRAND ASSOCIATES INC		INNV DR RECONSTRUCTION BIL-PJT 1407-133	0211453	410-57660-295	817.94
Total 410:									1,458.19
414									
06/24	06/20/2024	96954	5689	ROCK ROAD COMPANIES INC		2024 STEET MAINT PAY APP 1	2024 ST PAY	414-57660-295	88,350.00
Total 414:									88,350.00
450									
06/24	06/12/2024	96928	5689	ROCK ROAD COMPANIES INC		E MAIN ST PAY REQ 9	PAY APP 9	450-54000-900	5,162.28
06/24	06/12/2024	96929	2701	RR WALTON & COMPANY		N FREMONT ST RECONSTRCTION PAY REQ 1	FREMONT P	450-54000-862	10,858.50
06/24	06/12/2024	96933	195	WI DEPT OF TRANSPORTATION		DESIGN- WALWORTH AVE	395-0000353	450-54000-866	577.93
06/24	06/20/2024	96954	5689	ROCK ROAD COMPANIES INC		2024 STEET MAINT PAY APP 1	2024 ST PAY	450-58100-808	72,515.13
06/24	06/20/2024	96961	358	STRAND ASSOCIATES INC		WALWORTH AVE RECONST BIL-PJT 1407-132	0211452	450-54000-866	3,970.23
06/24	06/20/2024	96961	358	STRAND ASSOCIATES INC		E MAIN ST RECONSTRUCTION PJT 1407-120	0211661	450-54000-900	1,047.78
06/24	06/20/2024	96961	358	STRAND ASSOCIATES INC		FREMONT ST RECONSTRUCTION PJT 1407-142	0211663	450-54000-862	8,843.63
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-CDW GOVT	FD, Court, Parks Computer Replacements	June 2024	450-52000-888	5,379.18
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-AMZN MKTP	Park Docking Station	June 2024	450-52000-888	188.05
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-CDW GOVT	NS Laptop	June 2024	450-52000-888	626.97
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-AMZN MKTP	NS Dock & monitors	June 2024	450-52000-888	368.03
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-CDW GOVT	Armory switch	June 2024	450-52000-888	591.09
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-CDW GOVT	Armory AP	June 2024	450-52000-888	150.01
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-AMZN MKTP	Dock for GIS computer	June 2024	450-52000-888	188.05
06/24	06/21/2024	900170	8487	US BANK	TIM NEUBECK-CDW GOVT	GIS & hot spare laptop	June 2024	450-52000-888	1,253.94
Total 450:									111,720.80
610									
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		WELL 8-E COMMERCIAL AVE	MAY 2024	610-61935-220	6.17
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		WELL 8-INDIAN MOUND	MAY 2024	610-61935-220	3.41
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		CARRIAGE DR PUMP HOUSE	MAY 2024	610-61935-220	7.40
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		WATER PLANT	MAY 2024	610-61935-220	35.17
06/24	06/06/2024	96877	9376	HYDRO CORP INC		MAY 2024 CROSS CONNECTION SVCS	CI-00558	610-61923-210	2,516.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
06/24	06/12/2024	96920	493	JAECKEL BROS INC		HYDRANT REPLACEMENT-SATINWOOD	31530	610-61936-810	1,165.00
06/24	06/12/2024	96920	493	JAECKEL BROS INC		HYDRANT REPLACEMENT-SATINWOOD	31530	610-61936-810	1,165.00- V
06/24	06/12/2024	96920	493	JAECKEL BROS INC		SVC REPAIR-181 ESTHERLY AV	31531	610-61652-350	875.00
06/24	06/12/2024	96920	493	JAECKEL BROS INC		SVC REPAIR-181 ESTHERLY AV	31531	610-61652-350	875.00- V
06/24	06/12/2024	96920	493	JAECKEL BROS INC		WELL #6 DISTIRBUION VALVES ADDED	31540	610-61651-350	2,247.50
06/24	06/12/2024	96920	493	JAECKEL BROS INC		WELL #6 DISTIRBUION VALVES ADDED	31540	610-61651-350	2,247.50- V
06/24	06/12/2024	96920	493	JAECKEL BROS INC		HYDRANT REPLACEMENT-ELIZABETH	31665	610-61936-810	1,655.50
06/24	06/12/2024	96920	493	JAECKEL BROS INC		HYDRANT REPLACEMENT-ELIZABETH	31665	610-61936-810	1,655.50- V
06/24	06/12/2024	96924	9225	MIDWEST METER INC		202 M-25 HRE METERS/CELLULAR READS	0167732-IN	610-61936-823	53,530.00
06/24	06/12/2024	96928	5689	ROCK ROAD COMPANIES INC		E MAIN ST PAY REQ 9	PAY APP 9	610-61936-820	1,126.17-
06/24	06/12/2024	96936	493	JAECKEL BROS INC		HYDRANT REPLACEMENT-SATINWOOD	31530-C	610-61936-810	1,165.00
06/24	06/12/2024	96936	493	JAECKEL BROS INC		SVC REPAIR-181 ESTHERLY AV	31531-C	610-61652-350	875.00
06/24	06/12/2024	96936	493	JAECKEL BROS INC		WELL #6 DISTIRBUION VALVES ADDED	31540-C	610-61651-350	2,247.50
06/24	06/12/2024	96936	493	JAECKEL BROS INC		HYDRANT REPLACEMENT-ELIZABETH	31665-C	610-61936-810	1,622.50
06/24	06/20/2024	96961	358	STRAND ASSOCIATES INC		NORTHSIDE WATER MAIN PJT 1407-131	0211648	610-61936-820	1,063.14
06/24	06/20/2024	96961	358	STRAND ASSOCIATES INC		FREMONT ST RECONSTRUCTION PJT 1407-142	0211663	610-61936-820	8,843.63
06/24	06/20/2024	96961	358	STRAND ASSOCIATES INC		VEHICLE STORAG GARAGE PJT 1407-130	0211696	610-61936-820	1,146.26
06/24	06/20/2024	96961	358	STRAND ASSOCIATES INC		LEAD SVC LINE REPLACEMENTS PJT 1407-141	0211697	610-61936-820	6,412.37
06/24	06/20/2024	96970	25	WE ENERGIES	PNXZT33693	Electric-0713499904-00007-1130 Carriage-Meter 1	MAY 2024	610-61620-220	717.39
06/24	06/20/2024	96970	25	WE ENERGIES	PNXZT36190	Electric-0713499904-00018-E Lauderdale ST	MAY 2024	610-61620-220	1,537.93
06/24	06/20/2024	96970	25	WE ENERGIES	PNXZT30761	Electric-0713499904-00036-308 Fremont	MAY 2024	610-61620-220	6,150.19
06/24	06/20/2024	96970	25	WE ENERGIES	1739465	Gas-0713499904-00043-308 Fremont	MAY 2024	610-61620-220	15.09
06/24	06/20/2024	96970	25	WE ENERGIES	3022024	Gas-0713499904-00063-Carriage Dr.	MAY 2024	610-61620-220	10.89
06/24	06/20/2024	96970	25	WE ENERGIES	PNXZT36612	Electric-0713499904-00074-Well #9	MAY 2024	610-61620-220	4,222.96
06/24	06/20/2024	96970	25	WE ENERGIES	391007	Gas-0713499904-00075-951 Commercial Ave.	MAY 2024	610-61620-220	33.79
06/24	06/20/2024	96970	25	WE ENERGIES	BZ789251	Electric-0713499904-00089-Cravath & Wood Sts.	MAY 2024	610-61620-220	97.35
06/24	06/20/2024	96970	25	WE ENERGIES	PVZT439031	Electric-0713499904-00090-Comm Ave. well	MAY 2024	610-61620-220	3,545.93
06/24	06/20/2024	96970	25	WE ENERGIES	3571984	Gas-0713499904-00110-320 Fremont	MAY 2024	610-61620-220	10.89
06/24	06/20/2024	96970	25	WE ENERGIES	NZT917009	Electric-0713499904-00035-Coburn Lane Hill	MAY 2024	610-61620-220	19.53
06/24	06/27/2024	96985	9293	MASTERS CONSTRUCTION		330 NORTH ST METER HORN INSTALL	4478	610-61653-350	339.02
06/24	06/27/2024	96994	234	POSTMASTER		JUNE 2024 UTILITY BILL POSTAGE	JUNE 2024	610-61921-310	336.81
06/24	06/27/2024	96995	6	CAPTIAL ONE		EAST TOWER DEHUMIDIFIER	JUNE 2024	610-61620-350	218.57
06/24	06/27/2024	96995	6	CAPTIAL ONE		2PK ENR 2450 BULBS	JUNE 2024	610-61935-350	5.47
06/24	06/27/2024	96995	6	CAPTIAL ONE		BOX FANS	JUNE 2024	610-61935-350	41.94
06/24	06/27/2024	96995	6	CAPTIAL ONE		PAPERTOWEL/SOCKET	JUNE 2024	610-61935-350	21.60
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-CORE & MAI	HYDRANT SUPPLIES	June 2024	610-61620-350	10,605.00
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-USABLUUB	HACH DPD 1; 1000 PER PKG	June 2024	610-61630-310	298.46
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-HOME	4X8 BLOCK-90PIECES	June 2024	610-61654-350	185.40
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-FERGUSON	5-1/4 SAF FLG REP KIT	June 2024	610-61654-350	1,880.00

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06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-IN *AMERIC	AUDIOGRAM TESTING	June 2024	610-61927-154	208.70
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-CINTAS CO	UNIFORMS	June 2024	610-61935-118	209.44
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-HOME	SCREWDRIVERS SET/MISC NUTS/BOLTS/SCREWS	June 2024	610-61935-350	19.73
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-HOME	DIAMOND SAWBLADES	June 2024	610-61935-350	129.90
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-HOME	BATHROOM CLEAN OUT DRAIN PLUG	June 2024	610-61935-350	7.60
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-HOME	RECIPRICATING BLADES	June 2024	610-61935-350	53.99
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-HOME	5GALPAIL	June 2024	610-61935-350	19.99
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-HOME	DRILL BIT	June 2024	610-61935-350	6.05
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-AMZN MKTP	EXTENDED LENGTH SOCKET SET 6PCS EXTRA DEEP S	June 2024	610-61935-350	200.61
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-CINTAS CO	SHOP TOWELS AND MATS	June 2024	610-61935-350	133.60
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-FERGUSON	MJ RW OL C509 GATE VLV FULL (6) - 2022 REV BOND	June 2024	610-61936-810	9,676.00
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-CORE & MAI	70 HYDRANT W/6	June 2024	610-61936-810	4,492.00
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-FERGUSON	6 304 SS 150# RR FF 1/8 FLG SET (3)	June 2024	610-61936-810	138.51
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-MIDWEST M	10 INCH TWIST TIGHT, STD/CELLULAR LTE-M REMOTE T	June 2024	610-61936-823	12,720.00
Total 610:									136,657.71
620									
06/24	06/06/2024	96863	9872	NEW RESTORATION & RECOV		2024 SEWER SPOT REPAIRS	PSI-2020-15	620-62810-825	16,000.00
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		WASTEWATER STORMWATER	MAY 2024	620-62860-220	131.29
06/24	06/06/2024	96874	4189	FISCHER EXCAVATING INC		PAY REQ 3 VANDELIP PUMPING STATION	VAN LIP PAY	620-62810-820	723,118.00
06/24	06/06/2024	96886	9838	MC TOOLS & REPAIR LLC		LEADER HOSE/TIGER TAIL	1758	620-62830-355	180.80
06/24	06/06/2024	96905	293	WI DEPT OF NATURAL RESOUR		WASTEWATER SUBCLASS C EXAM-NELSON, RICHARD	060624	620-62820-154	25.00
06/24	06/12/2024	96911	2005	CGC INC		VANDERLIP PUPING PROF SVCS	68208	620-62810-820	586.85
06/24	06/12/2024	96914	2248	FAHRNER ASPHALT SEALERS L		2024 STREETS MAINT -GSB-88 2 DRIVEWAYS	8300018445	620-62810-820	650.00
06/24	06/12/2024	96928	5689	ROCK ROAD COMPANIES INC		E MAIN ST PAY REQ 9	PAY APP 9	620-62810-820	2,104.25
06/24	06/12/2024	96929	2701	RR WALTON & COMPANY		N FREMONT ST RECONSTRUCTION PAY REQ 1	FREMONT P	620-62810-820	357,234.06
06/24	06/20/2024	96948	251	JEFFERSON CURRENT ELECT		BLD 700 AIR HANDLER TROUBLESHOOTING	144429	620-62850-242	194.00
06/24	06/20/2024	96949	217	JIM'S JANITORIAL SERVICE		GEN CLEANING 05/03, 05/17/2024	15165	620-62860-245	330.00
06/24	06/20/2024	96954	5689	ROCK ROAD COMPANIES INC		2024 STEET MAINT PAY APP 1	2024 ST PAY	620-62810-820	3,657.50
06/24	06/20/2024	96957	9344	SJE		LIFT STATION REPAIRS	CD99528408	620-62830-353	626.52
06/24	06/20/2024	96961	358	STRAND ASSOCIATES INC		VANDERLIP PUMPING STATION PJT 1407-111	0211451	620-62810-820	19,615.72
06/24	06/20/2024	96961	358	STRAND ASSOCIATES INC		FREMONT ST RECONSTRUCTION PJT 1407-142	0211663	620-62810-820	8,843.63
06/24	06/20/2024	96962	9883	TRUCK COUNTRY OF WISC		#223 VAC TRUCK REPAIRS	R201130123:	620-62830-355	3,453.78
06/24	06/20/2024	96970	25	WE ENERGIES	PVXZT86648	Electric-0713499904-00042-Wastewater Plant	MAY 2024	620-62840-222	13,395.65
06/24	06/20/2024	96970	25	WE ENERGIES	PBZT703307	Electric-0713499904-00015-Park Crest Lift Station	MAY 2024	620-62830-222	45.08
06/24	06/20/2024	96970	25	WE ENERGIES	PBZT703134	Electric-0713499904-00019-Vanderlip Lift Station	MAY 2024	620-62830-222	542.15
06/24	06/20/2024	96970	25	WE ENERGIES	PVXZT90576	Electric-0713499904-00023-Fremont Lift Station	MAY 2024	620-62830-222	80.59
06/24	06/20/2024	96970	25	WE ENERGIES	1738585	Gas-0713499904-00029-Fremont Lift Station	MAY 2024	620-62830-222	13.41

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06/24	06/20/2024	96970	25	WE ENERGIES	PBZT92285	Electric-0713499904-00033-Beach Lift Station	MAY 2024	620-62830-222	107.60
06/24	06/20/2024	96970	25	WE ENERGIES	PBZT703205	Electric-0713499904-00034-Fraternity Lift Station	MAY 2024	620-62830-222	211.47
06/24	06/20/2024	96970	25	WE ENERGIES	PBZT702130	Electric-0713499904-00049-Milwaukee St. lift	MAY 2024	620-62830-222	52.41
06/24	06/20/2024	96970	25	WE ENERGIES	PBZT703352	Electric-0713499904-00051-Oak St. sludge	MAY 2024	620-62830-222	43.29
06/24	06/20/2024	96970	25	WE ENERGIES	3082926	Gas-0713499904-00058-Park Crest Lift Station	MAY 2024	620-62830-222	11.86
06/24	06/20/2024	96970	25	WE ENERGIES	1799408	Gas-0713499904-00088-Beach Lift Station	MAY 2024	620-62840-223	12.82
06/24	06/20/2024	96970	25	WE ENERGIES	3028661	Gas-0713499904-00093-Fraternity Lift Station	MAY 2024	620-62830-222	11.45
06/24	06/27/2024	96974	2343	AMERIGAS PROPANE LP		PROPANE FILL	3165393907	620-62840-310	140.08
06/24	06/27/2024	96979	4189	FISCHER EXCAVATING INC		PAY REQ 4 VANDERLIP PUMPING STATION	VANDERLIP	620-62810-820	370,998.03
06/24	06/27/2024	96992	418	TRIEBOLD OUTDOOR POWER		LAWN MOWER REPAIR PARTS	JUNE 2024	620-62860-355	90.64
06/24	06/27/2024	96992	418	TRIEBOLD OUTDOOR POWER		LAWN MOWER REPAIR PARTS	JUNE 2024	620-62860-355	19.19
06/24	06/27/2024	96993	9893	UEMSI		1"X600' 2500PSI HOSE	0158449-IN	620-62830-355	1,635.00
06/24	06/27/2024	96994	234	POSTMASTER		JUNE 2024 UTILITY BILL POSTAGE	JUNE 2024	620-62810-310	336.81
06/24	06/27/2024	96999	6774	XYLEM WATER SOLUTIONS US		BEACH LS PUMP #1 REBUILD	3556D26414	620-62830-295	2,541.90
06/24	06/21/2024	900170	8487	US BANK	SARA MARQUARDT-FT HEA	DPWWW DOT Drug Screens	June 2024	620-62810-154	107.00
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-IN *AMERIC	AUDIOGRAM TESTING	June 2024	620-62820-154	250.44
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-CSWEA	2024 CLASSIC COLLECTION SEMINAR - RYAN KRAUS	June 2024	620-62820-154	45.00
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-CSWEA	2024 CLASSIC COLLECTION SEMINAR - TRAVIS ZAHN	June 2024	620-62820-154	45.00
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-CUMMINS I	FULL SERVICE GENSET - PARKCREST LS	June 2024	620-62830-295	455.72
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-CUMMINS I	FULL SERVICE GENSET - FREMONT LS	June 2024	620-62830-295	529.20
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-CUMMINS I	FULL SERVICE GENSET - FRATERNITY LS	June 2024	620-62830-295	529.19
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-CUMMINS I	FULL SERVICE GENSET - BEACH LS	June 2024	620-62830-295	455.72
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-AMAZON W	AMAZON WEB SERVICES FOR COLLECTIONS MAY 1 - MA	June 2024	620-62830-295	12.48
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-CINTAS CO	UNIFORMS	June 2024	620-62840-118	317.65
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-GENE	FILTERS FOR OUTDOOR FUEL TANKS	June 2024	620-62840-310	32.65
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-MENARDS.C	BAGGED SALT FOR WATER SOFTENER	June 2024	620-62840-310	797.14
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-AMAZON.C	TORIN ROLLING GARAGE SHOP CREEPER W/CASTERS	June 2024	620-62840-310	64.77
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-OLSEN SAF	NITRILE 5.5MIL PF GLOVES-XL	June 2024	620-62840-310	165.60
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-AMZN MKTP	MAGNETIC PUSH PINS FOR WHITE BOARDS	June 2024	620-62840-310	23.48
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-WM SUPER	PLANT SUPPLIES	June 2024	620-62840-310	7.47
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-CINTAS CO	SHOP MATS	June 2024	620-62840-310	215.45
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-HOME	GALV PIPE COUPLINGS/NIPPLES	June 2024	620-62850-357	12.10
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-RADWELL I	BLDG 600 NON-POTABLE PUMP #2	June 2024	620-62850-357	680.00
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-AMZN MKTP	GREASE GUN COUPLER	June 2024	620-62850-357	24.97
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-APEX OIL L	BLDG 800 CENTRIFUGE OIL ANALYSIS KIT	June 2024	620-62850-357	56.46
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-MCMMASTER	AHU REPAIR	June 2024	620-62850-357	159.35
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-MCMMASTER	BLDG 700 HEATING PUMP #1	June 2024	620-62850-357	44.74
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-TROJAN TE	BLDG 600 CHANNEL B UV	June 2024	620-62850-357	218.35
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-HOME	MASKINGTAPE/PAINT BRUSHES	June 2024	620-62860-357	24.97

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-AMAZON M	METAL SPRAYER WAND	June 2024	620-62860-357	26.98
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-MCMASTER	OVERHEAD DOOR REPAIR	June 2024	620-62860-357	37.60
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-NORTHERN	620-62870-295	June 2024	620-62870-295	430.36
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-WM SUPER	ICE FOR LAB	June 2024	620-62870-310	44.20
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-NCL OF WIS	LAB SUPPLIES	June 2024	620-62870-310	837.05
Total 620:									1,533,691.92
630									
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		502 E CRAVATH	MAY 2024	630-63440-350	4.32
06/24	06/06/2024	96907	419	ZARNOTH BRUSH WORKS INC		BROOM REFILL, TUBE BROOM, GUTTER BROOM	0198301-IN	630-63310-353	1,058.00
06/24	06/12/2024	96928	5689	ROCK ROAD COMPANIES INC		E MAIN ST PAY REQ 9	PAY APP 9	630-63440-820	9,623.48
06/24	06/20/2024	96961	358	STRAND ASSOCIATES INC		FREMONT ST RECONSTRUCTION PJT 1407-142	0211663	630-63440-820	8,843.62
06/24	06/20/2024	96961	358	STRAND ASSOCIATES INC		STROM QUALITY MAINT PJT 1407-138	0212208	630-63440-820	5,918.73
06/24	06/27/2024	96986	9894	MCGUIRE INC		PAY REQ 1 WALWORTH AVE STORM SEWER	WAL AVE PA	630-63440-820	194,675.45
06/24	06/27/2024	96990	9846	SEWER EQUIPMENT CO OF AM		EXTRUDED NEOPRENE	0000220987	630-63600-352	568.96
06/24	06/27/2024	96994	234	POSTMASTER		JUNE 2024 UTILITY BILL POSTAGE	JUNE 2024	630-63300-310	168.42
06/24	06/21/2024	900170	8487	US BANK	ALISON STOLL-MILWAUKEE	#428 REPAIR PARTS	June 2024	630-63600-352	441.30
Total 630:									221,302.28
900									
06/24	06/06/2024	96891	6643	REDEVELOPMENT RESOURCE		MAY 2024 CDA WORK	1087	900-56500-215	1,950.00
06/24	06/21/2024	900170	8487	US BANK	TAYLOR ZEINERT-IEDC ONL	IEDC Certification Class	June 2024	900-56500-210	690.00
06/24	06/21/2024	900170	8487	US BANK	TAYLOR ZEINERT-IEDC ONL	IEDC Certification Class	June 2024	900-56500-210	690.00
06/24	06/21/2024	900170	8487	US BANK	TAYLOR ZEINERT-NIU OUT	Summer WCMA Conference	June 2024	900-56500-210	245.00
06/24	06/21/2024	900170	8487	US BANK	TAYLOR ZEINERT-AMZN MK	Hook for frames	June 2024	900-56500-310	36.77
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-STERI	SHREDDING SVCS	June 2024	900-56500-310	21.73
06/24	06/21/2024	900170	8487	US BANK	TAYLOR ZEINERT-HAMPTO	hotel for WEDA BCDEC training for IEDC Certification	June 2024	900-56500-330	320.07
Total 900:									3,953.57
920									
06/24	06/06/2024	96861	38	ALSCO		MAY 2024 MAT SERVICE	MAY 2024	920-56500-250	103.07
06/24	06/06/2024	96866	9234	BUCKINGHAM, DAN		JUNE 2024 LAWN & LANDSCAPING	JUNE 2024	920-56500-294	700.00
06/24	06/06/2024	96870	1	DEPT OF UTILITIES		1221 INNOVATION CTR	MAY 2024	920-56500-221	542.95
06/24	06/06/2024	96902	25	WE ENERGIES		Electric-0713499904-00072-INNV CTR	MAY 2024	920-56500-222	5,104.91
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-COVE	MAY 2024 JANITORIAL SVC	June 2024	920-56500-246	1,888.00
06/24	06/21/2024	900170	8487	US BANK	ELIZABETH L THELEN-4IMP	TABLETOP RETRACTABLE BANNER DISPLAY	June 2024	920-56500-323	184.32

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
06/24	06/21/2024	900170	8487	US BANK	JEREMIAH THOMAS-IN *KR	JUNE 2024 MONTHLY DIGITAL MARKETING	June 2024	920-56500-323	225.00
Total 920:									8,748.25
Grand Totals:									2,905,145.38

Report Criteria:

Report type: GL detail

Check.Check number = 96852-96999,900170

M = Manual Check, V = Void Check

Item 11.

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CITY OF WHITEWATER
CASH/INVESTMENT - TOTAL FUND EQUITY
June 30, 2024

FUND NAME	FUND #	A	B	C	FUND EQUITY / A+B-C
		LIQUID-CASH / INVESTMENT BALANCES	FUND BALANCE less CASH	YTD NET INCOME / REV - (EXP)	
General Fund	100	3,816,340	(687,516.57)	502,543	3,631,366
Cable T.V.	200	60,296	27,185.29	(27,185)	60,296
Parking Permit Fund	208	94,405	(22,546.07)	22,546	94,405
Fire/Rescue Equipment Revolving	210	1,121,440	(60,886.97)	60,887	1,121,440
Election Fund	214	46,176	(27,415.98)	27,416	46,176
DPW Equipment Revolving	215	219,741	68,061.72	(68,062)	219,741
Police Vehicle Revolving	216	(84,705)	117,442.33	(117,442)	(84,705)
Building Repair Fund	217	42,455	3,696.68	(3,697)	42,455
Library Special Revenue	220	271,088	355,332.28	(356,267)	270,153
Skate Park Fund	225	5,433	-	-	5,433
Solid Waste/Recycling	230	116,596	(98,822.14)	98,822	116,596
Ride-Share Grant Fund	235	3,094	58,168.18	(58,168)	3,094
Parkland Acquisition	240	59,699	1,534.00	(1,534)	59,699
Parkland Development	245	19,755	(2,267.51)	2,268	19,755
Field of Dreams	246	59,033	6,079.72	(6,080)	59,033
Aquatic Center	247	(34,302)	(35,276.25)	373,044	303,465
Park & Rec Special Revenue	248	55,397	(19,415.54)	19,007	54,988
Fire/EMS Department	249	(12,581)	(88,161.77)	446,562	345,819
Forestry Fund	250	1,727	12,101.15	(12,101)	1,727
Sick Leave Severence Fund	260	38,693	93,696.73	(93,697)	38,693
Insurance-SIR	271	132,286	3,995.00	(3,995)	132,286
Lakes Improvement Fund	272	219	255.59	(256)	219
Street Repair Revolving Fund	280	465,294	150,941.72	(150,942)	465,294
Police Dept-Trust Fund	295	71,129	(1,140.51)	1,141	71,129
Debt Service Fund	300	(475)	475.24	(475)	(475)
TID #4 Affordable Housing	441	1,907,539	100,000.00	(75,000)	1,932,539
TID #10	410	102,253	(118,722.80)	118,723	102,253
TID #11	411	23,399	(20,962.69)	20,963	23,399
TID #12	412	53,889	(98,185.36)	98,185	53,889
TID #13	413	(24,642)	17,487.44	(17,487)	(24,642)
TID #14	414	50,221	(49,609.53)	49,610	50,221
Capital Projects-LSP	450	245,744	103,670.81	(133,221)	216,195
Birge Fountain Restoration	452	10,556	-	-	10,556
Depot Restoration Project	459	31,368	-	-	31,368
Water Utility	610	2,097,647	9,303,244.97	(1,079,411)	10,321,481
Wastewater Utility	620	5,177,936	15,380,672.03	(2,447,053)	18,111,555
Stormwater Utility	630	82,256	4,332,134.95	(298,444)	4,115,947
Tax Collection	800	-	-	-	-
Rescue Squad Equip/Education	810	126,670	11,301.20	(11,301)	126,670
CDA Operating Fund	900	36,101	(9,260.96)	18,000	44,840
CDA Program Fund-Prelim.	910	997,129	6,136,749.04	36,788	7,170,666
Innovation Center-Operations	920	57,958	(20,455.01)	54,657	92,160
Total:		17,544,257	34,923,580	(3,010,659)	49,457,179

FIDUCIARY FUNDS	FUND #	A	B	C	FUND EQUITY / A+B+C
		LIQUID-CASH / INVESTMENT BALANCES	FUND BALANCE less CASH	YTD NET INCOME / REV - (EXP)	
Library Board Funds	220	325,711	-	-	325,711
Rock River Stormwater Group	820	74,608	(11,092.58)	11,093	74,608
Fire & Rescue	850	1,596,865	(2,195.18)	2,195	1,596,865
Total:		1,997,184	(13,288)	13,288	1,997,184

INVESTMENT DETAIL						
FUND	#	BANK	TYPE-CD#	FUND	AMOUNT	Jun-24 RATE
General	100-11300	Amer Dep Mgmt	PublicFund	General	1,041,471.52	5.30%
General	100-11301	LGIP	PublicFund	General	2,440,753.35	5.42%
Petty Cash	100-11150	On Hand	PublicFund	General	1,550.00	
Cable TV	200-11300	Amer Dep Mgmt	PublicFund	Cable TV	48,794.17	5.30%
Parking	208-11300	Amer Dep Mgmt	PublicFund	Pking Permit	29,366.33	5.30%
Fire/Rescue Equip.	210-11300	Amer Dep Mgmt	PublicFund	Fire Equip	57,009.50	5.30%
DPW Equip.	215-11300	Amer Dep Mgmt	PublicFund	DPW Equip	28,565.98	5.30%
Library Investments	220-11300	Amer Dep Mgmt	PublicFund	Library	34,693.07	5.30%
Forestry Fund	250-11300	Amer Dep Mgmt	PublicFund	Forestry	1,352.78	5.30%
Street Repairs	280-11300	Amer Dep Mgmt	PublicFund	Street Repair	431,934.20	5.30%
PD Crime Prevention	295-11103	1st Citizens	Crime Prev	PD Trust	13,134.15	0.05%
PD Donations	295-11104	1st Citizens	Donations	PD Trust	22,821.42	0.05%
PD Seizures-Spending	295-11111	1st Citizens	Seizures	PD Trust	14,474.76	0.05%
PD Seizures-Held	295-11110	1st Citizens	Seizures	PD Trust	3,335.17	0.05%
PD Evidence/Prop-Held	295-11120	1st Citizens	Evid-Found Prop	PD Trust	17,135.68	0.05%
PD Evidence/Prop-Spending	295-11121	1st Citizens	Evid-Found Prop	PD Trust	227.63	0.05%
Sub-Total By Fund	295				71,128.81	
CIP FUND 450	450-11300	Amer Dep Mgmt	PublicFund	CIP	132,111.40	5.30%
ARPA FUNDS 450	450-11405	LGIP	PublicFund	CIP	200,038.81	5.42%
Water Operating Reserve	610-13200	Amer Dep Mgmt	PublicFund	Water	524,986.13	5.30%
Water Debt Svc Reserve	610-13240	Amer Dep Mgmt	PublicFund	Water	233,491.39	5.30%
ARPA Funds 610	610-13250	LGIP	PublicFund	Water	732,866.11	5.30%
Sub-Total By Fund	610				1,491,343.63	
Sewer Operating Reserve	620-11300	Amer Dep Mgmt	PublicFund	Wastewater	1,388,051.39	5.30%
Sewer ERF Reserve	620-11320	Amer Dep Mgmt	PublicFund	Wastewater	1,531,451.86	5.30%
Sewer Debt Svc Reserve	620-11340	Amer Dep Mgmt	PublicFund	Wastewater	364,097.01	5.30%
Sewer Connection Fund	620-11350	Amer Dep Mgmt	PublicFund	Wastewater	348,341.63	5.30%
ARPA Funds 620	620-11360	LGIP	PublicFund	Wastewater	974,916.21	5.30%
Sub-Total By Fund	620				4,606,858.10	
Hospital Fund	810-11101	Premier	PublicFund	Hospital	5,360.41	0.00%
Hospital Fund	810-11301	LGIP	PublicFund	Hospital	34,383.83	5.42%
Hospital Fund	810-11300	Amer Dep Mgmt	PublicFund	Hospital	86,925.78	5.30%
Sub-Total By Fund	810				126,670.02	
Rock River Stormwater	820-11101	Assoc. Bank	Fund 820	Rock River	74,607.97	2.27%
Action	910-11800	1st Citizens	Fund 910	CDA	861,863.31	5.52%
CDBG Housing	910-11600	1st Citizens	Fund 910	CDA	14,815.36	5.52%
Façade	910-11702	1st Citizens	Fund 910	CDA	-	5.52%
Capital Catalyst	910-11900	Assoc. Bank	Fund 910	CDA	120,450.68	1.00%
Sub-Total By Fund	910				997,129.35	
Library Brd MMKT	220-11301	1st Citizens	Fund 220	Library Board	3,114.24	0.35%
Library Brd Invest	220-11500	Amer Dep Mgmt	Fund 220	Library Board	322,596.81	5.30%
Sub-Total By Fund	220				325,711.05	
Inn Ctr-Drouillard Trust	920-11300	Amer Dep Mgmt	PublicFund	Innovation Ctr	8,889.69	5.30%
				TOTAL	12,149,979.73	

**CITY OF WHITEWATER
BALANCE SHEET
JUNE 30, 2024**

GENERAL FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
100-11100 CASH	(78,920.07)	(555,294.13)	411,640.69	332,720.62
100-11150 PETTY CASH	1,200.00	.00	350.00	1,550.00
100-11300 INVESTMENTS	985,243.51	4,517.13	56,228.01	1,041,471.52
100-11301 LGIP-INVESTMENTS	2,318,516.79	13,014.90	122,236.56	2,440,753.35
100-12100 TAXES RECEIVABLE - CURRENT Y	5,852,362.00	.00	(4,241,188.27)	1,611,173.73
100-12300 TAXES RECEIVABLE/DELINQUENT	3,839.60	.00	(1,405.43)	2,434.17
100-12400 DELINQUENT SPECIALS-A/R	4,935.66	(650.00)	2,030.47	6,966.13
100-12623 SPECIAL ASSESSMENTS/SEWER	168,161.43	.00	.00	168,161.43
100-12624 SPECIAL ASSESSMENTS/WATER	9,021.12	.00	.00	9,021.12
100-12626 A/R - SNOW	.00	.00	225.00	225.00
100-13102 ACCOUNTS REC-WW SCHOOL DIST	.00	49,370.50	49,370.50	49,370.50
100-13106 ACCOUNTS RECEIVABLE-OTHER	71,276.05	(70.68)	(71,180.05)	96.00
100-13120 A/R--MOBILE HOMES	62,401.73	(5,232.38)	(31,007.86)	31,393.87
100-13122 A/R--TOTERS	200.00	75.00	200.00	400.00
100-13125 A/R--FALSE ALARMS	150.00	100.00	.00	150.00
100-13132 A/R--STREET LIGHTS	10,772.75	2,054.85	(8,717.90)	2,054.85
100-13134 A/R--SIGNAL DAMAGE	.00	(141.85)	577.63	577.63
100-13138 A/R--TREE DAMAGE	1,822.38	.00	(1,163.88)	658.50
100-13150 A/R-TREASURER	60.00	300.00	445.00	505.00
100-13170 A/R--RE-INSPECTION FEES	(50.00)	8,175.00	12,925.00	12,875.00
100-13199 UNAPPLIED ACCOUNTS RECV	(235.00)	.00	85.00	(150.00)
100-13500 REC DESK RECEIVABLE	44.96	848.64	(4,852.24)	(4,807.28)
100-14100 ACCTS. REC.--OTHER	20,248.14	.00	(20,248.14)	.00
100-15205 DUE FROM FD 900 & 910 CDA	17,176.56	.00	(17,176.56)	.00
100-15240 DUE FROM FD 247 AQUATIC CTR	69,578.48	.00	(69,578.48)	.00
100-15410 DUE FROM TID 10,11,12,13,14	67,919.56	.00	(67,919.56)	.00
100-15601 DUE FROM FD 610 WATER UTILITY	(6,803.00)	.00	6,803.00	.00
100-15800 DUE FROM FD 800 TAX COLLECTION	40,156.79	.00	(40,156.79)	.00
100-15801 DUE FROM FD 800 TAX INTEREST	7,890.39	.00	(7,890.39)	.00
100-15802 DUE FROM FD 810 RESCUE SQUAD	45.00	.00	(45.00)	.00
100-15807 DUE FROM FD 295 POLICE TRUST	1,095.74	.00	(1,095.74)	.00
100-15815 DUE FROM FD 850 FIRE & RESCUE	100,743.15	.00	(100,743.15)	.00
100-16100 PREPAID HEALTH INSURANCE PREM	(2,779.40)	1,362.54	1,670.56	(1,108.84)
100-16500 PREPAID POSTAGE	639.71	(414.33)	(303.89)	335.82
100-16600 PREPAID FUEL	5,690.68	464.64	(6,498.92)	(808.24)
100-16700 PREPAID PROFESSIONAL SVCS	2,855.00	.00	34,043.75	36,898.75
TOTAL ASSETS	9,735,259.71	(481,520.17)	(3,992,341.08)	5,742,918.63

LIABILITIES AND EQUITY

**CITY OF WHITEWATER
BALANCE SHEET
JUNE 30, 2024**

GENERAL FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>LIABILITIES</u>				
100-21100 ACCOUNTS PAYABLE	187,407.93	.00 (187,407.93)	.00
100-21106 WAGES CLEARING	183,064.44	.00 (183,064.44)	.00
100-21520 WIS RETIREMENT PAYABLE	108,451.72	1,549.93 (9,648.29)	98,803.43
100-21531 LIFE INSURANCE PAYABLE	188.74 (9.76)	251.04	439.78
100-21532 WORKERS COMP PAYABLE	28,884.74 (19,756.52) (28,199.82)	684.92
100-21575 FLEXIBLE SPENDING-125-MEDICAL	29,074.52 (1,190.69) (7,776.69)	21,297.83
100-21576 FLEX SPEND-125-DEPENDENT CARE	10,332.43	649.35 (1,116.23)	9,216.20
100-21585 DENTAL & VISION INS PAYABLE	2,303.30 (9.98)	60.90	2,364.20
100-21620 PARK & REC SUNSHINE FUND	498.65 (408.65) (498.65)	.00
100-21660 DEPOSITS-STREET OPENING PERMIT	850.00	.00	1,300.00	2,150.00
100-21680 DEPOSITS-FACILITY RENTALS	5,033.21 (1,000.00) (2,962.61)	2,070.60
100-21690 MUNICIPAL COURT LIABILITY	(1,099.08)	2,236.85	13,806.78	12,707.70
100-23125 DOT- LICENSE RENEW PAYABLE	234.00	35.00	499.00	733.00
100-24213 SALES TAX DUE STATE	187.25	1,341.12	1,221.91	1,409.16
100-26100 ADVANCE INCOME	5,852,362.00	.00 (4,090,942.80)	1,761,419.20
100-26200 DEFERRED SPECIAL ASSESSMENTS	177,182.55	.00	.00	177,182.55
100-26500 DEF INFLOW OF RESOURCES LEASES	21,480.00	.00	.00	21,480.00
TOTAL LIABILITIES	6,606,436.40 (16,563.35) (4,494,477.83)	2,111,958.57
<u>FUND EQUITY</u>				
100-34300 FUND BALANCE	3,128,823.31	.00	.00	3,128,823.31
UNAPPROPRIATED FUND BALANCE:				
REVENUE OVER EXPENDITURES - YTD	.00 (464,956.82)	502,136.75	502,136.75
BALANCE - CURRENT DATE	.00 (464,956.82)	502,136.75	502,136.75
TOTAL FUND EQUITY	3,128,823.31 (464,956.82)	502,136.75	3,630,960.06
TOTAL LIABILITIES AND EQUITY	9,735,259.71 (481,520.17) (3,992,341.08)	5,742,918.63

**CITY OF WHITEWATER
BALANCE SHEET
JUNE 30, 2024**

WATER UTILITY FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
610-11100 CASH-COMBINED	1,009,227.81	63,484.67 (402,924.62)	606,303.19
610-11310 SOURCE OF SUPPLY - LAND	76,703.91	.00	.00	76,703.91
610-11311 STRUCTURES & IMPROVEMENTS	102,784.78	.00	.00	102,784.78
610-11314 WELLS	366,520.36	.00	.00	366,520.36
610-11316 SUPPLY MAINS	17,028.80	.00	.00	17,028.80
610-11321 PUMPING PLANT/STRUCTURES	107,481.74	.00	.00	107,481.74
610-11325 ELECTRIC PUMPING EQUIPMENT	97,696.89	.00	.00	97,696.89
610-11326 DIESEL PUMPING EQUIPMENT	51,850.78	.00	.00	51,850.78
610-11328 OTHER PUMPING EQUIPMENT	27,830.00	.00	.00	27,830.00
610-11331 WATER TREATMENT - STRUCTURES	155,594.35	.00	.00	155,594.35
610-11332 WATER TREATMENT - EQUIPMENT	273,081.91	.00	.00	273,081.91
610-11340 TRANSMISSION - LAND	897.98	.00	.00	897.98
610-11342 RESERVOIRS & STANDPIPES	2,983,139.90	.00	.00	2,983,139.90
610-11343 MAINS	10,406,614.20	.00	.00	10,406,614.20
610-11345 SERVICES	1,365,978.76	.00	.00	1,365,978.76
610-11346 METERS	888,273.33	.00	.00	888,273.33
610-11348 HYDRANTS	1,093,808.79	.00	.00	1,093,808.79
610-11389 GENERAL PLANT - LAND	146,904.44	.00	.00	146,904.44
610-11390 GENERAL PLANT - STRUCTURES	102,032.15	.00	.00	102,032.15
610-11392 TRANSPORTATION EQUIPMENT	234,388.48	.00	.00	234,388.48
610-11396 POWER OPERATED EQUIPMENT	431,706.23	.00	.00	431,706.23
610-11397 COMMUNICATION EQUIPMENT	9,348.00	.00	.00	9,348.00
610-11398 MISC EQUIPMENT	92,002.97	.00	.00	92,002.97
610-11399 COMPUTER EQUIPMENT	23,150.21	.00	.00	23,150.21
610-11400 SCADA EQUIPMENT	158,555.00	.00	.00	158,555.00
610-12313 CIAC-RESERVOIRS & STANDPIPES	435,134.00	.00	.00	435,134.00
610-12314 CIAC-WELLS	219,029.00	.00	.00	219,029.00
610-12321 CIAC-STRUCTURES/IMPROVEMENTS	405,058.00	.00	.00	405,058.00
610-12325 CIAC-ELECTRIC PUMPING EQUIP	298,014.15	.00	.00	298,014.15
610-12331 CIAC-TREATMENT STRUCTURES	215,280.00	.00	.00	215,280.00
610-12332 CIAC-TREATMENT EQUIPMENT	814,786.00	.00	.00	814,786.00
610-12343 CIAC-MAINS	3,978,252.09	.00	.00	3,978,252.09
610-12345 CIAC-SERVICES	811,087.20	.00	.00	811,087.20
610-12348 CIAC-HYDRANTS	495,873.00	.00	.00	495,873.00
610-12400 SPECIAL ASSESS RECEIVABLE	2,198.61	.00	.00	2,198.61
610-13120 CASH-CIP/CONSTRUCTION FUND	134,563.17	.00	.00	134,563.17
610-13121 CASH-OPERATING FUND	512,558.54	63,484.67 (402,924.62)	109,633.92
610-13122 CASH-OFFSET	(1,009,227.81)	(63,484.67)	402,924.62	(606,303.19)
610-13125 CASH-DEBT SVC RESERVE	362,106.10	.00	.00	362,106.10
610-13200 INVEST-OPERATING FUND	505,527.94	2,277.01	19,458.19	524,986.13
610-13240 INVEST-DEBT SVC RESERVE	224,837.23	1,012.72	8,654.16	233,491.39
610-13250 LGIP INVESTMENT	1,732,866.11	.00 (1,000,000.00)	732,866.11
610-14200 CUSTOMER ACCOUNTS RECEIVABLE	200,136.74	(11,138.78)	71,496.06	271,632.80
610-14250 ACCOUNTS REC.-MISC/SERVICE	11,581.53	.00 (3,234.76)	8,346.77
610-15000 INVENTORY	22,500.00	.00	.00	22,500.00
610-15500 CONST WORK IN PROGRESS	672,739.17	.00	.00	672,739.17
610-17100 INTEREST RECEIVABLE	189.00	.00	.00	189.00
610-19000 GASB 68-WRS NET PENSION ASSETS	(110,346.84)	.00	.00	(110,346.84)
610-19021 GASB 68-WRS DOR	419,024.19	.00	.00	419,024.19
610-19200 SHORT TERM LEASE RECEIVABLE	8,020.01	.00	.00	8,020.01
610-19500 ACCUM PROV/DEPR/UTILITY PLT	(6,142,006.82)	.00	.00	(6,142,006.82)
610-19501 ACCUM DEPR-CIAC-PRE 1/1/03	(2,228,823.95)	.00	.00	(2,228,823.95)
610-19502 ACCUM DEPR-CIAC-AFTER 1/1/03	(685,887.92)	.00	.00	(685,887.92)
610-19999 GASB 68-PENSION CLEARING ACCT	38,777.00	.00	.00	38,777.00

**CITY OF WHITEWATER
BALANCE SHEET
JUNE 30, 2024**

WATER UTILITY FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
TOTAL ASSETS	22,566,447.21	55,635.62	(1,306,550.97)	21,259,896.24
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
610-21100 ACCOUNTS PAYABLE	241,446.07	.00	(214,782.08)	26,663.99
610-23110 2014 GO-4.2M-3.00%	230,000.00	.00	.00	230,000.00
610-23121 2018 GO CORP PURP BD 6.54M	1,465,000.00	.00	.00	1,465,000.00
610-23122 2020 GO CORP 10YR-313K	187,800.00	.00	.00	187,800.00
610-23124 2020 GO CORP 5.195M-1.73M	1,520,000.00	.00	.00	1,520,000.00
610-23125 2022B WATER/SEWER REV BD 8.19M	6,050,000.00	.00	.00	6,050,000.00
610-23126 2022 CDBG GRANT DUE TO FD 910	851,866.00	.00	.00	851,866.00
610-23200 WAGES CLEARING	19,160.77	.00	(19,160.77)	.00
610-23700 ACCRUED INTEREST PAYABLE	67,631.68	.00	.00	67,631.68
610-23800 ACCRUED VACATION	5,360.02	.00	.00	5,360.02
610-23810 ACCRUED SICK LEAVE	17,916.67	.00	.00	17,916.67
610-24530 DUE TO GENERAL FUND	(6,803.00)	.00	6,803.00	.00
610-26200 DEFERRED SA-UNTIL DEVELOPMENT	2,198.61	.00	.00	2,198.61
610-29000 PREMIUM ON DEBT	264,124.40	.00	.00	264,124.40
610-29011 GASB 68-WRS DIR	231,032.82	.00	.00	231,032.82
610-29500 DEF INFLOW OF RESOURCES LEASES	18,821.38	.00	.00	18,821.38
TOTAL LIABILITIES	11,165,555.42	.00	(227,139.85)	10,938,415.57
<u>FUND EQUITY</u>				
610-39160 UNAPPROP EARNED SURPLUS	9,298,629.92	.00	.00	9,298,629.92
610-39165 PSC UNAPPROP EARNED SURPLUS	59,200.00	.00	.00	59,200.00
610-39170 CAPITAL CONTRIB BY CITY-FBAL	2,043,061.87	.00	.00	2,043,061.87
UNAPPROPRIATED FUND BALANCE:				
REVENUE OVER EXPENDITURES - YTD	.00	55,635.62	(1,079,411.12)	(1,079,411.12)
BALANCE - CURRENT DATE	.00	55,635.62	(1,079,411.12)	(1,079,411.12)
TOTAL FUND EQUITY	11,400,891.79	55,635.62	(1,079,411.12)	10,321,480.67
TOTAL LIABILITIES AND EQUITY	22,566,447.21	55,635.62	(1,306,550.97)	21,259,896.24

**CITY OF WHITEWATER
BALANCE SHEET
JUNE 30, 2024**

WASTEWATER UTILITY

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
620-11100 CASH-COMBINED CASH	1,233,725.33	(1,281,017.18)	(662,671.29)	571,054.04
620-11120 CASH-ERF-EQUIP REPLACE FUND	802,847.51	.00	.00	802,847.51
620-11150 CASH-CONNECTION FUND	40,128.00	.00	.00	40,128.00
620-11151 CASH-OPERATING FUND	390,749.82	(1,280,992.86)	(662,646.97)	(271,897.15)
620-11152 CASH-OFFSET	(1,233,725.33)	1,280,992.86	662,646.97	(571,078.36)
620-11300 INVEST-OPERATING FUND	1,338,621.96	6,020.35	49,429.43	1,388,051.39
620-11320 INVEST-ERF-SEWER EQUIP REPLACE	1,474,689.85	6,642.32	56,762.01	1,531,451.86
620-11340 INVEST-DEBT SVC RESERVE	350,602.05	1,579.19	13,494.96	364,097.01
620-11350 INVEST-CONNECTION FUND	335,430.64	1,510.85	12,910.99	348,341.63
620-11360 INVEST-LGIP	2,974,916.21	.00	(2,000,000.00)	974,916.21
620-14200 CUSTOMER ACCTS RECEIVABLES	350,785.69	(34,661.97)	(20,863.37)	329,922.32
620-14210 SPECIAL ASSESSMENTS REC	57,612.78	.00	.00	57,612.78
620-15510 INTERCEPTOR MAINS	2,790,483.75	.00	.00	2,790,483.75
620-15511 STRUCTURES/IMPROVEMENTS	13,177,661.05	.00	.00	13,177,661.05
620-15512 PRELIMINARY TREATMENT EQUIP	2,641,890.01	.00	.00	2,641,890.01
620-15513 PRIMARY TREATMENT EQUIPMENT	759,906.02	.00	.00	759,906.02
620-15514 SECONDARY TREATMENT EQUIP	11,643,793.40	.00	.00	11,643,793.40
620-15515 ADVANCED TREATMENT EQUIP	1,862,640.38	.00	.00	1,862,640.38
620-15517 SLUDGE TRTMT/DISPOSAL EQUIP	5,216,676.41	.00	.00	5,216,676.41
620-15518 PLANT SITE PIPING	1,953,827.53	.00	.00	1,953,827.53
620-15519 FLOW METR/MONITOR EQUIP	155,894.40	.00	.00	155,894.40
620-15520 OUTFALL SEWER PIPES	232,935.89	.00	.00	232,935.89
620-15521 LAND	4,498,925.40	.00	.00	4,498,925.40
620-15522 FORCE SEWER MAINS	315,538.00	.00	.00	315,538.00
620-15523 COLLECTING SEWERS	12,997,287.94	.00	.00	12,997,287.94
620-15524 AERATION BASINS	148,434.16	.00	.00	148,434.16
620-15525 LIFT STATIONS	1,084,080.35	.00	.00	1,084,080.35
620-15526 OFFICE FURNITURE/EQUIPMENT	118,533.02	.00	.00	118,533.02
620-15527 TRANSPORTATION EQUIPMENT	438,713.71	.00	.00	438,713.71
620-15528 OTHER GENERAL EQUIPMENT	756,675.67	.00	.00	756,675.67
620-15531 COMPUTER EQUIPMENT	17,149.23	.00	.00	17,149.23
620-15532 STRUCTURES AND IMPROVEMENTS	514,114.65	.00	.00	514,114.65
620-15550 CONSTRUCTION WORK IN PROG	236,468.68	.00	.00	236,468.68
620-16100 ACCUM PROV FOR DEPRECIATION	(26,379,327.26)	.00	.00	(26,379,327.26)
620-19000 GASB 68-WRS NET PENSION ASSETS	(132,581.14)	.00	.00	(132,581.14)
620-19021 GASB 68-WRS DOR	503,456.65	.00	.00	503,456.65
620-19999 GASB 68-PENSION CLEARING ACCT	50,749.00	.00	.00	50,749.00
TOTAL ASSETS	43,720,311.41	(1,299,926.44)	(2,550,937.27)	41,169,374.14

LIABILITIES AND EQUITY

**CITY OF WHITEWATER
BALANCE SHEET
JUNE 30, 2024**

WASTEWATER UTILITY

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>LIABILITIES</u>				
620-21010 ACCRUED INTEREST PAYABLE	90,965.36	.00	.00	90,965.36
620-21020 ACCRUED VACATION	5,425.32	.00	.00	5,425.32
620-21030 ACCRUED SICK LEAVE	24,424.16	.00	.00	24,424.16
620-21100 ACCOUNTS PAYABLE	88,213.99	.00 (81,717.48)	6,496.51
620-21106 WAGES CLEARING	22,142.43	.00 (22,142.43)	.00
620-21305 CWF 4558-2 PLANT IMP-2.1%	15,436,484.70	.00	.00	15,436,484.70
620-21310 CWF LOAN 4558-03	1,063,822.50	.00	.00	1,063,822.50
620-21320 CWF 4558-04 BIO-GAS BOILER	291,413.72	.00	.00	291,413.72
620-21360 2014 GO-4.280M-3.00%	95,000.00	.00	.00	95,000.00
620-21371 2018 GO CORP PURP BD 6.54M	1,150,000.00	.00	.00	1,150,000.00
620-21372 2020 GO CORP 10YR 133.5K	76,700.00	.00	.00	76,700.00
620-21374 2020 GO CORP 5.195M-1.795M WW	1,575,000.00	.00	.00	1,575,000.00
620-21375 2022B WATER/SEWER REV BD 8.19M	1,900,000.00	.00	.00	1,900,000.00
620-26200 DEFERRED SA-UNTIL DEVELOPMENT	57,612.78	.00	.00	57,612.78
620-26730 OTHER DEFERRED REVENUE	866,900.00	.00	.00	866,900.00
620-29000 PREMIUM ON DEBT	140,014.06	.00	.00	140,014.06
620-29011 GASB 68-WRS DIR	277,583.90	.00	.00	277,583.90
TOTAL LIABILITIES	23,161,702.92	.00 (103,859.91)	23,057,843.01
<u>FUND EQUITY</u>				
620-34300 SURPLUS/FUND BALANCE	10,095,402.98	.00	.00	10,095,402.98
620-34310 EPA GRANT CONTRIBUTION-FBAL	7,092,068.43	.00	.00	7,092,068.43
620-34320 CAPITAL CONTRIB BY CITY-FBAL	1,508,238.25	.00	.00	1,508,238.25
620-34340 CONSTRUCTION AID CONTRIBS-FBAL	1,862,898.83	.00	.00	1,862,898.83
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00 (1,299,926.44)	(2,447,077.36)	(2,447,077.36)
BALANCE - CURRENT DATE	.00 (1,299,926.44)	(2,447,077.36)	(2,447,077.36)
TOTAL FUND EQUITY	20,558,608.49	(1,299,926.44)	(2,447,077.36)	18,111,531.13
TOTAL LIABILITIES AND EQUITY	43,720,311.41	(1,299,926.44)	(2,550,937.27)	41,169,374.14

**CITY OF WHITEWATER
BALANCE SHEET
JUNE 30, 2024**

STORMWATER UTILITY FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
630-11100 CASH-COMBINED	413,853.05	(201,639.78)	(331,597.26)	82,255.79
630-14200 CUSTOMER ACCOUNTS RECEIVABLE	49,322.96	749.38	(417.71)	48,905.25
630-15100 STORMWATER FIXED ASSETS	7,107,356.48	.00	.00	7,107,356.48
630-15150 MISC EQUIPMENT	294,998.00	.00	.00	294,998.00
630-15500 CONST WORK IN PROGRESS	75,680.00	.00	.00	75,680.00
630-19000 GASB 68-WRS NET PENSION ASSETS	(42,970.66)	.00	.00	(42,970.66)
630-19021 GASB 68-WRS DOR	163,176.06	.00	.00	163,176.06
630-19500 ACCUM PROV/DEPR/STORMWATER	(1,049,168.88)	.00	.00	(1,049,168.88)
630-19999 GASB 68-PENSION CLEARING ACCT	19,975.00	.00	.00	19,975.00
TOTAL ASSETS	7,032,222.01	(200,890.40)	(332,014.97)	6,700,207.04
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
630-21100 ACCOUNTS PAYABLE	30,172.32	.00	(26,658.99)	3,513.33
630-22100 2012 GO NOTE-227K-2.58%	240,000.00	.00	.00	240,000.00
630-22200 2014 GO-4.280M-2.36%	410,000.00	.00	.00	410,000.00
630-22301 2018 GO CORP PURP BD 6.54M	630,000.00	.00	.00	630,000.00
630-22302 2020 GO CORP 5.195M-220K ST	190,000.00	.00	.00	190,000.00
630-22303 2022 A SERIES BOND 5.13M-965K	925,000.00	.00	.00	925,000.00
630-23200 WAGES CLEARING	6,912.28	.00	(6,912.28)	.00
630-23700 ACCRUED INTEREST PAYABLE	14,662.70	.00	.00	14,662.70
630-23800 ACCRUED VACATION	1,836.25	.00	.00	1,836.25
630-23810 ACCRUED SICK LEAVE	16,522.80	.00	.00	16,522.80
630-29000 PREMIUM ON DEBT	62,757.35	.00	.00	62,757.35
630-29011 GASB 68-WRS DIR	89,967.57	.00	.00	89,967.57
TOTAL LIABILITIES	2,617,831.27	.00	(33,571.27)	2,584,260.00
<u>FUND EQUITY</u>				
630-39160 SURPLUS/FUND BALANCE	2,218,103.98	.00	.00	2,218,103.98
630-39170 CAPITAL CONTRIB BY CITY-FBAL	1,726,849.73	.00	.00	1,726,849.73
630-39180 CONSTRUCTION AID CONTRIBS-FBAL	469,437.03	.00	.00	469,437.03
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	(200,890.40)	(298,443.70)	(298,443.70)
BALANCE - CURRENT DATE	.00	(200,890.40)	(298,443.70)	(298,443.70)
TOTAL FUND EQUITY	4,414,390.74	(200,890.40)	(298,443.70)	4,115,947.04
TOTAL LIABILITIES AND EQUITY	7,032,222.01	(200,890.40)	(332,014.97)	6,700,207.04

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>TAXES</u>						
100-41110-00	LOCAL TAX LEVY	.00	4,090,942.80	4,538,656.71	447,713.91	90.1
100-41111-00	DEBT SERVICE TAX LEVY	.00	.00	1,313,705.29	1,313,705.29	.0
100-41115-00	CHARGEBACK-SECTION 74.41	.00	8,010.23	.00	(8,010.23)	.0
100-41140-00	MOBILE HOME FEES	.00	12,089.88	58,000.00	45,910.12	20.8
100-41210-00	ROOM TAX-GROSS AMOUNT	.00	35,928.75	230,000.00	194,071.25	15.6
100-41320-00	IN LIEU-UNIV GARDEN & WW MANOR	.00	28,035.21	27,820.00	(215.21)	100.8
100-41800-00	INTEREST ON TAXES	.00	33,204.57	26,700.00	(6,504.57)	124.4
	TOTAL TAXES	.00	4,208,211.44	6,194,882.00	1,986,670.56	67.9
<u>SPECIAL ASSESSMENTS</u>						
100-42400-53	SNOW REMOVAL	.00	975.00	.00	(975.00)	.0
	TOTAL SPECIAL ASSESSMENTS	.00	975.00	.00	(975.00)	.0
<u>INTERGOVERNMENTAL REVENUE</u>						
100-43410-00	SHARED REVENUE-UTILITY	.00	.00	394,892.29	394,892.29	.0
100-43420-00	SHARED REVENUE-BASE	.00	.00	3,534,953.59	3,534,953.59	.0
100-43530-53	TRANSPORTATION AIDS	.00	292,818.44	580,478.88	287,660.44	50.4
100-43540-52	UNIVERSITY-LEASE-PARKING	.00	.00	45,000.00	45,000.00	.0
100-43610-52	MSP-STATE UNIVERSITY SVCS PYMT	.00	7,304.00	7,330.58	26.58	99.6
100-43670-60	EXEMPT COMPUTER AID-FR STATE	.00	.00	16,330.00	16,330.00	.0
100-43670-61	PERSONAL PROPERTY AID	.00	43,214.42	43,214.00	(.42)	100.0
100-43745-52	WUSD-JUVENILE OFFICIER	49,370.50	83,293.79	65,237.00	(18,056.79)	127.7
100-43760-00	WEIGHTS & MEASURES RECOVERY	.00	.00	3,000.00	3,000.00	.0
100-43765-00	REIMB-HIST SOC-DEPOT-EL/GAS	.00	1,839.38	2,029.00	189.62	90.7
100-43767-52	REIMB-BADGERNET-FORT ATKINSON	.00	2,480.00	2,480.00	.00	100.0
	TOTAL INTERGOVERNMENTAL REVENUE	49,370.50	430,950.03	4,694,945.34	4,263,995.31	9.2

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LICENSES & PERMITS</u>					
100-44110-51 LIQUOR & BEER	9,040.00	14,570.00	18,733.00	4,163.00	77.8
100-44120-51 CIGARETTE	300.00	733.33	1,300.00	566.67	56.4
100-44122-51 BEVERAGE OPERATORS	530.00	2,175.00	3,600.00	1,425.00	60.4
100-44200-51 MISC. LICENSES	358.00	1,529.52	2,750.00	1,220.48	55.6
100-44300-53 BLDG/ZONING PERMITS	270.00	27,350.14	50,000.00	22,649.86	54.7
100-44310-53 ELECTRICAL PERMITS	923.80	4,371.00	5,550.00	1,179.00	78.8
100-44320-53 PLUMBING PERMITS	171.00	2,864.87	5,775.00	2,910.13	49.6
100-44330-53 HVAC PERMITS	45.00	1,952.43	3,225.00	1,272.57	60.5
100-44340-53 STREET OPENING PERMITS	.00	50.00	200.00	150.00	25.0
100-44350-53 SIGN PERMITS	67.50	552.50	600.00	47.50	92.1
100-44900-51 MISC PERMITS	170.00	1,660.00	500.00	(1,160.00)	332.0
TOTAL LICENSES & PERMITS	11,875.30	57,808.79	92,233.00	34,424.21	62.7
<u>FINES & FORFEITURES</u>					
100-45110-52 ORDINANCE VIOLATIONS	15,378.21	111,618.64	216,600.00	104,981.36	51.5
100-45113-52 MISC COURT RESEARCH FEE	.00	50.00	200.00	150.00	25.0
100-45114-52 VIOLATIONS PAID-OTHER AGENCIES	350.00	350.00	.00	(350.00)	.0
100-45130-52 PARKING VIOLATIONS	2,826.87	30,518.44	60,000.00	29,481.56	50.9
100-45135-53 REFUSE/RECYCLING TOTES FINES	125.00	950.00	7,500.00	6,550.00	12.7
100-45145-53 RE-INSPECTION FINES	9,100.00	16,975.00	4,500.00	(12,475.00)	377.2
TOTAL FINES & FORFEITURES	27,780.08	160,462.08	288,800.00	128,337.92	55.6
<u>PUBLIC CHARGES FOR SERVICE</u>					
100-46120-51 TREASURER	640.00	2,435.01	3,600.00	1,164.99	67.6
100-46220-52 FALSE ALARM FINES	150.00	250.00	1,500.00	1,250.00	16.7
100-46310-53 DPW MISC REVENUE	2,292.15	3,826.19	10,000.00	6,173.81	38.3
100-46311-53 SALE OF MATERIALS	.00	2.00	.00	(2.00)	.0
100-46312-51 MISC DEPT EARNINGS	.00	404.74	.00	(404.74)	.0
100-46320-53 SAND & SALT CHARGES	.00	.00	500.00	500.00	.0
100-46730-55 RECR/FEES	.00	150.00	.00	(150.00)	.0
100-46743-51 FACILITY RENTALS	1,567.92	15,626.11	17,000.00	1,373.89	91.9
100-46746-55 SPECIAL EVENT FEES	.00	20.00	25.00	5.00	80.0
TOTAL PUBLIC CHARGES FOR SERVICE	4,650.07	22,714.05	32,625.00	9,910.95	69.6

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>MISCELLANEOUS REVENUE</u>						
100-48100-00	INTEREST INCOME	49,145.71	431,732.96	552,886.61	121,153.65	78.1
100-48200-00	LONG TERM RENTALS	500.00	2,700.00	4,800.00	2,100.00	56.3
100-48210-55	RENTAL INCOME	.00	1,000.00	.00	(1,000.00)	.0
100-48220-55	DEPOSITS-FORFEITED	.00	4,225.01	50.00	(4,175.01)	8450.0
100-48410-00	WORKERS COMP-RETURN PREMIUM	3,934.00	3,934.00	10,000.00	6,066.00	39.3
100-48415-00	RESTITUTION-DAMAGES	172.40	4,405.06	3,000.00	(1,405.06)	146.8
100-48420-00	INSURANCE DIVIDEND	.00	29,412.00	29,193.20	(218.80)	100.8
100-48535-00	P CARD REBATE REVENUE	.00	18,599.81	30,000.00	11,400.19	62.0
100-48546-55	MISC GRANT INCOME	.00	39,009.83	.00	(39,009.83)	.0
100-48600-00	MISC REVENUE-NON RECURRING	.00	166.00	.00	(166.00)	.0
100-48700-00	WATER UTILITY TAXES	.00	350,000.00	350,000.00	.00	100.0
	TOTAL MISCELLANEOUS REVENUE	53,752.11	885,184.67	979,929.81	94,745.14	90.3
<u>OTHER FINANCING SOURCES</u>						
100-49260-00	TRANSFER FROM 610 WATER	.00	8,500.00	8,500.00	.00	100.0
100-49261-00	TRANSFER FROM 620 WASTEWATER	.00	12,500.00	12,500.00	.00	100.0
100-49265-00	TRANSFER FROM 630 STORMWATER	.00	8,500.00	8,500.00	.00	100.0
100-49266-00	GIS TRANSFER-UTILITIES	.00	16,260.00	16,260.00	.00	100.0
100-49267-00	TRANSFER FROM 208 PARKING	.00	.00	35,350.00	35,350.00	.0
100-49300-00	FUND BALANCE APPLIED	.00	.00	56,999.97	56,999.97	.0
	TOTAL OTHER FINANCING SOURCES	.00	45,760.00	138,109.97	92,349.97	33.1
	TOTAL FUND REVENUE	147,428.06	5,812,066.06	12,421,525.12	6,609,459.06	46.8

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LEGISLATIVE</u>					
100-51100-111 SALARIES/PERMANENT	1,770.20	7,984.10	21,873.33	13,889.23	36.5
100-51100-112 OVERTIME	.00	64.58	.00	(64.58)	.0
100-51100-114 WAGES/PART-TIME/PERMANENT	2,100.00	12,000.00	25,767.00	13,767.00	46.6
100-51100-150 MEDICARE TAX/CITY SHARE	58.50	325.64	690.79	365.15	47.1
100-51100-151 SOCIAL SECURITY/CITY SHARE	249.88	1,390.86	2,953.70	1,562.84	47.1
100-51100-152 RETIREMENT	122.14	615.76	1,509.26	893.50	40.8
100-51100-153 HEALTH INSURANCE	160.00	336.01	5,203.71	4,867.70	6.5
100-51100-154 HSA-HRA CONTRIBUTIONS	.00	.00	810.00	810.00	.0
100-51100-155 WORKERS COMPENSATION	4.32	24.24	53.41	29.17	45.4
100-51100-156 LIFE INSURANCE	.20	1.42	17.93	16.51	7.9
100-51100-211 PROFESSIONAL DEVELOPMENT	.00	60.00	.00	(60.00)	.0
100-51100-218 PROFESSIONAL SERV/CONSULTING	.00	103.50	1,010.00	906.50	10.3
100-51100-295 CODIFICATION OF ORDINANCES	.00	1,040.40	2,020.00	979.60	51.5
100-51100-310 OFFICE & OPERATING SUPPLIES	.00	193.34	.00	(193.34)	.0
100-51100-320 PUBLICATION-MINUTES	.00	1,147.36	6,565.00	5,417.64	17.5
100-51100-715 TOURISM COMMITTEE-ROOM TAX	.00	25,150.13	161,000.00	135,849.87	15.6
100-51100-720 DOWNTOWN WHITEWATER GRANT	.00	6,250.00	25,000.00	18,750.00	25.0
TOTAL LEGISLATIVE	4,465.24	56,687.34	254,474.13	197,786.79	22.3
<u>CONTINGENCIES</u>					
100-51110-910 COST REALLOCATIONS	1,390.10	89,920.03	57,000.00	(32,920.03)	157.8
TOTAL CONTINGENCIES	1,390.10	89,920.03	57,000.00	(32,920.03)	157.8
<u>COURT</u>					
100-51200-111 SALARIES/PERMANENT	4,500.19	26,332.05	53,633.54	27,301.49	49.1
100-51200-112 BALIFF WAGES & OVERTIME	407.28	1,182.28	2,500.00	1,317.72	47.3
100-51200-150 MEDICARE TAX/CITY SHARE	69.57	421.25	813.94	392.69	51.8
100-51200-151 SOCIAL SECURITY/CITY SHARE	297.50	1,801.23	3,480.28	1,679.05	51.8
100-51200-152 RETIREMENT	230.12	1,265.62	2,245.59	979.97	56.4
100-51200-153 HEALTH INSURANCE	90.79	127.99	.00	(127.99)	.0
100-51200-155 WORKERS COMPENSATION	12.24	41.92	62.94	21.02	66.6
100-51200-156 LIFE INSURANCE	1.54	9.24	10.44	1.20	88.5
100-51200-211 PROFESSIONAL DEVELOPMENT	330.00	1,130.00	700.00	(430.00)	161.4
100-51200-214 FINANCIAL/BONDING SERVICES	.00	.00	101.00	101.00	.0
100-51200-219 OTHER PROFESSIONAL SERVICES	180.00	600.00	606.00	6.00	99.0
100-51200-224 SOFTWARE/HARDWARE MAINTENANCE	.00	8,549.52	11,443.34	2,893.82	74.7
100-51200-225 TELECOM/INTERNET/COMMUNICATION	94.46	753.16	1,694.47	941.31	44.5
100-51200-293 PRISONER CONFINEMENT	60.00	4,240.00	252.50	(3,987.50)	1679.2
100-51200-310 OFFICE & OPERATING SUPPLIES	79.42	686.07	2,020.00	1,333.93	34.0
100-51200-320 SUBSCRIPTIONS/DUES	.00	145.00	1,010.00	865.00	14.4
100-51200-330 TRAVEL EXPENSES	324.00	324.00	606.00	282.00	53.5
TOTAL COURT	6,677.11	47,609.33	81,180.04	33,570.71	58.7

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>LEGAL</u>						
100-51300-212	GENERAL CITY SERVICES	5,562.16	21,485.30	41,870.00	20,384.70	51.3
100-51300-214	MUNI COURT LEGAL SERVICES	2,699.17	13,495.85	32,390.00	18,894.15	41.7
100-51300-219	UNION ATTORNEY-PROF SERV	.00	478.02	10,000.00	9,521.98	4.8
	TOTAL LEGAL	8,261.33	35,459.17	84,260.00	48,800.83	42.1
<u>GENERAL ADMINISTRATION</u>						
100-51400-111	SALARIES/PERMANENT	22,260.55	97,185.55	207,992.52	110,806.97	46.7
100-51400-112	SALARIES/OVERTIME	.00	258.30	.00	(258.30)	.0
100-51400-115	INTERNSHIP PROGRAM	1,005.00	3,902.00	12,000.00	8,098.00	32.5
100-51400-150	MEDICARE TAX/CITY SHARE	344.45	1,626.92	3,267.84	1,640.92	49.8
100-51400-151	SOCIAL SECURITY/CITY SHARE	1,472.75	6,956.84	13,972.84	7,016.00	49.8
100-51400-152	RETIREMENT	1,499.27	7,162.19	14,351.48	7,189.29	49.9
100-51400-153	HEALTH INSURANCE	1,549.46	5,498.62	31,826.87	26,328.25	17.3
100-51400-154	HSA-HRA CONTRIBUTIONS	.00	.00	4,104.00	4,104.00	.0
100-51400-155	WORKERS COMPENSATION	25.38	119.20	246.28	127.08	48.4
100-51400-156	LIFE INSURANCE	5.79	27.92	98.08	70.16	28.5
100-51400-211	PROFESSIONAL DEVELOPMENT	400.00	11,529.08	4,000.00	(7,529.08)	288.2
100-51400-217	CONTRACTUAL/PROFESSIONAL SVCS	.00	.00	6,000.00	6,000.00	.0
100-51400-219	ASSESSOR SERVICES	3,292.67	22,697.02	42,925.00	20,227.98	52.9
100-51400-224	SOFTWARE/HARDWARE MAINTENANCE	.00	2,050.37	4,812.57	2,762.20	42.6
100-51400-225	TELECOM/INTERNET/COMMUNICATION	175.81	882.76	1,991.17	1,108.41	44.3
100-51400-310	OFFICE & OPERATING SUPPLIES	2,682.46	12,396.48	24,000.00	11,603.52	51.7
100-51400-312	BREAK ROOM SUPPLIES	236.10	382.38	1,000.00	617.62	38.2
100-51400-320	SUBSCRIPTIONS/DUES	1,275.23	5,426.44	8,000.00	2,573.56	67.8
100-51400-325	PUBLIC ED--CUSTOMER SERVICE	.00	215.00	555.50	340.50	38.7
100-51400-330	TRAVEL EXPENSES	314.10	2,166.43	2,500.00	333.57	86.7
100-51400-790	CELEBRATIONS/AWARDS	2,953.14	4,011.34	5,000.00	988.66	80.2
	TOTAL GENERAL ADMINISTRATION	39,492.16	184,494.84	388,644.15	204,149.31	47.5

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
INFORMATION TECHNOLOGY					
100-51450-111 SALARIES/PERMANENT	7,315.77	36,321.09	95,820.85	59,499.76	37.9
100-51450-113 SALARIES/TEMPORARY	.00	5,670.00	.00	(5,670.00)	.0
100-51450-150 MEDICARE TAX/CITY SHARE	100.83	599.34	1,389.40	790.06	43.1
100-51450-151 SOCIAL SECURITY/CITY SHARE	431.14	2,562.80	5,940.89	3,378.09	43.1
100-51450-152 RETIREMENT	504.79	2,546.51	6,611.64	4,065.13	38.5
100-51450-153 HEALTH INSURANCE	984.58	4,533.06	14,539.44	10,006.38	31.2
100-51450-154 HSA-HRA CONTRIBUTIONS	.00	1,012.50	2,025.00	1,012.50	50.0
100-51450-155 WORKERS COMPENSATION	8.04	177.97	107.43	(70.54)	165.7
100-51450-156 LIFE INSURANCE	.00	.00	13.14	13.14	.0
100-51450-211 PROFESSIONAL DEVELOPMENT	.00	.00	600.00	600.00	.0
100-51450-225 TELECOM/INTERNET/COMMUNICATION	(331.63)	(266.92)	265.05	531.97	(100.7)
100-51450-244 NETWORK HDW MTN	818.15	1,126.88	4,540.00	3,413.12	24.8
100-51450-245 NETWORK SOFTWARE MTN	.00	2,010.50	14,975.00	12,964.50	13.4
100-51450-246 NETWORK OPERATING SUPP	.00	.00	8,410.00	8,410.00	.0
100-51450-247 SOFTWARE UPGRADES	.00	.00	910.00	910.00	.0
100-51450-310 OFFICE & OPERATING SUPPLIES	87.84	1,185.99	.00	(1,185.99)	.0
100-51450-330 TRAVEL EXPENSES	41.00	41.00	.00	(41.00)	.0
TOTAL INFORMATION TECHNOLOGY	9,960.51	57,520.72	156,147.84	98,627.12	36.8
FINANCIAL ADMINISTRATION					
100-51500-111 SALARIES/PERMANENT	10,143.03	60,665.84	130,441.11	69,775.27	46.5
100-51500-150 MEDICARE TAX/CITY SHARE	138.22	896.45	1,891.40	994.95	47.4
100-51500-151 SOCIAL SECURITY/CITY SHARE	591.02	3,833.10	8,087.35	4,254.25	47.4
100-51500-152 RETIREMENT	699.88	4,525.86	9,000.44	4,474.58	50.3
100-51500-153 HEALTH INSURANCE	2,438.15	14,339.59	33,476.87	19,137.28	42.8
100-51500-154 HSA-HRA CONTRIBUTIONS	529.48	1,580.78	4,320.00	2,739.22	36.6
100-51500-155 WORKERS COMPENSATION	14.48	93.74	146.25	52.51	64.1
100-51500-156 LIFE INSURANCE	4.54	27.24	49.80	22.56	54.7
100-51500-210 PROFESSIONAL SERVICES	.00	840.00	.00	(840.00)	.0
100-51500-211 PROFESSIONAL DEVELOPMENT	.00	699.00	1,500.00	801.00	46.6
100-51500-214 AUDIT SERVICES	.00	8,000.00	24,240.00	16,240.00	33.0
100-51500-217 CONTRACT SERVICES-125 PLAN	789.56	4,285.36	8,080.00	3,794.64	53.0
100-51500-224 SOFTWARE/HARDWARE MAINTENANCE	.00	4,700.37	8,873.03	4,172.66	53.0
100-51500-225 TELECOM/INTERNET/COMMUNICATION	57.08	342.19	1,090.00	747.81	31.4
100-51500-310 OFFICE & OPERATING SUPPLIES	398.80	3,807.90	8,080.00	4,272.10	47.1
100-51500-325 PUBLIC EDUCATION	.00	240.00	300.00	60.00	80.0
100-51500-330 TRAVEL EXPENSES	.00	324.40	1,000.00	675.60	32.4
100-51500-560 COLLECTION FEES/WRITE-OFFS	(245.50)	4,430.26	5,000.00	569.74	88.6
100-51500-650 BANK FEES/CREDIT CARD FEES	369.70	2,548.10	4,040.00	1,491.90	63.1
TOTAL FINANCIAL ADMINISTRATION	15,928.44	116,180.18	249,616.25	133,436.07	46.5

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INSURANCE/RISK MANAGEMENT</u>					
100-51540-511	.00	26,573.67	50,367.00	23,793.33	52.8
100-51540-512	.00	15,887.99	18,047.66	2,159.67	88.0
100-51540-513	.00	25,377.94	30,006.99	4,629.05	84.6
100-51540-514	.00	13,179.56	15,160.57	1,981.01	86.9
100-51540-515	.00	3,175.94	5,011.00	1,835.06	63.4
	.00	84,195.10	118,593.22	34,398.12	71.0
<u>FACILITIES MAINTENANCE</u>					
100-51600-111	6,192.31	49,433.91	113,224.66	63,790.75	43.7
100-51600-113	1,200.00	1,770.00	7,200.00	5,430.00	24.6
100-51600-117	.00	.00	970.00	970.00	.0
100-51600-118	62.19	459.77	429.00	(30.77)	107.2
100-51600-150	108.11	776.44	1,762.09	985.65	44.1
100-51600-151	462.28	3,319.78	7,534.46	4,214.68	44.1
100-51600-152	427.27	3,253.76	7,888.33	4,634.57	41.3
100-51600-153	1,699.96	13,732.50	38,062.34	24,329.84	36.1
100-51600-154	.00	.00	4,914.00	4,914.00	.0
100-51600-155	144.84	1,102.41	2,218.00	1,115.59	49.7
100-51600-156	.78	28.09	85.55	57.46	32.8
100-51600-211	417.38	491.38	1,010.00	518.62	48.7
100-51600-221	1,525.15	7,231.58	16,160.00	8,928.42	44.8
100-51600-222	10,226.97	42,435.65	84,840.00	42,404.35	50.0
100-51600-223	730.55	13,014.73	25,250.00	12,235.27	51.5
100-51600-224	.00	494.38	275.00	(219.38)	179.8
100-51600-244	232.05	2,622.71	16,160.00	13,537.29	16.2
100-51600-245	.00	828.58	10,100.00	9,271.42	8.2
100-51600-246	7,401.00	37,005.00	86,100.00	49,095.00	43.0
100-51600-310	460.94	13,570.24	14,140.00	569.76	96.0
100-51600-351	285.40	1,196.73	2,250.00	1,053.27	53.2
100-51600-355	4,514.56	9,101.59	13,130.00	4,028.41	69.3
	36,091.74	201,869.23	453,703.43	251,834.20	44.5

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>POLICE ADMINISTRATION</u>					
100-52100-111 SALARIES/PERMANENT	38,691.13	242,592.00	497,963.46	255,371.46	48.7
100-52100-112 WAGES/OVERTIME	.00	295.00	.00	(295.00)	.0
100-52100-114 WAGES/PART-TIME/PERMANENT	1,636.57	10,109.10	21,289.00	11,179.90	47.5
100-52100-117 LONGEVITY PAY	1,000.00	1,000.00	2,000.00	1,000.00	50.0
100-52100-118 UNIFORM ALLOWANCES	.00	2,276.49	2,550.00	273.51	89.3
100-52100-119 SHIFT DIFFERENTIAL	.00	3.06	.00	(3.06)	.0
100-52100-150 MEDICARE TAX/CITY SHARE	600.03	3,982.85	7,803.94	3,821.09	51.0
100-52100-151 SOCIAL SECURITY/CITY SHARE	2,565.57	17,029.93	33,368.58	16,338.65	51.0
100-52100-152 RETIREMENT	4,522.06	28,327.50	59,213.29	30,885.79	47.8
100-52100-153 HEALTH INSURANCE	5,039.14	31,847.98	76,304.41	44,456.43	41.7
100-52100-154 HSA-HRA CONTRIBUTIONS	174.63	2,700.00	8,100.00	5,400.00	33.3
100-52100-155 WORKERS COMPENSATION	461.16	3,170.26	5,205.48	2,035.22	60.9
100-52100-156 LIFE INSURANCE	7.76	57.38	136.26	78.88	42.1
100-52100-211 PROFESSIONAL DEVELOPMENT	.00	487.35	4,040.00	3,552.65	12.1
100-52100-219 OTHER PROFESSIONAL SERVICES	1,489.35	17,469.95	15,964.00	(1,505.95)	109.4
100-52100-224 SOFTWARE/HARDWARE MAINTENANCE	.00	3,456.33	11,617.93	8,161.60	29.8
100-52100-225 TELECOM/INTERNET/COMMUNICATION	427.76	1,646.23	2,258.52	612.29	72.9
100-52100-241 REPR/MTN VEHICLES	300.71	343.94	.00	(343.94)	.0
100-52100-242 REPR/MTN MACHINERY/EQUIP	.00	55.00	.00	(55.00)	.0
100-52100-310 OFFICE & OPERATING SUPPLIES	1,463.04	12,259.96	17,999.83	5,739.87	68.1
100-52100-320 SUBSCRIPTIONS/DUES	.00	1,000.00	1,060.50	60.50	94.3
100-52100-325 PUBLIC EDUCATION	.00	215.00	432.28	217.28	49.7
100-52100-330 TRAVEL EXPENSES	61.75	310.80	757.50	446.70	41.0
TOTAL POLICE ADMINISTRATION	58,440.66	380,636.11	768,064.98	387,428.87	49.6

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>POLICE PATROL</u>					
100-52110-111 SALARIES/PERMANENT	90,159.31	545,409.47	1,277,641.62	732,232.15	42.7
100-52110-112 SALARIES/OVERTIME	14,843.15	67,995.82	147,127.81	79,131.99	46.2
100-52110-117 LONGEVITY PAY	5,000.00	5,000.00	10,820.00	5,820.00	46.2
100-52110-118 UNIFORM ALLOWANCES	221.72	18,963.21	18,600.00	(363.21)	102.0
100-52110-119 SHIFT DIFFERENTIAL	513.56	3,275.68	17,883.00	14,607.32	18.3
100-52110-150 MEDICARE TAX/CITY SHARE	1,554.16	10,067.85	21,588.66	11,520.81	46.6
100-52110-151 SOCIAL SECURITY/CITY SHARE	6,645.25	43,048.92	92,310.11	49,261.19	46.6
100-52110-152 RETIREMENT	15,819.28	101,195.03	211,095.19	109,900.16	47.9
100-52110-153 HEALTH INSURANCE	16,685.07	101,628.44	226,122.77	124,494.33	44.9
100-52110-154 HSA-HRA CONTRIBUTIONS	.00	4,365.98	29,700.00	25,334.02	14.7
100-52110-155 WORKERS COMPENSATION	1,974.66	12,539.82	22,242.55	9,702.73	56.4
100-52110-156 LIFE INSURANCE	17.09	107.42	292.14	184.72	36.8
100-52110-211 PROFESSIONAL DEVELOPMENT	2,591.00	9,285.92	13,080.00	3,794.08	71.0
100-52110-219 OTHER PROFESSIONAL SERVICES	1,076.61	5,084.25	10,928.00	5,843.75	46.5
100-52110-224 SOFTWARE/HARDWARE MAINTENANCE	.00	14,587.02	24,343.03	9,756.01	59.9
100-52110-225 TELECOM/INTERNET/COMMUNICATION	496.94	1,871.48	5,225.83	3,354.35	35.8
100-52110-241 REPR/MTN VEHICLES	.00	191.16	1,440.00	1,248.84	13.3
100-52110-242 REPR/MTN MACHINERY/EQUIP	.00	.00	2,500.00	2,500.00	.0
100-52110-310 OFFICE & OPERATING SUPPLIES	.00	3,799.60	5,000.00	1,200.40	76.0
100-52110-330 TRAVEL EXPENSES	.00	153.99	303.00	149.01	50.8
100-52110-351 FUEL EXPENSES	2,484.97	12,604.63	24,000.00	11,395.37	52.5
100-52110-360 DAAT/FIREARMS	450.00	23,992.79	28,150.00	4,157.21	85.2
TOTAL POLICE PATROL	160,532.77	985,168.48	2,190,393.71	1,205,225.23	45.0
<u>POLICE INVESTIGATION</u>					
100-52120-111 SALARIES/PERMANENT	24,400.37	161,489.13	334,166.64	172,677.51	48.3
100-52120-112 SALARIES/OVERTIME	1,567.32	18,585.62	27,339.71	8,754.09	68.0
100-52120-117 LONGEVITY PAY	1,000.00	1,500.00	3,800.00	2,300.00	39.5
100-52120-118 UNIFORM ALLOWANCES	.00	3,887.85	3,400.00	(487.85)	114.4
100-52120-119 SHIFT DIFFERENTIAL	107.00	861.10	1,100.00	238.90	78.3
100-52120-150 MEDICARE TAX/CITY SHARE	400.68	2,980.43	5,640.59	2,660.16	52.8
100-52120-151 SOCIAL SECURITY/CITY SHARE	1,713.26	12,743.83	24,118.40	11,374.57	52.8
100-52120-152 RETIREMENT	3,882.49	28,783.31	53,030.23	24,246.92	54.3
100-52120-153 HEALTH INSURANCE	2,667.71	15,547.37	19,200.00	3,652.63	81.0
100-52120-154 HSA-HRA CONTRIBUTIONS	.00	2,298.01	.00	(2,298.01)	.0
100-52120-155 WORKERS COMPENSATION	484.63	3,532.03	5,641.89	2,109.86	62.6
100-52120-156 LIFE INSURANCE	6.69	42.35	58.98	16.63	71.8
100-52120-211 PROFESSIONAL DEVELOPMENT	720.00	2,273.49	4,040.00	1,766.51	56.3
100-52120-219 OTHER PROFESSIONAL SERVICES	690.00	1,517.40	2,740.66	1,223.26	55.4
100-52120-224 SOFTWARE/HARDWARE MAINTENANCE	.00	640.62	1,190.10	549.48	53.8
100-52120-225 TELECOM/INTERNET/COMMUNICATION	286.64	994.45	1,420.20	425.75	70.0
100-52120-310 OFFICE & OPERATING SUPPLIES	372.57	7,842.04	7,615.09	(226.95)	103.0
100-52120-330 TRAVEL EXPENSES	.00	228.78	303.00	74.22	75.5
100-52120-351 FUEL EXPENSES	267.94	1,831.54	5,250.00	3,418.46	34.9
100-52120-359 PHOTO EXPENSES	.00	.00	505.00	505.00	.0
TOTAL POLICE INVESTIGATION	38,567.30	267,579.35	500,560.49	232,981.14	53.5

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>COMMUNITY SERVICE PROGRAM</u>					
100-52140-114	1,934.40	13,845.00	34,028.80	20,183.80	40.7
100-52140-118	.00	2,010.38	.00	(2,010.38)	.0
100-52140-150	28.05	216.60	493.42	276.82	43.9
100-52140-151	119.93	926.09	2,109.78	1,183.69	43.9
100-52140-155	41.39	319.66	668.79	349.13	47.8
100-52140-218	.00	.00	252.50	252.50	.0
100-52140-224	.00	.00	158.76	158.76	.0
100-52140-310	.00	60.00	751.81	691.81	8.0
100-52140-351	263.26	1,461.43	1,212.00	(249.43)	120.6
100-52140-360	.00	698.10	3,927.89	3,229.79	17.8
TOTAL COMMUNITY SERVICE PROGRAM	2,387.03	19,537.26	43,603.75	24,066.49	44.8
<u>NEIGHBORHOOD SERVICES</u>					
100-52400-111	4,161.60	25,891.05	48,916.40	23,025.35	52.9
100-52400-112	.00	103.50	.00	(103.50)	.0
100-52400-113	.00	.00	4,466.28	4,466.28	.0
100-52400-150	50.64	348.68	777.53	428.85	44.8
100-52400-151	216.48	1,490.76	3,324.60	1,833.84	44.8
100-52400-152	284.38	1,932.53	3,683.40	1,750.87	52.5
100-52400-153	1,719.57	10,400.46	20,874.80	10,474.34	49.8
100-52400-154	.00	.00	2,700.00	2,700.00	.0
100-52400-155	4.52	34.47	59.85	25.38	57.6
100-52400-156	1.15	6.62	75.24	68.62	8.8
100-52400-211	.00	.00	500.00	500.00	.0
100-52400-212	395.00	3,161.75	4,740.00	1,578.25	66.7
100-52400-215	.00	138.48	1,000.00	861.52	13.9
100-52400-218	3,000.00	3,000.00	3,000.00	.00	100.0
100-52400-219	8,699.60	60,797.53	102,480.00	41,682.47	59.3
100-52400-222	12,426.07	33,742.21	48,412.50	14,670.29	69.7
100-52400-224	.00	742.17	4,669.48	3,927.31	15.9
100-52400-225	166.14	868.67	2,256.22	1,387.55	38.5
100-52400-310	1,370.07	3,504.65	5,050.00	1,545.35	69.4
100-52400-320	.00	165.48	400.00	234.52	41.4
100-52400-325	.00	215.00	454.50	239.50	47.3
100-52400-330	.00	.00	202.00	202.00	.0
100-52400-351	.00	74.62	500.00	425.38	14.9
TOTAL NEIGHBORHOOD SERVICES	32,495.22	146,618.63	258,542.80	111,924.17	56.7

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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>EMERGENCY PREPAREDNESS</u>					
100-52500-111	.00	.00	530.42	530.42	.0
100-52500-150	.00	.00	7.69	7.69	.0
100-52500-151	.00	.00	32.89	32.89	.0
100-52500-152	.00	.00	36.60	36.60	.0
100-52500-155	.00	.00	10.42	10.42	.0
100-52500-225	284.64	1,287.68	4,841.17	3,553.49	26.6
100-52500-242	.00	495.10	2,000.00	1,504.90	24.8
100-52500-295	.00	3,555.00	1,251.39	(2,303.61)	284.1
100-52500-310	83.45	384.03	1,500.00	1,115.97	25.6
TOTAL EMERGENCY PREPAREDNESS	368.09	5,721.81	10,210.58	4,488.77	56.0
<u>COMMUNICATIONS/DISPATCH</u>					
100-52600-111	23,254.84	140,818.27	341,140.49	200,322.22	41.3
100-52600-112	2,347.72	16,256.71	35,950.33	19,693.62	45.2
100-52600-117	500.00	500.00	1,000.00	500.00	50.0
100-52600-118	.00	3,000.00	3,500.00	500.00	85.7
100-52600-119	180.50	1,646.41	3,624.00	1,977.59	45.4
100-52600-150	375.15	2,563.14	5,864.01	3,300.87	43.7
100-52600-151	1,604.08	10,959.82	25,073.72	14,113.90	43.7
100-52600-152	1,772.14	12,131.39	26,519.45	14,388.06	45.8
100-52600-153	3,839.14	23,564.80	39,834.80	16,270.00	59.2
100-52600-154	.00	.00	2,700.00	2,700.00	.0
100-52600-155	28.25	190.09	413.42	223.33	46.0
100-52600-156	3.71	28.82	98.25	69.43	29.3
100-52600-211	.00	1,345.13	3,030.00	1,684.87	44.4
100-52600-219	365.10	1,568.24	4,072.23	2,503.99	38.5
100-52600-224	.00	1,493.76	6,676.90	5,183.14	22.4
100-52600-225	691.71	4,018.22	9,079.47	5,061.25	44.3
100-52600-292	350.00	11,824.10	15,969.10	4,145.00	74.0
100-52600-295	.00	49,661.00	60,661.69	11,000.69	81.9
100-52600-310	35.00	555.18	1,010.00	454.82	55.0
100-52600-330	115.32	763.15	252.50	(510.65)	302.2
TOTAL COMMUNICATIONS/DISPATCH	35,462.66	282,888.23	586,470.36	303,582.13	48.2

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>DPW/ENGINEERING DEPARTMENT</u>					
100-53100-111 SALARIES/PERMANENT	1,621.78	9,730.68	20,620.81	10,890.13	47.2
100-53100-150 MEDICARE TAX/CITY SHARE	21.56	140.71	299.00	158.29	47.1
100-53100-151 SOCIAL SECURITY/CITY SHARE	92.20	601.71	1,278.49	676.78	47.1
100-53100-152 RETIREMENT	111.90	726.51	1,422.84	696.33	51.1
100-53100-153 HEALTH INSURANCE	406.99	2,419.02	4,883.92	2,464.90	49.5
100-53100-154 HSA-HRA CONTRIBUTIONS	208.80	369.29	513.00	143.71	72.0
100-53100-155 WORKERS COMPENSATION	1.78	11.56	23.12	11.56	50.0
100-53100-156 LIFE INSURANCE	.91	5.41	6.16	.75	87.8
100-53100-211 PROFESSIONAL DEVELOPMENT	.00	300.00	1,111.00	811.00	27.0
100-53100-213 ENGINEERING SERVICES	365.22	3,663.38	12,120.00	8,456.62	30.2
100-53100-224 SOFTWARE/HARDWARE MAINTENANCE	.00	1,236.54	3,012.46	1,775.92	41.1
100-53100-225 TELECOM/INTERNET/COMMUNICATION	132.65	837.23	2,287.88	1,450.65	36.6
100-53100-310 OFFICE & OPERATING SUPPLIES	378.25	1,594.65	1,818.00	223.35	87.7
100-53100-320 SUBSCRIPTIONS/DUES	.00	.00	303.00	303.00	.0
100-53100-325 PUBLIC EDUCATION	.00	215.00	300.00	85.00	71.7
100-53100-330 TRAVEL EXPENSES	.00	608.30	.00	(608.30)	.0
TOTAL DPW/ENGINEERING DEPARTMENT	3,342.04	22,459.99	49,999.68	27,539.69	44.9
<u>SHOP/FLEET OPERATIONS</u>					
100-53230-111 WAGES/PERMANENT	5,068.18	28,766.63	65,244.65	36,478.02	44.1
100-53230-112 WAGES/OVERTIME	2.53	26.29	.00	(26.29)	.0
100-53230-113 WAGES/TEMPORARY	.00	51.00	.00	(51.00)	.0
100-53230-117 LONGEVITY PAY	280.00	280.00	810.00	530.00	34.6
100-53230-118 UNIFORM ALLOWANCES	.00	.00	67.50	67.50	.0
100-53230-150 MEDICARE TAX/CITY SHARE	71.19	420.15	961.55	541.40	43.7
100-53230-151 SOCIAL SECURITY/CITY SHARE	304.26	1,796.25	4,111.47	2,315.22	43.7
100-53230-152 RETIREMENT	369.06	2,177.37	4,562.43	2,385.06	47.7
100-53230-153 HEALTH INSURANCE	1,600.29	8,877.11	19,548.07	10,670.96	45.4
100-53230-154 HSA-HRA CONTRIBUTIONS	39.39	91.34	2,592.00	2,500.66	3.5
100-53230-155 WORKERS COMPENSATION	114.48	675.34	1,282.30	606.96	52.7
100-53230-156 LIFE INSURANCE	4.08	27.66	58.59	30.93	47.2
100-53230-221 MUNICIPAL UTILITIES EXPENSES	381.76	2,117.73	4,545.00	2,427.27	46.6
100-53230-222 UTILITIES-NAT GAS & ELECTRIC	587.55	7,529.75	16,000.00	8,470.25	47.1
100-53230-225 MOBILE COMMUNICATIONS	.00	.00	492.00	492.00	.0
100-53230-310 OFFICE & OPERATING SUPPLIES	1,968.52	7,709.47	16,000.00	8,290.53	48.2
100-53230-352 VEHICLE REPR PARTS	400.00	12,019.58	25,250.00	13,230.42	47.6
100-53230-354 POLICE VECHICLE REP/MAINT	902.50	13,285.45	14,140.00	854.55	94.0
100-53230-355 BLDG MTN REPR SUPP	.00	588.68	3,535.00	2,946.32	16.7
TOTAL SHOP/FLEET OPERATIONS	12,093.79	86,439.80	179,200.56	92,760.76	48.2

CITY OF WHITEWATER
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PARK MAINTENANCE</u>					
100-53270-111 SALARIES/WAGES/PERMANENT	9,256.50	45,103.72	62,717.21	17,613.49	71.9
100-53270-112 WAGES/OVERTIME	.00	.00	185.60	185.60	.0
100-53270-113 WAGES/TEMPORARY	9,143.88	13,800.88	80,983.49	67,182.61	17.0
100-53270-118 UNIFORM ALLOWANCES	.00	.00	82.50	82.50	.0
100-53270-150 MEDICARE TAX/CITY SHARE	257.34	854.70	2,089.63	1,234.93	40.9
100-53270-151 SOCIAL SECURITY/CITY SHARE	1,100.30	3,654.22	8,934.99	5,280.77	40.9
100-53270-152 RETIREMENT	638.71	3,308.84	4,345.99	1,037.15	76.1
100-53270-153 HEALTH INSURANCE	1,822.44	9,488.49	19,140.54	9,652.05	49.6
100-53270-154 HSA-HRA CONTRIBUTIONS	.00	2,014.95	2,889.00	874.05	69.8
100-53270-155 WORKERS COMPENSATION	393.76	1,301.26	2,826.68	1,525.42	46.0
100-53270-156 LIFE INSURANCE	4.39	28.06	56.14	28.08	50.0
100-53270-211 PROFESSIONAL DEVELOPMENT	735.00	3,536.60	3,030.00	(506.60)	116.7
100-53270-213 PARK/TERRACE TREE MAINT.	416.00	(242.50)	10,605.00	10,847.50	(2.3)
100-53270-221 MUNICIPAL UTILITIES	937.15	5,318.43	10,605.00	5,286.57	50.2
100-53270-222 ELECTRICITY	611.61	3,293.88	6,565.00	3,271.12	50.2
100-53270-223 NATURAL GAS	34.10	712.97	2,525.00	1,812.03	28.2
100-53270-242 REPR/MTN MACHINERY/EQUIP	908.26	3,741.57	7,575.00	3,833.43	49.4
100-53270-245 FACILITIES IMPROVEMENTS	.00	.00	5,050.00	5,050.00	.0
100-53270-295 MAINTENANCE-TREES/LANDSCAPING	7,006.88	19,882.43	30,000.00	10,117.57	66.3
100-53270-310 OFFICE & OPERATING SUPPLIES	596.83	2,819.66	9,595.00	6,775.34	29.4
100-53270-351 FUEL EXPENSES	1,635.93	6,008.85	8,080.00	2,071.15	74.4
100-53270-359 OTHER REPR/MTN SUPP	199.66	753.41	5,050.00	4,296.59	14.9
TOTAL PARK MAINTENANCE	35,698.74	125,380.42	282,931.77	157,551.35	44.3

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>STREET MAINTENANCE</u>					
100-53300-111 WAGES/PERMANENT	25,948.49	127,750.15	344,186.77	216,436.62	37.1
100-53300-112 WAGES/OVERTIME	102.64	102.64	649.60	546.96	15.8
100-53300-113 WAGES/TEMPORARY	642.00	846.00	818.02	(27.98)	103.4
100-53300-117 LONGEVITY PAY	1,120.00	1,120.00	1,600.00	480.00	70.0
100-53300-118 UNIFORM ALLOWANCES	621.30	4,708.30	6,678.00	1,969.70	70.5
100-53300-150 MEDICARE TAX/CITY SHARE	387.94	1,963.71	5,152.03	3,188.32	38.1
100-53300-151 SOCIAL SECURITY/CITY SHARE	1,658.77	8,396.15	22,029.37	13,633.22	38.1
100-53300-152 RETIREMENT	1,870.30	9,635.04	23,930.19	14,295.15	40.3
100-53300-153 HEALTH INSURANCE	5,371.19	27,470.68	80,484.41	53,013.73	34.1
100-53300-154 HSA-HRA CONTRIBUTIONS	2,127.92	4,417.56	10,503.00	6,085.44	42.1
100-53300-155 WORKERS COMPENSATION	593.78	3,002.18	6,789.13	3,786.95	44.2
100-53300-156 LIFE INSURANCE	13.13	73.25	139.89	66.64	52.4
100-53300-211 PROFESSIONAL DEVELOPMENT	157.48	730.03	505.00	(225.03)	144.6
100-53300-222 ELECT/TRAFFIC SIGNALS/P-LOTS	729.14	6,509.71	15,150.00	8,640.29	43.0
100-53300-224 SOFTWARE/HARDWARE MAINTENANCE	.00	1,269.04	2,135.27	866.23	59.4
100-53300-225 TELECOM/INTERNET/COMMUNICATION	280.56	1,212.08	3,166.22	1,954.14	38.3
100-53300-310 OFFICE & OPERATING SUPPLIES	144.34	684.04	1,010.00	325.96	67.7
100-53300-351 FUEL EXPENSES	2,130.23	12,398.75	18,180.00	5,781.25	68.2
100-53300-354 TRAFFIC CONTROL SUPP	652.97	5,410.15	12,120.00	6,709.85	44.6
100-53300-405 MATERIALS/REPAIRS	.00	1,876.71	12,120.00	10,243.29	15.5
100-53300-821 BRIDGE/DAM	.00	.00	4,040.00	4,040.00	.0
TOTAL STREET MAINTENANCE	44,552.18	219,576.17	571,386.90	351,810.73	38.4
<u>SNOW AND ICE</u>					
100-53320-111 WAGES/PERMANENT	1,083.59	28,139.64	42,691.07	14,551.43	65.9
100-53320-112 WAGES/OVERTIME	7.60	3,012.28	8,259.22	5,246.94	36.5
100-53320-117 LONGEVITY PAY	180.00	180.00	220.00	40.00	81.8
100-53320-150 MEDICARE TAX/CITY SHARE	17.75	436.39	749.62	313.23	58.2
100-53320-151 SOCIAL SECURITY/CITY SHARE	75.99	1,866.49	3,205.29	1,338.80	58.2
100-53320-152 RETIREMENT	87.03	2,216.80	3,530.75	1,313.95	62.8
100-53320-153 HEALTH INSURANCE	517.43	9,020.73	11,080.93	2,060.20	81.4
100-53320-154 HSA-HRA CONTRIBUTIONS	370.77	757.63	1,539.00	781.37	49.2
100-53320-155 WORKERS COMPENSATION	26.96	687.51	946.34	258.83	72.7
100-53320-156 LIFE INSURANCE	1.02	13.55	20.66	7.11	65.6
100-53320-295 EQUIP RENTAL	.00	9,031.25	12,120.00	3,088.75	74.5
100-53320-351 FUEL EXPENSES	.00	6,543.62	9,090.00	2,546.38	72.0
100-53320-353 SNOW EQUIP/REPR PARTS	558.00	9,045.95	30,000.00	20,954.05	30.2
100-53320-460 SALT & SAND	.00	20,658.28	30,000.00	9,341.72	68.9
TOTAL SNOW AND ICE	2,926.14	91,610.12	153,452.88	61,842.76	59.7

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>STREET LIGHTS</u>					
100-53420-111	280.17	3,782.81	5,940.11	2,157.30	63.7
100-53420-112	.00	.00	185.60	185.60	.0
100-53420-117	20.00	20.00	.00	(20.00)	.0
100-53420-150	4.01	64.91	93.00	28.09	69.8
100-53420-151	17.18	277.49	397.65	120.16	69.8
100-53420-152	20.73	330.34	422.67	92.33	78.2
100-53420-153	108.33	819.34	992.50	173.16	82.6
100-53420-154	55.04	196.95	108.00	(88.95)	182.4
100-53420-155	6.43	102.45	119.04	16.59	86.1
100-53420-156	.34	2.05	2.74	.69	74.8
100-53420-222	18,935.05	96,794.68	230,041.00	133,246.32	42.1
100-53420-310	.00	4,661.34	7,000.00	2,338.66	66.6
100-53420-820	.00	128.11	1,010.00	881.89	12.7
TOTAL STREET LIGHTS	19,447.28	107,180.47	246,312.31	139,131.84	43.5
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111	1,081.64	4,948.18	10,599.76	5,651.58	46.7
100-55111-117	.00	.00	30.00	30.00	.0
100-55111-118	.00	.00	13.50	13.50	.0
100-55111-150	15.95	74.54	154.33	79.79	48.3
100-55111-151	68.24	318.74	659.88	341.14	48.3
100-55111-152	74.65	354.66	734.38	379.72	48.3
100-55111-153	290.08	1,501.85	3,714.26	2,212.41	40.4
100-55111-154	.00	.00	486.00	486.00	.0
100-55111-155	23.15	112.88	208.32	95.44	54.2
100-55111-156	.12	1.04	3.79	2.75	27.4
100-55111-158	.00	.00	202.00	202.00	.0
100-55111-221	341.19	1,695.60	2,828.00	1,132.40	60.0
100-55111-222	1,316.01	4,879.33	11,750.00	6,870.67	41.5
100-55111-223	151.29	2,217.95	4,500.00	2,282.05	49.3
100-55111-244	.00	777.50	1,250.00	472.50	62.2
100-55111-245	.00	27.76	3,030.00	3,002.24	.9
100-55111-246	1,259.00	6,295.00	15,750.00	9,455.00	40.0
100-55111-355	205.15	2,245.22	2,020.00	(225.22)	111.2
TOTAL YOUNG LIBRARY BUILDING	4,826.47	25,450.25	57,934.22	32,483.97	43.9

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PARKS ADMINISTRATION</u>					
100-55200-111	5,144.69	29,187.48	61,514.32	32,326.84	47.5
100-55200-113	225.00	650.00	.00	(650.00)	.0
100-55200-117	.00	.00	300.00	300.00	.0
100-55200-150	76.01	453.14	917.19	464.05	49.4
100-55200-151	325.15	1,938.15	3,921.77	1,983.62	49.4
100-55200-152	354.98	2,169.20	4,132.36	1,963.16	52.5
100-55200-153	1,136.78	6,699.28	13,161.35	6,462.07	50.9
100-55200-154	.00	.00	1,350.00	1,350.00	.0
100-55200-155	45.20	271.90	613.82	341.92	44.3
100-55200-156	1.19	7.14	15.19	8.05	47.0
100-55200-211	.00	959.40	.00	(959.40)	.0
100-55200-224	20.99	608.81	2,196.23	1,587.42	27.7
100-55200-225	218.94	1,150.98	2,737.80	1,586.82	42.0
100-55200-310	194.95	327.65	500.00	172.35	65.5
100-55200-320	.00	361.12	.00	(361.12)	.0
100-55200-324	110.00	4,024.57	.00	(4,024.57)	.0
TOTAL PARKS ADMINISTRATION	7,853.88	48,808.82	91,360.03	42,551.21	53.4
<u>CELEBRATIONS</u>					
100-55320-780	.00	.00	6,000.00	6,000.00	.0
100-55320-790	500.75	966.83	10,000.00	9,033.17	9.7
TOTAL CELEBRATIONS	500.75	966.83	16,000.00	15,033.17	6.0
<u>COMM BASED CO-OP PROJECTS</u>					
100-55330-750	.00	36,509.83	.00	(36,509.83)	.0
100-55330-760	.00	178,000.00	284,972.93	106,972.93	62.5
100-55330-761	.00	100,000.00	100,000.00	.00	100.0
TOTAL COMM BASED CO-OP PROJECTS	.00	314,509.83	384,972.93	70,463.10	81.7
<u>TRANSFERS TO OTHER FUNDS</u>					
100-59220-917	.00	.00	10,000.00	10,000.00	.0
100-59220-918	.00	326,000.00	488,180.00	162,180.00	66.8
100-59220-919	.00	32,500.00	32,500.00	.00	100.0
100-59220-939	.00	50,000.00	50,000.00	.00	100.0
100-59220-955	.00	100,000.00	261,271.45	161,271.45	38.3
100-59220-998	.00	10,410.00	627,557.72	617,147.72	1.7
TOTAL TRANSFERS TO OTHER FUNDS	.00	518,910.00	1,469,509.17	950,599.17	35.3

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
<u>TRANSFER TO DEBT SERVICE</u>					
100-59230-990 TRANS TO FD 300 DEBT SERVICE	30,623.25	486,550.80	1,313,705.29	827,154.49	37.0
TOTAL TRANSFER TO DEBT SERVICE	<u>30,623.25</u>	<u>486,550.80</u>	<u>1,313,705.29</u>	<u>827,154.49</u>	<u>37.0</u>
<u>TRANSFERS TO SPECIAL FUNDS</u>					
100-59240-901 TRANS TO FD 249 FIRE DEPART	.00	300,000.00	1,402,793.65	1,102,793.65	21.4
100-59240-945 TRANS TO FD 452 BIRGE FOUNTAIN	.00	.00	500.00	500.00	.0
TOTAL TRANSFERS TO SPECIAL FUNDS	<u>.00</u>	<u>300,000.00</u>	<u>1,403,293.65</u>	<u>1,103,293.65</u>	<u>21.4</u>
TOTAL FUND EXPENDITURES	<u>612,384.88</u>	<u>5,309,929.31</u>	<u>12,421,525.12</u>	<u>7,111,595.81</u>	<u>42.8</u>
NET REVENUE OVER EXPENDITURES	<u>(464,956.82)</u>	<u>502,136.75</u>	<u>.00</u>	<u>(502,136.75)</u>	<u>.0</u>

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

WATER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>WATER SALES REVENUE</u>						
610-46461-61	METERED SALES/RESIDENTIAL	64,668.15	404,517.39	839,396.03	434,878.64	48.2
610-46462-61	METERED SALES/COMMERCIAL	11,158.76	64,550.86	150,027.57	85,476.71	43.0
610-46463-61	METERED SALES/INDUSTRIAL	69,704.52	229,009.47	529,426.24	300,416.77	43.3
610-46464-61	SALES TO PUBLIC AUTHORITIES	16,591.94	108,836.17	236,082.68	127,246.51	46.1
610-46465-61	PUBLIC FIRE PROTECTION REV	62,515.47	374,845.21	746,595.26	371,750.05	50.2
610-46466-61	PRIVATE FIRE PROTECTION REV	6,170.00	36,912.00	52,670.68	15,758.68	70.1
610-46467-61	METERED SALES/MF RESIDENTIAL	15,357.47	107,327.43	187,933.52	80,606.09	57.1
TOTAL WATER SALES REVENUE		246,166.31	1,325,998.53	2,742,131.98	1,416,133.45	48.4
<u>MISCELLANEOUS WATER REVENUE</u>						
610-47419-61	INTEREST INCOME	3,289.73	28,112.35	21,695.34	(6,417.01)	129.6
610-47421-61	DEVELOPER CONTRIBUTION	.00	.00	26,657.00	26,657.00	.0
610-47422-61	CAPITAL PAID IN-MUNICIPALITY	.00	.00	16,657.00	16,657.00	.0
610-47425-61	MISC AMORTIZATION	.00	.00	13,814.00	13,814.00	.0
610-47460-61	OTR REV/TOWER/SERVICE	105.95	8,982.47	28,000.00	19,017.53	32.1
610-47467-61	NSF/SVC FEES/SPEC ASSESS FEES	1,177.70	4,745.59	10,000.00	5,254.41	47.5
610-47471-61	MISC SERVICE REV - TURN OFF	245.00	1,445.00	2,000.00	555.00	72.3
610-47474-61	OTHER REV--LABOR/MATERIAL	4,423.20	8,920.96	15,000.00	6,079.04	59.5
610-47476-61	NET RETURN ON INVEST-METERS	.00	.00	10,500.00	10,500.00	.0
610-47482-61	SALE OF USED EQUIPMENT	.00	2,181.00	2,000.00	(181.00)	109.1
610-47483-61	LEASE REVENUE	.00	.00	20,012.00	20,012.00	.0
610-47485-61	BOND/NOTE/LOAN PROCEEDS	.00	.00	1,030,500.00	1,030,500.00	.0
610-47486-61	TRANSFER TID 10-TOWER DEBT	.00	25,127.00	25,126.76	(.24)	100.0
610-47487-61	TRANSFER TID 11-TOWER DEBT	.00	24,626.76	24,626.76	.00	100.0
610-47488-61	TRANSFER TID 13-TOWER DEBT	.00	79,963.00	79,963.00	.00	100.0
610-47489-61	TRANSFER TID 14-TOWER DEBT	.00	56,262.50	56,262.50	.00	100.0
610-47493-61	RETAINED EARNINGS-(INC)-DEC	.00	.00	1,146,681.22	1,146,681.22	.0
TOTAL MISCELLANEOUS WATER REVENUE		9,241.58	240,366.63	2,529,495.58	2,289,128.95	9.5
TOTAL FUND REVENUE		255,407.89	1,566,365.16	5,271,627.56	3,705,262.40	29.7

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>SOURCE OF SUPPLY</u>					
610-61600-111 SALARIES/WAGES	1,821.65	13,759.91	18,140.67	4,380.76	75.9
610-61600-112 WAGES/OVERTIME	.00	987.39	5,209.44	4,222.05	19.0
610-61600-310 OFFICE & OPERATING SUPPLIES	.00	8.55	1,500.00	1,491.45	.6
610-61600-350 REPAIR/MTN EXPENSES	.00	7.96	500.00	492.04	1.6
TOTAL SOURCE OF SUPPLY	1,821.65	14,763.81	25,350.11	10,586.30	58.2
<u>PUMPING OPERATIONS</u>					
610-61620-111 SALARIES/WAGES	3,726.05	23,017.81	42,024.76	19,006.95	54.8
610-61620-220 UTILITIES	16,361.94	77,055.08	180,000.00	102,944.92	42.8
610-61620-310 OFFICE & OPERATING SUPPLIES	.00	.00	2,000.00	2,000.00	.0
610-61620-350 REPAIR/MTN EXPENSE	10,823.57	211,593.28	513,000.00	301,406.72	41.3
TOTAL PUMPING OPERATIONS	30,911.56	311,666.17	737,024.76	425,358.59	42.3
<u>WTR TREATMENT OPERATIONS</u>					
610-61630-111 SALARIES/WAGES	1,555.26	11,277.04	24,628.76	13,351.72	45.8
610-61630-112 WAGES/OVERTIME	.00	42.93	.00	(42.93)	.0
610-61630-154 PROFESSIONAL DEVELOPMENT	.00	77.68	.00	(77.68)	.0
610-61630-310 WATER TESTING & OP SUPPLIES	298.46	1,431.54	21,000.00	19,568.46	6.8
610-61630-341 CHEMICALS	.00	9,500.09	35,000.00	25,499.91	27.1
610-61630-350 REPAIR/MTN EXPENSE	.00	216,647.47	340,000.00	123,352.53	63.7
TOTAL WTR TREATMENT OPERATIONS	1,853.72	238,976.75	420,628.76	181,652.01	56.8
<u>TRANSMISSION</u>					
610-61640-111 SALARIES/WAGES	56.52	338.70	1,153.20	814.50	29.4
TOTAL TRANSMISSION	56.52	338.70	1,153.20	814.50	29.4
<u>RESERVOIRS MAINTENANCE</u>					
610-61650-111 MTN SALARIES/WAGES	158.61	1,143.32	2,901.70	1,758.38	39.4
610-61650-350 REPAIR/MTN EXPENSE	.00	50,822.82	73,500.00	22,677.18	69.2
TOTAL RESERVOIRS MAINTENANCE	158.61	51,966.14	76,401.70	24,435.56	68.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MAINS MAINTENANCE</u>					
610-61651-111	2,255.18	12,137.83	19,362.03	7,224.20	62.7
610-61651-112	429.30	858.60	393.83	(464.77)	218.0
610-61651-350	2,274.79	17,171.82	40,000.00	22,828.18	42.9
TOTAL MAINS MAINTENANCE	4,959.27	30,168.25	59,755.86	29,587.61	50.5
<u>SERVICES MAINTENANCE</u>					
610-61652-111	876.36	7,822.61	17,003.50	9,180.89	46.0
610-61652-112	.00	.00	2,741.76	2,741.76	.0
610-61652-350	875.00	7,219.17	30,000.00	22,780.83	24.1
TOTAL SERVICES MAINTENANCE	1,751.36	15,041.78	49,745.26	34,703.48	30.2
<u>METERS MAINTENANCE</u>					
610-61653-111	3,135.89	14,871.79	14,114.96	(756.83)	105.4
610-61653-210	.00	.00	16,000.00	16,000.00	.0
610-61653-350	379.82	1,997.90	3,000.00	1,002.10	66.6
TOTAL METERS MAINTENANCE	3,515.71	16,869.69	33,114.96	16,245.27	50.9
<u>HYDRANTS MAINTENANCE</u>					
610-61654-111	1,987.36	7,742.12	10,790.37	3,048.25	71.8
610-61654-112	.00	386.38	38.68	(347.70)	998.9
610-61654-350	2,065.40	2,139.32	15,000.00	12,860.68	14.3
TOTAL HYDRANTS MAINTENANCE	4,052.76	10,267.82	25,829.05	15,561.23	39.8
<u>METER READING</u>					
610-61901-111	113.03	677.38	873.09	195.71	77.6
TOTAL METER READING	113.03	677.38	873.09	195.71	77.6
<u>ACCOUNTING/COLLECTION</u>					
610-61902-111	3,864.80	22,965.76	44,397.29	21,431.53	51.7
TOTAL ACCOUNTING/COLLECTION	3,864.80	22,965.76	44,397.29	21,431.53	51.7

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>CUSTOMER ACCOUNTS</u>					
610-61903-224	.00	3,118.23	7,981.46	4,863.23	39.1
610-61903-310	.00	1,456.92	.00	(1,456.92)	.0
610-61903-325	.00	215.00	657.00	442.00	32.7
610-61903-361	.00	3,202.80	17,000.00	13,797.20	18.8
610-61903-362	.00	.00	9,275.00	9,275.00	.0
TOTAL CUSTOMER ACCOUNTS	.00	7,992.95	34,913.46	26,920.51	22.9
<u>ADMINISTRATIVE</u>					
610-61920-111	12,732.73	64,571.13	133,566.32	68,995.19	48.3
TOTAL ADMINISTRATIVE	12,732.73	64,571.13	133,566.32	68,995.19	48.3
<u>OFFICE SUPPLIES</u>					
610-61921-224	.00	947.25	1,619.94	672.69	58.5
610-61921-225	418.31	1,590.55	3,107.07	1,516.52	51.2
610-61921-310	467.19	3,691.00	8,000.00	4,309.00	46.1
TOTAL OFFICE SUPPLIES	885.50	6,228.80	12,727.01	6,498.21	48.9
<u>OUTSIDE SERVICES EMPLOYED</u>					
610-61923-210	2,516.00	17,580.00	54,750.00	37,170.00	32.1
610-61923-211	.00	8,500.00	8,500.00	.00	100.0
610-61923-212	.00	5,500.00	5,500.00	.00	100.0
TOTAL OUTSIDE SERVICES EMPLOYED	2,516.00	31,580.00	68,750.00	37,170.00	45.9
<u>INSURANCE</u>					
610-61924-510	.00	25,090.55	24,000.00	(1,090.55)	104.5
TOTAL INSURANCE	.00	25,090.55	24,000.00	(1,090.55)	104.5
<u>EMPLOYEE BENEFITS</u>					
610-61926-150	15,277.53	85,135.32	188,115.86	102,980.54	45.3
610-61926-590	3,109.31	19,162.74	34,437.82	15,275.08	55.6
TOTAL EMPLOYEE BENEFITS	18,386.84	104,298.06	222,553.68	118,255.62	46.9

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>EMPLOYEE TRAINING</u>					
610-61927-154	208.70	1,313.59	7,000.00	5,686.41	18.8
	208.70	1,313.59	7,000.00	5,686.41	18.8
<u>PSC ASSESSMENT</u>					
610-61928-210	.00	.00	2,525.00	2,525.00	.0
	.00	.00	2,525.00	2,525.00	.0
<u>MISCELLANEOUS GENERAL</u>					
610-61930-590	.00	350,000.00	350,000.00	.00	100.0
	.00	350,000.00	350,000.00	.00	100.0
<u>TRANSPORTATION</u>					
610-61933-310	.00	175.98	5,000.00	4,824.02	3.5
610-61933-351	548.09	3,807.62	7,565.00	3,757.38	50.3
	548.09	3,983.60	12,565.00	8,581.40	31.7
<u>GENERAL PLANT MAINTENANCE</u>					
610-61935-111	9,287.57	57,228.23	168,996.20	111,767.97	33.9
610-61935-112	.00	.00	321.86	321.86	.0
610-61935-113	.00	.00	22,392.00	22,392.00	.0
610-61935-116	950.10	5,964.40	13,345.67	7,381.27	44.7
610-61935-118	209.44	1,493.89	300.00	(1,193.89)	498.0
610-61935-154	.00	1,913.35	3,250.00	1,336.65	58.9
610-61935-220	52.15	260.75	1,515.00	1,254.25	17.2
610-61935-350	640.48	3,007.10	12,500.00	9,492.90	24.1
	11,139.74	69,867.72	222,620.73	152,753.01	31.4
<u>CAP OUTLAY/CONSTRUCT WIP</u>					
610-61936-111	612.44	3,165.51	5,432.44	2,266.93	58.3
610-61936-810	17,094.01	46,690.28	60,000.00	13,309.72	77.8
610-61936-820	16,339.23	579,359.87	564,500.00	(14,859.87)	102.6
610-61936-823	66,250.00	107,826.50	1,056,000.00	948,173.50	10.2
	100,295.68	737,042.16	1,685,932.44	948,890.28	43.7

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

WATER UTILITY FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
<u>DEBT SERVICE</u>					
610-61950-610 PRINCIPAL ON DEBT	.00	350,000.00	511,300.00	161,300.00	68.5
610-61950-620 INTEREST ON DEBT	.00	179,905.47	352,235.31	172,329.84	51.1
610-61950-625 CDBG GRANT FD 910 REPAYMENT	.00	.00	116,264.57	116,264.57	.0
610-61950-650 BOND ISSUE/PAYING AGENT EXP	.00	200.00	40,400.00	40,200.00	.5
TOTAL DEBT SERVICE	.00	530,105.47	1,020,199.88	490,094.41	52.0
TOTAL FUND EXPENDITURES	199,772.27	2,645,776.28	5,271,627.56	2,625,851.28	50.2
NET REVENUE OVER EXPENDITURES	55,635.62	(1,079,411.12)	.00	1,079,411.12	.0

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

WASTEWATER UTILITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>WASTEWATER SALES REVENUES</u>						
620-41110-62	RESIDENTIAL REVENUES	149,422.27	974,756.21	1,964,318.01	989,561.80	49.6
620-41112-62	COMMERCIAL REVENUES	77,464.35	542,924.31	1,282,112.89	739,188.58	42.4
620-41113-62	INDUSTRIAL REVENUES	13,280.55	79,427.94	158,082.84	78,654.90	50.2
620-41114-62	PUBLIC REVENUES	37,567.84	344,560.75	682,340.06	337,779.31	50.5
620-41115-62	PENALTIES	1,722.61	8,553.12	18,838.05	10,284.93	45.4
620-41116-62	MISC REVENUES	16,563.19	54,937.33	94,846.79	39,909.46	57.9
620-41117-62	SEWER CONNECTION REVENUES	.00	16,416.00	1,824.00	(14,592.00)	900.0
TOTAL WASTEWATER SALES REVENUES		296,020.81	2,021,575.66	4,202,362.64	2,180,786.98	48.1
<u>MISCELLANEOUS REVENUE</u>						
620-42110-62	INTEREST INCOME	15,752.71	132,597.39	95,035.81	(37,561.58)	139.5
620-42213-62	MISC INCOME	.00	.00	11,600.00	11,600.00	.0
620-42217-62	BOND PROCEEDS	.00	.00	2,299,000.00	2,299,000.00	.0
620-42218-62	GRANT PROCEEDS	.00	.00	2,763,100.00	2,763,100.00	.0
TOTAL MISCELLANEOUS REVENUE		15,752.71	132,597.39	5,168,735.81	5,036,138.42	2.6
<u>OTHER FINANCING SOURCES</u>						
620-49930-62	RETAINED EARNINGS-(INC)-DEC	.00	.00	317,734.80	317,734.80	.0
TOTAL OTHER FINANCING SOURCES		.00	.00	317,734.80	317,734.80	.0
TOTAL FUND REVENUE		311,773.52	2,154,173.05	9,688,833.25	7,534,660.20	22.2

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

WASTEWATER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>ADMINISTRATIVE EXPENSES</u>					
620-62810-111 SALARIES/PERMANENT	15,011.97	77,840.61	192,640.72	114,800.11	40.4
620-62810-116 ACCOUNTING/COLLECT SALARIES	3,559.29	21,130.24	44,397.29	23,267.05	47.6
620-62810-154 PROFESSIONAL DEVELOPMENT	107.00	427.06	.00	(427.06)	.0
620-62810-219 PROF SERVICES/ACCTG & AUDIT	.00	5,000.00	10,100.00	5,100.00	49.5
620-62810-220 PLANNING	.00	12,500.00	12,500.00	.00	100.0
620-62810-221 GIS SERVICES/EXPENSES	.00	4,600.00	4,600.00	.00	100.0
620-62810-222 SAFETY PROGRAM-ALL DPW	.00	.00	2,323.00	2,323.00	.0
620-62810-224 SOFTWARE/HARDWARE MAINTENANCE	.00	4,065.56	12,997.25	8,931.69	31.3
620-62810-225 TELECOM/INTERNET/COMMUNICATION	440.30	1,365.20	4,289.31	2,924.11	31.8
620-62810-310 OFFICE SUPPLIES	361.13	3,127.88	6,565.00	3,437.12	47.6
620-62810-356 JOINT METER EXPENSE	.00	.00	19,341.50	19,341.50	.0
620-62810-362 CREDIT/DEBIT CARD EXPENSES	3,297.96	18,804.63	25,250.00	6,445.37	74.5
620-62810-519 INSURANCE EXPENSE	.00	61,705.26	48,262.00	(13,443.26)	127.9
620-62810-610 PRINCIPAL ON DEBT	.00	1,582,792.81	1,676,992.81	94,200.00	94.4
620-62810-620 INTEREST ON DEBT	.00	261,138.93	502,650.28	241,511.35	52.0
620-62810-670 BOND ISSUE/DEBT AMORT EXPENSE	.00	200.00	30,300.00	30,100.00	.7
620-62810-820 CAPITAL IMPROVEMENTS	1,486,808.04	1,948,805.29	5,660,799.00	3,711,993.71	34.4
620-62810-821 CAPITAL EQUIPMENT	.00	.00	7,500.00	7,500.00	.0
620-62810-822 EQUIP REPL FUND ITEMS	.00	.00	10,100.00	10,100.00	.0
620-62810-825 SEWER REPAIR/MAINT FUNDING	16,000.00	20,504.00	125,000.00	104,496.00	16.4
620-62810-830 AMR GATEWAY SERVICES	.00	.00	1,998.00	1,998.00	.0
TOTAL ADMINISTRATIVE EXPENSES	1,525,585.69	4,024,007.47	8,398,606.16	4,374,598.69	47.9
<u>SUPERVISORY/CLERICAL</u>					
620-62820-111 SALARIES/PERMANENT	6,790.38	43,857.69	86,912.53	43,054.84	50.5
620-62820-120 EMPLOYEE BENEFITS	20,216.15	108,917.56	241,890.76	132,973.20	45.0
620-62820-154 PROFESSIONAL DEVELOPMENT	365.44	716.62	2,750.00	2,033.38	26.1
620-62820-219 PROFESSIONAL SERVICES	.00	11,926.42	55,050.00	43,123.58	21.7
620-62820-225 TELECOM/INTERNET/COMMUNICATION	.00	.00	3,840.00	3,840.00	.0
620-62820-310 OFFICE & OPERATING SUPPLIES	139.09	835.83	3,030.00	2,194.17	27.6
TOTAL SUPERVISORY/CLERICAL	27,511.06	166,254.12	393,473.29	227,219.17	42.3
<u>COLLECTION SYS OPS & MAINT</u>					
620-62830-111 SALARIES/PERMANENT	8,205.71	37,824.91	91,149.82	53,324.91	41.5
620-62830-112 WAGES/OVERTIME	61.64	338.60	2,384.25	2,045.65	14.2
620-62830-222 ELECTRICITY/LIFT STATIONS	1,119.31	5,815.33	10,100.00	4,284.67	57.6
620-62830-295 CONTRACTUAL SERVICES	4,524.21	8,281.18	14,700.00	6,418.82	56.3
620-62830-353 REPR/MTN - LIFT STATIONS	626.52	659.51	14,140.00	13,480.49	4.7
620-62830-354 REPR MTN - SANITARY SEWERS	.00	2,381.99	6,565.00	4,183.01	36.3
620-62830-355 REP/MAINT-COLLECTION EQUIP	5,269.58	5,552.70	4,000.00	(1,552.70)	138.8
TOTAL COLLECTION SYS OPS & MAINT	19,806.97	60,854.22	143,039.07	82,184.85	42.5

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

WASTEWATER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TREATMENT PLANT OPERATIONS</u>					
620-62840-111 SALARIES/PERMANENT	2,722.35	18,066.08	38,914.88	20,848.80	46.4
620-62840-112 OVERTIME	971.51	1,448.74	6,437.07	4,988.33	22.5
620-62840-116 ON-CALL PAY	947.50	5,762.00	13,345.67	7,583.67	43.2
620-62840-118 CLOTHING ALLOWANCE	317.65	2,283.36	4,278.00	1,994.64	53.4
620-62840-154 PROFESSIONAL DEVELOPMENT	.00	45.00	.00	(45.00)	.0
620-62840-222 ELECTRICITY/PLANT	13,395.65	69,877.01	141,400.00	71,522.99	49.4
620-62840-223 NATURAL GAS/PLANT	12.82	19,444.55	40,400.00	20,955.45	48.1
620-62840-310 OFFICE & OPERATING SUPPLIES	1,446.64	4,638.76	16,800.00	12,161.24	27.6
620-62840-341 CHEMICALS	.00	15,250.00	33,000.00	17,750.00	46.2
620-62840-342 CONTRACTUAL SERVICES	.00	4,565.00	12,100.00	7,535.00	37.7
620-62840-351 FUEL EXPENSES	479.28	3,161.87	7,500.00	4,338.13	42.2
620-62840-355 TRUCK/AUTO EXPENSES	.00	.00	1,010.00	1,010.00	.0
620-62840-590 DNR ENVIRONMENTAL FEE	.00	4,631.60	7,575.00	2,943.40	61.1
TOTAL TREATMENT PLANT OPERATIONS	20,293.40	149,173.97	322,760.62	173,586.65	46.2
<u>TREATMENT EQUIP MAINTENANCE</u>					
620-62850-111 SALARIES/PERMANENT	7,969.86	52,510.90	75,695.63	23,184.73	69.4
620-62850-242 CONTRACTUAL SERVICES	194.00	48,564.74	112,250.00	63,685.26	43.3
620-62850-342 LUBRICANTS	.00	775.73	3,030.00	2,254.27	25.6
620-62850-357 REPAIRS & SUPPLIES	1,195.97	14,673.11	26,200.00	11,526.89	56.0
TOTAL TREATMENT EQUIP MAINTENANCE	9,359.83	116,524.48	217,175.63	100,651.15	53.7
<u>BLDG/GROUNDS MAINTENANCE</u>					
620-62860-111 SALARIES/PERMANENT	.00	2,831.35	9,464.95	6,633.60	29.9
620-62860-113 SEASONAL WAGES	2,200.38	2,200.38	14,400.00	12,199.62	15.3
620-62860-220 STORMWATER UTILITY FEE	131.29	656.45	1,600.00	943.55	41.0
620-62860-245 CONTRACTUAL REPAIRS	330.00	1,590.00	6,000.00	4,410.00	26.5
620-62860-355 EQUIPMENT	109.83	288.94	2,525.00	2,236.06	11.4
620-62860-357 REPAIRS & SUPPLIES	89.55	1,033.21	7,500.00	6,466.79	13.8
TOTAL BLDG/GROUNDS MAINTENANCE	2,861.05	8,600.33	41,489.95	32,889.62	20.7
<u>LABORATORY</u>					
620-62870-111 SALARIES/PERMANENT	4,765.82	28,077.06	91,059.47	62,982.41	30.8
620-62870-112 WAGES/OVERTIME	204.53	434.62	1,689.06	1,254.44	25.7
620-62870-295 CONTRACTUAL SERVICES	430.36	11,423.38	18,000.00	6,576.62	63.5
620-62870-310 LAB & OPERATING SUPPLIES	881.25	5,477.76	7,500.00	2,022.24	73.0
TOTAL LABORATORY	6,281.96	45,412.82	118,248.53	72,835.71	38.4

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

WASTEWATER UTILITY

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
<u>POWER GENERATION</u>					
620-62880-242 CONTRACTUAL SERVICES	.00	.00	1,010.00	1,010.00	.0
620-62880-357 REPAIRS & SUPPLIES	.00	1,527.50	1,010.00	(517.50)	151.2
TOTAL POWER GENERATION	.00	1,527.50	2,020.00	492.50	75.6
<u>SLUDGE APPLICATION</u>					
620-62890-111 SALARIES/PERMANENT	.00	204.52	.00	(204.52)	.0
620-62890-295 CONTRACTUAL SERVICES	.00	28,690.98	50,000.00	21,309.02	57.4
620-62890-357 REPAIRS & SUPPLIES	.00	.00	2,020.00	2,020.00	.0
TOTAL SLUDGE APPLICATION	.00	28,895.50	52,020.00	23,124.50	55.6
TOTAL FUND EXPENDITURES	1,611,699.96	4,601,250.41	9,688,833.25	5,087,582.84	47.5
NET REVENUE OVER EXPENDITURES	(1,299,926.44)	(2,447,077.36)	.00	2,447,077.36	.0

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

STORMWATER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>STORMWATER REVENUES</u>						
630-41110-63	RESIDENTIAL REVENUES	17,108.42	102,559.78	207,114.00	104,554.22	49.5
630-41112-63	COMMERCIAL REVENUES	12,426.59	74,586.67	144,864.00	70,277.33	51.5
630-41113-63	INDUSTRIAL REVENUES	6,092.73	36,524.58	73,029.00	36,504.42	50.0
630-41114-63	PUBLIC/TAX EXEMPT REVENUES	8,522.54	51,135.24	102,448.00	51,312.76	49.9
630-41115-63	PENALTIES	505.36	2,589.99	5,235.00	2,645.01	49.5
TOTAL STORMWATER REVENUES		44,655.64	267,396.26	532,690.00	265,293.74	50.2
<u>MISC REVENUES</u>						
630-42212-63	GRANTS-REIMBURSEMENT-STATE	.00	.00	42,500.00	42,500.00	.0
630-42213-63	MISC INCOME	.00	.00	3,000.00	3,000.00	.0
TOTAL MISC REVENUES		.00	.00	45,500.00	45,500.00	.0
<u>OTHER FINANCING SOURCES</u>						
630-49930-63	RETAINED EARNINGS-(INC)-DEC	.00	.00	144,517.79	144,517.79	.0
630-49950-63	CAPITAL IMPROVE-LOAN	.00	.00	471,700.00	471,700.00	.0
TOTAL OTHER FINANCING SOURCES		.00	.00	616,217.79	616,217.79	.0
TOTAL FUND REVENUE		44,655.64	267,396.26	1,194,407.79	927,011.53	22.4

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

STORMWATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>ADMINISTRATIVE/GENERAL EXPENSE</u>					
630-63300-115	6,974.66	35,453.78	67,092.74	31,638.96	52.8
630-63300-116	1,483.02	8,781.27	26,002.27	17,221.00	33.8
630-63300-120	7,656.93	41,627.16	87,715.16	46,088.00	47.5
630-63300-214	.00	500.00	4,040.00	3,540.00	12.4
630-63300-220	.00	8,500.00	8,500.00	.00	100.0
630-63300-221	.00	6,160.00	6,160.00	.00	100.0
630-63300-224	.00	494.45	4,127.51	3,633.06	12.0
630-63300-310	188.79	1,547.62	4,040.00	2,492.38	38.3
630-63300-352	.00	1,326.38	2,817.99	1,491.61	47.1
630-63300-362	.00	.00	2,608.47	2,608.47	.0
630-63300-519	.00	11,410.57	11,977.00	566.43	95.3
630-63300-610	.00	87,347.50	276,498.61	189,151.11	31.6
630-63300-913	.00	25,000.00	25,000.00	.00	100.0
TOTAL ADMINISTRATIVE/GENERAL EXPENSE	16,303.40	228,148.73	526,579.75	298,431.02	43.3
<u>STREET CLEANING</u>					
630-63310-111	2,373.45	7,505.59	24,696.81	17,191.22	30.4
630-63310-351	.00	406.85	2,000.00	1,593.15	20.3
630-63310-353	1,058.00	1,058.00	505.00	(553.00)	209.5
TOTAL STREET CLEANING	3,431.45	8,970.44	27,201.81	18,231.37	33.0
<u>STORM WATER MANAGEMENT</u>					
630-63440-111	716.19	4,590.66	22,400.76	17,810.10	20.5
630-63440-295	.00	13,655.03	20,000.00	6,344.97	68.3
630-63440-320	.00	5,215.00	5,200.00	(15.00)	100.3
630-63440-350	4.32	2,044.43	5,050.00	3,005.57	40.5
630-63440-590	.00	2,000.00	2,020.00	20.00	99.0
630-63440-820	219,061.28	255,257.84	514,200.00	258,942.16	49.6
TOTAL STORM WATER MANAGEMENT	219,781.79	282,762.96	568,870.76	286,107.80	49.7
<u>COMPOST SITE/YARD WASTE EXP</u>					
630-63600-111	4,313.27	36,683.41	59,230.47	22,547.06	61.9
630-63600-113	532.00	1,408.00	.00	(1,408.00)	.0
630-63600-310	.00	.00	8,000.00	8,000.00	.0
630-63600-351	173.87	917.06	2,525.00	1,607.94	36.3
630-63600-352	1,010.26	6,949.36	2,000.00	(4,949.36)	347.5
TOTAL COMPOST SITE/YARD WASTE EXP	6,029.40	45,957.83	71,755.47	25,797.64	64.1

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

STORMWATER UTILITY FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
TOTAL FUND EXPENDITURES	245,546.04	565,839.96	1,194,407.79	628,567.83	47.4
NET REVENUE OVER EXPENDITURES	(200,890.40)	(298,443.70)	.00	298,443.70	.0



Council Agenda Item

Meeting Date: July 16, 2024

Agenda Item: Elizabeth Street Staff Report

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

BACKGROUND

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

The school district inquired last year about trying to improve visibility of students who are crossing Elizabeth Street at Laurel Street and Court Street. Discussions were had about adding crosswalks or producing an ordinance change to the parking limitations to try and eliminate motorists from parking on Elizabeth Street to pick up kids. Through discussions it was determined to try a temporary solution which blocked off parking areas on the east side of Elizabeth Street at Laurel and Court Streets. Barricades were used to delineate these areas in the hopes that students would have better vision of vehicles on Elizabeth Street and motorists would have better vision of students trying to cross at these two locations. At the end of the school year, school officials determined they did not see any safety benefit from this temporary solution. Motorists were double parking on the east side of Elizabeth Street, it created a traffic hazard with vehicles trying to maneuver around the barricades, and some students were still darting across the street in between vehicles.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff met with the school district after the school year to discuss potential alternatives. The school district indicated they are looking at forming a transportation committee to look at traffic safety issues at all their schools, in particular the student pick up/drop off on Elizabeth Street. A member of the Public Works Committee will be a member of their transportation committee as a City representative.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. N/A



Core Services Report

As of 07/05/2024

Classification & Compensation

Open New Position/Reclassification Requests

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Effective Date

Completed New Position/Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Approval Date	Effective Date
IT Administrator	IT Director/No Salary Change	IT Director/No Salary Change	12/5/2023	1/1/2024
	IT Technology Support Technician \$27.83 - \$32.21	IT Technology Support Technician \$27.83 - \$32.21	12/5/2023	1/1/2024
	Asst Parks, Rec & Community Events Dir \$57,056.66 - \$78,275.09	Asst Parks, Rec & Community Events Dir \$57,056.66 - \$78,275.09	12/5/2023	1/1/2024
FD First Asst Chief PT-non-exempt \$33.08	First Asst Chief FT-exempt \$87,091.18 - \$94,079.94	First Asst Chief FT-exempt \$87,091.18 - \$94,079.94	12/5/2023	1/1/2024
Program & Makerspace Librarian/hourly non-exempt	Same/\$48,623-\$59,798 exempt	Same/\$48,623-\$59,798 exempt	2/6/2024	2/10/2024
Economic Development Director	Added oversight of Neighborhood Services/ No Salary Change	Oversight of Neighborhood Services/ No Salary Change	2/1/2024	2/1/2024

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied	Canceled
12	5	2	3	2

FMLA Non-Approval Reasons

Paperwork not returned/Canceled	Insufficient years of service/hours	Condition does not qualify
2	3	

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
5	0	5

Employee and Labor Relations

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances

Open Grievances

Issue	Date Filed	Status

Closed Grievanceews

Issue	Date Filed	Status

Recruitment & Selection

New Hires

Name	Department	Job Title	Hire Date	Separation Date
Reagan Godek	Parks & Rec	Activity Instructor	1/5/2024	
Karen Kachel	Parks & Rec	Instructor	1/8/2024	
Lynn Kennedy	PD	Dispatcher	1/16/2024	2/26/2024
Matt Seaver	DPW	Laborer	1/22/2024	
Kiara McKowen	Parks & Rec	Activity Instructor	1/23/2024	
Mike Kaspar	Fire	Firefighter/Paramedic	1/24/2024	
Brian Sowka	WAFC	Lifeguard	1/24/2024	
Cailey Russell	Police	CSO	1/23/2024	
Sabrina Dubbert	Parks & Rec	Tae Kwon Do Instructor	1/25/2024	
Grace Coleman	WAFC	Lifeguard	1/26/2024	
Kennady Wilson	WAFC	Lifeguard	1/31/2024	
Haley Fox	Parks & Rec	Activity Instructor	2/9/2024	
Richard Bell	WAFC	Lifeguard	2/13/2024	
Giavanna Sinacore	WAFC	Front desk	2/21/2024	
Jacob Thorson	WAFC	Front desk	2/22/2024	
Madison Schulz	WAFC	Front desk	2/22/2024	
Jordan Mars	WAFC	Lifeguard	2/22/2024	
Laura Phillips	DPW	GIS Analyst	2/26/2024	
Cameron Zeinert	Intern	Intern	2/28/2024	5/31/2024
Christopher Crane	IT	IT Support Technician	3/4/2024	
Ethan Schmohe	WAFC	Lifeguard	3/15/2024	
Lucy Davis	WAFC	Lifeguard	2/5/2024	
Hunter Martin	Police	Patrol Officer	3/25/2024	
Sophia Gunderson	WAFC	Slide Attendant	3/27/2024	
Rebecca Magestro	Admin	Chief of Staff	4/1/2024	
Ethan Cesarz	Parks & Rec	Athletic Program Coordinator	4/8/2024	
Nicole Curtis	Library	Customer Service Specialist	4/8/2024	
Douglas Behrens	DPW	Seasonal streets	4/9/2024	
Clare Dicks	WAFC	Slide Attendant	4/9/2024	
Katie Gillette	WAFC	Slide Attendant	4/11/2024	
Adam Pound	WAFC	Front desk	4/12/2024	
Cole Hanson	Parks & Rec	Act Leader/Umpire	4/18/2024	
Alyssa Ostrenga	Admin	Intern	4/19/2024	

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Rachel Clift	Library	Assistant Library Director	4/22/2024	
Christopher Colon Lopez	WAFC	Front desk	4/24/2024	
Ethan Bilau	Parks & Rec	Umpire	4/24/2024	
Brianne Sura	WAFC	Front desk	4/25/2024	
Dylan Hake	Parks & Rec	Facility Maintenance	4/29/2024	
Abigail Tanner	Parks & Rec	Umpire	5/2/2024	
Cassidy Spease	Parks & Rec	Activity Instructor	5/6/2024	
Erik Cesarz	Parks & Rec	Umpire	5/13/2024	
Colton Conway	Wastewater	Seasonal	5/14/2024	
Joshua Pacheco	WAFC	Front desk	5/14/2024	
Joneek Griggs	Parks & Rec	Activity Instructor	5/14/2024	
David Enns	WAFC	Lifeguard	5/16/2024	
Gabrielle Goehl	WAFC	Lifeguard	5/16/2024	
Theresa Gleasing	DPW	Seasonal	5/20/2024	
Ariel Mora	DPW	Laborer I	5/20/2024	
Zachary Allen	DPW	Seasonal	5/22/2024	6/28/2024
MaKayla Bazeley	WAFC	Lifeguard	5/22/2024	
Myles Morse	DPW	Seasonal	5/22/2024	
Elias Adrian	Fire	POC-EMT	5/24/2024	
Michael Messler	Fire	POC-AEMT	5/29/2024	
Emily Kaddatz	Fire	POC-EMT	5/30/2024	
Tayanna Schwefel	Parks & Rec	Activity Leader	5/30/2024	
Isabelle Dieter	DPW	Seasonal Laborer	5/30/2024	6/13/2024
Jade Van Wormer	DPW	Seasonal Laborer	5/30/2024	
Tyler Arnett	WAFC	Lifeguard	6/3/2024	
Marissa Jones	Parks & Rec	Concessions	6/15/2024	
Keith Cameron	WAFC	Lifeguard	6/18/2024	
Sara Young	WAFC	Front desk	6/20/2024	
Autumn Lovely	WAFC	Lifeguard	7/1/2024	
Charlotte Hajewski	WAFC	Lifeguard	7/1/2024	
Christian Ayon Garcia	Streets	Seasonal Laborer	7/1/2024	
Daniel Vega Hernandez	WAFC	Lifeguard	7/2/2024	
Samuel Nickelsburg	WAFC	Lifeguard	7/2/2024	
Alexa Wildenberg	WAFC	Lifeguard	7/2/2024	

Transfers

Original Position	New Position	Date
Patrol Officer	School Resource Officer	1/1/2024
Patrol Lieutenant	Detective Lieutenant	1/8/2024

Promotions

Original Position	New Position	Date
Patrol Officer	Patrol Lieutenant	1/23/2024
Assist Library Director	Library Director	1/29/2024
WAFC Front Desk	Deputy Clerk	2/26/2024
Patrol Lieutenant	Captain	3/14/2024
Patrol Officer	Patrol Lieutenant	3/14/2024

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Chief of Staff	Econ Develop Director	5/1/2024
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Separations (YTD)

Total Separations	Resignations	Retirements	Terminations	2024 Turnover Rate (12/31/2024)
15	12	3	0	

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
WAFC Manager	1	11/10/2023	Offer Accepted
Deputy Clerk	1	12/28/2023	Offer Accepted
Patrol Officer	1	1/5/2024	Offer Accepted
GIS Analyst	1	1/12/2024	Offer Accepted
Economic Dev Director	1	1/25/2024	Offer Accepted
Athletic Program Coordinator	1	1/29/2024	Offer Accepted
Assistant Library Director	1	1/29/2024	Offer Accepted
Patrol Captain	1	2/1/2024	Offer Accepted
Customer Service Spec	1	2/8/2024	Offer Accepted
IT Technician	1	New Position	Offer Accepted
Laborer I	1	3/22/2024	Offer Accepted
Facility Maintenance	1	4/1/2024	Offer Accepted
Student Intern	3		Offers Accepted
Seasonal Laborers	Multiple		14 Offers Accepted
EMT/AEMT/Paramedic	2	4/30/2024	Offers Accepted-Processing
Patrol Officer	2	3/14/2024	Background
Paramedic	1	6/30/2024	Open Recruitment
Dispatcher	1	2/26/2024	Open Recruitment
Fire Department POC	Multiple	Continuous	Ongoing
Lifeguard	Multiple	Continuous	Ongoing
Activity Instructors	Multiple	Continuous	Ongoing
Officials/Umpires	Multiple	Continuous	Ongoing

Flexible Work Arrangements

Job Title	Arrangement	Date Approved/Denied	6 Month Review Date	Notes
GIS Analyst	Mondays work from home	Approved-5/24/2023	Reviewed-7/31/23 - Schedule was modified to PT to accommodate employee's school schedule	Reviewed in December - Employee separated employment effective 1/12/2024
IT Director	Tuesdays work from home	Approved-5/24/2023	11/24/2023	3/21/24 Employee has not utilized the benefit
Water & Wastewater Employees	Summer hours implemented year round	Approved-9/19/2023	3/19/2024	3/19/24 - requested from staff and employees; feedback has been generally positive
Street Employees	Summer hours implemented year round	Approved-2/14/2024	8/14/2024	

Media Producer	Work from home for work that does not require City hardware (graphic design, animation)	Approved-3/19/2024	9/19/2024	
GIS Analyst	Work from home for 4 weeks following leave	Approved-04/24/2024		
Police Chief	Altered Schedule for summer	Approved-06/13/2024		M-6-6; T-8-8; W-off; Th-7-3; F-8-4

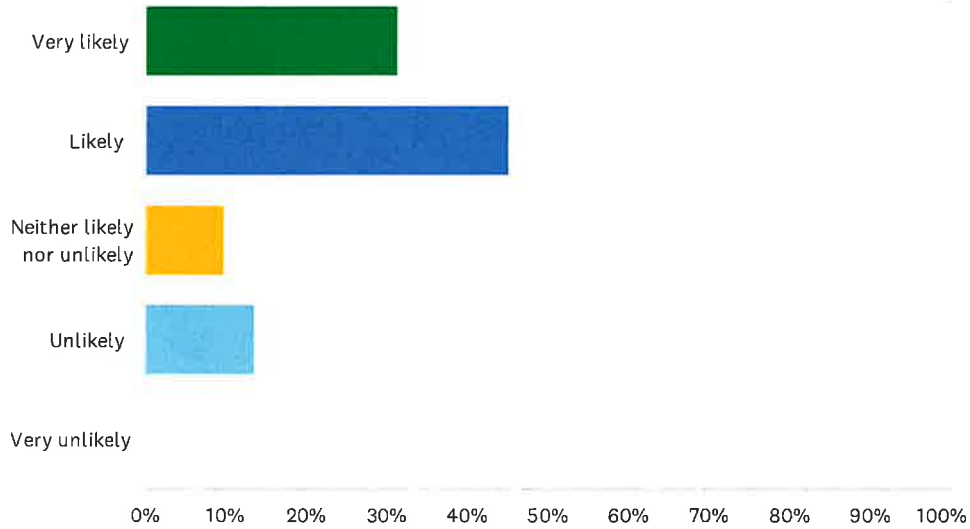
Employee Handbook Modifications

Section Modified	Modification	Date
All	Complete revision	7/16/2024

Employee Benefits Satisfaction Survey

Q1 How likely is it that you would recommend the City of Whitewater to a friend or colleague?

Answered: 51 Skipped: 0



ANSWER CHOICES

Very likely

Likely

Neither likely nor unlikely

Unlikely

Very unlikely

TOTAL

RESPONSES

31.37%

45.10%

9.80%

13.73%

0.00%

16

23

5

7

0

51



Council Agenda Item

Meeting Date: July 16, 2024

Agenda Item: Walworth Ave TLE Resolution

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

BACKGROUND

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

There are ten easements from eight different property owners that need to be acquired for pedestrian ramp improvements. They range in size from 25 square feet to 675 square feet. CORRE, Inc, who is Strands subconsultant, will be preparing a sales study to determine a square foot price for easement interests. Once this price is determined, it will be used to determine the purchase offering price. Since these easements are all small in nature and to help expediate the easement purchases, it is being asked that the Public Works Director have authority to approve the purchases instead of bringing each one to the Common Council for approval.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The City Council entered into a State Municipal Agreement to proceed with the Walworth Avenue improvements on Jan 17, 2023. The City Council approved the Relocation Order for the purchase of the easements at their June 4, 2024 meeting. The Public Works Committee recommended approval at their July 9, 2024 meeting.

FINANCIAL IMPACT

(If none, state N/A)

Most properties will be offered the Nominal Payment Offer which is \$500. The Whitewater School District has the two largest easements which more than likely will be over the \$500 offering. Staff is asking that the Public Works Director have authority to approve all easement offers up to \$2,000.

STAFF RECOMMENDATION

Staff recommends a motion to approve the Resolution authorizing governmental responsibility for temporary limited easement purchases.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Resolution

**RESOLUTION AUTHORIZING GOVERNMENTAL RESPONSIBILITY
FOR TEMPORARY LIMITED EASEMENT PURCHASES**

WHEREAS, the City of Whitewater entered into a State Municipal Agreement on January 17, 2023 for the repaving of Walworth Avenue from Janesville Street west to the City Limits; and

WHEREAS, the City of Whitewater will be updating the existing pedestrian ramps to meet ADA standards; and

WHEREAS, the City of Whitewater is required to acquire Temporary Limited Easements for the purpose of reconstructing pedestrian ramps; and

WHEREAS, the majority of the Temporary Limited Easements require only a small area of interest to be acquired; and

WHEREAS, to expediate the purchase of said Temporary Limited Easements instead of bringing each one to the Common Council for approval;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Whitewater that the Common Council authorizes the Public Works Director for the City of Whitewater to act on behalf of the City of Whitewater to:

- Approve purchases of Temporary Limited Easements up to \$2,000.

Resolution introduced by Councilmember _____ who moved its adoption. Seconded by _____ . AYES: NOES: ABSENT: ADOPTED: _____

John Weidl, City Manager

Heather Boehm, City Clerk



Council Agenda Item

Meeting Date:	July 16, 2024
Agenda Item:	Vanderlip Revenue Bonds
Staff Contact (name, email, phone):	Brad Marquardt, bmarguardt@whitewater-wi.gov , 262-473-0139

BACKGROUND

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

The City applied for and was awarded a Clean Water Fund Loan for the Vanderlip Pumping Station Project. The attached Resolution authorizes the City to borrow revenue bonds through the Clean Water Fund to pay for the project. The Resolution also authorizes the City Manager and City Clerk to execute the attached Financial Assistance Agreement. The Financial Assistance Agreement lays out the terms of the borrowing, including Principal Forgiveness.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The Common Council awarded the Vanderlip Pumping Station project in October 2023.

FINANCIAL IMPACT

(If none, state N/A)

The total project cost is estimated at \$4,805,966.38. Of this amount, \$536,741.38 is being funded internally with funds already on hand. Of the remaining \$4,269,225, Principal Forgiveness in the amount of \$2,100,000 is being authorized. The remaining amount of up to \$2,169,225 is being issued through a revenue bond with an interest rate of 2.365% for a term of 20 years.

STAFF RECOMMENDATION

Staff recommends a motion to approve the Resolution authorizing the issuance and sale of up to \$2,169,225 Waterworks and Sewer System revenue bonds, Series 2024C, and providing for other details and covenants with respect thereto, and approval of related \$4,269,225 Financial Assistance Agreement.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Bond Resolution
2. Financial Assistance Agreement
3. Financial Assistance Agreement Attachments
4. Financial Assistance Agreement Excerpts

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ISSUANCE AND
SALE OF UP TO \$2,169,225 WATERWORKS AND SEWER SYSTEM
REVENUE BONDS, SERIES 2024C,
AND PROVIDING FOR OTHER DETAILS AND
COVENANTS WITH RESPECT THERETO

WHEREAS, the City of Whitewater, Walworth and Jefferson Counties, Wisconsin (the "Municipality") owns and operates a waterworks system (the "Waterworks System") and a sewer system (the "Sewer System") which are operated for public purposes as separate public utilities by the Municipality and which are hereby combined for the purposes of this financing (hereinafter, the Municipality's Waterworks System and Sewer System shall be referred to collectively as the "System"); and

WHEREAS, pursuant to a resolution adopted by the Governing Body on November 17, 2009 which was amended pursuant to a resolution adopted on April 19, 2022 (collectively, the "2009 Resolution"), the Municipality has heretofore issued its Waterworks and Sewer System Revenue Bonds, Series 2009, dated December 9, 2009 (the "2009 Bonds"), which are payable from the income and revenues of the System; and

WHEREAS, pursuant to a resolution adopted by the Governing Body on July 19, 2011 which was amended pursuant to a resolution adopted on April 19, 2022 (collectively, the "2011 Resolution"), the Municipality has heretofore issued its Waterworks and Sewer System Revenue Bonds, Series 2011, dated July 27, 2011 (the "2011 Bonds"), which are payable from the income and revenues of the System; and

WHEREAS, pursuant to a resolution adopted by the Governing Body on April 7, 2016 which was amended pursuant to a resolution adopted on April 19, 2022 (collectively, the "2016 Resolution"), the Municipality has heretofore issued its Waterworks and Sewer System Revenue Bonds, Series 2016, dated April 13, 2016 (the "2016 Bonds"), which are payable from the income and revenues of the System; and

WHEREAS, pursuant to a resolution adopted by the Governing Body on May 19, 2022 (the "2022 Resolution"), the Municipality has heretofore issued its Waterworks and Sewer System Revenue Bonds, Series 2022B, dated June 9, 2022 (the "2022 Bonds"), which are payable from the income and revenues of the System; and

WHEREAS, pursuant to a resolution adopted by the Governing Body on May 21, 2024, as supplemented by the Approving Certificate, dated June 27, 2024 (collectively, the "2024B Resolution"), the Municipality has heretofore authorized its Waterworks and Sewer System Revenue Bonds, Series 2024B, to be issued and dated July 17, 2024 (the "2024B Bonds"), which are payable from the income and revenues of the System; and

WHEREAS, the 2009 Bonds, the 2011 Bonds, the 2016 Bonds, the 2022 Bonds and the 2024B Bonds shall collectively be referred to as the "Prior Bonds"; and

WHEREAS, the 2009 Resolution, the 2011 Resolution, the 2016 Resolution, the 2022 Resolution and the 2024B Resolution shall collectively be referred to as the "Prior Resolutions"; and

WHEREAS, certain improvements to the System are necessary to meet the needs of the Municipality and the residents thereof, consisting of the construction of a project (the "Project") assigned Clean Water Fund Program Project No. 4558-09 by the Department of Natural Resources, and as described in the Department of Natural Resources approval letter for the plans and specifications of the Project, or portions thereof, issued under Section 281.41, Wisconsin Statutes, assigned No. S-2023-0734 and dated October 25, 2023 by the DNR; and

WHEREAS, under the provisions of Chapter 66, Wisconsin Statutes any municipality may, by action of its governing body, provide for purchasing, acquiring, constructing, extending, adding to, improving, operating and managing a public utility from the proceeds of bonds, which bonds are to be payable only from the revenues received from any source by such utility, including all rentals and fees; and

WHEREAS, the Municipality deems it to be necessary, desirable and in its best interest to authorize and sell waterworks and sewer system revenue bonds of the Municipality payable solely from the revenues of the System, pursuant to the provisions of Section 66.0621, Wisconsin Statutes, to pay the cost of the Project; and

WHEREAS, the Prior Resolutions permit the issuance of additional bonds on a parity with the Prior Bonds upon certain conditions, and those conditions have been met; and

WHEREAS, other than the Prior Bonds, no bonds or obligations payable from the revenues of the System are now outstanding.

NOW, THEREFORE, be it resolved by the Governing Body of the Municipality that:

Section 1. Definitions. The following terms shall have the following meanings in this Resolution unless the text expressly or by implication requires otherwise:

- (a) "Act" means Section 66.0621, Wisconsin Statutes;
- (b) "Bond Registrar" means the Municipal Treasurer which shall act as Paying Agent for the Bonds;
- (c) "Bonds" means the \$2,169,225 Waterworks and Sewer System Revenue Bonds, Series 2024C, of the Municipality dated their date of issuance, authorized to be issued by this Resolution;
- (d) "Bond Year" means the twelve-month period ending on each May 1;
- (e) "Current Expenses" means the reasonable and necessary costs of operating, maintaining, administering and repairing the System, including salaries, wages, costs of materials and supplies, insurance and audits, but shall exclude depreciation, debt service, tax equivalents and capital expenditures;

(f) "Debt Service Fund" means the Sewer System and Waterworks System Revenue Bond and Interest Special Redemption Fund of the Municipality, which shall be the "special redemption fund" as such term is defined in the Act;

(g) "Financial Assistance Agreement" means the Financial Assistance Agreement by and between the State of Wisconsin by the Department of Natural Resources and the Department of Administration and the Municipality pursuant to which the Bonds are to be issued and sold to the State, substantially in the form attached hereto and incorporated herein by this reference;

(h) "Fiscal Year" means the twelve-month period ending on each December 31;

(i) "Governing Body" means the City Council, or such other body as may hereafter be the chief legislative body of the Municipality;

(j) "Gross Earnings" means the gross earnings of the System, including earnings of the System derived from waterworks and sewer charges imposed by the Municipality, all payments to the Municipality under any service agreements between the Municipality and any contract users of the System, and any other monies received from any source including all rentals and fees, any tax incremental district revenues or other revenues of the Municipality pursuant to Section 9 appropriated by the Governing Body to the System, and any special assessments levied and collected in connection with the Project;

(k) "Municipal Treasurer" means the Treasurer of the Municipality who shall act as Bond Registrar and Paying Agent;

(l) "Municipality" means the City of Whitewater, Walworth and Jefferson Counties, Wisconsin;

(m) "Net Revenues" means the Gross Earnings of the System after deduction of Current Expenses;

(n) "Parity Bonds" means bonds payable from the revenues of the System other than the Bonds but issued on a parity and equality with the Bonds pursuant to the restrictive provisions of Section 11 of this Resolution;

(o) "Prior Bonds" means the 2009 Bonds, the 2011 Bonds, the 2016 Bonds, the 2022 Bonds and the 2024B Bonds, collectively;

(p) "Prior Resolutions" means the 2009 Resolution, the 2011 Resolution, the 2016 Resolution, the 2022 Resolution and the 2024B Resolution, collectively;

(q) "Project" means the Project described in the preamble to this Resolution. All elements of the Project are to be owned and operated by the Municipality as part of the System as described in the preamble hereto;

(r) "Record Date" means the close of business on the fifteenth day of the calendar month next preceding any principal or interest payment date;

(s) "System" means the entire Waterworks System and Sewer System of the Municipality specifically including that portion of the Project owned by the Municipality and including all property of every nature now or hereafter owned by the Municipality for (i) the collection, treatment, storage and distribution of water; and (ii) the collection, transmission, treatment, storage, metering and disposal of domestic, industrial and public sewerage and waste, including all improvements and extensions thereto made by the Municipality while any of the Prior Bonds, the Bonds and Parity Bonds remain outstanding, including all real and personal property of every nature comprising part of or used or useful in connection with such Waterworks System and Sewer System and including all appurtenances, contracts, leases, franchises, and other intangibles;

(t) "2009 Bonds" means the Municipality's Waterworks and Sewer System Revenue Bonds, Series 2009, dated December 9, 2009;

(u) "2009 Resolution" means a resolution adopted by the Governing Body on November 17, 2009, as amended on April 19, 2022 authorizing the issuance of the 2009 Bonds;

(v) "2011 Bonds" means the Municipality's Waterworks and Sewer System Revenue Bonds, Series 2011, dated July 27, 2011;

(w) "2011 Resolution" means a resolution adopted by the Governing Body on July 19, 2011, as amended on April 19, 2022 authorizing the issuance of the 2011 Bonds;

(x) "2016 Bonds" means the Municipality's Waterworks and Sewer System Revenue Bonds, Series 2016, dated April 13, 2016;

(y) "2016 Resolution" means a resolution adopted by the Governing Body on April 7, 2016, as amended on April 19, 2022 authorizing the issuance of the 2016 Bonds;

(z) "2022 Bonds" means the Municipality's Waterworks and Sewer System Revenue Bonds, Series 2022B, dated June 9, 2022;

(aa) "2022 Resolution" means a resolution adopted by the Governing Body on May 19, 2022 authorizing the issuance of the 2022 Bonds;

(bb) "2024B Bonds" means the Municipality's Waterworks and Sewer System Revenue Bonds, Series 2024B, to be dated July 17, 2024; and

(cc) "2024B Resolution" means a resolution adopted by the Governing Body on May 21, 2024, as supplemented by the Approving Certificate, dated June 27, 2024 authorizing the issuance of the 2024B Bonds.

Section 2. Authorization of the Bonds and the Financial Assistance Agreement. For the purpose of paying the cost of the Project (including legal, fiscal, engineering and other expenses), there shall be borrowed on the credit of the income and revenue of the System up to the sum of \$2,169,225; and fully registered revenue bonds of the Municipality are authorized to be issued in evidence thereof and sold to the State of Wisconsin Clean Water Fund Program in accordance with the terms and conditions of the Financial Assistance Agreement, which is

incorporated herein by this reference and the City Manager and City Clerk of the Municipality are hereby authorized, by and on behalf of the Municipality, to execute the Financial Assistance Agreement.

Section 3. Terms of the Bonds. The Bonds shall be designated "Waterworks and Sewer System Revenue Bonds, Series 2024C" (the "Bonds"); shall be dated their date of issuance; shall be numbered one and upward; shall bear interest at the rate of 2.365% per annum; shall be issued in denominations of \$0.01 or any integral multiple thereof; and shall mature on the dates and in the amounts as set forth in Exhibit B of the Financial Assistance Agreement and in the Bond form attached hereto as Exhibit A as it is from time to time adjusted by the State of Wisconsin based upon the actual draws made by the Municipality. Interest on the Bonds shall be payable commencing on November 1, 2024 and semiannually thereafter on May 1 and November 1 of each year. The Bonds shall not be subject to redemption prior to maturity except as provided in the Financial Assistance Agreement.

The schedule of maturities of the Bonds is found to be such that the amount of annual debt service payments is reasonable in accordance with prudent municipal utility practices.

Section 4. Form, Execution, Registration and Payment of the Bonds. The Bonds shall be issued as registered obligations in substantially the form attached hereto as Exhibit A and incorporated herein by this reference.

The Bonds shall be executed in the name of the Municipality by the manual signatures of the City Manager and City Clerk, and shall be sealed with its official or corporate seal, if any.

The principal of, premium, if any, and interest on the Bonds shall be paid by the Municipal Treasurer, who is hereby appointed as the Municipality's Bond Registrar.

Both the principal of and interest on the Bonds shall be payable in lawful money of the United States of America by the Bond Registrar. Payment of principal of the final maturity on the Bond will be payable upon presentation and surrender of the Bond to the Bond Registrar. Payment of principal on the Bond and each installment of interest shall be made to the registered owner of each Bond who shall appear on the registration books of the Municipality, maintained by the Bond Registrar, on the Record Date and shall be paid by electronic transfer or by check or draft of the Municipality (as directed by the registered owner) and if by check or draft, mailed to such registered owner at his or its address as it appears on such registration books or at such other address may be furnished in writing by such registered owner to the Bond Registrar.

Section 5. Security for the Bonds. The Bonds, together with interest thereon, shall not constitute an indebtedness of the Municipality nor a charge against its general credit or taxing power. The Bonds, together with interest thereon, shall be payable only out of the Debt Service Fund hereinafter continued, and shall be a valid claim of the registered owner or owners thereof only against such Debt Service Fund and the revenues of the System pledged to such fund, on a parity with the pledge granted to the holders of the Prior Bonds. Sufficient revenues are hereby pledged to said Debt Service Fund, and shall be used for no other purpose than to pay the

principal of, premium, if any, and interest on the Prior Bonds, the Bonds and any Parity Bonds as the same becomes due.

Section 6. Funds and Accounts. In accordance with the Act, for the purpose of the application and proper allocation of the revenues of the System, and to secure the payment of the principal of and interest on the Prior Bonds, the Bonds and Parity Bonds, certain funds of the System which were created and established by a resolution adopted on November 20, 1990, continued by the Prior Resolutions, are hereby continued and shall be used solely for the following respective purposes:

- (a) Sewer System and Waterworks System Revenue Fund (the "Revenue Fund"), into which shall be deposited as received the Gross Earnings of the System, which money shall then be divided among the Operation and Maintenance Fund, the Debt Service Fund, the Reserve Account, the Depreciation Fund and the Surplus Fund in the amounts and in the manner set forth in Section 7 hereof and used for the purposes described below.
- (b) Sewer System and Waterworks System Operation and Maintenance Fund (the "Operation and Maintenance Fund"), which shall be used for the payment of Current Expenses.
- (c) Sewer System and Waterworks System Revenue Bond and Interest Special Redemption Fund (the "Debt Service Fund"), which shall be used for the payment of the principal of, premium, if any, and interest on the Prior Bonds, the Bonds and Parity Bonds as the same becomes due.
- (d) Reserve Account (the "Reserve Account"), which is hereby continued within the Debt Service Fund and which shall be used for the payment of the principal and interest on the 2022 Bonds, the 2024B Bonds and any Parity Bonds secured by the Reserve Account at any time when there shall be insufficient money in the Debt Service Fund for said purpose. The Reserve Account does not secure the principal of or interest on the 2009 Bonds, the 2011 Bonds, the 2016 Bonds or the Bonds, and moneys in the Reserve Account shall under no circumstances be used to pay principal of or interest on the 2009 Bonds, the 2011 Bonds, the 2016 Bonds or the Bonds.
- (e) Waterworks System and Sewer System Depreciation Fund (the "Depreciation Fund"), which shall be used to provide a proper and adequate depreciation account for the System. Money in the Depreciation Fund shall be available and shall be used whenever necessary to restore any deficiency in the Debt Service Fund or the Reserve Account.
- (f) Waterworks System and Sewer System Surplus Fund (the "Surplus Fund"), which shall first be used when necessary to meet requirements of the Operation and Maintenance Fund including the one month reserve, the Debt Service Fund including the Reserve Account, and the Depreciation Fund. Any money then remaining in the Surplus Fund at the end of any Fiscal Year may be used only as

permitted and in the order specified in Section 66.0811(2), Wisconsin Statutes. Money thereafter remaining in the Surplus Fund may be transferred to any of the funds or accounts continued by this section.

Section 7. Application of Revenues. After the delivery of the Bonds, the Gross Earnings of the System shall be deposited as collected in the Revenue Fund and shall be transferred monthly to the funds listed below in the following order of priority and in the manner set forth below:

- (a) to the Operation and Maintenance Fund, in an amount equal to the estimated Current Expenses for such month and for the following month (after giving effect to available amounts in said Fund from prior deposits);
- (b) to the Debt Service Fund, an amount equal to one-sixth (1/6) of the next installment of interest coming due on the Prior Bonds, the Bonds and any Parity Bonds then outstanding and an amount equal to one-twelfth (1/12) of the installment of principal of the Prior Bonds, the Bonds and any Parity Bonds coming due during such Bond Year (after giving effect to available amounts in said Fund from accrued interest, any premium or any other source);
- (c) to the Reserve Account, any amount required by the 2022 Resolution, the 2024B Resolution or any future resolution authorizing Parity Bonds to be secured by the Reserve Account;
- (d) to the Depreciation Fund, an amount determined by the Governing Body to be sufficient to provide a proper and adequate depreciation account for the System; and
- (e) to the Surplus Fund, any amount remaining in the Revenue Fund after the monthly transfers required above have been completed.

Transfers from the Revenue Fund to the Operation and Maintenance Fund, the Debt Service Fund, the Reserve Account, the Depreciation Fund and the Surplus Fund shall be made monthly not later than the tenth day of each month, and such transfer shall be applicable to monies on deposit in the Revenue Fund as of the last day of the month preceding. Any other transfers and deposits to any fund required or permitted by subsection (a) through (e) of this Section, except transfers or deposits which are required to be made immediately or annually, shall be made on or before the tenth day of the month. Any transfer or deposit required to be made at the end of any Fiscal Year shall be made within sixty (60) days after the close of such Fiscal Year. If the tenth day of any month shall fall on a day other than a business day, such transfer or deposit shall be made on the next succeeding business day.

It is the express intent and determination of the Governing Body that the amounts transferred from the Revenue Fund and deposited in the Debt Service Fund shall be sufficient in any event to pay the interest on the Prior Bonds, the Bonds and any Parity Bonds as the same accrues and the principal thereof as the same matures and to meet the reserve requirement.

The Operation and Maintenance Fund and the Depreciation Fund shall be deposited as received in public depositories to be selected by the Governing Body in the manner required by Chapter 34 of the Wisconsin Statutes and may be invested in legal investments subject to the provisions of Section 66.0603(1m), Wisconsin Statutes.

Funds in the Debt Service Fund in excess of the minimum amounts required to be paid therein plus reserve requirements may be transferred to the Surplus Fund.

Section 8. Deposits and Investments. The Debt Service Fund shall be kept apart from monies in the other funds and accounts of the Municipality and the same shall be used for no purpose other than the prompt payment of principal of and interest on the Prior Bonds, the Bonds and any Parity Bonds as the same becomes due and payable. All monies therein shall be deposited in special and segregated accounts in a public depository selected under Chapter 34, Wisconsin Statutes and may be temporarily invested until needed in legal investments subject to the provisions of Section 66.0603(1m), Wisconsin Statutes. The other funds herein created (except the Sewer System CWFPP Project Fund) may be combined in a single account in a public depository selected in the manner set forth above and may be temporarily invested until needed in legal investments subject to the provisions of Section 66.0603(1m), Wisconsin Statutes.

Section 9. Service to the Municipality. The reasonable cost and value of services rendered to the Municipality by the System by furnishing waterworks and sewer services for public purposes shall be charged against the Municipality and shall be paid in monthly installments as the service accrues, out of the current revenues of the Municipality collected or in the process of collection, exclusive of the revenues derived from the System; that is to say, out of the tax levy of the Municipality made by it to raise money to meet its necessary current expenses. The reasonable cost and value of such service to the Municipality in each year shall be equal to an amount which, together with other revenues of the System, will produce in each Fiscal Year Net Revenues equivalent to not less than the annual principal and interest requirements on the Prior Bonds, the Bonds, any Parity Bonds and any other obligations payable from the revenues of the System then outstanding, times the greater of (i) 110% or (ii) the highest debt service coverage ratio required with respect to any obligations payable from revenues of the System then outstanding. However, such payment out of the tax levy shall be subject to (a) approval of the Public Service Commission, or successors to its function, if applicable, (b) yearly appropriations therefor, and (c) applicable levy limitations, if any; and neither this Resolution nor such payment shall be construed as constituting an obligation of the Municipality to make any such appropriation over and above the reasonable cost and value of the services rendered to the Municipality and its inhabitants or to make any subsequent payment over and above such reasonable cost and value.

Section 10. Operation of System; Municipality Covenants. It is covenanted and agreed by the Municipality with the owner or owners of the Bonds, and each of them, that the Municipality will perform all of the obligations of the Municipality as set forth in the Financial Assistance Agreement.

Section 11. Additional Bonds. The Bonds are issued on a parity with the Prior Bonds as to the pledge of revenues of the System. No bonds or obligations payable out of the revenues of the System may be issued in such manner as to enjoy priority over the Bonds. Additional

obligations may be issued if the lien and pledge is junior and subordinate to that of the Bonds. Parity Bonds may be issued only under the following circumstances:

(a) Additional Parity Bonds may be issued for the purpose of completing the Project and for the purpose of financing costs of the Project which are ineligible for payment under the State of Wisconsin Clean Water Fund Program. However, such additional Parity Bonds shall be in an aggregate amount not to exceed 20% of the face amount of the Bonds; or

(b) Additional Parity Bonds may also be issued if all of the following conditions are met:

(1) The Net Revenues of the System for the Fiscal Year immediately preceding the issuance of such additional bonds must have been in an amount at least equal to the maximum annual interest and principal requirements on all bonds outstanding payable from the revenues of the System, and on the bonds then to be issued, times the greater of (i) 1.10 or (ii) the highest debt service coverage ratio to be required with respect to the Additional Parity Bonds to be issued or any other obligations payable from the revenues of the System then outstanding. Should an increase in permanent rates and charges, including those made to the Municipality, be properly ordered and made effective during the Fiscal Year immediately prior to the issuance of such additional bonds or during that part of the Fiscal Year of issuance prior to such issuance, then Net Revenues for purposes of such computation shall include such additional revenues as a registered municipal advisor, an independent certified public accountant, consulting professional engineer or the Wisconsin Public Service Commission may calculate would have accrued during the prior Fiscal Year had the new rates been in effect during that entire immediately prior Fiscal Year.

(2) The payments required to be made into the funds enumerated in Section 6 of this Resolution must have been made in full.

(3) The additional bonds must have principal maturing on May 1 of each year and interest falling due on May 1 and November 1 of each year.

(4) The proceeds of the additional bonds must be used only for the purpose of providing extensions or improvements to the System, or to refund obligations issued for such purpose.

Section 12. Sale of Bonds. The sale of the Bonds to the State of Wisconsin Clean Water Fund Program for the purchase price of up to \$2,169,225 and at par, is ratified and confirmed; and the officers of the Municipality are authorized and directed to do any and all acts, including executing the Financial Assistance Agreement and the Bonds as hereinabove provided, necessary to conclude delivery of the Bonds to said purchaser, as soon after adoption of this Resolution as is convenient. The purchase price for the Bonds shall be paid upon requisition therefor as provided in the Financial Assistance Agreement, and the officers of the Municipality are authorized to prepare and submit to the State requisitions and disbursement requests in

anticipation of the execution of the Financial Assistance Agreement and the issuance of the Bonds.

Section 13. Application of Bond Proceeds. The proceeds of the sale of the Bonds shall be deposited by the Municipality into a special fund designated as "Sewer System CFWP Project Fund." The Sewer System CFWP Project Fund shall be used solely for the purpose of paying the costs of the Project as more fully described in the preamble hereof and in the Financial Assistance Agreement. Moneys in the Sewer System CFWP Project Fund shall be disbursed within three (3) business days of their receipt from the State of Wisconsin and shall not be invested in any interest-bearing account.

Section 14. Amendment to Resolution. After the issuance of any of the Bonds, no change or alteration of any kind in the provisions of this Resolution may be made until all of the Bonds have been paid in full as to both principal and interest, or discharged as herein provided, except: (a) the Municipality may, from time to time, amend this Resolution without the consent of any of the owners of the Bonds, but only to cure any ambiguity, administrative conflict, formal defect, or omission or procedural inconsistency of this Resolution; and (b) this Resolution may be amended, in any respect, with a written consent of the owners of not less than two-thirds (2/3) of the principal amount of the Bonds then outstanding, exclusive of Bonds held by the Municipality; provided, however, that no amendment shall permit any change in the pledge of revenues derived from the System or the maturity of any Bond issued hereunder, or a reduction in the rate of interest on any Bond, or in the amount of the principal obligation thereof, or in the amount of the redemption premium payable in the case of redemption thereof, or change the terms upon which the Bonds may be redeemed or make any other modification in the terms of the payment of such principal or interest without the written consent of the owner of each such Bond to which the change is applicable.

Section 15. Defeasance. When all Bonds have been discharged, all pledges, covenants and other rights granted to the owners thereof by this Resolution shall cease. The Municipality may discharge all Bonds due on any date by irrevocably depositing in escrow with a suitable bank or trust company a sum of cash and/or bonds or securities issued or guaranteed as to principal and interest of the U.S. Government, or of a commission, board or other instrumentality of the U.S. Government, maturing on the dates and bearing interest at the rates required to provide funds sufficient to pay when due the interest to accrue on each of said Bonds to its maturity or, at the Municipality's option, if said Bond is prepayable to any prior date upon which it may be called for redemption, and to pay and redeem the principal amount of each such Bond at maturity, or at the Municipality's option, if said Bond is prepayable, at its earliest redemption date, with the premium required for such redemption, if any, provided that notice of the redemption of all prepayable Bonds on such date has been duly given or provided for.

Section 16. Rebate Fund. Unless the Bonds are exempt from the rebate requirements of the Internal Revenue Code of 1986, as amended (the "Code"), the Municipality shall establish and maintain, so long as the Bonds and any Parity Bonds are outstanding, a separate account to be known as the "Rebate Fund." The sole purpose of the Rebate Fund is to provide for the payment of any rebate liability with respect to the Bonds under the relevant provisions of the Code and the Treasury Regulations promulgated thereunder (the "Regulations"). The Rebate Fund shall be maintained by the Municipality until all required rebate payments with respect to

the Bonds have been made in accordance with the relevant provisions of the Code and the Regulations.

The Municipality hereby covenants and agrees that it shall pay to the United States from the Rebate Fund, at the times and in the amounts and manner required by the Code and the Regulations, the portion of the "rebate amount" (as defined in Section 1.148-3(b) of the Regulations) that is due as of each "computation date" (within the meaning of Section 1.148-3(e) of the Regulations). As of the date of this Resolution, the provisions of the Regulations specifying the required amounts of rebate installment payments and the time and manner of such payments are contained in Sections 1.148-3(f) and (g) of the Regulations, respectively. Amounts held in the Rebate Fund and the investment income therefrom are not pledged as security for the Bonds or any Parity Bonds and may only be used for the payment of any rebate liability with respect to the Bonds.

The Municipality may engage the services of accountants, attorneys or other consultants necessary to assist it in determining the rebate payments, if any, owed to the United States with respect to the Bonds. The Municipality shall maintain or cause to be maintained records of determinations of rebate liability with respect to the Bonds for each computation date until six (6) years after the retirement of the last of the Bonds. The Municipality shall make such records available to the State of Wisconsin upon reasonable request therefor.

Section 17. Resolution a Contract. The provisions of this Resolution shall constitute a contract between the Municipality and the owner or owners of the Bonds, and after issuance of any of the Bonds no change or alteration of any kind in the provisions of this Resolution may be made, except as provided in Section 14, until all of the Bonds have been paid in full as to both principal and interest. The owner or owners of any of the Bonds shall have the right in addition to all other rights, by mandamus or other suit or action in any court of competent jurisdiction, to enforce such owner's or owners' rights against the Municipality, the Governing Body thereof, and any and all officers and agents thereof including, but without limitation, the right to require the Municipality, its Governing Body and any other authorized body, to fix and collect rates and charges fully adequate to carry out all of the provisions and agreements contained in this Resolution.

Section 18. Continuing Disclosure. The officers of the Municipality are hereby authorized and directed, if requested by the State of Wisconsin, to provide to the State of Wisconsin Clean Water Fund Program and to such other persons or entities as directed by the State of Wisconsin such ongoing disclosure regarding the Municipality's financial condition and other matters, at such times and in such manner as the Clean Water Fund Program may require, in order that securities issued by the Municipality and the State of Wisconsin satisfy rules and regulations promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as amended and as it may be amended from time to time, imposed on brokers and dealers of municipal securities before the brokers and dealers may buy, sell, or recommend the purchase of such securities.

Section 19. Conflicting Resolutions. All ordinances, resolutions (other than the Prior Resolutions), or orders, or parts thereof heretofore enacted, adopted or entered, in conflict with the provisions of this Resolution, are hereby repealed and this Resolution shall be in effect from and after its passage. In case of any conflict between this Resolution and the Prior Resolutions, the Prior Resolutions shall control as long as any of the respective Prior Bonds are outstanding.

Passed: July 16, 2024

Approved: July 16, 2024

John Weidl
City Manager

Attest:

Heather Boehm
City Clerk

EXHIBIT A

(Form of Municipal Obligation)

REGISTERED
NO. _____

UNITED STATES OF AMERICA
STATE OF WISCONSIN
WALWORTH AND JEFFERSON COUNTIES
CITY OF WHITEWATER

REGISTERED
\$ _____

WATERWORKS AND SEWER SYSTEM REVENUE BOND, SERIES 2024C

Final
Maturity Date

May 1, 2044

Date of
Original Issue

_____, 20__

REGISTERED OWNER: STATE OF WISCONSIN CLEAN WATER FUND PROGRAM

FOR VALUE RECEIVED the City of Whitewater, Walworth and Jefferson Counties, Wisconsin (the "Municipality") hereby acknowledges itself to owe and promises to pay to the registered owner shown above, or registered assigns, solely from the fund hereinafter specified, the principal sum of an amount not to exceed _____ DOLLARS (\$ _____) (but only so much as shall have been drawn hereunder, as provided below) on May 1 of each year commencing May 1, 2025 until the final maturity date written above, together with interest thereon (but only on amounts as shall have been drawn hereunder, as provided below) from the dates the amounts are drawn hereunder or the most recent payment date to which interest has been paid, at the rate of 2.365% per annum, calculated on the basis of a 360-day year made up of twelve 30-day months, such interest being payable on the first days of May and November of each year, with the first interest being payable on November 1, 2024.

The principal amount evidenced by this Bond may be drawn upon by the Municipality in accordance with the Financial Assistance Agreement entered by and between the Municipality and the State of Wisconsin by the Department of Natural Resources and the Department of Administration including capitalized interest transferred (if any). The principal amounts so drawn shall be repaid in installments on May 1 of each year commencing on May 1, 2025 in an amount equal to an amount which when amortized over the remaining term of this Bond plus current payments of interest (but only on amounts drawn hereunder) at Two and 365/1000ths percent (2.365%) per annum shall result in equal annual payments of the total of principal and the semiannual payments of interest. The State of Wisconsin Department of Administration shall record such draws and corresponding principal repayment schedule on a cumulative basis in the format shown on the attached Schedule A.

Both principal and interest hereon are hereby made payable to the registered owner in lawful money of the United States of America. On the final maturity date, principal of this Bond shall be payable only upon presentation and surrender of this Bond at the office of the Municipal Treasurer. Principal hereof and interest hereon shall be payable by electronic transfer or by check or draft dated on or before the applicable payment date (as directed by the registered owner) and if by check or draft, mailed from the office of the Municipal Treasurer to the person in whose name this Bond is registered at the close of business on the fifteenth day of the calendar month next preceding such interest payment date.

This Bond shall not be redeemable prior to its maturity, except with the consent of the registered owner.

This Bond is transferable only upon the books of the Municipality kept for that purpose at the office of the Municipal Treasurer, by the registered owner in person or its duly authorized attorney, upon surrender of this Bond, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Municipal Treasurer, duly executed by the registered owner or its duly authorized attorney. Thereupon a replacement Bond shall be issued to the transferee in exchange therefor. The Municipality may deem and treat the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of or on account of the principal or interest hereof and for all other purposes. This Bond is issuable solely as a negotiable, fully-registered bond, without coupons, and in denominations of \$0.01 or any integral multiple thereof.

This Bond is issued for the purpose of providing for the payment of the cost of constructing improvements to the Sewer System of the Municipality, pursuant to Article XI, Section 3, of the Wisconsin Constitution, Section 66.0621, Wisconsin Statutes, and a resolution adopted July 16, 2024, and entitled: "Resolution Authorizing the Issuance and Sale of Up to \$2,169,225 Waterworks and Sewer System Revenue Bonds, Series 2024C, and Providing for Other Details and Covenants With Respect Thereto" and is payable only from the income and revenues of the Waterworks System and Sewer System of the Municipality (collectively, the "Utility"). The Bonds are issued on a parity with the Municipality's Waterworks and Sewer System Revenue Bonds, Series 2009, dated December 9, 2009, Waterworks and Sewer System Revenue Bonds, Series 2011, dated July 27, 2011, Waterworks and Sewer System Revenue Bonds, Series 2016, dated April 13, 2016, Waterworks and Sewer System Revenue Bonds, Series 2022B, dated June 9, 2022 and Waterworks and Sewer System Revenue Bonds, Series 2024B, dated July 17, 2024, as to the pledge of income and revenues of the Utility. This Bond does not constitute an indebtedness of said Municipality within the meaning of any constitutional or statutory debt limitation or provision.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen, and be performed precedent to and in the issuance of this Bond have existed, have happened and have been performed in due time, form and manner as required by law; and that sufficient of the income and revenue to be received by said Municipality from the operation of its Utility has been pledged to and will be set aside into a special fund for the payment of the principal of and interest on this Bond.

IN WITNESS WHEREOF, the Municipality has caused this Bond to be signed by the signatures of its City Manager and City Clerk, and its corporate seal to be impressed hereon, all as of the date of original issue specified above.

CITY OF WHITEWATER,
WISCONSIN

(SEAL)

By: _____
John Weidl
City Manager

By: _____
Heather Boehm
City Clerk

COPY

(Form of Assignment)

FOR VALUE RECEIVED the undersigned hereby sells, assigns and transfers unto

(Please print or typewrite name and address, including zip code, of Assignee)

Please insert Social Security or other identifying number of Assignee

the within Bond and all rights thereunder, hereby irrevocably constituting and appointing

Attorney to transfer said Bond on the books kept for the registration thereof with full power of substitution in the premises.

Dated: _____

NOTICE: The signature of this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Signature(s) guaranteed by

SCHEDULE A

\$2,169,225

CITY OF WHITEWATER, WISCONSIN
WATERWORKS AND SEWER SYSTEM REVENUE BONDS, SERIES 2024C

<u>Amount of Disbursement</u>	<u>Date of Disbursement</u>	<u>Series of Bonds</u>	<u>Principal Repaid</u>	<u>Principal Balance</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

COPY

SCHEDULE A (continued)

PRINCIPAL REPAYMENT SCHEDULE

<u>Date</u>	<u>Principal Amount</u>
May 1, 2025	\$ 86,079.10
May 1, 2026	88,114.87
May 1, 2027	90,198.79
May 1, 2028	92,331.99
May 1, 2029	94,515.64
May 1, 2030	96,750.93
May 1, 2031	99,039.09
May 1, 2032	101,381.37
May 1, 2033	103,779.04
May 1, 2034	106,233.41
May 1, 2035	108,745.83
May 1, 2036	111,317.67
May 1, 2037	113,950.33
May 1, 2038	116,645.26
May 1, 2039	119,403.92
May 1, 2040	122,227.82
May 1, 2041	125,118.51
May 1, 2042	128,077.56
May 1, 2043	131,106.60
May 1, 2044	134,207.27

State of Wisconsin
Department of Natural Resources
Bureau of Community Financial Assistance
101 South Webster Street, 2nd Floor
PO Box 7921
Madison, Wisconsin 53707-7921

Financial Assistance Agreement
Clean Water Fund Program
Form 8700-214A rev 04/24

STATE OF WISCONSIN CLEAN WATER FUND PROGRAM
FINANCIAL ASSISTANCE AGREEMENT WITH PRINCIPAL FORGIVENESS

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
DEPARTMENT OF ADMINISTRATION

and

CITY OF WHITEWATER

\$4,269,225 With up to \$2,100,000 PRINCIPAL FORGIVENESS

FINANCIAL ASSISTANCE AGREEMENT

Dated as of August 14, 2024

This constitutes a **Financial Assistance Agreement** under the State of Wisconsin's Clean Water Fund Program. This agreement is awarded pursuant to ss. 281.58 and 281.59, Wis. Stats. The purpose of this agreement is to award financial assistance from the Clean Water Fund Program. This agreement also discloses the terms and conditions of this award.

This agreement is only effective when signed by authorized officers of the municipality, the State of Wisconsin Department of Natural Resources, and the State of Wisconsin Department of Administration.

The Department of Natural Resources and the Department of Administration may rescind or terminate this agreement if the municipality fails to comply with the terms and conditions contained within. Any determination or certification made in this agreement by the Department of Natural Resources or the Department of Administration is made solely for the purpose of providing financial assistance under the Clean Water Fund Program.

Municipal Identification No. 64291
Clean Water Fund Program Project No. 4558-09

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EXHIBIT F	PROJECT MANAGER SUMMARY PAGE

WITNESSETH:

WHEREAS, this is a FINANCIAL ASSISTANCE AGREEMENT (the "FAA"), dated August 14, 2024, between the STATE OF WISCONSIN Clean Water Fund Program (the "CWFP"), by the Department of Natural Resources (the "DNR") and the Department of Administration (the "DOA"), acting under authority of ss. 281.58 and 281.59, Wis. Stats., as amended (the "Statute"), and the City of Whitewater, a municipality within the meaning of the Statute, duly organized and existing under the laws of the State of Wisconsin (the "Municipality"); and

WHEREAS, the United States, pursuant to the Federal Water Quality Act of 1987 (the "Water Quality Act"), requires each state to establish a water pollution control revolving fund to be administered by an instrumentality of the state before the state may receive capitalization grants for eligible projects from the United States Environmental Protection Agency (the "EPA"), or any successor which may succeed to the administration of the program established by Title VI of the Water Quality Act; and

WHEREAS, the State of Wisconsin, pursuant to the Statute, established the CWFP to be used in part for purposes of the Water Quality Act; and

WHEREAS, the State of Wisconsin, pursuant to s. 25.43, Wis. Stats., established a State of Wisconsin Environmental Improvement Fund which includes the CWFP; and

WHEREAS, DNR and DOA have the joint responsibility to provide CWFP financial assistance to municipalities for the construction of eligible wastewater pollution abatement projects, all as set forth in the Statute; and

WHEREAS, the Municipality submitted to DNR an application for financial assistance (the "Application") for a project (the "Project"), and DNR has approved the Application and determined the Application meets the criteria for Project eligibility based on water quality and public health requirements established in applicable state statutes and regulations; and

WHEREAS, DNR determined that the Municipality and the Project are eligible for financial assistance pursuant to s. 281.58(7)(b), Wis. Stats.; and

WHEREAS, DOA determined the CWFP will provide financial assistance to the Municipality by making a loan (the "Loan") under s. 281.59(9), Wis. Stats., for the purposes of that subsection, and providing principal forgiveness; and

WHEREAS, the Municipality pledged the security, if any, required by DOA, and the Municipality demonstrated to the satisfaction of DOA the financial capacity to ensure sufficient revenues to operate and maintain the Project for its useful life and to pay debt service on the obligations it issues for the Project; and

WHEREAS, the Municipality certifies to the CWFP that it has created a dedicated source of revenue, which may constitute taxes levied by the Municipality for repayment of the Municipal Obligations; and

WHEREAS, the Municipality obtained DNR approval of facility plans or engineering reports and plans and specifications for the Project, subject to the provisions of applicable State environmental standards set forth in law, rules, and regulations;

NOW, THEREFORE, in consideration of the promises and of the mutual representations, covenants, and agreements herein set forth, the CWFP and the Municipality, each binding itself, its successors, and its assigns, do mutually promise, covenant, and agree as follows:

ARTICLE I
DEFINITIONS; RULES OF INTERPRETATION

Section 1.01. Definitions The following capitalized terms as used in this FAA shall have the following meanings:

"Act" means the Federal Water Pollution Control Act, 33 U.S. Code §§1250 et seq., as amended.

"American Iron and Steel" means the requirements contained in section 608 of the Act.

"Application" means the written application of the Municipality dated September 29, 2023, for financial assistance under the Statute.

"Bonds" means bonds or notes issued by the State pursuant to the Program Resolution, all or a portion of the proceeds of which shall be applied to make the Loan.

"Build America, Buy America" means Title IX of the Infrastructure Investment and Jobs Act, Publ. L. No. 117-58, §§ 70901-52.

"Business Day" means any day on which State offices are open to conduct business.

"Code" means the Internal Revenue Code of 1986, as amended, and any successor provisions.

"CWFP" means the State of Wisconsin Clean Water Fund Program, established pursuant to the Statute, and managed and administered by DNR and DOA.

"DNR" means the State of Wisconsin Department of Natural Resources and any successor entity.

"DOA" means the State of Wisconsin Department of Administration and any successor entity.

"EPA" means the United States Environmental Protection Agency or any successor entity that may succeed to the administration of the program established by Title VI of the Water Quality Act.

"FAA" means this Financial Assistance Agreement.

"Fees and Charges" means the costs and expenses of DNR and DOA in administering the CWFP.

"Final Completion" means the Project construction is complete, DNR or agents thereof have certified that the Project was constructed according to DNR approved Plans and Specifications and that the facilities are operating according to design, and DNR has completed all necessary Project closeout procedures.

"Financial Assistance" means any proceeds provided under this Financial Assistance Agreement in the form of a Loan of which part of the Loan principal will be forgiven.

"Financial Assistance Agreement" means this Financial Assistance Agreement between the CWFP by DNR, DOA, and the Municipality, as the same may be amended from time to time in accordance with Section 6.04 hereof.

"Loan" means the loan or loans made by the CWFP to the Municipality of which a portion of the principal will be forgiven pursuant to this FAA.

"Loan Disbursement Table" means the table with columns for inserting the following information for the portion of the Loan which is to be repaid with interest:

- (a) amount of each disbursement,
- (b) date of each disbursement,
- (c) the series of Bonds from which each disbursement is made,

- (d) principal amounts repaid, and
- (e) outstanding principal balance.

"Municipal Obligation Counsel Opinion" means the opinion of counsel satisfactory to DOA, issued in conjunction with the Municipal Obligations, stating that:

- (a) this FAA and the performance by the Municipality of its obligations thereunder have been duly authorized by all necessary actions by the governing body of the Municipality, and this FAA has been duly executed and delivered by the Municipality;
- (b) the Municipal Obligations have been duly authorized, executed, and delivered by the Municipality and sold to the CWFP;
- (c) each of this FAA and the Municipal Obligations constitutes a legal, valid, and binding obligation of the Municipality, enforceable against the Municipality in accordance with its respective terms (provided that enforceability thereof may be subject to bankruptcy, insolvency, reorganization, moratorium, and other similar laws affecting creditors' rights heretofore or hereafter enacted to the extent constitutionally applicable and that its enforcement may also be subject to the exercise of judicial discretion in appropriate cases);
- (d) the Municipal Obligations constitute special obligations of the Municipality secured as to payment of principal, interest, and redemption price by the pledged revenues as set forth therein;
- (e) interest on the Municipal Obligations is not included in gross income of the owners thereof for federal income taxation purposes under existing laws, regulations, rulings, and judicial decisions;
- (f) the Municipal Obligations are not "arbitrage bonds" within the meaning of Section 148 of the Code and the arbitrage regulations; and
- (g) the Municipal Obligations are not "private activity bonds" as defined in Section 141(a) of the Code.

"Municipal Obligation Resolution" means that action taken by the governing body of the Municipality authorizing the issuance of the Municipal Obligations.

"Municipal Obligations" means the bonds or notes issued and delivered by the Municipality to the CWFP, a specimen copy of which is included in the Municipal Obligations transcript in exchange for the portion of the Loan which is not subject to Principal Forgiveness.

"Municipality" means the City of Whitewater, a "municipality" within the meaning of the Statute, duly organized and existing under the laws of the State, and any successor entity.

"Parallel Cost Percentage" means the proportion of Project Costs eligible for below-market-rate financing relative to the total Project Costs eligible for CWFP financing.

"Parity Obligations" means the Municipality's \$2,780,071 Waterworks and Sewer System Revenue Bonds, Series 2009, dated December 09, 2009; it's \$633,078 Waterworks and Sewer System Revenue Bonds, Series 2011, dated July 27, 2011; it's \$21,605,138 Waterworks and Sewer System Revenue Bonds, Series 2016, dated April 13, 2016; it's \$8,190,000 Waterworks and Sewer System Revenue Bonds, Series 2022B, dated June 09, 2022; it's \$1,365,000 Waterworks and Sewer System Revenue Bonds, Series 2024B, dated July 17, 2024 and any other obligations issued on a parity with the Municipal Obligations pursuant to the restrictive provisions of Section 11 of the Municipal Obligation Resolution.

"Plans and Specifications" means the Project design plans and specifications assigned No. S-2023-0734, approved by DNR on October 25, 2023, as the same may be amended or modified from time to time in accordance with this FAA.

"Principal Forgiveness" means Financial Assistance received in the form of forgiveness of Loan principal pursuant to the Act, Regulations, and this FAA of which no repayment thereof shall be required except as may be required pursuant to the Act, Statute, Regulations, or this FAA. The total amount of principal forgiveness available for this Project as of the date of this FAA is \$2,100,000. The applicable percentage of general principal forgiveness for this Project, as shown on the Final Funding List, is 50%.

"Program Resolution" means the Amended and Restated Program Resolution for State of Wisconsin Environmental Improvement Fund Revenue Obligations adopted by the State of Wisconsin Building Commission, as such may from time to time be further amended or supplemented by Supplemental Resolutions in accordance with the terms and provisions of the Program Resolution.

"Progress Payments" means payments for work in place and materials or equipment that have been delivered or are stockpiled in the vicinity of the construction site. This includes payments for undelivered, specifically manufactured equipment if: (1) designated in the specifications, (2) could not be readily utilized or diverted to another job, and (3) a fabrication period of more than 6 months is anticipated.

"Project" means the project assigned CFWP Project No. 4558-09 by DNR, described in the Project Manager Summary Page (Exhibit F), and further described in the DNR approval letter for the Plans and Specifications, or portions thereof, issued under s. 281.41, Wis. Stats.

"Project Costs" means the costs of the Project that are eligible for financial assistance from the CFWP under the Statute, which are allowable costs under the Regulations, which have been incurred by the Municipality, an estimate of which is set forth in Exhibit A hereto and made a part hereof.

"Regulations" means the Act; chs. NR 108, NR 110, NR 150, NR 151, NR 162, and NR 216, Wis. Adm. Code, the regulations of DNR; and ch. Adm. 35, Wis. Adm. Code, the regulations of DOA, adopted pursuant to and in furtherance of the Act, as such may be adopted or amended from time to time.

"SDWLP" means the State of Wisconsin Safe Drinking Water Loan Program, established pursuant to ss. 281.59 and 281.61, Wis. Stats.

"Servicing Fee" means any servicing fee that may be imposed by DNR and DOA pursuant to s. 281.58(9)(d), Wis. Stats., which shall cover the estimated costs of reviewing and acting upon the Application and servicing this FAA, and which the Municipality is obligated to pay as set forth in Section 3.04 hereof.

"Sewer Use Ordinance" means the ordinance (or other legislative enactments) meeting the requirements of the Regulations and enacted and enforced in each jurisdiction served by the Project.

"Sewerage System" means the entire sewer system of the Municipality, specifically including that portion of the Project owned by the Municipality and including all property of every nature now or hereafter owned by the Municipality for the collection, transmission, treatment, and disposal of domestic and industrial sewerage and waste.

"State" means the State of Wisconsin.

"Statute" means ss. 281.58 and 281.59, Wis. Stats., as amended.

"Substantial Completion" means the date on which construction of the Project is sufficiently complete in accordance with the contract documents so that the owner can occupy and utilize the Project for its intended use.

"Supplemental Resolution" shall have the meaning set forth in the Program Resolution.

"Trustee" means the trustee appointed by the State pursuant to the Program Resolution and any successor trustee.

"User Charge System" means a system of charges meeting the requirements of s. NR 162.07, Wis. Adm. Code and also includes charges from the water system.

"User Fees" means fees charged or to be charged to users of the Project and the Sewerage System of which the Project is a part and the water system pursuant to a User Charge System or otherwise.

"Water Quality Act" means the federal Water Quality Act of 1987, as amended.

"WPDES Permit" means a Wisconsin Pollutant Discharge Elimination System permit issued under ch. 283, Wis. Stats.

Section 1.02. Rules of Interpretation Unless the context clearly indicates to the contrary, the following rules shall apply to the context of this FAA:

- (a) Words importing the singular number shall include the plural number and vice versa, and one gender shall include all genders.
- (b) All references herein to particular articles or sections are references to articles or sections of this FAA.
- (c) The captions and headings herein are solely for convenience of reference and shall not constitute a part of this FAA, nor shall they affect its meaning, construction, or effect.
- (d) The terms "hereby", "hereof", "hereto", "herein", "hereunder", and any similar terms as used in this FAA refer to this FAA in its entirety and not the particular article or section of this FAA in which they appear. The term "hereafter" means after and the term "heretofore" means before the date of delivery of this FAA.
- (e) All accounting terms not otherwise defined in this FAA have the meanings assigned to them in accordance with generally accepted accounting principles, and all computations provided for herein shall be made in accordance with generally accepted accounting principles.

ARTICLE II REPRESENTATIONS

Section 2.01. Representations of the CWFP The CWFP represents and warrants as follows:

- (a) The State is authorized to issue the Bonds in accordance with the Statute and the Program Resolution and to use the proceeds thereof to provide funds for the Financial Assistance provided to the Municipality to undertake and complete the Project.
- (b) The CWFP has complied with the provisions of the Statute and has full power and authority to execute and deliver this FAA, consummate the transactions contemplated hereby, and perform its obligations hereunder.
- (c) The CWFP is not in violation of any of the provisions of the Constitution or laws of the State which would affect its powers referred to in the preceding paragraph (b).
- (d) Pursuant to the Statute, the CWFP is authorized to execute and deliver this FAA and to take actions and make determinations that are required of the CWFP under the terms and conditions of this FAA.
- (e) The execution and delivery by the CWFP of this FAA and the consummation of the transactions contemplated by this FAA shall not violate any indenture, mortgage, deed of trust, note, agreement, or other contract or instrument to which the State is a party, or by which it is bound, or, to the best of

the CWFP's knowledge, any judgment, decree, order, statute, rule, or regulation applicable to the CWFP; all consents, approvals, authorizations, and orders of governmental or regulatory authorities that are required for the consummation of the transactions contemplated thereby have been obtained.

(f) To the knowledge of the CWFP, there is no action, suit, proceeding, or investigation at law or in equity, before or by any court, public board, or body, threatened against, pending, or affecting the CWFP, or, to the knowledge of the CWFP, any basis therefor, wherein an unfavorable decision, ruling, or finding would adversely affect the transactions contemplated hereby or which, in any way, could adversely affect the validity of this FAA or any agreement or instrument to which the State is a party and which is used or contemplated for use in consummation of the transactions contemplated by each of the foregoing.

Section 2.02. Representations of the Municipality The Municipality represents, and warrants as of the date of this FAA, and with respect to paragraphs (n), (s), and (u), covenants throughout the term of this FAA, as follows:

(a) The Municipality possesses the legal municipal form of a city under ch. 62, Wis. Stats. The Municipality is located within the State and is a "municipality" within the meaning of the Statute, duly organized and existing under the laws of the State, and has full legal right, power, and authority to:

- (1) conduct its business and own its properties,
- (2) enter into this FAA,
- (3) adopt the Municipal Obligation Resolution,
- (4) issue and deliver the Municipal Obligations to the CWFP as provided herein, and
- (5) carry out and consummate all transactions contemplated by each of the aforesaid documents.

(b) The Municipality's Project is a project that is necessary to prevent the applicant from significantly exceeding an effluent limitation contained in its WPDES Permit (compliance maintenance).

(c) With respect to the issuance of the Municipal Obligations, the Municipality has complied with the Municipal Obligation Resolution and with all applicable laws of the State.

(d) The governing body of the Municipality has duly approved the execution and delivery of this FAA and the issuance and delivery of the Municipal Obligations in the aggregate principal amount of \$2,169,225 and authorized the taking of any and all action as may be required on the part of the Municipality and its authorized officers to carry out, give effect to, and consummate the transactions contemplated by each of the foregoing.

(e) This FAA and the Municipal Obligations have each been duly authorized, executed, and delivered, and constitute legal, valid, and binding obligations of the Municipality, enforceable in accordance with their respective terms.

(f) To the knowledge of the Municipality, there is no action, suit, proceeding, inquiry, or investigation, at law or in equity, before or by any court, public board, or body, threatened against, pending, or affecting the Municipality, or, to the knowledge of the Municipality, any basis therefor:

- (1) affecting the creation, organization, or existence of the Municipality or the title of its officers to their respective offices;
- (2) seeking to prohibit, restrain, or enjoin the execution of this FAA or the issuance or delivery of the Municipal Obligations;
- (3) in any way contesting or affecting the validity or enforceability of the Municipal Obligation Resolution, the Municipal Obligations, this FAA, or any agreement or instrument

relating to any of the foregoing or used or contemplated for use in the consummation of the transactions contemplated by this FAA; or

(4) wherein an unfavorable decision, ruling, or finding could adversely affect the transactions contemplated hereby or by the Municipal Obligation Resolution or the Municipal Obligations.

(g) The Municipality is not in any material respect in breach of or in default under any applicable law or administrative regulation of the State or the United States, any applicable judgment or decree, or any agreement or other instrument to which the Municipality is a party, or by which it or any of its properties is bound, and no event has occurred that, with the passage of time, the giving of notice, or both, could constitute such a breach or default. The execution and delivery of this FAA, the issuance and delivery of the Municipal Obligations, the adoption of the Municipal Obligation Resolution, and compliance with the respective provisions thereof shall not conflict with, or constitute a breach of or default under, any applicable law or administrative regulation of the State or of the United States, any applicable judgment or decree, or any agreement or other instrument to which the Municipality is a party, or by which it or any of its property is bound.

(h) The Municipal Obligations constitute validly-issued legally-binding special obligations of the Municipality secured as set forth therein.

(i) The resolutions of the Municipality accepting the Financial Assistance and the Municipal Obligation Resolution have been duly adopted by the Municipality and remain in full force and effect as of the date hereof.

(j) The Municipality has full legal right and authority, and all necessary permits, licenses, easements, and approvals (other than such permits, licenses, easements, or approvals that are not by their nature obtainable prior to Substantial Completion of the Project) required as of the date hereof to own the Project, carry on its activities relating thereto, undertake and complete the Project, and carry out and consummate all transactions contemplated by this FAA.

(k) The Municipality represents that it has not made any commitment or taken any action that shall result in a valid claim for any finders' or similar fees or commitments in respect to the issuance and sale of the Municipal Obligations and the making of the Loan under this FAA.

(l) The Project is eligible under s. 281.58(7), Wis. Stats., for financing from the CWFP, and the Project Costs are equal to or in excess of the principal amount of the Municipal Obligations. The Project has satisfied the requirements of the State Environmental Review Procedures (SERP) contained in the Regulations. Portions of the Project that are ineligible for financing from the CWFP are listed within the Project Manager Summary Page attached hereto as Exhibit F. The Municipality intends the Project to be eligible under the Statute throughout the term of this FAA.

(m) All amounts shown in Exhibit A of this FAA are costs of a Project eligible for financial assistance from the CWFP under the Statute. All proceeds of any borrowing of the Municipality that have been spent and are being refinanced with the proceeds of the Financial Assistance made hereunder have been spent on eligible Project Costs. All Project Costs are reasonable, necessary, and allocable by the Municipality to the Project under generally accepted accounting principles. None of the proceeds of the Financial Assistance shall be used directly or indirectly by the Municipality as working capital or to finance inventory, as opposed to capital improvements.

(n) The Project is and shall remain in compliance with all applicable federal, state, and local laws and ordinances (including rules and regulations) relating to zoning, building, safety, and environmental quality. The Municipality has complied with and completed all requirements of DNR necessary to commence construction of the Project prior to the date hereof. The Municipality intends to proceed with due diligence to complete the Project pursuant to Section 4.04 hereof.

- (o) The Municipality does not intend to lease the Project or enter into a long-term contract for operation of the Project except as set forth in Exhibit D.
- (p) The Municipality shall not take or omit to take any action which action or omission shall in any way cause the proceeds of the Bonds to be applied in a manner contrary to that provided in the Program Resolution.
- (q) The Municipality has not taken and shall not take any action, and presently knows of no action that any other person, firm, or corporation has taken or intends to take, that would cause interest on the Municipal Obligations to be includable in the gross income of the owners of the Municipal Obligations for federal income tax purposes. The representations, certifications, and statements of reasonable expectation made by the Municipality as referenced in the Municipal Obligation Counsel Opinion and No Arbitrage Certificate are hereby incorporated by this reference as though fully set forth herein.
- (r) Other than (1) "preliminary expenditures" as used in Treas. Regs. 26 CFR 1.150-2 in an amount not exceeding 20% of the principal amount of the Municipal Obligations, or (2) an amount not exceeding the lesser of \$100,000 or 5% of the principal amount of the Municipal Obligations, all of the proceeds of the Bonds loaned to the Municipality (other than refunding proceeds, if any) shall be used for Project Costs paid by the Municipality subsequent to a date which is 60 days prior to the date on which the Municipality adopted a reimbursement resolution pursuant to Treas. Regs. 26 CFR 1.150-2 stating its intent to reimburse other funds of the Municipality used to finance the Project, or subsequent to the issuance date of the Municipal Obligations.
- (s) The Municipality represents that it has satisfied and shall continue to satisfy all the applicable requirements in s. 281.58, Wis. Stats., and ch. NR 162, Wis. Adm. Code.
- (t) The Municipality has adopted a rate, charge, or assessment schedule that will generate annually sufficient revenue to pay the principal of and interest on the Municipal Obligations.
- (u) The Municipality is in substantial compliance and shall remain in substantial compliance with all applicable conditions, requirements, and terms of any financial assistance previously awarded through the federal construction grants program, the Wisconsin Fund construction grants program, the CWFP, or the SDWLP.
- (v) The Municipality has met all terms and conditions contained within and received DNR approval for the Municipality's Plans and Specifications for the Project described in the definitions hereof.
- (w) The Municipality represents that it submitted to DNR a bid tabulation for the Project with a recommendation to DNR for review and concurrence. The expected Substantial Completion date of the Project is December 1, 2024.
- (x) The Municipality acknowledges that s. 281.59(11)(b), Wis. Stats., and the Program Resolution provide that, if the Municipality fails to repay the Loan when due, the State shall recover amounts due the CWFP by deducting those amounts from any State payments due the Municipality. State aids information is available on: the Wisconsin Department of Revenue's website at <https://www.revenue.wi.gov/Pages/Report/Shared-Revenue-Estimates.aspx>, and the Wisconsin Department of Transportation's website at <https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/gta.aspx>.

The Municipality acknowledges that s. 70.60, Wis. Stats., and the Program Resolution provide that, if the Municipality fails to repay the Loan when due, the State shall recover amounts due the CWFP by adding a special charge to the amount of taxes apportioned to and levied upon the county in which the Municipality is located.

- (y) The Municipality acknowledges that the State reserves the right upon default by the Municipality hereunder to have a receiver appointed to collect User Fees from the operation of the Municipality's

Sewerage System or, in the case of a joint utility system, to bill the users of the Municipality's Sewerage System directly.

(z) The representations of the Municipality in the Application are true and correct as of the date of this FAA and are incorporated herein by reference as if fully set forth in this place.

(aa) There has been no material adverse change in the financial condition or operation of the Municipality or the Project since the submission date of the Application.

(bb) The Municipality acknowledges that it is eligible to receive Financial Assistance in the form of a Loan of \$4,269,225 with Principal Forgiveness of \$2,100,000 for payment of Project Costs.

ARTICLE III LOAN PROVISIONS

Section 3.01. Loan Clauses

(a) Subject to the conditions and in accordance with the terms of this FAA, the CWFP hereby agrees to make the Loan and the Municipality agrees to accept the Loan. As evidence of the portion of the Loan made to the Municipality remaining subsequent to the Principal Forgiveness, the Municipality hereby agrees to sell to the CWFP Municipal Obligations in the aggregate principal amount of \$2,169,225. The CWFP shall pay for the Municipal Obligations in lawful money of the United States, which shall be disbursed as provided in this FAA.

(b) Prior to disbursement, Loan proceeds shall be held by the CWFP or by the Trustee for the account of the CWFP. Earnings on undisbursed Loan proceeds shall be for the account of the CWFP. Loan proceeds shall be disbursed only upon submission by the Municipality of disbursement requests and approval thereof as set forth in Section 3.06 hereof.

(c) The Loan shall bear interest at the rate of two and 365/1000ths percent (2.365%) per annum, and interest shall accrue and be payable only on Loan principal amounts actually disbursed on the Municipal Obligations, from the date of disbursement until the date such amounts are repaid or forgiven.

(d) Disbursements of Financial Assistance shall generally be made: first, in the form of a Loan disbursement on the Municipal Obligations, which must be at least 5% of the Municipal Obligation amount or an excess of \$50,000, whichever is less; second, in the form of Loan disbursements that include the applicable percentage of Principal Forgiveness up to \$2,100,000; and third, if the Principal Forgiveness cap has been reached, in the form of Loan disbursements on the Municipal Obligations. Principal Forgiveness will be applied at the time of Loan disbursement.

(e) The Municipal Obligations shall include the Loan Disbursement Table. The actual dates of disbursements shall be reflected as part of the Municipal Obligations. DOA shall make entries as each disbursement is made and as each principal amount is repaid; the CWFP and the Municipality agree that such entries shall be mutually binding.

(f) Upon Final Completion of the Project, DOA may request that the Municipality issue substitute Municipal Obligations in the aggregate principal amount equal to the outstanding principal balance of the Municipal Obligations.

(g) The Municipality shall deliver, or cause to be delivered, a Municipal Obligation Counsel Opinion to the CWFP concurrently with the delivery of the Municipal Obligations.

Section 3.02. Municipal Obligations Amortization Principal and interest payments on the Municipal Obligations shall be due on the dates set forth in Exhibit B of this FAA. The payment amounts shown on Exhibit B are for informational purposes only and assume the full amount of the Municipal Obligations is

disbursed and that the full amount of Principal Forgiveness available is applied to the Loan on August 14, 2024. It is understood that the actual amounts of the Municipality's Municipal Obligations payments shall be based on the actual dates and amounts of disbursements on the Municipal Obligations. Notwithstanding the foregoing or anything in the Municipal Obligations, the Municipal Obligations shall be for no longer than twenty (20) years from the date of this FAA and shall mature and be fully amortized not later than twenty (20) years after the original issue date of the Municipal Obligations. Repayment of principal on the Municipal Obligations shall begin not later than twelve (12) months after the expected or actual Substantial Completion date of the Project.

Section 3.03. Type of Municipal Obligation and Security The Municipality's obligation to meet annual debt service requirements on the Municipal Obligations shall be a revenue obligation evidenced by issuance of revenue bonds pursuant to s. 66.0621, Wis. Stats. The security for the Municipality's obligation shall be a pledge of revenues to be derived from the Municipality's Sewerage System and water system, and the Municipality shall agree that, if revenues from the Sewerage System and water system are insufficient to meet annual debt service requirements, the Municipality shall purchase sewerage services or water system services in amounts sufficient to meet annual debt service requirements as provided in and set forth in Section 9 of the Municipal Obligation Resolution. The annual revenues net of all current expenses shall be equal to not less than the annual principal and interest requirements on the Municipal Obligations, any Parity Obligations, and any other debt obligations payable from the revenues of the Sewerage System and water system then outstanding, times the greater of (i) 110 percent or (ii) the highest debt service coverage ratio required with respect to any Parity Obligations, or any other debt obligations payable from the revenues of the Sewerage System and water system then outstanding. As of the date of this FAA, the required debt service coverage ratio is 120 percent; however, this percentage is subject to change as outlined in the prior sentence. The Municipal Obligations are also secured as provided in Section 3.08 hereof.

Section 3.04. Other Amounts Payable The Municipality hereby expressly agrees to pay to the CWFP:

- (a) such Servicing Fee as the CWFP may impose pursuant to s. 281.58(9)(d), Wis. Stats., which shall be payable in semiannual installments on each interest payment date; such a Servicing Fee shall be imposed upon the Municipality after approval of a future Biennial Finance Plan by the State of Wisconsin Building Commission which contains a Servicing Fee requirement, schedule, and amount; and
- (b) the Municipality's allocable share of the Fees and Charges as such costs are incurred. Allocable share shall mean the proportionate share of the Fees and Charges based on the outstanding principal of the Loan.

Amounts paid by the Municipality pursuant to this Section 3.04 shall be deposited in the Equity Fund established pursuant to the Program Resolution.

Section 3.05. Sale and Redemption of Municipal Obligations

- (a) Municipal Obligations may not be prepaid without the prior written consent of the CWFP. The CWFP has sole discretion to withhold such consent.
- (b) The Municipality shall pay all costs and expenses of the CWFP in effecting the redemption of the Bonds to be redeemed with the proceeds of the prepayment of the Municipal Obligations. Such costs and expenses may include any prepayment premium applicable to the CWFP and any investment losses incurred or sustained by the CWFP resulting directly or indirectly from any such prepayment.
- (c) Subject to subsection (a), the Municipality may prepay the Municipal Obligations with any settlements received from any third party relating to the design or construction of the Project.
- (d) Prepayments of the Municipal Obligations shall be applied pro rata to all maturities of the Municipal Obligations.

Section 3.06. Disbursement of Financial Assistance

- (a) Under this FAA, Financial Assistance shall be drawn in the order specified in Section 3.01(d) of this document.
- (b) Each disbursement request shall be delivered to DNR. Each request must contain invoices or other evidence acceptable to DNR and DOA that Project Costs for which disbursement of Financial Assistance is requested have been incurred by the Municipality.
- (c) The CWFP, through its agents or Trustee, plans to make disbursements of Financial Assistance on a semimonthly basis upon approval of each disbursement request by DNR and DOA. Such approval by DNR and DOA may require adjustment and corrections to the disbursement request submitted by the Municipality. The Municipality shall be notified whenever such an adjustment or correction is made by DNR or DOA.
- (d) Disbursements made to the Municipality are subject to pre- and post-payment adjustments by DNR or DOA.
- (1) If the Financial Assistance is not yet fully disbursed, and CWFP funds were previously disbursed for costs not eligible for CWFP funding or not eligible under this FAA, the CWFP shall make necessary adjustments to future disbursements.
- (2) If the Financial Assistance is fully disbursed, including disbursements for any costs not eligible for CWFP funding or not eligible under this FAA, the Municipality agrees to repay to the CWFP an amount equal to the non-eligible costs within 60 days of notification by DNR or DOA. The CWFP shall then apply the amount it receives as a Loan prepayment or as a recovery of a Loan disbursement with Principal Forgiveness (if there is no outstanding Loan principal balance available to which the recovery may be applied).
- (e) The CWFP or its agent shall disburse Financial Assistance only to the Municipality's account by electronic transfer of funds. The Municipality hereby covenants that it shall take actions and provide information necessary to facilitate these transfers.
- (f) Disbursement beyond ninety-five percent (95%) of the Financial Assistance, unless otherwise agreed to by DNR and DOA pursuant to a written request from the Municipality, may be withheld until:
- (1) DNR is satisfied that the Project has been completed in accordance with the Plans and Specifications, DNR has approved all change orders relating to the Project, and DNR has determined that the Project is in compliance with the Municipality's WPDES Permit;
- (2) the Municipality certifies to DNR its acceptance of the Project from its contractors;
- (3) the Municipality certifies in writing to DNR its compliance with applicable federal requirements (certification must be as prescribed on Exhibit C); and
- (4) DNR certifies in writing to DOA the Municipality's compliance with all applicable requirements of this FAA.
- (g) Treas. Regs. 26 CFR § 1.148-6(d)(1)(iii) applies to project expenditures. It states, in part, "An issuer must account for the allocation of proceeds to expenditures not later than 18 months after the later of the date the expenditure is paid or the date the project, if any, that is financed by the issue is placed in service".
- (h) The Municipality has elected to pay a portion of eligible Project Costs from sources other than the net CWFP Loan instead of including this portion at the market rate. The first disbursement will

be made in the form of a Loan disbursement on the Municipal Obligations which must be at least 5% of the Municipal Obligation amount or \$50,000, whichever is less. The Municipality shall submit invoices to DNR for all Project Costs it pays with other funding sources in order to document that it has contributed the full \$148,890.48 market rate amount to the Project.

Section 3.07. Remedies

(a) If the Municipality:

- (1) or any authorized representative is not complying with federal or state laws, regulations, or requirements relating to the Project, and following due notice by DNR the Project is not brought into compliance within a reasonable period of time; or
- (2) is not complying with or is in violation of any provision set forth in this FAA; or
- (3) is not in compliance with the Statute or the Regulations;

then DNR may, until the Project is brought into compliance or the FAA non-compliance is cured to the satisfaction of DNR or DOA, impose one (1) or more of the following sanctions:

- (i) Progress payments or disbursements otherwise due the Municipality of up to 20% may be withheld.
- (ii) Project work may be suspended.
- (iii) DNR may request a court of appropriate jurisdiction to enter an injunction or afford other equitable or judicial relief as the court finds appropriate.
- (iv) Other administrative remedies may be pursued.

(b) If the Municipality fails to make any payment when due on the Municipal Obligations or fails to observe or perform any other covenant, condition, or agreement on its part under this FAA for a period of thirty (30) days after written notice is given to the Municipality by DNR, specifying the default and requesting that it be remedied, the CWFP is provided remedies by law and this FAA. These remedies include, but are not limited to, the following rights:

- (1) Pursuant to s. 281.59(11)(b), Wis. Stats., DOA shall place on file a certified statement of all amounts due the CWFP under this FAA. DOA may collect all amounts due the CWFP by deducting those amounts from any State payments due the Municipality or adding a special charge to the amount of taxes apportioned to and levied upon the county in which the Municipality is located under s. 70.60, Wis. Stats.
- (2) Pursuant to s. NR 162.18(1), Wis. Adm. Code, if the Loan has not been fully disbursed, DNR may: declare the unpaid Loan balance due and immediately payable; increase the interest rate on the unpaid balance of the Loan to the market interest rate in effect on the date this FAA was executed; or immediately terminate this FAA and disburse no additional funds.
- (3) The CWFP may, without giving bond to the Municipality or anyone claiming under it, have a receiver appointed for the CWFP's benefit of the Project and the Municipality's Sewerage System and of the earnings, income, rents, issues, and profits thereof, with such powers as the court making such appointment shall confer. The Municipality hereby irrevocably consents to such appointment.
- (4) In the case of a joint utility system, the CWFP may bill the users of the Municipality's system directly.

(5) The CWFP may enforce any right or obligation under this FAA, including the right to seek specific performance or mandamus, whether such action is at law or in equity.

Section 3.08. Security for the Municipal Obligations In accordance with the terms of the Municipal Obligation Resolution:

(a) as security for the Municipal Obligations, the Municipality hereby pledges the revenue to be derived from the Municipality's Sewerage System and water system (which is a dedicated source of revenue); and

(b) other than as already pledged to the outstanding Parity Obligations the Municipality shall not pledge the revenues, except as provided in Section 11 of the Municipal Obligation Resolution, to be derived from the Municipality's User Charge System, water system or other revenues pledged under Section 3.08(a) above, to any person other than the CWFP, unless the revenues pledged to such other person meet the highest debt coverage ratio then applicable to the Municipality.

Section 3.09. Effective Date and Term This FAA shall become effective upon its execution and delivery by the parties hereto, shall remain in full force and effect from such date, and shall expire on such date as the Municipal Obligations shall be discharged and satisfied in accordance with the provisions thereof.

ARTICLE IV CONSTRUCTION OF THE PROJECT

Section 4.01. Insurance The Municipality agrees to maintain property and liability insurance for the Sewerage System, water system and Project that is reasonable in amount and coverage and that is consistent with prudent municipal insurance practices for the term of this FAA. The Municipality agrees to provide written evidence of insurance coverage to the CWFP upon request at any time during the term of this FAA.

In the event the Sewerage System, water system or Project is damaged or destroyed, the Municipality agrees to use the proceeds from its insurance coverage either to repay the Financial Assistance or to repair or replace the Sewerage System or water system.

Section 4.02. Construction of the Project The Municipality shall construct the Project, or cause it to be constructed, to Final Completion in accordance with the Application and the Plans and Specifications. The Municipality shall proceed with the acquisition and construction of the Project in conformity with law and with all applicable requirements of governmental authorities having jurisdiction with respect thereto, subject to such modifications of Plans and Specifications that alter the cost of the Project, use of space, Project scope, or functional layout, as may be previously approved by DNR.

Section 4.03. Performance Bonds The Municipality shall provide, or cause to be provided, performance bonds assuring the performance of the work to be performed under all construction contracts entered into with respect to the Project. All performance bonds required hereunder shall be issued by independent surety companies authorized to transact business in the State.

Section 4.04. Completion of the Project

(a) The Municipality agrees that it shall undertake and complete the Project for the purposes and in the manner set forth in this FAA and in accordance with all federal, state, and local laws, ordinances, and regulations applicable thereto. The Municipality shall, with all practical dispatch and in a sound and economical manner, complete or cause to be completed the acquisition and construction of the Project and do all other acts necessary and possible to entitle it to receive User Fees with respect to the Project at the earliest practicable time. The Municipality shall obtain all necessary approvals from any and all governmental agencies prior to construction which are requisite to the Final Completion of the Project.

(b) The Municipality shall notify DNR of the Substantial Completion of the Project. The Municipality shall cause to be prepared as-built plans for the Project at or prior to completion thereof.

(c) The Municipality shall take and institute such proceedings as shall be necessary to cause and require all contractors and material suppliers to complete their contracts diligently and in accordance with the terms of the contracts including, without limitation, the correcting of defective work.

(d) Upon Final Completion of the Project in accordance with the Plans and Specifications, the Municipality shall:

(1) certify to DNR its acceptance of the Project from its contractors, subject to claims against contractors and third parties;

(2) complete and deliver to DNR the completed Utilization of Disadvantaged Business Enterprises (DBE) form attached hereto as Exhibit E of this FAA;

(3) prepare and deliver to DNR the completed Federal Requirements Compliance Certification attached hereto as Exhibit C of this FAA;

(4) obtain all required permits and authorizations from appropriate authorities for operation and use of the Project; and

(5) submit to DNR a completed Operation and Maintenance Manual Certification Checklist form to be provided by DNR or obtained from DNR's website.

Section 4.05. Payment of Additional Project Costs

(a) In the event of revised eligibility determinations, cost overruns, and amendments exceeding the Financial Assistance amount, the CWFP may allocate additional financial assistance to the Project. The allocation of additional financial assistance may be in the form of a loan at less than the market interest rate, which is established pursuant to the Statute and Regulations. The allocation of additional financial assistance shall depend upon availability of funds, pursuant to the Statute and the Regulations.

(b) In the event this Financial Assistance is not sufficient to pay the costs of the Project in full, the Municipality shall nonetheless complete the Project and pay that portion of the Project Costs as may be in excess of available Financial Assistance and shall not be entitled to any reimbursement therefore from the CWFP, or the owners of any Bonds, except from the proceeds of additional financing which may be provided by the CWFP pursuant to an amendment of this FAA or through a separate financial assistance agreement.

Section 4.06. No Warranty Regarding Condition, Suitability, or Cost of Project Neither the CWFP, DOA, DNR, nor the Trustee makes any warranty, either express or implied, as to the Project or its condition, or that it shall be suitable for the Municipality's purposes or needs, or that the Financial Assistance shall be sufficient to pay the costs of the Project. Review or approval of engineering reports, facilities plans, Plans and Specifications, or other documents, or the inspection of Project construction by DNR, does not relieve the Municipality of its responsibility to properly plan, design, build, and effectively operate and maintain the Project as required by laws, regulations, permits, and good management practices. DNR or its representatives are not responsible for increased costs resulting from defects in the Plans and Specifications or other Project documents. Nothing in this section prohibits a Municipality from requiring more assurances, guarantees, or indemnity or other contractual requirements from any party performing Project work.

ARTICLE V COVENANTS

Section 5.01. Application of Financial Assistance The Municipality shall apply the proceeds of the Financial Assistance solely to Project Costs.

Section 5.02. Operation and Maintenance; Equipment Replacement Fund

(a) After completion of the Project, the Municipality shall:

- (1) at all times operate the Project or otherwise cause the Project to be operated properly and in a sound and economical manner, including proper training of personnel;
- (2) maintain, preserve, and keep the Project or cause the Project to be maintained, preserved, and kept in good repair, working order, and condition; and
- (3) periodically make, or cause to be made, all necessary and proper repairs, replacements, and renewals so that at all times the operation of the Project may be properly conducted in a manner that is consistent with the requirements of the WPDES Permit.

(b) So long as the Loan is outstanding, the Municipality shall not, without the approval of DNR, discontinue operation of, sell, or otherwise dispose of the Sewerage System, water system or Project, except for portions of the Sewerage System or water system sold or otherwise disposed of in the course of ordinary repair and replacement of parts.

(c) The Municipality shall establish an equipment replacement fund according to s. NR 162.07, Wis. Adm. Code, and maintain the equipment replacement fund as a separate fund of the Municipality. All User Fees or other revenues specifically collected for the equipment replacement fund shall be deposited into the equipment replacement fund and used for replacement and major repair of equipment necessary for the operation of the Sewerage System, or for unexpected, unbudgeted costs incurred for continuing effective operations of the Sewerage System. Annual deposits shall be made to the equipment replacement fund in amounts sufficient to meet the equipment replacement itemized schedule developed by the Municipality or the percentage schedule option. The Project Manager Summary Page (Exhibit F) shall specify the required annual deposit or required minimum balance/percentage.

Section 5.03. Compliance with Law At all times during construction of the Project and operation of the Sewerage System, the Municipality shall comply with all applicable federal, state, and local laws, ordinances, rules, regulations, permits, and approvals, and with this FAA, including, without limitation, the Statute, the Regulations, and the WPDES Permit.

Section 5.04. Public Ownership The Municipality shall at all times retain ownership of the Project and the Sewerage System of which it is a part and water system.

Section 5.05. Establishment of Project Accounts; Audits

(a) The Municipality shall maintain Project accounts in accordance with generally accepted accounting principles (GAAP), including standards relating to the reporting of infrastructure assets and directions issued by the CWFP. Without any request the Municipality shall furnish to DOA as soon as available, and in any event within one hundred eighty (180) days after the close of each fiscal year, a copy of the audit report for such year and accompanying GAAP-based financial statements for such period, as examined and reported by independent certified public accountants of recognized standing selected by the Municipality and reasonably satisfactory to DOA, whose reports shall indicate that the accompanying financial statements have been prepared in conformity with GAAP and include standards relating to the reporting of infrastructure assets.

(b) The Municipality shall maintain a separate account that reflects the receipt and expenditure of all CWFP funds for the Project. All Financial Assistance shall be credited promptly upon receipt thereof and shall be reimbursement for or expended only for Project Costs. The Municipality shall:

permit any authorized representative of DNR or DOA, or agents thereof, the right to review or audit all records relating to the Project or the Financial Assistance; produce, or cause to be produced, all records relating to any work performed under the terms of this FAA for examination at such times as may be designated by any of them; permit extracts and copies of the Project records to be made by any of them; and fulfill information requests by any of them.

Section 5.06. Records The Municipality shall retain all files, books, documents, and records relating to construction of the Project for at least three years following the date of Final Completion of the Project, or for longer periods if necessary due to any appeal, dispute, or litigation. All other files and records relating to the Project shall be retained so long as this FAA remains in effect. As-built plans for the Project shall be retained for the useful life of the Project.

Section 5.07. Project Areas The Municipality shall permit representatives of DNR access to the Project and related records at all reasonable times, include provisions in all contracts permitting such access during construction and operation of the Sewerage System, and allow extracts and copies of Project records to be made by DNR representatives.

Section 5.08. Engineering Inspection The Municipality shall provide competent and adequate inspection of all Project construction under the direction of a professional engineer licensed by the State. The Municipality shall direct such engineer to inspect work necessary for the construction of the Project and to determine whether such work has been performed in accordance with the Plans and Specifications. Any such work not in accordance with the Plans and Specifications shall be remedied unless such noncompliance is waived by DNR.

Section 5.09. Tax Covenants

- (a) The Municipality covenants and agrees that it shall not take any action, or omit to take any action, which action or omission would result in the loss of the exclusion of the interest on any Municipal Obligations now or hereafter issued from gross income for purposes of federal income taxation as that status is governed by Section 103(a) of the Code or any successor provision.
- (b) The Municipality shall not take any action, or omit to take any action, which action or omission would cause its Municipal Obligations to be "private activity bonds" within the meaning of Section 141(a) of the Code or any successor provision.
- (c) The Municipality shall not directly or indirectly use, or permit the use of, any proceeds of the Bonds (or amounts replaced with such proceeds) or any other funds, or take any action, or omit to take any action, which use or action or omission would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148(a) of the Code or any successor provision. The Municipality hereby further covenants to ensure that all amounts actually received by such Municipality from the CWFP are advanced within three Business Days to the entity submitting the invoice (or to reimburse the Municipality) to which each amount relates, and that all amounts actually received by such Municipality from the CWFP shall not be invested in any interest-bearing account.
- (d) The Municipality shall not use (directly or indirectly) the proceeds of the Bonds in any manner that would constitute an "advance refunding" within the meaning of Section 149(d)(2) of the Code or any successor provision. Without limiting the foregoing, any proceeds of the Bonds used to repay interim or other prior financing of Project Costs shall be applied within three (3) Business Days of receipt of the proceeds to the payment of principal of such financing.

Section 5.10. User Fee Covenant

- (a) The Municipality hereby certifies that it has adopted and shall charge User Fees with respect to the Project in accordance with applicable laws and the Statute and in amounts such that revenues of the Municipality with respect to the Project shall be sufficient, together with other funds available to the Municipality for such purposes, to pay all costs of operating and maintaining the Project in

accordance with this FAA, and to pay all amounts due under this FAA and the Municipal Obligations.

(b) The Municipality covenants that it shall adopt and shall adequately maintain for the design life of the Project a system of User Fees with respect to the Project in accordance with s. NR 162.07, Wis. Adm. Code. The Municipality covenants that it shall review the User Charge System at least every two years and shall revise and charge User Fees with respect to the Project such that the revenues and funds described in paragraph (a) shall be sufficient to pay the costs described in paragraph (a).

Section 5.11. Notice of Impaired System The Municipality shall promptly notify DNR and DOA in the case of: any material damage to or destruction of the Project or any part thereof; any actual or threatened proceedings for the purpose of taking or otherwise affecting by condemnation, eminent domain, or otherwise, all or a part of the Sewerage System; any action, suit, or proceeding at law or in equity, or by or before any governmental instrumentality or agency, or any other event which may impair the ability of the Municipality to construct the Project or operate the Sewerage System or set and collect User Fees as set forth in Section 5.10.

Section 5.12. Hold Harmless The Municipality shall save, keep harmless, and defend DNR, DOA, and all their officers, employees, and agents, against any and all liability, claims, and costs of whatever kind and nature for injury to or death of any person or persons, and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the construction, occupancy, use, service, operation, or performance of work in connection with the Project, the Sewerage System, or acts or omissions of the Municipality's employees, agents, or representatives.

Section 5.13. Nondiscrimination Covenant

(a) In connection with the Project, the Municipality agrees to comply with fair employment practices pursuant to subchapter II of ch. 111, Wis. Stats. This provision shall include, but is not limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Municipality agrees to post in conspicuous places, available for employees and applicants for employment, notices setting forth the provision of the nondiscrimination clause.

(b) The Municipality shall incorporate the following provision into all Project contracts which have yet to be executed: "In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant because of age, race, religion, color, handicap, sex, physical condition, developmental disability, or national origin. The contractor further agrees to comply with fair employment practices pursuant to subchapter II of ch. 111, Wis. Stats. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor further agrees to take affirmative action to ensure equal employment opportunities for persons with disabilities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices setting forth the provisions of the nondiscrimination clause."

Section 5.14. Employees The Municipality or its employees or agents are not employees or agents of the DNR or DOA for any purpose, including worker's compensation.

Section 5.15. Adequate Funds The Municipality shall have sufficient funds available to repay the Municipal Obligations. The Municipality shall have sufficient funds available when construction of the Project is completed to ensure effective operation and maintenance of the Project for purposes constructed.

Section 5.16. Management The Municipality shall provide and maintain competent and adequate management, supervision, and inspection at the construction site to ensure that the completed work conforms with the Plans and Specifications. The Municipality shall furnish progress reports and such other information as DNR may require.

Section 5.17. Reimbursement Any disbursement of Financial Assistance to the Municipality in excess of the amount determined by final audit to be due the Municipality shall be reimbursed to DOA within 60 days after DNR or DOA provides a notice stating the amount of excess funds disbursed.

Section 5.18. Unpaid User Fees The Municipality shall, to the fullest extent permitted by law, take all actions necessary to certify any unpaid User Fees to the county treasurer in order that such unpaid User Fees will be added as a special charge to the property tax bill of the user.

Section 5.19. Sewer Use Ordinance The Municipality shall comply with the provisions of the Sewer Use Ordinance, as certified in the Application. The Municipality covenants that it shall comply with and enforce all provisions of the Sewer Use Ordinance, as established pursuant to the Statute and Regulations.

Section 5.20. Rebates The Municipality agrees to pay to the CWFP any refunds, rebates, credits, or other amounts received for Project Costs for which disbursement of funds has already been made by the CWFP. The CWFP shall then apply the amount it receives as a Loan prepayment or as a recovery of a Loan disbursement with Principal Forgiveness (if there is no outstanding Loan principal balance for the Project).

Section 5.21. Maintenance of Legal Existence

(a) Except as provided in par. (b), the Municipality shall maintain its legal existence and shall not dissolve or otherwise dispose of all or substantially all of its assets and shall not consolidate with or merge into another legal entity.

(b) A Municipality may consolidate with or merge into any other legal entity, dissolve or otherwise dispose of all of its assets or substantially all of its assets, or transfer all or substantially all of its assets to another legal entity (and thereafter be released of all further obligation under this FAA and the Municipal Obligations) if:

(1) the resulting, surviving, or transferee legal entity is a legal entity established and duly existing under the laws of Wisconsin;

(2) such resulting, surviving, or transferee legal entity is eligible to receive financial assistance under the Statute;

(3) such resulting, surviving, or transferee legal entity expressly assumes in writing all of the obligations of the Municipality contained in this FAA and the Municipal Obligations and any other documents the CWFP deems reasonably necessary to protect its environmental and credit interests; and

(4) the CWFP shall have consented in writing to such transaction, which consent may be withheld in the absolute discretion of the CWFP.

Section 5.22. Wage Rate Requirements The Municipality represents that it shall comply with Section 513 of the Federal Water Pollution Control Act (33 USC 1372), which requires that all laborers and mechanics employed by contractors and subcontractors funded directly by or assisted in whole or in part with funding under the Loan shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor (DOL) in accordance with subchapter IV of chapter 31 of title 40, United States Code.

Section 5.23. American Iron and Steel The Municipality agrees to comply with the requirements for use of American Iron and Steel contained in section 608 of the Act for products used in the Project which are made primarily of iron and/or steel.

Section 5.24 Federal Single Audit At the time of signing of this FAA, the funds awarded to the Municipality for this Project are not considered to be subject to federal single audit requirements, but such consideration may change subsequent to this FAA if any changes are made to federal single audit

requirements applicable to municipalities. If the Municipality is required to submit a Federal Single Audit, without any request the Municipality shall furnish to DOA, at doaeif@wisconsin.gov as soon as available, and in any event within 30 days after completion, the Federal Single Audit. Notification must include acknowledgement of any SRF findings and/or resolution to prior year findings.

Section 5.25. Bipartisan Infrastructure Law Signage The Municipality agrees to comply with all signage requirements as described in the Implementing the BIL Signage Requirement Packet (available at <https://dnr.wisconsin.gov/sites/default/files/topic/Aid/loans/BILsignageReqPacket.pdf>).

ARTICLE VI MISCELLANEOUS

Section 6.01. Notices All notices, certificates, or other communications hereunder shall be sufficiently given, and shall be deemed given, when hand delivered or mailed by registered or certified mail, postage prepaid, return receipt requested to the addresses set forth below:

- (a) DEPARTMENT OF ADMINISTRATION
OFFICE OF CAPITAL FINANCE
CLEAN WATER FUND PROGRAM
101 EAST WILSON STREET 10TH FLOOR
MADISON WI 53702-0004
OR
PO BOX 7864
MADISON WI 53707-7864
- (b) DEPARTMENT OF NATURAL RESOURCES
BUREAU OF COMMUNITY FINANCIAL ASSISTANCE
101 SOUTH WEBSTER STREET CF/2
MADISON WI 53702-0005
OR
PO BOX 7921
MADISON WI 53707-7921
- (c) US BANK CORP TRUST
MATTHEW HAMILTON EP-MN-WS3T
60 LIVINGSTON AVENUE
ST PAUL MN 55101-2292
- (d) CITY OF WHITEWATER
312 WEST WHITEWATER STREET
WHITEWATER WI 53190

Any of the foregoing parties may designate any further or different addresses to which subsequent notices, certificates, or other communications shall be sent, by notice in writing given to the others. Any notice herein shall be delivered simultaneously to DNR and DOA.

Section 6.02. Binding Effect This FAA shall be for the benefit of, and shall be binding upon, the CWFP and the Municipality and their respective successors and assigns.

Section 6.03. Severability In the event any provision of this FAA shall be held illegal, invalid, or unenforceable by any court of competent jurisdiction, such holding shall not invalidate, render unenforceable, or otherwise affect any other provision hereof.

Section 6.04. Amendments, Supplements, and Modifications This FAA may be amended, supplemented, or modified to provide for additional financial assistance for the Project by the CWFP to the Municipality or for other purposes. All amendments, supplements, and modifications shall be in writing between the CWFP (by DNR and DOA acting under authority of the Statute) and the Municipality.

Section 6.05. Execution in Counterparts This FAA may be executed in several counterparts, each of which shall be an original, and all of which shall constitute but one and the same instrument.

Section 6.06. Applicable Law This FAA shall be governed by and construed in accordance with the laws of the State, including the Statute.

Section 6.07. Benefit of Financial Assistance Agreement This FAA is executed, among other reasons, to induce the purchase of the Municipal Obligations. Accordingly, all duties, covenants, obligations, and agreements of the Municipality herein contained are hereby declared to be for the benefit of, and are enforceable by, the CWFP, the Trustee, or their authorized agents.

Section 6.08. Further Assurances The Municipality shall, at the request of DNR and DOA, authorize, execute, acknowledge, and deliver such further resolutions, conveyances, transfers, assurances, financing statements, and other instruments as may be necessary or desirable for: better assuring, conveying, and providing Principal Forgiveness; and assigning, and confirming the rights, security interests, and agreements concerning Principal Forgiveness or intended to be Principal Forgiveness provided by this FAA and relating to the Municipal Obligations.

Section 6.09. Assignment of Municipal Obligations The Municipality hereby agrees that the Municipal Obligations may be sold, transferred, pledged, or hypothecated to any third party without the consent of the Municipality.

Section 6.10. Covenant by Municipality as to Compliance with Program Resolution The Municipality covenants and agrees that it shall comply with the provisions of the Program Resolution with respect to the Municipality and that the Trustee and the owners of the Bonds shall have the power and authority provided in the Program Resolution. The Municipality further agrees to aid in the furnishing to DNR, DOA, or the Trustee of opinions that may be required under the Program Resolution.

Section 6.11. Termination This FAA may be terminated in whole or in part pursuant to one or more of the following:

- (a) The CWFP and the Municipality may enter into an agreement to terminate this FAA at any time. The termination agreement shall establish the effective date of termination of this FAA, the basis for settlement of termination costs, and the amount and date of payment of any sums due either party.
- (b) If the Municipality wishes to unilaterally terminate all or any part of the Project work for which Financial Assistance has been awarded, the Municipality shall promptly give written notice to DNR. If the CWFP determines that there is a reasonable basis for the requested termination, the CWFP may enter into a termination agreement, including provisions for FAA termination costs, effective with the date of cessation of the Project work by the Municipality. If the CWFP determines that the Municipality has ceased work on the Project without reasonable basis, the CWFP may unilaterally terminate Financial Assistance or rescind this FAA.

Section 6.12. Rescission The CWFP may rescind this FAA prior to the first disbursement of any funds hereunder if it determines that:

- (a) there has been substantial non-performance of the Project work by the recipient without justification under the circumstances;
- (b) there is substantial evidence this FAA was obtained by fraud;
- (c) there is substantial evidence of gross abuse or corrupt practices in the administration of the Project;
- (d) the Municipality has failed to comply with the covenants contained in this FAA; or

(e) any of the representations of the Municipality contained in this FAA were false in any material respect.

IN WITNESS WHEREOF, the CWFP and the Municipality have caused this FAA to be executed and delivered, as of the date and year first written above.

CITY OF WHITEWATER

By: _____
John Weidl
City Manager

Attest: _____
Heather Boehm
City Clerk

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

By: _____
Authorized Officer

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

By: _____
Authorized Officer

EXHIBIT A
PROJECT BUDGET SHEET

CITY OF WHITEWATER
CWFP Project No. 4558-09

	Total Project Costs	Ineligible Costs Paid with Internal Funds	Market Rate Costs Paid with Internal Funds	CWFP Total Award Amount for this Project
Force Account	0.00	0.00	0.00	0.00
Interim Financing	0.00	0.00	0.00	0.00
Preliminary Engineering	0.00	0.00	0.00	0.00
Land or Easement Acquisition	0.00	0.00	0.00	0.00
Engineering/Construction Mgmt.	0.00	0.00	0.00	0.00
Construction/Equipment	4,580,341.50	387,850.90	148,890.48	4,043,600.12
Contingency	209,624.88	0.00	0.00	209,624.88
Miscellaneous Costs	0.00	0.00	0.00	0.00
Closing Costs	16,000.00	0.00	0.00	16,000.00
TOTAL	\$4,805,966.38	\$387,850.90	\$148,890.48	\$4,269,225.00
Principal Forgiveness Amount (A)				\$2,100,000.00
Net CWF Loan Amount				\$2,169,225.00

A = General Principal Forgiveness is calculated and awarded up to 50% of the total "CWF Principal Forgiveness Eligible Costs" for this Project.

Whitewater, City, Wisconsin

Exhibit B

Project 4558-09 Clean Water Fund Program

Loan Closing Date:

August 14, 2024

Payment Date	Principal Payment	Interest Rate	Interest Payment	Principal & Interest	Bond Year Debt Service	Calendar Year Debt Service
1-Nov-24	0.00	2.365%	10,972.96	10,972.96	0.00	10,972.96
1-May-25	86,079.10	2.365%	25,651.09	111,730.19	122,703.15	0.00
1-Nov-25	0.00	2.365%	24,633.20	24,633.20	0.00	136,363.39
1-May-26	88,114.87	2.365%	24,633.20	112,748.07	137,381.27	0.00
1-Nov-26	0.00	2.365%	23,591.24	23,591.24	0.00	136,339.31
1-May-27	90,198.79	2.365%	23,591.24	113,790.03	137,381.27	0.00
1-Nov-27	0.00	2.365%	22,524.64	22,524.64	0.00	136,314.67
1-May-28	92,331.99	2.365%	22,524.64	114,856.63	137,381.27	0.00
1-Nov-28	0.00	2.365%	21,432.82	21,432.82	0.00	136,289.45
1-May-29	94,515.64	2.365%	21,432.82	115,948.46	137,381.28	0.00
1-Nov-29	0.00	2.365%	20,315.17	20,315.17	0.00	136,263.63
1-May-30	96,750.93	2.365%	20,315.17	117,066.10	137,381.27	0.00
1-Nov-30	0.00	2.365%	19,171.09	19,171.09	0.00	136,237.19
1-May-31	99,039.09	2.365%	19,171.09	118,210.18	137,381.27	0.00
1-Nov-31	0.00	2.365%	17,999.95	17,999.95	0.00	136,210.13
1-May-32	101,381.37	2.365%	17,999.95	119,381.32	137,381.27	0.00
1-Nov-32	0.00	2.365%	16,801.12	16,801.12	0.00	136,182.44
1-May-33	103,779.04	2.365%	16,801.12	120,580.16	137,381.28	0.00
1-Nov-33	0.00	2.365%	15,573.93	15,573.93	0.00	136,154.09
1-May-34	106,233.41	2.365%	15,573.93	121,807.34	137,381.27	0.00
1-Nov-34	0.00	2.365%	14,317.72	14,317.72	0.00	136,125.06
1-May-35	108,745.83	2.365%	14,317.72	123,063.55	137,381.27	0.00
1-Nov-35	0.00	2.365%	13,031.80	13,031.80	0.00	136,095.35
1-May-36	111,317.67	2.365%	13,031.80	124,349.47	137,381.27	0.00
1-Nov-36	0.00	2.365%	11,715.47	11,715.47	0.00	136,064.94
1-May-37	113,950.33	2.365%	11,715.47	125,665.80	137,381.27	0.00
1-Nov-37	0.00	2.365%	10,368.01	10,368.01	0.00	136,033.81
1-May-38	116,645.26	2.365%	10,368.01	127,013.27	137,381.28	0.00
1-Nov-38	0.00	2.365%	8,988.68	8,988.68	0.00	136,001.95
1-May-39	119,403.92	2.365%	8,988.68	128,392.60	137,381.28	0.00
1-Nov-39	0.00	2.365%	7,576.72	7,576.72	0.00	135,969.32
1-May-40	122,227.82	2.365%	7,576.72	129,804.54	137,381.26	0.00
1-Nov-40	0.00	2.365%	6,131.38	6,131.38	0.00	135,935.92
1-May-41	125,118.51	2.365%	6,131.38	131,249.89	137,381.27	0.00
1-Nov-41	0.00	2.365%	4,651.85	4,651.85	0.00	135,901.74
1-May-42	128,077.56	2.365%	4,651.85	132,729.41	137,381.26	0.00
1-Nov-42	0.00	2.365%	3,137.34	3,137.34	0.00	135,866.75
1-May-43	131,106.60	2.365%	3,137.34	134,243.94	137,381.28	0.00
1-Nov-43	0.00	2.365%	1,587.00	1,587.00	0.00	135,830.94
1-May-44	134,207.27	2.365%	1,587.00	135,794.27	137,381.27	135,794.27
Totals	2,169,225.00		563,722.31	2,732,947.31	2,732,947.31	2,732,947.31
			Net Interest Rate	2.3650%		
			Bond Years	23,836.0374		
			Average Life	10.9883		

The above schedule assumes full disbursement of the loan on the loan closing date.

02-Jul-24 Wisconsin Department of Administration

Loan Payment Schedule Comments

Please review the preceding loan payment schedule. It shows the dates of your first interest and principal payments. The preceding loan payment schedule assumes you draw all the loan funds on the loan closing date. Borrowers often draw loan funds over time. Interest only accrues on the funds disbursed and only after the date of each disbursement.

You can view your payment schedule based on disbursements to date at <http://eif.doa.wi.gov/>. Select Loan Payment Schedule on the lower half of the page. You can also request loan payment information from doaeif@wisconsin.gov.

You can generate additional reports at <http://eif.doa.wi.gov/>.

<u>Available Report</u>	<u>Information Provided</u>
Auditor Verification Report	Information commonly requested by municipal auditors. Available for completed calendar years.
Loan Account History	Loan disbursements, principal payments, and loan balance.
Loan Payment Schedule	Future principal and interest payments for disbursements.
Payment History	Past principal and interest payments.
Disbursement History	Past loan and grant disbursements.

Use the Output to Excel button at the bottom of the page to create your report in Microsoft Excel. Find details on generating reports at <http://eif.doa.wi.gov/siteDescr.htm>.

The Environmental Improvement Fund sends invoices semi-annually. You will receive an invoice approximately 45 days prior to the due date. If you have multiple loans, we will send a single invoice showing the payment amount for each loan.

May 1: principal and interest payments due
November 1: interest payments due

For more information about your payment schedule, please email doaeif@wisconsin.gov. The first available staff will respond to your inquiry.

EXHIBIT C

FEDERAL REQUIREMENTS COMPLIANCE CERTIFICATION

[Prepare on Municipal Letterhead at Project Completion and Closeout]

The undersigned officials of the City of Whitewater (the "Municipality") hereby certify that, for all expenditures made for construction of DNR Project No. 4558-09 (the "Project"), the Municipality has met the prevailing wage rate requirements of the Davis-Bacon Act.

The Municipality further certifies that, after taking into account any national or project-specific waivers approved by the U.S. Environmental Protection Agency, DNR Project No. 4558-09 has met the requirements for Build America, Buy America of the Infrastructure Investment and Jobs Act, Public Law No. 117-58, §§ 70901-52, and the use of American Iron and Steel contained in section 608 of the Federal Water Pollution Control Act, as amended.

The above certification is determined, after due and diligent investigation, to be true and accurate to the best of my knowledge.

By: _____
[Name of Municipal Official or
Authorized Representative]
[Title]

Dated as of: _____

Attest: _____
[Name of Clerk or Secretary]
[Title]

Dated as of: _____

EXHIBIT D

OPERATING CONTRACTS

As of the date of this FAA, the Municipality does not have any contracts with private entities or other governmental units to operate its Sewerage System or water system.

EXHIBIT E

UTILIZATION OF DISADVANTAGED BUSINESS ENTERPRISES (DBE)

Notice: This form is authorized by ss. 281.58, 281.59, and 281.61, Wis. Stats. Submittal of a completed form to the Department is mandatory prior to receiving a final disbursement. Dollar amounts listed on the form should only include amounts paid under the Financial Assistance Agreement. Information collected on this form will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records Law [ss. 19.31–19.39, Wis. Stats.].

Municipality City of Whitewater	Project Number 4558-09
------------------------------------	---------------------------

Project Description
Replace Vanderlip Lift Station

Are any DBEs expected to be utilized on the project? If yes, list below. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				Enter at Project Closeout	
DBE Firm	Indicate DBE Type	Construction or Non-construction*	Contract Estimate (\$)	Actual Amount Paid to the DBE (\$)	Certifying Agency or List
<i>SAMPLE: ABC Engineering, LLC.</i>	<input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other	<i>Non-construction</i>	<i>10,000</i>	<i>9,950</i>	<i>WisDOT</i>
Crowley Construction Corporation	<input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> Other	Construction	10,882.20		
Hard Rock Sawing and Drilling Specialists Co.	<input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> Other	Construction	3,451.00		
R.A. Seaton Contractor Services LLC	<input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> Other	Construction	258,349.45		
	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other				
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	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other				

* Construction costs include but are not limited to paving, excavation, HVAC, plumbing, electrical, carpentry, trucking, and equipment. Non-construction costs include but are not limited to professional services, engineering, land acquisition, and supplies.

I hereby certify that, to the best of my knowledge and belief, the information provided on this form is accurate and correct.

Signature of Municipal Representative		Date Signed
Name of Person Completing This Form	Email Address	Phone Number

EXHIBIT F

PROJECT MANAGER SUMMARY PAGE

CITY OF WHITEWATER
CWFP Project No. 4558-09

1. **Project Description:** This Project consists of replacement of the Vanderlip lift station and force main; and the abandonment of the Fraternity lift station in the City of Whitewater. The Vanderlip lift station will be relocated in order to service the areas previously serviced by both the Vanderlip and Fraternity lift stations. The work in this Project includes constructing a pre-fabricated building to house electrical components and enclosures, vaults for valves, an air relief component to include new structures, installation of new submersible pumps, magnetic flowmeters, and a backup generator unit, installation of a gravity main extension from the old lift station to the new location, installation of a gravity main from the intersection of Fraternity Lane and Carriage Drive west to the new lift station, and installation of a new twelve inch force main from the new Vanderlip lift station to its terminus on Starin Road.
2. **Ineligible Costs:** During the review of the Project, it was determined that \$387,850.90 of costs are ineligible which include portions of the work being done at the lift station that relate to the replacement of the force main, storm sewer, and street construction and restoration.
3. **Other Funding Sources:** No other funding sources will be used for this Project.
4. **Miscellaneous Costs:** No miscellaneous costs will be used for this Project.
5. **Contingency Allowance:** The contingency allowance of \$209,624.88 is five percent of the amount of uncompleted construction work. The Municipality must obtain CME approval of change orders prior to requesting reimbursement.
6. **Equipment Replacement Fund:** The Municipality shall establish an equipment replacement fund according to s. NR 162.07, Wis. Adm. Code, and maintain the equipment replacement fund as a separate fund of the Municipality. The required minimum percentage shall be 7% resulting in a minimum balance of \$1,805,802.00. The Municipality has a maximum of three years from the first principal payment on the Loan to achieve the required minimum balance/percentage.
7. **DBE Good Faith Effort:** The Municipality and Fisher Excavating, Inc. made a good faith effort to solicit for DBEs at all levels of contracting and subcontracting through bid advertising and direct solicitation through the DBE Unified Certification Program lists. The following DBE firms are anticipated to be utilized for this Project: Crowley Construction Corporation, Hard Rock Sawing and Drilling Specialists Co, and R.A. Seaton Contractor Services LLC.
8. **Green Project Reserve:** No GPR elements were identified during the review of this Project.
9. **American Iron and Steel:** This Project is subject to the use of American Iron and Steel (AIS) requirements of section 608 of the Act.
10. **Principal Forgiveness:** The Municipality is eligible to receive general Principal Forgiveness for this Project in an amount of up to 50% of the total eligible Project Costs, as indicated on the State Fiscal Year 2024 CWFP Funding List. The CWFP awards \$2,100,000 in general Principal Forgiveness for the Project through this FAA. The CWFP will process all disbursements at a rate of 50% Principal Forgiveness (\$2,100,000 total Principal Forgiveness/\$4,269,225 total FAA amount), up to the maximum of \$2,100,000.
11. **Composite Interest Rate:** The Parallel Cost Percentage for this Project is 96.63%. The Municipality has elected to fund \$148,890.48 (3.37%) of eligible Project Costs internally so the entire Loan can be funded at the subsidized interest rate. The first disbursement of Financial Assistance, which must be at least 5% of the Municipal Obligation amount or \$50,000, whichever is less, shall be made in the form of a Loan disbursement without Principal Forgiveness. The Municipality shall submit invoices to DNR for all Project Costs it pays internally in order to document that it has contributed the full \$148,890.48 amount to the Project.

Clean Water Fund Program Project No. 4558-09
City of Whitewater
Replacement of Vanderlip Lift Station
Financial Assistance Agreement – Closing Schedule

By June 25, 2024:

- Department of Natural Resources (DNR) project manager distributes Financial Assistance Agreement (FAA) to Department of Administration (DOA) for review.

By July 9, 2024:

- Quarles & Brady LLP distributes draft Municipal Obligation Resolution and other bond documents to the City of Whitewater and DOA for review. Project manager sends FAA to municipality.

On July 16, 2024:

- Municipality holds properly noticed meeting at which time:
 1. Municipal Obligation Resolution is adopted.
 2. Bond related documents are signed by municipal officials.
 3. DNR FAA (printed single sided) is signed by municipal officials.

*NOTE: Most documents must be signed by Highest Elected Official & Clerk/Secretary and some documents must have municipal seal applied. **Do not sign any Exhibits.***

By July 17, 2024 VIA OVERNIGHT DELIVERY:

- 1. Municipality scans FAA signature page and sends via e-mail to Quarles & Brady LLP and Benjamin Aerts.
 2. Municipality returns signed paper FAA via overnight delivery to Quarles & Brady LLP.
 3. Municipality delivers signed & sealed Resolution & other bond documents via overnight delivery to Quarles & Brady LLP.

By August 12, 2024:

- Quarles & Brady LLP sends final signed and sealed bond documents and legal opinion to DOA.

August 14, 2024:

- Loan Closing Day. Quarles & Brady LLP contacts municipality and DOA to confirm that closing may proceed, and DOA wire transfers the first disbursement to municipal bank account.

Clean Water Fund Program Project No. 4558-09
 City of Whitewater
 Replacement of Vanderlip Lift Station
 Financial Assistance Agreement Summary
 Distribution Sheet

FINANCIAL ASSISTANCE INFO

Total Project Amount: \$4,805,966.38

Principal Forgiveness Amount: \$2,100,000 CWFPA Loan Amount: \$2,169,225

Internal Funding: \$387,850.90

Market Rate Costs Funded Internally: \$148,890.48

Pledge: Waterworks and Sewer System Revenue Lien Priority: Senior-Parity

Federal Equivalency Project Yes No

Composite Interest Rate: 2.365% Loan Term: 20 Years

DOCUMENT INFO

Date of Municipal Obligation Resolution – July 16, 2024

CLOSING INFO

First Disbursement: \$199,073.42

DISTRIBUTION

Department of Natural Resources

Benjamin Aerts
 Bureau of Community Financial Assistance
 101 South Webster Street, 2nd Floor
 PO Box 7921
 Madison WI 53707-7921
 608-576-1650
 benjamin.aerts@wisconsin.gov

Department of Administration

Andrea Ceron
 State of Wisconsin DOA Capital Finance Office
 101 East Wilson Street, 10th Floor
 PO Box 7864
 Madison WI 53707-7864
 608-267-0374
 andrea.ceron@wisconsin.gov

Municipality

Brad Marquardt
 City of Whitewater
 312 West Whitewater Street
 Whitewater WI 53190
 262-473-0500
 bmarquardt@whitewater-wi.gov

Engineering Firm

Andrew Constant
 Strand Associates, Inc.
 910 West Wingra Drive
 Madison WI 53715-1943
 608-251-4843
 andrew.constant@strand.com

Municipal Bond Counsel

Rebecca Speckhard
 Quarles & Brady LLP
 411 East Wisconsin Avenue Suite 2400
 Milwaukee WI 53202-4426
 414-277-5000
 rebecca.speckhard@quarles.com

FINANCIAL ASSISTANCE AGREEMENT (FAA) EXCERPTS

Clean Water Fund Program
Project No. 4558-09

Municipality: City of Whitewater

Municipal ID: 64291

Plans and Specifications: S-2023-0734, approved October 25, 2023

Municipal Meeting Date: July 16, 2024

Loan Closing Date: August 14, 2024

Substantial Completion Date: December 1, 2024

Pledge: Waterworks and Sewer System Revenue bond with a par amount of \$2,169,225

Priority: Senior-Parity

Interest Rate: 2.365%

First Disbursement: \$199,073.42

Loan Term: 20 Years

**RESOLUTION AUTHORIZING THE WHITEWATER COMMUNITY DEVELOPMENT AUTHORITY TO
SELL LOT A323600002 LOCATED ON BLUFF ROAD**

Whereas, the City of Whitewater Community Development Authority (“CDA”) accepted an offer to purchase from Whitewater Alpha Real Estate, LLC for Lot A323600002 located on Bluff Road (“Property”) for a price of \$30,000; and

Whereas, the title company for the transaction is requiring a resolution from the Whitewater Common Council approving and authorizing the transaction because of rules adopted by the CDA which require Common Council approval of CDA property transactions; and

Whereas, all due diligence for the Property has been completed and the CDA and Whitewater Alpha Real Estate are ready to close the transaction; and

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Whitewater that the CDA is approved and authorized to convey the Property and for necessary CDA and City personnel and officials to take all necessary actions to close the transaction.

Resolution introduced by Council Member _____ who moved its adoption. Seconded by _____. Ayes: Noes: Absent:

Adopted: _____

John Weidl, City Manager

Heather Boehm, City Clerk



Council Agenda Item

Meeting Date:	July 16, 2024
Agenda Item:	Title 20(E) Code Amendment
Staff Contact (name, email, phone):	Allison Schwark, Zoning Administrator/Code Enforcement

BACKGROUND

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

Title 20, Section E has been requested to be amended to match Title 1.28- Right to Entry. The verbiage in Title 20 (E) has been changed to reflect the same verbiage in Title 1.28.

Whenever necessary to make an inspection to enforce any ordinance or resolution, or whenever there is reasonable cause to believe there exists an ordinance or resolution violation in any building or upon any premises within the jurisdiction of the city, any authorized official of the city, may, upon presentation of proper credentials, enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon him by ordinance; provided, that except in emergency or exigent situations he shall give the owner and/or occupant, if they can be located after reasonable effort, at least twenty-four hours' written notice of the authorized official's intention to inspect. In the event the owner and/or occupant refuses entry, the official is empowered to seek assistance from any court of competent jurisdiction in obtaining such entry.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff recommends that the City of Whitewater Common Council:

1. Approve the first reading.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Redline Ordinance amending 20(E)

TITLE 20 PROPERTY MAINTENANCE

A. INTENT, PURPOSES.

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

B. APPLICABILITY.

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

C. GENERAL MAINTENANCE REQUIRED; DEFINITION.

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

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

D. SPECIFIC MAINTENANCE REQUIRED.

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

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

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

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

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

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

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

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

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

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

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

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

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

- (a) Parking is permitted inside any enclosed structure, which otherwise conforms to the zoning requirements of the particular zoning district where located.
- (b) One panel or pickup truck, exceeding three-quarter ton but not exceeding one and one-half tons, shall be permitted;

- (c) Parking is permitted outside in the side yard or rear yard provided it is not nearer than five feet to the lot line and on an improved surface. Improved surface shall mean a surface of concrete, asphalt, paver, treated wood, treated plywood, or other similar material other than grass, such as crushed rock, or other materials, laid over subsoil, which provides a hard parking surface, resists rutting, provides for sufficient water runoff and is graded and drained to dispose of all surface water.
 - 1. An exemption to the five foot setback requirement shall be granted by the Neighborhood Services Department if the parking is approved in writing by the current adjacent property owners in which the recreational vehicle encroaches, and the parking is in accordance with all other requirements set forth.
- (d) The unit shall not extend over the public sidewalk or public right-of-way.
- (e) No unit shall be parked on public streets, highways, intersections, or public land or parking lots for an extended period exceeding 72 hours.
- (f) Parking is permitted only for storage purposes. Recreational vehicles or boats shall not be:
 - 1. Used for dwelling or cooking purposes.
 - 2. Permanently connected to sewer lines, water lines, or electricity. The recreational vehicle may be connected to electricity temporarily for charging batteries and other purposes.
 - 3. Used for storage of goods, materials, or equipment other than those items considered to be part of the unit or essential for its immediate use.
- (g) Notwithstanding the above, camper trailers and boats shall only be permitted to park in front yards for the purposes of active loading, unloading, and servicing, and the use of electricity or propane fuel is permitted when necessary to prepare a recreational vehicle for use.
- (h) The unit shall be owned by the resident on whose property the unit is parked for storage.
- (i) The number of units on any property within City jurisdiction shall not exceed two (2).
- (j) The Neighborhood Services department may issue a permit to a person with a disability allowing a recreational vehicle, camper, trailer, watercraft or boat and boat trailer to be parked in the front yard driveway of their residence from April through November. A person shall be considered a person with a disability if they have been issued a current disabled parking identification permit by the Wisconsin Department of Transportation. In addition, an individual shall be considered a person with a disability if they provide the neighborhood services manager with a statement by a health care specialist verifying that the party needs a front yard parking permit, for a stated period of time, to allow that person reasonable access to their recreational vehicle, camper, trailer, watercraft or boat and boat trailer.

E. ACCESS TO PROPERTY.

Whenever necessary to make an inspection to enforce any ordinance or resolution, or whenever there is reasonable cause to believe there exists an ordinance or resolution violation in any building or upon any premises

within the jurisdiction of the city, any authorized official of the city, may, upon presentation of proper credentials, enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon him by ordinance; provided, that except in emergency or exigent situations he shall give the owner and/or occupant, if they can be located after reasonable effort, at least twenty-four hours' written notice of the authorized official's intention to inspect. In the event the owner and/or occupant refuses entry, the official is empowered to seek assistance from any court of competent jurisdiction in obtaining such entry.

F. ENFORCEMENT.

(1) **Enforcement.**

- (a) **Order to correct conditions.** Whenever the City, through its agents or employees shall, upon inspection of the premises within the City, find the condition of the property or premises is in violation of this Chapter, an order shall be issued to the owner (and occupant if different from owner) of the premises or property to correct said condition by the Building Inspector or designee.
- (b) Contents of the order shall include:
 - i. A description of the premises and the violation of the Chapter;
 - ii. A statement of the correction necessary to bring the property into compliance;
 - iii. A statement specifying the time within which the owner and occupant shall comply with the order; and
 - iv. A statement of the penalty section of the ordinance for noncompliance.
 - v. A statement specifying accessibility needs, and request for language translation.

G. SERVICE.

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

H. FAILURE TO COMPLY; DECLARATION OF PUBLIC NUISANCE.

(1) **Failure to comply.**

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

(2) **Abatement**

- (a) **Enforcement.** The chief of police, the chief of the fire department, the building inspector, neighborhood services officer, or other designee shall enforce those provisions of this chapter that come within the jurisdiction of their offices and they shall make periodic inspections and inspections upon compliant to ensure that such provisions are not violated. No action shall be taken under this section to abate a public nuisance unless the officer shall have inspected or caused to be inspected the premises where the nuisance is alleged to exist and have satisfied himself that a nuisance does in fact exist.
- (b) **Summary abatement.** If the inspecting officer shall determine that a public nuisance exists within the village and that there is great and immediate danger to the public health, safety, peace, morals or decency, the president may direct the proper officer to cause the same to be abated and charge the cost thereof to the owner, occupant or person causing, permitting or maintaining the nuisance, as the case may be.
- (c) **Abatement after notice.** If the inspecting officer shall determine that a public nuisance exists on private premises but that the nature of such nuisance is not such as to threaten great and immediate danger to the public health, safety, peace, morals or decency, he shall serve notice on the person causing or maintaining the nuisance to remove the same within ten days. If such nuisance is not removed within such ten days, the proper officer shall cause the nuisances to be removed as provided in subsection (b) of this section.

- (d) Other methods not excluded. Nothing in this chapter shall be construed as prohibiting the abatement of public nuisances by the City or its officials in accordance with the laws of the state.
 - (e) Court order. Except when necessary under subsection (b) of this section, no officer hereunder shall use force to obtain access to private property to abate a public nuisance but shall request permission to enter upon private property if such premises are occupied and if such permission is denied, shall apply to any court having jurisdiction for an order assisting the abatement of the public nuisance.
- (3) **Cost of abatement.** In addition to any other penalty imposed by this chapter for the erection, contrivance, creation, continuance or maintenance of a public nuisance, the cost of abating a public nuisance by the City shall be collected as a debt from the owner, occupant or person causing, permitting or maintaining the nuisance and if notice to abate the nuisance has been given to the owner, such cost shall be assessed against the real estate as a special charge.

I. REINSPECTION FEES

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

- (1) First re-inspection fee of \$75.00 per property upon verification of continued violation by City Building Inspector, Neighborhood Services Officer, Code Enforcement Officer or designee.
- (2) For a second reinspection, a fee of \$200.00
- (3) For a third reinspection a fee of \$400.00, and for each subsequent reinspection for the same condition.

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

J. APPEAL

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

TITLE 20 PROPERTY MAINTENANCE

A. INTENT, PURPOSES.

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

B. APPLICABILITY.

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

C. GENERAL MAINTENANCE REQUIRED; DEFINITION.

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

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

D. SPECIFIC MAINTENANCE REQUIRED.

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

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

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

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

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

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

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

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

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

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

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

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

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

- (a) Parking is permitted inside any enclosed structure, which otherwise conforms to the zoning requirements of the particular zoning district where located.
- (b) One panel or pickup truck, exceeding three-quarter ton but not exceeding one and one-half tons, shall be permitted;

- (c) Parking is permitted outside in the side yard or rear yard provided it is not nearer than five feet to the lot line and on an improved surface. Improved surface shall mean a surface of concrete, asphalt, paver, treated wood, treated plywood, or other similar material other than grass, such as crushed rock, or other materials, laid over subsoil, which provides a hard parking surface, resists rutting, provides for sufficient water runoff and is graded and drained to dispose of all surface water.
 - 1. An exemption to the five foot setback requirement shall be granted by the Neighborhood Services Department if the parking is approved in writing by the current adjacent property owners in which the recreational vehicle encroaches, and the parking is in accordance with all other requirements set forth.
- (d) The unit shall not extend over the public sidewalk or public right-of-way.
- (e) No unit shall be parked on public streets, highways, intersections, or public land or parking lots for an extended period exceeding 72 hours.
- (f) Parking is permitted only for storage purposes. Recreational vehicles or boats shall not be:
 - 1. Used for dwelling or cooking purposes.
 - 2. Permanently connected to sewer lines, water lines, or electricity. The recreational vehicle may be connected to electricity temporarily for charging batteries and other purposes.
 - 3. Used for storage of goods, materials, or equipment other than those items considered to be part of the unit or essential for its immediate use.
- (g) Notwithstanding the above, camper trailers and boats shall only be permitted to park in front yards for the purposes of active loading, unloading, and servicing, and the use of electricity or propane fuel is permitted when necessary to prepare a recreational vehicle for use.
- (h) The unit shall be owned by the resident on whose property the unit is parked for storage.
- (i) The number of units on any property within City jurisdiction shall not exceed two (2).
- (j) The Neighborhood Services department may issue a permit to a person with a disability allowing a recreational vehicle, camper, trailer, watercraft or boat and boat trailer to be parked in the front yard driveway of their residence from April through November. A person shall be considered a person with a disability if they have been issued a current disabled parking identification permit by the Wisconsin Department of Transportation. In addition, an individual shall be considered a person with a disability if they provide the neighborhood services manager with a statement by a health care specialist verifying that the party needs a front yard parking permit, for a stated period of time, to allow that person reasonable access to their recreational vehicle, camper, trailer, watercraft or boat and boat trailer.

E. ACCESS TO PROPERTY.

Whenever necessary to make an inspection to enforce any ordinance or resolution, or whenever there is reasonable cause to believe there exists an ordinance or resolution violation in any building or upon any premises within the jurisdiction of the city, any authorized official of the city, may, upon presentation of proper credentials, enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon him by ordinance; provided, that except in emergency or exigent situations he shall give the owner and/or occupant, if they can be located after reasonable effort, at least twenty-four hours' written notice of the authorized official's intention to inspect. In the event the owner and/or occupant refuses entry, the official is empowered to seek assistance from any court of competent jurisdiction in obtaining such entry.

F. ENFORCEMENT.

(1) **Enforcement.**

- (a) **Order to correct conditions.** Whenever the City, through its agents or employees shall, upon inspection of the premises within the City, find the condition of the property or premises is in violation of this Chapter, an order shall be issued to the owner (and occupant if different from owner) of the premises or property to correct said condition by the Building Inspector or designee.
- (b) Contents of the order shall include:
 - i. A description of the premises and the violation of the Chapter;
 - ii. A statement of the correction necessary to bring the property into compliance;
 - iii. A statement specifying the time within which the owner and occupant shall comply with the order; and
 - iv. A statement of the penalty section of the ordinance for noncompliance.
 - v. A statement specifying accessibility needs, and request for language translation.

G. SERVICE.

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

H. FAILURE TO COMPLY; DECLARATION OF PUBLIC NUISANCE.

(1) **Failure to comply.**

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

(2) **Abatement**

- (a) **Enforcement.** The chief of police, the chief of the fire department, the building inspector, neighborhood services officer, or other designee shall enforce those provisions of this chapter that come within the jurisdiction of their offices and they shall make periodic inspections and inspections upon complaint to ensure that such provisions are not violated. No action shall be taken under this section to abate a public nuisance unless the officer shall have inspected or caused to be inspected the premises where the nuisance is alleged to exist and have satisfied himself that a nuisance does in fact exist.
- (b) **Summary abatement.** If the inspecting officer shall determine that a public nuisance exists within the village and that there is great and immediate danger to the public health, safety, peace, morals or decency, the president may direct the proper officer to cause the same to be abated and charge the cost thereof to the owner, occupant or person causing, permitting or maintaining the nuisance, as the case may be.
- (c) **Abatement after notice.** If the inspecting officer shall determine that a public nuisance exists on private premises but that the nature of such nuisance is not such as to threaten great and immediate danger to the public health, safety, peace, morals or decency, he shall serve notice on the person causing or

maintaining the nuisance to remove the same within ten days. If such nuisance is not removed within such ten days, the proper officer shall cause the nuisances to be removed as provided in subsection (b) of this section.

- (d) Other methods not excluded. Nothing in this chapter shall be construed as prohibiting the abatement of public nuisances by the City or its officials in accordance with the laws of the state.
- (e) Court order. Except when necessary under subsection (b) of this section, no officer hereunder shall use force to obtain access to private property to abate a public nuisance but shall request permission to enter upon private property if such premises are occupied and if such permission is denied, shall apply to any court having jurisdiction for an order assisting the abatement of the public nuisance.
- (3) **Cost of abatement.** In addition to any other penalty imposed by this chapter for the erection, contrivance, creation, continuance or maintenance of a public nuisance, the cost of abating a public nuisance by the City shall be collected as a debt from the owner, occupant or person causing, permitting or maintaining the nuisance and if notice to abate the nuisance has been given to the owner, such cost shall be assessed against the real estate as a special charge.

I. REINSPECTION FEES

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

- (1) First re-inspection fee of \$75.00 per property upon verification of continued violation by City Building Inspector, Neighborhood Services Officer, Code Enforcement Officer or designee.
- (2) For a second reinspection, a fee of \$200.00
- (3) For a third reinspection a fee of \$400.00, and for each subsequent reinspection for the same condition.

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

J. APPEAL

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



CDA Agenda Item

Meeting Date:	July 16, 2024
Agenda Item:	Ordinance 5.28 regarding Mobile Food Establishments
Staff Contact (name, email, phone):	Taylor Zeinert tzeinert@whitewater-wi.gov 262-473-0149

BACKGROUND

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

The Office of Economic Development has seen an increased interest of entrepreneurs to either start a food truck or bring their food truck to our community. To help promote this growing business and interest, City Staff has spent more time on the permits and ordinances related to food trucks in our Community. Staff have determined that our current policies need updating. The City’s intern, Cameron Zeinert, worked with the City’s Attorney, Jonathan McDonell, to create this ordinance. Staff feels that updating this ordinance will help promote new businesses and entrepreneurs in our area.

This draft was presented to the Common Council at the May 21st Meeting. The Common Council gave significant feedback regarding the ordinance. Additionally, the Common Council asked that the ordinance be sent to the CDA for their review and feedback.

Staff has revised the ordinance based on the suggestions of the Common Council. This revised draft was presented to the CDA on June 20th. That governing body has approved the drafted ordinance and has recommended it Common Council for approval.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The Common Council decided to send the drafted ordinance with proposed suggestions to the CDA at the 5/21 Common Council Meeting.

The CDA reviewed the drafted ordinance at the 6/20 CDA meeting. At that meeting the CDA approved the draft and recommended it to Common Council for approval.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

I recommend that you wave the second reading of this ordinance based on the amount of time that this has been in front of a public governing body.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

The Drafted Ordinance

5.28.35 Transient Merchants as Mobile Food Establishment (MFE'S) and Outdoor food sales

- I. Purpose- The purpose of this section is to provide guidance for a specific subset of transient merchants called, Mobile Food Establishment (MFE) as well as guidance for Outdoor food sales. The goal of this ordinance is to regulate and manage Mobile Food Establishments within the City of Whitewater no matter of the event. There a five key reasons for implementing, such an ordinance:
 - a. **Public Health and Safety:** The MFE ordinance, with its comprehensive regulations on food handling, preparation, and storage, plays a pivotal role in ensuring the food sold by mobile vendors is safe for consumption. By upholding health and safety standards, the ordinance protects against foodborne illnesses, safeguarding public health.
 - b. **Zoning and Land Use:** MFE ordinances typically address where mobile food vendors can operate within the city, including restrictions on locations near sensitive areas like schools, hospitals, or residential neighborhoods. Zoning regulations help maintain the character of different areas within the city and prevent conflicts between mobile vendors and established businesses or residents.
 - c. **Consumer Protection:** The ordinance may require MFE operators to obtain licenses or permits, which can help ensure that vendors are operating legally and complying with relevant regulations. This gives consumers confidence that the food they purchase from mobile vendors meets specific standards and is sold by legitimate businesses.
 - d. **Economic Development:** Mobile food vending, a potential economic booster, can provide entrepreneurial opportunities and diversify the food options within the city. The MFE ordinance, by creating a supportive framework, can foster the growth of this sector while balancing the interests of mobile vendors, brick-and-mortar establishments, and the community at large.
 - e. **Aesthetic and Environmental Considerations:** The ordinance may include regulations that address issues such as littering, noise pollution, and visual clutter associated with mobile food vending. By imposing standards for cleanliness, waste management, and vehicle appearance, the ordinance helps ensure that MFE operations enhance rather than detract from the aesthetic quality of public spaces.
- II. Definitions. A Mobile Food Establishments, otherwise known as an MFE, includes any moveable vehicle, intrastate railway car, pushcart, trailer, or boat from which food is sold or served within the city limits. This includes, but is not limited to, food trucks, trailers, and carts. MFE's and other outdoor food sellers may operate on public or private property to sell food directly to consumers.
 - a. **Moveable Vehicle:** A moveable vehicle, whether motorized or non-motorized, is a versatile means of transportation that can be relocated from one place to another. In the Mobile Food Establishments (MFE) context, these vehicles serve as adaptable platforms for selling or serving food within the city limits. They can be trucks, vans, or cars, all equipped to prepare and sell food items, showcasing their potential for various food vending scenarios.

- b. **Intrastate Railway Car:** An intrastate railway car is a rail transport vehicle operating within a single state's boundaries. In the context of MFE, an intrastate railway car can be converted or used to sell or serve food products. It provides a unique mobile platform for food vendors to reach consumers in various locations within the city.
- c. **Pushcart:** A pushcart, a small, wheeled cart that is manually pushed or pulled, offers a convenient option in MFE. It typically consists of a platform or container used for displaying and selling goods, including food items. In the context of MFE, pushcarts are mobile food vending units stationed at different locations within the city, offering food products directly to consumers, emphasizing their ease of use and direct interaction with consumers.
- d. **Trailer:** A trailer is a non-self-propelled vehicle towed by a motorized vehicle, such as a truck or car. In the context of MFE, trailers are often used as mobile food vending units equipped with cooking and serving facilities. They can be parked at various locations within the city to serve food to customers.
- e. **Boat:** In the context of MFE, a boat refers to a floating platform or vessel from which food is sold or served. It provides a unique mobile food vending option for waterfront areas or events held near bodies of water within the city limits.

III. Licensing Requirements

- a. A license is required for all Mobile Food Establishments (MFE.)
 - i. Every MFE within the City of Whitewater shall be licensed. No person shall operate, sell, vend from, use an MFE, or otherwise engage in any activities regulated by this article unless the MFE holds the appropriate or valid license from the City. Each owner shall apply for and hold a Transient Merchant license for each unit in the City prior to the use of such establishment within the City.
- b. Transient Merchant License and Application
 - i. Initial application. Each owner desiring to conduct or engage in activities regulated by this article shall file a written application with the City Clerk or designee on form provided by the City Clerk for a Transient Merchant license for each individual establishment. No person may operate, conduct or engage in activities regulated by this article without filing an application for such license or without holding an appropriate license under this article. The City Clerk, Chief of Police, Fire Chief, Common Council, and/or their appropriate designee may amend and require such information on the initial application as they may, from time to time, consider desirable, proper, and/ or necessary.
 - ii. Annual. An annual permit shall be valid from July 1st to June 30th, unless sooner revoked
 - iii. Renewal Application. Each licensed MFE desiring to conduct activities regulated by this article after initial licensing shall file a written renewal application with the City Clerk or designee on a form provided by the City for each proposed MFE unit. The City Clerk, Chief of Police, Fire Chief, Common Council member, and/or designee may amend and require such information on the renewal application as they may from time to time consider desirable, proper and/or necessary.

- iv. Fee. At the time of the application a nonrefundable fee in the amount of seven dollars shall be paid to the City of Whitewater. The use of the seven dollars will be to cover the cost of the background check done by the City. This fee will also act as the annual fee for MFE's and other outdoor sellers within the City of Whitewater. Applicants for a license under this chapter must file with the City Clerk or their designee in writing which shall include.
 - 1. Name and physical description of the applicant
 - 2. Complete the permanent home and local address of the applicant and the local address from which proposed sales will be made
 - 3. A brief description of the nature of the business and the good to be sold
 - 4. If employed, the name and address of the employer, together with credentials, establish the exact relationship.
 - 5. Length of time for which the right to do desired business
 - 6. A recent photograph of the applicant, approximately two inches by two inches, shows the applicant's head and shoulders clearly.
 - 7. The names of at least two property owners of Jefferson and/or Walworth County, who will certify the applicant's good character and business responsibility
 - 8. A statement of whether or not the applicant has been convicted of any crime, misdemeanor, or violation of any municipal ordinance other than traffic violations, the nature of the offense, and the punishment or penalty assessed.
 - 9. The last cities, towns, or villages where the applicant carried on business (at most 3)
 - 10. Applicants must provide valid proof of insurance, which includes liability coverage for their business operations.
- v. No application shall be accepted for filing, nor Transient Merchant license issued or renewed, unless and until the owner and applicant possesses all necessary State and County Health Department and other required governmental agency license and permit for the MFE. Each owner or applicant, at the time of filing the City initial application and at the time of all subsequent annual renewal filings, shall provide the City Clerk proof of such other licenses and permits in such form as the City Clerk may, from time to time, deem necessary and/ or desirable.
- vi. No Transient Merchant license may be issued or renewed unless and until the MFE passes inspection of the county/state health officials and agencies, and holds proper health licensing, permits and certification.
- vii. No Transient Merchant license may be issued by the City Clerk unless and until all requirements set forth in this article have been fully and properly satisfied by the owner or applicant. The decision of the City Clerk shall be final in this regard.
- viii. Separate license for each vehicle. Each MFE shall be separately licensed and such licenses shall not be transferable to any other MFE.
- ix. License shall be displayed.

- x. License information shall be displayed.
- IV. Operation
- i. Mobile Food Establishments
 1. Each MFE shall be capable of being moved and kept under control by one person. All traffic laws shall be adhered to during operation of the vehicle.
 2. Each mobile food vending vehicle shall be moved safely to and from its vending location.
 3. Each MFE shall be secured at all times so as not to injure or endanger persons or property.
 4. Each MFE shall be equipped with at least one leak-proof container for the deposit of waste, garbage, litter, refuse, and rubbish. A second leak-proof container for the deposits of recycle materials is also required. All such containers shall be kept covered with tight-fitting lids. When leaving the sales area, the licensee and their employee shall be responsible for the removal of all litter resulting from his or her business or customer's use of his or her business.
 5. Each operator is responsible shall be responsible for the cleanup of the site, and any debris or litter in the immediate area cause by the operation.
 6. Each operator, licensee and mobile food vending vehicle shall comply with all state and county laws, codes, regulations, and standards relating to serving and selling food and food products.
 7. An operator shall be personally and physically present inside or next to the cart at all time during which items are displayed or sold.
 - b. Insurance requirement. Each licensee shall obtain, pay for and at all times maintain proof of and actual liability insurance coverage against personal injury, death, and property damage. Such insurance shall name the City of Whitewater and each and every one of the City's co-insured. At the time of filling the initial and all renewal applications, applicant shall provide a true and correct photocopy of a certificate of insurance and/or other proof of insurance for each MFE on the form required by the City Clerk.
 - c. Regulations
 - i. MFE's must be stationary at all times when sales and related activities are occurring.
 - ii. MFE's may set up and operate within the public right of way but not within travel lanes. MFE service window shall be oriented towards the curb side of the street and not to the front, rear, or travel lane side of the truck. MFE's may set up and operate within public parking lots within the hours of 9 AM to 3:00 AM only within the zoned area of the B2 district. MFE's and other outdoor sales shall be located not to obstruct a public way, impar the movement of pedestrians or vehicles, or pose a hazard or danger to public safety.
 - iii. No mobile food vending vehicle shall operate before 9:00 AM or after 10:00 PM in commercial areas.

- iv. No MFE operator or other person shall use noise-makers, other than bells, lights, or music to attract customers. Such bells and music shall not be used before 9:00 AM or after dusk (sunset on any day) anywhere. No electrical or mechanical sound generated within a vending area shall be audible beyond the establishment' area shall be audible beyond the immediate working area and in no event more than 50 feet from the establishment.
- v. An MFE may provide or allow a dining area near the establishment. The dining area shall allow no more than two tables with a maximum seating area of eight people. The dining area is allowed only during hours of operation and the dining components shall be stored and secured when the vending operation is closed.
- vi. Any power requires for the MFE located on a public right-of-way shall be self-contained
- vii. MFE's may locate in private parking lots so long as the property owner has written granted permission and all required health licenses are valid. However, the host parking lot must remain in compliance with the zoning ordinance including off-street parking requirements for the host lot. The MFE shall not block the required drive aisles and shall be at least be ten feet from the nearest edge of any building.
- viii. In City parks, MFE's and other outdoor food sellers are only allowed upon issuance of a Special permit for specific park areas designated by the Recreation Director. A special temporary permit shall be valid for a period determined by the City Manager or his/her designee. A [Special Event Permit](#) must be filed out a minimum of 45 day prior to the event.
- ix. An MFE or any other transient outdoor food seller may not operate for business on public property within 200 feet of an existing licensed restaurant establishment as measured door to vehicle along the curb line of the public street from the entry door into the existing establishment to the vehicle.
- x. MFE's and all other outdoor food sellers are strictly prohibited from selling, serving, or distributing alcoholic beverages in any capacity within the city limits.
- xi. An MFE or other outdoor food seller may not operate in any one location zoned resident or office for more than 120 minutes at a time.
- xii. Each owner, operator, and other person, whether or not licensed, who engages in any activities regulated by this article shall at all times fully and timely comply with and abide by each and every requirement and provision set forth in this article and with each and every other ordinance of the City of Whitewater, state law, and county ordinances.



Council Agenda Item

Meeting Date:	July 16, 2024
Agenda Item:	2024 Server Replacement and Optimization
Staff Contact (name, email, phone):	Tim Neubeck, tneubeck@whitewater-wi.gov , 262-473-1391

BACKGROUND

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

The City previously replaced their servers in early 2018 with 4 refurbished Dell PowerEdge R710 appliances. Among other things, these appliances host virtual machines (VMs) that function as our file servers, print server, run SCADA, etc. Generally, servers should be replaced every 5-7 years; however, the refurbished devices were manufactured around 2011 and have lived long past their useful life. The City sought out proposals to purchase 4 servers, virtual storage equipment, installation, and upgrades of current operating systems and SQL servers (if possible), and support for a complete turnkey environment with disaster recovery capability (high availability and failover capabilities). The purpose of the hardware is to establish a design of distributed architecture to ensure local survivability as well as core redundancy with complete failover from one internal data center to the other with minimal disruption of service.

The current servers would not replace the current servers exactly; rather, one server would be a replication appliance at the City's backup data center at the Wastewater Treatment Facility, one server for Police needs in order to comply with current and future Criminal Justice Information Services (CJIS) standards, and two servers to replace the rest of the City's VMs. Additionally, there is a software licensing requirement for a virtual storage area network (VSAN). A VSAN combines the storage pool of two servers into a single, redundant, storage pool.

While the hardware/software ask is straightforward, the optimization piece is more complicated. While we would like to upgrade all VMs to Microsoft Server 2022, some VMs will be unable to due to the age of the applications running on them, so they will have to remain on older versions until that application can be deprecated and replaced. An example of this is the City's SCADA system which is to be upgraded this budget cycle. Furthermore, the City's SQL server needs to be upgraded to the latest version and to separate the City's various databases into their own databases rather than mashed into one. Finally, all VMs will need to be properly licensed.

The City received two proposals. One from Digicorp, the City's current managed service provider (MSP), and the other from Core BTS, a nationally recognized digital consultancy group. Within Digicorp's proposal, it had two options – to virtualize the VMs with VMWare or to use Hyper-V. While VMWare is the leading virtualization tool in the country, its parent company recently changed its licensing model into a subscription service which would significantly increase the operating costs of these appliances. As such, staff recommends using Hyper-V, the virtualization tool that is currently in use. In Digicorp's proposal, they recommended separating and condensing the proposed PD virtual machines, hosting them on the proposed city infrastructure. However, the IT staff would prefer to keep those VM's on a separate host in order to accommodate additional loads and requirements that are unanticipated at this time. Furthermore, Core BTS included an additional switch in their proposal to replace the City's current core

switch. As such, the City asked Digicorp to include the cost of an additional server and core switch to make an “apples to apples” comparison between the two proposals.

Comparing the two proposals, IT staff noted that there was a significant difference in hardware costs between them. Core BTS recommends the use of Cisco branded equipment rather than HPE and to use two NetApp devices for data infrastructure. While these are excellent solutions, they are significantly outside of the City’s budget for this project.

As a note: this project is not one that can be pushed back or delayed as it is a prerequisite for projects slated for 2025 including moving the City to O365 from Office 2019, replacing the City’s voice over internet protocol (VOIP) phone system, and parts of the rollout of multifactor authentication (MFA). Also, notes from the Police Department’s CJIS audit requirements is requiring this upgrade as well due to the age of the equipment, the age of the operating systems, and the needed increased separation of Police data and systems.

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

N/A

FINANCIAL IMPACT
(If none, state N/A)

- Digicorp’s Hyper-V option: \$146,287.00
- Digicorp’s VMWare option: \$160,507.00
- Digicorp’s additional proposal for storage equipment and additional server: \$27,750.00
- Core BTS’s option: \$249,302.92

STAFF RECOMMENDATION

This project was originally budgeted for \$170,000 when this project was scoped in the summer is 2023. Staff recommends selecting Digicorp’s Hyper-V option along with the additional equipment for a total of \$174,037.00.

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

1. Digicorp’s proposal dated 6/30/24
2. Digicorp’s additional equipment proposal dated 7/9/24
3. Core BTS’s proposal dated 7/1/24



6/30/2024

Proposal: Servers & Storage

Presented to: **City of Whitewater**

Presented by: **Digicorp, Inc.**





City of Whitewater – New Servers & Storage Project Summary

We propose 3 new VM hosts running Hyper-V or VMware. 2 hosts at City Hall, using shared storage provided by StorMagic SVSAN; one host at Wastewater to house VM replicas from City Hall. VMware has been considered the gold standard for virtualization, is well known, and very well supported; however, it is an extra cost. Using shared storage is also beneficial as it allows for on-demand rapid migration of VMs from one host to another at City Hall for maintenance purposes. We recommend the third host at Wastewater for DR purposes – in the event of a complete loss at City Hall, the VMs will already be present at Wastewater, and can simply be turned on, leading to a much faster recovery time.

This quote includes an option for both VMware hosts and Hyper-V. Our recommendation is to utilize VMware; however, we are comfortable supporting Hyper-V as well, if it leads to ongoing cost savings for the city.

Phase 2 of the project will include migrating the data on many of these VMs to Server 2022 VMs. Server 2016 is still supported through 2027, but due to poor update behavior we recommend any VMs with 2016 or older be upgraded to 2022.

Note: This assumes the current Wastewater SCADA VMs will be migrated to PCs prior to this project beginning. If they are not migrated, we can migrate the existing VMs to VMware for an additional 3 hours per VM. They would reside at Wastewater for the time being.

Server Hardware Summary (Two hosts at City Hall)

HPE Proliant DL360 Gen11 (x2)
1 x Intel 4514Y 2.0GHz 16-core w/ HT
8 SFF x4 24G U.3 backplane
256G memory per host
NS204i Boot Controller
4 x 7.68TB NVMe Read-intensive drives per server (RAID10 usable capacity of ~13.9TB)
2 x 800W Platinum power supply
1 x 2-port 10/25G SFP28 OCP3 NIC (SVSAN iSCSI)
1 x 2-port 10/25G SFP28 PCIe NIC (future 10G LAN connection/vMotion)
1 x 4-port 1G PCIe NIC
iLO Advanced
3 x 1M 25G DACs (iSCSI & vMotion connectivity)

Shared Storage at City Hall

2 x SVSAN Standard 12TB license (no caching)
1 x Witness PC (Raspberry Pi 4B, or small Intel-based PC)

Server Hardware Summary (One host at Wastewater)

HPE Proliant DL360 Gen11 (x2)
1 x Intel 4514Y 2.0GHz 16-core w/ HT
8SFF x1 24G U.3 backplane

- 4 x 7.68TB NVMe Read-intensive drives per server (RAID5 usable capacity of ~20.9TB)
- HPE MR408i RAID controller
- 256G memory



- 2 x 800W Platinum power supply
- 1 x 2-port 10/25G SFP28 OCP3 NIC (future 10G)
- 1 x 4-port 1G PCIe NIC
- iLO Advanced

Server Software Licensing

We are planning on setting up 8 new VMs at City Hall. In total, we believe there are 10 Server 2022 VMs at City Hall, and one at Wastewater.

To run everything on one host at City Hall for maintenance, we recommend fully licensing each host to comply with Microsoft's licensing guidelines.

Recommended licensing

- 3 x VMware vSphere Standard 16-core packs (if Phase 1 – Option 1 is chosen)
- Server 2022 or 2025 - 11 sets of 16-core packs
 - 1 pack for Wastewater to run the tertiary DC
 - 5 packs for one host at City Hall
 - 5 packs for the second host at City Hall
- Server 2022 or 2025 User CALs – Total number of employees that potentially touch a Windows server. Recommend FTE count at least, potentially including part-time employees. Estimate 150, need to verify with customer / HR before purchase.
- SQL 2022
 - We recommend core-based licensing for SQL in these instances. It is simpler to administer and can be more cost effective. If Whitewater knows the number of named users that access each SQL-based application, we can provide a cost comparison to server/CAL based vs core-based licensing.
 - 2 x 2-core packs for PD SQL server (4 core minimum purchase)
 - 2 x 2-core packs for City Hall SQL server (4 core minimum purchase)

Phase 1 – New Distribution/core switch

The city's current network consists mostly of Aruba 2530 switches, which are end of sale and will be end of support in 2026. In addition, they are all 1G, with no options for additional bandwidth. Digicorp recommends implementing a 10G core switch, with all switches at City Hall uplinked directly to it where possible.

Hardware

- 1 x Aruba 6300 24SFP+ switch
- 6 x 10M OM3 LC-LC fiber patch cables (server & FortiGate uplinks)
- 10 x 10G SR J9150D-compatible transceivers (six for core switch, four for servers)
- 2 x 10G SR transceivers for the FortiGate (compatible is fine)
- 4 x 1G LR transceivers for the core switch (remote departments) (compatible is fine)
- 12 x 1G Base-T transceivers for switch uplinks at City Hall (compatible is fine)

Planned connections

- 2 x 10G FortiGate



- 4 x 25G Server uplinks
- 16 (for 8) switches at City Hall (five in switch closet, dispatch, and two server switches)
- 3-4 x remote departments (Library, Streets, and Aquatic center)

In the future (perhaps with the access switch replacement project in 2026) we would recommend a second core switch for redundancy along with a second FortiGate in HA.

Once the server project has finished, we recommend removing the older of the server switches. That labor is included at the end of phase 2.

We would recommend moving the wireless bridge uplinks to the core as well long-term, but that may require moving those ethernet terminations to the switch closet. That labor is not included here.

Labor estimates

- Program switch remotely based on anticipated design – up to 4 hours
- Onsite installation (afterhours) – 8-12 hours (2 engineers, 4-6 hours)
 - We will adjust the FortiGate uplinks during this time as well.

Phase 2 – New hosts and storage installation

Option 1 – VMware hosts

All three hosts will be provisioned with VMware vSphere Hypervisor, and VMware vCenter will manage them. The two hosts at City Hall will be provisioned as a cluster.

Labor Estimates

Build and install 3 hosts

- Build 3 hosts remotely (assemble hardware, install OS, install all applicable updates including driver and firmware) – 12 hours
- Install at City Hall, configure IP addresses, add to network – 6 hours
- Install at Wastewater, configure IP addresses, add to network – 3 hours
- Setup vCenter – 2 hours
- Migrate & convert City Hall VMs to VMware hosts – 30 hours (afterhours)
 - Duffman (Shoretel 2012 R2) – 6 hours
 - Patty (DC 2022) – 3 hours
 - Jimbo (SQL 2016) – 3 hours
 - Moleman (Laserfische 2016) – 3 hours
 - HVAC (Win 10) – 3 hours
 - Key System (Win 10) – 3 hours
 - Maude (Win 10) – 3 hours
 - Santos L Halper (Win 10) – 3 hours
 - Homer (Win 10) – 3 hours
- Migrate Wastewater VMs to VMware hosts – 18 hours (if needed) (afterhours)
 - 6 VMs
 - 3 hours per VM (bill only actual work)



- Update backup jobs as appropriate – 4 hours
- Setup Veeam replication (both from City Hall to Wastewater, and from Wastewater to City Hall) – 4 hours
- Remove 2910al switch from server room – 2 hours onsite
- Optional – decommission 4 existing R710 hosts (only after phase 3 is complete) – 12 hours (3 per)
 - Remove RAID arrays, recreate for purpose of wiping drives.
 - Initiate 3-pass wipe using NWipe (or 7-pass if customer desires).
 - Remove from rack & recycle through Digicorp if desired.

Option 2 – Hyper-V hosts

All three hosts will be provisioned with Server 2022 (or 2025 if it is available at the time of purchase). A Hyper-V cluster will be configured between the two hosts at City Hall. VMs are migrated from the existing Hyper-V hosts, and only the virtual hardware is upgraded during a reboot cycle.

Labor Estimates

- Build 3 hosts remotely (assemble hardware, install OS, install all applicable updates including driver and firmware) – 12 hours
- Install at City Hall, configure IP addresses, add to network – 6 hours
- Install at Wastewater, configure IP addresses, add to network – 3 hours
- Build Hyper-V cluster and validate functionality – 8 hours
- Live migrate City Hall VMs to new hosts – 4-8 hours (performed over several evenings to minimize impact to users)
 - Duffman (Shoretel 2012 R2)
 - Patty (DC 2022)
 - Jimbo (SQL 2016)
 - Moleman (Laserfische 2016)
 - HVAC (Win 10)
 - Key System (Win 10)
 - Maude (Win 10)
 - Santos L Halper (Win 10)
 - Homer (Win 10)
- Migrate Wastewater VMs to new host – up to 4 hours (if needed) (afterhours)
 - 6 VMs
- Update backup jobs as appropriate – 4 hours
- Setup Veeam replication (both from City Hall to Wastewater, and from Wastewater to City Hall) – 4 hours
- Optional – decommission 4 existing R710 hosts (only after phase 3 is complete – 12 hours (3 per)
 - Remove RAID arrays, recreate for purpose of wiping drives.
 - Initiate 3-pass wipe using NWipe (or 7-pass if customer desires).
 - Remove from rack & recycle through Digicorp if desired.
- Remove 2910al switch from server room – 2 hours onsite



Phase 3 – OS Upgrades

Because of the potential for CJJ present in the PD files, and obvious CJJ present in TiPSS and TraCS, we recommend separating those resources to their own servers – one PD file & print server, and separate PD DB & application servers. The data drives on those servers will need to be encrypted with BitLocker as well.

All Windows 10 VMs need to be properly licensed or removed. We recommend moving applications to Server 2022 VMs and have proposed that below. The jump box will be removed. Alternatively, a new Server 2022 VM with RDS can be created for IT staff to use simultaneously. Lastly, we recommend the WSUS server be decommissioned, and simple group policies be used to push updates from Microsoft.

- Duffman – leave as-is due to impending demise in 2025
- Kodos (file server) 20-24 hours
 - ~8TB of file data.
 - Create 2 new 2022 VMs (PD and City) – 4 hours.
 - Robocopy data from current VM to new VMs – 4 hours.
 - This robocopy may take a few weeks, based on a previous project.
 - Cutover night/weekend – 4-8 hours.
 - Disable shares on existing server.
 - Final robocopy sync.
 - Update all drive mappings, including home dirs. in AD.
 - Update LaserFische mapping for scanning if used.
 - Update copiers for scan-to-folder if used.
 - Onsite follow-up day after cutover (one engineer) – 8 hours.
- Frink (print server) 15-19 hours
 - Printers will be moved to either the City Hall or PD file servers – there really isn't a huge need to have a separate print server, and we can save on some licensing costs.
 - Review current printer definitions on Frink, determine which do not need to be recreated – 2 hours.
 - Configure printers on new servers – 4-8 hours.
 - Recommend using universal drivers where possible to minimize the number of drivers needed.
 - Push new printer definitions via group policy – 4 hours.
 - Remove printer shares on old Frink server – 1 hour.
 - Remote follow-up after cutover (one engineer) – 4 hours.
- (new) PD DB server & application servers – 14-20 hours.
 - Create 2 new 2022 VMs – 4 hours.
 - Install SQL Server 2022 – 2 hours.
 - Migrate TraCS – 4-8 hours.
 - Web services will reside on the application server, potentially the installation as well.
 - Provide cutover assistance to update end-user workstations with Whitewater IT.
 - Migrate TiPSS – 4-6 hours.
 - Web services will reside on the application server.
 - Provide cutover assistance to update end-user workstations with Whitewater IT.
- Jimbo (SQL, Caselle, TiPSS) – 22-54 hours.



- SQL Standard 2016 - Databases - Caselle, CTI, Firehouse, LaserFische, Netwrix, SCADA ReadCenter (RCD_ databases), TIPSS, Tracs DBs, old Veeam
- Create new 2022 VM – 2 hours.
- Install SQL 2022 – 2 hours.
- Migrate Netwrix databases – 2 hours.
- Work with Civic to migrate Caselle installation & databases – 4-8 hours
 - Provide cutover assistance to update end-user workstations with Whitewater IT.
- Work with Water SCADA vendor to move Read Center application – 4-8 hours.
 - Provide cutover assistance to update end-user workstations with Whitewater IT.
- Work with ESO to migrate Firehouse application & databases or obtain directions to do so ourselves – 4-8 hours.
 - Provide cutover assistance to update end-user workstations with Whitewater IT.
- Obtain directions for moving LaserFische databases; migrate databases – 4-8 hours.
 - Provide cutover assistance to update end-user workstations with Whitewater IT.
- Migrate any remaining databases, or decommission as appropriate – up to 16 hours, likely less.
- Moleman (LaserFische) – 16-26 hours.
 - Create new 2022 VM – 2 hours.
 - Work with vendor to move LaserFische to new server – 4-8 hours.
 - Provide cutover assistance to update end-user workstations with Whitewater IT – 4 hours.
 - Migrate Netwrix to this VM – 4-8 hours.
 - Migrate Spiceworks to this VM – 2-4 hours.
- Maintenance VM – 14-22 hours.
 - This VM will house more public-facing apps that users may need to login to, like the key system or the HVAC system.
 - Create new 2022 VM – 2 hours.
 - Work with vendor to move HVAC applications to new server – 4-6 hours.
 - Work with vendor to move key system application to new server – 4-6 hours.
 - Migrate vehicle management application to this VM – 4-8 hours.
- Optional – IT jump box VM – 6 hours
 - Create new 2022 VM – 2 hours.
 - Configure RDS services – 2 hours.
 - Install apps as appropriate – 2 hours.



Pricing Summary

Core Switch

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Unit Price</u>	<u>Extended Price</u>
1	HPE Renew Aruba 6300M 24-port SFP+ and 4-port SFP56 Switch Modular, 1U High - Rack-mountable - Lifetime Limited Warranty	\$ 7,495.00	\$ 7,495.00
2	HPE Aruba X371 250W 100-240V AC Power Supply	\$ 425.00	\$ 850.00
8	Aruba Compatible 25GB SR Transceiver (Server uplinks)	\$ 150.00	\$ 1,200.00
2	Aruba Compatible 10GB SR Transceivers (Aruba uplinks)	\$ 250.00	\$ 500.00
2	10GB SR Transceiver (Fortigate uplinks)	\$ 95.00	\$ 190.00
4	Aruba Compatible 1GB LR Transceiver (Remote Department uplinks)	\$ 195.00	\$ 780.00
16	Aruba Compatible 1GB Base-T Transceivers (City Hall switch uplinks)	\$ 60.00	\$ 960.00
3	Aruba Compatible 25GB 1M DAC	\$ 150.00	\$ 450.00
1	Proposed 24 Strand OM4 Fiber between Switch closet and Server Room (Estimated)	\$ 6,000.00	\$ 6,000.00
	Total		\$ 18,425.00

City Hall Hosts

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Extended Price</u>
2	HPE DL 360 G11 1U 8SFF x4 Server including:	\$ 35,950.00
1	Intel Xeon-Silver 4514Y 2.0GHz 16-core 150W Processor for HPE	
1	HPE 256GB (8x32GB) Dual Rank Registered Smart Memory Kit	
1	HPE NS204i-p x2 Lanes NVMe PCIe3 x8 OS Boot Device -Includes (2) 480 GB M.2 SSD drives in RAID 1	
4	Micron 7500 Pro 7.68TB NVMe Read-intensive SSD per server (RAID10 usable capacity of ~13.9TB)	
1	BCM Ethernet 1Gb 4-port BASE-T PCIe Adapter for HPE	
1	BCM Ethernet 10/25Gb 2-port SFP28 PCIe Adapter for HPE	
1	BCM Ethernet 10/25Gb 2-port SFP28 OCP3 Adapter for HPE	
2	HPE 800W Platinum Hot-plug Power Supplies	
1	HPE iLO Advanced LIC	
1	HPE Tech Care Essentials w/DMR for DL360 for 5 Years	
	Total	\$ 35,950.00



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Storage Software

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Extended Price</u>
2	SvSAN 12TB Single Node Base LIC	\$ 6,500.00
2	SvSAN 12TB Single Node Platinum Support for 3 Years	\$ 5,600.00
1	Witness Server (Raspberry Pi)	\$ 190.00
	Total	\$ 12,290.00

Wastewater Replication Server

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Extended Price</u>
1	HPE Proliant DL360 G11 8SFF x1 including:	\$ 18,475.00
1	Intel Xeon-Silver 4514Y 2.0GHz 16-core 150W Processor for HPE	
1	HPE 256GB (8x32GB) Dual Rank Registered Smart Memory Kit	
1	HPE NS204i-p x2 Lanes NVMe PCIe3 x8 OS Boot Device -Includes (2) 480 GB M.2 SSD drives in RAID 1	
4	Micron 7500 Pro 7.68TB NVMe Read-intensive SSD per server (RAID 5 usable capacity of ~20.9TB)	
1	HPE MR408i-o Gen11 SPDM Storage Controller	
1	BCM Ethernet 1Gb 4-port BASE-T PCIe Adapter for HPE	
1	BCM Ethernet 10/25Gb 2-port SFP28 OCP3 Adapter for HPE	
2	HPE 800W Platinum Hot-plug Low Power Supply	
1	HPE iLO Advanced Management Engine	
1	HPE Tech Care Essentials w/DMR for DL360 for 5 Years	
	Total	\$ 18,475.00

Server Software

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Unit Price</u>	<u>Extended Price</u>
11	Microsoft Windows Server 2022 Standard 16 Core License Pack	\$ 1,069.00	\$ 11,759.00
4	Microsoft SQL Server 2022 Standard Core - 2 Core License Pack	\$ 1,577.00	\$ 6,308.00
150	Windows Server 2022 User CAL	\$ 46.00	\$ 6,900.00
	Total		\$ 24,967.00

Virtualization Software (Optional)

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Unit Price</u>	<u>Extended Price</u>
48	VMware vSphere 8 Standard LIC per-core for 3 YRS	\$ 150.00	\$ 7,200.00
	Total		\$ 7,200.00



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Professional Services to Complete Phase 1

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Unit Price</u>	<u>Extended Price</u>
16	Digicorp Professional Services to complete the detailed Scope of Work for Phase 1	\$ 135.00	\$ 2,160.00
	Estimated Total (will bill actual)		\$ 2,160.00

Professional Services to Complete Phase 2

Option 1: VMware

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Unit Price</u>	<u>Extended Price</u>
45	Digicorp Professional Services to complete the detailed Scope of Work for Phase 2	\$ 135.00	\$ 6,075.00
48	Digicorp Professional Services to complete the detailed Scope of Work for Phase 2	\$ 202.50	\$ 9,720.00
	Estimated Total (will bill actual)		\$ 15,795.00

Option 2: Hyper-V

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Unit Price</u>	<u>Extended Price</u>
59	Digicorp Professional Services to complete the detailed Scope of Work for Phase 2	\$ 135.00	\$ 7,965.00
4	Digicorp Professional Services to complete the detailed Scope of Work for Phase 2	\$ 202.50	\$ 810.00
	Estimated Total (will bill actual)		\$ 8,775.00

Professional Services to Complete Phase 3




<u>QTY</u>	<u>DESCRIPTION</u>	<u>Unit Price</u>	<u>Extended Price</u>
171	Digicorp Professional Services to complete the detailed Scope of Work for Phase 3	\$ 135.00	\$ 23,085.00
	Estimated Total (will bill actual)		\$ 23,085.00

Additional Professional Services

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Unit Price</u>	<u>Extended Price</u>
16	Digicorp Professional Services to provide System Training and documentation	\$ 135.00	\$ 2,160.00
1	Digicorp Professional Services to provide ongoing annual support (T&M from Block Support Agreement)		T&M
	Estimated Total (will bill actual)		\$ 2,160.00



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Notes: Pricing includes promotions and is valid until 7/31/2024. Applicable taxes, trip and freight charges are not included.





7/9/2024

Proposal: Servers & Storage Additional Equipment

Presented to: **City of Whitewater**

Presented by: **Digicorp, Inc.**





City of Whitewater – New Servers & Storage Project Additional Equipment Summary

The City of Whitewater IT Staff have identified additional network components they would like to consider for replacement as part of the Server and Storage upgrade Project. Those components include:

- New host server for the Police Department
- New network switches for the server room to replace “server upper” and server lower” switches

The required software and accessories to incorporate these components into the network are also included. Estimated labor to configure and install these components is also provided as part of this proposal.

Pricing Summary

Police Department Server

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Extended Price</u>
1	HPE Proliant DL360 G11 8SFF x1 including:	\$ 18,475.00
1	Intel Xeon-Silver 4514Y 2.0GHz 16-core 150W Processor for HPE	
1	HPE 256GB (8x32GB) Dual Rank Registered Smart Memory Kit	
1	HPE NS204i-p x2 Lanes NVMe PCIe3 x8 OS Boot Device -Includes (2) 480 GB M.2 SSD drives in RAID 1	
4	Micron 7500 Pro 7.68TB NVMe Read-intensive SSD per server (RAID 5 usable capacity of ~20.9TB)	
1	HPE MR408i-o Gen11 SPDM Storage Controller	
1	BCM Ethernet 1Gb 4-port BASE-T PCIe Adapter for HPE	
1	BCM Ethernet 10/25Gb 2-port SFP28 OCP3 Adapter for HPE	
2	HPE 800W Platinum Hot-plug Low Power Supply	
1	HPE iLO Advanced Management Engine	
1	HPE Tech Care Essentials w/DMR for DL360 for 5 Years	
	Total	\$ 18,475.00

Server Software

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Unit Price</u>	<u>Extended Price</u>
0	Microsoft Windows Server 2022 Standard 16 Core License Pack -Server software proposed in the RFP Response will cover this server	\$ 1,069.00	\$ 0.00
	Total		\$ 0.00



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Professional Services to Configure & Install New PD Server

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Unit Price</u>	<u>Extended Price</u>
12	Digicorp Professional Services to complete the detailed Scope of Work	\$ 135.00	\$ 1,620.00
	Estimated Total (will bill actual)		\$ 1,620.00

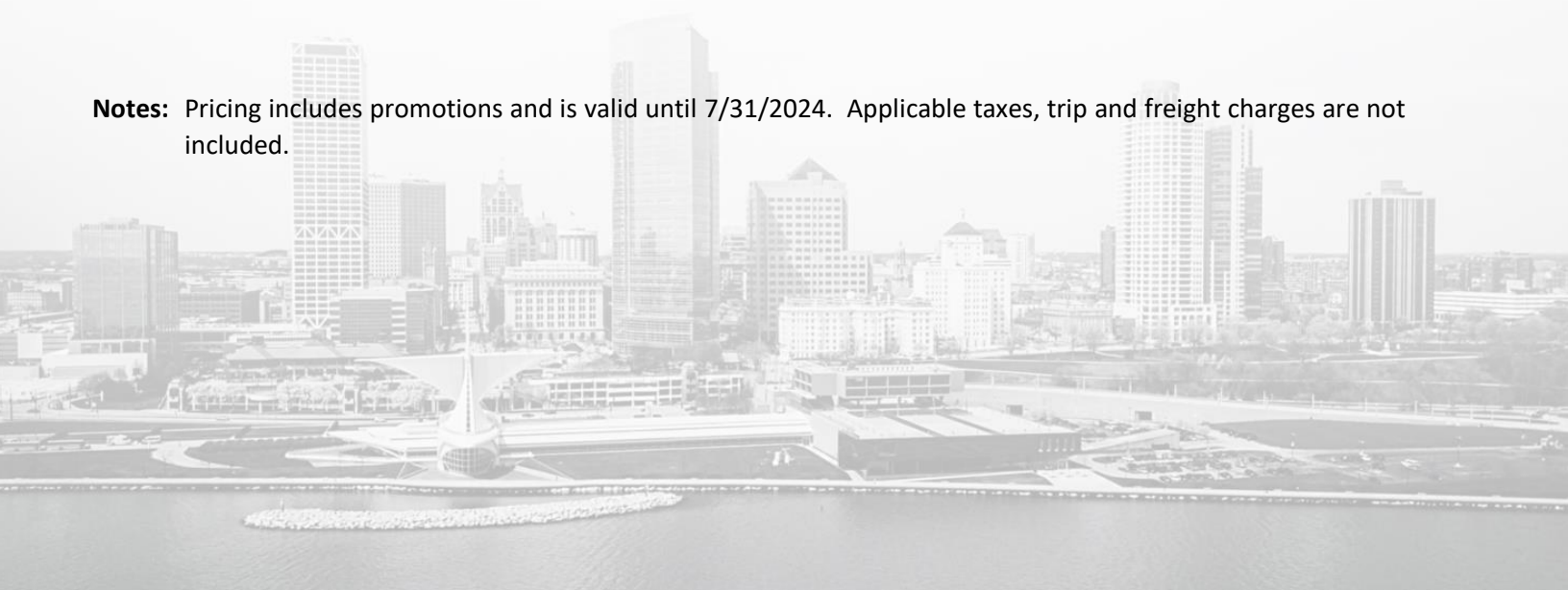
Server Room Switches

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Unit Price</u>	<u>Extended Price</u>
1	HPE Renew Aruba 6200F 48-port GB POE and 4 SFP+ Switch 1U High - Rack-mountable - Lifetime Limited Warranty	\$ 4,495.00	\$ 4,495.00
4	Aruba Compatible 10GB SR Transceivers (Aruba uplinks)	\$ 250.00	\$ 1,000.00
	Total		\$ 5,495.00

Professional Services to Configure & Install New Server Room Switch

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Unit Price</u>	<u>Extended Price</u>
4	Digicorp Professional Services to complete the detailed Scope of Work	\$ 135.00	\$ 540.00
8	Digicorp Professional Services to complete the detailed Scope of Work	\$ 202.50	\$ 1,620.00
	Estimated Total (will bill actual)		\$ 2,160.00

Notes: Pricing includes promotions and is valid until 7/31/2024. Applicable taxes, trip and freight charges are not included.



Servers and Storage Equipment

Request for Proposal

*Prepared for
City of Whitewater*

July 1, 2024

*Prepared by
Core BTS, Inc.*

<http://www.corebts.com>

*Lisa Bowers
Account Executive
lisa.bowers@corebts.com*



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Cover Letter

June 1, 2024

Tim Neubeck - IT Director
Heather Boehm – City Clerk
City of Whitewater
212 W. Whitewater St.
Whitewater, WI 53190

Dear Tim & Heather,

Core BTS, Inc. is pleased to submit our proposal in response to the City of Whitewater RFP – Server & Storage Infrastructure 2024. Core BTS has carefully reviewed the RFP and understands the City of Whitewater is looking to upgrade servers, storage equipment, and upgrades of current operating systems & SQL servers while being supported for a complete turnkey virtual environment with disaster recovery. Core BTS is committed to performing the specifications outlined in the RFP and understands that the City of Whitewater reserves the right to reject any or all submissions, to waive technical or legal deficiencies, to proceed or not with any proposal or process, and to negotiate such terms and conditions of any proposal, agreement, lease, or other contract that may be in the best interest of the city.

Core BTS, Inc. ("Core BTS") is an award-winning corporate and public sector solution provider focused on customer-centric software, cloud technology, and IT infrastructure. Core BTS solves complex needs across networking, collaboration, security, data center, and cloud infrastructure for many industries, including over 20 years of experience working in the public sector. Our capabilities include technical support and managed services of existing infrastructure, security and networking advisory and assessments, and remote monitoring support for hardware and software technologies. The Core BTS team has more than 15 years of experience and holds multiple top-level certifications and partnerships with IT industry-leading companies, allowing us to provide customers with expertise across multiple technologies. Core BTS is recognized as a Microsoft Solutions Partner and Azure Expert MSP, making Core BTS one of the top Microsoft partners in the United States. [Click here to learn more about that partnership.](#)

Core BTS is confident in our ability to deliver on the RFP, including all the solutions requested by the City of Whitewater:

- Servers and storage equipment
- Installation services
- Support services
- Upgrades of current virtual machine operating systems
- SQL server optimization

We have the expertise and experience to refresh your data centers with new hardware and upgrade your Hyper-V, Window servers, and Microsoft SQL to meet your requirements.

Thank you for allowing Core BTS the opportunity to participate in this process, we ask that you select our organization as the partner of choice for your IT Transformation initiatives.

We look forward to working with the City of Whitewater on this effort.

Lisa Bowers, Account Executive
Core BTS, Inc.

Pricing Schedule

Provide a pricing matrix similar to those provided below. The City reserves the right to purchase all or some of the proposed solution. Proposals shall include all costs deemed necessary to cover all contingencies essential to the supply and installation of the specified components and services. These costs include, but are not limited to, hardware, installation, power supplies, virtual technology, software, patch cables, handsets, labor, required permits, licenses, or any other fees or charges that may be imposed in order to complete the project. However, a manufacturer’s multi-year warranty for a period up to five years that is provided as an integral part of an eligible component, without a separately identifiable cost, may be included in the cost of the component. Any cost encountered which is not specifically itemized in the proposal shall not be incurred without the express written consent of the the City. No additional compensation will be paid for extra work incurred on the part of the Contractor due to the failure to discover or acknowledge existing condition which may cause additional labor costs.

Please note: To ensure that the business day is not compromised, work cannot always be scheduled during normal business hours of 8:00am – 4:30pm. Please include the cost of any additional compensation required for work performed in the evenings and on Saturdays.

Hardware, Software, and Licenses – all items should be itemized

Item	Description	Quantity	Unit Price	Total
1				
2				
3				

Labor – Cost of Implementation

Item	Description	Quantity	Unit Price	Total
1				
2				
3				

Training – also indicate training that will be at no additional charge

Item	Description	Quantity	Unit Price	Total
1				
2				
3				

Core BTS Response: Please see the detailed information in the price quote below.

Core BTS Price Quote

UCSC Refuse to Lose M7 Offer

Qty	Item Number	Description	Term (Months)	Billing Frequency	Price	Ext Price
1	UCSC-R2L-OFFER	UCSC Refuse to Lose M7 Offer		Prepaid	\$0.00	\$0.00
1	DC-MGT-SAAS	Cisco Intersight SaaS	60	Prepaid	\$0.00	\$0.00
4	DC-MGT-IS-SAAS-ES	Infrastructure Services SaaS - Essentials	60	Prepaid	\$1,578.68	\$6,314.72
1	SVS-DCM-SUPT-BAS	Basic Support for DCM	60	Prepaid	\$0.00	\$0.00
4	DC-MGT-UCSC-1S	UCS Central Per Server - 1 Server License	60	Prepaid	\$0.00	\$0.00
1	DC-MGT-ADOPT-BAS	Intersight - 3 virtual adoption sessions (Once Only)	60	Prepaid	\$0.00	\$0.00
1	UCSC-C220-M7S-NEW	UCS C220 M7 R2L Free Rack w/oCPU, mem, drv, 1U wSFF HDD/SSD		Prepaid	\$0.00	\$0.00
1	CON-SNT-UCS75C22	SNTC-8X5XNBD UCS C220 M7 Rack w/o UCS C220 M7 Rack w	60	Prepaid	\$2,779.92	\$2,779.92
1	UCSC-O-ID10GC-D	Intel X710T2LOCPV3G1L 2x10GbE RJ45 OCP3.0 NIC		Prepaid	\$0.00	\$0.00
2	UCS-M2-I480GB-D	480GB M.2 Boot SATA Intel SSD		Prepaid	\$0.00	\$0.00
1	UCS-M2-HWRAID-D	Boot optimized M.2 Raid controller		Prepaid	\$0.00	\$0.00
1	UCSX-TPM-002C-D	TPM 2.0, TCG, FIPS140-2, CC EAL4+ Certified, for M6 servers		Prepaid	\$0.00	\$0.00
1	UCSC-RAIL-D	Ball Bearing Rail Kit for C220 & C240 M7 rack servers		Prepaid	\$0.00	\$0.00
1	CIMC-LATEST-D	IMC SW (Recommended) latest release for C-Series Servers.		Prepaid	\$0.00	\$0.00
1	UCSC-HSLP-C220M7	UCS C220 M7 Heatsink for & C240 GPU Heatsink		Prepaid	\$0.00	\$0.00
10	UCSC-BBLKD-M7	UCS C-Series M7 SFF drive blanking panel		Prepaid	\$0.00	\$0.00
31	UCS-DDR5-BLK	UCS DDR5 DIMM Blanks		Prepaid	\$0.00	\$0.00
1	UCSC-FBRS-C220-D	C220M7 HH Riser3 blank		Prepaid	\$0.00	\$0.00
1	UCSC-OC3-KIT-D	C2XX OCP 3.0 Interposer W/Mech Assy		Prepaid	\$0.00	\$0.00
1	UCS-CPU-I4514Y	Intel I4514Y 2.0GHz/150W 16C/30MB DDR5 4400MT/s		Prepaid	\$0.00	\$0.00
1	UCS-MRX32G1RE3	32GB DDR5-5600 RDIMM 1Rx4 (16Gb)		Prepaid	\$0.00	\$0.00
1	UCSC-RIS1A-22XM7	UCS C-Series M7 1U Riser 1A PCIe Gen4 x16 HH		Prepaid	\$0.00	\$0.00
1	UCSC-RIS2A-22XM7	UCS C-Series M7 1U Riser 2A PCIe Gen4 x16 HH		Prepaid	\$0.00	\$0.00
2	UCSC-PSU1-1200W-D	1200W Titanium power supply for C-Series Servers		Prepaid	\$0.00	\$0.00
2	CAB-C13-C14-2M	Power Cord Jumper, C13-C14 Connectors, 2 Meter Length		Prepaid	\$0.00	\$0.00
1	UCSC-DLOM-01-D	Dedicated Mode BIOS setting for C-Series Servers		Prepaid	\$0.00	\$0.00
1	UCS-SID-INFR-OI-D	Other Infrastructure		Prepaid	\$0.00	\$0.00
1	UCS-SID-WKL-MSFTD	Microsoft		Prepaid	\$0.00	\$0.00

Continued ...

Qty	Item Number	Description	Term (Months)	Billing Frequency	Price	Ext Price
1	UCSC-P-IQ10GC-D	Intel X710T4LG 4x10 GbE RJ45 PCIe NIC		Prepaid	\$0.00	\$0.00
3	CON-SNT-UCSCUC27	SNTC-8X5XNBD UCS C220 M7 Rack w/oCPU, mem, drv, 1U wS	60	Prepaid	\$2,779.92	\$8,339.76
3	UCSC-C220-M75	UCS C220 M7 Rack w/oCPU, mem, drv, 1U wSFF HDD/SSD backplane		Prepaid	\$2,593.74	\$7,781.22
3	UCSC-O-ID10GC-D	Intel X710T2LOCPV3G1L 2x10GbE RJ45 OCP3.0 NIC		Prepaid	\$662.27	\$1,986.81
6	UCS-M2-I480GB-D	480GB M.2 Boot SATA Intel SSD		Prepaid	\$420.58	\$2,523.48
3	UCS-M2-HWRAID-D	Boot optimized M.2 Raid controller		Prepaid	\$105.37	\$316.11
3	UCSX-TPM-002C-D	TPM 2.0, TCG, FIPS140-2, CC EAL4+ Certified, for M6 servers		Prepaid	\$26.52	\$79.56
3	UCSC-RAIL-D	Ball Bearing Rail Kit for C220 & C240 M7 rack servers		Prepaid	\$107.80	\$323.40
3	CIMC-LATEST-D	IMC SW (Recommended) latest release for C-Series Servers.		Prepaid	\$0.00	\$0.00
3	UCSC-HSLP-C220M7	UCS C220 M7 Heatsink for & C240 GPU Heatsink		Prepaid	\$0.00	\$0.00
30	UCSC-BBLKD-M7	UCS C-Series M7 SFF drive blanking panel		Prepaid	\$0.00	\$0.00
93	UCS-DDR5-BLK	UCS DDR5 DIMM Blanks		Prepaid	\$0.00	\$0.00
3	UCSC-FBR5-C220-D	C220M7 HH Riser3 blank		Prepaid	\$0.00	\$0.00
3	UCSC-OCP3-KIT-D	C2XX OCP 3.0 Interposer W/Mech Assy		Prepaid	\$0.00	\$0.00
3	UCS-CPU-I4514Y	Intel I4514Y 2.0GHz/150W 16C/30MB DDR5 4400MT/s		Prepaid	\$1,126.55	\$3,379.65
3	UCS-MRX32G1RE3	32GB DDR5-5600 RDIMM 1Rx4 (16Gb)		Prepaid	\$1,143.08	\$3,429.24
3	UCSC-RIS1A-22XM7	UCS C-Series M7 1U Riser 1A PCIe Gen4 x16 HH		Prepaid	\$86.46	\$259.38
3	UCSC-RIS2A-22XM7	UCS C-Series M7 1U Riser 2A PCIe Gen4 x16 HH		Prepaid	\$72.85	\$218.55
6	UCSC-PSU1-1200W-D	1200W Titanium power supply for C-Series Servers		Prepaid	\$259.06	\$1,554.36
6	CAB-C13-C14-2M	Power Cord Jumper, C13-C14 Connectors, 2 Meter Length		Prepaid	\$0.00	\$0.00
3	UCSC-DLOM-01-D	Dedicated Mode BIOS setting for C-Series Servers		Prepaid	\$0.30	\$0.90
3	UCS-SID-INFR-OI-D	Other Infrastructure		Prepaid	\$0.00	\$0.00
3	UCS-SID-WKL-MSFTD	Microsoft		Prepaid	\$0.00	\$0.00
3	UCSC-P-IQ10GC-D	Intel X710T4LG 4x10 GbE RJ45 PCIe NIC		Prepaid	\$645.89	\$1,937.67
					Subtotal:	\$41,224.73

Catalyst 9300 48-port

Qty	Item Number	Description	Term (Months)	Billing Frequency	Price	Ext Price
2	C9300X-48TX-E	Catalyst 9300 48-port mGig data only, Network Essentials		Prepaid	\$8,027.33	\$16,054.66
2	CON-SNT-C9300X47	SNTC-8X5XNBD Catalyst 9300 48-port mGig data only, Ne	60	Prepaid	\$4,050.19	\$8,100.38
2	C9300-DNA-E-48	C9300 DNA Essentials, 48-Port Term Licenses	36	Prepaid	\$0.00	\$0.00
2	C9300-DNA-E-48-3Y	C9300 DNA Essentials, 48-port, 3 Year Term license	36	Prepaid	\$586.77	\$1,173.54
2	C9300-NW-E-48	C9300 Network Essentials, 48-port license		Prepaid	\$0.00	\$0.00
2	SC9300UK9-1712	Catalyst 9300 XE 17.12 UNIVERSAL		Prepaid	\$0.00	\$0.00
2	PWR-C1-715WAC-P	715W AC 80+ platinum Config 1 Power Supply		Prepaid	\$0.00	\$0.00
2	PWR-C1-715WAC-P/2	715W AC 80+ PLATINUM CONFIG 1 SECONDARYPOWER SUPPLY		Prepaid	\$736.64	\$1,473.28
4	CAB-C15-CBN	Cabinet Jumper Power Cord, 250 VAC 13A, C14-C15 Connectors		Prepaid	\$0.00	\$0.00
2	C9300-SSD-NONE	No SSD Card Selected		Prepaid	\$0.00	\$0.00
2	STACK-T1-50CM	50CM Type 1 Stacking Cable		Prepaid	\$58.93	\$117.86
2	CAB-SPWR-30CM	Catalyst Stack Power Cable 30 CM		Prepaid	\$55.99	\$111.98
2	C9000-HSEC	U.S. Export Restriction Compliance license for Catalyst 9000		Prepaid	\$0.50	\$1.00

Continued ...

Servers & Storage Equipment

City of Whitewater

Qty	Item Number	Description	Term (Months)	Billing Frequency	Price	Ext Price	
2	C9K-ACC-RBFT	RUBBER FEET FOR TABLE TOP SETUP 9200 and 9300		Prepaid	\$0.00	\$0.00	
2	C9K-ACC-SCR-4	12-24 and 10-32 SCREWS FOR RACK INSTALLATION, QTY 4		Prepaid	\$0.00	\$0.00	
2	CAB-GUIDE-1RU	1RU CABLE MANAGEMENT GUIDES 9200 and 9300		Prepaid	\$0.00	\$0.00	
2	C9300X-NM-8Y	Catalyst 9300 8 x 10G/25G Network Module SFP+/SFP28		Prepaid	\$1,502.75	\$3,005.50	
2	NETWORK-PNP-LIC	Network Plug-n-Play License for zero-touch device deployment		Prepaid	\$0.00	\$0.00	
1	WI-CONTRACT-505ENT-M21-DC-01	NASPO ValuePoint State of Wisconsin Cisco PA#505ENT-M21-DATACOMMUN-01, Master Agreement#AR3227 (2021-2026)		Prepaid	\$0.00	\$0.00	
						Subtotal:	\$30,038.20

AddOn

Qty	Item Number	Description	Term (Months)	Billing Frequency	Price	Ext Price	
28	UCS-MRX32G1RE3-AM	32GB DDR5-5600MHz Registered Single Rank x4 1.1V 288-pin CL40 RDIMM		Prepaid	\$204.83	\$5,735.24	
						Subtotal:	\$5,735.24

NetApp Quote - 139990098

Qty	Item Number	Description	Term (Months)	Billing Frequency	Price	Ext Price	
1	FAS2820A	FAS2820A Flash Array Storage System		Prepaid	\$0.00	\$0.00	
1	FAS2820-100-C	FAS2820 ZERO DRIVE		Prepaid	\$931.34	\$931.34	
1	X-02657-00-N-C	RAIL KIT THIN RND/SQ-HOLE 4-POST ADJ 24-		Prepaid	\$0.00	\$0.00	
2	X66240A-05-N-C	Cable 25GbE SFP28-SFP28 Cu 0.5m		Prepaid	\$0.00	\$0.00	
8	X6562-R6-N-C	CABLE ETHERNET 5M RJ45 CAT6		Prepaid	\$0.00	\$0.00	
2	DATA-AT-REST-ENCRYPTION	Data at Rest Encryption Capable Operating Sys		Prepaid	\$0.00	\$0.00	
1	DOC-2820-C	DOCUMENTS FAS2820		Prepaid	\$0.00	\$0.00	
6	X336A-2-C	DRIVE PACK 7.2K 12G 2X4TB		Prepaid	\$280.50	\$1,683.00	
2	X1170A-C	MEZZANINE 4X10G BASE-T W/IO PLATE		Prepaid	\$747.56	\$1,495.12	
2	X800-42U-R6-C	Power Cable,In-Cabinet,C13-C14,-C		Prepaid	\$0.00	\$0.00	
1	SW-SMIRROR-CLD-ONTAP-ONE	SW-SMIRROR-CLD-ONTAP-ONE		Prepaid	\$0.00	\$0.00	
1	SW-S3-SM-ONTAP-ONE	SW-S3-SM-ONTAP-ONE		Prepaid	\$0.00	\$0.00	
1	PS-DEPLOY-STAND-FAS-L	PS DEPLOYMENT,STANDARD,FAS,LOW		Prepaid	\$5,387.73	\$5,387.73	
2	FAS2820A-001	FAS2820 HA SYSTEM		Prepaid	\$2,328.47	\$4,656.94	
480	SW-ONTAPO-NLSAS-F01-C	SW ONTAP ONE PACKAGE PER-0.1TB NLSAS F01		Prepaid	\$11.80	\$5,664.00	
1	CS-4HR-REPLACEMENT	4hr Parts Replacement	60	Prepaid	\$1,250.56	\$1,250.56	
1	CS-G1-SE-ADVISOR	SupportEdge Advisor	60	Prepaid	\$6,252.81	\$6,252.81	
						Subtotal:	\$27,321.50

NetApp Quote - 139989601

Qty	Item Number	Description	Term (Months)	Billing Frequency	Price	Ext Price
1	FAS2820A	FAS2820A Flash Array Storage System		Prepaid	\$0.00	\$0.00

Continued ...



Qty	Item Number	Description	Term (Months)	Billing Frequency	Price	Ext Price
1	FAS2820-100-C	FAS2820 ZERO DRIVE		Prepaid	\$931.34	\$931.34
1	X-02657-00-N-C	RAIL KIT THIN RND/SQ-HOLE 4-POST ADJ 24-		Prepaid	\$0.00	\$0.00
2	X66240A-05-N-C	Cable 25GbE SFP28-SFP28 Cu 0.5m		Prepaid	\$0.00	\$0.00
8	X6562-R6-N-C	CABLE ETHERNET 5M RJ45 CAT6		Prepaid	\$0.00	\$0.00
2	DATA-AT-REST-ENCRYPTION	Data at Rest Encryption Capable Operating Sys		Prepaid	\$0.00	\$0.00
1	DOC-2820-C	DOCUMENTS FAS2820		Prepaid	\$0.00	\$0.00
6	X336A-2-C	DRIVE PACK 7.2K 12G 2X4TB		Prepaid	\$280.50	\$1,683.00
2	X1170A-C	MEZZANINE 4X10G BASE-T W/IO PLATE		Prepaid	\$747.56	\$1,495.12
2	X800-42U-R6-C	Power Cable,In-Cabinet,C13-C14,-C		Prepaid	\$0.00	\$0.00
1	SW-SMIRROR-CLD-ONTAP-ONE	SW-SMIRROR-CLD-ONTAP-ONE		Prepaid	\$0.00	\$0.00
1	SW-S3-SM-ONTAP-ONE	SW-S3-SM-ONTAP-ONE		Prepaid	\$0.00	\$0.00
1	PS-DEPLOY-STAND-FAS-L	PS DEPLOYMENT,STANDARD,FAS,LOW		Prepaid	\$5,387.83	\$5,387.83
120	ED-TU-1-ZA	TRAINING UNITS 1 ZA EXP.1YR FROM INVOICE		Prepaid	\$70.90	\$8,508.00
2	FAS2820A-001	FAS2820 HA SYSTEM		Prepaid	\$2,328.16	\$4,656.32
480	SW-ONTAPO-NLSAS-F01-C	SW ONTAP ONE PACKAGE PER-0.1TB NLSAS F01		Prepaid	\$11.80	\$5,664.00
1	CS-4HR-REPLACEMENT	4hr Parts Replacement	60	Prepaid	\$1,250.56	\$1,250.56
1	CS-G1-SE-ADVISOR	SupportEdge Advisor	60	Prepaid	\$6,252.81	\$6,252.81
					Subtotal:	\$35,828.98

Services

Qty	Item Number	Description	Term (Months)	Billing Frequency	Price	Ext Price
1.00	CORE-PS-NTWRK-QO-FF	Network Professional Services		Prepaid	\$99,840.00	\$99,840.00
					Subtotal:	\$99,840.00

Freight

Qty	Item Number	Description	Term (Months)	Billing Frequency	Price	Ext Price
1	CORE-NOFGHT	No freight charge to client		Prepaid	\$0.00	\$0.00
					Subtotal:	\$0.00

First Invoice Amount: \$239,988.65
Quote Subtotal: \$239,988.65
Estimated Sales Tax: \$9,314.27
Quote Total: \$249,302.92

Maintenance and Support

If discounts are available for multi-year support agreements, please provide this information regarding the length of term and the net discount percentage. The maintenance cost should include the all-inclusive hourly charge rates (during specified hours), any travel expenses to be reimbursed, the percentage of markup on any materials.

Maintenance quote requirements—Warranty and graduated maintenance proposal with year 1 to year 10 pricing and specifications; i.e., monitoring, labor, and equipment. Maintenance is to be quoted separately unless the warranty is not a separately identifiable cost. In this case, the warranty should be noted for information purposes.

Item	Description	Discount	Length of Term	Total
1	Full maintenance: supporting hardware and software 7am-6pm Mon-Fri with 4-hour onsite response	Cisco – 31.25% NetApp – 51.73%, parts replacement; 75% support.	Cisco – five years. NetApp – five years.	Cisco – \$19,220.06 NetApp - \$15,006.74
2	Full maintenance: supporting hardware and software seven (7) days a week, 24 hours a day, with four (4) hour onsite response	Not applicable, not recommended, per recent conversation with key client contacts.	Not applicable, not recommended, per recent conversation with key client contacts.	Not applicable, not recommended, per recent conversation with key client contacts.
3	What is your plan for emergency response in case of critical failure? Do you have an emergency response plan with one (1) hour or less response? If so please explain and include pricing. If not, so indicate.	Core BTS does offer such emergency response services via a Professional Support Contract. (Remote support only.) No details are being provided as key client contacts indicated that this is not required at this time. Should the City of	Core BTS does offer such emergency response services via a Professional Support Contract. (Remote support only.) No details are being provided as key client contacts indicated that this is not required at this time. Should the City of	Core BTS does offer such emergency response services via a Professional Support Contract. (Remote support only.) No details are being provided as key client contacts indicated that this is not required at this time. Should the City of

		Whitewater become interested in such services in the future, please contact Lisa Bowers, Core BTS Account Executive and she can provide details at that time.	Whitewater become interested in such services in the future, please contact Lisa Bowers, Core BTS Account Executive and she can provide details at that time.	Whitewater become interested in such services in the future, please contact Lisa Bowers, Core BTS Account Executive and she can provide details at that time.
4	If City of Whitewater chooses time and materials coverage, what is the rate for standard business hours and after hours? State your definition of business hours.	Please see the detailed information provided below for item 3.d. in the Project Response section.	Please see the detailed information provided below for item 3.d. in the Project Response section.	Please see the detailed information provided below for item 3.d. in the Project Response section.
5	Will your company support a maintenance contract that covers core components only (e.g. servers, software, switches and common control cards) with no peripherals, or station sets?	Yes, Core BTS can offer such a support and maintenance contract.	Up to five years, depending on client preference.	TBD, once the list of core components to be covered has been finalized.
6	Propose the maintenance you believe would best serve the City.	Please see the response in item 1 above.	Please see the response in item 1 above.	Please see the response in item 1 above.

Other Costs

Respondent must list any and all charges, expenses, and/or costs to be incurred by the City that are not included in this section. Failure to specifically and thoroughly enumerate such items may be a cause for disqualification.

Core BTS Response: The only other costs for this engagement beyond the items listed in the price quote above are the travel and expense which will be billed as follows:

Travel expenses will be billed to the City of Whitewater on a pass-through basis and may include:

- Mileage and parking – at cost
- Meals – at cost
- Lodging – at cost

Travel time is billed for the time incurred for a one-way trip to the client's location.

All travel expenses shall adhere to the mutually agreed upon City of Whitewater and Core BTS Travel and Expense ("T&E") policies during the project. Any expenses to be paid by City of Whitewater shall be duly documented with the corresponding invoices.

Project Requirements

- Single Point of Responsibility
 - The City expects to have a single point of contact, i.e. a single point of authority and a single contracting entity for this project. The City will not enter into any agreement that does not provide a single point of accountability for the installation of the system. If the vendor utilizes any subcontractors for any part of the system architecture, design, planning, installation or support, it should be understood that the successful respondent will be the sole responsible party for all activities. It is the intent of this RFP that the responder provides a complete, end to end solution for the installation. The vendor shall provide design, planning, system architecture, installation, network analysis, training, and post-installation support for the project. The City of Whitewater IT department will act as the consultant and single point of responsibility for the City.

Core BTS Response: Read, understood, and will comply.

- Training
 - The IT department will receive training from the vendor as part of “knowledge transfer” during and after implementation of virtualized server and storage infrastructure. Training to become self-sufficient in the configuration and operation of the virtualized server and storage infrastructure should be included for up to four employees. At the completion of the implementation, provide full system documentation including a full inventory of all products, licenses, configuration, and design. This should include the location of equipment/license, description/specifications, model, and serial number.
 - Training should also include necessary written documentation, diagrams, cheat sheets, or FAQs.
 - Include the following training:
 - Hardware and software management training
 - Storage platform training
 - Backup target platform training

Core BTS Response: Read, understood, and will comply.

- Inventory
 - An inventory of all deployed hardware to include serial number, model, and location is required.

Core BTS Response: Read, understood, and will comply.

Project Response

1. Describe the overall architecture of the system.
 - a. Provide diagrams of the major system components. How will they connect to the existing City network?

Core BTS Response: Read, understood, and have complied. Please see the information provided in the Diagrams Appendix which is being submitted as part of this response.

- b. Provide any hardware/software requirements for servers to support the virtualized server infrastructure.

Core BTS Response: In order to provide these details, the Core BTS team will need additional information from key stakeholders with the City of Whitewater. For your reference in this regard, please see the information provided regarding the server components in the Data Sheets Appendix which is being submitted as part of this response.

- c. Indicate your inability to furnish a feature listed in this document by highlighting it in your response.

Core BTS Response: Not applicable, as the Core BTS proposal provides a response for all required features in the RFP.

- d. Indicate any additional features that are not noted but are included in the recommended system as well as any that set your virtualized server infrastructure and/or storage components apart from your competitor's products and services.

Core BTS Response: The key features that distinguish the system recommended in this proposal are the ease with which it can be integrated into the City's current computing environment, as well as the "expandability" that is built into the design, which will ensure that future updates and upgrades can be done in a cost-effective manner.

- e. Provide all necessary documentation of the system including product literature, and spec sheets.

Core BTS Response: Read, understood, and have complied. Please see the Data Sheets Appendix which is being submitted as part of this response.

2. Provide a full system quote based on the requirements listed in this document.
 - a. The vendor is welcome to provide a quote for all or a portion of the requirements as desired.

Core BTS Response: Read, understood, and have complied. Please see the information provided in the Pricing Schedule section above.

- b. The City reserves the right to purchase equipment/services from more than one vendor as it is advantageous to the district.

Core BTS Response: Read and understood.

- 3. Implementation
 - a. Provide a project plan to transition existing virtual infrastructure and storage infrastructure to the new virtual infrastructure and storage infrastructure. This plan needs to include a minimum and maximum amount of downtime.

Core BTS Response: Read, understood, and have complied. Please see the information provided in the Project Plan section below.

- b. Provide pricing for the “turnkey” implementation service where all tasks are completed by the vendor.

Core BTS Response: Read, understood, and have complied. Please see the information provided in the Pricing Schedule section above.

- c. Provide pricing for engineering, project management, and other critical, high-level services with minimum work provided by City IT staff and contractors.

Core BTS Response: Read, understood, and have complied. Please see the information provided in the Pricing Schedule section above.

- 4. Maintenance and Support.
 - a. Provide pricing for any other optional maintenance and support contracts/services.

Core BTS Response: Read, understood, and have complied. Please see the information provided in the Pricing Schedule, Maintenance and Support, and Other Costs sections above.

- b. Note if the maintenance contract is partner/manufacture maintenance or direct manufacturer maintenance.

Core BTS Response: Read, understood, and have complied. Please see the information provided in the Maintenance and Support section above.

- c. Does the vendor offer any “value-adds” such as regular system checkups, system upgrades, or any type of preventative maintenance?

Core BTS Response: Core BTS does offer these “value-adds” through the Managed Services solutions provided by our Network Operations Center located in Madison, WI. Please contact Lisa Bowers, Core BTS Account Executive, and she will provide additional details regarding the various options available.

- d. For any items/services outside of the service contract, provide your company’s time and materials charge.
 - i. Does that charge differ outside of normal business hours?
 - ii. What is your company’s definition of normal business hours?
 - iii. Does your company charge for travel time for services?

Core BTS Response:

Time and Materials Rate Tables.

Microsoft services.

Resource	Hourly Rate
Project Manager	\$215.00
Network Engineer	\$235.00
UCS_Storage Engineer	\$245.00
Microsoft Engineer	\$245.00
Technical Oversight	\$270.00

Infrastructure services (Cisco, NetApp).

Resource	Hourly Rate
Principal Architect	\$270.00
Solution Architect	\$235.00
Senior Consultant	\$210.00
Engagement Manager	\$185.00
Technical Oversight	\$270.00

Normal business hours are 8:00 am to 5:00 pm local (Central) time, Monday through Friday, excepting national holidays. The charge for all after hours work is 1.5 times the regular rate, Monday – Friday, and 2 times the regular rate on weekends and holidays.

Core BTS bills in one-hour increments with a minimum of a two-hour charge for support requests.

Travel expenses will be billed to the City of Whitewater on a pass-through basis and may include:

- Mileage and parking – at cost
- Meals – at cost
- Lodging – at cost

Travel time is billed for the time incurred for a one-way trip to the client's location.

All travel expenses shall adhere to the mutually agreed upon City of Whitewater and Core BTS Travel and Expense ("T&E") policies during the project. Any expenses to be paid by City of Whitewater shall be duly documented with the corresponding invoices.

- e. Provide any ongoing maintenance costs to be incurred by the City.

Core BTS Response: Read, understood, and have complied. Please see the information provided in the Maintenance and Support section above.

Project Plan – Core BTS Scope of Work

City of Whitewater (“City of Whitewater”) is soliciting sealed bids to purchase servers and storage equipment in addition to services including installation, support, upgrades of current virtual machine operating systems, and SQL server optimization for a complete turnkey virtual environment with disaster recovery. Upon conclusion of this initiative, City of Whitewater envisions their primary and secondary data centers’ compute, networking, and storage refreshed with new hardware and their Hyper-V, Windows servers operating systems upgraded to Windows Server 2022 with Microsoft SQL upgraded to at least SQL 2016. Core BTS, Inc. (“Core BTS”) would like to position its experience in these technologies, as well as its status as a Microsoft Cloud Solutions Partner and Azure Expert Managed Services Provider (“MSP”), as evidence that it can be a trusted advisor to City of Whitewater to provide guidance, expertise, and implementation execution.

Project Work Estimate and Timeline

Whitewater - Server and Storage Infrastructure 2024							
Project Management	W1	W2	W3	W4	W5	W6	W7
Project Management							
Phase 1: Infrastructure Refresh							
Discover and Plan							
Build							
Stabilize							
Deploy							
Phase 2: OS and Application Upgrades							
Discover and Plan							
Build							
Stabilize							
Deploy							

Project Delivery

During project delivery, Core BTS will provide consultants to deliver best practice, technical guidance, and execution for the implemented technologies and solutions described in this section. This project model includes the following phases: Discover and Plan, Build, Stabilize, and Deploy.

Project Monitoring

The key goals of this workstream include monitoring project activities (such as scope, timeline, and budget) and providing routine status communications to stakeholders throughout the duration of the project.

Project Monitoring Activities

High-level tasks that may be performed during this workstream include:

- Project Initiation and Logistics
 - Coordinate and conduct internal and external project kickoff
 - Completion of other Project Initiation Activities
 - Validate Entry Criteria
- Scope, Timeline, and Budget Management
 - Create and maintain budget and timeline materials
- Communication and Stakeholder Management
 - Create and maintain status reports
 - Coordination and routine communication of project activities and budget to internal and client management stakeholders
- Quality and Risk Management
 - Escalation point of contact for the project between the project and client team
 - Track risks, actions, issues, and decisions

Project Monitoring Assumptions

Assumptions made surrounding this workstream's work efforts include:

1. Core BTS and City of Whitewater will confirm and refine the timeline during Discovery and Plan phase to ensure proper alignment and preparedness of sequential tasks.
2. City of Whitewater will coordinate with Core BTS technical resources for hardware, accounts, or access as needed.
3. City of Whitewater will provide a Project Manager to manage client resources and project-related tasks.

Project Monitoring Timeline

Project Management	W1	W2	W3	W4	W5	W6	W7
Project Management							
Project Initiation Activities and Logistics							
Scope, Timeline, and Budget Management							
Communication and Stakeholder Management							
Quality and Risk Management							

Infrastructure Refresh Workstream

The key goals of this workstream include refreshing the data centers hardware and upgrading the Hyper-V version to 2022. Toward this end, Core BTS will design and implement a data center upgrade project.

Discover and Plan Phase

The Discover and Plan phase of this workstream will establish the foundation for the remainder of the project. This phase will solidify the plan for the remaining efforts and bring together the various aspects of this workstream into a cohesive vision and solution.

High-level tasks that may be performed during this phase for this workstream include:

- Define business and functional requirements
 - Prepare requirements to support the desired functionality
- Identify priorities for each of the requirements
- Discovery/Planning Workshops
 - Discover core network infrastructure systems/environments
 - Discover Edge Firewall Configuration
 - Discover Edge switching/routing configuration

- Discover remaining switching/routing configuration
- Develop core infrastructure upgrade strategies (Network, IP Addressing, DNS, DHCP, Remote Access/VPN)
- Discover Infrastructure systems/environments
 - Identify the virtualization platform(s) in use (Hyper-V)
 - Review integration with Active Directory
 - Review storage and networking configuration for virtualization platforms.
- Discover Microsoft Active Directory environment
 - Discover Active Directory DS environments
 - Discover File and Print Environment
 - Discover end-user environments
- Authentication Identification
 - Evaluate the authentication mechanisms in the environment: ADFS, MFA, other
- Deploy and Run Information Gathering Scripts
 - Use a jump box workstation to run the information gathering scripts and collect the data
- Review Existing Backup
 - Validate that it can support the new storage and server deployment strategy
- Initial Migration Planning
 - Develop network routing/switching upgrade strategy
 - Develop infrastructure upgrade for NetApp storage deployment strategy
 - Develop Cisco UCS server deployment strategy
 - Develop Microsoft Hyper-V upgrade from Windows 2016 to Windows 2022 strategy
 - Develop High Availability/DR environment deployment strategy
 - Develop Backup/DR environment strategy
- Conduct an Infrastructure Upgrade Strategy Review Meeting

Deliverables

This phase will be complete when Core BTS has completed all outcomes and documents listed below and they have been reviewed with the City of Whitewater Program Manager.

Phase Outcomes

- Discovery and planning for the infrastructure upgrade
- Initial upgrade approach and requirements

Phase Documents

Document Name	Revision	Document Content
Infrastructure Upgrade Architecture Plan Document	Initial	<ul style="list-style-type: none"> • Executive Summary • Current State Review • Target State Architectural Model • High-level Roadmap

Build Phase

The Build phase of this workstream primarily involves developing the solutions and content required for go-live. During this phase, all key elements of the technical solution and deployment process must be carefully engineered and validated.

High-level tasks that may be performed during this phase for this workstream include:

- Deploy Network Switch at Primary datacenter
 - Perform configuration and testing of deployment
- Deploy Network Switch at Secondary datacenter
 - Perform configuration and testing of deployment
- Deploy and Configure NetApp SAN Storage
 - Rack NetApp equipment
 - Connect network wiring to NetApp equipment
 - Perform initial configuration of NetApp equipment
 - Configure LUNs and SMB shares
 - Configure Snapshots and storage allocation(s)
- Upgrade 3-Node Hyper-V Cluster from Windows 2016 to Windows 2019
 - Vacate all VMs from Node 1 and place in maintenance mode
 - Perform in-place OS upgrade from Windows Server 2016 to Windows Server 2019
 - Take Node 1 out of maintenance mode and return to active participation in the cluster
 - Vacate all VMs from Node 2 and place in maintenance mode

- Perform in-place OS upgrade from Windows Server 2016 to Windows Server 2019
- Take Node 2 out of maintenance mode and return to active participation in the cluster
- Vacate all VMs from Node 3 and place in maintenance mode
- Perform in-place OS upgrade from Windows Server 2016 to Windows Server 2019
- Take Node 3 out of maintenance mode and return to active participation in the cluster
- Raise the Hyper-V cluster functional level to Windows 2019
- Upgrade 1-Node DR Hyper-V Cluster from Windows 2016 to Windows 2019
 - Power off all VMs hosted on the 1-Node in the DR Hyper-V cluster
 - Place DR Node 1 in maintenance mode
 - Perform and in-place upgrade from Windows Server 2016 to Windows Server 2019
 - Take DR Node 1 out of maintenance mode
 - Power on the VMs hosted on DR Node 1
 - Raise the Hyper-V cluster functional level to Windows 2019
- Deploy 3 Cisco UCS Servers in Primary Datacenter
 - Deploy and Configure Cisco Intersight for the management of the Cisco UCS servers
 - Create and apply Intersight server profiles to the UCS servers
 - Set up remote management/KVM access to each of the UCS servers
 - Install Windows Server 2022 as the OS for each of the Cisco UCS servers
 - Add the Windows 2022 servers to the existing active directory domain
 - Connect the Cisco UCS servers to the NetApp storage array via iSCSI
 - Install the Hyper-V feature on each of the three Windows 2022 servers
- Deploy 1 Cisco UCS Server in Secondary Datacenter for DR
 - Deploy and Configure Cisco Intersite for the management of the Cisco UCS servers
 - Create and apply Intersite server profiles to the UCS servers
 - Set up remote management/KVM access to each of the UCS servers
 - Install Windows Server 2022 as the OS for the Cisco UCS server
 - Add the Windows 2022 server to the existing active directory domain
 - Connect the Cisco UCS server to the NetApp storage array via iSCSI

- Install the Hyper-V feature on the Windows 2022 server
- Add Windows 2022 Servers to Hyper-V Cluster in Primary Datacenter
 - Using System Center Virtual Machine Manager (“SCVMM”) add the Windows Server 2022 Nodes to the existing Hyper-V cluster
 - Add the NetApp Storage volumes to the Hyper-V cluster
 - Create a small test VM on Windows 2022 Node 1
 - Live Migrate the test VM from Windows 2022 Node 1 to Windows 2022 Node 2
 - Live Migrate the test VM from Windows 2022 Node 2 to Windows 2022 Node 3
- Upgrade the Hyper-V Cluster from Windows 2019 to Windows 2022 in Primary Datacenter
 - Add a cluster file share witness that does not reside on one of the Windows 2019 Nodes
 - Create a small NetApp LUN for the file share witness and deploy from the SCVMM console
 - Migrate the pre-existing VMs in the Hyper-V cluster from the Windows 2019 Nodes to the Windows 2022 Nodes
 - This will require an offline migration and downtime for each VM to be migrated as the VMs are using local storage rather than cluster shared storage
 - After migrating each VM to a Windows 2022 Node, power on the VM and verify connectivity with the network, AD, applications, and end users
 - When all VMs have been migrated from Windows 2019 nodes to Windows 2022 nodes, remove the Windows 2019 nodes from the Hyper-V cluster
 - Raise the Hyper-V cluster functional level to Windows 2022
- Upgrade the Hyper-V Cluster from Windows 2019 to Windows 2022 in Secondary Datacenter
 - Add a cluster file share witness that does not reside on the Windows 2019 Node
 - Create a small NetApp LUN for the file share witness and deploy from the SCVMM console
 - Migrate the pre-existing VMs in the Hyper-V cluster from the DR Windows 2019 Node to the DR Windows 2022 Node
 - This will require an offline migration and downtime for each VM to be migrated as the VMs are using local storage rather than cluster shared storage

- After migrating each VM to the DR Windows 2022 Node, power on the VM and verify connectivity with the network, AD, applications, and end users
- When all VMs have been migrated from the DR Windows 2019 node to Windows 2022 node, remove the Windows 2019 node from the Hyper-V cluster
- Raise the Hyper-V cluster functional level to Windows 2022
- Deploy Windows Admin Center to Manage the Hyper-V Cluster(s)
 - Install Windows Server 2022 Core edition
 - Install Windows Admin Center on the Windows Server 2022 Core edition VM
 - Add existing VMs to Windows Admin Center for Management and Performance Monitoring
- Add the new Windows 2022 Hyper-V environment into the daily backup routine

Deliverables

This phase will be complete when Core BTS has completed all outcomes and documents listed below and they have been reviewed with the City of Whitewater Program Manager.

Phase Outcomes

- The new network switches have been successfully deployed.
- The new NetApp SAN has been successfully deployed and configured for the Hyper-V cluster.
- The Hyper-V cluster(s) in Production and DR have been upgraded to Windows 2022.

Phase Documents

Document Name	Revision	Document Content
Infrastructure Upgrade Architecture Plan Document	Updated	<ul style="list-style-type: none"> ● Executive Summary ● Current State Review ● Target State Architectural Model ● High-level Roadmap

Stabilize Phase

The Stabilize phase of this workstream involves testing the technologies configured during the Build phase and performing any necessary reconfiguration based on testing feedback.

The goal of the Stabilize phase is to ensure that all implemented technologies are operating to specification and ready to support the Deploy phase activities.

High-level tasks that may be performed during this phase for this workstream include:

- Test and Validate the Windows 2022 Hyper-V Cluster
 - Perform live VM migrations from one node to another node
 - Simulate node failure test
- Test and Validate the Windows 2022 DR Hyper-V Cluster
- Validate that VMs are completing successful backups

Deliverables

This phase will be complete when Core BTS has completed all outcomes and documents listed below and they have been reviewed with the City of Whitewater Program Manager.

Phase Outcomes

- Windows 2022 Hyper-V cluster tested for production.

Phase Documents

Document Name	Revision	Document Content
Infrastructure Upgrade Architecture Plan Document	Updated	<ul style="list-style-type: none"> • Executive Summary • Current State Review • Target State Architectural Model • High-level Roadmap

Deploy Phase

The Deploy phase of this workstream involves implementing the technologies built and tested in the previous phases. The goal of the Deploy phase is to successfully execute the plans and solutions created throughout this workstream with minimal impact to the business.

High-level tasks that may be performed during this phase for this workstream include:

- Release the Windows 2022 Hyper-V cluster to production
 - Release the Windows 2022 DR Hyper-V cluster to production
- Perform Knowledge Transfer with Whitewater IT Staff

- Review cluster node update procedure for Windows updates
- Finalize the Architecture Plan Document
- Conduct a completion meeting

Deliverables

This phase will be complete when Core BTS has completed all outcomes and documents listed below and they have been reviewed with the City of Whitewater Program Manager.

Phase Outcomes

- Hyper-V infrastructure upgraded to Windows Server 2022 and deployed for production.

Phase Documents

Document Name	Revision	Document Content
Infrastructure Upgrade Architecture Plan Document	Final	<ul style="list-style-type: none"> • Executive Summary • Current State Review • Target State Architectural Model • High-level Roadmap

Infrastructure Refresh Entry Criteria

City of Whitewater will implement the following prior to project kickoff:

1. All hardware has been delivered and is onsite.
2. Domain Admin permissions for the Microsoft consultants.
3. SQL sysadmin permissions for the Microsoft consultants.
4. All licensing obtained.
5. Unattended remote access to the relevant network, servers, and any other applicable devices has been provided by City of Whitewater to the Core BTS project team.
6. Unattended admin permissions to the relevant networks, servers, cloud tenants and resources, and any other relevant devices and services has been granted by City of Whitewater to the Core BTS project team.
7. Relevant technical schemas, documentation, and access to equipment necessary for this workstream have been gathered and provided by City of Whitewater to the Core BTS project team.

Infrastructure Refresh Assumptions

Assumptions made surrounding this workstream’s work efforts include:

1. A three (3) node Hyper-V cluster with hardware will be deployed to the primary data center and a one (1) node Hyper-V cluster with hardware will be deployed in the secondary data center.
2. Client has valid backups of all VMs

Infrastructure Refresh Timeline

Phase 1: Infrastructure Refresh	W1	W2	W3	W4	W5	W6	W7
Discover and Plan							
Workstream Kick-off Meeting							
Discovery/Planning Workshops							
Deploy and Run Information Gathering Scripts							
Review Existing Backup							
Initial Migration Planning							
Objective: Complete discovery and planning for the infrastructure upgrade							
Objective: Initial Upgrade Approach and Requirements							
Deliverable: Initial Infrastructure Upgrade Architecture Plan Document							
Conduct an Infrastructure Upgrade Strategy Review Meeting							
Build							
Technical Oversight							
Deploy Network Switch at Primary datacenter							
Deploy Network Switch at Secondary datacenter							
Deploy and Configure NetApp SAN Storage							
Upgrade 3-Node Hyper-V Cluster from Windows 2016 to Windows 2019							
Upgrade 1-Node DR Hyper-V Cluster from Windows 2016 to Windows 2019							
Deploy 3 Cisco UCS Servers in Primary Datacenter							
Deploy 1 Cisco UCS Server in Secondary Datacenter for DR							
Add Windows 2022 Servers to Hyper-V Cluster in Primary Datacenter							
Upgrade the Hyper-V Cluster from Windows 2019 to Windows 2022 in Primary Datacenter							
Upgrade the Hyper-V Cluster from Windows 2019 to Windows 2022 in Secondary Datacenter							
Deploy Windows Admin Center to Manage the Hyper-V Cluster(s)							
Add the new Windows 2022 Hyper-V environment into the daily backup routine							
Objective: The new network switches have been successfully deployed							
Objective: The new NetApp SAN has been successfully deployed and configured for the Hyper-V cluster							
Objective: The Hyper-V cluster(s) in Production and DR have been upgraded to Windows 2022							
Deliverable: Updated Architecture Plan Document							
Stabilize							
Technical Oversight							
Test and Validate the Windows 2022 Hyper-V Cluster							
Test and Validate the Windows 2022 DR Hyper-V Cluster							
Validate that VMs are completing successful backups							
Objective: Windows 2022 Hyper-V cluster tested for production							
Deliverable: Updated Architecture Plan Document							
Deploy							
Technical Oversight							
Release the Windows 2022 Hyper-V cluster to production							
Perform Knowledge Transfer with Whitewater IT Staff							
Finalize the Architecture Plan Document							
Deliverable: Final version of Architecture Plan Document							
Conduct a completion meeting							

Operating System and Application Upgrades

Workstream

The key goals of this workstream include updating the Windows Server operating systems to Windows Server 2022 and Microsoft SQL versions to at least version SQL 2016. Toward this end, Core BTS will perform OS and SQL upgrades.

Discover and Plan Phase

The Discover and Plan phase of this workstream will establish the foundation for the remainder of the project. This phase will solidify the plan for the remaining efforts and bring together the various aspects of this workstream into a cohesive vision and solution.

High-level tasks that may be performed during this phase for this workstream include:

- Define business and functional requirements
 - Prepare requirements to support the desired functionality
- Identify priorities for each of the requirements
- Review OS versions on each of the VMs that support an upgrade
 - Review which servers require OS upgrades only
 - Review which servers require SQL upgrades
 - Validate versions of OS and Application compatibility with 3rd party vendor support
- Create a schedule for the OS and SQL upgrades
 - Verify 3rd party vendor support for each upgrade

Deliverables

This phase will be complete when Core BTS has completed all outcomes and documents listed below and they have been reviewed with the City of Whitewater Program Manager.

Phase Outcomes

- Create a schedule for OS and SQL upgrades.

Phase Documents

Document Name	Revision	Document Content
Upgrade Schedule	Final	<ul style="list-style-type: none"> Dates and time for updates for OS and SQL

Build Phase

The Build phase of this workstream primarily involves developing the solutions and content required for go-live. During this phase, all key elements of the technical solution and deployment process must be carefully engineered and validated.

High-level tasks that may be performed during this phase for this workstream include:

- Perform Windows Server OS Upgrades
 - Domain Controller Upgrade to Windows 2022
 - Demote domain controller to domain member
 - Perform in-place OS upgrade to Windows 2022
 - Verify new Windows 2022 servers meet the AD DS requirements
 - Configure AD DS services on new domain controllers
 - Configure AD DS sites and services with new domain controllers
 - Validate new domain controller functionality
 - Upgrade Windows Server OS on VMs not running MS SQL
 - Verify any applications or services running on the Windows VM(s)
 - Check Server OS compatibility with MS best practices
 - Perform in-place upgrade of Windows Server OS to 2016/2019/2022 based on application and/or service compatibility
- Deploy New SQL Server for Police Application Hosting
 - Verify the latest version of SQL that the hosted application(s) support with the application vendor support
 - Install the latest Windows Server OS that is supported by the application(s): Windows Server 2016/2019/2022
 - Install the latest Microsoft SQL version that the hosted application(s) support: SQL 2016/2019/2022
 - Migrate police application databases from pre-existing SQL server to new SQL server
 - Validate application connectivity to the databases

- Upgrade Existing Microsoft SQL Server with New OS and SQL Versions
 - Verify the latest version of SQL that the hosted application(s) support.
 - Upgrade pre-existing SQL version to level compatible with Windows Server OS potential upgrade version
 - Perform in-place upgrade of Windows Server OS to 2016/2019/2022 based on SQL application compatibility

Deliverables

This phase will be complete when Core BTS has completed all outcomes and documents listed below and they have been reviewed with the City of Whitewater Program Manager.

Phase Outcomes

- Upgrade as many of the VMs to the latest version of Windows Server OS

Stabilize Phase

The Stabilize phase of this workstream involves testing the technologies configured during the Build phase and performing any necessary reconfiguration based on testing feedback. The goal of the Stabilize phase is to ensure that all implemented technologies are operating to specification and ready to support the Deploy phase activities.

High-level tasks that may be performed during this phase for this workstream include:

- Test Connectivity of upgraded Windows Servers
 - Remediate any reported issues with server communication or availability
- Test end user connectivity for Upgraded SQL Servers
 - Validate end user application connectivity to the databases
 - Remediate any reported issues with server communication or availability

Deliverables

This phase will be complete when Core BTS has completed all outcomes and documents listed below and they have been reviewed with the City of Whitewater Program Manager.

Phase Outcomes

- Servers capable of an OS upgrade are complete, SQL has been upgraded.

Deploy Phase

The Deploy phase of this workstream involves implementing the technologies built and tested in the previous phases. The goal of the Deploy phase is to successfully execute the plans and solutions created throughout this workstream with minimal impact to the business.

High-level tasks that may be performed during this phase for this workstream include:

- Perform Knowledge Transfer with Whitewater IT Staff
 - Review cluster node update procedure for Windows updates
- Finalize the Architecture Plan Document
- Conduct a completion meeting

Deliverables

This phase will be complete when Core BTS has completed all outcomes and documents listed below and they have been reviewed with the City of Whitewater Program Manager.

Phase Outcomes

- Windows server OS upgraded to Windows Server 2022 and MS SQL upgraded to at least SQL 2016.

Operating System and Application Upgrades Entry Criteria

City of Whitewater will implement the following prior to project kickoff:

1. Phase 1 of this project has been completed.
2. Unattended remote access to the relevant network, servers, and any other applicable devices has been provided by City of Whitewater to the Core BTS project team.
3. Unattended admin permissions to the relevant networks, servers, cloud tenants and resources, and any other relevant devices and services has been granted by City of Whitewater to the Core BTS project team.
4. Relevant technical schemas, documentation, and access to equipment necessary for this workstream have been gathered and provided by City of Whitewater to the Core BTS project team.

Operating System and Application Upgrades Assumptions

Assumptions made surrounding this workstream’s work efforts include:

1. Client has valid backups of all VMs
2. Downtime will be required for OS upgrade of the Virtual Machines and applications

Operating System and Application Upgrades Timeline

Phase 2: OS and Application Upgrades	W1	W2	W3	W4	W5	W6	W7
Discover and Plan							
Technical Oversight							
Review OS versions on each of the VMs that support an upgrade							
Create a schedule for the OS and SQL upgrades							
Objective: Create a schedule for OS and SQL upgrades							
Deliverable: Upgrade Schedule							
Build							
Technical Oversight							
Perform Windows Server OS Upgrades							
Deploy New SQL Server for Police Application Hosting							
Upgrade Existing Microsoft SQL Server with New OS and SQL Versions							
Objective: Upgrade as many of the VMs to the latest version of Windows Server OS							
Deliverable: Updated Architecture Plan Document							
Stabilize							
Technical Oversight							
Test Connectivity of upgraded Windows Servers							
Test End User Connectivity for Upgraded SQL Servers							
Objective: Servers capable of an OS upgrade are complete, SQL has been upgraded							
Deliverable: Updated Architecture Plan Document							
Deploy							
Technical Oversight							
Perform Knowledge Transfer with Whitewater IT Staff							
Finalize the Architecture Plan Document							
Deliverable: Final version of Architecture Plan Document							
Conduct a completion meeting							

Project Assumptions and Out of Scope

General Assumptions

The project timeline, resource plan, and pricing are based on required access for Core BTS resources and a continuous work effort from project kickoff to completion. Unexpected project delays that may be caused by hardware availability, availability of City of Whitewater resources, missing of agreed deadlines by City of Whitewater resources, documented assumptions found to be incorrect, or changes to an approved design may require a Project Change Request ("PCR") to realign the scope and / or adjust the price of the project, which may also result in a project pause.

Project assumptions include, but are not limited to, the following statements for this project:

1. Work could include on-site and off-site activity by Core BTS resources to ensure project tasks are completed in a timely manner.
2. Normal business hours are 8 AM to 5 PM Central time zone Monday through Friday, excluding Core BTS observed holidays and local national holidays for Global Delivery team members. Global Delivery resources assigned for this engagement will typically operate Monday through Friday during standard UK working hours, providing some overlap with Eastern USA time zone. Special events (e.g., City of Whitewater cutover timeframes) may require resources to work outside their regular working hours during other days and times.
3. Requirements / discovery sessions may include discussion about out-of-scope topics to ensure current work or solutions will not inadvertently impact business operations or systems. Only technologies and / or solutions with defined deliverables within this SOW are considered in scope.
4. During the Discover and Plan phase, Core BTS consultants will align project requirements against released and preview technologies from Microsoft and design the solution toward those technologies. If Microsoft updates the technology after the completion of the Discover and Plan phase, Core BTS consultants may review the updates and discuss potential benefits and impacts to the solution.

Project Completion

Core BTS will have fulfilled its obligations for the Services described in this SOW when any one of the following first occurs:

- Core BTS completes the scope as described in this SOW, including all defined outcomes and deliverables
- Services are terminated in accordance with the provisions of the Terms and Conditions section

Out of Scope

All work that is "out of scope" will be addressed by Core BTS and the City of Whitewater Project Sponsor to clarify the issue and negotiate feasibility, impact, and cost. Should "out of scope" work be identified, formal written approval via a PCR from City of Whitewater is required prior to commencing any such work.

Deficiencies of any kind within the current environment discovered because of the project will not be remedied within the scope of this project. Quick win action items will be identified, if possible.

This project will focus on the scope as noted above. All other areas are not within the scope of this project. These include, but are not limited to:

- Upgrade of operating system on servers that contain applications that are not compatible with Windows Server 2022
- Upgrade of SQL Server with databases that do not support SQL Server 2016 or later
- Deployment of new windows server and migration of applications if an in-place upgrade of the operating system cannot be performed
- Ongoing deployments of any technology beyond the final week of the engagement
- Remediation or roadmaps of existing infrastructure for subsequent strategic initiatives
- Support or remediation services for technologies not implemented by Core BTS as part of this engagement
- Support or remediation services for applications or operating system versions that are not actively supported by the vendor
- Development or delivery of any formal training not listed as specifically in scope

Responsibilities of City of Whitewater

Core BTS's approach and estimate are based upon the following responsibilities and assumptions. Changes to these responsibilities and assumptions may require changes to Core BTS's approach, scope and / or estimate. Core BTS project management will notify City of Whitewater as soon as they are aware of any changes to these responsibilities and assumptions, including potential implications. City of Whitewater is responsible to:

- Designate City of Whitewater project sponsor, who will provide overall project direction, guidance, and high-level scope boundaries, as well as attend project kickoff and management checkpoint meetings
- Designate City of Whitewater primary contact, who will manage City of Whitewater project team members and resources, including any client tasks as outlined in the project schedule
- Ensure project team members and other knowledgeable resources are readily available to meet the project timeline
- Coordinate with assigned Core BTS project lead to schedule Discovery Sessions, as required, to occur during the first week of the project
- Provide appropriate accounts and access for all resources prior to the start date of each workstream Discover and Plan phase, per the project schedule
- Provide sufficient licensing and / or subscription(s) prior to each phase, including Core BTS resources
- Procure, install, host, test, deploy, monitor, and maintain all associated hardware and third-party software, including patches or upgrades as required
- Any third-party support costs, which include but are not limited to Microsoft tickets, contracts, or other means of support will be the financial responsibility of City of Whitewater
- Communicate the project plan and all timelines and goals to City of Whitewater business units or facilities, as appropriate
- Submit change controls for all environments, as necessary, with enough lead time to meet the project timeline
- Ensure attendance to status calls and provide decision management for the duration of the engagement
- Provide project team members and other resources that are necessary to adhere to the project timeline

- Participate in governance and operations workshops
- Participate in meetings to define strategy and architecture
- Participate in the design sessions
- Provide resources knowledgeable in current environment as necessary
- Define and validate business and technical requirements, including license and hardware requirements
- Ensure timely response to functional and technical considerations
- Validate functionality and user experience meet expectations
- Provide consolidated feedback to the deliverables in the timeframe as defined below
- Participate in project status and closeout meetings
- Provide all Tier 1 and Tier 2 support to end-users
- Deliverables will be deemed accepted upon receipt of email confirmation from the City of Whitewater Program Manager or after five (5) business days from the request

Project Investment

Investment Summary

Component	Pricing
Delivery Services	\$99,840
Total Price	\$99,840

Invoice Schedule

Invoice #	Invoice Milestone	Invoice Amount
1	Upon acceptance of proposal	\$33,000
2	Upon completion of Deploy phase of Phase 1: Infrastructure Refresh Workstream	\$33,000
5	Upon completion of Deploy phase of Phase 2: OS and Application Upgrades	\$33,840
Total to be Invoiced		\$99,840

Pricing and Minimums

- Pricing is for work performed during normal business hours (Monday – Friday, 8 AM – 5 PM Central time zone, excluding holidays).
- Pricing is based on a continuous work effort for each role per the plan outlined in this SOW. To maintain resource continuity and a consistent level of progress, dedicated resources will be assigned. Most roles are full-time, unless otherwise noted within the project timeline. Deviations from this schedule may result in a PCR.
- City of Whitewater will be invoiced upon completion of milestones as detailed in the Invoice Schedule.
- Pricing is for Core BTS professional services only, and does not include Cloud hosting, software licensing, or other fees. Core BTS assumes no responsibility for the monitoring or optimization of Client spending on IaaS (Infrastructure as a Service) and PaaS (Platform as a Service) unless explicitly detailed and agreed upon in this

Statement of Work. Any tasks or services beyond the defined scope related to monitoring or optimizing Client costs on IaaS and PaaS may require a PCR.

Travel and Expenses

Travel time and expenses are not included in the estimate provided above. Travel expenses will be billed to City of Whitewater on a pass-through basis and may include:

- Mileage and parking – at cost
- Meals – at cost
- Lodging – at cost

Such travel expenses shall adhere to the mutually agreed upon City of Whitewater and Core BTS Travel and Expense (“T&E”) policies during the project. Any expenses to be paid by City of Whitewater shall be duly documented with the corresponding invoices.

Organizational Experience

Company History

Core BTS' story is one of convergence – bringing together the right people and organizations to build a leading provider of business technology solutions. Cti, the predecessor organization, was established in 2004 to acquire and build a leading voice and data services integration company. Securing an equity commitment from Founders Equity in 2004-2005, CTi acquired three companies who were already providing voice and data services and products to expanding markets in the Northeast:

- Open Systems Technologies LLC (Clifton Park, NY), founded in 1991
- WorldNet Technology Consultants, Inc. (Reading, PA), providing expansion into Pennsylvania
- AAA Networks (Falls Church, VA), founded in 1992, providing voice and data services in the Washington, DC, area

Then CTi acquired Core Business Technology Solutions, LLC, a business technology consulting and integration company headquartered in Indianapolis, IN, with offices in Exton, PA, Reston, VA, and Nashville, TN. The merged companies consolidated under the Core identity, incorporating Core's business practices and back-office operations.

In July 2009, Core BTS announced the acquisition of Inacom Information Systems, an award-winning integrated solutions provider and technical training powerhouse. With this acquisition in Wisconsin, Core BTS was able to expand its footprint and business impact across a number of solution offerings. In the fall of 2012, Core also acquired the Cisco sales and support team from another value-added reseller in New Jersey, and so now has an office in that state.

In September 2018, Tailwind Capital, a middle market private equity firm investing in growth-oriented companies within business services, healthcare and industrial services, announced its acquisition of Core BTS.

On March 1st of 2019, Core announced the acquisition of the Microsoft business unit of SADA Systems, and so Core now has an office in the Los Angeles, CA area. Then in August of 2020, Core acquired Blue Chip Consulting Group, a leading Microsoft Consulting Services provider, based in Cleveland OH. In the first half of 2021 Core also acquired Skyline Technologies, a nationally known developer of customized Microsoft applications, based in Green Bay, WI, and Aptera, a leading IT consultancy group based in Fort Wayne, IN.

Finally, in December of 2021, Core BTS, Inc. was acquired by Nomura Research Institute Holdings America, Inc. (NRI-HA).

1. Identify contact name(s) and information for questions concerning information presented in the RFI Response.

Core BTS Response:

**Lisa Bowers, Account Executive, SLED
608-212-7702
lisa.bowers@corebts.com**

2. List any relevant websites for your company and its offerings.

Core BTS Response:

[Core BTS | Digital Transformation Consultancy](#)

[Education Technology Consultant Services | Core BTS](#)

[CoreAir](#)

3. Describe your services strategies, including markets served. Include information regarding any strategic partnerships or alliances with other technology or service vendors.

Core BTS Response:**Company Overview**

Core BTS, Inc. ("Core BTS") is an award-winning corporate and public sector solution provider focused on customer-centric software, cloud technology, and IT infrastructure. Core BTS solves complex business needs across networking, collaboration, security, data center and cloud infrastructure. Our capabilities include technical support and managed services of existing infrastructure, security and networking advisory and assessments and remote monitoring support for hardware and software technologies. The Core BTS team has more than 15 years of experience and holds multiple top-level certifications and partnerships with IT industry leading companies, allowing us to provide customers with expertise across multiple technologies.

Core BTS currently has 14 offices in nine states, with more than 650 employees and over 1,500 active customers across industries including healthcare, education, state and local government, healthcare, financial services, hospitality, and manufacturing.

We work closely with our customers to understand their strategic direction and organization. Our team of consultants, solution architects, and engineers work collaboratively with you from understanding your organization's objectives through implementation and operation.

Solutions

- **Secure Remote Work - Windows Virtual Desktop, Virtual Meetings & Calling, Power Apps**
- **Collaboration & Productivity - Business Transformation, Enhanced Collaboration, Business Process Automation**
- **Cloud Deployment & Optimization - Strategy & Planning, Migration & Management**
- **Networking & Datacenter Modernization - SD-WAN, Virtualization, Backup & DR, Secure Perimeter**
- **Data & Analytics - Data Transformation & Modeling, Predictive Analytics, BI Solutions**
- **Identity & Cybersecurity - Identity & Access Management, Security Assessments, Endpoint Management, Pen Testing, Governance & Compliance**
- **Managed Services - Cloud & On-Premises, Proactive Monitoring, Management & Optimization**
- **Application Modernization - Web Apps, Mobile Apps, API Development & Integration**
- **Adoption & Change Management - Engagement Management, Change Management, Adoption Management**

Benefits

- **Accelerate time to value**
- **Gain cost predictability**
- **Maximize your return on investment**
- **Increase organizational efficiency**
- **Secure apps, data, devices, and endpoints**
- **Help end users embrace technical change**

Differentiators

Core recognizes and respects the current level of competition in the industry. This recognition along with our enthusiastic corporate culture inspires us to continually improve and be the best at delivering service excellence. We know we are not your only choice, but we are the first choice for thousands of organizations around the country because we offer you these differentiators that set us apart.

EXPERIENCE

Our engineers have logged millions of hours on various projects, and each member of our executive team has their roots in technology. We know this business inside and out and bring our expertise to every meeting with you.

CUSTOMER SERVICE

Second to none: you have a deadline to beat, budget to meet, and expectations to exceed. Every single employee at Core strives to make this happen, day in and day out. That means that every order is double-checked for accuracy, every invoice is clear and detailed, and every phone call and meeting addresses your concerns.

SOLUTIONS PORTFOLIO

Whether it is a large, multi-faceted project or a number of different projects at different times, you can take comfort in the familiarity and trust that a single solution provider can bring. Core's expansive solutions portfolio means we can handle just about any project, regardless of size, providing you the familiarity and service only a consistent team can bring.

SUPPORT

With Core there is a beginning but there is no end. Not only do you get the personal support you expect during a project engagement, but also can explore the options of customized 24x7x365 managed services support.

PROGRAM AND PROJECT MANAGEMENT

Core combines the people, processes and services that surround any IT experience. Through Core's proven engagement methodology method, you can maximize every dollar and make your IT investments more effective.

We provide *technology-neutral assessments* of your business to understand how end-users work with technology and how you would like technology to work for them. We employ I.T. Information Library (ITIL) best practices for IT management and best-in-class Project and Program Management. This unique, *all-encompassing methodology* provides true ongoing support and ROI realization throughout the life of the project. Many solution providers employ a lifecycle management approach, but none are as comprehensive or successful as the one-of-a-kind model that Core has built. *Core's delivery model ensures maximum efficiency, communication and ROI for each and every project.* Every project Core delivers is internally reviewed for excellence at the critical stages of delivery. The talent of the Core team gives customers the confidence and knowledge that their project will be done correctly and bring added-value to their organizations.

Key Partnerships

Cisco

Core BTS ranks as one of the top 35 Cisco Channel Partners in the US. As a Cisco Gold Certified Partner since 2005, we have a deep understanding of the Cisco product lifecycle and how these products can be properly deployed and integrated for use as a platform for enterprise-wide solutions. This experience enables us to provide you with the expert design, implementation, and support services needed to successfully maximize your IT investment – from initial product procurement to end-user training and adoption.

Once again in 2023, Core BTS re-sold more than \$100M in Cisco products to 500+ active accounts, and also delivered more than \$25M in professional design, implementation, support and managed services to those same clients, in conjunction with these product sales. Providing value added collaboration, enterprise networking, and security solutions to our clients has been, and continues to be, a key focus area for Core. The exceptional depth and breadth of Core’s expertise and knowledge of Cisco products and services is clearly indicated by the number of solution Specializations Core holds as a company as well as the many individual technical certifications held by our engineers.

Company certifications.

- **Gold Integrator**
- **Gold Provider**
- **Master Data Center and Hybrid Cloud Specialization**
- **Master Collaboration Specialization**
- **Master Enterprise Networking Specialization**
- **Advanced Data Center Architecture Specialization**
- **Advanced Security Architecture Specialization**
- **Advanced Collaboration Architecture Specialization**
- **Advanced Enterprise Networks Architecture Specialization**
- **Customer Experience Specialization**
- **Collaboration SaaS Specialization**
- **Webex Contact Center Specialization**
- **Hyperflex Specialization**
- **IoT Specialization**
- **Full-Stack Observability Specialization**
- **Cisco Unified Contact Center Express Specialization**
- **Environmental Sustainability Specialization**
- **Managed Business Communications, Managed Firewall, Meraki Access**

Microsoft

As a Microsoft Solutions Partner and **Azure Expert MSP**, Core BTS is one of the top Microsoft partners in the United States. Our strong Modern Work and Azure capabilities mean we can confidently deliver across the Microsoft Cloud. Coupled with our Direct CSP status, we can skillfully maximize your Microsoft investment and deliver outcomes that accelerate digital transformation.

Key Microsoft Solution Offerings

- **Digital & App Innovation**
- **Cloud Native Apps, Power Apps, DevOps, Industry-Specific Bots**
- **Employee Experience**
- **Teams Platform, Viva, Adoption & Change Management**
- **Migrate & Modernize with Azure**
- **Infrastructure and Workload Migrations, SQL Server on Azure, SAP on Azure**
- **Digital Workforce**
- **M365 Deployments, Secure Remote Work, NextGen Windows Experience**
- **Data & Analytics**
- **Data Foundation, Power Platform, AI & ML**
- **Identity & Governance**
- **Security Assessments, Endpoint Management, Governance & Compliance**

Microsoft Solutions Partner Designations

- **Solutions Partner for Infrastructure (Azure)**
- **Solutions Partner for Data & AI (Azure)**
- **Solutions Partner for Digital & App Innovation (Azure)**
- **Solutions Partner for Modern Work**

Cloud Partner Program Memberships

- **Azure Data Avengers**
- **CIE Certified**
- **Direct Cloud Solution Provider**
- **National Local Services Provider**
- **DCO Program Participant**
- **FastTrack Ready**
- **Hybrid Cloud Foundation Top 10**
- **Microsoft Supplier Program (V-)**
- **Security and Manageability Elite Partner Program**
- **Solution Assessment Program**
- **Project Tandem Partner**

Microsoft 365 Copilot Partner (AI) offering the following services.

- **Microsoft 365 Copilot Workshop, Readiness Assessment**
- **Microsoft 365 Copilot-in-a-Week Engagement**
- **6-Week Microsoft 365 Copilot Deployment Implementation Engagement**

NetApp.

Core BTS has been a NetApp Preferred Partner for many years, with a primary focus on the public sector vertical market, i.e. State and Local Government, and Education (K-12, and Colleges and Universities). In 2023 Core's NetApp business grew by more than 300%, to more than \$10M.

Certifications

Hybrid Multicloud Flexpod Converged Infrastructure with Cisco
Hybrid Multicloud Storage as a Service with Netapp Keystone
Cisco and NetApp FlexPod Design Specialist
Selling NetApp Keystone as a Service
Hybrid Cloud Associate
Flexpod Sales

Other Partnerships

Adobe – Registered Partner.
Arctic Wolf – Gold Pack.
Citrix – Platinum.
Cohesity – Preferred.
Dell – Gold Solution Provider.
Google – Cloud Partner.
HP – Business Partner.
Lenovo - Authorized Reseller, Infrastructure Solutions, Intelligent Devices.
Palo Alto – Registered.
Pure Storage – Elite.
Varonis – Silver.
Veeam – Silver.
VMware – Select.

Previous Work

University of Wisconsin – Whitewater, 800 W Main St, Whitewater, WI 53190
Joe Uselding useldinj@uww.edu 262-472-7778
FAS8300 and A400

Hamilton College, 198 College Hill Rd, Clinton NY 13323
Jesse Thomas jthomas@hamilton.edu 315 723 3372
Flexpod based on NetApp A150

Albany County, 112 State Street, Albany NY 12207
David Berkun david.berkun@albanycountyny.com 518447 7283
NetApp C250

SUNY Albany, 1400 Washington Ave, Albany, NY 12222
Eric Dombrowski, edombrowski@albany.edu 518 322 9411
NetApp A900's

Technical Expertise and Experience

SOLUTION ARCHITECT

SUMMARY

This individual is in the Presales practice at Core BTS. He has over ten (10) years of experience in the information technology industry and has played key roles in numerous Route/Switch, Wireless, Datacenter and Security projects. His core skills include Network Routing and Switching. He has significant experience in providing consultation, design, and implementation of Cisco network infrastructure solutions employing the Catalyst and Nexus product lines.

SKILLS

- Routing and Switching
- Wireless Networks
- Python
- Firewalls
- Automation
- Data Preparation and Cleaning
- Machine Learning
- Technical Project Management

CERTIFICATIONS

- Cisco Certified Network Professional Routing and Switching (CCNP Route/Switch)
- Cisco Certified Design Professional (CCDP)

EXPERIENCE

Network Deployment | Major Semiconductor Manufacturer

Assisted in the design and deployment of a highly redundant and fault-tolerant core switching and routing infrastructure. Worked with logistics to deliver and stage large quantities of equipment. Interfaced with the client to determine schedule and to ensure key project objectives were met.

Infrastructure Refresh | Large Medical Practice

Designed, implemented, and integrated a complete infrastructure refresh. The design included new routing and switching, security, wireless and hyperconverged datacenter components. Fully integrated each product to create a manageable, performant and stable solution. Ensured business continuity by developing and implementing a disaster recovery plan.

Discovery, Inventory and Planning | A National Legal Arbitration Group

Inventoried and analyzed, then developed a long-term IT infrastructure strategy, including equipment lifecycle and software maintenance. Developed a wireless networking strategy for use in a dense, urban environment.

PRINCIPAL ARCHITECT

SUMMARY

This individual is in the Hybrid Infrastructure practice at Core BTS. He strives for excellence in the delivery of complex solutions, leading to successful implementations and migrations. He specializes in architectural design and implementations of virtualization technologies, Azure IaaS, Azure DaaS, Azure PaaS, Microsoft 365, Microsoft active directory, Citrix, and NetScaler technologies using various mainstream technologies. He has over twenty-nine (29) years of experience in the information technology industry and has played key roles in several Virtual Desktop Infrastructure, Datacenter migrations, Cloud migrations, Acquisition & Divestiture migration projects.

SKILLS

- Enterprise virtualization architecture and deployment
- Enterprise cloud architecture and implementation
- Enterprise monitoring and management
- Enterprise Acquisition/Divestiture migrations
- Hybrid Datacenter Migrations
- Implement and manage Azure storage
- Deploy and manage Azure compute resources
- Enterprise domain migration
- Design/Implementation of Azure Files
- Implementation of Azure ARC
- Monitor and maintain Azure resources
- Results oriented consulting professional
- Strategic technology planning
- Azure Virtual Desktop
- Citrix Virtual Apps and Desktops
- Citrix NetScaler
- Active Directory, Azure AD, Azure ADDS
- Windows Server Infrastructure (NT through 2022)
- Microsoft Exchange Infrastructure (5.5 through 2019, and Microsoft 365)
- Microsoft SQL Server Clusters (2008 through 2022)
- Excellent technical and process documentation skills
- Focus on mentoring and cross-training
-

CERTIFICATIONS

- MS: Azure Virtual Desktop Specialty
- MS: MCSE: Productivity
- MS: MCSE: Messaging
- MS: MCSA: Windows Server
- Citrix Certified Professional - Virtualization
- Citrix Certified Associate - Virtualization
- Citrix Certified Professional - Networking
- Nerdio – NME-200 Certified

EXPERIENCE

Active Directory Domain Consolidation | Hotel and Casino Entertainment

Architected the consolidation of seventeen (17) child domains into the root active directory domain. This client had created child active directory domains for each of their casino properties. A new software implementation determined that if all AD resources existed in a single domain, the software implementation would be easier to manage and maintain in the future. As part of the domain consolidation project Microsoft 365 was leveraged as the email platform for the client. As the objects in the child domain were collapsed into the root domain, the email resources from the child domain were migrated to Microsoft 365. I leveraged the use of Quest Migration Manager for AD, Microsoft Migration Toolkit, and Quest Migration Manager for Exchange to complete the migration successfully.

- Architected the process to migrate active directory and email resources from the child domain into the root domain and Microsoft 365.
- Worked with the client corporate IT department and the individual property IT departments to validate the migration procedure.
- Implemented Microsoft AD FS as the authentication for the Microsoft 365 environment as well as additional applications leveraging AD FS for authentication.
- Implemented Quest Migration Manager for AD, Quest Migration Manager for Exchange, and Microsoft Migration Toolkit as the platforms used to migrate resources from the child domain to the root domain.
- Managed two teams of Core BTS engineers that worked in parallel to migrate two properties simultaneously.
- Maintained a schedule of completing each child domain/property migration to 1 month for smaller properties and 6 weeks for larger properties.
- Managed and participated in server cut-over migrations, communication with software vendors, scheduling, and deployment to end users.

Property Migration due to Acquisition | Hotel and Casino Entertainment

A casino client purchased another casino entity which included 14 additional properties. Architected the migration of 14 properties into the primary casino client. The acquired company had 14 properties that needed to be added to the primary casino client's infrastructure. The resources included active directory, VMware, networking, servers, applications, Microsoft 365 email, SharePoint, and workstations. I leveraged the use of Quest Migration Manager for AD, Microsoft Migration Toolkit, and Quest Cloud Migrator for Email to complete the migration successfully.

- Architected the process to migrate active directory, VMware, servers, applications, and workstation into the root domain and Microsoft 365.
- Worked with the client corporate IT department and the individual property IT departments to validate the migration procedure.
- Worked with Core BTS and client project managers to devise a schedule to complete the migrations within 1 year timeframe. We created a process where I would arrive at the property, install the migration infrastructure, perform test migrations for server, application, email, and workstations over the course of 2 weeks, then the migration team would follow me at the property to perform the workstation and sever migrations over the course of four weeks, while I would move on to the next property and repeat the migration infrastructure

implementation. We were able to have two properties migrated simultaneously using this process.

- Engaged the Core BTS SharePoint migration team to coordinate and perform the SharePoint migrations as part of each property migration using the ShareGate migration tool.
- Integrated Microsoft AD FS as the authentication for the Microsoft 365 environment across both casino companies as the cross-company authentication platform during the migration.
- Implemented Quest Migration Manager for AD, Quest Cloud Migrator for Email, and Microsoft Migration Toolkit as the platforms used to migrate resources from the acquired casino properties.
- Managed two teams of Core BTS engineers that worked in parallel to migrate two properties simultaneously.
- Maintained a schedule of completing each property migration to 6 weeks for smaller properties and 8 weeks for larger properties.
- Managed and participated in server cut-over migrations, communication with software vendors, scheduling, and deployment to end users.

Azure Virtual Desktop Deployment | Healthcare Company

Architected the implementation of Azure Virtual Desktop (AVD) for a healthcare client. This client had attempted a proof of concept (POC) AVD deployment on their own. Core BTS was engaged to review the issues encountered with the POC environment and deploy an AVD environment for 500 users according to Microsoft best practices.

- Expanded the client's current Azure infrastructure to support a production deployment of AVD.
- Conducted interviews to gain user feedback regarding the POC deployment of AVD and issues encountered. I incorporated solutions for the reported issues into the production AVD Design.
- Worked with client extensively to identify the "use cases" that would be deployed to the AVD environment. We established 3 separate use cases, a testing methodology, and a deployment plan.
- Integrated Nerdio Manager for Enterprise as the management platform for AVD.
- Leveraged Nerdio to deploy the AVD components.
- Implemented the Nerdio scaling policies so the client could realize Azure cost savings as AVD was being deployed.
- Conducted User Acceptance Testing of the AVD deployment, remediated issues, and placed the AVD environment into production.

Microsoft Specialization Certification - Azure Virtual Desktop

Assumed the lead role in helping Core BTS achieve the Microsoft Specialty Certification for Azure Virtual Desktop. Gathered the required resources and documented the Core BTS method for implementing an Azure Virtual Desktop environment for a client according to Microsoft best practices.

- Created the documentation required for the AVD specialization certification.
- Gathered the evidence required by Microsoft for the specialization certification.
- Worked with the Core BTS team to review, edit, and finalize the documentation.
- Worked with the certification consultant to refine and revise the documentation.
- Successfully conducted the AVD specialization certification audit for Core BTS to achieve the AVD Specialization certification.

DIRECTOR, SECURE SOLUTIONS

SUMMARY

This individual works within the Architecture and Solutions Design practice at Core BTS. With over 16 years of experience working in the Information Technology sector, has he successfully designed and lead numerous business technology projects spanning Datacenter, Networking and Security practice areas. As a former IT Manager at a global biosciences firm, he brings forth expertise in driving business objectives with the use of technology, utilizing industry best practices and procedures surrounding ITIL and NIST Frameworks. He works closely with Core's clients to ensure projects meet or exceed requirements while providing best of class technical solutions that align with industry security standards.

SKILLS

- Cisco Networking
- Cisco Wireless
- Cisco UCS and Nexus
- Cisco Security Solutions
- VEEAM
- Commvault
- NetApp FlexPod
- VMWare ESXi
- VMware Horizon
- Enterprise Architecture
- Datacenter technologies
- NIST Cybersecurity Framework
- Business Continuity Planning
- Security Assessments
- Leadership in Information Technology
- Cloud Architectures

CERTIFICATIONS

- ITIL v3 Foundations
- Cisco Certified Network Administrator (CCNA)
- Leadership Columbia County

EXPERIENCE

Security consulting and architecture | Healthcare – Individual Hospital system

Architected improvement of numerous IT technologies areas to improve overall security posture in response to Hafnium vulnerability. Guided Healthcare client in identifying key areas needing security improvements, including but not limited to network segmentation, endpoint malware detection, firewall IPS/Anti-Malware, DNS security, Active Directory security, Multi-factor authentication. Worked with other Core BTS resources to assemble larger business plan to address other vulnerable areas and tackle staff skill shortages and resource constraints around security. Project status was reported weekly to the Board of Directors through the client IT Director as part of overall Healthcare improvement initiative enacted by the Board.

Security Incident Response | Healthcare - Level 1 Trauma Center

Lead Architect guiding a compromised Healthcare organization through an active Ransomware attack. Architected and guided a safe business recovery plan in conjunction with Core BTS engineers and program managers, reporting directly to the Healthcare client CIO and COO. Architected Business Continuity, Security and Network designs that encompassed EMR platforms (Meditech), Imaging systems (PACS), security toolsets, security teams, firewall systems, Datacenter, storage and WAN designs, Microsoft Cloud solutions and Citrix desktop architectures to safely recover systems. Communicated directly with the COO to provide status updates to the Board of Directors and advise on strategic investments to protect from future compromises.

Active/Active Datacenter | Healthcare – Healthcare Network

Lead Architect designing a new active-active datacenter for Healthcare network. Design encompassed a new datacenter location and encompassed all required power feeds, power backups, cooling systems, cabling, street access and physical load bearing to support a 75 rack datacenter. Assisted customer in managing project budget encompassing all aspects such as building contractors, carrier circuit installations, required power and cabling feeds, racks, storage systems, compute systems, networking equipment, replication technologies and staffing needs. The project resulted in a much more robust application platform, allowing the Healthcare network to grow through acquisitions and later support hosting of EMR services for other organizations.

Active-Active Datacenter and Virtual Desktop Infrastructure | Higher Education

Lead Architect designing a new active-active datacenter to support both Infrastructure and Virtual Desktops. Desktops supported remote students from overseas that accessed high-utilization applications such as AutoCAD. Datacenter and VDI were designed to be active-active with active failover between clusters in a NetApp MetroCluster design. The initiatives drove the College to be recognized by prospective students as a technology-first campus and supported increased enrollment in distance learning programs.

Expansion of Image storage | Outdoor adventures company

Provided a large storage design to support large image file repositories for an Outdoor adventures company. The organization was expanding their satellite image systems to provide customers with a more robust, higher resolution mapping solutions and needed to greatly expand their footprint. This storage solution provided a large scale-out repository to accommodate their rapid growth for the next 5 years.

Datacenter, Network and Security Architecture | Power Grid

Designed network and security Architecture for a Power Grid provider, following strict federal and state standards for security and network segmentation. Solutions ranged from Firewalls, to DNS security, URL Filtering, Datacenter network switching and IPS and Malware detection. These initiatives helped the Power Grid meet multiple security audits and assessments.

Budget Management | Multiple Clients

Assisted numerous clients in developing a rolling 5 year budget plan encompassing multiple facets of IT, from IT staffing, training, to hardware investments, managed services and cloud computing spend. Many of these engagements helped these clients to better allocate funds where needed while reducing spend in other areas, improving overall IT service to their respective organizations.

SOLUTION ARCHITECT

SUMMARY

This individual is in the Data Center practice at Core BTS. He has over twenty (20) years of experience in the information technology industry and has played key roles in several Server/Client Virtualization, Microsoft Server/Cloud Products, NetApp storage and Cisco UCS/HyperFlex projects. His core skills include enterprise design, implementation, management, maintenance, troubleshooting and disaster recovery. Timothy has significant experience delivering technological solutions utilizing VMware, Microsoft, NetApp and Cisco UCS/HyperFlex.

SKILLS

- Microsoft Windows Server/Client
- Microsoft Exchange 2003 - 2019
- Microsoft Office 365
- Microsoft SQL Server 2008 - 2017
- Microsoft System Center Endpoint Configuration Manager 2007 – Current Branch
- VMware vSphere
- VMware Horizon
- NetApp Storage System
- Cisco UCS/HyperFlex

CERTIFICATIONS

- Microsoft Certified Solutions Expert: Core Infrastructure
- Microsoft Certified Solutions Expert: Productivity Solutions Expert
- Microsoft Certified Solutions Associate: Windows Server 2012/2016
- VMware Certified Professional: Datacenter Virtualization 6/6.5/6.7
- VMware Certified Professional: Virtual Desktop 6/7
- VMware Certified Professional: Network Virtualization

EXPERIENCE

Virtual Desktop Infrastructure Solution Implementation | Higher Education

Designed and deployed a virtual desktop infrastructure solution using VMware Horizon employing hardware 3D acceleration as well as VMware App Volumes. Worked hand in hand with local staff to ensure proper functionality and nominal operation based on customer requirements.

Virtual Desktop Infrastructure Migration | Financial Sector

Planned and deployed parallel virtual desktop infrastructure solution to migrate users to newer incompatible version of VMware Horizon. This migration also consisted of new Cisco UCS server hardware as well as NetApp all flash backend storage.

Microsoft Exchange Migration to Office 365 | Education

Planned and implemented Microsoft Exchange migration from one of the largest school districts in the New York Capital District. Transitioned mail delivery to from on-premises Barracuda Email Gateway appliance to use Cisco Email Security. Delivery knowledge transfer to local staff on management and operation.

System Center Endpoint Configuration Manager Deployment | Education

Deployed and configured multiple Microsoft System Center Endpoint Configuration Manager instances for a multitude of school districts. Ranging from single server, single server deployments to entire hierarchies with multiple sites and remote distribution points using on-premises and Azure cloud technologies

Active Directory Migrations | Education and Not-For-Profit

Assessed, planned and performed many Active Directory migrations to newer versions of Windows Server operating systems from simple to complex Active Directory deployments.

NetApp Cloud Volumes OnTap Deployment| Banking

Designed and deployed solution for on-premises data replication to Microsoft Azure platform utilizing NetApp Cloud Volumes OnTap. Coordinated and worked with local staff and third party provider for internetworking needs to deliver a secure connection between on-premises and in-cloud storage.

Microsoft Exchange Recovery | Not-For-Profit

Assessed and implemented Exchange organization disaster recovery related to security incident response. Restored working environment containing multiple sites, servers and mailbox databases. Performed updating and security patching against all servers to prevent further exploit. Successfully transitioned client connectivity to newly built servers with no user interaction.

Active Directory Architect | Banking

Redesigned existing Active Directory site architecture for over 40 locations to incorporate Distributed File System presented shares closest to the clients operating location.

SENIOR ENGAGEMENT MANAGER

SUMMARY

This individual is in the Project Management practice at Core BTS. He has over twenty-five (25) years of experience in the information technology industry & has played key roles in many technical infrastructure, information security, & application development projects. His core skills encompass all facets of technical project management. Richard has significant experience managing & participating in projects across industry sectors, initially in controls engineering, moving to software development, which led into management of the full IT function within companies & latterly into a dedicated project management role.

SKILLS

- Project planning
- Resource management
- Task & issue management
- Customer relations
- Meeting facilitation
- Vendor relations

CERTIFICATIONS

- Project Management Professional (PMP) in good standing since July 2013

Experience - Enterprise Networking & Data Center

Cisco Firepower IPS Implementation | Airport

Configuration & deployment of threat protection services to client requirements.

AD/O365 Migration | Multiple Casinos

Migration of all personnel & workstations from on-premises AD & Exchange to Azure/O365.

Cisco UCS Implementation | Casino

Installation & configuration of Cisco UCS.

Cisco LAN Refresh | Financial Services Consultancy

Upgrade/replacement of Cisco core & edge switches to current generation.

Network Performance Analysis | Credit Union

Analysis & recommendations for remediation relative to networking issues reported by VPN & Citrix users.

VMware Upgrade Planning, Fiber Channel Switching Migration & Cisco UCS Implementation | Credit Union

Providing guidance on VMware upgrade & fiber channel switching migration activities. Cisco UCS implementation.

HPE Blade Update | Hospital

Installation & configuration of additional HPE server blades.

Pure Storage/Commvault Immutable Backup | Hospital

Replacement of legacy storage & backup systems with Pure Storage array & Commvault backup. Analysis & recommendations for backup to maximize protection against attack, in particular with regard to malicious encryption of data.

Cisco Prime Infrastructure Update | Consumer Electrical Manufacturer

Update existing Cisco Prime Infrastructure implementation to current stable release.

Cisco Router & Switch Refresh | Musical Instruments Manufacturer

Replacing routers, core & edge switches with current generation devices.

Cisco SD-WAN Deployment | Metals Manufacturer

Replace legacy MPLS circuits between offices with current generation Cisco SD-WAN system.

Citrix Infrastructure Review | Plastics Manufacturer

Review current Citrix configuration & provide recommendations for improvement.

Multi-Site "Mill-in-a-box" Implementation | Feedstock Manufacturer

Provision a single rack infrastructure based on Cisco Catalyst, Cisco Hyperflex & Veeam that can be replicated across multiple mills.

MDM Migration - MaaS360 to Microsoft Intune | Veterinary Supplies Manufacturer

Guide the migration of MDM services from legacy MaaS360 to Microsoft Intune.

Microsoft Intune PC Co-Management with SCCM | Veterinary Supplies Manufacturer

Lead development of a Microsoft Intune based PC & account provisioning solution.

Microsoft Teams Assessment & Workshops | Veterinary Supplies Manufacturer

Provide consultancy services to guide development of a Microsoft Teams based strategy for team member recognition.

Cisco Data Switch & Firewall Installation | Publisher

Cisco core & edge switch installation, comprising replacement of existing switches & addition of new capacity.

EXPERIENCE – SECURITY

Managed delivery services for over ninety security projects, for clients in the following industries: Building Supplies Manufacturer, County Government, Credit Union, Customer Engagement Consultancy, Environmental Consultancy, Eyecare Manufacturer, Financial Services Consultancy, Hospice, Hospital, IT Services Consultancy, Medical Manufacturer, Metals Manufacturer, Musical Instruments Manufacturer, Non-Profit Service Provider, Nursing Facilities, Payroll Services, Professional Association, School District, Senior Living Provider, Tax Advisory, Warehousing & Distribution Projects comprise varying mixes of the following elements:

CIS Critical Security Controls Assessment

Risk assessment based on the CIS Critical Security Controls

HIPAA Risk Assessment

Risk assessment based on HIPAA requirements

NIST CSF Risk Assessment

Risk assessment based on the NIST Common Security Framework (CSF)

PCI Gap Assessment

Risk assessment based on the PCI DSS standards

Security Awareness Training

Security awareness training for all employees

Social Engineering (Phishing & Vishing)

Phishing and vishing campaigns designed to gather user credentials.

Web Application Security Assessment

Web application tests include a defined set of pages, fields, and user types.

Cybersecurity Threat Hunting

Targeted scan and analysis of IT assets for Indicators of Compromise (IOC).

Incident Response Readiness Assessment

Assessment of initial incident response readiness, including review of existing documents and procedures.

Incident Response Planning

Guidance in development of robust incident response plan.

Tabletop Exercise

Testing of incident response plan via guided tabletop exercise and resulting recommendations for updates to plans, procedures and documents.

Security Incident Response

Responding to organization-wide security incident, including isolation of assets, appropriate network segmentation, orderly cleansing and return to duty of assets and provision of forensic data as required.

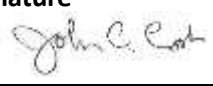
Financial Stability

Core BTS Response: Now that Mutual Non Disclosure Agreement has been fully executed between the City of Whitewater and Core BTS, Inc., a Financial Overview statement may be sent to a small group of specifically designated individuals with the City. To initiate this process, please contact Lisa Bowers, Core BTS Account Executive, and she will make the necessary arrangements for the delivery of this information directly to those individuals.

Goods & Services Declaration

Submit this signed Declaration along with your response.

The vendor hereby declares understanding and agreement to provide the goods and services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications in this Request for Proposals, **taking into account the items noted as "exceptions" in the letter sent to the contact for this RFP on June 24, 2024.*** The Vender further agrees that upon receipt of an authorized purchase order from the City or when a Notice of Award is signed and issued by the City, a binding contract shall exist between the Vendor and the Districts. A signature is required below confirming understanding of this statement.

Doing Business as (DBA) Name: Core BTS, Inc.	Legal Name of Entity/Individual Filed with IRS for this TaxID No. Core BTS, Inc.
Mailing Address 5875 Castle Creek Parkway North Drive, #320	IRS Form 1099 Mailing Address 5875 Castle Creek Parkway North Drive, #320
City, State, Zip Code Indianapolis, IN 46250	City, State, Zip Code Indianapolis, IN 46250
Contact Person Lisa Bowers	Email Address lisa.bowers@corebts.com
Phone Number 608-212-7702	Fax Number 608-661-7701
Authorized Signature 	Date June 26, 2024
Printed Name John A. Cook	Title Director

***Copy of "exceptions" letter on the following pages for reference.**



June 25, 2024

Tim Nuebeck, IT Director
City of Whitewater
312 W. Whitewater St.,
Whitewater, WI 53190

Mr. Nuebeck,

As you know, the Core BTS team is now working on a response to the City's recently issued 2024 server RFP.

Per information on page 3 of the RFP, any exceptions that we want to note must be submitted on letterhead to you/the City of Whitewater team prior to the submission of our final bid response.

Accordingly, I am now sending this letter to set forth the following two exceptions for your review.

Current language in 2024 server RFP, on page 3

The City will select the lowest and best proposal that will fulfill requirements set forth by this RFP. Should the bidder take exception to any terms, conditions, or specifications stated herein, such exception must be so stated in writing on company letterhead and submitted prior to the RFP opening. Written exceptions may or may not be honored by the City. By quoting on this proposal, the vendor agrees to all contents of this RFP. Failure to deliver as guaranteed, or any other material breach or default by the awarded vendor, may result in the disqualification of the vendor from future RFP's. In the case of default by the awarded vendor, the City will procure from the second ranked vendor, and hold the first vendor responsible for any excess cost associated therein. Bidders will utilize the contact indicated in the RFP as the sole representative for ALL information regarding this RFP. Bidders who contact any other City employee or representative without the approval of the contact indicated in the RFP are subject to disqualification from this RFP.

Proposed exception to this section.

The City will select the lowest and best proposal that will fulfill requirements set forth by this RFP. Should the bidder take exception to any terms, conditions, or specifications stated herein, such exception must be so stated in writing on company letterhead and submitted prior to the RFP opening. Written exceptions may or may not be honored by the City. By quoting on this proposal, the vendor agrees to all contents of this RFP. Failure to deliver as guaranteed, or any other material breach or default by the awarded vendor, may result in the disqualification of the vendor from future RFP's. ~~In the case of default by the awarded vendor, the City will procure from the second ranked vendor, and hold the first vendor responsible for any excess cost associated therein.~~ Bidders will utilize the contact indicated in the RFP as the sole representative for ALL information regarding this RFP. Bidders who contact any other City employee or representative without the approval of the contact indicated in the RFP are subject to disqualification from this RFP.



Current language in 2024 server RFP, on page 8

The vendor hereby declares understanding and agreement to provide the goods and services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications in this Request for Proposals. The Vendor further agrees that upon receipt of an authorized purchase order from the City or when a Notice of Award is signed and issued by the City, a binding contract shall exist between the Vendor and the Districts. A signature is required below confirming understanding of this statement.

Proposed exception to this section.

The vendor hereby declares understanding and agreement to provide the goods and services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications in this Request for Proposals. The Vendor further agrees that upon receipt of ~~an authorized purchase order from the City or when a Notice of Award is signed and issued by the City, a binding contract shall exist between the Vendor and the Districts~~ the Vendor and the City will then negotiate a set of mutually agreed upon terms and conditions that will govern all future sales transactions and professional services engagements. A signature is required below confirming understanding of this statement.

Thanks for your consideration of these changes. I am looking forward to receiving your feedback on this information, and please know that the Core BTS team is certainly willing to discuss these items further.

If you do wish to schedule a call on this topic, please contact Lisa Bowers, Core BTS Account Executive, at 608-212-7702 or via email at lisa.bowers@corebts.com and she will make the scheduling arrangements.

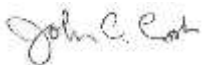
Sincerely,

John A. Cook, Director
Core BTS, Inc.

Felony Conviction Notification

The person or business entity entering into an agreement with this school district must give advance notice to the City if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony. The City may terminate this agreement with a person or business entity if the City determines that the person or business entity failed to give notice by the next preceding subsection or misrepresent the conduct resulting in the conviction. The City will compensate the buyers or business entity for services performed before the termination of the agreement. By submitting this offer and signing this certificate, this bidder:

- Certifies that the owner/operator has not been convicted of a felony, except as indicated on a separate attachment to this offer.
- Certifies that no employee who will enter City buildings has been convicted of any felony or misdemeanor involving violence or sexual contact of sexual abuse. It shall be the duty of the vendor to conduct the appropriate background checks on its employees, and the vendor agrees to share this information with the City upon request.

Vendor Name	
Core BTS, Inc.	
Mailing Address	City, State, Zip Code
5875 Castle Creek Parkway North Drive, #320	Indianapolis, IN 46250
Telephone Number	Fax Number
1-855-267-3287	
Authorized Signature	Date
	June 26, 2024
Printed Name	Title
John A. Cook	Director

Terms and Conditions

1. **Payment Terms.** Payment is due within thirty (30) days of invoice date. After this time period, interest accrues at the lesser of the maximum rate permitted under applicable law or one and one-half percent (1.5%) per month from the date due until paid. We shall have a purchase money security interest in the products delivered by us to secure payment of the purchase price and any installation charges until they are paid in full by you. If invoice is not paid by you after 60 days, you authorize us to file all documents (including UCC financing statements) deemed necessary by us to protect and maintain our security interests.
2. **Independent Contractor; Taxes.** We will perform all services hereunder in our capacity as an independent contractor and not as an employee or agent of you. Our employees shall not be entitled to any privileges or benefits that you may provide to your employees, and we shall be responsible for payment of all unemployment, social security, federal income (state and local income where applicable) and other payroll taxes imposed by any governmental body on us in regard to our employees who are engaged in the performance of the services. Pricing set forth herein is exclusive of applicable sales, use and similar taxes assessed on the performance of any services. You agree to reimburse, indemnify and hold us harmless from and against any such tax, penalty and interest thereon levied against us for the provision of services to you hereunder.
3. **No Hiring.** For the term of the project and for a period of one year thereafter, you agree not to hire, solicit or accept solicitation of, through employment or otherwise, directly or indirectly, any of our employees or independent contractors with whom you have had any contact during the project, unless you obtain our prior written consent. Should you hire an employee or independent contractor of ours through employment or otherwise within this time period without our prior written consent, you will immediately pay as liquidated damages to us an amount equal to the relevant person's then current annual compensation (or the amount paid to or on behalf of the person in the last 12 months, in the case of an independent contractor).
4. **Warranty.**
 - A. We warrant and represent that the services will be performed in a skillful and workmanlike manner according to those standards generally prevailing among consultants performing similar services under similar circumstances. To the extent that we are not the manufacturer of any hardware or software products that you may purchase as a result of or relating to our Services, we do not provide any warranty on such products, whether with respect to their design, performance, functionality or compatibility with your existing system. Any warranty with respect to product must come from the manufacturer. Our product procurement distributor or we will pass through to you any applicable warranties of the manufacturer, to the extent permissible.
 - B. **EXCEPT FOR THE EXPRESS WARRANTIES STATED IN THIS SECTION, WE DISCLAIM ALL WARRANTIES INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
5. **Our Indemnity.** We will indemnify, defend and hold you harmless from and against any claims, liabilities, losses, expenses or damages (collectively, "Damages") caused by the services performed or the work delivered by us under these terms infringing any copyright, trade secret or any other proprietary right of any third party. Excluded from such indemnification are any claims related to (i) services performed on equipment or software which you covenanted that we had the rights to modify as set forth in Section 7 below, (ii) services performed to your specification or design and (iii) infringement resulting from or caused by your misuse or unauthorized modification of systems or product. We will also indemnify, defend and hold you harmless from and against any Damages resulting from our willful misconduct or negligent acts or omissions in performing the services which are the subject of these terms, except to the extent such Damages are caused by the willful misconduct or negligence of you, your employees or agents. Our obligation to indemnify and defend you with respect to any claim shall be subject to (i) your providing us with prompt notice of such claim, (ii) our having sole control over the defense and settlement thereof, (iii) your providing us with the information and assistance necessary to defend or settle such claim as reasonably requested by us, and (iv) the limitations on liability set forth in Section 6 below.
6. **Limitations of Liability. WE WILL NOT BE LIABLE FOR INCIDENTAL, SPECIAL, PUNITIVE, INDIRECT OR CONSEQUENTIAL DAMAGES, INCLUDING FOR LOSS OF DATA OR ITS USE OR LOST PROFITS OR OTHER ECONOMIC DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.** With the exception of indemnification for intellectual property infringement, your right to recover Damages from us in aggregate of all claims is limited to the amounts paid to us by you in the preceding twelve (12) months. You acknowledge that this limitation of liability is part of the consideration and was considered by us in establishing the prices and rates to be charged to you, which, but for this limitation, would have been higher.
7. **Your Covenants.** You covenant that: (i) you have the authority to agree to these terms and the funding necessary to pay for the requested services; (ii) you have title to or license or rights to use or modify any software or products which you have requested us to modify as part of such services; and (iii) you will provide us necessary access to your personnel, appropriate documentation and records and facilities in order for us to timely perform such services.
8. **Requests for Changes.** No change in the services provided hereunder will be performed until we receive a properly issued and executed Change Order; provided, however, that nothing herein will relieve you of the obligation to pay us for services rendered which were requested by you but are not documented in such a properly issued and executed Change Order or within the applicable scope of work.
9. **Confidentiality.** Each party acknowledges that it and its employees or agents may, in the course of the project, be exposed to or acquire information that is proprietary or confidential to the other party. Each party agrees to hold such information in strict confidence and not to discuss or disclose any such information to any third party for a period of three years. The parties acknowledge that the provisions of this paragraph shall not apply to: (a) information which at the time of disclosure is, or without fault of the recipient becomes, generally available; (b) information which either party can show was in its possession at the time of disclosure or was independently developed by it; (c) information received from a third party which had the right to transmit same without violation of any secrecy agreement with the other party; and (d) information which is required to be disclosed pursuant to court order or by law.
10. **Termination of Agreement.** Either party may terminate our engagement at any time upon 30 days prior written notice to the other. **Unless otherwise expressly stated in the body of this Agreement or related order(s), termination for convenience or default by Customer of any (i) licensing or subscriptions, (ii) products ordered from Core that Core cannot cancel with Core's vendors, or (iii) services with a fixed term, shall incur a termination fee equal to 100% of the unpaid price of the product and/or the unpaid remainder of the term, payable to Core in full upon the effective termination date.** In the event of termination for convenience or default by Customer for products or services not subject to the preceding paragraph, Customer shall within thirty (30) days of the date of termination pay Core all amounts owed for Products and Services provided by Core during the Term of this Agreement up to and including the date of termination.
11. **Entire Agreement; Amendment.** These terms and the accompanying engagement letter sets forth the entire understanding of the parties with respect to the subject matter hereof and is binding upon both parties in accordance with its terms and may be amended only by an entry signed by both parties. There are no understandings, representations or agreements other than those set forth herein.
12. **Assignment.** You may not assign any of the rights or obligations hereunder without the prior written consent of Core.
13. **Notices.** Any notice or communication from one party to the other concerning the terms hereof shall be in writing and shall be sent by certified mail, return receipt requested and postage prepaid or by commercial overnight mail to the most recent address that either party has specified in writing to the other.
14. **Governing Law.** These terms shall be governed by and construed in accordance with the laws of the State of Delaware.
15. **Force Majeure.** Neither party shall be liable to the other for any failures or delays arising out of conditions beyond its reasonable control, including, without limitation, work stoppages, fire, civil disobedience, delays associated with product malfunction or availability, riots, rebellions, storms, electrical failures, delays caused by the other party, and acts of God and similar occurrences.
16. **Waiver; Severability.** Any waiver of any right or default shall be effective only in the instance given and if in writing and signed by the party against whom it is sought to be enforced and shall not operate as or imply a waiver of a similar right or default on any other occasion. If any term or provision hereof should be declared invalid by a court of competent jurisdiction, the remaining terms and provisions hereof shall be unimpaired, and the invalid terms or provisions shall be replaced by such valid terms and provisions as come closest to the intention underlying the invalid term or provision.



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

MEMORANDUM

To: Common Council
From: John Weidl, City Manager
Date: June 25, 2024
Re: Designated Alternate Policy

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

Alternates serve an important role as they help many committee groups adhere to quorum requirements. The following committees have alternates:

- Board of Zoning Appeals (BZA)
- Plan and Architectural Review Committee (PARC)
- Ethics Committee
- Park and Recreation Board
- Urban Forestry Commission

The majority of these committees have one alternate, with the exception of the PARC and BZA. At times when an alternate is needed there is no question the alternate to move forward. However, this same clarity is not extended to the PARC and BZA. The PARC and BZA have a total of three alternates. Absent policy, there is confusion when the PARC has a known absence and several alternates attend the meeting in hopes to fill the vacancy.

To avoid this uncertainty and in hopes to establish transparency staff is suggesting that alternates for the PARC and BZA be ranked in order of who would join the Committee first. Attached to this memo is suggested policy that outlines steps to take to solve this anticipated issue. It may also be appropriate to ask that the PARC voting members decide which alternate is moved forward, however we have encountered situations where the meeting could not be called to order without the use of an alternate, preventing this as an option in all circumstances.

This potential conflict was presented to the Common Council at the June 18th, 2025 meeting. The Common Council gave staff direction to come up with policy that promotes a round robin like structure for alternates. Attached to this memo is a revised policy suggestion.

The goal is clarity, transparency, and clear guidance. Thank you for your time and attention to these matters.

Warm regards,

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

John S. Weidl, City Manager

Proposed Round-Robin Policy for Alternates

Round-Robin Assignment: Alternates for the PARC and BZA will participate in a round-robin rotation to ensure that each alternate has an equal opportunity to serve as a voting member. The rotation order will be determined by the Council President and City Manager and reviewed annually. "New alternates will be added to the end of the current round-robin rotation cycle regardless of their alphabetical position. This ensures that the existing rotation order is maintained, and the new alternate will have their turn in the subsequent cycle."

Assignment of Round-Robin Order: The round-robin order shall be determined alphabetically via the persons first name. In the instance where multiple alternates have the same name what will determine the order is the initial of the persons last name.

Procedure: Initially, alternates will be assigned a position in the round-robin order. When a voting member is absent, the next alternate in line according to this order will assume the voting position. Once an alternate has served in a meeting, they will move to the end of the rotation list, allowing the next alternate to be up for the subsequent absence.

Rotation Management: The City Clerk or designated staff will maintain a log to track the order of alternates and their participation in meetings. Alternates will be notified of their upcoming turn in the rotation to ensure they are prepared for potential participation. This notification will be done by the designated staff member via phone twenty (20) days prior to the scheduled meeting.

Exceptions: If an alternate cannot attend when it is their turn, they will be passed over, and the next alternate in line will be selected. The absent alternate will retain their current position in the rotation for the next available opportunity.

Annual Review and Adjustment: The round-robin order and the effectiveness of this policy will be reviewed annually or as necessary to accommodate changes in committee composition or council directives. This review will be conducted by the designated staff member, City Clerk and the City Manager.

Criteria for Annual Review: The Criteria for the success of this policy will be determined by the rate of adherence to the round-robin rotations without deviations and analyze feedback and suggestions for policy enhancements or adjustments from staff.

Application: This round-robin policy applies specifically to the Plan and Architectural Review Committee (PARC) and the Board of Zoning Appeals (BZA) as outlined in their respective ordinances.

By adopting this round-robin approach, the city promotes fairness and transparency in the selection of alternates, thereby enhancing the organization and functionality of committee meetings.



Council Agenda Item

Meeting Date:	July 16, 2024
Agenda Item:	Public Art Committee
Staff Contact (name, email, phone):	Taylor Zeinert tzeinert@whitewater-wi.gov 262-473-0148

BACKGROUND

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

There has been strong interest from the community and members of the Common Council to pursue murals in the City. I have done some investigation about the steps that would need to be taken to pursue a mural project within the City. In City Ordinance 12.46 Public Artwork it outlines the steps needed to pursue murals, a form of public art. In Ordinance 12.46.090 it lists the Public Art Committee and the role that they play in relation to public art in the City.

I have looked into the City’s archives to see when this group last met. I believe the group had met in 2019. This was 2 directors ago, and the notes about this committee have been lost. I have looked in all of the physical files and had IT do a search for any electronic files. Sadly, nothing has produced. So, we are looking to reconvene this body to help assist with this project.

12.46.090 outlines the members of the Public Art Committee. The Committee must have one member from the Whitewater Art Alliance, one member from the board of Common Council or their designee, one member from Downtown Whitewater, and two members who are private citizens of the City of Whitewater with demonstrated knowledge and appreciation for visual art.

We are looking to reconvene the Public Art Committee as soon as possible to prepare for this mural project to come to fruition in the Summer of 2025. The Summer of 2025 also happens to be the 20th anniversary of the Whitewater Art Alliance. The Alliance has expressed interest in this project and having this project coincide with their celebration.

I am looking for a member of the Common Council to be apart of this committee to comply with the ordinance.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Have a member of the Common Council agree to be apart of this committee to comply with the ordinance.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Ordinance 12.46- Public Artwork

Chapter 12.46 - PUBLIC ARTWORK

12.46.010 - Declaration of purpose.

These regulations relating to community art in the city of Whitewater (hereafter referred to as the "city") further the following purposes:

- (1) Public artwork is meant to be seen, but more so experienced, as a work of art can help inspire and provide perspective no matter what the subject at hand. Artwork should be proposed in the following areas and ways:
 - (A) Integrating public artwork into parks, greenbelts and other public locations.
 - (B) Building cohesion through projects that engage the public.
 - (C) Using art as a way to celebrate, reflect and enhance the character and history of a space.
 - (D) To add interest to public spaces.
- (2) In developing its vision for the future of the city, the city council believes that planning and development decisions should give aesthetic and social value equal weight with any project's functional and economic value. Community art strengthens public places and enhances and promotes Whitewater's identity as a livable and creative city and a desirable place to live, work and visit. Therefore, the council wishes to implement a process and provide opportunities to involve artists in the design, implementation and integration of art in community projects.
- (3) The presence of works of art and decorative elements in public places in the city enhances the quality of life, promotes the general welfare, maintains the quality of the environment and property values, and enhances the attractiveness of the city for residents and visitors.
- (4) Identifying locations for public works of art and decorative elements and participating in the building of a community art collection of high quality can be stimulating and unifying for the city and contribute to civic pride reflective of the city's diversity.
- (5) The artwork is intended for public owned spaces and the following zoning districts: B-1, B-1A, B-2, B-3, M-1, M-2 and WUTP.
- (6) Public artwork is defined as art in any media that has been planned and executed with the intention of being staged in the physical public domain, usually outside and accessible to all. Public artwork is significant within the art world, amongst curators, commissioning bodies and practitioners of public art, to whom it signifies a working practice of site specifically, community involvement and collaboration.

(Ord. No. 1900A, § 1, 8-4-2015)

12.46.020 - Permitted use.

(a) Creative Building Art.

- (1) A noncommercial message, picture, scene, sculpture, or diagram exhibited on the outside wall of a building or structure through the application of paint, canvas, tile, panels, clay, wire, plaster or similar materials such that the wall becomes the background surface or platform for the creative building art.
- (2) A one-of-a-kind, hand-painted, hand-tiled, or digitally printed image on the exterior wall of a building that does not contain any commercial message.
- (3) For definition purposes, a commercial message is any message that advertises a business conducted, services rendered, or goods produced or sold.
- (4) May be considered a wall sign or commercial message if it contains words, logos, trademarks, or graphic representations of any person, product, or service for the purpose of advertising or identifying a business.

(b) Vintage Building Art.

- (1) Must be at least twenty-five years old or an exact duplicate of an original work of art where the combined age of the exact duplicate and original work of art is at least twenty-five years.
- (2) Possess unique physical design characteristics, such as size, configuration, message, color, texture, etc.
- (3) Be of extraordinary significance to the city, regardless of the use identified by the work of art.

(c) Public Art Installation.

- (1) The art location may be a facility, amenity, or project that does not contain any commercial message and which is an "approved public arts project".
- (2) Consisting of:
 - Acquisition or placement of publicly accessible works of art;
 - Provision of arts or cultural services; or
 - Restoration or preservation of existing works of art.
- (3) Additionally, public art installations are included in this chapter to ensure that all community art (whether a mural or other object) is treated similarly and does not conflict with the city's regulations pertaining to commercial messages and signage.

(Ord. No. 1900A, § 1, 8-4-2015)

12.46.030 - Site selection.

The site must be public property or private property with written permission. Sites must be situated so that the art is visible and accessible to all members of the community. Additionally, the artwork must not seriously disrupt the flow of pedestrian or vehicular traffic or adversely alter the environmental conditions of the selected site. Structural and maintenance issues of the prospective artwork will also be considered when selecting a site, as some areas will be prone to public interactions with the art. In selection of a site the public works department should be notified to insure that any existing utilities will not be affected. A work installed in these areas must be structurally sound to ensure the safety of the community as well as the longevity of the work.

(Ord. No. 1900A, § 1, 8-4-2015)

12.46.040 - Accession.

All works of art purchased, commissioned or accepted as donations become property of the city of Whitewater. All city artwork is maintained by the city and included in an inventory kept by the public art committee.

People wishing to donate artwork to the city must submit slides, a written description of the work, and a rationale for the gift. The public art committee will review the submitted piece for quality, maintenance requirements, donor stipulations, safety issues of the piece, availability of an appropriate site, and advice of the administrators at that site. Based on this review the public art committee will either accept or decline the donation.

(Ord. No. 1900A, § 1, 8-4-2015)

12.46.050 - Selection processes.

There are three standard ways of purchasing a piece of art. In addition to these, the city may acquire artwork through gifts. For each of the processes outlined, the public art committee and city's acquisition procedures will be used.

- (a) Open Competition. Artists submit proposals in response to a public advertisement. The selection committee then reviews the proposals and recommends an artist or artists for acquisitions or requests more detailed proposals from selected artists.
- (b) Limited, Invitational Competition. The public art committee recommends a limited number of artists on the basis of an interview or review of work. The artists are then invited to develop a site-specific proposal for a particular project. The artists are given an honorarium and all the necessary information as well as the opportunity to present a model and proposal to the

committee. The selection committee then reviews the submitted proposals and recommends acquisitions. This process might be most appropriate for art projects calling for collaboration between an artist and an architect or landscape artist.

- (c) Direct Invitation. In this process, if there is a majority of the public art committee that feels one artist is particularly well qualified for a project s/he might be invited to submit a proposal and a model thereby bypassing the competition process. This process may be suitable should the appropriate situation arise (skip to subsection (d)(8) below).
- (d) Acquisition Procedures.
 - (1) Public art committee defines the project, i.e., location of work or capital project with which art is associated, and the method of selection. Methods of selection may include open competition; invitational competition; or direct selection.
 - (2) Public art committee defines parameters of project to be used in the call for artists or direct selection, develops a budget for the project, and drafts a proposed call for artists or artists selection for city council approval. Public comment will be invited before the public art committee. For direct selection, proceed to step (8).
 - (3) City council considers proposal.
 - (4) Public art committee determines need for panel to work on selection process for project and identifies participants. Panels will include members of the public art committee, design professionals, and representatives of the user group/neighborhood.
 - (5) Public art committee reviews initial submittals, which include the artist's experience and qualifications, references, and preliminary proposal(s) for the project or specific works of art, to determine compliance with the call for artists.
 - (6) The panel, if convened by the public art committee, selects two or three semi-finalists from the group of qualified artists submitted to the panel by the public art committee. The semi-finalists may be asked to submit refined proposal(s). Semi-finalists may be paid a fixed honorarium, costs of travel and a per diem, depending upon the approved budget.
 - (7) The public art committee reviews the submittals of the two to three semi-finalists. The artist(s) may present their work at a public meeting. The artists' work is displayed in a public place for up to one week. Written comments from the public will be invited during this week. A public forum is held for discussion and input to the public art committee on selection of the preferred artist. The public art committee recommends the finalist to the city council.
 - (8) City council approves or denies the selection. Denial requires direction to the public art committee from the city council and beginning the process again at the appropriate step.
 - (9) After an affirmative vote by the council, the public art committee works with selected artist on refinement of concept, timeframe for completion of work, final budget, and approves the contract for work.

(10) The public art committee recommends contract to city council.

(11) City council approves contract.

(Ord. No. 1900A, § 1, 8-4-2015)

12.46.060 - Maintenance.

Before a work is accepted into the city's collection, the artist must submit:

- (1) A detailed list of exact types, brands, and colors of materials used.
- (2) A summary of cleaning instructions.
- (3) Estimated annual maintenance needs and costs in dollars.

This information will be kept on file with the inventory of the city's collection. Any maintenance or restoration responsibilities that the artist might have must be clearly explained in the contract and agreed upon before the work becomes a part of the city's collection. A maintenance and inspection schedule suitable for the site and the work will be discussed with the artist and implemented upon possession of the work. Complete records of inspections, cleanings, and conditions of the works will be kept on file in the inventory. If a work in the city's possession becomes damaged in any way, the city may contact the artist to see if s/he can make the necessary repairs, or contact the necessary agencies or conservators to repair the work.

(Ord. No. 1900A, § 1, 8-4-2015)

12.46.070 - Deaccession/relocation.

After due consideration, the city council may authorized the removal of a work. To remove a piece one or more of the following situations must exist:

- (1) The artwork in its present state poses a safety hazard to the public or the environment.
- (2) Restoration of the work aesthetically and/or structurally is not feasible, or the expense of such restoration would be disproportionate to the value of the work.
- (3) The architectural support (building, wall, streetscape) is to be removed or destroyed if relocation of the work is not feasible.
- (4) Prolonged protest of the work persists to the extent that the work detracts rather than enhances the site and the community.
- (5) The work acts as an encumbrance to the use of public property.
- (6) The public use of the site has changed or is proposed to change in a manner that is no longer compatible with the artwork.
- (7)

If a work is to be moved/modified, the artist must be notified before the change, if at all possible. In the instance that a work must be removed from the city's collection, the artist must be notified and given the opportunity to purchase the art from the city. In all situations, the rights of the artist will be respected as defined in the Visual Artists Rights Act of 1990, unless waived by the artist.

(Ord. No. 1900A, § 1, 8-4-2015)

12.46.080 - Community initiated public art.

The community initiated public art application should be completed and submitted with proposals to the public art committee for their review and possible recommendation to the city council for final consideration.

Applications can be submitted to neighborhood services department at the city of Whitewater located at 312 W. Whitewater Street. Applications must be submitted no less than one week prior to the "public discussion of any item not on the agenda". Applications presented at "public discussion" cannot be officially discussed or acted upon by the public art advisory committee until the next meeting when it can be placed on the agenda.

(Ord. No. 1900A, § 1, 8-4-2015)

12.46.090 - Public art committee.

This committee acts in the public interest on all matters relating to the public art ordinance including the selection, placement, and maintenance of works of public art throughout the city. The committee provides public input in the administration and planning of the public art.

Membership. The membership of this committee shall be appointed by the procedure set forth in Section 2.12.011 and shall be comprised of five members. Composition is specified as follows:

- One member from the Whitewater Arts Alliance.
- One member from board of common council or their designee.
- One member of Downtown Whitewater.
- Two members who are private citizens of the city of Whitewater with demonstrated knowledge and appreciation for visual art.
- As the need arises, the committee may appoint nonvoting ex-officio members to provide expertise or otherwise represent a particular interest unique to a location or characteristic of a work of art.

Terms. Members shall serve three-year terms.

(Ord. No. 1900A, § 1, 8-4-2015)



Common Council Agenda Item

Meeting Date: July 16, 2024

Agenda Item: Class "B" Hawk Bowl Alcohol License held by DLK Enterprises, Inc

Staff Contact (name, email, phone): Heather Boehm hboehm@whitewater-wi.gov 262-473-0102

BACKGROUND

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

DLK holds 2 Class "B" alcohol licenses, one for Split Decision, that will be used for Hawk Arcade, and one for Hawk Bowl. According to a previous agreement between the City of Whitewater and DLK, DLK was to have a business in place for that license to be transferred to by 6/30/2024.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The matter was brought up to the Alcohol Licensing Committee for review. At the 6/6/24 ALC meeting, the committee decided to extend the agreement for another year expiring 6/30/25. That agreement is included in this packet.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

The Alcohol Licensing Committee met prior to the 7/16/24 Common Council meeting at 5:30 pm to review the drafted agreement.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

DLK Alcohol Agreement

AGREEMENT REGARDING RENEWAL OF LIQUOR LICENSE

THIS AGREEMENT is made as of the 27th day of June 2024 by and between the City of Whitewater (the “City”) and D.L.K. Enterprises, Inc. (“DLK”).

WHEREAS, DLK currently holds a Class B Retail License for the sale of fermented malt beverages and intoxicating liquors issued by the City for Hawk Bowling Lanes, 1390 W. Main Street, Whitewater, WI 53190, License No. 2023-BBL-013 (the “License”);

WHEREAS, DLK has applied for renewal of the License for the period from July 1, 2024 through June 30, 2025;

WHEREAS, concerns have been raised as to whether the License should be canceled and not renewed based upon nonuse of the License as provided in Whitewater Municipal Code Section 5.20.032.B;

WHEREAS, DLK contends that cancellation and non-renewal of the License is not appropriate due to the existence of one (1) or more of the Exceptions set forth in Whitewater Municipal Code Section 5.20.032.D and the City’s stated policy that the impact on economic development is a primary factor when making decisions regarding liquor license applications as stated in Whitewater Municipal Code Section 5.20.027.C; and

WHEREAS, the parties desire to resolve and settle all issues and concerns associated with renewal of said License in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants of the parties and other good and valuable consideration, the sufficiency of which is hereby acknowledged, it is agreed as follows:

1. The parties acknowledge and agree that (a) DLK has held the License for many years, (b) during the time DLK has held the License, DLK has not been cited for sale of alcohol to underage patrons on the premises or for allowing disorderly, indecent, riotous, indecent or illegal activity on the premises, (c) DLK is not currently in violation of any City licensing requirements (except alleged nonuse of the License as noted above); (d) DLK seeks to redevelop the property at 1390 W. Main Street, Whitewater but has been waiting for the development of the ALDI Grocery Store to be completed; and (e) construction of the ALDI Grocery Store recently was commenced which may facilitate redevelopment of 1390 W. Main Street, Whitewater for future use as a restaurant or other commercial uses.

2. DLK’s longstanding use of the License over a period of many years and DLK’s efforts to arrange for use and redevelopment of the subject property for the benefit of City residents are a sufficient basis for, and strongly support, a finding by the City’s Alcohol Licensing Committee (the “ALC”) that due to the unusual circumstances existing in this case, it is appropriate that DLK be granted the License for the period of July 1, 2024 through June 30, 2025. Renewal of the License as provided herein also is expected to foster future economic development in the City by enhancing redevelopment opportunities on a prime commercial site in the City.

3. DLK shall pay all required license fees and other charges associated with the holding of the License. Michael S. Kachel shall be the designated agent for both the License.

4. The License shall be renewed for the period from July 1, 2024 through June 30, 2025. The license use requirements set forth in Whitewater Municipal Code Section 5.20.032.B shall be waived by the City during the license period beginning July 1, 2024 and ending June 30, 2025.

5. DLK shall take necessary and appropriate steps towards the establishment of a business to be operated on the premises at 1390 W. Main Street, Whitewater, subject to compliance with all City development requirements and City codes. If operation of a business at said location is not accomplished prior to June 30, 2025, the License shall expire and, unless a further agreement to renew the License beyond June 30, 2025 is entered into between DLK and the City, DLK agrees to surrender the License to the City without the need for further legal or regulatory action. Upon surrender of the License as provided herein, it is acknowledged that this Agreement shall terminate including Section 4 above providing for waiver of the requirement of municipal code section 5.20.032B on an ongoing basis for this License.

6. The parties agree to cooperate fully and execute any and all supplementary documents and to take all additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

7. Each of the parties and counsel for each of the parties have reviewed this Agreement and have participated in its drafting and, accordingly, no party shall attempt to invoke any rule of construction to the effect that ambiguities, if any, are to be resolved against the drafting party.

8. This Agreement shall not be altered, amended or modified by oral representation made before or after its execution. All alterations, amendments, modifications or changes of any kind must be in writing, executed by both parties.

9. This Agreement contains the entire understanding and agreement between the parties with respect to the matters referenced herein. No other representations, covenants, undertakings or prior or contemporaneous agreements (whether oral or written) respecting such matters, which are not specifically incorporated herein, shall be deemed in any way to exist or bind any of the parties hereto.

10. Waiver of any term or condition of this Agreement by either party shall only be effective if in writing and shall not be construed as a waiver of any subsequent breach or failure of the same term or condition, or a waiver of any other term or condition of this Agreement. The failure of a party to object to one or more breaches or violations of this Agreement shall not constitute a waiver or limitation upon the right of such party to object to any other breach or violation of this Agreement.

11. The parties understand, acknowledge and agree that the terms and conditions of this Agreement have been accepted and agreed upon in settlement of disputed issues and concerns. This settlement and the consideration exchanged by each party shall not be construed as an admission of liability or an acknowledgement of improper conduct by either party and all such liability is expressly denied.

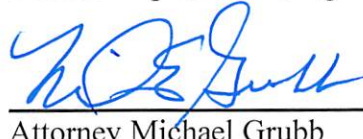
12. Each party represents that, by its duly authorized representative, said party has read this Agreement and knows the contents hereof and that said representative signs this Agreement freely, voluntarily and without coercion of any kind.

13. The ALC shall recommend renewal of the License to the City's Common Council, subject to the terms and conditions of this Agreement. This Agreement is subject to approval by the City's Common Council.

IN WITNESS WHEREOF, each party, by its duly authorized representative, has executed this Agreement to become effective as of the date set forth above.

 6.27.24

Michael S. Kachel Date
DLK Enterprises Inc., Agent

 6/27/24

Attorney Michael Grubb Date
Attorney for DLK Enterprises Inc
State Bar No. 1005641

Attorney Jonathan K. McDonell Date
City Attorney for the City of Whitewater
State Bar No. 1103196

THE ABOVE AGREEMENT HAS BEEN REVIEWED BY THE ALCOHOL LICNESING COMMITTEE AND THE ALCOHOL LICENSING COMMITTEE RECOMMENDS COMMON COUNCIL APPROVAL OF THE ABOVE AGREEMENT.

CITY OF WHITEWATER ALCOHOL LICENSING COMMITTEE

By: _____
Chairman Date

THE ABOVE AGREEMENT HAS BEEN REVIEWED BY THE COMMON COUNCIL OF THE CITY OF WHITEWATER AND IS ADOPTED AS THE ACTION OF THE COMMON COUNCIL.

CITY OF WHITEWATER COMMON COUNCIL

By: _____
 Council President Date

By: _____
 City Clerk Date



Council Agenda Item

Meeting Date: July 16, 2024

Agenda Item: WE Energies Easement

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

BACKGROUND

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

WE Energies needs to extend electricity within the Southwest Water Tower property to provide service for Verizon and Netwurx. They are requesting a 12-foot-wide easement from the City as depicted in the attached easement.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The Council has approved agreements with both Verizon and Netwurx for antennae installation on the water tower.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff recommends a motion to approve the WE Energies easement at the Southwest Water Tower site.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Easement

**DISTRIBUTION EASEMENT
UNDERGROUND**

Document Number

WR NO. **4987357** IO NO. **5454**

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

The easement area is described as strips of land twelve (12) feet in width of Grantor's premises described as **Lot 1 of Certified Survey Map 2772**, recorded in the office of the Register of Deeds for Walworth County on November 21, 1996, **Volume 14, Pages 165-166**, as **Document No. 343440**. Said lands are further described in that certain **Parcel Combination Affidavit**, recorded in said office on March 13, 2023, as **Document No. 1076086**, being a part of the **Northeast 1/4 of Section 7, Township 4 North, Range 15 East**, City of Whitewater, County of Walworth, State of Wisconsin.

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

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

A277200001
(Parcel Identification Number)

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

Grantor:

CITY OF WHITEWATER

By _____

JOHN WEIDL / CITY MANAGER

By _____

HEATHER BOEHM / CITY CLERK

Personally came before me in _____ County, Wisconsin on _____, 2024,
the above named JOHN WEIDL, the CITY MANAGER and HEATHER BOEHM, the CITY CLERK of the CITY OF
WHITEWATER, on behalf of the municipal corporation, by its authority.

Notary Public Signature, State of Wisconsin

Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires _____

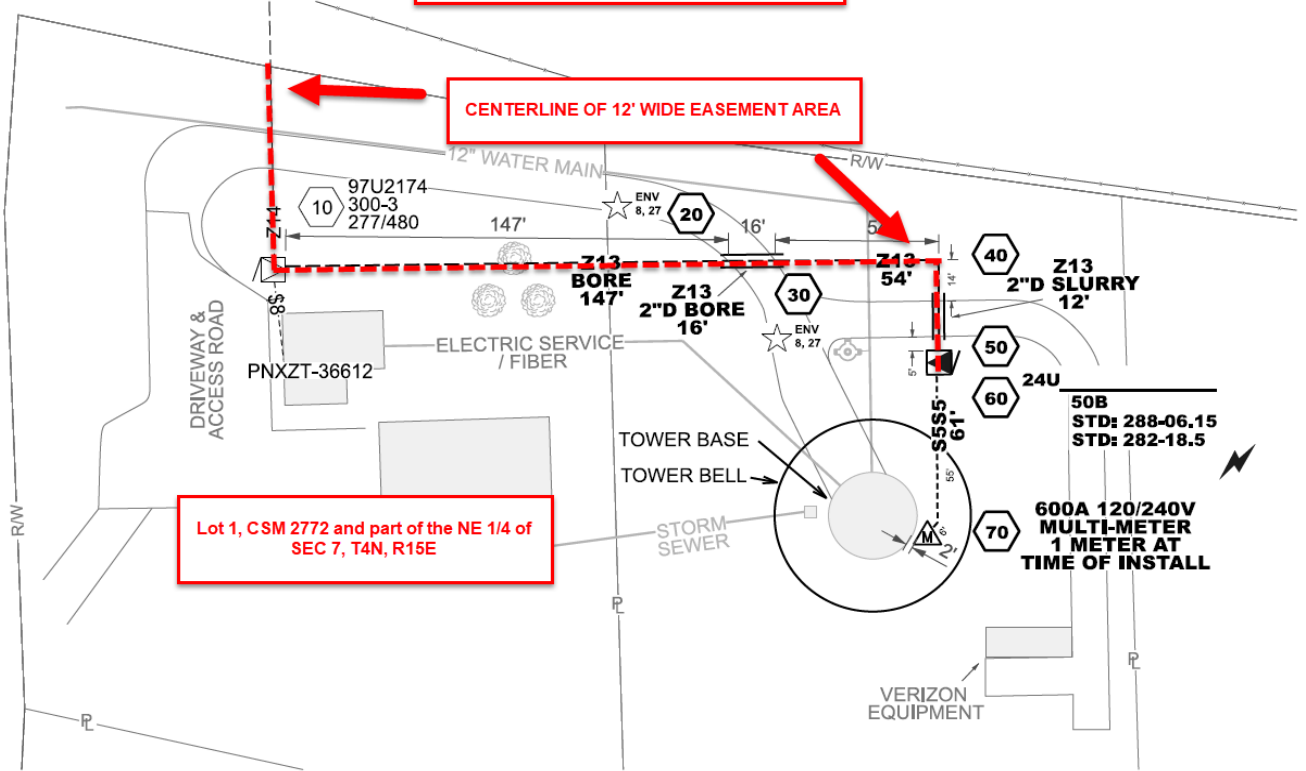
This instrument was drafted by Kyle Koski on behalf of Wisconsin Electric Power Company, PO Box 2046, Milwaukee, Wisconsin 53201-2046.



TEMPORARY EXHIBIT A

CENTERLINE OF 12' WIDE EASEMENT AREA

Lot 1, CSM 2772 and part of the NE 1/4 of SEC 7, T4N, R15E





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: July 10, 2024
Re: Budget Goal for 2024-2025

I have attached the budget goals for the years 2024-2025, as submitted by all city departments. These documents provide detailed insights into our budget goals set forth by each department.

Please review the attached documents at your earliest convenience. Should you require any additional information or if there are any specific details you wish to discuss, please feel free to reach out to me directly.


Thank you for your attention to these materials. I look forward to any feedback or questions you might have regarding the budget goals.

Best-

A handwritten signature in black ink, appearing to read "John S. Weidl".

John S. Weidl, City Manager

JSW/RLM

		<h2>City Manager Annual Review</h2>			
Owner:	City Manager	Approving Position:	Common Council	Pages:	2
Issue Date:	12/17/2020	Revision Date:	8/01/2023	Review Date:	08/01/2024
Special Instructions:	This policy will be reviewed annually prior to conducting a review of the City Manager				

I. Policy

The common council of the City of Whitewater will conduct a formal evaluation of the city manager on an annual basis. The evaluation will consist of two parts: (1) a written evaluation and (2) a formal review session conducted at a regularly scheduled meeting, in closed session, with the city manager in attendance.

At a July common council meeting, council will conduct an informal review of goals related to City Manager performance, strategic plan initiatives and management plan objectives.

All meetings of the common council as part of the evaluation will meet legal requirements of the State of Wisconsin’s Open Meeting Law (Wisconsin Statute sections 19.83, 19.84 and 19.85).

II. Guidelines

The formal evaluation provides both the city manager and the common council an opportunity for a comprehensive discussion of the city manager’s performance in the previous year and the goals for the next year. The evaluation process will adhere to the following guidelines:

1. Performance review is an ongoing process. However, the evaluation will focus primarily on city manager performance for the previous calendar year.
2. The evaluation process will provide an outlet for feedback from common council members, department directors, and city manager direct reports. Subject to Wisconsin public record laws, anonymity will be maintained for all those providing feedback.
3. City manager demonstration of Practices for Effective Local Government Leadership as provided by the International City/County Management Association (ICMA) will be considered as part of the evaluation process.
4. The evaluation process will include an assessment of city manager performance related to city manager goals for the prior year. The process will also include the establishment of clear goals and expectations for the city manager in the coming year.

III. Procedures

1. No later than November 1, the HR manager, or his or her designee, will provide common council members with a draft of the proposed evaluation tool, which should include a survey component/questionnaire for distribution to all participating employees and officials.
2. Second regular meeting of November: The common council will provide feedback to the HR manager or designee on the evaluation tool, along with any corrections or suggested additions.
3. No later than December 1, the HR manager or designee will distribute the evaluation tool to all common council members, department directors, and direct reports of the city manager for review and completion. Included with the evaluation tool will be a memo from the city manager reporting on the status of any goals, established in the previous year. In addition to the memo, the city manager will provide the common council with a completed self-evaluation form.
4. No later than December 21, all evaluation participants, including common council members, will return their completed evaluation to the HR manager or designee responsible for the original distribution of the evaluation. Responses will then be compiled into a brief report for distribution to the common council and city manager. The HR manager or designee will distribute a sealed hard copy of the report to common council members at least 72 hours prior to the second regular common council meeting in January.
5. Second regular meeting in January: Having received the summary report at least 72 hours in advance of the meeting, the common council will meet in closed session with the city attorney and or HR manager to discuss the evaluation results.
6. At the first regular meeting in February, the common council will meet with the city manager in closed session to discuss the evaluation results as provided in the summary report. At this meeting, the common council will also discuss city manager performance related to existing goals and establish new goals for the city manager in the coming year.
7. Contract Amendment – Should the common council and the city manager wish to amend the City Manager Employment Agreement as a result of the performance evaluation process, those mutually agreed upon amendments will be directed to the city attorney for drafting.

IV. Performance

This City Manager Annual Review Policy is adopted to be a tool to assist the Common Council in evaluating the City Manager's performance and is not intended to create any new contractual or legal obligation by the Common Council to perform the actions set forth herein:

1. This policy can be changed at any time by the Common Council and compliance with this policy by the Common Council is optional. Failure by the Common Council to comply with the terms and deadlines set forth herein shall be considered a valid and appropriate decision by the Common Council to not comply with the terms or obligations.



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

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

To: John, Weidl, City Manager
From: Kelly Freeman, Fire/EMS Chief
Date: July 10, 2024
Re: 24/25 Department Goals Update

- **Community Safety:** Enhancing overall community safety through prevention, education, and emergency response.
 - **Ongoing-** The importance of education and assistance during fire inspections and Pub Ed events will help the citizens better understand fire safety and the importance of code enforcement. This will lead to a more positive working relationship between the fire department and community.

- **Training and Development:** Ensuring that personnel receive ongoing training to stay current with the latest firefighting and emergency medical techniques, technologies, and standards.
 - **Ongoing-** Training is and always will be an ongoing practice of the fire service and the department. We are looking to build a state-of-the-art training facility not only to aid in the training of staff, but as a tool to attract and retain employees. Since July of 2023, our service has been providing Paramedic level service to our response area. We currently have 5 Paramedics on staff, with another 2 in their final days of class that will be operating as Paramedics by late summer.

- **Emergency Response Time:** Continuously working to improve response times to emergencies and optimizing the efficiency of emergency services. One strategy of decreasing response times is the construction of new bunkrooms off of the apparatus floor which we hope to have completed mid-summer of 2024.
 - **Ongoing-** Turnout times have plateaued. The bunkroom project is currently on hold until bidding reopens the fall of 2024.

- **Equipment Maintenance and Upgrades:** Regularly maintaining our current fleet of equipment to ensure it meets the latest safety and performance standards. Along with regular maintenance, we look forward to getting our new Engine and Ambulance in service mid to late summer of 2024 and our new tower ladder spring of 2025.
 - **Ongoing-** Equipment is scheduled annually for inspections, preventive maintenance and pump testing. Weekly our maintenance crew makes repairs as needed and anything beyond their scope of practice gets scheduled with a local dealer or repair shop as needed. The 1st due replacement Engine should be delivered September of this year. The new Ambulance is expected

to be delivered February of 2025, and the new Tower Ladder should be delivered September of 2025.

- **Community Outreach and Education:** Engaging with the community through educational programs, fundraising events such as the pancake breakfast, and to promote fire safety and emergency preparedness.
 - **Ongoing-** For now, staff has agreed to host the Pancake Breakfast on September 8th, 2024. AC Dion and Fire Inspector/Lt Jacob Maas created educational videos regarding Chimney safety, the importance of smoke detectors, wildland fires, and fire extinguishers. Staff will attend Pub Ed events at the local schools during Fire Prevention Week in October.
- **Collaboration with Other Agencies:** Strengthening collaboration with other emergency service providers through the MABAS system and attending county meetings and trainings. Working closely with City and County law enforcement agencies, along with local government agencies to enhance overall emergency response capabilities.
 - **Ongoing-** Chief Freeman and AC Dion attend bi-monthly MABAS meetings in all 3 counties that we provide service in for our response area.
- **Budget Management:** Efficiently managing budgets to ensure the department has the necessary resources for operations, equipment, and personnel.
 - **Ongoing-** This continues to be a moving target. Staying competitive with wages and paid time off will be the department's biggest challenge in retaining employees.
- **Technology Integration:** Adopting new technologies such as the Walworth County Radio Project, that will enhance emergency communication, while continuing to use our new data management system to provide the most accurate analytics and department metrics.
 - **Ongoing-** Walworth Co radio project should be going live later this year. We continue to provide accurate department metrics due to implementing our RMS in 2023.



To: John Weidl, City Manager
From: Sara Marquardt, HR Manager
Subject: 2024-2025 HR Department Budget Goals
Date: May 23, 2024

Listed below is the progress to date on the 2024-2025 HR Department Budget Goals.

- **HR will track and report on the following Core Services:**

- Classification & Compensation
 - Open Reclassification Requests
 - Completed Reclassification Requests
- Employee Benefits
 - FMLA Requests (YTD)
 - FMLA Denial Reasons
 - Workers Compensation (YTD)
- Employee & Labor Relations
 - Grievances (YTD)
 - Open Grievances
 - Closed Grievances
- Recruitment & Selection
 - New Hires
 - Transfers
 - Promotions
 - Separations
 - Active Recruitments
 - Recruitment Misses
 - Job Offer Declines
- Flexible Work Arrangements
 - Summary Information
- Employee Handbook Modifications (Future)
- **Ongoing Forever** – At the January 16, 2024 meeting, the City Council received the inaugural Core Services Report and requested an annual update. Additionally, HR has incorporated the annual turnover rate into the tracking metrics, setting a preliminary goal of keeping it under 20%.
- **Implement a performance evaluation process** for evaluation of 2023 performance with adjustments for future evaluations.
- **Ongoing** – To date, the HR department has surveyed other communities requesting copies of their performance evaluation processes, provided example evaluations to department directors and the emerging leader team for comment and has a draft in development for consideration.
- **Draft, review and implement an Employee Manual** that is relevant and consumer-friendly with the additional goal of online access.

- **Ongoing** – After months of meetings, revisions, and focused reviews, the draft Employee Handbook has just completed a two-week employee comment period. The comments are being compiled and will be considered for inclusion. Additionally, the entire handbook is currently with the City Attorney for legal review. Once the review is complete, the handbook and related policies will be submitted to the Finance Committee and City Council.

- **Develop and implement a Staff Appreciation and Recognition Program** that is efficient and meaningful.
 - **Ongoing** – The Employee Handbook includes a new Staff Recognition Policy, developed based on employee feedback and suggestions from the City Manager. Additionally, the HR Department is committed to organizing open house opportunities for employees to learn about other departments, hosting large staff events like the Employee Picnic and Wellness Event, and arranging smaller appreciation events such as National Cheese Day, where employees can enjoy cheese and be reminded that it's "grate" to have them.
 - Open Houses for 2024 – Aquatic & Fitness Center (March 6) and Police Department (tentative for July) Large Events – Wellness Event (May 22), Employee Picnic (June 19) and Employee of the Year (December)
Smaller Appreciations – Pizza Day (February 8), National Cheese Day (June 4) and TBD (September and December)
 - The HR Department will continue to utilize focus groups and employee surveys to gauge employee meaningfulness.

- In conjunction with the Finance Department, **develop and implement a strategic Compensation Plan** that is competitive and cost-effective.
 - **Ongoing** – The salary study has been completed and approved (mostly) by the City Council. The Finance Department deserves the bulk of credit for the study and presentation of results. HR is assisting with the compilation of example compensation plans and strategies.

- **Develop and implement a City-wide Onboarding process**, utilizing ONBOARD, online tools and employee mentoring.
 - **Ongoing** – HR met with a Neogov representative on April 17 to discuss our use of both Onboard and Perform. They covered available resources and training opportunities. Further progress on this goal is anticipated following the approval of the Employee Handbook and the finalization of the performance evaluation process.



Office of Public Works
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To: John Weidl, City Manager
From: Brad Marquardt- Director of DPW
Date: July 2024
Re: - 24/25 Budget Goals

2024 STORMWATER DEPARTMENT GOALS

- **Storm Sewer Maintenance Tracking** –
 - Working with GIS staff, develop protocols to determine and track maintenance requirements on storm sewer-related devices, including items such as detention pond maintenance, inlet cleaning, inlet reconstruction, and outfall inspections.
 - **Not Completed** – This will be a Q3 start.
- **Communicate with Private Post-Storm Water Management Device** property owners on the need to clean and maintain their devices to follow City and DNR requirements.
 - **Ongoing** – Inspections were completed and letters sent to owners last year. Follow up inspections will be completed in June/July and follow up communication will go out.

2024 STREET DEPARTMENT GOALS

- **Better communication with property owners affected by street reconstruction projects by informing** them by letter of the upcoming project and obtaining emails to send out weekly or biweekly construction updates. Also provide general public with updates via social media.
 - **Ongoing** – Letters were sent to residents along Fremont Street before the project began informing them of the project, what to expect and to provide an email address if they wanted updates. Only a few emails were received. Updates will be provided to residents when a new operation is commenced, such as moving from sanitary sewer work to water main work. Letters will be sent to residents of the other projects closer to their respective start dates.

- **Work with potential developers by providing quick** and accurate information and help them walk through the process of city paperwork that may need to be filled out.
 - **Ongoing** – Worked with developers for Meadowview Court in providing as-builts and incorporating curb & gutter and sidewalk replacement and an asphalt overlay into the 2024 Street Maintenance program. Will be working with new developer for the remainder of the Park Crest Subdivision.
- **Develop 5 Year Street Maintenance Plan** – Determine streets, with associated costs, for the next five years for improvements. Projects to include reconstruction, asphalt overlay, seal coating and crack filling.
 - **Not Completed** – This will be a Q3 project.
- **Develop Sidewalk Replacement Program** – Develop a systematic approach to identify defective sidewalk throughout the City and develop a plan to replace a desired amount each year.
 - **Ongoing** – Looked into sidewalk utility. League attorney said transportation utility is being challenged in court and may want to wait. Plan is to take it bac to Public Works Committee for review.
- **Equipment Replacement Fund** – Continue to define a schedule to replace vehicles and equipment in the street department to provide employees with better and up to date equipment. Some vehicles in use are over 30 years old.
 - **Ongoing** – This is an ongoing project throughout the year to develop and update plan for upcoming budgets.
- **Construction of Ann Street, Fremont Street and Forests Street** – Coordinate with Strand Associates in oversight of the reconstruction of Ann Street from Trippe Street to Fremont Street, Fremont Street from Ann Street to Whitewater Street, Fremont Street from Starin Road to Whitewater Creek, Forest Street from Church Street to 4th Street.
 - **Ongoing** – Fremont St currently under construction. Preconstruction meetings planned for week of June 10 for Ann/Fremont and week of June 17 for Forest.
- **Biennial Street Projects** - Together with Superintendents and Strand, develop construction plans for street reconstruction projects in 2026.
 - **Not Completed** – This will be a Q3 start date.

2024 WASTEWATER DEPARTMENT GOALS

- **For phosphorus compliance, the utility continues to work towards the final end goal of 0.075 mg/l.** Currently, the utility is reaching compliance via the Multi Discharger Variance. However, this variance is scheduled to end in 2027 (it may get extended pending EPA approval). Compliance options after the termination of the MDV program vary and will continue to be evaluated. The utility will continue

to work towards evaluating nutrient trading and construction options. Regardless of the chosen compliance option, there will be increased costs to reach the permitted phosphorus limits.

- **Ongoing** – Staff continue to talk to DRN and attend classes to learn and stay up to date on the MDV. We continue to look at process tweaks to the system.
- **Improve upon our “in-house” training program by targeting needed programs as suggested by staff and by empowering staff to lead trainings in their area of interest and knowledge.** With the addition of many new staff members at the Wastewater Utility it is crucial to develop a knowledge base within staff members that provides sound succession planning as well as efficient operation of the utility.
 - **Ongoing** – Scheduled in-house trainings have taken place and will continue.
- **Utility staff will be addressing items noted on past smoke testing reports in a prioritized fashion.** There is work to be done on both public and private infrastructure.
 - **Not Completed** – Task not started as of yet.
- **In recent years staff has worked hard at updating the information in the GIS system.** The goal is to continue updating by providing maintenance records and updated locations when sewers are reconstructed.
 - **Ongoing** – Staff is working with Laura on inputting new data and cleaning up the wastewater layers within the GIS system.
- **As an ongoing need, we will continue to plan for and verify that we can access all off-road sanitary structures in the event of emergencies.** Interceptor sewer mains will be the first lines targeted.
 - **Not Completed** – Q3
- **Continue to evaluate bio-solids handling processes and long-term planning as it relates to increased biosolids regulations and land application availability.** The utility is currently working with an engineering firm to develop a long-term plan.
 - **Completed** – Biosolids study has been completed. Based on alternatives investigated, staff has determined it best to maintain the existing anaerobic digesters centrifuge. If DNR regulations for biosolids change, the alternatives in the study will be reevaluated.

2024 WATER DEPARTMENT GOALS

- **Continue in-house residential meter replacement program** and cross-connection inspections. Review ways for better communication with customers on scheduling appointments.

- **Ongoing** – By the end of May there will only be approximately 80 of the 355 goal replacements left to do. Staff updated the Share Calendar for easier use and there is additional follow-up after an appointment is scheduled.
- **Continue with an outside firm to do our non-residential cross-connection** program. Provide better communication to businesses on the reason for these inspections.
 - **Ongoing** – HydroCorp is the City’s outside firm providing these inspections. This is their 3rd year which means they are mainly doing inspections on non-residential properties from the first year. There has been improved communication between HydroCorp/City and the property owners as to the need for these inspections and what is being looked for during the inspections.
- **Complete both private and public side water lateral material identification per DNR/EPA mandate and enter information into the EPA website by October, 2024.**
 - **Ongoing** – Staff has collected all required information and has completed the required spreadsheet. The spreadsheet is being sent to the DNR for an initial review. Any comments will be incorporated for final submission. One ongoing question with EPA is who is responsible and to what extent for water laterals within a mobile home park.
- **Create program and timeline to replace private and public lead laterals.** Communicate with council members and affected property owners the health implications of lead laterals.
 - **Not Complete** – Once DNR approves the submitted spreadsheet, staff will need to send information (brochure) to properties who have a lead lateral with suggestions of how to mitigate lead exposure.
- **Investigate turning the bulk water fill station** from manual operation and billing to an automatic system to make it more efficient for the companies who use it.
 - **Not Complete** – This project will be looked at with the Well 7 modification project later this year.
- **Monitor and review new water test standards and** containment levels (like PFAS) from the EPA .
 - **Ongoing** – New standards are being discussed for PFA’s. The City’s last test for these forever chemicals provided a Non-Detect.

To: John Weidl, City Manager
From: Taylor Zeinert, Director of Economic Development
Date: July 10, 2024
Re: 24/25 Budget Goal for the Office of ED

- **Enhance Housing Development Strategies:**
 - **In progress-** Support the city's effort to develop detached and other family-style housing, aiming for 20 units annually over the next five years.
 - The Office of Economic Development worked with US Shelter to facilitate the project on Meadowview court. Additionally, the office has worked with Slater regarding apartments on the Kowalski property and Neumann on the remainder of Park crest development.
 - **Not Complete-** Implement this through proactive initiatives and policies like development incentives and through programs like marketing sites to developers and supporting innovative land deals.
 - The Office has not made this a priority in Q1 and Q2. However, will make this a priority in Q3 and Q4.

- **Business Attraction and Growth:**
 - **In progress-** Attract new businesses to Whitewater, utilizing a revised and expanded business recruitment and expansion platform and enhancing the City/CDAs participation with the Innovation Center.
 - The office has completed 15 BRE visits in Q1.
 - **Complete-** Employ strategies such as marketing, attending and hosting development summits, and building relationships with site selectors and brokers.
 - The office held a Housing Roundtable event that had 67 attendees. These attendees ranged from realtors, landowners, developers and elected officials.
 - **Complete-** Facilitate outreach and events for entrepreneurs and startups. The office completed the Whitewater WindUp. This business plan competition helps current and new businesses in our area.

- **Downtown Revitalization:**
 - **In progress-** Address downtown vacancies and facilitate rehabilitation of blighted commercial properties.

- Have distributed a façade grant through the revolving loan fund. Staff is working on re-camping the program to make it more accessible to downtown business owners.
 - **In progress-** Revise the loan programs to include lower interest rates, grant option, and other modernizations to spur investment.
 - A draft is currently being reviewed by the City Manager. The proposed version is slated to go to the CDA in June meeting.
 - **Not Completed-** Promote the use of existing resources for business and residential revitalization.
 - The Office has not made this a priority in Q1. We will make this a priority in Q3.
- **Collaborative Community Development:**
 - **In progress-** Work together as CDA and staff to foster community growth in business sectors (new, existing, startups) and the residential base (family-style homes and multifamily units).
 - With the completion of the Whitewater Windup, the construction of Aldi, Starbucks, and Meadowview apartments the momentum in Whitewater is changing. I truly believe that we are pivoting ourselves to change the landscape of Whitewater in the coming years.
 - **In progress** Apply a team-oriented approach in committee discussions to enhance collective decision-making, emphasizing the value of diverse viewpoints and collaborative problem-solving.
 - Diversity is a top priority of this office. Making sure that we have resources for all to be successful both from an entrepreneur standpoint and from a resident stand point is crucial.
 - **In progress-** Align actions and decisions with community interests and the strategic plan, prioritizing public benefit over personal interests of individual committee members.

MEMORANDUM

To: John Weidl, City Manager
Rachelle Blitch, Director of Finance and Administrative Services
From: Tim Neubeck
Date: May 15, 2024
Re: 2024 - 2025 Budget Goals

- **Replacement of four server hosts (Hosts Virtual Servers) – 2024**
 - **Ongoing** - The project had to be rescoped due to new CJIS requirements for the Police Department requiring their own device and the changing needs of Wastewater and Water. This will be completed before the end of the year.
- **Conduct an external Penetration test with a 3rd Party – 2024**
 - **Not Completed** – This has not been started yet.
- **Rollout of Multifactor Authentication for both email & network access – 2024**
 - **Ongoing** - This project is in limbo as we are trying to discover best practice for MFA in shared vehicles with shared devices such as in Police and Fire vehicles. Other communities have not done this yet, but not doing so only kicks the can down the road. Staff is coordinating with Digicorp on a plan.
- **Creation of a hardware replacement policy – 2024**
 - **Ongoing** - Rough draft complete.
- **Overhaul firewall rules – 2023/2024**
 - **Ongoing** - In the beginning of this project, we were over 540 rules, and now we are under 130. This will continue as we improve the various networks within the City and consolidate VLANs. As this is a continuous improvement project, work will continue until staff is satisfied rather than hitting a hard number.
- **Replace the Aquatic Center's network switch & add more surveillance cameras – 2024**
 - **Ongoing** - The new network switch was installed in April, 2024. This switch replaced 2 other switches which have been redeployed – the non-POE switch is used within the IT office to expand to 4 workstations, and the POE switch is now a hot spare in the event a switch goes down or a temporary switch is needed (i.e. Spring Splash). We are waiting to hear from the Aquatic Center on where and how many new cameras are needed.
- **Hire an IT Support Technician – 2024**

- **Completed** – Employee hired 3/4/24.
- **Create an Incident Response Management Plan – 2024**
 - **Not Completed** – This formal plan has not been started yet.
- **Replace 1/3 of the City's PCs – 2024/2025**
 - **Ongoing** - So far over 15 new devices have been deployed primarily in the Police and Water Departments where staff identified the oldest and least efficient devices to be. The Fire Department has devices that were ordered and are awaiting delivery.
- **Migrate the City to O365 – 2025**
 - **Not Completed** – This is dependent on the new server project.
- **Replace the City's VoIP System – 2025**
 - **Not Completed** – This is dependent on the new server project.
- **Optimize City Hall's wifi – 2025**
 - **Ongoing** – New access points have been installed in the Council Chambers, in the Fire Department briefing room, and the Cravath Conference room. Another is in process of being installed within the Police Department. Staff will then evaluate coverage.



Irvin L. Young Memorial Library

MEMORANDUM

To: John Weidl, City Manager
From: Diane Jaroch Library Director
Date: May 28, 2024
Re: 2024/25 Budget Goals

- **Library will begin the expansion and renovation process** for the existing library building. **Completed**
- **The library administrative staff will contribute to the City's monthly newsletter** and send out event information content on new materials in the collection and monthly updates on the capital campaign and building project. **Completed**
- **The director, assistant director, youth educational services librarian and programming and makerspace librarian** will use 2018, 2019, 2022, and 2023 data and budgets to analyze changing usage trends across non-pandemic years for both physical materials and event attendance. This information will be used to prioritize material expenditures and event types.
 - **Ongoing**- We are still working on analyzing the data from all four years.
- **The programming and makerspace librarian will record three programs** each year in collaboration with the city staff for broadcast on the city's TV station to make programs available to community members who cannot attend in person.
 - **Completed**- We did an instructional video in 2023 on how to get a library card.
 - **Ongoing**- We will be making a video with the media department's assistance for patrons on how to navigate the new entrance to the library during construction.
 - **Not completed**-The library will host a welcome back celebration week when the library reopens after being closed for Phase 1 of the construction project.
 - **Ongoing**-The library director and the programming and makerspace librarian will schedule a meeting with the executive director of the Whitewater Area Chamber of Commerce to discuss ways the library can provide aid and information to local small business owners.
 - **Not completed**- We plan to have a Chamber Nights event and provide the Chamber with a tour of the new space once it has been completed.
 - **Not completed** - Once the library building project has been completed the director/board of trustees will update the Meeting Room Policy to allow small businesses to utilize the meeting rooms for a small fee.
 - **Not completed**-While the library is closed to the public for the first phase of the library building project (four weeks), professional staff will be providing

multiple training sessions for all staff in order to advance their skills in a multitude of areas.

- **Not completed**-The library director will keep the public updated on the building project as new information becomes available as we move through the different phases of construction. This will be done through the use of our website, social media outlets, and printed flyers within the library.

MEMORANDUM

To: John Weidl, City Manager
From: Becky Magestro, Chief of Staff
Date: July 10, 2024
Re: 2024 Budget Goals

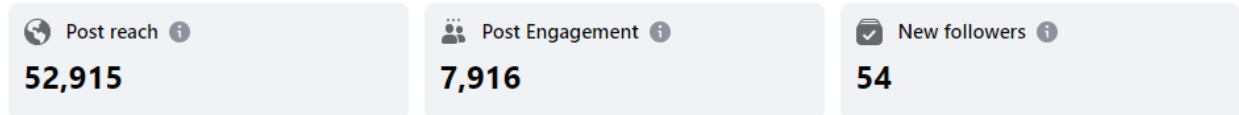
- **Ongoing-** Facebook Analytics- July 20204

Page Overview

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- **Continue to invest time and resources into the creation of content for our social media platforms-** Facebook and Instagram. By doing so the department is looking to strengthen the following of each platform by 50% by 2026. Over the past 4 months, we have seen a 36% increase in our following.
 - **Ongoing-** Adding 3 posts or more daily to Facebook and Instagram. Working on completing level 2 on Facebook to hopefully increase our followers.
- **Continue to invest time and resources into the creation of content for our PEG TV Station.** The Media Services Department relaunched the TV Station in August of 2023. The Media Services would like to expand the content shown on this platform.
 - **Ongoing-** Community Involvement and Cable TV commission is starting up on May 22, 2024. Hoping to get information from the community what they would want to see in regards to content.
- **Create videos highlighting local businesses and activities in the city.** These videos will become content that will be featured on our social media platforms and the PEG TV Station.
 - **Ongoing-** We have completed one. Looking for input from Economic Development on which business to showcase.
- **Work with other departments to create 'how-to' videos** specific to each department in case of absences/new staffing.
 - **Ongoing-** We have completed 3 videos- TIF, how to apply for a job with the City of Whitewater, and How to get access to the Library during construction. We are still continuing to make more videos.

- **Continue to gradually update equipment to non-obsolete gear.**
 - **Ongoing-** We have purchased new projectors, new microphone to help move forward with this goal.
 - **Completed-** White Building is completely emptied of all media services gear.
 - **Ongoing-** We are starting to inventory our equipment.

- **By 2026 the Media Services staff will be fully housed at the municipal building, and will no longer be utilizing the space at the White Memorial Building**
 - **Completed-** The white building is completely cleanout. All electronic and other gear has been cleaned out of there.

MEMORANDUM

To: John Weidl, City Manager
From: Kevin Boehm, Director of Parks
Date: May 20, 2024
Re: 2024/2025 Parks Department Budget Goals

Parks Department

- **Develop Lakes District to create a comprehensive approach integrating environmental conservation and enhancing the health of Trippe and Cravath Lakes.**
 - **Ongoing**- UW Extension is meeting with the Lake Advisory Committee to host workshops on Lake District creation. 6 months – 2 years to complete
- **Develop a Lake Advisory Committee to direct the efforts of the Lakes District** and ensure the preservation and enhancement of Trippe and Cravath Lakes are effectively managed.
 - **Completed**- First meeting held in January of 2024
 - **Completed**- Developed section of website that shares information about the lakes with the community.
 - **Ongoing**- Bids have been accepted and are going for committee and council approval on cattail removal and dredging. End of 2024.
- **Update the Lakes Management Plan to consider current conditions, advances in knowledge and evolving community needs to ensure a long-term health and sustainability plan of Trippe and Cravath Lakes.**
 - **Ongoing**- Contracted with SEWRPC for phase 1 of creating Comprehensive Lakes Management Plan. 2 years to complete
- **Secure additional grant funding, including the DNR Lakes Protection Grant** and other relevant programs, to support ongoing efforts in revitalizing the lakes' fishing habitat and aquatic vegetation, thereby promoting the sustainability and ecological health of Trippe and Cravath Lakes.
 - **Ongoing**- Many grant opportunities require the Lakes Management Plan to be completed before being able to apply. Staff will apply for grant funding to assist in future stages of creation of the plan with SEWRPC's assistance. 2 years to complete. Staff will continue looking for opportunities that we may meet the requirements for in the meantime.
- **Strengthen partnerships and enhance communication with community groups**, non-profit organizations, and others to support the promotion of the city and local businesses, ultimately fostering economic growth and a stronger sense of community.
 - **Ongoing**- Working with Tourism Council and Chamber of Commerce to promote events and the City as a whole. Continuous

- **Ongoing**- Working with UWW, 4H Special Olympics and other community groups to host and enhance events within Whitewater. Continuous
- **Enhance communication and diversify the offerings** of the Parks Department to better serve the needs and interests of a diverse range of cultures and demographics within our community to create a more inclusive, welcoming, and responsive Parks Department that serves to foster a stronger sense of belonging for all residents.
 - **Ongoing**- Staff will receive training for new translation software in May of 2024.
 - **Ongoing**- New recreation software will have the ability to translate registration pages to numerous different languages.
 - **Ongoing**- Recreation department working with Downtown Association to develop Christmas at Cravath, a walkthrough Christmas light display. November 2024
 - **Not Completed**- Complete surveys to all of our population to determine recreational needs and desires from all cultural groups. Inclusion and affordability need to be a priority. Now through Spring of 2025
- **Establish a comprehensive employee recognition** and retention program within the parks department to acknowledge the valuable contributions of staff, foster a positive work environment, and promote long-term employee satisfaction and retention.
 - **Ongoing**- HR has been doing a great job of addressing this issue. I have been meeting with different sections of staff to determine what would make them happy and have been bringing that back to HR for future development. Continuous (doesn't need to be a budget goal, it should just be a priority always)
- **Develop a comprehensive and forward-looking Parks and Recreation Strategic Plan** that establishes a robust framework for departmental planning and development, guiding the department's initiatives and projects through 2030 and beyond.
 - **Ongoing**- Scheduled to meet with SEWRPC and the UWW Sustainability Department in June. 1-2 years

WAFC

- **Continuously assess staffing levels, program offerings** and facility schedules to identify and implement cost-saving measures, ensuring that we reduce expenses without compromising the quality of services.
 - **Ongoing**- Restructured staffing levels to meet the state minimum requirements. Had to assess the budget and completely overhaul the entire staffing structure to afford to complete the necessary changes. Staffing continues to be a challenge to find reliable, trained staff that are available to work when needed. Continuous
- **Develop a comprehensive membership recruitment and retention strategy** that effectively engages a diverse audience, encompassing corporate stakeholders, students, healthcare providers, and other segments of our population, to enhance the organization's growth and sustainability.

- **Ongoing**- Hunter has had success with the monthly membership drives. Retention is a challenge. We have incorporated different pricing models, UWW Student Rates, and Corporate Pricing Programs
- ~~Develop a variety of programs that cater to the diverse needs, age groups, and skill levels of our community patrons, ensuring affordability, relevance to current trends, and efficient utilization of available resources.~~
- Evaluate and restructure party packages to enhance customer satisfaction, profitability, and market competitiveness.
 - **Completed**- Party Packages have exceeded the budgeted revenue by \$10,000 in the first quarter of 2024!
- ~~Utilize marketing plan to enhance communication effectiveness and maximize marketing impact, resulting in increased engagement, brand consistency, and customer-centric strategies.~~
- **Develop and revise a comprehensive 5-year Capital Improvements Plan** that addresses the facility needs of our organization and initiate a successful Capital Campaign to secure the necessary funding for implementation.
 - **Ongoing**- Plan is in place from Eric, I will be meeting with Dan to better understand the plan and make a factual realistic plan that will allow for the success of the facility into the future. Summer/Fall 2024
- **Enhance communication and diversify the offering of the Aquatic Center** to better serve the needs and interests of a diverse range of cultures and demographics within our community to create a more inclusive welcoming, and responsive facility that serves to foster a stronger sense of belonging for all residents.
 - **Ongoing**- Worked with Kristina to develop a marketing plan that offers excitement around the facility and develop incentive programs to join as well as activities for the community. Shifted Nicolle from the front desk to strictly managing our social media with daily substantial posts about the WAFC, programs and benefits.

Treyton's Field

- **Increase awareness of our organization's capability** to host baseball and softball tournaments while actively promoting outside tournaments on social media platforms, tournament-specific websites, and our own website.
 - **Not Completed**- Promotional video was created and was never published. Promotion of activities is lacking severely. Needs have been identified and I am working with Ethan to make the necessary changes immediately. June of 2024
- **Develop a consistent field turf maintenance plan** that not only streamlines maintenance efforts but also enhances the quality of playing surfaces, ensuring a better experience for athletes and reducing the risk of injury due to poor field conditions.
 - **Not Completed**- Streets Department performs maintenance of turf. Additional equipment needs to be sourced either for capital purchases or possible rental. Aerification of turf areas, better playing surfaces and new field maintenance equipment should be budgeted for. 2026 Budget
- **Strategically adjust team fees and concession pricing** to enhance revenue streams, ultimately covering increasing staffing and field maintenance costs while maintaining customer satisfaction and market competitiveness.

- **Ongoing**- I am working with Ethan to develop our break even #'s and utilizing sponsorship to offset any costs that will prevent us from lowering our prices and becoming the most affordable sports program offered in the community. Fall of 2024

Whitewater Police Department 2024 Strategic Goals

- 1) Utilize Propio to communicate and provide services to segment of the Whitewater population that doesn't speak English.**

Action Plan:

Whitewater is in the midst of a massive shift in demographics with many non-English speakers moving into the area. In order to meet this need, staff at all levels of the Whitewater Police Department organization will utilize Propio Language Services throughout 2024 to better communicate with individuals who do not speak English. Our clerical staff and dispatchers will use the system when within the police department or when communicating with individuals over the phone. Our patrol officers will primarily use the system while responding to calls for service to ensure the contact is completed as efficiently as possible, while getting all pertinent information effectively communicated to all parties. The administrative staff will utilize Propio when appropriate during community outreach events to foster inclusion and ensure the resources provided by WPD are accessible to all. The Whitewater Police Department's use of Propio is tracked. Quarterly, statistics will be run to determine how many times our staff has used Propio, the average call time for a session, as well as to determine what employees may need additional training or assistance in utilizing Propio.

Goal Impacted:

How will the City find ways to communicate without a newspaper? Increase understanding of how the community broadly consumes information and become more efficient in sharing information.

- 2) Use innovative communication techniques by using the PD Facebook page in increasingly creative ways.**

Action Plan:

Whitewater Police Department staff currently utilizes social media via Facebook. However, the information posted is relatively common in law enforcement utilizing written posts and photo attachments. In order to better serve the community, the WPD administration will begin posting video recorded press releases when appropriate and will post recorded WPD officer body cam footage (redacted as needed) showing examples of noteworthy officer interactions. Equipment including a video prompter and banner will be explored and purchased if feasible to assist in ensuring posting video recordings are professional. Staff will post a minimum of four video recorded press releases or WPD officer body cam recordings in 2024. WPD administrative staff will review this goal quarterly to determine if we are on track for the annual goal.

Goal Impacted:

How will the City find ways to communicate without a newspaper? Increase understanding of how the community broadly consumes information and become more efficient in sharing information.

3) Implement a Spanish fluency incentive for our sworn personnel.

Action Plan:

The Whitewater Police Department administration recognizes how critically important it is to employ and retain staff who can speak foreign languages. Given the current demographic shift occurring in Whitewater, the ability to speak Spanish is extremely desirable. To address this, the administration's goal is to establish a Spanish fluency incentive with both the Whitewater Professional Police Association (WPPA) and the Whitewater Professional Police Supervisory Association (WPPSA). The annual stipend will award \$500 to sworn staff who can prove they fluently speak and read Spanish. By July 1, 2024, WPD administrative staff will evaluate whether or not the incentive is incorporated through the bargaining processes, and if implemented, will analyze the impact to determine if extending such an incentive to non-sworn staff should be considered.

Goal Impacted:

How will the City improve and communicate recruitment and retention efforts with a focus on diversity? To identify metrics to improve retention and evaluate or establish recruitment measures.

4) Offer business checks by staff trained in crime prevention.

Action Plan:

In order to attract business to the City of Whitewater, business owners must first believe that the City is a safe place to run a business. To that end, in 2024, the Whitewater Police Department will develop a team of officers trained to complete crime prevention assessments for businesses within the City, with the goal of completing 12 assessments in 2024. The environmental design of the business will be reviewed to include lighting, doors, windows, locks, surveillance systems, signage, alarm systems, as well as employee access. A written report will be created by the officer that will serve to document the strengths of the business and will also provide recommendations on what improvements could be made. This service will be advertised on the WPD Facebook page and administrative staff will review the goal quarterly to ensure the department is on pace to meet the goal. If needed, additional advertising work will be done to get word out to business owners.

Goal Impacted:

How will the City support a thriving business community (including business attraction)? To better understand the underlying issues and then leverage resources.

5) Implement a Mental Wellness Program (MWP) for all police department staff.

Action Plan:

The Whitewater Police Department will create a Mental Wellness Program (MWP) in order to address the mental health needs, and ultimately, assist in the long-term retention of our staff. Unfortunately, WPD staff are exposed to a variety of unhealthy and stressful situations in the course of their duties. This impacts staff at all levels of the organization. Our dispatchers are burdened with hearing crying and screaming during critical incidents, but not being able to be there for their closure. Our sworn staff directly witness tragic incidents and circumstances from abuse and maltreatment, to automobile crashes and death. Our clerical staff have to view these incidents second-hand as they review body cam footage for redaction when records are requested. The MWP would require each staff member to attend an annual appointment with a trained clinical psychologist specializing in law enforcement for a mental health check-in. Staff would be given the day off on the day they attend the appointment. This program will cost the department \$10,000 annually.

Goal Impacted:

How will the City improve and communicate recruitment and retention efforts with a focus on diversity? To identify metrics to improve retention and evaluate or establish recruitment measures.



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: July 1, 2024
Re: Review and Approval of Revised Strategic Goals and Milestones for 2024-2028

Please review the updated Strategic Goals and Milestones for the 2024-2028 period. We have incorporated your valuable input and feedback to better align with your suggestions and the broader vision for our community.

Public Transportation: We have prioritized enhancements to the efficiency and accessibility of public transportation, aiming to facilitate easier and more sustainable transit options.

Emergent Healthcare: This initiative reflects our commitment to improving health response capabilities across the city.

Communications: We are dedicated to strengthening city-wide communication.

This revision is crafted to resonate with your specific suggestions regarding public transportation, emergent healthcare, and communication infrastructure. Our goal is to ensure that our strategic planning is not only effective but also forward-thinking, meeting the needs of the community and aligning with the Council's vision.

Best-

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

John S. Weidl, City Manager

JSW/RLM



Strategic Goals & Milestones 2024-2028

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Long Term Strategic Goals

2024-2028

- Increase affordable housing for families
- Increase communication without a "newspaper"
- Support thriving businesses and grow the tax base
- Improve the City's recruitment, retention, and diversity

Item 25. Align future expenditures with available resources

1 YEAR ONE

Area of Focus

COMPLETED

WHY DO THIS?

Numerous studies demonstrate the need for affordable housing in Whitewater, as well as an available market for family-based single-family

GOAL

Increase Affordable Housing

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Using the Affordable Housing Policy and/or other resources, facilitate the application and approval

STRETCH GOAL (Ambitious and Challenging Goal)

of at least one residential development. Three residential projects in the application / approval process.

WORK IN PROGRESS

1 YEAR ONE

Area of Focus

COMPLETED

WHY DO THIS?

By maintaining a strong public engagement, the City widens its pool of people who can be informed about information,

GOAL

Increase Communication

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Improve market penetration, frequency, and quality of communication with the public through social media, press releases, and newsletter.

Revamp City website, including online forms, payments.

Re-establish PEG station, including

1 YEAR ONE

Area of Focus

COMPLETED

WHY DO THIS?

Assisting to establish thriving businesses and employment opportunities establishes the City as a problem solver and supporter of the

GOAL

Support Thriving Businesses

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Partner with Thrive ED, JCDEC, and the Latino Academy

to have a job fair within the next calendar year.

WORK IN PROGRESS

Establish and conduct business recruitment, retention, and expansion meetings with 25 businesses.

1 YEAR ONE

Area of Focus

WORK IN PROGRESS

WHY DO THIS?

The employee handbook has not been updated since 2011. Updating modernizes the City and sets clear expectations. As the main expenditure and driver of our quality services, it is in the City's financial and operational

interests to focus on the welfare of

GOAL

Improve Recruitment, Retention, and Diversity

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Finish update of employee handbook by Q2 2024

Establish stay interviews, leadership luncheons, and other programs to support our staff and learn about ways to improve.

COMPLETED

Conduct an analysis of compensation for non-management staff by Q2 2024

1 YEAR ONE

Area of Focus



WHY DO THIS?

The MSP and ERP payments are projected to return in 2025 and the UWW payment is a permanent reduction. The City needs to adjust for these reductions while maintaining its other commitments

Item 25.

GOAL

Prioritize Expenditures with Available Resources

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Successfully budgeted for 2024 reductions in revenues totaling over \$500,000 including: Municipal Service Payments (MSP) from the State tied to police services, totaling approximately

STRETCH GOAL (Ambitious and Challenging Goal)

\$200,000, and from the State for the Expenditure Restraint Program (ERP) 2.25% raises for staff totaling approximately \$70,000.

1 YEAR ONE

Area of Focus

WHY DO THIS?

The community is looking for reliable and consistent transportation.

GOAL

Public Transportation

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Complete a comprehensive evaluation of the financial and operational model of Brown Cab Services.

STRETCH GOAL (Ambitious and Challenging Goal)

Potential for running the transportation service in-house

1 YEAR ONE

Area of Focus

WHY DO THIS?

To have emergent healthcare services in the community.

GOAL

Emergent Healthcare

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Identify potential healthcare partners to discuss the feasibility of establishing emergent healthcare services within the city

STRETCH GOAL (Ambitious and Challenging Goal)

Begin initial negotiations and planning with selected healthcare partners.

1 YEAR ONE

Area of Focus

WHY DO THIS?

To keep our community updated on the actions of the city government.

GOAL

Communications

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Expand video content to cover additional topics of community interest

STRETCH GOAL (Ambitious and Challenging Goal)

Establish a regular schedule for content creation

3 YEAR THREE

Area of Focus

WORK IN PROGRESS

GOAL

Increase Affordable Housing

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

To have one or more housing projects underway or under contract for development through an agreement with the City or CDA or through approved plans by the Plan and Architectural Review Commission (PARC).

WHY DO THIS?

69.31% of the city's single family homes are rentals.

Creating single family homes that are affordable allows for single families or

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3 YEAR THREE

Area of Focus

WHY DO THIS?

To provide reliable and consistent transportation to our community.

GOAL

Public Transportation

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Develop a detailed implementation plan for transitioning services in-house

Secure funding from City Council

STRETCH GOAL (Ambitious and Challenging Goal)

Begin phased implementation of in-house transportation starting with a pilot program

3 YEAR THREE

Area of Focus

WHY DO THIS?

To have emergent healthcare services in the community

GOAL

Emergent Healthcare

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Finalize agreements with healthcare partners for the establishment of emergent healthcare services in the city. Begin construction or renovate of chosen facility

STRETCH GOAL (Ambitious and Challenging Goal)

Develop a community outreach program to inform residents about upcoming healthcare services

3 YEAR THREE

Area of Focus

WHY DO THIS?

To keep our community updated on the actions of the city government

GOAL

Communications

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Expand video content to cover additional hot-button topics in the community. Establish a regular schedule of content. Diversify the types of media that the City posts on social media.

STRETCH GOAL (Ambitious and Challenging Goal)

Implement a feedback loop to continuously improve content based on community responses

3 YEAR THREE

Area of Focus

WORK IN PROGRESS

GOAL

Support Thriving Businesses

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Provide online and in-person informational sessions specific to permits, building codes, fire inspections, water requirements, and street requirements to help residents, entrepreneurs, and developers

STRETCH GOAL (Ambitious and Challenging Goal)

Turn one Business Retention Expansion (BRE) into a new development opportunity

WHY DO THIS?

Providing informational sessions for local businesses eliminates obstacles and uncertainty regarding best business practices in the City.

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3 YEAR THREE

Area of Focus

COMPLETED

GOAL

Improve Recruitment, Retention, and Diversity

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Promote all job listings on various social media websites in multimedia platforms.

Develop recruitment videos for Facebook, Reels, or short form media.

Complete stay interviews with all staff hired 2023 and prior.

Establish metrics for successful retention

WHY DO THIS?

By not only diversifying, but professionalizing how the city posts its job listings, we can increase attraction to the position. Stay

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WORK IN PROGRESS

3 YEAR THREE

Area of Focus

COMPLETED

GOAL

Prioritize Expenditures with Available Resources

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Successfully recover from permanent reduction in revenue from the University of Wisconsin Whitewater (UWW) for dispatch services, totaling approximately \$230,000.

WORK IN PROGRESS

STRETCH GOAL (Ambitious and Challenging Goal)

Be in a position to consider targeted increases to staffing based on an analysis of needs. Begin planning for a new Public Works garage.

WHY DO THIS?

This payment's projected return in 2025 and beyond needs to be allocated in the most effective way possible. The Public

Item 25.

5 YEAR FIVE

Area of Focus

WORK IN PROGRESS

GOAL

Increase Affordable Housing

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Facilitated the creation of an additional 50+ new family-style units slated to be constructed within the following 36 months.

Re-assess family housing needs in a follow-up study.

WHY DO THIS?

Creating 100 family units helps solve the lack of affordable housing for single families or growing families. The strategy should be reviewed at

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5 YEAR FIVE

Area of Focus

WORK IN PROGRESS

WHY DO THIS?

Due to university students' significant community presence, the City has an opportunity to reach a younger demographic. By committing time and resources to these platforms, we can

Item 25. further reach that new demographic.

GOAL

Increase Communication

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Join other social media platforms, specifically TikTok and other social media websites that are geared towards younger people.

COMPLETED

Have a catalog of evergreen videos promoting the city and its spaces.

Incorporating AI/ChatGPT into the production of said

5 YEAR FIVE

Area of Focus

WORK IN PROGRESS

WHY DO THIS?

Serving as a point of contact to new businesses helps ensure their success in our community and maintains credibility in our

GOAL

Support Thriving Businesses

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Create an onboarding and expansion process for new businesses including points of contact, FAQ, and available resources.

STRETCH GOAL (Ambitious and Challenging Goal)

Maintain BRE meetings.
Turn one BRE into a new development opportunity.

5 YEAR FIVE

Area of Focus

WORK IN PROGRESS

GOAL

Improve Recruitment, Retention, and Diversity

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Make online onboarding department-specific and available to all new employees.

Hit retention targets established in Year 3

100% of employees have participated in at least one stay interview.

Contingent on approval of the Employee Handbook

WHY DO THIS?

Efficient and tailored onboarding, vigorous retention efforts backed by communication with staff, and competitive wages will position Whitewater

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5 YEAR FIVE

Area of Focus

WHY DO THIS?

To provide reliable and consistent transportation for our community.

GOAL

Public Transportation

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Fully transition the transportation in-house model.

Monitor and evaluate the performance and cost-effectiveness of in-house services regularly.

STRETCH GOAL (Ambitious and Challenging Goal)

Explore opportunities for expanding transportation services such as additional routes or enhances accessibility options

5 YEAR FIVE

Area of Focus

WHY DO THIS?

To keep our community updated on the actions of the city government.

GOAL

Communications

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Continue to expand and innovate the content library.

Develop partnerships with local organizations and media outlets to broaden the reach and impact of community efforts.

STRETCH GOAL (Ambitious and Challenging Goal)

Establish Whitewater as a model city for transparent and responsive communication with residents.

5 YEAR FIVE

Area of Focus

WHY DO THIS?

To have emergent healthcare services in the community

GOAL

Emergent Healthcare

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Open the new emergent healthcare facility and begin offering services to the community.

Monitor the impact on our EMT response times and overall healthcare of the city

STRETCH GOAL (Ambitious and Challenging Goal)

Explore opportunities to expand healthcare services based on community needs

5 YEAR FIVE

Area of Focus

WORK IN PROGRESS

WHY DO THIS?

These goals not only ensure staff that they are priority, but ensures that the city is financially sound with good working conditions.

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GOAL

Prioritize Expenditures with Available Resources

SMART GOAL (Specific, Measured, Attainable, Realistic, Time-Bound)

Develop and fully implement funding strategies or revenue sources to support increased compensation for staff recruitment and retention.

Maintain 25% + fund balance

COMPLETED

Have a construction timeline for the Public Works garage.



CDA Agenda Item

Meeting Date: July 2, 2024

Agenda Item: Park Crest Development

Staff Contact (name, email, phone): Taylor Zeinert tzeinert@whitewater-wi.gov 262-473-0148

BACKGROUND

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

In April 1999, developer Jim Nast approached the City Plan & Architectural Review Committee with a proposed single-family development. Currently, there are 19 vacant lots suitable for single-family homes located on Tower Hill Pass and Stonefield Lane.

Neumann Development has come forward as a developer and wishes to develop these plated lots and create 19 single family homes.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

04/1999 the PARC approved the plans for this development.

At the 6/20/2024 CDA meeting, the body requested that the Development be returned to the CDA with the appropriate updated exhibits.

A Special Meeting was held 6/2/2024 to discuss this project. The Project received unanimous approval from the CDA.

FINANCIAL IMPACT

(If none, state N/A)

The developer is requesting TIF assistance in a pay go structure. The project would result in a positive financial gain for the taxpayer, as reflected on the attached TIF Worksheet for Park Crest Phase 4B.

STAFF RECOMMENDATION

I recommend that the CDA approve the Development Agreement for 19 single-family homes with the assistance of the TIF pay go structure.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Development Agreement
Letter from DPW Director dated 08/17/2018
TIF Worksheet for Park Crest Phase 4B
"But For" Worksheet

"But For" Test Evaluation Worksheet Scores and Comments – Park Crest

Evaluation Criteria and Examples

1. **Necessity of TIF for Development:**
 - **Rating (1-10):** 8
 - **Comments:** The project is described as financially unfeasible without TIF assistance, indicating a high necessity. The "But For" statement clearly asserts that the project wouldn't occur at this location without the incentive.
2. **Economic and Community Impact:**
 - **Rating (1-10):** 10
 - **Comments:** The development of 19 single-family homes aligns with community housing needs and contributes to local economic growth. The single most important strategic goal identified by the community and Common Council is the development of single-family homes. This project helps generate significant taxpayer value and provides well-constructed middle-class housing.
3. **Benefits to Taxpayers:**
 - **Rating (1-10):** 8
 - **Comments:** The project is expected to generate significant tax increments, providing clear benefits to taxpayers by enhancing property values and generating new tax revenues.
4. **Management and Oversight:**
 - **Rating (1-10):** 8
 - **Comments:** The Development Agreement outlines specific responsibilities and oversight mechanisms, ensuring clear management and accountability.
5. **Impact on Local Services:**
 - **Rating (1-10):** 8
 - **Comments:** As a previously plotted subdivision, this development is an unfinished phase and will not significantly increase calls for service. Any additional public works duties will be managed within the existing plan for the subdivision.
6. **Risk Assessment:**
 - **Rating (1-10):** 8
 - **Comments:** Potential risks are well-managed with robust mitigation plans, including financial guarantees and timelines. The Development Agreement includes conditions precedent and detailed steps to mitigate financial and operational risks, ensuring project stability.
7. **Job Creation:**
 - **Rating (1-10):** 6
 - **Comments:** While the project will sustain some construction-related jobs, the long-term job creation impact is moderate, focused mainly on the residential sector.
8. **Developer's Public Subsidy Needs:**
 - **Rating (1-10):** 8
 - **Comments:** The need for public subsidy is well-justified through financial analysis and developer statements, clearly showing the necessity for TIF assistance. This TIF request is higher due to increased construction costs for single-family homes, higher interest rates, and the need for more infrastructure per unit.

9. **Assurances and Guarantees:**

- **Rating (1-10):** 8
- **Comments:** The Agreement includes strong assurances and legally binding guarantees, such as performance bonds, ensuring the project will proceed as planned.

10. **Documentation and Compliance:**

- **Rating (1-10):** 8
- **Comments:** The project documentation is thorough, and the development process is designed to comply fully with statutory requirements, ensuring transparency and legitimacy.

Totals and Final Comments

- **Total Score:** 80/100
- **Overall Rating:** Meets "But For" Standard
- **Recommendation:** Approve the 19 single-family home development with TIF pay-go structure assistance.

Final Comments: The Park Crest Development project is a well-planned initiative that aligns with the city's economic development goals, provides significant benefits to taxpayers, and includes robust management and oversight mechanisms. The necessity for TIF assistance is clearly demonstrated, making it a suitable candidate for support under the "But For" Test criteria. The strategic goal of developing single-family homes is reinforced by this project, providing essential middle-class housing and generating significant taxpayer value. The increased TIF request is justified by the higher construction and infrastructure costs associated with single-family home development.

DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT ("Agreement"), entered into effective as of July ____, 2024 ("Effective Date"), by and between the City of Whitewater, Wisconsin ("City") and Neumann Developments, Inc. ("Developer/Guarantor"). Each of the forgoing may also be referred to in this Agreement as a "Party" and collectively as the "Parties".

RECITALS

WHEREAS, Article XI, Section 3 of the Wisconsin Constitution grants cities the right to determine their local affairs in government, subject to the Constitution and certain enactments of the legislature of the State of Wisconsin;

WHEREAS, the State of Wisconsin legislature adopted Wisconsin Statute Section 62.11(5), which grants to common councils of cities the power to act for the government and good order of the city, for its commercial benefit and for the health, safety and welfare of the general public;

WHEREAS, the City desires to encourage development and promote mixed-use development within the City;

WHEREAS, for these purposes, the City has created Tax Incremental District No. 14 ("TID") pursuant to Wisconsin Statutes;

WHEREAS, the Developer, pursuant to that certain offer to purchase with a private entity for the property at 1378, 1382, 1388, 1394, 1398, 1381, 1391, 1395 of Tower Hill Pass. 688, 680, 674, 664, 695, 685, 675, 669, 663, 665, 647 Stonefield Lane, is to acquire the Property and develop it;

WHEREAS, the Developer has filed, or will file, with the City plans, specifications, documents and exhibits as required by the City for the development of the Property and for making other improvements.

NOW, THEREFORE, in consideration of the foregoing Recitals which are incorporated herein, and the following promises and mutual obligations of the Parties hereto, each of them does hereby covenant and agree as follows:

1. Developer Improvements. Developer shall complete improvements on the property in accordance with the terms, conditions and requirements of EXHIBIT B ("Developer's Improvements"). The plans, specifications and site plans for Developer's Improvements are subject to City approval, and Developer shall not commence construction of Developer's Improvements until such time as the City has approved such plans, specifications and site plans in writing. After the City's approval of Developer's Improvements, such documents shall not be modified without the prior written consent of

the City, which consent shall not be unreasonably withheld, conditioned or delayed. City's approval of Developer's Improvements shall not excuse Developer from complying with any other governmental approvals, permits, ordinances or laws that are applicable to the Property or Developer's Improvements. All work to be performed by the Developer related to Developer's Improvements shall be performed in a good and workmanlike manner and consistent with the prevailing industry standards for such work in the area of the City. Developer shall perform all work in compliance with all applicable laws, regulations, ordinances and buildings codes and shall obtain and maintain all necessary permits and licenses for such work.

Developer shall be obligated to pay only those fees, construct only those Developer Improvements, and make only those dedications prescribed in this Agreement. Developer shall also reimburse the City for inspection costs attributed to inspection of the Developer Improvements, in accordance with Section 18.04.090 of the City Code of Ordinances. The City will typically contract with a qualified third party to complete inspections; inspection costs shall be billed at a rate equal to actual City contract costs. As an option, the Developer may directly hire and pay for an independent consulting firm, approved by the Director of Public Works to complete inspections of the Developer Improvements. Inspection service costs shall be capped at Thirty-Eight Thousand and no/100 Dollars (\$38,000.00).

Upon approval and acceptance of Developers Improvements, Developer shall dedicate all improvements located within dedicated public lands, rights-of-way, or easements through a "Request for Dedication of Facilities to the City of Whitewater" form (Exhibit C), unless otherwise instructed by the Director of Public Works.

2. City Grant.

(a) Grant Amount. Subject to Section 2(b), the City agrees to provide a grant equaling 90% of the tax increment generated by the Developer's Improvements to the Property. This shall be paid out annually for the remaining years of the TID 14.

(b) Conditions Precedent. Prior to the City's payment of the City Grant, Developer shall satisfy the following conditions:

(i) Provide the City with evidence reasonably satisfactory to the City that Developer owns fee simple title to the Property.

(ii) Provide the City with copies of permits, licenses and other documents as reasonably requested by the City to confirm that Developer has complied with all necessary federal and state laws, regulations and ordinances necessary to obtain the governmental approvals required for the intended construction of the Project, including without limitation, a building permit for Developer's Improvements.

(iii) Provide City with a copy of all plans and complete specifications for construction of Developer's Improvements, which plans and specifications must be reasonably acceptable to City.

(iv) Provide the City with copies of such organizational documents as City shall reasonably require, as well as an incumbency certificate identifying the parties authorized to act on behalf of the Developer.

(v) Obtain occupancy permits or achieve substantial completion for the Developer's Improvements to the Property.

3. Annual Payments The City shall disburse the City Grant in annual increments as specified in Section 2(a). Each annual payment will be contingent upon the successful collection of property tax payments from the Developer's Improvements that generate incremental income to the TID.

(a) Tax Payment Verification. The City shall verify that property tax payments from the Properties with Developer's Improvements have been received and credited to the TID before disbursing any portion of the City Grant. The City shall make the first annual payment of the City Grant no later than ninety (90) days following the verification of the first tax year post-construction. Subsequent payments shall follow the same verification process and schedule annually.

(b) Payment Adjustments. In the event that property tax payments are delayed or not received, the City reserves the right to adjust the payment schedule accordingly. No City Grant payment shall be made until the required tax payments are successfully collected and verified by the City.

(c) Agreement Runs with the Land. The Agreement shall inure to the benefit of the City and shall be binding on the from time-to-time owners of the Property and shall constitute covenants running with the land.

(d) Property Transfer Restrictions. Parties to this agreement cannot transfer this property to a non-tax paying entity without a corresponding payment in lieu of the taxes for the life of the tax increment financing district 11. This payment in lieu of taxes will be based on an assessed value established as if a tax paying entity owned the building.

4. Default.

(a) Events of Default. A party shall be in default under this Agreement if such party shall fail to carry out or fulfill one or more of its obligations hereunder and such failure shall continue for a period of thirty (30) days following receipt of written notice from

the other party specifying such failure; provided, however, if the nature of the default is such that it cannot be cured within thirty (30) days, a party shall not be in default if it immediately undertakes steps to cure the default after receipt of notice and then diligently and in good faith prosecutes the curing of such default to its conclusion.

(b) Remedies. If a party does not cure or undertake to cure a default within the time period set forth above, the non-defaulting party may pursue the remedies provided for in this Agreement or otherwise available at law or in equity. The rights and remedies of the parties, whether provided by law or provided by this Agreement, shall be cumulative, and the exercise of any one or more of such remedies shall not preclude the exercise at the same time or different times of any such other remedies for the same event of default or breach or of any remedies for any other event of default or breach by Developer. No waiver made by the City with respect to the performance or manner or time of any obligation of Developer under this Agreement shall be considered a waiver of any rights of the City to enforce any other obligations of Developer.

5. Guarantor Obligations. In the event of default of Developer of any payment obligation in this Agreement, Guarantor will discharge such obligation.

6. Miscellaneous.

(a) Changes. Parties to this Agreement may, from time to time, require changes in the scope of this Agreement. Such changes, which are mutually agreed upon by and between the Developer and the City, shall be incorporated in written amendments to this Agreement.

(b) Approvals in Writing. Whenever under this Agreement approvals, authorizations, determinations, satisfactions, or waivers are authorized or required, such approvals, authorizations, determinations, satisfactions or waivers shall be effective and valid only when given in writing, signed by the duly authorized representative of the party, and delivered to the party to whom it is directed at the address specified in this Agreement. Whenever under this Agreement the consent, approval or waiver of the City is required or the discretion of the City may be exercised, the City Manager shall have the authority to act, as the case may be. Whenever any approval is required by the terms of this Agreement and request or application for such approval is duly made, such approval shall not be unreasonably withheld.

(c) Notices and Demands. A notice, demand, or other communication under this Agreement by any party to any other party shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally to:

In the case of the Developer:

NEWMAN DEVELOPMENTS, INC.
Attn: Steve DeCleene
N27 W24025 Paul Court,
Pewaukee, WI 53072
steve@neumanncompanies.com
262-894-3759

In the case of the City:

City of Whitewater
Attn: Taylor Zeinert, CDA Director
312 W. Whitewater Street
P.O. Box 178
Whitewater, WI 53190
Email: tzeinert@whitewater-wi.gov
Phone: 262-473-0148

With a Copy to:

Jonathan K. McDonell, City Attorney
Harrison, Williams & McDonell, LLP
452 West Main Street
Whitewater, WI 53190
Email: jm@hmattys.com
Phone: 262-473-7900

(d) No Liability of City. The City shall have no obligation or liability to the lending institution, architect, contractor, or subcontractor, or any other party retained by Developer in the performance of its obligations and responsibilities under the terms and conditions of this Agreement. Developer specifically agrees that no representations, statements, assurances, or guarantees will be made by Developer to any third party or by any third party which are contrary to this provision.

(e) Completeness of Agreement. This Agreement and any addition of supplementary documents or documentation incorporated herein by specific reference contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part hereof shall have any validity or bind any of the parties hereto.

(f) Matters to be Disregarded. The titles of the several sections, subsections, and paragraphs set forth in this Agreement are inserted for convenience of

reference only and shall be disregarded in construing or interpreting any of the provisions of this Agreement.

(g) Severability. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected hereby.

(h) Recording of Agreement. The Agreement and any and all subsequent modifications thereof or additions thereto may, upon being duly executed, be recorded by either party with the Register of Deeds for Jefferson County, Wisconsin.

(i) Successors and Assigns. The terms of this Agreement shall be binding upon and inure to the benefit of the parties hereto as well as their respective successors, transferees, and assigns. Any transfer of any party's interest under this Agreement or real property described in EXHIBIT A shall not release the transferor from its obligations hereunder unless specifically agreed to herein.

(j) Ambiguities Not Construed. The Developer has had substantial input concerning the terms of this agreement, and therefore, any ambiguities will not be construed against the City on the basis that its attorney drafted this Agreement.

IN WITNESS WHEREOF, the parties have caused this Development Agreement to be signed as of the Effective Date.

CITY OF WHITEWATER

DEVELOPER:

By: _____
John S. Weidl, City Manager

NEUMANN DEVELOPMENTS, INC.

Attest: _____
Heather Boehm, City Clerk

By: _____
Name: _____
Title: _____

STATE OF WISCONSIN)
)
COUNTY OF WALWORTH)

ACKNOWLEDGMENT

Personally appeared before me this _____ day of July, 2024, the above-named John S. Weidl, City Manager, and Heather Boehm, City Clerk, to me known to be such City Manager and City Clerk of the City of Whitewater, Wisconsin, and to me known to be the persons who executed the foregoing agreement on behalf of said City as its duly-authorized act and deed.

_____, Notary Public
Walworth County, State of Wisconsin
My Commission expires: _____

STATE OF _____)
)
COUNTY OF _____)

ACKNOWLEDGMENT

Personally appeared before me this _____ day of July, 2024, the above-named _____ of Newmann Developments, Inc., to me known to be the person who executed the foregoing agreement on behalf of Newmann Developments, Inc. as its duly-authorized act and deed.

_____, Notary Public
_____ County, State of _____
My Commission expires: _____

EXHIBIT A

Legal Description of the Property

Lots 44, 45, 46, 47, 48, 49, 50, 51, 52, 53 and Lots 118, 119, 120, 121, 122, 123, 124, 125, 126, Park Crest Subdivision, City of Whitewater, Jefferson County, Wisconsin.

Tax Key Nos.

- 292-0515-3141-034 (Lot 44)
 - 292-0515-3141-035 (Lot 45)
 - 292-0515-3141-036 (Lot 46)
 - 292-0515-3141-037 (Lot 47)
 - 292-0515-3141-038 (Lot 48)
 - 292-0515-3141-039 (Lot 49)
 - 292-0515-3141-040 (Lot 50)
 - 292-0515-3141-041 (Lot 51)
 - 292-0515-3141-042 (Lot 52)
 - 292-0515-3141-043 (Lot 53)
 - 292-0515-3141-092 (Lot 118)
 - 292-0515-3141-093 (Lot 119)
 - 292-0515-3141-094 (Lot 120)
 - 292-0515-3141-095 (Lot 121)
 - 292-0515-3141-096 (Lot 122)
 - 292-0515-3141-097 (Lot 123)
 - 292-0515-3141-098 (Lot 124)
 - 292-0515-3141-099 (Lot 125)
 - 292-0515-3141-100 (Lot 126)
-

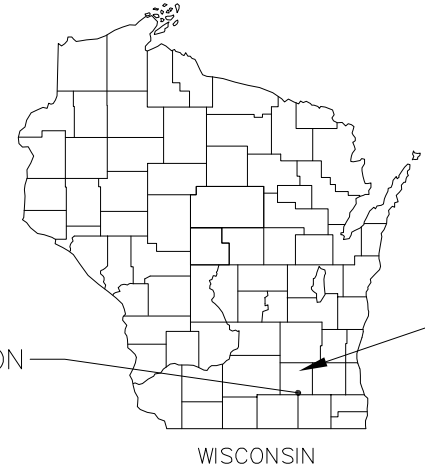
EXHIBIT B

Developer's Improvements

DRAFT

PARK CREST SUBDIVISION - PHASE 4

CITY OF WHITEWATER
JEFFERSON COUNTY, WISCONSIN



PROJECT LOCATION

JEFFERSON COUNTY

WISCONSIN

PROJECT LOCATION



Sheet List Table	
Sheet Number	Sheet Title
1	TITLE SHEET
2	GENERAL NOTES AND LEGEND
3	EXISTING CONDITIONS AND DEMOLITION PLAN
4	GRADING AND EROSION CONTROL PLAN
5	INTERSECTION GRADING PLAN
6	UTILITY PLAN
7	PLAN AND PROFILE
8	PLAN AND PROFILE
9	PLAN AND PROFILE
10	PLAN AND PROFILE
11	PLAN AND PROFILE - BASIN
12	PLAN AND PROFILE - BASIN
13	CONSTRUCTION DETAILS
14	CONSTRUCTION DETAILS
15	CONSTRUCTION DETAILS

SITE BENCHMARKS

- ① BM #1
HYDRANT ARROW BOLT
WESTERN CORNER OF BLUE MOUNDS
DRIVE AND TOWER HILL PASS
ELEV = 826.02
- ② BM #2
HYDRANT ARROW BOLT
NORTHERN CORNER OF STONEFIELD
LANE AND BLOOMINGFIELD DRIVE
ELEV = 822.04



THE LOCATION OF EXISTING UTILITIES, BOTH UNDERGROUND AND OVERHEAD ARE APPROXIMATE ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATION OF ALL EXISTING UTILITIES WHETHER SHOWN ON THESE PLANS OR NOT, BEFORE COMMENCING WORK, AND SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE CAUSED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UTILITIES.

CALL DIGGER'S HOTLINE
1-800-242-8511

TITLE SHEET
PARK CREST SUBDIVISION - PHASE 4
CITY OF WHITEWATER
JEFFERSON COUNTY, WISCONSIN

NO.	DATE	REVISIONS	REMARKS

SCALE AS SHOWN
DATE 08/01/2018
DRAFTER JMAH
CHECKED GBLA
PROJECT NO. 180085

GENERAL NOTES:

- EXISTING CONDITIONS SHALL BE FIELD VERIFIED BY THE CONTRACTOR AND DISCREPANCIES REPORTED TO THE ENGINEER PRIOR TO STARTING WORK.
- DUCTILE IRON WATERMAIN SHALL BE CLASS 52 WITH CONDUCTIVITY STRAPS AND SHALL BE WRAPPED IN POLYETHYLENE AND TAPED PER THE STANDARD WATERMAIN TRENCH SECTION.
- 4" PVC SDR 35 SANITARY LATERALS AND 1" HDPE DR9 WATER SERVICES ARE TO BE INSTALLED TO EACH LOT.
- WATER SERVICES ARE TO BE INSTALLED 3' UPSTREAM OF SANITARY LATERALS UNLESS OTHERWISE SPECIFIED ON THE PLANS.
- SANITARY LATERALS AND WATER SERVICES ARE TO BE INSTALLED 10' BEYOND THE RIGHT-OF-WAY.
- ALL WATERMAIN FITTINGS, INCLUDING VALVES AND HYDRANTS, SHALL BE RESTRAINED WITH MEGA-LUG RESTRAINT (OR APPROVED EQUAL), AS PER THE SPECIFICATIONS.
- SANITARY LATERAL AND WATER SERVICE ENDS SHALL BE MARKED WITH A STEEL FENCE POST IN ADDITION TO THE 4"x4" LATERAL MARKER POST, AND SHALL EXTEND 1' BELOW THE END OF THE SERVICE. 4"x4" LATERAL MARKER POSTS ARE TO BE INSTALLED AT THE END OF EACH SERVICE AND PAINTED. LOCATIONS ARE TO BE BASED ON GPS COORDINATES.
- SANITARY SEWER LATERALS SHALL BE INSTALLED AT 1/4" / FOOT MINIMUM SLOPE. UNLESS NOTED OTHERWISE ON PLANS.
- CONTRACTOR SHALL NOTIFY CITY OF WHITEWATER UTILITY, OR BE GRANTED PERMISSION, TO OPERATE VALVES OR HYDRANTS.
- CONTRACTOR SHALL NOTIFY CITY OF WHITEWATER SEWERAGE COMMISSION A MINIMUM OF TWO BUSINESS DAYS IN ADVANCE OF ANY CONNECTIONS TO THE INTERCEPTOR.
- WATERMAIN SHALL BE PRESSURE TESTED AFTER SERVICES ARE INSTALLED.
- STORM SEWER SHALL BE REINFORCED CONCRETE PIPE (CLASS III MINIMUM).
- ALL CURB INLETS SHALL HAVE A 2' SUMP WITH NEENAH R-3501 CASTINGS.
- CURB BOXES SHALL BE MUELLER H-10300.
- CURB STOPS SHALL BE MUELLER B-25209.
- CORPORATION STOPS SHALL BE MUELLER H-15000 OR H-15008.
- WATER MAIN GATE VALVES SHALL BE MUELLER A-2360-20.
- ALL FIRE HYDRANTS SHALL BE MUELLER CENTURIAN A-423.
- ALL VALVES BOXES SHALL BY TYLER 6860 SERIES 5.
- ALL SANITARY MANHOLE CASTINGS SHALL BE NEENAH TYPE R-1550 WITH MACHINED FRAME, TYPE B SOLING NON-ROCKING LID, CONCEALED PICK HOLES AND SELF SEALING GASKETS.
- ALL NEW SANITARY SEWERS SHALL BE TELEVISED AND A DVD PROVIDED TO THE CITY PRIOR TO FINAL ACCEPTANCE.
- INTERNAL CHIMNEY SEALS AND MAC WRAP IS REQUIRED ON ALL SANITARY MANHOLES.
- ALL STORM SEWER MANHOLE CASTINGS SHALL BE NEENAH TYPE R-2578 WITH OPEN GRATE TYPE C.
- CURB INLET CALL-OFFS ARE TO THE BACK OF CURB.
- ALL STRUCTURES SHALL REQUIRE HDPE ADJUSTING RINGS.

GRADING NOTES:

- EXCAVATION AND HAUL-OFF OF EXCESS MATERIALS AND MATERIALS NOT SUITABLE FOR TRENCH BACKFILL MAY BE REQUIRED. LOCATION FOR ON-SITE DISPOSAL OF THESE MATERIALS SHALL BE COORDINATED WITH THE OWNER AND ENGINEER.
- TRENCH BACKFILL MATERIAL SHALL BE GRANULAR IN NATURE AS DETERMINED BY THE CITY'S GEOTECHNICAL ENGINEER. BACKFILL SHALL BE CONSOLIDATED TO A MINIMUM OF 95% MODIFIED PROCTOR WITHIN THREE FEET OF SUBGRADE AND TO A MINIMUM OF 90% MODIFIED PROCTOR IN OTHER AREAS.

SITE PLAN LEGEND

- PROPERTY BOUNDARY
- CURB AND GUTTER (REVERSE CURB HATCHED)
- PROPOSED CHAIN LINK FENCE
- PROPOSED WOOD FENCE
- PROPOSED CONCRETE
- PROPOSED LIGHT-DUTY ASPHALT
- PROPOSED HEAVY-DUTY ASPHALT
- PROPOSED SIGN
- PROPOSED LIGHT POLE
- PROPOSED BOLLARD
- PROPOSED ADA DETECTABLE WARNING FIELD
- PROPOSED HANDICAP PARKING

ABBREVIATIONS
 TC - TOP OF CURB
 FL - FLOW LINE

GRADING LEGEND

- EXISTING MAJOR CONTOURS
- EXISTING MINOR CONTOURS
- PROPOSED MAJOR CONTOURS
- PROPOSED MINOR CONTOURS
- DITCH CENTERLINE
- SILT FENCE
- DISTURBED LIMITS
- BERM
- DRAINAGE DIRECTION
- PROPOSED SLOPE ARROWS
- EXISTING SPOT ELEVATIONS
- PROPOSED SPOT ELEVATIONS
- STONE WEEPER
- VELOCITY CHECK
- INLET PROTECTION
- EROSION MAT CLASS A
- EROSION MAT CLASS B
- TRACKING PAD
- RIP RAP

PROPOSED UTILITY LEGEND

- STORM SEWER PIPE
- STORM SEWER MANHOLE
- STORM SEWER ENDWALL
- STORM SEWER CURB INLET
- STORM SEWER CURB INLET W/MANHOLE
- STORM SEWER FIELD INLET
- ROOF DRAIN CLEANOUT
- SANITARY SEWER PIPE (GRAVITY)
- SANITARY SEWER PIPE (FORCE MAIN)
- SANITARY SEWER LATERAL PIPE
- SANITARY SEWER MANHOLE
- SANITARY SEWER CLEANOUT
- WATER MAIN
- WATER SERVICE LATERAL PIPE
- FIRE HYDRANT
- WATER VALVE
- CURB STOP
- WATER VALVE MANHOLE
- PROPOSED PIPE INSULATION
- GAS MAIN
- ELECTRIC SERVICE

ABBREVIATIONS
 STMH - STORM MANHOLE
 IE - INVERT ELEVATION
 CI - CURB INLET
 CONC - CONCRETE
 EW - ENDWALL
 SMH - SANITARY MANHOLE
 RCP - REINFORCED CONCRETE PIPE
 PVC - POLYVINYL CHLORIDE
 SAN - SANITARY

DEMOLITION PLAN LEGEND

- CURB AND GUTTER REMOVAL
- ASPHALT REMOVAL
- CONCRETE REMOVAL
- BUILDING REMOVAL
- TREE REMOVAL
- SAWCUT
- UTILITY STRUCTURE REMOVAL
- UTILITY LINE REMOVAL

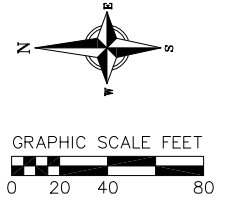
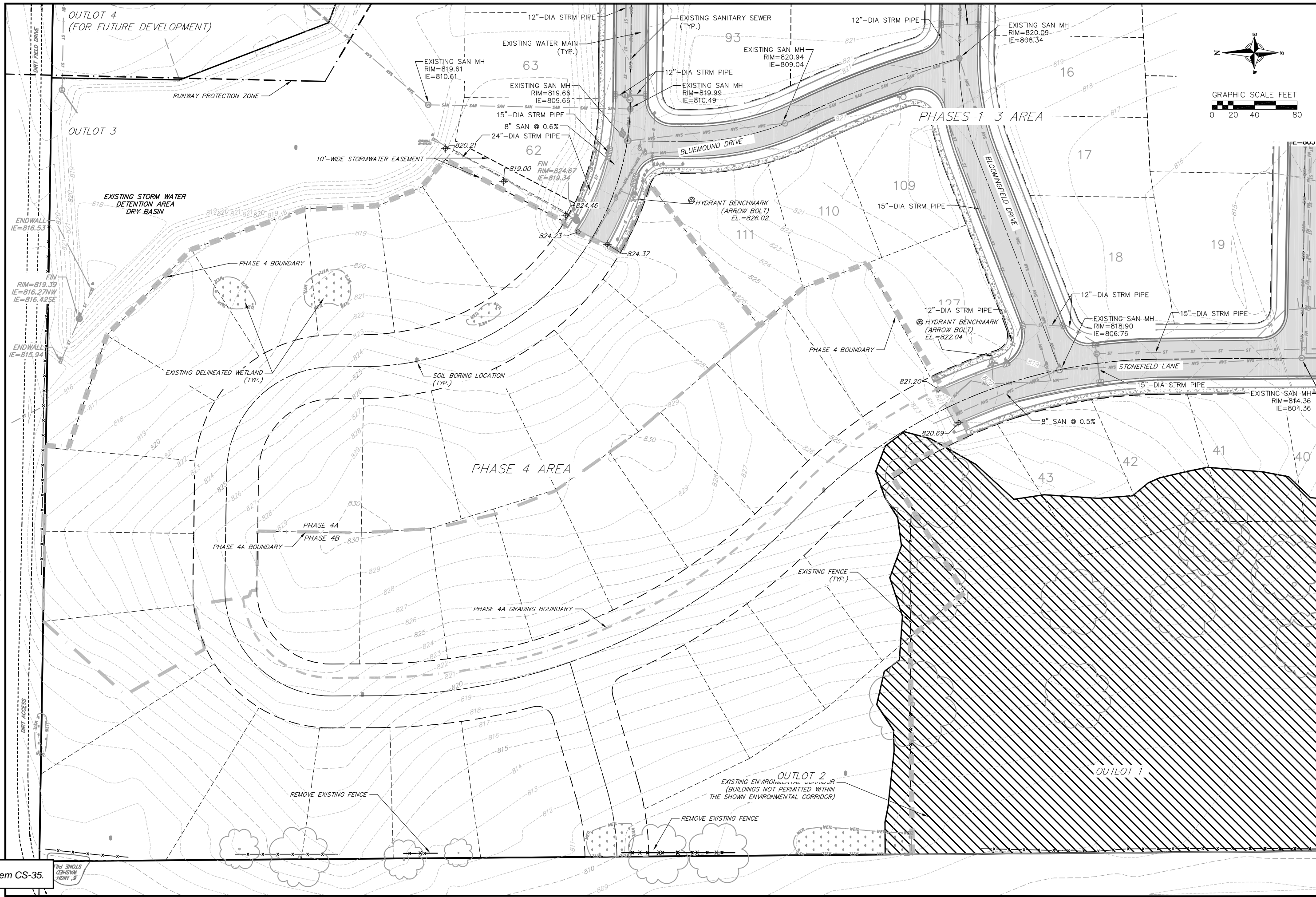
TOPOGRAPHIC SYMBOL LEGEND

- EXISTING BOLLARD
- EXISTING FLAG POLE
- EXISTING MAILBOX
- EXISTING MONITORING WELL
- EXISTING POST
- EXISTING SIGN (TYPE NOTED)
- EXISTING PARKING METER
- EXISTING CURB INLET
- EXISTING ENDWALL
- EXISTING FIELD INLET RECTANGULAR
- EXISTING FIELD INLET
- EXISTING ROOF DRAIN CLEANOUT
- EXISTING ROOF DRAIN
- EXISTING SEPTIC MANHOLE
- EXISTING STORM MANHOLE RECTANGULAR
- EXISTING SANITARY CLEANOUT
- EXISTING SANITARY MANHOLE
- EXISTING SEPTIC VENT
- EXISTING FIRE HYDRANT
- EXISTING FIRE DEPARTMENT CONNECTION
- EXISTING WATER MAIN VALVE
- EXISTING CURB STOP
- EXISTING WELL
- EXISTING WATER MANHOLE
- EXISTING GAS VALVE
- EXISTING GAS METER
- EXISTING AIR CONDITIONING PEDESTAL
- EXISTING DOWN GUY
- EXISTING ELECTRIC MANHOLE
- EXISTING ELECTRIC RECTANGULAR MANHOLE
- EXISTING ELECTRIC PEDESTAL
- EXISTING TRANSFORMER
- EXISTING ELECTRIC METER
- EXISTING GUY POLE
- EXISTING LIGHT POLE
- EXISTING GENERIC LIGHT
- EXISTING UTILITY POLE
- EXISTING TV MANHOLE
- EXISTING TV RECTANGULAR MANHOLE
- EXISTING TV PEDESTAL
- EXISTING TELEPHONE MANHOLE
- EXISTING TELEPHONE PEDESTAL
- EXISTING UNIDENTIFIED MANHOLE
- EXISTING UNIDENTIFIED UTILITY VAULT
- EXISTING HANDICAP PARKING
- EXISTING TRAFFIC SIGNAL
- EXISTING SHRUB
- EXISTING CONIFEROUS TREE
- EXISTING DECIDUOUS TREE
- EXISTING BORING

TOPOGRAPHIC LINEWORK LEGEND

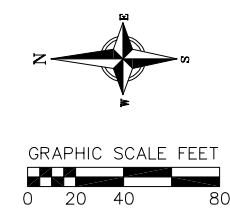
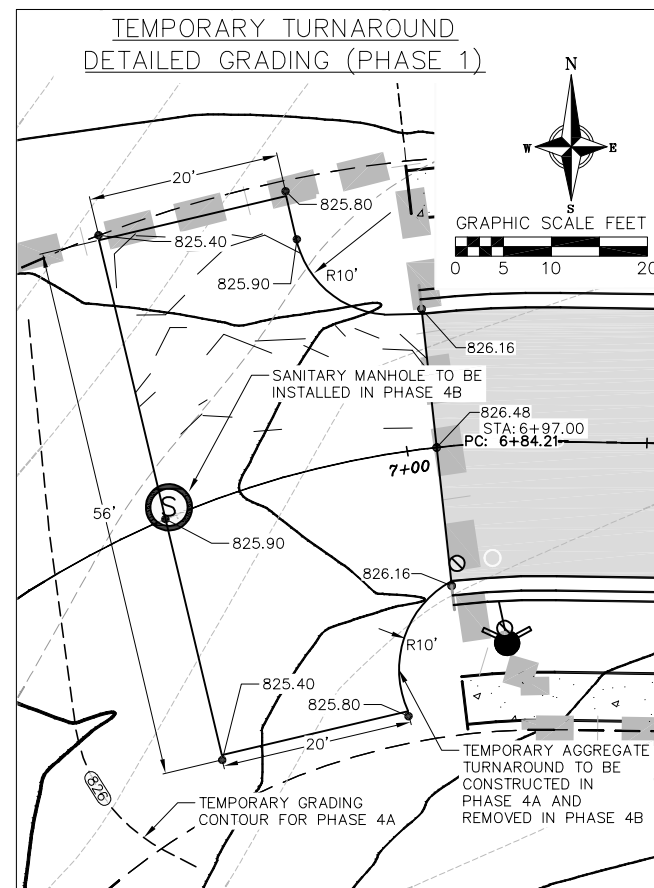
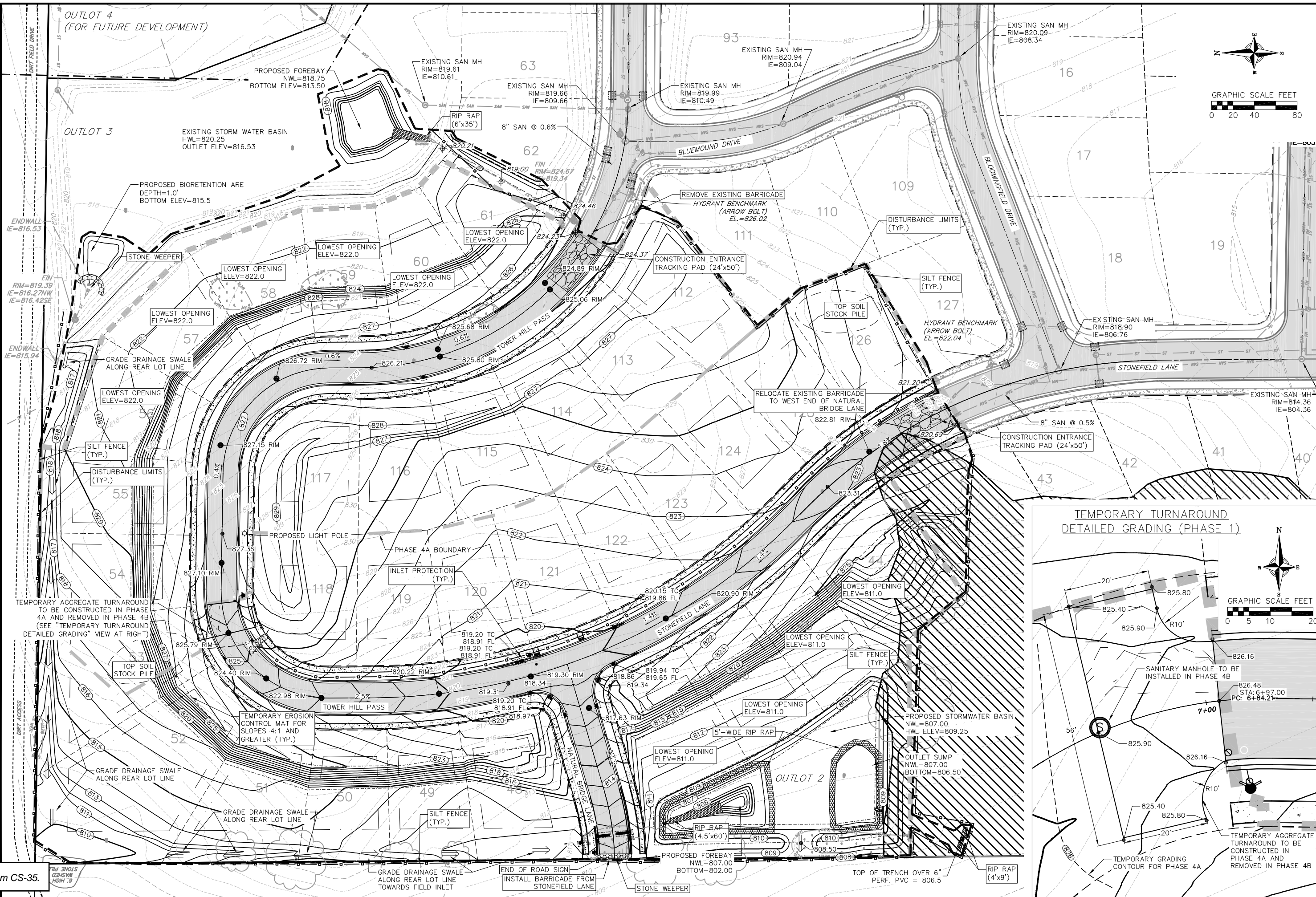
- EXISTING UNDERGROUND CABLE TV
- EXISTING OVERHEAD CABLE TV
- EXISTING FIBER OPTIC LINE
- EXISTING OVERHEAD TELEPHONE LINE
- EXISTING UNDERGROUND TELEPHONE
- EXISTING RETAINING WALL
- EXISTING CHAIN LINK FENCE
- EXISTING GENERAL FENCE
- EXISTING WIRE FENCE
- EXISTING WOOD FENCE
- EXISTING GAS LINE
- EXISTING UNDERGROUND ELECTRIC LINE
- EXISTING GUY LINE
- EXISTING OVERHEAD ELECTRIC LINE
- EXISTING OVERHEAD GENERAL UTILITIES
- EXISTING SANITARY FORCE MAIN (SIZE NOTED)
- EXISTING SANITARY SEWER LINE (SIZE NOTED)
- EXISTING STORM SEWER LINE (SIZE NOTED)
- EXISTING EDGE OF TREES
- EXISTING WATER MAIN (SIZE NOTED)
- EXISTING WETLAND DELINEATION
- EXISTING MAJOR CONTOUR
- EXISTING MINOR CONTOUR

NO.	DATE	REVISIONS	REMARKS



NO.	DATE	REVISIONS	REMARKS

SCALE: AS SHOWN
 DATE: 08/01/2018
 DRAFTER: JMAH
 CHECKED: GBLA
 PROJECT NO.: 180085



GRADING AND EROSION CONTROL PLAN

PARK CREST SUBDIVISION - PHASE 4
CITY OF WHITEWATER
JEFFERSON COUNTY, WISCONSIN

NO.	DATE	REVISIONS	REMARKS

SCALE AS SHOWN

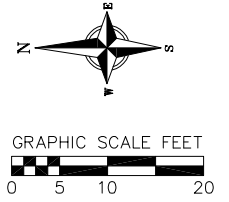
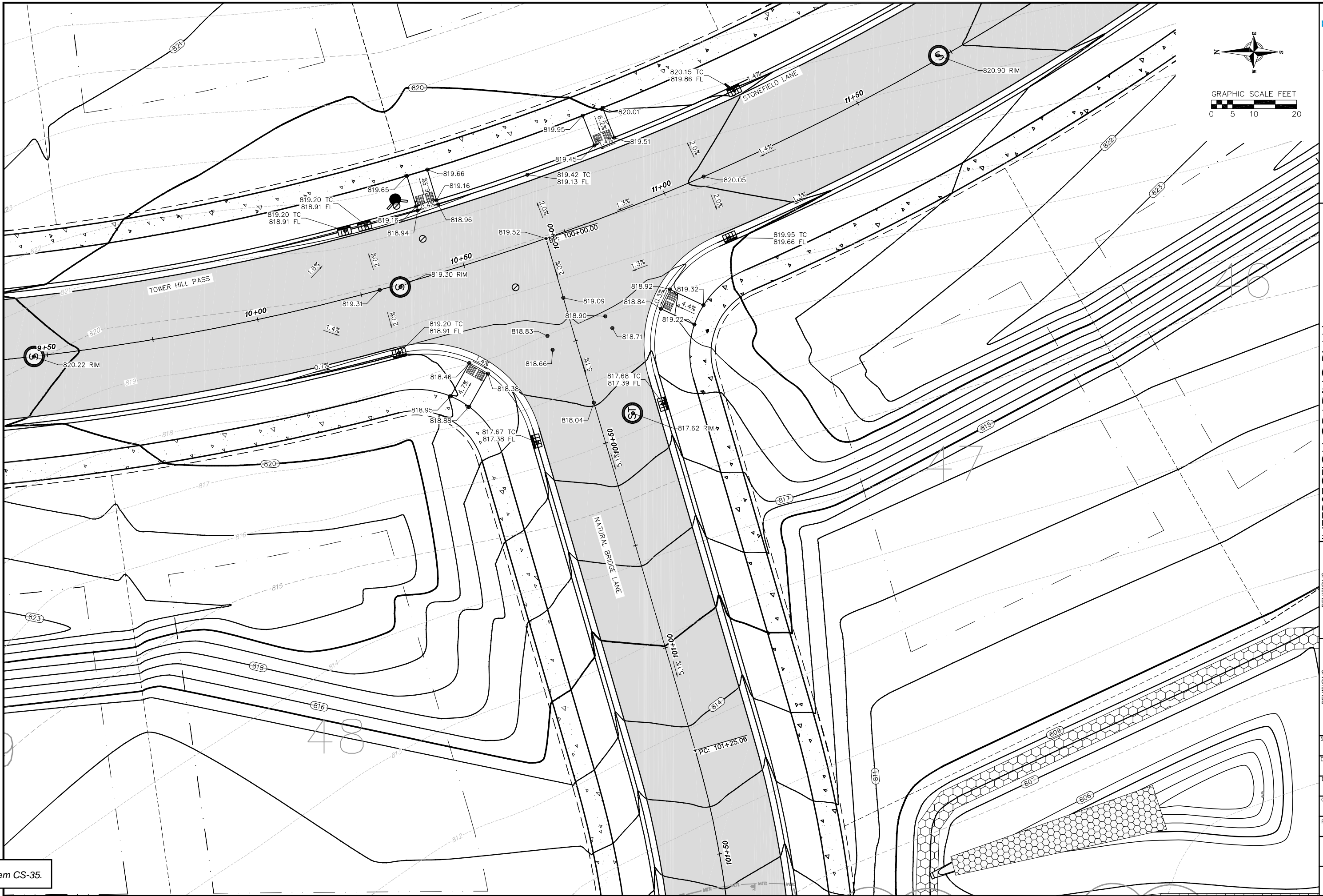
DATE 08/01/2018

DRAFTER JMAH

CHECKED GBLA

PROJECT NO. 180085

Item CS-35.



INTERSECTION GRADING PLAN
 PARK CREST SUBDIVISION - PHASE 4
 CITY OF WHITEWATER
 JEFFERSON COUNTY, WISCONSIN

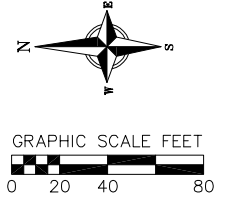
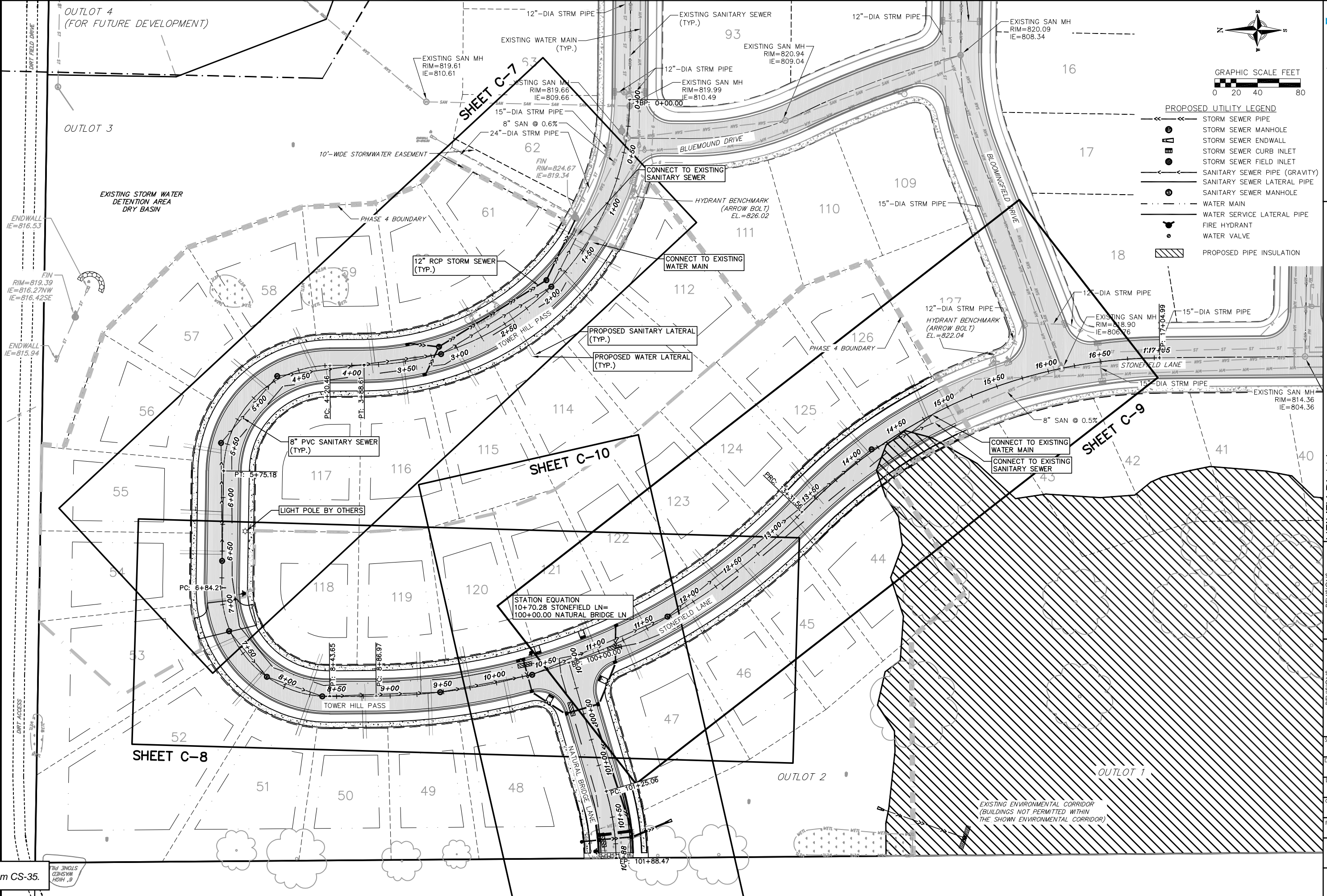
NO.	DATE	REVISIONS	REMARKS

SCALE:	AS SHOWN
DATE:	08/01/2018
DRAFTER:	JMAH
CHECKED:	GBLA
PROJECT NO.:	180085

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Item CS-35.



- PROPOSED UTILITY LEGEND**
- STORM SEWER PIPE
 - STORM SEWER MANHOLE
 - ▬ STORM SEWER ENDWALL
 - ◐ STORM SEWER CURB INLET
 - STORM SEWER FIELD INLET
 - SANITARY SEWER PIPE (GRAVITY)
 - SANITARY SEWER LATERAL PIPE
 - SANITARY SEWER MANHOLE
 - WATER MAIN
 - WATER SERVICE LATERAL PIPE
 - FIRE HYDRANT
 - WATER VALVE
 - ▨ PROPOSED PIPE INSULATION

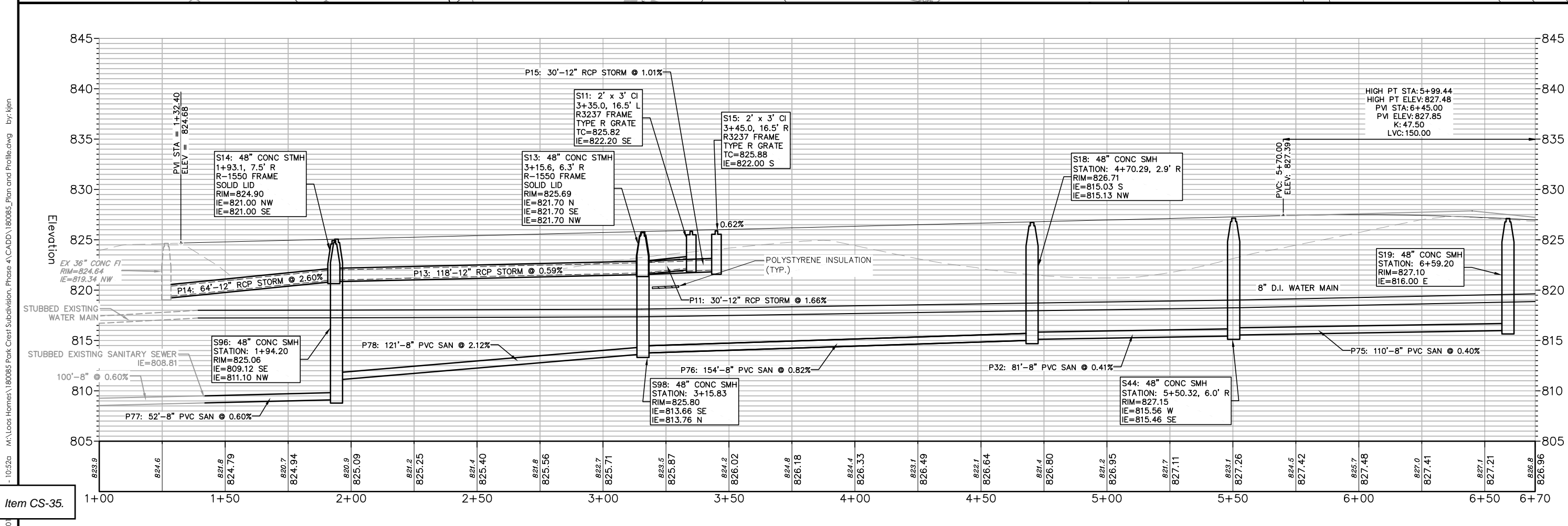
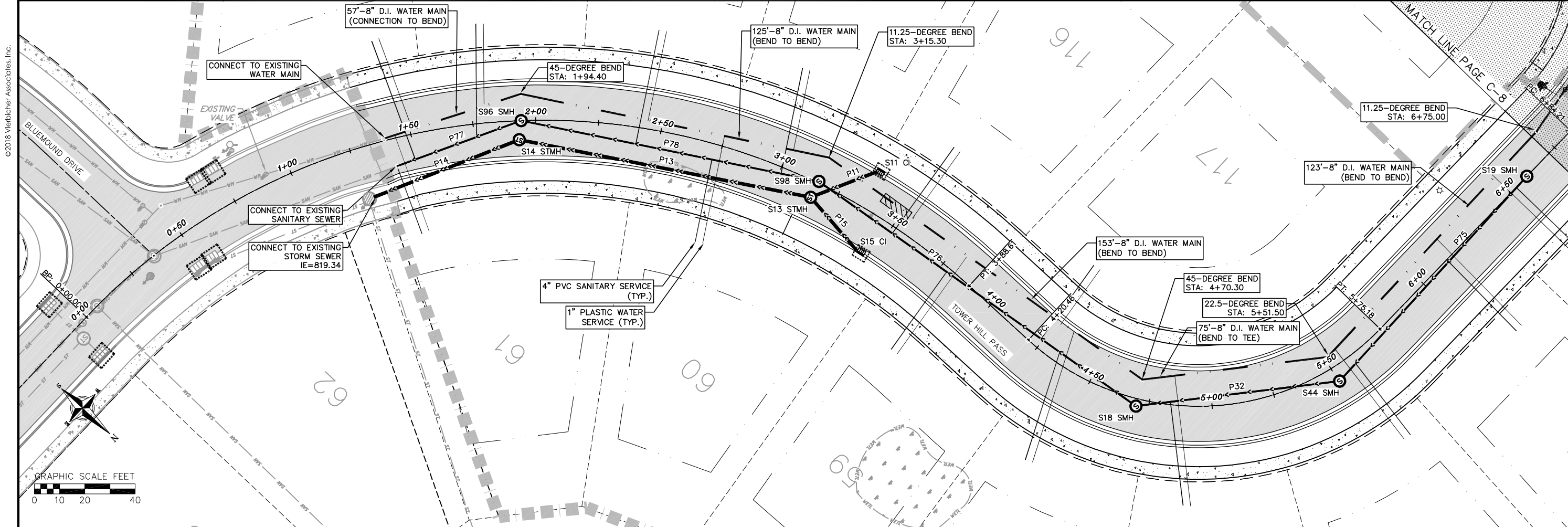
vierbicher
 planners | engineers | advisors
 Phone: (800) 261-3898

UTILITY PLAN
 PARK CREST SUBDIVISION - PHASE 4
 CITY OF WHITEWATER
 JEFFERSON COUNTY, WISCONSIN

NO.	DATE	REVISIONS	REMARKS

SCALE: AS SHOWN
 DATE: 08/01/2018
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 PROJECT NO.: 180085

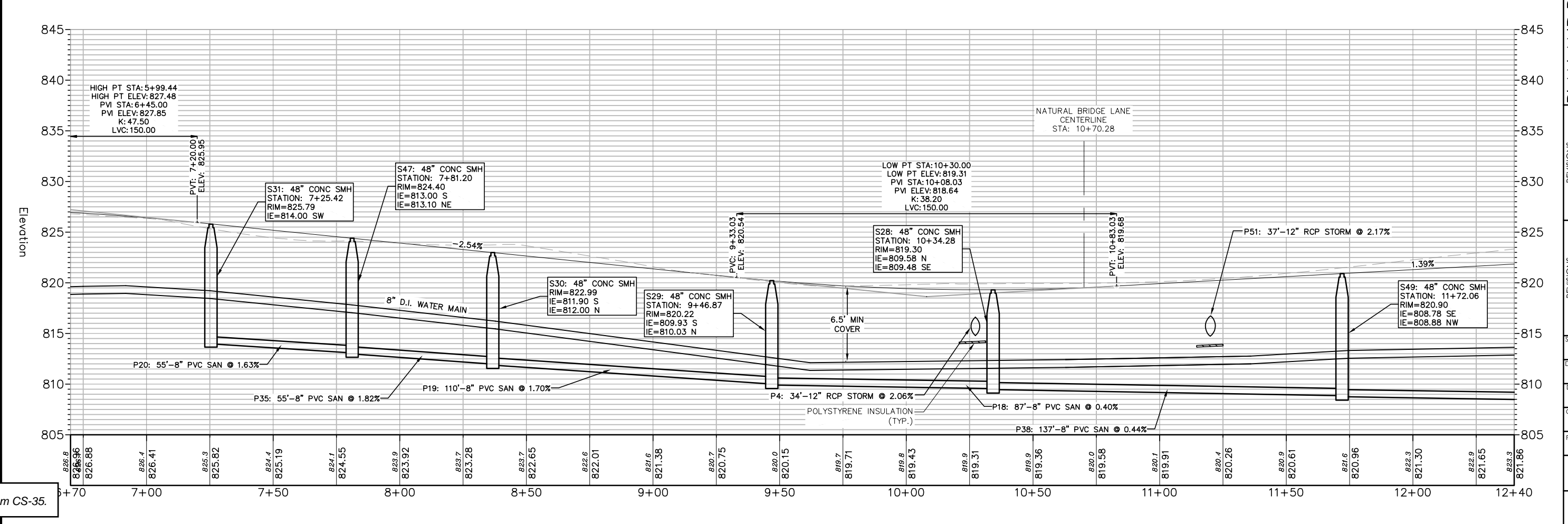
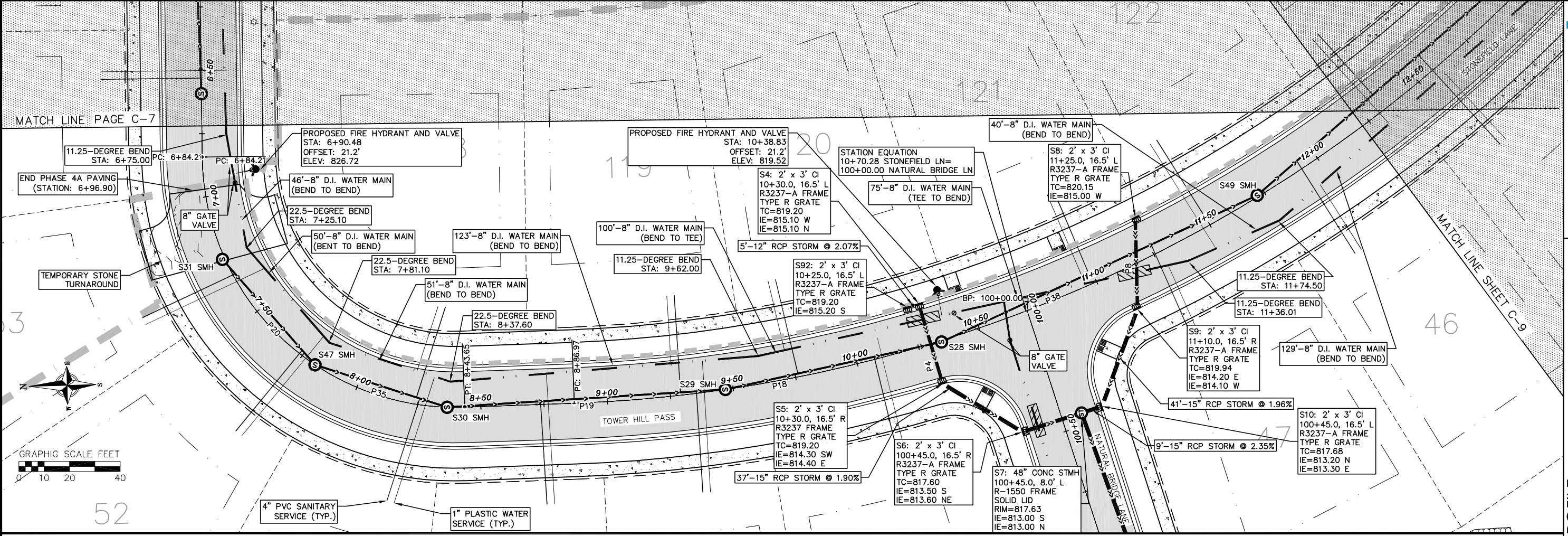
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NO.	DATE	REVISIONS	REMARKS

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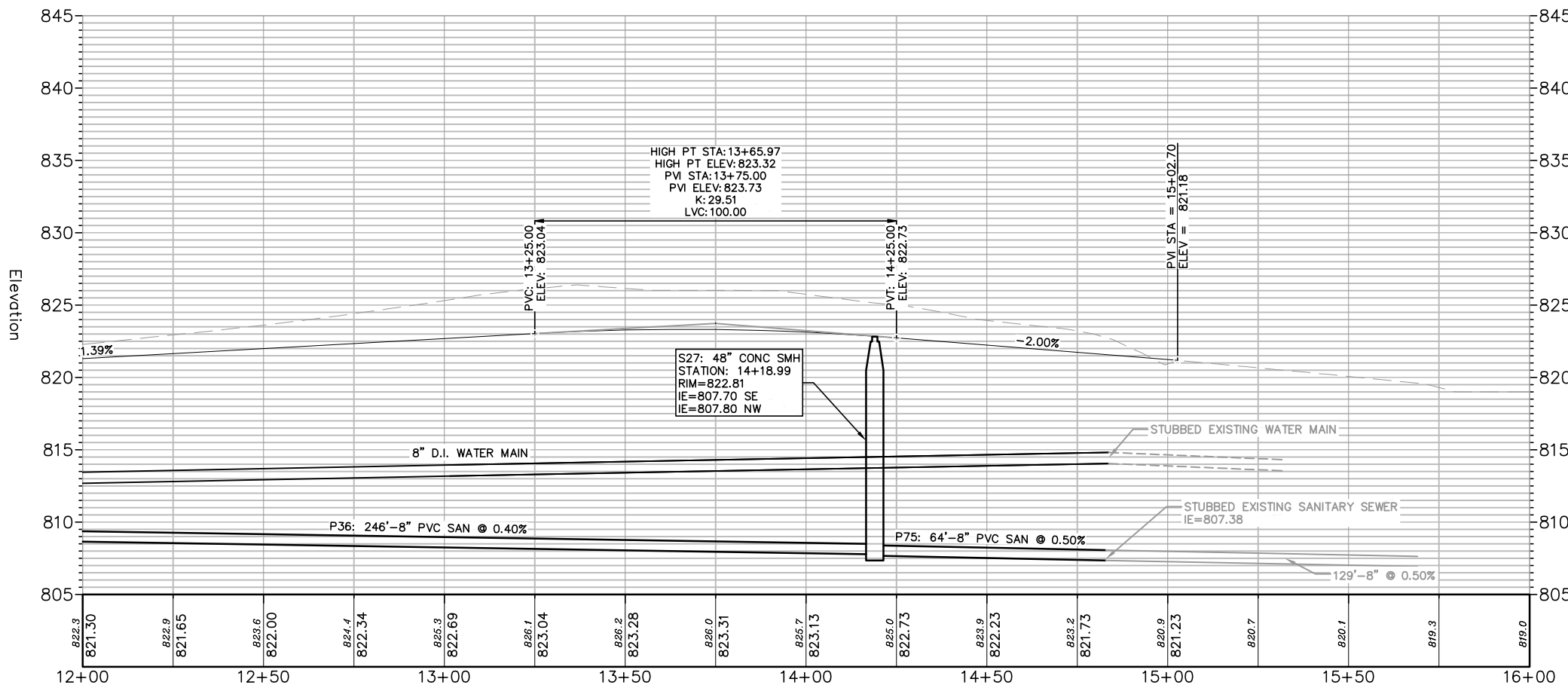
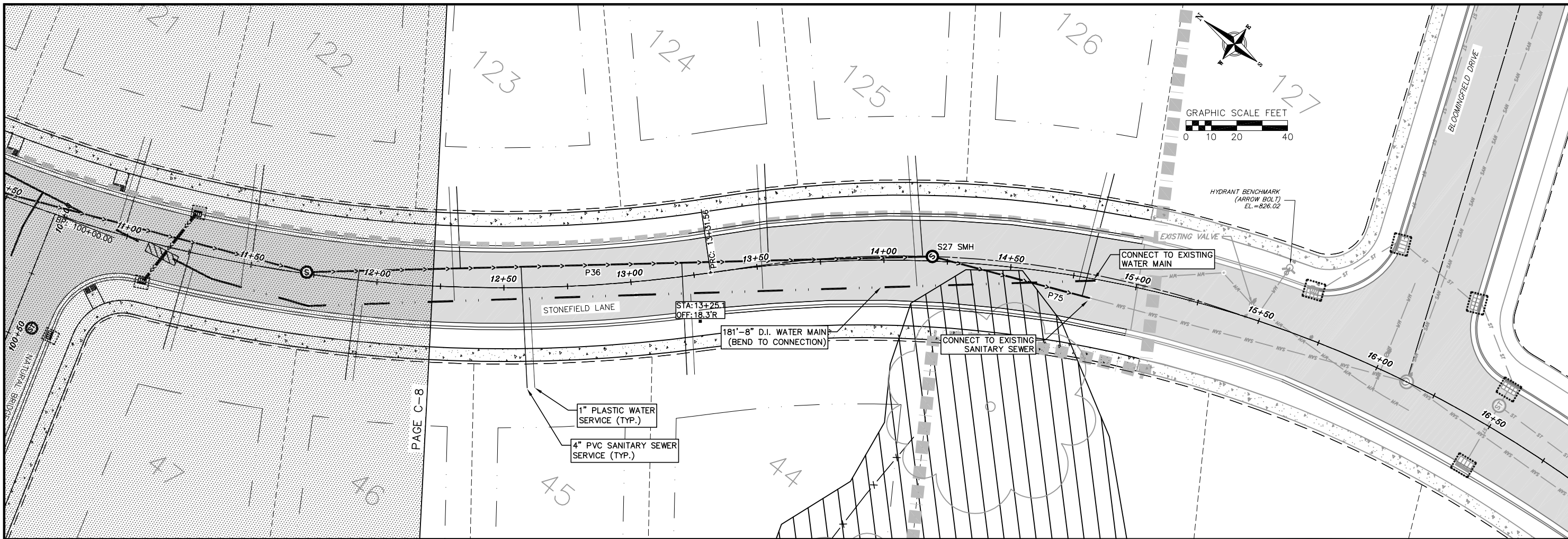
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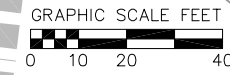
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PROJECT NO.: 180085

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Item CS-35.



HYDRANT BENCHMARK
(ARROW BOLT)
EL.=826.02



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PLAN AND PROFILE
PARK CREST SUBDIVISION - PHASE 4
CITY OF WHITEWATER
JEFFERSON COUNTY, WISCONSIN

NO.	DATE	REVISIONS	REMARKS

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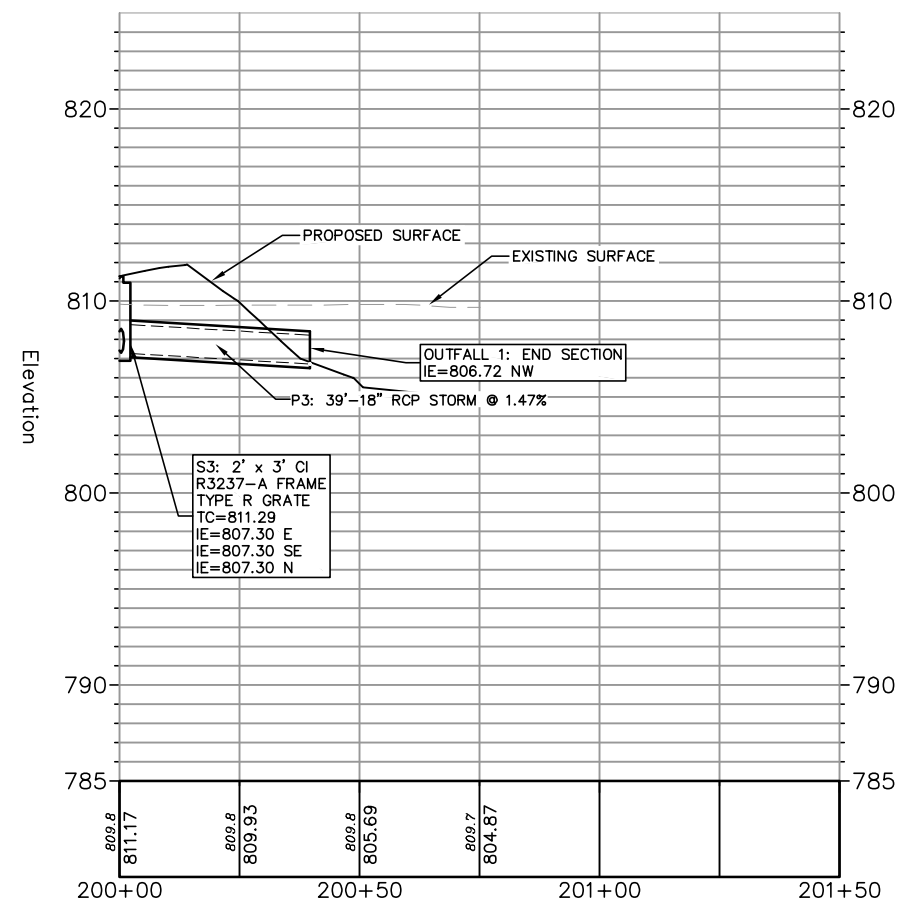
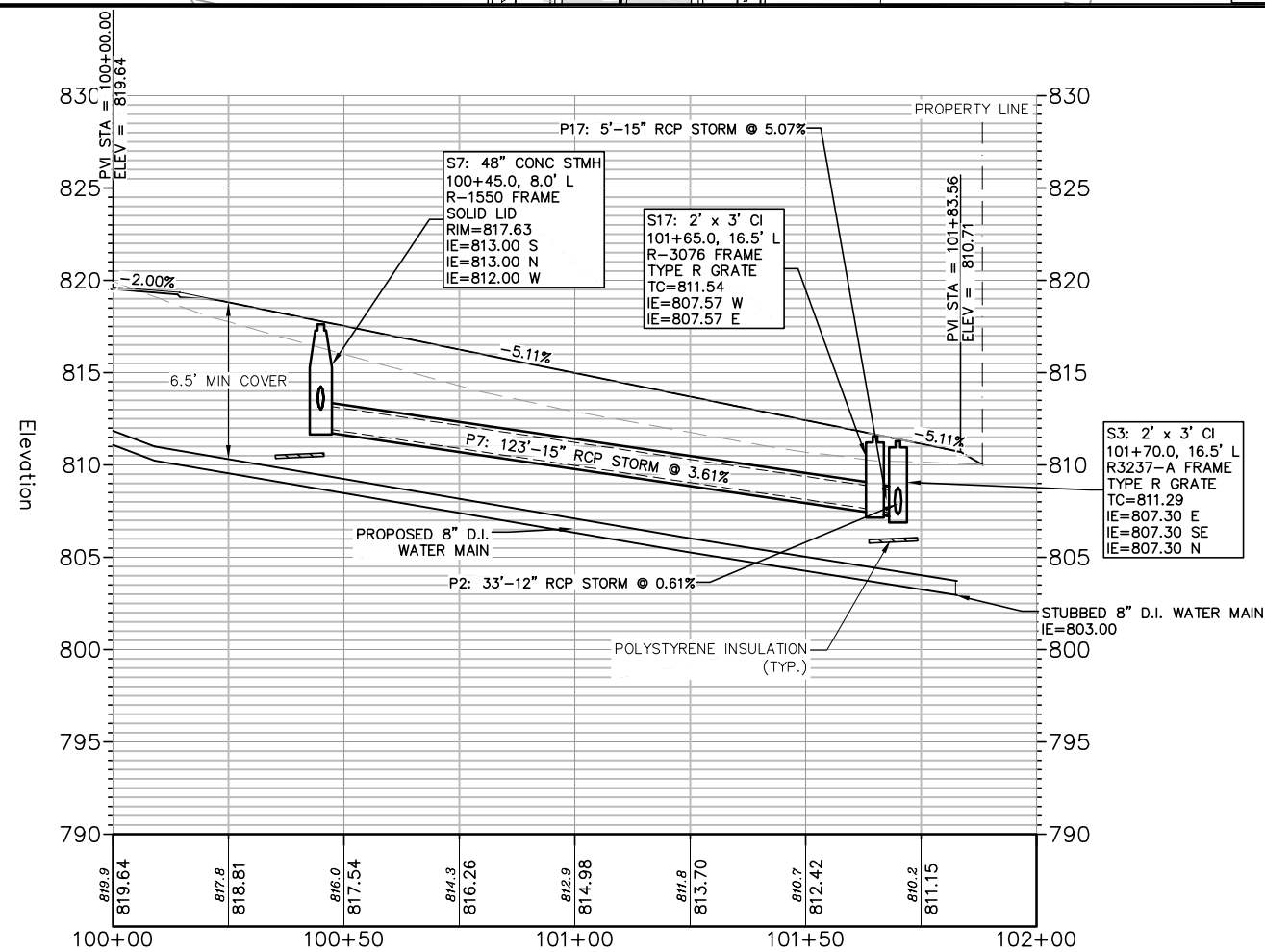
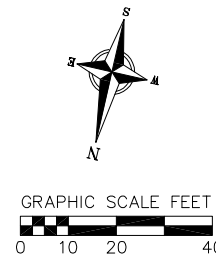
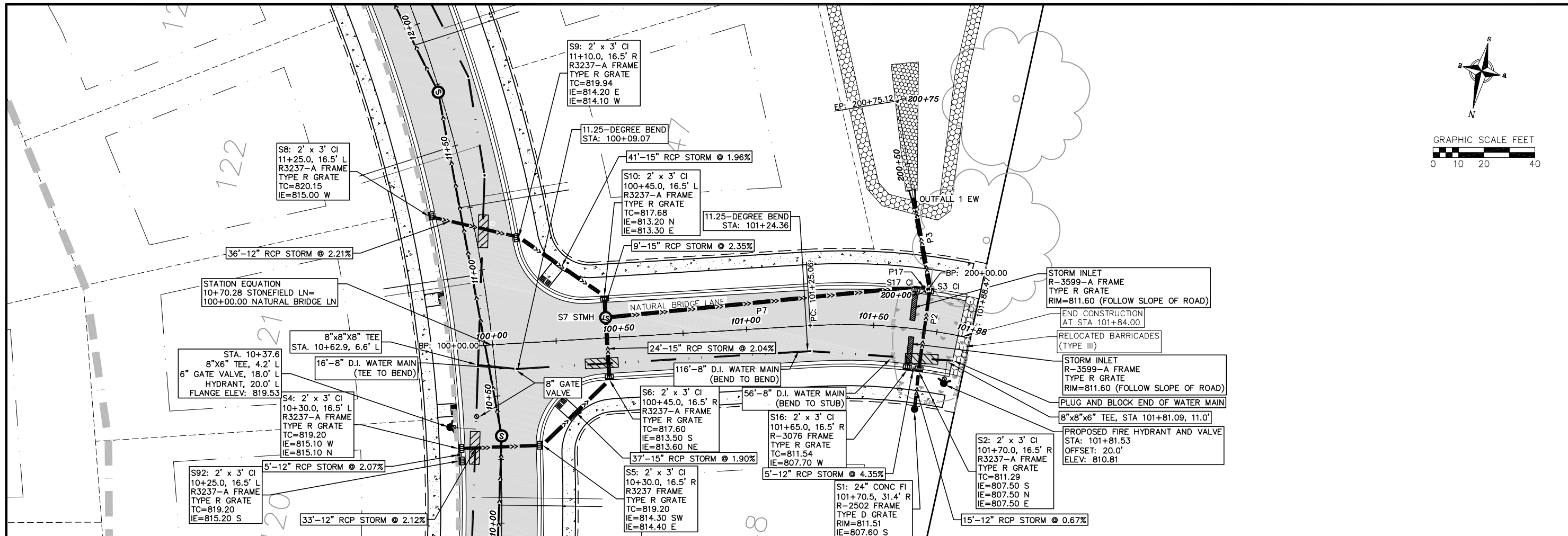
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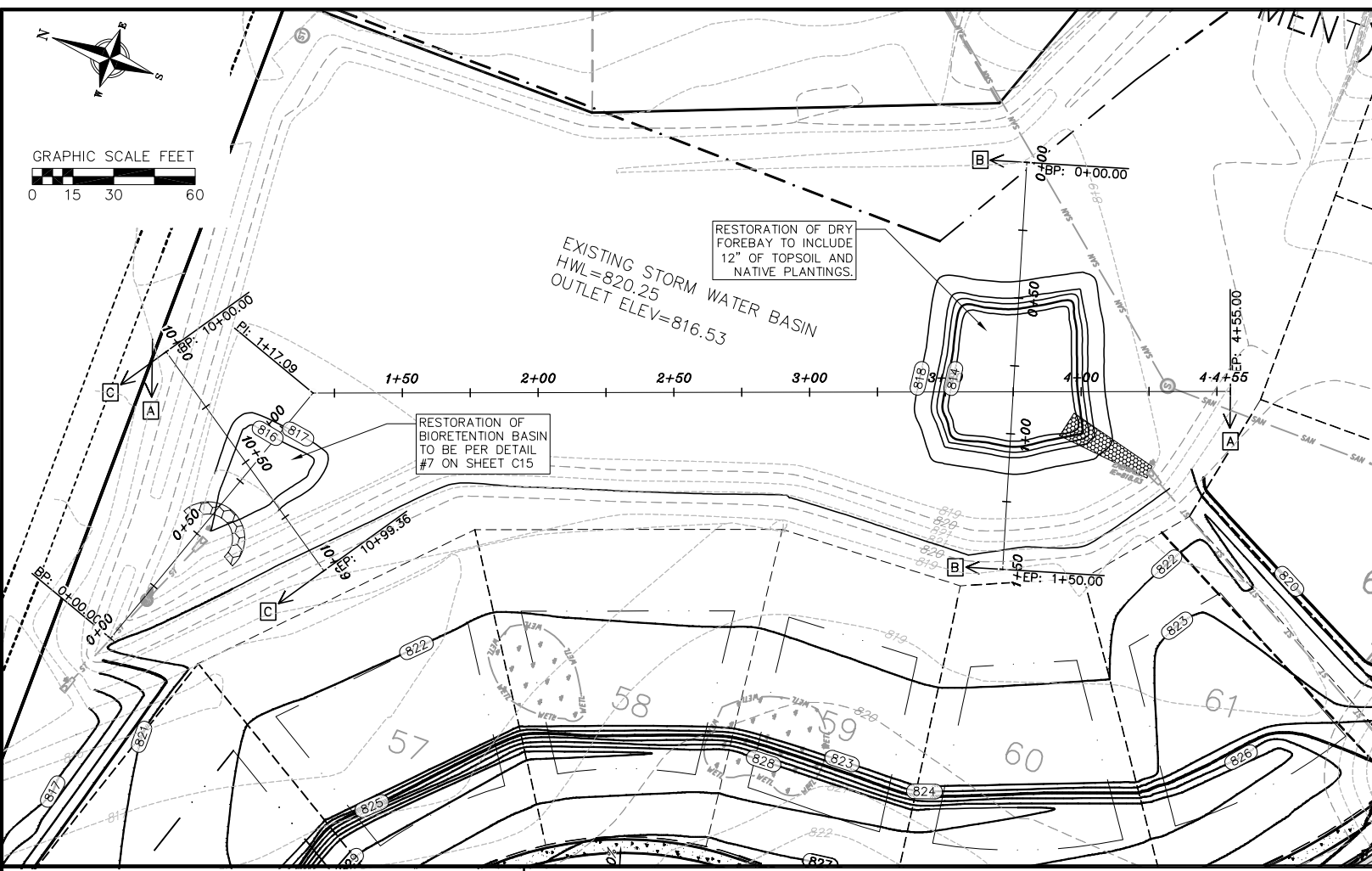
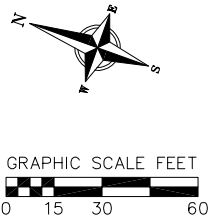
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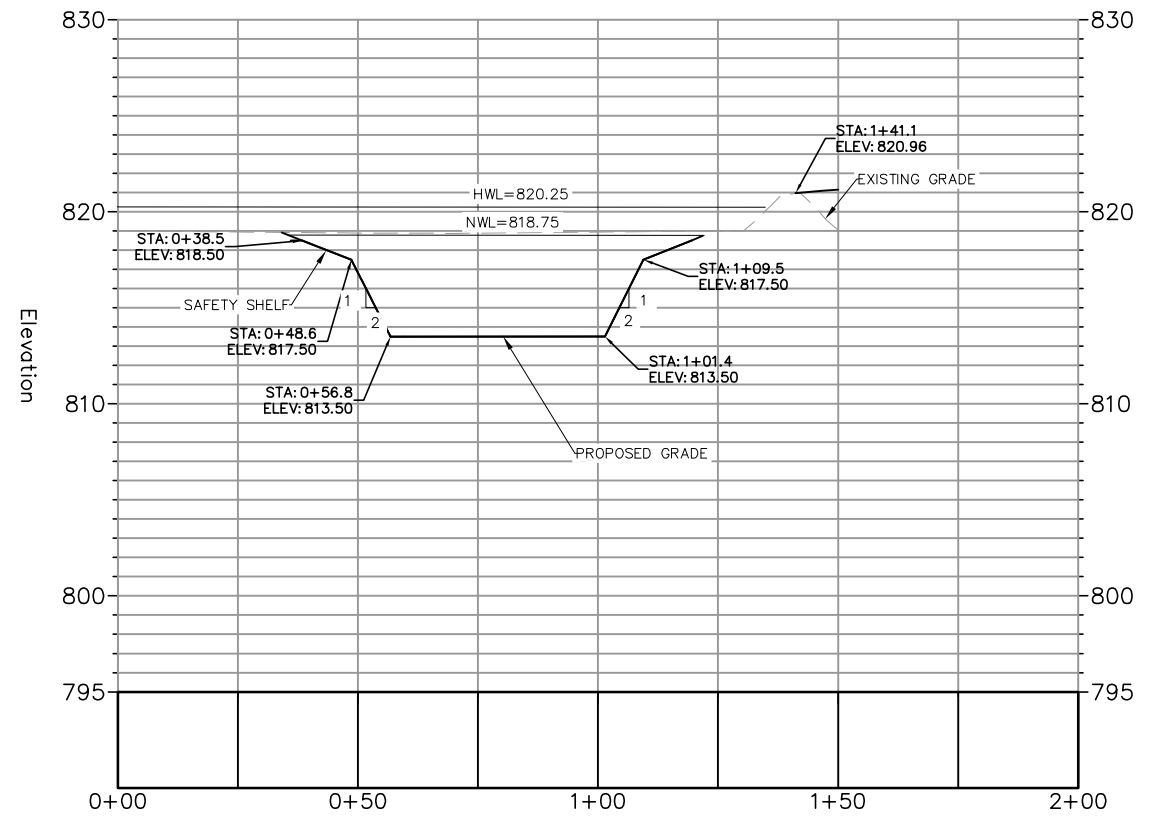
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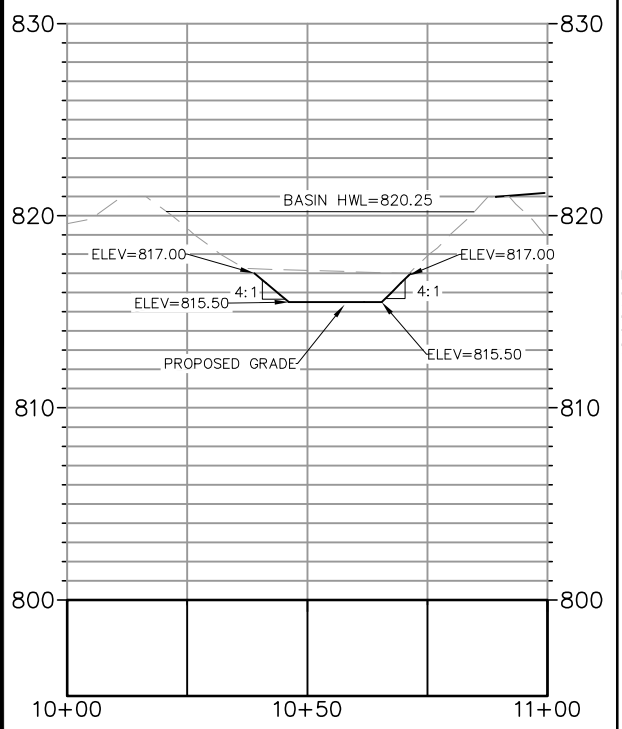
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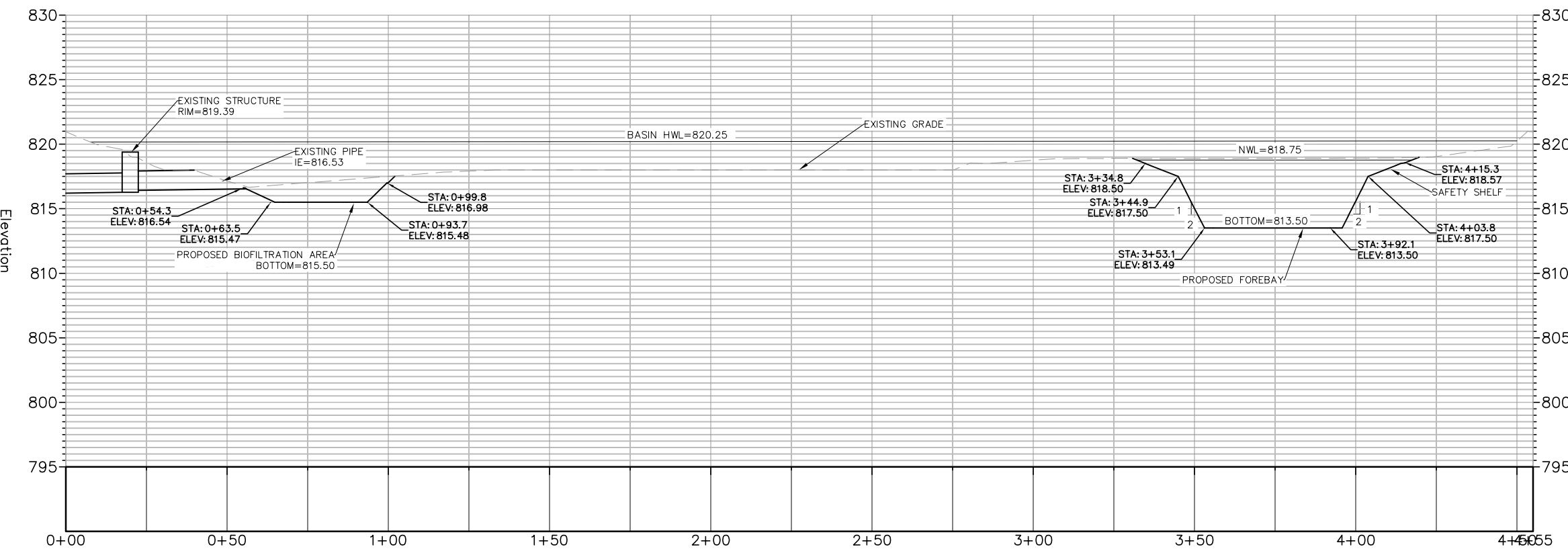
PROFILE VIEW B-B



PROFILE VIEW C-C



PROFILE VIEW A-A



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PLAN AND PROFILE - BASIN
PARK CREST SUBDIVISION - PHASE 4
CITY OF WHITEWATER
JEFFERSON COUNTY, WISCONSIN

REVISIONS		NO.	DATE	REMARKS

SCALE: AS SHOWN

DATE: 08/01/2018

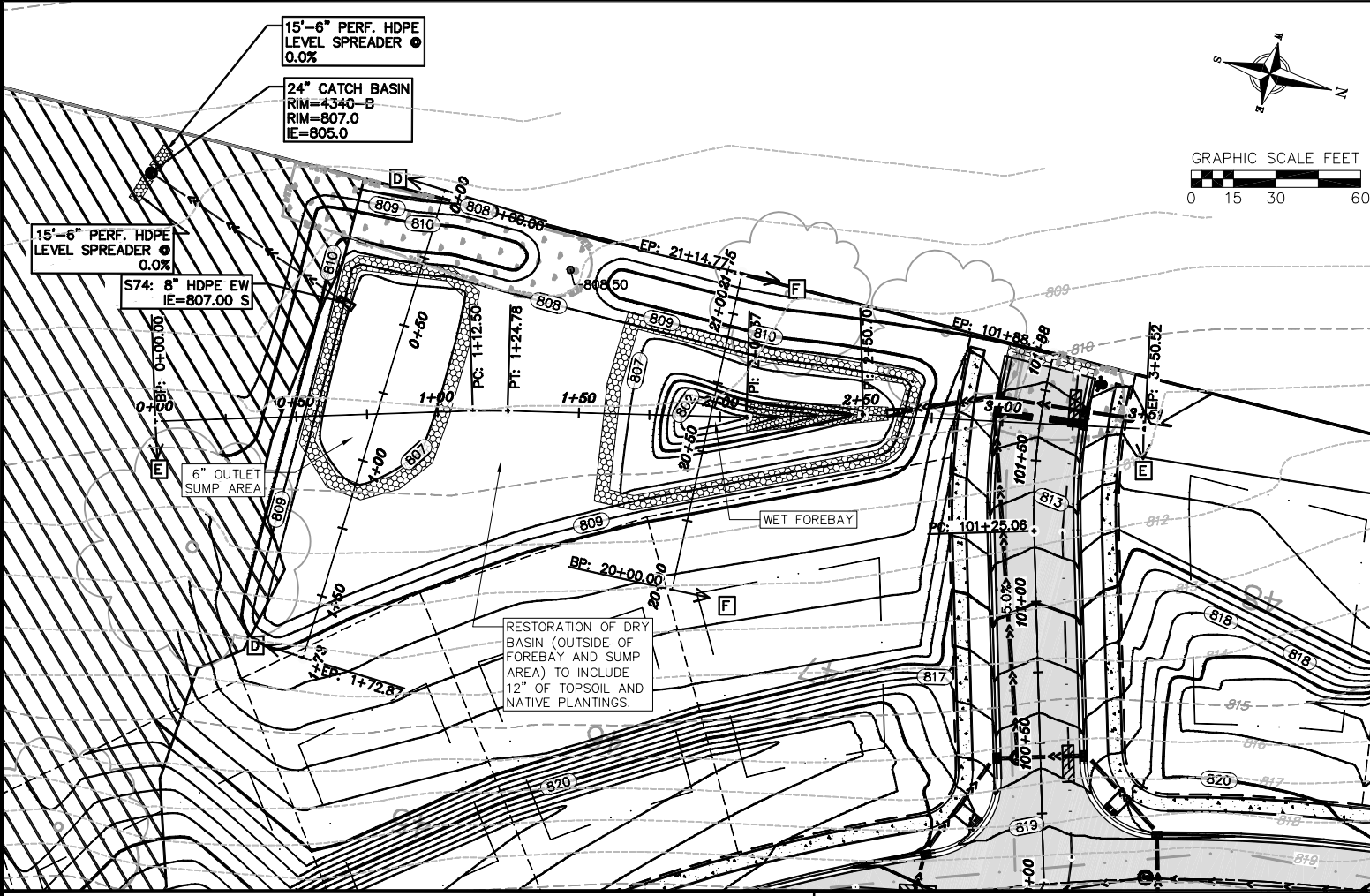
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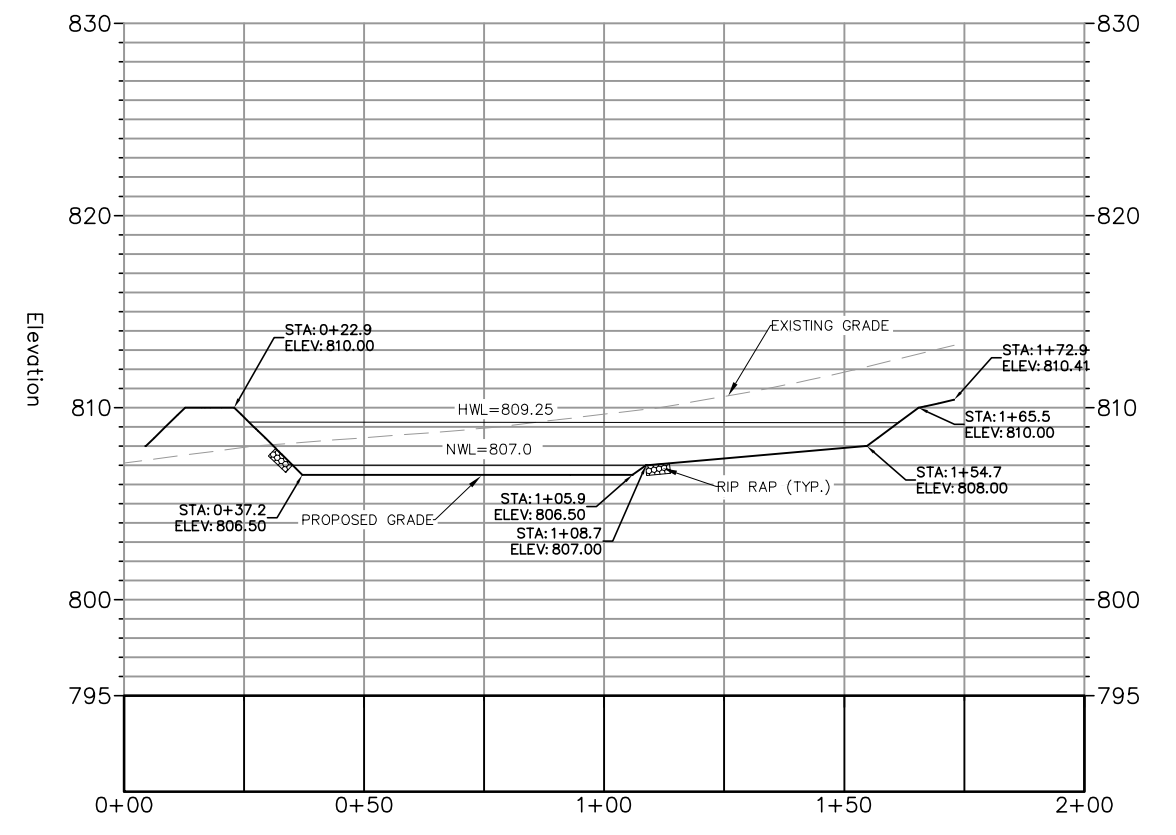
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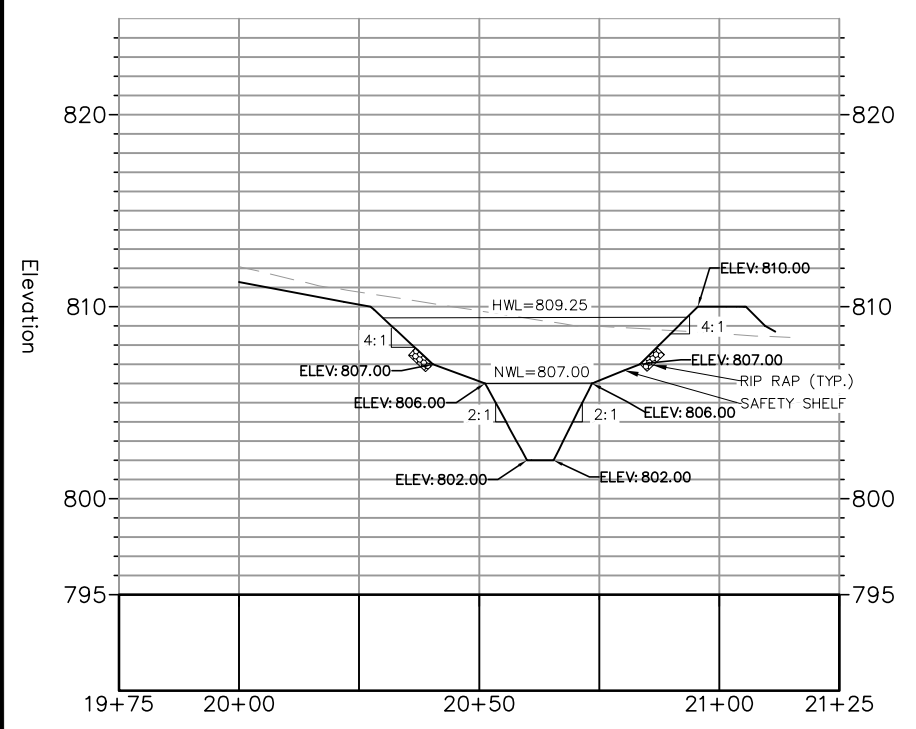
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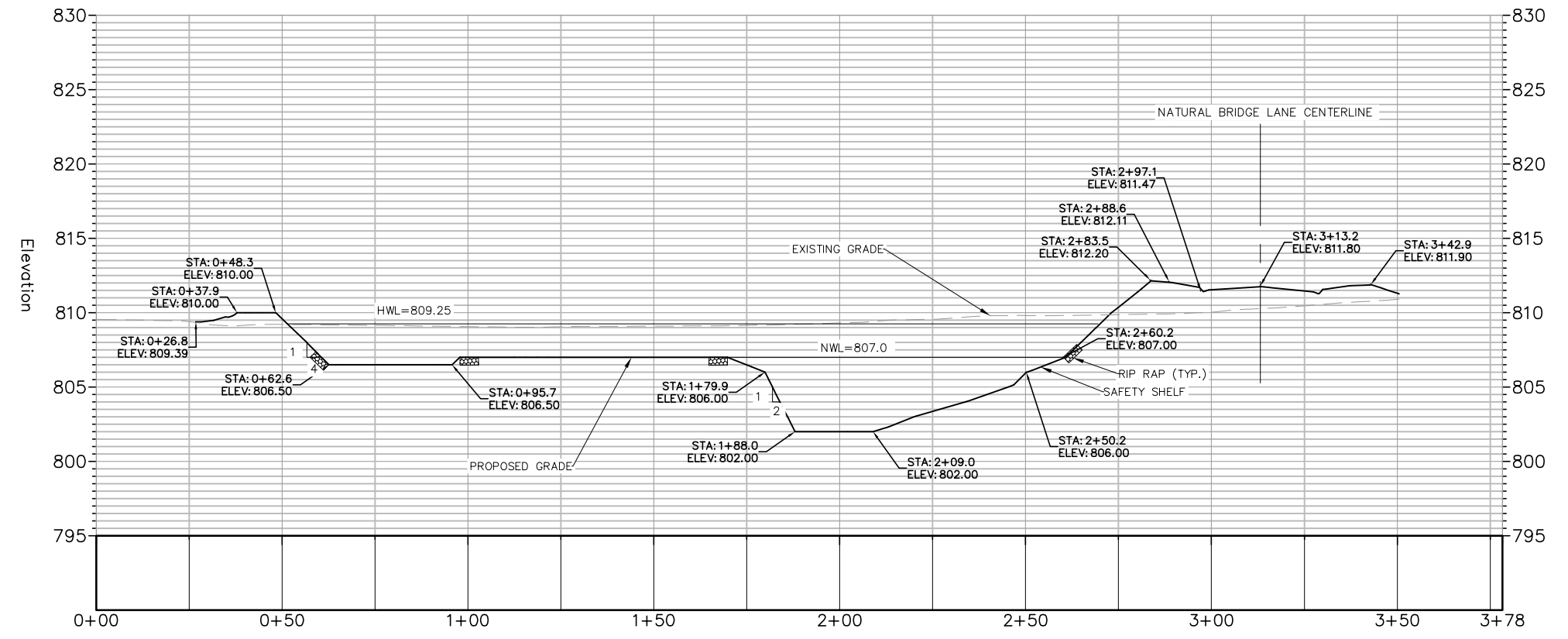
PROFILE VIEW D-D



PROFILE VIEW F-F



PROFILE VIEW E-E



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PLAN AND PROFILE - BASIN
PARK CREST SUBDIVISION - PHASE 4
CITY OF WHITEWATER
JEFFERSON COUNTY, WISCONSIN

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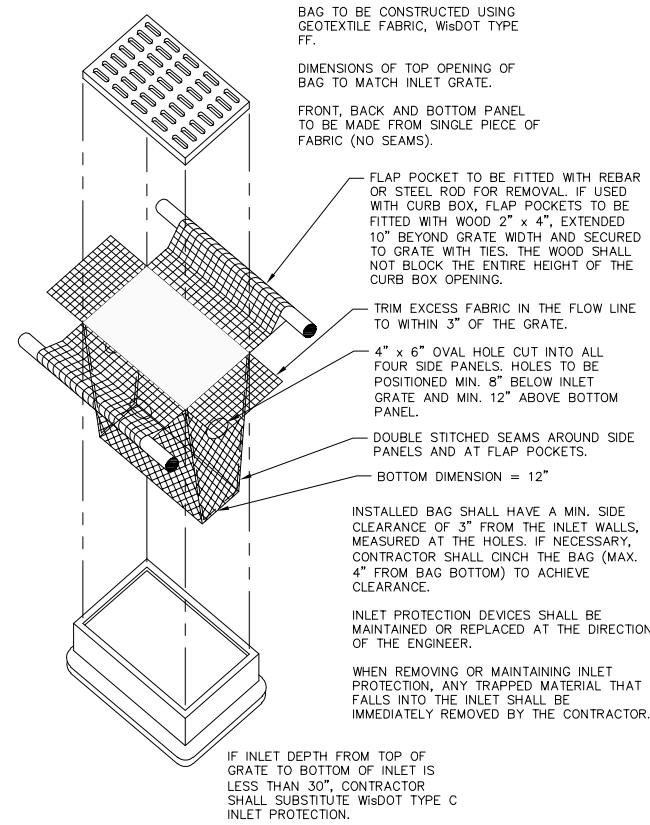
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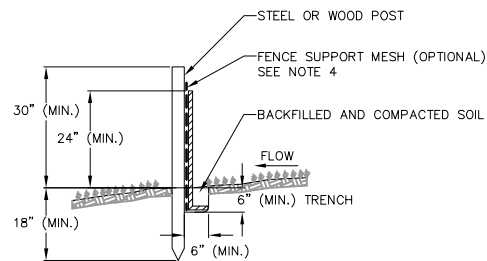
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EROSION CONTROL MEASURES

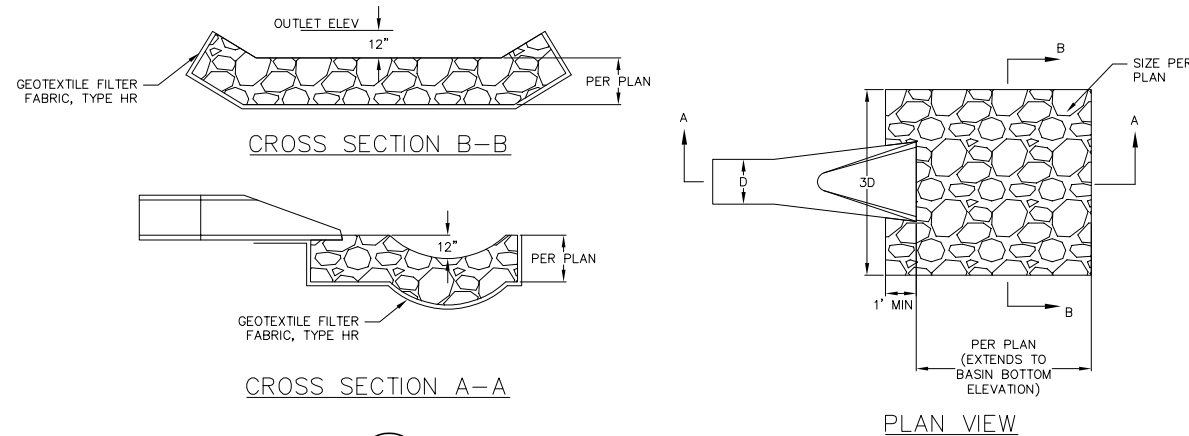
1. EROSION CONTROL SHALL BE IN ACCORDANCE WITH THE CITY OF WHITEWATER EROSION CONTROL ORDINANCE AND CHAPTER NR 216 OF THE WISCONSIN ADMINISTRATIVE CODE.
2. CONSTRUCT AND MAINTAIN ALL EROSION AND SEDIMENT CONTROL MEASURES IN ACCORDANCE WITH WISCONSIN DNR TECHNICAL STANDARDS (<http://dnr.wi.gov/runoff/stormwater/techstds.htm>) AND WISCONSIN CONSTRUCTION SITE BEST MANAGEMENT PRACTICE HANDBOOK.
3. INSTALL SEDIMENT CONTROL PRACTICES (TRACKING PAD, PERIMETER SILT FENCE, SEDIMENT BASINS, ETC.) PRIOR TO INITIATING OTHER LAND DISTURBING CONSTRUCTION ACTIVITIES.
4. THE CONTRACTOR IS REQUIRED TO MAKE EROSION CONTROL INSPECTIONS AT THE END OF EACH WEEK AND WHEN 0.5 INCHES OF RAIN FALLS WITHIN 24 HOURS. INSPECTION REPORTS SHALL BE PREPARED AND FILED AS REQUIRED BY THE DNR AND/OR CITY. ALL MAINTENANCE WILL FOLLOW AN INSPECTION WITHIN 24 HOURS.
5. EROSION CONTROL IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ACCEPTANCE OF THIS PROJECT. EROSION CONTROL MEASURES AS SHOWN SHALL BE THE MINIMUM PRECAUTIONS THAT WILL BE ALLOWED. ADDITIONAL EROSION CONTROL MEASURES, AS REQUESTED IN WRITING BY THE STATE OR LOCAL INSPECTORS, OR THE DEVELOPER'S ENGINEER, SHALL BE INSTALLED WITHIN 24 HOURS.
6. A 3" CLEAR STONE TRACKING PAD SHALL BE INSTALLED AT THE END OF ROAD CONSTRUCTION LIMITS TO PREVENT SEDIMENT FROM BEING TRACKED ON TO THE ADJACENT PAVED PUBLIC ROADWAY. SEDIMENT TRACKING PAD SHALL CONFORM TO WISDNR TECHNICAL STANDARD 1057. SEDIMENT REACHING THE PUBLIC ROAD SHALL BE REMOVED BY STREET CLEANING (NOT HYDRAULIC FLUSHING) BEFORE THE END OF EACH WORK DAY.
7. CHANNELIZED RUNOFF: FROM ADJACENT AREAS PASSING THROUGH THE SITE SHALL BE DIVERTED AROUND DISTURBED AREAS.
8. STABILIZED DISTURBED GROUND: ANY SOIL OR DIRT PILES WHICH WILL REMAIN IN EXISTENCE FOR MORE THAN 7-CONSECUTIVE DAYS, WHETHER TO BE WORKED DURING THAT PERIOD OR NOT, SHALL NOT BE LOCATED WITHIN 25-FEET OF ANY ROADWAY, PARKING LOT, PAVED AREA, OR DRAINAGE STRUCTURE OR CHANNEL (UNLESS INTENDED TO BE USED AS PART OF THE EROSION CONTROL MEASURES). TEMPORARY STABILIZATION AND CONTROL MEASURES (SEEDING, MULCHING, TARPING, EROSION MATTING, BARRIER FENCING, ETC.) ARE REQUIRED FOR THE PROTECTION OF DISTURBED AREAS AND SOIL PILES, WHICH WILL REMAIN UN-WORKED FOR A PERIOD OF MORE THAN 14-CONSECUTIVE CALENDAR DAYS. THESE MEASURES SHALL REMAIN IN PLACE UNTIL SITE HAS STABILIZED.
9. SITE DE-WATERING: WATER PUMPED FROM THE SITE SHALL BE TREATED BY TEMPORARY SEDIMENTATION BASINS OR OTHER APPROPRIATE CONTROL MEASURES. SEDIMENTATION BASINS SHALL HAVE A DEPTH OF AT LEAST 3 FEET, BE SURROUNDED BY SNOWFENCE OR EQUIVALENT BARRIER AND HAVE SUFFICIENT SURFACE AREA TO PROVIDE A SURFACE SETTLING RATE OF NO MORE THAN 750 GALLONS PER SQUARE FOOT PER DAY AT THE HIGHEST DEWATERING PUMPING RATE. WATER MAY NOT BE DISCHARGED IN A MANNER THAT CAUSES EROSION OF THE SITE, A NEIGHBORING SITE, OR THE BED OR BANKS OF THE RECEIVING WATER. POLYMERS MAY BE USED AS DIRECTED BY DNR TECHNICAL STANDARD 1061 (DE-WATERING).
10. WASHED STONE WEEDERS OR TEMPORARY EARTH BERMS SHALL BE BUILT PER PLAN BY CONTRACTOR TO TRAP SEDIMENT OR SLOW THE VELOCITY OF STORM WATER.
11. INLET FILTERS ARE TO BE PLACED IN STORMWATER INLET STRUCTURES AS SOON AS THEY ARE INSTALLED. ALL PROJECT AREA STORM INLETS NEED WISCONSIN D.O.T. TYPE D INLET PROTECTION. THE FILTERS SHALL BE MAINTAINED UNTIL THE CITY HAS ACCEPTED THE BINDER COURSE OF ASPHALT.
12. USE PROPOSED DETENTION BASINS AS SEDIMENT BASINS DURING CONSTRUCTION (DO NOT USE INFILTRATION AREAS). AT THE END OF CONSTRUCTION, REMOVE SEDIMENT AND RESTORE PER PLAN. EXISTING BASINS SHALL NOT BE USED FOR CONSTRUCTION PHASE SEDIMENT CONTROL.
13. RESTORATION (SEED, FERTILIZER AND MULCH) SHALL BE PER SPECIFICATIONS ON THIS SHEET UNLESS SPECIAL RESTORATION IS CALLED FOR ON THE LANDSCAPE PLAN OR THE DETENTION BASIN DETAIL SHEET.
14. TERRACES SHALL BE RESTORED WITH 6" TOPSOIL, PERMANENT SEED, FERTILIZER AND MULCH. LOTS SHALL BE RESTORED WITH 6" TOPSOIL, TEMPORARY SEED, FERTILIZER AND MULCH.
15. AFTER DETENTION BASIN GRADING IS COMPLETE, THE BOTTOM OF DRY BASINS SHALL RECEIVE 6" TOPSOIL AND SHALL BE CHISEL-PLowed TO A MINIMUM DEPTH OF 12" PRIOR TO RESTORATION.
16. SEED, FERTILIZER AND MULCH SHALL BE APPLIED WITHIN 7 DAYS AFTER FINAL GRADE HAS BEEN ESTABLISHED. IF DISTURBED AREAS WILL NOT BE RESTORED IMMEDIATELY AFTER ROUGH GRADING, TEMPORARY SEED SHALL BE PLACED.
17. FOR THE FIRST SIX WEEKS AFTER RESTORATION (E.G. SEED & MULCH, EROSION MAT, SOD) OF A DISTURBED AREA, INCLUDE SUMMER WATERING PROVISIONS OF ALL NEWLY SEEDED AND MULCHED AREAS WHENEVER 7 DAYS ELAPSE WITHOUT A RAIN EVENT.
18. EROSION MAT (CLASS I, TYPE A URBAN PER WISCONSIN D.O.T. P.A.L.) SHALL BE INSTALLED ON ALL SLOPES 4:1 OR GREATER AND AS DEPICTED ON THE DRAWINGS.
19. EROSION MAT (CLASS I, TYPE B URBAN PER WISCONSIN D.O.T. P.A.L.) SHALL BE INSTALLED ON THE BOTTOM (INVERT) OF ROADSIDE DITCHES/SWALES AS SHOWN ON THIS PLAN, 1 ROLL WIDTH.
20. SOIL STABILIZERS SHALL BE APPLIED TO DISTURBED AREAS WITH SLOPES BETWEEN 10% AND 3:1 (DO NOT USE IN CHANNELS). SOIL STABILIZERS SHALL BE TYPE B, PER WISCONSIN D.O.T. P.A.L. (PRODUCT ACCEPTABILITY LIST), OR EQUAL. APPLY AT RATES AND METHODS SPECIFIED PER MANUFACTURER. SOIL STABILIZERS SHALL BE RE-APPLIED WHENEVER VEHICLES OR OTHER EQUIPMENT TRACK ON THE AREA.
21. SILT FENCE OR EROSION MAT SHALL BE INSTALLED ALONG THE CONTOURS AT 100 FOOT INTERVALS DOWN THE SLOPE ON THE DISTURBED SLOPES STEEPER THAN 5% AND MORE THAN 100 FEET LONG THAT SHEET FLOW TO THE ROADWAY UNLESS SOIL STABILIZERS ARE USED.
22. INSTALL MINIMUM 6'-7" WIDE EROSION MAT ALONG THE BACK OF CURB AFTER TOPSOIL HAS BEEN PLACED IN THE TERRACE IF THIS AREA WILL NOT BE SEEDED AND MULCHED WITHIN 48 HOURS OF PLACING TOPSOIL.
23. SILT FENCE TO BE USED ACROSS AREAS OF THE LOT THAT SLOPE TOWARDS A PUBLIC STREET OR WATERWAY. SEE DETAILS.
24. SEDIMENT SHALL BE CLEANED FROM CURB AND GUTTER AFTER EACH RAINFALL AND PRIOR TO PROJECT ACCEPTANCE.
25. ACCUMULATED CONSTRUCTION SEDIMENT SHALL BE REMOVED FROM ALL PERMANENT BASINS TO THE ELEVATION SHOWN ON THE GRADING PLAN FOLLOWING THE STABILIZATION OF DRAINAGE AREAS.
26. ALL CONSTRUCTION ENTRANCES SHALL HAVE TEMPORARY ROAD CLOSED SIGNS THAT WILL BE IN PLACE WHEN THE ENTRANCE IS NOT IN USE AND AT THE END OF EACH DAY.
27. ANY PROPOSED CHANGES TO THE EROSION CONTROL PLAN MUST BE SUBMITTED AND APPROVED BY THE PERMITTING MUNICIPALITY.
28. THE CITY, OWNER AND/OR ENGINEER MAY REQUIRE ADDITIONAL EROSION CONTROL MEASURES AT ANY TIME DURING CONSTRUCTION.



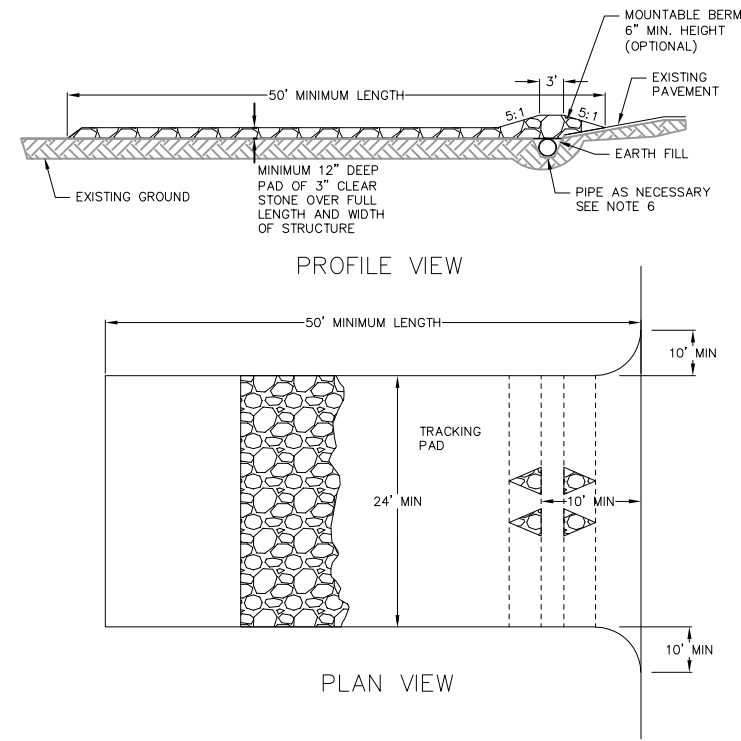
1 INLET PROTECTION TYPE D
13 NOT TO SCALE



3 SILT FENCE
13 NOT TO SCALE

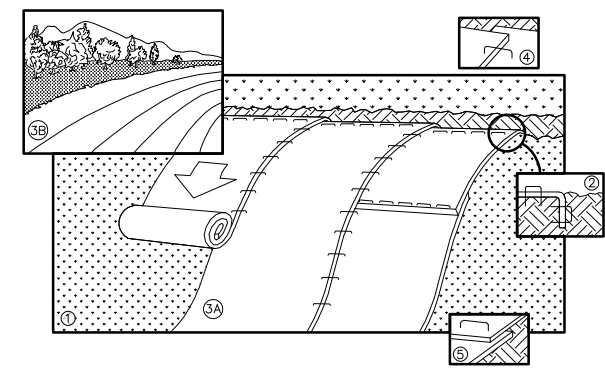


5 RIP-RAP OUTLET
13 NOT TO SCALE



1. FOLLOW WISCONSIN DNR TECHNICAL STANDARD 1057 FOR FURTHER DETAILS AND INSTALLATION.
2. LENGTH - MINIMUM OF 50'.
3. WIDTH - 24' MINIMUM, SHOULD BE FLARED AT THE EXISTING ROAD TO PROVIDE A TURNING RADIUS.
4. ON SITES WITH A HIGH GROUNDWATER TABLE OR WHERE SATURATED CONDITIONS EXIST, GEOTEXTILE FABRIC SHALL BE PLACED OVER EXISTING GROUND PRIOR TO PLACING STONE. FABRIC SHALL BE WISDOT TYPE-HR GEOTEXTILE FABRIC.
5. STONE - CRUSHED 3" CLEAR STONE SHALL BE PLACED AT LEAST 12" DEEP OVER THE ENTIRE LENGTH AND WIDTH OF ENTRANCE.
6. SURFACE WATER - ALL SURFACE WATER FLOWING TO OR DIVERTED TOWARDS CONSTRUCTION ENTRANCES SHALL BE PIPED THROUGH THE ENTRANCE, MAINTAINING POSITIVE DRAINAGE. PIPE INSTALLED THROUGH THE STABILIZED CONSTRUCTION ENTRANCE SHALL BE PROTECTED WITH A MOUNTABLE BERM WITH 5:1 SLOPES AND MINIMUM OF 6" STONE OVER THE PIPE. PIPE SHALL BE SIZED ACCORDING TO THE DRAINAGE REQUIREMENTS. WHEN THE ENTRANCE IS LOCATED AT A HIGH SPOT AND HAS NO DRAINAGE TO CONVEY A PIPE SHALL NOT BE NECESSARY. THE MINIMUM PIPE DIAMETER SHALL BE 6". CONTRACTOR SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF SAID PIPE.
7. LOCATION - A STABILIZED CONSTRUCTION ENTRANCE SHALL BE LOCATED WHERE CONSTRUCTION TRAFFIC ENTERS AND/OR LEAVES THE CONSTRUCTION SITE. VEHICLES LEAVING THE SITE MUST TRAVEL OVER THE ENTIRE LENGTH OF THE TRACKING PAD.

2 TRACKING PAD
13 NOT TO SCALE



- NOTE: REFER TO GENERAL STAPLE PATTERN GUIDE FOR CORRECT STAPLE PATTERN RECOMMENDATIONS FOR SLOPE INSTALLATIONS.
1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING APPLICATION OF FERTILIZER AND SEED.
 - NOTE: WHEN USING CELL-O-SEED, DO NOT SEED PREPARED AREA. CELL-O-SEED MUST BE INSTALLED WITH PAPER SIDE DOWN.
 2. BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE BLANKET IN 6" DEEP BY 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.
 3. ROLL THE BLANKETS <A> DOWN, OR HORIZONTALLY ACROSS THE SLOPE.
 4. THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH APPROXIMATELY 2" OVERLAP.
 5. WHEN BLANKETS MUST BE SPLICED DOWN THE SLOPE, PLACE BLANKETS END OVER END (SHINGLE STYLE) WITH APPROXIMATELY 4" OVERLAP. STAPLE THROUGH OVERLAPPED AREA, APPROXIMATELY 12" APART.
 6. ALL BLANKETS MUST BE SECURELY FASTENED TO THE SLOPE BY PLACING STAPLES/STAKES IN APPROPRIATE LOCATIONS AS RECOMMENDED BY THE MANUFACTURER.

4 EROSION MAT
13 NOT TO SCALE

CONSTRUCTION SEQUENCE:

1. INSTALL SILT FENCE AND TRACKING PAD
2. STRIP TOPSOIL-DETENTION BASINS
3. ROUGH GRADE DETENTION BASINS
4. SEED DETENTION BASINS
5. STRIP TOPSOIL-STREETS & LOTS.
6. ROUGH GRADE STREETS & LOTS
7. SEED LOT AREAS AND INSTALL DRIVE-OVER VELOCITY CHECKS
8. CONSTRUCT UNDERGROUND UTILITIES
9. INSTALL INLET PROTECTION
10. CONSTRUCT ROADS (STONE BASE, CURB & GUTTER, AND SIDEWALK). REMOVE DRIVE-OVER VELOCITY CHECKS WHEN BASE COURSE IS PLACED
11. RESTORE TERRACES
12. REMOVE TRACKING PAD, SILT FENCE AND DIVERSION BERM MEASURES AFTER DISTURBED AREAS ARE RESTORED

SEEDING RATES:

TEMPORARY:

1. USE ANNUAL OATS AT 3.0 LB./1,000 S.F. FOR SPRING AND SUMMER PLANTINGS.
2. USE WINTER WHEAT OR RYE AT 3.0 LB./1,000 SF FOR FALL PLANTINGS STARTED AFTER SEPTEMBER 15.

PERMANENT:

1. USE WISCONSIN D.O.T. SEED MIX #40 AT 2 LB./1,000 S.F.

FERTILIZING RATES:

TEMPORARY AND PERMANENT:

USE WISCONSIN D.O.T. TYPE A OR B AT 7 LB./1,000 S.F.

MULCHING RATES:

TEMPORARY AND PERMANENT:

USE 3/4" TO 1-3/4" STRAW OR HAY MULCH, CRIMPED PER SECTION 607.3.2.3, OR OTHER RATE AND METHOD PER SECTION 627, WISCONSIN D.O.T. STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION

NO.	REVISIONS	
	DATE	REMARKS

SCALE AS SHOWN

DATE: 08/01/2018

DRAFTER: JMAH

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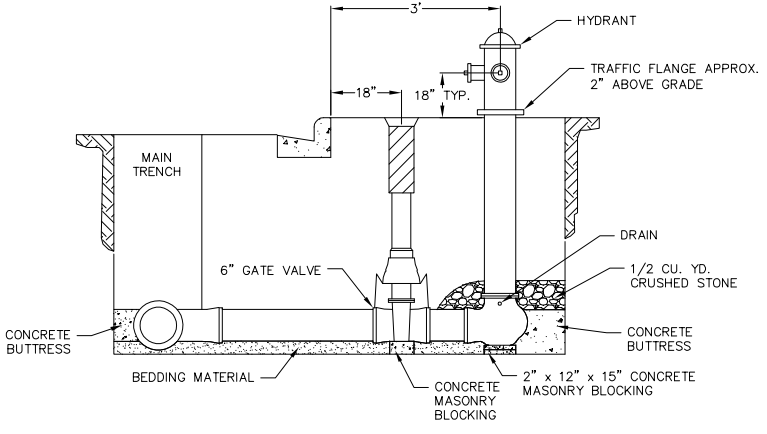
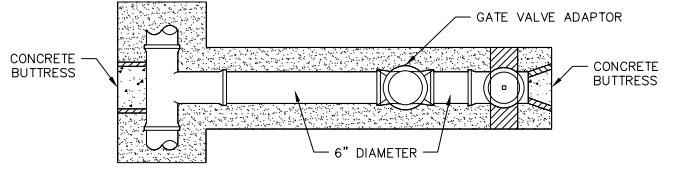
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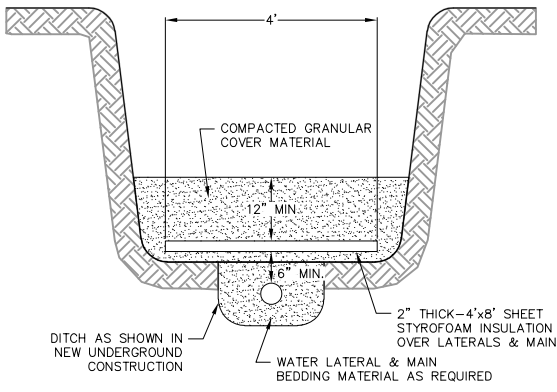
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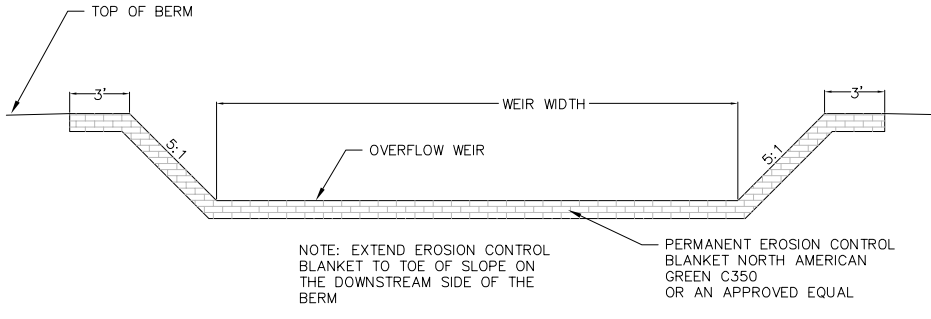
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1 STANDARD HYDRANT SETTING
14 NOT TO SCALE



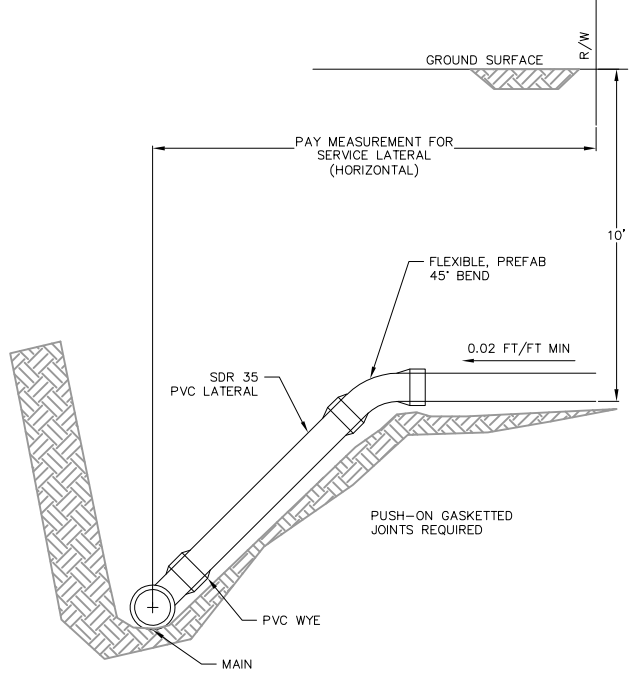
3 INSULATION DETAIL
14 NOT TO SCALE



BASIN	WEIR WIDTH	TOP OF BERM ELEV.	OVERFLOW WEIR ELEV.
OUTLOT #2	15 FEET	810.0	808.5

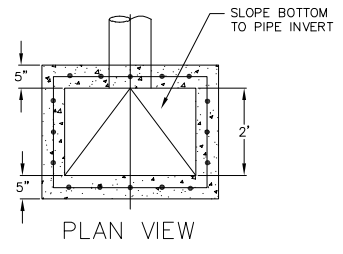
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14 NOT TO SCALE

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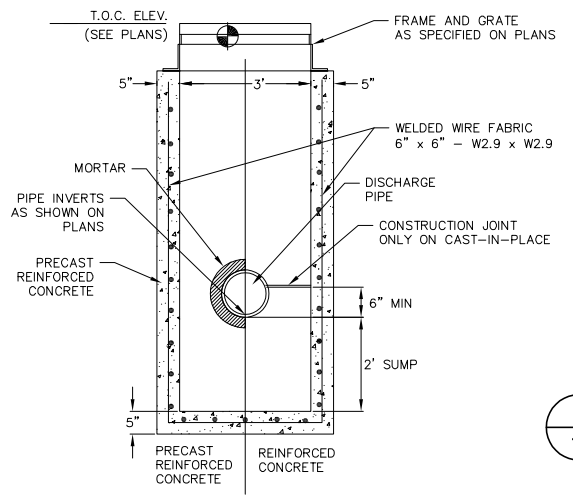


NOTE:
UNLESS OTHERWISE STATED BY THE ENGINEER OR REQUIRED BY THE LOCAL GOVERNING BODY, ALL LATERALS SHALL BE INSTALLED TO A POINT 10 FEET BEYOND THE BACK OF ANY PROPOSED SIDEWALK OR 5 FEET BEYOND THE LIMITS OF ANY UTILITY EASEMENTS IMMEDIATELY ADJACENT TO THE RIGHT-OF-WAY, WHICHEVER IS GREATER. CONTRACTOR SHALL BE RESPONSIBLE TO CONFIRM THE LENGTH OF LATERAL REQUIRED FOR INSTALLATION AND THE REQUIRED TERMINATION POINT.

2 SANITARY SEWER LATERAL
14 NOT TO SCALE

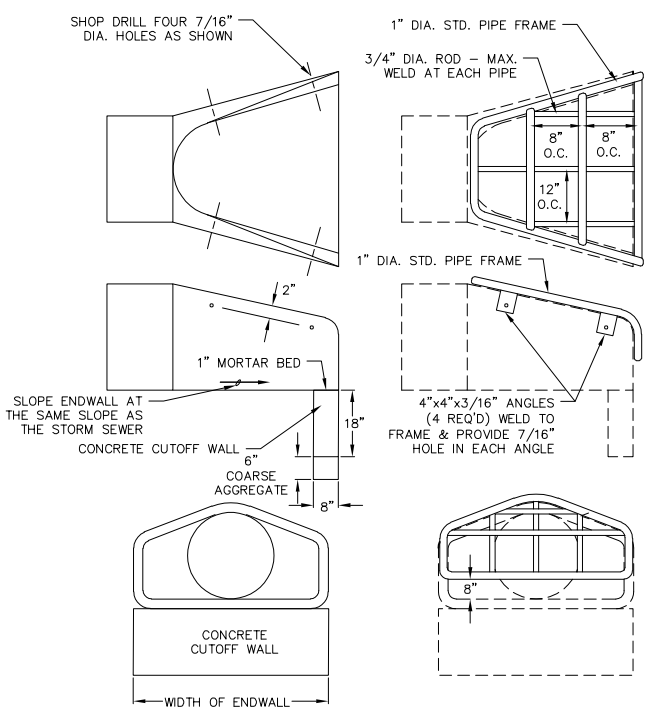


PLAN VIEW



CROSS SECTION

5 CURB INLET - TYPE 3, 2' x 3' BASIN
14 NOT TO SCALE



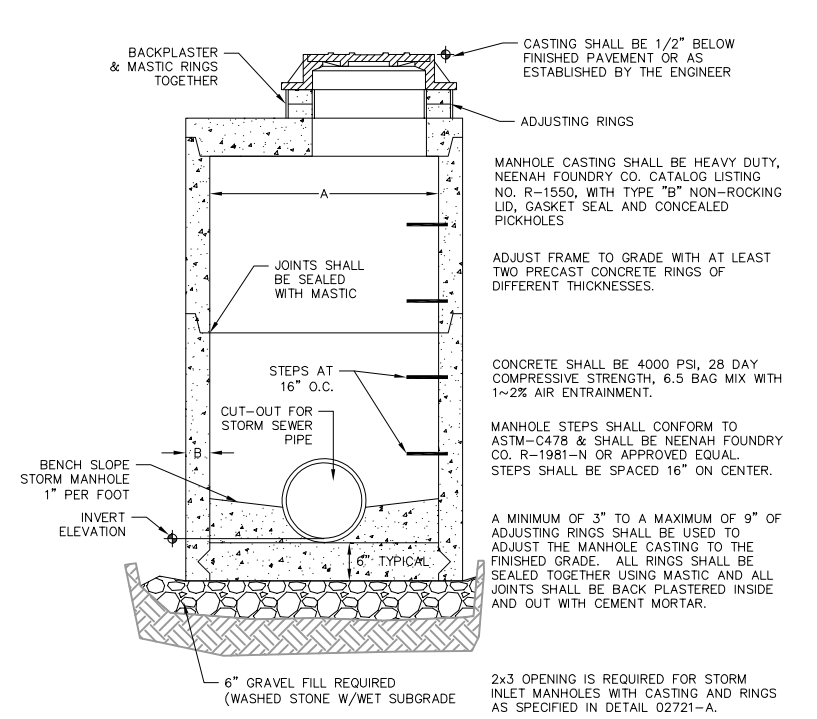
ENDWALL DETAILS PIPE GATE DETAILS

NOTES:
- THE CONTRACTOR SHALL BOLT THE PIPE GATE TO THE CONCRETE ENDWALL WITH FOUR 3/8"x6" MACHINE BOLTS WITH NUTS ON INSIDE WALL.
- THE CONTRACTOR SHALL PROVIDE JOINT TIES ON STORM SEWER SYSTEM INFALL AND OUTFALL PIPES. TIE THE ENDWALL AND THE LAST 2 PIPE SECTIONS.
- A 1 INCH THICK MORTAR BED AND A 6 INCH DEEP LAYER OF COARSE AGGREGATE ARE REQUIRED WHEN A PRECAST CUTOFF WALL IS USED.
- NO SEPARATE PAYMENT WILL BE MADE FOR THE CONCRETE CUTOFF WALL. THE COST OF THE CONCRETE CUTOFF WALL SHALL BE INCLUDED IN THE COST OF THE ENDWALL.
- THE WIDTH OF THE CONCRETE CUTOFF WALL SHALL BE EQUAL TO THE MAXIMUM WIDTH OF THE ENDWALL.

PAINTING SPECIFICATIONS:
- THE PIPE GATE SHALL RECEIVE THE FOLLOWING PREPARATION & PAINTING. THE FIRST COAT SHALL BE RUS-OLEUM X-60 RED BARE METAL PRIMER OR APPROVED EQUAL. THE SECOND COAT SHALL BE RUS-OLEUM 960 ZINC CHROMATE PRIMER OR APPROVED EQUAL. THE THIRD COAT SHALL BE RUS-OLEUM 1282 HIGH GLOSS METAL FINISH OR APPROVED EQUAL.

PREPARATION STEPS:
1. BARE METAL SURFACES - TREAT WITH THE THREE-COAT PAINTING SYSTEM LISTED AFTER A THOROUGH SCRAPING, WIRE BRUSHING & CLEANING.
2. EACH COAT OF PAINT SHALL BE APPLIED OVER THE ENTIRE GATE SURFACE.
3. ALLOW 24-48 HOURS DRYING TIME AT 60° OR ABOVE BETWEEN COATS.

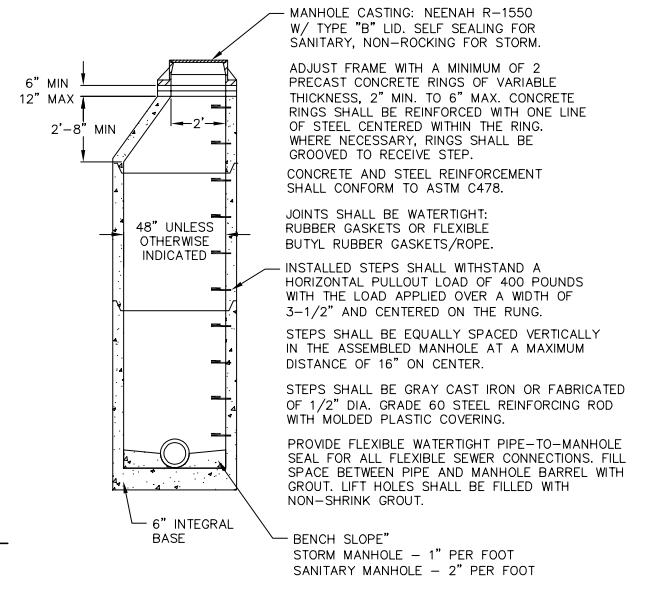
6 STANDARD ENDWALL
14 NOT TO SCALE



STORM MANHOLE DIMENSIONS

MANHOLE SIZE	DIMENSION	
	A	B (MIN.)
48"	48"	5"
60"	60"	6"
72"	72"	7"
84"	84"	7"
96"	96"	9"

8 STORM SEWER MANHOLE
14 NOT TO SCALE

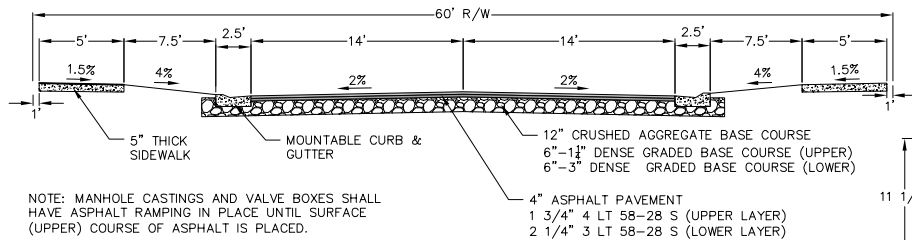


9 PRECAST CONCRETE MANHOLE
14 NOT TO SCALE

NO.	DATE	REVISIONS	REMARKS

SCALE	AS SHOWN
DATE	08/01/2018
DRAFTER	JMAH
CHECKED	GBLA
PROJECT NO.	180085

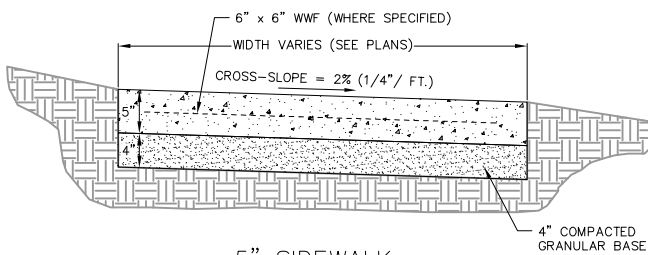
© 2018 Vierbicher Associates, Inc.



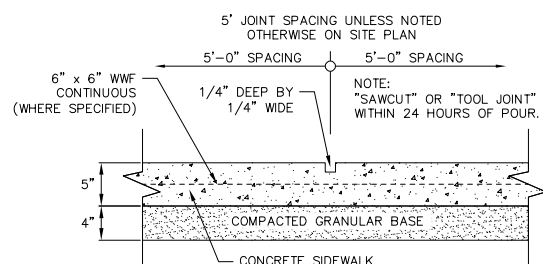
NOTE: MANHOLE CASTINGS AND VALVE BOXES SHALL HAVE ASPHALT RAMPING IN PLACE UNTIL SURFACE (UPPER) COURSE OF ASPHALT IS PLACED.

4" ASPHALT PAVEMENT
1 3/4" 4 LT 58-28 S (UPPER LAYER)
2 1/4" 3 LT 58-28 S (LOWER LAYER)

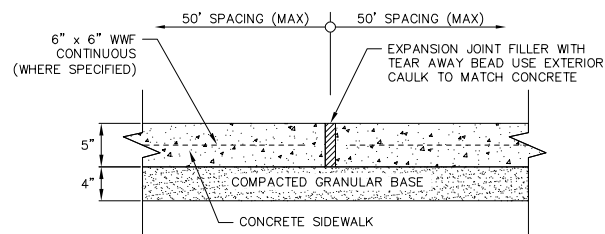
1 ROADWAY TYPICAL SECTION
15 NOT TO SCALE



5" SIDEWALK

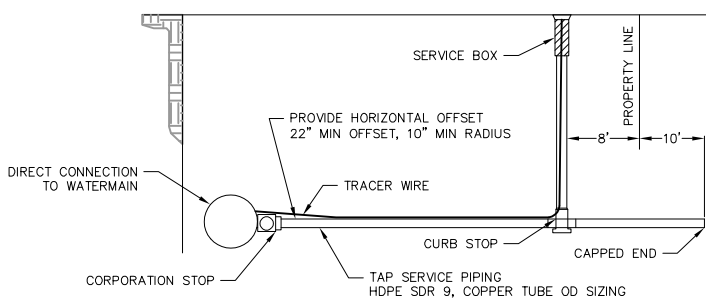


SIDEWALK CONTROL JOINT



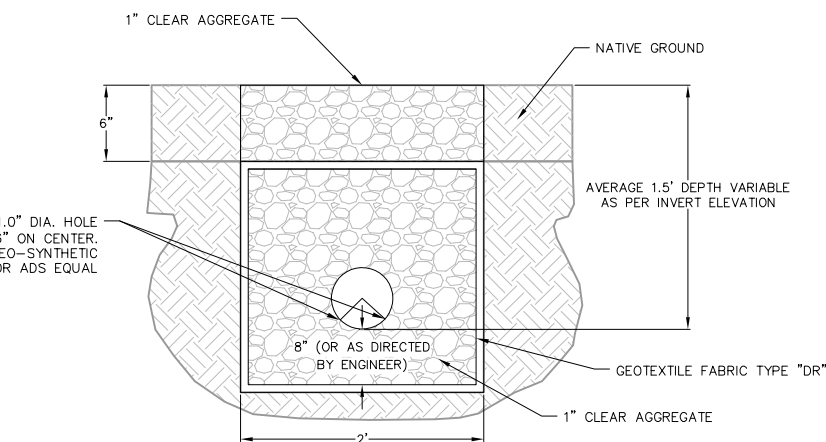
SIDEWALK EXPANSION JOINT

2 5" SIDEWALK
15 NOT TO SCALE



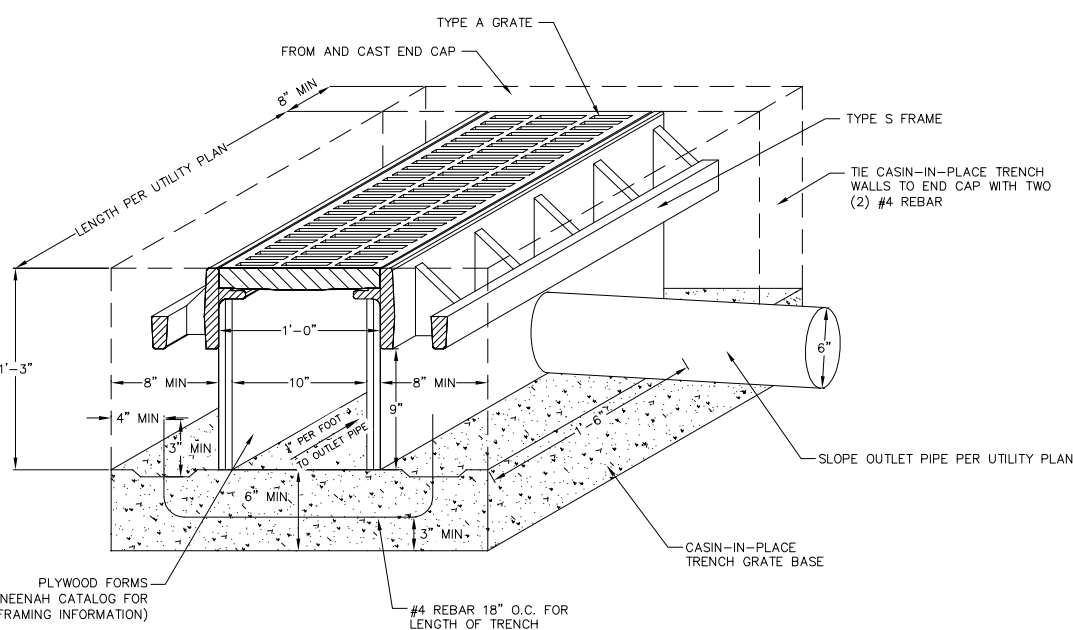
Item CS-35 WATER SERVICE
NOT TO SCALE

4 30" MOUNTABLE CURB
15 NOT TO SCALE

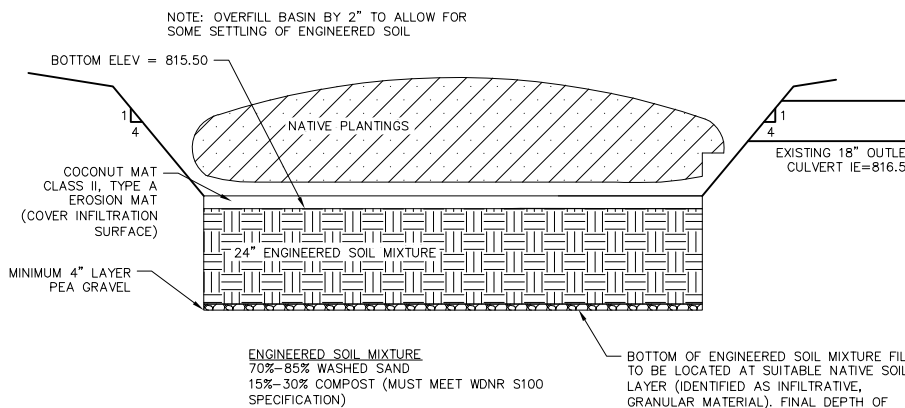


5 LEVEL SPREADER PIPE
15 NOT TO SCALE

8" HDPE PIPE WITH 1.0" DIA. HOLE SPACED EVERY 6" ON CENTER. PIPE SHALL HAVE GEO-SYNTHETIC FABRIC WRAP, OR ADS EQUAL



6 TRENCH GRATE - R-3599-A
15 NOT TO SCALE



ENGINEERED SOIL MIXTURE
70%-85% WASHED SAND
15%-30% COMPOST (MUST MEET WDNR S100 SPECIFICATION)

BOTTOM OF ENGINEERED SOIL MIXTURE FILL TO BE LOCATED AT SUITABLE NATIVE SOIL LAYER (IDENTIFIED AS INFILTRATIVE, GRANULAR MATERIAL). FINAL DEPTH OF DEVICE TO BE DETERMINED VISUALLY BY DESIGN ENGINEER IN THE FIELD WHEN THE AREA IS EXCAVATED.

7 BIO-RETENTION BASIN
15 NOT TO SCALE

BIO-RETENTION AREA RESTORATION SPECIFICATIONS:
NOTE: BIO-RETENTION AREA MUST NOT BE CONSTRUCTED (INSTALLED) UNTIL THE SITE IS STABILIZED, I.E. THE GRASS COVER IS WELL ESTABLISHED.

BIO-RETENTION AREA MUST CONFORM TO WISCONSIN DNR TECHNICAL STANDARD 1004 (BIORETENTION FOR INFILTRATION)

USE RAINWATER GARDEN LIVE NATIVE PLANT PLUGS FROM AGRECOL (SUNNY, SHORT, OR MEDIUM STATURE) - OR ENGINEER APPROVED EQUAL.

PLANT PLUGS AT 1 PER SQUARE FOOT.

PLANTING, MULCH, AND MAINTENANCE NOTES:

PLANTING SHOULD TAKE PLACE BETWEEN AVAILABILITY OF PLANTS IN SPRING AND JUNE 30TH, OR BETWEEN SEPTEMBER 1ST AND OCTOBER 15TH. IF PLANTED JULY 1ST THROUGH AUGUST 31ST, HEAVILY WATER THE PLANTS AT THE TIME THEY ARE PLANTED, AND EVERY OTHER DAY FOR A TOTAL OF 4 WATERINGS. A RAIN EVENT GREATER THAN 0.5 INCHES CONSTITUTES A WATERING. IF PLANTED SEPTEMBER 1ST THROUGH OCTOBER 15TH, PLACE CERTIFIED WEED-FREE STRAW MULCH AT 3" MINIMUM THICKNESS BETWEEN PLANTS TO HELP PREVENT FROST HEAVE. IF PLANTING IS TO OCCUR AFTER OCTOBER 15TH, IT MUST BE POSTPONED UNTIL THE FOLLOWING SPRING (MAY). FOR THE FIRST 3 YEARS AFTER PLANTING, SPOT TREAT THE AREA WITH HERBICIDE TO REMOVE WEEDS.

RESTORATION OF THE INFILTRATION AREA (NOT INCLUDING SIDE SLOPES):

- OVER-EXCAVATE THE AREA TO INFILTRATIVE LAYER TO BE DETERMINED IN THE FIELD, DURING EXCAVATION, BY DESIGN ENGINEER.
- CHISEL PLOW, OR ROTO-TILL THE BASE OF THE AREA TO BREAK UP ANY HARDPAN IN THE NATIVE SOIL LAYER.
- PLACE WASHED SAND (FREE OF P200 PARTICLES) TO 46 INCHES BELOW GROUND SURFACE (IF REQUIRED).
- PLACE 24 INCHES OF ENGINEERED SOIL, COMPRISED OF:
70-85% WASHED SAND
15-30% COMPOST (MUST MEET WDNR S100 SPECIFICATION)
- PLANT PLUG, MULCH, WATER, AND MAINTAIN AS DIRECTED ABOVE.

GENERAL RAMP NOTES:

DETAILS OF CONSTRUCTION, MATERIALS, AND WORKMANSHIP NOT SHOWN ON THIS DRAWING SHALL CONFORM TO THE PERTINENT REQUIREMENTS OF THE STANDARD SPECIFICATIONS AND THE APPLICABLE SPECIAL PROVISIONS.

RAMPS SHALL BE BUILT AT 12H:1V OR FLATTER, WHEN NECESSARY, THE SIDEWALK ELEVATION MAY BE LOWERED TO MEET THE HIGH POINT ON THE RAMP.

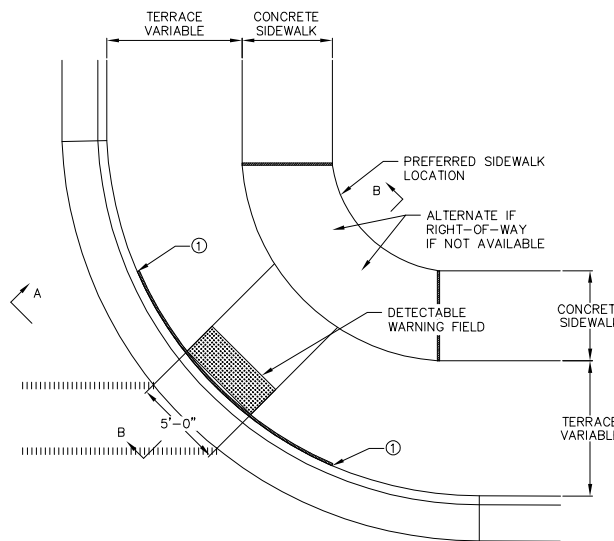
DETECTABLE WARNING FIELD SHALL BE MEASURED AND PAID BY THE SQUARE FOOT AS "CURB RAMP DETECTABLE WARNING FIELD."

CURB RAMP DETECTABLE WARNING FIELD MATERIALS AND DEVICES SHALL BE APPROVED BY THE CITY ENGINEER. THE DETECTABLE WARNING FIELD SHALL BE GRAY CAST IRON MANUFACTURED BY NEENAH FOUNDRY WITH A NATURAL PATINA FINISH, AND IS INCIDENTAL TO THE BID ITEM OF "CURB RAMP DETECTABLE WARNING FIELD."

SURFACE TEXTURE OF THE RAMP SHALL BE OBTAINED BY COURSE BROOMING TRANSVERSE TO THE SLOPE OF THE RAMP.

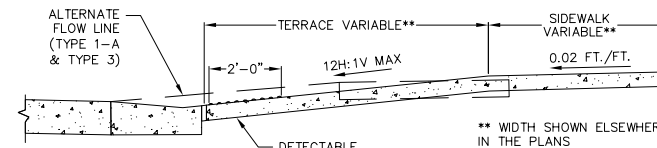
THIS POINT IS AN EXTENSION OF OUTSIDE EDGE OF APPROACHING SIDEWALK WHERE IT MEETS THE BACK OF CONCRETE CURB

WHEN THIS DISTANCE IS LESS THAN 6'-0" IT MAY BE DIFFICULT TO ACHIEVE A 12H:1V SLOPE, OR FLATTER, ON THE RAMP. REDUCE CURB HEIGHT IN TRIANGLE AREA TO ACHIEVE 12H:1V SLOPE, OR FLATTER, ON RAMP. 2" MINIMUM CURB HEIGHT.

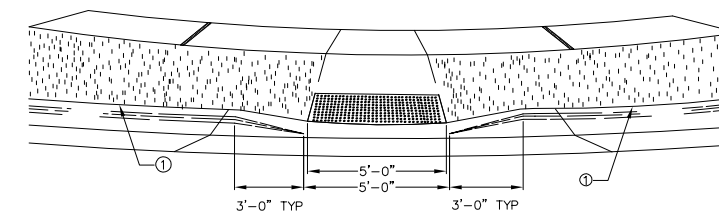


NOTE: MATERIALS AND METHOD OF CONSTRUCTION FOR TRUNCATED DOMES SHALL BE SPECIFIED IN SPECIAL PROVISIONS OR AS REQUIRED BY THE CITY ENGINEER

PLAN VIEW (CENTER OF CORNER RADIUS)



SECTION B-B



VIEW A-A

① THIS POINT IS AN EXTENSION OF OUTSIDE EDGE OF APPROACHING SIDEWALK WHERE IT MEETS THE BACK OF CONCRETE CURB

8 SIDEWALK HANDICAP RAMP
15 NOT TO SCALE

REVISIONS	NO.	DATE	REMARKS

EXHIBIT C

**REQUEST FOR DEDICATION OF DEVELOPER IMPROVEMENTS TO THE CITY OF
WHITEWATER**

We/I, _____(developer) hereby request the City of
Whitewater to accept dedication of the following improvements:

Description of improvements: (attachment may be used)

We/I understand that the city shall be furnished with a reproducible mylar “as built” set
of plans and CAD files of all public improvements as a condition of acceptance of this dedication.
We will present the city with the plans and files by _____ (date).

We/I the developer guarantees that all improvements shall be free from imperfect
workmanship or materials for 12 months from the date of acceptance by the City of Whitewater.
If the facilities fail to conform to this guarantee, Developer shall correct such defects, without
cost to the City, not more than 60 calendar days after provided written notice by the City.

Developer signature

Date

Developer signature

Date

Single Project Projection Worksheet

TID 14

Jefferson County

Type of District	Mixed Use	
District Creation Date	8/3/2021	
Valuation Date	Jan 1,	2021
Max life (Years)	20	
Expenditure Period/Termination	15	8/3/2036
Revenue Period/Final year	20 2042	
Extension Eligibility/Years	Yes	3
Eligible Recipient District	No	

Base Value	
Appreciation Factor	0.50%
Base Tax Rate	\$ 18.20
Rate Adjustment Factor (3 years)	-1.00%
Tax Exempt Discount Rate	4.25%
Taxable Discount Rate	5.50%

Construction Cost, Unit One	7,598,100
Construction Cost, Unit Two	-
Construction Cost, Unit Three	-
Assessment as % of Construction cost	90%
Land Value Contributed	
Land included in IRR?	No

Construction year	Assessed Increment Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue / Budget Year	Tax Rate	Requested Project Support	Tax Increment	Annual Cash Flow	Cumulative Cash Flow	Tax Exempt NPV Calculation	Taxable NPV Calculation
1	2022	2023	-	-	2024	\$ 19.22	-	-	-	-	-	-
2	2023	2024	-	-	2025	\$ 19.03	-	-	-	-	-	-
3	2024	2025	-	-	2026	\$ 18.84	-	-	-	-	-	-
4	2025	2026	6,838,290	6,838,290	2027	\$ 18.65	(89,270)	127,528	38,258	38,258	29,804	27,747
5	2026	2027	-	34,191	2028	\$ 18.65	(89,716)	128,166	38,450	76,708	58,535	54,179
6	2027	2028	-	34,362	2029	\$ 18.65	(90,165)	128,807	38,642	115,350	86,234	79,358
7	2028	2029	-	34,534	2030	\$ 18.65	(90,616)	129,451	38,835	154,186	112,936	103,343
8	2029	2030	-	34,707	2031	\$ 18.65	(91,069)	130,098	39,029	193,215	138,677	126,192
9	2030	2031	-	34,880	2032	\$ 18.65	(91,524)	130,749	39,225	232,439	163,492	147,959
10	2031	2032	-	35,055	2033	\$ 18.65	(91,982)	131,402	39,421	271,860	187,415	168,693
11	2032	2033	-	35,230	2034	\$ 18.65	(92,441)	132,059	39,618	311,478	210,477	188,445
12	2033	2034	-	35,406	2035	\$ 18.65	(92,904)	132,720	39,816	351,294	232,710	207,261
13	2034	2035	-	35,583	2036	\$ 18.65	(93,368)	133,383	40,015	391,309	254,143	225,185
14	2035	2036	-	35,761	2037	\$ 18.65	(93,835)	134,050	40,215	431,524	274,805	242,259
15	2036	2037	-	35,940	2038	\$ 18.65	(94,304)	134,720	40,416	471,940	294,724	258,525
16	2037	2038	-	36,120	2039	\$ 18.65	(94,776)	135,394	40,618	512,558	313,926	274,019
17	2038	2039	-	36,300	2040	\$ 18.65	(95,250)	136,071	40,821	553,379	332,437	288,779
18	2039	2040	-	36,482	2041	\$ 18.65	(95,726)	136,751	41,025	594,405	350,283	302,840
19	2040	2041	-	36,664	2042	\$ 18.65	(96,205)	137,435	41,231	635,635	367,487	316,234
20	2041	2042	-	36,848	2043	\$ 18.65	(96,686)	138,122	41,437	677,072	384,071	328,993
			<u>6,838,290</u>	<u>568,065</u>			<u>(1,579,834)</u>	<u>2,256,906</u>	<u>677,072</u>			

Request Assumptions

Conclusions

**City of Whitewater Project Worksheet
TID 14
Neumann Companies**

Project Description | Develop 19 Market Rate Single Family Homes

Location | 1378, 1382, 1388,1394,1398, 1381,1391,
1395of Tower Hill Pass. 688, 680,674,664,695, 685, 675, 669, 663, 665,647
Stonefield Lane

Size | 4.69 Acres

Number of Buildings | 19

Timeline | August of 2024 Fall of 2027

Request | \$1,579,834.00 Development Incentive. To be paid out annually, as 90% of tax increment throught ye

Construction Costs | Total construction cost estimated is \$1,579,834.00

But For | This project would not be financially feasible for the developer without the TIF incentive and contribution of land. Cash flow from rents on projects like this are not enough to support the debt. Therefore without the contribution of the incentive, this project would not occur in this location at this time

Sources/Uses

Uses/Sources	Total	Owner	Bank	City/TIF
Land	\$ 190,000			\$ -
Hard Costs	\$ 797,774			
Soft Costs			\$ -	
Totals	\$ 987,774	\$ -		

Guarantee | Developer will guarantee an assessed value of \$399,900

Clawback



Common Council Agenda Item

Meeting Date:	July 16, 2024
Agenda Item:	Park Crest Development
Staff Contact (name, email, phone):	Taylor Zeinert tzeinert@whitewater-wi.gov 262-473-0148

BACKGROUND

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

In April 1999, developer Jim Nast approached the City Plan & Architectural Review Committee with a proposed single-family development. Currently, there are 19 vacant lots suitable for single-family homes located on Tower Hill Pass and Stonefield Lane.

Neumann Development has come forward as a developer and wishes to develop these plated lots and create 19 single family homes. The CDA Unanimously approved this development at a special meeting held on July 2nd.

Staff is now bringing this forward to the Common Council so the approval of TIF monies that is outlined on TIF Worksheet.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

04/1999 the PARC approved the plans for this development.

A Special Meeting was held 6/2/2024 to discuss this project. The Project received unanimous approval from the CDA.

FINANCIAL IMPACT

(If none, state N/A)

The developer is requesting TIF assistance in a pay go structure. The project would result in a positive financial gain for the taxpayer, as reflected on the attached TIF Worksheet for Park Crest Phase 4B.

STAFF RECOMMENDATION

I recommend that the CDA approve the Development Agreement for 19 single-family homes with the assistance of the TIF pay go structure.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Development Agreement
Letter from DPW Director dated 08/17/2018
TIF Worksheet for Park Crest Phase 4B
"But For" Worksheet

DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT ("Agreement"), entered into effective as of July ____, 2024 ("Effective Date"), by and between the City of Whitewater, Wisconsin ("City") and Neumann Developments, Inc. ("Developer/Guarantor"). Each of the forgoing may also be referred to in this Agreement as a "Party" and collectively as the "Parties".

RECITALS

WHEREAS, Article XI, Section 3 of the Wisconsin Constitution grants cities the right to determine their local affairs in government, subject to the Constitution and certain enactments of the legislature of the State of Wisconsin;

WHEREAS, the State of Wisconsin legislature adopted Wisconsin Statute Section 62.11(5), which grants to common councils of cities the power to act for the government and good order of the city, for its commercial benefit and for the health, safety and welfare of the general public;

WHEREAS, the City desires to encourage development and promote mixed-use development within the City;

WHEREAS, for these purposes, the City has created Tax Incremental District No. 14 ("TID") pursuant to Wisconsin Statutes;

WHEREAS, the Developer, pursuant to that certain offer to purchase with a private entity for the property at 1378, 1382, 1388, 1394, 1398, 1381, 1391, 1395 of Tower Hill Pass. 688, 680, 674, 664, 695, 685, 675, 669, 663, 665, 647 Stonefield Lane, is to acquire the Property and develop it;

WHEREAS, the Developer has filed, or will file, with the City plans, specifications, documents and exhibits as required by the City for the development of the Property and for making other improvements.

NOW, THEREFORE, in consideration of the foregoing Recitals which are incorporated herein, and the following promises and mutual obligations of the Parties hereto, each of them does hereby covenant and agree as follows:

1. Developer Improvements. Developer shall complete improvements on the property in accordance with the terms, conditions and requirements of EXHIBIT B ("Developer's Improvements"). The plans, specifications and site plans for Developer's Improvements are subject to City approval, and Developer shall not commence construction of Developer's Improvements until such time as the City has approved such plans, specifications and site plans in writing. After the City's approval of Developer's Improvements, such documents shall not be modified without the prior written consent of

the City, which consent shall not be unreasonably withheld, conditioned or delayed. City's approval of Developer's Improvements shall not excuse Developer from complying with any other governmental approvals, permits, ordinances or laws that are applicable to the Property or Developer's Improvements. All work to be performed by the Developer related to Developer's Improvements shall be performed in a good and workmanlike manner and consistent with the prevailing industry standards for such work in the area of the City. Developer shall perform all work in compliance with all applicable laws, regulations, ordinances and buildings codes and shall obtain and maintain all necessary permits and licenses for such work.

Developer shall be obligated to pay only those fees, construct only those Developer Improvements, and make only those dedications prescribed in this Agreement. Developer shall also reimburse the City for inspection costs attributed to inspection of the Developer Improvements, in accordance with Section 18.04.090 of the City Code of Ordinances. The City will typically contract with a qualified third party to complete inspections; inspection costs shall be billed at a rate equal to actual City contract costs. As an option, the Developer may directly hire and pay for an independent consulting firm, approved by the Director of Public Works to complete inspections of the Developer Improvements. Inspection service costs shall be capped at Thirty-Eight Thousand and no/100 Dollars (\$38,000.00).

Upon approval and acceptance of Developers Improvements, Developer shall dedicate all improvements located within dedicated public lands, rights-of-way, or easements through a "Request for Dedication of Facilities to the City of Whitewater" form (Exhibit C), unless otherwise instructed by the Director of Public Works.

2. City Grant.

(a) Grant Amount. Subject to Section 2(b), the City agrees to provide a grant equaling 90% of the tax increment generated by the Developer's Improvements to the Property. This shall be paid out annually for the remaining years of the TID 14.

(b) Conditions Precedent. Prior to the City's payment of the City Grant, Developer shall satisfy the following conditions:

(i) Provide the City with evidence reasonably satisfactory to the City that Developer owns fee simple title to the Property.

(ii) Provide the City with copies of permits, licenses and other documents as reasonably requested by the City to confirm that Developer has complied with all necessary federal and state laws, regulations and ordinances necessary to obtain the governmental approvals required for the intended construction of the Project, including without limitation, a building permit for Developer's Improvements.

(iii) Provide City with a copy of all plans and complete specifications for construction of Developer's Improvements, which plans and specifications must be reasonably acceptable to City.

(iv) Provide the City with copies of such organizational documents as City shall reasonably require, as well as an incumbency certificate identifying the parties authorized to act on behalf of the Developer.

(v) Obtain occupancy permits or achieve substantial completion for the Developer's Improvements to the Property.

3. Annual Payments The City shall disburse the City Grant in annual increments as specified in Section 2(a). Each annual payment will be contingent upon the successful collection of property tax payments from the Developer's Improvements that generate incremental income to the TID.

(a) Tax Payment Verification. The City shall verify that property tax payments from the Properties with Developer's Improvements have been received and credited to the TID before disbursing any portion of the City Grant. The City shall make the first annual payment of the City Grant no later than ninety (90) days following the verification of the first tax year post-construction. Subsequent payments shall follow the same verification process and schedule annually.

(b) Payment Adjustments. In the event that property tax payments are delayed or not received, the City reserves the right to adjust the payment schedule accordingly. No City Grant payment shall be made until the required tax payments are successfully collected and verified by the City.

(c) Agreement Runs with the Land. The Agreement shall inure to the benefit of the City and shall be binding on the from time-to-time owners of the Property and shall constitute covenants running with the land.

(d) Property Transfer Restrictions. Parties to this agreement cannot transfer this property to a non-tax paying entity without a corresponding payment in lieu of the taxes for the life of the tax increment financing district 11. This payment in lieu of taxes will be based on an assessed value established as if a tax paying entity owned the building.

4. Default.

(a) Events of Default. A party shall be in default under this Agreement if such party shall fail to carry out or fulfill one or more of its obligations hereunder and such failure shall continue for a period of thirty (30) days following receipt of written notice from

the other party specifying such failure; provided, however, if the nature of the default is such that it cannot be cured within thirty (30) days, a party shall not be in default if it immediately undertakes steps to cure the default after receipt of notice and then diligently and in good faith prosecutes the curing of such default to its conclusion.

(b) Remedies. If a party does not cure or undertake to cure a default within the time period set forth above, the non-defaulting party may pursue the remedies provided for in this Agreement or otherwise available at law or in equity. The rights and remedies of the parties, whether provided by law or provided by this Agreement, shall be cumulative, and the exercise of any one or more of such remedies shall not preclude the exercise at the same time or different times of any such other remedies for the same event of default or breach or of any remedies for any other event of default or breach by Developer. No waiver made by the City with respect to the performance or manner or time of any obligation of Developer under this Agreement shall be considered a waiver of any rights of the City to enforce any other obligations of Developer.

5. Guarantor Obligations. In the event of default of Developer of any payment obligation in this Agreement, Guarantor will discharge such obligation.

6. Miscellaneous.

(a) Changes. Parties to this Agreement may, from time to time, require changes in the scope of this Agreement. Such changes, which are mutually agreed upon by and between the Developer and the City, shall be incorporated in written amendments to this Agreement.

(b) Approvals in Writing. Whenever under this Agreement approvals, authorizations, determinations, satisfactions, or waivers are authorized or required, such approvals, authorizations, determinations, satisfactions or waivers shall be effective and valid only when given in writing, signed by the duly authorized representative of the party, and delivered to the party to whom it is directed at the address specified in this Agreement. Whenever under this Agreement the consent, approval or waiver of the City is required or the discretion of the City may be exercised, the City Manager shall have the authority to act, as the case may be. Whenever any approval is required by the terms of this Agreement and request or application for such approval is duly made, such approval shall not be unreasonably withheld.

(c) Notices and Demands. A notice, demand, or other communication under this Agreement by any party to any other party shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally to:

In the case of the Developer:

NEWMAN DEVELOPMENTS, INC.
Attn: Steve DeCleene
N27 W24025 Paul Court,
Pewaukee, WI 53072
steve@neumanncompanies.com
262-894-3759

In the case of the City:

City of Whitewater
Attn: Taylor Zeinert, CDA Director
312 W. Whitewater Street
P.O. Box 178
Whitewater, WI 53190
Email: tzeinert@whitewater-wi.gov
Phone: 262-473-0148

With a Copy to:

Jonathan K. McDonell, City Attorney
Harrison, Williams & McDonell, LLP
452 West Main Street
Whitewater, WI 53190
Email: jm@hmattys.com
Phone: 262-473-7900

(d) No Liability of City. The City shall have no obligation or liability to the lending institution, architect, contractor, or subcontractor, or any other party retained by Developer in the performance of its obligations and responsibilities under the terms and conditions of this Agreement. Developer specifically agrees that no representations, statements, assurances, or guarantees will be made by Developer to any third party or by any third party which are contrary to this provision.

(e) Completeness of Agreement. This Agreement and any addition of supplementary documents or documentation incorporated herein by specific reference contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part hereof shall have any validity or bind any of the parties hereto.

(f) Matters to be Disregarded. The titles of the several sections, subsections, and paragraphs set forth in this Agreement are inserted for convenience of

reference only and shall be disregarded in construing or interpreting any of the provisions of this Agreement.

(g) Severability. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected hereby.

(h) Recording of Agreement. The Agreement and any and all subsequent modifications thereof or additions thereto may, upon being duly executed, be recorded by either party with the Register of Deeds for Jefferson County, Wisconsin.

(i) Successors and Assigns. The terms of this Agreement shall be binding upon and inure to the benefit of the parties hereto as well as their respective successors, transferees, and assigns. Any transfer of any party's interest under this Agreement or real property described in EXHIBIT A shall not release the transferor from its obligations hereunder unless specifically agreed to herein.

(j) Ambiguities Not Construed. The Developer has had substantial input concerning the terms of this agreement, and therefore, any ambiguities will not be construed against the City on the basis that its attorney drafted this Agreement.

IN WITNESS WHEREOF, the parties have caused this Development Agreement to be signed as of the Effective Date.

CITY OF WHITEWATER

DEVELOPER:

By: _____
John S. Weidl, City Manager

NEUMANN DEVELOPMENTS, INC.

Attest: _____
Heather Boehm, City Clerk

By: _____
Name: _____
Title: _____

STATE OF WISCONSIN)
)
COUNTY OF WALWORTH)

ACKNOWLEDGMENT

Personally appeared before me this _____ day of July, 2024, the above-named John S. Weidl, City Manager, and Heather Boehm, City Clerk, to me known to be such City Manager and City Clerk of the City of Whitewater, Wisconsin, and to me known to be the persons who executed the foregoing agreement on behalf of said City as its duly-authorized act and deed.

_____, Notary Public
Walworth County, State of Wisconsin
My Commission expires: _____

STATE OF _____)
)
COUNTY OF _____)

ACKNOWLEDGMENT

Personally appeared before me this _____ day of July, 2024, the above-named _____ of Newmann Developments, Inc., to me known to be the person who executed the foregoing agreement on behalf of Newmann Developments, Inc. as its duly-authorized act and deed.

_____, Notary Public
_____ County, State of _____
My Commission expires: _____

EXHIBIT A

Legal Description of the Property

Lots 44, 45, 46, 47, 48, 49, 50, 51, 52, 53 and Lots 118, 119, 120, 121, 122, 123, 124, 125, 126, Park Crest Subdivision, City of Whitewater, Jefferson County, Wisconsin.

Tax Key Nos.

- 292-0515-3141-034 (Lot 44)
 - 292-0515-3141-035 (Lot 45)
 - 292-0515-3141-036 (Lot 46)
 - 292-0515-3141-037 (Lot 47)
 - 292-0515-3141-038 (Lot 48)
 - 292-0515-3141-039 (Lot 49)
 - 292-0515-3141-040 (Lot 50)
 - 292-0515-3141-041 (Lot 51)
 - 292-0515-3141-042 (Lot 52)
 - 292-0515-3141-043 (Lot 53)
 - 292-0515-3141-092 (Lot 118)
 - 292-0515-3141-093 (Lot 119)
 - 292-0515-3141-094 (Lot 120)
 - 292-0515-3141-095 (Lot 121)
 - 292-0515-3141-096 (Lot 122)
 - 292-0515-3141-097 (Lot 123)
 - 292-0515-3141-098 (Lot 124)
 - 292-0515-3141-099 (Lot 125)
 - 292-0515-3141-100 (Lot 126)
-

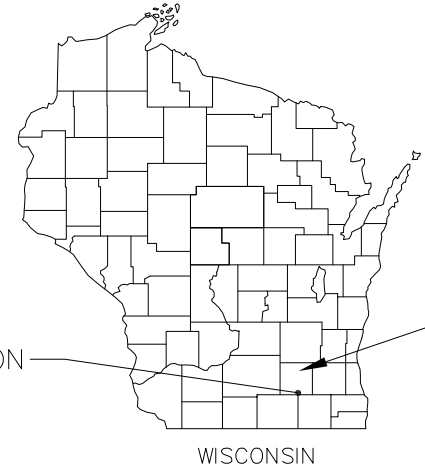
EXHIBIT B

Developer's Improvements

DRAFT

PARK CREST SUBDIVISION - PHASE 4

CITY OF WHITEWATER
JEFFERSON COUNTY, WISCONSIN



Sheet List Table	
Sheet Number	Sheet Title
1	TITLE SHEET
2	GENERAL NOTES AND LEGEND
3	EXISTING CONDITIONS AND DEMOLITION PLAN
4	GRADING AND EROSION CONTROL PLAN
5	INTERSECTION GRADING PLAN
6	UTILITY PLAN
7	PLAN AND PROFILE
8	PLAN AND PROFILE
9	PLAN AND PROFILE
10	PLAN AND PROFILE
11	PLAN AND PROFILE - BASIN
12	PLAN AND PROFILE - BASIN
13	CONSTRUCTION DETAILS
14	CONSTRUCTION DETAILS
15	CONSTRUCTION DETAILS

SITE BENCHMARKS

- ① BM #1
HYDRANT ARROW BOLT
WESTERN CORNER OF BLUE MOUNDS
DRIVE AND TOWER HILL PASS
ELEV = 826.02
- ② BM #2
HYDRANT ARROW BOLT
NORTHERN CORNER OF STONEFIELD
LANE AND BLOOMINGFIELD DRIVE
ELEV = 822.04



Dial 811 or (800) 242-8511
www.DiggersHotline.com

THE LOCATION OF EXISTING UTILITIES, BOTH UNDERGROUND AND OVERHEAD ARE APPROXIMATE ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATION OF ALL EXISTING UTILITIES WHETHER SHOWN ON THESE PLANS OR NOT, BEFORE COMMENCING WORK, AND SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE CAUSED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UTILITIES.

CALL DIGGER'S HOTLINE
1-800-242-8511

TITLE SHEET
PARK CREST SUBDIVISION - PHASE 4
CITY OF WHITEWATER
JEFFERSON COUNTY, WISCONSIN

NO.	DATE	REVISIONS	REMARKS

SCALE	AS SHOWN
DATE	08/01/2018
DRAFTER	JMAH
CHECKED	GBLA
PROJECT NO.	180085

GENERAL NOTES:

- EXISTING CONDITIONS SHALL BE FIELD VERIFIED BY THE CONTRACTOR AND DISCREPANCIES REPORTED TO THE ENGINEER PRIOR TO STARTING WORK.
- DUCTILE IRON WATERMAIN SHALL BE CLASS 52 WITH CONDUCTIVITY STRAPS AND SHALL BE WRAPPED IN POLYETHYLENE AND TAPED PER THE STANDARD WATERMAIN TRENCH SECTION.
- 4" PVC SDR 35 SANITARY LATERALS AND 1" HDPE DR9 WATER SERVICES ARE TO BE INSTALLED TO EACH LOT.
- WATER SERVICES ARE TO BE INSTALLED 3' UPSTREAM OF SANITARY LATERALS UNLESS OTHERWISE SPECIFIED ON THE PLANS.
- SANITARY LATERALS AND WATER SERVICES ARE TO BE INSTALLED 10' BEYOND THE RIGHT-OF-WAY.
- ALL WATERMAIN FITTINGS, INCLUDING VALVES AND HYDRANTS, SHALL BE RESTRAINED WITH MEGA-LUG RESTRAINT (OR APPROVED EQUAL), AS PER THE SPECIFICATIONS.
- SANITARY LATERAL AND WATER SERVICE ENDS SHALL BE MARKED WITH A STEEL FENCE POST IN ADDITION TO THE 4"x4" LATERAL MARKER POST, AND SHALL EXTEND 1' BELOW THE END OF THE SERVICE. 4"x4" LATERAL MARKER POSTS ARE TO BE INSTALLED AT THE END OF EACH SERVICE AND PAINTED. LOCATIONS ARE TO BE BASED ON GPS COORDINATES.
- SANITARY SEWER LATERALS SHALL BE INSTALLED AT 1/4" / FOOT MINIMUM SLOPE. UNLESS NOTED OTHERWISE ON PLANS.
- CONTRACTOR SHALL NOTIFY CITY OF WHITEWATER UTILITY, OR BE GRANTED PERMISSION, TO OPERATE VALVES OR HYDRANTS.
- CONTRACTOR SHALL NOTIFY CITY OF WHITEWATER SEWERAGE COMMISSION A MINIMUM OF TWO BUSINESS DAYS IN ADVANCE OF ANY CONNECTIONS TO THE INTERCEPTOR.
- WATERMAIN SHALL BE PRESSURE TESTED AFTER SERVICES ARE INSTALLED.
- STORM SEWER SHALL BE REINFORCED CONCRETE PIPE (CLASS III MINIMUM).
- ALL CURB INLETS SHALL HAVE A 2' SUMP WITH NEENAH R-3501 CASTINGS.
- CURB BOXES SHALL BE MUELLER H-10300.
- CURB STOPS SHALL BE MUELLER B-25209.
- CORPORATION STOPS SHALL BE MUELLER H-15000 OR H-15008.
- WATER MAIN GATE VALVES SHALL BE MUELLER A-2360-20.
- ALL FIRE HYDRANTS SHALL BE MUELLER CENTURIAN A-423.
- ALL VALVES BOXES SHALL BY TYLER 6860 SERIES 5.
- ALL SANITARY MANHOLE CASTINGS SHALL BE NEENAH TYPE R-1550 WITH MACHINED FRAME, TYPE B SOLING NON-ROCKING LID, CONCEALED PICK HOLES AND SELF SEALING GASKETS.
- ALL NEW SANITARY SEWERS SHALL BE TELEVISED AND A DVD PROVIDED TO THE CITY PRIOR TO FINAL ACCEPTANCE.
- INTERNAL CHIMNEY SEALS AND MAC WRAP IS REQUIRED ON ALL SANITARY MANHOLES.
- ALL STORM SEWER MANHOLE CASTINGS SHALL BE NEENAH TYPE R-2578 WITH OPEN GRATE TYPE C.
- CURB INLET CALL-OFFS ARE TO THE BACK OF CURB.
- ALL STRUCTURES SHALL REQUIRE HDPE ADJUSTING RINGS.

GRADING NOTES:

- EXCAVATION AND HAUL-OFF OF EXCESS MATERIALS AND MATERIALS NOT SUITABLE FOR TRENCH BACKFILL MAY BE REQUIRED. LOCATION FOR ON-SITE DISPOSAL OF THESE MATERIALS SHALL BE COORDINATED WITH THE OWNER AND ENGINEER.
- TRENCH BACKFILL MATERIAL SHALL BE GRANULAR IN NATURE AS DETERMINED BY THE CITY'S GEOTECHNICAL ENGINEER. BACKFILL SHALL BE CONSOLIDATED TO A MINIMUM OF 95% MODIFIED PROCTOR WITHIN THREE FEET OF SUBGRADE AND TO A MINIMUM OF 90% MODIFIED PROCTOR IN OTHER AREAS.

SITE PLAN LEGEND

- PROPERTY BOUNDARY
- CURB AND GUTTER (REVERSE CURB HATCHED)
- PROPOSED CHAIN LINK FENCE
- PROPOSED WOOD FENCE
- PROPOSED CONCRETE
- PROPOSED LIGHT-DUTY ASPHALT
- PROPOSED HEAVY-DUTY ASPHALT
- PROPOSED SIGN
- PROPOSED LIGHT POLE
- PROPOSED BOLLARD
- PROPOSED ADA DETECTABLE WARNING FIELD
- PROPOSED HANDICAP PARKING

ABBREVIATIONS
 TC - TOP OF CURB
 FL - FLOW LINE

GRADING LEGEND

- EXISTING MAJOR CONTOURS
- EXISTING MINOR CONTOURS
- PROPOSED MAJOR CONTOURS
- PROPOSED MINOR CONTOURS
- DITCH CENTERLINE
- SILT FENCE
- DISTURBED LIMITS
- BERM
- DRAINAGE DIRECTION
- PROPOSED SLOPE ARROWS
- EXISTING SPOT ELEVATIONS
- PROPOSED SPOT ELEVATIONS
- STONE WEEPER
- VELOCITY CHECK
- INLET PROTECTION
- EROSION MAT CLASS A
- EROSION MAT CLASS B
- TRACKING PAD
- RIP RAP

PROPOSED UTILITY LEGEND

- STORM SEWER PIPE
- STORM SEWER MANHOLE
- STORM SEWER ENDWALL
- STORM SEWER CURB INLET
- STORM SEWER CURB INLET W/MANHOLE
- STORM SEWER FIELD INLET
- ROOF DRAIN CLEANOUT
- SANITARY SEWER PIPE (GRAVITY)
- SANITARY SEWER PIPE (FORCE MAIN)
- SANITARY SEWER LATERAL PIPE
- SANITARY SEWER MANHOLE
- SANITARY SEWER CLEANOUT
- WATER MAIN
- WATER SERVICE LATERAL PIPE
- FIRE HYDRANT
- WATER VALVE
- CURB STOP
- WATER VALVE MANHOLE

ABBREVIATIONS
 STMH - STORM MANHOLE
 IE - INVERT ELEVATION
 CI - CURB INLET
 CONC - CONCRETE
 EW - ENDWALL
 SMH - SANITARY MANHOLE
 RCP - REINFORCED CONCRETE PIPE
 PVC - POLYVINYL CHLORIDE
 SAN - SANITARY

DEMOLITION PLAN LEGEND

- CURB AND GUTTER REMOVAL
- ASPHALT REMOVAL
- CONCRETE REMOVAL
- BUILDING REMOVAL
- TREE REMOVAL
- SAWCUT
- UTILITY STRUCTURE REMOVAL
- UTILITY LINE REMOVAL

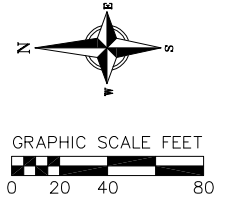
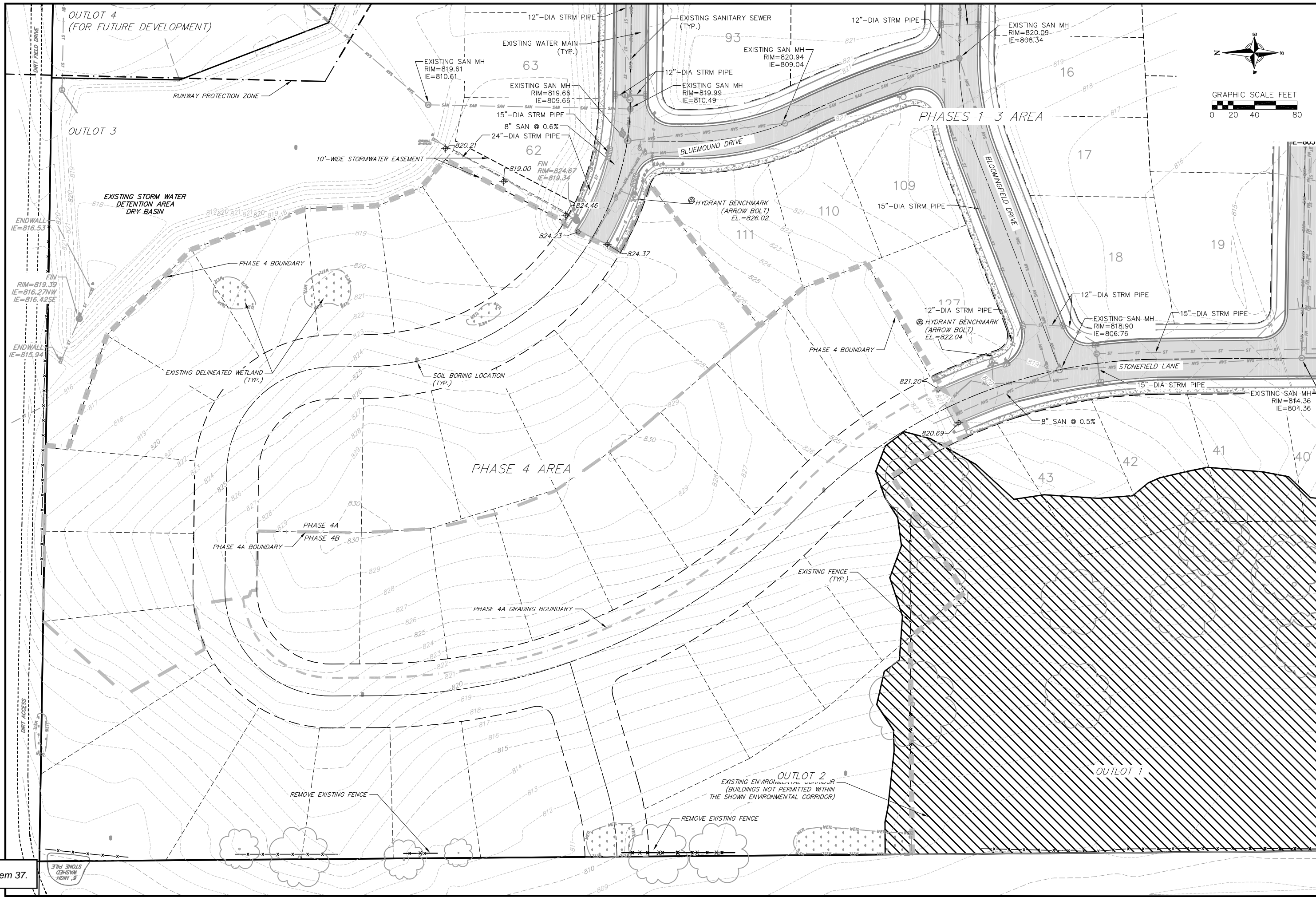
TOPOGRAPHIC SYMBOL LEGEND

- EXISTING BOLLARD
- EXISTING FLAG POLE
- EXISTING MAILBOX
- EXISTING MONITORING WELL
- EXISTING POST
- EXISTING SIGN (TYPE NOTED)
- EXISTING PARKING METER
- EXISTING CURB INLET
- EXISTING ENDWALL
- EXISTING FIELD INLET RECTANGULAR
- EXISTING FIELD INLET
- EXISTING ROOF DRAIN CLEANOUT
- EXISTING ROOF DRAIN
- EXISTING STORM MANHOLE
- EXISTING STORM MANHOLE RECTANGULAR
- EXISTING SANITARY CLEANOUT
- EXISTING SANITARY MANHOLE
- EXISTING SEPTIC VENT
- EXISTING FIRE HYDRANT
- EXISTING FIRE DEPARTMENT CONNECTION
- EXISTING WATER MAIN VALVE
- EXISTING CURB STOP
- EXISTING WELL
- EXISTING WATER MANHOLE
- EXISTING GAS VALVE
- EXISTING GAS METER
- EXISTING AIR CONDITIONING PEDESTAL
- EXISTING DOWN GUY
- EXISTING ELECTRIC MANHOLE
- EXISTING ELECTRIC RECTANGULAR MANHOLE
- EXISTING ELECTRIC PEDESTAL
- EXISTING TRANSFORMER
- EXISTING ELECTRIC METER
- EXISTING GUY POLE
- EXISTING LIGHT POLE
- EXISTING GENERIC LIGHT
- EXISTING UTILITY POLE
- EXISTING TV MANHOLE
- EXISTING TV RECTANGULAR MANHOLE
- EXISTING TV PEDESTAL
- EXISTING TELEPHONE MANHOLE
- EXISTING TELEPHONE PEDESTAL
- EXISTING UNIDENTIFIED MANHOLE
- EXISTING UNIDENTIFIED UTILITY VAULT
- EXISTING HANDICAP PARKING
- EXISTING TRAFFIC SIGNAL
- EXISTING SHRUB
- EXISTING CONIFEROUS TREE
- EXISTING DECIDUOUS TREE
- EXISTING BORING

TOPOGRAPHIC LINEWORK LEGEND

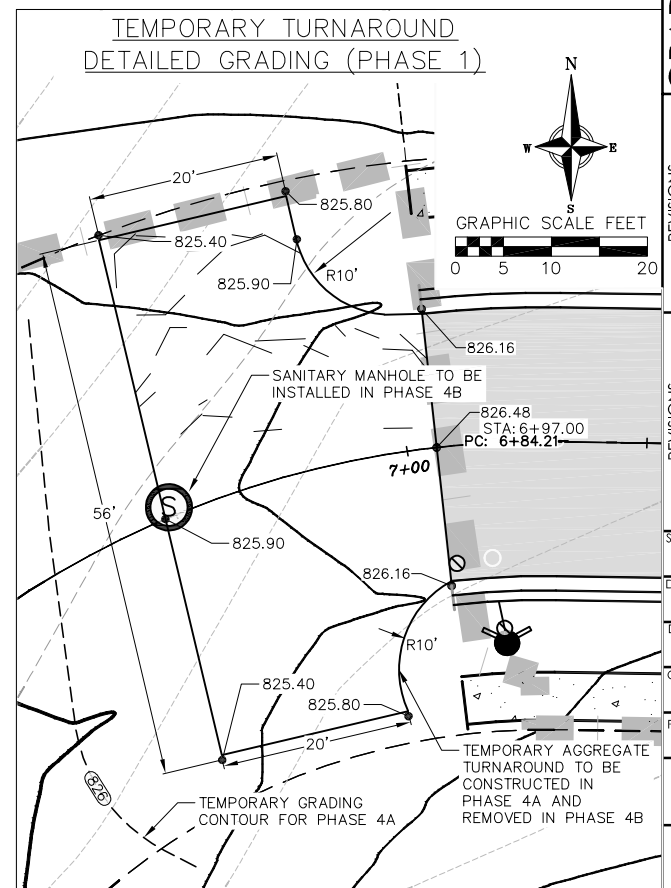
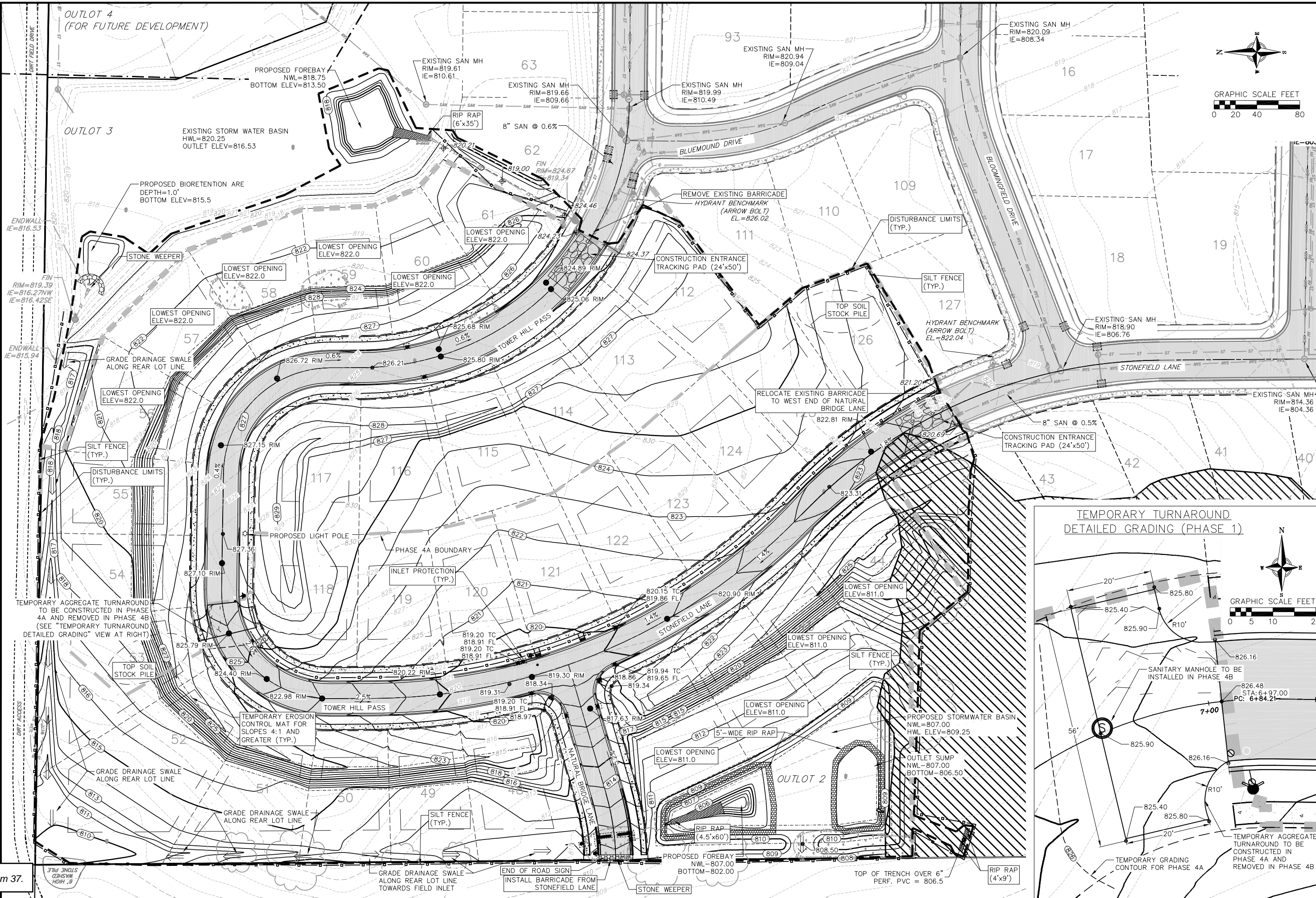
- EXISTING UNDERGROUND CABLE TV
- EXISTING OVERHEAD CABLE TV
- EXISTING FIBER OPTIC LINE
- EXISTING OVERHEAD TELEPHONE LINE
- EXISTING UNDERGROUND TELEPHONE
- EXISTING RETAINING WALL
- EXISTING CHAIN LINK FENCE
- EXISTING GENERAL FENCE
- EXISTING WIRE FENCE
- EXISTING WOOD FENCE
- EXISTING GAS LINE
- EXISTING UNDERGROUND ELECTRIC LINE
- EXISTING GUY LINE
- EXISTING OVERHEAD ELECTRIC LINE
- EXISTING OVERHEAD GENERAL UTILITIES
- EXISTING SANITARY FORCE MAIN (SIZE NOTED)
- EXISTING SANITARY SEWER LINE (SIZE NOTED)
- EXISTING STORM SEWER LINE (SIZE NOTED)
- EXISTING EDGE OF TREES
- EXISTING WATER MAIN (SIZE NOTED)
- EXISTING WETLAND DELINEATION
- EXISTING MAJOR CONTOUR
- EXISTING MINOR CONTOUR

NO.	DATE	REVISIONS	
		NO.	DATE



NO.	DATE	REVISIONS	REMARKS

SCALE AS SHOWN
 DATE 08/01/2018
 DRAFTER JMAH
 CHECKED GBLA
 PROJECT NO. 180085



GRADING AND EROSION CONTROL PLAN

PARK CREST SUBDIVISION - PHASE 4
CITY OF WHITEWATER
JEFFERSON COUNTY, WISCONSIN

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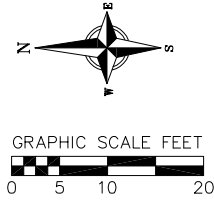
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PROJECT NO. 180085

vierbicher
planners | engineers | advisors
Phone: (800) 261-3898



INTERSECTION GRADING PLAN
PARK CREST SUBDIVISION - PHASE 4
 CITY OF WHITEWATER
 JEFFERSON COUNTY, WISCONSIN

REVISIONS		REVISIONS	
NO.	DATE	NO.	DATE

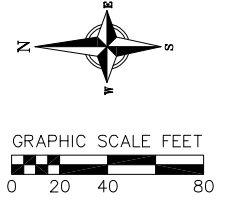
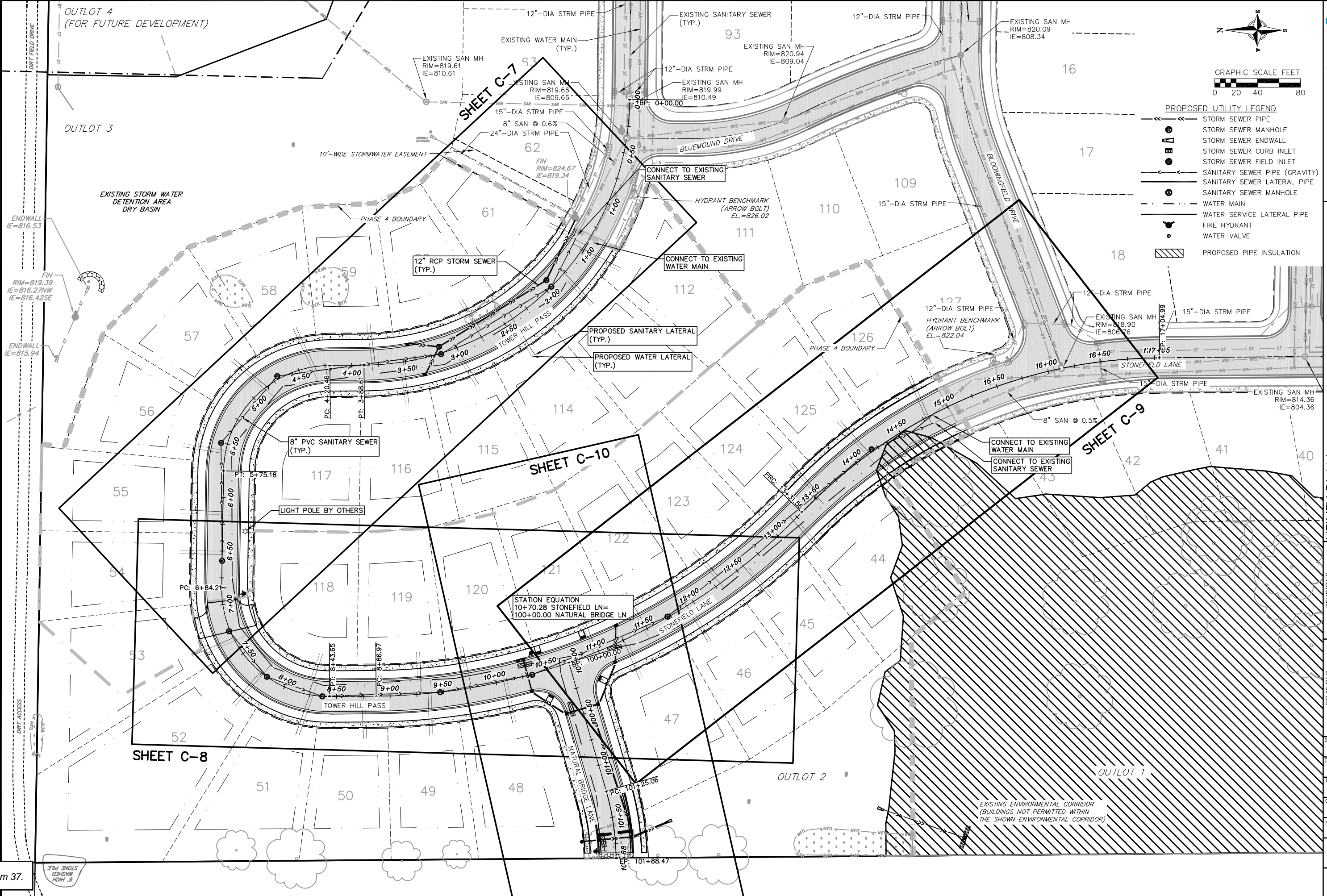
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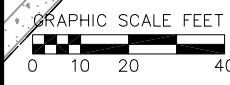
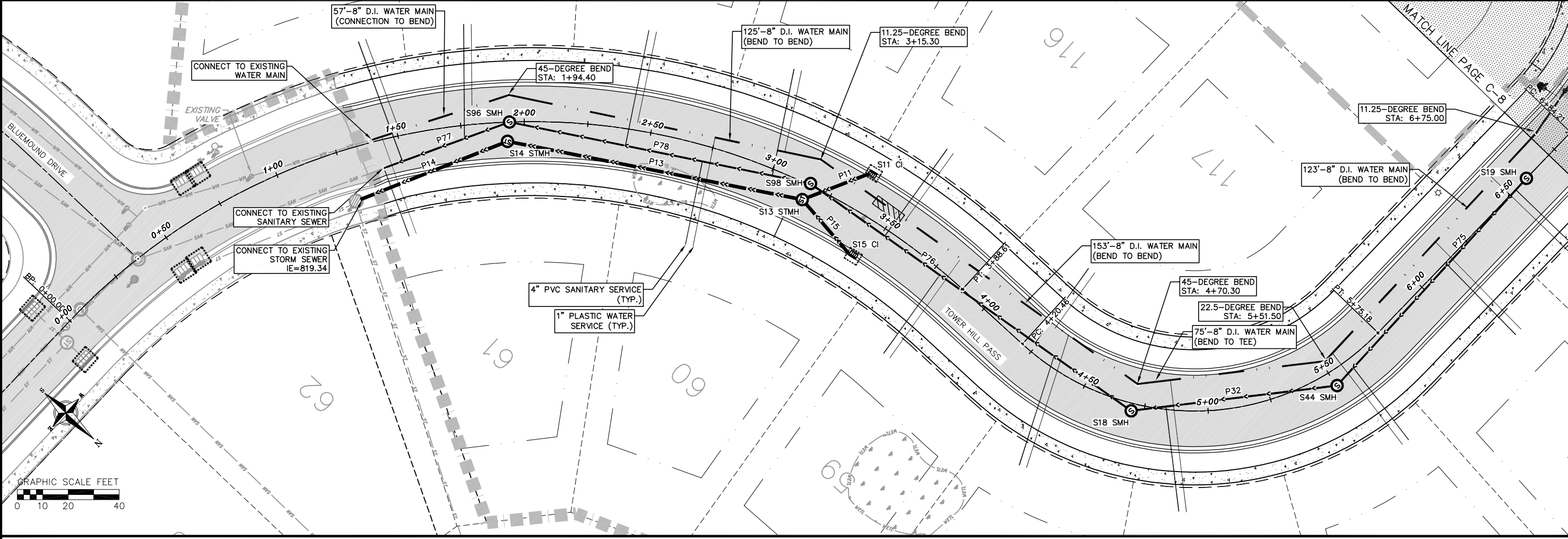


- PROPOSED UTILITY LEGEND**
- STORM SEWER PIPE
 - STORM SEWER MANHOLE
 - STORM SEWER ENDWALL
 - STORM SEWER CURB INLET
 - STORM SEWER FIELD INLET
 - SANITARY SEWER PIPE (GRAVITY)
 - SANITARY SEWER LATERAL PIPE
 - SANITARY SEWER MANHOLE
 - WATER MAIN
 - WATER SERVICE LATERAL PIPE
 - FIRE HYDRANT
 - WATER VALVE
 - ▨ PROPOSED PIPE INSULATION

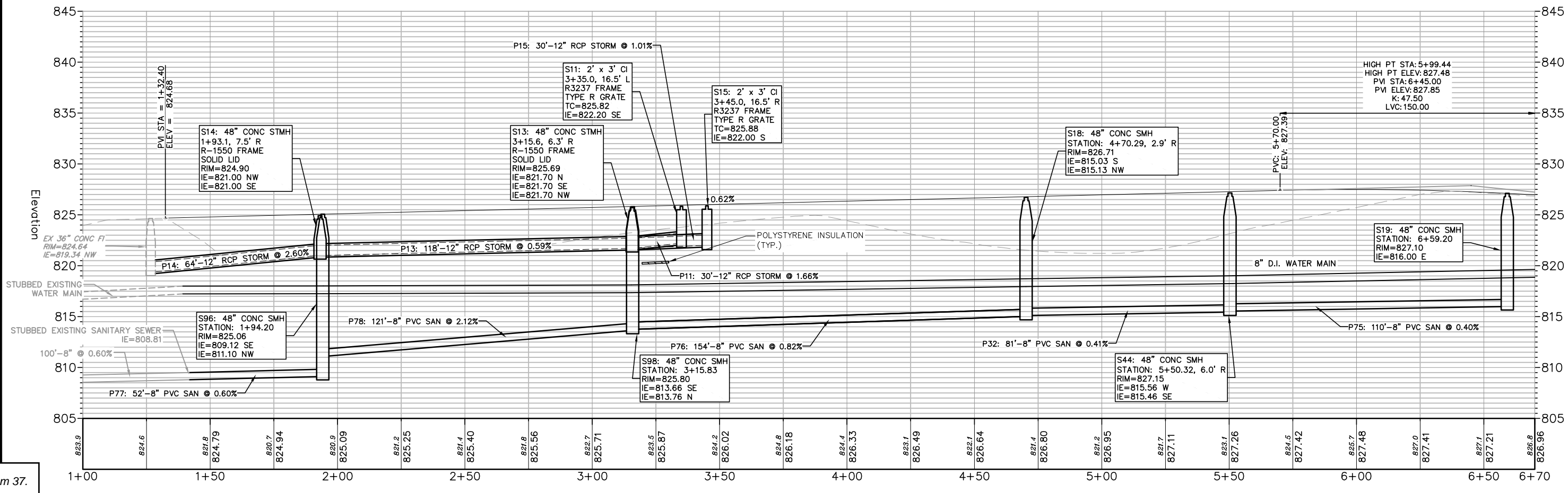
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 PROJECT NO.: 180085

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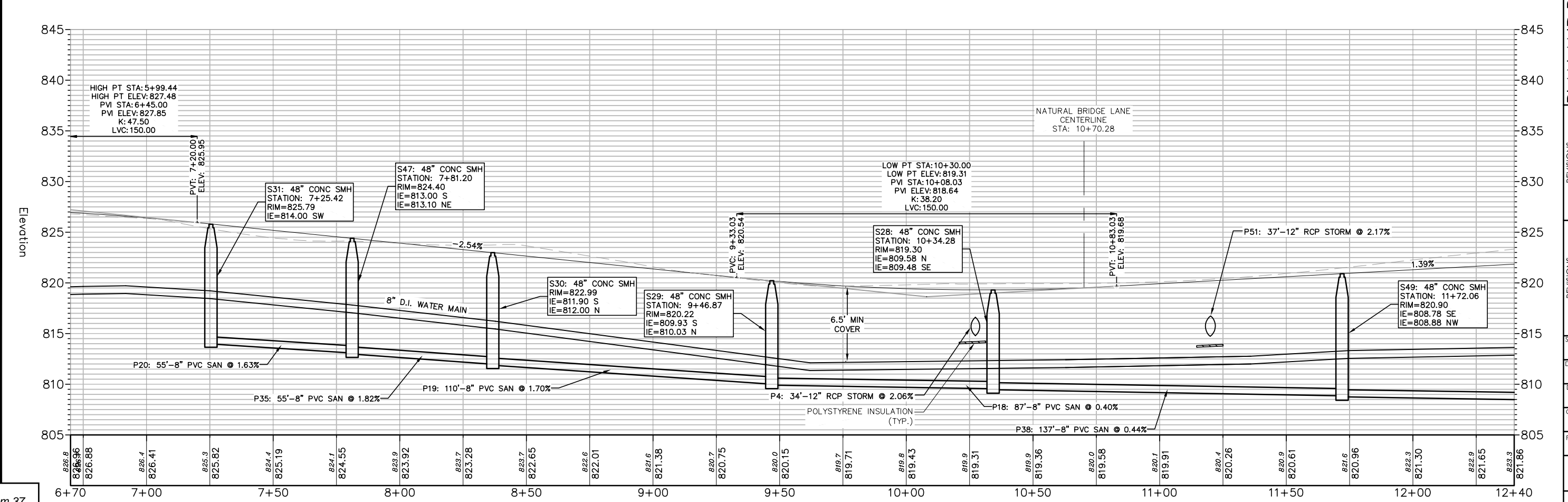
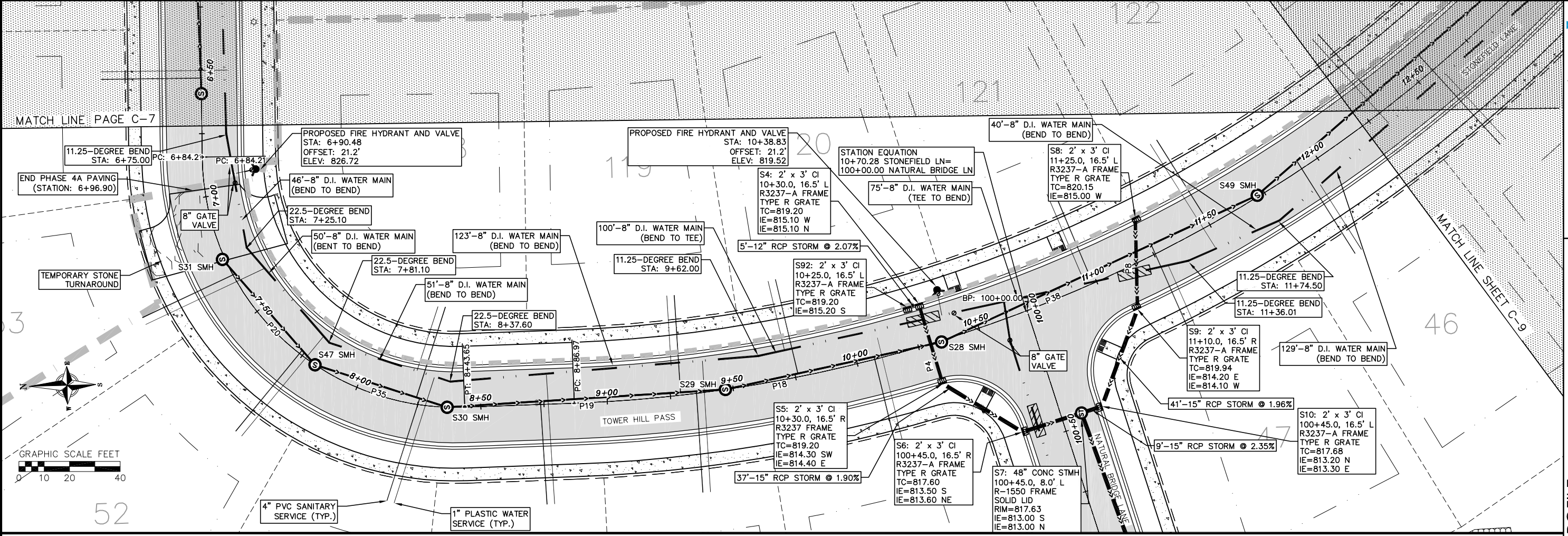
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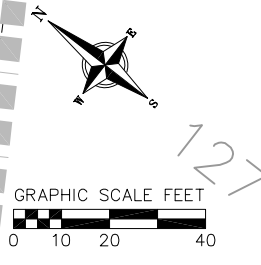
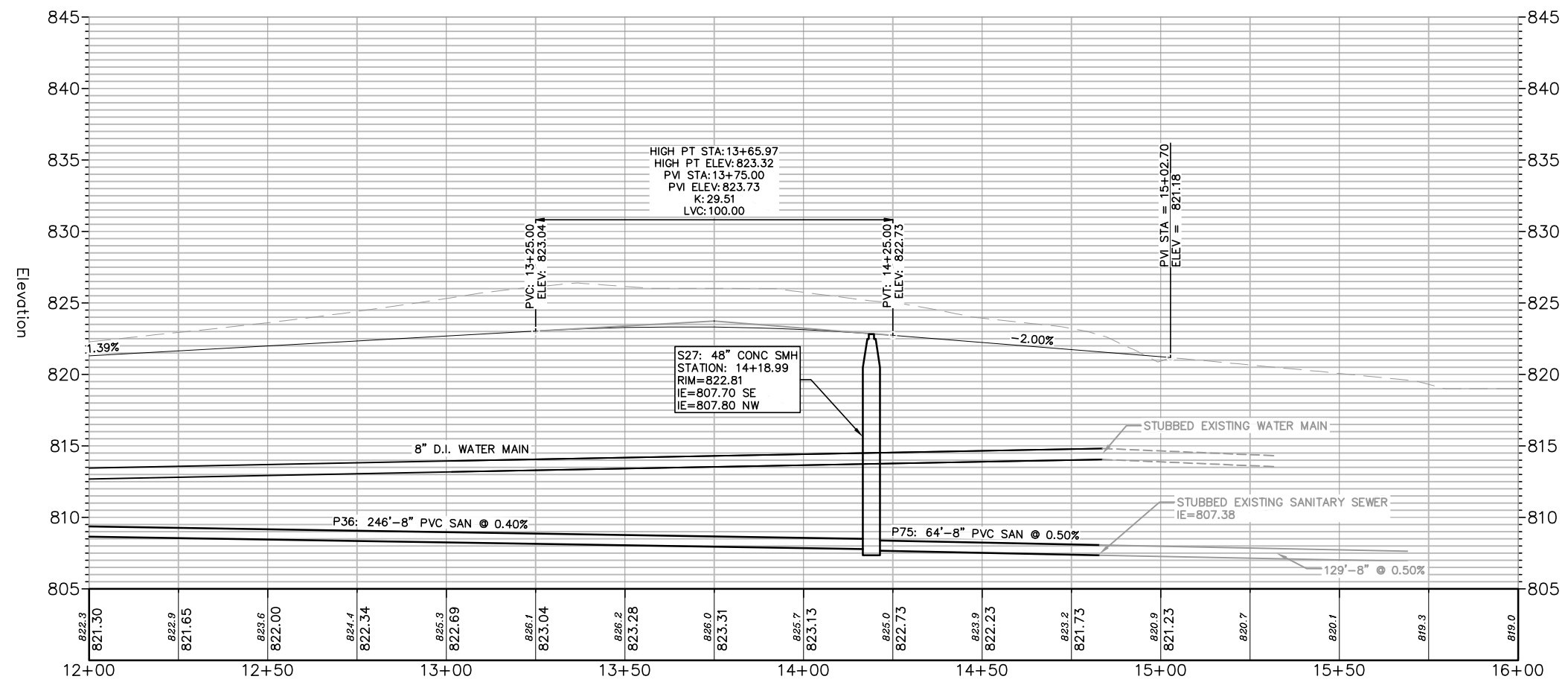
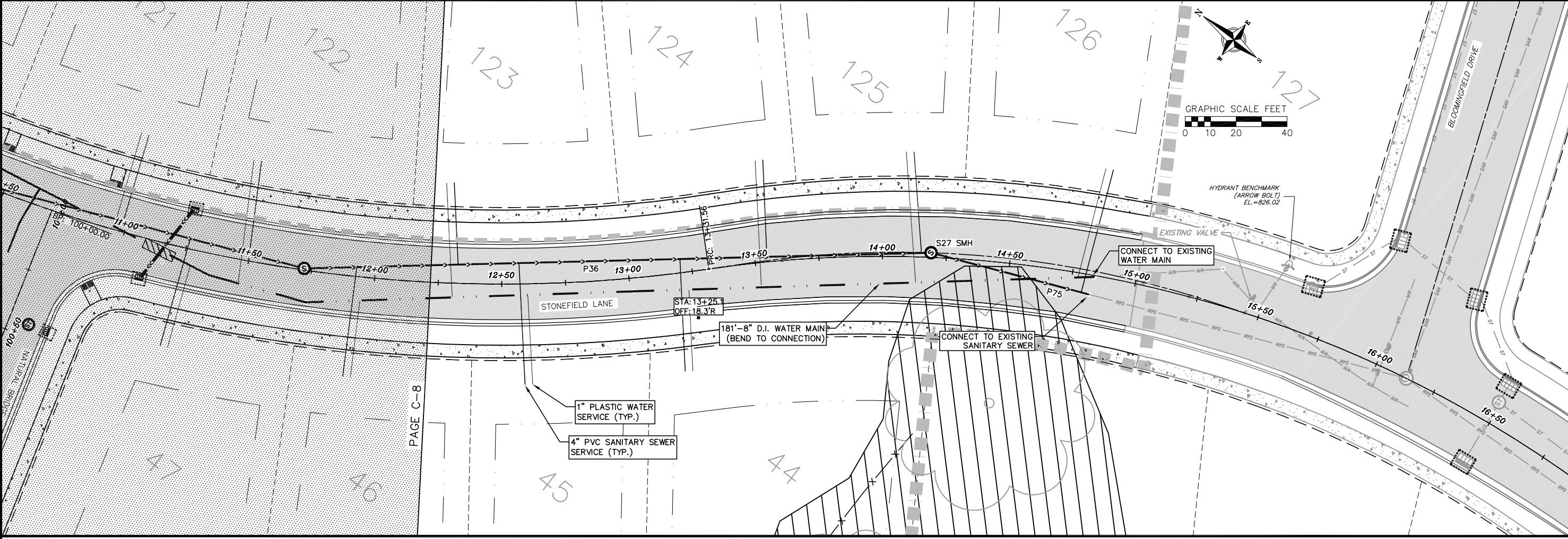
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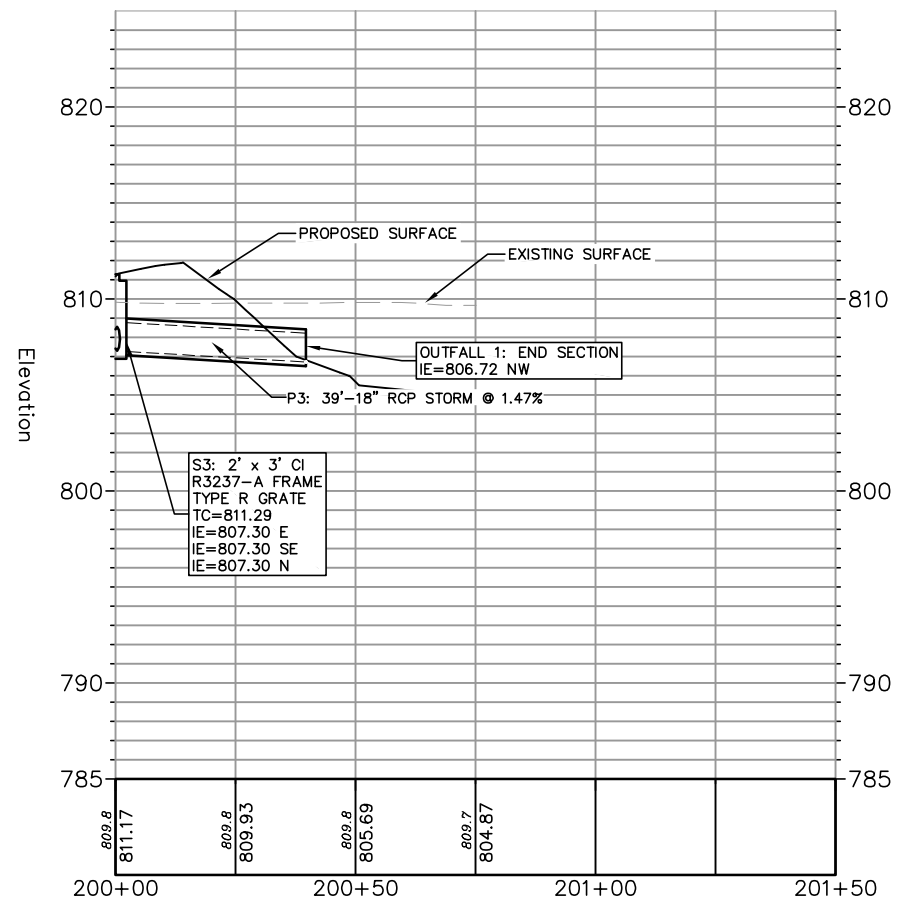
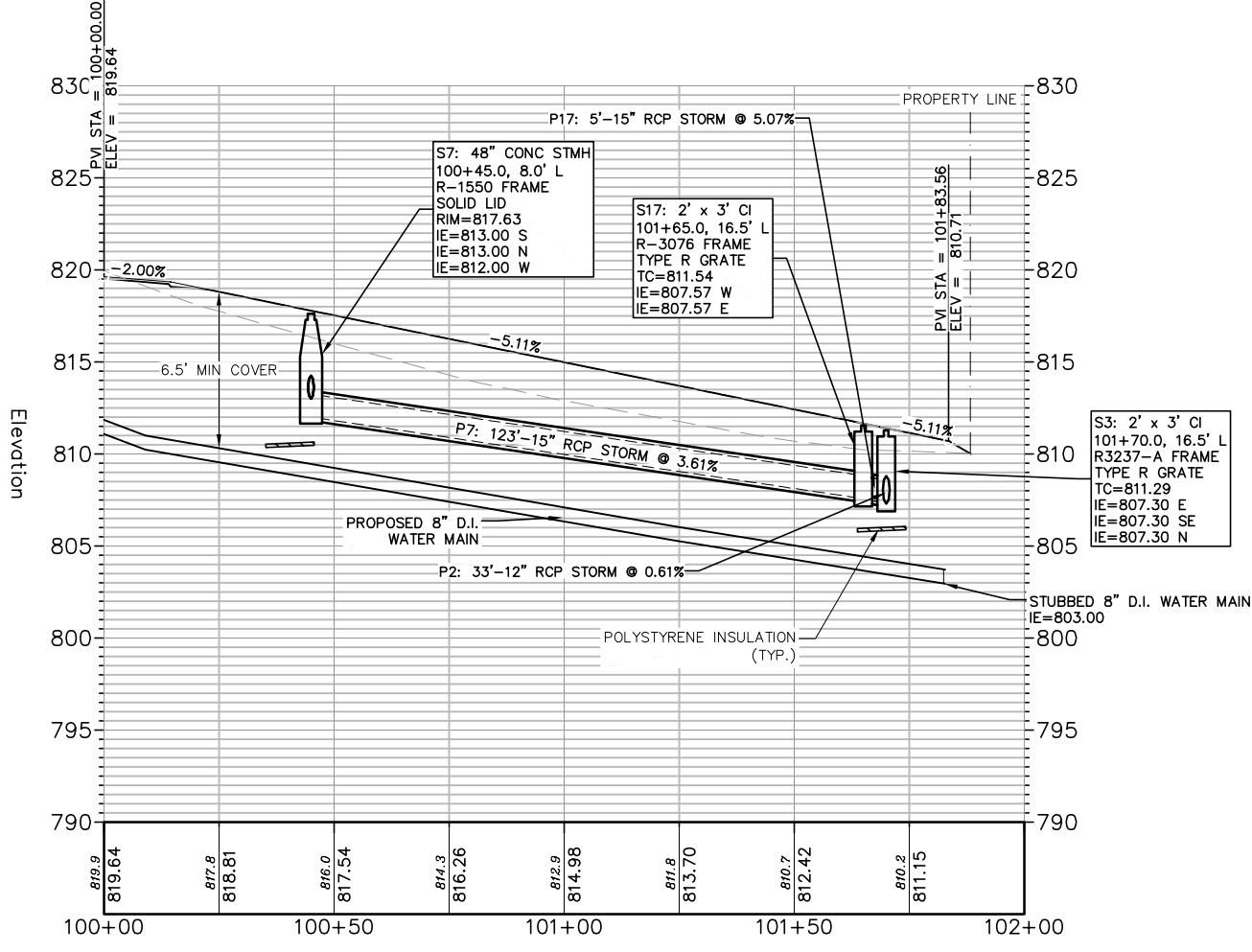
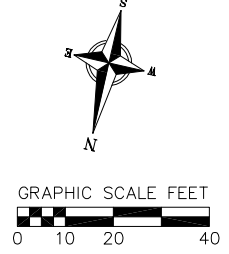
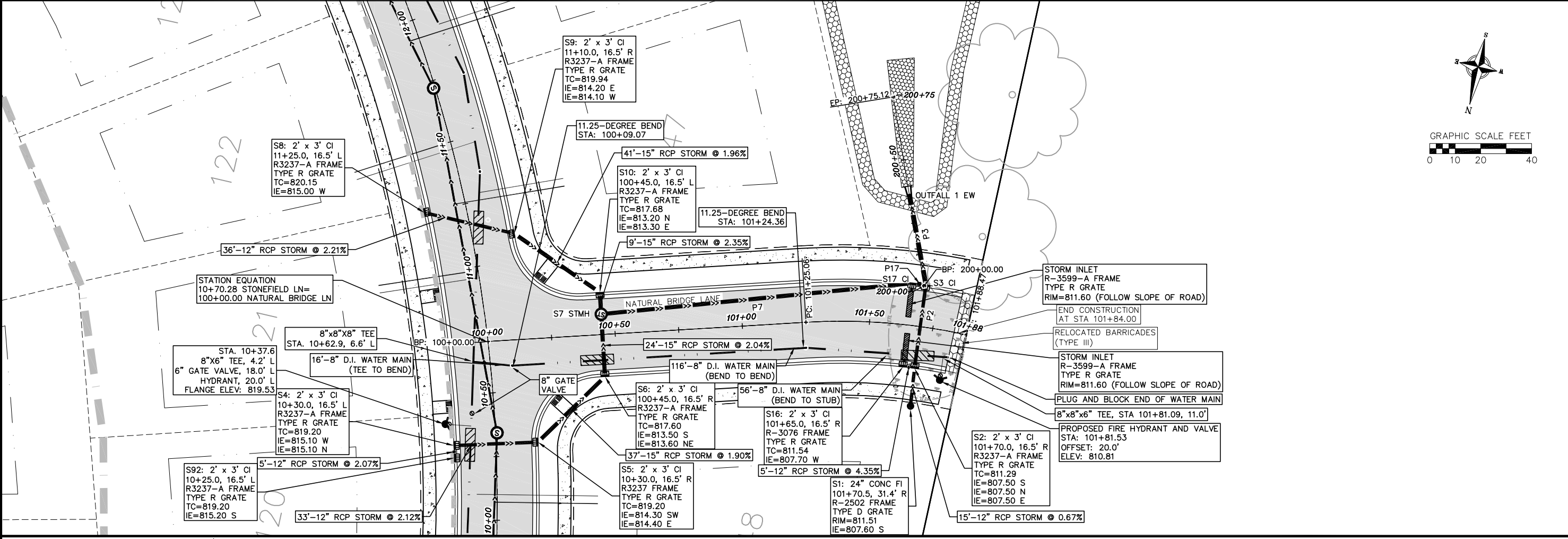
PROJECT NO.: 180085

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NO.	DATE

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PROJECT NO.: 180085



NO.	DATE	REVISIONS	REMARKS

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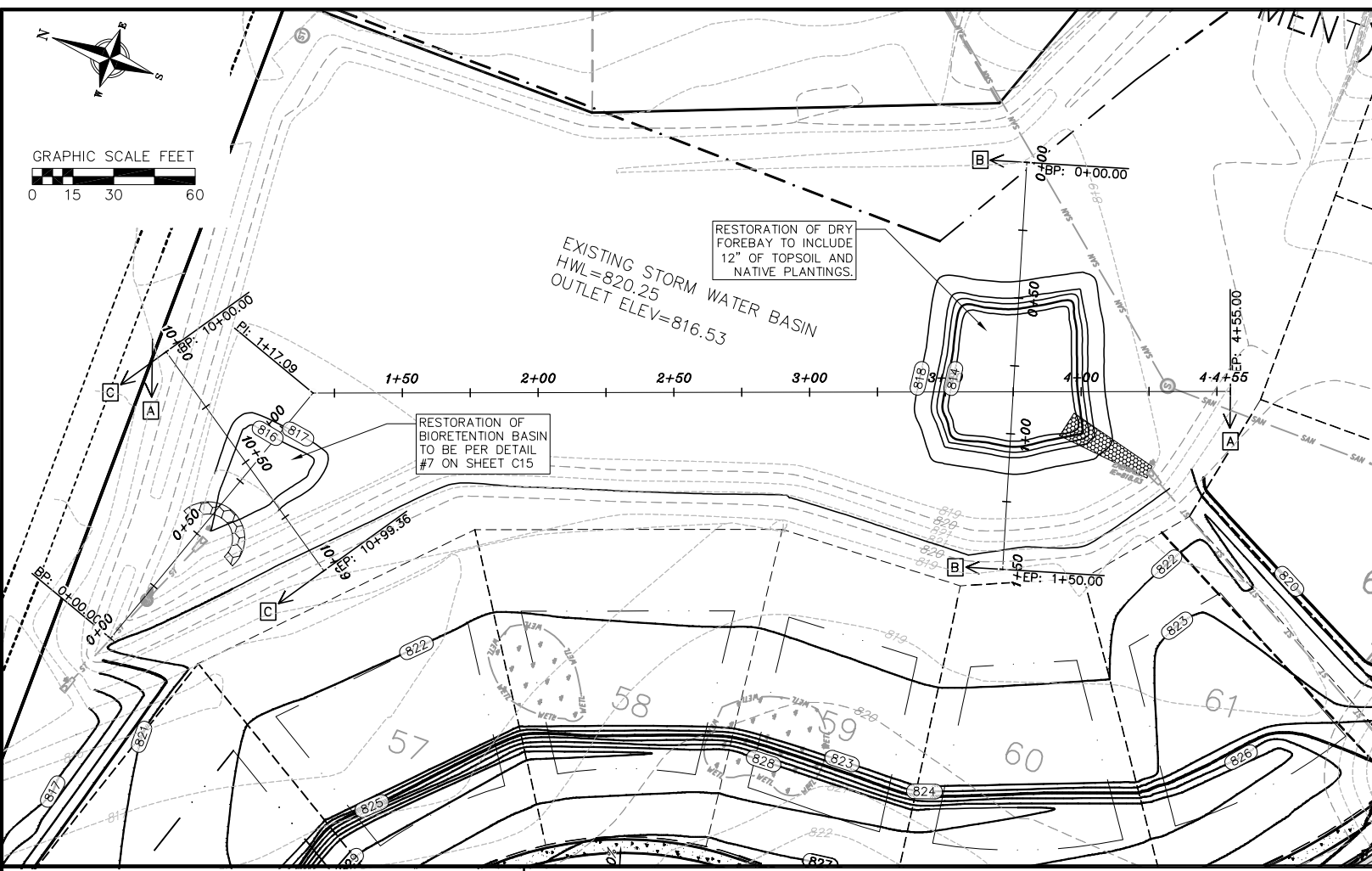
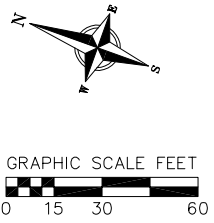
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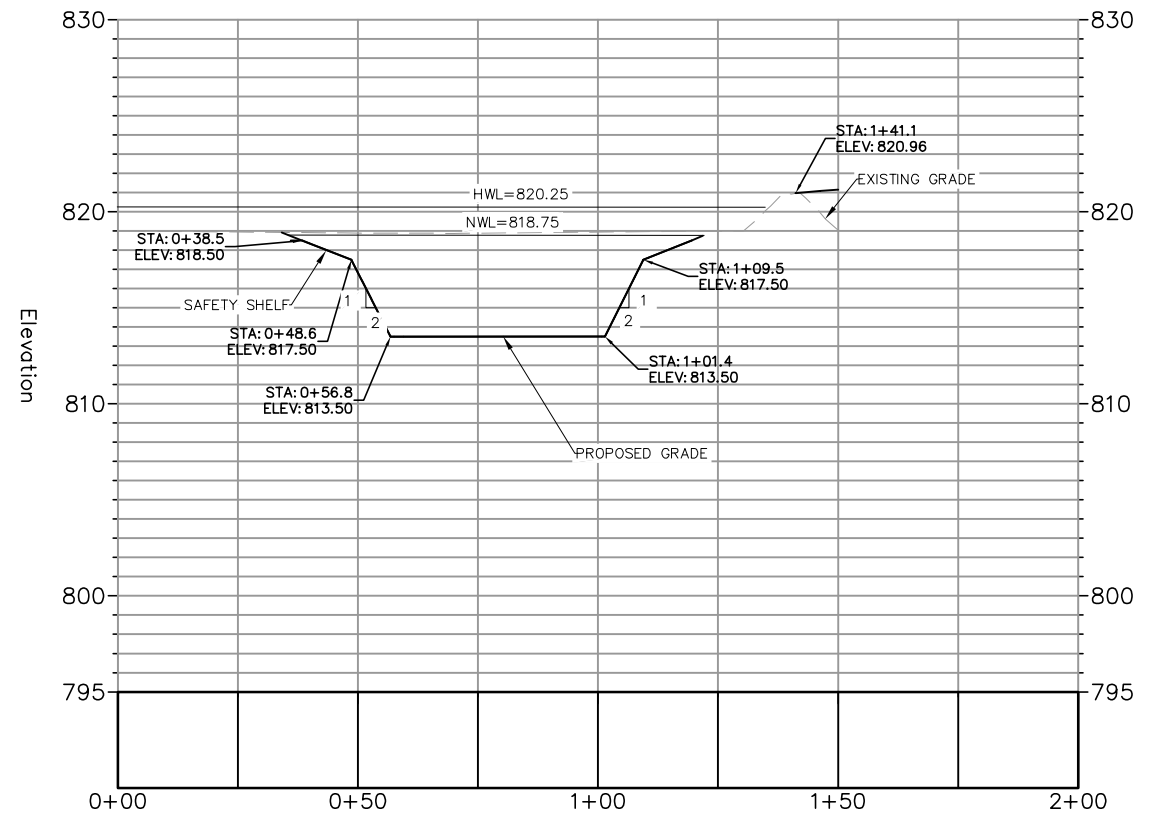
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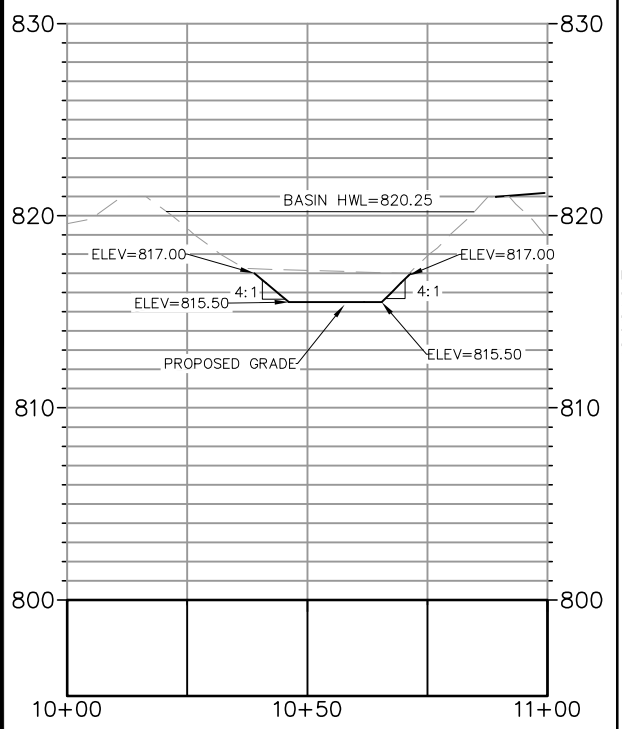
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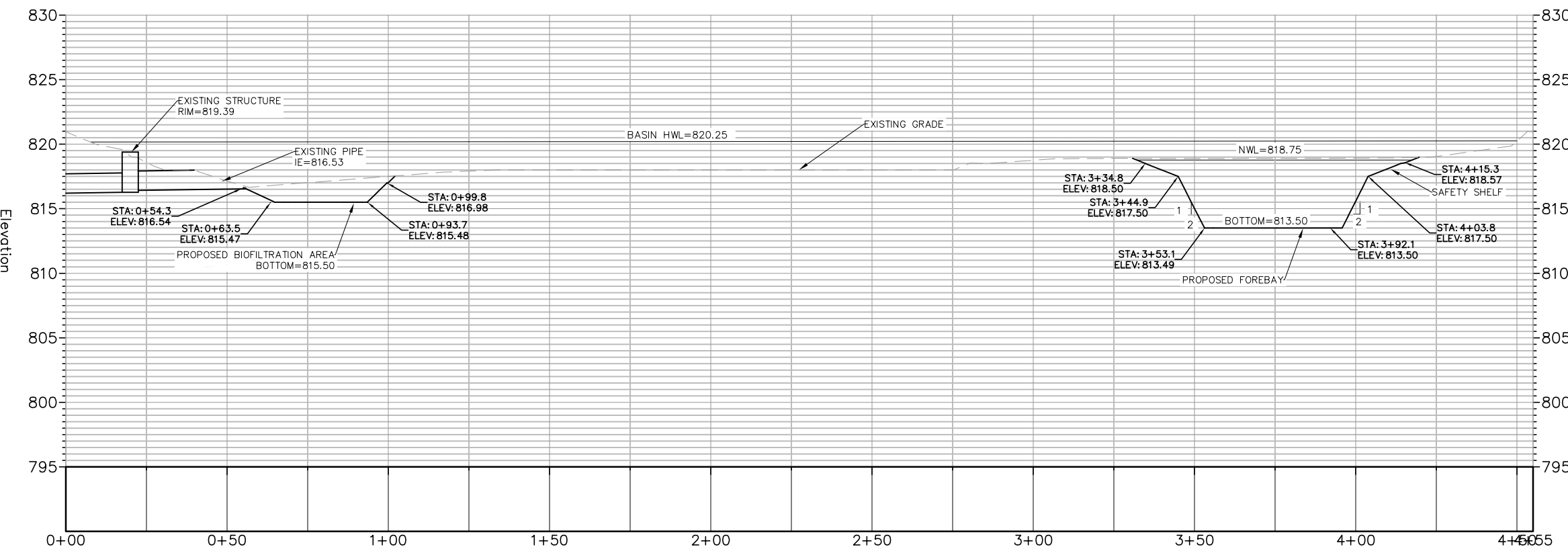
PROFILE VIEW B-B



PROFILE VIEW C-C



PROFILE VIEW A-A



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Item 37.



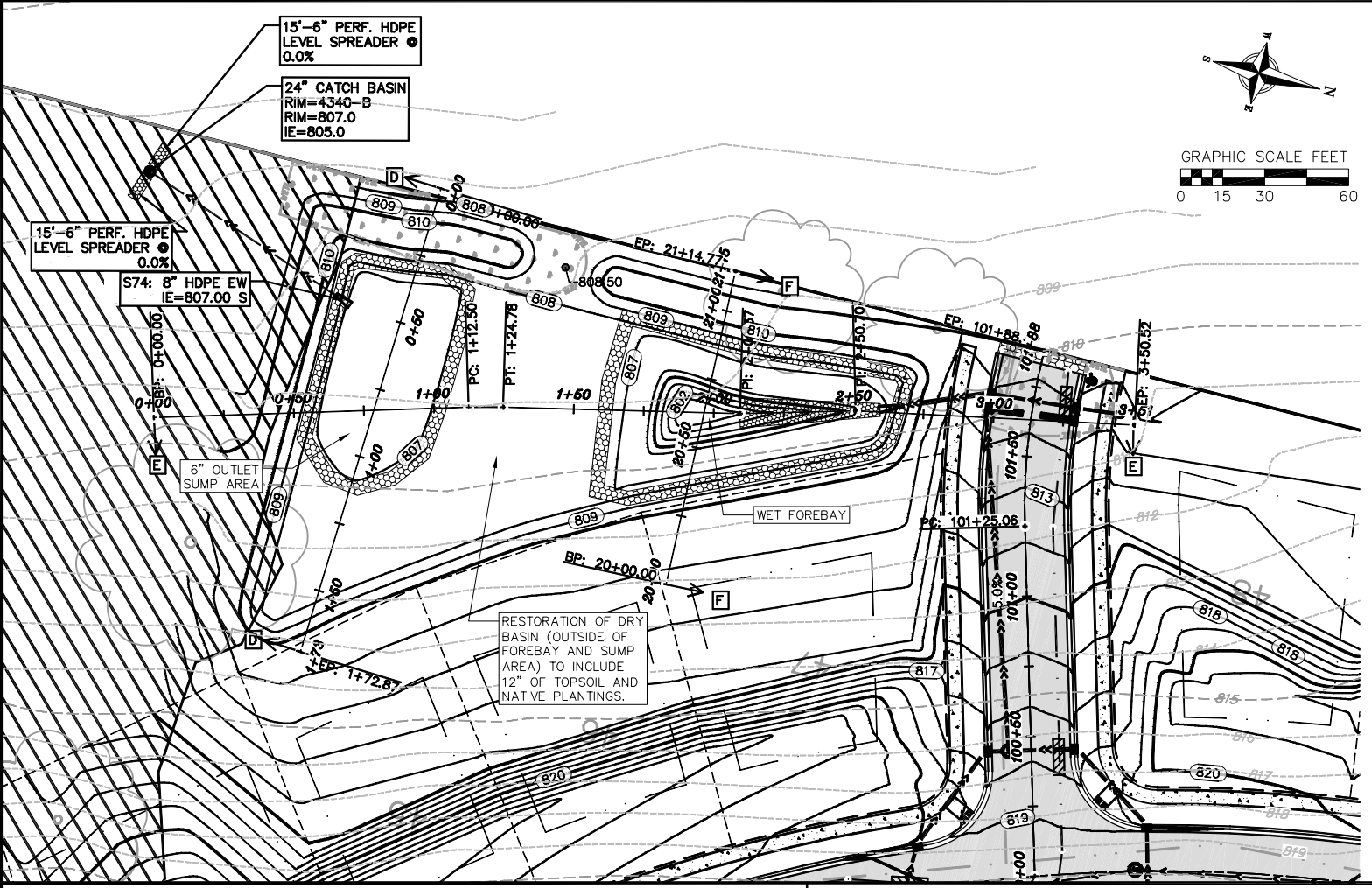
PLAN AND PROFILE - BASIN
PARK CREST SUBDIVISION - PHASE 4
CITY OF WHITEWATER
JEFFERSON COUNTY, WISCONSIN

REVISIONS		NO.	DATE	REMARKS

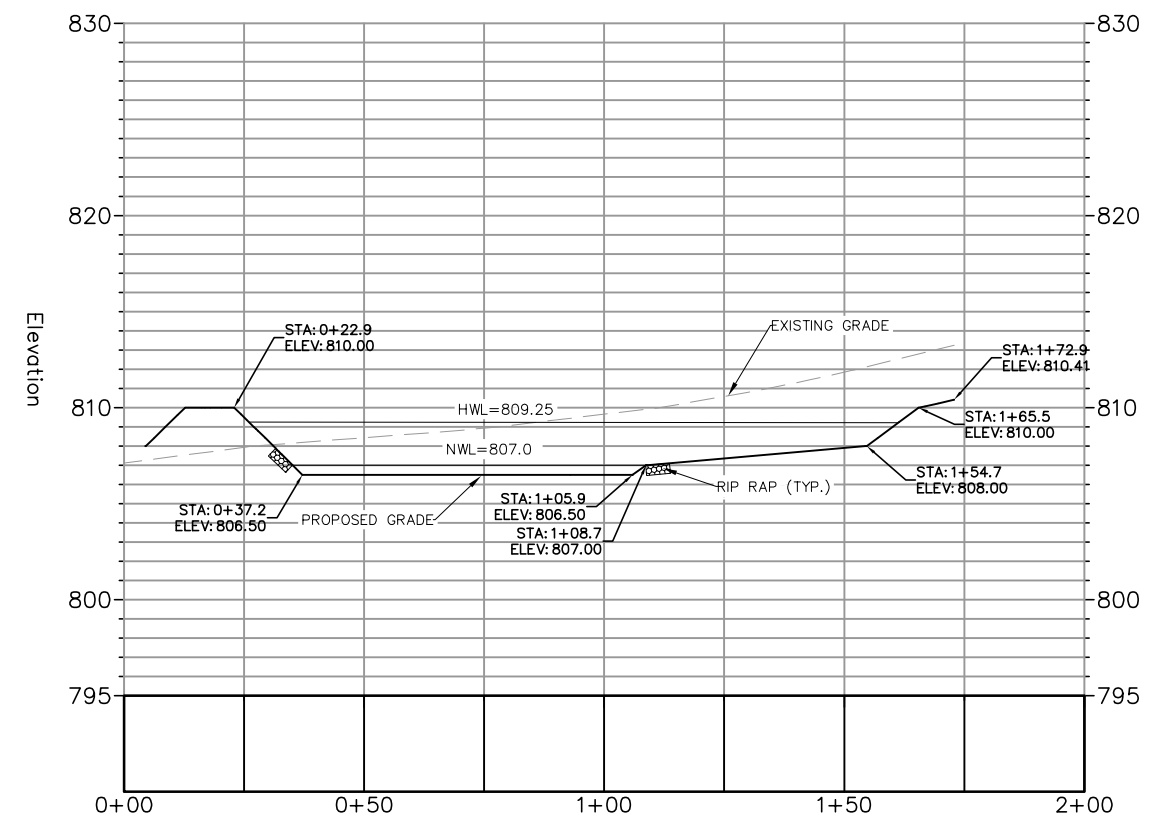
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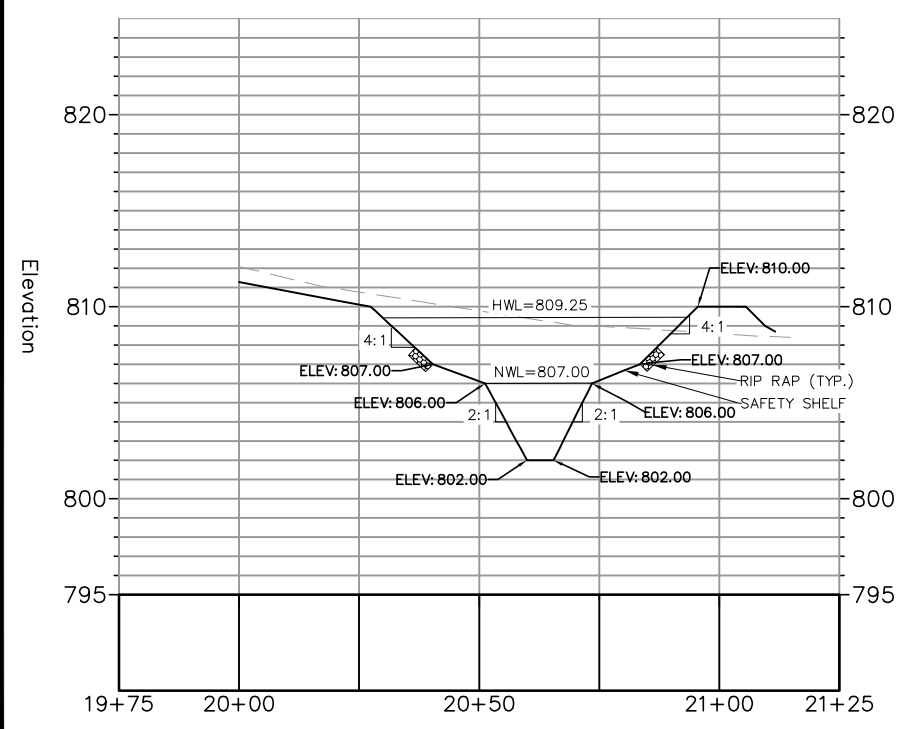
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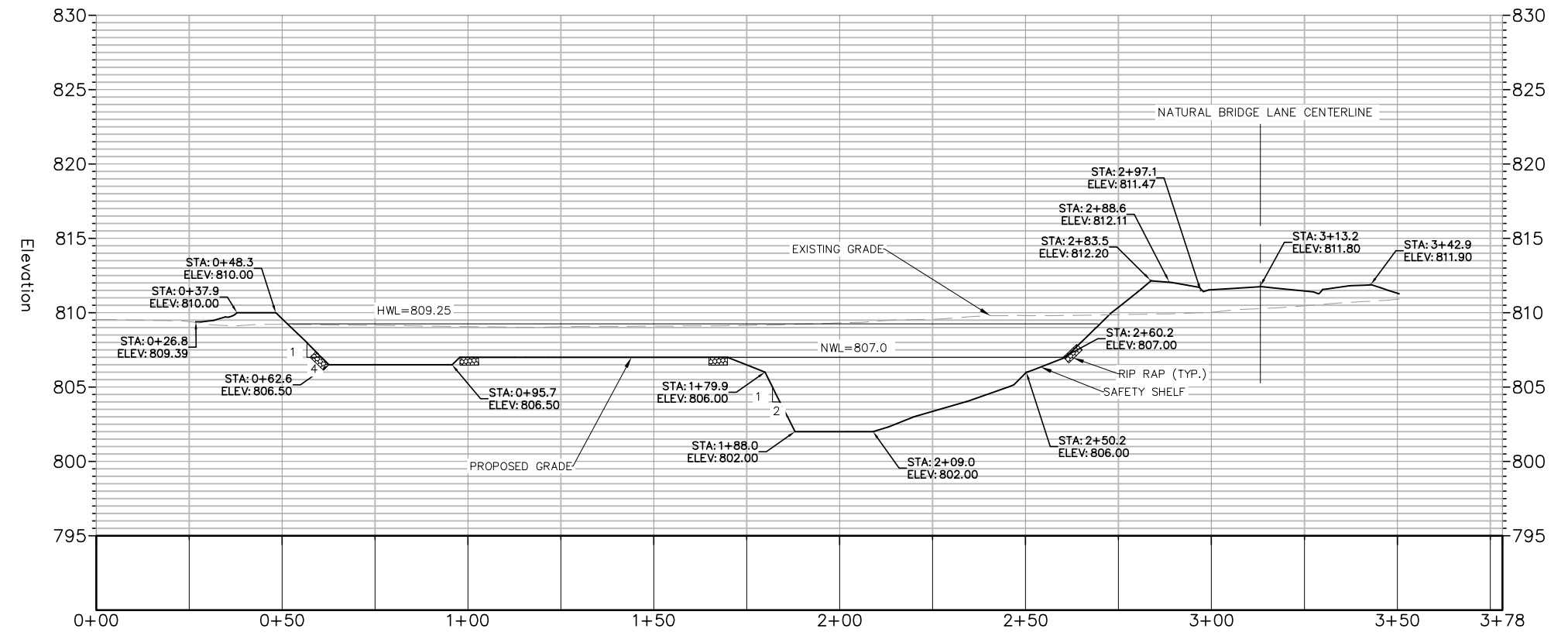
PROFILE VIEW D-D



PROFILE VIEW F-F



PROFILE VIEW E-E



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Item 37.



PLAN AND PROFILE - BASIN
PARK CREST SUBDIVISION - PHASE 4
CITY OF WHITEWATER
JEFFERSON COUNTY, WISCONSIN

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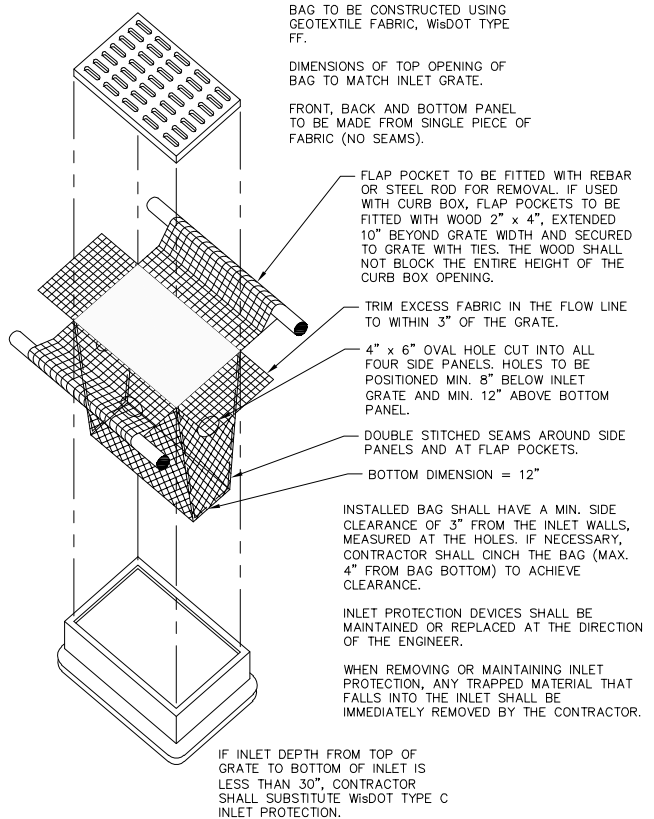
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PROJECT NO. 180085

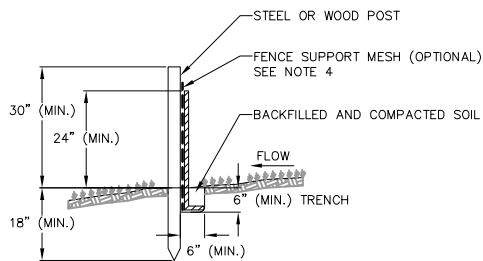
667

EROSION CONTROL MEASURES

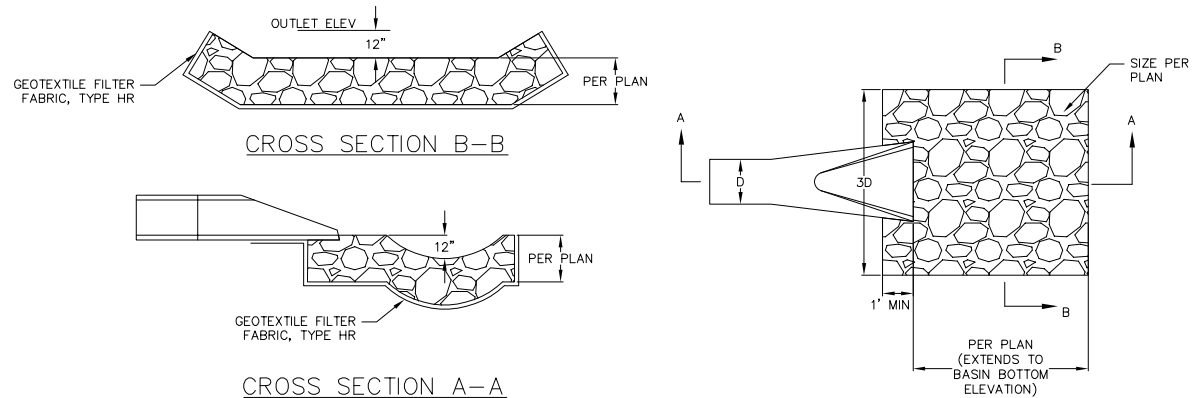
1. EROSION CONTROL SHALL BE IN ACCORDANCE WITH THE CITY OF WHITEWATER EROSION CONTROL ORDINANCE AND CHAPTER NR 216 OF THE WISCONSIN ADMINISTRATIVE CODE.
2. CONSTRUCT AND MAINTAIN ALL EROSION AND SEDIMENT CONTROL MEASURES IN ACCORDANCE WITH WISCONSIN DNR TECHNICAL STANDARDS (<http://dnr.wi.gov/runoff/stormwater/techstds.htm>) AND WISCONSIN CONSTRUCTION SITE BEST MANAGEMENT PRACTICE HANDBOOK.
3. INSTALL SEDIMENT CONTROL PRACTICES (TRACKING PAD, PERIMETER SILT FENCE, SEDIMENT BASINS, ETC.) PRIOR TO INITIATING OTHER LAND DISTURBING CONSTRUCTION ACTIVITIES.
4. THE CONTRACTOR IS REQUIRED TO MAKE EROSION CONTROL INSPECTIONS AT THE END OF EACH WEEK AND WHEN 0.5 INCHES OF RAIN FALLS WITHIN 24 HOURS. INSPECTION REPORTS SHALL BE PREPARED AND FILED AS REQUIRED BY THE DNR AND/OR CITY. ALL MAINTENANCE WILL FOLLOW AN INSPECTION WITHIN 24 HOURS.
5. EROSION CONTROL IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ACCEPTANCE OF THIS PROJECT. EROSION CONTROL MEASURES AS SHOWN SHALL BE THE MINIMUM PRECAUTIONS THAT WILL BE ALLOWED. ADDITIONAL EROSION CONTROL MEASURES, AS REQUESTED IN WRITING BY THE STATE OR LOCAL INSPECTORS, OR THE DEVELOPER'S ENGINEER, SHALL BE INSTALLED WITHIN 24 HOURS.
6. A 3" CLEAR STONE TRACKING PAD SHALL BE INSTALLED AT THE END OF ROAD CONSTRUCTION LIMITS TO PREVENT SEDIMENT FROM BEING TRACKED ONTO THE ADJACENT PAVED PUBLIC ROADWAY. SEDIMENT TRACKING PAD SHALL CONFORM TO WISDNR TECHNICAL STANDARD 1057. SEDIMENT REACHING THE PUBLIC ROAD SHALL BE REMOVED BY STREET CLEANING (NOT HYDRAULIC FLUSHING) BEFORE THE END OF EACH WORK DAY.
7. CHANNELIZED RUNOFF: FROM ADJACENT AREAS PASSING THROUGH THE SITE SHALL BE DIVERTED AROUND DISTURBED AREAS.
8. STABILIZED DISTURBED GROUND: ANY SOIL OR DIRT PILES WHICH WILL REMAIN IN EXISTENCE FOR MORE THAN 7-CONSECUTIVE DAYS, WHETHER TO BE WORKED DURING THAT PERIOD OR NOT, SHALL NOT BE LOCATED WITHIN 25- FEET OF ANY ROADWAY, PARKING LOT, PAVED AREA, OR DRAINAGE STRUCTURE OR CHANNEL (UNLESS INTENDED TO BE USED AS PART OF THE EROSION CONTROL MEASURES). TEMPORARY STABILIZATION AND CONTROL MEASURES (SEEDING, MULCHING, TARPING, EROSION MATTING, BARRIER FENCING, ETC.) ARE REQUIRED FOR THE PROTECTION OF DISTURBED AREAS AND SOIL PILES, WHICH WILL REMAIN UN-WORKED FOR A PERIOD OF MORE THAN 14-CONSECUTIVE CALENDAR DAYS. THESE MEASURES SHALL REMAIN IN PLACE UNTIL SITE HAS STABILIZED.
9. SITE DE-WATERING: WATER PUMPED FROM THE SITE SHALL BE TREATED BY TEMPORARY SEDIMENTATION BASINS OR OTHER APPROPRIATE CONTROL MEASURES. SEDIMENTATION BASINS SHALL HAVE A DEPTH OF AT LEAST 3 FEET, BE SURROUNDED BY SNOWFENCE OR EQUIVALENT BARRIER AND HAVE SUFFICIENT SURFACE AREA TO PROVIDE A SURFACE SETTLING RATE OF NO MORE THAN 750 GALLONS PER SQUARE FOOT PER DAY AT THE HIGHEST DEWATERING PUMPING RATE. WATER MAY NOT BE DISCHARGED IN A MANNER THAT CAUSES EROSION OF THE SITE, A NEIGHBORING SITE, OR THE BED OR BANKS OF THE RECEIVING WATER. POLYMERS MAY BE USED AS DIRECTED BY DNR TECHNICAL STANDARD 1061 (DE-WATERING).
10. WASHED STONE WEEPERS OR TEMPORARY EARTH BERMS SHALL BE BUILT PER PLAN BY CONTRACTOR TO TRAP SEDIMENT OR SLOW THE VELOCITY OF STORM WATER.
11. INLET FILTERS ARE TO BE PLACED IN STORMWATER INLET STRUCTURES AS SOON AS THEY ARE INSTALLED. ALL PROJECT AREA STORM INLETS NEED WISCONSIN D.O.T. TYPE D INLET PROTECTION. THE FILTERS SHALL BE MAINTAINED UNTIL THE CITY HAS ACCEPTED THE BINDER COURSE OF ASPHALT.
12. USE PROPOSED DETENTION BASINS AS SEDIMENT BASINS DURING CONSTRUCTION (DO NOT USE INFILTRATION AREAS). AT THE END OF CONSTRUCTION, REMOVE SEDIMENT AND RESTORE PER PLAN. EXISTING BASINS SHALL NOT BE USED FOR CONSTRUCTION PHASE SEDIMENT CONTROL.
13. RESTORATION (SEED, FERTILIZER AND MULCH) SHALL BE PER SPECIFICATIONS ON THIS SHEET UNLESS SPECIAL RESTORATION IS CALLED FOR ON THE LANDSCAPE PLAN OR THE DETENTION BASIN DETAIL SHEET.
14. TERRACES SHALL BE RESTORED WITH 6" TOPSOIL, PERMANENT SEED, FERTILIZER AND MULCH. LOTS SHALL BE RESTORED WITH 6" TOPSOIL, TEMPORARY SEED, FERTILIZER AND MULCH.
15. AFTER DETENTION BASIN GRADING IS COMPLETE, THE BOTTOM OF DRY BASINS SHALL RECEIVE 6" TOPSOIL AND SHALL BE CHISEL-PLowed TO A MINIMUM DEPTH OF 12" PRIOR TO RESTORATION.
16. SEED, FERTILIZER AND MULCH SHALL BE APPLIED WITHIN 7 DAYS AFTER FINAL GRADE HAS BEEN ESTABLISHED. IF DISTURBED AREAS WILL NOT BE RESTORED IMMEDIATELY AFTER ROUGH GRADING, TEMPORARY SEED SHALL BE PLACED.
17. FOR THE FIRST SIX WEEKS AFTER RESTORATION (E.G. SEED & MULCH, EROSION MAT, SOD) OF A DISTURBED AREA, INCLUDE SUMMER WATERING PROVISIONS OF ALL NEWLY SEEDED AND MULCHED AREAS WHENEVER 7 DAYS ELAPSE WITHOUT A RAIN EVENT.
18. EROSION MAT (CLASS I, TYPE A URBAN PER WISCONSIN D.O.T. P.A.L.) SHALL BE INSTALLED ON ALL SLOPES 4:1 OR GREATER AND AS DEPICTED ON THE DRAWINGS.
19. EROSION MAT (CLASS I, TYPE B URBAN PER WISCONSIN D.O.T. P.A.L.) SHALL BE INSTALLED ON THE BOTTOM (INVERT) OF ROADSIDE DITCHES/SWALES AS SHOWN ON THIS PLAN, 1 ROLL WIDTH.
20. SOIL STABILIZERS SHALL BE APPLIED TO DISTURBED AREAS WITH SLOPES BETWEEN 10% AND 3:1 (DO NOT USE IN CHANNELS). SOIL STABILIZERS SHALL BE TYPE B, PER WISCONSIN D.O.T. P.A.L. (PRODUCT ACCEPTABILITY LIST), OR EQUAL. APPLY AT RATES AND METHODS SPECIFIED PER MANUFACTURER. SOIL STABILIZERS SHALL BE RE-APPLIED WHENEVER VEHICLES OR OTHER EQUIPMENT TRACK ON THE AREA.
21. SILT FENCE OR EROSION MAT SHALL BE INSTALLED ALONG THE CONTOURS AT 100 FOOT INTERVALS DOWN THE SLOPE ON THE DISTURBED SLOPES STEEPER THAN 5% AND MORE THAN 100 FEET LONG THAT SHEET FLOW TO THE ROADWAY UNLESS SOIL STABILIZERS ARE USED.
22. INSTALL MINIMUM 6"-7" WIDE EROSION MAT ALONG THE BACK OF CURB AFTER TOPSOIL HAS BEEN PLACED IN THE TERRACE IF THIS AREA WILL NOT BE SEEDED AND MULCHED WITHIN 48 HOURS OF PLACING TOPSOIL.
23. SILT FENCE TO BE USED ACROSS AREAS OF THE LOT THAT SLOPE TOWARDS A PUBLIC STREET OR WATERWAY. SEE DETAILS.
24. SEDIMENT SHALL BE CLEANED FROM CURB AND GUTTER AFTER EACH RAINFALL AND PRIOR TO PROJECT ACCEPTANCE.
25. ACCUMULATED CONSTRUCTION SEDIMENT SHALL BE REMOVED FROM ALL PERMANENT BASINS TO THE ELEVATION SHOWN ON THE GRADING PLAN FOLLOWING THE STABILIZATION OF DRAINAGE AREAS.
26. ALL CONSTRUCTION ENTRANCES SHALL HAVE TEMPORARY ROAD CLOSED SIGNS THAT WILL BE IN PLACE WHEN THE ENTRANCE IS NOT IN USE AND AT THE END OF EACH DAY.
27. ANY PROPOSED CHANGES TO THE EROSION CONTROL PLAN MUST BE SUBMITTED AND APPROVED BY THE PERMITTING MUNICIPALITY.
28. THE CITY, OWNER AND/OR ENGINEER MAY REQUIRE ADDITIONAL EROSION CONTROL MEASURES AT ANY TIME DURING CONSTRUCTION.



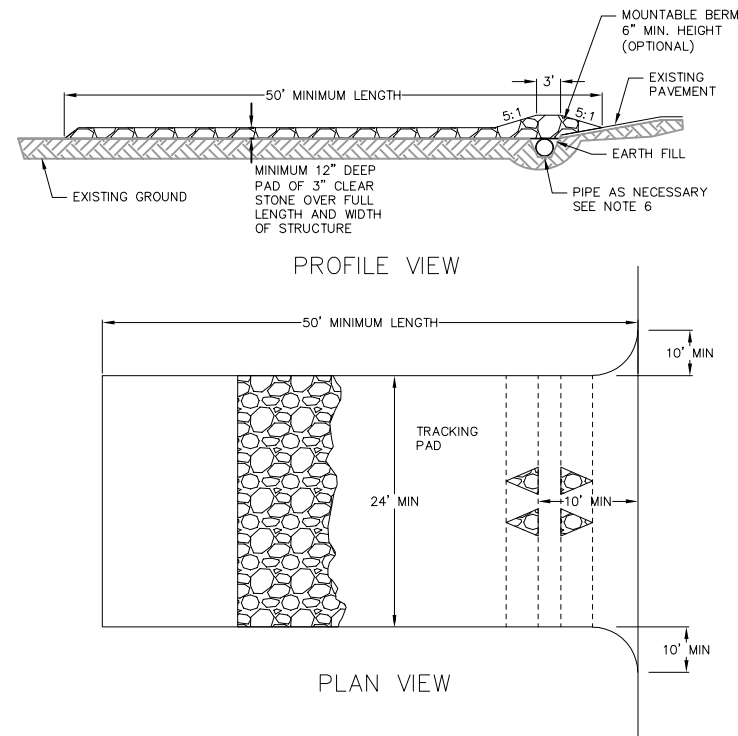
1 INLET PROTECTION TYPE D
NOT TO SCALE



3 SILT FENCE
NOT TO SCALE

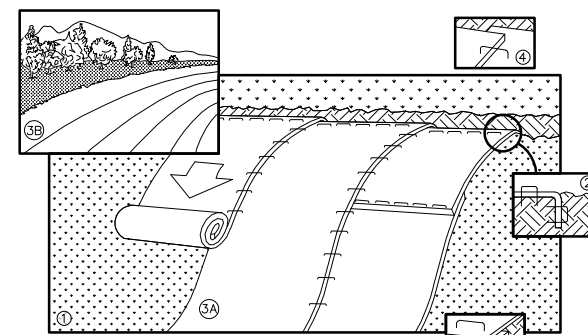


5 RIP-RAP OUTLET
NOT TO SCALE



1. FOLLOW WISCONSIN DNR TECHNICAL STANDARD 1057 FOR FURTHER DETAILS AND INSTALLATION.
2. LENGTH - MINIMUM OF 50'.
3. WIDTH - 24' MINIMUM, SHOULD BE FLARED AT THE EXISTING ROAD TO PROVIDE A TURNING RADIUS.
4. ON SITES WITH A HIGH GROUNDWATER TABLE OR WHERE SATURATED CONDITIONS EXIST, GEOTEXTILE FABRIC SHALL BE PLACED OVER EXISTING GROUND PRIOR TO PLACING STONE. FABRIC SHALL BE WISDOT TYPE-HR GEOTEXTILE FABRIC.
5. STONE - CRUSHED 3" CLEAR STONE SHALL BE PLACED AT LEAST 12" DEEP OVER THE ENTIRE LENGTH AND WIDTH OF ENTRANCE.
6. SURFACE WATER - ALL SURFACE WATER FLOWING TO OR DIVERTED TOWARDS CONSTRUCTION ENTRANCES SHALL BE PIPED THROUGH THE ENTRANCE, MAINTAINING POSITIVE DRAINAGE. PIPE INSTALLED THROUGH THE STABILIZED CONSTRUCTION ENTRANCE SHALL BE PROTECTED WITH A MOUNTABLE BERM WITH 5:1 SLOPES AND MINIMUM OF 6" STONE OVER THE PIPE. PIPE SHALL BE SIZED ACCORDING TO THE DRAINAGE REQUIREMENTS. WHEN THE ENTRANCE IS LOCATED AT A HIGH SPOT AND HAS NO DRAINAGE TO CONVEY A PIPE SHALL NOT BE NECESSARY. THE MINIMUM PIPE DIAMETER SHALL BE 6". CONTRACTOR SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF SAID PIPE.
7. LOCATION - A STABILIZED CONSTRUCTION ENTRANCE SHALL BE LOCATED WHERE CONSTRUCTION TRAFFIC ENTERS AND/OR LEAVES THE CONSTRUCTION SITE. VEHICLES LEAVING THE SITE MUST TRAVEL OVER THE ENTIRE LENGTH OF THE TRACKING PAD.

2 TRACKING PAD
NOT TO SCALE



- NOTE: REFER TO GENERAL STAPLE PATTERN GUIDE FOR CORRECT STAPLE PATTERN RECOMMENDATIONS FOR SLOPE INSTALLATIONS.
1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING APPLICATION OF FERTILIZER AND SEED.
 - NOTE: WHEN USING CELL-O-SEED, DO NOT SEED PREPARED AREA. CELL-O-SEED MUST BE INSTALLED WITH PAPER SIDE DOWN.
 2. BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE BLANKET IN 6" DEEP BY 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.
 3. ROLL THE BLANKETS <A> DOWN, OR HORIZONTALLY ACROSS THE SLOPE.
 4. THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH APPROXIMATELY 2" OVERLAP.
 5. WHEN BLANKETS MUST BE SPLICED DOWN THE SLOPE, PLACE BLANKETS END OVER END (SHINGLE STYLE) WITH APPROXIMATELY 4" OVERLAP. STAPLE THROUGH OVERLAPPED AREA, APPROXIMATELY 12" APART.
 6. ALL BLANKETS MUST BE SECURELY FASTENED TO THE SLOPE BY PLACING STAPLES/STAKES IN APPROPRIATE LOCATIONS AS RECOMMENDED BY THE MANUFACTURER.

4 EROSION MAT
NOT TO SCALE

CONSTRUCTION SEQUENCE:

1. INSTALL SILT FENCE AND TRACKING PAD
2. STRIP TOPSOIL-DETENTION BASINS
3. ROUGH GRADE DETENTION BASINS
4. SEED DETENTION BASINS
5. STRIP TOPSOIL-STREETS & LOTS.
6. ROUGH GRADE STREETS & LOTS
7. SEED LOT AREAS AND INSTALL DRIVE-OVER VELOCITY CHECKS
8. CONSTRUCT UNDERGROUND UTILITIES
9. INSTALL INLET PROTECTION
10. CONSTRUCT ROADS (STONE BASE, CURB & GUTTER, AND SIDEWALK). REMOVE DRIVE-OVER VELOCITY CHECKS WHEN BASE COURSE IS PLACED
11. RESTORE TERRACES
12. REMOVE TRACKING PAD, SILT FENCE AND DIVERSION BERM MEASURES AFTER DISTURBED AREAS ARE RESTORED

SEEDING RATES:

TEMPORARY:

1. USE ANNUAL OATS AT 3.0 LB./1,000 S.F. FOR SPRING AND SUMMER PLANTINGS.
2. USE WINTER WHEAT OR RYE AT 3.0 LB./1,000 SF FOR FALL PLANTINGS STARTED AFTER SEPTEMBER 15.

PERMANENT:

1. USE WISCONSIN D.O.T. SEED MIX #40 AT 2 LB./1,000 S.F.

FERTILIZING RATES:

TEMPORARY AND PERMANENT:

USE WISCONSIN D.O.T. TYPE A OR B AT 7 LB./1,000 S.F.

MULCHING RATES:

TEMPORARY AND PERMANENT:

USE 2" TO 1-3/4" STRAW OR HAY MULCH, CRIMPED PER SECTION 607.3.2.3, OR OTHER RATE AND METHOD PER SECTION 627, WISCONSIN D.O.T. STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION



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planners | engineers | advisors

Phone: (800) 261-3898

CONSTRUCTION DETAILS
PARK CREST SUBDIVISION - PHASE 4
CITY OF WHITEWATER
JEFFERSON COUNTY, WISCONSIN

NO.	DATE	REVISIONS

SCALE AS SHOWN

DATE: 08/01/2018

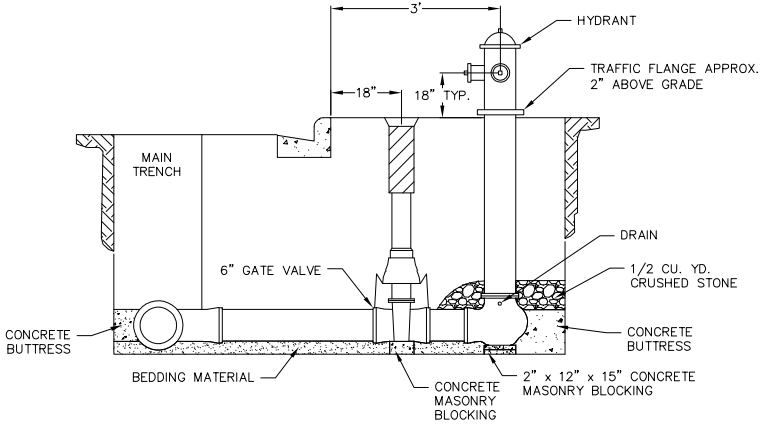
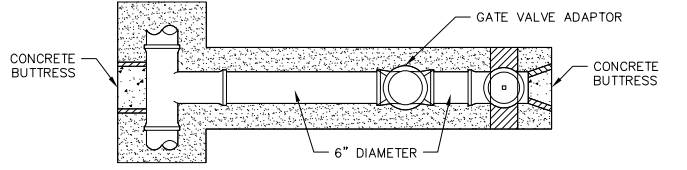
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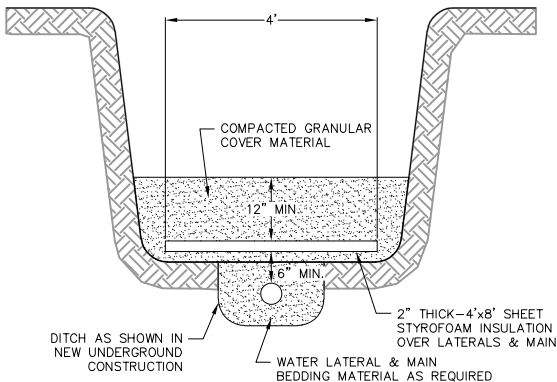
PROJECT NO.: 180085

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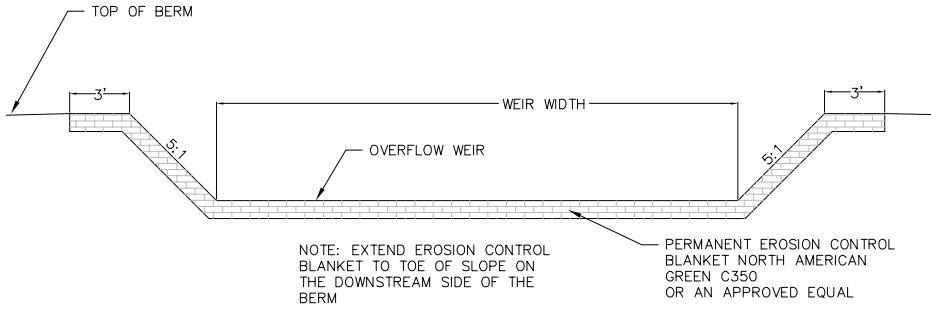
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1 STANDARD HYDRANT SETTING
14 NOT TO SCALE

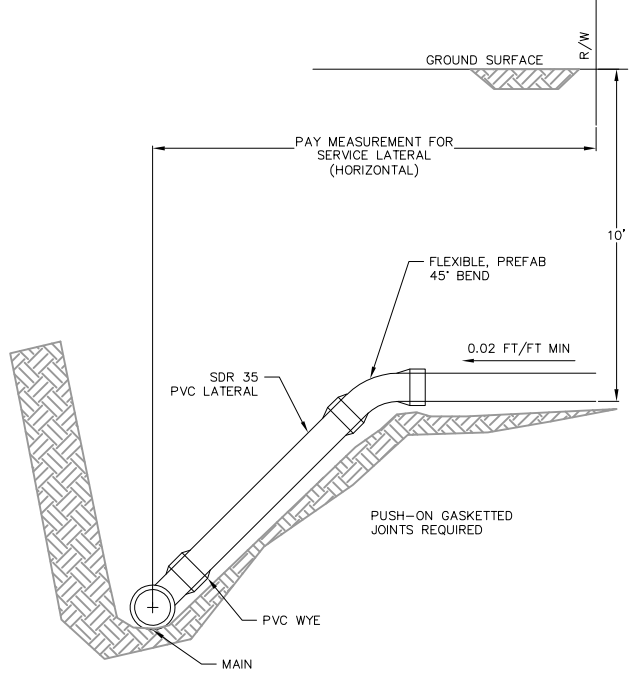


3 INSULATION DETAIL
14 NOT TO SCALE



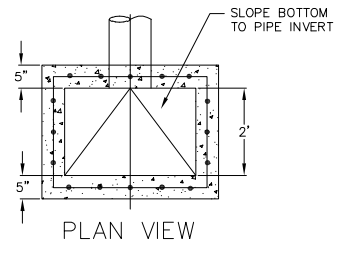
BASIN	WEIR WIDTH	TOP OF BERM ELEV.	OVERFLOW WEIR ELEV.
OUTLOT #2	15 FEET	810.0	808.5

4 OVERFLOW WEIR
14 NOT TO SCALE

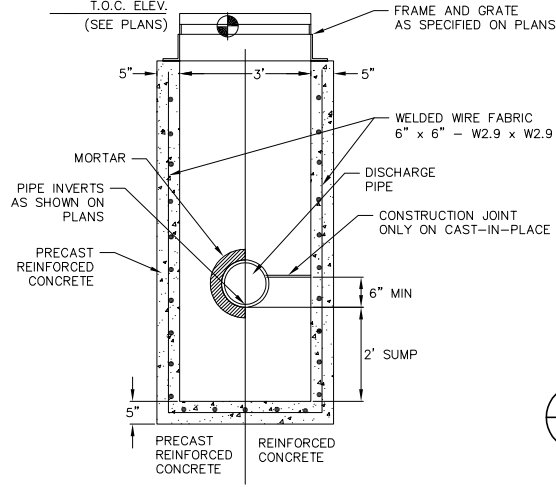


NOTE: UNLESS OTHERWISE STATED BY THE ENGINEER OR REQUIRED BY THE LOCAL GOVERNING BODY, ALL LATERALS SHALL BE INSTALLED TO A POINT 10 FEET BEYOND THE BACK OF ANY PROPOSED SIDEWALK OR 5 FEET BEYOND THE LIMITS OF ANY UTILITY EASEMENTS IMMEDIATELY ADJACENT TO THE RIGHT-OF-WAY, WHICHEVER IS GREATER. CONTRACTOR SHALL BE RESPONSIBLE TO CONFIRM THE LENGTH OF LATERAL REQUIRED FOR INSTALLATION AND THE REQUIRED TERMINATION POINT.

2 SANITARY SEWER LATERAL
14 NOT TO SCALE

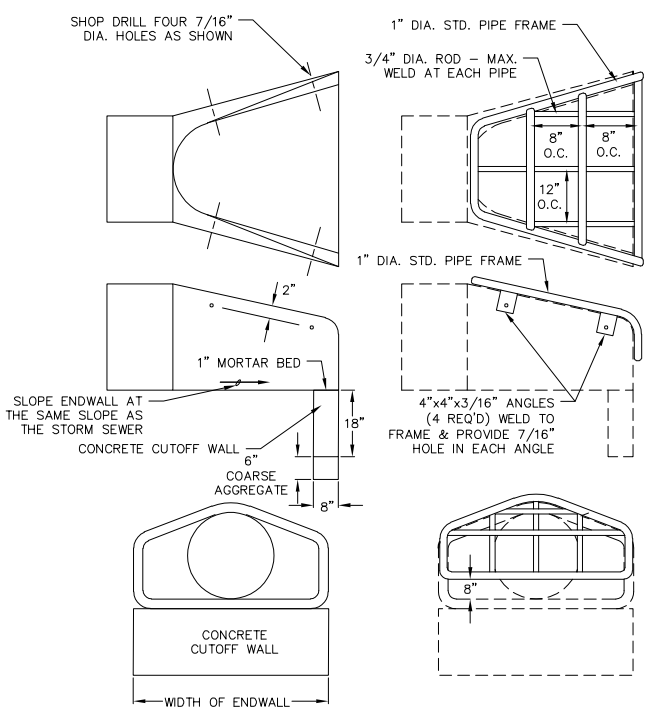


PLAN VIEW



CROSS SECTION

5 CURB INLET - TYPE 3, 2' x 3' BASIN
14 NOT TO SCALE



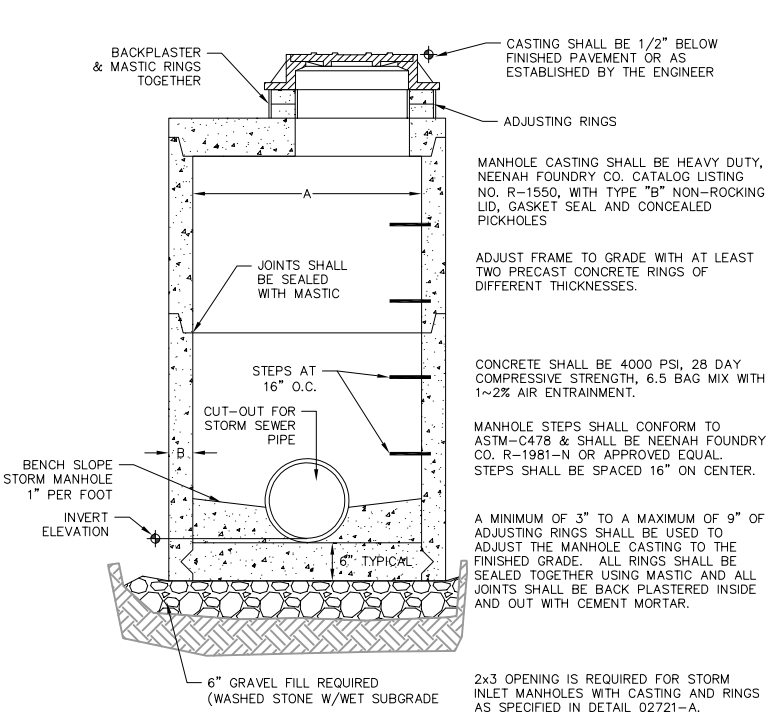
ENDWALL DETAILS PIPE GATE DETAILS

NOTES:
- THE CONTRACTOR SHALL BOLT THE PIPE GATE TO THE CONCRETE ENDWALL WITH FOUR 3/8"x6" MACHINE BOLTS WITH NUTS ON INSIDE WALL.
- THE CONTRACTOR SHALL PROVIDE JOINT TIES ON STORM SEWER SYSTEM INFALL AND OUTFALL PIPES. TIE THE ENDWALL AND THE LAST 2 PIPE SECTIONS.
- A 1 INCH THICK MORTAR BED AND A 6 INCH DEEP LAYER OF COARSE AGGREGATE ARE REQUIRED WHEN A PRECAST CUTOFF WALL IS USED.
- NO SEPARATE PAYMENT WILL BE MADE FOR THE CONCRETE CUTOFF WALL. THE COST OF THE CONCRETE CUTOFF WALL SHALL BE INCLUDED IN THE COST OF THE ENDWALL.
- THE WIDTH OF THE CONCRETE CUTOFF WALL SHALL BE EQUAL TO THE MAXIMUM WIDTH OF THE ENDWALL.

PAINTING SPECIFICATIONS:
- THE PIPE GATE SHALL RECEIVE THE FOLLOWING PREPARATION & PAINTING. THE FIRST COAT SHALL BE RUS-OLEUM X-60 RED BARE METAL PRIMER OR APPROVED EQUAL. THE SECOND COAT SHALL BE RUS-OLEUM 960 ZINC CHROMATE PRIMER OR APPROVED EQUAL. THE THIRD COAT SHALL BE RUS-OLEUM 1282 HIGH GLOSS METAL FINISH OR APPROVED EQUAL.

PREPARATION STEPS:
1. BARE METAL SURFACES - TREAT WITH THE THREE-COAT PAINTING SYSTEM LISTED AFTER A THOROUGH SCRAPING, WIRE BRUSHING & CLEANING.
2. EACH COAT OF PAINT SHALL BE APPLIED OVER THE ENTIRE GATE SURFACE.
3. ALLOW 24-48 HOURS DRYING TIME AT 60° OR ABOVE BETWEEN COATS.

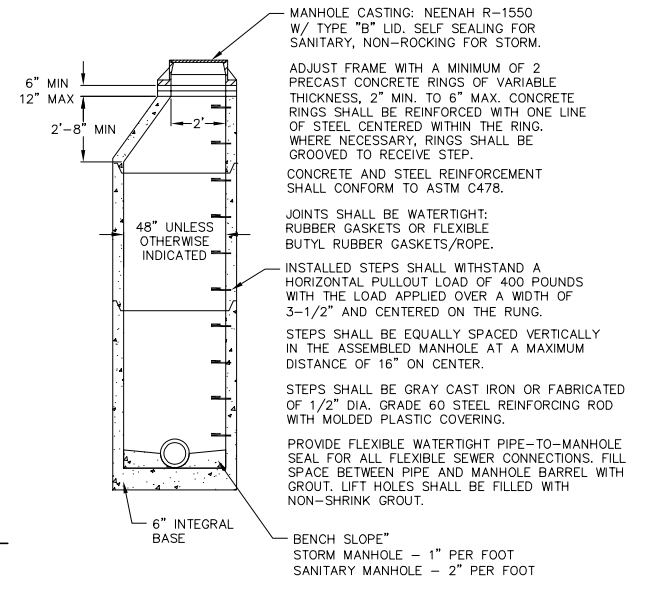
6 STANDARD ENDWALL
14 NOT TO SCALE



STORM MANHOLE DIMENSIONS

MANHOLE SIZE	DIMENSION	
	A	B (MIN.)
48"	48"	5"
60"	60"	6"
72"	72"	7"
84"	84"	7"
96"	96"	9"

8 STORM SEWER MANHOLE
14 NOT TO SCALE

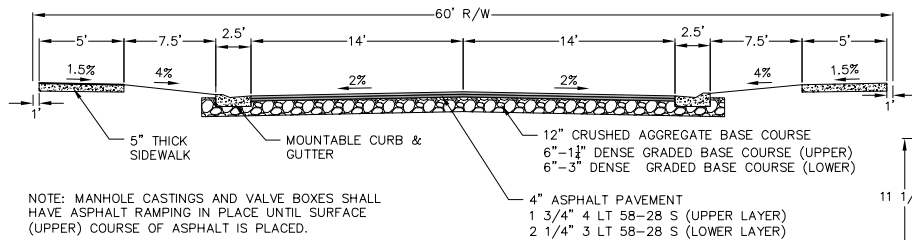


9 PRECAST CONCRETE MANHOLE
14 NOT TO SCALE

NO.	DATE	REVISIONS	
		REMARKS	NO.

SCALE AS SHOWN
DATE 08/01/2018
DRAFTER JMAH
CHECKED GBLA
PROJECT NO. 180085

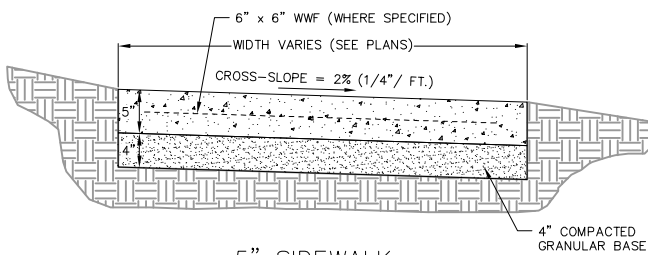
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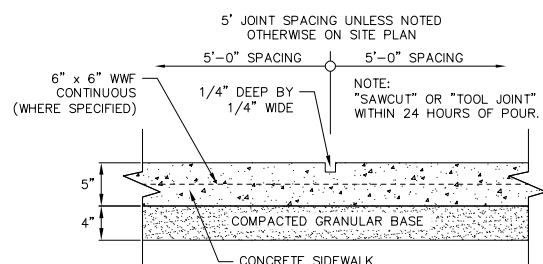
NOTE: MANHOLE CASTINGS AND VALVE BOXES SHALL HAVE ASPHALT RAMPING IN PLACE UNTIL SURFACE (UPPER) COURSE OF ASPHALT IS PLACED.

4\"/>

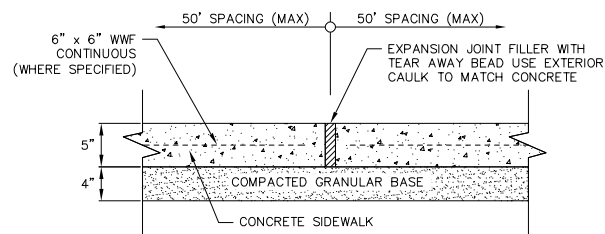
1 ROADWAY TYPICAL SECTION
NOT TO SCALE



5\"/>

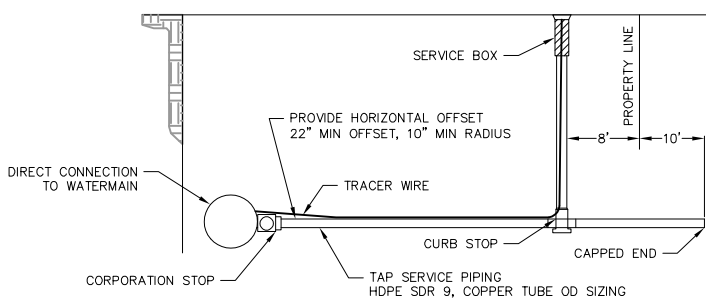


SIDEWALK CONTROL JOINT



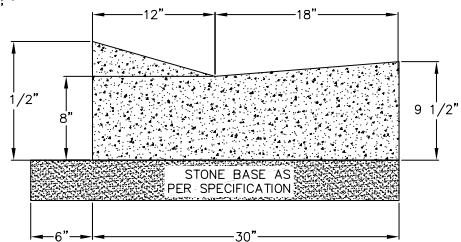
SIDEWALK EXPANSION JOINT

2 5\"/>

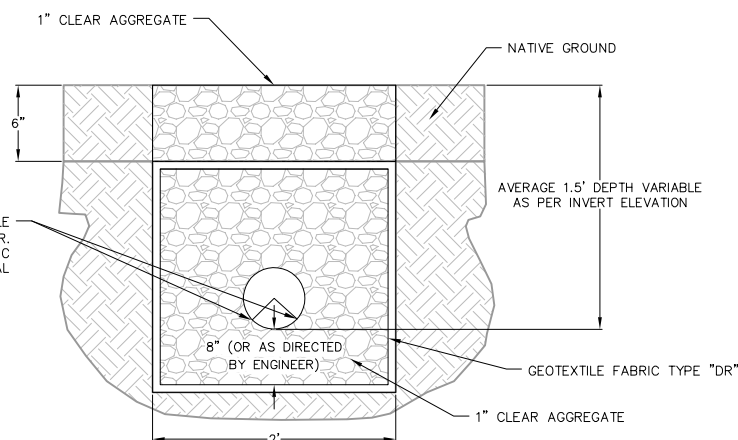


WATER SERVICE
NOT TO SCALE

4 30\"/>

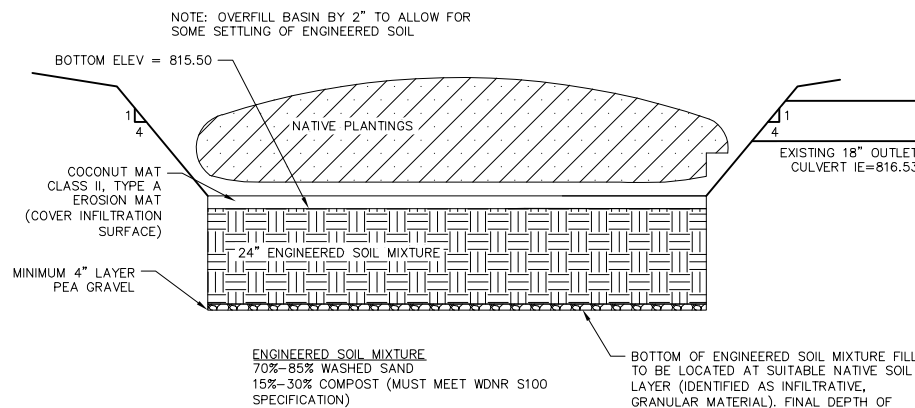


8\"/>



5 LEVEL SPREADER PIPE
NOT TO SCALE

7 BIO-RETENTION BASIN
NOT TO SCALE



ENGINEERED SOIL MIXTURE
70%-85% WASHED SAND
15%-30% COMPOST (MUST MEET WDNR S100 SPECIFICATION)

BOTTOM OF ENGINEERED SOIL MIXTURE FILL TO BE LOCATED AT SUITABLE NATIVE SOIL LAYER (IDENTIFIED AS INFILTRATIVE, GRANULAR MATERIAL). FINAL DEPTH OF DEVICE TO BE DETERMINED VISUALLY BY DESIGN ENGINEER IN THE FIELD WHEN THE AREA IS EXCAVATED.

BIO-RETENTION AREA RESTORATION SPECIFICATIONS:
NOTE: BIO-RETENTION AREA MUST NOT BE CONSTRUCTED (INSTALLED) UNTIL THE SITE IS STABILIZED, I.E. THE GRASS COVER IS WELL ESTABLISHED.

BIO-RETENTION AREA MUST CONFORM TO WISCONSIN DNR TECHNICAL STANDARD 1004 (BIORETENTION FOR INFILTRATION)

USE RAINWATER GARDEN LIVE NATIVE PLANT PLUGS FROM AGRECOL (SUNNY, SHORT, OR MEDIUM STATURE) - OR ENGINEER APPROVED EQUAL.
PLANT PLUGS AT 1 PER SQUARE FOOT.

PLANTING, MULCH, AND MAINTENANCE NOTES:
PLANTING SHOULD TAKE PLACE BETWEEN AVAILABILITY OF PLANTS IN SPRING AND JUNE 30TH, OR BETWEEN SEPTEMBER 1ST AND OCTOBER 15TH. IF PLANTED JULY 1ST THROUGH AUGUST 31ST, HEAVILY WATER THE PLANTS AT THE TIME THEY ARE PLANTED, AND EVERY OTHER DAY FOR A TOTAL OF 4 WATERINGS. A RAIN EVENT GREATER THAN 0.5 INCHES CONSTITUTES A WATERING. IF PLANTED SEPTEMBER 1ST THROUGH OCTOBER 15TH, PLACE CERTIFIED WEED-FREE STRAW MULCH AT 3\"/>

RESTORATION OF THE INFILTRATION AREA (NOT INCLUDING SIDE SLOPES):
1. OVER-EXCAVATE THE AREA TO INFILTRATIVE LAYER TO BE DETERMINED IN THE FIELD, DURING EXCAVATION, BY DESIGN ENGINEER.
2. CHISEL PLOW, OR ROTO-TILL THE BASE OF THE AREA TO BREAK UP ANY HARDPAN IN THE NATIVE SOIL LAYER.
3. PLACE WASHED SAND (FREE OF P200 PARTICLES) TO 46 INCHES BELOW GROUND SURFACE (IF REQUIRED).
4. PLACE 24\"/>

GENERAL RAMP NOTES:

DETAILS OF CONSTRUCTION, MATERIALS, AND WORKMANSHIP NOT SHOWN ON THIS DRAWING SHALL CONFORM TO THE PERTINENT REQUIREMENTS OF THE STANDARD SPECIFICATIONS AND THE APPLICABLE SPECIAL PROVISIONS.

RAMPS SHALL BE BUILT AT 12H:1V OR FLATTER, WHEN NECESSARY, THE SIDEWALK ELEVATION MAY BE LOWERED TO MEET THE HIGH POINT ON THE RAMP.

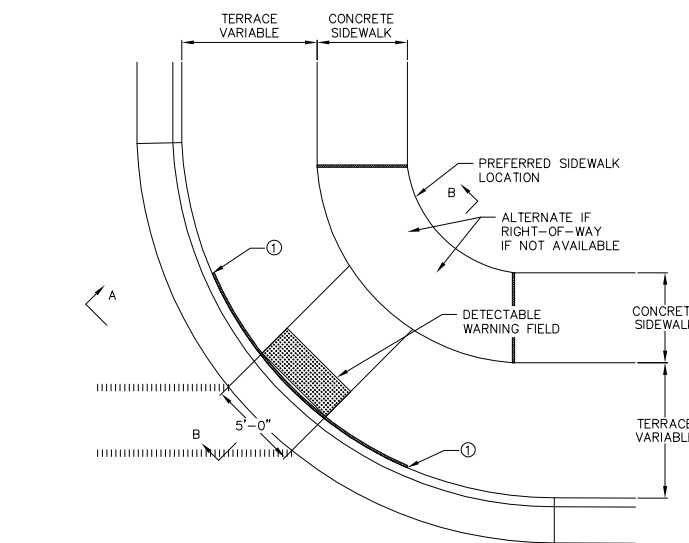
DETECTABLE WARNING FIELD SHALL BE MEASURED AND PAID BY THE SQUARE FOOT AS "CURB RAMP DETECTABLE WARNING FIELD."

CURB RAMP DETECTABLE WARNING FIELD MATERIALS AND DEVICES SHALL BE APPROVED BY THE CITY ENGINEER. THE DETECTABLE WARNING FIELD SHALL BE GRAY CAST IRON MANUFACTURED BY NEENAH FOUNDRY WITH A NATURAL PATINA FINISH, AND IS INCIDENTAL TO THE BID ITEM OF "CURB RAMP DETECTABLE WARNING FIELD."

SURFACE TEXTURE OF THE RAMP SHALL BE OBTAINED BY COURSE BROOMING TRANSVERSE TO THE SLOPE OF THE RAMP.

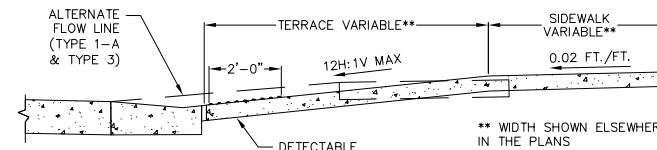
THIS POINT IS AN EXTENSION OF OUTSIDE EDGE OF APPROACHING SIDEWALK WHERE IT MEETS THE BACK OF CONCRETE CURB

WHEN THIS DISTANCE IS LESS THAN 6'-0" IT MAY BE DIFFICULT TO ACHIEVE A 12H:1V SLOPE, OR FLATTER, ON THE RAMP. REDUCE CURB HEIGHT IN TRIANGLE AREA TO ACHIEVE 12H:1V SLOPE, OR FLATTER, ON RAMP. 2" MINIMUM CURB HEIGHT.

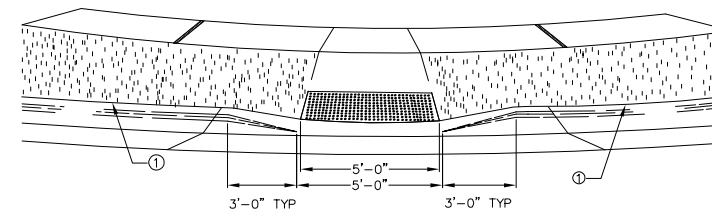


NOTE: MATERIALS AND METHOD OF CONSTRUCTION FOR TRUNCATED DOMES SHALL BE SPECIFIED IN SPECIAL PROVISIONS OR AS REQUIRED BY THE CITY ENGINEER

PLAN VIEW
(CENTER OF CORNER RADIUS)



SECTION B-B

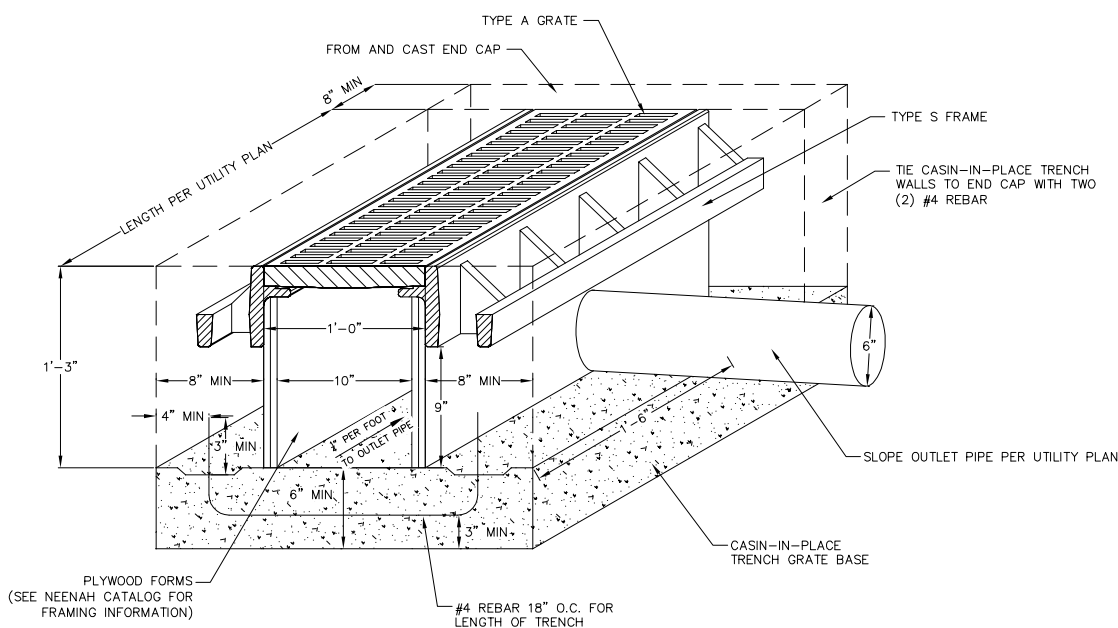


VIEW A-A

① THIS POINT IS AN EXTENSION OF OUTSIDE EDGE OF APPROACHING SIDEWALK WHERE IT MEETS THE BACK OF CONCRETE CURB

8 SIDEWALK HANDICAP RAMP
NOT TO SCALE

6 TRENCH GRATE - R-3599-A
NOT TO SCALE



PLYWOOD FORMS (SEE NEENAH CATALOG FOR FRAMING INFORMATION)

#4 REBAR 18" O.C. FOR LENGTH OF TRENCH

M:\Loos\Homes\180085 Park Crest Subdivision\Phase 4\CADD\180085 Title_Gen Note_and Details.dwg by: tgen

Item 37.

REVISIONS	NO.	DATE	REMARKS

EXHIBIT C

**REQUEST FOR DEDICATION OF DEVELOPER IMPROVEMENTS TO THE CITY OF
WHITEWATER**

We/I, _____(developer) hereby request the City of
Whitewater to accept dedication of the following improvements:

Description of improvements: (attachment may be used)

We/I understand that the city shall be furnished with a reproducible mylar “as built” set
of plans and CAD files of all public improvements as a condition of acceptance of this dedication.
We will present the city with the plans and files by _____ (date).

We/I the developer guarantees that all improvements shall be free from imperfect
workmanship or materials for 12 months from the date of acceptance by the City of Whitewater.
If the facilities fail to conform to this guarantee, Developer shall correct such defects, without
cost to the City, not more than 60 calendar days after provided written notice by the City.

Developer signature

Date

Developer signature

Date

"But For" Test Evaluation Worksheet Scores and Comments – Park Crest

Evaluation Criteria and Examples

1. **Necessity of TIF for Development:**
 - **Rating (1-10):** 8
 - **Comments:** The project is described as financially unfeasible without TIF assistance, indicating a high necessity. The "But For" statement clearly asserts that the project wouldn't occur at this location without the incentive.
2. **Economic and Community Impact:**
 - **Rating (1-10):** 10
 - **Comments:** The development of 19 single-family homes aligns with community housing needs and contributes to local economic growth. The single most important strategic goal identified by the community and Common Council is the development of single-family homes. This project helps generate significant taxpayer value and provides well-constructed middle-class housing.
3. **Benefits to Taxpayers:**
 - **Rating (1-10):** 8
 - **Comments:** The project is expected to generate significant tax increments, providing clear benefits to taxpayers by enhancing property values and generating new tax revenues.
4. **Management and Oversight:**
 - **Rating (1-10):** 8
 - **Comments:** The Development Agreement outlines specific responsibilities and oversight mechanisms, ensuring clear management and accountability.
5. **Impact on Local Services:**
 - **Rating (1-10):** 8
 - **Comments:** As a previously plotted subdivision, this development is an unfinished phase and will not significantly increase calls for service. Any additional public works duties will be managed within the existing plan for the subdivision.
6. **Risk Assessment:**
 - **Rating (1-10):** 8
 - **Comments:** Potential risks are well-managed with robust mitigation plans, including financial guarantees and timelines. The Development Agreement includes conditions precedent and detailed steps to mitigate financial and operational risks, ensuring project stability.
7. **Job Creation:**
 - **Rating (1-10):** 6
 - **Comments:** While the project will sustain some construction-related jobs, the long-term job creation impact is moderate, focused mainly on the residential sector.
8. **Developer's Public Subsidy Needs:**
 - **Rating (1-10):** 8
 - **Comments:** The need for public subsidy is well-justified through financial analysis and developer statements, clearly showing the necessity for TIF assistance. This TIF request is higher due to increased construction costs for single-family homes, higher interest rates, and the need for more infrastructure per unit.

9. **Assurances and Guarantees:**

- **Rating (1-10):** 8
- **Comments:** The Agreement includes strong assurances and legally binding guarantees, such as performance bonds, ensuring the project will proceed as planned.

10. **Documentation and Compliance:**

- **Rating (1-10):** 8
- **Comments:** The project documentation is thorough, and the development process is designed to comply fully with statutory requirements, ensuring transparency and legitimacy.

Totals and Final Comments

- **Total Score:** 80/100
- **Overall Rating:** Meets "But For" Standard
- **Recommendation:** Approve the 19 single-family home development with TIF pay-go structure assistance.

Final Comments: The Park Crest Development project is a well-planned initiative that aligns with the city's economic development goals, provides significant benefits to taxpayers, and includes robust management and oversight mechanisms. The necessity for TIF assistance is clearly demonstrated, making it a suitable candidate for support under the "But For" Test criteria. The strategic goal of developing single-family homes is reinforced by this project, providing essential middle-class housing and generating significant taxpayer value. The increased TIF request is justified by the higher construction and infrastructure costs associated with single-family home development.



Office of Public Works
312 W. Whitewater Street
P.O. Box 178
Whitewater, Wisconsin 53190

www.whitewater-wi.gov
Telephone: (262) 473-0139
Fax: (262) 473-0549

August 17, 2018

Mr. Cory O'Donnell
Loos Custom Homes Land Dev.
435 Village Walk Lane 2A
Johnson Creek, WI, 53038

Re: Park Crest Subdivision Phase 4

Mr. O'Donnell:

This letter is to confirm approved changes to the plans and development for the Park Crest Subdivision – Phase 4. They include:

- Adjusting the typical section for the roadway. The plan set calls for a total of 4 inches of asphalt and 12 inches of base course. Based on the geotechnical report that was conducted and is part of the stormwater management document, I am approving an asphalt thickness of 3 ½ inches (2 inches lower layer, 1 ½ inches upper layer) and an aggregate base course thickness of 8 inches.
- Adjusting the width of the sidewalk. Since all the existing streets in the neighborhood currently have sidewalk installed on both sides of the street, sidewalk will be required to be installed on both sides of the streets of the Phase 4 development. However, instead of a width of 5 feet, you are approved to install sidewalk at a width of 4 feet.
- Eliminating the improvement on Natural Bridge Lane. Due to the topography to the west and that the property is currently in the Town, the improvement of Natural Bridge Lane past the inlets (STA 100+45) will not be required. That improvement being the installation of sidewalk, curb & gutter, asphalt pavement, base course and water main. The storm sewer will need to be installed in order to get the stormwater to the stormwater management area at the end of and to the south of Natural Bridge Lane. Water main will be required to be installed past the inlets, along with sidewalk, curb & gutter, base course and asphalt pavement installed at least as far as the inlets.

If you have any questions or additional concerns please give me a call.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bradley J. Marquardt".

Bradley J. Marquardt, P.E.
Public Works Director

City of Whitewater Project Worksheet
TID 14
Neumann Companies

Project Description | Develop 19 Market Rate Single Family Homes

Location | 1378, 1382, 1388, 1394, 1398, 1381, 1391,
 1395 of Tower Hill Pass. 688, 680, 674, 664, 695, 685, 675, 669, 663, 665, 647
 Stonefield Lane

Size | 4.69 Acres

Number of Buildings | 19

Timeline | August of 2024 Fall of 2027

Request | \$1,579,834.00 Development Incentive. To be paid out annually, as 90% of tax increment through ye

Construction Costs | Total construction cost estimated is \$1,579,834.00

But For | This project would not be financially feasible for the developer without the TIF incentive and contribution of land. Cash flow from rents on projects like this are not enough to support the debt. Therefore without the contribution of the incentive, this project would not occur in this location at this time

Sources/Uses

Uses/Sources	Total	Owner	Bank	City/TIF
Land	\$ 190,000			\$ -
Hard Costs	\$ 797,774			
Soft Costs			\$ -	
Totals	\$ 987,774	\$ -		

Guarantee | Developer will guarantee an assessed value of \$399,900

Clawback

Single Project Projection Worksheet

TID 14

Jefferson County

Type of District	Mixed Use	
District Creation Date	8/3/2021	
Valuation Date	Jan 1,	2021
Max life (Years)	20	
Expenditure Period/Termination	15	8/3/2036
Revenue Period/Final year	20 2042	
Extension Eligibility/Years	Yes	3
Eligible Recipient District	No	

Base Value	
Appreciation Factor	0.50%
Base Tax Rate	\$ 18.20
Rate Adjustment Factor (3 years)	-1.00%
Tax Exempt Discount Rate	4.25%
Taxable Discount Rate	5.50%

Construction Cost, Unit One	7,598,100
Construction Cost, Unit Two	-
Construction Cost, Unit Three	-
Assessment as % of Construction cost	90%
Land Value Contributed	
Land included in IRR?	No

Construction year	Assessed Increment Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue / Budget Year	Tax Rate	Requested Project Support	Tax Increment	Annual Cash Flow	Cumulative Cash Flow	Tax Exempt NPV Calculation	Taxable NPV Calculation
1		2023	-	-	2024	\$ 19.22	-	-	-	-	-	-
2		2024	-	-	2025	\$ 19.03	-	-	-	-	-	-
3		2025	-	-	2026	\$ 18.84	-	-	-	-	-	-
4	6,838,290	2026	-	6,838,290	2027	\$ 18.65	(89,270)	127,528	38,258	38,258	29,804	27,747
5		2027	34,191	6,872,481	2028	\$ 18.65	(89,716)	128,166	38,450	76,708	58,535	54,179
6		2028	34,362	6,906,844	2029	\$ 18.65	(90,165)	128,807	38,642	115,350	86,234	79,358
7		2029	34,534	6,941,378	2030	\$ 18.65	(90,616)	129,451	38,835	154,186	112,936	103,343
8		2030	34,707	6,976,085	2031	\$ 18.65	(91,069)	130,098	39,029	193,215	138,677	126,192
9		2031	34,880	7,010,965	2032	\$ 18.65	(91,524)	130,749	39,225	232,439	163,492	147,959
10		2032	35,055	7,046,020	2033	\$ 18.65	(91,982)	131,402	39,421	271,860	187,415	168,693
11		2033	35,230	7,081,250	2034	\$ 18.65	(92,441)	132,059	39,618	311,478	210,477	188,445
12		2034	35,406	7,116,657	2035	\$ 18.65	(92,904)	132,720	39,816	351,294	232,710	207,261
13		2035	35,583	7,152,240	2036	\$ 18.65	(93,368)	133,383	40,015	391,309	254,143	225,185
14		2036	35,761	7,188,001	2037	\$ 18.65	(93,835)	134,050	40,215	431,524	274,805	242,259
15		2037	35,940	7,223,941	2038	\$ 18.65	(94,304)	134,720	40,416	471,940	294,724	258,525
16		2038	36,120	7,260,061	2039	\$ 18.65	(94,776)	135,394	40,618	512,558	313,926	274,019
17		2039	36,300	7,296,361	2040	\$ 18.65	(95,250)	136,071	40,821	553,379	332,437	288,779
18		2040	36,482	7,332,843	2041	\$ 18.65	(95,726)	136,751	41,025	594,405	350,283	302,840
19		2041	36,664	7,369,507	2042	\$ 18.65	(96,205)	137,435	41,231	635,635	367,487	316,234
20		2042	36,848	7,406,355	2043	\$ 18.65	(96,686)	138,122	41,437	677,072	384,071	328,993
	<u>6,838,290</u>		<u>568,065</u>				<u>(1,579,834)</u>	<u>2,256,906</u>	<u>677,072</u>			

Request Assumptions

Conclusions

DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT ("Agreement"), entered into effective as of _____ ("Effective Date"), by and between the City of Whitewater, Wisconsin, a Wisconsin Municipal Corporation, ("City") and Whitewater Alpha Real Estate, LLC ("Developer"). Each of the foregoing may also be referred to in this Agreement as a "Party" and collectively as the "Parties".

RECITALS

WHEREAS, Article XI, Section 3 of the Wisconsin Constitution grants cities the right to determine their local affairs in government, subject to the Constitution and certain enactments of the legislature of the State of Wisconsin;

WHEREAS, the State of Wisconsin legislature adopted Wisconsin Statute Section 62.11(5), which grants to common councils of cities the power to act for the government and good order of the city, for its commercial benefit and for the health, safety and welfare of the general public;

WHEREAS, the City desires to encourage development and promote mixed-use development within the City;

WHEREAS, the Developer, pursuant to that certain Offer to Purchase entered into with the City of Whitewater for a vacant parcel located on Bluff Road described on Exhibit A which is incorporated herein, is to acquire the Property and develop it;

WHEREAS, the Developer has filed, or will file, with the City plans, specifications, documents and exhibits as required by the City for the development of the Property and for making other improvements.

NOW, THEREFORE, in consideration of the foregoing Recitals which are incorporated herein, and the following promises and mutual obligations of the Parties hereto, each of them does hereby covenant and agree as follows:

1. Developer Improvements. Developer shall complete improvements on the property in accordance with the terms, conditions and requirements of EXHIBIT B ("Developer's Improvements"). The plans, specifications and site plans for Developer's Improvements are subject to City approval, and Developer shall not commence construction of Developer's Improvements until such time as the City has approved such plans, specifications and site plans in writing. After the City's approval of Developer's Improvements, such documents shall not be modified without the prior written consent of the City, which consent shall not be unreasonably withheld, conditioned or delayed. City's approval of Developer's Improvements shall not excuse Developer from complying with

any other governmental approvals, permits, ordinances or laws that are applicable to the Property or Developer's Improvements. All work to be performed by the Developer related to Developer's Improvements shall be performed in a good and workmanlike manner and consistent with the prevailing industry standards for such work in the area of the City. Developer shall perform all work in compliance with all applicable laws, regulations, ordinances and buildings codes and shall obtain and maintain all necessary permits and licenses for such work.

2. Minimum Level of Construction and Property Transfer Restrictions.

(a) The developer agrees that, pending site plan and zoning approval by the PARC at the May 24, 2024 meeting, construction will commence on or before May 31, 2025. If construction does not commence prior to May 31, 2026, the City reserves the right to acquire the property back from the Developer for the amount exchanged at closing. (b) The developer agrees to commence and complete construction in a reasonable timeframe. If the proposed building is not completed by May 31, 2027, the City reserves the right to purchase the property back from the Developer for the amount exchanged at closing plus the appraised value of improvements.

(b) Agreement Runs with the Land. The Agreement shall inure to the benefit of the City and shall be binding on the from time-to-time owners of the Property and shall constitute covenants running with the land. Property Transfer Restrictions. Parties to this agreement cannot transfer this property to a non-tax paying entity without a corresponding payment in lieu of the taxes for the life of the tax increment financing district 11. This payment in lieu of taxes will be based on an assessed value established as if a tax paying entity owned the building.

3 Default.

(a) Events of Default. A party shall be in default under this Agreement if such party shall fail to carry out or fulfill one or more of its obligations hereunder and such failure shall continue for a period of thirty (30) days following receipt of written notice from the other party specifying such failure; provided, however, if the nature of the default is such that it cannot be cured within thirty (30) days, a party shall not be in default if it immediately undertakes steps to cure the default after receipt of notice and then diligently and in good faith prosecutes the curing of such default to its conclusion.

(b) Remedies. If a party does not cure or undertake to cure a default within the time period set forth above, the non-defaulting party may pursue the remedies provided for in this Agreement or otherwise available at law or in equity. The rights and remedies of the parties, whether provided by law or provided by this Agreement, shall be cumulative, and the exercise of any one or more of such remedies shall not preclude the exercise at the same time or different times of any such other remedies for the same event of default or breach or of any remedies for any other event of default or breach by Developer. No waiver made

by the City with respect to the performance or manner or time of any obligation of Developer under this Agreement shall be considered a waiver of any rights of the City to enforce any other obligations of Developer.

5. Guarantor Obligations. In the event of default of Developer of any payment obligation in this Agreement, Guarantor will discharge such obligation.

6. Miscellaneous.

(a) Changes. Parties to this Agreement may, from time to time, require changes in the scope of this Agreement. Such changes, which are mutually agreed upon by and between the Developer and the City, shall be incorporated in written amendments to this Agreement. Parties of this agreement can not transfer this property to a non-tax paying entity without a corresponding payment in lieu of the taxes for the life of Tax Increment Financing District 11.

(b) Approvals in Writing. Whenever under this Agreement approvals, authorizations, determinations, satisfactions, or waivers are authorized or required, such approvals, authorizations, determinations, satisfactions or waivers shall be effective and valid only when given in writing, signed by the duly authorized representative of the party, and delivered to the party to whom it is directed at the address specified in this Agreement. Whenever under this Agreement the consent, approval or waiver of the City is required or the discretion of the City may be exercised, the City Manager shall have the authority to act, as the case may be. Whenever any approval is required by the terms of this Agreement and request or application for such approval is duly made, such approval shall not be unreasonably withheld.

(c) Notices and Demands. A notice, demand, or other communication under this Agreement by any party to any other party shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally to:

In the case of the Developer:

Whitewater Alpha Real Estate LLC
811 Robert Street
Fort Atkinson, WI 53190
jkistle@kh-group.org
Phone: 262-995-7484

In the case of the City:

City of Whitewater
Attn: Taylor Zeinert, CDA Director
312 W. Whitewater Street
P.O. Box 178
Whitewater, WI 53190
Email: tzeinert@whitewater-wi.gov
Phone: 262-473-0104

With a Copy to:

Jonathan K. McDonell, City Attorney
Harrison, Williams & McDonell, LLP
522 West Main Street
Whitewater, WI 53190
Email: jm@hmattys.com
Phone: 262-473-7900

(d) No Liability of City. The City shall have no obligation or liability to the lending institution, architect, contractor, or subcontractor, or any other party retained by Developer in the performance of its obligations and responsibilities under the terms and conditions of this Agreement. Developer specifically agrees that no representations, statements, assurances, or guarantees will be made by Developer to any third party or by any third party which are contrary to this provision.

(e) Completeness of Agreement. This Agreement and any addition of supplementary documents or documentation incorporated herein by specific reference contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part hereof shall have any validity or bind any of the parties hereto.

(f) Matters to be Disregarded. The titles of the several sections, subsections, and paragraphs set forth in this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this Agreement.

(g) Severability. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected hereby.

(h) Recording of Agreement. The Agreement and any and all subsequent modifications thereof or additions thereto may, upon being duly executed, be recorded by either party with the Register of Deeds for Walworth County, Wisconsin.

(i) Successors and Assigns. The terms of this Agreement shall be binding upon and inure to the benefit of the parties hereto as well as their respective successors, transferees, and assigns. Any transfer of any party's interest under this Agreement or real property described in EXHIBIT A shall not release the transferor from its obligations hereunder unless specifically agreed to herein.

(j) Ambiguities Not Construed. The Developer has had substantial input concerning the terms of this agreement, and therefore, any ambiguities will not be construed against the City on the basis that its attorney drafted this Agreement.

IN WITNESS WHEREOF, the parties have caused this Development Agreement to be signed as of the Effective Date.

CITY OF WHITEWATER

DEVELOPER:

WHITEWATER ALPPHA REAL ESTATE, LLC

By: _____
John S. Weidl, City Manager

By: _____
Jhienelle Kistle, Member

Attest:

Heather Boehm, City Clerk

Daniel Kistle, Member

STATE OF WISCONSIN)
)
COUNTY OF WALWORTH)

ACKNOWLEDGMENT

Personally appeared before me this _____ day of July, 2024, the above-named John S. Weidl, City Manager, and Heather Boehm, City Clerk, to me known to be such City Manager and City Clerk of the City of Whitewater, Wisconsin, and to me known to be the persons who executed the foregoing agreement on behalf of said City as its duly-authorized act and deed.

_____, Notary Public
Walworth County, State of Wisconsin
My Commission expires: _____

STATE OF _____)
)
COUNTY OF _____)

ACKNOWLEDGMENT

Personally appeared before me this _____ day of July, 2024, the above-named Jhienelle Kistle, Member and Daniel Kistle, being all the Members of Whitewater Alpha Real Estate, LLC, to me known to be the persons who executed the foregoing agreement on behalf of Whitewater Alpha Real Estate, LLC as its duly-authorized act and deed.

_____, Notary Public
_____ County, State of _____
My Commission expires: _____

EXHIBIT A

The Property

Lot 2 of Certified Survey Map No. 3236 according to the recorded plat thereof, recorded in Vol. 18 of CS on page 71 as Document No. 446556 located in the SE 1/4 of Section 3, T4N, R15E, City of Whitewater, Walworth County, Wisconsin.

Tax Key No. /A323600002

EXHIBIT B

Developer Improvements

Statement of Use

The Royal Hounds of Whitewater will be a dog daycare and boarding facility. We intended to operate with a minimum of two employees on staff during all business hours, one person working reception and one person tending to the care, sanitation, and playing of the dogs. I personally will be onsite for all business hours until we establish a client base and train up staff members. At full capacity we will house 40 dogs, but will be housing much less than that during non-holiday times.

The facility will be a 44' x 44' metal building with a lean-to over the entrance and a brick facade to satisfy the aesthetic requirements of the Whitewater planning committee. The entrance will open to a finished lobby with windows that provide views to the remainder of the facility, a heated open warehouse with indoor play yards and boarding provisions. The structure will be back 62' from the road and have an eight spot parking lot and dumpster on the north side of the lot, utilizing the existing curb-cut on the West side of the lot. On the East side of the lot will be a 22' x 44' fence, 6' high to contain outdoor dog play groups. The fence will abut to buried bricks at the base to thwart any digging attempts. All outdoor areas will have a maintained lawn and any trees as required by the city.

To ensure the well-being of our neighbors, dogs will be encouraged to play nicely and quietly. Problematic dogs will be placed in time out, or denied service if a problem persists. All solid waste will be bagged and disposed of in the garbage. All liquid waste will be cleaned with an enzymatic cleaner that uses microbes to digest foul odors and is safe for the environment, dogs, and people. The indoor structure will be sterilized every day with kennel specific cleaner for safety and cleanliness. The structure is laid out so that a dog needs to pass through at least two doors to leave the facility, keeping the dogs and surrounding areas safe and secure.

The Royal Hounds of Whitewater

We are the Kistle's and we are proud owners of service businesses dedicated to caring for individuals since 2020. With three successful service businesses already established, we are not newcomers to the area. Now, we are eager to expand our investments into Whitewater by opening a Doggy Daycare to serve the community's canine population.

While we understand that the city of Whitewater may not have had experience with a business like ours before, it is worth noting the success of similar doggy daycares in other communities across Wisconsin. Despite a lack of previous permit requests for this type of business in Whitewater, doggy daycares have thrived in various parts of the state. Many of these facilities, like those in zones similar to Lot 1BR, provide outdoor play areas and have become valued services within their communities. A sampling of these successful facilities include:

- Stay and Play Pet House
3792 Jackson St,
Oshkosh, WI 54901
- Playtime Doggy Daycare III
4333 S 108th St,
Greenfield, WI 53228
- The Woof
8601 Durand Ave,
Sturtevant, WI 53177
- Woofhaus
4375 Milton Ave.
Janesville WI
- Dog Haus University
825 E Johnson St
Madison, WI

Our proposed doggy daycare represents more than just a business venture; it embodies our commitment to enhancing community spirit and economic vitality in Whitewater. We have observed a significant demand for local amenities, evidenced by an influx of visitors from surrounding areas seeking essential services. By establishing our daycare, we aim to address this demand and become a go-to destination for pet owners in our town and its environs, potentially boosting tourism from neighboring areas.

In addition to providing top-tier care and services for dogs, our facility will serve as a catalyst for increased local engagement. It will encourage both residents and visitors to invest more time and resources within our

town, thereby bolstering our local economy. Furthermore, by creating job opportunities, our doggy daycare will contribute to the town's economic resilience and overall prosperity.

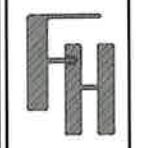
Lot 1BR, located near highway 12 and the new Kwik Trip Gas station, is an ideal location for our business. With ample space for outdoor play areas and easy accessibility from main roads, it offers convenience for pet owners while ensuring a peaceful environment for our operations.

In terms of environmental considerations, we are committed to minimizing our impact. Dog waste will be promptly scooped and disposed of properly, and we will use an enzyme cleaner that is safe for both the yard and dogs to sterilize our paved yard during cleaning sessions. Additionally, we will implement a rigorous waste management plan and utilize eco-friendly cleaning products to reduce chemical pollution.

To address noise concerns, we are fortunate that our closest residential neighbors are across the street, with a commercial building next to us. Additionally, we will limit outdoor play hours to times less likely to disrupt the surrounding community, such as during daytime hours.

By establishing our doggy daycare in Whitewater, we not only fulfill a clear demand for pet care services but also contribute to the economic growth and community well-being of our city. Our commitment to environmental sustainability and responsible operations further solidifies our case for establishing this much-needed facility in our community.

**ROYAL HOUNDS OF WHITEWATER
SITE, GRADING, DRAINAGE & EROSION CONTROL PLAN
LOT 2 OF CERTIFIED SURVEY MAP NO. 3236**
LOCATED IN PART OF THE NW 1/4 OF THE SE 1/4 OF SECTION 3, TOWN 4 NORTH, RANGE 15 EAST,
CITY OF WHITEWATER, WALWORTH COUNTY, WISCONSIN



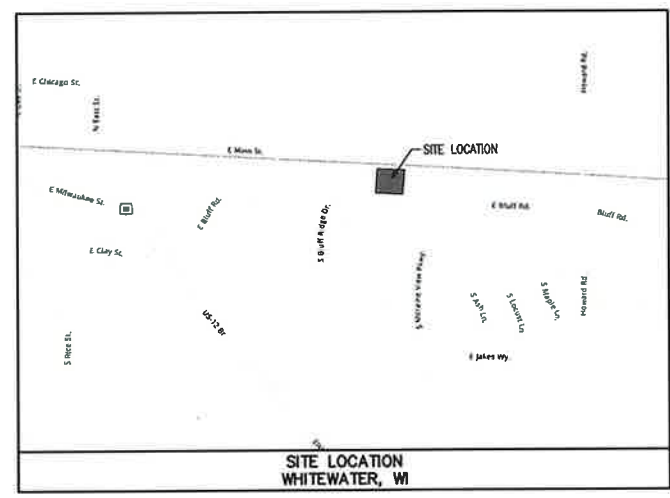
**PROPOSED BUILDING for
ROYAL HOUNDS of WHITEWATER**
BLUFF ROAD
WHITEWATER, WALWORTH CO., WISCONSIN

**SITE, GRADING, DRAINAGE, &
EROSION CONTROL PLAN**

FARRIS, HANSEN & ASSOCIATES, INC.
ENGINEERING - ARCHITECTURE - SURVEYING
7 RIDGEWAY COURT P.O. BOX 437
ELKHORN, WISCONSIN 53121
PHONE: (262) 723-2098 e-mail: office@ferrishansen.com

REVISIONS
3/09/2024 - DHC ADDED BUILDING & GRADING
04/22/2024 - TS ADVANCE

PROJECT NO. 10994
DATE 03/05/2024
SHEET NO. 1 OF 3



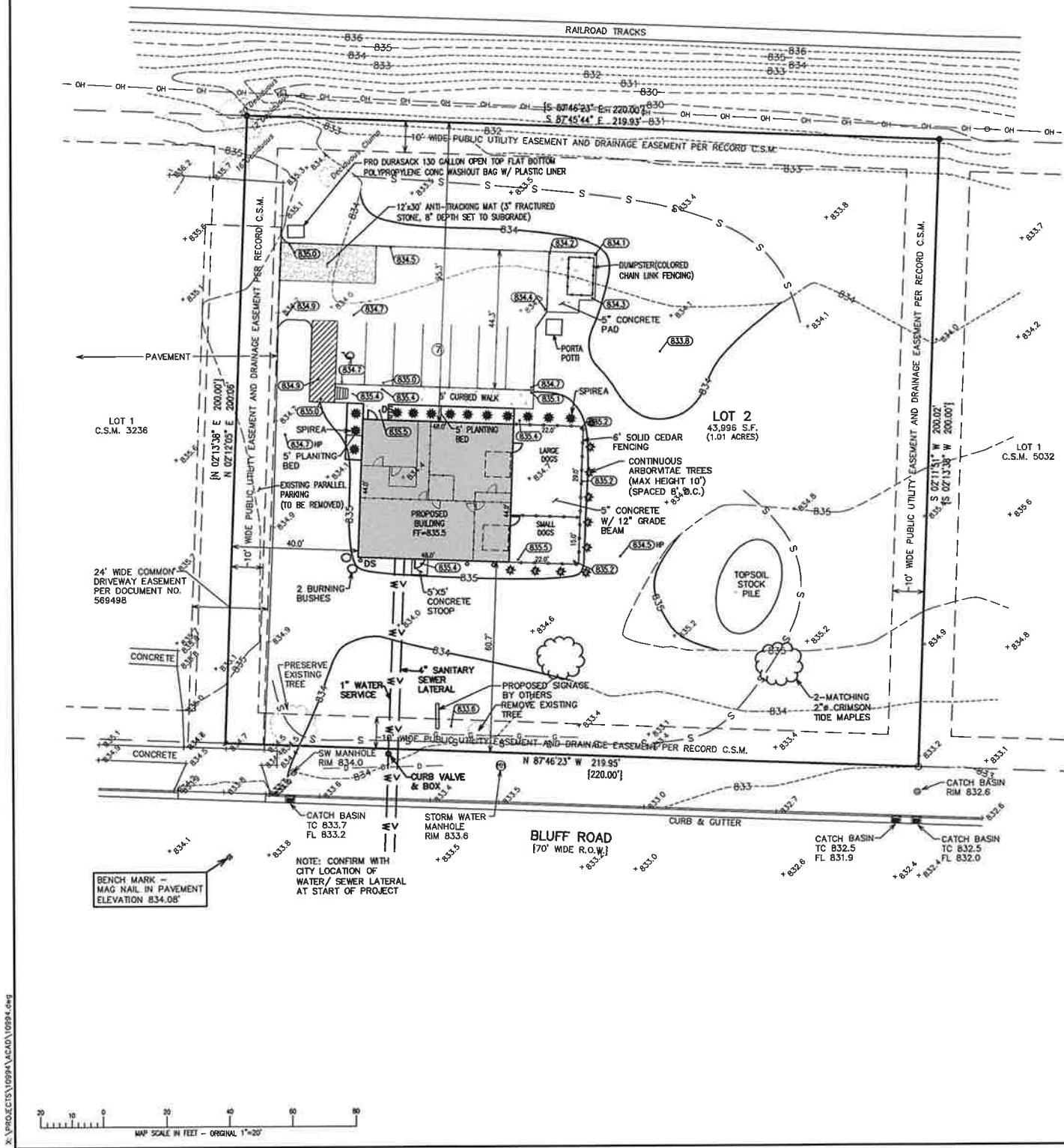
- LEGEND**
- = EXISTING GROUND ELEVATION
 - = EXISTING LAND CONTOURS
 - = PROPOSED LAND CONTOURS
 - = PROPOSED SILT FENCE
 - = PROPOSED FINISHED GRADE/ELEVATION
 - F.F. = FIRST FLOOR ELEVATION
 - DS = DOWNSPOUT
 - = FOUND IRON PIPE STAKE
 - = FOUND IRON REBAR STAKE
 - ⊕ = FOUND RAILROAD SPIKE IN PAVEMENT
 - ⊕ = UTILITY POLE LOCATED
 - OH — = OVERHEAD WIRES
 - G — = FLAGGED GAS LINE LOCATED
 - D — = FLAGGED STORM WATER SEWER LOCATED
 - {xxx} = RECORDED AS

- SITE INDEX**
- SHEET 1 SITE, GRADING, DRAINAGE & EROSION CONTROL PLAN
 - SHEET 2 EXTERIOR ELEVATIONS
 - SHEET 3 FIRST FLOOR PLAN

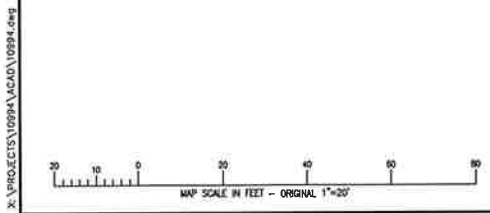
AREA SUMMARY
TOTAL LAND AREA 43,996 S.F. (1.01 ACRES)
TOTAL AREA DISTURBED 10,352 S.F. (0.24 ACRES) (NO NOI REQUIRED)
EXISTING ZONING - B-3

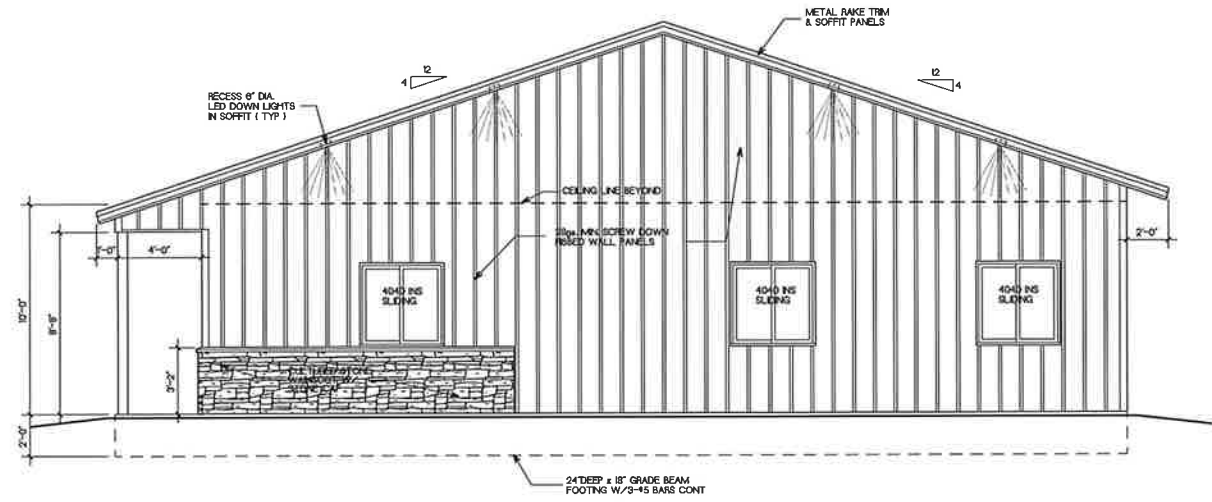
ASSIGNED THE SOUTHERLY BOUNDARY OF LOT 2
N 87°45'44" W PER RECORD MAP

— WORK ORDERED BY —
DANIEL KISTLE
327 E. CLAY STREET, UNIT 19
WHITEWATER, WI 53190

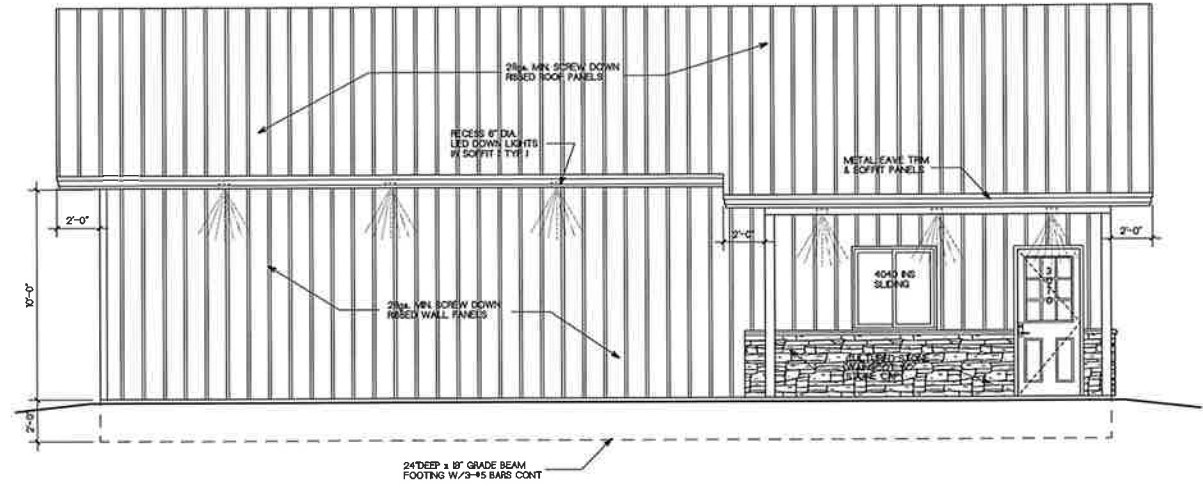


NOTE: CONFIRM WITH
CITY LOCATION OF
WATER/SEWER LATERAL
AT START OF PROJECT

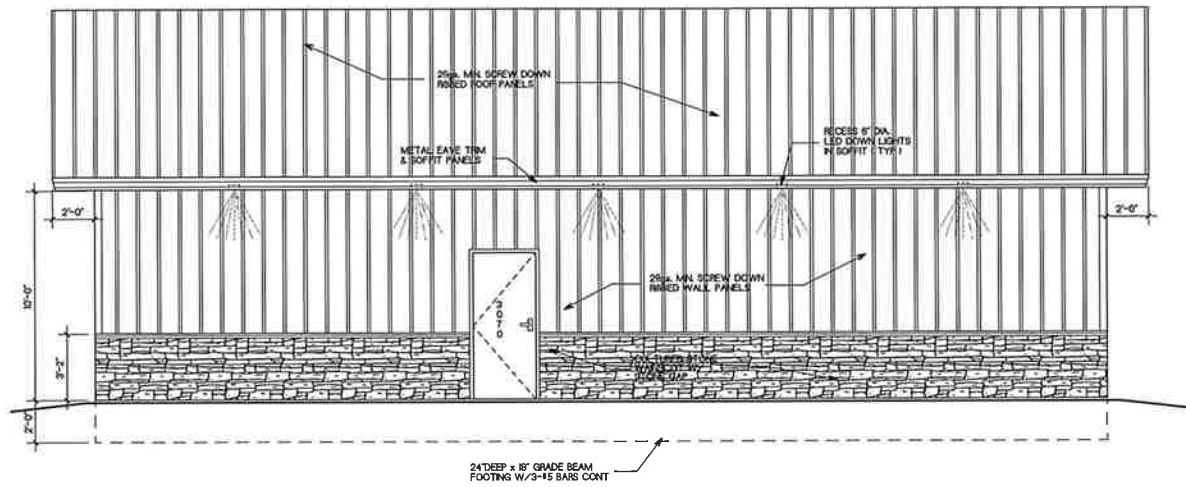




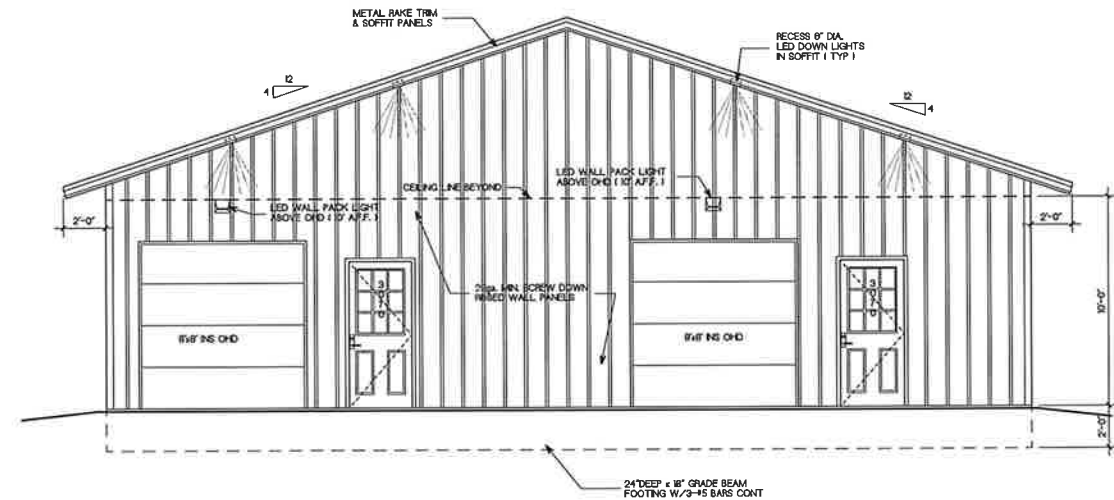
WEST ELEVATION
SCALE: 1/4"=1'-0"



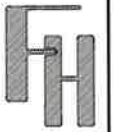
NORTH ELEVATION
SCALE: 1/4"=1'-0"



SOUTH ELEVATION
SCALE: 1/4"=1'-0"



EAST ELEVATION
SCALE: 1/4"=1'-0"



PROPOSED BUILDING for
ROYAL HOUNDS of WHITEWATER
BLUFF ROAD
WHITEWATER, WALWORTH CO., WISCONSIN

EXTERIOR ELEVATIONS

FARRIS, HANSEN & ASSOCIATES, INC.
Engineering, Architecture, Surveying
7 Ridgeway Court P.O. Box 437
ELKHORN, WISCONSIN 53121
Office: (262) 723-2088
Fax: (262) 723-5886

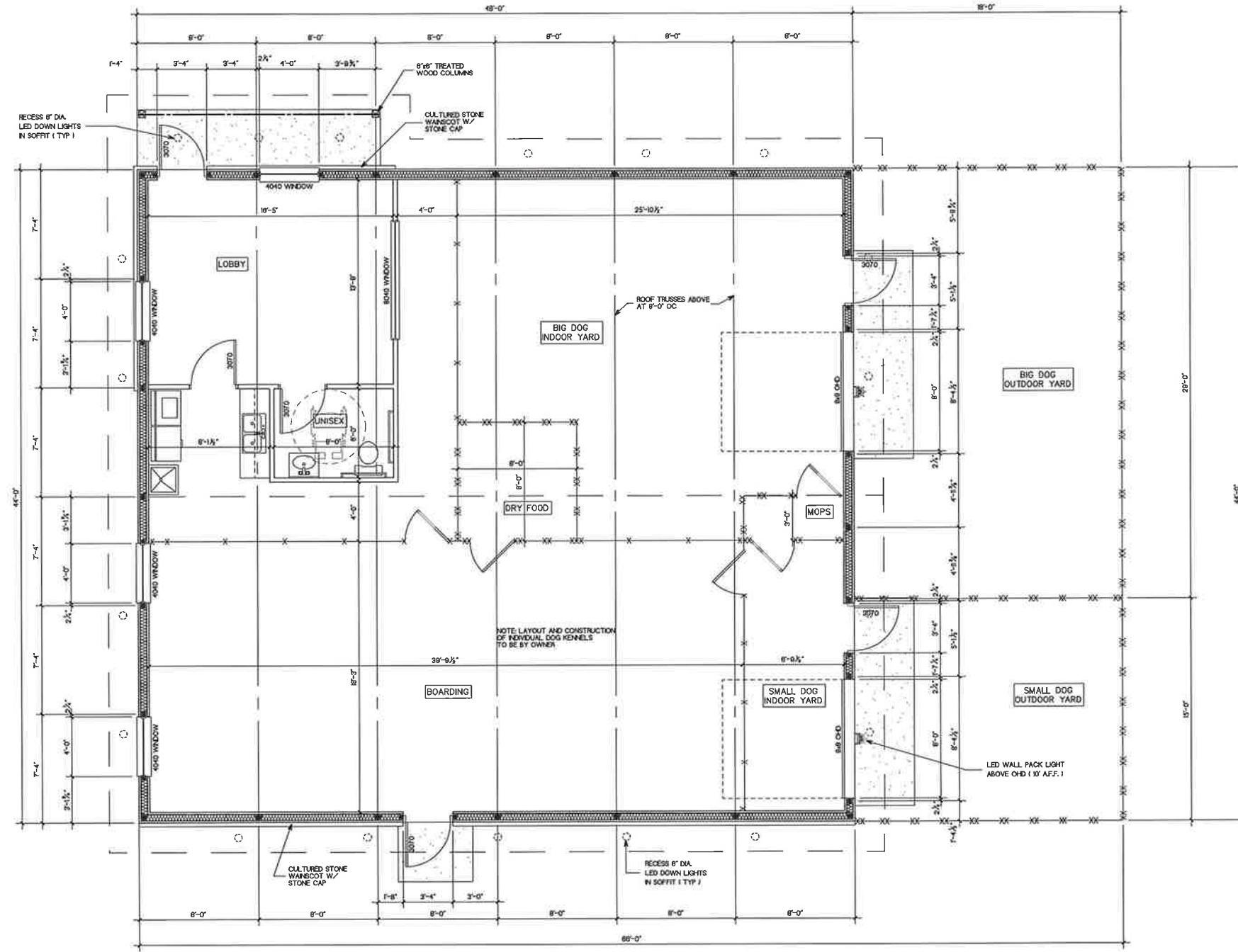
REVISIONS
ADVANCEMENT
BS 04/18/2024

PROJECT NO.
10994
DATE
03/08/2024
SHEET NO.
2 of 3

X:\Projects\10994\0324\PRELIMINARY FLOOR PLAN.dwg

Monday, April 22, 2024

X:\Projects\10994\10994\CAD\PRELIMINARY FLOOR PLANS
Friday, April 19, 2024



FIRST FLOOR PLAN
SCALE: 1/4\"/>



LEGEND

---X---X---	= 48\"/>
---XX---XX---	= 64\"/>



PROPOSED BUILDING for
ROYAL HOUNDS of WHITEWATER
BLUFF ROAD
WHITEWATER, WISCONSIN

FIRST FLOOR PLAN

FARRIS, HANSEN & ASSOCIATES, INC.
Engineering, Architecture, Surveying
7 Ridgway Court, P.O. Box 437
ELKHORN, WISCONSIN 53121
Office: (262) 723-2088
Fax: (262) 723-5888

REVISIONS
ADVANCEMENT
BS 04/18/2024

PROJECT NO
10994
DATE
03/08/2024
SHEET NO
3 of 3

WB-41 NOTICE RELATING TO OFFER TO PURCHASE

**CAUTION: Use a WB-41 Notice if a Party is giving a Notice which does not require the other Party's agreement.
Use a WB-40 Amendment if both Parties will be agreeing to modify the terms of the Offer.**

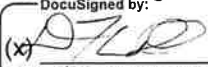
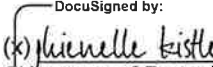
1 This Notice by (~~Seller~~)(Buyer) [STRIKE ONE] relates to the Offer to Purchase dated February 1, 2024
2 and accepted on February 12, 2024, for the purchase and sale of real estate at Tax key A323600002
3 Whitewater, Wisconsin.
4 Notice is given that (Attach supporting documents, if required):
5 1) Buyer/s, Daniel Kistle and Jhienelle Kistle, hereby deliver written notice to Seller/s
6 of Buyer/s assignment of purchase to "Whitewater Alpha Real Estate, LLC".

7 _____
8 _____
9 _____
10 _____
11 _____
12 _____
13 _____
14 _____
15 _____
16 _____
17 _____
18 _____
19 _____
20 _____
21 _____
22 _____
23 _____
24 _____
25 _____
26 _____

27 The attached _____ is/are made part of this Notice.

28 This Notice was drafted by Sheila Sobczak/Anderson Commercial Group, LLC on 05/22/2024
29 Licensee and Firm for Initiating Party ▲ Date ▲

30 **CAUTION: Once delivered, a Notice cannot be withdrawn by the Initiating Party without the written consent of**
31 **the Receiving Party.**

32	<small>DocuSigned by:</small> 	<u>5/27/2024</u>	<small>DocuSigned by:</small> 	<u>5/26/2024</u>
33	Signature of Party Initiating Notice ▲	Date ▲	Signature of Party Initiating Notice ▲	Date ▲
34	Print name ▶ <u>Daniel Kistle and/or assigns</u>		Print name ▶ <u>Jhienelle Kistle and/or assigns</u>	

35 This Notice was delivered by _____ on _____
36 Licensee and Firm for Initiating Party ▲ Date ▲
37 at _____ a.m./p.m. [STRIKE ONE] using an authorized method of delivery.

38 **ACTUAL RECEIPT** If the Offer requires Actual Receipt the following may be completed

39 This Notice was sent to the Receiving Party by _____ on _____
40 Licensee and Firm for Receiving Party ▲ Date ▲
41 at _____ a.m./p.m. [STRIKE ONE]

42 Receiving Party acknowledges Actual Receipt of this Notice occurred on _____ at _____
43 a.m./p.m. [STRIKE ONE] (x)
44 _____
Initials of Receiving Party ▲

Approved by the Wisconsin Real Estate Examining Board
5-1-22 (Optional Use Date) 7-1-22 (Mandatory Use Date)

Anderson Commercial Group, LLC

WB-40 AMENDMENT TO OFFER TO PURCHASE

**CAUTION: Use a WB-40 Amendment if both Parties will be agreeing to modify the terms of the Offer.
Use a WB-41 Notice if a Party is giving a Notice which does not require the other Party's agreement.**

1 Buyer and Seller agree to amend the Offer dated February 1, 2024, and accepted on February 12, 2024,
2 for the purchase and sale of real estate at TK /A323600002 on Bluff Rd, Whitewater
3 _____, Wisconsin as follows:

4 Closing date is changed from _____, _____, to _____, _____.

5 Purchase price is changed from \$ _____ to \$ _____.

6 Other: _____

7 1) Deadline for Buyer and Seller to satisfy all contingencies is hereby extended to June
8 27, 2024. In the event Buyer or Seller is unable to satisfy, this Offer may be terminated
9 by delivering written notice of termination at any time prior to said date in which case
10 Seller shall promptly return all earnest money to Buyer.
11 _____
12 _____
13 _____
14 _____
15 _____
16 _____
17 _____
18 _____
19 _____
20 _____
21 _____
22 _____
23 _____
24 _____
25 _____
26 _____
27 _____
28 _____
29 _____
30 _____

31 The attached _____ is/are made part of this Amendment.

32 ALL OTHER TERMS OF THE OFFER TO PURCHASE AND ANY PRIOR AMENDMENTS REMAIN THE SAME.

33 This Amendment is binding upon Seller and Buyer only if a copy of the accepted Amendment is delivered to the Party
34 offering the Amendment on or before April 16, 2024 (Time is of the Essence). Delivery
35 of the accepted Amendment may be made in any manner specified in the Offer to Purchase, unless otherwise provided
36 in this Amendment.

37 **NOTE: The Party offering this Amendment may withdraw the offered Amendment prior to acceptance and**
38 **delivery as provided at lines 33-34.**

39 This Amendment was drafted by Sheila Sobczak/Anderson Commercial Group, LLC on 04/11/2024
40 _____ Licensee and Firm ▲ _____ Date ▲

41 This Amendment was presented by _____ on _____

42 _____ DocuSigned by: _____ Licensee and Firm ▲ _____ Date ▲
43 (x)  _____ 4/11/2024

44 Buyer's Signature ▲ _____ Date ▲

45 Print name ▶ Daniel A. Kistle

42 _____ DocuSigned by: _____ Licensee and Firm ▲ _____ Date ▲
43 (x)  _____ 4/12/2024

44 Seller's Signature ▲ _____ Date ▲

45 Print name ▶ John Weidl, City Manager

46 _____ DocuSigned by: _____ Licensee and Firm ▲ _____ Date ▲
47 (x)  _____ 4/11/2024

47 Buyer's Signature ▲ _____ Date ▲

48 Print name ▶ Jhienelle T. Kistle

46 _____ DocuSigned by: _____ Licensee and Firm ▲ _____ Date ▲
47 (x) _____

47 Seller's Signature ▲ _____ Date ▲

48 Print name ▶ _____

49 This Amendment was rejected _____
50 _____ Party Initials ▲ _____ Date ▲

DocuSign Envelope ID: 5B662EB0-1B41-476B-81B4-052F0937870C

Approved by the Wisconsin Real Estate Examining Board
5-1-22 (Optional Use Date) 7-1-22 (Mandatory Use Date)

Anderson Commercial Group

WB-40 AMENDMENT TO OFFER TO PURCHASE

CAUTION: Use a WB-40 Amendment if both Parties will be agreeing to modify the terms of the Offer. Use a WB-41 Notice if a Party is giving a Notice which does not require the other Party's agreement.

1 Buyer and Seller agree to amend the Offer dated February 1, 2024, and accepted on February 12,
2 for the purchase and sale of real estate at TK /A323600002 on Bluff Rd, Whitewater

3 _____, Wisconsin as

4 Closing date is changed from _____, to _____.

5 Purchase price is changed from \$ _____ to \$ _____.

6 Other:

7 1) Deadline for Buyer and Seller to satisfy all contingencies is hereby extended to
8 16, 2024. In the event Buyer or Seller is unable to satisfy, this Offer may be term
9 by delivering written notice of termination at any time prior to said date in which
10 Seller shall promptly return all earnest money to Buyer.

11 _____
12 2) Closing is hereby changed to on or before 30 days of satisfaction/waiver of all
13 contingencies.

14 _____
15 _____
16 _____
17 _____
18 _____
19 _____
20 _____
21 _____
22 _____
23 _____
24 _____
25 _____
26 _____
27 _____
28 _____
29 _____
30 _____

31 The attached _____ is/are made part of this Ame
32 ALL OTHER TERMS OF THE OFFER TO PURCHASE AND ANY PRIOR AMENDMENTS REMAIN THE SAME.
33 This Amendment is binding upon Seller and Buyer only if a copy of the accepted Amendment is delivered to tl
34 offering the Amendment on or before March 13, 2024 (Time is of the Essence).
35 of the accepted Amendment may be made in any manner specified in the Offer to Purchase, unless otherwise p
36 in this Amendment.

37 **NOTE: The Party offering this Amendment may withdraw the offered Amendment prior to acceptan**
38 **delivery as provided at lines 33-34.**

39 This Amendment was drafted by Dan Stouff / Anderson Commercial Group LLC on 03/12/2024
40 Licensee and Firm ▲ Date ▲

41 This Amendment was presented by _____ on _____
42 Licensee and Firm ▲ Date ▲

43 (x) [Signature] 3/12/2024
44 Buyer's Signature ▲ Date ▲

(x) [Signature] 3/12/2024
Seller's Signature ▲ Date ▲

Print name ▶ Daniel A. Kistle

Print name ▶ John Weidl, City Manager

Approved by the Wisconsin Real Estate Examining Board
5-1-22 (Optional Use Date) 7-1-22 (Mandatory Use Date)

Anderson Commercial Group, LLC

WB-40 AMENDMENT TO OFFER TO PURCHASE

**CAUTION: Use a WB-40 Amendment if both Parties will be agreeing to modify the terms of the Offer.
Use a WB-41 Notice if a Party is giving a Notice which does not require the other Party's agreement.**

1 Buyer and Seller agree to amend the Offer dated February 1, 2024, and accepted on February 12, 2024,
2 for the purchase and sale of real estate at TK /A323600002 on Bluff Rd, Whitewater

3 _____, Wisconsin as follows:

4 Closing date is changed from _____, to _____.

5 Purchase price is changed from \$ _____ to \$ _____.

6 Other: _____

7 1) Developers Agreement Contingency: Buyer and Seller hereby understand and accept this
8 offer is contingent upon Buyer entering into an acceptable developers agreement with the
9 Community Development Authority/City of Whitewater on or before April 10, 2024. In the
10 event Buyer and Seller are unable to satisfy, Seller may terminate this Offer by
11 delivering written notice of termination to Buyer prior to said date. If Seller so
12 terminates this Offer during the Review Period, Seller shall promptly return all earnest
13 money to Buyer.

14 _____
15 _____
16 _____
17 _____
18 _____
19 _____
20 _____
21 _____
22 _____
23 _____
24 _____
25 _____
26 _____
27 _____
28 _____
29 _____
30 _____

31 The attached _____ is/are made part of this Amendment.
32 ALL OTHER TERMS OF THE OFFER TO PURCHASE AND ANY PRIOR AMENDMENTS REMAIN THE SAME.

33 This Amendment is binding upon Seller and Buyer only if a copy of the accepted Amendment is delivered to the Party
34 offering the Amendment on or before February 26, 2024 (Time is of the Essence). Delivery
35 of the accepted Amendment may be made in any manner specified in the Offer to Purchase, unless otherwise provided
36 in this Amendment.

37 **NOTE: The Party offering this Amendment may withdraw the offered Amendment prior to acceptance and**
38 **delivery as provided at lines 33-34.**

39 This Amendment was drafted by Dan Stouff / Anderson Commercial Group LLC on 02/16/2024
40 Licensee and Firm ▲ Date ▲

41 This Amendment was presented by _____ on _____
42 Licensee and Firm ▲ Date ▲

43 (x) [Signature] 2/20/2024
44 Buyer's Signature ▲ Date ▲
45 Print name ▶ Daniel A. Kistle

43 (x) [Signature] 2/22/2024
44 Seller's Signature ▲ Date ▲
45 Print name ▶ John Weidl, City Manager

46 (x) [Signature] 2/23/2024
47 Buyer's Signature ▲ Date ▲
48 Print name ▶ Jhienelle T. Kistle

46 (x) _____
47 Seller's Signature ▲ Date ▲
48 Print name ▶ _____

49 This Amendment was rejected _____
50 Party Initials ▲ Date ▲

Approved by Wisconsin Real Estate Examining Board
5-1-22(Optional Use Date) 7-1-22 (Mandatory Use Date)

Anderson Commercial Group, LLC

WB-44 COUNTER-OFFER

Counter-Offer No. 1 by (Buyer/Seller) **STRIKE ONE**

NOTE: Number this Counter-Offer sequentially, e.g. Counter-Offer No. 1 by Seller, Counter-Offer No. 2 by Buyer, etc.

1 The Offer to Purchase dated 02/01/2024 and signed by Buyer Daniel A. Kistle, Jhienelle T. Kistle
2 _____ for purchase of real estate at TK /A323600002 on Bluff Rd, Whitewater, WI
3 _____ is rejected and the following Counter-Offer is hereby made.

4 **CAUTION: This Counter-Offer does not include the terms or conditions in any other counter-offer or multiple**
5 **counter-proposal unless incorporated by reference.**

6 All terms and conditions remain the same as stated in the Offer to Purchase except the following: _____

7 1) Reference WB-13, line 45: "\$500" is hereby stricken.
8 _____

9 2) Reference WB-13, line 47: After "EARNEST MONEY of \$", insert "500.00".
10 _____

11 3) Reference WB-13, line 49: "(listing Firm) (drafting Firm)" is hereby stricken. Insert
12 "Chicago Title".
13 _____

14 4) This offer is contingent on Seller receiving City Council and/or Community Development
15 Authority approval within 30 days of acceptance. In the event Seller is unable to obtain
16 approvals within said period, the Seller may give notice of termination and this Offer
17 shall become null and void. All Earnest Money shall be returned to Buyer.
18 _____
19 _____
20 _____
21 _____
22 _____
23 _____
24 _____
25 _____
26 _____
27 _____

28 The attached _____ is/are made part of this Counter-Offer.

29 Any warranties, covenants and representations made in this Counter-Offer survive the closing of this transaction.

30 This Counter-Offer is binding upon Seller and Buyer only if a copy of the accepted Counter-Offer is delivered to the Party
31 making the Counter-Offer on or before February 12, 2024 (Time is of

32 the Essence). Delivery of the accepted Counter-Offer may be made in any manner specified in the Offer to Purchase,
33 unless otherwise provided in this Counter-Offer.

34 **NOTE: The Party making this Counter-Offer may withdraw the Counter-Offer prior to acceptance and delivery as**
35 **provided at lines 30-32.**

36 This Counter-Offer was drafted by Dan Stouff / Anderson Commercial Group LLC on 02/07/2024

37 _____ Licensee and Firm DocuSigned by: _____ Date ▲

38 (x) _____ (x) _____ 2/7/2024

39 Buyer's Signature ▲ Date ▲ Seller's Signature ▲ Date ▲

40 Print name ► Daniel A. Kistle Print name ► John Weidl, City Manager

City of Whitewater

41 (x) _____ (x) _____

42 Buyer's Signature ▲ Date ▲ Seller's Signature ▲ Date ▲

43 Print name ► Jhienelle T. Kistle Print name ► _____

44 This Counter-Offer was presented by _____ on _____

45 _____ Licensee and Firm ▲ Date ▲

46 This Counter-Offer is (rejected) (countered) **STRIKE ONE** (Party's Initials) _____

47 **NOTE: Provisions from a previous Counter-Offer may be included by reproduction of the entire provision or**
48 **incorporation by reference. Provisions incorporated by reference may be indicated in the subsequent Counter-**
49 **Offer by specifying the number of the provision or the lines containing the provision. In transactions involving**
50 **more than one Counter-Offer, the Counter-Offer referred to should be clearly specified.**

WB-13 VACANT LAND OFFER TO PURCHASE

1 LICENSEE DRAFTING THIS OFFER ON February 1, 2024 [DATE] IS (AGENT OF BUYER)
2 (~~AGENT OF SELLER/ LISTING FIRM~~) (~~AGENT OF BUYER AND SELLER~~) **STRIKE THOSE NOT APPLICABLE**

3 The Buyer, Daniel A. Kistle and Jhienelle T. Kistle
4 offers to purchase the Property known as tax parcel no. /A323600002, a vacant lot on Bluff Road,

5
6 [e.g., Street Address, Parcel Number(s), legal description, or insert additional description, if any, at lines 650-664, or
7 attach as an addendum per line 686] in the City of Whitewater
8 County of Walworth Wisconsin, on the following terms:

9 **PURCHASE PRICE** The purchase price is Thirty thousand and 00/100
10 Dollars (\$ 30,000.00).

11 **INCLUDED IN PURCHASE PRICE** Included in purchase price is the Property, all Fixtures on the Property as of the date
12 stated on line 1 of this Offer (unless excluded at lines 17-18), and the following additional items: none

14 **NOTE: The terms of this Offer, not the listing contract or marketing materials, determine what items are included
15 or not included. Annual crops are not part of the purchase price unless otherwise agreed.**

16 **NOT INCLUDED IN PURCHASE PRICE** Not included in purchase price is Seller's personal property (unless included at
17 lines 12-13) and the following: none

19 **CAUTION: Identify Fixtures that are on the Property (see lines 21-25) to be excluded by Seller or that are rented
20 and will continue to be owned by the lessor.**

21 "Fixture" is defined as an item of property which is physically attached to or so closely associated with land so as to be
22 treated as part of the real estate, including, without limitation, physically attached items not easily removable without damage
23 to the premises, items specifically adapted to the premises and items customarily treated as fixtures, including, but not
24 limited to, all: perennial crops, garden bulbs; plants; shrubs and trees; fences; storage buildings on permanent foundations
25 and docks/piers on permanent foundations.

26 **CAUTION: Exclude any Fixtures to be retained by Seller or that are rented on lines 17-18 or at lines 650-664 or in
27 an addendum per line 686.**

28 **BINDING ACCEPTANCE** This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer
29 on or before Friday, February 16, 2024 at 5:00 p.m.

30 Seller may keep the Property on the market and accept secondary offers after binding acceptance of this Offer.

31 **CAUTION: This Offer may be withdrawn prior to delivery of the accepted Offer.**

32 **ACCEPTANCE** Acceptance occurs when all Buyers and Sellers have signed one copy of the Offer, or separate but identical
33 copies of the Offer.

34 **CAUTION: Deadlines in the Offer are commonly calculated from acceptance. Consider whether short term
35 Deadlines running from acceptance provide adequate time for both binding acceptance and performance.**

36 **CLOSING** This transaction is to be closed on or before April 15, 2024

38 at the place selected by Seller, unless otherwise agreed by the Parties in writing. If the date for closing falls on a Saturday,
39 Sunday, or a federal or a state holiday, the closing date shall be the next Business Day.

40 **CAUTION: To reduce the risk of wire transfer fraud, any wiring instructions received should be independently
41 verified by phone or in person with the title company, financial institution, or entity directing the transfer. The real
42 estate licensees in this transaction are not responsible for the transmission or forwarding of any wiring or money
43 transfer instructions.**

44 **EARNEST MONEY**

45 ■ EARNEST MONEY of \$ 500.00 accompanies this Offer.
46 If Offer was drafted by a licensee, receipt of the earnest money accompanying this Offer is acknowledged.

47 ■ EARNEST MONEY of \$ _____ will be mailed, or commercially, electronically
48 or personally delivered within _____ days ("5" if left blank) after acceptance.

49 All earnest money shall be delivered to and held by (listing Firm) (drafting Firm) (other identified as _____)
50 **STRIKE THOSE NOT APPLICABLE**

51 (listing Firm if none chosen; if no listing Firm, then drafting Firm; if no Firm then Seller).

52 **CAUTION: If a Firm does not hold earnest money, an escrow agreement should be drafted by the Parties or an
53 attorney as lines 56-76 do not apply. If someone other than Buyer pays earnest money, consider a special
54 disbursement agreement.**

55 ■ THE BALANCE OF PURCHASE PRICE will be paid in cash or equivalent at closing unless otherwise agreed in writing.

56 ■ **DISBURSEMENT IF EARNEST MONEY HELD BY A FIRM:** If negotiations do not result in an accepted offer and the
57 earnest money is held by a Firm, the earnest money shall be promptly disbursed (after clearance from payer's depository
58 institution if earnest money is paid by check) to the person(s) who paid the earnest money. At closing, earnest money shall
59 be disbursed according to the closing statement. If this Offer does not close, the earnest money shall be disbursed according
60 to a written disbursement agreement signed by all Parties to this Offer. If said disbursement agreement has not been
61 delivered to the Firm holding the earnest money within 60 days after the date set for closing, that Firm may disburse the
62 earnest money: (1) as directed by an attorney who has reviewed the transaction and does not represent Buyer or Seller;
63 ~~(2) into a court hearing a lawsuit involving the earnest money and all Parties to this Offer; (3) as directed by court order; (4)~~
64 upon authorization granted within this Offer; or (5) any other disbursement required or allowed by law. The Firm may retain
65 legal services to direct disbursement per (1) or to file an interpleader action per (2) and the Firm may deduct from the
66 earnest money any costs and reasonable attorneys' fees, not to exceed \$250, prior to disbursement.

67 ■ **LEGAL RIGHTS/ACTION:** The Firm's disbursement of earnest money does not determine the legal rights of the Parties
68 in relation to this Offer. Buyer's or Seller's legal right to earnest money cannot be determined by the Firm holding the earnest
69 money. At least 30 days prior to disbursement per (1), (4) or (5) above, where the Firm has knowledge that either Party
70 disagrees with the disbursement, the Firm shall send Buyer and Seller written notice of the intent to disburse by certified
71 mail. If Buyer or Seller disagrees with the Firm's proposed disbursement, a lawsuit may be filed to obtain a court order
72 regarding disbursement. Small Claims Court has jurisdiction over all earnest money disputes arising out of the sale of
73 residential property with one-to-four dwelling units. Buyer and Seller should consider consulting attorneys regarding their
74 legal rights under this Offer in case of a dispute. Both Parties agree to hold the Firm harmless from any liability for good
75 faith disbursement of earnest money in accordance with this Offer or applicable Department of Safety and Professional
76 Services regulations concerning earnest money. See Wis. Admin. Code Ch. REEB 18.

77 **TIME IS OF THE ESSENCE** "Time is of the Essence" as to: (1) earnest money payment(s); (2) binding acceptance; (3)
78 occupancy; (4) date of closing; (5) contingency Deadlines **STRIKE AS APPLICABLE** and all other dates and Deadlines in
79 this Offer except: as the parties otherwise agree in writing

80 _____
81 If "Time is of the Essence" applies to a date or Deadline, failure to perform by the exact date or Deadline is a breach of contract. If "Time is of the Essence" does not apply to a date
82 or Deadline, then performance within a reasonable time of the date or Deadline is allowed before a breach occurs.

83 **VACANT LAND DISCLOSURE REPORT** Wisconsin law requires owners of real property that does not include any
84 buildings to provide Buyers with a Vacant Land Disclosure Report. Excluded from this requirement are sales exempt from
85 the real estate transfer fee and sales by certain court-appointed fiduciaries, for example, personal representatives, who
86 have never occupied the Property. The form of the Report is found in Wis. Stat. § 709.033. The law provides: "§ 709.02
87 Disclosure . . . the owner of the property shall furnish, not later than 10 days after acceptance of a contract of sale . . . , to
88 the prospective buyer of the property a completed copy of the report . . . A prospective buyer who does not receive a report
89 within the 10 days may, within 2 business days after the end of that 10-day period, rescind the contract of sale . . . by
90 delivering a written notice of rescission to the owner or the owner's agent." Buyer may also have certain rescission rights if
91 a Vacant Land Disclosure Report disclosing defects is furnished before expiration of the 10 days, but after the Offer is
92 submitted to Seller. Buyer should review the report form or consult with an attorney for additional information regarding
93 rescission rights.

94 **PROPERTY CONDITION REPRESENTATIONS** Seller represents to Buyer that as of the date of acceptance Seller has
95 no notice or knowledge of Conditions Affecting the Property or Transaction (lines 101-181) other than those identified in
96 Seller's Vacant Land Disclosure Report dated _____, which was received by Buyer prior to Buyer
97 signing this Offer and that is made a part of this Offer by reference **COMPLETE DATE OR STRIKE AS APPLICABLE**
98 and _____

99 _____
100 **INSERT CONDITIONS NOT ALREADY INCLUDED IN THE DISCLOSURE REPORT**

- 101 "Conditions Affecting the Property or Transaction" are defined to include:
- 102 a. Flooding, standing water, drainage problems, or other water problems on or affecting the Property.
 - 103 b. Impact fees or another condition or occurrence that would significantly increase development costs or reduce the value
104 of the property to a reasonable person with knowledge of the nature and scope of the condition or occurrence.
 - 105 c. Brownfields (abandoned, idled, or underused land that may be subject to environmental contamination) or other
106 contaminated land on the property, or that contaminated soils on the property have been cleaned up under the Petroleum
107 Environmental Cleanup Fund Act (PECFA), a Wisconsin Department of Natural Resources (DNR) remedial or cleanup
108 program, the DATCP Agricultural Chemical Cleanup Program, or other similar program.
 - 109 d. Subsoil conditions that would significantly increase the cost of development, including, but not limited to, subsurface
110 foundations or waste material; any type of fill; dumpsites where pesticides, herbicides, fertilizer, or other toxic or hazardous
111 materials or containers for these materials were disposed of in violation of manufacturer or government guidelines or other
112 laws regulating such disposal; high groundwater; adverse soil conditions, such as low load-bearing capacity, earth or soil
113 movement, settling, upheavals, or slides; excessive rocks or rock formations; or other soil problems.
 - 114 e. Material violation of an environmental rule or other rule or agreement regulating the use of the Property.
- 115 f. Defects caused by unsafe concentrations of, or unsafe conditions relating to, radon, radium in water supplies, lead in

- 116 soil, or other potentially hazardous or toxic substances on the Property; manufacture of methamphetamine or other
117 hazardous or toxic substances on the Property; or high voltage electric (100 KV or greater) or steel natural gas transmission
118 lines located on but not directly serving the Property.
- 119 g. Defects caused by unsafe concentrations of, unsafe conditions relating to, or the storage of, hazardous or toxic
120 substances on neighboring properties.
- 121 h. The Property is served by a joint well; Defects related to a joint well serving the Property; or Defects in a well on the
122 Property or in a well that serves the Property, including unsafe well water due to contaminants such as coliform, nitrates, or
123 ~~atrazine, or any out-of-service wells or cisterns that are required to be abandoned (see § NR 812.26, Wis. Adm. Code) but~~
124 ~~that are not closed or abandoned according to applicable regulations.~~
- 125 i. Defects in any septic system or other private sanitary disposal system on the Property; or any out-of-service septic
126 system serving the Property not closed or abandoned according to applicable regulations.
- 127 j. Underground or aboveground fuel storage tanks presently or previously on the Property for storage of flammable or
128 combustible liquids including, but not limited to, gasoline or heating oil; or Defects in the underground or aboveground fuel
129 storage tanks on or previously located on the Property. Defects in underground or aboveground fuel storage tanks may
130 include items such as abandoned tanks not closed in conformance with applicable local, state, and federal law; leaking;
131 corrosion; or failure to meet operating standards. (The owner, by law, may have to register the tanks with the Department
132 of Agriculture, Trade and Consumer Protection at P.O. Box 8911, Madison, Wisconsin, 53708, whether the tanks are in use
133 or not. Department regulations may require closure or removal of unused tanks.)
- 134 k. Existing or abandoned manure storage facilities located on the property.
- 135 l. Notice of property tax increases, other than normal annual increases, or pending Property tax reassessment;
136 remodeling that may increase the Property's assessed value; pending special assessments; or Property is within a special
137 purpose district, such as a drainage district, that has authority to impose assessments on the Property.
- 138 m. Proposed, planned, or commenced public improvements or public construction projects that may result in special
139 assessments or that may otherwise materially affect the Property or the present use of the Property; or any land division
140 involving the Property without required state or local permits.
- 141 n. The Property is part of or subject to a subdivision homeowners' association; or the Property is not a condominium unit
142 and there are common areas associated with the Property that are co-owned with others.
- 143 o. Any zoning code violations with respect to the Property; the Property or any portion thereof is located in a floodplain,
144 wetland or shoreland zoning area under local, state or federal regulations; or the Property is subject to a mitigation plan
145 required by Wisconsin Department of Natural Resources (DNR) rules related to county shoreland zoning ordinances, that
146 obligates the Property owner to establish or maintain certain measures related to shoreland conditions, enforceable by the
147 county.
- 148 p. Nonconforming uses of the Property (a nonconforming use is a use of land that existed lawfully before the current zoning
149 ordinance was enacted or amended, but that does not conform to the use restrictions in the current ordinance); conservation
150 easements (a conservation easement is a legal agreement in which a property owner conveys some of the rights associated
151 with ownership of his or her property to an easement holder such as a governmental unit or a qualified nonprofit organization
152 to protect the natural habitat of fish, wildlife, or plants or a similar ecosystem, preserve areas for outdoor recreation or
153 education, or for similar purposes); restrictive covenants or deed restrictions on the Property; or, other than public rights-of-
154 way, nonowners having rights to use part of the Property, including, but not limited to, private rights-of-way and easements
155 other than recorded utility easements.
- 156 q. All or part of the Property has been assessed as agricultural land; has been assessed a use-value assessment
157 conversion charge; or payment of a use-value assessment conversion charge has been deferred.
- 158 r. All or part of the Property is subject to, enrolled in, or in violation of a farmland preservation agreement, Forest Crop
159 Law, Managed Forest Law, the Conservation Reserve Program, or a comparable program.
- 160 s. A dam is totally or partially located on the Property; or an ownership interest in a dam not located on the Property will
161 be transferred with the Property because the dam is owned collectively by a homeowners' association, lake district, or
162 similar group of which the Property owner is a member.
- 163 t. No legal access to the Property; or boundary or lot line disputes, encroachments or encumbrances (including a joint
164 driveway) affecting the Property. Encroachments often involve some type of physical object belonging to one person but
165 partially located on or overlapping on land belonging to another; such as, without limitation, fences, houses, garages,
166 driveways, gardens, and landscaping. Encumbrances include, without limitation, a right or claim of another to a portion of
167 the Property or to the use of the Property such as a joint driveway, liens, and licenses.
- 168 u. Government agency, court order, or federal, state, or local regulations requiring repair, alteration or correction of an
169 existing condition.
- 170 v. A pier attached to the Property not in compliance with state or local pier regulations; a written agreement affecting
171 riparian rights related to the Property; or the bed of the abutting navigable waterway is owned by a hydroelectric operator.
- 172 w. Material damage from fire, wind, flood, earthquake, expansive soil, erosion, or landslide.
- 173 x. Significant odor, noise, water diversion, water intrusion, or other irritants emanating from neighboring property.
- 174 y. Significant crop damage from disease, insects, soil contamination, wildlife, or other causes; diseased or dying trees or
175 shrubs; or substantial injuries or disease in livestock on the Property or neighboring property.
- 176 z. Animal, reptile, or other insect infestations; drainage easement or grading problems; excessive sliding; or any other
177 or material condition.

- 178 aa. Archeological artifacts, mineral rights, orchards, or endangered species, or one or more burial sites on the Property.
179 bb. Owner is a foreign person as defined in the Foreign Investment in Real Property Tax Act in 26 IRC § 1445(f).
180 cc. Other Defects affecting the Property such as any agreements that bind subsequent owners of the property, such as a
181 lease agreement or an extension of credit from an electric cooperative.

182 **GOVERNMENT PROGRAMS:** Seller shall deliver to Buyer, within _____ days ("15" if left blank) after acceptance
183 of this Offer, a list of all federal, state, county, and local conservation, farmland, environmental, or other land use programs,
184 agreements, restrictions, or conservation easements, which apply to any part of the Property (e.g., farmland preservation
185 agreements, farmland preservation or exclusive agricultural zoning, use value assessments, Forest Crop, Managed Forest,
186 Conservation Reserve Program, wetland mitigation, shoreland zoning mitigation plan or comparable programs), along with
187 disclosure of any penalties, fees, withdrawal charges, or payback obligations pending, or currently deferred, if any. This
188 contingency will be deemed satisfied unless Buyer delivers to Seller, within 7 days after the deadline for delivery, a notice
189 terminating this Offer based upon the use restrictions, program requirements, and/or amount of any penalty, fee, charge, or
190 payback obligation.

191 **CAUTION: If Buyer does not terminate this Offer, Buyer is hereby agreeing that Buyer will continue in such**
192 **programs, as may apply, and Buyer agrees to reimburse Seller should Buyer fail to continue any such program**
193 **such that Seller incurs any costs, penalties, damages, or fees that are imposed because the program is not**
194 **continued after sale. The Parties agree this provision survives closing.**

195 **MANAGED FOREST LAND:** If all, or part, of the Property is managed forest land under the Managed Forest Law (MFL)
196 program, this designation will continue after closing. Buyer is advised as follows: The MFL is a landowner incentive
197 program that encourages sustainable forestry on private woodlands by reducing and deferring property taxes. Orders
198 designating lands as managed forest lands remain in effect for 25 or 50 years. When ownership of land enrolled in the
199 MFL program changes, the new owner must sign and file a report of the change of ownership on a form provided by the
200 Department of Natural Resources and pay a fee. By filing this form, the new owner agrees to the associated MFL
201 management plan and the MFL program rules. The DNR Division of Forestry monitors forest management plan
202 compliance. Changes a landowner makes to property that is subject to an order designating it as managed forest land,
203 or to its use, may jeopardize benefits under the program or may cause the property to be withdrawn from the program
204 and may result in the assessment of penalties. For more information call the local DNR forester or visit
205 <https://dnr.wisconsin.gov/topic/forestry>.

206 **USE VALUE ASSESSMENTS:** The use value assessment system values agricultural land based on the income that
207 would be generated from its rental for agricultural use rather than its fair market value. When a person converts agricultural
208 land to a non-agricultural use (e.g., residential or commercial development), that person may owe a conversion charge.
209 To obtain more information about the use value law or conversion charge, contact the Wisconsin Department of Revenue's
210 Equalization Bureau or visit <http://www.revenue.wi.gov/>.

211 **FARMLAND PRESERVATION:** The early termination of a farmland preservation agreement or removal of land from such
212 an agreement can trigger payment of a conversion fee equal to 3 times the per acre value of the land. Contact the
213 Wisconsin Department of Agriculture, Trade and Consumer Protection Division of Agricultural Resource Management or
214 visit <http://www.datcp.state.wi.us/> for more information.

215 **CONSERVATION RESERVE PROGRAM (CRP):** The CRP encourages farmers, through contracts with the U.S.
216 Department of Agriculture, to stop growing crops on highly erodible or environmentally sensitive land and instead to plant
217 a protective cover of grass or trees. CRP contracts run for 10 to 15 years, and owners receive an annual rent as well as
218 certain incentive payments and cost share assistance for establishing long-term, resource-conserving ground cover.
219 Removing lands from the CRP in breach of a contract can be quite costly. For more information call the state Farm Service
220 Agency office or visit <http://www.fsa.usda.gov/>.

221 **SHORELAND ZONING ORDINANCES:** All counties must adopt uniform shoreland zoning ordinances in compliance with
222 Wis. Admin. Code Chapter NR 115. County shoreland zoning ordinances apply to all unincorporated land within 1,000
223 feet of a navigable lake, pond or flowage or within 300 feet of a navigable river or stream and establish minimum standards
224 for building setbacks and height limits, cutting trees and shrubs, lot sizes, water runoff, impervious surface standards (that
225 may be exceeded if a mitigation plan is adopted and recorded) and repairs to nonconforming structures. Buyers must
226 conform to any existing mitigation plans. For more information call the county zoning office or visit <https://dnr.wi.gov/>.
227 Buyer is advised to check with the applicable city, town or village for additional shoreland zoning or shoreland-wetland
228 zoning restrictions, if any.

229 **FENCES:** Wis. Stat. § 90.03 requires the owners of adjoining properties to keep and maintain legal fences in equal shares
230 where one or both of the properties is used and occupied for farming or grazing purposes.

231 **CAUTION: Consider an agreement addressing responsibility for fences if Property or adjoining land is used and**
232 **occupied for farming or grazing purposes.**

233 **PROPERTY DEVELOPMENT WARNING:** If Buyer contemplates developing Property for a use other than the current use,
234 there are a variety of issues that should be addressed to ensure the development or new use is feasible. Buyer is solely
235 responsible to verify the current zoning allows for the proposed use of the Property at lines 251-255. Municipal and zoning
236 ordinances, recorded building and use restrictions, covenants and easements may prohibit certain improvements or uses
237 and therefore should be reviewed. Building permits, zoning or zoning variances, Architectural Control Committee approvals,
238 estimates for utility hook-up expenses, special assessments, changes for installation of roads or utilities, environmental
239 audits, subsoil tests, or other development related fees may need to be obtained or verified in order to determine the
240 feasibility of development of, or a particular use for, a property. Optional contingencies that allow Buyer to investigate certain
241 issues can be found at lines 244-304 and Buyer may add contingencies as needed in addenda (see line 686)

242 Buyer should review any plans for development or use changes to determine what issues should be addressed in these
243 contingencies.

244 **PROPOSED USE CONTINGENCIES:** This Offer is contingent upon Buyer obtaining, at Buyer's expense, the reports or
245 documentation required by any optional provisions checked on lines 256-281 below. The optional provisions checked on
246 lines 256-281 shall be deemed satisfied unless Buyer, within 30 days ("30" if left blank) after acceptance, delivers: (1)
247 written notice to Seller specifying those optional provisions checked below that cannot be satisfied and (2) written evidence
248 substantiating why each specific provision referred to in Buyer's notice cannot be satisfied. Upon delivery of Buyer's notice,
249 ~~this Offer shall be null and void. Seller agrees to cooperate with Buyer as necessary to satisfy the contingency provisions~~
250 checked at lines 256-281.

251 **Proposed Use:** Buyer is purchasing the Property for the purpose of: _____
252 _____

253 _____ **[insert proposed use**
254 **and type or style of building(s), size and proposed building location(s), if a requirement of Buyer's condition to**
255 **purchase, e.g. 1400-1600 sq. ft. three-bedroom single family ranch home in northwest corner of lot].**

256 **ZONING:** Verification of zoning and that the Property's zoning allows Buyer's proposed use described at lines
257 251-255.

258 **SUBSOILS:** Written evidence from a qualified soils expert that the Property is free of any subsoil condition that
259 would make the proposed use described at lines 251-255 impossible or significantly increase the costs of such
260 development.

261 **PRIVATE ONSITE WASTEWATER TREATMENT SYSTEM (POWTS) SUITABILITY:** Written evidence from a
262 certified soils tester that: (a) the soils at the Property locations selected by Buyer, and (b) all other conditions that must
263 be approved, meet the legal requirements in effect on the date of this Offer to obtain a permit for a POWTS for use of
264 the Property as stated on lines 251-255. The POWTS (septic system) allowed by the written evidence must be one of
265 the following POWTS that is approved by the State for use with the type of property identified at lines 251-255 **CHECK**

266 **ALL THAT APPLY:** conventional in-ground; mound; at grade; in-ground pressure distribution; holding
267 tank; other: _____

268 **EASEMENTS AND RESTRICTIONS:** Copies of all public and private easements, covenants and restrictions
269 affecting the Property and a written determination by a qualified independent third party that none of these prohibit or
270 significantly delay or increase the costs of the proposed use or development identified at lines 251-255.

271 **APPROVALS/PERMITS:** Permits, approvals and licenses, as appropriate, or the final discretionary action by the
272 granting authority prior to the issuance of such permits or building permit, approvals and licenses, for the following items
273 related to Buyer's proposed use: construction of a dog kennel
274 _____

275 **UTILITIES:** Written verification of the location of the following utility service connections (e.g., on the Property, at
276 the lot line, across the street, etc.) **CHECK AND COMPLETE AS APPLICABLE:**

277 electricity at curb _____; gas at curb _____; sewer at curb _____;
278 water at curb _____; telephone at property line _____; cable at property line _____;
279 other _____

280 **ACCESS TO PROPERTY:** Written verification that there is legal vehicular access to the Property from public
281 roads.

282 **LAND USE APPROVAL/PERMITS:** This Offer is contingent upon (Buyer)(Seller) **STRIKE ONE** ("Buyer" if neither
283 stricken) obtaining the following, including all costs: a **CHECK ALL THAT APPLY** rezoning; conditional use permit;
284 variance; other _____ for the Property for its proposed use described at lines 251-255.
285 Seller agrees to cooperate with Buyer as necessary to satisfy this contingency. Buyer shall deliver, within _____ days of
286 acceptance, written notice to Seller if any item cannot be obtained, in which case this Offer shall be null and void.

287 **MAP OF THE PROPERTY:** This Offer is contingent upon (Buyer obtaining) (Seller providing) **STRIKE ONE** ("Seller
288 providing" if neither is stricken) a Map of the Property dated subsequent to the date of acceptance of this Offer prepared by
289 a registered land surveyor, within _____ days ("30" if left blank) after acceptance, at (Buyer's) (Seller's) **STRIKE ONE**
290 ("Seller's" if neither is stricken) expense. The map shall show minimum of _____ acres, maximum of _____
291 acres, the legal description of the Property, the Property's boundaries and dimensions, visible encroachments upon the
292 Property, the location of improvements, if any, and: _____
293 _____

294 _____ **STRIKE AND COMPLETE AS APPLICABLE.** Additional map features that may
295 be added include but are not limited to: staking of all corners of the Property; identifying dedicated and apparent streets; lot
296 dimensions; total acreage or square footage; easements or rights-of-way.

297 **CAUTION: Consider the cost and the need for map features before selecting them. Also consider the time required**
298 **to obtain the map when setting the deadline.**

299 This contingency shall be deemed satisfied unless Buyer, within 5 days after the deadline for delivery of said map, delivers
300 to Seller a copy of the map and a written notice which identifies: (1) the significant encroachment; (2) information materially
301 inconsistent with prior representations; or (3) failure to meet requirements stated within this contingency. Upon delivery of
302 Buyer's notice, this Offer shall be null and void. Once the deadline for delivery has passed, if Seller was responsible to

303 provide the map and failed to timely deliver the map to Buyer, Buyer may terminate this Offer if Buyer delivers a written
304 notice of termination to Seller prior to Buyer's Actual Receipt of said map from Seller.

305 **INSPECTIONS AND TESTING** Buyer may only conduct inspections or tests if specific contingencies are included as a
306 part of this Offer. An "inspection" is defined as an observation of the Property, which does not include an appraisal or testing
307 of the Property, other than testing for leaking carbon monoxide, or testing for leaking LP gas or natural gas used as a fuel
308 source, which are hereby authorized. A "test" is defined as the taking of samples of materials such as soils, water, air or
309 building materials from the Property for laboratory or other analysis of these materials. Seller agrees to allow Buyer's
310 ~~inspectors, testers and appraisers reasonable access to the Property upon advance notice, if necessary, to satisfy the~~
311 contingencies in this Offer. Buyer or licensees or both may be present at all inspections and testing. Except as otherwise
312 provided, Seller's authorization for inspections does not authorize Buyer to conduct testing of the Property.

313 **NOTE: Any contingency authorizing testing should specify the areas of the Property to be tested, the purpose of**
314 **the test, (e.g., to determine if environmental contamination is present), any limitations on Buyer's testing and any**
315 **other material terms of the contingency.**

316 Buyer agrees to promptly restore the Property to its original condition after Buyer's inspections and testing are completed
317 unless otherwise agreed to with Seller. Buyer agrees to promptly provide copies of all inspection and testing reports to
318 Seller. Seller acknowledges that certain inspections or tests may detect environmental pollution that may be required to be
319 reported to the Wisconsin Department of Natural Resources.

320 **INSPECTION CONTINGENCY:** This contingency only authorizes inspections, not testing (see lines 305-319).

321 (1) This Offer is contingent upon a qualified independent inspector conducting an inspection of the Property after the date
322 on line 1 of this Offer that discloses no Defects.

323 (2) This Offer is further contingent upon a qualified independent inspector or independent qualified third party performing an
324 inspection of _____

325 _____ (list any Property component(s)
326 to be separately inspected, e.g., dumpsite, timber quality, invasive species, etc.) that discloses no Defects.

327 (3) Buyer may have follow-up inspections recommended in a written report resulting from an authorized inspection, provided
328 they occur prior to the Deadline specified at line 333. Inspection(s) shall be performed by a qualified independent
329 inspector or independent qualified third party.

330 Buyer shall order the inspection(s) and be responsible for all costs of inspection(s).

331 **CAUTION: Buyer should provide sufficient time for the Property inspection and/or any specialized inspection(s),**
332 **as well as any follow-up inspection(s).**

333 This contingency shall be deemed satisfied unless Buyer, within _____ days ("15" if left blank) after acceptance, delivers
334 to Seller a copy of the written inspection report(s) dated after the date on line 1 of this Offer and a written notice listing the
335 Defect(s) identified in those report(s) to which Buyer objects (Notice of Defects).

336 **CAUTION: A proposed amendment is not a Notice of Defects and will not satisfy this notice requirement.**

337 For the purposes of this contingency, Defects do not include structural, mechanical or other conditions the nature and extent
338 of which Buyer had actual knowledge or written notice before signing this Offer.

339 **NOTE: "Defect" as defined on lines 553-555 means a condition that would have a significant adverse effect on the**
340 **value of the Property; that would significantly impair the health or safety of future occupants of the Property; or**
341 **that if not repaired, removed or replaced would significantly shorten or adversely affect the expected normal life**
342 **of the premises.**

343 **RIGHT TO CURE:** Seller (shall)(shall not) **STRIKE ONE** ("shall" if neither is stricken) have the right to cure the Defects.

344 If Seller has the right to cure, Seller may satisfy this contingency by:

345 (1) delivering written notice to Buyer within _____ ("10" if left blank) days after Buyer's delivery of the Notice of Defects
346 stating Seller's election to cure Defects;

347 (2) curing the Defects in a good and workmanlike manner; and

348 (3) delivering to Buyer a written report detailing the work done no later than three days prior to closing.

349 This Offer shall be null and void if Buyer makes timely delivery of the Notice of Defects and written inspection report(s) and:

350 (1) Seller does not have the right to cure; or

351 (2) Seller has the right to cure but:

352 (a) Seller delivers written notice that Seller will not cure; or

353 (b) Seller does not timely deliver the written notice of election to cure.

354 **IF LINE 355 IS NOT MARKED OR IS MARKED N/A LINES 403-414 APPLY.**

355 **FINANCING COMMITMENT CONTINGENCY:** This Offer is contingent upon Buyer being able to obtain a written
356 conventional [loan type or specific lender, if any] first mortgage loan commitment as described
357 below, within 30 days after acceptance of this Offer. The financing selected shall be in an amount of not less than \$
358 30,000.00 for a term of not less than 5 years, amortized over not less than 5 years. Initial
359 monthly payments of principal and interest shall not exceed \$ 601.14. Buyer acknowledges that lender's
360 required monthly payments may also include 1/12th of the estimated net annual real estate taxes, hazard insurance
361 premiums, and private mortgage insurance premiums. The mortgage shall not include a prepayment premium. Buyer agrees
362 to pay 0 discount points in an amount not to exceed 0 % ("0" if left blank) of the loan. If Buyer is using multiple lo

363 sources or obtaining a construction loan or land contract financing, describe at lines 650-664 or in an addendum attached
 364 per line 686. Buyer agrees to pay all customary loan and closing costs, wire fees, and loan origination fees, to promptly
 365 apply for a mortgage loan, and to provide evidence of application promptly upon request of Seller. Seller agrees to allow
 366 lender's appraiser access to the Property.

367 ■ **LOAN AMOUNT ADJUSTMENT:** If the purchase price under this Offer is modified, any financed amount, unless otherwise
 368 provided, shall be adjusted to the same percentage of the purchase price as in this contingency and the monthly payments
 369 shall be adjusted as necessary to maintain the term and amortization stated above.

370 ~~**CHECK AND COMPLETE APPLICABLE FINANCING PROVISION AT LINE 371 or 372.**~~

371 **FIXED RATE FINANCING:** The annual rate of interest shall not exceed 7.5 %.

372 **ADJUSTABLE RATE FINANCING:** The initial interest rate shall not exceed _____%. The initial interest rate
 373 shall be fixed for _____ months, at which time the interest rate may be increased not more than _____% ("2" if
 374 left blank) at the first adjustment and by not more than _____% ("1" if left blank) at each subsequent adjustment.
 375 The maximum interest rate during the mortgage term shall not exceed the initial interest rate plus _____% ("6" if
 376 left blank). Monthly payments of principal and interest may be adjusted to reflect interest changes.

377 ■ **SATISFACTION OF FINANCING COMMITMENT CONTINGENCY:** If Buyer qualifies for the loan described in this Offer
 378 or another loan acceptable to Buyer, Buyer agrees to deliver to Seller a copy of a written loan commitment.
 379 This contingency shall be satisfied if, after Buyer's review, Buyer delivers to Seller a copy of a written loan commitment
 380 (even if subject to conditions) that is:

381 (1) signed by Buyer; or,

382 (2) accompanied by Buyer's written direction for delivery.

383 Delivery of a loan commitment by Buyer's lender or delivery accompanied by a notice of unacceptability shall not satisfy
 384 this contingency.

385 **CAUTION: The delivered loan commitment may contain conditions Buyer must yet satisfy to obligate the lender to**
 386 **provide the loan. Buyer understands delivery of a loan commitment removes the Financing Commitment**
 387 **Contingency from the Offer and shifts the risk to Buyer if the loan is not funded.**

388 ■ **SELLER TERMINATION RIGHTS:** If Buyer does not deliver a loan commitment on or before the Deadline on line 357.
 389 Seller may terminate this Offer if Seller delivers a written notice of termination to Buyer prior to Seller's Actual Receipt of
 390 written loan commitment from Buyer.

391 ■ **FINANCING COMMITMENT UNAVAILABILITY:** If a financing commitment is not available on the terms stated in this
 392 Offer (and Buyer has not already delivered an acceptable loan commitment for other financing to Seller), Buyer shall
 393 promptly deliver written notice to Seller of same including copies of lender(s)' rejection letter(s) or other evidence of
 394 unavailability.

395 **SELLER FINANCING:** Seller shall have 10 days after the earlier of:

396 (1) Buyer delivery of written notice of evidence of unavailability as noted in lines 391-394; or

397 (2) the Deadline for delivery of the loan commitment on line 357,

398 to deliver to Buyer written notice of Seller's decision to (finance this transaction with a note and mortgage under the same
 399 terms set forth in this Offer, and this Offer shall remain in full force and effect, with the time for closing extended accordingly.
 400 If Seller's notice is not timely given, the option for Seller to provide financing shall be considered waived. Buyer agrees to
 401 cooperate with and authorizes Seller to obtain any credit information reasonably appropriate to determine Buyer's credit
 402 worthiness for Seller financing.

403 **IF THIS OFFER IS NOT CONTINGENT ON FINANCING COMMITMENT** Within _____ days ("7" if left blank) after
 404 acceptance, Buyer shall deliver to Seller either:

405 (1) reasonable written verification from a financial institution or third party in control of Buyer's funds that Buyer has, at
 406 the time of verification, sufficient funds to close; or

407 (2) _____
 408 _____ [Specify documentation Buyer agrees to deliver to Seller].

409 If such written verification or documentation is not delivered, Seller has the right to terminate this Offer by delivering written
 410 notice to Buyer prior to Seller's Actual Receipt of a copy of Buyer's written verification. Buyer may or may not obtain
 411 mortgage financing but does not need the protection of a financing commitment contingency. Seller agrees to allow Buyer's
 412 appraiser access to the Property for purposes of an appraisal. Buyer understands and agrees that this Offer is not subject
 413 to the appraisal meeting any particular value, unless this Offer is subject to an appraisal contingency, nor does the right of
 414 access for an appraisal constitute a financing commitment contingency.

415 **APPRAISAL CONTINGENCY:** This Offer is contingent upon Buyer or Buyer's lender having the Property appraised
 416 at Buyer's expense by a Wisconsin licensed or certified independent appraiser who issues an appraisal report dated
 417 subsequent to the date stated on line 1 of this Offer, indicating an appraised value for the Property equal to or greater than
 418 the agreed upon purchase price.

419 This contingency shall be deemed satisfied unless Buyer, within _____ days after acceptance, delivers to Seller a copy
 420 of the appraisal report indicating an appraised value less than the agreed upon purchase price, and a written notice objecting
 421 to the appraised value.

422 ■ **RIGHT TO CURE:** Seller (shall) (shall not) **STRIKE ONE** ("shall" if neither is stricken) have the right to cure.

423 If Seller has the right to cure, Seller may satisfy this contingency by delivering written notice to Buyer adjusting the purchase
 424 the value shown on the appraisal report within _____ days ("5" if left blank) after Buyer's delivery of the appraisal report.

425 report and the notice objecting to the appraised value. Seller and Buyer agree to promptly execute an amendment initiated
426 by either party after delivery of Seller's notice, solely to reflect the adjusted purchase price.

427 This Offer shall be null and void if Buyer makes timely delivery of the notice objecting to appraised value and the written
428 appraisal report and:

429 (1) Seller does not have the right to cure; or

430 (2) Seller has the right to cure but:

431 (a) Seller delivers written notice that Seller will not adjust the purchase price; or

432 ~~(b) Seller does not timely deliver the written notice adjusting the purchase price to the value shown on the appraisal~~
433 ~~report.~~

434 **NOTE: An executed FHA, VA or USDA Amendatory clause may supersede this contingency.**

435 **CLOSING OF BUYER'S PROPERTY CONTINGENCY:** This Offer is contingent upon the closing of the sale of
436 Buyer's property located at _____

437 no later than _____ (the Deadline). If closing does not occur by the Deadline, this Offer shall
438 become null and void unless Buyer delivers to Seller, on or before the Deadline, reasonable written verification from a
439 financial institution or third party in control of Buyer's funds that Buyer has, at the time of verification, sufficient funds to close
440 or proof of bridge loan financing, along with a written notice waiving this contingency. Delivery of verification or proof of
441 bridge loan shall not extend the closing date for this Offer.

442 **BUMP CLAUSE:** If Seller accepts a bona fide secondary offer, Seller may give written notice to Buyer that another
443 offer has been accepted. If Buyer does not deliver to Seller the documentation listed below within _____ hours ("72" if
444 left blank) after Buyer's Actual Receipt of said notice, this Offer shall be null and void. Buyer must deliver the following:

445 (1) Written waiver of the Closing of Buyer's Property Contingency if line 435 is marked;

446 (2) Written waiver of _____ (name other contingencies, if any); and

447
448 (3) Any of the following checked below:

449 Proof of bridge loan financing.

450 Proof of ability to close from a financial institution or third party in control of Buyer's funds which shall provide
451 Seller with reasonable written verification that Buyer has, at the time of verification, sufficient funds to close.

452 Other: _____

453

454 [insert other requirements, if any (e.g., payment of additional earnest money, etc.)]

455 **SECONDARY OFFER:** This Offer is secondary to a prior accepted offer. This Offer shall become primary upon
456 delivery of written notice to Buyer that this Offer is primary. Unless otherwise provided, Seller is not obligated to give Buyer
457 notice prior to any Deadline, nor is any particular secondary buyer given the right to be made primary ahead of other
458 secondary buyers. Buyer may declare this Offer null and void by delivering written notice of withdrawal to Seller prior to
459 delivery of Seller's notice that this Offer is primary. Buyer may not deliver notice of withdrawal earlier than _____ days ("7"
460 if left blank) after acceptance of this Offer. All other Offer Deadlines that run from acceptance shall run from the time this
461 Offer becomes primary.

462 **HOMEOWNERS ASSOCIATION** If this Property is subject to a homeowners association, Buyer is aware the Property may
463 be subject to periodic association fees after closing and one-time fees resulting from transfer of the Property. Any one-time
464 fees resulting from transfer of the Property shall be paid at closing by (Seller) (Buyer) **STRIKE ONE** ("Buyer" if neither is
465 stricken).

466 **CLOSING PRORATIONS** The following items, if applicable, shall be prorated at closing, based upon date of closing values:
467 real estate taxes, rents, prepaid insurance (if assumed), private and municipal charges, property owners or homeowners
468 association assessments, fuel and none _____

469 **CAUTION: Provide basis for utility charges, fuel or other prorations if date of closing value will not be used.**

470 Any income, taxes or expenses shall accrue to Seller, and be prorated at closing, through the day prior to closing.

471 Real estate taxes shall be prorated at closing based on **CHECK BOX FOR APPLICABLE PRORATION FORMULA:**

472 The net general real estate taxes for the preceding year, or the current year if available (Net general real estate
473 taxes are defined as general property taxes after state tax credits and lottery credits are deducted.) NOTE: THIS CHOICE
474 APPLIES IF NO BOX IS CHECKED.

475 Current assessment times current mill rate (current means as of the date of closing).

476 Sale price, multiplied by the municipality area-wide percent of fair market value used by the assessor in the prior
477 year, or current year if known, multiplied by current mill rate (current means as of the date of closing).

478

479 **CAUTION: Buyer is informed that the actual real estate taxes for the year of closing and subsequent years may be**
480 **substantially different than the amount used for proration especially in transactions involving new construction,**
481 **extensive rehabilitation, remodeling or area-wide re-assessment. Buyer is encouraged to contact the local**
482 **assessor regarding possible tax changes.**

483 Buyer and Seller agree to re-prorate the real estate taxes, through the day prior to closing based upon the taxes on
484 the actual tax bill for the year of closing, with Buyer and Seller each owing his or her pro-rata share. Buyer shall, within 5

485 days of receipt, forward a copy of the bill to the forwarding address Seller agrees to provide at closing. The Parties shall
 486 re-prorate within 30 days of Buyer's receipt of the actual tax bill. Buyer and Seller agree this is a post-closing obligation
 487 and is the responsibility of the Parties to complete, not the responsibility of the real estate Firms in this transaction.

488 **TITLE EVIDENCE**

489 ■ **CONVEYANCE OF TITLE:** Upon payment of the purchase price, Seller shall convey the Property by warranty deed
 490 (trustee's deed if Seller is a trust, personal representative's deed if Seller is an estate or other conveyance as
 491 provided herein), free and clear of all liens and encumbrances, except: municipal and zoning ordinances and agreements
 492 ~~entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use~~
 493 restrictions and covenants, present uses of the Property in violation of the foregoing disclosed in Seller's Vacant Land
 494 Disclosure Report and in this Offer, general taxes levied in the year of closing and rights of the public in presently existing
 495 highways/roads/streets/alleys

496 _____ (insert other allowable exceptions from title, if
 497 any) that constitutes merchantable title for purposes of this transaction. Seller, at Seller's cost, shall complete and execute
 498 the documents necessary to record the conveyance and pay the Wisconsin Real Estate Transfer Fee.

499 **WARNING: Municipal and zoning ordinances, recorded building and use restrictions, covenants and easements**
 500 **may prohibit certain improvements or uses and therefore should be reviewed, particularly if Buyer contemplates**
 501 **making improvements to Property or a use other than the current use.**

502 ■ **TITLE EVIDENCE:** Seller shall give evidence of title in the form of an owner's policy of title insurance in the amount of
 503 the purchase price on a current ALTA form issued by an insurer licensed to write title insurance in Wisconsin. Seller shall
 504 pay all costs of providing title evidence to Buyer. Buyer shall pay the costs of providing the title evidence required by Buyer's
 505 lender and recording the deed or other conveyance.

506 ■ **GAP ENDORSEMENT:** Seller shall provide a "gap" endorsement or equivalent gap coverage at (Seller's)(Buyer's)
 507 **STRIKE ONE** ("Seller's" if neither stricken) cost to provide coverage for any liens or encumbrances first filed or recorded
 508 after the commitment date of the title insurance commitment and before the deed is recorded, subject to the title insurance
 509 policy conditions, exclusions and exceptions, provided the title company will issue the coverage. If a gap endorsement or
 510 equivalent gap coverage is not available, Buyer may give written notice that title is not acceptable for closing (see lines 516-
 511 523).

512 ■ **DELIVERY OF MERCHANTABLE TITLE:** The required title insurance commitment shall be delivered to Buyer's attorney
 513 or Buyer not more than 30 days after acceptance ("15" if left blank), showing title to the Property as of a date no more
 514 than 15 days before delivery of such title evidence to be merchantable per lines 489-498, subject only to liens which will be
 515 paid out of the proceeds of closing and standard title insurance requirements and exceptions, as appropriate.

516 ■ **TITLE NOT ACCEPTABLE FOR CLOSING:** If title is not acceptable for closing, Buyer shall notify Seller in writing of
 517 objections to title within 10 days ("15" if left blank) after delivery of the title commitment to Buyer or Buyer's attorney. In
 518 such event, Seller shall have 5 days ("15" if left blank) from Buyer's delivery of the notice stating title objections, to
 519 deliver notice to Buyer stating Seller's election to remove the objections by the time set for closing. If Seller is unable to
 520 remove said objections, Buyer shall have five days from receipt of notice thereof, to deliver written notice waiving the
 521 objections, and the time for closing shall be extended accordingly. If Buyer does not waive the objections, Buyer shall deliver
 522 written notice of termination and this Offer shall be null and void. Providing title evidence acceptable for closing does not
 523 extinguish Seller's obligations to give merchantable title to Buyer.

524 ■ **SPECIAL ASSESSMENTS/OTHER EXPENSES:** Special assessments, if any, levied or for work actually commenced
 525 prior to the date stated on line 1 of this Offer shall be paid by Seller no later than closing. All other special assessments
 526 shall be paid by Buyer. "Levied" means the local municipal governing body has adopted and published a final resolution
 527 describing the planned improvements and the assessment of benefits.

528 **CAUTION: Consider a special agreement if area assessments, property owners association assessments, special**
 529 **charges for current services under Wis. Stat. § 66.0627 or other expenses are contemplated. "Other expenses" are**
 530 **one-time charges or ongoing use fees for public improvements (other than those resulting in special assessments)**
 531 **relating to curb, gutter, street, sidewalk, municipal water, sanitary and storm water and storm sewer (including all**
 532 **sewer mains and hook-up/connection and interceptor charges), parks, street lighting and street trees, and impact**
 533 **fees for other public facilities, as defined in Wis. Stat. § 66.0617(1)(f).**

534 **LEASED PROPERTY** If Property is currently leased and lease(s) extend beyond closing, Seller shall assign Seller's rights
 535 under said lease(s) and transfer all security deposits and prepaid rents thereunder to Buyer at closing. The terms of the
 536 (written) (oral) **STRIKE ONE** lease(s), if any, are _____

537 _____
 538 _____ Insert additional terms, if any, at lines 650-664 or attach as an addendum per line 686.

539 **DEFINITIONS**

540 ■ **ACTUAL RECEIPT:** "Actual Receipt" means that a Party, not the Party's recipient for delivery, if any, has the document
 541 or written notice physically in the Party's possession, regardless of the method of delivery. If the document or written notice
 542 is electronically delivered, Actual Receipt shall occur when the Party opens the electronic transmission.

543 ■ **BUSINESS DAY:** "Business Day" means a calendar day other than Saturday, Sunday, any legal public holiday under
 544 Wisconsin or Federal law, and any other day designated by the President such that the postal service does not receive

545 registered mail or make regular deliveries on that day.

546 ■ **DEADLINES:** "Deadlines" expressed as a number of "days" from an event, such as acceptance, are calculated by
547 excluding the day the event occurred and by counting subsequent calendar days. The Deadline expires at Midnight on the
548 last day. Additionally, Deadlines expressed as a specific number of Business Days are calculated in the same manner
549 except that only Business Days are counted while other days are excluded. Deadlines expressed as a specific number of
550 "hours" from the occurrence of an event, such as receipt of a notice, are calculated from the exact time of the event, and by
551 counting 24 hours per calendar day. Deadlines expressed as a specific day of the calendar year or as the day of a specific
552 event, such as closing, expire at Midnight of that day. "Midnight" is defined as 11:59 p.m. Central Time.

553 ■ **DEFECT:** "Defect" means a condition that would have a significant adverse effect on the value of the Property; that would
554 significantly impair the health or safety of future occupants of the Property; or that if not repaired, removed or replaced would
555 significantly shorten or adversely affect the expected normal life of the premises.

556 ■ **FIRM:** "Firm" means a licensed sole proprietor broker or a licensed broker business entity.

557 ■ **PARTY:** "Party" means the Buyer or the Seller; "Parties" refers to both the buyer and the Seller.

558 ■ **PROPERTY:** Unless otherwise stated, "Property" means the real estate described at lines 4-8.

559 **INCLUSION OF OPTIONAL PROVISIONS** Terms of this Offer that are preceded by an OPEN BOX () are part of
560 this offer ONLY if the box is marked such as with an "X". They are not part of this offer if marked "N/A" or are left blank.

561 **PROPERTY DIMENSIONS AND SURVEYS** Buyer acknowledges that any land dimensions, or total acreage or square
562 footage figures, provided to Buyer by Seller or by a Firm or its agents, may be approximate because of rounding, formulas
563 used or other reasons, unless verified by survey or other means.

564 **CAUTION: Buyer should verify total square footage formula, total square footage/acreage figures, and land
565 dimensions, if material.**

566 **DISTRIBUTION OF INFORMATION** Buyer and Seller authorize the agents of Buyer and Seller to: (i) distribute copies of
567 the Offer to Buyer's lender, appraisers, title insurance companies and any other settlement service providers for the
568 transaction as defined by the Real Estate Settlement Procedures Act (RESPA); (ii) report sales and financing concession
569 data to multiple listing service sold databases; (iii) provide active listing, pending sale, closed sale and financing concession
570 information and data, and related information regarding seller contributions, incentives or assistance, and third party gifts,
571 to appraisers researching comparable sales, market conditions and listings, upon inquiry; and (iv) distribute copies of this
572 Offer to the seller or seller's agent of another property that Seller intends on purchasing.

573 **MAINTENANCE** Seller shall maintain the Property and all personal property included in the purchase price until the earlier
574 of closing or Buyer's occupancy, in materially the same condition it was in as of the date on line 1 of this Offer, except for
575 ordinary wear and tear.

576 **PROPERTY DAMAGE BETWEEN ACCEPTANCE AND CLOSING** If, prior to closing, the Property is damaged in an
577 amount not more than five percent of the purchase price, other than normal wear and tear, Seller shall promptly notify Buyer
578 in writing, and will be obligated to restore the Property to materially the same condition it was in as of the date on line 1 of
579 this Offer. Seller shall provide Buyer with copies of all required permits and lien waivers for the lienable repairs no later than
580 closing. If the amount of damage exceeds five percent of the purchase price, Seller shall promptly notify Buyer in writing of
581 the damage and this Offer may be terminated at option of Buyer. Should Buyer elect to carry out this Offer despite such
582 damage, Buyer shall be entitled to the insurance proceeds, if any, relating to the damage to the Property, plus a credit
583 towards the purchase price equal to the amount of Seller's deductible on such policy, if any. However, if this sale is financed
584 by a land contract or a mortgage to Seller, any insurance proceeds shall be held in trust for the sole purpose of restoring
585 the Property.

586 **BUYER'S PRE-CLOSING WALK-THROUGH** Within three days prior to closing, at a reasonable time pre-approved by
587 Seller or Seller's agent, Buyer shall have the right to walk through the Property to determine that there has been no
588 significant change in the condition of the Property, except for ordinary wear and tear and changes approved by Buyer, and
589 that any Defects Seller has agreed to cure have been repaired in the manner agreed to by the Parties.

590 **OCCUPANCY** Occupancy of the entire Property shall be given to Buyer at time of closing unless otherwise provided in
591 this Offer at lines 534-538 or in an addendum attached per line 686, or lines 650-664 if the Property is leased. At time of
592 Buyer's occupancy, Property shall be free of all debris, refuse, and personal property except for personal property belonging
593 to current tenants, or sold to Buyer or left with Buyer's consent. Occupancy shall be given subject to tenant's rights, if any.

594 **DEFAULT** Seller and Buyer each have the legal duty to use good faith and due diligence in completing the terms and
595 conditions of this Offer. A material failure to perform any obligation under this Offer is a default that may subject the defaulting
596 party to liability for damages or other legal remedies.

597 If Buyer defaults, Seller may:

598 (1) sue for specific performance and request the earnest money as partial payment of the purchase price; or

599 (2) terminate the Offer and have the option to: (a) request the earnest money as liquidated damages; or (b) sue for actual
600 damages.

601 If Seller defaults, Buyer may:

602 (1) sue for specific performance; or

603 (2) terminate the Offer and request the return of the earnest money, sue for actual damages, or both.

604 In addition, the Parties may seek any other remedies available in law or equity. The Parties understand that the availability
605 of any judicial remedy will depend upon the circumstances of the situation and the discretion of the courts. If either Party
606 defaults, the Parties may renegotiate the Offer or seek nonjudicial dispute resolution instead of the remedies outlined above.
607 By agreeing to binding arbitration, the Parties may lose the right to litigate in a court of law those disputes covered by the
608 arbitration agreement.

609 **NOTE: IF ACCEPTED, THIS OFFER CAN CREATE A LEGALLY ENFORCEABLE CONTRACT. BOTH PARTIES**
610 **SHOULD READ THIS DOCUMENT CAREFULLY. THE FIRM AND ITS AGENTS MAY PROVIDE A GENERAL**
611 **EXPLANATION OF THE PROVISIONS OF THE OFFER BUT ARE PROHIBITED BY LAW FROM GIVING ADVICE OR**
612 **OPINIONS CONCERNING YOUR LEGAL RIGHTS UNDER THIS OFFER OR HOW TITLE SHOULD BE TAKEN AT**
613 **CLOSING. AN ATTORNEY SHOULD BE CONSULTED IF LEGAL ADVICE IS NEEDED.**

614 **ENTIRE CONTRACT** This Offer, including any amendments to it, contains the entire agreement of the Buyer and Seller
615 regarding the transaction. All prior negotiations and discussions have been merged into this Offer. This agreement binds
616 and inures to the benefit of the Parties to this Offer and their successors in interest.

617 **NOTICE ABOUT SEX OFFENDER REGISTRY** You may obtain information about the sex offender registry and persons
618 registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://www.doc.wi.gov>
619 or by telephone at (608) 240-5830.

620 **FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT (FIRPTA)** Section 1445 of the Internal Revenue Code (IRC)
621 provides that a transferee (Buyer) of a United States real property interest must pay or withhold as a tax up to 15% of the
622 total "Amount Realized" in the sale if the transferor (Seller) is a "Foreign Person" and no exception from FIRPTA withholding
623 applies. A "Foreign Person" is a nonresident alien individual, foreign corporation, foreign partnership, foreign trust, or foreign
624 estate. The "Amount Realized" is the sum of the cash paid, the fair market value of other property transferred, and the
625 amount of any liability assumed by Buyer.

626 **CAUTION: Under this law if Seller is a Foreign Person, and Buyer does not pay or withhold the tax amount, Buyer**
627 **may be held directly liable by the U.S. Internal Revenue Service for the unpaid tax and a tax lien may be placed**
628 **upon the Property.**

629 Seller hereby represents that Seller is a non-Foreign Person, unless (1) Seller represents Seller is a Foreign Person in a
630 condition report incorporated in this Offer per lines 94-97, or (2) no later than 10 days after acceptance, Seller delivers
631 notice to Buyer that Seller is a Foreign Person, in which cases the provisions on lines 637-639 apply.

632 **IF SELLER IS A NON-FOREIGN PERSON.** Seller shall, no later than closing, execute and deliver to Buyer, or a qualified
633 substitute (attorney or title company as stated in IRC § 1445), a sworn certification under penalties of perjury of Seller's
634 non-foreign status in accordance with IRC § 1445. If Seller fails to timely deliver certification of Seller's non-foreign status,
635 Buyer shall: (1) withhold the amount required to be withheld pursuant to IRC § 1445; or, (2) declare Seller in default of this
636 Offer and proceed under lines 601-608.

637 **IF SELLER IS A FOREIGN PERSON.** If Seller has represented that Seller is a Foreign Person, Buyer shall withhold the
638 amount required to be withheld pursuant to IRC § 1445 at closing unless the Parties have amended this Offer regarding
639 amounts to be withheld, any withholding exemption to be applied, or other resolution of this provision.

640 **COMPLIANCE WITH FIRPTA.** Buyer and Seller shall complete, execute, and deliver, on or before closing, any instrument,
641 affidavit, or statement needed to comply with FIRPTA, including withholding forms. If withholding is required under IRC
642 §1445, and the net proceeds due Seller are not sufficient to satisfy the withholding required in this transaction, Seller shall
643 deliver to Buyer, at closing, the additional funds necessary to satisfy the applicable withholding requirement. Seller also
644 shall pay to Buyer an amount not to exceed \$1,000 for actual costs associated with the filing and administration of forms,
645 affidavits, and certificates necessary for FIRPTA withholding and any withholding agent fees.

646 **Any representations made by Seller with respect to FIRPTA shall survive the closing and delivery of the deed.**
647 Firms, Agents, and Title Companies are not responsible for determining FIRPTA status or whether any FIRPTA exemption
648 applies. The Parties are advised to consult with their respective independent legal counsel and tax advisors regarding
649 FIRPTA.

650 **ADDITIONAL PROVISIONS/CONTINGENCIES** 1. Buyer's pre-approval letter is attached.

651 _____
652 _____
653 _____
654 _____
655 _____
656 _____
657 _____
658 _____
659 _____
660 _____
661 _____
662 _____
663 _____

685 **DELIVERY OF DOCUMENTS AND WRITTEN NOTICES** Unless otherwise stated in this Offer, delivery of documents and
686 written notices to a Party shall be effective only when accomplished by one of the authorized methods specified at lines
687 688-683

688 ~~(1) Personal giving the document or written notice personally to the Party, or the Party's recipient for delivery if named, at
689 line 670 or 671~~

690 Name of Seller's recipient for delivery, if any: Ray Gooden or John Weidl

691 Name of Buyer's recipient for delivery, if any: Daniel Kistle

692 (2) **Fax** fax transmission of the document or written notice to the following number

693 Seller () Buyer ()

694 (3) **Commercial** depositing the document or written notice, fees prepaid or charged to an account, with a commercial
695 delivery service, addressed either to the Party, or to the Party's recipient for delivery, for delivery to the Party's address at
696 line 679 or 680

697 (4) **U.S. Mail** depositing the document or written notice, postage prepaid, in the U.S. Mail, addressed either to the
698 Party, or to the Party's recipient for delivery, for delivery to the Party's address

699 Address for Seller: _____

700 Address for Buyer: _____

701 (5) **Email** electronically transmitting the document or written notice to the email address

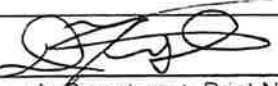
702 Email Address for Seller: citymanager@whitewater-wi.gov

703 Email Address for Buyer: danielkistle@gmail.com

704 **PERSONAL DELIVERY/ACTUAL RECEIPT** Personal delivery to, or Actual Receipt by, any named Buyer or Seller
705 constitutes personal delivery to, or Actual Receipt by, all Buyers or Sellers.

706 **ADDENDA:** The attached _____ is/are made part of this Offer.

707 This Offer was drafted by [Licensee and Firm] Attorney Mark T. Olm of Olm & Associates

708 _____
709 (x)  2-4-24
710 Buyer's Signature ▲ Print Name Here ► DANIEL A. KISTLE Date ▲

711 (x)  2/4/2024
712 Buyer's Signature ▲ Print Name Here ► JHIENELLE T. KISTLE Date ▲

713 **SELLER ACCEPTS THIS OFFER. THE WARRANTIES, REPRESENTATIONS AND COVENANTS MADE IN THIS
714 OFFER SURVIVE CLOSING AND THE CONVEYANCE OF THE PROPERTY. SELLER AGREES TO CONVEY THE
715 PROPERTY ON THE TERMS AND CONDITIONS AS SET FORTH HEREIN AND ACKNOWLEDGES RECEIPT OF A
716 COPY OF THIS OFFER.**

717 (x) _____
718 Seller's Signature ▲ Print Name Here ► _____ Date ▲

719 (x) _____
720 Seller's Signature ▲ Print Name Here ► _____ Date ▲

721 This Offer was presented to Seller by [Licensee and Firm] _____
722 _____ on _____ at _____ a.m./p.m.

723 This Offer is rejected _____ This Offer is countered [See attached counter] _____
724 Seller Initials ▲ Date ▲ Seller Initials ▲ Date ▲

Badger Bank[®]

January 24, 2024

Daniel A Kistle
Jhienelle T Kistle
327 E Clay St #19
Whitewater, WI 53190

Subject Property Address: Lot 1BR E Bluff Rd
Whitewater, WI 53190

Purchase Price: \$30,000.00

Dear Daniel & Jhienelle:

Thank you for placing your trust in us to assist you with your financing needs.

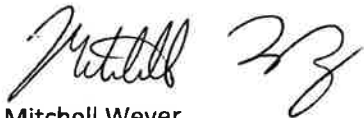
Based upon the preliminary information you have provided us, it appears we will be able to approve you for a loan to finance the purchase of the subject property.

However, final written approval is subject to completion of Badger Bank's underwriting – which includes, but is not limited to, verification of all information on the Application together with a satisfactory appraisal of the subject property.

This letter DOES NOT constitute a loan commitment. This letter is given for information purposes only and may not be relied upon by any person or party, including the applicant(s), as a commitment by Badger Bank of financing approval.

I look forward to completing your financing process with you. Please feel free to contact me at (920) 563-2478, or mweyer@badgerbank.bank should you have any questions.

Sincerely,



Mitchell Weyer
VP/Senior Loan Officer
NMLS # 647667
Badger Bank
NMLS # 630703

Fort Atkinson
P.O. Box 26 • 220 Grant Street
Fort Atkinson, WI 53538
Tel: 920.563.2478
Fax: 920.563.7044

Cambridge
P.O. Box 7 • 102 W. Main Street
Cambridge, WI 53523
Tel: 608.423.3241
Fax: 608.423.3284

Johnson Creek
P.O. Box 452 • 545 Village Walk Lane
Johnson Creek, WI 53038
Tel: 920.699.2905
Fax: 920.699.2907

Jefferson
P.O. Box 324 • 1003 South Main Street
Jefferson, WI 53549
Tel: 920.674.2406
Fax: 920.674.2436

Member
FDIC



FOUNDER

Jhienelle Kistle

ABOUT

Jhienelle Kistle and her husband, Daniel Kistle, own and operate two local Adult Family Homes.

In 2019, Jhienelle founded Heatherlyn Assisted Living in Fort Atkinson, WI. In 2021, she opened Kenneth Taylor Assisted Living in Janesville, WI.

Prior to opening the two Adult Family Homes, Jhienelle was a Nursing Home Administrator and has a long history of working and volunteering in healthcare.

Jhienelle is on a mission to help her residents live their best life! She has always been passionate about healthcare and treats her residents like extended family. Their quality of care is very important to her.

SERVICES

Adult Family Homes, also known as Group Home place where 3 to 4 unrelated adults reside and receive care, treatment, services beyond room and board.

Group Homes offer the following service:

- Close, personal care including nursing care
- Building self-esteem and daily life skills
- Support for developing relationships and integrating into the community
- Help managing symptoms
- Appointment scheduling and transportation
- Healthcare management

Ultimately, the additional support helps the individual function and live their best life. The goal is to help them move on to independent living.

TARGET MARKET

Group Homes are designed for young adults with traumatic brain injuries, mental illness, substance abuse, developmental disabilities, or physical disabilities. These individuals are independent in areas, but need additional support and monitoring.



Common Council Agenda Item

Meeting Date:	July 16, 2024
Agenda Item:	Royal Hounds Development
Staff Contact (name, email, phone):	Taylor Zeinert tzeinert@whitewater-wi.gov 262-473-0149

BACKGROUND

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

At the PARC Meeting on April 8th, the PARC approved the Conditional Use Permit for a proposed Dog Daycare Facility located on a vacant lot on Bluff Road (Tax Parcel Id # /A 353600002) for Daniel and Janiel Kistle d/b/a The Royal Hounds of Whitewater LLC.

The CDA approved the Developer’s Agreement with The Royal Hounds of Whitewater LLC at the June 20th CDA Meeting.

The Developer’s Agreement is now presented to the Common Council. The reason why the Developer’s Agreement is being presented to the Common Council because, the City has the authority to enforce the terms listed in the developer’s agreement.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff recommends approval of the Developer’s Agreement and the Offer to Purchase

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Developers Agreement for Royal Hounds of Whitewater LLC
Offer to Purchase