



## Finance Committee Meeting

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

**Tuesday, April 28, 2026 - 5:00 PM**

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

### Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/247275584778559?p=84oFBseA62QRFl3qwn>

Meeting ID: 247 275 584 778 559

Passcode: YJ3Rh9jd

### Dial in by phone

[+1 929-229-5663](tel:+19292295663),[241505337#](tel:+1241505337) United States

Phone conference ID: 241 505 337#

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.

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## AGENDA

### CALL TO ORDER

### ROLL CALL

### CONSENT AGENDA

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

1. Finance Committee Meeting Minutes from March 24, 2026

### 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.](#) Review and possible action: Approve recommendation of General Obligation Bond to the Common Council for Lifetime Manufacturing LLC development project in Technology Park
- [3.](#) Discussion and possible action to approve the Down Payment Assistance Program for the Fire/EMS Department
- [4.](#) Discussion and possible action to recommend Fire Department Recruitment & Advancement Incentive Program to Common Council
- [5.](#) Grant opportunity to purchase GrayKey extraction software.
- [6.](#) Discussion and possible action to recommend an amendment to the 2026 Salary Resolution to Common Council
- [7.](#) Discussion and Direction on Updating the Capital Improvement Policy
- [8.](#) Update on the 2026 Capital Improvement Projects and Borrowing Recommendations
- [9.](#) March 2026 Financials

### **FUTURE AGENDA ITEMS**

### **ADJOURNMENT**

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

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



# Finance Committee Meeting Item 1.

Cravath Lakefront room 2nd floor 312 West  
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**Tuesday, March 24, 2026 - 5:00 PM**

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## AGENDA

### CALL TO ORDER

The meeting was called to order at 5:00 p.m. by Brian Schanen.

### ROLL CALL

Present: Patrick Singer and Brian Schanen. Absent: Mike Smith

Additional Attendees: Rachelle Blich, Director of Finance; Mason Becker, Economic Development Director

### 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 from February 24, 2026

A motion to approve the minutes was made by Patrick Singer, Seconded by Brian Schanen.

Voting Yes: 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. Review and discussion of potential revised Memorandum of Understanding between the City of Whitewater and Downtown Whitewater, Inc.
3. Borrowing Schedule Adjustment and 2025 Reimbursement Update
4. Innovation Center Financials
5. February 2026 Financials
6. Discussion and possible action to recommend Down Payment Assistance Program for Fire/EMS Department
7. Discussion and update regarding Park Impact Fees

#### **FUTURE AGENDA ITEMS**

#### **ADJOURNMENT**

A motion to adjourn was made by Patrick Singer, Seconded by Brian Schanen.

Voting Yes: Patrick Singer and Brian Schanen. Voting No: None.

The meeting adjourned at 6:10 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.**



# Finance Committee Agenda Item

Meeting Date:	April 28, 2026
Agenda Item:	Review of Proposed GO Borrowing for Lifetime Manufacturing Project
Staff Contact (name, email, phone):	Mason Becker, mbecker@whitewater-wi.gov

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

Lifetime Manufacturing LLC (dba Summerset Marine Construction) is seeking to build an approximately 150,000 square foot manufacturing and business facility on currently vacant land located within the city’s Technology Park. Discussions have included requested financial assistance for this project, which has been outlined in the non-binding Letter of Intent included in this meeting packet as well as previous public agenda packets.

Staff have been cognizant that some members of the council have voiced concern over the city’s borrowing limit, and impact of such borrowings on property taxes. TID #11 also does not have sufficient fund balance to cover the financial assistance request, though there will be sufficient fund balance to cover some of the initial interest of this proposed borrowing.

Staff did review several other options beyond a General Obligation (GO) bond for this project, including a “pay as you go” (PAYGO) structure or a TIF Revenue Bond. The PAYGO scenario did not work for the developer’s needs and timeline. The TIF Revenue Bond would have been at a higher interest rate than the proposed GO Bond. The TIF Revenue Bond also would have left a negative fund balance at the end of the project, given the interest rate the city was quoted by a local lender. The document from Ehlers included in your meeting packet compares these scenarios.

Staff have reviewed the proposed borrowing with Ehlers and consider the impact to the city’s borrowing limit to be relatively minor and acceptable. It is also important to note that this General Obligation Bond will be repaid through a dedicated revenue stream, the tax increment generated by this project, not by the general property tax levy.

It is further important to be aware that if a mutually agreed to Development Agreement is not completed or not approved by the Common Council, or if the developer does not close on the property, Ehlers has confirmed that the city is not obligated to complete the borrowing. A recommendation by the Finance Committee is simply that, a recommendation, and will not bind the city to complete the borrowing if the project does not move forward.

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

- The CDA and Common Council have both been previously briefed about this project in closed session
- The Plan and Architectural Review Commission (PARC) conducted a Concept Site Plan review of this project on March 30, 2026. Discussion and feedback were positive, and indicated that staff should continue working to move this project forward
- The PARC advanced the Offer to Purchase from Lifetime Manufacturing LLC with a positive recommendation to the Common Council on April 13, 2026

- The Innovation Center Advisory Panel (ICAP) was briefed on this project on April 14, 2026 and did not voice concerns or objections to the project moving forward
- The Offer to Purchase was approved unanimously by the Common Council on April 21, 2026

**FINANCIAL IMPACT**  
(If none, state N/A)

- The city has owned these parcels for many years, and they are currently tax-exempt. This development project will generate significant new increment within TID #10 and the Tech Park.
- The retention of existing area jobs and creation of new jobs in the future will have a positive economic benefit to the City of Whitewater.
- A Development Agreement is being worked on and will contain terms and obligations of both the developer and the city that will ensure the project moves forward appropriately.

**STAFF RECOMMENDATION**

Recommend to the Common Council approval of the General Obligation Bond for this project.

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

- Financing review from Ehlers
- Offer to Purchase
- Letter of Intent



# Summerset Marine – TID #10

April 27, 2026

# Projected Increment from project

Item 2.

Tax Increment Projection Worksheet - Walworth County Summerset Marine							
Type of District	Mixed Use			Base Value			
District Creation Date	August 3, 2021			Appreciation Factor			
Valuation Date	Jan 1,	2021		Base Tax Rate			
Max Life (Years)	20			Rate Adjustment Factor (3 years)			
Expenditure Period/Termination	15	8/3/2036		Tax Exempt Discount Rate	N/A		
Revenue Periods/Final Year	20	2042		Taxable Discount Rate	N/A		
Extension Eligibility/Years	Yes	3					
Eligible Recipient District	No						

Construction Year	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment	
<b>4 2024</b>	<b>2025</b>		<b>0</b>	<b>2026</b>	<b>\$17.95</b>	<b>0</b>	
5 2025	2026	0	0	2027	\$17.95	0	
6 2026	7,585,584	2027	0	7,585,584	2028	\$17.95	136,149
7 2027	7,585,584	2028	0	15,171,168	2029	\$17.95	272,298
8 2028	0	2029	0	15,171,168	2030	\$17.95	272,298
9 2029	0	2030	0	15,171,168	2031	\$17.95	272,298
10 2030	0	2031	0	15,171,168	2032	\$17.95	272,298
11 2031	0	2032	0	15,171,168	2033	\$17.95	272,298
12 2032	0	2033	0	15,171,168	2034	\$17.95	272,298
13 2033	0	2034	0	15,171,168	2035	\$17.95	272,298
14 2034	0	2035	0	15,171,168	2036	\$17.95	272,298
15 2035	0	2036	0	15,171,168	2037	\$17.95	272,298
16 2036	0	2037	0	15,171,168	2038	\$17.95	272,298
17 2037	0	2038	0	15,171,168	2039	\$17.95	272,298
18 2038	0	2039	0	15,171,168	2040	\$17.95	272,298
19 2039	0	2040	0	15,171,168	2041	\$17.95	272,298
20 2040	0	2041	0	15,171,168	2042	\$17.95	272,298
<b>Totals</b>	<b>15,171,168</b>		<b>0</b>		<b>Future Value of Increment</b>		<b>3,948,328</b>

# \$2.5 million cash incentive financing options

Item 2.

Year Ending	Taxable G.O. Notes (Dated 7/1/2026)						TIF Revenue Bond (Dated 7/1/2026)						TIF Revenue Bond (Dated 7/1/2026)						
	Principal (3/1)	Est. Rate <sup>1</sup>	Interest	Total	Increment	Surplus/Shortfall	Principal (3/1)	Est. Rate	Interest	Total	Increment	Surplus/Shortfall	Principal (3/1)	Est. Rate	Interest	Total	Increment	Surplus/Shortfall	
2026																			
2027			151,492	151,492	0				206,413	206,413	0				176,925	176,925	0		
2028			129,850	129,850	134,613	4,763			176,925	176,925	134,613	(42,312)			151,650	151,650	134,613	(17,037)	
2029	135,000	4.20%	127,015	262,015	269,226	7,211	112,082	7.00%	173,002	285,084	269,226	(15,858)	120,271	6.00%	148,042	268,313	269,226	914	
2030	140,000	4.30%	121,170	261,170	269,226	8,056	119,928	7.00%	164,882	284,809	269,226	(15,583)	127,487	6.00%	140,609	268,096	269,226	1,130	
2031	150,000	4.40%	114,860	264,860	269,226	4,366	128,322	7.00%	156,193	284,516	269,226	(15,289)	135,136	6.00%	132,730	267,867	269,226	1,360	
2032	155,000	4.50%	108,073	263,073	269,226	6,154	137,305	7.00%	146,896	284,201	269,226	(14,975)	143,245	6.00%	124,379	267,624	269,226	1,603	
2033	165,000	4.60%	100,790	265,790	269,226	3,436	146,916	7.00%	136,948	283,865	269,226	(14,638)	151,839	6.00%	115,526	267,366	269,226	1,861	
2034	170,000	4.70%	93,000	263,000	269,226	6,226	157,201	7.00%	126,304	283,505	269,226	(14,279)	160,950	6.00%	106,143	267,092	269,226	2,134	
2035	180,000	4.80%	84,685	264,685	269,226	4,541	168,205	7.00%	114,915	283,120	269,226	(13,893)	170,607	6.00%	96,196	266,803	269,226	2,424	
2036	190,000	4.90%	75,710	265,710	269,226	3,516	179,979	7.00%	102,729	282,708	269,226	(13,481)	180,843	6.00%	85,653	266,496	269,226	2,731	
2037	195,000	5.05%	66,131	261,131	269,226	8,095	192,577	7.00%	89,689	282,267	269,226	(13,040)	191,693	6.00%	74,477	266,170	269,226	3,056	
2038	210,000	5.05%	55,905	265,905	269,226	3,321	206,058	7.00%	75,737	281,795	269,226	(12,569)	203,195	6.00%	62,630	265,825	269,226	3,401	
2039	220,000	5.25%	44,828	264,828	269,226	4,399	220,482	7.00%	60,808	281,290	269,226	(12,064)	215,387	6.00%	50,072	265,459	269,226	3,767	
2040	230,000	5.25%	33,015	263,015	269,226	6,211	235,916	7.00%	44,834	280,750	269,226	(11,523)	228,310	6.00%	36,762	265,072	269,226	4,155	
2041	240,000	5.45%	20,438	260,438	269,226	8,789	252,430	7.00%	27,742	280,172	269,226	(10,946)	242,009	6.00%	22,652	264,661	269,226	4,566	
2042	255,000	5.45%	6,949	261,949	269,226	7,278	270,100	7.00%	9,453	279,553	269,226	(10,327)	256,529	6.00%	7,696	264,225	269,226	5,001	
Total	2,635,000		1,333,909	3,968,909	3,903,781	86,364	2,527,500		1,813,471	4,340,971	3,903,781	(230,777)	2,527,500		1,532,142	4,059,642	3,903,781	21,064	

**Notes:**

1) Estimated Rate: Current taxable rates plus 25 basis points.

2) Will be paid from TID #10 increment/fund balance.

DIFFERENCE TO G.O. OPTION

372,061

DIFFERENCE TO G.O. OPTION

90,733

# TID #10 Incremental Value Assumptions

Item 2.

Construction Year		Actual Jefferson	Actual Walworth	Lavelle Expansion (Jefferson)	Tanis Contractor Shops (Jefferson)	Bolton Project (Jefferson) Parcel 292-0515-3434-001	Summerset Marine (Walworth)	Annual Total	Construction Year	
1	2021	227,900	(77,200)					150,700	2021	1
2	2022	608,200	13,093,200					13,701,400	2022	2
3	2023	(144,800)	(7,030,200)					(7,175,000)	2023	3
4	2024	382,900	8,310,900					8,693,800	2024	4
5	2025							0	2025	5
6	2026			3,000,000	600,000	450,000	7,500,000	11,550,000	2026	6
7	2027						7,500,000	7,500,000	2027	7
8	2028							0	2028	8
9	2029							0	2029	9
10	2030							0	2030	10
11	2031							0	2031	11
12	2032							0	2032	12
13	2033							0	2033	13
14	2034							0	2034	14
15	2035							0	2035	15
16	2036							0	2036	16
17	2037							0	2037	17
18	2038							0	2038	18
19	2039							0	2039	19
20	2040							0	2040	20
Totals		1,074,200	14,296,700	3,000,000	600,000	450,000	15,000,000	34,420,900		

# TID #10 Increment Projection

Item 2.

## Tax Increment Projection Worksheet - Jefferson County

Type of District	Mixed Use	Base Value	4,777,200
District Creation Date	August 3, 2021	Appreciation Factor	
Valuation Date	Jan 1, 2021	Base Tax Rate	
Max Life (Years)	20	Rate Adjustment Factor (3 years)	-1.50%
Expenditure Period/Termination	15 8/3/2036	Tax Exempt Discount Rate	N/A
Revenue Periods/Final Year	20 2042	Taxable Discount Rate	N/A
Extension Eligibility/Years	Yes 3		
Eligible Recipient District	No		

Construction Year	Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment
1 2021	227,900	2022		227,900	2023	\$19.76	4,503
2 2022	608,200	2023		836,100	2024	\$17.88	14,946
3 2023	(144,800)	2024		691,300	2025	\$17.10	11,822
4 2024	382,900	2025		1,074,200	2026	\$18.66	20,040
5 2025	0	2026	0	1,074,200	2027	\$18.38	19,740
6 2026	4,050,000	2027	0	5,124,200	2028	\$18.10	92,751
7 2027	0	2028	0	5,124,200	2029	\$17.83	91,359
8 2028	0	2029	0	5,124,200	2030	\$17.83	91,359
9 2029	0	2030	0	5,124,200	2031	\$17.83	91,359
10 2030	0	2031	0	5,124,200	2032	\$17.83	91,359
11 2031	0	2032	0	5,124,200	2033	\$17.83	91,359
12 2032	0	2033	0	5,124,200	2034	\$17.83	91,359
13 2033	0	2034	0	5,124,200	2035	\$17.83	91,359
14 2034	0	2035	0	5,124,200	2036	\$17.83	91,359
15 2035	0	2036	0	5,124,200	2037	\$17.83	91,359
16 2036	0	2037	0	5,124,200	2038	\$17.83	91,359
17 2037	0	2038	0	5,124,200	2039	\$17.83	91,359
18 2038	0	2039	0	5,124,200	2040	\$17.83	91,359
19 2039	0	2040	0	5,124,200	2041	\$17.83	91,359
20 2040	0	2041	0	5,124,200	2042	\$17.83	91,359
<b>Totals</b>	<b>5,124,200</b>	<b>0</b>	<b>0</b>	<b>Future Value of Increment</b>	<b>1,442,835</b>		

## Tax Increment Projection Worksheet - Walworth County

Type of District	Mixed Use	Base Value	45,859,100
District Creation Date	August 3, 2021	Appreciation Factor	
Valuation Date	Jan 1, 2021	Base Tax Rate	
Max Life (Years)	20	Rate Adjustment Factor	
Expenditure Period/Termination	15 8/3/2036	Tax Exempt Discount Rate	N/A
Revenue Periods/Final Year	20 2042	Taxable Discount Rate	N/A
Extension Eligibility/Years	Yes 3		
Eligible Recipient District	No		

Construction Year	Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment
1 2021	(77,200)	2022		(77,200)	2023	\$19.03	
2 2022	13,093,200	2023		13,016,000	2024	\$17.15	223,188
3 2023	(7,030,200)	2024		5,985,800	2025	\$16.43	98,337
4 2024	8,310,900	2025		14,296,700	2026	\$17.95	256,603
5 2025	0	2026	0	14,296,700	2027	\$17.95	256,603
6 2026	7,500,000	2027	0	21,796,700	2028	\$17.95	391,216
7 2027	7,500,000	2028	0	29,296,700	2029	\$17.95	525,829
8 2028	0	2029	0	29,296,700	2030	\$17.95	525,829
9 2029	0	2030	0	29,296,700	2031	\$17.95	525,829
10 2030	0	2031	0	29,296,700	2032	\$17.95	525,829
11 2031	0	2032	0	29,296,700	2033	\$17.95	525,829
12 2032	0	2033	0	29,296,700	2034	\$17.95	525,829
13 2033	0	2034	0	29,296,700	2035	\$17.95	525,829
14 2034	0	2035	0	29,296,700	2036	\$17.95	525,829
15 2035	0	2036	0	29,296,700	2037	\$17.95	525,829
16 2036	0	2037	0	29,296,700	2038	\$17.95	525,829
17 2037	0	2038	0	29,296,700	2039	\$17.95	525,829
18 2038	0	2039	0	29,296,700	2040	\$17.95	525,829
19 2039	0	2040	0	29,296,700	2041	\$17.95	525,829
20 2040	0	2041	0	29,296,700	2042	\$17.95	525,829
<b>Totals</b>	<b>29,296,700</b>	<b>0</b>	<b>0</b>	<b>Future Value of Increment</b>	<b>8,587,560</b>		

# TID #10 Cash Flow G.O. Debt (with future costs) Item 2.

Cash Flow Projection																
Year	Projected Revenues			Expenditures							Balances			Year		
	Tax Increments	PP Aid	Total Revenues	Taxable G.O. Note \$2,635,000 Dated Date: 07/01/26			Reimburse Water Utility 2022 Revenue Bonds	CDA Contribution	Potential Capital outlay	Potential Incentives	Professional Services/Admin.	Total Expenditures	Annual		Cumulative	Liabilities Outstanding
2021			0								18,660	18,660	(18,660)	(18,660)		2021
2022			0								288	288	(288)	(18,948)		2022
2023	4,503		4,503								2,024	2,024	2,479	(16,469)		2023
2024	238,133		238,133				35,000	25,127			23,038	83,165	154,969	138,500		2024
2025	110,159	53,789	163,948				35,000	10,494			25,000	70,494	93,455	231,955	337,391	2025
2026	276,643	53,789	330,432				35,000	20,244	285,000	100,000	25,000	465,244	(134,811)	97,143	2,952,147	2026
2027	276,343	53,789	330,132			151,492	35,000	19,744			25,000	231,235	98,896	196,040	2,932,403	2027
2028	483,967	53,789	537,756			129,850	35,000	19,244			25,000	209,094	328,662	524,702	2,913,159	2028
2029	617,189	53,789	670,978	135,000	4.20%	127,015	35,000	18,744	175,000		25,000	515,759	155,219	679,921	2,759,416	2029
2030	617,189	53,789	670,978	140,000	4.30%	121,170	35,000	18,244	265,000		25,000	604,414	66,564	746,485	2,601,172	2030
2031	617,189	53,789	670,978	150,000	4.40%	114,860	35,000	17,744	125,000		25,000	467,604	203,374	949,860	2,433,428	2031
2032	617,189	53,789	670,978	155,000	4.50%	108,073	35,000	22,119			25,000	345,191	325,787	1,275,646	2,256,309	2032
2033	617,189	53,789	670,978	165,000	4.60%	100,790	35,000	21,444			25,000	347,234	323,744	1,599,390	2,069,866	2033
2034	617,189	53,789	670,978	170,000	4.70%	93,000	35,000	20,844	140,000		25,000	483,844	187,134	1,786,525	1,879,022	2034
2035	617,189	53,789	670,978	180,000	4.80%	84,685	35,000	20,244	410,000		25,000	754,929	(83,951)	1,702,574	1,678,778	2035
2036	617,189	53,789	670,978	190,000	4.90%	75,710	35,000	19,644			25,000	345,354	325,624	2,028,198	1,469,134	2036
2037	617,189	53,789	670,978	195,000	5.05%	66,131	35,000	19,044			25,000	340,175	330,803	2,359,001	1,255,091	2037
2038	617,189	53,789	670,978	210,000	5.05%	55,905	35,000	18,444			25,000	344,349	326,629	2,685,630	1,026,647	2038
2039	617,189	53,789	670,978	220,000	5.25%	44,828	35,000	17,834			25,000	342,662	328,316	3,013,946	788,812	2039
2040	617,189	53,789	670,978	230,000	5.25%	33,015	35,000	22,113			25,000	345,128	325,850	3,339,797	536,700	2040
2041	617,189	53,789	670,978	240,000	5.45%	20,438	35,000	21,275			25,000	341,713	329,265	3,669,062	275,425	2041
2042	617,189	53,789	670,978	255,000	5.45%	6,949	35,000	20,425			25,000	342,374	328,604	3,997,666	(0)	2042
<b>Total</b>	<b>10,030,395</b>	<b>983,838</b>	<b>10,998,597</b>	<b>2,635,000</b>		<b>1,333,909</b>	<b>665,000</b>	<b>373,011</b>	<b>1,400,000</b>	<b>100,000</b>	<b>494,010</b>	<b>7,000,930</b>				<b>Total</b>

Notes:

Projected TID Closure if no other costs incurred

# G.O. Borrowing Capacity without incentive

Item 2.

Existing Debt					Proposed Debt				
Year Ending	Projected Equalized		Existing Principal		Combined Principal			Residual Capacity	Year Ending
	Value (TID IN)	Debt Limit	Outstanding	% of Limit	2026 G.O. Notes	Existing & Proposed	% of Limit		
2025	1,102,056,600	55,102,830	25,561,315	46.39%		\$25,561,315	46.39%	\$29,541,515	2025
2026	1,148,381,825	57,419,091	23,671,109	41.23%	8,985,000	\$32,656,109	56.87%	\$24,762,982	2026
2027	1,196,654,343	59,832,717	21,708,741	36.28%	8,720,000	\$30,428,741	50.86%	\$29,403,976	2027
2028	1,246,956,008	62,347,800	19,959,124	32.01%	8,390,000	\$28,349,124	45.47%	\$33,998,676	2028
2029	1,299,372,116	64,968,606	18,145,798	27.93%	8,150,000	\$26,295,798	40.47%	\$38,672,808	2029
2030	1,353,991,548	67,699,577	16,242,194	23.99%	7,860,000	\$24,102,194	35.60%	\$43,597,383	2030
2031	1,410,906,922	70,545,346	14,489,856	20.54%	7,535,000	\$22,024,856	31.22%	\$48,520,490	2031
2032	1,470,214,748	73,510,737	12,707,223	17.29%	7,080,000	\$19,787,223	26.92%	\$53,723,514	2032
2033	1,532,015,593	76,600,780	11,280,000	14.73%	6,690,000	\$17,970,000	23.46%	\$58,630,780	2033
2034	1,596,414,252	79,820,713	9,830,000	12.32%	6,285,000	\$16,115,000	20.19%	\$63,705,713	2034
2035	1,663,519,925	83,175,996	8,430,000	10.14%	5,870,000	\$14,300,000	17.19%	\$68,875,996	2035
2036	1,733,446,402	86,672,320	7,100,000	8.19%	5,440,000	\$12,540,000	14.47%	\$74,132,320	2036
2037	1,806,312,256	90,315,613	5,750,000	6.37%	4,990,000	\$10,740,000	11.89%	\$79,575,613	2037
2038	1,882,241,044	94,112,052	4,390,000	4.66%	4,520,000	\$8,910,000	9.47%	\$85,202,052	2038
2039	1,961,361,518	98,068,076	3,480,000	3.55%	4,035,000	\$7,515,000	7.66%	\$90,553,076	2039
2040	2,043,807,840	102,190,392	2,530,000	2.48%	3,530,000	\$6,060,000	5.93%	\$96,130,392	2040
2041	2,129,719,815	106,485,991	1,705,000	1.60%	3,005,000	\$4,710,000	4.42%	\$101,775,991	2041
2042	2,219,243,120	110,962,156	1,020,000	0.92%	2,455,000	\$3,475,000	3.13%	\$107,487,156	2042
2043	2,312,529,561	115,626,478	665,000	0.58%	1,885,000	\$2,550,000	2.21%	\$113,076,478	2043
2044	2,409,737,320	120,486,866	305,000	0.25%	1,290,000	\$1,595,000	1.32%	\$118,891,866	2044
2045	2,511,031,232	125,551,562	0	0.00%	650,000	\$650,000	0.52%	\$124,901,562	2045
2046	2,616,583,059	130,829,153	0	0.00%	0	\$0	0.00%	\$130,829,153	2046

**Notes:**  
1) Projected TID IN EV based on 5-year average at 4.2% annual inflation.

# G.O. Debt Capacity with incentive

Item 2.

Existing Debt					Proposed Debt					
Year Ending	Projected Equalized Value (TID IN)	Debt Limit	Existing Principal		Combined Principal		Residual Capacity	Year Ending		
			Outstanding	% of Limit	Existing & Proposed	% of Limit				
2025	1,102,056,600	55,102,830	25,561,315	46.39%						
2026	1,148,381,825	57,419,091	23,671,109	41.23%	8,985,000	2,635,000	\$25,561,315	46.39%	\$29,541,515	2025
2027	1,196,654,343	59,832,717	21,708,741	36.28%	8,720,000	2,635,000	\$35,291,109	61.46%	\$22,127,982	2026
2028	1,246,956,008	62,347,800	19,959,124	32.01%	8,390,000	2,635,000	\$33,063,741	55.26%	\$26,768,976	2027
2029	1,299,372,116	64,968,606	18,145,798	27.93%	8,150,000	2,500,000	\$30,984,124	49.70%	\$31,363,676	2028
2030	1,353,991,548	67,699,577	16,242,194	23.99%	7,860,000	2,360,000	\$28,795,798	44.32%	\$36,172,808	2029
2031	1,410,906,922	70,545,346	14,489,856	20.54%	7,860,000	2,360,000	\$26,462,194	39.09%	\$41,237,383	2030
2032	1,470,214,748	73,510,737	12,707,223	17.29%	7,535,000	2,210,000	\$24,234,856	34.35%	\$46,310,490	2031
2033	1,532,015,593	76,600,780	11,280,000	14.73%	7,080,000	2,055,000	\$21,842,223	29.71%	\$51,668,514	2032
2034	1,596,414,252	79,820,713	9,830,000	12.32%	6,690,000	1,890,000	\$19,860,000	25.93%	\$56,740,780	2033
2035	1,663,519,925	83,175,996	8,430,000	10.14%	6,285,000	1,720,000	\$17,835,000	22.34%	\$61,985,713	2034
2036	1,733,446,402	86,672,320	7,100,000	8.19%	5,870,000	1,540,000	\$15,840,000	19.04%	\$67,335,996	2035
2037	1,806,312,256	90,315,613	5,750,000	6.37%	5,440,000	1,350,000	\$13,890,000	16.03%	\$72,782,320	2036
2038	1,882,241,044	94,112,052	4,390,000	4.66%	4,990,000	1,155,000	\$11,895,000	13.17%	\$78,420,613	2037
2039	1,961,361,518	98,068,076	3,480,000	3.55%	4,520,000	945,000	\$9,855,000	10.47%	\$84,257,052	2038
2040	2,043,807,840	102,190,392	2,530,000	2.48%	4,035,000	725,000	\$8,240,000	8.40%	\$89,828,076	2039
2041	2,129,719,815	106,485,991	1,705,000	1.60%	3,530,000	495,000	\$6,555,000	6.41%	\$95,635,392	2040
2042	2,219,243,120	110,962,156	1,020,000	0.92%	3,005,000	255,000	\$4,965,000	4.66%	\$101,520,991	2041
2043	2,312,529,561	115,626,478	665,000	0.58%	2,455,000	0	\$3,475,000	3.13%	\$107,487,156	2042
2044	2,409,737,320	120,486,866	305,000	0.25%	1,885,000		\$2,550,000	2.21%	\$113,076,478	2043
2045	2,511,031,232	125,551,562	0	0.00%	1,290,000		\$1,595,000	1.32%	\$118,891,866	2044
2046	2,616,583,059	130,829,153	0	0.00%	650,000		\$650,000	0.52%	\$124,901,562	2045
					0		\$0	0.00%	\$130,829,153	2046

**Notes:**

1) Projected TID IN EV based on 5-year average at 4.2% annual inflation.

# TID #10 Cash Flow TIF Bond 6% (with future costs)

Item 2.

Cash Flow Projection																
Year	Projected Revenues			Expenditures							Balances			Year		
	Tax Increments	PP Aid	Total Revenues	Taxable TIF Revenue Bond \$2,527,500 Dated Date: 07/01/26			Reimburse Water Utility 2022 Revenue Bonds (TID #10 projects)				Total Expenditures	Annual	Cumulative		Liabilities Outstanding	
				Principal	Est. Rate	Interest	CDA Contribution	Potential Capital outlay	Potential Incentives	Professional Services/Admin.						
2021			0							18,660	18,660	(18,660)	(18,660)			2021
2022			0							288	288	(288)	(18,948)			2022
2023	4,503		4,503							2,024	2,024	2,479	(16,469)			2023
2024	238,133		238,133				35,000	25,127		23,038	83,165	154,969	138,500			2024
2025	110,159	53,789	163,948				35,000	10,494		25,000	70,494	93,455	231,955	337,391		2025
2026	276,643	53,789	330,432				35,000	20,244	285,000	100,000	25,000	465,244	(134,811)	97,143	2,844,647	2026
2027	276,343	53,789	330,132			176,925	35,000	19,744		25,000	256,669	73,463	170,606	2,824,903		2027
2028	483,967	53,789	537,756			151,650	35,000	19,244		25,000	230,894	306,862	477,469	2,805,659		2028
2029	617,189	53,789	670,978	120,271	6.00%	148,042	35,000	18,744	175,000	25,000	522,056	148,921	626,390	2,666,645		2029
2030	617,189	53,789	670,978	127,487	6.00%	140,609	35,000	18,244	265,000	25,000	611,340	59,638	686,028	2,520,914		2030
2031	617,189	53,789	670,978	135,136	6.00%	132,730	35,000	17,744	125,000	25,000	470,611	200,367	886,396	2,368,034		2031
2032	617,189	53,789	670,978	143,245	6.00%	124,379	35,000	22,119		25,000	349,742	321,236	1,207,631	2,202,670		2032
2033	617,189	53,789	670,978	151,839	6.00%	115,526	35,000	21,444		25,000	348,809	322,169	1,529,800	2,029,388		2033
2034	617,189	53,789	670,978	160,950	6.00%	106,143	35,000	20,844	140,000	25,000	487,936	183,042	1,712,842	1,847,594		2034
2035	617,189	53,789	670,978	170,607	6.00%	96,196	35,000	20,244	410,000	25,000	757,046	(86,068)	1,626,773	1,656,744		2035
2036	617,189	53,789	670,978	180,843	6.00%	85,653	35,000	19,644		25,000	346,139	324,839	1,951,612	1,456,257		2036
2037	617,189	53,789	670,978	191,693	6.00%	74,477	35,000	19,044		25,000	345,214	325,764	2,277,376	1,245,520		2037
2038	617,189	53,789	670,978	203,195	6.00%	62,630	35,000	18,444		25,000	344,269	326,709	2,604,085	1,023,881		2038
2039	617,189	53,789	670,978	215,387	6.00%	50,072	35,000	17,834		25,000	343,294	327,684	2,931,769	790,660		2039
2040	617,189	53,789	670,978	228,310	6.00%	36,762	35,000	22,113		25,000	347,184	323,794	3,255,563	540,238		2040
2041	617,189	53,789	670,978	242,009	6.00%	22,652	35,000	21,275		25,000	345,936	325,042	3,580,606	276,954		2041
2042	617,189	53,789	670,978	256,529	6.00%	7,696	35,000	20,425		25,000	344,650	326,328	3,906,933	(0)		2042
<b>Total</b>	<b>10,030,395</b>	<b>983,838</b>	<b>10,998,597</b>	<b>2,527,500</b>		<b>1,532,142</b>	<b>665,000</b>	<b>373,011</b>	<b>1,400,000</b>	<b>100,000</b>	<b>494,010</b>	<b>7,091,663</b>				<b>Total</b>

Notes:

Projected TID Closure if no other costs incurred

# TID #10 Cash Flow TIF Bond 7% (with future costs)

Item 2.

Year	Projected Revenues			Expenditures								Balances			Year	
	Tax Increments	PP Aid	Total Revenues	Taxable TIF Revenue Bond \$2,527,500 Dated Date: 07/01/26			Reimburse Water Utility 2022 Revenue Bonds					Total Expenditures	Annual	Cumulative		Liabilities Outstanding
				Principal	Est. Rate	Interest	CDA Contribution	(TID #10 projects)	Potential Capital outlay	Potential Incentives	Professional Services/Admin.					
2021			0								18,660	18,660	(18,660)	(18,660)		2021
2022			0								288	288	(288)	(18,948)		2022
2023	4,503		4,503								2,024	2,024	2,479	(16,469)		2023
2024	238,133		238,133				35,000	25,127			23,038	83,165	154,969	138,500		2024
2025	110,159	53,789	163,948				35,000	10,494			25,000	70,494	93,455	231,955	337,391	2025
2026	276,643	53,789	330,432				35,000	20,244	285,000	100,000	25,000	465,244	(134,811)	97,143	2,844,647	2026
2027	276,343	53,789	330,132			206,413	35,000	19,744			25,000	286,156	43,976	141,119	2,824,903	2027
2028	483,967	53,789	537,756			176,925	35,000	19,244			25,000	256,169	281,587	422,706	2,805,659	2028
2029	617,189	53,789	670,978	112,082	7.00%	173,002	35,000	18,744	175,000		25,000	538,828	132,150	554,856	2,674,834	2029
2030	617,189	53,789	670,978	119,928	7.00%	164,882	35,000	18,244	265,000		25,000	628,053	42,925	597,781	2,536,662	2030
2031	617,189	53,789	670,978	128,322	7.00%	156,193	35,000	17,744	125,000		25,000	487,259	183,719	781,500	2,390,596	2031
2032	617,189	53,789	670,978	137,305	7.00%	146,896	35,000	22,119			25,000	366,320	304,658	1,086,158	2,231,172	2032
2033	617,189	53,789	670,978	146,916	7.00%	136,948	35,000	21,444			25,000	365,309	305,669	1,391,827	2,062,812	2033
2034	617,189	53,789	670,978	157,201	7.00%	126,304	35,000	20,844	140,000		25,000	504,349	166,629	1,558,457	1,884,768	2034
2035	617,189	53,789	670,978	168,205	7.00%	114,915	35,000	20,244	410,000		25,000	773,363	(102,385)	1,456,071	1,696,320	2035
2036	617,189	53,789	670,978	179,979	7.00%	102,729	35,000	19,644			25,000	362,351	308,627	1,764,698	1,496,697	2036
2037	617,189	53,789	670,978	192,577	7.00%	89,689	35,000	19,044			25,000	361,310	309,668	2,074,365	1,285,076	2037
2038	617,189	53,789	670,978	206,058	7.00%	75,737	35,000	18,444			25,000	360,239	310,739	2,385,105	1,060,574	2038
2039	617,189	53,789	670,978	220,482	7.00%	60,808	35,000	17,834			25,000	359,124	311,854	2,696,958	822,258	2039
2040	617,189	53,789	670,978	235,916	7.00%	44,834	35,000	22,113			25,000	362,862	308,116	3,005,074	564,230	2040
2041	617,189	53,789	670,978	252,430	7.00%	27,742	35,000	21,275			25,000	361,447	309,531	3,314,605	290,525	2041
2042	617,189	53,789	670,978	270,100	7.00%	9,453	35,000	20,425			25,000	359,978	311,000	3,625,605	(0)	2042
<b>Total</b>	<b>10,030,395</b>	<b>983,838</b>	<b>10,998,597</b>	<b>2,527,500</b>		<b>1,813,471</b>	<b>665,000</b>	<b>373,011</b>	<b>1,400,000</b>	<b>100,000</b>	<b>494,010</b>	<b>7,372,992</b>				<b>Total</b>

Notes:

Projected TID Closure if no other costs incurred

# Taxable G.O. Financing Summary

Item 2.

1. TID #10 supports interest payments in 2027.

2. If incremental value of \$15 million is achieved & TID rate is stable, development projected to support G.O. debt service.

3. G.O. debt capacity utilization in 2026 increases from 57.9% to 61.4% (including estimated financing of City projects).

# Taxable Revenue Financing Summary

Item 2.

1. TID #10 supports interest payments in 2027.

2. If incremental value of \$15 million is achieved & TID rate is stable at 6% interest debt service is covered after two years.

3. If incremental value of \$15 million is achieved & TID rate is stable at 7% interest there is a shortfall. TID #10 must fill gap.

# Other Considerations

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Item 2.

- Risk Mitigation
  - ✓ Cash contributed once project hits construction milestones or at substantial completion
  - ✓ Shortfall payment requirement if increment is insufficient

# Important Disclosures

Item 2.

Ehlers is the joint marketing name of the following affiliated businesses (collectively, the “Affiliates”): Ehlers & Associates, Inc. (“EA”), a municipal advisor registered with the Municipal Securities Rulemaking Board (“MSRB”) and the Securities and Exchange Commission (“SEC”); Ehlers Investment Partners, LLC (“EIP”), an SEC registered investment adviser; and Bond Trust Services Corporation (“BTS”), a holder of a limited banking charter issued by the State of Minnesota.

Where an activity requires registration as a municipal advisor pursuant to Section 15B of the Exchange Act of 1934 (Financial Management Planning and Debt Issuance & Management), such activity is or will be performed by EA; where an activity requires registration as an investment adviser pursuant to the Investment Advisers Act of 1940 (Investments and Treasury Management), such activity is or will be performed by EIP; and where an activity requires licensing as a bank pursuant to applicable state law (paying agent services shown under Debt Issuance & Management), such activity is or will be performed by BTS. Activities not requiring registration may be performed by any Affiliate.

This communication does not constitute an offer or solicitation for the purchase or sale of any investment (including without limitation, any municipal financial product, municipal security, or other security) or agreement with respect to any investment strategy or program. This communication is offered without charge to clients, friends, and prospective clients of the Affiliates as a source of general information about the services Ehlers provides. This communication is neither advice nor a recommendation by any Affiliate to any person with respect to any municipal financial product, municipal security, or other security, as such terms are defined pursuant to Section 15B of the Exchange Act of 1934 and rules of the MSRB. This communication does not constitute investment advice by any Affiliate that purports to meet the objectives or needs of any person pursuant to the Investment Advisers Act of 1940 or applicable state law.

**A RESOLUTION APPROVING LIFETIME MANUFACTURING, LLC AND/OR ASSIGNS OFFER TO PURCHASE PROPERTY LOCATED ON INNOVATION DRIVE AND GREENWAY COURT**

**WHEREAS**, the Whitewater Community Development Authority (the “CDA”) reviewed and recommended approval of the Letter of Intent referenced by this resolution; and,

**WHEREAS**, the Plan and Architectural Review Commission reviewed and recommended approval of the offer to purchase referenced in this resolution; and,

**WHEREAS**, the City of Whitewater owns certain real property located on Innovation Drive and Greenway Court (/A444300002 and /A444200002) in the City of Whitewater, Wisconsin (the “Property”); and,

**WHEREAS**, Lifetime Manufacturing, LLC and/or Assigns wishes to develop the property for Industrial Use; and,

**WHEREAS**, the City desires to convey the Property to Lifetime Manufacturing, LLC and/or Assigns;

**WHEREAS**, the City has determined that conveying the Property to Lifetime Manufacturing, LLC and/or Assign is in the public interest.

**NOW, THEREFORE BE IT RESOLVED**, by the Common Council of the City of Whitewater that the offer to purchase from Lifetime Manufacturing, LLC and/assigns is approved, and the proper City Officials are authorized to execute any agreements or other necessary documents to complete the transaction.

Resolution was introduced by Council Member Mike Smith, who moved for its adoption.

Seconded by Council Member Orin Smith.

DATE	April 21, 2026			
	YES	NO	PASS	ABSENT
Michael Smith	X			
Orin Smith	X			
Steven Sahyun	X			
Brian Schanen	X			
Neil Hicks	X			
Gavin Kelleher	X			
Patrick Singer	X			
Total:	7		PASS	

ADOPTED: April 21, 2026

  
\_\_\_\_\_  
John Weidl, City Manager

ATTEST:  
  
\_\_\_\_\_  
Heather Boehm, City Clerk

Approved by the Wisconsin Real Estate Examining Board  
7-1-24 (Optional Use Date) 8-15-24 (Mandatory Use Date)

Anderson Commercial Group, LLC  
Page 1 of 12, WB-13

**WB-13 VACANT LAND OFFER TO PURCHASE**

1 LICENSEE DRAFTING THIS OFFER ON April 3, 2026 [DATE] IS ~~(AGENT OF BUYER)~~

2 ~~(AGENT OF SELLER/LISTING FIRM) (AGENT OF BUYER AND SELLER)~~ **[STRIKE THOSE NOT APPLICABLE]**

3 The Buyer, Lifetime Manufacturing LLC

4 offers to purchase the Property known as Parcel /A444300002 and /A444200002

5 (approx 33.24 acres)

6 [e.g., Street Address, Parcel Number(s), legal description, or insert additional description, if any, at lines 655-660, or attach

7 as an addendum per line 682] in the City of Whitewater, County

8 of Walworth Wisconsin, on the following terms:

9 **[PURCHASE PRICE]** The purchase price is \_\_\_\_\_

10 Nine Hundred Sixty Three Thousand Nine Hundred and Sixty Dollars (\$ 963,960 or \$29,000/acre).

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: \_\_\_\_\_

13  
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: Seller's/Tenant's personal possessions

18  
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 655-660 or in**

27 **an addendum per line 682.**

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 April 28, 2026.

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 see attached Addendum A

37  
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 \$ \_\_\_\_\_ 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 ~~title company~~ \_\_\_\_\_) **[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 no exceptions unless mutually agreed to by and between the parties

80 \_\_\_\_\_, If "Time is of the Essence" applies to a date or Deadline,  
 81 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 \_\_\_\_\_

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  
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 Defect or material condition.

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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 15 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 of these issues can be found at lines 244-304 and Buyer may add contingencies as needed in addenda (see line 682).

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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 60 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 manufacturing, assembly, offices, sales  
252 and general operation as private business use

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

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: \_\_\_\_\_

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 lot line \_\_\_\_\_;  gas at lot line \_\_\_\_\_;  sewer at lot line \_\_\_\_\_;  
278  water at lot line \_\_\_\_\_;  telephone at lot line \_\_\_\_\_;  cable at lot line \_\_\_\_\_;  
279  other any 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 any necessary 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 60 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 \_\_\_\_\_ [loan type or specific lender, if any] first mortgage loan commitment as described  
 357 below, within \_\_\_\_\_ days after acceptance of this Offer. The financing selected shall be in an amount of not less than \$  
 358 \_\_\_\_\_ for a term of not less than \_\_\_\_\_ years, amortized over not less than \_\_\_\_\_ years. Initial  
 359 monthly payments of principal and interest shall not exceed \$ \_\_\_\_\_. 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 discount points in an amount not to exceed \_\_\_\_\_ % ("0" if left blank) of the loan. If Buyer is using multiple loan

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363 sources or obtaining a construction loan or land contract financing, describe at lines 655-660 or in an addendum attached  
364 per line 682. 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 \_\_\_\_\_%.

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 price to the value shown on the appraisal report within \_\_\_\_\_ days ("5" if left blank) after Buyer's delivery of the appraisal

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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 \_\_\_\_\_  
 447 \_\_\_\_\_ (name other contingencies, if any); and
- 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 \_\_\_\_\_

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 no other exceptions

495 \_\_\_\_\_  
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 15 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 15 days ("15" if left blank) after delivery of the title commitment to Buyer or Buyer's attorney. In  
518 such event, Seller shall have 15 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 no leases affect the property

537 \_\_\_\_\_  
538 \_\_\_\_\_ . Insert additional terms, if any, at lines 655-660 or attach as an addendum per line 682.

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 655-660 or in an addendum attached per line 682, or lines 534-538 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  **SELLER PAYMENT OF COMPENSATION TO BUYER'S FIRM:** Seller agrees to pay to Buyer's Firm the amount of  
651 \_\_\_\_\_ (e.g., dollar amount, % of purchase price, etc.), toward Buyer's brokerage  
652 fees at closing. Payment made under this provision represents an economic adjustment only and does not create any  
653 agency relationship between Buyer's Firm and Seller, and the Parties agree Buyer's Firm is a direct and intended third party  
654 beneficiary of this contract.

655 **ADDITIONAL PROVISIONS/CONTINGENCIES**

656 1) This transfer involves a municipality which is exempt from the Real Estate Transfer Fee  
657 under Wis. Stat. Sec. 77.25 as a subdivision of the State of Wisconsin.

658 \_\_\_\_\_  
659 \_\_\_\_\_

660 \_\_\_\_\_  
661 **DELIVERY OF DOCUMENTS AND WRITTEN NOTICES** Unless otherwise stated in this Offer, delivery of documents and  
662 written notices to a Party shall be effective only when accomplished by one of the authorized methods specified at lines  
663 664-679.



**ADDENDUM A TO OFFER TO PURCHASE**  
**dated April 3, 2026**  
**by Lifetime Manufacturing LLC, Buyer**

The following terms and conditions shall be deemed to be a part of the foregoing attached Offer to Purchase dated April 3, 2026, (“Offer”) for the real estate described in the Offer (“Property”). The terms of this Addendum shall supersede any conflicting provisions in the Offer.

I. **Contingencies:** Buyer’s and Seller’s obligation to conclude this transaction shall be contingent upon the following:

- A. Development Approval Contingency:** Buyer’s obligation to purchase the Property is contingent upon Buyer obtaining, at Buyer’s sole cost and expense, within sixty (60) days after Acceptance, all approvals, consents, permits, authorizations, incentives, and agreements Buyer deems necessary or desirable for Buyer’s proposed development of the Property, including, without limitation: (i) rezoning and all other required land use approvals; and (ii) approval of governmental incentives or municipal approval for Tax Incremental financing (TIF) acceptable to Buyer, provided that Seller shall credit Buyer at Closing in an amount equal to the Purchase Price less One Dollar (\$1.00), such that the net Purchase Price due from Buyer at Closing shall be One Dollar (\$1.00). All such approvals, consents, permits, authorizations, incentives, and agreements shall be subject to terms and conditions acceptable to Buyer in Buyer’s sole discretion. If Buyer does not obtain such approvals, consents, permits, authorizations, incentives, and agreements, or if Buyer is dissatisfied with the same for any reason, Buyer may terminate this Offer by written notice to Seller on or before expiration of such contingency period, and this Offer shall be null and void and all earnest money shall be promptly returned to Buyer.
- B. Common Council Approval.** This Agreement, and all rights, obligations, and duties arising hereunder, shall be expressly contingent upon the approval of the Common Council of City of Whitewater, Wisconsin (the “Common Council”). No party shall have any legal obligation of any kind with respect to the proposed transaction unless and until the Common Council has granted its final approval of this Agreement in its entirety through a duly passed resolution or ordinance in accordance with applicable Wisconsin municipal law.
- C. Developer’s Agreement Contingency:** Buyer’s and Seller’s obligation to conclude this transaction shall be contingent upon negotiation and execution of a developer’s Agreement with the applicable municipality, the general terms of which shall be substantially consistent with Exhibit A attached hereto and incorporated herein by reference (the fully executed Letter of Intent). Such agreement shall be subject to terms and conditions acceptable to Buyer and Seller each in their sole discretion. If either is dissatisfied with the proposed agreement or no agreement is able to be made either party may terminate this Offer by written notice to the other party on or before expiration of such contingency period, and this Offer shall be null and void and all earnest money shall be promptly returned to Buyer.

**Contingencies Waived or Satisfied:**

If Buyer does not provide Seller written notice within sixty (60) days of Acceptance of this Offer that the contingencies set forth in the Offer have not been satisfied or waived, the contingencies shall automatically be deemed to be waived and satisfied.

II. **Additional Provisions:**

- A. Access to Property:** Seller agrees that Buyer shall have full and complete access to the Property to go upon the Property for the purpose of completing physical inspections, soil borings and testings, environmental audits, excavation and engineering testing, surveying and topography measurements, and any work related thereto (“Buyer’s Due Diligence Activities”), all at Buyer’s sole cost. Buyer shall not permit any liens to attach to the Property by reason of such activities. Buyer or Buyer’s contractors shall maintain liability insurance for all such

activities on the Property. At the conclusion of Buyer's Due Diligence Activities, any material damage to the Property caused thereby shall be repaired, and the Property shall be restored to substantially the condition existing prior to Buyer's Due Diligence Activities at the sole cost and expense of Buyer. Notwithstanding the foregoing, if Buyer waives all Due Diligence Activities and moves to Closing, Buyer shall have no obligation to repair or restore the Property. Buyer agrees to indemnify and hold Seller harmless from and against any and all claims or liability arising from Buyer's Due Diligence Activities, except that such indemnification shall not apply to claims and liabilities related to Property conditions discovered during performance of said Due Diligence Activities.

- B. Insulation, Asbestos, Lead, Radium and Radon Gas:** The parties are aware that newspaper and other public information indicated that urea-formaldehyde foam insulation, asbestos, lead, radium, toxic substances and naturally occurring radon gas pollution, within a structure, or in soils or water supplies, could represent a serious health hazard. Seller states to the best of Seller's knowledge that this Property does not contain urea-formaldehyde foam insulation or asbestos and has not had a history of radon gas pollution or abnormal concentrations of lead, radium or toxic substances. Broker and Broker's agents make no representation or warranties regarding such matters and Buyer is encouraged to inspect and test the Property regarding such matters.
- C. Closing:** If Buyer does not terminate this Offer during the Contingency Period, closing of the purchase and sale of the Property, shall occur within thirty (30) days after the date Buyer waives or satisfies all of its contingencies set forth in this Offer. Buyer may, at its sole option, elect to close the purchase of the Property at any time prior to said date, upon five (5) days prior written notice to Seller. If the date for closing falls on Saturday, Sunday, or a federal or a state holiday, the closing date shall be the next Business Day.
- D. Authorization to Sign Documents:** Buyer and Seller represent and warrant to each other that the individuals signing this Offer and Addendum on behalf of Buyer and Seller are duly authorized and have full written authority to so sign and to bind the respective parties to the provisions hereof.
- E. Electronic Signature/s:** Signatures made electronically using DocuSign or any other electronic signature software shall be considered original signatures.
- F. Legal Counsel:** Anderson Commercial Group, LLC makes no representation as to the accuracy or completeness of the disclosures made in this Offer to Purchase. The Buyer and Seller are advised to be represented by their attorneys in the preparation, review and signing of this Offer to Purchase and all other legal documents associated with the purchase/sale of this Property.

[Signatures on following page]

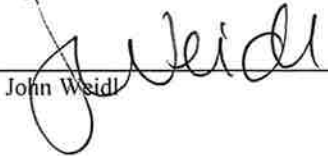
Entire Agreement: This agreement constitutes the entire agreement between the parties and no modification shall be binding unless in writing and signed by all parties.

In witness whereof, Seller and Buyer have caused this Addendum A to be executed on the date written below, their respective signatures, to be effective as of the full executed date of the Offer.

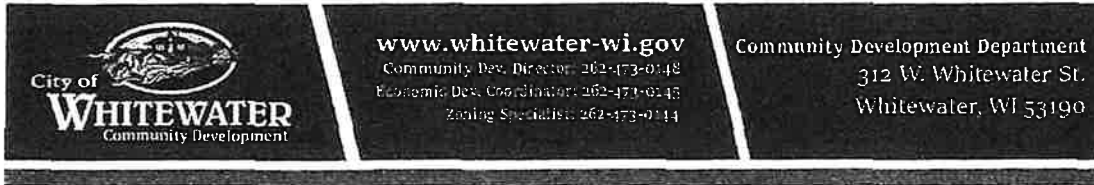
**Buyer: Lifetime Manufacturing LLC**

By:  \_\_\_\_\_ Date: 4/3/2026 \_\_\_\_\_  
DocuSigned by:  
Larry Chapman

**Seller: City of Whitewater and/or assigns**

By:  \_\_\_\_\_ Date: 4/17/24 \_\_\_\_\_  
John Weid

# EXHIBIT A



**DRAFT – LETTER OF INTENT**

City of Whitewater / Lifetime Manufacturing LLC

Date: March 11, 2026

Re: City-Owned Parcels /A444300002 and /A444200002 – Preliminary Development Intent

This Letter of Intent (“LOI”) is intended to outline the preliminary, non-binding understanding between the City of Whitewater (“City”) and Lifetime Manufacturing LLC (“Developer”) regarding the potential redevelopment of portions of City-owned Tax Parcels No. /A444300002 and /A444200002, Whitewater, Walworth County, Wisconsin (“Property”). This LOI is for discussion and evaluation purposes only and does not constitute a binding agreement or commitment by either party.

**1. Property Description**

The Property includes portions of two City-owned parcels consisting of approximately 33.24 total acres, identified as Tax Parcel No. /A444300002 and /A444200002 (also referred to as Lot 1T and 2T in the Whitewater University Technology Park), located south of Innovation Dr and west of Howard Rd, within the City of Whitewater, Walworth County, Wisconsin. See attached exhibit for conceptual site area.

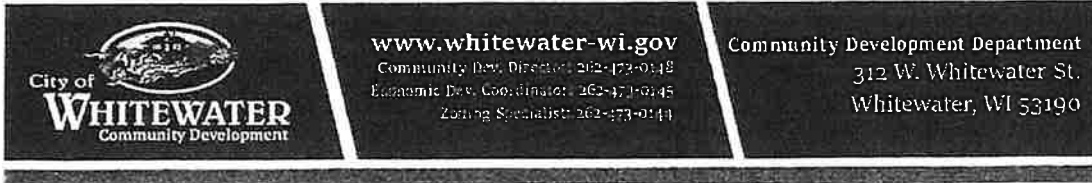
**2. Purpose**

The purpose of this LOI is to document a mutual interest in further evaluating a potential private business development on the Property, subject to feasibility, market conditions, and all required municipal approvals.

**3. Conceptual Development Framework**

Based on preliminary discussions and concept materials, the parties acknowledge interest in a development concept generally characterized by:

- Construction of an approximately 200,000 square foot building by Lifetime Manufacturing LLC, including but not limited to manufacturing, assembly, offices, sales, and general operations as a private business use.
- Private driveways, parking lots, and other private infrastructure.
- Access to public utilities, including water and wastewater, located along Innovation Dr.
- Access to and use of existing public stormwater infrastructure adjacent to the west, known as Basin A and Basin B.



- Project investment by Developer of approx. \$17 million and at least \$15 million in total assessed value.
- Approximately 90 FTE positions employed by the business initially, and a projected net increase of 60 FTE positions over the next five years.
- All development parameters remain conceptual and non-binding.

**4. Preliminary City Participation (Subject to Common Council Approval)**

If the City were to advance this opportunity, any formal development agreement would be contingent upon Common Council approval of a Developer’s Agreement, and may include consideration of the following tools, consistent with prior City practices on comparable projects:

- Conveyance of the Property to the Developer at a purchase price of \$29,000.00 per acre (with a closing credit from seller to buyer to credit down to a total of \$1.00 at closing), with the Developer responsible for customary transaction and closing costs (including, as applicable, title insurance, recording fees, closing/escrow fees, and any survey costs); and
- Upfront financing of approximately \$2.5 million, which would be borrowed for by the City of Whitewater and/or the Whitewater Community Development Authority (CDA), to assist with site work, project costs, and development fees. Such payments to developer would be contingent on mutually agreed upon project milestones. Repayment of such loan would be made by the city/CDA through tax increment generated by the project. All such costs must be determined to be eligible under Wis. Stat. §66.1105, subject to review by the city’s Tax Increment Financing advisors (Ehlers).

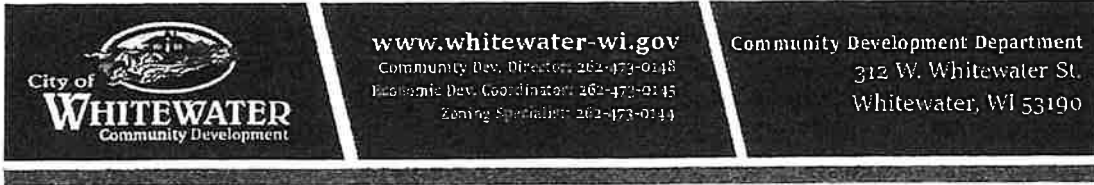
**5. Due Diligence and Exclusivity**

This LOI does not grant exclusivity, development rights, or site control. The City reserves the right to consider alternative proposals, policy directions, or uses for the Property at its sole discretion unless and until a formal development agreement is authorized by the Common Council.

**6. Non-Binding Nature**

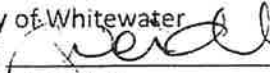
This LOI is non-binding and creates no legal obligations on either party. Any binding commitment would require negotiation, Common Council approval of a Developer’s Agreement that includes development milestones, reversionary protections, and remedies in the event the project does not proceed as approved, and execution of same formal development agreement and related documents.






7. Confidentiality and Process


The parties acknowledge that discussions related to this LOI may be reviewed by the Common Council in closed session pursuant to applicable Wisconsin statutes governing negotiations and the disposition of public property.

City of Whitewater  
 By:   
 John S. Weidl  
 City Manager

Date: 3/12/26

By:   
 Mason Becker  
 Community Development Director

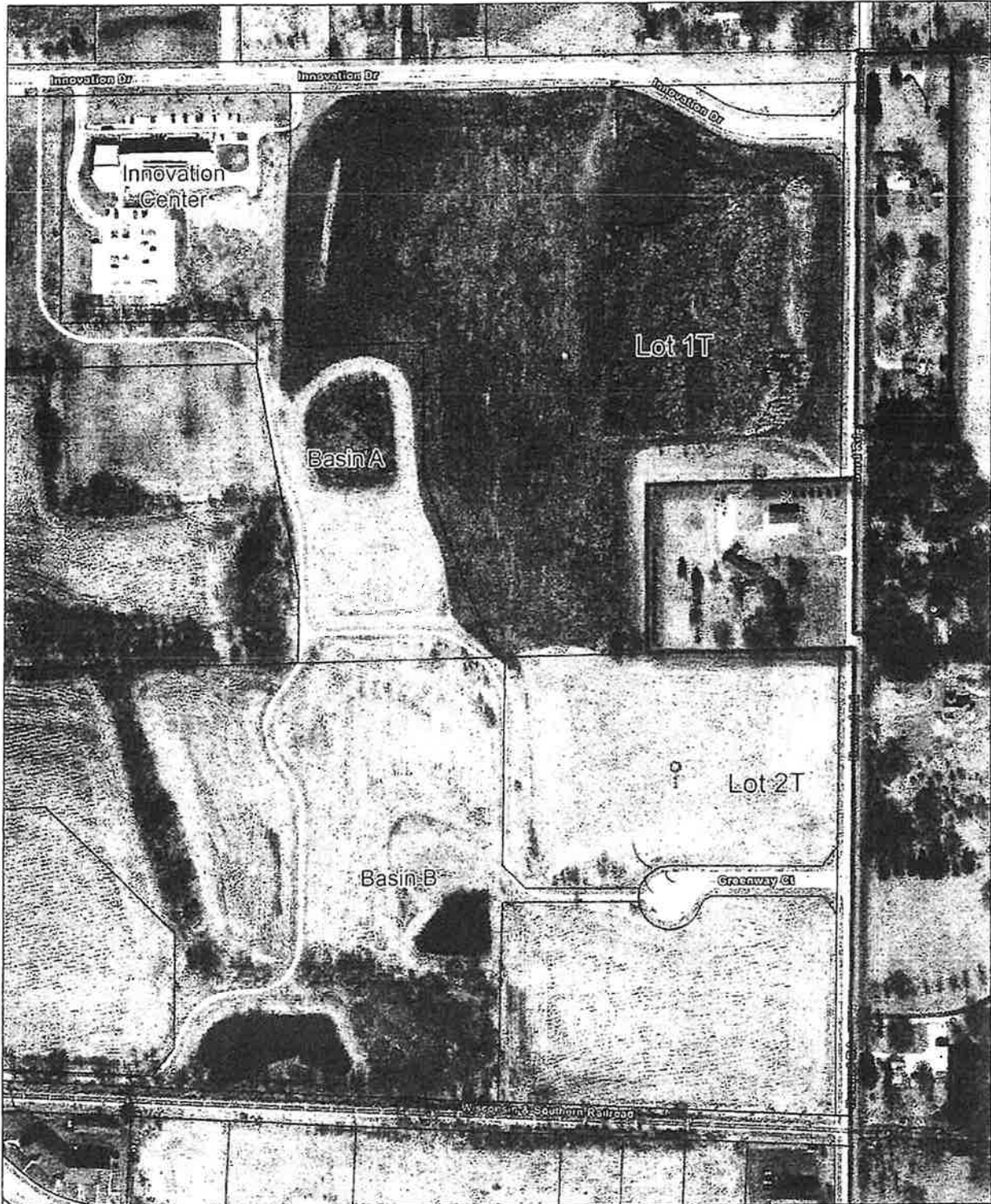
Date: 3-11-26

Lifetime Manufacturing LLC  
 By:   
 Name: Long B. Chapman  
 Title: CEO

Date: 3/11/26

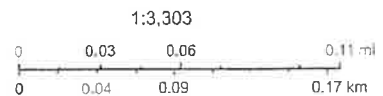


City of Whitewater - Lot 1T and 2T



3/5/2026, 8:40:29 AM  
 Imagery 2024 (Walworth Server)

- Red: Band\_1
- Green: Band\_2
- Blue: Band\_3



SE Wise Reg Planning Comm, SEWRPC, Microsoft, Vantor,  
 Sources: Esri, TomTom, Garmin, FRC, NOAA, USGS, ©  
 OpenStreetMap contributors, and the GIS User Community



www.whitewater-wi.gov  
Telephone: 262-473-0500  
Fax: 262-222-5903

Office of Finance  
312 W. Whitewater St.  
Whitewater, WI 53190

Date: April 28, 2026  
To: Finance Committee  
From: Rachelle Blitch, Director of Financial and Administrative Services  
Re: Fire/EMS Down Payment Assistance Program – Funding Structure and Implementation Overview

**Update**

This item was first presented to the Finance Committee on March 24, 2026. The Committee requested that the program guidelines be updated to specify that homes must be located within the Whitewater city limits to be eligible. They also asked that the guidelines for the Down Payment Assistance Loan Program administered through the CDA be included.

**Purpose of the Memo**

The purpose of this memo is to provide an overview of the proposed Fire/EMS Down Payment Assistance (DPA) Program and outline the recommended approach for initial funding, ongoing evaluation, and future financial considerations.

**Program Overview**

As detailed in the draft program document, the City of Whitewater has developed an initiative designed to support recruitment and retention within the Fire/EMS Department. The program provides eligible full-time Fire/EMS employees with a 0% interest, deferred payment loan of up to \$25,000 to assist with the purchase of a primary residence. Loan forgiveness opportunities are available based on employee participation in all call responses, supporting long-term engagement and departmental performance.

**Department Challenges and Program Purpose**

One of the department’s ongoing challenges is consistently achieving adequate response levels to all call events. In 2025, the City experienced 283 all-calls, yet the average response was only 1 person per call. A primary contributing factor is that only a small number of Fire/EMS employees currently reside within the Whitewater city limits.

A key goal of the DPA Program is to incentivize employees to live within the community. By supporting homeownership in the City, we anticipate increased participation and improved response times in all-call events, directly strengthening overall service reliability.

**Initial Funding Recommendation**

Staff recommend an initial allocation of \$100,000, funded from Fund 249 Fire/EMS Fund Balance. These funds would be reserved solely for DPA loans and issued on a first-come, first-serve basis, consistent with program requirements.

 <p>City of <b>WHITEWATER</b> Finance Department</p>	<p><a href="http://www.whitewater-wi.gov">www.whitewater-wi.gov</a> Telephone: 262-473-0500 Fax: 262-222-5903</p>	<p><b>Office of Finance</b> 312 W. Whitewater St. Whitewater, WI 53190</p>
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**Ongoing Monitoring and Metrics**

To evaluate the program’s effectiveness in meeting recruitment, retention, and response goals, staff will track:

- Number of applications and approvals
- Number and dollar value of loans awarded
- Participant retention rates
- Call-response activity associated with loan forgiveness
- Changes in all-call response levels following program implementation

This information will support data-driven evaluation of whether the program is meeting its intended objectives.

**Future Funding Considerations**

Once the initial allocation is fully expended, staff will return to the Finance Committee with performance metrics and program outcomes. Based on these results, the Committee can determine whether additional funding is warranted and, if so, identify the most appropriate funding source as part of the budget process.

**Conclusion**

The Fire/EMS Down Payment Assistance Program is a strategic initiative designed to address both workforce stability and operational performance challenges within the department. The recommended initial funding, coupled with robust tracking and evaluation, will allow the City to responsibly implement and assess the program before committing additional resources.



## **FIRE/EMS DOWN PAYMENT ASSISTANCE PROGRAM**

The Common Council of the City of Whitewater adopted **Policy \_\_\_\_ in [month/year]** to strengthen recruitment and retention within the Fire/EMS Department. The purpose of the Policy is to support the City's ability to attract and retain highly qualified Fire and EMS personnel by creating competitive programs and resources that enhance long-term service commitment. This initiative addresses ongoing workforce challenges in public safety and reinforces the City's dedication to maintaining high-quality emergency services for the community. The program is administered by the City of Whitewater and supported by the Fire/EMS leadership team.

### **Program Features:**

- Loan to support purchase of single-family home for use as borrower's primary residence.
- Loan is 0% interest.
- Repayment of the loan is deferred until the home is sold, is no longer the borrower's primary residence or the borrower is no longer a full-time employee of the City of Whitewater.
- The maximum amount allowed for a second mortgage through the program is \$25,000 and may be applied to lender-required down payment.
- This program can be combined with other down payment assistance programs.

### **Borrower Requirements:**

- Be mortgage ready and able to secure affordable superior mortgage loan from a bank, credit union, USDA Rural Development or other conventional lender.
- Land contract purchase does not qualify.
- The first mortgage used to purchase a home must be a fixed rate mortgage. The City of Whitewater will not provide a second mortgage for a house purchase transaction that does not have a fixed rate mortgage.
- To be eligible for down payment assistance, applicants must be a full-time employee with the City for a minimum of 3 months.

### **Property Requirements:**

- Home must be move-in ready and meet Housing Quality Standards at the time of purchase.
- Must be fee simple title at purchase.
- Homes that qualify for down payment assistance can be stick built, modular, new manufactured or condominium on a permanent foundation. A home on a rented or leased lot does not qualify.
- Home must be within Whitewater city limits.



### **Down Payment Assistance Loan Forgiveness:**

Partial to Full Forgiveness of the Down Payment Assistance Loan is available through the employee responding to Fire and EMS All Calls when not on shift. Call response percentages will be calculated using the Department's official call-tracking system. Forgiveness amounts will be applied annually and credited toward the principal balance of the loan on a Calander year basis.

- Employees who respond to between 10% and 25% of All-Calls in a calendar year shall have \$2,500 of the outstanding loan balance forgiven for that year.
- Employees who respond to 25% or more of All-Calls in a calendar year shall have \$5,000 of the outstanding loan balance forgiven for that year.
- Partial years will be calculated on a prorated basis based on the number of months remaining in the year when the Down Payment Assistance Loan is granted, or when the employee leaves employment or the home is no longer the employee's primary home.

### **Application Process:**

Applicants must first select a home and have mortgage loan approval in place as specified above. The applicant should then complete the Program's Application Form and submit it to the **Finance Department** for review. Following Staff review, the application will be referred to the Finance Committee for approval. If approved, **City Attorney** staff will prepare the Down Payment Assistance Agreement and Mortgage, attend the residential real estate closing to present the down payment check and obtain signatures on program documents, and record the mortgage with the appropriate County Register of Deeds where the residence is located.



## DOWN PAYMENT ASSISTANCE LOAN PROGRAM

The Common Council of the City of Whitewater adopted Policy 602.01 Affordable Housing Policy in July of 2023. The purpose of the Policy is to assist home buyers and developers by addressing the lack of housing stock available in the City and the creation of affordable housing opportunities such as supporting home buyers in acquiring homes for use as their primary residence. The Down Payment Assistance Loan Program is a component of that Policy and is administered by the Community Development Authority of the City of Whitewater (CDA).

### **Program Features:**

- Loan to support purchase of single-family home for use as borrower's primary residence.
- Loan is 0% interest.
- Repayment of the loan is deferred until the home is sold or is no longer the borrower's primary residence.
- The maximum amount allowed for a second mortgage through the Homebuyer Program is \$25,000 and may be applied to lender-required down payment.

### **Borrower Requirements:**

- Meet program income guidelines.
- Be mortgage ready and able to secure affordable superior mortgage loan from Bank, Credit Union, USDA Rural Development, or other conventional lender.
- Must qualify for a conventional loan through a reputable lender.
- Land Contract purchase does not qualify.
- To increase the probability that a house payment will remain affordable, the first mortgage used to purchase a home must be a fixed rate mortgage. City of Whitewater will not provide a second mortgage for a house purchase transaction that does not have a fixed rate mortgage.
- To be eligible for the Down Payment Assistance, Applicants must have a combined household income of 150% or less of current HUD Income Limits by county.

### **Property Requirements:**

- Home must be move in-ready and meet Housing Quality Standards at the time of purchase.
- Must be fee simple title at purchase.
- Homes that qualify for Down Payment Assistance can be stick built, modular, new manufactured or condominium on a permanent foundation. A home on a rented or leased lot does not qualify.

### **Application Process:**

Applicants must first select a home and have a mortgage loan in place as specified above. Applicant should then complete the Program's Application Form and submit to the CDA (see below) for review by Economic Development staff for referral to the Board of Directors of the CDA for approval. If approved, Staff will prepare a Down Payment Assistance Agreement and Mortgage, attend the residential real estate closing to present the down payment check and have program documents signed, and record the mortgage at the appropriate Register of Deeds Office for the County in which the residence exists.

### **For questions or assistance, please contact:**

**Bonnie Miller, Administrative Assistant**  
**Community Development Authority of the City of Whitewater**  
**312 W. Whitewater Street, Whitewater, WI 53190**  
**Phone: 262-473-0149    Email: [bmiller@whitewater-wi.gov](mailto:bmiller@whitewater-wi.gov)**

Date: April 28, 2026

To: Finance Committee

From: Rachelle Blich, Director of Financial and Administrative Services

Re: Recruitment and Advancement Incentive Program – Fire/EMS Department

The purpose of this memo is to provide an overview of the Fire/EMS Recruitment and Advancement Incentive Program. This program is designed to strengthen our ability to attract qualified paramedics while also supporting and rewarding current employees who obtain key certifications and licenses essential to department operations.

The program includes structured, multi-year incentive payments for three categories: Outside Paramedic Hires, Internal Paramedic Licensing, and Motor Pump Operator (MPO) Certification. Incentives are paid out over a three-year period to support retention and ensure long-term staffing stability.

### 1. Outside Paramedic Hire Incentive

Total incentive: **\$3,000**

- **\$500** at 6 months
- **\$500** at 1 year
- **\$1,000** at 2 years
- **\$1,000** at 3 years

### 2. Paramedic Licensing Incentive (Internal Candidates)

Total incentive: **\$3,000**

- **\$500** once fully licensed and operating independently on shift
- **\$500** at 1 year
- **\$1,000** at 2 years
- **\$1,000** at 3 years

### 3. MPO Certification Incentive (Internal Candidates)

Total incentive: **\$1,500**

- **\$250** once certified and operating independently on shift
- **\$250** at 1 year
- **\$500** at 2 years

 <p>City of <b>WHITewater</b> Finance Department</p>	<p><a href="http://www.whitewater-wi.gov">www.whitewater-wi.gov</a> Telephone: 262-473-0500 Fax: 262-222-5903</p>	<p><b>Office of Finance</b> 312 W. Whitewater St. Whitewater, WI 53190</p>
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- \$500 at 3 years

**Program Purpose and Benefits**


This incentive structure is intended to:

- Enhance recruitment competitiveness for paramedic positions
- Support internal career development and professional advancement
- Improve retention by distributing incentives over multiple years
- Strengthen operational readiness by encouraging key certifications

**Repayment Provision**

To ensure the program supports long-term retention, the incentive structure includes a repayment clause for employees who separate from the department before completing three years of service from the date of their first incentive payment. Repayment obligations are prorated based on length of service completed. Employees who leave within 1–12 months are required to repay 100% of incentive funds received. Those who leave within 13–24 months must repay 50%, and those who leave within 25–36 months must repay 25%. This provision helps protect the City’s investment in recruitment and professional development while maintaining fairness for employees who remain with the department for the full incentive period.

We believe this incentive structure will strengthen both our recruitment efforts and internal career development pipeline, helping ensure the Fire/EMS Department remains fully staffed and well-prepared to meet community needs.

	<h2>Finance Committee Agenda Item</h2>
<p>Meeting Date:</p>	<p>04/28/2026</p>
<p>Agenda Item:</p>	<p>Our Rescue Grant Opportunity - GrayKey</p>
<p>Staff Contact (name, email, phone):</p>	<p>Dan Meyer  <a href="mailto:dmeyer@whitewater-wi.gov">dmeyer@whitewater-wi.gov</a>                  262-473-1371</p>

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

The Whitewater Police Department has increasingly relied upon extracting data from electronic devices such as computers and cell phones to investigate significant crimes. Currently, we contract with the Waukesha Police Department so that our detectives can access their forensic lab and software to facilitate these extractions. While this has been a tremendous resource, it comes at both a hard cost (contract cost, fuel/equipment costs and overtime) as well as a cost to our staff efficiency (staff time commuting to and from Waukesha PD and lack of productivity while at the lab waiting). These costs have been estimated to the best of our ability and have been aggregated on the included spreadsheet. The total estimated cost is approximately \$24,383.

One of the critical pieces of software that we utilize at the Waukesha Lab for extractions is GrayKey. We have the opportunity to purchase this software through Magnet Forensics for an annual cost of \$13,000 in 2026 and thereafter. Purchasing the GrayKey software would remove our need to utilize the Waukesha forensic lab and would remove the ancillary costs associated with using the lab. Furthermore, Detective Lieutenant Heilberger applied for grant funding through Our Rescue and our department was selected to receive \$8,000 of 2026 funding toward the GrayKey software if accepted. It is anticipated that \$4,000 of grant funding would also be awarded for 2027 and would discontinue thereafter.

After considering all the hard costs involved and staff efficiency costs, the costs associated with accepting the Our Rescue grant and purchasing the GrayKey software are lower than our current costs. Based on that, staff recommends moving forward with accepting the grant funding and purchasing the GrayKey software through Magnet Forensics in 2026 and canceling the contract with the Waukesha forensic lab effective January 1, 2027.

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

N/A

**FINANCIAL IMPACT**  
 (If none, state N/A)

See attached spreadsheet

**STAFF RECOMMENDATION**

---

Accept grant funding and purchase GrayKey software through Magnet Forensics, and canceling the contract with the Waukesha forensic lab effective January 1, 2027.

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

1. Costs Explained Spreadsheet
  2. Magnet Forensics Quote
  3. Our Rescue grant MOU
-

**Current 2026 Costs of Electronic Extraction**

Item	Cost
Waukesha contract	\$ 5,000.00
Estimated annual travel (fuel/equipment)	\$ 2,513.00
Overtime related to lab	\$ 6,933.00
Staff inefficiency (drive time/waiting at lab)	\$ 9,937.00
<b>Total Cost</b>	<b>\$ 24,383.00</b>

**2026 Costs with Our Rescue Grant**

Item	Cost
Waukesha contract	\$ 5,000.00
Estimated annual travel	\$ 1,256.50
Overtime related to lab	\$ 3,466.50
Staff inefficiency	\$ 4,968.50
GrayKey software	\$ 13,000.00
Our Rescue grant	\$ (8,000.00)
<b>Total Cost</b>	<b>\$ 19,691.50</b>

**2027 Costs with Our Rescue Grant**

Item	Cost
Waukesha contract	\$ -
Estimated annual travel	\$ -
Overtime related to lab	\$ -
Staff inefficiency	\$ -
GrayKey software	\$ 13,000.00
Our Rescue grant (anticipated)	\$ (4,000.00)
<b>Total Cost</b>	<b>\$ 9,000.00</b>

**2028 Costs with Our Rescue Grant**

Item	Cost
Waukesha contract	\$ -
Estimated annual travel	\$ -
Overtime related to lab	\$ -
Staff inefficiency	\$ -
GrayKey software	\$ 13,000.00
Our Rescue grant (no funding)	\$ -
<b>Total Cost</b>	<b>\$ 13,000.00</b>

**Dan Meyer**

---

**From:** Anthony Heilberger  
**Sent:** Thursday, February 19, 2026 10:01 AM  
**To:** Dan Meyer; Adam Vander Steeg  
**Subject:** FW: Magnet Quotes

---

**From:** Brandon Heck <[brandon.heck@magnetforensics.com](mailto:brandon.heck@magnetforensics.com)>  
**Sent:** Friday, February 13, 2026 1:53 PM  
**To:** Anthony Heilberger <[aheilberger@whitewater-wi.gov](mailto:aheilberger@whitewater-wi.gov)>  
**Subject:** RE: Magnet Quotes

You don't often get email from [brandon.heck@magnetforensics.com](mailto:brandon.heck@magnetforensics.com). [Learn why this is important](#)

Anthony,

As promised below are the annual cost estimates for 2027 for GrayKey, Axiom, and Training.

**OUR Project items:** 2027 renewal cost I would put at \$13,000 the actual math of our average increase (7.5%) would amount to \$12,072 for 2027.

**VAWA Grant for Training:** The renewal on the TAP training pass is \$3,999 this year the (7.5%) increase applied to it would be \$4,299 for budget purposes I would round up to \$5,000.

**2027 All-in total:** I'm comfortable with \$18,000.

If there's anything else I can do to help let me know.

Thank you!

**Brandon Heck** | Account Executive, Central

**Magnet Forensics**

2220 University Avenue East Suite 300  
Waterloo, ON  
Canada  
Ph: (608) 345-6402

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FORENSICS®****Unlock the truth.  
Protect the innocent.**

---

**From:** Anthony Heilberger <[aheilberger@whitewater-wi.gov](mailto:aheilberger@whitewater-wi.gov)>  
**Sent:** Friday, February 13, 2026 11:59 AM  
**To:** Brandon Heck <[brandon.heck@magnetforensics.com](mailto:brandon.heck@magnetforensics.com)>  
**Subject:** [EXTERNAL] RE: Magnet Quotes

**This Message Is From an External Sender**

This message came from outside your organization.

What would the reoccurring cost be each year with the 11,229.88 option?

**From:** Brandon Heck <[brandon.heck@magnetforensics.com](mailto:brandon.heck@magnetforensics.com)>

**Sent:** Friday, February 13, 2026 10:11 AM

**To:** Anthony Heilberger <[aheilberger@whitewater-wi.gov](mailto:aheilberger@whitewater-wi.gov)>

**Subject:** Magnet Quotes

You don't often get email from [brandon.heck@magnetforensics.com](mailto:brandon.heck@magnetforensics.com). [Learn why this is important](#)

Hi Anthony,

I'm glad Jamal and Alex got you taken care of this morning. I caught up with Alex this morning and I've attached the quotes that were discussed. I'm looking forward to working with you, let me know if you have questions or if there's anything discussed not reflected in the quotes.

Thank you,

**Brandon Heck** | Account Executive, Central

**Magnet Forensics**

2220 University Avenue East Suite 300

Waterloo, ON

Canada

Ph: (608) 345-6402

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Quotation

**Address:**  
Magnet Forensics, LLC  
931 Monroe Drive NE  
Suite A102-340  
Atlanta, Georgia 30308  
United States

**Phone:** 519-342-0195

**Quote #:** Q-419860-1  
**Issue Date:** 13 Feb, 2026  
**Expires On:** 5 Mar, 2026

**Bill To**

Randy Golding  
OUR Rescue  
OUR Suite 1  
13648 S 200 W  
Draper, Utah 84020  
United States  
801-717-8004  
randy.g@ourrescue.org

**Ship To**

Anthony Heilberger  
Whitewater Police Department  
312 W. Whitewater St.  
Whitewater, Wisconsin 53190  
United States  
2624739517  
aheilberger@whitewater-wi.gov

**End User**

Anthony Heilberger  
Whitewater Police Department  
312 W. Whitewater St.  
Whitewater Wisconsin 53190  
United States  
2624739517  
aheilberger@whitewater-wi.gov

PREPARED BY	PHONE	EMAIL	PAYMENT TERM
Brandon Heck		brandon.heck@magnetforensics.com	Net 45

ITEM #	PRODUCT NAME	SMS DATES	UNIT LIST PRICE *	UNIT SELLING PRICE	QTY	EXTENDED PRICE
6AXB100	Magnet AXIOM Essentials Bundle		USD 0.00	USD 0.00	1	USD 0.00
6AX110	Magnet AXIOM Essentials	12	USD 4,970.00	USD 4,721.50	1	USD 4,721.50
5F000	Free Shipping		USD 0.00	USD 0.00	1	USD 0.00
GKL-LITE	GrayKey License - Lite Action Credits Included: 4	12	USD 6,775.00	USD 5,792.63	1	USD 5,792.63
GK101	Magnet GrayKey Unit		USD 635.00	USD 635.00	1	USD 635.00
SH	Shipping & Handling		USD 85.00	USD 80.75	1	USD 80.75

\* SMS Unit Price based on a 12 Month Term

OUR Cost Split: OUR to pay \$8000, Customer will pay remaining balance

Total List Price	USD 12,465.00
Discount	USD 1,235.12
Sub-Total	USD 11,229.88
Taxes	USD 0.00
<b>Grand Total</b>	<b>USD 11,229.88</b>

Prices subject to change upon quote expiry. Accurate sales tax will be calculated at the time of invoicing when applicable. If your company is tax exempt, please provide appropriate support with your signed quote. Hardware may be subject to additional fees related to delivery, import and export.

**Terms & Conditions**

Unless you have an existing written agreement with Magnet Forensics for the products and/or services listed in this quotation, by: (a) signing below, (b) submitting an Order to Magnet Forensics referencing this quotation, or (c) making payment for the products and/or related services listed in this quotation, you agree to the Reseller terms and conditions at <http://magnetforensics.com/legal/> applicable to such products and/or services listed in this quotation to the exclusion

of any differing or additional terms which may be found on your purchase order or similar document. By signing, you certify that you have the authority to bind your organization. Magnet Forensics may adjust the software term start and/or end date, without increasing the total software license price, based on the date Magnet Forensics activates the software and provided that the total software license term length does not change.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Name (Print):** \_\_\_\_\_ **Title:** \_\_\_\_\_

Please sign and email to Brandon Heck at [brandon.heck@magnetforensics.com](mailto:brandon.heck@magnetforensics.com)

**MEMORANDUM OF UNDERSTANDING**  
**(LAW ENFORCEMENT SUPPORT)**  
**OUR RESCUE**  
**AND**  
**Whitewater Police Department, Wisconsin**

This Memorandum of Understanding (“MOU”) will govern contributions from the U.S. based non-governmental organization Our Rescue to Whitewater Police Department, Wisconsin (“Receiving LEA”) for the purpose of combatting child exploitation and human trafficking, as well as rescuing victims of these crimes. This MOU is created to establish a formal relationship of collaboration between Our Rescue and Receiving LEA. This collaboration will include Our Rescue donating to Receiving LEA the following items:

A Magnet Axiom Essentials, a GrayKey license Lite with 4 action credits, a Magnet Graykey Unit, and associated shipping and handling, at a total cost of \$11,229.88 This is a Cost/Share agreement with Our Rescue contributing \$8,000 (the “Donation”). And Whitewater Police Department (Receiving LEA) contributing any remaining costs.

Our Rescue is a non-profit organization that exists to protect children from sex trafficking and sexual exploitation. This mission is best accomplished through collaboration with Law Enforcement Agencies (LEAs), both in the U.S. and abroad. Our Rescue recognizes that LEAs have the authority to enforce the laws relating to human trafficking and child exploitation and are therefore best positioned to conduct investigative and operational activities in this fight. Our Rescue is committed to empowering domestic and foreign LEAs by providing tools, training and technology to enhance their abilities to combat child exploitation.

Our Rescue is fully sustained by donors who generously give to help save children from being victimized by sexual predators and to identify, rescue and heal those who have fallen prey to human trafficking. Receiving LEA’s agreement to receive this support will entail providing Our Rescue with only information you are legally allowed to provide, to include numbers of any individuals arrested and/or victims identified during your investigation. Our Rescue does not require any names or case identifiers, only raw numbers. Furthermore, if forensic analysis of any devices located leads to the identification of a victim/s, those numbers are requested to facilitate program evaluation.

These numbers will be used to assure our donors the support provided is being used effectively in the fight against human trafficking and child exploitation. Additionally, only with your agency’s approval, Our Rescue will utilize your press releases to show donors how their donations resulted

in positive outcomes. Information provided by your agency will not be released without your agency’s consent.

By accepting the Donation, you agree that the Donation will be provided to police units charged with investigating human trafficking/child exploitation related offenses and will be used for that purpose. Upon request by Our Rescue, Receiving LEA agrees to provide documentation showing that the Donation was used for the agreed purpose.

Acceptance of any Our Rescue support shall not create any requirements or obligations by Receiving LEA except for those specifically stated in the preceding paragraphs.

**Designated Receiving LEA’s Point of Contact for Reporting:**

**Phone number:**

**Email:**

Please attach agency W9:

The parties have executed this MOU in duplicate to be effective as of the \_\_\_\_ day of \_\_\_\_\_, 2026.

OUR RESCUE

Whitewater Police Department  
Name of Receiving LEA

\_\_\_\_\_  
OUR Rescue Representative’s Name (Printed)

\_\_\_\_\_  
LEA Representative’s Name (Printed)

\_\_\_\_\_  
OUR Rescue Representative’s Signature

\_\_\_\_\_  
LEA Representative’s Signature



# Finance Committee Agenda Item

Meeting Date:	April 28, 2026
Agenda Item:	Salary Resolution Amendment Request – Support Services Manager
Staff Contact (name, email, phone):	Sara Marquardt, <a href="mailto:smarquardt@whitewater-wi.gov">smarquardt@whitewater-wi.gov</a> , 262-473-1387

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

The City of Whitewater Police Department submitted a request to reclassify the Support Services Manager position. The position is currently held by Sabrina Ojibway and functions as a non-sworn command staff role overseeing the Communications Center, Records Division, and civilian support operations.

Since the position’s last classification, the scope and complexity of responsibilities have expanded. The role now includes:

- Direct and indirect supervision of approximately 15 employees across multiple divisions
- Oversight of 24/7 emergency communications operations
- Management of critical public safety systems (CAD, RMS, radio infrastructure)
- Department-wide policy development and compliance (including CJIS/TIME)
- Budget planning, payroll oversight, and vendor coordination
- Interagency coordination with fire, EMS, UW-Whitewater Police, and regional partners

Additionally, the updated job description reflects a clearer command-level structure, emphasizing leadership, strategic planning, and organizational impact rather than primarily administrative duties.

The initial reclassification request was returned by the City Manager for additional clarification and a more user-friendly job description. The revised submission included a streamlined and more readable job description along with expanded analysis to better illustrate the position’s scope, decision-making authority, and organizational impact.

This position presented a unique classification challenge due to the limited availability of comparable roles within other cities, and the scope of responsibility requires a higher level of independent judgment than many positions, including the Police Captain classification, which is currently graded four levels higher.

With the changes, the City Manager approved the reclassification request on April 10, 2026. For transparency, the entire reclassification request has been included in the packet.

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

N/A

**FINANCIAL IMPACT**  
(If none, state N/A)

The reclassification moves the position from Grade L (\$62,480 – \$84,348) to Grade M (\$67,183 – \$90,697).

- Estimated annual increase: approximately \$7,899
- Funding plan: internal line item transfer from patrol salary to administrative salary due to a vacant position

This adjustment results in minimal net budget impact.

**STAFF COMMENTS**

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Staff recommend approval of the amendment to the salary resolution.

Item 6.

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

1. Reclassification Request Approved by the City Manager
-



## City of Whitewater New Position/Reclassification Request Form

### Section 1: Requestor Information

Name:	Sabrina Ojibway	Title/Position:	Support Services Manager
Department:	Police	Supervisor's Name:	Dan Meyer
Date of Request:	04/09/2026		

### Section 2: Position Information

- Current Job Title: Support Services Manager
- Current Classification Grade/Level: L
- Current Salary Range: \$62,480.41 - \$84,348.55
- Proposed Job Title: No change
- Proposed Grade/Level (if known): M
- Proposed Salary Range: \$67,183.23 - \$90,697.37
- Proposed Employee Salary: \$90,697.37
- Budgetary Difference: \$90,697.37-\$82,798.63 ~ \$7,899

Has the proposed reclass been reviewed and planned in coordination with Finance?  Yes (This is the only correct answer.)

Financing Plan: Line item transfer from patrol salary to admin salary due to vacant positions

- Proposed Effective Date: ASAP but TBD based on approval

### Section 3: Request Justification

Primary Reasons (check all that apply):

- Significant changes in job duties/responsibilities
- Market comparison or compensation inequity

New skills/qualifications/certifications required

Increase in job scope/complexity

Other: \_\_\_\_\_

**Explanation:**

Provide a clear summary of the reason(s) for reclassification. Include examples and data.

The request to reclassify the Support Services Manager is supported by both the JAQ and the organizational compensation comparison. The position oversees 15 employees across the Division, manages 24/7 emergency and non-emergency operations and holds Level 5 policy development authority with responsibility for compliance.

**Section 4: Current Duties and Responsibilities**

Duty #	Description
1	
2	
3	

**Section 5: Proposed Duties and Responsibilities**

Duty #	Description
1	Adding-Provide guidance regarding records requests, redactions & release
2	Adding-Completion of Police Staff & Command staff program
3	Position is currently 4 steps below comparable command staff positions

**Section 6: Supporting Data**

- Comparable Job Descriptions (internal/external): EMS Chief & Accountant
- Proposed Job Description: Attached with changes
- Market Data/Salary Comparisons: Attached
- Other Supporting Information: Attached-Northwestern School of Police & Command Program

**Section 7: Supervisor/Department Head Review**

Name: Dan Meyer Title: Police Chief

Date: 04/09/2026

Approval Status:

Recommend Approval  Do Not Recommend  Other: \_\_\_\_\_

**Section 8: HR Department Review**

Reviewed By: Sara Marquardt

Date: 04/09/2026

**Section 9: City Manager Final Review and Approval**

Name: *Jurid*

4/10/24

Approval Status  Approved  Denied  Other: \_\_\_\_\_

Comments: \_\_\_\_\_



**JOB DESCRIPTION**

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<b>Title:</b>	Support Services Manager	<b>Department(s):</b>	Police
<b>Reports to:</b>	Chief of Police	<b>Location:</b>	Municipal Building
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	M
<b>Shift:</b>	Day	<b>Status:</b>	Full-Time
<b>Bargaining Unit:</b>	None	<b>Date:</b>	April 2026

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**JOB SUMMARY**

The Support Services Manager is a non-sworn command staff position responsible for overseeing the Police Department’s Communications Center, Records Division, and civilian support services operations. Working under the general supervision of the Chief of Police, this position provides leadership, strategic planning, and administrative oversight to ensure efficient emergency communications, accurate records management, regulatory compliance, and effective technology systems.

This position supervises civilian personnel, manages critical public safety information systems, and ensures operational readiness of emergency and non-emergency communications. The Support Services Manager exercises independent judgment in administrative, operational, and personnel matters while maintaining strict confidentiality and adherence to department policies and applicable laws.

The position plays a key role in department planning, technology implementation, policy development, budgeting, and interagency coordination, and serves as a primary advisor to the Chief on communications, records management, and civilian operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

**Leadership and Supervision**

- Provide leadership, direction, and performance management for Communications and Records personnel.
- Assign work, establish priorities, monitor productivity, and evaluate employee performance.
- Oversee recruitment, hiring, training, and professional development of civilian staff.
- Address personnel issues and conduct internal investigations involving Communications and Support Services personnel.
- Recommend disciplinary actions in accordance with department policies and labor regulations.
- Promote professionalism, accountability, and adherence to the department’s Mission and Values.

**Communications Center Management**

- Manage daily operations of the Police Department Communications Center to ensure reliable emergency and non-emergency call handling and dispatch services.
- Ensure operational readiness of communications equipment, radio systems, CAD systems, and backup systems.
- Oversee dispatcher training programs, certification requirements, and continuing education.
- Coordinate communications operations and policies with partner agencies including fire, EMS, and neighboring law enforcement agencies.
- Manage radio system licensing and communications infrastructure compliance.

**Records and Information Management**

- Manage departmental records and ensure compliance with state and federal records management laws.
- Oversee records management systems, reporting processes, and documentation practices.
- Ensure accurate and timely completion of required statistical reports, including state crime reporting.
- Provide guidance on open records requests, legal disclosure requirements, and records redaction.

**Technology and Systems Oversight**

- Oversee department public safety technology systems including:
  - Records Management System (RMS)
  - Computer Aided Dispatch (CAD)
  - Communications infrastructure
  - Department data systems and related software
- Serve as liaison with municipal IT services and system vendors.
- Identify and implement technological solutions that improve operational efficiency and service delivery.

**Compliance and Regulatory Oversight**

- Serve as the department’s TIME Agency Coordinator (TAC) and ensure compliance with Wisconsin TIME/CJIS regulations.
- Coordinate audits, system access compliance, and required certifications for department personnel.
- Ensure adherence to departmental policies, state statutes, and federal regulatory requirements.

**Administrative and Organizational Support**

- Assist the Chief of Police with policy development, operational planning, and strategic initiatives.
- Participate in departmental budgeting, including planning, monitoring, and justification of expenditures related to communications and support services.
- Oversee administrative functions including payroll coordination, equipment procurement, and financial record tracking.
- Prepare reports, analyses, and recommendations regarding departmental operations, staffing, and program performance.

**Interagency Coordination and Projects**

- Collaborate with regional public safety agencies, including the University of Wisconsin-Whitewater Police, local fire departments, and other communications centers.
- Coordinate special projects involving communications technology, operational protocols, and interagency agreements.
- Represent the department in meetings, committees, and professional organizations related to communications and records management.

**SUPERVISION RECEIVED AND/OR EXERCISED**

- Works under general supervision of the Chief, however, performs recurring job duties independently. Some opportunities to vary work steps and in deciding appropriate procedures, guidelines and methods to apply exist.
- Exercises general to specific supervision over the Communications Coordinator and Records Technicians in their assigned duties including assigning duties, establishing priorities, reviewing and evaluating individual work performance and providing training for the staff.
- Requires the ability to provide first line supervision including the ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

**QUALIFICATIONS**

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

**Education and Experience**

- Associate’s degree required; bachelor’s degree preferred in criminal justice, public/business administration, communications, or related field.
- Minimum five (5) years of progressively responsible experience in public safety communications, records management, or law enforcement administration.
- Supervisory or management experience is strongly preferred.
- Successful completion of the Northwestern University School of Police Staff and Command (or equivalent) required as a condition of continued professional development.

**Knowledge and Skills**

- Knowledge of modern public safety communications operations and dispatch practices.
- Knowledge of records management laws, open records requirements, and crime reporting standards.
- Familiarity with CAD, RMS, radio communications systems, and public safety technology infrastructure.
- Understanding of CJIS and Wisconsin TIME system compliance requirements.
- Ability to supervise personnel, manage complex projects, and implement operational improvements.
- Strong analytical, organizational, and decision-making skills.
- Ability to communicate effectively in writing and verbally with department staff, government officials, partner agencies, and the public.

**Other Requirements**

- Demonstrated professionalism, integrity, and sound judgment.
- Ability to maintain strict confidentiality of sensitive law enforcement information.
- Proficiency with modern office software and public safety technology systems.

**WORK ENVIRONMENT**

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

Work is primarily performed in an office and public safety communications environment requiring prolonged computer use and interaction with staff and the public. The position may occasionally involve lifting light equipment, attending meetings, and responding to operational needs during emergencies.





**JOB DESCRIPTION**

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<b>Title:</b>	Support Services Manager	<b>Department(s):</b>	Police
<b>Reports to:</b>	Chief of Police	<b>Location:</b>	Municipal Building
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	Schedule II D
<b>Shift:</b>	Day	<b>Status:</b>	Full-Time
<b>Bargaining Unit:</b>	None	<b>Date:</b>	March 2026

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**JOB SUMMARY**

Under the general supervision of the Chief of Police, the Support Services Manager is non-sworn upper management position. The Support Service Manager must be a decision-oriented, highly organized individual capable of follow-through on detailed projects. The Support Service Manager must have a high level of dedication and conscientiousness and a thorough knowledge of local, state, and federal laws. Work situations require the Support Service Manager to make decisions, provide directions to subordinates and exercise independent judgment in both emergency and non-emergency situations. The Support Services Manager must be capable of maintaining confidentiality and supervising personnel in an effective and professional manner. The Support Services Manager will develop innovative programs, projects, and technology that serve to improve the effectiveness and efficiency of the Whitewater Police Department. The Support Services Manager is expected to lead, motivate, and evaluate the work of assigned personnel, acting as an advisor for his/her subordinates. The Support Services Manager will make recommendations regarding disciplinary actions in accordance with the policies, procedures, rules and regulations and the Mission and Values of the Whitewater Police Department.

The Support Service manager is responsible for supervising the Communications Center in maintaining operational readiness to manage emergency and non-emergency calls for service and the Support Services staff in maintaining the official records of the police department. This position assists in the preparation and monitoring of departmental budget, oversees department computer system, is responsible for department payroll, and monies collected. Provides highly responsible administrative staff assistance including conducting specific and moderately complex analyses of a wide range of departmental activities and assists in the administration of standard operating policies and procedures of the police department. Provides responsible professional assistance in the analysis, implementation and monitoring of department programs.

This position is responsible for a wide range of duties including hiring of non-sworn personnel, internal affairs, discipline, audit and inspections, planning and research, personnel and training, records, emergency and non-emergency radio and phone transmissions, policy development, and organizational functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Provide leadership and guidance to subordinates in accordance with goals and objectives as well as the Mission and Values of the department.
- Manage the communications center to include operational oversight of personnel and equipment.

- Manage the recruitment, hiring and promotional processes for Communications and Support Services and make recommendations to the Chief regarding hiring, transfers and promotions.
- Perform the department internal affairs function for Support Services and Communications; receive and investigate complaints of misconduct, prepare reports on findings, make recommendations and forward to the Chief.
- Supervise the work of Communications and Support Services staff, including assigning duties, establishing priorities, reviewing and evaluating individual work performance.
- Maintain compliance with various policies and procedures as they pertain to Communications and Support Services personnel. Make periodic inspections of subordinates in order to ensure compliance with department rules and regulations, policies and operating procedures.
- Monitor performance and activities of probationary employees. Recommend necessary discipline, discharge, retention and re-training as needed.
- Manage the preparation of monthly and annual police reports and State Uniform Crime Report.
- Assist with budgetary analysis, development and justification for police, communications, and community service.
- Oversight **and management** of the Communications field training **program** of newly hired personnel.
- Oversee the development and implementation of civilian employee training. Training includes but is not limited to annual/biannual training and certification in programs such as TIME certification, **Telecommunicator CPR**, open records, blood borne pathogens, CPR, first aid, etc.
- **Provide guidance to staff regarding requests for records as well as redaction and release practices based on comprehensive knowledge of laws pertaining to Open Records/Freedom of Information rights.**
- Ensure proper training on new/updated department policies and that training records remain up-to-date and accurate.
- Oversee all aspects of Police computer operations including research and training of police personnel in utilization of computer software applications, and analysis of basic computer and software operational problems. Act as a liaison between police department and network support services.
- Manage the department records management software and computer aided dispatch (CAD) software.
- Manage the office related parking enforcement operations.
- Manage testing of UPS dispatch generator and other communications equipment.
- TIME Agency Coordinator (TAC) responsible for daily use of TIME system regulatory compliance, triennial TIME system audit, **CJIS compliance**, TIME system certification for dispatchers and officers, and related training records.
- Department liaison for communications related issues for dispatched agencies (UWWPS, WWFD, **WWRS**, Lauderdale Lagrange Fire & Rescue) and surrounding agencies.
- **Manage and oversee the CTO program.**
- **Oversee the selection and implementation of employee training.**
- Ensure non-sworn employee training records remain up-to-date and accurate.
- Oversee renewal of radio frequency licenses.
- Oversee the monitoring and coping of the radio traffic, emergency and non-emergency telephone traffic and the corresponding software.
- Act as custodian of departmental documents and records. Establish and maintain efficient and effective filing, scanning and computer record systems.
- Oversee and assist in preparation of police payroll.
- Maintain current, accurate, and up-to-date files on past and present police department employees. These files should contain relevant training and education documentation.

- Create agendas, **compile minutes** and coordinate dispatch staff meetings **and Police & Fire Commission meetings.**
- Attend Department staff meetings and review agenda items with subordinates.
- Consult with city attorney, district attorney, and court system on department related matters when necessary.
- **Network Collaborate** with the University of Wisconsin-Whitewater Police Services, Whitewater Fire Department, **Whitewater Rescue Squad, and** Department of Public Works and surrounding communication centers **to ensure on special projects along with policy and protocol development. ~~policies and guidelines are achieved.~~**
- Oversee the operations and contractual service agreements.
- Review and update general record keeping policies to conform to local, county, and state requirements.
- Review supplies and reorder tickets when necessary.
- Oversee, assist, and perform general office duties as required by the department.
- Oversee and assist with collection of monies, bank records and yearly audit.
- Develop and maintain office forms and procedures; operate listed office machines as required; and assist with requisitioning department invoices.

**ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Assist Command Staff with general police department operations.
- Assist the Chief with the development, issuance and updates of all department policies.
- Perform a variety of clerical functions as needed to accomplish work routines as follows, including filing; posting and or logging information to manual or automated records; processing mail; ordering supplies; duplicating and distributing materials; collating and assembling documents; photocopying, scanning and faxing documents.
- Provide administrative support using computer software skills, including composition and typing of complex detailed documents including letters, memos, minutes and other material from draft, dictation or general instructions; proofread and edit documents, presentation materials, brochures and other materials for grammar, clarity, punctuation and spelling; and examine documents for completeness and accuracy.
- Responsible for procurement, management, and maintenance of departmental equipment.
- Assist Administrative Captain as necessary in the capacity of accreditation manager, reviewing all applicable standards, ensuring department compliance, developing related policies and procedures, attending conferences, and verifying and documenting proofs of compliance.
- Oversee facility maintenance and submit the necessary work orders along with other Command Staff members.
- Formulate, distribute, and analyze reports, surveys, memos, and letters.
- Attend meetings, seminars and workshops related to administrative duties and responsibilities as directed by the Chief of Police.

**SUPERVISION RECEIVED AND/OR EXERCISED**

- Works under general supervision of the Chief, however, performs recurring job duties independently. Some opportunity to vary work steps and in deciding appropriate procedures, guidelines and methods to apply exists.
- Exercises general to specific supervision over the Communications Coordinator and Records Technicians in their assigned duties including assigning duties, establishing priorities, reviewing and evaluating individual work performance and providing training for the staff.
- Requires the ability to provide first line supervision including the ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

**QUALIFICATIONS**

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

**Education and/or Experience**

- Associate's degree or equivalent required; Bachelor's degree preferred.
- **Successful completion of the Police Staff & Command program will be required as a condition of continued professional development in this position. Eligibility for enrollment in the School of Police Staff & Command requires the ability to successfully complete university-level coursework.**
- Five (5) years of increasingly responsible related experience, including management or supervisory experience, or any equivalent combination of related education and experience preferred.

**Language Skills**

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to establish and maintain effective working relationships with related agency officials, community and civic leaders, city officials, other employees, news media, court officials, businesspersons, public organization representatives, attorneys, other law enforcement personnel and the general public.
- Ability to communicate orally and in writing with city personnel, department personnel and general public.
- Ability to effectively communicate orally and prepare clearly written reports, documents, presentations, and recommendations.
- Ability to persuade, convince, and/or train others.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such code manuals, City ordinances, directories, State statutes, procedures, guidelines and non-routine correspondence.
- Ability to quickly make assessments of emergency situations, determine appropriate responses and act assertively, cope with situations firmly, courteously, and tactfully.
- Ability to communicate orally and in writing with City personnel, Department personnel and City residents.

**Mathematical Skills**

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
- Ability to perform cashier duties accurately.
- Knowledge of basic accounting procedures.

**Reasoning Ability**

- Ability to exercise independent judgment in emergency and non-emergency situations in accordance with departmental rules and regulations.
- Ability to cope with emergency situations calmly but effectively and to react quickly to secure accurate and precise information on the location, extent and nature of the emergency aid requests.

- Ability to quickly make assessments of emergency and non-emergency situations, determine appropriate responses and act assertively, cope with situations firmly, courteously, and tactfully.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands, perform duties with a minimum of supervision.
- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to recognize problems within the records system and plan, recommend and implement policy or procedural changes to correct the problems.
- Ability to use a high degree of sound professional judgment in the recommendation of Department policies and procedures, and to assist in the administration of an excellent, well-rounded Department.
- Ability to determine the relative importance of each type of work direct reports should do and the proper proportionate resources to devote to each.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

### **Other Qualifications**

- Demonstrate personal and professional honesty, integrity, and good judgment as shown in applicant's criminal history, background, and motor vehicle record.
- Ability to demonstrate and exemplify personal characteristics of professionalism and positive leadership skills.
- Knowledge of current labor law and policies governed and enforced by the State of Wisconsin Department of Industry, Labor, and Human Relations (DILHR) and Occupational Safety and Health Administration (OSHA).
- Knowledge of Federal, state, and local laws and ordinances; WPD Mission, Values Statement, Policies, Procedures, Rules, Regulations, and administrative and operations programs and projects.
- Ability to work cooperatively with others and work independently of direct supervision in an effective and efficient manner.
- Proficiency in typing; 10 key calculators; computers and electronic data processing; Microsoft Office, including Word, Excel, Access, and PowerPoint.
- Working knowledge of modern office practices and procedures.
- Knowledge of modern principles, practices and methods of police administration, organization and operation.
- Knowledge of laws pertaining to Open Records/Freedom of Information rights, State Statutes and State Crime Reporting system.
- Ability to gather data and prepare statistical and written reports.
- Ability to work effectively in cooperation with fellow employees as a member of the administrative staff team.
- Ability to deal with the public, other law enforcement officers, outside agency representatives, etc. in an effective, fair and professional manner.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.

### **Equipment Operated**

- Skill in the operation of departmental equipment including, but not limited to phone system, office equipment, files, computer workstations, printers, optical scanners, software applications, copy machines, FAX machines, etc.

**Physical Demands**

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

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and/or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and operating various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- The employee must exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping and or moving up to 25 pounds.

**WORK ENVIRONMENT**

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

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

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

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Employee Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_





**JOB DESCRIPTION**

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<b>Title:</b>	Support Services Manager	<b>Department(s):</b>	Police
<b>Reports to:</b>	Chief of Police	<b>Location:</b>	Municipal Building
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	Schedule II D
<b>Shift:</b>	Day	<b>Status:</b>	Full-Time
<b>Bargaining Unit:</b>	None	<b>Date:</b>	August 2022

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**JOB SUMMARY**

Under the general supervision of the Chief of Police, the Support Services Manager is non-sworn upper management position. The Support Service Manager must be a decision-oriented, highly organized individual capable of follow-through on detailed projects. The Support Service Manager must have a high level of dedication and conscientiousness and a thorough knowledge of local, state, and federal laws. Work situations require the Support Service Manager to make decisions, provide direction to subordinates and exercise independent judgment in both emergency and non-emergency situations. The Support Services Manager must be capable of maintaining confidentiality and supervising personnel in an effective and professional manner. The Support Services Manager will develop innovative programs, projects, and technology that serve to improve the effectiveness and efficiency of the Whitewater Police Department. The Support Services Manager is expected to lead, motivate, and evaluate the work of assigned personnel, acting as an advisor for his/her subordinates. The Support Services Manager will make recommendations regarding disciplinary actions in accordance with the policies, procedures, rules and regulations and the Mission and Values of the Whitewater Police Department.

The Support Service manager is responsible for supervising the Communications Center in maintaining operational readiness to manage emergency and non-emergency calls for service and the Support Services staff in maintaining the official records of the police department. This position assists in the preparation and monitoring of departmental budget, oversees department computer system, is responsible for department payroll, and monies collected. Provides highly responsible administrative staff assistance including conducting specific and moderately complex analyses of a wide-range of departmental activities and assists in the administration of standard operating policies and procedures of the police department. Provides responsible professional assistance in the analysis, implementation and monitoring of department programs.

This position is responsible for a wide range of duties including: hiring of non-sworn personnel, internal affairs, discipline, audit and inspections, planning and research, personnel and training, records, emergency and non-emergency radio and phone transmissions, policy development, and organizational functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Provide leadership and guidance to subordinates in accordance with goals and objectives as well as the Mission and Values of the department.
- Manage the communications center to include operational oversight of personnel and equipment.
- Manage the recruitment, hiring and promotional processes for Communications and Support Services and make recommendations to the Chief regarding hiring, transfers and promotions.

## JOB DESCRIPTION – SUPPORT SERVICES MANAGER

Item 6.

- Perform the department internal affairs function for Support Services and Communications; receive and investigate complaints of misconduct, prepare reports on findings, make recommendations and forward to the Chief.
- Supervise the work of Communications and Support Services staff, including assigning duties, establishing priorities, reviewing and evaluating individual work performance.
- Maintain compliance with various policies and procedures as they pertain to Communications and Support Services personnel. Make periodic inspections of subordinates in order to ensure compliance with department rules and regulations, policies and operating procedures.
- Monitor performance and activities of probationary employees. Recommend necessary discipline, discharge, retention and re-training as needed.
- Manage the preparation of monthly and annual police reports and State Uniform Crime Report.
- Assist with budgetary analysis, development and justification for police, communications, and community service.
- Oversight of the Communications field training of newly hired personnel.
- Oversee the development and implement of civilian employee training. Training includes but is not limited to annual/biannual training and certification in programs such as TIME certification, open records, blood borne pathogens, CPR, first aid, etc.
- Ensure proper training on new/updated department policies and that training records remain up-to-date and accurate.
- Oversee all aspects of Police computer operations including research and training of police personnel in utilization of computer software applications, and analysis of basic computer and software operational problems. Act as a liaison between police department and network support services.
- Manage the department records management software and computer aided dispatch (CAD) software.
- Manage the office related parking enforcement operations.
- Manage testing of UPS dispatch generator and other communications equipment.
- TIME Agency Coordinator (TAC) responsible for daily use of TIME system regulatory compliance, triennial TIME system audit, TIME system certification for dispatchers and officers, and related training records.
- Department liaison for communications related issues for dispatched agencies (UWWPS, WWFD, WWRS, Lauderdale Lagrange Fire & Rescue) and surrounding agencies.
- Manage and oversee the CTO program.
- Oversee the selection and implementation of employee training.
- Ensure non-sworn employee training records remain up-to-date and accurate.
- Oversee renewal of radio frequency licenses.
- Oversee the monitoring and coping of the radio traffic, emergency and non-emergency telephone traffic and the corresponding software.
- Act as custodian of departmental documents and records. Establish and maintain efficient and effective filing, scanning and computer record systems.
- Oversee and assist in preparation of police payroll.
- Maintain current, accurate, and up-to-date files on past and present police department employees. These files should contain relative training and education documentation.
- Create agendas and coordinate dispatch staff meetings.
- Attend Department staff meetings and review agenda items with subordinates.
- Consult with city attorney, district attorney, and court system on department related matters when necessary.

- Network with the University of Wisconsin-Whitewater Police Services, Whitewater Fire Department, Whitewater Rescue Squad, and Department of Public Works and surrounding communication centers to ensure policies and guidelines are achieved.
- Oversee the operations and contractual service agreements.
- Review and update general record keeping policies to conform to local, county, and state requirements.
- Review supplies and reorder tickets when necessary.
- Oversee, assist, and perform general office duties as required by the department.
- Oversee and assist with collection of monies, bank records and yearly audit.
- Develop and maintain office forms and procedures; operate listed office machines as required; and assist with requisitioning department invoices.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Assist Command Staff with general police department operations.
- Assist the Chief with the development, issuance and updates of all department policies.
- Perform a variety of clerical functions as needed to accomplish work routines as follows, including filing; posting and or logging information to manual or automated records; processing mail; ordering supplies; duplicating and distributing materials; collating and assembling documents; photocopying, scanning and faxing documents.
- Provide administrative support using computer software skills, including composition and typing of complex detailed documents including letters, memos, minutes and other material from draft, dictation or general instructions; proofread and edit documents, presentation materials, brochures and other materials for grammar, clarity, punctuation and spelling; and examine documents for completeness and accuracy.
- Responsible for procurement, management, and maintenance of departmental equipment.
- Assist Administrative Captain as necessary in the capacity of accreditation manager, reviewing all applicable standards, ensuring department compliance, developing related policies and procedures, attend conferences, verify and document proofs of compliance.
- Oversee facility maintenance and submit the necessary work orders along with other Command Staff members.
- Formulate, distribute, and analyze reports, surveys, memos, and letters.
- Attend meetings, seminars and workshops related to administrative duties and responsibilities as directed by the Chief of Police.

#### **SUPERVISION RECEIVED AND/OR EXERCISED**

- Works under general supervision of the Chief, however, performs recurring job duties independently. Some opportunity to vary work steps and in deciding appropriate procedures, guidelines and methods to apply exists.
- Exercises general to specific supervision over the Communications Coordinator and Records Technicians in their assigned duties including assigning duties, establishing priorities, reviewing and evaluating individual work performance and providing training for the staff.
- Requires the ability to provide first line supervision including the ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

#### **QUALIFICATIONS**

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

#### **Education and/or Experience**

- Associate's Degree or equivalent required; Bachelor's Degree preferred.

- Five (5) years of increasingly responsible related experience, including management or supervisory experience, or any equivalent combination of related education and experience preferred.

### **Language Skills**

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to establish and maintain effective working relationships with related agency officials, community and civic leaders, city officials, other employees, news media, court officials, business persons, public organization representatives, attorneys, other law enforcement personnel and the general public.
- Ability to communicate orally and in writing with city personnel, department personnel and general public.
- Ability to effectively communicate orally and prepare clearly written reports, documents, presentations, and recommendations.
- Ability to persuade, convince, and/or train others.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such code manuals, City ordinances, directories, State statutes, procedures, guidelines and non-routine correspondence.
- Ability to quickly make assessments of emergency situations, determine appropriate responses and act assertively; cope with situations firmly, courteously, and tactfully.
- Ability to communicate orally and in writing with City personnel, Department personnel and City residents.

### **Mathematical Skills**

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
- Ability to perform cashier duties accurately.
- Knowledge of basic accounting procedures.

### **Reasoning Ability**

- Ability to exercise independent judgment in emergency and non-emergency situations in accordance with departmental rules and regulations.
- Ability to cope with emergency situations calmly but effectively and to react quickly to secure accurate and precise information on the location, extent and nature of the emergency aid requests.
- Ability to quickly make assessments of emergency and non-emergency situations, determine appropriate responses and act assertively; cope with situations firmly, courteously, and tactfully.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands, perform duties with a minimum of supervision.
- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to recognize problems within the records system and plan, recommend and implement policy or procedural changes to correct the problems.
- Ability to use a high degree of sound professional judgment in the recommendation of Department policies and procedures, and to assist in the administration of an excellent, well-rounded Department.
- Ability to determine the relative importance of each type of work direct reports should do and the proper proportionate resources to devote to each.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

**Other Qualifications**

- Demonstrate personal and professional honesty, integrity, and good judgment as shown in applicant's criminal history, background, and motor vehicle record.
- Ability to demonstrate and exemplify personal characteristics of professionalism and positive leadership skills.
- Knowledge of current labor law and policies governed and enforced by the State of Wisconsin Department of Industry, Labor, and Human Relations (DILHR) and Occupational Safety and Health Administration (OSHA).
- Knowledge of Federal, state, and local laws and ordinances; WPD Mission, Values Statement, Policies, Procedures, Rules, Regulations, and administrative and operations programs and projects.
- Ability to work cooperatively with others and work independently of direct supervision in an effective and efficient manner.
- Proficiency in typing; 10 key calculator; computers and electronic data processing; Microsoft Office, including Word, Excel, Access, and PowerPoint.
- Working knowledge of modern office practices and procedures.
- Knowledge of modern principles, practices and methods of police administration, organization and operation.
- Knowledge of laws pertaining to Open Records/Freedom of Information rights, State Statutes and State Crime Reporting system.
- Ability to gather data and prepare statistical and written reports.
- Ability to work effectively in cooperation with fellow employees as a member of the administrative staff team.
- Ability to deal with the public, other law enforcement officers, outside agency representatives, etc. in an effective, fair and professional manner.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.

**Equipment Operated**

- Skill in the operation of departmental equipment including, but not limited to phone system, office equipment, files, computer workstations, printers, optical scanners, software applications, copy machines, FAX machines, etc.

**Physical Demands**

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

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- The employee must exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping and or moving up to 25 pounds.



## Memo – Support Services Manager Reclassification Request

March 3, 2026

### Overview

The Support Services Manager (Police Department) is a non-sworn, civilian command staff position responsible for managing the Communications Center and Records Division, supervising non-sworn personnel, and overseeing critical departmental functions. Based on the Job Description and Job Analysis Questionnaire (JAQ), this position requires significant policy development, operational oversight, and staff management beyond what is reflected in its current grade placement.

### Job Analysis Findings

The JAQ identifies the following key characteristics of the role:

- **Supervision:** Oversight of 15 employees across Communications and Records divisions, including hiring, training, discipline, and performance evaluation.
- **Policy Development:** Level 5 – primary responsibility for developing departmental policies, ensuring compliance with local, state, and federal laws.
- **Decision-Making:** High discretion with potential for serious to critical organizational impact.
- **Operations Oversight:** Manages 24/7 emergency and non-emergency communications operations, CAD/RMS software, compliance systems, payroll, and departmental budget functions.
- **Interagency Coordination:** Acts as liaison with UW–Whitewater Police, Whitewater Fire/Rescue, surrounding communication centers, and the District Attorney’s Office.
- **Education & Experience:** Requires a minimum of 10 years’ supervisory experience for efficient job performance. Associate’s degree required, Bachelor’s degree preferred, with expertise in public safety communications, policy, and personnel management.

### Comparison to Salary Resolution

- **Grade L (\$62,480 – \$84,348):** Includes positions such as Assistant Parks & Recreation Director. These roles carry mid-level program management responsibility but do not typically include 24/7 operational oversight or policy authority. Additionally, Assistant Parks & Recreation Director does not have direct supervisory responsibilities.
- **Grade M (\$67,183 – \$90,697):** Includes positions such as EMS Chief and Accountant. These roles involve professional management, compliance oversight, accreditation, and supervision—closely aligned with the Support Services Manager.
- **Grade N (\$72,240 – \$97,524):** Includes HR Manager, City Clerk, and Comptroller. These positions carry statutory authority and citywide policy responsibility, a broader scope than the department-level focus of the Support Services Manager.

### Recommendation

Based on the scope of responsibility, supervisory oversight, and policy development authority documented in the JAQ, the Support Services Manager should be classified at Pay Grade M (\$67,183 – \$90,697).

This placement reflects parity with comparable management-level positions such as EMS Chief, acknowledges the position’s significant operational and supervisory responsibilities, and ensures consistency with the City’s compensation structure.

The evaluation and analysis support reclassifying the Support Services Manager to a higher level to better reflect the scope, complexity, and strategic impact of the role. The position functions as a partner within the Command Staff, contributing to department-wide planning, operational support, fiscal oversight, and organizational leadership. However, the current compensation structure places the Support Services Manager four pay steps below the captains, despite a high level of responsibility, accountability, and executive-level collaboration. Adjusting the classification would more accurately align compensation with the role's leadership status and reinforce the position as a true peer within the department's command structure.

**Conclusion**

Adopting this recommendation will more accurately align the Support Services Manager position with its duties and responsibilities, while supporting internal equity and competitive pay practices for critical management roles within the City of Whitewater.

## Analysis - Support Services Manager

March 3, 2026

The following is a structured analysis of where the Support Services Manager (Police Department) should fall on the City of Whitewater's Salary Resolution:

### Job Description

#### Job Scope & Responsibilities

- Management-level, non-sworn role within the Police Department.
- Provides direct supervision of Communications Center and Records staff (currently 4 directly, 7 through Communication Coordinator).
- Oversees hiring, training, payroll, budgeting, records management, CAD/RMS systems, and internal affairs for non-sworn staff.
- Serves as TAC (TIME Agency Coordinator) and liaison to other agencies.
- Makes disciplinary recommendations and manages compliance with policies, statutes, and state/federal regulations.

This is clearly an upper-level professional/management position, not clerical.

#### Qualifications (before updates)

- Education: Associate's degree required, Bachelor's preferred.
- Experience: 5+ years of increasingly responsible experience, with supervisory/management exposure.
- Skills: Broad knowledge of police administration, labor law, public safety communications, and IT systems.
- Comparable to other mid-to-upper management roles in the City structure (HR Manager, City Clerk, Comptroller).

#### Comparison to Existing Salary Resolution

- Grade L (Support Services Manager – currently listed): \$62,480 - \$84,348.
  - That's where the Support Services Manager is already placed.
  - Roles here include Assistant Parks & Recreation Director (no direct supervisory functions).
- Grade N (HR Manager, City Clerk, Comptroller): \$72,240 - \$97,524.
  - These are citywide management positions with broad statutory/legal authority and higher-level policy impact.
  - The Support Services Manager has narrower scope (police-focused), though some responsibilities (internal affairs, TAC oversight) are significant.
- Grade M (Accountant, EMS Chief): \$67,183 - \$90,697.
  - Professional and technical management, but with less breadth than HR Manager/City Clerk.
  - Closer match in responsibility than L, given supervisory and regulatory functions.

#### Market Comparison

This position presents challenges in conducting a direct market comparison, as many similarly sized police departments assign these responsibilities to a sworn command staff member rather than a civilian manager, making true equivalency difficult to establish. In reviewing comparable communities,

we found that Fort Atkinson maintains a similar—though not identical—civilian role at a lower pay range, while Eau Claire classifies a comparable position at a significantly higher range. These variations reflect differences in organizational structure, scope of authority, and departmental size, underscoring the importance of evaluating this role based not only on external benchmarks but also on the specific operational responsibilities, supervisory demands, and command-level expectations within our organization.

#### Recommendation

The Support Services Manager should be placed in Pay Grade M or high end of Grade L.

- Why Grade M fits:
  - Supervises staff, manages budget/payroll, oversees compliance and public safety systems.
  - Higher responsibility and independence than Grade L positions.
  - Comparable in scope to EMS Chief (also manages personnel, compliance, and specialized operations).
- Why not Grade N:
  - While complex, the role does not carry statutory authority (like City Clerk) or citywide policymaking like HR Manager.

#### Final Placement

- Best fit: Grade M (\$67,183 - \$90,697).
- If the City wants to acknowledge the breadth of police operational oversight, Grade N could be considered, but Grade M is the most defensible placement for parity across departments.

#### Job Analysis Questionnaire

##### Key Findings from JAQ

- Nature of Role: Defined as a civilian command staff position supervising Communications and Records divisions, with oversight of 24/7 operations, critical equipment, and departmental development
- Core Duties (pages 1–2): Leadership and guidance to subordinates, oversight of equipment, hiring/discipline, payroll, budget planning, project management, compliance, computer operations oversight, records management, and policy development.
- Education/Experience (page 2):
  - Required: High school plus 10 years field/supervisory experience.
  - Preferred: Bachelor's degree, leadership training, project management/accreditation experience.
- Decision-Making (page 3): High discretion with potentially serious to critical organizational impact.
- Policy Development (page 3): Level 5 — significant/primary responsibility for developing departmental policies.
- Planning (page 4): Level 4 — requires strong analytical ability to plan departmental operations.
- Contacts (page 4): Frequent contact with internal and external agencies (Finance, HR, Fire/EMS, DA's office).
- Supervision (page 4): Direct supervision of 6 to 15 employees (Level 4).
- Technology (page 5): Level 5A — oversight of specialized public safety software, CAD/RMS, and compliance systems.
- Workload Split (page 6): About 75% management of staff/operations.

#### Comparison to Salary Resolution

- Grade L (\$62,480 - \$84,348): Support Services Manager (listed), Asst. Parks & Rec Director. Primarily mid-level managers with some program responsibility.
- Grade M (\$67,183 - \$90,697): Accountant, EMS Chief, Lead Operator. Professional/technical managers with compliance and operational oversight.
- Grade N (\$72,240 - \$97,524): HR Manager, City Clerk, Comptroller. Higher policy authority, citywide scope, statutory responsibilities.

#### Alignment

- The JAQ shows substantial responsibility for policy development, compliance, supervision, and 24/7 operations oversight – a scope exceeding Grade L positions.
- Responsibilities align more closely with Grade M, particularly the EMS Chief (also oversees compliance, accreditation, and staff management).
- Some elements (policy development, interagency coordination, high discretion in decision-making) brush against Grade N, but the scope remains departmental, not citywide.

#### Recommendation

Reclassify/affirm placement at Grade M (\$67,183 - \$90,697).

- Consider upgrading education and experience requirements to Bachelor's required and 5-8 years increasingly responsible experience or Bachelor's preferred and 10 years of increasingly responsible experience to more closely match the EMS Chief and Accountant positions in Level M. However, comparable positions within the PD (Captains) only require an Associate's degree and 5 years of experience.
- Account for the completion of the School of Police Staff and Command as part of the job requirements. (See attached from Northwestern for more information)
- Justification:
  - Supervisory role over multiple staff with 24/7 operational responsibility.
  - Independent decision-making with serious organizational impact.
  - High-level policy development and compliance obligations.
  - Comparable to EMS Chief, not yet at citywide statutory/policy scope of HR Manager or City Clerk.

## EMPLOYEE JOB ANALYSIS QUESTIONNAIRE (JAQ)

### IDENTIFICATION INFORMATION

NAME: <u>Sabri m Ojibway</u>	DATE: <u>9-1-2025</u>
YEARS OF EXPERIENCE WITH EMPLOYER: <u>27</u>	JOB TITLE: <u>Support Services Manager</u>
YEARS OF EXPERIENCE ON THIS JOB: <u>6</u>	YOUR JOB IS: FULL TIME <input checked="" type="checkbox"/> PART TIME <input type="checkbox"/>
YOUR YEARS OF EXPERIENCE IN THIS FIELD: <u>27</u> <u>19 1/2 years as dispatcher 1 1/2 Comm. Supervisor</u>	YOUR EDUCATION: <input type="checkbox"/> High Sch. <input type="checkbox"/> Assoc. Deg. <input checked="" type="checkbox"/> Bach. Deg. <input type="checkbox"/> Mas. Deg.
NAME OF IMMEDIATE SUPERVISOR: <u>Dan Meyer</u>	HIS/HER TITLE: <u>Chief of Police</u>

### INSTRUCTIONS

The purpose of this questionnaire is to obtain additional information about your job that may not be included in your current job description. Please answer each question thoughtfully and frankly. After you have finished your portion of the questionnaire, give it to your immediate supervisor, who will complete his/her section.

General Summary: In three or four sentences, please summarize the major purpose or primary function of your job.

Civilian Command Staff position that supervises Communications/Records divisions. Oversight of 24/7 operations, critical equipment and assist w/ departmental development

Please indicate if you have reviewed your current job description.

If you have any changes to your current job description, please mark them on the JD and attach it to this JAQ, or indicate changes here:

Job description reviewed & attached.

If you do not have a job description available to review, please list your job duties. Try to place your duties in their order of importance, and group "like" tasks together (e.g., "clerical duties including word processing, opening mail, filing, etc." or e.g., "front desk responsibilities including greeting visitors, answering telephones and routing calls, etc.").

#### Job Duty

1. Providing leadership & guidance to subordinates
2. Responsible for oversight/maintenance/replacement of critical equipment
3. Hiring /discipline/ firing /evaluating /oversight of training staff
4. Policy review & development (accreditation)
5. Payroll review of entire department
6. Budget planning

7. Project management (planning, development & implementation)
8. Ensuring compliance of departmental & security policy & procedures.
9. Oversight of computer operations / program administrator
10. Management of departmental records.
11. Departmental liason to various vendors, outside agencies & city departments.
12. Maintaining operational readiness for a 24/7 department.
13. Report preparation / data analysis.
14. Participation in department goal setting & future planning
15. Repository of knowledge

Feel free to add more numbers/duties if necessary.

**FACTOR 1: Education and Training:** In your opinion, what kind of education and training is necessary to perform your job?

- LEVEL 1: Level of knowledge that is below what is normally attained through high school graduation.
- LEVEL 2: High school diploma (GED) or equivalent.
- LEVEL 3: High school, plus elementary technical training, acquired through one year or less of technical or business school.
- LEVEL 4: Extensive technical or specialized training such as would be acquired by an Associate's Degree or two years of technical or business school.
- LEVEL 5: Completion of four-year college degree program.
- LEVEL 6: Additional professional level of education beyond a four-year college program, such as a CPA or Professional Engineer (P.E.) training.
- LEVEL 7: Completion of graduate coursework equal to a Master's Degree or higher.

What specific degree/coursework is NECESSARY? *High School w/ minimum 10 year Telecommunicator & Supervisory experience. Telecommunications certifications & Records training.*

What specific degree/coursework is PREFERRED? *4 year degree, leadership training (eg. Staff & Command) ability to interpret law & develop policy. Experience w/ project management / Accreditation*

If a specific certificate or license is mandated by an outside agency to perform your duties, name the certificate or license: *N/A*

What special skills, knowledge, and abilities are required to perform your job? Please list:

*Knowledge of various systems (radio/telephone/911), privacy acts, employment law, budget*

**FACTOR 2: Years of Experience:** How much previous work experience do you feel is necessary to perform your job?

- LEVEL 1:                      LEVEL 2:                      LEVEL 3:                      LEVEL 4:                      LEVEL 5:
- LESS THAN 1 YEAR     1 TO 3 YEARS     4 TO 6 YEARS     7 TO 10 YEARS     MORE THAN 10 YEARS

What is the minimum number years required? *10 years in the field w/ supervisory experience*

What specific experience is necessary?



**FACTOR 3: Independent Judgment and Decision Making:**

**Part 1:**

How much discretion do you have in making decisions with or without the input or direction of your supervisor?

- LITTLE: Little discretion or independent judgment exercised.
- SOME: Some discretion or judgment exercised, but supervisor is normally available.
- OFTEN: Job often requires making decisions in absence of specific policies and/or guidance from supervisors, but some direct guidance is received from supervisors.
- HIGH: High level of discretion with decisions restricted only by Departmental policies and little direct guidance from supervisors.
- VERY HIGH: Very high level of discretion with decisions only restricted by the broadest policies of the Organization.

**Part 2:**

If you make an erroneous decision, what impact would this decision have on your work unit, department, and/or the Organization?

- MINOR: Some inconvenience and delays but minor costs in terms of time, money, or public/employee good will.
- MODERATE: Moderate costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely.
- SERIOUS: Important goals would not be achieved and the financial, employee, or public relations posture of the Organization would be seriously affected.
- CRITICAL: Critical goals and objectives of the Organization would be adversely and very seriously affected. Error could likely result in critical financial loss, property damage, or bodily harm/loss of life.

\* Could range from minor all the way up to critical, depends on the decision.

**FACTOR 4. Responsibility for Policy Development:** Does your job require you to participate in the development of policies for your unit/division/department/the Organization?

- LEVEL 1: Position involves only the execution of policies or use of existing procedures.
- LEVEL 2: May provide some input to supervisor when policies and procedures are updated.
- LEVEL 3: Position involves some development of policies/procedures for the Department, as well as the interpretation of departmental policies for others in the organization or residents.
- LEVEL 4: Position involves significant or primary responsibility for the development of policies and procedures for a division or organizational component of a department, as well as the interpretation, execution and recommendation of changes to department policies.
- LEVEL 5: Position involves significant or primary responsibility for the development of policies and procedures for an entire department, plus occasional participation in the development of policies which affect other departments in the organization.
- LEVEL 6: Position involves the primary responsibility for the development of departmental policies and procedures and regular participation in the development of policies that affect other departments and occasionally involves participation in the development of organization-wide policies.

Give some examples of the types of policies you've written or been a part of creating: Review of all

Updates to Communications Guidelines, Dispatch Operations, Peer Support, TIME, development of CJIS

**FACTOR 5. Planning:** How much latitude do you have to set your own daily work schedule and priorities for a given workday?

- LEVEL 1: Position requires that my daily work load and activities are assigned to me by my supervisor.
- LEVEL 2: Position requires that I plan my own daily work load and work independently according to established procedures or standards.

- LEVEL 3: Position requires that I plan my own daily work load and those of others in the department (first-level supervision).
- LEVEL 4: Position requires an above average ability to analyze data and develop departmental plans, including plans where a number of difficult, technical and/or administrative problems must be addressed (Manager/Division level planning).
- LEVEL 5: Position requires a high level of analytical ability to develop plans for a department or complex situation, including plans that involve integrating/involving/impacting other departments (Department Head level planning).

.....

**FACTOR 6. Contacts with Others:** In the course of performing your job, what contacts with people in your department, other departments within the organization, and/or people from outside the organization are you required to make?

- LEVEL 1: Position involves interaction with fellow workers on routine matters with relatively little public contact.
- LEVEL 2: Position involves frequent internal and external contact, but generally on routine matters such as furnishing or obtaining information.
- LEVEL 3: Position involves frequent internal contact and regular contact with outsiders generally on routine matters, including contacts with irate outsiders which require some public relations skill for taking complaints for others to follow up on.
- LEVEL 4: Position involves frequent internal and external contacts which require public relations skills in handling complaints. Contacts involve non-routine problems and require in-depth discussion and/or persuasion in order to resolve the problem. Handles more difficult contacts that are referred by front line employees.
- LEVEL 5: Position involves frequent internal and external contacts which require skill in dealing with, and influencing others, and initiating changes in policy/procedures to address the issue so as to avoid having to deal with the issue again in the future.
- LEVEL 6: Position involves frequent internal and external contacts in which I act as the spokesperson for the department and may be authorized to make commitments of resources on behalf of the department.
- LEVEL 7: Position involves frequent internal and external contacts where I represent the entire organization and am authorized to make commitments in matters of broad or critical interest to the entire organization.

With which internal individuals or groups do you have the most contact?

*IT, Finance Dept, Fire & EAS, Police, Fire Commission, HR, City Clerk*

With which external individuals or groups do you have the most contact?

*Various vendors e.g. Gen Comm, surrounding agencies, Wal Co, Jeff Co, DA's office*

.....

**FACTOR 7. Supervision Given:**

LEVEL 1: Do you supervise or assign work to other employees?  Yes  No

If yes:

- LEVEL 1: Position is regularly responsible for assigning work to an employee or employees, without acting in a supervisory role. To whom does this position assign work?
- LEVEL 2: Position is responsible for the supervision of one full time or several part time employees.
- LEVEL 3: Position is responsible for the supervision of two to five full time (or full time equivalent) employees.
- LEVEL 4: Position is responsible for the supervision of six to 15 full time (or full time equivalent) employees.
- LEVEL 5: Position is responsible for direct and/or indirect supervision of 16 to 29 full time (or full time equivalent) employees.
- LEVEL 6: Position is responsible for direct and/or indirect supervision of 30 to 50 full time (or full time equivalent) employees.
- LEVEL 7: Position is responsible for direct and/or indirect supervision of more than 51 full time (or full time equivalent) employees.

Actual number of full-time (or full-time equivalent) employees supervised:

**FACTOR 8. Physical Demands:** Please describe any physical demands required to perform your job.

Demand	No	Yes	How often? (rarely, occasionally or daily)
Lifting to 20 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Lifting 20-50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lifting 50+ pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Crouching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Daily
Prolonged Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Prolonged Visual Concentration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Daily

*Only when trouble-shooting equipment*

**Unpleasant or Hazardous Conditions:** Please describe any unpleasant or hazardous conditions you are exposed to in performing your job and how often you are exposed to those conditions. Include only those conditions which are directly related to your work rather than specific work area conditions.

Condition	No	Yes	How Often?
Lighting-dimness or brightness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Wetness/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Toxic Agents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Electrical Currents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heavy Machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Violence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rarely - not direct violence
Disease	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

**FACTOR 9. Use of Technology/Specialized Equipment:** Please check the level of technology or specialized equipment use needed for you to perform your job:

- LEVEL 1: Position has no responsibility for, or use of, technology.
- LEVEL 2: Position has some basic use of computers for word processing/data entry and some use of the telephone, copier, etc.
- LEVEL 3: Position has daily use of computers for word processing/data entry and use of the telephone, fax machine, copier, etc.
- LEVEL 4: Position has daily use of computers, the Internet, Smartphones, etc. to create databases, spreadsheets, or reports. Position designs and creates customized reports, presentations, and/or documents using advanced software skills.
- LEVEL 5A: Position provides routine consultation and technology support for everyday computer programming and/or software requests/questions to others in the organization; is an applications super user; or uses specialized software such as GIS, SCADA or telecommunications software.

GovHR USA, LLC      \*Also some Level      The Village of Muckwonago, WI

7 responsibilities (CIB compliance)

- LEVEL 5B: Position uses, troubleshoots, and/or repairs various pieces of specialized equipment such as HVAC, lighting, gas flares, blowers, engines, heavy equipment, diagnostic equipment, large vehicles (vacuum trucks, street sweepers, fire apparatus) and/or medical or public safety equipment.
- LEVEL 6: Position is responsible for advanced computer programming, maintenance, training, and purchasing of items such as computers, printers, scanners, etc., for the computer system for the organization (IT personnel).
- LEVEL 7: Position is responsible for system security, as well as the overall direction and supervision of the staff that are responsible for the computer and technology needs of the organization, including responsibility for developing technology policies for the organization (IT personnel).

10. FLSA Exempt or Non-Exempt Determination

Do you receive overtime or comp time for hours worked beyond your normal work week?

- Yes
- No

Is your position considered any one of the following: Executive, Administrative, Professional, or Computer? If so, please answer the questions in the applicable sections below. If not, please skip to Question 11.

PLEASE ANSWER FOR ONLY ONE CATEGORY:

*Analysis of the two*

<b>a. <u>Executive</u></b>	<u>Yes</u>	<u>No</u>	<u>Don't know</u>
Are you paid the equivalent of at least \$455 per week on a salary basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you paid the equivalent of at least \$913 per week on a salary basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your primary duty managing the department or unit of a local government? Percent of time spent managing <u>75%</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you customarily direct the work of two or more other employees (or the equivalent of two or more, e.g., 4 part timers)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the ability to hire and fire, or do your recommendations carry significant weight even if you are unauthorized to make the final decision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>b. <u>Administrative</u></b>	<u>Yes</u>	<u>No</u>	<u>Don't know</u>
Are you paid the equivalent of at least \$455 per week on a salary basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you paid the equivalent of at least \$913 per week on a salary basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this a "staff" position where your primary duty is performing office or non-manual work directly related to the management or general operations of the organization, division or unit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you exercise discretion and independent judgment with respect to matters of significance, have the authority to formulate/interpret policy, and have a high level of operational responsibility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>c. <u>Professional</u></b>	<u>Yes</u>	<u>No</u>	<u>Don't know</u>

Are you paid the equivalent of at least \$455 per week on a salary basis?

Are you paid the equivalent of at least \$913 per week on a salary basis?

Does your primary duty include the performance of work that requires advanced knowledge in a field of science or learning that is customarily acquired by a prolonged course of specialized instruction?

Is a specialized advanced degree a prerequisite for your job?  
If yes, what is the degree or certification?

**d. Computer** Yes No Don't know

Are you paid the equivalent of at least \$455 per week on a salary basis?

Are you paid the equivalent of at least \$913 per week on a salary basis?

Do your primary duties involve: Yes No Don't know

1. The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications; or

2. The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on or related to user or system design specifications; or

3. The design, documentation, testing, creation or modification of computer programs related to organizational operating systems; or

4. A combination of the aforementioned duties, the performance of which requires the same level of skills.



11. Comments/Additional Information: Feel free to add additional information below. If using a printed copy of this form, use the back of the form to add your comments.

Type your name and the date below, then save this form as a Word document with your last name in the file name and email it to your supervisor. If using a printed copy of this form, sign and date it and then deliver to your supervisor.

Salvina Ojiluway  
EMPLOYEE'S SIGNATURE OR TYPED NAME

9-1-2025  
DATE

**THIS SECTION TO BE COMPLETED BY IMMEDIATE SUPERVISOR AND/OR DEPARTMENT HEAD**  
Please provide your comments below. If using a printed copy of the form and additional space is needed, please use the back of this form or attach an additional sheet. **Please do not mark in employee's portion of the questionnaire.**

1. Do you agree with the employee's answers to all of the above questions? If not, please explain.

YES.

2. List any job duties or assignments which the employee performs which are in addition to those listed on the job description or this form.

PFC STAFF CONTACT - AGENDA PREP/MINUTES/MTC MANAGEMENT

3. How long has this employee worked for you?

I'VE BEEN HER DIRECT SUPERVISOR SINCE 4/13/2019 (6 1/2 YEARS)

4. Additional comments from the employee's immediate supervisor:

POSITION IS EXTREMELY UNIQUE & DIFFICULT TO COMPARE TO OTHER LE AGENCIES

Type your name and the date below, then email this form to your Department Head (if applicable) or to the Finance Director. If using a printed copy of this form, sign and date it before forwarding.

  
SUPERVISOR'S SIGNATURE OR TYPED NAME

9/12/2025  
DATE

If Supervisor isn't Department Head, Department Head should review this form as well.

- I have read the above and substantially concur.
- I have read the above and have the following comments:

Type your name and the date below, and then email this form to the Finance Director. If using a printed copy of this form, sign and date it before forwarding.

  
DEPARTMENT HEAD SIGNATURE OR TYPED NAME

9/12/2025  
DATE

IMPORTANT DATES:

## Leadership Education through a Top 10 University

School of Police Staff & Command (SPSC) offers an unparalleled education in public safety leadership and management that helps experienced law enforcement professionals succeed in senior command positions. This is the only program of its kind offered by a Top Ten university. Simply put, you cannot find better than SPSC.

**"This was life-changing training. I told my chief that I have been on the job as a supervisor for 15 years and feel I just saw the playbook."**

**— Russ Matson, SPSC #568, Deputy director of Administration Services, Naperville (IL) Police Department**

Since 1983, SPSC has graduated nearly 600 classes — more than 21,500 students — consisting of the some of the best and brightest professionals in the field.

**PREREQUISITES: Participating students must have at least two years of experience as a mid- or upper-level supervisor or manager.**

- [The SPSC Advantage](#) ([/#The SPSC Advantage](#))
- [SPSC Curriculum](#) ([/#SPSC Curriculum](#))
- [University-Level Work](#) ([/#University-Level Work](#))
- [Select On-Ground or Online](#) ([/#Select On-Ground or Online](#))
- [Tuition, Prerequisites & University Credit](#) ([/#Tuition, Prerequisites & University Credit](#))
- [Expert Instructors](#) ([/#Expert Instructors](#))
- [SPSC News & Resources](#) ([/#SPSC News & Resources](#))

## The SPSC Advantage

Since its inception [more than 40 years ago](#) ([/aboutnucps/news/spscis40.html](#)), law enforcement agencies throughout the U.S. and around the globe have recognized the important impact SPSC makes on their leadership and management teams.

**Students who successfully complete SPSC are better prepared to:**

- Think globally rather than remain task-oriented;
- Deliver services effectively and efficiently;
- Successfully accomplish team-oriented projects and tasks;
- Analyze the environment;
- Mitigate legal exposure; and,
- Develop systems of accountability.

## Select On-Ground or Online

Opt for an on-ground or online experience. The curriculum is the same no matter which format you choose.

## SPSC On-Ground



**SPSC On-Ground** students are in the classroom for a total of 10 weeks. To ensure that students have sufficient time to attend class and to complete college-level reading and writing assignments, they should be released from normal job responsibilities during their course.

*Different course locations may offer schedule variations, with weeks off for holidays or between units. Specific weekly schedules are posted on the registration page for each individual SPSC class.*

Select a SPSC Location & Register (<https://registration.nucps.northwestern.edu/searchResults.cfm?couID=8>)

## SPSC Online



**SPSC Online (SPSCO)** provides the same curriculum as our on-ground program but with the added benefits of a longer time frame, the ability to remain on the job, and the convenience of studying and participating from home, the office, or wherever else life takes you.

**SPSCO is asynchronous and instructor led**, meaning that there are no specific times at which students must login to the course site; however, consistent participation is expected. Students also must complete course assignments by set due dates. *SPSC Online students should expect to dedicate 20 to 30 hours per week on this course to complete assignments and maintain participation requirements.* [Click here to learn more about NUCPS Online Learning.](#) ([/..faq/onlinelearning.html](#))

## SPSC Curriculum

The School of Police Staff and Command (SPSC) is the most academically rigorous program available for experienced mid- and upper-level supervisory personnel. Through an innovative combination of academic principles blended with practical applications, our intensive curriculum focuses on areas critical to successful senior law enforcement leadership and management. In addition to lectures, our curriculum is designed for practical application of academic principles plus course activities that encourage class members to learn from one another's experiences.

Students in the on-ground and online programs study the same SPSC curriculum, which includes the following topics:

- Budgeting
- Communications & Media Relations
- Contemporary Policing
- Critical Incidents
- Decision Making
- Employee Relations
- Employment Law
- Evaluating Products & Services
- Executive Image
- Human Resources & Employee Discipline
  
- Leadership Principles
- Officer Wellness
- Organizational Behavior
- Strategic Planning & Policies
- Performance Appraisals & Job Design
- Project Management
- Recruiting
- Resource Allocation
- Statistics
- Traffic

## University-Level Work

Students should be prepared to complete university-level course work. This means that they are able to:

- Write an annotated research paper.
- Perform mathematic operations and understand elementary algebraic notation.
- Read, comprehend, and retain assigned materials based on textbooks, professional journals, trade magazines, and other sources.
- Schedule time to complete out-of-class reading and writing assignments and study.

Research is a key component of SPSC, and all students are required to write an objective, well-documented [staff study](#) (<http://aboutnucps/staffstudies1.html>), addressing a problem or issue currently affecting the student's organization. Because the student's research project originates from a timely and critical issue facing that student's agency, the final study can be put to use immediately.

**Please note: Students who enroll in our 10-week, on-ground course should be released from their regular job responsibilities to ensure that they have sufficient time to attend class, complete homework assignments, and study for unit tests.**

**[Download a printable, detailed PDF about the SPSC Curriculum.](#) (<http://docs/curriculum-details-spsc-2025.pdf>)**

## Tuition, Prerequisites & University Credit

On-Ground Tuition: \$4600+ (varies by location) | Online Tuition: \$4,500

**Prerequisites:** 2 years of supervisory experience; completion of Supervision of Police Personnel is highly recommended. *SPSC is not appropriate for entry-level officers, deputies, or troopers. We recommend [Supervision of Police Personnel \(/index.html\)](#) for those recently appointed to their first supervisory position.*

Item 6.

**Northwestern University credit:** 6 units of credit under the Northwestern University quarter system.

[Click for Upcoming On-Ground & Online Sections \(/https://registration.nucps.northwestern.edu/categorySearch.cfm?category=1&prgID=9\)](https://registration.nucps.northwestern.edu/categorySearch.cfm?category=1&prgID=9)

## Expert Instructors

Our carefully selected SPSC course directors, adjunct instructors, and guest lecturers are experts in their fields. They enhance the program's learning experience by not only teaching critical concepts and strategies — but also how to effectively **implement** the concepts, **apply** the strategies, and **lead** situations where the problems are real and agency outcomes are critical.

## SPSC News & Resources

### NUCPS Executive Leadership Award

Students who successfully complete NUCPS' three core leadership and management courses — [Supervision of Police Personnel \(/spp.html\)](#), School of Police Staff & Command, and the [Executive Management Program \(/executivecourses.html\)](#) — are eligible to apply for the NUCPS Executive Leadership Award.

[Learn more about the Executive Leadership Award \(/executive-leadership-award.html\)](#)

## Receive Info on Upcoming SPSC Sections

<i>First Name</i>	*	<i>Last Name</i>	*
<i>Email</i>			*
<i>Confirm Email</i>			*
<i>Agency</i>			
Lists *			
<input type="checkbox"/>	School of Police Staff and Command		
<input type="checkbox"/>	Supervision of Police Personnel		
<input type="checkbox"/>	Executive Management Program		
<input type="checkbox"/>	Online Courses		
Submit			

Address

**Center for Public Safety**

405 Church St., Evanston, IL 60201 (<https://maps.app.goo.gl/Cpog6suU18VhWFNT8>)

Phone:

**TOLL FREE**

(800) 323-4011 (<tel:+1-800-323-4011>)

**OFFICE**

(847) 491-5476 (<tel:+1-847-491-5476>)

Privacy Policy (<https://sps.northwestern.edu/info/privacy-popup.php>)





RE: Salary Range Inquiry – Administrative Division Manager Position

From Alia Johnson <Alia.Johnson@EauClaire.Wi.Gov>  
Date Tue 3/3/2026 10:26 AM  
To Kristina Letson <kletson@whitewater-wi.gov>

You don't often get email from alia.johnson@eauclairewi.gov. [Learn why this is important](#)

Here you go! Currently, we only go to Step 7. So \$86,133.84 – \$102,903.22 is the current range.

Accounting Manager	P	86,133.84	89,188.32	92,299.17	95,064.32	97,944.91	100,393.70	102,903.22	105,475.55	108,112.78	110,815.54
Building Inspector		41,410.5	42,879.0	44,374.6	45,704.0	47,088.9	48,266.2	49,472.7	50,709.4	51,977.3	53,276.1
City Surveyor											
Communications Center Manager											
Community Services Operations Manager											
Computer Support Supervisor											
Financial Operations Manager											
Housing Division Manager											
Human Resources Manager											
Neighborhood Services Manager											
Network Engineer											
Parks, Forestry, & Cemeteries Manager											
Payroll & Benefits Manager											
PD Administrative Division Manager											
Planning Manager											
Purchasing Manager											
Recreation & Facilities Manager											
Risk Manager											
Streets & Fleet Manager											
Systems Engineer											
Transit Manager											
Utilities Chemist											
Utilities Engineer I											

Thank you,

Alia Johnson, SHRM - CP  
Human Resources Specialist  
City of Eau Claire | Human Resources  
715.839.6178  
[alia.johnson@eauclairewi.gov](mailto:alia.johnson@eauclairewi.gov)



From: Kristina Letson <kletson@whitewater-wi.gov>  
Sent: Tuesday, March 3, 2026 10:00 AM  
To: Alia Johnson <Alia.Johnson@EauClaire.Wi.Gov>  
Subject: Re: Salary Range Inquiry – Administrative Division Manager Position

Kelly Thompson  
Administrative Division Manager – PD



# Finance Committee Agenda Item

Meeting Date:	April 28, 2026
Agenda Item:	Salary Resolution Amendment – Instructors, Leaders and Concessions
Staff Contact (name, email, phone):	Sara Marquardt, <a href="mailto:smarquardt@whitewater-wi.gov">smarquardt@whitewater-wi.gov</a> , 262-473-1387

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

The Parks & Recreation Department requested an update to the salary resolution ranges for certified and uncertified instructors and activity leaders and concession stand employees.

This has historically been a challenging area to administer due to unclear distinctions between certified and uncertified roles, inconsistent compensation practices, and varying interpretations among supervisors, Human Resources, and payroll staff. These challenges have led to confusion regarding appropriate classification and pay levels. For instance, long-term instructors have experienced little to no wage growth over time, while new candidates are requesting significantly higher rates based on market conditions. This can create inconsistencies in pay and limited incentives for instructors to continue or expand their participation.

As part of this clarification effort, the “Concessions” title has also been added to clearly distinguish those roles from Aquatic Center front desk position

The proposed update clarifies the salary ranges for these classifications and provides more consistent parameters for compensation decisions moving forward.

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

N/A

**FINANCIAL IMPACT**  
(If none, state N/A)

- The proposed amendment updates the salary resolution ranges as follows:
- Uncertified Instructors: up to \$30.00 per hour
  - Certified Instructors: up to \$50.00 per hour
  - Activity Leaders: range adjusted from \$10.83 - \$14.12 to \$12.00 to \$18.00

Any resulting wage adjustments will be managed within existing Parks & Recreation program budget.

**STAFF COMMENTS**

Staff recommends approval of the amendment to the salary resolution ranges.

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

1. N/A

**CITY OF WHITEWATER, WISCONSIN**  
**2026 SALARY RESOLUTION AMENDMENT 3**

Item 6.

**WHEREAS**, the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, set forth the wage and salary schedule in which wages are established for employees during 2026

**NOW THEREFORE, BE IT RESOLVED** by the Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, that the following ranges for employees in the 2026 Wage and Salary Schedule are hereby adopted pursuant to Wisconsin Statutes: and

Grade	Position	Minimum	Mid-Point	Maximum
T	CITY MANAGER	<b>Per Employment Agreement</b>		
S	City Attorney	107,300.97 51.59	126,078.64 60.61	144,856.31 69.64
R	Police Chief Director of Public Works	96,570.87 46.43	113,470.78 54.55	130,370.68 62.68
Q	Fire Chief Director of Financial & Administrative Services Economic Development Director	89,810.91 43.18	105,527.82 50.73	121,244.73 58.29
P	Parks & Recreation Director IT Director Captain Library Director	83,524.15 40.16	98,140.88 47.18	112,757.60 54.21
O	Streets, Parks & Forestry Superintendent Wastewater Superintendent Water Superintendent	77,677.46 37.34	91,271.01 43.88	104,864.57 50.42
N	HR Manager City Clerk Comptroller Assistant Fire & EMS Chief	72,240.04 34.73	84,882.04 40.81	97,524.05 46.89
M	Accountant EMS Chief <b>Support Services Manager</b> Lead Operator	67,183.23 32.30	78,940.30 37.95	90,697.37 43.60
L	<b>Support Services Manager</b> Asst Parks, Recreation & Community Events Director	62,480.41 30.04	73,414.48 35.30	84,348.55 40.55
K	Lead Laborer WAFC Manager Assistant Library Director Communication Coordinator IT Support Technician Wastewater Operator Water Operator	58,106.78 27.94	68,275.47 32.82	78,444.15 37.71

**CITY OF WHITEWATER, WISCONSIN**  
2026 SALARY RESOLUTION AMENDMENT 3

Item 6.

Grade	Position	Minimum	Mid-Point	Maximum
J	Chief of Staff	54,039.30	63,496.18	72,953.06
	Adult Program Coordinator	25.98	30.53	35.07
	Recreation & Community Events Manager			
	Economic Development Coordinator			
	Laborer I-Mechanic			
	Facilities Maintenance I			
	Wastewater Specialist I			
	Water Laborer I			
	Laborer I			
	Paralegal			
Accounts Payable/Payroll Clerk				
I	GIS Analyst	50,256.55	59,051.45	67,846.35
	Programming & Makerspace Librarian	24.16	28.39	32.62
	Zoning Specialist			
	Youth Services Librarian			
H	Clerk of Court	46,738.59	54,917.85	63,097.10
	Deputy Clerk	22.47	26.40	30.34
	Dispatcher I			
	Facilities Maintenance II			
	Laborer II			
	HR Coordinator			
	Wastewater Specialist II			
	Water Laborer II			
	Accounting Technican			
	Legal Assistant			
Police Records Specialist				
G	Dispatcher II	43,466.89	51,073.60	58,680.31
	Administrative Assistant I - Records Technician	20.90	24.55	28.21
	Administrative Assistant I - Utilities			
F	Youth Program Coordinator	40,424.21	47,498.45	54,572.68
	Aquatic Coordinator	19.43	22.84	26.24
	Library Associate			
	Technical Services Clerk			
E	Public Services Clerk	37,594.52	44,173.56	50,752.60
		18.07	21.24	24.40
D	Media Coordinator	34,962.90	41,081.41	47,199.91
	Jr. Information Technology Support Technician	16.81	19.75	22.69
C	Media Producer	32,515.50		43,895.92
	Circulation Assistant	15.63		21.10

**Wages for Part-Time, Seasonal, and Limited Term Employees**

Department: Parks & Recreation	Minimum	Maximum	
Activity Instructors	9.37	12.68	Per hour
<b>Activity Leaders</b>	<b>12.00</b>	<b>18.00</b>	<b>Per hour</b>
Certified Instructors	20.00	50.00	Per hour
<b>Uncertified Instructors</b>	<b>12.00</b>	<b>30.00</b>	<b>Per hour</b>
Head Lifeguard/Front Desk Lead	16.00	20.76	Per hour
<b>Consession &amp; Desk Staff &amp; Lifeguards</b>	13.00	18.41	Per hour
Tournament Manager	16.45	20.24	Per hour
Rental Attendant	25.00	Per Occurrence	
Sports Officials	35.00	70.00	Per Game

**CITY OF WHITEWATER, WISCONSIN**  
**2026 SALARY RESOLUTION AMENDMENT 3**

*Item 6.*

WIAA Sports Officials	70.00	70.00	Per Game
Department: Law Enforcement			
Community Service Officer	16.00	17.00	Per hour
Department: Administration			
Election Inspectors	11.00		Per hour
Chief Election Inspectors	13.00		Per hour
Intern	10.82	15.48	Per hour
Bailiff	25.00		Per hour
Department: Public Works			
Seasonal Laborer	12.10	18.00	Per hour
Department: Fire/EMS			
		<u>POC (Paid onCall)</u>	
Firefighter	16.00		Per hour
EMT Basic	16.00		Per hour
EMT Basic / Firefighter	17.00		Per hour
AEMT	19.00		Per hour
AEMT / Firefighter	20.00		Per hour
Paramedic	20.00		Per hour
Paramedic / Firefighter	22.00		Per hour
EMS /Fire All Call	30.00		Per hour

**BE IT FURTHER RESOLVED** that the contents of this resolution shall supersede such previously adopted schedules where the subject matter between the two shall be in conflict, and the changes contained herein shall be effective beginning May 16, 2026:

Resolution introduced by Councilmember, \_\_\_\_\_ Seconded by, \_\_\_\_\_

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

Signatures:

John Weidl, City Manager

Heather Boehm, City Clerk



www.whitewater-wi.gov  
Telephone: 262-473-0500  
Fax: 262-222-5903

Office of Finance  
312 W. Whitewater St.  
Whitewater, WI 53190

Date: April 28, 2026  
To: Finance Committee  
From: Rachelle Blich, Director of Financial and Administrative Services  
Re: Capital Improvement Policy Update

The City’s Capital Improvement Policy is due for a comprehensive update. Before staff begin drafting revisions, I would like to understand the Finance Committee’s expectations regarding the level of involvement in shaping the updated policy. I have included the current Capital Improvement Policy for reference.

There are several foundational areas in which the committee may wish to provide policy direction. These include:

**1. Purpose and Goals of the CIP**

Clarifying what the CIP is intended to achieve—such as long-term financial stability, infrastructure stewardship, or alignment with strategic priorities.

**2. Definition of a Capital Project**

Establishing thresholds for minimum project cost, minimum useful life, and the types of assets that qualify for inclusion.

**3. Funding Philosophy (Pay-Go vs. Debt Financing)**

Determining when projects should be funded through sinking funds versus bonding, and whether decisions should be based primarily on useful life, cost, or a combination of both.

**4. CIP Time Horizon**

Confirming whether the City should use a five-year planning window or consider extending it to a longer horizon.

**5. Project Prioritization Criteria**

Identifying the criteria staff should use to evaluate and rank capital requests (e.g., safety, regulatory compliance, asset condition, community benefit).

**6. Financial Guardrails**

Setting expectations for debt limits, minimum sinking fund contributions, reserve levels, and other fiscal parameters.

**7. Annual CIP Process and Council Role**

Clarifying the Committee’s and Common Council’s role in reviewing, modifying, and approving the CIP each year.



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## 8. Public Engagement Expectations

Determining whether and how public input should be incorporated into the CIP process.


## 9. Reporting and Monitoring Requirements

Establishing expectations for how staff should report on project status, cost changes, and schedule updates.

To move forward efficiently, I am requesting guidance from the Committee on the following:

- **Which of these areas you would like to discuss in detail**
- **Whether the Committee prefers to review a staff-drafted policy first, or**
- **Whether you would like to participate directly in shaping the initial draft**

Your direction will help ensure the updated policy reflects the Committee’s priorities and provides clear, consistent guidance for future capital planning. Once the committee determines the areas in which it would like to be involved, staff can draft a tentative schedule outlining the topics to be reviewed each month until the policy update is completed.

		<b>Policy 501.04.02</b> <b>Capital Improvements Program</b>			
Owner:	Finance Director	Approving Position:	Common Council	Pages:	2
Issue Date:	10/16/2001	Revision Date:		Review Date:	
Special Instructions:					

**I. PURPOSE**

Effective financial management of the City’s resources requires that the budgetary plans for any one fiscal year be consistent with intermediate and long-range plans. As capital acquisitions and programs usually require a consistent application of effort and funds over a span of years, a capital improvements program and budget, as well as annual revenue and expenditure operating budgets, should be developed and presented to the City Council for approval and adoption.

Capital expenditures may generally be defined as those used to purchase land or equipment and/or to construct facilities or other improvements that are expected to provide services over a considerable period of time. In contrast, current or operating expenditures are generally those for an item or service that is used for a short time. Moreover, capital expenditures are usually relatively large when compared with items in the annual operating budget. Capital budgeting, therefore, is based upon distinctions between expenditures that have only short-term or current benefits and those that have long-term benefits (capital).

**II. GUIDELINES**

**A. Capital Improvement Program**

1. The City’s Capital Improvement Program is a ten-year plan, which identifies projected capital expenditures necessary to accomplish the City’s long-range objectives.
2. The ten year C.I.P will be used for financial planning and for prioritization of capital needs.

**B. Three-year Capital Improvement Plan**

1. The first year of the City’s three-year Capital Improvement Plan is a plan of proposed capital outlays or expenditures, and the means of financing same, for the current fiscal year. As such, it is included in the operating budget of the current fiscal year and represents the first year of the Capital Improvements Plan.
2. The City’s Three-Year Capital Improvement Plan is also categorized by types of capital improvements as follows:

- a. Plant: includes recurrent expenditures for the replacement, expansion and/or acquisition of facilities, structures, land and improvements thereon.
- b. Public Improvements Requiring Bonded Debt: includes non-recurrent expenditures for the replacement, expansion and/or acquisition of public improvements which, due to their relatively large cost and longer useful life, require additional funds over and beyond the City's annual operating budget and must be financed through the issuance of long-term debt.

### III. PROCEDURE

- A. The City will prepare annually and update a three and ten-year Capital Improvement Plan (C.I.P.) which will provide for the orderly maintenance, replacement, and expansion of capital needs.
- B. The City through the C.I.P. will identify long-range capital projects and capital improvements of all types, which will be coordinated with the annual operating budget to maintain full utilization of available revenue sources. The project identified in the three-year capital program will incorporate onto the operating budget when practical.
- C. The City will coordinate development of the Capital Improvement budget with development of the operating budget. Future operating costs associated with new capital improvement will be projected and included in operating budget forecasts. The C.I.P. acts as a cash flow, general fund management tool.
- D. The City will use intergovernmental assistance (Federal, state, and other), to finance only those capital improvements that are consistent with the capital improvement plan and city priorities and whose operating and maintenance costs have been included in operating budget forecasts. The City will maintain its physical assets at a level adequate to protect the City's capital investment, and to minimize future maintenance and replacement costs. The budget will provide for the adequate maintenance and the orderly replacement of capital plant and equipment from current revenues where possible.
- E. The primary source of funding for the C.I.P. will be utility component of the state shared revenues. The utility component of shared revenues has been used to make debt service payments when the City has bonded for the improvements.
- F. Any excess funding remaining in a completed capital project after it has been closed out will be transferred to Undesignated Capital Projects Closeout Fund #70. The Undesignated Capital Projects Closeout Fund #70 is a stand-alone, perpetual fund.

### IV. REPORTING

### V. JOB AIDS



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Telephone: 262-473-0500  
Fax: 262-222-5903

**Office of Finance**  
312 W. Whitewater St.  
Whitewater, WI 53190

Date: April 28, 2026

To: Finance Committee

From: Rachelle Blicht, Director of Financial and Administrative Services

Re: Updated Capital Improvement Project Costs and Borrowing Recommendations

The purpose of this memo is to provide an update on the Capital Improvement Projects and outline our recommended approach for project financing.

We have completed a full update of the capital improvement project cost estimates. These revisions reflect the most current information available regarding project pricing, and anticipated timelines.

Our goal is to bring a parameter's resolution forward to the Common Council for consideration on May 19th.

As part of this update, staff is recommending that the City borrow only for the current 2026 projects, as well as the 2025 projects that require reimbursement. This approach limits borrowing to immediate and near-term needs and maintains flexibility for future planning.

Project Name	Department	Expenditure Fund	2026		Bid/Update	Difference	Notes
			2026 Funding	Budgeted			
Roof Replacement Program - Wastewater Utility	Sewer	620-Sewer Utility	WW Rev Bond	45,000			
City Facility Roof Replacement	Facilities	450-Capital Projects	Bond-GF	400,000			Bids are due 4/28/2026
Armory Chimney Repair	Facilities	450-Capital Projects	Bond-GF	40,000			
Overhead Garage Door Replacement	Sewer	620-Sewer Utility	WW Rev Bond	60,000	15,000	(45,000)	
Rifle and Shotgun Replacement	Police	216-Police Equipment	Bond-GF	20,000			
GPS Portable Radios	Police	450-Capital Projects	Bond-GF	15,370			
Evidence Garage	Police	450-Capital Projects	Bond-GF	875,000	994,449	119,449	Total costs broken out on separate page
WAFC Slide Inspection and Repairs	WAFC	247-Aquatic Center	Fund Balance	5,000	2,000	(3,000)	
Well 9 Holding Tank Maintenance	Water	610-Water Utility	Fund Balance	5,000			
Well 9 road paving.	Water	610-Water Utility	W Rev Bond	80,000			
Bulk fill station	Water	610-Water Utility	W Rev Bond	150,000			
Well 7 pump room heater	Water	610-Water Utility	W Rev Bond	20,000			
Public Works/Park Department Study	DPW	100-General Fund	Fund Balance	15,000			
New Storage Shed Bathroom	Water	610-Water Utility	W Rev Bond	30,000			
Whitewater Street/Cravath Park Brick Replacement	DPW	450-Capital Projects	Bond-GF	135,000			
Fire Hydrant Replacement	Water	610-Water Utility	W Rev Bond	75,000			
Outdoor Splash Pad	Parks	450-Capital Projects	Grant	430,000			This is contingent on a grant (shelter and tables)
Outdoor Splash Pad	Parks	450-Capital Projects	Bond-GF	430,000			In engineering phase, contract signed
Main Improvement- Elkhorn Roundabout	Water	610-Water Utility	W Rev Bond	75,000	-		Project deferred
Putnam Street Reconstruction	DPW	450-Capital Projects	Bond-GF	235,100	309,112	74,012	Updated to include inspection costs
Putnam Street Reconstruction	Stormwater	630-Stormwater Utility	Bond-Stormwa	90,800	178,414	87,614	Updated to include inspection costs
Jefferson Street Reconstruction	DPW	450-Capital Projects	Bond-GF	1,546,600	1,724,254	177,654	Updated to include inspection costs
Putnam Street Reconstruction	Water	610-Water Utility	W Rev Bond	176,000	162,658	(13,342)	Updated to include inspection costs
Jefferson Street Reconstruction	Sewer	620-Sewer Utility	WW Rev Bond	837,500	1,284,933	447,433	Updated to include inspection costs
Jefferson Street Reconstruction	Stormwater	630-Stormwater Utility	Bond-Stormwa	237,800	468,354	230,554	Updated to include inspection costs
Jefferson Street Reconstruction	Water	610-Water Utility	W Rev Bond	680,500	831,744	151,244	Updated to include inspection costs
Park Pathway Repair and Resurfacing	Parks	450-Capital Projects	Bond-GF	50,000			
Cravath lake Mill Pond Dam Repairs	Parks	450-Capital Projects	Bond-GF	130,000	171,406	41,406	
Park Master Plan Update	Parks	245-Parkland Development	Fund Balance	25,000			
Zoning Code Rewrite	ADMIN	100-General Fund	Fund Balance	50,400			
Water Meter replacements	Water	610-Water Utility	W Rev Bond	150,000	138,600	(11,400)	Growth could increase the cost later in the year
Leak Study	Water	610-Water Utility	Fund Balance	7,500	9,700	2,200	
Large water meters	Water	610-Water Utility	W Rev Bond	35,000			
Aeration Basin Diffuser Replacement	Sewer	620-Sewer Utility	Fund Balance	13,000			
Starin Park Underground Detention-Construction	Stormwater	630-Stormwater Utility	CWF	800,000			Project deferred to 2027
Starin Park Underground Detention-Construction	Stormwater	630-Stormwater Utility	Grant	1,225,000			Project deferred to 2027
Starin Park Underground Detention-Construction	Stormwater	630-Stormwater Utility	CWF Grant	1,600,000			Project deferred to 2027
Universal Blvd/Technology Dr Asphalt Overlay	DPW	410-TID 10	Bond-TID 10	273,000			
Lakeview Drive/Amber Drive Overlay	DPW	280-Street Repair	Bond-GF	270,000			
Wisconsin Street Overlay	DPW	280-Street Repair	Bond-GF	355,000	365,000	10,000	Updated to include inspection costs
Main Street/Franklin Street Intersection	DPW	450-Capital Projects	Bond-GF	296,000	336,000	40,000	Updated to include inspection costs
Prospect/Universal Water Main Replacement*	Water	610-Water Utility	W Rev Bond	449,400	427,000	(22,400)	Updated to include inspection costs
Prospect/Universal Water Main Replacement*	Stormwater	630-Stormwater Utility	Bond-Stormwa	360,000	277,875	(82,125)	Updated to include inspection costs
2026 Detention Basin Dredging	Stormwater	630-Stormwater Utility	Bond-Stormwa	345,000	375,000	30,000	Updated to include inspection costs
SITP Fiber Run	Parks	450-Capital Projects	Bond-GF	75,000			
Denitrification Pump	Sewer	620-Sewer Utility	Fund Balance	17,000			
PC Replacement	IT	450-Capital Projects	Bond-GF	35,831			Getting quotes likely to come in under
City Surveillance Camera Upgrades & Maintenance	IT	247-Aquatic Center	Fund Balance	10,000			Getting quotes likely to come in under
City Surveillance Camera Upgrades & Maintenance	IT	450-Capital Projects	Bond-GF	35,000			Getting quotes likely to come in under

City Surveillance Camera Upgrades & Maintenance	IT	220-Library	Fund Balance	15,000			Getting quotes likely to come in under
MDC Replacement	Police	450-Capital Projects	Bond-GF	17,500			
Scada Upgrade	Water	610-Water Utility	W Rev Bond	48,500			
Meter reading	Water	610-Water Utility	Fund Balance	80,000			
PC Replacements	Water	610-Water Utility	Fund Balance	3,000	-	(3,000)	Not needed this year
Scada Consultant	Water	610-Water Utility	Fund Balance	15,000			
Hach WIMS Upgrades	Sewer	620-Sewer Utility	Fund Balance	15,000			
Wasterwater L3 Switch	Sewer	620-Sewer Utility	WW Rev Bond	20,000			
DVR Replacement	IT	450-Capital Projects	Bond-GF	100,000			
Email Archiver Replacement	IT	450-Capital Projects	Bond-GF	100,000	13,000	(87,000)	
Plow/Patrol Truck '25	DPW	215-DPW Equipment	Fund Balance	33,000			
Trailer Replacement	Fire	210-Fire EMS Equipment	Fund Balance	20,000			
Fire Inspector Vehicle	Fire	210-Fire EMS Equipment	Fund Balance	75,000			
Replace Ambulance 1282	Fire	210-Fire EMS Equipment	Fund Balance	80,000			
Plow/Patrol Truck '25	DPW	215-DPW Equipment	Fund Balance	300,000			
2026 Quad Axle Dump Truck	DPW	215-DPW Equipment	Bond-GF	270,000	237,470	(32,531)	
Squad Car and Changeover (Fund Balance Applied)	Police	216-Police Equipment	Fund Balance	95,000			
Squad Car and Changeover	Police	216-Police Equipment	Bond-GF	396,800			
Service vehicle	Water	610-Water Utility	W Rev Bond	75,000	49,376	(25,624)	
F-350 Pickup 2026	DPW	215-DPW Equipment	Bond-GF	65,000	56,349	(8,651)	
Lift Station pump rebuild	Sewer	620-Sewer Utility	Fund Balance	3,800			
New Water Locator	Water	610-Water Utility	Fund Balance	20,000	13,805	(6,195)	
Fire hydrant painting	Water	610-Water Utility	W Rev Bond	40,000			
WATER MATERIAL HAULING TRAILER	Water	610-Water Utility	Fund Balance	8,000	7,650	(350)	
Kubota RTV Replacement '26	DPW	215-DPW Equipment	Bond-GF	27,000			
Snowplow for skid Steer	Water	610-Water Utility	Fund Balance	7,000	6,650	(350)	
Backup Generator Maintenance	Water	610-Water Utility	Fund Balance	25,000			
New Trash Pump	Water	610-Water Utility	Fund Balance	5,000	4,336	(664)	
Skid steer trade	Water	610-Water Utility	Fund Balance	6,000	6,000	-	
2026 Caterpillar 255 Track Skid Steer Loader	DPW	215-DPW Equipment	Bond-GF	83,600	83,600	-	
2026 Caterpillar HM215 Drum Mulcher	DPW	215-DPW Equipment	Bond-GF	30,000	29,800	(200)	
Mower Replacement	Sewer	620-Sewer Utility	WW Rev Bond	17,000	11,700	(5,300)	
Portable Pump	Sewer	620-Sewer Utility	WW Rev Bond	22,000	21,450	(550)	
2026 Caterpillar 250 Wheeled Skid Loader	DPW	215-DPW Equipment	Bond-GF	63,000	63,000	-	
LED Information Sign	Parks	450-Capital Projects	Bond-GF	60,000		(60,000)	Tourism gave check for \$50,000
Lakes Management	Parks	450-Capital Projects	Bond-GF	150,000	99,698	(50,302)	Piers purchased**
Energy Audit	Facilities	450-Capital Projects	Bond-GF	30,000	29,600	(400)	Contract signed
Cravath Lakefront Building Roof Replacement	Parks	450-Capital Projects	Bond-GF	75,000			Quotes are in the \$18,000 range, final price to be determined based on work needed after the wallpaper removal
Municipal Building Wallpaper Removal and Painting	Facilities	217-Building Repair	Fund Balance	30,000			
Awning Replacement at White Memorial Building	Facilities	217-Building Repair	Fund Balance	18,000			
Effigy Mound Park Tree Removal	Parks	450-Capital Projects	Bond-GF	25,000			
Baseball Softball Infield Groomer	Parks	246-Treytons Field of Dreams	Fund Balance	40,000	38,377	(1,623)	Purchased
Pneumatic Cut off saw	Water	610-Water Utility	W Rev Bond	16,000	19,061	3,061	

15,942,001

	Original	Update
Bond-GF	6,436,801	6,770,541
W Rev Bond	2,100,400	2,106,939
WW Rev Bond	1,001,500	1,398,083
Bond-Stormwater	1,033,600	1,299,643

**GENERAL FUND REVENUE SUMMARY**

DESCRIPTION	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 YTD-DEC	2026 BUDGET	2026 YTD-MAR
TAXES	6,120,288	6,197,955	6,784,037	6,762,967	8,077,567	5,446,723
SPECIAL ASSESSMENTS	138	2,725	1,050	4,870	500	842
INTERGOVT REVENUES	4,250,383	4,760,085	5,023,961	5,332,630	5,547,402	509,367
LICENSES & PERMITS	167,690	147,578	394,523	405,884	752,950	79,241
FINES, FORFEIT PENALTIES	250,979	282,636	286,550	286,883	291,550	91,134
PUBLIC CHARGES FOR SVCS	62,413	62,162	45,625	68,003	56,150	22,159
MISC REVENUE	1,410,557	1,386,115	919,842	1,076,720	1,036,870	142,509
OTHER FINANCING SOURCES	180,207	81,110	116,614	177,032	126,160	-
<b>TOTAL:</b>	<b>12,442,655</b>	<b>12,920,367</b>	<b>13,572,201</b>	<b>14,114,988</b>	<b>15,889,148</b>	<b>6,291,974</b>

**GENERAL FUND EXPENSE SUMMARY**

DESCRIPTION	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 YTD-DEC	2026 BUDGET	2026 YTD-MAR
ADMINISTRATION	1,758,920	1,819,346	1,837,586	2,035,660	2,083,052	562,703
PUBLIC SAFETY	5,190,828	5,728,789	5,658,873	5,973,198	7,160,774	1,222,045
PUBLIC WORKS	1,212,804	1,151,405	1,223,166	1,117,743	1,342,082	287,237
PARKS AND RECREATION	682,036	861,057	670,114	798,874	822,346	98,435
NEIGHBORHOOD SVC/PLANNING	355,387	388,073	566,380	541,164	851,065	88,487
TRANSFERS	3,070,024	2,785,074	3,616,081	3,616,082	3,629,830	79,529
CONTINGENCIES	41,800	126,092	0	35,850	0	2,041
<b>TOTAL:</b>	<b>12,311,799</b>	<b>12,859,836</b>	<b>13,572,202</b>	<b>14,118,570</b>	<b>15,889,149</b>	<b>2,340,476</b>



2026-2027 Budget  
General Fund  
Revenue Budget Summary

GENERAL FUND REVENUES

	DESCRIPTION	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 YTD-DEC	2026 BUDGET	2026 YTD-MAR
<b>TAXES</b>							
100-41110-00	LOCAL TAX LEVY	4,499,748	4,538,657	4,507,730	4,507,731	5,864,269	5,319,570
100-41111-00	DEBT SERVICE TAX LEVY	1,257,105	1,313,705	1,952,572	1,952,572	1,879,330	-
100-41112-00	OMITTED PROPERTY TAXES	-	-	-	-	-	-
100-41113-00	RESCINDED TAXES-REAL ESTATE	2,625	-	-	-	-	-
100-41114-00	USE VALUE PENALTY	-	1,654	-	-	-	-
100-41115-00	CHARGEBACK-SECTION 74.41	21,099	8,010	-	268	-	-
100-41140-00	MOBILE HOME FEES	41,587	43,569	58,000	10,737	58,000	80,148
100-41210-00	ROOM TAX-GROSS AMOUNT	237,932	224,246	230,000	246,192	240,000	432
100-41320-00	IN LIEU-UNIV GARDEN & WW MANOR	27,820	28,035	9,735	9,968	9,968	11,416
100-41800-00	INTEREST ON TAXES	32,372	40,079	26,000	35,380	26,000	35,157
	<b>TOTAL TAXES</b>	<b>6,120,288</b>	<b>6,197,955</b>	<b>6,784,037</b>	<b>6,762,847</b>	<b>8,077,567</b>	<b>5,446,723</b>
<b>SPECIAL ASSESSMENTS</b>							
100-42010-00	INTEREST ON SP ASSESS.	-	-	-	-	-	-
100-42200-62	SEWER MAINS & LATERALS	-	-	-	-	-	-
100-42310-53	CURB & GUTTER	-	-	-	-	-	-
100-42320-53	SIDEWALKS	-	-	-	-	-	-
100-42400-53	SNOW REMOVAL	-	975	800	127	200	842
100-42500-53	FAILURE TO MOW FINES	138	1,750	250	4,743	300	-
	<b>TOTAL SPECIAL ASSESSEMENTS</b>	<b>138</b>	<b>2,725</b>	<b>1,050</b>	<b>4,870</b>	<b>500</b>	<b>842</b>
<b>INTERGOVERNMENTAL REVENUES</b>							
100-43344-00	EXPENDITURE RESTRAINT PROGM	53,306	-	-	-	-	-
100-43410-00	SHARED REVENUE-UTILITY	395,596	386,462	386,462	444,079	385,834	-
100-43420-00	SHARED REVENUE-BASE	2,836,844	3,534,954	3,534,954	3,558,129	3,738,985	-
100-43507-52	POLICE-MISC SAFETY GRANTS	4,164	50,571	-	17,996	-	-
100-43520-52	LAW ENFORCEMENT TRNG REIMBUF	8,103	-	-	5,760	-	3,234
100-43522-63	STATE OF WI DNR GRANT	18,500	-	-	-	-	-
100-43530-53	TRANSPORTATION AIDS	572,087	585,637	580,479	598,704	617,481	154,284
100-43531-52	STATE GRANT--PUBLIC SAFETY	38,060	-	-	-	225,000	-
100-43540-52	UNIVERSITY-LEASE-PARKING	-	45,000	45,000	45,000	45,000	-
100-43550-52	MOU-DISPATCH SERVICE	-	-	-	-	-	-
100-43610-52	MSP-STATE UNIVERSITY SVCS PYMT	192,781	7,304	265,933	325,614	305,615	305,735
100-43663-52	2% FIRE DUES-ST OF WISC	-	-	-	-	-	-
100-43670-60	EXEMPT COMPUTER AID-FR STATE	16,330	16,330	16,330	16,330	16,330	-
100-43670-61	PERSONAL PROPERTY AID	43,214	43,214	110,877	201,612	110,877	-
100-43745.52	WUSD-JUVENILE OFFICIER	65,211	83,294	76,646	84,909	95,000	41,872
100-43750-52	DRUG GRANT REIMBURSEMENT	94	-	-	-	-	-
100-43760-00	WEIGHTS & MEASURES RECOVERY	1,583	3,000	3,000	3,750	3,000	-
100-43765-00	REIMB-HIST SOC-DEPOT-EL/GAS	2,029	1,839	1,800	1,590	1,800	1,763
100-43767-52	REIMB-BADGERNET-FORT ATKINSON	2,480	2,480	2,480	2,480	2,480	2,480
	<b>TOTAL INTERGOVT REVENUES</b>	<b>4,250,383</b>	<b>4,760,085</b>	<b>5,023,961</b>	<b>5,305,953</b>	<b>5,547,402</b>	<b>509,367</b>



2026-2027 Budget  
General Fund  
Revenue Budget Summary

GENERAL FUND REVENUES

	DESCRIPTION	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 YTD-DEC	2026 BUDGET	2026 YTD-MAR
<b>LICENSES &amp; PERMITS</b>							
100-44110-51	LIQUOR & BEER	18,858	19,720	19,710	19,210	21,000	11,410
100-44120-51	CIGARETTE	1,300	733	733	907	1,000	50
100-44122-51	BEVERAGE OPERATORS	3,515	3,668	4,000	3,825	4,500	697
100-44200-51	MISC. LICENSES	2,873	1,159	2,000	1,808	3,000	1,407
100-44300-53	BLDG/ZONING PERMITS	110,560	82,609	275,000	201,922	325,000	33,574
100-44310-53	ELECTRICAL PERMITS	9,298	10,796	35,115	21,218	22,000	3,124
100-44320-53	PLUMBING PERMITS	9,396	11,575	31,800	71,968	179,537	11,028
100-44330-53	HVAC PERMITS	7,216	9,569	20,500	64,343	177,813	13,571
100-44340-53	STREET OPENING PERMITS	200	50	50	300	400	100
100-44350-53	SIGN PERMITS	1,310	2,280	1,550	3,140	2,800	1,865
100-44370-51	WATERFOWL PERMITS	320	500	500	1,170	900	-
100-44900-51	MISC PERMITS	2,845	4,921	3,565	16,073	15,000	2,415
	<b>TOTAL LICENSES &amp; PERMITS</b>	<b>167,690</b>	<b>147,578</b>	<b>394,523</b>	<b>405,884</b>	<b>752,950</b>	<b>79,241</b>
<b>FINES, FORFEITURES - PENALTIES</b>							
100-45110-52	ORDINANCE VIOLATIONS	179,505	191,914	210,000	201,298	210,000	56,795
100-45113-52	MISC COURT RESEARCH FEE	200	50	50	193	50	126
100-45114-52	VIOLATIONS PAID-OTHER AGENCIES	520	151	-	(300)	-	150
100-45130-52	PARKING VIOLATIONS	58,224	56,896	60,000	67,092	62,000	29,993
100-45135-53	REFUSE/RECYCLING TOTER FINES	9,550	1,175	1,500	-	1,500	25
100-45145-53	RE-INSPECTION FINES	2,980	32,450	15,000	18,600	18,000	4,045
	<b>TOTAL FINES, FORTFEIT - PENALTIE</b>	<b>250,979</b>	<b>282,636</b>	<b>286,550</b>	<b>286,883</b>	<b>291,550</b>	<b>91,134</b>
<b>PUBLIC CHARGES FOR SERVICES</b>							
100-46110-51	CLERK	-	1,738	-	191	50	-
100-46120-51	TREASURER	3,935	4,745	3,600	4,303	4,000	1,290
100-46210-52	POLICE-DISPATCH-MOU-UNIV	-	-	-	-	-	-
100-46220-52	FALSE ALARM FINES	2,100	1,200	1,500	3,600	2,000	700
100-46230-52	AMBULANCE	-	-	-	-	-	-
100-46240-52	CRASH CALLS	-	-	-	-	-	-
100-46310-53	DPW MISC REVENUE	30,298	19,585	12,000	26,157	20,000	6,489
100-46311-53	SALE OF MATERIALS	2	-	-	193	100	113
100-46312-51	MISC DEPT EARNINGS	-	405	-	434	-	-
100-46320-53	SAND & SALT CHARGES	-	-	-	-	-	-
100-46350-51	CITY PLANNER-SERVICES	360	8,144	9,000	2,859	3,000	1,308
100-46450-52	SPECIAL EVENTS-POLICE/DPW	-	-	-	-	-	-
100-46733-55	SR CITZ OFFSET	-	-	-	-	-	-
100-46736-55	ATTRACTION TICKETS	-	-	-	-	-	-
100-46743-51	FACILITY RENTALS	25,683	26,301	19,500	30,266	27,000	12,260
100-46746-55	SPECIAL EVENT FEES	35	45	25	-	-	-
	<b>TOTAL PUBLIC CHARGES FOR SVCS</b>	<b>62,413</b>	<b>62,162</b>	<b>45,625</b>	<b>68,003</b>	<b>56,150</b>	<b>22,159</b>



2026-2027 Budget  
General Fund  
Revenue Budget Summary

GENERAL FUND REVENUES

	DESCRIPTION	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 YTD-DEC	2026 BUDGET	2026 YTD-MAR
<b>MISC. REVENUES</b>							
100-48100-00	INTEREST INCOME	814,758	861,125	493,292	561,661	544,070	97,048
100-48110-00	INTEREST REVENUE-LEASES	1,183	1,570	-	-	-	-
100-48200-00	LONG TERM RENTALS	4,800	1,200	6,000	11,600	22,800	3,900
100-48210-55	RENTAL INCOME	1,000	1,000	-	1,000	1,000	-
100-48220-55	DEPOSITS-FORFEITED	50	4,225	50	50	-	-
100-48300-00	OTHER PROP/EASEMENT SALES	-	-	-	-	-	-
100-48400-00	INS./FEMA / CLAIM RECOVERY	1,313	-	-	750	-	-
100-48410-00	WORKERS COMP-RETURN PREMIUM	13,514	3,934	-	11,351	-	-
100-48415-00	RESTITUTION-DAMAGES	5,539	7,241	3,000	5,764	4,000	182
100-48420-00	INSURANCE DIVIDEND	51,535	29,412	29,000	38,668	35,000	29,515
100-48425-00	WORKERS COMP-REIMBURSEMENT	18,779	-	-	-	-	-
100-48430-00	INSURANCE-REIMBURSEMENT	1,000	-	-	51,530	-	-
100-48500-52	DONATION-PUBLIC SAFETY	-	-	-	-	-	-
100-48500-55	DONATIONS-PARKS-DOG PARK	-	-	-	-	-	-
100-48520-55	DONATIONS-PARK & REC	-	-	-	1,600	-	-
100-48535-00	P CARD REBATE REVENUE	28,971	37,054	35,000	34,737	40,000	5,708
100-48545-00	DONATION-GENERAL	-	-	-	-	-	-
100-48546-55	MISC GRANT INCOME	87,043	46,010	7,000	2,500	5,000	-
100-48600-00	MISC REVENUE-NON RECURRING	2,155	3,212	-	2,009	-	6,156
100-48700-00	WATER UTILITY TAXES	346,697	362,935	346,500	353,500	385,000	-
100-48900-00	LEASE REVENUE	32,220	27,198	-	-	-	-
	<b>TOTAL MISC REVENUE</b>	<b>1,410,557</b>	<b>1,386,115</b>	<b>919,842</b>	<b>1,076,720</b>	<b>1,036,870</b>	<b>142,509</b>
<b>OTHER FINANCING SOURCES</b>							
100-49260-00	TRANSFER FROM 610 WATER	8,500	8,500	8,500	8,500	8,500	-
100-49261-00	TRANSFER FROM 620 WASTEWATER	12,500	12,500	12,500	12,500	12,500	-
100-49265-00	TRANSFER FROM 630 STORMWATER	8,500	8,500	8,500	8,500	8,500	-
100-49266-00	GIS TRANSFER-UTILITIES	18,974	16,260	16,410	16,410	16,260	-
100-49267-00	TRANSFER FROM 208 PARKING	35,350	35,350	35,704	35,704	30,000	-
100-49285-00	TRANSFER FROM 900 CDA	91,383	-	-	-	-	-
100-49290-00	TRANSFER IN FROM OTHER FUNDS	5,000	-	35,000	95,418	50,400	-
100-49295-00	TRANSFER FROM 248 PARK & REC	-	-	-	-	-	-
100-49300-00	FUND BALANCE APPLIED	-	-	-	-	-	-
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>180,207</b>	<b>81,110</b>	<b>116,614</b>	<b>177,032</b>	<b>126,160</b>	<b>-</b>
	<b>TOTAL GEN FUND REVENUES</b>	<b>12,442,655</b>	<b>12,920,367</b>	<b>13,572,201</b>	<b>14,088,191</b>	<b>15,889,148</b>	<b>6,291,974</b>

## GENERAL FUND EXPENSES

SEC #	DESCRIPTION	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 YTD-DEC	2026 BUDGET	2026 YTD-MAR
1	ADMINISTRATION	1,758,920	1,819,346	1,837,586	2,035,660	2,083,052	562,703
2	PUBLIC SAFETY	5,190,828	5,728,789	5,658,873	5,973,198	7,160,774	1,222,045
3	PUBLIC WORKS	1,212,804	1,151,405	1,223,166	1,117,743	1,342,082	287,237
4	PARKS AND RECREATION	682,036	861,057	670,114	798,874	822,346	98,435
5	NEIGHBORHOOD SVC/PLANNING	355,387	388,073	566,380	541,164	851,065	88,487
6	TRANSFERS	3,070,024	2,785,074	3,616,081	3,616,082	3,629,830	79,529
7	CONTINGENCIES	41,800	126,092	-	35,850	-	2,041
	<b>TOTAL</b>	<b>12,311,799</b>	<b>12,859,836</b>	<b>13,572,202</b>	<b>14,118,570</b>	<b>15,889,149</b>	<b>2,340,476</b>

SEC #	DESCRIPTION	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 YTD-DEC	2026 BUDGET	2026 YTD-MAR
51100	Total Legislative Support	269,611	251,696	263,689	227,220	269,869	59,435
51110	Total Contingencies	41,800	126,092	-	35,850	-	2,041
51200	Total Court	85,807	97,799	86,907	99,720	113,993	29,270
51300	Total Legal	83,516	86,571	90,435	154,905	169,956	38,977
51400	Total General Administration	369,760	431,022	408,552	468,320	443,003	101,548
51450	Total Information Technology	114,144	129,285	165,545	211,031	219,414	48,844
51500	Total Financial Administration	229,735	247,840	244,703	237,362	259,166	61,862
51540	Total Insurance/Risk Mgt.	83,981	84,195	97,952	87,935	97,169	95,507
51600	Total Facilities Maintenance	467,311	436,472	421,824	490,795	442,874	100,694
52100	Total Police Administration	799,470	844,980	853,149	875,757	906,220	219,239
52110	Total Police Patrol	2,082,340	2,262,362	2,218,326	2,458,152	2,992,550	642,731
52120	Total Police Investigation	524,244	572,276	561,782	610,681	782,494	176,322
52140	Total Comm Service Program	33,068	40,014	44,149	61,889	46,549	14,238
52400	Total Neighbor Svcs & Planning	355,387	388,073	566,380	541,164	851,065	88,487
52500	Total Emergency Preparedness	9,490	13,455	10,363	12,188	19,731	255
52600	Total Communications/Dispatch	483,601	592,909	600,993	584,418	750,308	169,259
53100	Total Public Works Administration	48,109	55,002	53,061	46,139	71,775	11,945
53230	Total Shop/Fleet Operations	235,267	190,469	180,977	241,849	203,755	54,802
53270	Total Parks Maintenance	233,524	286,179	287,429	390,361	312,059	63,707
53300	Total Street Maintenance	538,881	529,765	595,796	388,288	669,200	84,896
53320	Total Snow & Ice	125,096	123,292	144,171	176,294	153,675	82,745
53420	Total Street Lights	265,450	252,877	249,161	265,172	243,678	52,848
55111	Total Young Library Building	55,057	54,466	57,980	58,373	67,608	26,566
55200	Total Parks Administration	102,161	100,531	105,155	115,913	118,761	24,695
55210	Total Recreation Administration	-	-	-	211	-	33
55300	Total Recreation Programs	1,055	-	-	-	-	-
55310	Total Senior Citizen's Program	-	-	-	-	-	-
55320	Total Community Events	15,538	14,073	11,000	25,859	17,000	10,000
55330	Total Comm. Based-Coop Projects	329,759	460,275	266,530	266,530	374,526	-
59220	Total Transfers to Other Funds	1,751,181	1,470,859	1,663,010	1,380,927	1,750,000	-
59230	Total Transfer to Debt Service	1,318,343	1,313,714	1,952,572	1,952,572	1,879,330	79,529
59240	Total Transfer to Fire Department	1,258,615	1,402,794	1,370,112	1,370,112	1,662,922	-
59240	Total Transfers	500	500	500	282,583	500	-
	<b>Grand Totals</b>	<b>12,311,799</b>	<b>12,859,836</b>	<b>13,572,202</b>	<b>14,118,570</b>	<b>15,889,149</b>	<b>2,340,476</b>