

**CITY OF WHITEWATER
COMMON COUNCIL AGENDA**

Common Council Meeting
Tuesday, February 5, 2013
6:30 p.m.

City of Whitewater Municipal Building Community Room
312 W. Whitewater Street Whitewater, Wisconsin

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE.

CONSENT AGENDA

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| CA-A | Approval of Council Minutes of 1/15/13. |
| CA-B | Approval of Payment of Invoices Processed through 01/30/13. |
| CA-C | Acknowledgment of Receipt and Filing of the Following: * Irvin L. Young Memorial Library Board Minutes of 12/10/2012. * Plan Commission Minutes of 10/8/12, 10/22/12 and 11/12/12. * Police Department Consolidated Monthly Report for December, 2012. |
| CA-D | Expedited approval of the following items, per city staff recommendation: R-4 |

STAFF REPORTS:

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|------------------|--|
| City Manager | Update on Council and Board use of Chrome Books; Report on Whitewater website. |
| Library Director | Library Expansion Update. |

HEARING OF CITIZEN COMMENTS. No formal Common Council Action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens are invited to speak to those specific issues at the time the Council discusses that particular item.

RESOLUTIONS:

| | |
|------|---|
| R-1 | Amendment #1 to 2013 Salary Resolution (Increasing poll worker salary and changing job titles for administrative support staff) |
| R-2 | Adopting Sanitary Sewer User & Connection Fees (Finance Director Request) |
| R-3 | Adopting Equivalent Run Off Unit (ERU) Rate for the Whitewater Storm Water Utility (Finance Director Request) |
| *R-4 | Approving Grant of Easement to Wisconsin Bell, Inc. d/b/a AT&T (City Attorney Request) |

ORDINANCES – First Reading - NONE

ORDINANCES – Second Reading - NONE

CONSIDERATIONS:

| | |
|-----|---|
| C-1 | Report on Field of Dreams site plan and budget. (Park & Recreation Director Request) |
| C-2 | Approval of expenditure for Well #8 repairs. (Water Superintendent Request) |
| C-3 | Discussion and possible direction relating to pedestrian light at Main and Cottage Streets. (Councilmember Binnie request). |

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|-----|--|
| C-4 | Discussion and possible direction regarding lighting at the Tratt Street and Starin Road intersection. (Councilmember Singer request) |
| C-5 | Discussion and possible direction regarding 2 nd council meeting in February. (Councilmember Binnie request). |
| C-6 | Approval of purchase of new police car. (Police Chief Request) |
| C-7 | Approval of contract to complete a Communications Staff Study. (Police Chief Request) |
| C-8 | Councilmember request for future agenda items. |
| C-9 | Adjourn to closed session, NOT TO RECONVENE, pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility". Item to be discussed: Evaluation of DPW Director position candidates. |

Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk at least 72 hours prior to the meeting.

- **Items denoted with asterisks will be approved on the Consent Agenda unless any council member requests that it be removed for individual discussion.**

**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 15, 2013

The regular meeting of the Common Council was called to order by Council President Singer. MEMBERS PRESENT: Abbott, Winship (arrived at 6:34), Binnie, Singer, Crone, Kidd. MEMBERS ABSENT: Olsen. LEGAL COUNSEL PRESENT: McDonell.

It was moved by Binnie and seconded by Kidd to approve the Council Minutes of November 20, 2012, December 4, 2012 and December 18, 2012 and to acknowledge receipt and filing of the following: Report of Manually-Issued Checks for December, 2012, Landmarks Commission Minutes of 10/4/12 and 11/1/12; Financial Reports (Preliminary) for December, 2012, Park and Recreation Board Minutes of 12/3/2012, and Police Department Consolidated Monthly Report for November, 2012. AYES: Abbott, Winship, Binnie, Singer, Crone, Kidd. NOES: None. ABSENT: Olsen.

APPROVAL OF PAYMENT OF INVOICES. It was moved by Binnie and seconded by Kidd to approve payment of city invoices in the total sum of \$355,961.21. AYES: Abbott, Winship, Binnie, Singer, Crone, Kidd. NOES: None. ABSENT: Olsen.

STAFF REPORTS: City Manager Clapper presented a Proclamation honoring the Service of Rescue Squad Captain, Tom Schopen. Tom has served on Whitewater Rescue Squad since 1968.

CITIZEN COMMENTS: None.

**SECOND READING OF ORDINANCE PROHIBITING PARKING ON PORTION OF
MILWAUKEE STREET.**

**ORDINANCE AMENDING CHAPTER 11.16.150 OF THE CITY OF
WHITEWATER MUNICIPAL CODE ENTITLED “STREET INDEX OF
PARKING RESTRICTIONS.**

The Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, does hereby ordain as follows:

SECTION 1: Chapter 11.16.150 entitled “Street Index of Parking Restrictions” shall be amended as follows:

The following is hereby *deleted* to the chart entitled Street Index of Parking Restrictions:

| | | | |
|-----------|---|-----------|------------|
| Milwaukee | South side; from the east curblin of S. Wisconsin, east to a point 150 | 11.16.080 | No Parking |
|-----------|---|-----------|------------|

| | | | |
|--|-----------|--|--|
| | feet east | | |
|--|-----------|--|--|

The following is hereby *added* to the chart entitled Street Index of Parking Restrictions:

| | | | |
|-----------|--|-----------|------------|
| Milwaukee | Both sides; from Wisconsin Street to Dann Street | 11.16.080 | No Parking |
|-----------|--|-----------|------------|

SECTION 2: This ordinance shall take effect upon passage and publication as provided by law.

Ordinance introduced by Councilmember Binnie, who moved its adoption. Seconded by Councilmember Kidd. AYES: Abbott, Winship, Binnie, Singer, Crone, Kidd. NOES: None. ABSENT: Olsen. ADOPTED: January 15, 2013.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

SECOND READING OF ORDINANCE REZONING WHITEWATER UNIVERSITY TECHNOLOGY PARK REAL ESTATE.

AMENDING THE CITY OF WHITEWATER ZONING MAP AND ZONING CLASSIFICATION OF CERTAIN PROPERTY IN THE CITY OF WHITEWATER

The Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, do, pursuant to Municipal Code Section 19.69, hereby amend the zoning classification of the below-described properties as set forth herein:

SECTION 1:

Pursuant to Whitewater Municipal Code 19.69, the below described property is hereby rezoned to 19.38 (Whitewater University Technology Park District).

Certified Survey Map 4442

A parcel of land located in the NW ¼ and the NE ¼ of the SE ¼ of Section 3, Township 4 North, Range 15 East, of the City of Whitewater, Walworth County, Wisconsin, as shown on Certified Survey Map No. 4442 recorded at the Walworth County Register of Deeds Office on October 5, 2012, at 10:38 a.m. in Volume 29 of C.S.M.'s, page(s) 30-33, Document No. 848249.

Certified Survey Map 4443

A parcel of land located in the SE ¼ and the SW ¼ of the NE ¼ of Section 3, Township 4 North, Range 15 East, of the City of Whitewater, Walworth County, Wisconsin, as shown on Certified Survey Map No. 4443 recorded at the Walworth County Register of Deeds Office on October 5, 2012, at 10:38 a.m. in Volume 29 of C.S.M.'s, page 34, Document No. 848250.

SECTION 2: The official zoning map of the City of Whitewater is hereby amended to show the above change.

SECTION 3: This ordinance shall take effect upon passage and publication as provided by law.

Ordinance introduced by Councilmember Binnie, who moved its adoption. Seconded by Councilmember Kidd. AYES: Abbott, Winship, Binnie, Singer, Crone, Kidd. NOES: None. ABSENT: Olsen. ADOPTED: January 15, 2013.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

SECOND READING OF ORDINANCE AMENDING CHAPTER 2.28, POLICE COMMISSION, TO INCLUDE FIRE COMMISSION.

AN ORDINANCE CHANGING THE NAME OF CHAPTER 2.28 POLICE COMMISSION TO THE POLICE AND FIRE COMMISSION

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

SECTION 1. Whitewater Municipal Code Chapter 2.28, Police Commission, is hereby amended to change the name to the Police and Fire Commission.

SECTION 2. Pursuant to Section 1, Whitewater Municipal Code Chapter 2.28 shall hereinafter read as follows:

2.28.010 – Created – Membership.

There shall be created as hereinafter specified a Police and Fire Commission consisting of five members (one of whom shall be a city councilmember) who shall have the power and perform the duties as specified in Wis. Stats. §62.13.

2.28.020 – Appointment – Terms.

The Board of Police and Fire Commissioners shall be appointed by the Common Council at the time specified by statute, one member to serve until the first day in May, one to serve until the first day in May; and annually thereafter one commissioner who shall hold his/her office for five years and until his/her successor is appointed and qualified. In the year and thereafter, one member of the Police and Fire Commission shall be a member of the City Council and shall be appointed by the City Council to a one-year term; the one-year term shall commence on the first day of May in each calendar year.

2.28.030 – State statutes applicable.

The provisions of Wis. Stats. §62.13, and all acts amendatory thereto so far as the same are applicable, are incorporated herein and shall be effective in the same manner as if set forth in full herein.

2.28.040 – Power and authority limited.

The power and authority of the Police and Fire Commission hereby created shall not extend any control whatsoever over the Whitewater Volunteer Fire Department. This chapter shall not affect the organization of the Whitewater Volunteer Fire Department as it existed heretofore, and the Department is authorized to continue to operate on the same relationship with the City as it has prior to the adoption of the ordinance codified in this chapter.

Ordinance introduced by Councilmember Binnie, who moved its adoption. Seconded by Councilmember Kidd. AYES: Abbott, Winship, Binnie, Singer, Crone, Kidd. NOES: None. ASBSENT: Olsen. ADOPTED: January 15, 2013.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

COUNCILMEMBER REQUESTS FOR FUTURE AGENDA ITEMS. Councilmember Binnie requested that Council review the stop light located at Main Street and Cottage Street and discuss the council meeting date for the second meeting in February. It is scheduled on an election day and per ordinance, would be moved to the Thursday following the regularly-scheduled council meeting day.

EXECUTIVE SESSION. It was moved by Singer and seconded by Binnie to Adjourn to Closed Session, not to reconvene, pursuant to Wisconsin Statutes 19.85(1)(c) “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility”. Items to be Discussed: City Manager Performance Evaluation. AYES: Abbott, Winship, Binnie, Singer, Crone, Kidd. NOES: None. ABSENT: Olsen. Being no further business to come before the regular portion of the meeting, the meeting adjourned at 6:38 p.m.

Respectfully submitted,

Michele R. Smith, Clerk

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account Number |
|--|---------------------------|----------------|---------------------------|--------------|--------------------|-------------------|
| ABENDROTH WATER COND | | | | | | |
| 502 | ABENDROTH WATER COND | 502-13012 | WASTEWATER/LAB SUPPLIES | 12/31/2012 | 25.00 | 620-62870-340 |
| 502 | ABENDROTH WATER COND | 502-13012 | WASTEWATER/OPERATING SU | 12/31/2012 | 41.25 | 620-62840-340 |
| Total ABENDROTH WATER COND: | | | | | 66.25 | |
| ADVANCE PRINTING INC | | | | | | |
| 1295 | ADVANCE PRINTING INC | 21527 | POLICE ADMN/BUSINESS CAR | 02/06/2013 | 205.00 | 100-52100-310 |
| 1295 | ADVANCE PRINTING INC | 21582 | FINANCE/AP CHECKS | 02/06/2013 | 260.00 | 100-51500-310 |
| Total ADVANCE PRINTING INC: | | | | | 465.00 | |
| ALLIANCE GROUP INC | | | | | | |
| 4204 | ALLIANCE GROUP INC | 076624 | GEN BLDG/ARMORY LAB ANAL | 12/31/2012 | 35.00 | 100-51600-355 |
| Total ALLIANCE GROUP INC: | | | | | 35.00 | |
| ALLIED GLOVE & SAFETY PRODUCTS CORP | | | | | | |
| 6381 | ALLIED GLOVE & SAFETY PRO | 1/974330 | GEN BLDG/PAPER SUPPLIES | 12/31/2012 | 145.22 | 100-51600-340 |
| Total ALLIED GLOVE & SAFETY PRODUCTS CORP: | | | | | 145.22 | |
| AMERICAN INDUSTRIAL LEASING CO | | | | | | |
| 5928 | AMERICAN INDUSTRIAL LEASI | 316670 | GEN ADMN/COPIER LEASE | 02/06/2013 | 819.00 | 100-51450-244 |
| 5928 | AMERICAN INDUSTRIAL LEASI | 316670 | FINANCE/COPIER LEASE | 02/06/2013 | 645.00 | 100-51450-244 |
| 5928 | AMERICAN INDUSTRIAL LEASI | 316670 | DPW & PLANNING/COPIER LEA | 02/06/2013 | 645.00 | 100-51450-244 |
| 5928 | AMERICAN INDUSTRIAL LEASI | 316670 | POLICE/COPIER LEASE | 02/06/2013 | 645.00 | 100-51450-244 |
| Total AMERICAN INDUSTRIAL LEASING CO: | | | | | 2,754.00 | |
| AROPA DESIGNS | | | | | | |
| 880 | AROPA DESIGNS | 33587 | REC/JERSEYS | 02/06/2013 | 756.75 | 100-55300-341 |
| Total AROPA DESIGNS: | | | | | 756.75 | |
| AT&T LONG DISTANCE | | | | | | |
| 4746 | AT&T LONG DISTANCE | 4746-020613 | SAFETY BLDG/LONG DISTANC | 02/06/2013 | 210.81 | 100-51600-225 |
| 4746 | AT&T LONG DISTANCE | 4746-020613 | CABLE/LONG DISTANCE | 02/06/2013 | 40.87 | 200-55110-225 |
| 4746 | AT&T LONG DISTANCE | 4746-2613 | SAFETY BLDG/LONG DISTANC | 02/06/2013 | 27.69 | 100-51600-225 |
| 4746 | AT&T LONG DISTANCE | 4746-2613 | WATER/LONG DISTANCE | 02/06/2013 | 13.31 | 610-61921-310 |
| 4746 | AT&T LONG DISTANCE | 4746-2613 | WASTEWATER/LONG DISTANC | 02/06/2013 | 3.77 | 620-62820-225 |
| 4746 | AT&T LONG DISTANCE | 4746-2613 | STREET/LONG DISTANCE | 02/06/2013 | 20.20 | 100-53230-241 |
| 4746 | AT&T LONG DISTANCE | 4746-2613 | LIBRARY/LONG DISTANCE | 02/06/2013 | 17.72 | 220-55110-225 |
| Total AT&T LONG DISTANCE: | | | | | 334.37 | |
| BATTERIES PLUS LLC | | | | | | |
| 3069 | BATTERIES PLUS LLC | 575-294891 | WASTEWATER/KIT | 02/06/2013 | 47.99 | 620-62860-357 |
| Total BATTERIES PLUS LLC: | | | | | 47.99 | |
| BENDLIN FIRE EQUIP INC | | | | | | |
| 159 | BENDLIN FIRE EQUIP INC | 77564 | FIRE/EQUIPMENT REPAIRS | 02/06/2013 | 401.00 | 100-52200-242 |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account Number |
|--|-----------------------------|----------------|------------------------------|--------------|--------------------|-------------------|
| Total BENDLIN FIRE EQUIP INC: | | | | | 401.00 | |
| BROWN CAB SERVICE INC | | | | | | |
| 47 | BROWN CAB SERVICE INC | 880 | CAB SVC/DEC | 12/31/2012 | 10,175.11 | 235-51350-295 |
| Total BROWN CAB SERVICE INC: | | | | | 10,175.11 | |
| BROWN, LYNETTE M | | | | | | |
| 6477 | BROWN, LYNETTE M | 6477-2613 | SENIORS/ZUMBA 2 PASS CARD | 02/06/2013 | 60.00 | 100-46733-55 |
| Total BROWN, LYNETTE M: | | | | | 60.00 | |
| CDW GOVERNMENT | | | | | | |
| 1234 | CDW GOVERNMENT | V911747 | POLICE PATROL/CLEANING CL | 02/06/2013 | 25.60 | 100-52110-340 |
| 1234 | CDW GOVERNMENT | V986573 | POLICE ADMN/INK CARTRIDGE | 02/06/2013 | 53.02 | 100-52100-310 |
| 1234 | CDW GOVERNMENT | V990331 | POLICE ADMN/INK CARTRIDGE | 02/06/2013 | 159.15 | 100-52100-310 |
| 1234 | CDW GOVERNMENT | W335586- | POLICE DEPT/AXON CAMERA | 12/31/2012 | 1,517.67 | 100-51110-910 |
| Total CDW GOVERNMENT: | | | | | 1,755.44 | |
| CHARTER | | | | | | |
| 6120 | CHARTER | 6120-020613 | LIBRARY/INTERNET SVC | 02/06/2013 | 64.99 | 220-55110-225 |
| 6120 | CHARTER | 6120-020613 | CABLE/INTERNET & CABLE SV | 02/06/2013 | 169.40 | 200-55110-225 |
| 6120 | CHARTER | 6120-020613 | GEN BLDG/INTERNET & CABLE | 02/06/2013 | 227.22 | 100-51600-225 |
| 6120 | CHARTER | FEB SVC | RESCUE/INTERNET | 02/06/2013 | 234.36 | 100-52300-340 |
| Total CHARTER: | | | | | 695.97 | |
| CHILDS PHD SC, CRAIG D | | | | | | |
| 6517 | CHILDS PHD SC, CRAIG D | 739 | POLICE PATROL/SCHLEIS | 02/06/2013 | 475.00 | 100-52100-219 |
| Total CHILDS PHD SC, CRAIG D: | | | | | 475.00 | |
| CHULA VISTA RESORT | | | | | | |
| 1460 | CHULA VISTA RESORT | CIARDO | EM GOV/CIARDO | 02/06/2013 | 140.00 | 100-52500-211 |
| Total CHULA VISTA RESORT: | | | | | 140.00 | |
| CITGO | | | | | | |
| 5404 | CITGO | 36978948 | POLICE PATROL/GAS | 02/06/2013 | 1,772.39 | 100-52110-351 |
| 5404 | CITGO | 36978948 | POLICE INV/GAS | 02/06/2013 | 182.14 | 100-52120-351 |
| 5404 | CITGO | 36978948 | FIRE/GAS | 02/06/2013 | 263.63 | 100-52200-351 |
| 5404 | CITGO | 36978948 | CSO/GAS | 02/06/2013 | 245.74 | 100-52140-351 |
| 5404 | CITGO | 36978948 | RESCUE/GAS | 02/06/2013 | 958.25 | 100-52300-351 |
| Total CITGO: | | | | | 3,422.15 | |
| CITIES & VILLAGES MUTUAL INSURANCE CO | | | | | | |
| 6478 | CITIES & VILLAGES MUTUAL IN | CRM-13-4535 | POLICE PROF LIABILITY INS/20 | 02/06/2013 | 480.80 | 100-51540-514 |
| 6478 | CITIES & VILLAGES MUTUAL IN | CRM-13-4535 | WATER/CRIME INSURANCE | 02/06/2013 | 60.10 | 610-61924-510 |
| 6478 | CITIES & VILLAGES MUTUAL IN | CRM-13-4535 | WASTEWATER/CRIME INSURA | 02/06/2013 | 60.10 | 620-62810-519 |
| Total CITIES & VILLAGES MUTUAL INSURANCE CO: | | | | | 601.00 | |
| CLEAN MATS | | | | | | |
| 1033 | CLEAN MATS | 29284 | INNOVATION CTR/MATS & TOW | 12/31/2012 | 169.80 | 920-56500-250 |
| 1033 | CLEAN MATS | 29291 | WASTEWATER/SHOP TOWELS | 12/31/2012 | 44.85 | 620-62840-340 |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account Number |
|--|-----------------------------|----------------|---------------------------|--------------|--------------------|-------------------|
| Total CLEAN MATS: | | | | | 214.65 | |
| DALEE WATER CONDITIONING | | | | | | |
| 208 | DALEE WATER CONDITIONING | 208-20613 | WHITE BLDG/SALT | 02/06/2013 | 90.48 | 100-51600-340 |
| 208 | DALEE WATER CONDITIONING | 208-20613 | COMM BLDG/SALT | 02/06/2013 | 13.64 | 100-51600-340 |
| Total DALEE WATER CONDITIONING: | | | | | 104.12 | |
| DIGGERS HOTLINE INC | | | | | | |
| 636 | DIGGERS HOTLINE INC | 1339601 PP1 | STORMWATER/2013 1ST PREP | 02/06/2013 | 299.70 | 630-63440-350 |
| 636 | DIGGERS HOTLINE INC | 1339601 PP1 | WATER/2013 1ST PREPAYMEN | 02/06/2013 | 299.70 | 610-61651-350 |
| 636 | DIGGERS HOTLINE INC | 1339601 PP1 | WASTEWATER/2013 1ST PREP | 02/06/2013 | 299.70 | 620-62830-354 |
| Total DIGGERS HOTLINE INC: | | | | | 899.10 | |
| DIRECT TV INC | | | | | | |
| 6222 | DIRECT TV INC | 6222-020613 | INNOVATION CTR/CABLE | 02/06/2013 | 113.94 | 920-56500-226 |
| Total DIRECT TV INC: | | | | | 113.94 | |
| DIVERSIFIED BENEFIT SVC INC | | | | | | |
| 4192 | DIVERSIFIED BENEFIT SVC INC | 157390 | FINANCE/2013 ENROLLMENT S | 02/06/2013 | 165.00 | 100-51500-217 |
| 4192 | DIVERSIFIED BENEFIT SVC INC | 157881 | FINANCE/JAN SVC | 02/06/2013 | 360.10 | 100-51500-217 |
| Total DIVERSIFIED BENEFIT SVC INC: | | | | | 525.10 | |
| DIVERSIFIED BUILDING MTN | | | | | | |
| 1809 | DIVERSIFIED BUILDING MTN | 127348 | INNOVATION CTR/JANITORIAL | 12/31/2012 | 756.00 | 920-56500-246 |
| 1809 | DIVERSIFIED BUILDING MTN | 127370 | LIBRARY/JANITORIAL SVC | 12/31/2012 | 1,556.00 | 100-55111-246 |
| 1809 | DIVERSIFIED BUILDING MTN | 127370 | CRAVATH LAKEFRONT/JANITO | 12/31/2012 | 660.00 | 100-51600-246 |
| 1809 | DIVERSIFIED BUILDING MTN | 127370 | COMM BLDG/JANITORIAL SVC | 12/31/2012 | 1,525.04 | 100-51600-246 |
| 1809 | DIVERSIFIED BUILDING MTN | 127370 | CITY HALL/JANITORIAL SVC | 12/31/2012 | 3,800.00 | 100-51600-246 |
| 1809 | DIVERSIFIED BUILDING MTN | 127370 | ARMORY/JANITORIAL SVC | 12/31/2012 | 931.50 | 100-51600-246 |
| Total DIVERSIFIED BUILDING MTN: | | | | | 9,228.54 | |
| EAGLE ENGRAVING | | | | | | |
| 3467 | EAGLE ENGRAVING | 10052200340 | FIRE/ID TAGS | 02/06/2013 | 12.85 | 100-52200-340 |
| Total EAGLE ENGRAVING: | | | | | 12.85 | |
| EGNOSKI, THOMAS | | | | | | |
| 5029 | EGNOSKI, THOMAS | 848 | INNOVATION CTR/SNOW REMO | 02/06/2012 | 860.00 | 920-56500-294 |
| Total EGNOSKI, THOMAS: | | | | | 860.00 | |
| EMERGENCY MEDICAL PRODUCTS INC | | | | | | |
| 115 | EMERGENCY MEDICAL PRODU | 1520901 | RESCUE/OPERATING SUPPLIE | 12/31/2012 | 265.14 | 100-52300-340 |
| Total EMERGENCY MEDICAL PRODUCTS INC: | | | | | 265.14 | |
| F J A CHRISTIANSEN ROOFING CO INC | | | | | | |
| 4438 | F J A CHRISTIANSEN ROOFING | PS-INV25161 | GEN BLDG/ROOF REPAIRS | 12/31/2012 | 945.00 | 100-51600-245 |
| Total F J A CHRISTIANSEN ROOFING CO INC: | | | | | 945.00 | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account Number |
|---------------------------------------|---------------------------|----------------|----------------------------|--------------|--------------------|-------------------|
| FASTENAL COMPANY | | | | | | |
| 1255 | FASTENAL COMPANY | WIWHT10356 | WASTEWATER/STEPLADDER | 12/31/2012 | 292.97 | 620-62840-340 |
| 1255 | FASTENAL COMPANY | WIWHT10479 | WASTEWATER/PLANT SUPPLIE | 02/06/2013 | 47.35 | 620-62840-340 |
| 1255 | FASTENAL COMPANY | WIWHT10527 | WASTEWATER/JET MACHINE T | 02/06/2013 | 42.01 | 620-62830-355 |
| Total FASTENAL COMPANY: | | | | | 382.33 | |
| FIRE-RESCUE SUPPLY LLC | | | | | | |
| 3886 | FIRE-RESCUE SUPPLY LLC | 4575 | FIRE/POWER BLOWER REPAIR | 02/06/2013 | 76.00 | 100-52200-242 |
| 3886 | FIRE-RESCUE SUPPLY LLC | 4590 | FIRE/SAFETY VESTS | 02/06/2013 | 630.00 | 100-52200-810 |
| Total FIRE-RESCUE SUPPLY LLC: | | | | | 706.00 | |
| FORT HEALTHCARE-BUSINESS HEALT | | | | | | |
| 801 | FORT HEALTHCARE-BUSINESS | 38717 | DPW/DRUG SCREENS | 12/31/2012 | 89.00 | 100-53300-154 |
| 801 | FORT HEALTHCARE-BUSINESS | 38717 | WASTEWATER/DRUG SCREEN | 12/31/2012 | 114.00 | 620-62820-154 |
| Total FORT HEALTHCARE-BUSINESS HEALT: | | | | | 203.00 | |
| GATEWAY TECHNICAL COLLEGE | | | | | | |
| 341 | GATEWAY TECHNICAL COLLE | 17112 | RESCUE/IV TECH RECERTIFIC | 02/06/2013 | 1,118.50 | 100-52300-211 |
| 341 | GATEWAY TECHNICAL COLLE | 17148 | FIRE/MARX TRNG | 02/06/2013 | 80.00 | 100-52200-211 |
| Total GATEWAY TECHNICAL COLLEGE: | | | | | 1,198.50 | |
| GMA PRINTING INC | | | | | | |
| 1920 | GMA PRINTING INC | R041271 | RESCUE/BUSINESS CARDS | 02/06/2013 | 260.26 | 100-52300-310 |
| Total GMA PRINTING INC: | | | | | 260.26 | |
| GRAINGER | | | | | | |
| 367 | GRAINGER | 9001717918 | WATER/METER MAINTENANCE | 12/31/2012 | 91.00 | 610-61653-350 |
| Total GRAINGER: | | | | | 91.00 | |
| GRAVEEN, ALAN | | | | | | |
| 6197 | GRAVEEN, ALAN | VALENTINES | SENIORS/ELVIS PERFORMANC | 02/06/2013 | 125.00 | 100-46733-55 |
| Total GRAVEEN, ALAN: | | | | | 125.00 | |
| GUS PIZZA PALACE LLC | | | | | | |
| 601 | GUS PIZZA PALACE LLC | 6096-2 | CRASH CREW/OPERATING SU | 02/06/2013 | 231.06 | 100-52210-340 |
| 601 | GUS PIZZA PALACE LLC | 6096-2 | RESCUE/OPERATING SUPPLIE | 02/06/2013 | 90.00 | 100-52300-340 |
| Total GUS PIZZA PALACE LLC: | | | | | 321.06 | |
| H & H FIRE PROTECTION LLC | | | | | | |
| 120 | H & H FIRE PROTECTION LLC | 8068 | CITY HALL/EXTINGUISHER INS | 12/31/2012 | 19.25 | 100-51600-245 |
| 120 | H & H FIRE PROTECTION LLC | 8068 | ARMORY/EXTINGUISHER INSP | 12/31/2012 | 44.10 | 100-51600-245 |
| 120 | H & H FIRE PROTECTION LLC | 8068 | POLCIE/EXTINGUISHER INSPE | 12/31/2012 | 98.00 | 100-51600-245 |
| 120 | H & H FIRE PROTECTION LLC | 8068 | WHITE BLDG/EXTINGUISHER I | 12/31/2012 | 121.80 | 100-51600-245 |
| 120 | H & H FIRE PROTECTION LLC | 8068 | FIRE/EXTINGUISCHER INSPEC | 12/31/2012 | 271.15 | 100-52200-242 |
| 120 | H & H FIRE PROTECTION LLC | 8068 | STREET/EXTINGUISHER INSPE | 12/31/2012 | 512.75 | 100-53230-355 |
| 120 | H & H FIRE PROTECTION LLC | 8068 | PARKS/EXTINGUISHER INSPEC | 12/31/2012 | 70.70 | 100-53270-245 |
| 120 | H & H FIRE PROTECTION LLC | 8068 | LIBRARY/EXTINGUISHER INSP | 12/31/2012 | 70.20 | 100-55111-245 |
| 120 | H & H FIRE PROTECTION LLC | 8068 | WATER/EXTINGUISHER INSPE | 12/31/2012 | 88.95 | 610-61935-350 |
| 120 | H & H FIRE PROTECTION LLC | 8068 | WASTEWATER/EXTINGUISHER | 12/31/2012 | 101.35 | 620-62860-357 |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account Number |
|---|-----------------------------|----------------|---------------------------|--------------|--------------------|-------------------|
| Total H & H FIRE PROTECTION LLC: | | | | | 1,398.25 | |
| HARRISON WILLIAMS MCDONNELL | | | | | | |
| 62 | HARRISON WILLIAMS MCDONN | 203185 | CDA/LEGAL | 12/31/2012 | 60.00 | 900-56500-212 |
| 62 | HARRISON WILLIAMS MCDONN | 203188 | LEGAL/FILING & SVC FEES | 12/31/2012 | 167.50 | 100-51300-212 |
| Total HARRISON WILLIAMS MCDONNELL: | | | | | 227.50 | |
| HEADSETS DIRECT INC | | | | | | |
| 6568 | HEADSETS DIRECT INC | 73532 | DISPATCH/BATTERIES | 02/06/2013 | 160.79 | 100-52600-340 |
| Total HEADSETS DIRECT INC: | | | | | 160.79 | |
| HOMETOWN NEWS LIMITED PTNRSHIP | | | | | | |
| 1879 | HOMETOWN NEWS LIMITED PT | 28762 | PARKS/SPORTS COORDINATO | 12/31/2012 | 61.80 | 100-53270-310 |
| 1879 | HOMETOWN NEWS LIMITED PT | 28762 | GEN ADMN//COUNCIL VACANC | 12/31/2012 | 99.00 | 100-51400-310 |
| Total HOMETOWN NEWS LIMITED PTNRSHIP: | | | | | 160.80 | |
| IACP | | | | | | |
| 708 | IACP | 1001056881 | POLICE ADMN/MEMBER #17396 | 02/06/2013 | 120.00 | 100-52100-320 |
| Total IACP: | | | | | 120.00 | |
| IGFOA | | | | | | |
| 4051 | IGFOA | 2013 DUES | FINANCE/SAUBERT WGFOA ME | 02/06/2013 | 25.00 | 100-51500-211 |
| Total IGFOA: | | | | | 25.00 | |
| JAECKEL BROS INC | | | | | | |
| 493 | JAECKEL BROS INC | 8575 | WATER/WHITON & CONGER ST | 12/31/2012 | 729.96 | 610-61651-350 |
| 493 | JAECKEL BROS INC | 8576 | WATER/PLEASANT ST | 12/31/2012 | 1,364.27 | 610-61651-350 |
| 493 | JAECKEL BROS INC | 8577 | WATER/MILWAUKEE ST | 12/31/2012 | 385.00 | 610-61652-350 |
| Total JAECKEL BROS INC: | | | | | 2,479.23 | |
| JANESVILLE DOOR CO LTD | | | | | | |
| 2972 | JANESVILLE DOOR CO LTD | 73703 | WASTEWATER/FRONT TRUCK | 12/31/2012 | 142.50 | 620-62860-357 |
| Total JANESVILLE DOOR CO LTD: | | | | | 142.50 | |
| JEFF CO CHIEFS & SHERIFF ASSOC | | | | | | |
| 674 | JEFF CO CHIEFS & SHERIFF AS | 2013 DUES | POLICE ADMN/2013 DUES | 02/06/2013 | 50.00 | 100-52100-320 |
| Total JEFF CO CHIEFS & SHERIFF ASSOC: | | | | | 50.00 | |
| JIM'S KEY SHOP LLC | | | | | | |
| 4833 | JIM'S KEY SHOP LLC | 2691 | GEN BLDG/ARMORY KEYS | 02/06/2013 | 14.60 | 100-51600-355 |
| Total JIM'S KEY SHOP LLC: | | | | | 14.60 | |
| JOHNS DISPOSAL SERVICE INC | | | | | | |
| 42 | JOHNS DISPOSAL SERVICE IN | 45954 | CITY/BULK | 02/06/2013 | 4,079.94 | 230-53600-219 |
| 42 | JOHNS DISPOSAL SERVICE IN | 45954 | CITY/REFUSE | 02/06/2013 | 20,502.34 | 230-53600-219 |
| 42 | JOHNS DISPOSAL SERVICE IN | 45954 | CITY/RECYCLING | 02/06/2013 | 6,389.34 | 230-53600-295 |
| 42 | JOHNS DISPOSAL SERVICE IN | 46166 | RECYCLE/EXTRA PICK UP | 02/06/2013 | 105.00 | 230-53600-219 |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account Number |
|--|---------------------------|----------------|----------------------------|--------------|--------------------|-------------------|
| Total JOHNS DISPOSAL SERVICE INC: | | | | | 31,076.62 | |
| KALAHARI RESORT | | | | | | |
| 2649 | KALAHARI RESORT | ROO1W5WZ49 | POLICE INV/VANDERSTEEG | 02/06/2013 | 258.00 | 100-52120-211 |
| 2649 | KALAHARI RESORT | ROO4AHKGZK | POLICE PATROL/ELDER & KLEI | 02/06/2013 | 258.00 | 100-52110-154 |
| Total KALAHARI RESORT: | | | | | 516.00 | |
| LARK UNIFORM INC | | | | | | |
| 605 | LARK UNIFORM INC | 130295 | POLICE PATROL/SCHLEIS UNIF | 02/06/2013 | 743.20 | 100-52110-118 |
| Total LARK UNIFORM INC: | | | | | 743.20 | |
| LEXISNEXIS RISK DATA MGMT | | | | | | |
| 3364 | LEXISNEXIS RISK DATA MGMT | 1410204-2012 | POLICE INV/PROFESSIONAL S | 12/31/2012 | 92.15 | 100-52120-219 |
| Total LEXISNEXIS RISK DATA MGMT: | | | | | 92.15 | |
| MIDSTATE EQUIPMENT-JANESVILLE | | | | | | |
| 1470 | MIDSTATE EQUIPMENT-JANES | I51485 | WASTEWATER/GATOR IGNITIO | 02/06/2013 | 17.20 | 620-62850-357 |
| Total MIDSTATE EQUIPMENT-JANESVILLE: | | | | | 17.20 | |
| MILPORT ENTERPRISES INC | | | | | | |
| 1408 | MILPORT ENTERPRISES INC | 228139 | WASTEWATER/PHOSPHORUS | 02/06/2013 | 5,675.97 | 620-62840-341 |
| Total MILPORT ENTERPRISES INC: | | | | | 5,675.97 | |
| MORGAN BIRGE & ASSOCIATES INC | | | | | | |
| 4591 | MORGAN BIRGE & ASSOCIATE | MC0049013 | GEN BLDG/PHONE | 02/06/2013 | 345.00 | 100-51600-225 |
| 4591 | MORGAN BIRGE & ASSOCIATE | MC0049014 | WASTEWATER/PHONE | 02/06/2013 | 75.00 | 620-62820-225 |
| Total MORGAN BIRGE & ASSOCIATES INC: | | | | | 420.00 | |
| MULTIMEDIA SALES & MARKETING | | | | | | |
| 6713 | MULTIMEDIA SALES & MARKET | 738713 | GEN ADMN/FIRE FIGHTER APP | 02/06/2013 | 120.00 | 100-51400-219 |
| Total MULTIMEDIA SALES & MARKETING: | | | | | 120.00 | |
| MURPHY, DON | | | | | | |
| 6859 | MURPHY, DON | FRAC TRUCK | WASTEWATER/PURCHASE FR | 02/06/2013 | 700.00 | 620-62840-351 |
| Total MURPHY, DON: | | | | | 700.00 | |
| NELSON'S VINYL GRAPHICS | | | | | | |
| 6514 | NELSON'S VINYL GRAPHICS | INV69049 | STREET/CSO VEHICLE GRAPHI | 02/06/2013 | 605.00 | 100-53230-354 |
| Total NELSON'S VINYL GRAPHICS: | | | | | 605.00 | |
| NORTH WOODS SUPERIOR CHEMICAL | | | | | | |
| 1947 | NORTH WOODS SUPERIOR CH | 12235 | GEN BLDG/JANITORIAL SUPPLI | 02/06/2013 | 403.00 | 100-51600-340 |
| 1947 | NORTH WOODS SUPERIOR CH | 14482 | GEN BLDG/URINAL ENZYME | 02/06/2013 | 62.85 | 100-51600-340 |
| Total NORTH WOODS SUPERIOR CHEMICAL: | | | | | 465.85 | |
| OAKSTONE WELLNESS | | | | | | |
| 446 | OAKSTONE WELLNESS | 581129 | POLICE ADMM/TOP HEALTH | 02/06/2013 | 300.00 | 100-52100-320 |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account Number |
|--|--------------------------|----------------|---------------------------|--------------|--------------------|-------------------|
| Total OAKSTONE WELLNESS: | | | | | 300.00 | |
| OFFICE DEPOT | | | | | | |
| 4146 | OFFICE DEPOT | 638834672001 | POLICE ADMN/OFFICE SUPPLI | 02/06/2013 | 62.79 | 100-52100-310 |
| 4146 | OFFICE DEPOT | 638937899001 | FINANCE/OFFICE SUPPLIES | 02/06/2013 | 9.39 | 100-51500-310 |
| 4146 | OFFICE DEPOT | 638937941001 | FINANCE/OFFICE SUPPLIES | 02/06/2013 | 20.45 | 100-51500-310 |
| Total OFFICE DEPOT: | | | | | 92.63 | |
| PAUL CONWAY SHIELDS | | | | | | |
| 5394 | PAUL CONWAY SHIELDS | 0319545 | FIRE/CAPITAL EQUIPMENT | 12/31/2012 | 1,485.13 | 100-52200-810 |
| Total PAUL CONWAY SHIELDS: | | | | | 1,485.13 | |
| PMI | | | | | | |
| 5492 | PMI | 0389001 | RESCUE/OPERATING SUPPLIE | 12/31/2012 | 1,312.70 | 100-52300-340 |
| Total PMI: | | | | | 1,312.70 | |
| PROFESSIONAL EQUIPMENT & SUPPLY | | | | | | |
| 6857 | PROFESSIONAL EQUIPMENT & | 28371 | FIRE/NAME TAGS | 02/06/2013 | 22.00 | 100-52200-340 |
| Total PROFESSIONAL EQUIPMENT & SUPPLY: | | | | | 22.00 | |
| QUILL CORPORATION | | | | | | |
| 445 | QUILL CORPORATION | 8137600 | WASTEWATER/OFFICE SUPPLI | 12/31/2012 | 26.94 | 620-62820-310 |
| 445 | QUILL CORPORATION | 8279898 | GEN ADMN/OFFICE SUPPLIES | 02/06/2013 | 27.66 | 100-51400-310 |
| 445 | QUILL CORPORATION | 8279898 | DPW/OFFICE SUPPLIES | 02/06/2013 | 27.66 | 100-53100-310 |
| 445 | QUILL CORPORATION | 8279898 | REC/OFFICE SUPPLIES | 02/06/2013 | 23.71 | 100-55210-310 |
| 445 | QUILL CORPORATION | 8280033 | GEN ADMN/BINDER CLIPS | 02/06/2013 | 1.31 | 100-51400-310 |
| 445 | QUILL CORPORATION | 8280033 | DPW/BINDER CLIPS | 02/06/2013 | 1.31 | 100-53100-310 |
| 445 | QUILL CORPORATION | 8280033 | REC/BINDER CLIPS | 02/06/2013 | 1.13 | 100-55210-310 |
| 445 | QUILL CORPORATION | 8318391 | GEN ADMN/CRONE DESK SIGN | 02/06/2013 | 16.19 | 100-51400-310 |
| 445 | QUILL CORPORATION | 8324579 | WASTEWATER/OFFICE SUPPLI | 02/06/2013 | 22.45 | 620-62820-310 |
| 445 | QUILL CORPORATION | 8331724 | WASTEWATER/OFFICE SUPPLI | 02/06/2013 | 34.99 | 620-62820-310 |
| 445 | QUILL CORPORATION | 8415715 | WASTEWATER/OFFICE SUPPLI | 02/06/2013 | 46.15 | 620-62820-310 |
| 445 | QUILL CORPORATION | 8545253 | GEN ADMN/STAPLES | 02/06/2013 | 10.70 | 100-51400-310 |
| 445 | QUILL CORPORATION | 8545253 | DPW/STAPLES | 02/06/2013 | 10.70 | 100-53100-310 |
| 445 | QUILL CORPORATION | 8545253 | REC/STAPLES | 02/06/2013 | 9.17 | 100-55210-310 |
| 445 | QUILL CORPORATION | 8545253 | NEIGHBORHOOD SVC/BINDER | 02/06/2013 | 77.97 | 100-52400-310 |
| 445 | QUILL CORPORATION | 8545253 | GEN ADMN/DATER | 02/06/2013 | 17.54 | 100-51400-310 |
| 445 | QUILL CORPORATION | 8707332 | GEN ADMN/OFFICE SUPPLIES | 02/06/2013 | 24.57 | 100-51400-310 |
| Total QUILL CORPORATION: | | | | | 380.15 | |
| RICOH AMERICAS CORP | | | | | | |
| 90 | RICOH AMERICAS CORP | 15930969 | WATER/COPIER | 02/06/2013 | 25.91 | 610-61903-310 |
| 90 | RICOH AMERICAS CORP | 15933113 | RESCUE/COPIER | 02/06/2013 | 60.61 | 100-52300-310 |
| 90 | RICOH AMERICAS CORP | 15933114 | FIRE/COPIER | 02/06/2013 | 27.39 | 100-52200-310 |
| Total RICOH AMERICAS CORP: | | | | | 113.91 | |
| RIVER CITY SUPPLY LLC | | | | | | |
| 6210 | RIVER CITY SUPPLY LLC | 011413-B | FIRE/FIRE BRACELETS | 02/06/2013 | 164.50 | 100-52200-211 |
| Total RIVER CITY SUPPLY LLC: | | | | | 164.50 | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account Number |
|--------------------------------------|--------------------------|----------------|----------------------------|--------------|--------------------|-------------------|
| SENTRY OF WHITEWATER, DANIELS | | | | | | |
| 2 | SENTRY OF WHITEWATER, DA | 001001091309 | DPW/DEAN'S RECEPTION | 12/31/2012 | 21.99 | 100-53100-310 |
| 2 | SENTRY OF WHITEWATER, DA | 003001061154 | DPW/DEAN'S RECEPTION | 12/31/2012 | 75.63 | 100-53100-310 |
| 2 | SENTRY OF WHITEWATER, DA | 007000371233 | DPW/DEAN'S RECEPTION | 12/31/2012 | 3.00 | 100-53100-310 |
| 2 | SENTRY OF WHITEWATER, DA | 011000471410 | DPW/DEAN'S RECEPTION | 12/31/2012 | 342.72 | 100-53100-310 |
| Total SENTRY OF WHITEWATER, DANIELS: | | | | | 443.34 | |
| SEYMOUR ENVIRONMENTAL SVC INC | | | | | | |
| 5800 | SEYMOUR ENVIRONMENTAL S | 1819 | PECFA 4/HAVILL SPOERL CLOS | 12/31/2012 | 4,059.00 | 440-57663-298 |
| 5800 | SEYMOUR ENVIRONMENTAL S | 1820 | PECFA 4/312 W WHITEWATER | 12/31/2012 | 5,861.20 | 440-57663-299 |
| Total SEYMOUR ENVIRONMENTAL SVC INC: | | | | | 9,920.20 | |
| SIRCHIE FINGERPRINT LAB | | | | | | |
| 68 | SIRCHIE FINGERPRINT LAB | 0106998-IN | POLICE INV/OPERATING SUPP | 02/06/2013 | 79.11 | 100-52120-340 |
| 68 | SIRCHIE FINGERPRINT LAB | 0107195-IN | POLICE INV/OPERATING SUPP | 02/06/2013 | 178.01 | 100-52120-340 |
| Total SIRCHIE FINGERPRINT LAB: | | | | | 257.12 | |
| SLEWFOOT SIGNS LLC | | | | | | |
| 686 | SLEWFOOT SIGNS LLC | 4484 | STREET/POLICE VEHICLE #27 | 02/06/2013 | 45.00 | 100-53230-354 |
| Total SLEWFOOT SIGNS LLC: | | | | | 45.00 | |
| STA-LITE CORP | | | | | | |
| 102 | STA-LITE CORP | 5161 | GEN BLDG/ARMORY ELECTRIC | 02/06/2013 | 108.00 | 100-51600-355 |
| 102 | STA-LITE CORP | 5168 | GEN BLDG/LOBBY MONITOR O | 02/06/2013 | 180.00 | 100-51600-245 |
| Total STA-LITE CORP: | | | | | 288.00 | |
| STAPLES ADVANTAGE | | | | | | |
| 2393 | STAPLES ADVANTAGE | 8024198823 | POLICE ADMN/OFFICE SUPPLI | 02/06/2013 | 200.32 | 100-52100-310 |
| Total STAPLES ADVANTAGE: | | | | | 200.32 | |
| STATE BAR OF WISCONSIN | | | | | | |
| 129 | STATE BAR OF WISCONSIN | 473120 | COURT/CHILDREN & JUVENILE | 02/06/2013 | 72.35 | 100-51200-310 |
| Total STATE BAR OF WISCONSIN: | | | | | 72.35 | |
| STRAND ASSOCIATES INC | | | | | | |
| 358 | STRAND ASSOCIATES INC | 0095875 | MILWAUKEE ST/RECONSTRUC | 12/31/2012 | 2,631.32 | 450-57500-865 |
| 358 | STRAND ASSOCIATES INC | 0095876 | PLANNING/DECEMBER PMT MT | 12/31/2012 | 730.61 | 100-56300-219 |
| 358 | STRAND ASSOCIATES INC | 0095876 | PLANNING/S SCOTT ST DUPL | 12/31/2012 | 237.43 | 100-56300-219 |
| 358 | STRAND ASSOCIATES INC | 0095876 | E MILWAUKEE ST/WIS DOT MT | 12/31/2012 | 682.20 | 450-57500-865 |
| 358 | STRAND ASSOCIATES INC | 0095876 | S SIDE TRAIL/WIS DOT MTG | 12/31/2012 | 530.82 | 450-57500-862 |
| 358 | STRAND ASSOCIATES INC | 0095876 | MILWAUKEE-NEWCOMB/UTILIT | 12/31/2012 | 338.90 | 450-57500-865 |
| 358 | STRAND ASSOCIATES INC | 0095876 | E MILWAUKEE ST/SEWER & W | 12/31/2012 | 508.35 | 450-57500-865 |
| Total STRAND ASSOCIATES INC: | | | | | 5,659.63 | |
| SUPERIOR PLUMBING | | | | | | |
| 6612 | SUPERIOR PLUMBING | 002241 | WASTEWATER/CAMERA SVC 9 | 02/06/2013 | 150.00 | 620-62830-354 |
| Total SUPERIOR PLUMBING: | | | | | 150.00 | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account Number |
|---|----------------------------|----------------|---------------------------|--------------|--------------------|-------------------|
| SWEETSPOT COFFEE SHOP, THE | | | | | | |
| 4353 | SWEETSPOT COFFEE SHOP, T | CITY10 | DPW/DIRECTOR INTERVIEW | 02/06/2013 | 22.50 | 100-53100-310 |
| Total SWEETSPOT COFFEE SHOP, THE: | | | | | 22.50 | |
| TRI COUNTY COOLING & HEATING LLC | | | | | | |
| 5283 | TRI COUNTY COOLING & HEATI | 1542 | GEN BLDG/ARMORY BOILER R | 12/31/2012 | 505.00 | 100-51600-244 |
| 5283 | TRI COUNTY COOLING & HEATI | 1545 | GEN BDLG/ICE SKATE BLDG F | 12/31/2012 | 1,821.00 | 100-51600-244 |
| Total TRI COUNTY COOLING & HEATING LLC: | | | | | 2,326.00 | |
| US TANKER-FIRE APPARATUS INC | | | | | | |
| 690 | US TANKER-FIRE APPARATUS I | 1087 | FIRE/DISPLAY ADAPTER | 02/06/2013 | 31.45 | 100-52200-242 |
| Total US TANKER-FIRE APPARATUS INC: | | | | | 31.45 | |
| USA BLUE BOOK | | | | | | |
| 1062 | USA BLUE BOOK | 853396 | WATER/COLORIMETER | 02/06/2013 | 988.95 | 610-61630-340 |
| 1062 | USA BLUE BOOK | 859480 | WATER/METER ADAPTER | 02/06/2013 | 104.90 | 610-61653-350 |
| 1062 | USA BLUE BOOK | 862063 | WATER/INSETTER | 02/06/2013 | 471.60 | 610-61653-350 |
| Total USA BLUE BOOK: | | | | | 1,565.45 | |
| UTILITY SERVICE CO INC | | | | | | |
| 5547 | UTILITY SERVICE CO INC | 307796 | WATER/HALF OF TOWER PAIN | 02/06/2013 | 10,303.50 | 610-61650-350 |
| Total UTILITY SERVICE CO INC: | | | | | 10,303.50 | |
| VON BRIESEN & ROPER SC | | | | | | |
| 1988 | VON BRIESEN & ROPER SC | 169963 | LEGAL/FLSA CALCULATIONS | 02/06/2013 | 86.00 | 100-51300-212 |
| Total VON BRIESEN & ROPER SC: | | | | | 86.00 | |
| WASSEL HARVEY & SCHUK LLP | | | | | | |
| 241 | WASSEL HARVEY & SCHUK LL | 82000 | COURT/DEC SVC | 12/31/2012 | 262.50 | 100-51200-219 |
| Total WASSEL HARVEY & SCHUK LLP: | | | | | 262.50 | |
| WATER WELL SOLUTIONS SVC GROUP | | | | | | |
| 4323 | WATER WELL SOLUTIONS SVC | 12-12-113 | WATER/PUMP #8 REPAIRS | 12/31/2012 | 8,735.00 | 610-61620-350 |
| Total WATER WELL SOLUTIONS SVC GROUP: | | | | | 8,735.00 | |
| WHITEWATER AQUATIC CENTER | | | | | | |
| 1822 | WHITEWATER AQUATIC CENTE | 1012013 | AQUATIC CTR/ANNUAL PAYME | 02/06/2013 | 75,000.00 | 100-55330-760 |
| Total WHITEWATER AQUATIC CENTER: | | | | | 75,000.00 | |
| WHITEWATER FIRE DEPT | | | | | | |
| 284 | WHITEWATER FIRE DEPT | DEC CARDME | FIRE/HIGHWAY HARRYS | 12/31/2012 | 33.05 | 100-52200-340 |
| 284 | WHITEWATER FIRE DEPT | DEC CARDME | FIRE/WSFCA | 12/31/2012 | 150.00 | 100-52200-340 |
| 284 | WHITEWATER FIRE DEPT | JAN REIMBUR | FIRE/ANNUAL BANQUET | 02/06/2013 | 4,000.00 | 100-52200-790 |
| 284 | WHITEWATER FIRE DEPT | JAN REIMBUR | RESCUE/GATEWAY BOOKSTO | 02/06/2013 | 612.43 | 100-52300-154 |
| 284 | WHITEWATER FIRE DEPT | JAN REIMBUR | CRASH CREW/REIMBURSE US | 02/06/2013 | 89.75 | 100-52210-810 |
| 284 | WHITEWATER FIRE DEPT | JAN REIMBUR | CRASH CREW/R WOLFE SIGNM | 02/06/2013 | 80.00 | 100-52210-340 |
| 284 | WHITEWATER FIRE DEPT | JAN REIMBUR | RESCUE/TAYLOR BOOKS FRO | 02/06/2013 | 181.20 | 100-52300-211 |
| 284 | WHITEWATER FIRE DEPT | JAN REIMBUR | RESCUE/GATEWAY BOOKSTO | 02/06/2013 | 1,413.60 | 100-52300-211 |
| 284 | WHITEWATER FIRE DEPT | JAN REIMBUR | RESCUE/AROPA TEE SHIRTS | 02/06/2013 | 291.25 | 100-52300-340 |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account Number |
|---------------------------------------|---------------------------|----------------|---------------------------|--------------|--------------------|-------------------|
| 284 | WHITEWATER FIRE DEPT | JAN REIMBUR | FIRE/AROPA TEE SHIRTS | 02/06/2013 | 291.25 | 100-52200-340 |
| 284 | WHITEWATER FIRE DEPT | JAN REIMBUR | FIRE/DNR FOAM | 02/06/2013 | 494.50 | 100-52200-340 |
| 284 | WHITEWATER FIRE DEPT | JAN REIMBUR | FIRE/DNR SMOKEY SIGN | 02/06/2013 | 784.00 | 100-52200-211 |
| Total WHITEWATER FIRE DEPT: | | | | | 8,421.03 | |
| WI DEPT OF JUSTICE | | | | | | |
| 2105 | WI DEPT OF JUSTICE | T14669 | DISPATCH/QUARTERLY SVC | 02/06/2013 | 2,262.00 | 100-52600-295 |
| Total WI DEPT OF JUSTICE: | | | | | 2,262.00 | |
| WI EMERGENCY MANAGEMENT ASSN | | | | | | |
| 161 | WI EMERGENCY MANAGEMEN | 2013 DUES | EM GOV/UHL MEMBERSHIP | 02/06/2013 | 20.00 | 100-52500-219 |
| Total WI EMERGENCY MANAGEMENT ASSN: | | | | | 20.00 | |
| WI EMERGENCY MGMT | | | | | | |
| 1526 | WI EMERGENCY MGMT | CLE9E8E86D3 | EM GOV/CIARDO 3/7/13 TRNG | 02/06/2013 | 175.00 | 100-52500-211 |
| Total WI EMERGENCY MGMT: | | | | | 175.00 | |
| WI STATE LABORATORY OF HYGIENE | | | | | | |
| 1899 | WI STATE LABORATORY OF HY | 241925-1 | WATER/FLUORIDE ELECTROD | 02/06/2013 | 20.00 | 610-61630-340 |
| Total WI STATE LABORATORY OF HYGIENE: | | | | | 20.00 | |
| WISCONSIN SUPREME COURT | | | | | | |
| 1830 | WISCONSIN SUPREME COURT | 1830-2613 | COURT/KELLY DUES | 02/06/2013 | 625.00 | 100-51200-320 |
| Total WISCONSIN SUPREME COURT: | | | | | 625.00 | |
| WRENSCH, NANCY | | | | | | |
| 6860 | WRENSCH, NANCY | 6860-20613 | SENIORS/LINE DANCE CONTR | 02/06/2013 | 256.00 | 100-46733-55 |
| Total WRENSCH, NANCY: | | | | | 256.00 | |
| Grand Totals: | | | | | 215,014.91 | |

Dated: _____1/30/2013_____

Finance Director: _____DOUG SAUBERT_____

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Paid and unpaid invoices included.

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
White Memorial Room
Monday, December 10, 2012, 6:30 pm

Present: Julie Caldwell, Richard Helmick, Rose Mary Leaver, Vicki Santacroce,

Absent: Sharon Knight, Donna Nosek, Jim Winship

Administrative Staff Present: Stacey Lunsford, Cathy Bloom, Diane Jaroch

1. Vice President Caldwell called the meeting to order at 6:34 p.m.
2. Presentation of Kindle Fire to Logo Contest winner Kristin Bates.
(Moved to item 7c)
3. The consent agenda was approved as presented. MSC (Helmick/Leaver)
Ayes: Caldwell, Helmick, Leaver, Santacroce Noes: None
4. The circulation, service, and Mango statistics reports for November 2012 were acknowledged and accepted as presented.
5. The treasurer's report for November 2012 was acknowledged and accepted as presented.
6. Citizen input regarding matters not on agenda; no action at this meeting:
NONE
7. OLD BUSINESS
 - a) Library Building Expansion Project ~ Architecture, Rick McCarthy, will be at our January meeting to discuss space needs assessment and updating of physical plans.
 - b) Council and Community Communications ~ Stacy will attend December 18th meeting and will communicate our strategic planning process with UW Extension and our plan to have Rich McCarthy at our next meeting in January.
 - c) Strategic Planning ~ Steve Grabow and Josh Clements from UW Extension in Jefferson and Walworth Counties joined us to help us with the facilitation of our plan. Need to revisit vision and where we have been; address where we are at now and where we want to go; and develop path to get there (framework for plan). They propose the use of phases and workshops to facilitate process. They would be as follow: Phase 1-Technical Vision Concepts; Phase 2-Initial Planning; Phase 3-Public Input on Vision/Needs; and Phase 4-Strategy/Board Direction to Follow. Team should consist of 9-10 people. Richard Helmick will be the Board representative.
8. NEW BUSINESS
 - a) Motion was made to approve holiday and special library closings in 2013 as presented. MSC (Leaver/Helmick) Ayes: Caldwell, Helmick, Leaver, Santacroce Noes: None
 - b) Review of 2012 Goals and Objectives ~ Discussed status of goals and objectives.
 - c) 2013 Goals and Objectives ~ Discussed objectives to include for 2013. Stacy will propose a Draft at January meeting.

Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.

Irvin L. Young Memorial Library
431 W Center St
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Board of Trustees Regular Meeting
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Monday, December 10, 2012, 6:30 pm

- d) Lakeshores Library System 2013 Memorandum of Agreement ~ Motion was made to accept the agreement as presented. MSC (Caldwell/Santacroce) Ayes: Caldwell, Helmick, Leaver, Santacroce
Noes: None
9. **DIRECTOR'S REPORT**
SUGGESTION BOX: None
DIRECTOR'S REPORT (As submitted by Stacey Lunsford)
- a) The 2013 budget was approved at the Common Council meeting of November 20.
 - b) The Plan for Jefferson County Library Services 2012-2015 was approved at the Jefferson County Library Service meeting of November 28.
 - c) Karen Esparza was offered the job as a library page to start after January 1, 2013 and she has accepted the position. Her last day as a job shadow with Opportunities, Inc. will be December 14.
 - d) Tim Nobling, Chief Information Officer for the City, has been completing installation of the wireless link between the Library and City Hall. The first use of the link will be for staff to fill out their electronic timesheets for payroll.
10. **ADULT SERVICES REPORT** (As submitted by Diane Jaroch)
- a) I have decided to kick off the coupon exchange program in January. I decided to wait so that there would be a nice selection of coupons already in the box for patrons to choose from. I am also hoping to have volunteers clip coupons that staff and patrons bring in from the various newspapers, and with Shirley being on leave the past 3 weeks we did not have any volunteers here.
 - b) I proctored three exams during the month of November.
 - c) Prizes and promotional items have been ordered for the 2013 Adult Summer Reading program.
 - d) Crime Club met on November 28th. The book discussed was The Murder Room by P. D. James. Crime Club will not meet in December.
 - e) I am on the Board of Directors for the Jefferson County Literacy Council and meet with them once a month. JCLC recently held their first Adult Spelling Bee at the Rock River Gallery in Jefferson. This fundraiser was a great success and another one is being planned for next year. Stacey was on the team "The Spell Chicks" (three people comprised a team) which won first place! On October 24th the JCLC held a fundraiser at the Culver's here in Whitewater which was also a success. The next fundraiser will be our second

Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.

**Irvin L. Young Memorial Library
431 W Center St
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Board of Trustees Regular Meeting
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Monday, December 10, 2012, 6:30 pm**

annual Wine Tasting event. More details will be released on this event later in the month.

- f) I would also like to mention that the JCLC has placed a tutor here at the library who meets on a weekly basis teaching ESL to several individuals.

11. YOUTH SERVICES REPORT (As submitted by Cathy Bloom)

- a. Activities and programs are winding down as the year draws to a close. Three Storytime sessions were held weekly through the month of November. Also held in November were Lego Club and the Home Schooling Group.
- b. I led the discussion of the Crime Club this month. The book I chose was *The Murder Room* by P. D. James.
- c. In regards to the 2013 Summer Reading Program: I placed two orders – the staff t-shirt order and the other order was for materials and supplies. In November, I also started booking performers for the 2013 summer reading program. Since the 2013 chairman of the Battle of the Books stepped down, the children’s librarian from Watertown and me will co-chair this event.
- d. I also started planning the 2013 Winter – Spring Activities and Programs for the Children’s Area and for the Young Adults. Confirmed events are the Snow Dogs on February 16 (part of Freeze Fest) and the 5k run and the 1 mile Family Fun run/walk. We will have therapy dogs again.

12) Board member reports: NONE

13) Board member requests for future agenda items: NONE

14) Confirmation of next meeting on January 14, 2013, 6:30 pm

- a) Motion was made to adjourn the meeting at 8:16 p.m. MSC (Leaver/Helmick) Ayes: Caldwell, Helmick, Leaver, Santacroce
Noes: None

* Items denoted with asterisks will be approved on the Consent Agenda unless any board member requests that it be removed for individual discussion.

Minutes submitted by Vicki Santacroce, Board of Trustees Secretary

Vicki Santacroce

Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.

CITY OF WHITEWATER
 PLAN AND ARCHITECTURAL REVIEW COMMISSION
 Whitewater Municipal Building Community Room
 October 8, 2012

**ABSTRACTS/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL
 ACTIONS OF THE PLAN AND ARCHITECTURAL REVIEW COMMISSION**

Call to order and roll call.

Chairperson Meyer called the meeting of the Plan and Architectural Review Commission to order at 6:00 p.m.

Present: Greg Meyer, Lynn Binnie, Karen Coburn, Bruce Parker, Jacob Henley, Rod Dalee, Cort Hartmann.

Absent: None.

Others: Wallace McDonell (City Attorney), Latisha Birkeland (Neighborhood Services Manager/City Planner).

Hearing of Citizen Comments. There were no citizen comments.

Approval of the Plan Commission Minutes of September 10, 2012. Moved by Binnie and seconded by Coburn to approve the Plan Commission minutes of September 10, 2012. Motion approved by unanimous roll call vote.

Review proposed Extra-territorial Certified Survey Map for a land division to create two residential lots located on Piper Road for Steve Piper. City Planner Latisha Birkeland explained that the land for this certified survey map is located in Cold Spring Township, Jefferson County. They are just creating one lot, the most western lot. The remaining parcel is 32 acres. This land is outside the City sewer service area and immediate growth area. The township has already approved the certified survey map. The City has no issues with this proposal.

There were no citizen comments.

Moved by Binnie and seconded by Parker to approve the proposed extra-territorial certified survey map for a land division to create a residential lot located on Piper Road for Steve Piper subject to the conditions of the City Planner. (See attached Extra-Territorial Certified Survey Map approval.) Aye: Meyer, Binnie, Coburn, Parker, Henley, Dalee, and Hartmann. No: None Absent: None. Motion approved by unanimous roll call vote.

Public hearing for consideration of a conditional use permit to allow for an automotive repair business to be located at 648 S. Janesville Street for David S. Meyer. City Planner Latisha Birkeland explained that every year the City reviews inoperable vehicle licenses. Because of the inoperable vehicles sitting on the lot at Meyer's Auto Supply, Mr. Meyer was sent an application form. As there has not been a license for the property for a long time, City Staff researched and found that the Common Council had removed the inoperable license permit

at their September 5, 1995 meeting, requiring that all inoperable vehicles be removed, terminating the license and not allowing a renewal license as of November 6, 1995. The property was under different ownership at that time.

Meyer's Auto Supply has been performing auto repair work on this property, which is the reason for the inoperable vehicles on the lot. Auto repair work is considered a conditional use in the B-1 Zoning District. Mr. Meyer is requesting a conditional use permit for automobile repair and service so he can continue his business there.

The Plan Commission voiced concerns: that the fence should be an opaque fence; the fence on the west lot line should be installed yet this fall; the fence should not have to be installed until there is development; the fence would be important for the land behind the building with the trees which has a designation of R-1 Zoning.

David Meyer explained that he has had the repair shop for three years come December. He works on between 2 and 10 vehicles per day. The inoperable vehicles will be parked on the west portion of the lot.

City Planner Birkeland explained that the fence being installed now would insure that it would be there when there was development of the neighboring properties.

Plan Commission Member Parker explained that the critical fence to be installed would be the north lot line, from the northwest corner of the lot to the west lot line. This part of the fence should be installed as soon as possible. The opaque fence should be at least 6 feet tall.

Chairperson Meyer opened the hearing to the public.

Ann Zarinnia asked if the owner would be responsible for the cost to put up the fence.

City Attorney McDonell explained that with a Conditional Use Permit (CUP), the Plan Commission can put reasonable conditions on the permit. And it is the responsibility of the property owner to pay for those requirements. Non-conforming or grandfathering is a different issue and not what we have here.

Chairperson Meyer closed the public hearing.

Moved by Binnie and seconded by Coburn to approve the conditional use permit to allow for an automotive repair business to be located at 648 S. Janesville Street subject to three conditions. (See attached Conditional Use Permit Approval.) Ayes: Binnie, Coburn, Meyer, Henley, Parker, Dalee. No: Hartmann. Motion approved.

Public hearing for consideration of a change of the City of Whitewater Ordinance regulations, to enact the proposed amendments to the City of Whitewater Municipal Code: Chapter 9, specifically Section 9.06.010 Livestock, addressing an amendment to allow for a permitted use for the keeping of a small number of backyard chickens in Whitewater residential areas. Latisha Birkeland explained that there are two known properties that have

chickens. A stay was made to allow the chickens to remain where they are until an amendment to the livestock ordinance was considered. Other communities in the area have adopted ordinances to allow for chickens in residential areas.

Peter Underwood, 1638 W. Wildwood Road, wanted to include Christian Zaballos as part applicant, as he is very interested in allowing chickens in residential areas and wanted to give his allowance of \$25 to contribute toward the cost of the application. Peter Underwood stated that his and his wife's interest in chickens was related to their concern for community and environmental sustainability, and the fact that they have friends in other communities who have raised chickens.

Prior to investing in their own chickens, they contacted all their neighbors. They all were o.k. with idea. So he ordered his chickens (sexed chickens – which means he got all female chickens, no roosters). They wanted to be unobtrusive, so they made a mobile chicken tractor which can be moved to fresh grass every couple of days and had poultry netting which they used when they were home to allow the chickens a larger area to run. The violation of the chickens was not by complaint, but only that they existed. Underwood explained the extensive back up material he provided which included letters from Ron Kean, UW-Extension Poultry Specialist, from the College of Agriculture and Life Sciences at the University of Wisconsin, Madison, and from Shelby Molina D.V.M. , District Veterinarian, WI Dept. of Agriculture, Trade & Consumer Protection. Both gave a lot of information for raising chickens in an urban area. Peter Underwood also wrote a template for an ordinance for Whitewater. He suggested a minimum of 4 chickens, but 6 would be best. They are social animals. A small flock of birds would require a small structure. Chicken tractors can be moved every couple of days or put in the shade on hot days. Underwood was concerned about required setbacks for the structure. The larger the setback, the less room he would have to move his chicken tractor in.

Plan Commission Member Binnie thanked the Underwoods for all the work they put in. He agreed that backyard chickens should be allowed. He wanted some clarity of the fencing and was impressed with the recommendations of Shelby Molina D.V.M. for a model ordinance. A few items needed to be added to the proposed City Ordinance which include: no breeding or hatching; poultry feed and storage, waste composting. Binnie did not feel the City needed to have a permit or site plan.

Peter Underwood stated that he has seen a mix across the board for communities for permits and fees. He feels that the permits and fees just add a layer of work for the City Staff. He recommends that if there is a permit required that the property owner apply for the permit which would then be approved by the city.

Chairperson Meyer opened the public hearing for public comment.

Jeff Knight expressed his concerns of making sure having chickens in an urban area is done properly. The Underwoods are a good model for how to do it. Knight's Son and Daughter-in-law live in another community near a home that has chickens. The chickens are not very well taken care of and at times run loose around the neighborhood which is not a pristine opportunity.

Knight liked that fact that the Underwoods asked their neighbors about raising chickens in their back yard.

Ann Zarinnia, who lives next door to the Underwoods, stated that Peter Underwood had come to talk to them about having chickens. Since the chickens have lived there, the neighbors have enjoyed them. Their grandchildren love them. There are no smells or sounds. The chickens not only provide healthy food or are pets, but they provide for a better way of life. Whitewater has changed in the last 20 years. This is a huge opportunity for the City. It will help reaffirm what Whitewater is all about. It will be good for kids in Whitewater. Zarinnia also felt that it might be possible for the high school shop class to build chicken coops and then sell them.

Sharon & Rob Holden, 255 S. Indian Mound Parkway, thoroughly enjoy the chickens. They provide for a sense of community by bringing people together. They are very educational. There is no negative impact on property values.

Rollie Cooper, 1127 W. Walworth Ave., explained that he had started raising chickens when he was 10 years old as a 4H project. His family had 100 chickens every year. None of their projects generated complaints. He is very thankful for Whitewater and being able to raise animals and plants. He would encourage a limit of 8 chickens in order to feed a larger family or extended families. There is a period of time when chickens molt and during that time do not lay eggs. He is strongly in favor of the proposal.

Kristine Zaballos, lives in Whitewater and works for the UW-Extension which is responsive to people. The Extension writes for the community's best interest. Zaballos is also a former Plan Commission member. They have 1 1/3 acres in the City of Whitewater. In the recent past their property was an operating farm. The Zaballos family keeps bees. Prior to starting them, they did ask their neighbors. They have been doing this for four years. Zaballos feels that the less regulations we have, the better it is for the community. She thinks that as a community we can handle it. She supports the ordinance change.

Christian Zaballos expressed his support of the ordinance change, as being able to have chickens would help teach children responsibility; if there is an excess of eggs, they could be shared with neighbors; and the opportunity would build community.

Chairperson Meyer closed the public hearing.

Plan Commission Member Bruce Parker stated that he was 100 % for this proposal. He likes the coop design. Plan Commission must look at what will fit the entire community. There are homes within 2 feet of property lines, so there needs to be a setback (18 inches would be too close). Six or eight chickens would not make that much difference.

When asked what was the minimum area needed per chicken, Peter Underwood explained that the size of the enclosure should allow for 2 sq. ft. per hen (for the coop enclosure) with adequate run space. (You could allow 3 sq. ft.) The chickens do like to roost. It would be good to provide a perch in the upper area inside the enclosure. Peter felt that a 5 foot setback from the property line would be appropriate.

Plan Commission Member Hartmann questioned the number of chickens and had concerns of the other animals that may be attracted into neighborhoods because of them. The chicken droppings set in the ground become dust and then can become airborne and possibly cause disease. He was also concerned if a chicken gets loose and hurts someone, who is liable? Hartmann would also like to make sure a property owner checks with his neighbors before acquiring chickens.

Peter Underwood explained that there are potential diseases from most all animals. Injury potential by a hen is very minor. Hens are much safer than dogs or cats. Underwood also suggested that neighbor approval is not always the best way to work it. It can create difficulty in enforcement. It would be best to create the ordinance to minimize the nuisance.

Moved by Binnie and seconded by Meyer to have City Staff work on an ordinance amendment. Any public comments should be given to City Staff. Any permit would not be a conditional use. A staff permit would be made in perpetuity. The ordinance should include items from Shelby Molina, D.V.M.'s communication. The draft ordinance amendment will be presented to Plan Commission for their review and recommendation to the City Council. Ayes: Meyer, Binnie, Coburn, Parker, Henley, Dalee, Hartmann. No: None. Motion approved.

Review and make recommendation to the City Council for the discontinuation of the abandoned unpaved alley between East North Street and East Main Street West of and adjacent to the Oak Grove Cemetery in the City of Whitewater. City Planner Latisha Birkeland explained that the property owner who owns lots 6 & 7 on N. Wakely Street would like to make a lot facing E. North Street, and requested the alley way be vacated.

City Attorney McDonell stated that there is a lot on Wakely Street that has been deeded to the City that would receive part of the land. Once an alley is abandoned, one half of the property goes to each abutting property owner. This will be on the Common Council agenda for November 20, 2012. This is one of Plan Commission's miscellaneous duties. Whenever there is a change in an alley or street, Plan Commission reviews and comments, in this case, a recommendation to the Common Council if the alley should be discontinued.

Chairperson Meyer opened for public comment. There were no public comments. Chairperson Meyer closed public comment.

Plan Commission Member Parker suggested that the owner of lots 6 & 7 check into available utilities on E. North Street.

Moved by Parker and Seconded by Hartmann to approve and make recommendation to the Common Council to approve the discontinuation of the abandoned unpaved alley between E. North Street and E. Main Street west of and adjacent to the Oak Grove Cemetery in the City of Whitewater. Ayes: Meyer, Binnie, Coburn, Parker, Henley, Dalee, Hartmann. No: None. Motion approved.

Informational Items:

Zoning Rewrite. City Planner Latisha Birkeland explained that the last Zoning Rewrite Committee meeting was held on September 19th. Since that time, City Staff has been trying to determine what is best for public participation and how to move things along more smoothly. City Attorney McDonnell explained that the Zoning Ordinance changes would come to the Plan Commission to hold the public hearing and then make recommendation to the City Council. When the ordinances come to the Plan Commission they will be very detailed.

Future agenda items. Plan Commission will hold a special meeting on October 22, 2012. Birkeland explained that the item that was to be on tonight's meeting, but by staff error, was not noticed properly. She thanked the Plan Commission members who would be available for that meeting and apologies to the applicant.

Next regular Plan Commission meeting – November 12, 2012.

Moved by Hartmann and seconded by Meyer to adjourn the meeting. Motion approved by unanimous voice vote. The meeting adjourned at approximately 8:11 p.m.

Chairperson Greg Meyer



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

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

Extra-Territorial Certified Survey Map

| | |
|--------------------------------|---|
| Plan Commission Meeting Date : | September 10, 2012 |
| Property Owner: | Steve Piper |
| Applicant: | Steve Piper |
| Property ID Number: | 004-0515-2244-000 |
| Property Address: | Piper Road, Town of Cold Spring, Jefferson County Whitewater, WI 53190 |

REGARDING: An approval for Extra-Territorial Review of a Certified Survey Map for a land division to create a residential lot on Piper Road.

Approved subject to the following conditions:

1. The applicant shall meet all conditions set by Jefferson County for final approval.
2. Final Certified Survey Map shall be reviewed by City Staff and shall be recorded with Jefferson County.

This permit was prepared by:

Latisha Birkeland
Neighborhood Services Manager/City Planner



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

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

CONDITIONAL USE PERMIT

Plan Commission Meeting Date : October 8, 2012
 Property Owner: David S. Meyer
 Applicant: David S. and Christine Meyer
 Property ID Number: /T 00022A
 Property Address: 648 S. Janesville Street
 Whitewater, WI 53190

REGARDING: An approval for a conditional use permit (CUP) to allow for an automotive repair business to be located at 648 S. Janesville Street for David S. Meyer.

Approved subject to the following conditions:

1. The conditional use permit shall run with the applicant and not the land. If the business is sold, the new owner/operator must return to the Plan Commission for approval of automobile repair and servicing.
2. For any storage of inoperable vehicles on the site, the applicant would need to request that the Common Council consider allowing this property to be eligible for an inoperable vehicle permit.
3. A 6 foot opaque fence is to be installed along the north property line by December 31, 2012. A 6 foot opaque fence is to be installed along the remaining side and rear property lines by June 30, 2013.

This permit was prepared by:

Latisha Birkeland
Neighborhood Services Manager/City Planner

CITY OF WHITEWATER
 PLAN AND ARCHITECTURAL REVIEW COMMISSION
 Whitewater Municipal Building Community Room
 October 22, 2012

**ABSTRACTS/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL
 ACTIONS OF THE PLAN AND ARCHITECTURAL REVIEW COMMISSION**

Call to order and roll call.

Chairperson Meyer called the meeting of the Plan and Architectural Review Commission to order at 6:00 p.m.

Present: Greg Meyer, Bruce Parker, Jacob Henley, Rod Dalee, Cort Hartmann, Donna Henry (Alternate).

Absent: Lynn Binnie, Karen Coburn.

Others: Wallace McDonell (City Attorney), Latisha Birkeland (Neighborhood Services Manager/City Planner).

Hearing of Citizen Comments. There were no citizen comments.

Public hearing for consideration of a proposed lot division (Certified Survey Map) and a conditional use permit for the construction of a duplex on the new vacant lot for the property located at 478 W. Ann Street. City Planner Latisha Birkeland thanked the Plan Commission to be able to hold this special meeting. This project on W. Ann Street does not require a certified survey map for a lot division. The property already has two lots and will just require a lot line adjustment. This property is in a B-3 Zoning District which would require the west parcel with the single family home to meet the standards of the R-2 Zoning District. The new duplex lot would be required to meet the R-3 Zoning District standards. Both proposed projects meet the required standards. When reviewing this proposal with the Comprehensive Plan, B-3 Zoning District allows new residential R-3 Standards when mixed with commercial. Birkeland does not feel that a mixed use would be appropriate in this residential area, and she stated that she would not recommend that the Commission deny the permit because of the lack of mixed use. Parking lots of five stalls or larger are required to install a fence for screening, the Plan Commission would need to determine what is needed.

City Attorney McDonell explained that they will not be splitting the lot, as there are two lots 9 & 10. They are owned by the same owner and were taxed as one property. This does not change the fact that two parcels exist. Once the lot line adjustment is finalized, a separate tax parcel number will be assigned to each lot.

Attorney Mitch Simon explained how tax parcel numbering works. He had talked to Donna at Walworth County who told him if this proposal went through the two parcels would be assigned new tax parcel numbers. He also explained the ownership of the properties under different names.

Mike Kachel stated that as Mitch Simon had said, they are not creating two lots. The proposal is for a slab on grade duplex, 3 bedrooms in one unit and 4 bedrooms in the other. There will be two furnaces, two central air, and two water heaters. The building will be wood construction with asphalt shingle roof. The exterior will be cement and vinyl siding, earth tone colors.

Plan Commission members voiced concerns of: the duplex being a long building and if shutters could be installed to break up the length; snow removal; instead of fence along the city right of way, install a row of low shrubs; across the street are single family homes, would like to see some landscaping installed in the front yard of the duplex.

Chairperson Meyer opened the hearing for public comment.

Bob Freiermuth stated that he saw no need for the fence. The arborvitae and other landscaping would be sufficient. Freiermuth owns property on the other side of the street.

Attorney Mitch Simon explained that there was 15 feet to the parking space for persons with a physical disability so a fence on the Franklin Street side of the parking area would not be needed.

Chairperson Meyer closed the hearing for public comment.

City Attorney McDonell explained that for the record, when the application first came in, it was thought that the property was only one lot. When Attorney Simon got involved, he found that it was two existing lots. So the motion will be for the conditional use permit only.

Latisha went over her conditions and the additional items that were asked for at this meeting.

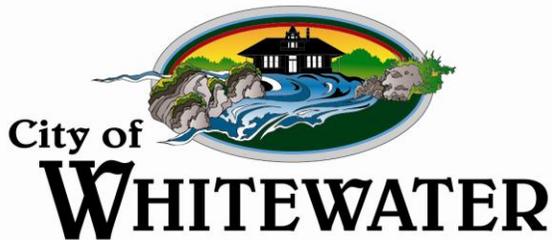
Moved by Henry and Parker to approve the conditional use permit for the construction of a duplex on the vacant parcel at the property located at 478 W. Ann Street for DLK Enterprises Inc. with the conditions of the City Planner as amended at the meeting. (See attached conditional use permit.) Ayes: Meyer, Parker, Henley, Dalee, Hartmann, Henry. No: None. Absent: Binnie, Coburn. Motion approved.

Informational Items:

Next regular Plan Commission meeting – November 12, 2012. City Planner Latisha Birkeland informed the Plan Commission of upcoming items: Applications for a conditional use permit for the Springbrook Apartments on Caine St. to add a one bedroom and an efficiency apartment to both buildings; an amendment to the conditional use permit at 224-226 S. Wisconsin St. to change the parking and dumpster area; a conditional use permit to add a unit to 361 S. Scott Street; and a conditional use permit for the construction of a detached garage larger than 800 sq. ft. at 555 E. Clay Street. The chicken ordinance may also be on.

Moved by Hartman and seconded by Dalee to adjourn the meeting. Motion approved by unanimous voice vote. The meeting adjourned at approximately 6:25 p.m.

Chairperson Greg Meyer



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

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 Telephone: (262) 473-0540

CONDITIONAL USE PERMIT

Plan Commission Meeting Date: October 22 2012
 Property Owner: DLK Enterprises Inc.
 Applicant: DLK Enterprises Inc.
 Property ID Number: /TR 00051
 Property Address: 478 W. Ann Street
 Whitewater, WI 53190

REGARDING: An approval to allow for a lot division by lot line adjustment and for a conditional use permit (CUP) for the construction of a duplex on the new vacant lot for the property located at 478 W. Ann Street.

Approved subject to the following conditions:

1. Establish the parking lot in accordance with the submitted plans and City Code. This includes grading and surfacing of the lot to be dust-free. Hard surface shall be required no later than August 1, 2013.
2. Shutters to be installed to dress up the building.
3. Arborvitae to be installed along the east side of the lot; and a short hedge to be installed along the west side of the lot.
4. Landscaping to be installed in the front yard.

This permit was prepared by:

Latisha Birkeland
 Neighborhood Services Manager/City Planner

CITY OF WHITEWATER
PLAN AND ARCHITECTURAL REVIEW COMMISSION
Whitewater Municipal Building Community Room
November 12, 2012

**ABSTRACTS/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL
ACTIONS OF THE PLAN AND ARCHITECTURAL REVIEW COMMISSION**

Call to order and roll call.

Chairperson Meyer called the meeting of the Plan and Architectural Review Commission to order at 6:00 p.m.

Present: Greg Meyer, Bruce Parker, Jacob Henley, Rod Dalee, Lynn Binnie, Karen Coburn, Donna Henry (Alternate).

Absent: Cort Hartmann.

Others: Wallace McDonell (City Attorney), Latisha Birkeland (Neighborhood Services Manager/City Planner).

Hearing of Citizen Comments. There were no citizen comments.

Public hearing for a conditional use permit for the construction of an 864 sq. ft. detached garage to be located at 555 E. Clay Street for Patrick McCormick. (This is 64 sq. ft. more than the maximum size (800 sq. ft.) allowed for a detached accessory structure.) City Planner Latisha Birkeland explained that the Board of Zoning Appeals had granted a variance on October 25, 2012 for the location of the proposed building for the applicant, Patrick McCormick. This proposal comes to the Plan Commission for a conditional use permit to allow for the structure to be more than 800 sq. ft. (864 sq. ft.) City staff received no comments in regard to this proposal. If the Plan Commission were to approve the conditional use permit, there were two conditions the City Planner recommended. 1) The requirement of a building permit and compliance with all building codes. 2) The building must have a 5 foot setback off property lines.

Patrick McCormick stated that the building will be the same color as the house and have the same pitch of the roof. The building will be mainly for storage.

Chairperson Meyer opened the public hearing for public comment. There were no comments. Chairperson Meyer closed the public hearing.

Plan Commission Member Binnie noted that there were larger outbuildings on the neighboring property.

Moved by Henley and Coburn to approve the conditional use permit with the conditions of the City Planner. (See attached conditional use permit.) Ayes: Meyer, Parker, Henley, Dalee, Binnie, Coburn, Henry. No: None. Absent: Hartmann. Motion approved.

Public hearing for an amendment to the conditional use permit for the addition of a one bedroom unit and a studio unit to each building at 533 and 539 W. Caine Street for Jay Myers. City Planner Latisha Birkeland explained that in 2007, two 20 unit apartment buildings were approved. The first floor in each of the buildings has a weight room and a common room. 2009-2010 a third building was approved but did not come to fruition. The applicant would like to change the weight rooms into studio apartments and the common rooms into one-bedroom apartments for a total of 4 units, two in each building. The parking requirement is 3 stalls per each unit. The site plan was approved with additional stalls allowed for in green space on the north end of the site, so that if ever the spaces were needed, they could be installed. With the four additional units the property still has over 2.68 stalls per unit. Staff is not recommending the installation of the additional parking area. City Council is looking at the parking on Caine Street to allow parking on the south side of the street with no parking from 2 to 5 a.m. They approved the first reading of the ordinance. Birkeland wanted to make sure the provision for the additional parking area carried through for this proposal so if needed, the parking could be added. This property is located in an R-3 (Multifamily Residence) Zoning District. The proposal will require State Approved plans in order to go forward. The Building Inspector has reviewed the plans and has no issues with them. There will be no exterior alterations to the building. As an added note, the approval in 2007 provided that the signage could come to City staff as long as it was within the guidelines, not to exceed 32 sq. ft. in area and 6 feet in height. The signage does not need to be a part of this approval.

Plan Commission voiced concerns of: the sidewalk next to the sign on the site plan is not there on the building closest to Caine Street, and the sidewalk near the private drive has not been installed; the studio apartment window is very small; what is the percentage of students living in the Springbrook Apartments.

City Planner Birkeland stated that anything in the prior approval (2007) must be taken care of.

Matt Kuehl, representing the owner of Springbrook Apartments LLC., stated that Jay Myers is the successor owner. Whatever was required regarding the bike path and sidewalks, he will comply. The purpose for the additional units in each building is to fill the need for more studio and one-bedroom apartments. The weight room and activity room are better used as apartments. A new weight room will be installed in a part of the storage area.

Bob Freiermuth stated that three storage places will be lost. He explained that the three bedroom units have more storage space than is needed, so the three places will not be missed. There are bicycle racks in the garages which are locked and heated. Bicycles are not allowed in the apartments. Freiermuth explained that there is a formula for the window size to the room and they will comply with all requirements. The tenants are either upper classmen, grad students or just graduated and working in Whitewater.

Chairperson Meyer opened the public hearing to public comment. There were no comments. Chairperson Meyer closed the public hearing.

Bob Freiermuth stated that the four sidewalks coming off the side of the building are to a sliding door with screen access to apartments. These sidewalks would be a maintenance hazard. There is no reason to go that way. It is a secured building and tenants are directed to use the south side of the building. They plan to have the new apartments ready for occupancy next fall.

Moved by Henry and seconded by Coburn to approve the amendment to the conditional use permit with the conditions of the City Planner and the additional condition that the two prior approved sidewalks next to the sign and near the private drive be installed on or before occupancy. (See attached conditional use permit.) Ayes: Meyer, Parker, Henley, Dalee, Binnie, Coburn, Henry. No: None. Absent: Hartmann. Motion approved.

Public hearing for a conditional use permit for the conversion of a single family home into a duplex by the construction of an addition to the home located at 361 S. Scott Street for Whitewater Housing Services (R.L. Freiermuth). This item was removed from the agenda by the applicant on Friday, November 9, 2012 at 10:00 a.m.

Review plat for acquisition and dedication of street easements for Milwaukee and Newcomb Streets. City Planner Latisha Birkeland explained that this plat for acquisition and dedication of street easements for Milwaukee and Newcomb Streets is in preparation for a right of way expansion for the Department of Transportation project scheduled to be completed in 2017. These easements are required for the project. The City will have to hire a right of way agent to negotiate with property owners in order to gain these easements. Strand has reviewed the plat and recommends that the Plan Commission recommend to the City Council to approve.

Moved by Parker and seconded by Binnie to recommend the plat for acquisition and dedication of street easements for Milwaukee and Newcomb Streets to the City Council. Ayes: Meyer, Parker, Henley, Dalee, Binnie, Coburn, Henry. No: None. Absent: Hartmann. Motion approved.

Work Session for the review of the draft of the Chicken Ordinance. City Planner Latisha Birkeland went through the draft of the proposed chicken ordinance with the Plan Commission. Some of the items the Plan Commission considered were: to limit the properties allowed to have chickens to single and duplex properties; to discourage scatter feeding to deter other critters from feeding in the area (use feeders); disposing of waste (composting, garbage); permit requiring site plan and charging for permit (initial one time fee of \$10).

Ann Zarinnia noted that the reason for the initial fee is for the responsibility factor, especially if you have children involved. It makes good sense to have an initial fee. Mrs. Zarinnia also noted that if the chickens were regulated as pets and a conditional use was required, it could escalate to then require all pets to require the same.

Chairperson Meyer asked about the sale of excess eggs and how to make sure you got a good product.

Peter Underwood stated that it is against the law to sell eggs unless you are licensed by the State.

Plan Commission Member Parker asked if there was any type of notice required to be sent to surrounding neighbors.

City Attorney McDonell explained that if the Plan Commission made it a conditional use, then notices to property owners would officially be made. Plan Commission can make it a simple or involved application. This ordinance was made to be simple. The public hearing could change the direction of the ordinance. Then we would adjust the proposed ordinance.

Kristine Zaballos suggested the City consider making a page with information about having chickens such as: suggesting residents check with the neighbors; and to let them know they need a license from the State in order to sell eggs, etc.

Peter Underwood stated that he liked the ordinance. It was very comprehensive. If the ordinance is followed, the potential for nuisance is very small. He endorses the current draft of the ordinance with the additional comments from the Plan Commission. He feels it is a practical solution/ordinance which allows residents to have chickens, and is protective of other residents.

City Planner Birkeland and City Attorney McDonell will prepare the proposed ordinance for the public hearing.

Discussion of Site Plan Review. City Planner Latisha Birkeland put this item on the agenda to check in with the Plan Commission to make sure she is giving them the information they need to do their job.

Plan Commission Member Coburn stated that she feels that the Commissioners would like to see appropriate plans for landscaping. The Urban Forestry Committee members like to be aware of these plans also. She also requested information on approving, for example, a new driveway, and how to deal with permeable surfaces.

City Planner Birkeland indicated that all major landscaping plans are reviewed by City Forester Chuck Nass and the Urban Forestry Committee if needed. Coburn acknowledged.

Plan Commission Member Binnie asked when landscaping plans are required. City Planner Birkeland responded that they would be required if there are standards in the code for a particular project in a specific area.

Plan Commission Member Parker said he feels that the site plan and landscaping plans are critical to the Plan Commission and the Urban Forestry Committee. Sizes of trees over 4 inches in diameter and existing landscaping should be shown on plans.

City Attorney McDonell stated that the Plan Commission can have a training session on types of information in areas which the Plan Commission members would like to take a look at. Plan Commission can have an information session to talk about things.

Informational Items:

Update of Zoning Rewrite. City Planner Latisha Birkeland explained that staff had addressed the City Council at their last meeting. The Consultants proposed an agenda and adjustment to the schedule. The proposal was to have two work sessions, 3 hours long with a break at 1 1/2 hours. Items to be discussed would be guidelines and ways to streamline for commercial, industrial and manufacturing. Staff will also be meeting with Mitch Simon to go over individual challenges with the code, to bring up to the consultants. Then back to the zoning text changes. They want to make sure they hit the intent of what the project is about. The next Zoning Rewrite Committee meeting will be after January 1, 2013.

Possible Future Agenda Items. City Planner Birkeland stated that there were a few items for the December Plan Commission meeting: a certified survey map for a lot split at 727 E. Clay Street; 361 S. Scott Street for a conditional use permit for an addition to create more dwelling units; and possibly the public hearing for the chicken ordinance.

Next regular Plan Commission meeting – December 10, 2012.

Moved by Coburn and seconded by Henley to adjourn the meeting. Motion approved by unanimous voice vote. The meeting adjourned at approximately 8:00 p.m.

Chairperson Greg Meyer



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

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

CONDITIONAL USE PERMIT

Plan Commission Meeting Date : November 12, 2012
 Property Owner: Patrick A. McCormick Trust
 Carol A. McCormick Trust
 Applicant: Patrick McCormick
 Property ID Number: /A1366 00001
 Property Address: 555 E. Clay Street
 Whitewater, WI 53190

REGARDING: An approval for a conditional use permit (CUP) for the construction of an 864 sq. ft. detached garage to be located at 555 E. Clay Street. (This is 64 sq. ft. more than the maximum size (800 sq. ft.) allowed for a detached accessory structure.)

Approved subject to the following conditions:

1. The applicant shall apply for a building permit and comply with all required building codes.
2. The building must have a 5 foot setback off property lines.

This permit was prepared by:

Latisha Birkeland
 Neighborhood Services Manager/ City Planner



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

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

CONDITIONAL USE PERMIT

| | |
|-------------------------------|---|
| Plan Commission Meeting Date: | November 12, 2012 |
| Property Owner: | Springbrook Apartments LLC. |
| Applicant: | Jay Myers |
| Property ID Number: | /A4173 00001 |
| Property Address: | 533-539 W. Caine Street Whitewater, WI 53190 |

REGARDING: An approval for a conditional use permit (CUP) for the addition of a one bedroom unit and a studio unit to each building at 533 and 539 W. Caine Street.

Approved subject to the following conditions:

1. The applicant shall comply with all required building codes. State approved plans must be received prior to the issuance of a building permit.
2. The two sidewalks (the north and south sidewalk closest to the private driveway and the east/west sidewalk off the east end of building A) are to be installed on or before occupancy of the new studio and 1 bedroom units. (Owner is no longer required to install the 4 sidewalks going to the north from Building A.)

This permit was prepared by:

Latisha Birkeland
 Neighborhood Services Manager/ City Planner

WHITEWATER POLICE DEPARTMENT CONSOLIDATED MONTHLY REPORT



December 2012

**Submitted by
Lisa K. Otterbacher
Chief of Police**

**WHITEWATER POLICE DEPARTMENT
CONSOLIDATED MONTHLY REPORT
DECEMBER 2012**

**Unified Crime Reporting Incidents
Year-to-Date Statistics**

| | No. of Incidents | | Total Amount Lost | |
|---|-------------------------|--------------------|--------------------------|--------------------|
| | <u>2012</u> | <u>2011</u> | <u>2012</u> | <u>2011</u> |
| Murder/Non-Negligent Manslaughter | 0 | 0 | \$0 | \$0 |
| Sexual Assaults - 1st, 2nd, 3rd, 4th Degree | 21 | 17 | \$0 | \$0 |
| Total Robbery | 1 | 3 | \$655 | \$4,394 |
| Total Burglary | 44 | 58 | \$35,481 | \$42,858 |
| Total Motor Vehicle Thefts | 2 | 6 | \$9,000 | \$65,975 |
| <u>Thefts</u> | | | | |
| Pocket Picking | 0 | 1 | \$0 | \$84 |
| Purse Snatching | 0 | 0 | \$0 | \$0 |
| Shoplifting | 18 | 11 | \$4,408 | \$725 |
| From Automoblies | 28 | 59 | \$9,243 | \$19,709 |
| Automobile Parts/Accessories | 21 | 13 | \$3,856 | \$911 |
| Bicycles | 16 | 42 | \$2,562 | \$7,161 |
| From Buildings | 76 | 75 | \$38,157 | \$28,419 |
| Coin Operated Machine | 0 | 0 | \$0 | \$0 |
| All Other | 60 | 54 | \$21,914 | \$13,027 |
| Total Thefts | 219 | 255 | \$80,140 | \$70,036 |
| Grand Total | 287 | 339 | \$125,276 | \$183,263 |

**Property Amount Stolen and Recovered
Year to Date Statistics**

| | <u>2012</u> | <u>2011</u> |
|-----------------------------------|--------------------|--------------------|
| Property Stolen | \$125,276 | \$183,263 |
| Property Recovered | \$42,510 | \$116,344 |
| Percentage Recovered/Stolen | 34% | 63% |
| Property Stolen Average per Month | \$10,440 | \$15,272 |

NOTE: In addition to the recovery of stolen property, there was \$ 0.00 recovered as a result of restitution paid for investigative costs and non-sufficient funds checks cashed.

Year to date total \$ 0.00

**WHITEWATER POLICE DEPARTMENT
CONSOLIDATED MONTHLY REPORT
DECEMBER 2012**

| Charge Totals: | Monthly | Year to Date |
|-----------------------|----------------|---------------------|
| Adult | 176 | 2,651 |
| Juvenile | 22 | 224 |
| Combined Total | 198 | 2,875 |

| Charges | This Month | This Year to Date | Last Year to Date | Increase/Decrease |
|--|-------------------|--------------------------|--------------------------|--------------------------|
| Animal Cruelty | 0 | 1 | 0 | 1 |
| Animal - Vac & License Required / At Large / Noise | 0 | 13 | 17 | -4 |
| Arson | 0 | 0 | 1 | -1 |
| Assault (Aggravated) | 0 | 11 | 7 | 4 |
| Assault (Other) | 4 | 32 | 32 | SAME |
| Bail Jumping | 2 | 42 | 65 | -23 |
| Bomb Threat | 0 | 0 | 0 | SAME |
| Burglary | 1 | 13 | 22 | -9 |
| Burglary Tools - Possess | 0 | 1 | 0 | 1 |
| Cigarette / Tobacco Violation | 1 | 14 | 12 | 2 |
| Cigarette Deliver / Provided by Non-Retail | 0 | 0 | 0 | SAME |
| Citations Written for Parking Tickets | 0 | 0 | 4 | -4 |
| Contribute to Delinquency | 0 | 2 | 1 | 1 |
| Contribute to Truancy | 0 | 1 | 3 | -2 |
| Controlled Substance - Possession | 14 | 106 | 66 | 40 |
| Controlled Substance - Sale / Manufacture | 6 | 60 | 22 | 38 |
| Court Order Violation | 0 | 3 | 1 | 2 |
| Criminal Damage | 3 | 45 | 37 | 8 |
| Criminal Trespassing | 0 | 3 | 5 | -2 |
| Curfew | 0 | 10 | 20 | -10 |
| Disorderly Conduct | 30 | 368 | 330 | 38 |
| Embezzlement | 0 | 12 | 0 | 12 |
| Emergency Detention / Protective Custody | 4 | 36 | 50 | -14 |
| Encourage Probation / Parole Violation | 0 | 0 | 0 | SAME |
| Escape | 0 | 0 | 0 | SAME |
| Extortion | 0 | 0 | 0 | SAME |
| Facilitate Child Sex Crime by Computer Use | 0 | 0 | 0 | SAME |
| Fail to Obey Officer | 2 | 24 | 15 | 9 |
| False Imprisonment | 0 | 6 | 0 | 6 |
| Fireworks - Sell / Discharge without Permit | 0 | 4 | 1 | 3 |
| Forgery and Counterfeiting | 0 | 4 | 10 | -6 |
| Fraud | 0 | 33 | 53 | -20 |
| Harbor / Aid a Felon | 0 | 0 | 0 | SAME |

Continued on next Page

**WHITEWATER POLICE DEPARTMENT
CONSOLIDATED MONTHLY REPORT
DECEMBER 2012**

| Charges | This Month | This Year to Date | Last Year to Date | Increase/Decrease |
|---|-------------------|--------------------------|--------------------------|--------------------------|
| Illegal Blood Alcohol Content (IBAC) | 4 | 95 | 95 | SAME |
| Impersonate Police Officer | 1 | 1 | 0 | 1 |
| Kidnapping | 0 | 2 | 0 | 2 |
| Lewd and Lascivious Behavior | 0 | 0 | 1 | -1 |
| Liquor Laws | 23 | 385 | 575 | -190 |
| Littering | 0 | 1 | 2 | -1 |
| Motor Vehicle Theft | 0 | 2 | 2 | SAME |
| Murder and Non-Negligent Manslaughter / Attempt | 0 | 3 | 0 | 3 |
| Negligent Handling of Burning Materials | 0 | 0 | 0 | SAME |
| Noise | 3 | 27 | 38 | -11 |
| Obstruct / Resist Officer | 3 | 36 | 37 | -1 |
| Obstructions on Streets Prohibited | 0 | 0 | 0 | SAME |
| Offenses Against Family and Children | 0 | 4 | 2 | 2 |
| Operate Auto While Intoxicated | 5 | 104 | 103 | 1 |
| Park Regulations | 0 | 0 | 1 | -1 |
| Pornography / Obscenity | 0 | 0 | 5 | -5 |
| Possess Drug Paraphernalia | 9 | 81 | 52 | 29 |
| Prostitution (Enticement) | 0 | 6 | 2 | 4 |
| Reckless Endangering Safety | 0 | 0 | 3 | -3 |
| Registered Sex Offender Violations | 0 | 1 | 1 | SAME |
| Robbery | 0 | 1 | 0 | 1 |
| Runaway | 3 | 11 | 5 | 6 |
| Sex Offenses (Other) | 0 | 3 | 5 | -2 |
| Sexual Assault - 1st Degree | 0 | 10 | 6 | 4 |
| Sexual Assault - 2nd Degree | 0 | 6 | 13 | -7 |
| Sexual Assault - 3rd Degree | 0 | 0 | 0 | SAME |
| Sexual Assault - 4th Degree | 0 | 0 | 1 | -1 |
| Solicitors / Peddlers Prohibited | 0 | 0 | 2 | -2 |
| Stolen Property | 0 | 5 | 1 | 4 |
| Theft (Except Motor Vehicle) | 11 | 81 | 84 | -3 |
| Traffic Offenses | 57 | 909 | 1568 | -659 |
| Traffic Ordinance Violations | 0 | 1 | 4 | -3 |
| Truancy | 0 | 19 | 32 | -13 |
| Warrant Served - Local | 5 | 114 | 136 | -22 |
| Warrant / Pickups for Other Agencies | 5 | 111 | 127 | -16 |
| Weapons (Conceal / Possess / Negligent Use) | 2 | 8 | 5 | 3 |
| Zoning Violations | 0 | 4 | 5 | -1 |
| Total | 198 | 2,875 | 3,687 | -812 |

**WHITEWATER POLICE DEPARTMENT
CONSOLIDATED MONTHLY REPORT
DECEMBER 2012**

Miscellaneous Activities and/or Complaints

| Type of Activity/Complaint | This Month | This Year to Date | Last Year to Date |
|-----------------------------------|-------------------|--------------------------|--------------------------|
| Calls for Service | 558 | 7,294 | 7,888 |
| Activity Logs * | 7 | 177 | 231 |
| Traffic Stops * | 122 | 2,290 | 3,822 |
| Family Disturbances | 2 | 35 | 35 |
| Noise Complaints | 27 | 386 | 408 |
| Animal Complaints | 27 | 283 | 312 |
| False Alarms | 1 | 66 | 114 |

* Officer initiated activities

Motor Vehicle Accidents

| Type of Activity/Complaint | This Month | This Year to Date | Last Year to Date |
|-----------------------------------|-------------------|--------------------------|--------------------------|
| Fatal | 0 | 0 | 0 |
| Personal Injury | 4 | 25 | 31 |
| Pedestrian/Bicycle | 1 | 8 | 7 |
| Hit and Run | 8 | 51 | 46 |
| Property Damage over \$1000 | 15 | 93 | 84 |
| Property Damage under \$1000 | 3 | 48 | 55 |
| Total | 31 | 225 | 223 |

Parking Tickets Issued

| Type of Activity/Complaint | This Month | This Year to Date | Last Year to Date |
|--------------------------------------|-------------------|--------------------------|--------------------------|
| Issued by Patrol Officers | 211 | 2,239 | 2,422 |
| Issued by Community Service Officers | 109 | 1,633 | 1,605 |
| Total | 320 | 3,872 | 4,027 |

**WHITEWATER POLICE DEPARTMENT
CONSOLIDATED MONTHLY REPORT
DECEMBER 2012**

Monies Received

| Type | This Month | This Year to Date | Last Year to Date |
|----------------------------|--------------------|--------------------------|--------------------------|
| Bicycle Licenses | \$0.00 | \$51.00 | \$69.00 |
| Citations/Warrant Payments | \$2,892.86 | \$39,489.74 | \$26,151.90 |
| Miscellaneous | \$11.90 | \$137.76 | \$140.42 |
| Parking Permits | \$3,070.00 | \$27,705.00 | \$31,880.00 |
| Parking Violations | \$8,595.00 | \$97,176.07 | \$99,331.80 |
| PD Honor Box * | \$518.10 | \$1,885.65 | - |
| Total | \$15,087.86 | \$166,445.22 | \$157,573.12 |

* As of 5/30/12, the Police Department absorbed the cash receipting for the parking honor box payments.

Overtime Hours

| Type | This Month | This Year to Date | Last Year to Date |
|-------------------------------|-------------------|--------------------------|--------------------------|
| Administrative Duties | 7.500 | 71.500 | 27.250 |
| Bike Patrol | 0.000 | 59.750 | 126.000 |
| County Court | 12.750 | 203.250 | 250.000 |
| Municipal Court | 8.000 | 83.500 | 110.500 |
| Data Entry | 17.750 | 76.750 | 0.000 |
| Foot Patrol | 0.000 | 25.000 | 3.000 |
| Investigation | 25.750 | 647.750 | 343.250 |
| Meeting | 8.750 | 195.750 | 120.750 |
| Officer In Charge | 11.250 | 84.250 | 16.250 |
| Other * | 6.250 | 75.750 | 276.000 |
| Parking | 0.000 | 10.000 | 0.000 |
| Prisoners (Transport/Custody) | 1.250 | 85.500 | 104.500 |
| Radio Dispatch | 98.500 | 218.750 | 187.000 |
| Reports | 8.000 | 162.000 | 189.250 |
| Roll Call | 24.500 | 275.500 | 310.750 |
| Special Event | 0.000 | 236.750 | 231.000 |
| Squad Patrol | 154.500 | 850.750 | 543.750 |
| Traffic | 0.000 | 2.500 | 14.000 |
| Training | 17.250 | 770.500 | 770.750 |
| Holidays | 174.500 | 997.000 | 1,118.750 |
| Total | 576.500 | 5,132.500 | 4,742.750 |

* Other consisted of overtime for JO presentation, RCC duties and clerical assigned duties.

WHITEWATER POLICE DEPARTMENT
CONSOLIDATED MONTHLY REPORT
DECEMBER 2012

TRAINING

- From December 3rd to December 7th, Lt. Gray, Sgt. Gempler, and Officer Matteson attended training in Madison for Police Training Officer.
- On December 17th and 18th, Officer Becker attended training on Advanced Roadside Impaired Driving Enforcement (ARIDE) in Watertown.

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: 2/5/13 ITEM: Poll Worker Pay

PRESENTER: Cameron Clapper

PREVIOUS ACTION, IF ANY: n/a

SUMMARY OF ITEM BEING PRESENTED:

Based on an area poll worker salary survey, the amount Whitewater is paying their poll workers is way below average. A copy of the survey is attached. I had requested that we consider a pay increase for these workers in year 2014. It was suggested that, since the pay is so far under the average, that we may consider increasing poll worker pay for 2013 as well.

BUDGET IMPACT, IF ANY:

The 2013 poll worker budget is \$9,200 based on two fairly small elections. I have approximated how many workers I will need, and believe the 2013 election inspector costs will be \$9,000 based on \$8 per hour. If the pay was increased to \$10 per hour for regular workers, and \$12 per hour for those with Chief Inspector status, the additional cost for 2013 would be approximately \$2,600.

For 2014, with a Gubernatorial election as well as three others, I am anticipating an election inspector budget of approximately **\$34,000** assuming a pay rate of \$8 per hour. Should the pay increase to the \$10 regular worker / \$12 Chief Inspector, the anticipated budget would be **\$41,000**.

2014 numbers are just my best guess – I base my estimates on whether a race is contested, which offices are on the ballot, number of polling places slightly increases number of workers needed) and historical voter turnout data. These numbers do not take any other election expenses into account.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY:

None

STAFF RECOMMENDATION:

Per information on the attached survey, most of the comparable communities are much smaller than Whitewater is, are located in only one county, and have to learn only one type of voting machine / system. (Counties get to choose the type of equipment used and our two counties have chosen different companies). Whitewater's poll workers need to be up to date on election laws and voter registration laws, particularly as they pertain to the University students.

I would ask that Council consider an increase to \$10 per hour for a regular worker and \$12 per hour for a Chief Inspector (must obtain certifications and maintain educational hours over and above those of a regular worker).

An increase in 2013 would be wonderful, but should Council seek to raise the salary for only 2014, it will be fine. I do not know a single poll worker doing the job for the money.

RECOMMENDED MOTION: At Council's discretion – no recommendation from Clerk.
ATTACHMENT(S) INCLUDED (If none, please state that)

Survey

FOR MORE INFORMATION CONTACT: Michele Smith

at 473-0102 or Cameron Clapper 473-0500



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **02/05/2013**

ITEM: **2013 Salary Resolution Amendment #1**

PRESENTER: **City Manager**

PREVIOUS ACTION, IF ANY: **This amendment is the intended result of the changes made to the funding sources of certain administrative support positions as part of the 2013 Annual Budget. The Management Analyst position was specifically discussed during the budget process. However, changes to the wages for Election Inspector and the addition of Chief Election Inspector were not budgeted items.**

SUMMARY OF ITEM BEING PRESENTED:

The attached salary resolution amendment reflects the following changes:

1. **Schedule I**
 - a. **Administrative Assistant II – General Administration has been removed.**
 - b. **Confidential Executive Assistant and Deputy Clerk have been added.**
 - c. **CDA Coordinator has been removed.**
2. **Schedule VIII**
 - a. **Management Analyst has been added at a pay rate of \$12.00 per hour.**
3. **Schedule IX**
 - a. **Chief Election Inspector has been added at a pay rate of \$12.00 per hour.**
 - b. **Election Officials was changed to Election Inspector with the pay rate increasing from \$8.00 to \$10.00 per hour.**

BUDGET IMPACT, IF ANY:

The proposed changes for election workers will potentially add an additional \$2,600 to the cost of elections in 2013. The cost of the Management Analyst position as included in the budget is \$15,525.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: **None**

STAFF RECOMMENDATION: **Recommend adoption of 2013 Salary Resolution Amendment 1 as presented**

RECOMMENDED MOTION:

ATTACHMENT(S) INCLUDED (If none, please state that)

**2013 Salary Resolution Amendment #1
Walworth County Election Inspector Wage Survey
Confidential Executive Secretary Description
Deputy Clerk Description**

FOR MORE INFORMATION CONTACT:

Cameron Clapper, cclapper@whitewater-wi.gov, 262.473.0100.

From: [Michele Smith](#)
To: [Cameron Clapper](#)
Cc: ["patrick@singer@gmail.com"](mailto:patrick@singer@gmail.com)
Subject: FW: Election Inspector Wages
Date: Friday, January 18, 2013 10:15:53 AM
Attachments: [Inspector Pay Survey.xlsx](#)

Cameron,

Based on this survey just completed this week, it appears we are underpaying our poll workers by a fair amount, especially in light of the fact that none of the neighboring communities have the workout Whitewater poll workers get for larger elections. Would like to discuss the possibility of increasing their wages for 2014.

Michele

From: Darlene Igl [mailto:DIgl@cityofelkhorn.org]
Sent: Friday, January 18, 2013 9:00 AM
To: ceasb@idcnet.com; dawnred@chartermi.net; Dennis@villageoffontana.com; townsugarcreek@elknet.net; vwalworth@charter.net; haskeyj@yahoo.com; jw@easttroy-wi.com; administrator@villageoffontana.com; Michele Smith; clerk@townofdelavan.com; lagrangett@idcnet.com; linnclerk@charter.net; tetclerk@centurytel.net; ddykstra@darienwi.com; gcclerk@charter.net; townoflafayette@gmail.com; townoflyons@wi.rr.com; darientclerk@sharontelephone.com; Darlene Igl; townofsharon@sharontelephone.com; treasurer@townofgenewawi.com; clerk@townofgenewawi.com; aroenspies@cityoflakegeneva.com; clerk@townofwalworth.com; totclerk@gmail.com; sbraatzjr@villageofmukwonago.com; wbclerk@genevaonline.com; clerk@ci.delavan.wi.us; springprairie@centurytel.net; michelersmithcity@gmail.com; esuhm@easttroy-wi.com; Mike Hawes; clerk@townofbloomfield.com; totdepclerk@gmail.com
Cc: kbushy@co.walworth.us
Subject: Election Inspector Wages

Good Morning,

The results of the Walworth County Election Inspector wage survey is attached. Hope this is helpful.

Darlene Igl, WCPC/MMC

City Clerk
 City of Elkhorn
 9 S. Broad Street
 Elkhorn WI 53121
 (262) 741-5112



| Municipality | Paid Hourly | | Paid Daily | |
|-----------------------|-------------|------------|------------|------------|
| | Chief | Inspectors | Chief | Inspectors |
| Bloomfield, Town | 12.00 | 10.00 | | |
| Darien, Town | 10.00 | 10.00 | | |
| Darien, Village* | 8.93 | 7.15 | \$125 | \$100 |
| Delavan, City* | 8.93 | 7.15 | \$125 | \$100 |
| Delavan, Town | 10.00 | 9.50 | | |
| East Troy, Town | 11.00 | 9.00 | | |
| East Troy, Village | 9.00 | 8.00 | | |
| Elkhorn, City* | 10.72 | 8.93 | \$150 | \$125 |
| Fontana, Village | 8.50 | 8.00 | | |
| Geneva, Town | 9.00 | 8.00 | | |
| Lafayette, Town | 16.00 | 10.00 | | |
| LaGrange, Town* | 12.50 | 12.50 | \$175 | \$175 |
| Lake Geneva, City* | 8.43 | 7.43 | \$118 | \$104 |
| Lyons, Town | 7.50 | 7.50 | | |
| Richmond, Town | 10.00 | 10.00 | | |
| Sharon, Village | 11.00 | 9.00 | | |
| Spring Prairie, Town* | 12.50 | 8.93 | \$175 | \$125 |
| Sugar Creek, Town | 15.00 | 14.00 | | |
| Troy, Town | 10.00 | 10.00 | | |
| Walworth, Town | 8.50 | 8.50 | | |
| Walworth, Village | 7.25 | 7.25 | | |
| Whitewater, City | 8.00 | 8.00 | | |
| Whitewater, Town | 10.00 | 10.00 | | |
| William Bay, Village | 11.00 | 11.00 | | |

*Hourly equivalent based on 14 hour day

| | | | | |
|---------|-------|------|--|--|
| Average | 10.24 | 9.16 | | |
|---------|-------|------|--|--|



JOB DESCRIPTION

| | | | |
|-------------------------|-------------------|-----------------------|------------------------|
| Title: | Deputy City Clerk | Department(s): | General Administration |
| Reports to: | City Clerk | Location: | Municipal Building |
| FLSA: | Non-Exempt | Pay Grade: | TBD |
| Shift: | Day | Status: | Full-Time |
| Bargaining Unit: | None | Date: | December 2012 |

JOB SUMMARY

Under supervision of the City Clerk, performs a variety of complex, responsible, and confidential administrative duties assigned to the Clerk's Office, including those required by state statute and by city ordinance.

The Deputy Clerk position demands the highest degree of professional conduct from the incumbent. The position provides a high level of secretarial, clerical, and administrative support to the City Clerk to ensure the efficient operation of the Clerk's Office. Emphasizing the coordination of meetings, dissemination of meeting materials, administration of elections, maintenance of organizational records and legal documents, and timely response to public requests for information.

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.

- Assists the City Clerk with the coordination, organization, and administration of all elections, including:
 - Preparation and management of the campaign process, nomination papers, declarations of candidacy/non-candidacy, campaign finance report forms, etc. Ensuring timely filing of candidates in compliance with state laws.
 - Maintenance of voter registration records (including in the SVRS) and the voter registration process to ensure all laws are followed and records are accurately kept. Purges voter records as required by law. Process HAVA checks, Death and Felon Records.
 - Coordination of off-site voter registration locations.
 - Recruitment, assignment, notification, and training of all election inspectors in accordance with federal, state, and local requirements.
 - Recruitment, assignment, notification, and training of all special voter registration deputies in accordance with federal, state, and local requirements.
 - Administration of the absentee voting process, including permanent absentee voters, military, and overseas voters, and ensures the accuracy of voter registration data for absentee voters. Ensures all data changes or updates are entered into the SVRS in a timely fashion and in compliance with Wisconsin Statutes. Administers the statutory nursing home(s) voting process.
 - Completion of all election preparations prior to election day, including all election notices, poll worker forms, poll books, duty schedules, supplies lists, supply boxes, and any last minute training materials for each polling place.
 - Oversight of all Election Day operations ensuring that the work of election inspectors and special voter registration deputies is correct and in accordance with federal and state law.
 - Coordination of food for election workers on Election Day.
 - Coordination of polling location setup. Evening and/or weekend hours may be required.

- Preparation of Board of Canvass materials and attend meetings of Board as requested by Clerk.
- Disseminate information related to election laws, polling places, registration, etc. to the public. Responding to public inquiries related to elections.
- Assists the City Clerk with the execution of a variety of duties and responsibilities including:
 - Tracking and management of municipal contracts, agreements, etc. until records are finalized and filed. (I.e., signed, recorded, distributed) to ensure that no documents are lost.
 - Administration of the alcohol licensing process. Receiving and reviewing all alcohol license and operator's license applications for compliance. Submitting documentation for Police Department background investigations for all applications. Publishing all required legal notifications. Issuing and delivering licenses to qualified establishments. Coordinating and preparing materials for all Alcohol Licensing Committee hearings. Working with City Attorney and Police Department on alcohol license denials.
 - Supervises and manages the license function(s) of the Clerk's Department for all non-alcohol related licenses. This includes cigarette licenses, and all other types of licenses issued through the department. Attends necessary schooling to stay current with laws.
 - Responsible for accurately creating the agenda and meeting materials for all Common Council meetings and various other committee meetings as necessary.
 - Responsible for creating and maintaining the official meeting records at Common Council meetings (including closed sessions when requested by the City Manager or Common Council) and at various other committee meetings as required. May require working outside of standard office hours.
 - Oversees and prepares all legal notices, meeting agendas, and postings as required by law; ensures publication/posting within time requirements and guidelines. Responsible for required follow through with official newspaper to assure compliance.
 - Maintains all resolution, ordinance, and minute records ensuring that all official records are in order for public inspection, and maintained as permanent records. Incorporates all changes to the city code of ordinances, submitting all ordinances and resolutions for coding.
 - Supervises all records maintenance. Maintains easy access for retrieval of data and information. Advises other departments on record keeping as required. Responsible for ensuring that municipal records are digitally archived.
 - Responsible for all Census recordkeeping, address verification, Census reporting, mapping, and coordination of any and all Census work.
 - Supervises the property assessment process and the filing of all property assessment records. Schedules and publicizes the annual Open Book meeting. Coordinates annual hearings of the Board of Review, preparing notices, meeting materials, etc. Creating the official records for each hearing.
 - Preparation of the annual budget for the Clerk's Office. Track financials for the Clerk's Office, preparing purchase orders and assuring funds spent are within budget.
 - Supervises front counter duties assuring adequate coverage at all times. Responding to citizen inquires-either in person or on the phone, receipting of money for all transactions, and all other functions covered as customer service at the front counter. Works closely with the Confidential Executive Assistant and the Administrative Assistant II positions to fulfill this responsibility.
 - Prepare and place appropriate information on city's web site.
 - Supervises preparation of all necessary legal documents involving appointments and oaths of office, and all orientation materials for new or reappointed committee or commission members, and council members. Administers the oath of office to newly and reappointed committee or commission members. Works with the Confidential Executive Assistant to ensure proper personnel records are maintained for all committee and commission members. Ensures that all time lines are met when filling vacancies. Maintains and distributes the commission and committee directory to all staff and online.
 - Supervises and assists as needed with the research and fulfillment of open records requests, including those for other departments as requested. Responds to inquiries and special requests for the City Attorney and Common Council.
- Provide City Clerk with general clerical assistance, word processing, spreadsheets, typing of committee and/or board minutes, forms, letters, miscellaneous documents, and general secretarial/clerical duties, including assistance with large and form letter mailings, copying, sorting and opening mail, and organization of packets for meeting mailings.

- Works on special projects, as directed by the City Clerk, or as requested by Common Council with approval from the City Clerk.
- Performs any and all statutory duties of the City Clerk as assigned. Is required to act in the capacity of the City Clerk during their absence, or upon request. This includes performance of all duties required statutorily.
- Provide notary service for City documents and for the general public as needed.
- Maintains a Council history for municipal records.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Maintain knowledge and skills in records management, election regulations, municipal codes, computers, office equipment and procedures as well as current Federal, State, and County legislation and administrative procedures through professional meetings, seminars, and conferences or other outside programs and trainings.
- Attend board and committee meetings as assigned in the absence of City Clerk. This may require availability outside of regular office hours.
- Accept and initiate processing of claims for damages and other legal papers served on the City.
- May be required to perform duties ascribed to the Confidential Executive Assistant or the Administrative Assistant II as needed during absences and assist those positions with confidential matters as needed.

SUPERVISION RECEIVED AND/OR EXERCISED

- Reports to City Clerk
- May supervise election inspectors, interns, or other LTEs and seasonal help as assigned.

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

- Equivalent to an Associate's Degree in office and records management, human resources, legal assistant, public administration, business, or closely related field.
- At least three (2) years of increasingly responsible experience in a related field.
- Any equivalent combination of related education, experience and training that provides required knowledge, skills, and abilities to fulfill the duties of this position.

Language Skills

- Requires the ability to communicate orally and in writing with the City Manager, Common Council members, Department Heads, Union Representatives, Election Officials, Department Staff, and Election Workers, County Personnel, and the General Public. The ability to effectively communicate with a variety of people with differing skills & interests.
- Ability to persuade, convince, and/or train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to effectively communicate and promote both verbally and in writing, municipal policies and programs as well as technical concepts and abstract ideas to employees and the public.
- Ability to establish good working relationships with all levels of staff and citizenry, and provide facilitation skills in sensitive, emotional, or hostile situations.
- Ability to gather, analyze, interpret, and present data in clear and concise reports and make recommendations.

Mathematical Skills

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

Reasoning Ability

- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

- Ability to perform duties with a minimum of supervision.

Other Qualifications

- Ability to maintain a high degree of professionalism.
- Ability to effectively meet and deal with the public (including in conflict or other stressful situations).
- Ability to perform detailed work with great accuracy required
- Ability to maintain confidentiality of sensitive information.
- Knowledge of municipal organizations, their services and operations.
- Ability to organize and prioritize a large number of projects at one time.
- Ability to demonstrate initiative, to work independently and in a team environment.
- Familiarity with computer programs, with a thorough working knowledge of Adobe and Microsoft Office software (including Word, PowerPoint, and Excel) and their applications.
- Basic knowledge of html, web site design and maintenance.
- Ability to operate equipment required to perform essential job functions, including: phone system; desktop computer; copy machine; postage machine; fax machine; base radio; 10-key calculator Artistic and creative skills desirable
- Must have a valid Wisconsin Drivers License, or the ability to obtain one.
- Must be a Certified Municipal Clerk (CMC) and/or Wisconsin Certified Municipal Clerk (WCMC) or have the ability to obtain the WCMC certification through participation in the Wisconsin Municipal Clerks Institute.
- Ability to obtain Notary Public certification within the first six months of employment.
- Ability to adjust work hours, as needed, to ensure citizen access to City Hall during elections, for registration and absentee voting and/or to attend evening or weekend meetings as assigned by the City Clerk.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, to multi-task and to manage time and resources to meet deadlines and changing demands within the entire operation of administrative services. Must be able to handle frequent interruptions.
- Must be bondable.

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 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 50 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 poses limited risk of injury.



JOB DESCRIPTION

| | | | |
|-------------------------|----------------------------------|-----------------------|------------------------|
| Title: | Confidential Executive Assistant | Department(s): | General Administration |
| Reports to: | City Manager | Location: | Municipal Building |
| FLSA: | Non-Exempt | Pay Grade: | TBD |
| Shift: | Day | Status: | Full-Time |
| Bargaining Unit: | None | Date: | December 2012 |

JOB SUMMARY

Under the general direction of the City Manager, this position is responsible for a full range of advanced executive secretarial, confidential, and administrative support duties often in a highly sensitive and rapidly changing environment.

The Confidential Executive Assistant is the central point of contact for the public in the City Manager's office and must possess a thorough knowledge of City and departmental functions, policies, programs, and procedures.

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 administrative support including, but not limited to: compose a wide variety of detailed documents including confidential correspondence, memos, legal documents, reports, minutes or other materials from draft, dictation, or general instructions; proofread and edit documents, presentation materials, brochures and other materials; coordinate materials for distribution; and make necessary arrangements for meetings and other City functions.
- Assists the City Manager with the execution of a variety of duties and tasks including:
 - Coordinating events and appointments in the City Manager's schedule.
 - Coordinating schedules and preparing materials for the various phases of the recruitment process including testing, pre—screening, interviews, reference checks, background checks, payroll and benefit and orientation meetings (including payroll and benefit information).
 - Coordinating schedules and preparing materials for all labor relations activities, including collective bargaining meetings, wages and benefits research, grievance processing, interest arbitration hearings.
 - Coordinating schedules and preparing materials for all safety programs and trainings. Assist in developing a training schedule for routine training sessions as well as keeping accurate training records..
 - Disseminates information to staff, interprets and responds to basic inquiries regarding personnel rules and regulations, terms of bargaining agreements, and administrative policies and procedures.
 - Coordinating and scheduling all special events.
 - Maintaining current up-to-date employee personnel records and files.
 - Administering employee benefits programs, including insurance programs.
 - Maintaining property, liability, and worker compensation claim records and policy documents.
 - Helps to develop and maintain office policies, forms, and procedures, identifying ways to improve speed and efficiency in the accomplishment of office tasks.
 - Continually monitor and update sections of the municipal website, keeping pages current, accurate and relevant.

- Perform a wide 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; collating and assembling documents; photocopying, scanning and faxing documents.
- Receive and assist visitors at City Hall, including answering questions and basic customer relations; respond to inquiries from employees, citizens and others and refer, when necessary, to appropriate persons. Receive, screen, and route incoming calls.
- Performs other duties as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- On behalf of the City Manager, may participate in Regional Human Resources Organizations.
- May participate in meetings of boards, commissions, and civic groups when necessary.
- May assist with the creation and management of a municipal newsletter. Including coordinating submissions from other departments, editing, coordination with printer and posting to the website and/or social media platforms.
- May be required to assist in performing clerk related duties on behalf of and/or in the absence of the City Clerk and Deputy Clerk.
- May assist City Clerk with municipal election preparation, preparation and distribution of agendas and supporting materials, records administration, posting of agendas, and transcription of minutes as directed by the City Manager.

SUPERVISION RECEIVED AND/OR EXERCISED

- Reports to City Manager.

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

- Equivalent to an Associate's Degree in office and records management, human resources, legal assistant, public administration, business, or closely related field.
- At least three (4) years of increasingly responsible experience in a related field, preferably in local government.
- Any equivalent combination of related education, experience and training that provides required knowledge, skills, and abilities to fulfill the duties of this position.

Language Skills

- Ability to relate to and effectively communicate with a variety of people with differing skills & interests.
- Ability to effectively communicate and promote both verbally and in writing, municipal policies and programs to employees and the public. Well-developed communication skills to gain the trust and cooperation of others when it may be difficult to achieve, and ability to communicate technical concepts and abstract ideas.
- Ability to establish good working relationships with all levels of staff and citizenry, and provide facilitation skills in sensitive, emotional, or hostile situations.
- Ability to gather, analyze, interpret, and present data in clear and concise reports and make recommendations.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to interpret basis descriptive statistical reports.

Reasoning Ability

- Ability to exercise the independent judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

Other Qualifications

- Ability to effectively meet and deal with the public.
- Ability to maintain confidentiality of sensitive information.
- Knowledge of municipal organizations, their services and operations.
- Ability to organize and prioritize a large number of projects at one time.
- Ability to demonstrate initiative, to work independently and in a team environment.
- Thorough working knowledge of Microsoft Office software and their applications.
- Basic knowledge of html, web site design and maintenance
- Basic knowledge of the principles and practices of public personnel administration including pertinent local, state and federal laws, employment development and workplace safety.
- Knowledge of organizational development and customer service principles, including continuous quality improvement.
- Ability to operate equipment required to perform essential job functions, including: phone system; desktop computer; copy machine; postage machine; fax machine; base radio; 10-key calculator Artistic and creative skills desirable
- Have, or have the ability to obtain, a valid Wisconsin Drivers License.

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 50 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 poses limited risk of injury.

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

**CITY OF WHITEWATER
2013 SALARY RESOLUTION
AMENDMENT 1**

WHEREAS, the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, sets forth the wage and salary schedule for employees for 2013, 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 2013 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 February 6, 2013.

**SCHEDULE I
ADMINISTRATIVE POSITIONS**

| Position | # of Positions | Effective | Salary |
|-----------------|----------------|--------------------------------------|-----------|
| City Manager | 1 | 10/03/2012 | 90,000.00 |
| Chief of Police | 1 | 06/19/2012 Retroactive to 01/01/2012 | 87,870.00 |
| Municipal Judge | 1 | 06/19/2012 Retroactive to 01/01/2012 | 19,772.53 |
| City Attorney | 1 | 06/19/2012 Retroactive to 01/01/2012 | 53,056.56 |

**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) | F | 1 | City Clerk |
| | 2 | Administrative Assistant II - Records Technician | G | 1 | Neighborhood Services Director |
| | 1 | Confidential Executive Assistant | H | | |
| | 1 | Deputy Clerk | I | 1 | Chief Information Officer |
| B* | 1 | Accounting Technician II - Payroll & Accounts Payable | | 1 | Water Superintendent |
| | 1 | Accounting Technician II - Utilities | J | 1 | Streets, Parks & Forestry Superintendent |
| | 1 | Accounting Technician II - Utilities (Part-time) | | 1 | Parks & Recreation Director |
| | 1 | Administrative Assistant I - Neighborhood Services | | 1 | Wastewater Treatment Plant Superintendent |
| | 1 | Clerk of Courts | K | 1 | Lieutenant - Field Services |
| C | 1 | GIS Technician | L | 1 | Captain |
| D | 1 | Finance Support Services Manager | | 1 | Finance Director |
| | 1 | Support Services Manager | | 1 | Public Works Director |
| E | 1 | Community TV/Media Services Manager | | | |
| | 1 | Recreation & Community Events Programmer | | | |

*Non-Exempt Positions

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

| Pay Grade | | 1 | 2 | 3 | 4 | 5 |
|-----------|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| A* | Hourly Wage 2080 Hours | 15.08 31,364.94 | 15.54 32,331.31 | 16.21 33,717.84 | 16.90 35,146.38 | 17.56 36,532.91 |
| B* | Hourly Wage 2080 Hours | 16.16 33,612.80 | 16.90 35,146.38 | 17.62 36,658.96 | 18.36 38,192.54 | 19.09 39,705.12 |
| C | Salary | 36,522.18 | 38,181.49 | 39,841.05 | 41,502.08 | 43,161.64 |
| D | Salary | 39,442.25 | 41,235.65 | 43,026.55 | 44,819.69 | 46,614.60 |
| E | Salary | 43,287.74 | 45,254.95 | 47,221.88 | 49,190.33 | 51,158.51 |
| F | Salary | 46,671.27 | 48,792.53 | 50,912.80 | 53,035.56 | 55,155.58 |
| G | Salary | 50,054.56 | 52,330.39 | 54,604.97 | 56,878.05 | 59,153.89 |
| H | Salary | 53,438.08 | 55,865.75 | 58,295.90 | 60,722.06 | 63,153.70 |
| I | Salary | 56,820.38 | 59,403.59 | 61,985.33 | 64,567.55 | 67,150.77 |
| J | Salary | 60,202.41 | 62,938.71 | 65,676.49 | 68,411.54 | 71,149.09 |
| K | Salary | 63,587.20 | 66,476.54 | 69,367.42 | 72,255.53 | 75,146.38 |
| L | Salary | 66,969.48 | 70,013.16 | 73,058.34 | 76,101.03 | 79,147.21 |

*Non-Exempt Positions

**SCHEDULE III
LIBRARY EMPLOYEE PAY PLAN**

| Pay Grade | # of Positions | Classification Titles | Step | | | | |
|-----------|----------------|-------------------------------|-----------|-----------|-----------|-----------|-----------|
| | | | 1 | 2 | 3 | 4 | 5 |
| A1 | 3 | Library Aide* | 12.03 | 12.56 | 13.13 | 13.13 | 13.13 |
| A2 | 5 | Library Assistants* | 13.07 | 13.67 | 14.27 | 14.86 | 15.45 |
| A3 | 3 | Library Technical Assistants* | 14.86 | 15.54 | 16.21 | 16.90 | 17.56 |
| | 3 | Library Associates* | | | | | |
| A4 | 1 | Youth Service Librarian | 36,522.18 | 38,181.74 | 39,841.05 | 41,502.08 | 43,161.64 |
| A5 | 1 | Assistant Library Director | 46,671.27 | 48,792.53 | 50,912.80 | 53,030.77 | 55,155.58 |
| A6 | 1 | Library Director | 60,202.41 | 62,938.71 | 65,676.49 | 68,411.54 | 71,149.09 |

*Non-Exempt Positions

**SCHEDULE IV
WHITEWATER POLICE DISPATCH UNION**

| Position | Effective Date | Step | | | |
|--|----------------|-----------|-----------|-----------|-----------|
| | | 1 | 2 | 3 | 4 |
| Records Communications Coordinator | 08/21/2012* | 18.83 | 19.82 | 20.86 | 21.10 |
| <i>One Employee at 2080 Hours</i> | | 39,169.11 | 41,235.22 | 43,388.32 | 43,888.54 |
| Dispatch / Records Communications Aide | 08/21/2012* | 16.94 | 17.82 | 18.76 | 18.95 |
| <i>Six Employees at 1947 Hours</i> | | 32,979.77 | 34,689.83 | 36,522.04 | 36,888.48 |
| <i>One Employee at 976 Hours</i> | | 16,532.23 | 17,389.46 | 18,307.91 | 18,491.61 |

*Effective Date is 08/21/2012, but the wage change will be retroactive to January 1, 2012.

**SCHEDULE V
PUBLIC WORKS EMPLOYEE PAY PLAN**

| 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 | Chemist Assistant | 12.71 | 13.33 | 13.96 | 13.96 | 13.96 | 13.96 |
| B | Custodian/Groundskeeper <i>Per 2,080 Hours</i> | 15.11 31,427.97 | 15.69 32,625.42 | 16.26 33,822.88 | 16.81 34,957.31 | 17.37 36,133.76 | 17.94 37,310.21 |
| C | Laborer II <i>Per 2,080 Hours</i> | 17.65 36,721.98 | 18.23 37,919.44 | 18.80 39,095.89 | 19.35 40,251.33 | 19.93 41,448.78 | 20.48 42,604.22 |
| D | Building Maintenance <i>Per 2,080 Hours</i> | 19.77 41,112.66 | 20.34 42,310.11 | 20.89 43,444.54 | 21.47 44,663.01 | 22.03 45,818.45 | 22.60 47,015.90 |
| E | Laborer I Laborer I - Mechanic Code Enforcement/Building Maintenance Water Operator - no certification (1) Wastewater Operator - no certification (1) Wastewater Operator - Lab Technician – no certification (1) <i>Per 2,080 Hours</i> | 22.12 46,007.52 | 22.61 47,036.91 | 23.10 48,045.30 | 23.60 49,095.70 | 24.09 50,104.08 | 24.59 51,154.48 |

(1) Additional twenty cents (\$.20) per hour upon completion and receipt of Grade I certification and one (1) subgrade

- Grade F:** Successful completion of Grade II and all Grade II subgrades required by Wisconsin Administrative Code for the City of Whitewater Wastewater Utility.
- Wastewater Operator \$25.37 \$52,772.10
- Grade G:** Successful completion of Grade IV and all Grade IV subgrades required by Wisconsin Administrative Code for the City of Whitewater Wastewater Utility.
- Wastewater Operator \$25.63 \$53,318.30

**SCHEDULE VI
WHITEWATER PROFESSIONAL POLICE ASSOCIATION UNION**

| Position | # of Positions | Effective Date | Hourly Wage | <i>Per 2,080 Hours *Patrol (2,008 Hours)</i> |
|---------------------|----------------|----------------|-------------|--|
| Sergeant* | 3 | 01/01/2011 | 30.10 | 60,460.88 |
| Detective Sergeant | 1 | 01/01/2011 | 30.10 | 62,608.80 |
| Detective | 2 | 01/01/2011 | 28.78 | 59,862.40 |
| Juvenile Officer | 1 | 01/01/2011 | 28.78 | 59,862.40 |
| Patrol Officer I* | 14 | 01/01/2011 | 27.54 | 55,300.32 |
| Patrol Officer II* | | 01/01/2011 | 24.96 | 50,119.68 |
| Patrol Officer III* | | 01/01/2011 | 23.54 | 47,268.32 |

**SCHEDULE VII
FIRE-RESCUE**

| Position | # of Positions (Part-time) | Wage |
|----------------------------|-------------------------------|--------------------|
| Fire-Inspector | 6 | \$11.00 per hour |
| Volunteer Fire | 48 | \$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 EMTs | | \$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 | 5 | \$50.00 per month |

**SCHEDULE VIII
PART-TIME EMPLOYEES**

| Position | # of Positions | Effective Date | Hourly Wage |
|---------------------------------|----------------|----------------|-------------|
| CDA Support Research Specialist | 1 | 08/07/2012 | \$10.00 |
| Management Analyst | 1 | 02/06/2013 | \$12.00 |
| Community Service Officer | 2 | 01/01/2009 | \$10.54 |
| Neighborhood Services Officer | 1 | 01/01/2009 | \$10.54 |
| Sports Coordinator | 1 | 12/18/2012 | \$12.00 |

**SCHEDULE IX
PART-TIME SEASONAL EMPLOYEES**

| Position | Step | | | | |
|---------------------------|-------|-------|-------|-------|-------|
| | 1 | 2 | 3 | 4 | 5 |
| Program Attendants | 7.25 | 7.50 | 7.75 | 8.00 | 8.25 |
| Activity Instructors | 7.75 | 8.00 | 8.25 | 8.50 | 8.75 |
| Cable TV Camera Operator | 7.25 | 7.50 | 8.00 | 8.75 | 9.75 |
| General Seasonal Labor | 7.25 | 7.50 | 8.00 | 8.75 | 9.75 |
| 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 |
| Activity Leaders | 9.25 | 9.50 | 10.00 | 10.50 | 11.50 |
| Certified Instructors | 10.00 | 11.00 | 12.00 | 13.00 | 15.00 |
| Crossing Guards | 10.96 | 10.96 | 10.96 | 10.96 | 10.96 |
| Sports Officials | 20.00 | 21.00 | 22.00 | 24.00 | 25.00 |

Resolution introduced by Councilmember _____, who moved its adoption. Seconded by Councilmember _____.

AYES:

NOES:

ABSENT:

ADOPTED:

Cameron Clapper, City Manager

Michele R. Smith, City Clerk



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **February 5, 2013** ITEM: **Revision of Sanitary Sewer User Fees**

PRESENTER: **Doug Saubert**

PREVIOUS ACTION, IF ANY: **None**

SUMMARY OF ITEM BEING PRESENTED:

Trilogy Consulting was hired to review & recommend the Wastewater Utility existing rates for 2011 & 2012. The result was that the following adjustments should be made for 2013.

- 1. Increase the Domestic Sewer Customer-Monthly Facility Charge by 2%.**
- 2. Increase the Domestic Sewer Customer-Monthly Volume Charge by 2%.**
- 3. The Monthly & Volume charges will also need to be adjusted in 2015, 2015, 2016 by 4% per year in order to financing of the \$7,000,000 upgrade to the wastewater treatment plant.**
- 4. No increase is anticipated for 2014.**

BUDGET IMPACT, IF ANY: Increase surplus by \$46,000 in order to meet the debt coverage bond covenants of 120%.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: None

STAFF RECOMMENDATION: Confirm the recommendations made by Trilogy Consulting.

RECOMMENDED MOTION: The revised rates would be effective for usage after February 25, 2013

ATTACHMENT(S) INCLUDED (If none, please state that)

Memo dated January 23, 2013 for Trilogy Consulting & Resolution Adopting Sanitary Sewer User & Connection Fees

FOR MORE INFORMATION CONTACT:

Doug Saubert, dsaubert@whitewater-wi.gov, 262.473.1380.

RESOLUTION ADOPTING SANITARY SEWER USER & CONNECTION FEES

WHEREAS, the Common Council of the City of Whitewater has reviewed all fiscal year cost breakdowns and budgets for sewer service in accordance with Chapter 16.14 and 16.20 of the Municipal Code; and

WHEREAS, the Common Council determined a need to revise the rates for users of the sewer service to fairly allocate the costs of sewer service and maintain the sewer fund on a sound fiscal basis.

NOW, THEREFORE, BE IT RESOLVED by the Common Council that the following tariffs are hereby established, effective February 25, 2013.

DOMESTIC SEWAGE CUSTOMERS

| <u>Meter Size</u> | <u>Monthly Facilities Charge</u> |
|-------------------|----------------------------------|
| 5/8" | 9.28 |
| 3/4" | 9.28 |
| 1" | 14.79 |
| 1 1/2" | 23.96 |
| 2" | 34.97 |
| 3" | 60.64 |
| 4" | 95.42 |
| 6" | 189.34 |
| 8" | 299.10 |

Volume Charge: \$6.38 per 1,000 gallons

NON DOMESTIC SEWAGE CUSTOMERS

Monthly Facilities Charge: Same as Domestic Sewage Customers

Volume Charge: Same as Domestic Sewage Customers

Surcharge per lb. over Domestic Strength Sewage:

| | |
|---------------------------------|------------------|
| B.O.D. (over 300 mg/1) | \$0.56 per pound |
| T.S.S. (over 300 mg/1) | \$0.53 per pound |
| NH3-N (over 300 mg/1) | \$0.96 per pound |
| Total Phosphorus (over 12 mg/1) | \$7.35 per pound |

New Building Connection Fee:

| | |
|--|--|
| (a) Per family dwelling or R.E.U. | \$1,824.00 |
| (b) Multiple family dwellings without individual laundry Facilities-per unit or R.E.U. | \$1,368.00 |
| (c) All others: | \$,1824 per each 275 gls per day of usage (Minimum \$1,824 per unit or R.E.U.). |

Other Sewage Customers:

| | |
|--------------------|-----------------------|
| Holding Tank Waste | \$17.00 per 1,000 gls |
| Septic Tank Waste | \$46.00 per 1,000 gls |
| Grease | \$63.00 per 1,000 gls |

Resolution introduced by Councilmember _____, who moved its adoption. Seconded by Councilmember _____. Ayes:
NOES: Adopted February 5, 2013.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk



January 23, 2013

Sent Via Email Only

Mr. Doug Saubert
Finance Director
City of Whitewater
312 W. Whitewater Street
Whitewater, WI 53190

RE: Sewer Rate Review and Update for 2013

Dear Doug:

Trilogy Consulting was hired by the City to review sewer revenues and cash flow for 2012 and 2013 in anticipation of the need for potential rate increases in 2013 and beyond. We have completed the analysis of customer usage, financial records and the previous rate study. This letter explains and summarizes the analysis and presents recommendations for increases to the City's sewer rates. The attached tables present the supporting information for the recommendations.

Based on the projected customer usage for 2013, the 2013 sewer utility budget, the sewer capital improvement plan and existing debt service payments and requirements, we recommend a 2.0 percent increase for 2013, no increase for 2014 and annual 4.0 percent rate increases for the years 2015 – 2017. The key drivers for the rate increases are debt coverage requirements of existing debt in the current year and preparation for a \$7,000,000 upgrade to the wastewater treatment plant in 2016, to be financed with new debt. The analysis is described in greater detail below.

Customer Usage Analysis

The customer analysis is summarized in the attached Table 1. The source data used included billing and usage summary reports and actual historical revenues reported. Table 1 shows the reconciliation of the number of customers by meter size and customer usage by customer class based on actual reported revenues. This was the method used to determine projected customers and flow for 2013 due to inconsistencies in reported meter counts between the billing reports and collected revenues. As the analysis shows, there was a slight increase in both the number of customers and total billed usage between 2011 and 2012. The reconciled final 2012 usage was even slightly higher than the projected usage for 2012 on this table, which factored into the projected 2013 usage. Projected usage for 2013, which is shown on Table 3, is assumed to be similar to 2012 usage.

Revenue Requirements

Table 2 shows the revenue requirements for the year 2013, which is taken from the utility's 2013 budget, plus 2 years of historical financial information. This takes into account operations and



maintenance expenses, capital expenses and debt service. The total expenses are then reduced by other utility revenues to determine the total revenue needed to be recovered through user rates. Other revenues include late fees, connection fees, interest income, high-strength waste surcharges and revenues from waste haulers. Based on these figures, the total revenue required to be collected through user rate revenues is \$2,088,000.

Rate Analysis

Table 3 shows the rate analysis, including projected units, revenues at current rates, recommended rates and revenues at recommended rates. Based on the customer analysis in Table 1, total projections in 2013 for billed customer usage amount to slightly more than 291 million gallons. Without any change to existing rates, the analysis projects \$2,227,738 in total revenues from user rates, which is \$139,738 more than the revenue requirements; however, this does not provide adequate debt coverage on existing revenue bond debt service. Debt coverage is a condition of the utility's revenue bond covenants, which require revenues, after subtracting for O&M expenses, to be 120% of the total debt service. For this reason, we recommend an increase to volumetric and fixed charges of 2.0 percent for 2013. This would provide an additional \$46,000 in revenues and 125% debt coverage, which allows for a slight cushion in the case that usage for 2013 falls short of projections.

Cash Flow Analysis

Table 4 shows projected cash flow for 5 years, which summarizes revenues, operating expenses, capital expenses, debt service, net cash flow and the debt coverage ratio. As the table shows, in each year revenues are sufficient to generate positive cash flow and adequate debt coverage, while keeping rates stable throughout the planning period. After the 2.0 percent increase in the current year, we are recommending additional small rate increases of 4.0 percent in 2015, 2016 and 2017, in anticipation of new debt service payments in 2017 related to upgrades at the wastewater treatment plant. Table 5 shows the annual debt service payments for all existing debt, and estimated future debt service payments for Wastewater Treatment Plant improvements in 2017. The future debt issue is estimated to result in approximately \$515,000 of additional annual debt service payments; however, several existing loans will be paid off in the previous year, avoiding the need for a large rate spike.

We would recommend reviewing the rates again in preparation for those future rate increases in case future conditions change, such as changes to the capital improvement plan or sudden changes in customer demand.



It has been a pleasure working with you on this project. Should you need any additional assistance, please do not hesitate to contact us.

Sincerely,

Erik Granum

Erik Granum, MUP
Principal/Senior Consultant
TRILOGY CONSULTING

Table 1 - Customer Analysis

| Volume Projection Analysis: | <u>2011</u> | | | <u>2012</u> | | | |
|-------------------------------|--|---|--|------------------------|--|--|---|
| | Charge / 1,000 gals (¹) | Actual Revenues 2011 (²) | Calculated Usage | Charge / 1,000 gals | Actual Revenues 2012 (through 10/12) (²) | Calculated Usage | Projected Usage for Complete 2012 |
| Residential | \$5.99 | \$706,741.99 | 118,085,546 | \$6.25 | \$638,103.38 | 102,096,541 | 122,515,849 |
| Commercial | \$5.99 | \$485,037.41 | 81,042,174 | \$6.25 | \$410,222.56 | 65,635,610 | 78,762,732 |
| Industrial | \$5.99 | \$77,891.65 | 13,014,478 | \$6.25 | \$70,995.02 | 11,359,203 | 13,631,044 |
| Municipal | \$5.99 | \$8,542.12 | 1,427,255 | \$6.25 | \$1,366.22 | 218,595 | 262,314 |
| School | \$5.99 | \$27,235.90 | 4,550,693 | \$6.25 | \$27,212.85 | 4,354,056 | 5,224,867 |
| State | \$5.99 | \$354,869.51 | 59,293,151 | \$6.25 | \$350,990.96 | 56,158,554 | 67,390,264 |
| Federal | \$5.99 | \$1,115.88 | 186,446 | \$6.25 | \$891.53 | 142,645 | 171,174 |
| | | \$1,661,434.46 | 277,599,743 | | \$1,499,782.52 | 239,965,203 | 287,958,244 |
| | | | | | | | |
| Meter Projection Analysis | <u>2011</u> | | | <u>2012</u> | | | |
| | Monthly Rate (¹) | Actual Revenues 2011 (²) | Calculated Average No. Meters Billed | Monthly Rate | Actual Revenues 2012 (through 10/12) (²) | Calculated Average No. Meters Billed | Projected No. Meters Billed 2012 (³) |
| <u>Residential Meter Size</u> | | | | | | | |
| 3/4-inch | \$8.37 | \$275,185.62 | 2,738.71 | \$9.10 | \$267,205.82 | 2,796.50 | 2,797 |
| 1-inch | \$12.48 | \$1,858.33 | 12.41 | \$14.50 | \$1,885.00 | 13.00 | 13 |
| <u>Commercial Meter Size</u> | | | | | | | |
| 3/4-inch | \$8.37 | \$20,981.50 | 208.81 | \$9.10 | \$19,041.86 | 209.25 | 209 |
| 1-inch | \$12.48 | \$9,703.66 | 64.79 | \$14.50 | \$9,362.31 | 64.57 | 65 |
| 1.5-inch | \$19.31 | \$16,938.11 | 73.08 | \$23.49 | \$17,081.82 | 72.72 | 73 |
| 2-inch | \$27.51 | \$7,041.88 | 21.33 | \$34.28 | \$6,853.32 | 19.99 | 20 |
| 3-inch | \$46.64 | \$1,119.46 | 2.00 | \$59.45 | \$1,367.35 | 2.09 | 2 |
| <u>Industrial Meter Size</u> | | | | | | | |
| 3/4-inch | \$8.37 | \$941.26 | 9.37 | \$9.10 | \$1,001.00 | 10.00 | 10 |
| 1-inch | \$12.48 | \$1,347.93 | 9.00 | \$14.50 | \$1,305.00 | 9.00 | 9 |
| 1.5-inch | \$19.31 | \$1,669.22 | 7.20 | \$23.49 | \$1,409.40 | 6.00 | 6 |
| 2-inch | \$27.51 | \$1,650.75 | 5.00 | \$34.28 | \$1,474.04 | 4.30 | 4 |
| 3-inch | \$46.64 | \$559.73 | 1.00 | \$59.45 | \$594.50 | 1.00 | 1 |
| 4-inch | \$73.98 | \$887.74 | 1.00 | \$95.42 | \$1,057.04 | 1.01 | 1 |
| <u>Public Meter Size</u> | | | | | | | |
| 3/4-inch | \$8.37 | \$663.13 | 6.60 | \$9.10 | \$583.92 | 6.42 | 6 |
| 1-inch | \$12.48 | \$1,198.16 | 8.00 | \$14.50 | \$1,160.00 | 8.00 | 8 |
| 1.5-inch | \$19.31 | \$3,847.86 | 16.60 | \$23.49 | \$3,856.28 | 14.92 | 15 |
| 2-inch | \$27.51 | \$5,858.81 | 17.75 | \$34.28 | \$5,896.16 | 17.20 | 17 |
| 3-inch | \$46.64 | \$7,276.49 | 13.00 | \$59.45 | \$7,609.60 | 12.80 | 13 |
| 4-inch | \$73.98 | \$5,583.74 | 6.29 | \$95.42 | \$5,725.20 | 5.00 | 5 |
| | | \$364,313.38 | 3,221.94 | | \$354,469.62 | 3,273.77 | 3,274 |

Notes:

(1) Based on 6 months at previous rates and 6 months of current rates.

(2) Source: Billing and Usage Summary reports, dated 11/05/2012.

Table 2 - Determination of 2013 Revenue Requirements

| | 2011 Actual | 2012 Budget | 2012 Est. Actual | 2013 Budget |
|---|-------------|-------------|------------------|-------------|
| Administrative/General Expenses | | | | |
| Salaries/Permanent | \$79,252 | \$86,742 | \$84,490 | \$90,646 |
| Accounting/Finance Salaries | \$33,138 | \$38,104 | \$36,534 | \$38,162 |
| Meter Reading Salaries | \$8,641 | \$0 | \$0 | \$0 |
| Audit Services | \$7,425 | \$10,000 | \$6,625 | \$4,000 |
| Planning/Eng/Transfer to GF | \$10,000 | \$12,000 | \$12,000 | \$12,000 |
| GIS Services/Expenses | \$2,500 | \$1,000 | \$2,500 | \$2,000 |
| Safety Program-All DPW | \$0 | \$1,000 | \$0 | \$1,000 |
| Office Supplies | \$2,984 | \$2,200 | \$624 | \$1,000 |
| Information Technology Expenses | \$6,752 | \$5,000 | \$3,932 | \$2,500 |
| Joint Meter Expenses | \$0 | \$36,300 | \$36,300 | \$36,300 |
| Credit/Debit Card Expenses | \$8,398 | \$8,000 | \$20,708 | \$18,000 |
| Insurance Expenses | \$35,146 | \$32,000 | \$19,921 | \$32,000 |
| Principal on Debt | | \$439,605 | \$428,565 | \$562,849 |
| Interest on Debt | \$557,669 | \$119,895 | \$131,828 | \$150,355 |
| Bond Issue Expenses | \$9,489 | \$0 | \$24,825 | \$0 |
| Capital Improvements | \$8,710 | \$1,261,325 | \$1,318,190 | \$100,000 |
| Capital Equipment | \$0 | \$9,900 | \$10,370 | \$27,000 |
| Equipment Replacement Fund Items | \$0 | \$45,900 | \$17,535 | \$3,100 |
| Capital Reserve Funding | \$0 | \$100,000 | \$11,015 | \$25,000 |
| Operating Reserve Funding | \$0 | \$50,000 | \$0 | \$0 |
| Transfer-Connection Fees Capital Fund | \$0 | \$18,240 | \$25,536 | \$18,240 |
| Supervisory/Clerical Expenses | | | | |
| Salaries/Permanent | \$70,288 | \$76,245 | \$71,451 | \$76,957 |
| Employee Benefits | \$246,956 | \$198,637 | \$200,627 | \$219,025 |
| Professional Development | \$3,145 | \$2,500 | \$2,660 | \$3,500 |
| Professional Services | \$5,867 | \$4,500 | \$4,270 | \$7,050 |
| Mobile Communications | \$1,299 | \$1,200 | \$1,700 | \$1,200 |
| Office Supplies | \$4,886 | \$4,000 | \$8,485 | \$6,700 |
| Collection System O&M | | | | |
| Salaries/Permanent | \$59,845 | \$52,252 | \$63,732 | \$53,290 |
| Overtime | \$1,221 | \$1,827 | \$535 | \$692 |
| Electrical/Lift Stations | \$9,722 | \$10,200 | \$8,330 | \$7,800 |
| Contractual Services | \$4,794 | \$7,500 | \$4,843 | \$6,000 |
| Repair/Maintenance Lift Stations | \$4,611 | \$1,500 | \$2,281 | \$1,500 |
| Repair/Maintenance Sanitary Sewers | \$6,417 | \$2,500 | \$7,165 | \$2,500 |
| Repair/Maintenance Collection Equipment | \$6,105 | \$2,500 | \$7,375 | \$4,000 |
| Telemetry Expense | \$550 | \$1,000 | \$471 | \$600 |
| Treatment Plant Operations | | | | |
| Salaries/Permanent | \$86,863 | \$74,645 | \$84,896 | \$76,128 |
| Overtime | \$4,099 | \$3,655 | \$1,283 | \$1,384 |
| Clothing Allowance | \$1,788 | \$2,052 | \$1,875 | \$2,052 |

Table 2 - Determination of 2013 Revenue Requirements

| | 2011 Actual | 2012 Budget | 2012 Est. Actual | 2013 Budget |
|--|--------------------|--------------------|--------------------|--------------------|
| Electrical/Plant | \$158,673 | \$174,000 | \$167,361 | \$160,000 |
| Natural Gas/Plant | \$72,641 | \$71,000 | \$37,052 | \$50,000 |
| Operating Supplies | \$7,325 | \$10,000 | \$9,015 | \$9,500 |
| Chemicals | \$78,129 | \$69,000 | \$56,036 | \$64,000 |
| Contractual Services | \$3,189 | \$6,800 | \$5,351 | \$7,500 |
| Utility Truck/Auto Expense | \$6,106 | \$5,500 | \$9,620 | \$6,000 |
| DNR Environmental Fee | \$9,671 | \$10,000 | \$11,140 | \$11,140 |
| Capital Lease Payment-Honeywell | \$0 | \$5,015 | \$5,015 | \$5,374 |
| Treatment Equipment Maintenance | | | | |
| Salaries/Permanent | \$81,062 | \$108,235 | \$82,808 | \$110,386 |
| Overtime | \$92 | \$609 | \$0 | \$231 |
| Contractual Services | \$18,652 | \$8,400 | \$3,730 | \$21,000 |
| Lubricants | \$1,127 | \$2,500 | \$1,272 | \$2,500 |
| Repairs & Supplies | \$19,702 | \$12,000 | \$21,431 | \$12,000 |
| Maintenance - Buildings & Grounds | | | | |
| Salaries/Permanent | \$52,425 | \$55,984 | \$54,231 | \$57,096 |
| Wages/Overtime | \$268 | \$0 | \$625 | \$0 |
| Seasonal Wages | \$1,881 | \$5,400 | \$2,419 | \$9,600 |
| Stormwater Utility Fee | \$1,722 | \$1,145 | \$1,433 | \$1,145 |
| Contractual Repairs | \$0 | \$0 | \$340 | \$6,300 |
| Repairs & Supplies | \$7,107 | \$7,500 | \$4,428 | \$7,500 |
| Laboratory Expense | | | | |
| Salaries/Permanent | \$63,745 | \$59,176 | \$44,299 | \$61,466 |
| Overtime | \$351 | \$0 | \$210 | \$0 |
| Contractual Services | \$4,056 | \$4,000 | \$5,857 | \$4,000 |
| Lab Supplies | \$8,328 | \$8,500 | \$6,335 | \$8,500 |
| Power Generation Expense | | | | |
| Salaries/Permanent | \$0 | \$373 | \$0 | \$381 |
| Contractual Services | \$4,550 | \$2,000 | \$1,511 | \$2,000 |
| Repairs & Supplies | \$2,595 | \$2,500 | \$2,368 | \$1,500 |
| Biosolids Handling Expense | | | | |
| Salaries/Permanent | \$25,839 | \$33,590 | \$33,744 | \$34,258 |
| Overtime | \$373 | \$0 | \$0 | \$0 |
| Contractual Services | \$569 | \$750 | \$479 | \$750 |
| Diesel Fuel | \$5,655 | \$5,000 | \$7,446 | \$6,000 |
| Repairs & Supplies | \$8,018 | \$7,500 | \$1,334 | \$7,500 |
| Total Expenses | \$1,932,411 | \$3,400,401 | \$3,240,366 | \$2,262,157 |
| Revenues other than Rates | | | | |
| Penalties | \$14,723 | \$10,000 | \$10,640 | \$8,500 |
| Misc. Revenues | \$77,277 | \$68,300 | \$39,668 | \$54,000 |

Table 2 - Determination of 2013 Revenue Requirements

| | 2011 Actual | 2012 Budget | 2012 Est. Actual | 2013 Budget |
|---|--------------------|--------------------|--------------------|--------------------|
| Sewer Connection Revenues | \$41,496 | \$18,240 | \$25,536 | \$18,240 |
| Interest Income | \$14,464 | \$10,000 | \$6,278 | \$4,000 |
| Focus on Energy Rebates | \$0 | \$0 | \$34,250 | \$0 |
| Misc Income | \$9,672 | \$0 | \$2,400 | \$0 |
| Developer Contribution | \$0 | \$0 | \$1,350 | \$0 |
| Bond/Loan Proceeds | \$0 | \$1,011,325 | \$1,456,854 | \$0 |
| Transfer from Capital Fund | \$0 | \$250,000 | \$0 | \$25,000 |
| Retained Earnings-(Inc)-Dec | \$0 | (\$17,364) | \$0 | (\$35,583) |
| Retained Bond/Loan Proceeds | \$0 | \$0 | \$0 | \$100,000 |
| Less: Other Revenues | \$157,632 | \$1,350,501 | \$1,576,977 | \$174,157 |
| Total Revenue Requirements (excluding debt coverage requirements) | \$1,774,779 | \$2,049,900 | \$1,663,389 | \$2,088,000 |
| Projections from Previous Study | \$2,173,472 | \$2,191,646 | | |

Table 3 - 2013 Rate Analysis

| | Projected Units | Current Rates | Projections at Current Rates | Recommended Rates | Projections at Recommended Rates |
|------------------------|-----------------|---------------|---------------------------------|----------------------|-------------------------------------|
| Revenue Requirements | | | \$2,088,000 | | \$2,088,000 |
| Revenues | | | | | |
| Volumetric Charges | | | | | |
| Residential | 122,218,746 | \$6.25 | \$763,867 | \$6.38 | \$779,756 |
| Commercial | 81,906,386 | \$6.25 | \$511,915 | \$6.38 | \$522,563 |
| Industrial | 13,365,435 | \$6.25 | \$83,534 | \$6.38 | \$85,271 |
| Municipal | 844,785 | \$6.25 | \$5,280 | \$6.38 | \$5,390 |
| School | 5,224,867 | \$6.25 | \$32,655 | \$6.38 | \$33,335 |
| State | 67,390,264 | \$6.25 | \$421,189 | \$6.38 | \$429,950 |
| Federal | 178,810 | \$6.25 | \$1,118 | \$6.38 | \$1,141 |
| Meter Charges | | | | | |
| 3/4-inch | 3,022 | \$9.10 | \$330,002 | \$9.28 | \$336,530 |
| 1-inch | 95 | \$14.50 | \$16,530 | \$14.79 | \$16,861 |
| 1.5-inch | 94 | \$23.49 | \$26,497 | \$23.96 | \$27,027 |
| 2-inch | 41 | \$34.28 | \$16,866 | \$34.97 | \$17,205 |
| 3-inch | 16 | \$59.45 | \$11,414 | \$60.64 | \$11,643 |
| 4-inch | 6 | \$95.42 | \$6,870 | \$97.33 | \$7,008 |
| Total Revenues | | | \$2,227,738 | | \$2,273,678 |
| Surplus / (Shortfall) | | | \$139,738 | | \$185,678 |
| Recommended % Increase | | | 2.0% | | |

Table 4 - 5-Year Cash Flow Analysis

| | 2011 | 2012 | 2013 ⁽⁴⁾ | 2014 | 2015 | 2016 | 2017 |
|---|--------------------|--------------------|---------------------|--------------------|--------------------|--------------------|--------------------|
| Projected Rate Increase | | | 2.0% | 0.0% | 4.0% | 4.0% | 4.0% |
| Revenues | | | | | | | |
| Residential Revenues | \$1,038,190 | \$1,071,507 | \$1,089,874 | \$1,093,537 | \$1,137,278 | \$1,182,769 | \$1,230,080 |
| Commercial Revenues | \$538,814 | \$576,214 | \$586,222 | \$588,210 | \$611,739 | \$636,208 | \$661,657 |
| Industrial Revenues | \$87,691 | \$91,519 | \$92,966 | \$93,282 | \$97,013 | \$100,894 | \$104,929 |
| Public Revenues | \$420,340 | \$505,613 | \$496,959 | \$498,649 | \$518,595 | \$539,339 | \$560,913 |
| Other Operating Revenues ⁽¹⁾ | \$92,000 | \$50,309 | \$62,500 | \$68,270 | \$68,270 | \$68,270 | \$68,270 |
| Connection Fees | \$41,496 | \$25,536 | \$18,240 | \$0 | \$0 | \$0 | \$0 |
| Bond Proceeds | \$0 | \$1,456,854 | \$0 | \$0 | \$0 | \$7,000,000 | \$0 |
| Other Non-Operating Revenues | \$94,478 | \$6,278 | \$93,417 | \$64,724 | \$64,724 | \$64,724 | \$64,724 |
| Total Revenues | \$2,313,009 | \$3,783,830 | \$2,440,178 | \$2,406,672 | \$2,497,619 | \$9,592,204 | \$2,690,573 |
| Expenses | | | | | | | |
| Administrative/General Expenses (exc. Capital | \$203,724 | \$223,634 | \$237,608 | \$244,736 | \$252,078 | \$259,641 | \$267,430 |
| Debt Service ⁽²⁾ | \$557,669 | \$560,393 | \$713,204 | \$715,925 | \$710,290 | \$711,430 | \$860,665 |
| Capital Funding | \$8,710 | \$1,407,471 | \$173,340 | \$24,125 | \$171,750 | \$7,218,250 | \$260,250 |
| Supervisory/Clerical Expenses | \$332,441 | \$289,194 | \$314,432 | \$312,022 | \$321,383 | \$331,024 | \$340,955 |
| Collection System O&M | \$93,264 | \$94,731 | \$76,382 | \$88,126 | \$90,770 | \$93,493 | \$96,297 |
| Treatment Plant Operations | \$428,483 | \$388,645 | \$393,078 | \$403,402 | \$415,504 | \$427,969 | \$440,808 |
| Treatment Equipment Maintenance | \$120,634 | \$109,241 | \$146,117 | \$125,331 | \$129,091 | \$132,963 | \$136,952 |
| Maintenance - Buildings & Grounds | \$63,402 | \$63,477 | \$81,641 | \$69,507 | \$71,592 | \$73,739 | \$75,952 |
| Laboratory Expense | \$76,480 | \$56,700 | \$73,966 | \$69,049 | \$71,120 | \$73,254 | \$75,451 |
| Power Generation Expense | \$7,145 | \$3,879 | \$3,881 | \$4,968 | \$5,117 | \$5,271 | \$5,429 |
| Biosolids Handling Expense | \$40,455 | \$43,002 | \$48,508 | \$43,988 | \$45,308 | \$46,667 | \$48,067 |
| Total Expenses | \$1,932,407 | \$3,240,366 | \$2,262,157 | \$2,101,179 | \$2,284,003 | \$9,373,702 | \$2,608,257 |
| Net Cash Flow | \$380,602 | \$543,464 | \$178,021 | \$305,493 | \$213,617 | \$218,502 | \$82,316 |
| Revenues from Rates | \$2,085,035 | \$2,244,853 | \$2,266,021 | \$2,273,678 | \$2,364,625 | \$2,459,210 | \$2,557,579 |
| Operating Expenses | \$1,366,028 | \$1,272,502 | \$1,375,613 | \$1,361,129 | \$1,401,963 | \$1,444,022 | \$1,487,342 |
| Net Available for Debt | \$719,007 | \$972,350 | \$890,408 | \$912,549 | \$962,663 | \$1,015,189 | \$1,070,237 |
| Debt Coverage Ratio ⁽³⁾ | 129% | 174% | 125% | 127% | 136% | 143% | 124% |

Notes:

- (1) Includes high-strength surcharges for BOD and SS.
- (2) Assumes \$7,000,000 in new borrowing in 2016 at 4% over 20 years.
- (3) Minimum required debt coverage ratio is 120%.
- (4) Projected revenues assumes that new rates will go into effect at the beginning of March.

Table 5 - Annual Debt Service

| Total Annual Debt Service | 1997 Clean Water Fund Loan | 2010 G.O. Refunding Bond | 2010 Rev. Refunding Bond | 2010 Clean Water Fund Loan | Project 4558-04 | | Future Debt | All Debt Service |
|------------------------------|-------------------------------|-----------------------------|-----------------------------|-------------------------------|--------------------------|-----------------------|-------------|------------------|
| | | | | | Clean Water Fund Loan | 2012 Revenue Bonds | | |
| 2012 | \$108,836 | \$32,419 | \$219,650 | \$158,668 | \$39,927 | | | \$559,500 |
| 2013 | \$108,791 | \$32,009 | \$220,700 | \$194,044 | \$36,904 | \$119,498 | | \$711,946 |
| 2014 | \$108,745 | \$31,482 | \$226,075 | \$193,993 | \$36,897 | \$118,733 | | \$715,925 |
| 2015 | \$108,697 | \$32,494 | \$220,300 | \$193,941 | \$36,890 | \$117,968 | | \$710,290 |
| 2016 | \$108,648 | \$31,752 | \$223,575 | \$193,887 | \$36,883 | \$116,685 | | \$711,430 |
| 2017 | | | | \$193,832 | \$36,876 | \$114,885 | \$515,072 | \$860,665 |
| 2018 | | | | \$193,774 | \$36,868 | \$118,035 | \$515,072 | \$863,750 |
| 2019 | | | | \$193,716 | \$36,861 | \$116,135 | \$515,072 | \$861,784 |
| 2020 | | | | \$193,655 | \$36,853 | \$119,185 | \$515,072 | \$864,765 |
| 2021 | | | | \$193,593 | \$36,845 | \$117,185 | \$515,072 | \$862,695 |
| 2022 | | | | \$193,529 | \$36,837 | \$115,060 | \$515,072 | \$860,498 |
| 2023 | | | | \$193,463 | \$36,828 | \$117,754 | \$515,072 | \$863,117 |
| 2024 | | | | \$193,395 | \$36,819 | \$115,313 | \$515,072 | \$860,599 |
| 2025 | | | | \$193,325 | \$36,811 | \$117,650 | \$515,072 | \$862,858 |
| 2026 | | | | \$193,254 | \$36,802 | \$114,763 | \$515,072 | \$859,890 |
| 2027 | | | | \$193,180 | \$36,792 | \$116,639 | \$515,072 | \$861,683 |
| 2028 | | | | \$193,104 | \$36,783 | | \$515,072 | \$744,959 |
| 2029 | | | | \$193,025 | \$36,773 | | \$515,072 | \$744,871 |
| 2030 | | | | | \$36,763 | | \$515,072 | \$551,835 |
| 2031 | | | | | \$36,753 | | \$515,072 | \$551,825 |
| 2032 | | | | | | | \$515,072 | \$515,072 |
| 2033 | | | | | | | \$515,072 | \$515,072 |
| 2034 | | | | | | | \$515,072 | \$515,072 |
| 2035 | | | | | | | \$515,072 | \$515,072 |
| 2036 | | | | | | | \$515,072 | \$515,072 |



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **February 5, 2013** ITEM: **Update of Storm Water Utility User Fees**

PRESENTER: **Doug Saubert**

PREVIOUS ACTION, IF ANY: **None**

SUMMARY OF ITEM BEING PRESENTED: Storm Water utility rates have not been adjusted since January 1, 2011. Rates are required to be adjusted in order to produce the following:

- 1. In order to cover the estimated debt service/borrowing from the State Trust Fund for the 2013 Storm Water Projects---1)-James Street Detention Basin-Total project-\$186,200-net after grants-\$93,100. 2)---Whitewater Creek Streambank stabilization-Total project--\$316,700-net after grants-\$166,700. Estimated P & I equals 34,725 or 44 cents per ERU per month.**
- 2. To produce a 6% rate of return on Gross Revenues--\$20,000 or .23 cents per ERU per month.**
- 3. Rates per month per ERU would increase from \$4.08 to \$4.75.**

BUDGET IMPACT, IF ANY: **Revenues increased by \$45,113.20(28,591.20 + 16,422.00). Debt Service estimated increase of \$34,725.**

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: **None**

STAFF RECOMMENDATION: **Increase Storm Water Utility rates to \$4.75 per ERU per month.**

NOTE: **A formal rate study should be conducted in order to adjusted for the capital improvements & the associated debt service for the project outlined in the CIP for 2014 thru 2016.**

RECOMMENDED MOTION: **The revised rates would be effective March 1, 2013**

ATTACHMENT(S) INCLUDED (If none, please state that)
Revised resolution adopting Equivalent Runoff Unit(ERU) rate for Storm Water Utility.

FOR MORE INFORMATION CONTACT:
Doug Saubert, dsaubert@whitewater-wi.gov, 262.473.1380.

**RESOLUTION ADOPTING EQUIVALENT RUNOFF UNIT (ERU)
RATE FOR THE WHITEWATER STORM WATER UTILITY**

WHEREAS, the Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin has reviewed all fiscal cost breakdowns and budgets for Stormwater utility services in accordance with Chapter 16.10 and 16.14 of the Municipal Code; and

WHEREAS, the Common Council determined a need to revise the rate for Equivalent Runoff Unit (ERU) for the Stormwater Utility to maintain the stormwater fund on a sound fiscal basis.

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Whitewater that the City of Whitewater will established the Equivalent Runoff Unit rate to be \$57.00 annually to *support* the operations of the Whitewater Stormwater Utility.

FUTHER MORE, BE IT RESOLVED by the Common Council that the Equivalent Runoff Unit (ERU) rate (\$57.00 annually/\$4.75 monthly) hereby established, will become effective March 1, 2013.

Resolution introduce by Councilmember _____ who moved its adoption. Seconded by Councilmember _____ .

AYES:

NOES:

ABSENT:

ADOPTED: February 5, 2013.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

RESOLUTION APPROVING THE GRANT OF AN EASEMENT TO WISCONSIN BELL, INC. D/B/A AT&T - WISCONSIN, A WISCONSIN CORPORATION UPON A PART OF LOT 1 OF CSM 3497

WHEREAS, Wisconsin Bell, Inc. d/b/a AT&T - Wisconsin, a Wisconsin Corporation has requested the right to bury fiber line along Enterprise Blvd. and Prospect Drive in the City of Whitewater and requires a utility easement from the City of Whitewater upon a part of Lot 1 of CSM 3497, City of Whitewater, Jefferson County, Wisconsin, which is owned by the City of Whitewater, and

WHEREAS, it is in the best interests of the City of Whitewater to grant the easement.

Now, therefore, **BE IT RESOLVED** that the Common Council of the City of Whitewater, Walworth and Jefferson Counties, hereby authorizes the City Manager and the City Clerk to sign the attached Utility Easement Agreement.

Resolution introduced by Councilmember _____, who moved its adoption. Seconded by Councilmember _____.

AYES:

NOES:

ABSENT:

ADOPTED:

Cameron Clapper, City Manager

Michele R. Smith, City Clerk

Document No.

UTILITY EASEMENT AGREEMENT

Return to:
Wallace K. McDonell
P. O. Box 59
Whitewater, WI 53190

292-0515-3432-000
Parcel Number

THIS UTILITY EASEMENT AGREEMENT (*Agreement*) is granted by the City of Whitewater (the *Owner*) to Wisconsin Bell, Inc. d/b/a AT&T - Wisconsin, a Wisconsin Corporation (the *Utility*).

RECITALS :

A. The Owner is the fee holder of certain real property in the City of Whitewater, Jefferson County, State of Wisconsin, as more particularly described on the attached and incorporated Exhibit B (the *Property*).

B. The Utility has requested that the Owner grant a permanent easement (the *Easement*) and temporary construction easement (the *Temporary Construction Easement*) over certain portions of the Property as such portions are described on the attached and incorporated Exhibit A (the *Utility Easement Area*).

AGREEMENT

For good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. Grant of Easement. The Owner grants to the Utility, and its licensees and grantees, a perpetual easement and right-of-way to construct, reconstruct, maintain, operate, supplement, and remove fiber optic cable, and other related fixtures, equipment, and appurtenances that may from time to time be required, with the right of ingress and egress for the purpose of this grant, over the Utility Easement Area. The Utility agrees to construct all such improvements no later than July 1, 2013. (the *Final Completion Date*).

2. Temporary Construction Easement. During the period of construction or installation of improvements within the Property, the Utility shall have a Temporary Construction Easement over those

portions of the Property as described on Exhibit B for the purpose of transporting equipment and materials in connection with the construction or installation of improvements within the Property. The Temporary Construction Easement shall expire on the earlier to occur of (a) completion of installation as contemplated in Section 1, above, or (b) the Final Completion Date as specified in Section 1, above.

3. Indemnification. The Utility shall indemnify the Owner from and against all loss, costs (including reasonable attorney fees), injury, death, or damage to persons or property that at any time during the term of this Agreement may be suffered or sustained by any person or entity in connection with the Utility's activities conducted on the Property, regardless of the cause of the injury, except to the extent caused by the negligence or misconduct of the Owner or its agents or employees.

4. Consistent Uses Allowed. The Owner reserves the right to use the Easement and the Temporary Construction Easement for purposes that will not interfere with the Utility's full enjoyment of the Easement rights granted in this Agreement.

5. Restoration of Surface. The Utility shall restore the surface disturbed by any construction or maintenance of any equipment located within the Easement or the Temporary Construction Easement to its condition before the disturbance.

6. Covenants Run with Land. All terms and conditions in this Agreement, including the benefits and burdens, shall run with the land and shall be binding upon, inure to the benefit of, and be enforceable by the Owner and the Utility and their respective successors and assigns. The party named as Owner in this Agreement and any successor or assign to the Owner as fee simple owner of the Property shall cease to have any liability under this Agreement with respect to facts or circumstances arising after the party has transferred its fee simple interest in the Property.

7. Non-Use. Non-use or limited use of the Easement or Temporary Construction Easement rights granted in this Agreement shall not prevent the benefiting party from later use of the Easement or Temporary Construction Easement rights to the fullest extent authorized in this Agreement.

8. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin.

9. Entire Agreement. This Agreement sets forth the entire understanding of the parties and may not be changed except by a written document executed and acknowledged by all parties to this Agreement and duly recorded in the office of the Register of Deeds of Walworth County, Wisconsin.

10. Notices. All notices to either party to this Agreement shall be delivered in person or sent by certified mail, postage prepaid, return receipt requested, to the other party at that party's last known address. If the other party's address is not known to the party desiring to send a notice, the party sending the notice may use the address to which the other party's property tax bills are sent. Either party may change its address for notice by providing written notice to the other party.

11. Invalidity. If any term or condition of this Agreement, or the application of this Agreement to any person or circumstance, shall be deemed invalid or unenforceable, the remainder of this Agreement, or the application of the term or condition to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.

12. Waiver. No delay or omission by any party in exercising any right or power arising out of any default under any of the terms or conditions of this Agreement shall be construed to be a waiver of the right or power. A waiver by a party of any of the obligations of the other party shall not be construed to be a waiver of any breach of any other terms or conditions of this Agreement.

13. Enforcement. Enforcement of this Agreement may be by proceedings at law or in equity against any person or persons violating or attempting or threatening to violate any term or condition in this Agreement, either to restrain or prevent the violation or to obtain any other relief. If a suit is brought to enforce this Agreement, the prevailing party shall be entitled to recover its costs, including reasonable attorney fees, from the nonprevailing party.

Dated: _____, 2013.

WISCONSIN BELL, INC. D/B/A AT&T -
WISCONSIN, A WISCONSIN CORPORATION

By:

Name:

Title:

CITY OF WHITEWATER

By:

Name:

Title:

ACKNOWLEDGMENT

STATE OF WISCONSIN
COUNTY OF WALWORTH

This instrument was acknowledged before me on _____, 2013, by Wisconsin Bell, Inc.
d/b/a AT&T - Wisconsin, a Wisconsin Corporation

, by _____, its _____.

Notary Public, State of Wisconsin
My commission expires: _____

ACKNOWLEDGMENT

STATE OF WISCONSIN
COUNTY OF WALWORTH

This instrument was acknowledged before me on _____, 2013, by the City of
Whitewater, by _____, its _____.

Notary Public, State of Wisconsin
My commission expires: _____

Wallace K. McDonell
Harrison, Williams & McDonell, LLP
452 West Main Street
P. O. Box 59
Whitewater, WI 53190
PH: 262-473-7900 FAX: 262-473-7906

EXHIBIT "A" FOR AT&T EASEMENT

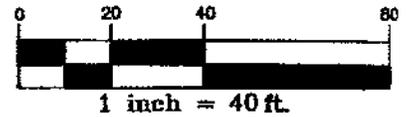
LOCATED IN PART OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER 3497,
BEING PART OF THE SOUTHWEST QUARTER OF SECTION 34, TOWNSHIP 05
NORTH, RANGE 15 EAST, CITY OF WHITEWATER, JEFFERSON COUNTY,
WISCONSIN.

FOUND TILTED 1" IRON PIPE
N74°58'38"E 0.95' FROM
COMPUTED LOCATION

ENTERPRISE BLVD.

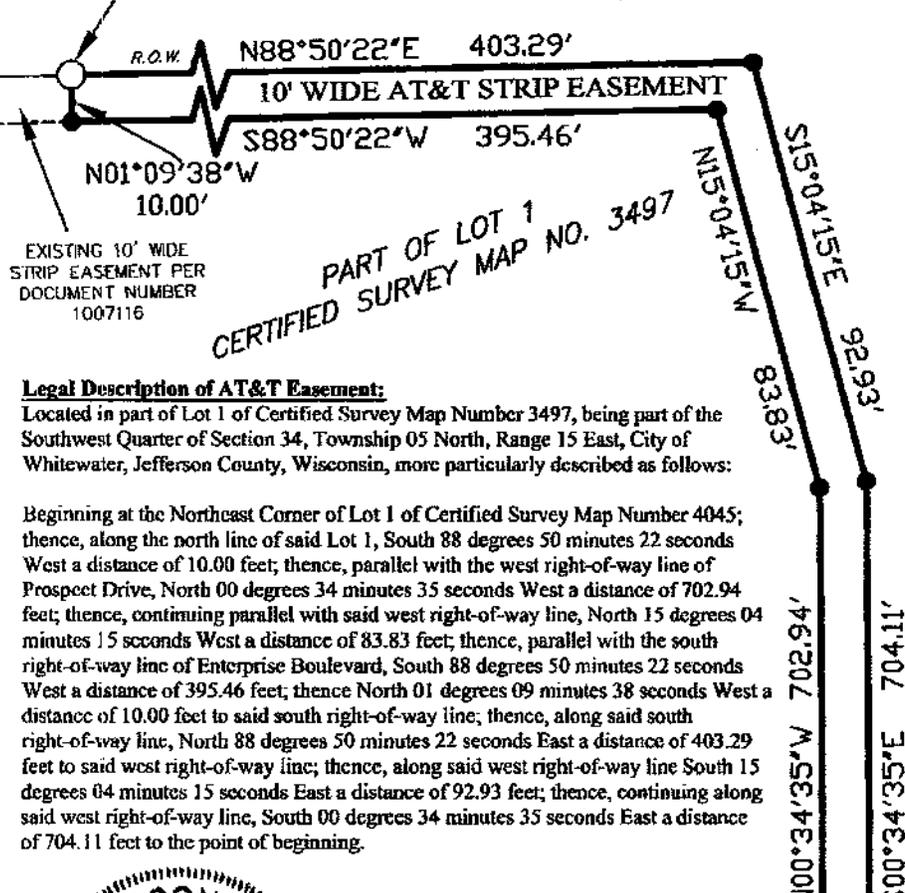


BEARINGS ARE REFERENCED TO THE
SOUTH LINE OF THE SW1/4 OF
SECTION 34, TEN-RISE, WHICH IS
ASSUMED TO BEAR S88°50'22"W



LEGEND

- SET 3/8"x12" SPIKE
- ⊙ FOUND 3/4" IRON ROD
- FOUND 1" IRON PIPE
- ⊙ SECTION CORNER MONUMENT OF RECORD



PART OF LOT 1
CERTIFIED SURVEY MAP NO. 3497

Legal Description of AT&T Easement:

Located in part of Lot 1 of Certified Survey Map Number 3497, being part of the Southwest Quarter of Section 34, Township 05 North, Range 15 East, City of Whitewater, Jefferson County, Wisconsin, more particularly described as follows:

Beginning at the Northeast Corner of Lot 1 of Certified Survey Map Number 4045; thence, along the north line of said Lot 1, South 88 degrees 50 minutes 22 seconds West a distance of 10.00 feet; thence, parallel with the west right-of-way line of Prospect Drive, North 00 degrees 34 minutes 35 seconds West a distance of 702.94 feet; thence, continuing parallel with said west right-of-way line, North 15 degrees 04 minutes 15 seconds West a distance of 83.83 feet; thence, parallel with the south right-of-way line of Enterprise Boulevard, South 88 degrees 50 minutes 22 seconds West a distance of 395.46 feet; thence North 01 degrees 09 minutes 38 seconds West a distance of 10.00 feet to said south right-of-way line; thence, along said south right-of-way line, North 88 degrees 50 minutes 22 seconds East a distance of 403.29 feet to said west right-of-way line; thence, along said west right-of-way line South 15 degrees 04 minutes 15 seconds East a distance of 92.93 feet; thence, continuing along said west right-of-way line, South 00 degrees 34 minutes 35 seconds East a distance of 704.11 feet to the point of beginning.



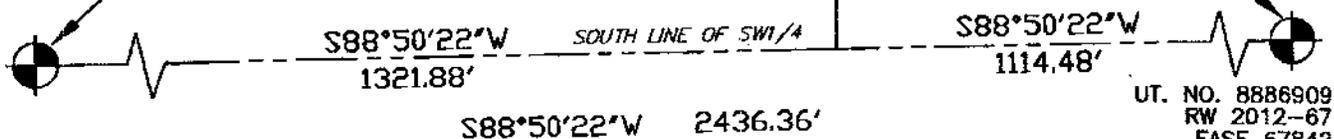
JANUARY 14, 2013

mi-TECH
Fond Du Lac • Green Bay • Madison • New Berlin
800.485.8050

NORTHWEST CORNER
SEC. 3-4-15
(FOUND IN WELL)

NORTHEAST CORNER
OF LOT 1, CSM 4045,
FOUND 3/4" IRON ROD S00°34'35"E
0.63' FROM COMPUTED LOCATION

SOUTH 1/4 CORNER
SEC. 34-5-15
(CONC MON W/ BRASS CAP)



UT. NO. 8886909
RW 2012-67
EASE 67842

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: _____ ITEM: _____

PRESENTER: _____

PREVIOUS ACTION, IF ANY: _____

SUMMARY OF ITEM BEING PRESENTED:

BUDGET IMPACT, IF ANY:

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY:

STAFF RECOMMENDATION:

RECOMMENDED MOTION:

ATTACHMENT(S) INCLUDED (If none, please state that)

FOR MORE INFORMATION CONTACT:

Memo

To: Urban Forestry Commission
From: Matt Amundson, Parks and Recreation Director
Date: January 16, 2013
Re: Treyton's Field of Dreams

I have included for your review a site plan dated 10-5-2012 prepared by Strand. Although this is not the final plan, it is a black and white document that most clearly identifies the trees impacted by the project. The numbering of the trees on this plan corresponds with the numbers in an attachment prepared by the City Forester, Chuck Nass, regarding the condition of the impacted trees. The plan indicates 13 trees that need to be removed and 9 trees that need to be relocated.

Chuck has also identified an additional tree that needs to be removed and is identified on his listing as Number 14. Of the 14 removals Chuck has identified 9 of the trees as in poor shape and one that he feels can be relocated and not removed. In summary the project will relocate 10 existing trees, remove 9 trees identified in poor condition, and remove 4 trees in good condition of which two are ash trees.

In addition to review of the site plan I would like to ask that the Urban Forestry Commission to provide input on the quantity, type, and location of trees to be planted as part of the project. It would be my goal to plant 2-3 trees for every tree that we have to remove. This would be approximately 25-40 trees planted within Starin Park.

Your consideration of these matters is greatly appreciated.

Thanks!
Matt Amundson,
Parks & Recreation Director

From: [Matt Amundson](#)
To: [Matt Amundson](#)
Subject: Field of Dreams Update
Date: Wednesday, January 30, 2013 2:25:19 PM

The Urban Forestry Commission approved the site plan, provided that a landscape plan come back to them prior to construction

The following are comments made

- Parking lot landscape requirements – ensure that we are complying with city policy, look for ways to “green” lots We discussed possibly adding more islands or peninsulas. The City’s landscaping guidelines require an island or peninsula for every 20 parking stalls which would generate the loss of approximately 6 stalls (relative to latest concept). Note that the proposed parking lots are completely surrounded by green space already which could be a reason to advocate for leaving the lots as they are shown. As noted below, Chuck will have to put together a planting plan to be included with the drawings.
- Is pervious surface an option for these lots Yes, it’s an option, but maintenance is more of an issue in our climate. Note that bio-retention is “green” and the basins are sized to treat the impervious surfaces on site.
- Could bio swales be planted with “rain-garden” like plants The bio-infiltration basins will be planted with “rain-garden” plantings.
- Could trees be planted in concourse using tree wells and still maintain ADA requirements Yes, but they will add cost – ADA requirements can still be met either way.

Goal of 25-40 trees planted in the park, City Forester Chuck Nass will coordinate a planting plan with Strand

Locations: OK

- Between playground and new entrance
- South of service drive, between swale/pond and drive
- Beyond outfield fence
- Along trails, include shrubs along walkways

Specie Selection: OK

- Cedar
- Oak
- American Linden
- Elm
- Hackberry
- Serviceberry
- Black gum

Matt Amundson, CPRP | Parks & Recreation Director |
City of Whitewater | 312 W Whitewater | Whitewater, WI 53190
 ☎ (262) 473-0122 | (262) 903-9507 | ✉ mamundson@whitewater-wi.gov |
 e <http://whitewater-wi.gov> | 🗄 [Online Registration](#)

**Treyton's Field of Dreams
City of Whitewater, Wisconsin
Preliminary Opinion of Probable Cost
January 30, 2013**

| Description | Cost |
|---|------------------------|
| Baseball Field | |
| Site Grading and Fill | \$ 76,220.00 |
| Concrete Concourse/Plaza | \$ 60,050.00 |
| Asphalt Pavement and Base | \$ 31,640.00 |
| Access Apron | \$ 1,290.00 |
| Fencing | \$ 43,000.00 |
| Grandstand Bleacher System Allowance | \$ 80,000.00 |
| Dugout Structures Allowance (2 included) | \$ 20,000.00 |
| Lighting | \$ 75,000.00 |
| Scoreboard | \$ 15,000.00 |
| Backstop / Netting and Foul Poles | \$ 32,400.00 |
| Batting Cages (3) | \$ 7,500.00 |
| Bullpen (2) - Mound / Plate | \$ 2,000.00 |
| Entrance Sign | \$ 15,000.00 |
| Synthetic Field Turf (infield and warning track, per bid) | \$ 162,070.00 |
| Turf Restoration (sod outfield) | \$ 22,800.00 |
| Landscaping (20 Trees, 4 Planters) | \$ 8,000.00 |
| Irrigation System | \$ 20,000.00 |
| Storm Sewer | \$ 29,500.00 |
| Bioretention Basin | \$ 21,500.00 |
| Erosion Control | \$ 1,500.00 |
| Subtotal | \$ 724,470.00 |
| Contingencies and Technical Services (15%) | \$ 108,670.00 |
| Total | \$ 833,140.00 |
| Facilities | |
| Pavilion / Concession / Restroom Facility Allowance | \$ 350,000.00 |
| Utility Extensions (Sewer, Water, Gas, Electric) | \$ 30,000.00 |
| Subtotal | \$ 380,000.00 |
| Contingencies and Technical Services (15%) | \$ 57,000.00 |
| Total | \$ 437,000.00 |
| Community Foundation Total | \$ 1,270,140.00 |
| Parking Lots | |
| Site Grading | \$ 35,180.00 |
| Asphalt Pavement and Base | \$ 88,820.00 |
| Concrete Curb and Gutter | \$ 22,260.00 |
| Concrete Apron | \$ 1,950.00 |
| Concrete Sidewalk | \$ 1,050.00 |
| Turf Restoration | \$ 9,000.00 |
| Landscaping (20 Trees) | \$ 6,000.00 |
| Storm Sewer | \$ 23,500.00 |
| Bioretention Basin | \$ 21,500.00 |
| Pavement Markings | \$ 3,000.00 |
| Subtotal | \$ 212,260.00 |
| Shared-Use Path | |
| Site Grading | \$ 11,750.00 |
| Concrete Sidewalk | \$ 3,550.00 |
| Asphalt Pavement and Base | \$ 42,350.00 |
| Subtotal | \$ 57,650.00 |
| Miscellaneous | |
| Erosion Control | \$ 1,500.00 |
| Utility Relocation | \$ 3,500.00 |
| Subtotal | \$ 5,000.00 |
| Contingencies (15%) | \$ 41,240.00 |
| City of Whitewater Total | \$ 316,150.00 |
| Total Project | \$ 1,586,290.00 |

| Item | 2010 Initial Plan | 2013 Strand | Project Cost | Funds Available | Funds/Donations Needed |
|---|---------------------|-----------------------|-----------------------|---------------------|------------------------|
| Field | | | | | |
| Installation of Field Turf | \$100,000.00 | \$162,070.00 | | | |
| Site Grading & Fill | Donated | \$76,220.00 | | | |
| Concourse | N/A | \$60,050.00 | | | |
| Asphalt Pavement & Base | N/A | \$31,640.00 | | | |
| Access Apron | N/A | \$1,290.00 | | | |
| Fencing | \$25,000.00 | \$43,000.00 | | | |
| Batting Cages | N/A | \$7,500.00 | | | |
| Bullpens | N/A | \$2,000.00 | | | |
| Entrance Sign | Donated | \$15,000.00 | | | |
| Landscaping (trees/planters) | N/A | \$8,000.00 | | | |
| Irrigation System | N/A | \$20,000.00 | | | |
| Turf Restoration (Sod) | N/A | \$22,800.00 | | | |
| Storm Sewer | N/A | \$29,500.00 | | | |
| Bioretention Basin | N/A | \$21,500.00 | | | |
| Erosion Control | N/A | \$1,500.00 | | | |
| Bleachers | \$30,000.00 | \$80,000.00 | | | |
| Dugouts | \$10,000.00 | \$20,000.00 | | | |
| Lights/Electrical | \$75,000.00 | \$75,000.00 | | | |
| Scoreboard | \$4,000.00 | \$15,000.00 | | | |
| Backstop & Netting | \$30,000.00 | \$32,400.00 | \$724,470.00 | \$599,000.00 | \$125,470.00 |
| Pavilion | | | | | |
| Building | \$200,000.00 | \$350,000.00 | | | |
| Utility Extensions | Donated | \$30,000.00 | \$380,000.00 | \$0.00 | \$380,000.00 |
| Parking Lots | | | | | |
| Site Grading | N/A | \$35,180.00 | | | |
| Asphalt Pavement & Base | N/A | \$88,820.00 | | | |
| Concrete Curb & Gutter | N/A | \$22,260.00 | | | |
| Concrete Apron | N/A | \$1,950.00 | | | |
| Concrete Sidewalk | N/A | \$1,050.00 | | | |
| Landscaping (trees) | N/A | \$6,000.00 | | | |
| Turf Restoration | N/A | \$9,000.00 | | | |
| Storm Sewer | N/A | \$23,500.00 | | | |
| Bioretention Basin | N/A | \$21,500.00 | | | |
| Pavement Markings | N/A | \$3,000.00 | | | |
| Shared-Use Path | | | | | |
| Site Grading | N/A | \$11,750.00 | | | |
| Concrete Sidewalk | N/A | \$3,550.00 | | | |
| Asphalt Pavement & Base | N/A | \$42,350.00 | | | |
| Miscellaneous | | | | | |
| Erosion Control | N/A | \$1,500.00 | | | |
| Utility Relocation | N/A | \$3,500.00 | \$274,910.00 | \$225,000.00 | \$49,910.00 |
| Contingencies and Technical Services | | | | | |
| Design, Project Management, Etc | N/A | \$206,907.00 | \$206,910.00 | \$0.00 | \$206,910.00 |
| Total of Project | \$474,000.00 | \$1,586,287.00 | \$1,586,290.00 | \$824,000.00 | \$762,290.00 |

Funding Committed to Field of Dreams Project

| | | |
|------------------------------|---------------------|-------------------------------------|
| Available Funding: | \$314,000.00 | Community Foundation Fund |
| | \$225,000.00 | CIP - Parking Lot/Paths |
| | \$50,000.00 | Pepsi Refresh |
| | \$175,000.00 | Unannounced Funds Committed |
| | \$50,000.00 | Golden State Foods Foundation |
| | \$10,000.00 | UW-Whitewater Student Fees |
| | <u>\$824,000.00</u> | |
| Grants Requested: | \$75,000.00 | Baseball Tomorrow Fund (lights) |



January 14, 2013

Mr. Rick Lien
 City of Whitewater
 P.O. Box 178
 Whitewater, Wisconsin 53190

RE: Well No. 8

Dear Rick:

We have completed the removal and inspection of the water lubricated vertical turbine pump from Well No. 8. We have also completed a downhole video inspection of the complete well.

The inspection revealed the existing column pipe and carbon steel lineshafts are so corroded and pitted that they cannot be reused. After teardown and inspection of the pump bowl assembly we have found the cast iron bowl housings to be extremely soft due to a process known as graphitization whereby the iron particles are removed from the cast iron leaving graphite, a byproduct of the cast iron. This has rendered the pump unable to be re-machined.

The existing motor was bench tested and found to be in proper operating condition and ready for reuse.

During the downhole video inspection we observed a significant amount of slime forming bacteria floating in the well. While pulling the pump our crew also noticed an earthy smell emanating from the well. Although there is no decrease in the specific capacity of the well, which is usually the first indicator of a bacteria problem, we recommend addressing the bacteria before it begins to plug the well bore and formation. To rectify the problem we recommend performing a chemical and mechanical cleaning of the well using a stiff bristled nylon brush. The chemicals will include sodium hypochlorite along with chlorine enhancer and BD-2000, bio dispersing agent. Once placed in the well the agitation will commence and continue for 6 hours. After the pump is installed we will neutralize the chlorine while pumping to waste.

Outlined below are the parts required to return the unit to proper operating condition:

- 300 Feet of 8" x 1 11/16" water lubricated column assembly with ductile iron combination column couplings and 416 stainless steel lineshafting.....\$40,346.00
- Recondition discharge head by sandblasting and painting, new bronze stuffing box bushing and packing.....\$1,289.00

Mr. Rick Lien
City of Whitewater
Page 2 of 2

- New steady bearing in combination right angle gear drive along with sleeve and combination drive shaft.....\$1,478.00
 - New Goulds, 6 stage cast iron bronze fitted bowl assembly with replaceable bronze wear rings, stainless steel impeller lock collets and stainless steel bolting, 8" x 10' suction pipe and stainless steel cone strainer.....\$13,788.00
 - Bench testing of motor to ensure bearings were not damaged.....\$285.00
 - Airline, tape, banding, bolts, and grout materials to install pump.....\$942.00
 - Downhole color video inspection of well.....\$1,300.00
 - Estimated labor to pull, inspect, check lineshafts and install pump and perform pump test.....\$21,610.00
 - Labor and material costs to perform chemical and mechanical treatment of well to remove the bacteria.....\$4,453.00
- Total Estimated Costs to Complete the Repair.....\$85,491.00

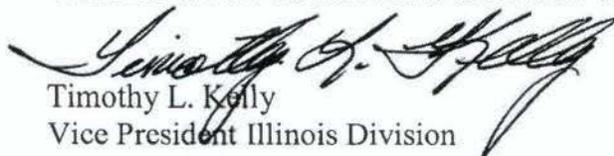
As an option to aid in monitoring water levels, we could install a 1 ¼" PVC stilling tube attached to the pump column and install a level transducer. With the transducer a control module would be mounted in the VFD panel at the surface. The module can be programmed to shut the pump off should the pumping water level reach a present level. This device can also be tied into the SCADA system to record water levels at the main control system. The cost for the PVC stilling tube, level transducer, control module and installation would be **\$2,687.00**. In similar systems this allows the printing of trending graphs for changes in static water levels as well as pumping water levels.

We will need to acquire a permit from the DNR to perform the treatment of the well. This can be obtained while we are waiting for the delivery of the new pumping equipment which will take about 2 weeks receive.

Water Well Solutions is looking forward to providing these water supply services for the City of Whitewater.

If you have any questions, please do not hesitate to contact us.

Very truly yours,
WATER WELL SOLUTIONS SERVICE GROUP, INC.



Timothy L. Kelly
Vice President Illinois Division

MEMORANDUM

To: Kevin Brunner, City Manager
 Fr: Dean Fischer, Director of Public Works
 Date: October 26, 2009



Subject: Main Street Corridor Safety Improvements

Traffic Signals:

The contract for the engineering of the traffic signals has been sent to the State for signature. The plans, specifications, and estimates are to be presented to the DOT by May 1, 2010. Upon approval of these the State will let the bid for the project. The City has been trying to move this project along, but it is virtually impossible to move the State process along quickly. Strand Associates and City staff is doing everything possible to expedite the process.

Existing Pedestrian Crossing Equipment:

The existing equipment will be removed from Whiton and Main once the traffic signal installation starts. The Cottage and Main equipment does not have indicators for the pedestrians to know if the lights are flashing for the vehicles presently and does not have the eye level flashing signage for the vehicles. These indicator lights and flashing signs will be moved from Whiton to Cottage when the traffic signal project starts.

Street Lighting:

It has been requested that the city increase the lighting on Main Street from Prairie to Prince Streets. The City has a cost estimate from WE-Energies to increase the wattage of the street lights from 150 watts to 250 watts at a cost of \$510 per street light. This project and cost will be brought before the Council as part of the Capital Improvement Plan.

Additionally, the street lighting will be improved at the Whiton & Main Street intersection as that would be part of the design of the traffic signals.

Electronic Speed Signs:

It has been requested to install two pole mounted electronic speed signs within the Main Street corridor. The signs have been estimated to cost between \$5,000-7,500 each. This project and cost will be brought before the Council as part of the Capital Improvement Plan.

11/3/2009

V35-155

Kevin M. Brunner, City ManagerMichele R. Smith, City Clerk**APPROVAL OF STRAND ASSOCIATES PROPOSAL TO COMPLETE FIVE POINTS INTERSECTION PRELIMINARY ENGINEERING STUDY.**

City Manager Brunner stated that there is interest in redevelopment of the Five Points area. DPW Director Fischer stated that the City has been asked several times to improve the Five Points intersection (Janesville, Walworth, and Summit intersection). Fischer explained that since the creation of TIF 6, the City now has a funding source for the project. It was moved by Olsen and seconded by Winship to approve a proposal with Strand Associates to complete a preliminary Engineering study for the Five Points intersection. AYES: Olsen, Taylor, Winship, Binnie, Singer, Kienbaum, Stewart. NOES: None. ABSENT: None.

REPORT ON MAIN STREET CORRIDOR SAFETY IMPROVEMENTS.

In response to a request from Councilmember Kienbaum, City Manager Brunner indicated that he has been contacted with Councilmember concerns about lack of lighting on W. Main Street, between Prairie Street and Whiton Street. DPW Director Fischer stated that the contract for engineering of the traffic signals has been sent to the State for execution. Upon approval, the State will advertise for bids for the project. Although the City has been trying to move the process along quickly, there are numerous approvals needed through various departments, and the process has been slow. Fischer stated that the existing pedestrian crossing equipment will be removed from Whiton and Main once the traffic signal installation starts. The Cottage and Main equipment does not have indicators for the pedestrians to know whether the lights are flashing for the vehicles, and does not have the eye-level flashing signage for the vehicles. These indicator lights and flashing signs will be moved from Whiton to Cottage once the traffic signal project starts. Increased lighting on Main Street will result from the installation of the traffic signal.

APPROVAL OF REQUEST FROM WHITEWATER SNO-SEEKERS SNOWMOBILE CLUB TO TRAVERSE CERTAIN CITY STREETS.

It was moved by Olsen and seconded by Winship to approve the annual request from the Sno-Seekers Snowmobile Club to traverse certain city streets. AYES: Olsen, Taylor, Winship, Binnie, Singer, Kienbaum, Stewart. NOES: None. ABSENT: None.

REVIEW OF PROPOSED 2010 BUDGET AND POSSIBLE DIRECTION(S) REGARDING BUDGET, INCLUDING DISCUSSION OF OPTIONS REGARDING REORGANIZATION OF CITY EMPLOYEE AND OFFICER POSITIONS AND SALARIES.

Library Library Director Lunsford informed Council that library visits, circulation and attendance at children's programs have all increased considerably. One particularly notable increase is in the use of computers by patrons and requests for computer related reference assistance. Wireless access has also increased the number of patrons using computers in the building. There is a fund-raising feasibility study in process for the library addition which is not yet complete. **Cable TV.** Cable Coordinator Luckett provided information relating to employee expenses as well as upcoming changes in equipment and programming. **CDA.** CDA Coordinator Nimm presented a budget that has been approved by the CDA board, and is \$17,000 less than the previous year's budget. **Police.** Chief Coan stated that the Police Department has made every effort to trim the budget to keep it in line with Council's request for a 0% increase. Coan stated that the Police Department will fill the open

(b) The terms of office of councilmembers shall be two years, except as otherwise set forth herein.
(Ord. No. 1764A, § 1, 5-4-2010)

2.08.010 Meetings.

(a) The regular sessions of the city council shall be held on the first and third Tuesdays in each month, commencing at six-thirty in the evening. If any council meeting falls on an election day or on a holiday, the council meeting for that day shall be held on the Thursday following the first or third Tuesday in the month, at six-thirty p.m. Special meetings may be called, as provided by the Wisconsin Statutes. A city council meeting may be cancelled or set at a date other than is set forth in this section if said cancellation or date change is approved by a majority of the city council members voting. There shall, however, be at least one meeting of the council each month.

(b) The city council meetings shall be conducted in accordance with the following guidelines:

(1) The agenda shall be established under the authority of the city manager. Councilmembers who wish to have agenda items addressed need to make their request no later than twelve noon on the Tuesday prior to the common council meetings. The city manager shall honor all legal requests of councilmembers.

(2) Consent Agenda. A consent agenda item that recommends expedited approval of appropriate resolutions, ordinances and considerations, per the recommendation of the city manager may be included. At the request of a councilmember, any consent agenda item shall be removed, discussed and acted upon individually.

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

INTEROFFICE MEMORANDUM

TO: City Manager Clapper and Whitewater City Council

FROM: Chief Otterbacher

SUBJECT: 2013 Squad Car Purchase

DATE: January 31, 2013

CC: Capt Uhl, Lt. Gray

We are seeking approval to proceed with the purchase of the new squad car that was budgeted in the police revolving account (216) for 2014. We have contacted the Ewald Auto Group in Oconomowoc, WI as well as Ketterhagen Ford in Whitewater. Ewald Auto Group has received the state bid for the last several years and subsequently receives special pricing discounts from Ford because of the large volume of cars they order for law enforcement agencies throughout the state.

The Ford Police Interceptor all-wheel drive is the preferred vehicle because it is the only police package vehicle that offers the all-wheel drive option. In an attempt to buy locally, Lt. Gray contacted the local Ford dealer, Kurt Ketterhagen. In 2012 Ketterhagen Ford provided a bid that was \$956.88 more per car than Ewald's bid. In 2013, Ketterhagen provided a quote that is \$367 more than the State bid from Ewald.

We have budgeted for \$31,500.00 for the purchase of the squad and associated transition costs. The Ewald bid was quoted at \$24,513.00 and Ketterhagen is \$24,880.00. We anticipate that the transition costs associated with changing over equipment i.e. radios, computers, cages, modified seats, emergency lightening, consoles, etc. will be approximately \$6,500.00.

2013 TAURUS

Page: 1 of 1

Order No: 1010 Priority: B4 Ord FIN: QI221 Order Type: 5B Price Level: 335

Ord Code: 500A Cust/Flt Name: WHITEWATER

PO Number:

RETAIL

RETAIL

P2M AWD INTERCEPTOR \$28360

43B KEY ALIKE 1284X \$50

UA BLACK

47J REMAPPABLE AUD 150

YZ POLICE WHITE

64L 18" WHEEL COVER 60

R CLOTH/VINYL

942 RUNNING LIGHTS 50

W BLACK

SP DLR ACCT ADJ

500A EQUIP GRP

SP FLT ACCT CR

. FLEX FUEL

FUEL CHARGE

998 .3.5L V6 TIVCT NC

B4A NET INV FLT OPT NC

44J .6-SPD AUTO TRAN NC

PRICED DORA NC

JOB #3 ORDER

DEST AND DELIV 795

13C DARK CAR LAMP 20

TOTAL BASE AND OPTIONS 30680

141 VINYL WRAP #1 820

TOTAL 30680

FRT LICENSE BKT NC

THIS IS NOT AN INVOICE

18L RR DR HND INOP 35

21L SPOT LAMP DR 340

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC06376

30,680.00 MSRP
 - 3,400.00 DEALER DISCOUNT

 27,280.00
 - 2,400.00 STATE DISCOUNT

PURCHASE PRICE \$ 24,880.00

PRICE DOES NOT INCLUDE REGISTRATION Fees.

BID PER PROVIDED SPECS.

INTEROFFICE MEMORANDUM

TO: City Manager Clapper and Whitewater City Council

FROM: Chief Otterbacher

SUBJECT: Staff Study for Communications Center

DATE: January 31, 2013

CC: Capt Uhl, Lt. Gray

The Whitewater Communications Center operates an Enhanced 9-1-1 communications system that provides dispatch services to include radio traffic for several entities as well as manages all incoming calls for police, fire and rescue personnel. Service calls for fire and rescue personnel also include the six surrounding townships outside the city of Whitewater. After business hours and on weekends, as the default, the communications center handles all emergency and non-emergency telephone calls and city window traffic.

The Whitewater Police Department Communications Center was consolidated with the University of Wisconsin-Whitewater in 1997, wherein the University's communication center was disbanded and consolidated with the city's dispatch center. Over the years since the merger the services and needs of the communications center has expanded greatly, however the staff of the communication's center has only increased by 1 and ½ part-time employees.

The objective of this study will be to determine the appropriate level of staffing (number of employees) required to handle the emergency service needs that includes management of radio, phone and window traffic for the police, fire and rescue personnel that are deployed over a 24 hour period of time, seven days a week. During several critical incidents, to include large scale accidents, the physical attack of the two young girls on Janesville Street, and the barricaded suspect where SWAT was deployed and the suspect called and spoke with the dispatcher, there was only one dispatcher scheduled for duty. Currently the Communications Center does not provide Emergency Medical Dispatch because there is traditionally only one dispatcher working. These concerns have prompted the request to have an independent study conducted to assess the current staffing levels in the communication center.

Two companies were identified as area experts in the field of telecommunications; APCO International and RCC Consultants. A request for proposal was extended to both companies. APCO International provided a bid of \$8,400 and RCC Consultants provided a bid of \$20,500. The RFP and bids have been included in the council packet for your review.

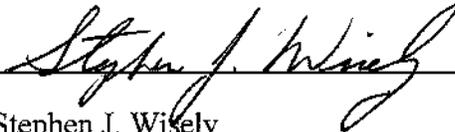
**Whitewater Police Department Communications Center Staff Study
2012-2013**

I hereby certify that I am authorized to present this quotation on behalf of the named company and to bind said company to all conditions of this proposal, if accepted by the City.

Company Name APCO International

Address 351 N. Williamson Blvd

City/State/Zip Daytona Beach, FL 32114

Signature 

Name (print) Stephen J. Wisely

Title Director of Comm Center & 9-1-1 Services

Telephone No. 386 235 3592

Fax No. 386 322 2501

Email Address wiselys@apcointl.org

Date Submitted December 26, 2012

THANK YOU FOR YOUR PROPOSAL



**APCO INTERNATIONAL
MEMBER ASSISTANCE ADVISORY PROGRAM (A MAAP SERVICE)**

Response to Request for Proposals

City OF Whitewater, Wisconsin, Police Department

Communications Center Staff Study

Program Goal

The MAAP Program builds on the APCO International's commitment to member services. The focus of MAAP is on providing insights to key public officials. The MAAP reviewer will bring together the appropriate officials including all involved parties representing the agencies that will be affected by the recommendations..

As peers in the public safety and public service realms, experienced public safety communications officials – are APCO members - who have successfully managed public safety communications centers, the team member (s) will review with local officials crucial considerations to proactively address all elements contained in the statement of work (SOW).

Peer-to-Peer Review

MAAP is a "peer-to-peer" review leading to initial and longer range resource recommendations. .

Note: APCO International's Member Assistance Advisory Program (MAAP) has a wide-ranging yet simple goal: To provide public safety communications managers and their executive leadership with expert advice on the issues surrounding effective and efficient operations – every day.

Its objectives are to give our members and their agencies specialized advice on issues concerning the operations of public safety communications centers, to provide them with cost-effective suggestions and to improve overall communications center operations.

Scope of Work

Once a Review request contract is received, the agency and APCO Staff will work together to refine and delineate the parameters of the review effort, based upon the Scope of Work (Staff Study for the Whitewater Police Department Communications Center). The Scope of Work (Attachment A) defines areas and components of the



agency's operations will be reviewed. It specifies the targets of the review, the specific documents, processes, equipment and policies that are to be reviewed.

Appendix A provides the listing of the areas the Whitewater Police Department has identified the focus areas for the purposes of this Statement of Work.

The On-Site Visit

Once all documentation is completed and on file, the MAAP reviewer will travel to the agency for a 2 - 3 day on-site visit. Typically this will include a minimum one and a half day meeting with the leadership of all agencies involved followed by a half day meeting with key stakeholders to gather additional information for the final report. During the site visit, all involved parties are brought together for a discussion and review.

The Reviewer(s)

- MAAP Team Members are public safety communications professionals who have gone through an extensive application process to become a MAAP Subject Matter Expert (SME). These individuals must pass a stringent application and review process that requires demonstration of an above average knowledge of the subject matter in their area of expertise
- MAAP reviewers conduct themselves as professionals at all times
- MAAP reviewers will review the policies, procedures, regulations, and personnel of the agency as it relates to the project and as defined in the Scope of Work.
- MAAP reviewers will record all conclusions drawn from the examination of policies, procedures, manuals, regulations and personnel.
- MAAP reviewers avoid becoming involved in any internal conflict, remain neutral and show no bias toward the agency or any employee of the agency.
- APCO and the reviewer(s) will hold all information and data gathered during the review confidential and will only relay, discuss or reveal information to the Agency Point of Contact and the Comm Center & 9-1-1 Services Department Staff.

APCO International's Comm Center & 9-1-1 Services Department



- Before the MAAP reviewer(s) arrives on-site, the Comm Center & 9-1-1 Services Department Staff will take steps to minimize potential for any potential for conflict of interest
- MAAP reviewers will not be assigned to agencies within their own state
- MAAP reviewers are asked to identify any potential conflicts of interest with the agency they have been selected to visit
- The agency will be notified in advance of the identity of the reviewer assigned to their review

The Agency

- The Agency must ensure that the MAAP reviewer shall have access to all relevant, requested or required documents and equipment to be reviewed and inspected
- The Agency will submit to the Comm Center & 9-1-1 Services Department Staff copies of all policy and procedural manuals, regulations, and other documentation as needed within 15 business days of approving the Scope of Work. All submitted files and documentation will be returned to the Agency with the Final Report.
- Any and all costs associated with submission of needed files and documentation to the Comm Center & 9-1-1 Services Department Staff will be the responsibility of the Agency

Final Report

At the conclusion of the evaluation, the MAAP reviewer will prepare a written report. The reviewer will coordinate the preparation of this Final Report and its submission to the Comm Center & 9-1-1 Services Department Staff, within 10 days of the conclusion of the on-site visit, for publication. The objective of the Final Report is to provide the agency with an accurate overview of its operation as defined by the Scope of Work. The Final Report will be objective and concise; however, agency specific issues that influence operational integrity will be identified. The agency should be able to use the Final Report as supporting documentation in accomplishing their goals.

The Final Report will be sent to the designated point of contact of the agency within 30 days following the completion of the on-site visit. After notification and delivery of the



Final Report, the MAAP reviewer will contact the agency to answer any questions they may have regarding the Final Report and to get feedback from the agency.

Confidentiality

All information gathered during the review process will be held in confidence and discussed only with reviewer(s), designated Agency representatives and the Comm Center & 9-1-1 Services Department Staff. MAAP Reviewers remain bound by the policy of confidentiality before, during, and after the review.



Agreement:

By signing below the Agency, MAAP Team Leader and Comm Center & 9-1-1 Services Department Staff agree that only those areas stated in this Scope of Work will be reviewed and included in the Final Report. Any additions or changes to this Scope of Work must be addressed in writing.

Agency Representative Signature

Date

Printed Name

MAAP Team Leader Signature

Date

Printed Name

APCO Representative Signature

Date

Printed Name

**APCO INTERNATIONAL
 MEMBER ASSISTANCE ADVISORY PROGRAM (A MAAP SERVICE)**

Response to Request for Proposals

City OF Whitewater, Wisconsin, Police Department

Communications Center Staff Study

Appendix A

The study will determine and provide recommendations for the appropriate level of staffing (number of employees) required to handle the emergency service needs that includes management of radio, phone and window traffic for the police, fire and rescue personnel that are deployed over a 24 hour period of time, seven days a week.

GENERAL SCOPE OF WORK

The scope of our analysis (including recommendations) encompasses the operations and services provided by the Whitewater Communications Center to include:

1. A comprehensive review of the communications center and reception activity (window traffic) handled by the communications center:
 - a. A review of the current workload and services provided.
 - b. An analysis of the number of calls (radio, phone, window traffic) handled on each shift.
 - c. An analysis of the organizational and supervisory structure of the communications center.
 - d. An analysis of defined services to each of the separate areas of responsibilities; police, UW-police, fire, rescue and provide a percentage of workload dedicated to each entity.
 - e. An analysis of funding sources that could contribute to the communications center that may include the townships, university, etc.
 - f. An analysis of the number of personnel working each shift and the associated span of control that encompasses work allocation to police (city and University), fire, rescue, department of public works and backup for LaGrange fire and rescue.

2. To obtain a comprehensive assessment and meet the objective of the study, the study may include the following activities:

- a. Interview the following personnel:
 - i. City of Whitewater Chief of Police
 - ii. University of Wisconsin-Whitewater Chief of Police
 - iii. City of Whitewater Fire Chief
 - iv. City of Whitewater Rescue Squad Captain
 - v. City of Whitewater Communications Supervisor
 - vi. City of Whitewater Telecommunicators (6 full-time, 1 part-time)
 - vii. City of Whitewater Police Captain
 - viii. City of Whitewater Police Lieutenant
 - ix. City of Whitewater Sergeants (4; includes Detective Sergeant)
 - x. University of Wisconsin-Whitewater Sergeants (3)
 - b. Review the following reference materials:
 - i. City of Whitewater Police Department Annual Report
 - ii. City of Whitewater Police Department Cad and Dispatch recording data
 - iii. City of Whitewater Budget
 - iv. University of Wisconsin-Whitewater Police Services Budget
 - v. Organizational Charts (City and University)
 - vi. Rosters for City police, fire, rescue and DPW and University police and civilian personnel. (All personnel under dispatch span of control) in 1997, in 2008 and in 2012.
 - c. Analysis of radio call statistics in 1997 (consolidation), 2008 (added one part time dispatcher) and in 2012.
 - d. Analysis of current workload and services managed by existing number of Telecommunicators to include:
 - i. Services currently provided; radio traffic, phone management, TIME system, manually activated alarms, weather monitoring and alerts, code red, amber alerts, notifications to gas/electric company, flight for life, requests for paramedic intercept, TDD, etc.
 - ii. Collateral assignments; parking ticket data collection and letters, warrants, sale of bicycle licenses, sale of parking permits, training instructors, etc.
 - e. Enhanced or future services that could be offered; emergency medical dispatch services, Voice over Internet Protocol (VoIP), wireless calls, mapping-GIS, etc.
 - f. Comparison of calls for service that will include Whitewater, Fort Atkinson, Elkhorn, Delavan, Watertown and Platteville (university city).
 - g. Analysis of any other additional data that would be helpful in identifying the necessary staffing level to successfully manage and staff the Whitewater Communications Center.
-



**APCO INTERNATIONAL
MEMBER ASSISTANCE ADVISORY PROGRAM (MAAP SERVICE)
AGREEMENT**

City of Whitewater, WI Police Department

Appendix B

PROJECT COST ESTIMATE

Member Assistance Advisory Program effort is provided for a fee of **\$8,400**. The fee is inclusive of all travel costs for conducting the on-site visit, administrative costs, coordination costs, and production of the final report. This cost is subject to change should the agency reschedule the on-site visit.

PROJECT COST = \$ 8,400.00**

** Cancellation of the review or rescheduling of the on-site visit by the agency will require the agency to reimburse APCO International for all expenses associated with purchased airline tickets and any penalties or fees associated with cancellation or rescheduling

Full payment is due within 30 days after completion of project. The agency will be invoiced by APCO International.

CITY OF WHITEWATER, WI

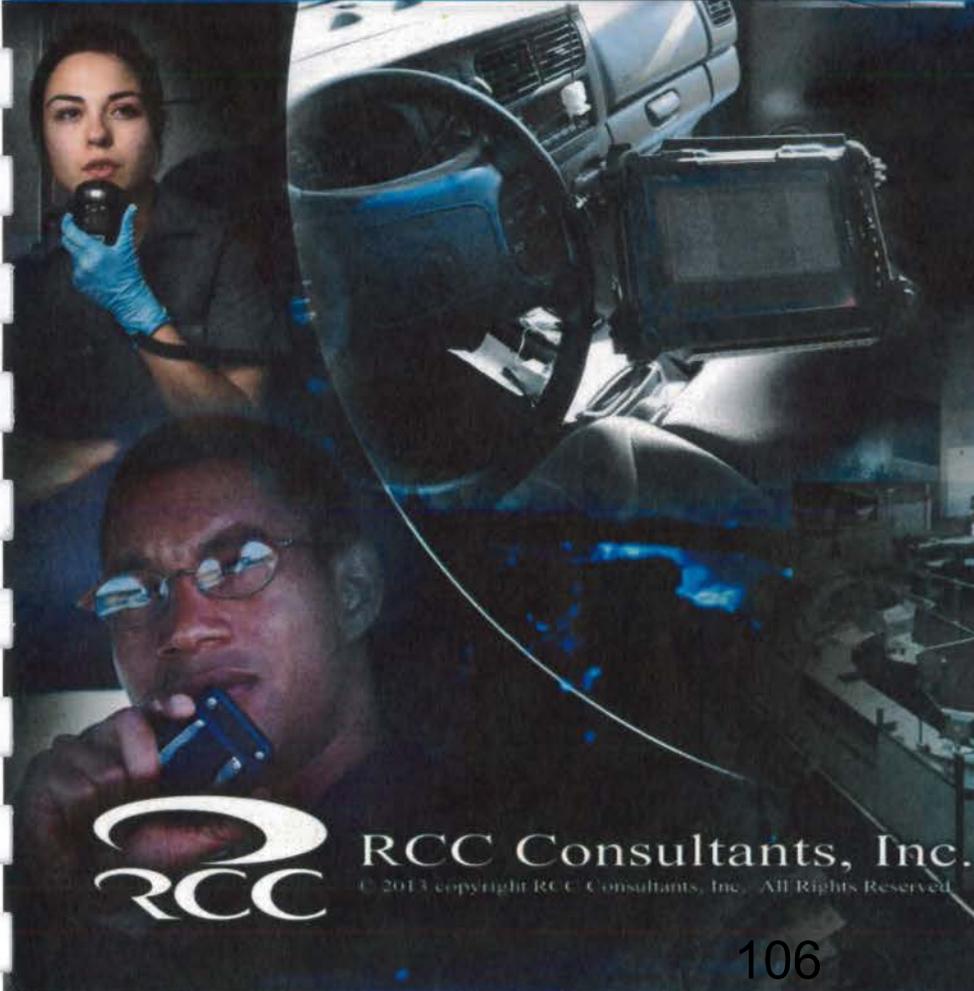
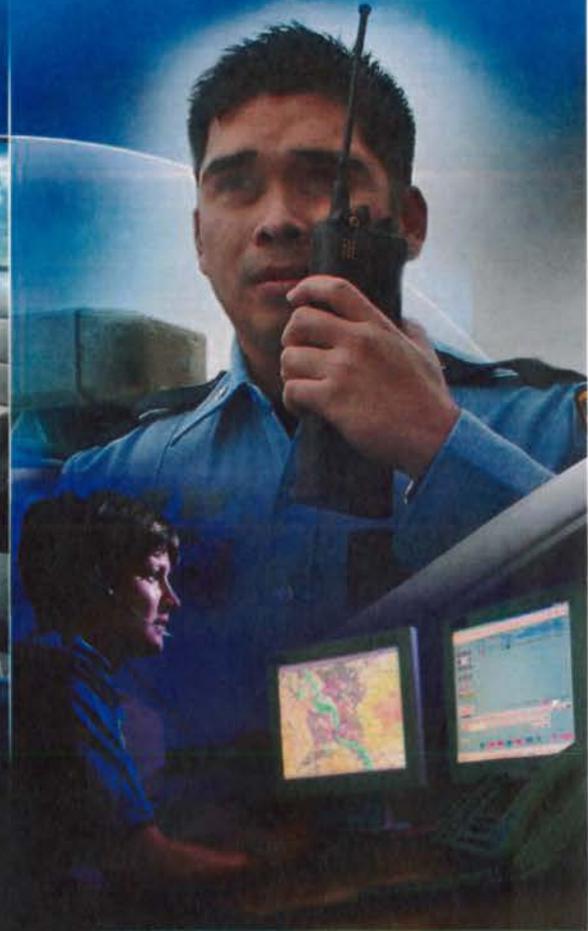
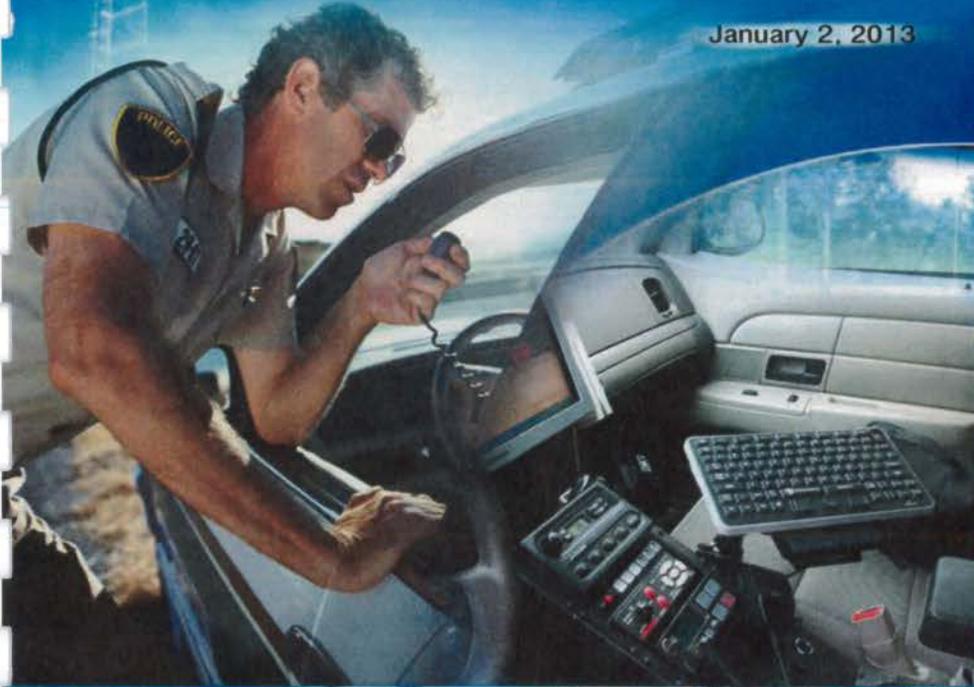
POLICE DEPARTMENT

Proposal for a Staffing Study

C-7



January 2, 2013



RCC Consultants, Inc.

© 2013 copyright RCC Consultants, Inc. All Rights Reserved

**Whitewater Police Department Communications Center Staff Study
2012-2013**

I hereby certify that I am authorized to present this quotation on behalf of the named company and to bind said company to all conditions of this proposal, if accepted by the City.

Company Name RCC Consultants, Inc.

Address 9450 Grogans Mill Road

City/State/Zip The Woodlands, TX 77380

Signature 

Name (print) Gregory A. Munchrath

Title Senior Vice President & Western Division Manager

Telephone No. (281) 999-1441

Fax No. (281) 292-9409

Email Address gmunchrath@rcc.com

Date Submitted January 2, 2013

THANK YOU FOR YOUR PROPOSAL



December 24, 2012

Ms. Lisa Otterbacher
Chief of Police
Whitewater Police Department
312 W Whitewater Street
Whitewater, WI 53190

Dear Chief Otterbacher:

RCC Consultants, Inc. (RCC) is pleased to have the opportunity to respond to your Request for Proposal to perform an operational and staffing study for the Whitewater Police Department. The following proposal will provide a brief overview of RCC, our work plan to complete the study and resumes of the personnel who will be assigned to perform the work tasks.

RCC Consultants, Inc. (RCC) was incorporated in 1983 and for the past 29 years has provided independent wireless, telecommunications, information systems, and facility planning consulting and engineering services to the Public Safety sector. Today, RCC is recognized as a leader in the Public Safety communications consulting industry with unparalleled project experience ranging from small towns and villages to some of the largest cities, counties and states in the U.S. RCC has successfully completed over 4,000 projects for over 1,000 clients, many of which have involved operational and staffing studies for Police Departments..

Our services include, needs assessment, system and personnel operations analysis, vulnerability analyses, Dispatch Center and Emergency Operations Center space planning, systems design, procurement specifications, proposal evaluations, contract negotiation support, business and master planning, FCC licensing, radio interference abatement, system integration and implementation management. We can provide our clients with any level of Public Safety system consulting and engineering services that may be needed from part-time on-call assistance to full-time on-site support from project initiation through final system acceptance testing.

RCC is incorporated in the State of Delaware and is headquartered in Woodbridge, New Jersey. We maintain a professional staff of approximately 120 consultants and engineers nationwide with diverse backgrounds in land mobile radio, mobile and broadband data systems, microwave radio, telecommunications/E-9-1-1 systems, Computer Aided Dispatch (CAD), Records Management Systems (RMS), automatic vehicle location systems (AVL), supervisory control and data acquisition (SCADA) systems, local and wide-area networks, Audio/Visual systems, and space planning for Dispatch Centers and Emergency Operations Centers. Many of our personnel have been police officers, firefighters, and paramedics during their careers.

RCC Consultants, Inc.

9450 Grogans Mill Road • Suite 155 • The Woodlands, Texas 77380 • telephone (281) 999-1441 • fax (281) 292-9409



We appreciate the opportunity to assist you with this important project. Should you have any questions regarding the proposal or the work plan, please contact Mr. Greg Munchrath at (281) 999-1441, extension 122, or by email to gmunchrath@rcc.com.

Very truly yours:

A handwritten signature in blue ink that reads "Greg Munchrath".

Gregory A. Munchrath, P.E.
Sr. Vice President & Western Division Manager

GAM:pmm

cc. Verdetta Hall



Project Work Plan

The following project work plan has been prepared based on our current understanding of the Whitewater Police Department's needs. We would be pleased to discuss the scope of work and consider any changes or updates that the Department feels are needed.

Task 1 – Information Gathering

In order to complete the RFP's Scope of Work, RCC will need to acquire from you the following information and data:

- Number of 9-1-1 Calls for Service, broken down by date/time and subdivided by Wire Line and Wireless calls, including TDD.
- Number of administrative telephone calls answered, broken down by date/time.
- Computer Aided Dispatch (CAD) incidents, broken down by date/time and further subdivided by Whitewater Police, University Police, Whitewater Fire & Rescue Squad (including services to the 6 surrounding Townships), the LaGrange Fire & Rescue Squad and dispatch incidents for the Department of Public Works.
- Number of NCIC Want & Warrant inquiries run by Dispatchers for the Whitewater and University Police, by date/time.
- Estimates, by shift, of the frequency of additional Public Safety activities, including manually activated alarms, weather monitoring and alerts, code red, amber alerts, notifications to gas/electric companies, flight for life requests and incident monitoring, requests for paramedic intercept and any other duties outside normal call taking and dispatch.
- Estimates, by shift, of the number of other duties performed by Dispatchers, broken down by; parking ticket data collection, handling of paper warrants, sale of bicycle licenses, the sale of parking permits, and frequency of dealing with walk-up traffic for various other purposes.

Additional information to be provided for review by RCC:

- A copy of the Police Department's most recent Annual Report;
- A copy of the most recent City of Whitewater Budget;
- A copy of the University of Wisconsin-Whitewater Police Services Budget;
- Organizational Charts (City and University);
- Rosters for City Police, Fire, Rescue, DPW, University Police and Civilian personnel for the years 1997, 2008 and 2012;



- Radio Call Statistics for the years 1997, 2008 and 2012, and
- Calls-for-Service information for Fort Atkinson, Elkhorn, Delavan, Watertown and Platteville.

Task 2 – Review of Dispatch Center Operations and Conduct Staff Interviews

RCC proposes to spend one day in the Center as follows:

- Arrive at the Center at 8:00 AM and spend from then until 10:00 AM performing a physical inventory of equipment, systems and observing operations.
- Beginning at 10:00 AM, conduct a two-hour joint interview of:
 - ◆ City of Whitewater Chief of Police;
 - ◆ University of Wisconsin-Whitewater Chief of Police;
 - ◆ City of Whitewater Fire Chief;
 - ◆ City of Whitewater Rescue Squad Captain;
 - ◆ City of Whitewater Police Captain;
 - ◆ City of Whitewater Police Lieutenant, and
 - ◆ Other management personnel you may wish to include.

The purpose of this interview session is to understand and document management's perspective of Dispatch Center operations, opportunities for improvement and desires for future improved technologies such as; the provision of Emergency Medical Dispatch (EMD) during calls-for-service, improved GIS Data Bases and mapping, large screen video displays in the Center for tracking weather events and other incidents, Mobile Data Communications in vehicles, combined with Automatic Vehicle Location (AVL) and others that may arise during the discussions.

- Beginning at 2:00 PM, conduct a two-hour joint interview of operations personnel to include:
 - ◆ City of Whitewater Communications Supervisor;
 - ◆ City of Whitewater Telecommunicators (as available);
 - ◆ City of Whitewater Police Sergeants (as available), and the
 - ◆ University of Wisconsin-Whitewater Police Sergeants (as available)

The purpose of this interview session is to document operations personnel views towards improving the responsiveness of the Center in handling calls-



for-service, dispatch incidents and the many other activities that are handled today by the Dispatchers. RCC will solicit recommendations for staffing improvements, operational changes and new or improved technologies to support the Center activities.

Written documentation will be provided relating to the issues discussed and staff recommendations provided during the discussions.

Following the interview session with the operations staff, RCC will continue to monitor the Dispatch Center activities and operations until approximately 6:00 PM in order to view after business hours demands on the Dispatch Center staff.

Task 3 – Prepare Draft Report of Findings and Staffing Requirements

Develop a Draft Report describing findings related to Dispatch Center operations and funding mechanisms. The report will include an overview of the Staffing Study methodology that was utilized and RCC's findings and recommendations.

The report will be circulated for one round of comments and requested additions/changes. Once all comments have been received, RCC will incorporate the changes and additions into the Draft Report.

Task 4 – Prepare and submit the Final Report.

Following incorporation of requested modifications to the Draft Report, RCC will prepare and submit three paper copies of the Final Report, along with one electronic copy for use in archiving and printing additional report copies as desired.



Proposed Project Staffing Plan

Gregory A. Munchrath, P.E.

Executive Sponsor

Mr. Gregory Munchrath, P.E., Senior Vice President and Western Division Manager, will serve as RCC's Executive Sponsor for the project. He will oversee the work products and RCC staffing for a timely completion and delivery of the work products.

Mr. Munchrath has over 30 years of experience in similar Public Safety projects and has managed many studies and reports on Public Safety facilities. He has seven years of operational Public Safety Communication Center experience and has extensive experience in the Public Safety Communications arena. His resume is provided in the following pages.

S. Verdetta Hall

Project Manager

Mr. S. Verdetta Hall, ENP is a Director within RCC and will serve as Project Manager and will perform the Dispatch Center facility review and conduct the personnel interviews. Mr. Hall has over 40 years of telecommunications experience, with the past 25 years dedicated to development of Dispatch Centers and Emergency Operations Centers. He has worked on the design and implementation of over 70 PSAP's and EOC's in the United States.

Mr. Halls' resume is provided on the following pages.

Clint Huggins, P.E., ENP

Staffing Study Manager

Mr. Clint Huggins, P.E., ENP, is a Senior Communications Engineer with RCC and will perform the Staffing Analysis to be included in the report. Mr. Huggins has over 14 years of experience in developing analyses and systems for Public Safety Centers. He has developed staffing plans for a number of centers throughout the United States.

He has been working most recently on the design of Emergency Services Internet Networks (ESInet) to support "Next Generation 9-1-1 Systems" for the states of Massachusetts and Kentucky. Detailed traffic analysis was required in the planning for those networks.

Mr. Huggins' resume is provided in the following pages.

Additional Support Staff

Should additional staffing be required to complete the project, personnel with appropriate experience would be assigned from RCC's bench of 120 full time personnel.



Team resumes are provided in the following pages.



Gregory A. Munchrath, P.E. Senior Vice President & Western Division Manager

Mr. Munchrath is responsible for operations and management of RCC's Western Division and assisting RCC clients in the areas of mobile voice and data communications systems. He provides executive sponsorship, supervision and coordination of Western Division projects and consulting staff. Client services include needs assessment, system design, FCC licensing, development of system specifications, proposal evaluation, implementation assistance and acceptance testing of conventional or trunked land mobile radio systems, mobile data systems, paging systems, and communication control centers. Mr. Munchrath joined RCC in 1990 and has over 30 years experience in the planning, design and implementation of public safety wireless communications systems. He also has 7 years of EMS dispatch and communications experience.

Selected Project Experience

- **City of Houston, TX Strategic Wireless System Study** – Served as RCC's Executive Sponsor and an engineer for the development, procurement, and implementation of the City of Houston's new citywide 700 / 800 MHz trunked Project 25 Phase II radio system to support over 20,000 City of Houston two-way radio users. The new \$130 million system will replace all of the City's aging 20 year old communication systems currently in place.
- **Jefferson County, TX** – Served as one of RCC's consultants involved in the development, procurement and implementation of a new countywide 800 MHz trunked radio system for all County agencies. The system was completed just before the arrival of Hurricane Rita which was the fourth-most intense Atlantic hurricane ever recorded and the most intense tropical cyclone ever observed in the Gulf of Mexico. Despite severe storm damage in Jefferson County, the new radio system survived the storm and worked quite well.
- **Galveston County, TX** – Planning, design, procurement, implementation and acceptance testing of a new shared Countywide simulcast 800 MHz trunked radio system supporting all Public Safety agencies within Galveston County. The system supports three major dispatch facilities, 45 agencies, and 3,500 users.
- **City of San Antonio & Bexar County, TX** – Planning, design, procurement, and implementation support for a new Countywide 800 MHz digital trunked radio system supporting 6,000 City and County users. Facilitated joint City and County participation that reduced system cost and improved the delivery of Public Safety services to San Antonio and Bexar County.

Previous Experience

Coopers & Lybrand, Management Consulting Services – Managing Consultant

Conducted all two-way radio, microwave, paging, and mobile data projects on a nationwide basis. Selected clients include the Cities of Indianapolis and Boston; Airborne Express; and the Houston Metropolitan Transit Authority.

Communications System Management, Inc. – Senior Engineer

Responsible for system design and implementation of radio communications projects primarily in the energy industry. Major clients included: Gulf Oil Communications Company, Inc. and Exxon Company USA.

Acadian Ambulance Service, Inc. – Served as EMS Dispatcher and Night Shift Operations Manager for the 14 parish AASI service Area.

Technical Expertise

- VHF, UHF, 800 Conventional and Trunked Systems
- Mobile Data Systems
- Microwave
- SCADA
- Lightning Protection and Grounding

Industry Experience

- Public Safety
- Transportation
- Utilities
- University

Education

- University of Louisiana, Bachelor of Science in Electrical Engineering (BSEE)

Affiliations, Awards, & Certifications

- Registered Professional Engineer, Texas
- Professional Designer/Inspector of Lightning Protection Systems, Lightning Protection Institute

Presentations & Publications

- *City of Houston P25 Phase 2 System Procurement; Mission Critical Communications* Magazine, March 2012
- *City of Houston P25 System Procurement Presentation, APCO National Conference, 2010*
- *Kansas City, MO Solves Serious Radio Communications System Problems, RCC 2002 Industry Report*





S. Verdetta Hall, ENP Director

Mr. Hall is responsible for design of Public Safety communications systems, dispatch facilities design and systems implementation. He is experienced in Enhanced 9-1-1 network operations and PSAP equipment (incl. "Next Gen"); dispatch center space planning and console furniture design; digital PBX systems; Automatic Call Distribution systems; LAN/WAN data networks; single and multi-mode fiber; in-building integrated voice/data networks; and cable plans for large campus environments. He has served as Project Manager for design and installation of E9-1-1 systems, Computer Aided Dispatch, Mobile Data Communications, 800 MHz Trunked Radio, and Microwave systems. Mr. Hall joined RCC in 1990 and has more than 40 years experience in communications systems.

Selected Project Experience

- **Oswego County, NY** – Design of consolidated Dispatch Center supporting 44 State/County/City agencies. Included space plan, and specifications for dispatch console furniture, Enhanced 9-1-1 equipment, CAD system, voice logger and 6-site Countywide 800 MHz trunked radio system. Also provided mapping and rural addressing for MSAG development.
- **Fairfax County, VA** – Space plan and furniture specifications for 96-position PSAP. Detailed designs and space plans for 4000 sf Equipment Gallery. Design and implementation of custom built furniture for 80 seat EOC.
- **City of Atlanta, GA** – Design and implementation of 53,000 sq. ft. consolidated Police/Fire dispatch center and EOC for the Summer Olympics. Included design of console furniture, E9-1-1 system, ACD, CAD, Mobile Data and 800 MHz trunked radio system with 4200 users.
- **State of Arizona** – Review of systems in 104 PSAP's, current legislation, and State 9-1-1 Office operations. Developed recommendations for equipment upgrades and funding requirements to support Wireless Phase I & II E9-1-1.

Previous Experience

Coopers & Lybrand, Management Consulting Services Division (now Price Waterhouse Coopers) – Director of Telecommunications Consulting Practice Management and quality assurance of major industry and Public Safety consulting engagements throughout the United States. Design of E9-1-1 systems and PSAP's.

Communications Corporation of America – VP & General Manager
Responsible for marketing, design and installation of large digital PBX systems.

American Telephone Management Institute, Inc. – President

Directed and participated in telecommunications consulting activities to such clients as Texaco, Pennzoil, Continental Airlines and Hunt-Wesson Foods.

Southwestern Bell Telephone Company – Manager, Communications for NASA Manned Spacecraft Center (now Johnson Space Center) - Houston

Responsible for design and implementation of communications systems, voice and data networks, and equipment in Mission Control that was used to control Manned Space Flight from Houston. Employed at MSC from initiation of construction through Mercury, Gemini and first three Apollo launches.

Technical Expertise

- E9-1-1
- Computer Aided Dispatch
- Mobil Data
- PBX and ACD
- Conventional & Trunked Radio
- Fiber Optics
- LAN/WAN
- Microwave
- Communications Center Space Planning & Design

Industry Experience

- Public Safety
- Transit/Transportation
- Utilities
- Education

Education

- University of Houston, BS
- Southern Methodist University, Dallas, TX, Post Graduate – Data Communications
- USAF, Radio Site & Cable Plant Design

Affiliations, Awards, & Certifications

- APCO
- NENA - ENP
- ENTELEC

Presentations & Publications

- "The Wireless 9-1-1 Network" *NENA News*
- "Update on Public Safety & Wireless 9-1-1" *Public Management Magazine*
- "Planning & Budgeting for a New Dispatch Center" *APCO Bulletin*





Clint Huggins, P.E., ENP

Senior Communications Engineer – Public Safety Information Systems

Mr. Huggins is responsible for consulting and engineering projects involving the management, design, procurement, and implementation of communications and information technology systems including E9-1-1, computer aided dispatch, records management systems, mobile data systems, microwave radio systems, PBX systems, structured cabling systems, and audio/visual systems.

Mr. Huggins has more than 14 years experience in needs assessment, traffic analysis, staffing analysis, systems design, procurement document generation, bid/proposal evaluations, implementation management, and acceptance testing.

Selected Project Experience

- **Genesee County, MI** - Provide project management and technical consulting services to the Genesee County 9-1-1 Consortium in support of their procurement of CAD/RMS/JMS/MDCS systems to provide Data Communications System components for 53 Police and Fire agencies within Genesee County. Project tasks performed included data collection surveys and interviews, needs analysis, systems alternatives report, RFP preparation, proposal evaluations, vendor recommendations, contract negotiations, and system implementation management.
- **Leon County, FL** - Provided technical consulting services to the County in support of their procurement of a Sheriff's Office 9-1-1 CPE for five PSAP locations. Project tasks performed included data collection surveys and interviews, RFP preparation, proposal evaluations, vendor recommendations, contract negotiations, and system implementation management.
- **Sussex County, NJ** - Conducted a comprehensive E9-1-1 PSAP and Dispatch Center Consolidation study that included six autonomous 9-1-1 centers. Performed services included determining overall operational cost savings for dispatch operations, assessed improved interoperability among agencies in a consolidated environment, provided a staffing analysis for call taker and dispatch operations in a consolidated facility, and conducted research of new and pending staffing recommendations within the State of New Jersey (OETS) for minimum PSAP staffing in order to be compliant with APCO and OETS guidelines. Contract add-on increased SOW to include analysis of the existing RF system propagation for possible reallocation of the various radio systems operating on both VHF and UHF channels.
- **Los Angeles County, CA** - Provide technical consulting services in support of a Public Safety Data Communications System (CAD/RMS/MDCS/AVL) procurement for LA County Sheriff Office and Fire Department. Performed services include the development of a Comprehensive Long Range Plan for a multiyear system acquisition, Alternatives Analysis, Cost Analysis, and Procurement Specifications. As part of the needs assessment, RCC was fundamental in bringing the Sheriff and Fire Departments to agree that a joint solution was both workable and in each of the agency's best interests.

Previous Experience

OMNICOM, Inc. (acquired by RCC Consultants) – Communications Engineer

Responsible for engineering projects involving the design, procurement, and implementation of communications and information technology systems including computer aided dispatch, records management systems, mobile data systems, microwave radio systems, PBX systems, structured cabling systems, and audio/visual systems.

Technical Expertise

- E9-1-1 Systems
- Computer Aided Dispatch
- Records Management Systems
- Jail Management Systems
- Mobile Data Systems
- PBX Systems
- Structured Cabling Systems
- Microwave Radio

Industry Experience

- Public Safety
- Government
- Utilities

Education

- Florida State University, BSEE
- Gulf Coast Community College, FL – AS Electronics Technology

Affiliations, Awards, & Certifications

- Certified Professional Engineer (FL #62424)
- Certified NENA Emergency Number Professional
- IEEE Senior Member
- APCO Member

Publications

- IEEE Guide for Microwave Communications System Design, Procurement, Construction Maintenance, and Operation Standard (Working Group Member 1996)





Professional Fees and Expenses

RCC's cost estimate for this project is based upon our current understanding of the project and upon the scope of work outlined in the enclosed Work Plan. The City may elect to increase or decrease the scope of work proposed, at which time the final contract price shall be adjusted accordingly.

Payment Schedule

RCC proposes to provide a progress-billing invoice at the end of the first month of the project. Subsequent progress billings will be submitted monthly based on the work undertaken during that month. Payments are due within thirty (30) days of invoice. Payments not paid within 30 days will be assessed a late fee of 1.5% per month.

Change Orders & Reimbursable Expenses

Should the Department, at any time during the project, desire services that are outside the agreed upon scope of work, RCC will prepare a quotation outlining the estimated effort, resources required, and cost for the requested service. Upon receiving proper approval of the quotation, RCC will provide the desired services at the agreed upon cost.

Anticipated expenses necessary for the execution of the project have been estimated as part of RCC's cost estimate. Expenses can include lodging, meals, airfares, rental equipment, rental vehicles, highway mileage at the most current federal mileage rate, printing, inordinate copying costs, and shipping. Air travel if necessary, will be by standard coach and advanced air fare discounts will be sought when practical.

Pricing Assumptions

General

- Cost estimates are based on the Scope of Work and number of trips (1) defined in this document. This may be adjusted by agreement by both parties if additional hours are needed and or the scope of work is modified.
- This cost estimate shall remain valid for ninety (90) days from the date of this proposal.
- Hourly rates for professional fees beyond the scope of work will be based on RCC prevailing standard rates.
- RCC will submit all written deliverables for a single comment and review cycle.
- In order to be more responsive to The City's needs, RCC respectfully reserves the right to move project time, professional fees and expenses between project tasks as needed to complete the scope of work, as long as the total amount billed to the City does not exceed the total contract amount for fees and expenses.



- Additional terms and conditions are subject to the RCC Consultant's Services agreement.

Professional Fees and Expenses

Professional fees for the Staffing Study will not exceed \$18,500.00. Anticipated out-of-pocket expenses for travel and lodging will not exceed \$2,500.00 for the scope of work outlined in this proposal.

COMMUNICATIONS CENTERS STAFFING AND SYSTEMS CONSULTING

More than 240 million 9-1-1 calls are handled by communications center personnel each year. Combined with the significant number of non-emergency calls that also come in, communications centers are busy places.

To ensure citizens receive the help they need, when they need it, communications centers must have the right number of trained personnel on staff, at the right time, with immediate access to mission-critical systems.

RCC Consultants can help you set up your communications center for success.

For more than 25 years, RCC has helped public safety agencies manage their staffing needs and essential voice, data and video systems. We understand a communications center's unique needs, from emergency response expectations to handling non-emergency calls in a way that does not take away from emergency requests. We provide:

STAFFING CONSULTING

- Staffing Requirements
- Personnel Planning
- Call Load Forecasting
- Policies and Procedures Development
- Training and Development
- Governance Models and Service-Level Agreements
- Adherence to P.01 and NFPA Standards
- Preparation for CALEA Accreditation

SYSTEMS CONSULTING

- E9-1-1 and NG9-1-1 Systems and Equipment
- Wireless Location Accuracy
- CAD, RMS, MIS and MDCS
- Radio Dispatch Console Systems
- Logging Recorder
- Master Time System
- Wireless In-Building Coverage (Neutral Host and In-Building Antennas)
- Telephone/VoIP Systems
- Audio Visual Systems
- Access Control, Video and Alarm Systems
- Building Public Address Equipment
- Emergency Power and UPS Systems
- Wired/Wireless Networking Systems

RCC also assists communications centers with:

- Facility Design
- Space Planning
- Console and Equipment Requirements
- Consolidation Planning
- Wireless Location Accuracy

STAFFING AND SYSTEMS CONSULTING

For your communications center to perform at its best, you need to have the right number of trained staff to answer the calls, and the right systems to support them. RCC can help ensure your center is set up for peak performance.

THE RIGHT STAFFING

RCC's consultants can help you determine your staffing needs, based on recommended APCO, NFPA and P01 industry standards. We'll conduct a staffing study to help you consider:

- *How many calls your center takes (actual and forecast)*
- *How many calls a calltaker could and should take*
- *How many units a dispatcher can manage*
- *Emergency vs. non-emergency call handling processes*
- *The level of service the communities or public safety agencies expect*

After a staffing study is complete, RCC can help you create a plan to staff your center in the most effective way. Communications centers have historically experienced high turnover and frequent vacancies, and we'll help you develop processes and performance measures, along with training, to benefit and retain your teams.

THE RIGHT SYSTEMS

If your communications center has the right staffing allocation but your systems can't support their needs, your staff won't be able to efficiently dispatch emergency personnel. RCC offers planning, design and implementation services for your mission-critical systems, including Computer Aided Dispatch, Records Management Systems and Geographic Information Systems. Our experts have experience with every system manufacturer, and have helped implement computer-aided systems for hundreds of clients. We also offer a full range of consulting services for your communication center's E9-1-1 and telephony needs.

COMSITE^{9-1-1e}

With RCC's Comsite9-1-1e software, you can determine the location data accuracy of wireless E9-1-1 calls coming into your center. The software enables you to perform periodic checks to ensure wireless callers receive the same high quality of service that wired users receive. RCC Consultants can provide outside, independent verification of your wireless location accuracy, meeting both FCC and APCO standards.

WHY CHOOSE RCC?

RCC will work with you to ensure your communications center staffing and systems needs are met, today and tomorrow. We differentiate ourselves in three key areas:

EXPERIENCE

For more than 25 years, RCC has focused on helping local governments and public safety agencies meet their E9-1-1 and Communications Systems needs. We have helped communications centers big and small determine the proper staffing approach, and designed the systems to support them.

TECHNOLOGY

RCC's teams have direct operational experience in E9-1-1, information and communications systems. They are trained in all manufacturers' systems, and use the latest technologies to maximize return on investment for our clients.

INDEPENDENCE

RCC is completely neutral, unbiased and independent, focused only on providing the best custom solution for you.

RCC Consultants – Supporting the public safety community for more than 25 years.



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COMMUNICATIONS CENTERS FACILITY AND SYSTEMS CONSULTING

As the critical link between citizens in need and emergency responders, communications centers must operate 24/7/365, and be prepared for activity levels to spike in an instant. Providing these critical life safety services requires a well-planned and organized center.

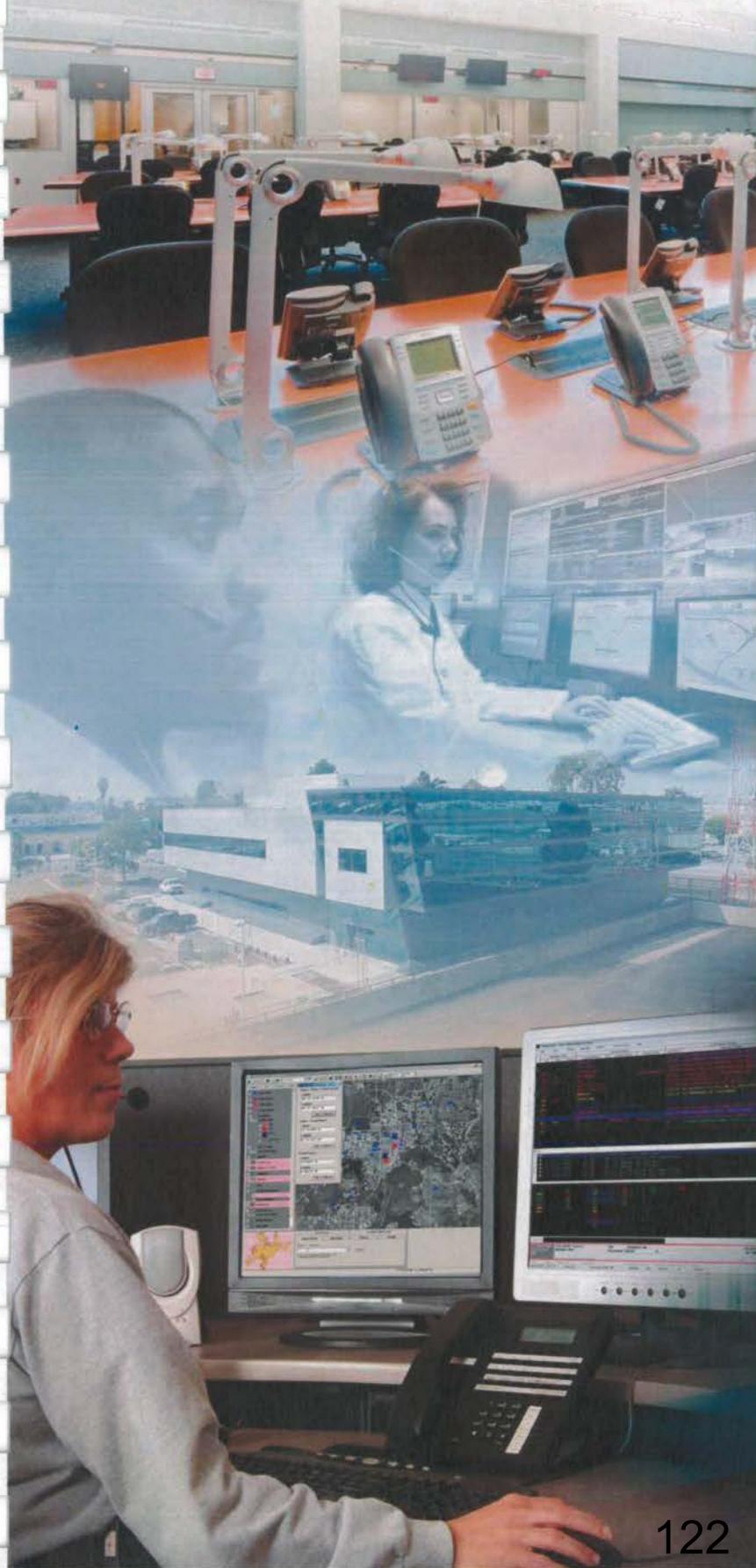
Designing a center that is disaster-ready means that it will operate when you need it to. It means building the center right the first time, with room to grow. When you're building or renovating your mission-critical facility, be sure to turn to a company that understands your center from a 360° perspective.

RCC Consultants, with more than 25 years of proven experience, is the company to turn to. We work with your architects to ensure the facilities, consoles, systems and technology best meet your needs. We provide these expert consulting services for your communications center build or renovation:

- *Strategic Planning*
- *NG9-1-1 Migration Planning*
- *Operational and Staffing Analysis*
- *Requirements and Needs Assessment*
- *Space Planning*
- *Console and Equipment Requirements*
- *Facility Design*
- *Technology Recommendations and Selection*
- *Interoperability Planning*
- *Redundancy and Backup Planning*
- *Contract Negotiations*
- *Procurement Support*
- *Implementation Management*
- *Vendor Management*
- *Cutover Support*

RCC also assists communications centers with:

- *Staffing and Training*
- *Policies and Procedures*
- *Governance Models*
- *Consolidation Planning*
- *Wireless Location Accuracy*
- *Next Generation 9-1-1*



FACILITY CONSULTING

- Detailed Space Planning and 3-D Visualization
- Equipment and Dispatch Room Design
- Construction and Equipment Budgets
- Construction Management
- Architectural Design Support
- Antenna Tower Design and Construction
- Structured Cabling
- Radio System Planning
- Site Evaluations and Site Plans
- UPS and HVAC Loading Computations
- ADA Compliance Guidance
- Green Building Certification Institute (GBCI) Planning
- Crime Prevention Through Environmental Design (CPTED) Planning
- Lightning Protection Systems
- Grounding Systems
- Acoustics Planning

SYSTEMS CONSULTING

- E9-1-1 and NG9-1-1 Systems and Equipment
- Wireless Location Accuracy
- CAD, RMS, MIS and MDCS
- Radio Dispatch Console Systems
- Logging Recorder
- Master Time System
- Wireless In-Building Coverage (Neutral Host and In-Building Antennas)
- Telephone/VoIP Systems
- Audio Visual Systems
- Access Control, Video and Alarm Systems
- Building Public Address Equipment
- Emergency Power and UPS Systems
- Wired/Wireless Networking Systems

WHY CHOOSE RCC?

RCC will ensure your new or renovated communications center meets your needs, today and tomorrow. We differentiate ourselves in three key areas:

EXPERIENCE

RCC's engineers have designed and planned communications centers ranging from two positions to 100. We know you want your investment to last, so we design your space plan to give you the flexibility to grow in the future, and to upgrade without affecting operations.

TECHNOLOGY

Our broad range of technical expertise includes the design, planning, implementation and integration of the critical systems for a communications center. Our consultants are trained and experienced in all manufacturers' systems.

INDEPENDENCE

RCC is completely neutral, unbiased and independent, focused only on providing the best custom solution for you. We can work with your local architects, or recommend other firms that have extensive communications center experience.

RCC Consultants – Supporting the public safety community for more than 25 years.



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COMMUNICATIONS CENTERS CONSOLIDATION PLANNING SERVICES

If your agency is looking for a more strategic approach to dispatch and emergency operations, consolidation may be the answer.

Consolidation – either virtually or brick-and-mortar – can provide greater interoperability, stronger redundancy and more strategic disaster recovery preparedness. It can also offer improvements in both service quality and cost performance through the advantages of economies of scale.

But creating a strategy for consolidation is no easy task. It requires a unique combination of proven experience, reliable technical resources and a commitment to understanding how public safety agencies and communications centers operate. By partnering with a consulting firm who can provide these qualities, you will receive the consolidation solution that best meets your needs.

RCC Consultants has helped public safety agencies around the country determine their consolidation needs.

We provide expertise not only in the design and planning for the technology, facilities, consoles and systems of a consolidated center, but also the business case and analysis of whether consolidation is the right path for your agency. RCC's services support the full range of consolidation processes, including:

CONSOLIDATION FEASIBILITY

- Identifying requirements of all agencies
- Analyzing personnel, system and equipment needs
- Conducting feasibility studies

DETAILED PLANNING

- Forecasting staff needs
- Preparing governance and funding models
- Developing policies and procedures

ORGANIZATIONAL AND FACILITY DESIGN

- Designing space plan, consoles and systems
- Developing performance and quality metrics
- Planning and managing implementation and migration

IS CONSOLIDATION RIGHT FOR YOU?

Consolidating services or communications centers can have many benefits, including:

- Improved interoperability among agencies
- Improved performance
- Cost savings with greater economies of scale
- A larger, more fully dedicated staff pool
- Standardized and enhanced training
- Reduced call-processing time
- A more rapid and efficient migration to new technologies

But consolidation isn't for everyone. Before choosing it, you need to carefully consider how it would affect your jurisdiction. Conducting a serious study into the feasibility of consolidation will help you understand the benefits and concerns for your agency.

RCC can help determine whether consolidation is right for you.

We have performed many E9-1-1 consolidation feasibility studies, and we have the expertise to understand not just the numbers but also the effects on related systems and personnel.

COMMUNICATIONS CENTER CONSULTING SERVICES

In addition to our consolidation planning services, RCC helps communications centers with:

- Staffing and Training
- Policies and Procedures
- Video, Voice and Data Systems
- Wireless Location Accuracy
- Next Generation 911
- Facility Design and Planning

WHY CHOOSE RCC?

RCC will ensure your consolidation plan or feasibility study meets your needs, today and tomorrow. We differentiate ourselves in three key areas:

EXPERIENCE

For more than 25 years, RCC has focused on helping local governments and public safety agencies meet their E9-1-1 and Communications Systems needs. We have designed regional, multi-city and intra-county consolidations for municipalities big and small.

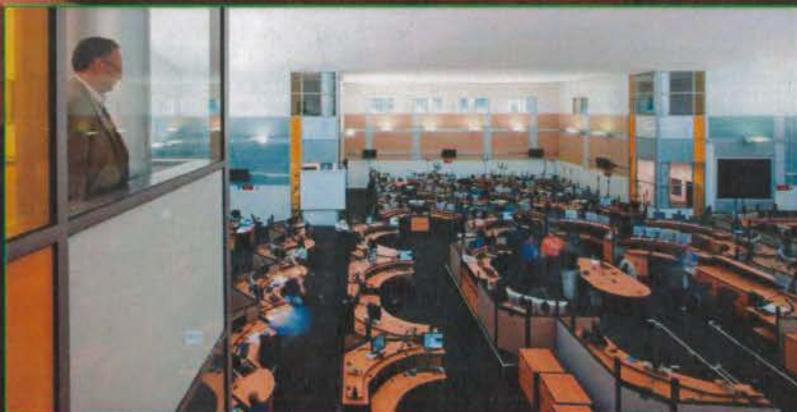
TECHNOLOGY

RCC's teams have direct operational experience in E9-1-1, information and communications systems. They are trained in all manufacturers' systems, and use the latest technologies to maximize return on investment for our clients.

INDEPENDENCE

RCC is completely neutral, unbiased and independent, focused only on providing the best custom solution for you.

RCC Consultants – Supporting the public safety community for more than 25 years.



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NEXT GENERATION 9-1-1 CONSULTING SERVICES

More than 80% of American adults have cell phones, and nearly 7 out of 10 use them to text. Along with an increase in usage of email, social networking and voice-over-internet protocol (VoIP) telephony, such as Skype and Vonage, Americans are becoming more reliant every day on mobile, dynamic communications.

But the nation's current 9-1-1 systems are not prepared to handle these types of communications. The existing systems cannot process the text messages, data, images and streaming video that are increasingly common in personal communications. These systems also lack the capability to provide the significant benefits to first responders that these technologies offer, from real-time data sharing to flexibility in routing calls among PSAPs, municipalities and states.

That's why PSAPs need to start planning now for the evolution to Next Generation 9-1-1, or NG9-1-1. Moving from an analog, telephone-based system to a digital, IP-based emergency communications system will have significant impacts on the resources, personnel, processes, systems and functionality of a PSAP. The best way to ensure you are prepared is to partner with an expert in NG9-1-1.

RCC has been a leader in NG9-1-1 since its inception. Our staff has direct technical and operational experience with public safety dispatch, and has served in leadership positions on the committees setting the standards for NG9-1-1. We can help states, regions and local agencies plan, design, procure and implement systems that provide the most comprehensive solutions designed specifically for your needs.

RCC can help you with:

- *Feasibility Studies*
- *Strategic Planning*
- *Transition Planning*
- *Call Traffic Forecasting*
- *Staffing Analysis*
- *System Design/Specification*
- *IP Network Design*
- *Data Normalization*
- *Procurement Support*
- *Implementation Management*
- *Grant Support*

BROAD NEXT GENERATION 9-1-1 EXPERTISE

RCC has assisted clients across the country with their Next Generation 9-1-1 needs. Recent projects include:

Commonwealth of Kentucky: RCC developed a statewide NG9-1-1 plan for Kentucky and is assisting in the design, procurement and implementation of a Statewide Emergency Services IP-Enabled Network (ESInet). We also prepared the grant application to secure funds for the implementation of the ESInet.

Commonwealth of Massachusetts: RCC is developing a design plan to upgrade the statewide GIS system, create a statewide ESInet and migrate 272 PSAPs to NG9-1-1 compliance with proposed i3 standards.

State of Oregon: RCC is providing technical support in preparing for the transition to NG9-1-1. This project takes the existing Frame Relay network and advances it into the next phase of emergency call taking.

Charleston County, South Carolina: RCC is helping design a countywide ESInet to facilitate information sharing and prepare the County for NG9-1-1. Our work ensures that the design will support current and future County requirements.

Real-World Experience You Can Count On

Our NG9-1-1 experts have real-world technical and operational experience. Many have run or worked in communications centers, including dispatch positions, and hold certifications as Emergency Number Professionals (ENP), Project Management Professionals (PMP) and Geographic Information System Professionals (GISP).

Additionally, our staff serves on many industry committees dedicated to public safety communications standards related to telecommunications, including the National Fire Protection Association Data Exchange Committee, IJIS Public Safety Technology Standards Committee, NENA Technical Committee for i3 Standards and NENA Development Steering Council.

How Will the National Public Safety Broadband Legislation Affect Your 9-1-1 Systems?

Watershed legislation was signed into law in February that paves the way for a nationwide public safety wireless broadband network. The network will provide the infrastructure for NG9-1-1 systems, and states, regions and localities need to start planning now to make the systems work for them.

RCC is in a unique position to help our clients take advantage of broadband. Not only do we have more wireless broadband consulting experience than most firms, but we can provide special insight because our staff has been in leadership positions on many of the committees that influenced the new law and future standards. These include the APCO Broadband Committee, the FCC 700 MHz National Coordination Committee and the NPSTC Broadband Working Groups. Call RCC today at 800.247.4796 to learn more.

WHY CHOOSE RCC?

RCC will help you plan and implement NG9-1-1 systems that meet your needs, today and tomorrow.

We differentiate ourselves in three key areas:

EXPERIENCE

For nearly 30 years, RCC has focused on helping local governments and public safety agencies meet their communications needs. With more than 4,000 successful projects, our teams are some of the most experienced in the industry, and use the latest technologies to maximize return on investment for our clients.

TECHNOLOGY

Our broad range of technical expertise includes the assessment, planning, design, procurement and implementation of everything your agency will need to take advantage of NG9-1-1 and broadband technologies.

INDEPENDENCE

RCC is completely neutral, unbiased and independent, focused only on providing the best custom solution for you.

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C3 TRAINING AND EXERCISE SOLUTIONS TEAM



Command. Control. Communications.

When coordinating the response to a major incident, quickly establishing command, control and communications is essential. RCC's Command, Control and Communications Training and Exercise Solutions Team (C3TEST) helps emergency responders plan for and practice these critical skills.

C3TEST helps agencies create a holistic, multi-year program to improve capabilities related to command, control and communications (C3). We provide support to achieve interoperability along the lanes of the SAFE-COM Continuum – Governance, SOPs, Technology, Training and Exercises, and Usage – as well as satisfying the National Emergency Communications Plan (NECP) Goals 2 and 3.

Using HSEEP, NIMS, ICS, COML Practices

We support agencies through the entire incident management planning lifecycle – from creating or updating interoperable communications plans to testing the plans with tabletop and full-scale exercises, to re-evaluating and updating governance plans, SOPs and MOUs each year. All members of C3TEST are certified in NIMS, ICS, COML and HSEEP, and most have first-responder experience.

Helping Cities, Counties, Regions and States

Every public safety agency in the country has to be prepared for a disaster and be ready to coordinate response-level emergency communications quickly. But every agency has its own unique needs and challenges. That's why we create custom solutions using proven methodologies for our clients. C3TEST works with clients of all sizes, from small rural counties to regional councils of government.

C3TEST can help you with:

- Preparedness and Response Planning and Coordination
- Governance Strategies and Structures
- Standard Operating Procedures (SOPs)
- Concept of Operations Plans (CONOPS)
- Statewide Communications Interoperability Plan (SCIP) Updates
- Regional and Tactical Interoperable Communications Plans (RICP, TICP)
- HSEEP-Compliant Training and Exercises
- Budget Planning and Grant Funding

ENSURE YOUR TEAM IS PREPARED THROUGH HSEEP-COMPLIANT EXERCISES

C3TEST helps agencies design, conduct and evaluate all forms of HSEEP-compliant exercises, including tabletop, full-scale and functional exercises. Because HSEEP-compliant exercises are required in all cases where the activity is funded by federal grant dollars, we can help you ensure grant compliance.

Tabletop Exercises A tabletop exercise is a discussion-based simulation of a hypothetical, but realistic, emergency scenario that is used to assess plans, policies and procedures or to assess the systems needed to guide the prevention of, response to, and recovery from a defined incident.

Functional Exercises A functional exercise simulates the reality of operations in a functional area by presenting complex and realistic problems that require rapid and effective responses by trained personnel in a highly stressful, time-constrained environment. Movement of personnel and equipment is simulated.

Full-Scale Exercises A full-scale exercise is a multi-jurisdictional, multi-disciplinary exercise conducted in real time, in a time-constrained environment, that involves the actual mobilization of resources and assets in response to a simulated incident. Full-scale exercises present complex and realistic problems.

C3TEST IN ACTION

Fresno, CA and Central Planning Area: Conducted a tabletop exercise using a head-on train collision to validate a CONOPS, incident management and interoperability capabilities, and requirements for seven counties.

East Texas Council of Governments: Conducted tabletop and full-scale exercises using a CBRNE MCI scenario to test C3 capabilities and validate NECP Goal 2 for more than 300 participants from 14 counties and state and federal agencies.

Tampa Bay Regional Domestic Security Task Force (Region 4): Conducted a functional exercise to test incident management, interoperability, and NECP Goal 2 using a Category 5 hurricane scenario with more than 150 participants from local, state, federal agencies and NGOs.



WHY CHOOSE RCC AND C3TEST?

RCC and C3TEST will work with you to ensure your agency's interoperability needs are met, today and tomorrow.

We differentiate ourselves in three key areas:

EXPERIENCE

We understand interoperability and field operations from the agency's perspective, because many of our staff were first responders. Our teams have DHS and FEMA certifications in the Incident Command System (ICS), National Incident Management System (NIMS), Communications Unit Leader (COML) and the Homeland Security Exercise and Evaluation Program (HSEEP).

KNOWLEDGE

Our teams have direct operational experience in the SAFECOM Continuum, two-way voice and data systems, communications centers, E9-1-1 and information systems. We are trained in all major manufacturer's systems, and use the latest technologies to maximize return on investment for our clients.

INDEPENDENCE

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