

**ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE  
COMMON COUNCIL OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON  
COUNTIES, WISCONSIN.**

January 21, 2014

The regular meeting of the Common Council was called to order at 6:30 p.m. by Council President Singer. MEMBERS PRESENT: Frawley, Abbott, Winship, Binnie, Singer, Bregant, Kidd. MEMBERS ABSENT: None. LEGAL COUNSEL PRESENT: McDonell.

It was moved by Abbott and seconded by Bregant to approve the Council minutes of 12/3/13 and 12/17/13 and to acknowledge receipt and filing of the following: Fire / Rescue Task Force Minutes of 10/29/13, 12/5/13 and 12/9/13; Financial Reports for November, 2013, Preliminary Financial Reports for December, 2013; Plan and Architectural Review commission Minutes of 12/9/13; Parks and Recreation Board Minutes of 12/10/13; Whitewater Police Department Consolidated Monthly Report for November, 2013; Irvin L. Young Memorial Library Board Minutes of 11/18/13 and CDA Board Minutes of 11/20/13 and 12/09/13. AYES: Frawley, Abbott, Winship, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None.

**PAYMENT OF INVOICES.** It was moved by Abbott and seconded by Bregant to approve payment of city invoices in the total sum of \$298,401.99. AYES: Frawley, Abbott, Winship, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None.

**STAFF REPORTS:** Water Superintendent Lien gave an update on the water meter replacement program.

**AMENDMENT #1 TO 2014 SALARY RESOLUTION.** City Manager Clapper indicated that several changes to the salary resolution were proposed. Clapper noted that there was a miscalculation on the pay rate for the lab technician, and it was confirmed that the position in Police Department should be defined as a *Coordinator* position. The \$4 per hour pay increase for the Management Analyst and the \$3 per hour pay increase for the CDA clerical position were questioned. City Manager Clapper indicated that the Management Analyst position will be taking on additional human resources work. Councilmember Binnie referred to the job description and indicated that those responsibilities were already included in the original job description for that position. City Manager Clapper indicated that these pay raises were already budgeted for. It was agreed that those two pay increases would be delayed until additional documentation could be provided. However, increases in pay for Police Department and DPW positions as proposed would be approved, retroactive to 1/1/14.

**City of  
Whitewater  
2014 SALARY  
RESOLUTION  
AMENDMENT 1**

**WHEREAS**, the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, sets forth the wage and salary schedule for employees for 2014, in which wages are established.

**NOW THEREFORE, BE IT RESOLVED** by the Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, that the following ranges and numbers of employees in the 2014 Wage and Salary Schedule are hereby adopted pursuant to Wisconsin Statutes; and

**BE IT FURTHER RESOLVED** that the contents of this resolution shall supersede such previously adopted schedules where the subject matter between the two shall be in conflict, and the changes contained herein shall be effective beginning January 1, 2014.

**SCHEDULE I  
ADMINISTRATIVE POSITIONS**

Position	# of Positions	Effective	Salary
City Manager	1	01/01/2014	91,800.00
Chief of Police	1	01/01/2014	89,627.40
Municipal Judge	1	01/01/2014	20,167.98
City Attorney	1	01/01/2014	54,117.69

**SCHEDULE II  
PROFESSIONAL AND TECHNICAL EMPLOYEE PAY PLAN**

Pay Grade	# of Positions	Classification Titles	Pay Grade	# of Positions	Classification Titles
A*	3/4	Senior Coordinator (Part-time)	E	1	Community TV/Media Services Manager
	2	Administrative Assistant II - Records Technician		1	Recreation & Community Events Programmer
	1	Confidential Executive Assistant	F	1	City Clerk
B*	1	Accounting Technician II - Payroll & Accounts Payable	G		
	1	Accounting Technician II - Utilities	H	1	Neighborhood Services Director
	1/2	Accounting Technician II - Utilities (Part-time)	I	1	Chief Information Officer
	1	Administrative Assistant I - Neighborhood Services	J	1	Water Superintendent
	1	Deputy Clerk		1	Streets, Parks & Forestry Superintendent
	1/2	Clerk of Court (Part-time)		1	Parks & Recreation Director
C	1	GIS Technician		1	Wastewater Treatment Plant Superintendent
D	1	Support Services Manager	K	1	Assistant City Manager
	1	Finance Support Services Manager	L	1	Finance Director

\*Non-Exempt Positions

**SCHEDULE II  
PROFESSIONAL AND TECHNICAL EMPLOYEE PAY PLAN**

Pay Grade		Step				
		1	2	3	4	5
A*	Hourly Wage 2080 Hours	15.38 31,993.73	15.85 32,969.66	16.53 34,391.14	17.24 35,855.04	17.91 37,255.30
B*	Hourly Wage 2080 Hours	16.48 34,287.24	17.24 35,855.04	17.97 37,382.59	18.72 38,947.42	19.47 40,500.82
C	Salary	37,252.62	38,945.12	40,637.87	42,332.13	44,024.88
D	Salary	40,231.10	42,060.37	43,887.07	45,716.09	47,546.90
E	Salary	44,153.49	46,160.04	48,166.32	50,174.14	52,181.68
F	Salary	47,604.70	49,768.39	51,931.06	54,096.28	56,258.69
G	Salary	51,055.65	53,377.01	55,697.08	58,015.61	60,336.97
H	Salary	54,506.85	56,983.06	59,461.82	61,936.50	64,416.78
I	Salary	57,956.78	60,591.67	63,225.03	65,858.90	68,493.78
J	Salary	61,406.46	64,197.48	66,990.03	69,779.77	72,572.07
K	Salary	64,858.94	67,806.08	70,754.77	73,700.65	76,649.31
L	Salary	68,308.88	71,413.43	74,519.51	77,623.04	80,730.15

\*Non-Exempt Positions

**SCHEDULE III  
LIBRARY POSITIONS**

Pay Grade	Classification Titles & (Full Time Equivalent)	Step				
		1	2	3	4	5
A1	Library Aide* (2.0)	12.27	12.82	13.39	13.39	13.39
A2	Library Assistants* (5.0)	13.33	13.94	14.56	15.15	15.76
A3	Library Technical Assistants* (3.0) Library Associates* (3.0)	15.15	15.86	16.54	17.23	17.91
A4	Youth Service Librarian (1.0)	37,252.62	38,945.37	40,637.87	42,332.13	44,024.88
A5	Assistant Library Director (1.0)	47,604.70	49,768.39	51,931.06	54,091.38	56,258.69
A6	Library Director (1.0)	61,406.46	64,197.48	66,990.03	69,779.77	72,572.07

\*Non-Exempt Positions

**SCHEDULE  
WHITEWATER POLICE DISPATCH UNION**

Position	# of Positions	Step			
		1	2	3	4
Communications Coordinator	1	19.21	20.22	21.28	21.52
<i>Per 2,080 Hours</i>		<i>39,952.49</i>	<i>42,059.92</i>	<i>44,256.09</i>	<i>44,766.31</i>
Dispatch / Records Communications Aide	7	17.28	18.17	19.13	19.33
<i>6 @ Per 1947 Hours</i>		<i>33,639.36</i>	<i>35,383.63</i>	<i>37,252.48</i>	<i>37,626.25</i>
<i>1 @ Per 976 Hours</i>		<i>16,862.87</i>	<i>17,737.25</i>	<i>18,674.07</i>	<i>18,861.44</i>

**SCHEDULE  
V  
PUBLIC WORKS  
DEPARTMENT**

Pay Grade	Classification Title	Step					
		1 0-11 mos.	2 12-23 mos.	3 24-35 mos.	4 36-47 mos.	5 48-59 mos.	6 60+ mos.
A	Lab Assistant	10.00	10.22	10.44	10.67	10.89	11.12
B	Custodian/Groundskeeper <i>Per 1,040 Hours</i>	15.41 <i>16,029.23</i>	16.00 <i>16,637.08</i>	16.58 <i>17,244.93</i>	17.14 <i>17,830.26</i>	17.72 <i>18,426.86</i>	18.29 <i>19,023.45</i>
C	Laborer II <i>Per 2,080 Hours</i>	18.01 <i>37,461.57</i>	18.59 <i>38,677.27</i>	19.17 <i>39,870.45</i>	19.74 <i>41,063.64</i>	20.33 <i>42,279.34</i>	20.89 <i>43,450.01</i>
D	Building Maintenance <i>Per 2,080 Hours</i>	20.16 <i>41,941.65</i>	20.75 <i>43,157.35</i>	21.30 <i>44,305.51</i>	21.91 <i>45,566.23</i>	22.47 <i>46,736.91</i>	23.05 <i>47,952.61</i>
	<i>Per 1,560 Hours</i>	<i>31,456.23</i>	<i>32,368.01</i>	<i>33,229.13</i>	<i>34,174.67</i>	<i>35,052.68</i>	<i>35,964.45</i>
E	Engineering Technician Laborer I Laborer I - Mechanic Maintenance certification (1) certification (1) Technician no certification (1) <i>Per 2,080 Hours</i>	22.56 <i>46,917.01</i>	23.06 <i>47,975.12</i>	23.56 <i>49,010.72</i>	24.07 <i>50,068.82</i>	24.57 <i>51,104.42</i>	25.09 <i>52,185.04</i>

**Grade F:** Additional \$.20 per hour to Pay Grade E upon successful completion and receipt of Grade I certification and one subgrade.

**Grade G:** Additional \$.79 per hour to Pay Grade E upon successful completion of Grade II and all Grade II subgrades required by Wisconsin Administrative Code for the City of Whitewater Wastewater Utility.

**Grade H:** Additional \$1.06 per hour to Pay Grade E upon successful completion of Grade IV and all Grade IV subgrades required by Wisconsin Administrative Code for the City of Whitewater Wastewater Utility.

**Grade I:** Lab Manager - Additional \$1.56 per hour to Pay Grade E

**SCHEDULE VI  
WHITEWATER POLICE DEPARTMENT**

Position	# of Positions	Effective Date	Hourly Wage	<i>Per 2,080 Hours *Patrol (2,008 Hours)</i>
Captain	1	01/01/2013	38.81	80,724.80
Lieutenant	1	01/01/2013	36.85	76,648.00
Sergeant*	3	01/01/2013	31.01	62,268.08
Detective Sergeant	1	01/01/2013	31.01	64,500.80
Detective	2	01/01/2013	29.65	61,672.00
Juvenile Officer	1	01/01/2013	29.65	61,672.00
Patrol Officer I*	14	01/01/2013	28.38	56,987.04
Patrol Officer II*		01/01/2013	25.71	51,625.68
Patrol Officer III*		01/01/2013	24.26	48,714.08

**SCHEDULE VII  
FIRE-RESCUE**

Position	# of Positions (Part-time)	Wage
Fire-Inspector	3	\$11.00 per hour
Volunteer Fire	42	\$8.00 per call
Rescue Squad Captain	1	\$10.00 per call
Rescue Squad Lieutenant	4	\$9.00 per call
Rescue Squad Maintenance	1	\$100.00 per month
Rescue Squad EMT's		\$8.00 per call
EMT Driver		\$16.00 per hour
EMT Basic		\$17.50 per hour
EMT Intermediate		\$20.00 per hour
EMT On-Call Pay (Truck 1)		\$1.00 per hour
EMT On-Call Pay (Truck 2)		\$1.00 per hour
Fire Chief	1	\$15.00 per call
1st Asst. Fire Chief	1	\$13.00 per call
2nd Asst. Fire Chief	1	\$11.00 per call
Fire Vehicle Maintenance	6	\$50.00 per month
Fire Vehicle Maintenance	1	\$75.00 per month

**SCHEDULE VIII  
PART-TIME EMPLOYEES**

Position	# of Positions	Effective Date	Hourly Wage
Community Service Officer	2	01/01/2014	10.75
Neighborhood Services Officer	1	01/01/2014	10.75
CDA Support Research Specialist	1	01/01/2014	10.00
Sports Coordinator	1	01/01/2014	12.24
Management Analyst	1	01/01/2014	12.00

Position	Step				
	1	2	3	4	5
Election Inspectors	10.00	10.00	10.00	10.00	10.00
Chief Election Inspectors	12.00	12.00	12.00	12.00	12.00
Crossing Guards	0.00	0.00	0.00	0.00	0.00
Cable TV Camera Operator	7.25	7.50	8.00	8.75	9.75
Activity Leaders	9.25	9.50	10.00	10.50	11.50
Program Attendants	7.25	7.50	7.75	8.00	8.25
Certified Instructors	10.00	11.00	12.00	13.00	15.00
Activity Instructors	7.75	8.00	8.25	8.50	8.75
Sport Officials	20.00	21.00	22.00	24.00	25.00
Seasonal Laborer	7.25	7.50	8.00	8.75	9.75
Library Intern	10.00	10.00	10.00	10.00	10.00

Resolution introduced by Councilmember Abbott, who moved its adoption. Seconded by Councilmember Winship. AYES: Frawley, Abbott, Winship, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None. ADOPTED: January 21, 2014.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

**AUTHORIZING PARTICIPATION IN DEPARTMENT OF NATURAL RESOURCES MUNICIPAL DAM GRANT PROGRAM (Mill Race Dam – East Gateway Project).**

**A Resolution to Authorize Participation in the Department of Natural Resources Municipal Dam Grant Program**

WHEREAS the City of Whitewater owns the Old Stone Mill Dam and requests financial assistance under s. 31.385 and s. 227.11, Wis. Stats., and ch. NR 335, Wis. Adm. Code, for the purpose of dam modification

WHEREAS the state share for such project may not exceed 50 percent (50%) of the first \$400,000.00 of total eligible project costs nor 25 percent (25%) of the next \$800,000.00 of total eligible project costs

NOW, THEREFORE BE IT RESOLVED that the City of Whitewater Common Council hereby authorizes the City Manager to:

- Submit an application to the DNR for financial aid under ch. NR 335, Wis. Admn. Code;
- Sign grant agreement documents;
- Take all necessary action to complete the project associated with any grant agreement; and
- Submit reimbursement claims along with necessary supporting documents

BE IT FURTHER RESOLVED that the City of Whitewater agrees to pay a share of the eligible costs which is equal to the total project cost minus the state share.

Resolution introduced by Councilmember Abbott, who moved its adoption. Seconded by Councilmember Bregant. AYES: Frawley, Abbott, Winship, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None. ADOPTED: January 21, 2014.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

**SECOND READING OF ORDINANCE AMENDING CHAPTER 19.54.052 “SIGNS.”**

ORDINANCE NO. 1867A Final

**ORDINANCE AMENDING SECTION 19.54.052 CONCERNING  
MAXIMUM ON-PREMISES DIRECTIONAL SIGN SIZES ORDINANCE  
IN THE M-1, M-2, AND WUTP ZONING DISTRICTS**

The City Council of the City of Whitewater, Walworth and Jefferson County, Wisconsin, do hereby ordain as follows:

SECTION 1. Whitewater Municipal Code Chapter 19.54, Section 19.54.052, is amended to provide that on-premises directional signage in the M-1 (General Manufacturing), M-2 (Manufacturing and Miscellaneous Use), and WUTP (Whitewater University Technology Park) Zoning Districts shall be allowed to have nine (9) square feet of signage on each side of on-premises directional signs.

Ordinance introduced by Councilmember Abbott, who moved its adoption. Seconded by Councilmember Bregant. AYES: Frawley, Abbott, Winship, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None. ADOPTED: January 21, 2014.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

**DOWNSTAIRS BAR AND GRILL LLC “CLASS B” BEER AND LIQUOR LICENSE.** Police Chief Otterbacher expressed a desire to have the applicants meet with her or her designee prior to issuance of the license. It was moved by Abbott and seconded by Bregant to approve the “Class B” Beer and Liquor License for Downstairs Bar and Grill LLC, Gezim Mylkaj, Agent, with the understanding that representatives of the establishment meet with Police Chief Otterbacher prior to issuance of the license. AYES: Frawley, Abbott, Winship, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None.

**DAY N NITE, INC. CLASS “B” BEER AND CLASS C WINE LICENSE.** It was moved by Abbott and seconded by Bregant to approve a Class “B” Beer and Class C Wine license for Day N Nite, Inc., Gezim Mylkaj, Agent. AYES: Frawley, Abbott, Winship, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None.

**WHITEWATER AQUATIC CENTER CONTRIBUTION.** The Whitewater Aquatic Center Board requested Council consideration of an increase in the City’s annual contribution towards the Whitewater Aquatic Center (“WAC”). It was noted that WAC has never requested an increase in the City’s annual contribution, which has remained at \$75,000. WAC expressed concern that as the facility ages, more maintenance will be required. It was moved by Winship and seconded by Binnie to provide a 4% increase to the City’s annual contribution, commencing in year 2014. It was also requested that WAC provide financial reports to the City.

**WPPA MEMORANDUM OF UNDERSTANDING.** It was moved by Binnie and seconded by Abbott to approve a Memorandum of Understanding with the Whitewater Professional Police Association union, agreeing to 10 hour shifts for detective positions. AYES: Frawley, Abbott, Winship, Binnie, Singer, Bregant, Kidd. NOES: None.

**DOWNTOWN EAST GATEWAY PROJECT, MILL RACE STORM SEWER IMPROVEMENTS AND STREET DESIGN.**

A public information meeting was held on 1/16/14, and a summary of information regarding utilities, dam modifications, and appraisal process was provided. The City has filed a Petition with the Office of the Commissioner of Railroads for a determination of the adequacy of warning devices at the grade crossing tracks with Wisconsin Street. They have ordered the installation of 12" automatic flashing lights with gates, constant warning tiem circuitry and other appropriate appurtences, all to be completed by 12/31/16. The cost of the project is estimated at \$427,000, and will be fully funded by the Railroad Commissioner's safety program.

**NEXTEL WEST LEASE TERMINATION.** It was moved by Winship and seconded by Abbott to terminate the lease between Nextel West and the City, for removal of antennas, mounting hardware, coax lines, radio equipment, generator and fuel storage tanks from city property (water tower property at corner of Wood and Cravath Streets). AYES: Frawley, Abbott, Winship, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None.

**BIOGAS PERFORMANCE CONTRACT.** (Energy Savings Contract). At the December 3<sup>rd</sup> meeting, an overview of a proposed energy saving project was presented. Investigation into the energy saving project continued after that meeting. The goal of the project is to realize energy savings based on increased acceptance of outside waste. Representatives of Trane and Black & Veatch were present to discuss the process of performance contracting and how this opportunity could provide energy savings for the City. City staff will present a contract to Council for approval at the February 4<sup>th</sup> council meeting.

**SCADA PC ALARM MODIFICATIONS (Wastewater Treatment Plant).** Wastewater Treatment Plant Superintendent Reel indicated that a hard-wired 16 channel alarm dialer alters on call operators in the event of an emergency. There is a need for an upgraded system which will provide an unlimited number of specific alarm conditions that can then be relayed to operators via telephone (including text messaging). The upgrade will provide an interface to select how an event is logged, recorded, and ultimately called out if need be. The interface will be housed on Wastewater's SCADA PC. This item was budgeted for in the 2014 budget. It was moved by Binnie and seconded by Winship to approve the purchase of a SCADA alarming system from Altronex Control Systems of Madison, Wisconsin, at a cost of \$10,090. AYES: Frawley, Abbott, Winship, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None.

**DONATION OF UNUSED COMPUTER EQUIPMENT TO MAKERSPACE GROUP.** It was moved by Abbott and seconded by Bregant to approve the donation of unused computer (per schedule included in the council packet)equipment to MakerSpace. AYES: Frawley, Abbott, Winship, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None.

**COUNCILMEMBER REQUESTS FOR FUTURE AGENDA ITEMS.** Councilmember Kidd requested an ordinance to manage dead ash trees on private property and traffic calming; Councilmember Winship requested discussion regarding advertiser / shopper publications being dropped in driveways.

**EXECUTIVE SESSION.** It was moved by Singer and seconded by Winship to Adjourn to closed session, TO RECONVENE IN APPROXIMATELY 15 MINUTES, pursuant to Chapter 19.85(1)(c) of Wisconsin Statutes, "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." and Chapter 19.85(1)(e) of Wisconsin Statutes "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session." Items to be discussed. Negotiation of WPPA contract; Agreements for Acquisition of Temporary Limited Easement Rights for the Downtown East Gateway Project for the following properties: 104 E. Main Street; 228 E. Main Street; 216 S. Wisconsin Street; 232 E. Main St.;

224-226 S. Wisconsin St. and updates on other settlement negotiations related to the East Gateway Project. AYES: Frawley, Abbott, Winship, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None. The Council went into executive session at 8: 25 p.m.

**RECONVENE INTO OPEN SESSION.** At 8:57 p.m., the Council reconvened into open session.

**AGREEMENTS FOR ACQUISITION OF TEMPORARY LIMITED EASEMENT RIGHTS FOR DOWNTOWN EAST GATEWAY PROJECT.** It was moved by Winship and seconded by Abbott to approve negotiation for limited easements for 104 E. Main Street; 228 E. main Street; 216 S. Wisconsin Street; 232 E. Main Street and 224-226 S. Wisconsin Street, on terms and conditions discussed in the executive session. AYES: Frawley, Winship, Binnie, Singer, Bregant, Kidd, Abbott. NOES: None. ABSENT: None.

**ADJOURNMENT.** It was moved by Abbott and seconded by Bregant to adjourn the meeting. AYES: Frawley, Abbott, Winship, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None. The meeting adjourned at 9:01 p.m.

Respectfully submitted,

Michele R. Smith, Clerk