

**CITY OF WHITEWATER  
COMMON COUNCIL AGENDA**

Common Council Meeting  
Tuesday, November 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**

CA-A	Approval of Payment of Invoices Processed thru 10/30/2013
CA-B	Acknowledgment of Receipt and Filing of the Following: <ul style="list-style-type: none"> <li>• Plan and Architectural Review Commission Minutes of 9/9/2013</li> <li>• Parks &amp; Recreation Board Minutes from 7/29/13, 8/26/13 and 9/26/2013</li> <li>• Irvin L. Young Memorial Library Board Minutes of 9/16/13</li> <li>• Fire Department Task Force Minutes of 4/29/13, 6/24/13, 6/26/13 and 7/24/13</li> <li>• Cable Television Committee Minutes of 9/11/2012</li> <li>• Whitewater Police Department Monthly Report – September 2013</li> </ul>
CA-C	*Expedited approval of the following items, per City Staff Recommendation:

**STAFF REPORTS:**

City Manager	<ul style="list-style-type: none"> <li>• Fire Department Operations Study Update (City Manager Request)</li> <li>• Wastewater Treatment RFD Update (City Manager Request)</li> </ul>
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**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 three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens are invited to speak to those specific issues at the time the Council discusses that particular item.

**RESOLUTIONS: NONE**

**ORDINANCES – First Reading and Second Reading– NONE**

**CONSIDERATIONS:**

C-1	Appointment of Councilmember representative to Downtown Whitewater Streetscape Plan Project Committee (Downtown Whitewater Request)
C-2	Appointment of citizen members to Ethics Committee and Board of Zoning Appeals. (City Clerk Request)
C-3	<p><b><u>2014 BUDGET PRESENTATIONS</u></b></p> <p><b>The Council may also discuss other sections of the Budget and other Budget related matters.</b></p> <p><b><u>YOUNG MEMORIAL PUBLIC LIBRARY – (55110)</u></b></p> <p><b><u>LIBRARY SPECIAL REVENUE FUND – (200)</u></b></p> <p><b><u>POLICE</u></b> Administration – (52100)</p>

	<p>Patrol – (52110)  Investigation – (52120)  Crossing Guards – (52130)  Community Service Officers – (52140)  Emergency Preparedness – (52500)  Communications/Dispatch – (52600)</p> <p><b><u>FIRE/RESCUE</u></b>  Fire – (52200)  Crash Crew – (52210)  Rescue Squad – (52300)  Rescue Squad Equip/Education (810)</p> <p><b><u>CABLE TV – (200)</u></b></p> <p><b><u>NEIGHBORHOOD SERVICES/PLANNING</u></b>  Neighborhood Services – (52400)  Planning – (56300)</p> <p><b><u>COMMUNITY DEVELOPMENT AUTHORITY (CDA)</u></b>  Operating – FD 900</p> <p><b><u>TID BUDGETS</u></b>  TID# 4 – Revenue and Expense (440)  TID #5 - Revenue and Expense (445)  TID #6 - Revenue and Expense (446)  TID #7 – Revenue and Expense (447)  TID #8 – Revenue and Expense (448)  TID #9 – Revenue and Expense (449)</p> <p><b><u>WASTEWATER UTILITY – (620)</u></b></p> <p><b><u>REVIEW CAPITAL IMPROVEMENT PLAN</u></b></p> <p><b><u>SPECIAL REVNUES/SINKING FUNDS</u></b>  Parking Permits Fund (208)  Fire/Rescue Equipment Fund (210)  Police Vehicle Revolving Fund (216)</p>
C-4	Discussion of funding for “Innovation Express” transportation service and possible direction regarding the same. (Councilmember Singer Request)
C-5	Discussion and possible action on 2014 Agreement between the City of Whitewater and Downtown Whitewater. (City Manager Request)
C-6	Councilmember Requests for Future Agenda Items.

**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.**

## 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
<b>ANICH LUMBER &amp; HARDWAR CO, AJ</b>						
1601	ANICH LUMBER & HARDWAR C	23300A	WASTEWATER/VALVE SWAP P	11/06/2013	148.05	620-62850-357
Total ANICH LUMBER & HARDWAR CO, AJ:					148.05	
<b>AT&amp;T LONG DISTANCE</b>						
4746	AT&T LONG DISTANCE	4746-110513	GEN BLDG/LONG DISTANCE	11/06/2013	26.04	100-51450-225
4746	AT&T LONG DISTANCE	4746-110513	LIBRARY/LONG DISTANCE	11/06/2013	16.33	220-55110-225
4746	AT&T LONG DISTANCE	4746-110513	STREET/LONG DISTANCE	11/06/2013	19.33	100-53230-241
4746	AT&T LONG DISTANCE	4746-110513	WATER/LONG DISTANCE	11/06/2013	20.03	610-61921-310
4746	AT&T LONG DISTANCE	4746-110513	WASTEWATER/LONG DISTANC	11/06/2013	35.77	620-62820-225
4746	AT&T LONG DISTANCE	4746-110613	SAFETY BLDG/LONG DIST	11/06/2013	584.58	100-51450-225
4746	AT&T LONG DISTANCE	4746-110613	CABLE/LONG DISTANCE	11/06/2013	49.16	200-55110-225
Total AT&T LONG DISTANCE:					751.24	
<b>BALL, RICHARD</b>						
1033	BALL, RICHARD	31238	WASTEWATER/SHOP TOWELS	11/06/2013	42.65	620-62840-340
Total BALL, RICHARD:					42.65	
<b>BEST TEST AUTO ELECTRIC</b>						
457	BEST TEST AUTO ELECTRIC	8192	WASTEWATER/#25 REPAIRS	11/06/2013	140.00	620-62890-357
Total BEST TEST AUTO ELECTRIC:					140.00	
<b>BROWN CAB SERVICE INC</b>						
47	BROWN CAB SERVICE INC	982	CAB SVC/SEPTEMBER SVC	11/06/2013	12,393.54	235-51350-295
Total BROWN CAB SERVICE INC:					12,393.54	
<b>CITGO</b>						
5404	CITGO	39453523	POLICE PATROL/GAS	11/06/2013	2,084.03	100-52110-351
5404	CITGO	39453523	POLICE INV/GAS	11/06/2013	540.03	100-52120-351
5404	CITGO	39453523	FIRE/GAS	11/06/2013	436.57	100-52200-351
5404	CITGO	39453523	RESCUE/GAS	11/06/2013	1,229.15	100-52300-351
5404	CITGO	39453523	CSO/GAS	11/06/2013	241.67	100-52140-351
Total CITGO:					4,531.45	
<b>COLUMBIA PIPE &amp; SUPPLY CO</b>						
6211	COLUMBIA PIPE & SUPPLY CO	1134301	WASTEWATER/FEED LINE REP	11/06/2013	340.33	620-62850-357
6211	COLUMBIA PIPE & SUPPLY CO	1135449	WASTEWATER/PUMP LINE REP	11/06/2013	295.61	620-62850-357
Total COLUMBIA PIPE & SUPPLY CO:					635.94	
<b>DIVERSIFIED BENEFIT SVC INC</b>						
4192	DIVERSIFIED BENEFIT SVC INC	172049	FINANCE/OCTOBER SVC	11/06/2013	249.16	100-51500-217
Total DIVERSIFIED BENEFIT SVC INC:					249.16	
<b>FERO'S AUTO REPAIR &amp; TOWING SVC</b>						
243	FERO'S AUTO REPAIR & TOWIN	0013301	WASTEWATER/F-250 TOWED	11/06/2013	60.00	620-62830-355

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
Total FEROS AUTO REPAIR & TOWING SVC:					60.00	
<b>FIRE-RESCUE SUPPLY LLC</b>						
3886	FIRE-RESCUE SUPPLY LLC	5006	FIRE/REPLACE GAS DETECTO	11/06/2013	243.50	100-52200-242
3886	FIRE-RESCUE SUPPLY LLC	5030	FIRE/PECHA HELMET	11/06/2013	65.00	100-52200-340
Total FIRE-RESCUE SUPPLY LLC:					308.50	
<b>HAVILL-SPOERL</b>						
1386	HAVILL-SPOERL	344618	WASTEWATER/#21 KEY	11/06/2013	9.18	620-62840-351
Total HAVILL-SPOERL:					9.18	
<b>JEFFERSON FIRE DEPARTMENT</b>						
4032	JEFFERSON FIRE DEPARTMEN	OCTOBER 9, 2	FIRE/THUNDERSTORM FOAM	11/06/2013	875.00	100-52200-340
Total JEFFERSON FIRE DEPARTMENT:					875.00	
<b>JOHNS DISPOSAL SERVICE INC</b>						
42	JOHNS DISPOSAL SERVICE IN	50196	RECYCLE/SPECIAL PICK UP	11/06/2013	35.00	230-53600-219
42	JOHNS DISPOSAL SERVICE IN	50196	CITY/BULK	11/06/2013	4,095.84	230-53600-219
42	JOHNS DISPOSAL SERVICE IN	50196	CITY/RECYCLING	11/06/2013	6,414.24	230-53600-295
42	JOHNS DISPOSAL SERVICE IN	50196	CITY/REFUSE	11/06/2013	20,582.24	230-53600-219
Total JOHNS DISPOSAL SERVICE INC:					31,127.32	
<b>LARK UNIFORM INC</b>						
605	LARK UNIFORM INC	150045	FIRE/BADGES & COLLARBRAS	11/06/2013	769.10	100-52200-340
605	LARK UNIFORM INC	150519	FIRE/BADGES & COLLARBRAS	11/06/2013	197.70	100-52200-340
Total LARK UNIFORM INC:					966.80	
<b>MADISON COLLEGE</b>						
3697	MADISON COLLEGE	000000028193	RESCUE/KETTERMAN AEMT B	11/06/2013	141.96	100-52300-211
Total MADISON COLLEGE:					141.96	
<b>MERCY HEALTH SYSTEM</b>						
4939	MERCY HEALTH SYSTEM	00866761	RESCUE/LISKA	11/06/2013	201.86	100-52300-340
Total MERCY HEALTH SYSTEM:					201.86	
<b>MILPORT ENTERPRISES INC</b>						
1408	MILPORT ENTERPRISES INC	202389	WASTEWATER/ALUM	11/06/2013	5,925.86	620-62840-341
Total MILPORT ENTERPRISES INC:					5,925.86	
<b>PHYSIO-CONTROL INC</b>						
1902	PHYSIO-CONTROL INC	114046300	RESCUE/4 WIRE LEAD & SENS	11/06/2013	860.78	100-52300-340
Total PHYSIO-CONTROL INC:					860.78	
<b>PUBLIC SAFETY TECHNOLOGY LLC</b>						
6997	PUBLIC SAFETY TECHNOLOGY	2013-10808	RESCUE/EVOC TRNG	11/06/2013	60.00	100-52300-211
Total PUBLIC SAFETY TECHNOLOGY LLC:					60.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
<b>QUARLES &amp; BRADY</b>						
529	QUARLES & BRADY	1886597	CDA/EQUITY INVESTMENT	11/06/2013	4,973.50	900-56500-212
Total QUARLES & BRADY:					4,973.50	
<b>S &amp; H TRUCK SERVICE</b>						
388	S & H TRUCK SERVICE	11472	FIRE/#1221 REPAIRS	11/06/2013	205.00	100-52200-241
388	S & H TRUCK SERVICE	11474	FIRE/#1221 REPAIRS	11/06/2013	207.80	100-52200-241
388	S & H TRUCK SERVICE	11512	WASTEWATER/#21 BRAKE REP	11/06/2013	369.78	620-62830-355
Total S & H TRUCK SERVICE:					782.58	
<b>ST MARY'S DEAN VENTURES INC</b>						
2068	ST MARY'S DEAN VENTURES I	549112540	RESCUE/K TAYLOR	11/06/2013	65.00	100-52300-211
Total ST MARY'S DEAN VENTURES INC:					65.00	
<b>STRYKER SALES CORPORATION</b>						
3304	STRYKER SALES CORPORATIO	1371988	RESCUE/CHARGER KIT	11/06/2013	563.13	100-52300-242
3304	STRYKER SALES CORPORATIO	1377157	RESCUE/RESTRAINT PCKG	11/06/2013	555.50	100-52300-242
Total STRYKER SALES CORPORATION:					1,118.63	
<b>U S POSTMASTER</b>						
3287	U S POSTMASTER	WALWORTH C	FINANCE/2013 WAL CO TAX BIL	11/06/2013	1,506.00	100-51500-310
Total U S POSTMASTER:					1,506.00	
<b>WALTON, RUSSELL</b>						
6987	WALTON, RUSSELL	BLACK DIRT	WASTEWATER/SEEDING TOPS	11/06/2013	250.00	620-62860-357
Total WALTON, RUSSELL:					250.00	
<b>WHITEWATER FIRE DEPT</b>						
284	WHITEWATER FIRE DEPT	REIMBURSE 1	FIRE/KC COMPUTERS	11/06/2013	47.32	100-52200-340
284	WHITEWATER FIRE DEPT	REIMBURSE 1	FIRE/EVERGREEN GOLF CLUB	11/06/2013	90.00	100-52200-340
284	WHITEWATER FIRE DEPT	REIMBURSE 1	FIRE/DIVISION #103 ANNUAL D	11/06/2013	264.60	100-52200-340
Total WHITEWATER FIRE DEPT:					401.92	
<b>WHITEWATER MARKERSPACE</b>						
7033	WHITEWATER MARKERSPACE	DONATION	CDA/CONTRIBUTION	11/06/2013	5,000.00	900-56500-223
Total WHITEWATER MARKERSPACE:					5,000.00	
<b>WI DEPT OF TRANSPORTATION</b>						
1156	WI DEPT OF TRANSPORTATIO	L27093	DEPOT/3835-02-70	11/06/2013	574.05	450-57500-851
Total WI DEPT OF TRANSPORTATION:					574.05	
Grand Totals:					74,100.97	

Dated: \_\_\_\_\_ 10/30/2013 \_\_\_\_\_

Finance Director: \_\_\_\_\_ DOUG SAUBERT \_\_\_\_\_

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
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Report Criteria:

- Detail report.
  - Invoices with totals above \$0.00 included.
  - Paid and unpaid invoices included.
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CITY OF WHITEWATER  
PLAN AND ARCHITECTURAL REVIEW COMMISSION  
Whitewater Municipal Building Community Room  
September 9, 2013

**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, Bruce Parker, Cort Hartmann, Karen Coburn, Jeffrey Eppers (Alternate). Absent: Daniel Comfort. Others: Wallace McDonell (City Attorney), Latisha Birkeland (City Planner).

**Hearing of Citizen Comments.** There were no citizen comments.

**Approval of the Plan Commission Minutes.** Moved by Binnie and seconded by Parker to approve the Plan Commission minutes of August 12, 2013. Motion approved by unanimous voice vote.

**Public hearing for consideration of a change in the District Zoning Map for properties along a portion of N. Fremont Street to enact an ordinance to impose the R-O Non-Family Residential Overlay District Zoning classification under Chapter 19.25 of the Zoning Ordinance of the City of Whitewater. The area includes most of the properties located between W. North Street and W. Starin Road. (See public hearing notice for complete list.)**  
Chairperson Meyer opened the public hearing.

City Planner Latisha Birkeland explained that City Councilmember Winship applied for the R-O Overlay Zoning for properties along N. Fremont Street (55 properties, 48 tax parcels). There are rental and non rental properties. This is to help preserve the single family homes in the area. Birkeland recommended approval in her staff report. If the property has three unrelated persons living in the unit at this time, the property owner has 90 days to apply to the City. It would then become a non-conforming use. It will be a non-conforming use as long as the unit continues to have three unrelated persons live in it. There are 20 registered rental properties in this area. Birkeland stated that she received a letter on August 22, 2013 from CBC Properties LLC. opposing the R-O Overlay Zoning. She also received one letter in favor.

Attorney Buck Sweeney, representing J & M Properties LLC., stated their opposition to the R-O Overlay Zoning. He stated it was taking property rights away by changing the maximum to two unrelated persons. A property would lose their non-conforming use if they rented to a married couple for a year. He requested Plan Commission not to approve the Overlay District on their property.

## CA-B

Councilmember Jim Winship, 184 N. Franklin Street, explained that he applied for this R-O Overlay Zoning at the request of homeowners who live in the district. He felt it was a good idea. It would help increase the values of properties in Whitewater and maintain neighborhoods.

Richard James, 224 N. Fremont Street, moved to N. Fremont Street in 1978 for its historical look, homes and trees. It is an investment, not a guarantee. He explained that those who live here (owner occupied) would like to preserve the neighborhood.

Michael Kemp, 273 N. Fremont Street, chose Fremont Street because the houses are art work. He made an investment in the community. He thought the community should re-invest in Whitewater Single Family.

Connie Forester has owned a rental property on N. Fremont Street for 15 years. They bought the house as retirement income and have put thousands of dollars into the property. If they can't maintain renting to three unrelated persons, they would lose everything they have worked for. If you limit the number of students in a unit, more student rentals will be needed to house the extra students. It compounds the issue.

Mark Melane, 206 N. Fremont Street, used to be a student rental. They have invested a lot in the home. They could live with three unrelated persons per unit, but two unrelated persons per unit would encourage families. He encourages the passage of the R-O Overlay Zoning.

Chris Grady, 318 W. North Street, explained that they have had the R-O Overlay Zoning on their property for 1 year. The R-O Overlay Zoning will help the neighborhood stabilize and become a place where families want to move into.

Rick Hintze, 221 N. Fremont St., explained that he has lived on Fremont Street for 13 years, his wife for 18 years. There has been a negative change in that time, due to a few properties and several students causing disruption. Without a zoning change, it will inevitably continue. He and his wife are trying to decide whether to stay. They made an investment in the property for their quality of life which is important. If people want to make money, they should be in a different place. The Hintzes are in support of the R-O Overlay Zoning for Fremont Street.

Amy Ehlers, 129 N. Fremont Street, asked for a definition of the problem this action is trying to remedy. Is it to make more of a single family neighborhood, to make less of a rental area and in particular student rentals? This area is 5 blocks away from the University of Whitewater. This creates conflict. Where is the best place for single family and rentals particularly for students. The university is fundamental in the Whitewater Community. The location and proximity to the university makes it a prime spot to have student rentals. Ehlers encouraged the Plan Commission to vote no to the R-O Overlay Zoning.

Jim Ehlers, 129 N. Fremont Street, didn't understand the animosity toward students. Properties are purchased as investments. Students want quality living near the university.

Phillip Johns, 252 N. Esterly Ave., is in favor of the R-O Overlay Zoning. It is a pro-student/faculty member resolution. Professors that live in this area are able to go back in the

evening for help sessions for the students, whereas professors that live away from Whitewater are not so likely to return in the evening to provide that service.

James Hartwick, 178 N. Franklin Street, President of the Historic Starin Park Neighborhood Association (HSPNA), thanked all the people who came to give their comments on both sides of the issue. The purpose of zoning is to direct growth in particular ways. Non owner occupied tends to decrease property values and increase crime. The City needs to decide how to direct what happens when families move out and what happens to the schools etc. Landlords are required to register their rental properties with the City of Whitewater. The requirement of two unrelated per unit changes the economics. The owners of 90% of the owner occupied homes on Fremont Street supported the R-O Overlay Zoning. This is a simple remedy for people and grandfathering in for people with rental properties. He asked the Plan Commission to support the comprehensive plan and owner occupied communities.

Bob (Robert E.) Freiermuth, did not agree with the statement that rentals cause a decrease in property values. Whitewater Rentals provide a great opportunity, a great engine for economic growth. Schools benefit from the taxes paid on these properties. It is good to preserve neighborhoods for residential, but by imposing the R-O Overlay zoning on the rental properties, it decreases the property values inversely. Students aren't bad, profits aren't either.

Bob (Robert F.) Freiermuth, of Land and Water Investments and President of the Landlord Association, noted that another block is being requested to be added to the properties with R-O Overlay Zoning. He would like to be notified ahead of time of any areas that are being considered for R-O Overlay Zoning.

Paul Jhona, 259 N. Fremont Street since 1974, can see both sides. He is quite impressed with the landlords and how well they have kept up their properties. He has also seen the properties with the absentee landlords who do not care. This is one of the few last substantial neighborhoods. If a property is sold, does the "grandfathering" (non-conforming use) stay with the property or is it lost through the sale.

City Attorney McDonell explained that property ownership does not affect the non-conforming use. The concept allows a certain use. It is not guaranteed, but it is a right.

Art Stritzel's family has lived here since about 1946. He is not in favor of more limits and restrictions and is not in favor of the R-O Overlay Zoning.

Danielle Hudson, 273 N. Fremont Street, has never lived in a non-college town. She would like to see the destruction of the Whitewater community base stopped. She is in favor of the R-O Overlay Zoning and asked the Plan Commission to make that investment.

Fred Hoffman wanted to know how to get an R-O Overlay Zoning in his neighborhood.

Jim McCulloch, 1104 W. Highland Street, stated that his neighborhood was moving in the direction of the R-O Overlay Zoning. Whitewater is a blended community. The university can

be the biggest asset and the biggest detriment. The City needs to enforce the ordinances on the books. We need to have a happy blend to live harmoniously in Whitewater.

Chris Grady, Vice President of the Historic Starin Park Neighborhood Association, didn't know what the plan was for other neighborhoods beyond this. The first R-O Overlay Zoning District covered an R-1 (Single Family Residence) Zoning District area. W. North Street and N. Fremont Street are in an R-2 (One and Two Family Residence) Zoning District. The R-O Overlay Zoning District is to maintain the integrity of the neighborhood of today.

Chairperson Meyer closed the public hearing.

Plan Commission Member Coburn stated that the number of single family residences in Whitewater is way down in comparison to other college towns.

Plan Commission Member Binnie explained that Whitewater has changed a whole lot. The University has grown a lot. The off campus housing has changed a great deal. Imposing the R-O Overlay Zoning and its affect on property values could be argued both ways. The City and the Comprehensive Plan supports student population west of the university and north of Main Street. The Comprehensive Plan supports the maintenance of single family homes. Based on the request from the property owners, it is appropriate to support the request.

City Attorney McDonell explained that generally speaking, property owners have 90 days to submit information to register their rental property as a non-conforming use. The City would send out rental registration information in March.

Chairperson Meyer cited City of Whitewater goals and visions from the City of Whitewater Comprehensive Plan. In comparison 36% of Whitewater is single family residences. There is a problem in our neighborhoods. Whitewater needs to find something to take care of students and residents. We have to support what the residents want.

Plan Commission Member Hartmann stated that he used to live at 266 N. Franklin Street. He moved to the west end of Whitewater because it was a little more residential. It is a no win situation. We can't just slap down restrictions and codes. The bigger picture needs to be addressed.

Plan Commission Member Coburn requested an explanation of grandfathering and what would be the worst case scenario for rentals from the City Attorney.

City Attorney McDonell explained that the technical term for grandfathering is non-conforming use. This term, non-conforming use, is recognized by State Law also. The existing use of a property is allowed to continue as long as it is not abandoned for 12 months. If the use stops for a 12 month period, it stops the allowance for the non-conforming use. The enforcement of a non-conforming use based on unrelated individuals will be done by registration. The history of it and the initials of tenants will be maintained. The worst case scenario would be if an investor had regularly rented to three unrelated individuals, rented to a couple for two years, the property would lose the non-conforming use.

## CA-B

Moved by Binnie and seconded by Coburn to recommend to the City Council to enact an ordinance to impose the R-O Non-Family Residential Overlay District Zoning classification under Chapter 19.25 of the Zoning Ordinance of the City of Whitewater on the properties designated on the request. Ayes: Binnie, Coburn, Parker, Eppers, Meyer. No: Hartmann. Absent: Comfort. Motion approved.

City Planner Birkeland stated that the City will provide a map of the rental and owner occupied properties to the City Council for their review.

### **Review proposed construction of a restroom and concession facility in Starin Park to be located at 504 W. Starin Road for the City of Whitewater (Treyton's Field of Dreams).**

Parks and Recreation Director Matt Amundson explained the site and construction plans. Their goal has been to have advance planning to help with the process of bids and contractors etc. They have a number of commitments and donated materials and amenities for the facility. The key element is the location of the facility. The building is turned at an angle in order to service all four fields in the park. The concession stand will be their revenue producer. There will be an angled opening with windows for the concessions. There will also be a coiling door with opening for apparel sales. People will be able to see what is available and not be in the way of the concessions. There will be vending machines with a coiling door for access when the concession is not open. The rest rooms will be on a timer system similar to the other park facilities. The back room in the building is an umpire/coaches room where they can meet before and after the games etc. Each coach will have a locker to lock up valuables. Park and Recreation Staff can leave information for the coaches in their lockers. This room will also be the hub for lighting, electrical, hot water heater, and sprinkler controls. The building will be built with split face concrete block and a stainless steel roof.

Plan Commission Member Binnie asked if the restrooms and concession counters were ADA compliant. Binnie wished them success with their fundraising.

Amundson stated that they would be compliant. Next Monday, Hughes would be starting the parking lot, path and stormwater for the project.

Plan Commission Member Coburn asked about the landscaping and the Oak tree by the concession stand.

Amundson stated that there would be no more tree removal. There will be moving of trees for the parking area. He also stated that there would be 36 to 40 trees planted (3 trees for each tree taken down). The revised site plan would go back to the Parks and Recreation Board for their review.

City Attorney McDonell stated that the Plan Commission did not need to see the Park Board approval or recommendation prior to acting on it.

Moved by Binnie and seconded by Parker to approve the concession and rest room facility at Starin Park conditioned upon the recommendations of the City Planner and Parks and Recreation

## CA-B

Board approval (See attached Conditional Use Permit). Ayes: Binnie, Coburn, Parker, Eppers, Meyer, Hartmann. No: None. Absent: Comfort. Motion unanimously approved.

**Public hearing for an amendment to the conditional use permit to allow for a fence enclosure for the freezer addition to the building located at 1185 W. Main Street for Lacey Reichwald.** Chairperson Meyer opened the public hearing.

City Planner Latisha Birkeland explained that at the last Plan Commission meeting, the screening of the freezer addition on the north side of the building was to be of the same material as the building. Even though this is a minor change, it needed the public notice it would have been given at the last meeting. The owner is proposing a slatted 8' almond colored fence.

Plan Commission Member Coburn asked to know how it was really going to look.

Bob McCullough, owner of the building, explained that the facades will have a stucco type finish along the top of the building. The lower right will have 8' tall vinyl fence, almond color on the west and south sides of the freezer. The north side will have the same smart siding as the smart siding on the walls of the building. The Main Street side, north elevation, the top will be EIFS in a cream/tan color. The lower portion will be smart siding a little darker in color (brown/tan) than the top. The fence will be on the south and west side of the building. They will be replacing the windows. The windows will match the fence (tan).

Moved by Binnie and seconded by Coburn to approve the amendment to the conditional use permit to allow for a fence enclosure for the freezer addition to the building located at 1185 W. Main Street for Lacey Reichwald. (See attached Amendment to the Conditional Use Permit.) Ayes: Binnie, Coburn, Parker, Eppers, Meyer, Hartmann. No: None. Absent: Comfort. Motion unanimously approved.

**Public hearing for a conditional use permit for the construction of a duplex at 523 N. Tratt Street for Arthur Stritzel.** Chairperson Meyer opened the public hearing.

City Planner Latisha Birkeland explained that last year, Art Stritzel received from the Plan Commission permission to divide the lot at 511 N. Tratt Street into two parcels, and there were 4 stipulations. Sanitary sewer was installed along the back of the property. If he were to build on lot 2, he would need a private sanitary sewer easement, which he has done and has been approved. There is no sanitary on Tratt Street to tie into. If there was to be sanitary sewer installed along Tratt Street, the owner would have to tie into the City's sanitary sewer at his cost. This duplex will be a side by side with three bedrooms and 2 bathrooms per unit. The building inspector has reviewed the plans and did not see any issues. Parking requirements for three or four bedroom units is a minimum of four parking stalls per unit. Plan Commission can decrease the number of stalls required (19.51.130). Birkeland noted that there was heavy brush along the property lines.

Plan Commission Members voiced concerns of: if it was a requirement to have a plan to meet the 8 stall requirement if Plan Commission finds that the extra stalls are necessary (Highway N – Tratt Street has no parking); what trees are being removed or added?; why less parking?; would

## CA-B

like to see the front of the duplex more decorative; have there been any violations on properties in the last two years?.

City Attorney McDonell explained that the required number of stalls would be a minimum of 6 stalls. The number of stalls could be increased if there was a good reason through the conditional use permit.

R-2 (One and Two Family Residence) Zoning District allows up to three unrelated persons per unit, so a duplex would allow 6 unrelated persons.

City Attorney McDonell checked the Municipal Code. A plan is required for additional required parking even if it is not put in right away. Art Stritzel could be required to bring his plan for the additional land/space for parking back to the Plan Commission, or Plan Commission could allow his plan to be subject to the approval of the Neighborhood Services Director.

Art Stritzel stated that most of the trees are located in the back of the lot. Two black walnut trees in the driveway will be removed. He will be removing the large box elder tree. He plans to save the Elm trees along the sidewalk. There are also 27 to 28 pine trees on the property. The building supplies will be dropped at the back of the lot and not around the trees. The gas and electric meters and air conditioning unit will be screened by landscaping. There will be six bedrooms. Six stalls allow no more than six cars to be parked in the driveway. The building will have taupe siding with a green roof. There will be dormers over the doorways.

Plan Commission Member Binnie stated that in this case, there was no need for more parking than bedrooms. Visitors would need to find another place to park.

Chairperson Meyer opened for public comment.

Fredrick Hoffman, N142 County Road N, immediate neighbor to the north, stated Mr. Stritzel would have to put in a fence as the brush line is too thin. He explained that students cross the yard at all times of day and night. They party and vandalize other properties. When asked what he felt would help the situation, he recommended the building be a single family home and a fence be installed.

Plan Commission Member Binnie stated that with the concerns of the neighborhood behavior, requiring a fence could be appropriate.

Art Stritzel stated that if Waltons put up a fence and he puts up a fence, it would help keep the kids from filtering down there.

Frederick Hoffman stated that two fences and police presence would help the situation.

Chairperson Meyer closed the public hearing.

Moved by Binnie and seconded by Coburn to approve the conditional use permit for the construction of a duplex at 523 N. Tratt Street for Arthur Stritzel subject to the conditions of the

## CA-B

City Planner and also requiring an opaque fence, 6 feet tall, along the north side of the property. (See attached Conditional Use Permit.) Ayes: Binnie, Coburn, Eppers, Meyer, Hartmann. No: Parker. Absent: Comfort. Motion approved.

**Public hearing for a conditional use permit for a “Class B” Beer and Liquor License for Burim Vedziovski to serve beer and liquor by the bottle or glass at 204 W. Main Street (Downstairs Sports Bar & Grill).** Chairperson Meyer opened the public hearing.

City Planner Latisha Birkeland explained that the application did not include the outdoor café. If they want to expand their license for that area, they would need to come back to the Plan Commission to amend their conditional use permit. They are not making any changes to the outside of the building or structural changes to the interior of the business. The name of the business will stay the same. Birkeland apologized for an error in her recommendation (the bottom of page 2, had a former applicant name).

Chairperson Meyer opened this item for public comment.

Burim Vedziovski, the applicant, stated that they would only be making cosmetic changes to the business, no structural changes. People can go outside to smoke. There will be no drinks served or taken outside. The east door of the business is an exit only door. The door will be kept closed. There will be security there at all times. No one is to enter that door.

Plan Commission member Parker explained that the area behind the front steps is private property. He can have tables and chairs there, but would have to abide by the sign ordinance. (All advertising would need to be removed.)

Dave Saalsaa, owner of the building across N. Second Street, lives across the street and has tenants who live there. The noise that comes out that side door is very noticeable in his building. Sometimes the music is so loud it does not matter if the door is open or not. Saalsaa’s main issue is the noise. He asked if there is a penalty for noise.

City Attorney McDonell stated that usually the first offense is a warning, but after that, they would be cited a fee of \$240. If it becomes a chronic problem, it can jeopardize the liquor license. The level of noise for residential per the ordinance is “make, allow or assist in the making of noise which is likely to unreasonably disturb the peace and quiet of any person outside of the residence”. Commercial properties are generally determined by decibels.

Chairperson Meyer closed the public hearing.

Plan Commission Member Binnie stated that the east door was the subject of the issues. Maybe it should be for emergency use only (install a panic bar on it).

Plan Commission Member Eppers asked if there would be complaints, would the owner be willing to put the panic bar on it?

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Plan Commission Member Parker stated that the east door is high enough (up steps) that it would not get bumped. The Main Street entrance is wide enough for two way traffic.

The owner stated that if there is an issue, he would change.

City Planner Birkeland stated that the noise violations go through the Police Department.

Plan Commission Member Eppers stated that when violations happen, the liquor license comes into play.

Plan Commission Member Hartmann stated that the applicant deserves the opportunity to do the right thing.

Moved by Binnie and seconded by Coburn to recommend to the City Council to allow for the sale of alcoholic beverage by the drink subject to the conditions of the City Planner, not to include outside seating, and with contingencies that if there are three or more noise or disturbing the peace complaints in a one year period, the Plan Commission may require the east door to become an emergency exit only. The applicant shall remove the existing outside tables and chairs until they have an approved amendment to the conditional use permit to serve alcoholic beverage by the drink in an outdoor property café. (See attached Conditional Use Permit.)  
Ayes: Binnie, Coburn, Parker, Eppers, Meyer, Hartmann. No: None. Absent: Comfort.  
Motion unanimously approved.

**Public hearing for a conditional use permit for a “Class B” Beer and Liquor License for Burim Vedziovski to serve beer and liquor by the bottle or glass at 162 W. Main Street (Day N Nite Cafe).** Chairperson Meyer opened the public hearing.

City Attorney McDonell explained that the conditional use is for the selling of alcohol by the drink. The Plan Commission does not determine what type of license the applicant would receive.

City Planner Birkeland explained that the applicant plans to build a bar toward the rear of the restaurant. The applicant wanted the alcohol license to stay competitive with neighboring businesses. The question of available licenses has been asked numerous times. There is one “Class B” Beer and Liquor License available. That license has not been dedicated from the Alcohol Licensing Committee or the City Council. The Plan Commission is to determine if the space is appropriate for that type of use. Day N Nite does have an approved sidewalk café. If they were to make changes, such as to serve alcohol outside, they would have to amend their conditional use permit through the Plan Commission. This property is in the B-2 (Central Business) Zoning District so there are no parking requirements. Nothing is changing with the business or the menu.

Chairperson Meyer opened the meeting for public comment.

Burim Vedziovski, the applicant, explained that the bar would be a service bar. He stated they would stop serving alcohol after dinner time (9:00 p.m. - 10:00 p.m.) As a part of his business

plan, he would not serve alcohol after 10:00 p.m. He would like this license in order to make drinks other than beer or wine.

Chairperson Meyer closed the public hearing.

City Attorney McDonell stated that in order to serve alcohol by the drink, they must have some type of alcohol license. The agenda item is legal. The Plan Commission determines if this place is an appropriate place to serve alcohol. It is not linked to any particular license to sell any alcohol. If they can get a license, would this be an appropriate place to serve alcohol?

Moved by Binnie and seconded by Parker to approve the conditional use permit to allow for the sale of alcoholic beverage by the drink subject to the conditions of the City Planner; and also accepting the voluntary condition offered as part of the business plan to not serve alcohol after 10:00 p.m. (See attached Conditional Use Permit.) Ayes: Binnie, Parker, Coburn, Eppers, Meyer, Hartmann. No: None. Absent: Comfort. Motion unanimously approved.

**Public hearing for a conditional use permit for the conversion of a single family residence into a duplex, adding a 1,900 sq. ft. addition at 248 N. Prince Street for Robert E. Freiermuth. And Review proposed site plan for parking lot pavement at 256 N. Prince Street for Robert E. Freiermuth.** Chairperson Meyer opened the public hearing.

City Planner Birkeland explained that last month Bob Freiermuth came to Plan Commission to request an addition of one unit to create a duplex at 248 N. Prince Street with a combined parking lot with 256 N. Prince Street. It was not approved at that time. He has come back with the same proposed duplex, but with separate parking areas for each property. A 30 page hydrology document was submitted for the parking area at 256 N. Prince Street which was reviewed by the City Engineer and approved with the comments Plan Commission received. The proposed parking area at 248 N. Prince Street is 10 parking stalls with a bump out. Birkeland explained that a recommendation of the City Engineer was to install a stop sign at the street end of the driveways of both properties. (This is a requirement standard that is used.) Bob Freiermuth is amenable to the City Engineer comments, but he believes the stop signs would be a maintenance issue. 248 N. Prince Street has no easement agreement. Birkeland recommended a shared driveway agreement with 240 N. Prince Street because the driveway is within 3 feet of the property line. The proposed duplex for 248 N. Prince Street is not changing from the plans of the last meeting. There are no changes to the building of the triplex at 256 N. Prince Street. Hard surfacing and landscaping are required for multi-family and higher density uses. Bob Freiermuth has added bushes north of the proposed driveway and in front of the house at 248 N. Prince Street. One tree is being removed. He is keeping the majority of trees along the north property line. It might be advisable to move the two proposed bushes that are planned near the west property line due to possible snow storage. The landscaping for the triplex at 256 N. Prince Street comes under the multi-family landscaping guidelines. Requirements are at least 6 trees and 360 points added to the area. The driveway and parking lot are close to the property line. The west fence line now has a retaining wall approximately 2 ½ feet tall. Plan Commission needs to determine if it is appropriate to add trees as the guidelines state and where to plant them. 256 N. Prince Street is required to have a 20 foot driveway width and a 20 foot apron. In order to make the apron larger, Birkeland recommends shifting the apron so it is even between the

## CA-B

north and south sides. Then it will not impact the parking stalls on the street. Birkeland also recommends that there be a shared driveway agreement between 248 and 256 N. Prince Street. Part of the driveway at 256 N. Prince Street crosses the property line at 248 N. Prince Street. The parking lot at 256 N. Prince Street has 19 proposed stalls, 4 stalls per unit are required. They have 15 tenants (3 units, 5 bedrooms).

Plan Commission Members voiced their concerns of : adding more pavement-impervious surface; landscape islands for the end of the row of parking; disabled stall; removing stall #1 and #11 to allow for back up area to get out of the parking lot; landscaping near the parking lot at 248 N. Prince Street should possibly be moved to allow for snow removal.

City Planner Birkeland stated that Freiermuth has a good parking lot plan. The water will sheet off. The requirement for parking islands is 20 stalls. This lot has 19 stalls. For 256 N. Prince Street, landscape guidelines are a different issue than screening.

Bob Freiermuth has a few extra stalls in his parking areas for visitors to park. It is just one of the things he offers. The parking lot is gravel. Gravel is not an impervious surface. He will be improving the area with blacktop surface. Freiermuth stated that if he has a tenant that needs a disabled stall, he provides for it. He was agreeable to removing parking stalls #1 and #11 to allow for back up area. Freiermuth would like to be able to review the landscaping prior to planting with the Neighborhood Services Director/City Planner. He may want to substitute different plantings in different places. Bob Freiermuth asked about the screening issue on the west border. He has a 1 ½ to 2 foot retaining wall. The property to the west goes up 5 to 6 feet beyond that. He has talked to the property owner's representative who told him it would not be necessary to put up a fence.

City Attorney McDonell indicated that he believes that the Plan Commission could waive the west fence requirement. He also had heard from the neighboring property owner's representative that he did not feel that the fence was necessary.

Chairperson Meyer opened to public comment. There was none.

Chairperson Meyer closed the public hearing.

Moved by Binnie and seconded by Hartmann to approve the conditional use permit for the conversion of a single family residence into a duplex, adding a 1,900 sq. ft. addition at 248 N. Prince Street for Robert E. Freiermuth, subject to the conditions recommended by the City Planner to include the requirement for a shared driveway agreement with the property located at 240 N. Prince Street; waiving the requirement of the City Engineer for the stop sign; and waiving the screening requirement on the west property line. (See attached Conditional Use Permit.) Ayes: Binnie, Hartmann, Parker, Coburn, Eppers, Meyer. No: None. Absent: Comfort. Motion unanimously approved.

Moved by Binnie and seconded by Hartmann to approve the site plan for parking lot pavement at 256 N. Prince Street for Robert E. Freiermuth subject to the conditions of the City Planner (eliminating #3); waiving the requirement for screening the west property line; landscaping plan

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to be approved by the City Planner; removing the pavement from stalls #1 and #11 (to allow for the bump out); and waive the stop sign requirement. (See attached Conditional Use Permit.)  
Ayes: Binnie, Hartmann, Parker, Coburn, Eppers, Meyer. No: None. Absent: Comfort.  
Motion unanimously approved.

### **Informational Items:**

**Zoning Rewrite.** City Planner Latisha Birkeland explained that the joint workshop with the Council and Plan Commission members is being held tomorrow 5:30 to 9:30 p.m. at the Cravath Lakefront Center. Larry Witzling, Graef Consultant for the Zoning Rewrite, will give an introduction and will review the commercial section of the Zoning Rewrite. The residential portion of the code will be reviewed October 8, 2013.

**Future agenda items.** City Planner Birkeland stated that if the Board of Zoning Appeals approves a variance for a lot width, there will be a conditional use permit request for the construction of a three unit apartment building. The deadline for submittals for the October Plan Commission meeting is September 16, 2013.

### **Next regular Plan Commission meeting – October 14, 2013.**

Moved by Parker and seconded by Hartmann to adjourn the meeting. Motion approved by unanimous voice vote. The meeting adjourned at approximately 10:00 p.m.

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Chairperson Greg Meyer



CA-B

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

[www.whitewater-wi.gov](http://www.whitewater-wi.gov)  
Telephone: (262) 473-0540

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## SITE REVIEW

Plan Commission Meeting Date: September 9, 2013  
Property Owner: City of Whitewater  
Applicant: City of Whitewater (Matt Amundson)  
Property ID Number: DS 00022 – DS 00027  
Property Address: 504 W. Starin Road  
Whitewater, WI 53190

**REGARDING:** An approval for a site review for the construction of a restroom and concession facility in Starin Park (Treyton's Field of Dreams).

The Plan and Architectural Review Commission approved the construction of a restroom and concession facility (Treyton's Field of Dreams) in Starin Park subject to the following conditions:

1. With the understanding that this project may change slightly during the upcoming stages of the planning process, require the staff to follow upcoming approvals as directed from the Common Council.
2. Any permitting requirements by the State of Wisconsin should be followed.
3. Parks and Recreation Board Approval.

This permit was prepared by:

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Latisha Birkeland  
Neighborhood Services Manager / City Planner



CA-B

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

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## CONDITIONAL USE PERMIT AMENDMENT

Plan Commission Meeting Date: September 9, 2013  
Property Owner: Main 1185 LLC.  
Applicant: Lacey Reichwald  
Property ID Number: /L 00011  
Property Address: 1185 W. Main Street  
Whitewater, WI 53190

**REGARDING:** An approval for an amendment to the conditional use permit (CUP) for a bakery and coffee shop with a drive through to be located at 1185 W. Main Street for a fence enclosure for the freezer addition to the building.

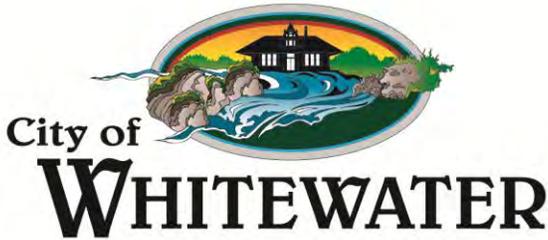
Approved subject to the following conditions:

1. To allow the freezer addition to be screened by an opaque enclosure of at least 8 feet tall.

This permit was prepared by:

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Latisha Birkeland  
Neighborhood Services Director / City Planner



CA-B

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## CONDITIONAL USE PERMIT

Plan Commission Meeting Date: September 9, 2013  
Property Owner: Arthur Stritzel/Kirsten Stritzel  
Applicant: Arthur Stritzel  
Property ID Number: 05-15-32-33-018  
Property Address: 523 N. Tratt Street  
Whitewater, WI 53190

**REGARDING:** An approval of a conditional use permit (CUP) for the construction of a duplex at 523 N. Tratt Street.

Approved subject to the following conditions:

1. Must follow all City and State ordinances.
2. Private interceptor approval must be obtained from the State.
3. The applicant must follow all applicable City Engineer requirements.
4. The applicant must follow the State Plumbing Code for cleanout requirements. Contact Tim Reel, Wastewater Superintendent, regarding additional cleanout requirements and Greg Noll, Building Inspector, prior to installation.
5. A joint maintenance agreement for the private sewer shall be signed by the owners of both lots and shall be recorded.
6. If sanitary sewer becomes available on the Tratt Street side of Lot 1 at some future date, the property owner would be required to connect to it at no cost to the City.
7. The applicant must establish the parking lot in accordance with the submitted plans, comments in the staff report and City Code. This includes grading and surfacing of the lot to be dust-free. Hard surface shall be installed no later than August 1, 2014.

# CA-B

8. The applicant shall install a six foot opaque fence along the north property line of his property from the face of the house to the rear property line.

This permit was prepared by:

\_\_\_\_\_  
Latisha Birkeland  
Neighborhood Services Director / City Planner



CA-B

Neighborhood Services Department  
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and Building Inspections*

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## CONDITIONAL USE PERMIT

Plan Commission Meeting Date: September 9, 2013  
Property Owner: Robert A. Sweet  
Applicant: Burim Vedziovski  
Property ID Number: /OT 00026  
Property Address: 204 W. Main Street  
Whitewater, WI 53190

**REGARDING:** An approval for a conditional use permit (CUP) to allow for the sale of alcoholic beverages by the glass at the "Downstairs" located at 204 W. Main Street.

Approved subject to the following conditions:

1. The conditional use permit shall run with the applicant and not the land. Any change in ownership will require approval of a conditional use permit for the new owner/operator from the Plan Commission.
2. The applicant shall comply with all required City and building codes.
3. An amendment to the Conditional Use Permit is required for serving alcohol for a future patio area. All outside tables and chairs are to be removed until approved conditional use permit is amended to serve in an outdoor private property cafe.
4. If there are three or more noise or disturbing the peace complaints within a one year period, the Plan Commission may require the east door to become an emergency exit only.
5. Approval is needed for a "Class B" Beer and Liquor License from the Alcohol Licensing Committee and the Common Council.

This permit was prepared by:

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Latisha Birkeland  
Neighborhood Services Director / City Planner



CA-B

Neighborhood Services Department  
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## CONDITIONAL USE PERMIT

Plan Commission Meeting Date: September 9, 2013  
Property Owner: First & Main of Whitewater LLC.  
Applicant: Burim Vedziovski  
Property ID Number: /OT 00014  
Property Address: 162 W. Main Street  
Whitewater, WI 53190

**REGARDING:** An approval for a conditional use permit (CUP) to allow for the sale of alcoholic beverages by the glass at the “Day N Nite Cafe” located at 162 W. Main Street.

Approved subject to the following conditions:

1. The conditional use permit shall run with the applicant and not the land. Any change in ownership will require approval of a conditional use permit for the new owner/operator from the Plan Commission.
2. The applicant shall comply with all required City and building codes.
3. An amendment to the Conditional Use Permit is required for serving alcohol for a future patio area.
4. Accepting the voluntary condition offered as part of the business plan to not serve alcohol after 10:00 p.m.
5. Approval is needed for a “Class B” Beer and Liquor License from the Alcohol Licensing Committee and the Common Council.

This permit was prepared by:

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Latisha Birkeland  
Neighborhood Services Director / City Planner



CA-B

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

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## CONDITIONAL USE PERMIT

Plan Commission Meeting Date: September 9, 2013  
Property Owner: 248 N Prince LLC.  
Applicant: Robert E. Freiermuth  
Property ID Number: /WUP 00181  
Property Address: 248 N. Prince Street  
Whitewater, WI 53190

**REGARDING:** An approval of a conditional use permit (CUP) for the conversion of a single family residence into a duplex, adding a 1,900 sq. ft. addition at 248 N. Prince Street.

Approved subject to the following conditions:

1. Landscaping changes as recommended by the Plan Commission.
2. The applicant shall comply with all requirements of the City Engineer, noting any changes from the Plan Commission. The requirement for a stop sign at the exit of the driveway onto Prince Street is waived.
3. The applicant shall make the building and site renovations in accordance with the plans submitted to the City of Whitewater dated 7/15/2013 and revised 7/31/2013, with all applicable changes indicated on the site plan dated 8/18/2013.
4. A shared driveway agreement, with the property located at 240 N. Prince Street, is to be submitted to the City prior to building permit issuance.
5. The applicant shall comply with all required City Ordinances and State Building Codes.
6. Comply with recommended landscaping requirements from staff. The screening along the west property line is waived. All landscaping shall be installed no later than six months from date of Certificate of Occupancy.

This permit was prepared by:

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Latisha Birkeland  
Neighborhood Services Director / City Planner



## SITE REVIEW

Plan Commission Meeting Date: September 9, 2013  
Property Owner: Starin Prince Rentals LLC.  
Applicant: Robert E. Freiermuth  
Property ID Number: /WUP 00182  
Property Address: 256 N. Prince Street  
Whitewater, WI 53190

**REGARDING:** An approval for a site review for the paving of the parking lot at 256 N. Prince Street.

The Plan and Architectural Review Commission approved the paving of the parking lot at 256 N. Prince Street subject to the following conditions:

1. The applicant must comply with all requirements of the City Engineer. The requirement of a stop sign at the driveway access to Prince Street is waived.
2. The widening of the driveway shall not impact the parking stalls along N. Prince Street. The applicant shall equally distribute the widening of the curb cut to the north and south. Staff to review and verify prior to approving the permit.
3. Landscaping for the property shall be approved by the City. The requirement for screening along the west property line is waived. A shared driveway agreement, with the property located at 248 N. Prince Street, is to be submitted to the City prior to building permit issuance.
4. The pavement from parking stalls #1 and #11 will be removed.
5. The applicant shall comply with all State Building codes and City Ordinances.

This permit was prepared by:

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Latisha Birkeland  
Neighborhood Services Manager / City Planner

**City of Whitewater  
Parks and Recreation Board  
Minutes**

**Monday, July 29, 2013 - 4:30pm**

Community Room – 1st Floor, City Municipal Building  
312 W. Whitewater St. Whitewater, WI 53190

**Call to Order and Roll Call**

Brandon Knedler, Bruce Parker, Rachel Deporter, Nate Jaeger, Ken Kidd and Jen Kaina. Absent: Teri Smith and Kim Gosh

Staff: Matt Amundson, and Michelle Dujardin

Guests: Jeffery Schemm and Pattie Rehberg

**Consent Agenda:**

Approval of Parks and Recreation Board minutes of June 11, 2013. Expedited approval of Request for program registration refund by Diana Hagner for Youth Gymnastics.

Kidd moved to accept the consent agenda. Second by Parker. Ayes: Jaeger, Parker, Deporter, Kidd, Kaina and Knedler. Noes: None. Abstain: None. Absent: Smith and Gosh. Motion passed.

**Hearing of Citizen Comments:**

No formal action will be taken during this meeting, although issues raised may become 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 issues as designated in the agenda.

There were no comments

**Staff Reports:**

Recreation and Special Events Coordinator

- Pig In The Park: Event was held at Cravath Lakefront Park on June 15<sup>th</sup> & 16<sup>th</sup>. The event was successful with a profit over \$2,000.00. Changes are being made for 2014 but a June date has been set to move forward another year with the event.

Parks & Recreation Director

- Project Update: Bike master plan- The committee is hard to get together but things are moving forward.
- FOD- Lots of leg work this week , exploration into local workers for volunteer services is being asked.
- HVAC for Multiple Building- Currently looking at video surveillance and trying to link all buildings together.
- Whitewater Creek & James Street Basin- Currently waiting for engineering company.

**Discussion and possible action related to aquatic plant management on Trippe & Cravath**

- Amundson referred to packet and chemical treatment that happened on both lakes. Cravath had treatment for Erosion Water Milfoil, Friday June 7<sup>th</sup>. On Monday June 17<sup>th</sup> navigational paths were created in both lakes. The Combination of treatments and rain fall created great lake appearance. Amundson stated he reached out to two harvest outfitters. Clearwater Plant Harvester that charges \$200 per hour of cutting time, no cost for travel time, and no contracts. Midwest Aquatics Company that indicated a cost of \$3,500-\$5,000. Both companies have concerns on boat launches and would not be able to use our current launches.

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- Jeffery Schemm: Would like to see some plan in place, would like to see a 5 -10 year plan. It's getting worse year by year.
- Amundson stated we are in a unique situation with the shallow lakes and this creates obstacles to solving these problems.
- Parker stated ski teams interest in hopes of coming into our lakes more often and making our lakes available for them.
- Amundson stated he is open for options in the Fall for possible mechanical harvesting and see what happens. Find a solution, meet the goals, and then move forward for a 5-10 year plan with options that work.
- Kidd asked about funds. Amundson stated we have \$10,000-\$12,000.
- Knedler asked if the harvester would just pass over the spots that were chemically treated. Amundson stated yes.
- Jeffery Schemm: Would love to see Harvest company started. Chemically treated weeds once dead, are clogging the bottom of the lake; harvest would be taking the weeds out.
- Parked suggested working with the DNR to have more than the navigational channels treated so we can have more activities in the lake.
- Amundson stated that the DNR offers grant programs for feasibility study
- Kidd expressed concerned about us doing a "band aid" solution. Can we fix the launches with the money we have and in time?

Parks and Recreation Board directed Amundson to get costs on chemical treatment and harvesting to take to Council for direction. Also, to have a discussion with Chuck about boat launches, improvement options, funding, costs, and the possibility of getting them ready in time.

### **Discussion and possible action related to the beach at Trippe Lake**

Amundson gave background on the subject that in the past, the streets crew has groomed the beach and citizens have asked for more sand to be put down. This continued practice raises concerns that sediments will make its way into the lakes undoing problems we have worked so hard to fix.

- Parker suggested a ribbon of sand along the lakefront but taking away the beach.
- 

Parker moved to keep a ribbon of sand, approximately 10 feet, and create a grassy area to the existing bike path. Seconded by Kidd. Ayes: Jaeger, Parker, Deporter, Kidd, Kaina and Knedler. Noes: None. Abstain: None. Absent: Smith and Gosh. Motion passed.

### **Discussion related to hunting regulations in City Parks**

Amundson referred to citizen requests to hunt on their property or city property.

Parks and Recreation Board directed Amundson to identify what areas are able to have hunting abilities, lots that might overlap with a park and high risk areas. Also, to identify what type of hunting tool should be allowed; bow, cross bow, shot gun, or rifle.

### **Review and possible action on proposal for consultant services to assist with Strategic Plan**

Amundson referred to the packet and layout of proposal and services.

Kidd moved to approve agreement proposed, and to work with SAA Designs Group on a timeline. Seconded by DePorter. Ayes: Jaeger, Parker, Deporter, Kidd, Kaina and Knedler. Noes: None. Abstain: None. Absent: Smith and Gosh. Motion passed.

## **Review and possible action on agreement with Whitewater Community Foundation related to Treyton's Field of Dreams.**

Amundson presented the draft agreement, goal of the agreement, and the responsibilities associated with the project once completed. Amundson asked the board for feedback and possible changes.

- Knedler questioned if the funds can be utilized to improve the other fields at Starin Park or is it just for the field of dreams?
- Knedler questioned who this board would report to?
- Knedler questioned who will be managing the concessions?

Amundson stated this is a work in progress and will bring any changes back to the board in the next draft document.

## **Review and possible action on playground equipment to be purchased for Turtle Mount Park**

Amundson stated that neighbors are meeting tomorrow at 4:00pm to select the playground equipment and will take the selected option to Common Council on Aug 6<sup>th</sup> for approval.

Amundson asked for boards blessing to let the committee; three optimist members and anyone in the neighborhood, select the playground and move forward. The Parks and Recreation Board agreed to the selection process.

## **Request for future agenda items**

4<sup>th</sup> of July carnival family housing location.

Knedler moved to adjourn meeting at 6:12pm. Seconded by Parker. Ayes: Jaeger, Parker, Deporter, Kidd, Kaina and Knedler. Noes: None. Abstain: None. Absent: Smith and Gosh. Motion passed.

**Next meeting: Tuesday, August 13<sup>th</sup> at 5:30pm**

Respectfully submitted,

Michelle Dujardin

Michelle Dujardin

# CA-B

**City of Whitewater  
Parks and Recreation Board Minutes  
Monday August 26, 2013 - 4:30pm  
Community Room (1st Floor)  
Whitewater Municipal Building  
312 W. Whitewater St. Whitewater, WI 53190**

## **Call to Order and Roll Call**

Rachel Deporter, Ken Kidd, Brandon Knedler, Bruce Parker, Teri Smith. Absent: Nate Jaeger, Kim Gosh and Jen Kaina. Staff: Matt Amundson, Deb Weberpal, and Abby Schyvinch Guests: None

## **Consent Agenda:**

Approval of Parks and Recreation Board minutes of July 29, 2013

No items to be removed from consent agenda. Kidd moved to accept the consent agenda. Second by Smith Ayes: Kidd, Parker, Deporter, Smith and Knedler. Noes: None. Abstain: None. Absent: Gosh, Jaeger and Kaina. Motion passed.

## **Hearing of Citizen Comments:**

No formal action will be taken during this meeting, although issues raised may become 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 issues as designated in the agenda.

No comments

## **Staff Reports:**

Sports Coordinator Abby Schyvinch:

July 19-21 was the softball/ baseball tournament. All age levels in baseball finished well! Both the 12U softball teams played very competitively and finished 3<sup>rd</sup> and 4<sup>th</sup>. Overall, it was a successful season for softball and baseball. Flag Football started 8/12. First game for WYFL tackle was this past Saturday which brought out a great crowd. There's roughly 134 kids participating in tackle football. We had to drop third/ fourth grade tackle age group as not enough signed up. More kids at this age are choosing flag football. Elkhorn has joined the flag football and has doubled the number of teams. We order jerseys from NFL and all participants receive one. Four step progression to teach tackle from the NFL. Safety built into the teachings. This group of coaches is very educated on drills, safety and progressions. Now have a comprehensive program from first grade through high school. WYFL sells cookie dough to fund equipment.

Director Matt Amundson:

Groundbreaking for Treyton's Field of Dreams was well attended and a great event. Pre-construction meeting will be held Wednesday and how it will impact Starin Park. Turtle Mound Park installation will

# CA-B

be in October. Working on details with equipment supplier. Student volunteers may assist the Optimists.

## **Discussion and review of site plan, floor plan, elevations, and a rendering for the proposed pavilion at Starin Park related to Treyton's Field of Dreams**

Amundson referred to the packet. Changes: Changed the orientation of the concession building. Will tie the building into the field better. The concession stand itself change: took out the room between the bathrooms. Coaches room will also have water heater, mop sink etc. to save room (more space for concessions). Parker questioned access and visibility of bathrooms. Parents can see bathrooms from field. Site work will begin in the fall with building to begin in spring. Parker moved to approve the plan. Second by Smith. Ayes: Kidd, Parker, Deporter, Smith and Knedler. Noes: None. Abstain: None. Absent: Gosh, Jaeger and Kaina. Motion passed.

## **Approval of request by the "Wisconsin Dream Center" to be included in facility reservation policy as a partner organization**

This group is affiliated with Crosspointe Church and churches already receive 50%. Kidd: They are a 501(c)3 and using money for secular purposes. Amundson commented approving the event is appropriate, but we need to discuss if they become part of the rental groups. Kidd moved to approve the event. Second by Parker. Smith would prefer a decision on always free use or not at all. Parker questioned how much staff time for cleaning after event would be needed. Dragging of field would be needed but no other staff time would be involved. Ayes: Kidd, Parker, Deporter, and Knedler. Noes: Smith. Abstain: None. Absent: Gosh, Jaeger and Kaina. Motion passed.

## **Discussion and work session related to the Park & Open Space Plan / Parks & Recreation Strategic Plan**

- **Background & Goals of Plan**
- **Review Existing Park & Open Space System**
- **Review Existing Park Improvement Plans**
- **Recommended Park Improvements (5, 10, & 15 Year)**
- **Goals, Objectives, & Policies**

Work session and discussion of Strategic plan.

## **Request for future agenda items**

UFC Cravath Lakefront meeting

## **Adjourn**

6:45 pm. Motion by Parker. Second by Smith. Affirmed by voice vote.

## **Next scheduled meeting:**

**Amundson will be sending out an email to find a date which works in September**

Respectfully submitted,



Debra Weberpal

**City of Whitewater  
Parks and Recreation Board  
Minutes**

**Thursday, September 26, 2013 - 5:30pm**

Cravath Lakefront Room - 2nd Floor, City Municipal Building  
312 W. Whitewater St. Whitewater, WI 53190

**Call to Order and Roll Call**

Bruce Parker, Brandon Knedler, Ken Kidd, and Nathan Jaeger  
Staff: Matt Amundson, Michelle Withey (Intern)

**Consent Agenda: Approval of Parks and Recreation Board minutes of August 26, 2013**

Bruce Parker moved to approve the consent agenda. Seconded by Nathan Jaeger. Ayes: Smith, Parker, Knedler, Jaeger Noes: None. Abstain: None. Absent: Kaina, Smith, & DePorter. Motion passed.

**Hearing of Citizen Comments:**

No formal action will be taken during this meeting, although issues raised may become 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 issues as designated in the agenda.

There were no citizen comments

**Staff Reports:**

Parks & Recreation Director: The Discover Whitewater Series was hosted this past weekend. The event went extremely well and many runners commented on the great organization, course, and overall planning of the event. Planning is underway for making the event a yearly event. Construction has started on the Field of Dreams project. The contractor on the project is E & N Hughes, they are completing water main installation, storm sewer, bio retention ponds, parking lot improvements, new entrance drive and drop off areas. A majority of the work, including paving is to be completed by mid-November. A photo gallery documenting construction is available on the City website. The Turtle Mound Park playground installation was pushed back from early October to late October.

**Discussion and approval of draft Capital Improvement Program for Parks & Recreation**

Amundson presented the document. Kidd suggested that a Space Needs Study for Senior programming space be included in 2016, Knedler suggested that a metal roof option for the Community Building should be explored as an alternative to replacing shingles on the current roof, Kidd and Parker commented on the need to look at an outdoor pickleball court, and Knedler asked staff to explore air conditioning the Armory Gym as part of the Trane review of facilities project.

**Discussion and approval of 2014 Parks & Recreation Budget**

Amundson presented the 2014 Budget and explained the various areas of responsibility and the new budget format.

Dr. Ken Kidd made a motion to approve the Capital Improvement Program and the 2014 Parks and Recreation Budget with the discussed suggestions and changes, Nathan Jaeger seconded the motion. Ayes: Smith, Parker, Knedler, Jaeger Noes: None. Abstain: None. Absent: Kaina, Smith, & DePorter. Motion passed.

**Request for future agenda items**

Next meeting was discussed – will be October 21 at 4:30 PM

Update on bike path extension, stakeholders meeting for Cravath, lakes update, Treyton’s Field of Dreams pavilion

Adjourn

Motion to adjourn at 7:14pm by Kidd, seconded by Jaeger. Group voice confirmation.

Respectfully submitted,

*Matt Amundson*

Matt Amundson, CPRP

DRAFT

**Present:** Richard Helmick, Sharon Knight, Danielle Hudson, Anne Hartwick, Sally Watson, Julie Caldwell, Jim Winship **Absent:**

**Administrative Staff Present:** Stacey Lunsford, Diane Jaroch

**Also Present:**

1. President Anne Hartwick called the meeting to order at 6:31 p.m.
2. The consent agenda was approved as presented. MSC (Winship/Knight) Ayes: Helmick, Hudson, Hartwick, Watson, Caldwell. Noes: None
3. The circulation, service, and Mango statistics reports for August 2013 were acknowledged and accepted as presented. MSC (Caldwell/Winship) Ayes: Helmick, Knight, Hudson, Hartwick, Watson. Noes: None
4. Acknowledgment of receipt of treasurer's report for August 2013 MSC (Winship/Hudson) Ayes: Helmick, Knight, Hartwick, Watson, Caldwell. Noes: None
5. Citizen input regarding matters not on agenda; no action at this meeting.
6. OLD BUSINESS
  - a) Library Building Expansion Project ~ Stacy reported—Rick and I met on Friday, September 6. He informed me that Darren Schretter, our former project manager from Dewberry, has left Dewberry to join Rick's company, so Darren will once again be working on our project. Rick gave me a draft of his vision document to review and provide feedback and some preliminary conceptual ideas for locating services and collections. We discussed the ideas and I gave him further direction on what we are intending for our space as downsized from the original two-story addition..
  - b) Council and Community Communications ~ None.
  - c) System Planning ~ Stacey will give a full report on September 11 wrap-up at the meeting
7. NEW BUSINESS
  - a) This is the annual staff work day, in which staff work on projects that cannot be done while we are open. We have plans for weeding, book covering, re-organizing, and shelf reading.
  - a) I had Anne sign the MobileMAKE memorandum of understanding for the LSTA grant proposal which was due today.
8. DIRECTOR'S REPORT As submitted by Stacy Lunsford
  - a) The Boopsie app is launched. It has been publicized in the Daily Union, the Register, on Facebook and Twitter, and on our website and will be in the Royal Purple.
  - b) We have met with the furniture supplier and the interior design person for the staff room remodel to further refine what we need for the quote.

## CA-B

- c) I attended the system merger meeting in Racine on Thursday, September 12. I will give a full report of the proceedings at the meeting on Monday.
- 9. ADULT SERVICES REPORT—As submitted by Diane Jaroch
  - a) The Grand Prize Drawing for the Summer Reading Program was held on August 2. The two adult prizes were a digital camera and a Nook Simple.
  - b) I attended the library's system planning Public Forum Workshop on August 13 and acted as a note taker/facilitator for the group I was seated with. The workshop went very well and everyone in attendance was very optimistic about building a new library.
  - c) I attended the final meeting of the Circulation Committee to finalize the Circulation Review/Skills Test the committee created at the request of the Jefferson County Library Directors. The document will now be submitted to the Directors for their approval.
  - d) I spent most of August planning and organizing programs for September and October.
- 10. YOUTH SERVICES REPORT—As submitted by Cathy Bloom
  - a) Our Battle of the Books team, which included 7 young adults, went to Hartford to compete in the Mid-Wisconsin Battle of the Books tournament. While we did not win the tournament, our team did well and they had a good time.
  - b) On August 2, we had the drawings for the grand prizes for the summer reading program.
  - c) Lindsey Giller's last day of work was on Friday, August 5. She was the summer reading program assistant. She did meet us at Pizza Hut on August 13, 2013 for the young adult volunteer appreciation lunch at Pizza Hut.
  - d) I spent most of August planning storytimes and programs for the fall-winter session.
- 11. Board member reports. None
- 12. Board member requests for future agenda items. None
- 13. Confirmation of next meeting on October 21, 2013, 6:30 pm
- 14. Adjournment into Closed Session NOT TO RECONVENE. MSC (Helmich/Caldwell) Roll call vote. Ayes: Helmick, Knight, Hudson, Hartwick, Watson, Caldwell, Winship. Noes: None

Minutes submitted by Sally Taylor Watson, Board of Trustees Secretary

*Sally Taylor Watson*

## Fire Rescue Task Force

CA-B

April 29, 2013

5:30 p.m.

City Manager's Conference Room  
City of Whitewater Municipal Building, 2<sup>nd</sup> Floor  
312 W Whitewater Street, Whitewater, Wisconsin

### MINUTES

#### 1. Call to Order

The meeting was called to order by Dr. Ken Kidd at 5:30 p.m. Members present: Don Gregoire (Fire Chief), Todd Lindert (Rescue), Jim Olsen (Council), Jan Bilgen (Police Commission), Ken Kidd (Council). Absent: None. Also present: Patrick Wellnitz (1<sup>st</sup> Assistant Fire Chief), Mike Higgins (2<sup>nd</sup> Assistant Fire Chief), Cameron Clapper (City Manager), Christ Christon and Terry Malone.

#### 2. Approve Minutes of April 12, 2013

The April 12 minutes were not available at the time of the meeting.

#### 3. Review materials and information regarding finalist consulting firms

Task force members present reviewed the final list of firms and the references as discussed in the meeting on April 12, 2013.

#### 4. Discussion and possible recommendation to the Common Council regarding firm and/or agreement for consulting services

A motion was made by Olsen, seconded by Gregoire to recommend approval of an agreement with ESCI (Emergency Consulting Services International) of Wilsonville, Oregon to the Common Council contingent on a call to be made by Kidd and Clapper to Kent Green of ESCI Consulting Services.

#### 5. Adjournment

The motion to adjourn was made Todd Lindert, seconded by Don Gregoire. Ayes: Gregoire, Lindert, Olsen, Bilgen, Kidd. Noes: None. Absent: None.

The meeting adjourned at 7:14 p.m.

**Fire Rescue Task Force**

June 24, 2013

6:30 p.m.

City Manager's Conference Room

City of Whitewater Municipal Building, 2<sup>nd</sup> Floor  
312 W Whitewater Street, Whitewater, Wisconsin

Minutes

**This meeting was cancelled due to a lack of quorum of voting members.**

## Fire Rescue Task Force

CA-B

June 26, 2013

6:30 p.m.

City Manager's Conference Room  
City of Whitewater Municipal Building, 2<sup>nd</sup> Floor  
312 W Whitewater Street, Whitewater, Wisconsin

### MINUTES

#### 1. Call to Order

The meeting was called to order by Dr. Ken Kidd at 6:29 p.m. Members present: Don Gregoire (Fire Chief), Todd Lindert (Rescue), Ken Kidd (Council). Absent: Jan Bilgen. Others present: Patrick Wellnitz (1<sup>st</sup> Assistant Chief), Mike Higgins (2<sup>nd</sup> Assistant Chief), Terry Malone and Cameron Clapper (City Manager).

#### 2. Set format for ESCI consultant visit July 24<sup>th</sup> through July 25<sup>th</sup> and identify stakeholders to be interviewed.

The Task Force directed City staff to get in touch with the project lead on the operations study and work with him to establish the itinerary or layout of the field visit. Staff was instructed to recommend the following stakeholder groups and meetings to the consultant:

- 1) Focus group for Fire Service volunteers
- 2) Focus group for Technical Rescue volunteers
- 3) Focus group for EMT/EMS volunteers

We would want to establish also Survey Monkey surveys for all of those groups as well as a Survey Monkey survey possibly for town boards of surrounding townships who receive service from the city.

- 4) Focus group for Police and Fire Commission
- 5) Meeting with both medical directors for the Whitewater Rescue Division
- 6) Meeting with Fire Department chiefs
- 7) Meeting with the Company officers
- 8) Meeting with EMS Company officers
- 9) Meeting with Neighborhood Service regarding demographic and GIS data
- 10) Meeting with Police regarding communications center data

- 11) Meeting with City Manager
- 12) Meeting with Task Force
- 13) Meeting with Common Council
- 14) Meeting with Finance

Meeting at Fire Station to conduct a of walk-through inspection of fire/rescue facilities, equipment, and apparatus.

The Task Force reviewed the list of items requested electronically and in hard copy format by the consultant, ESCI, from the City of Whitewater. All requested information will be submitted to the City Manager via the Confidential Executive by July 10<sup>th</sup>. One hard copy of the requested information will be assembled in four 3-ring binders and one electronic version. Staff was directed to get an updated schedule for the field visit from the consultant as soon as possible.

### **3. Discussion and possible direction regarding Jim Olsen's resignation from the task force.**

The Task Force discussed the need to fill the vacant Councilmember position on the Task Force. It was moved by Lindert, seconded by Gregoire to recommend and request that Council select another councilmember to serve on the committee with the rest of the Fire and Rescue Task Force members. Ayes: Gregoire, Lindert, Kidd. Noes: None. Absent: Jan Bilgen.

### **4. Adjournment**

A motion was made by Lindert, seconded by Gregoire to adjourn the meeting. Ayes: Gregoire, Lindert, Kidd. Noes: None. Absent: Jan Bilgen. The meeting adjourned at 8:30 p.m.

## Fire Rescue Task Force

CA-B

July 24, 2013

9:30 a.m.

Community Room

City of Whitewater Municipal Building

312 W Whitewater Street, Whitewater, Wisconsin

### MINUTES

1. Members present to meet with ESCI (Emergency Services Consulting International): Don Gregoire (Fire Chief), Todd Lindert (Rescue), Ken Kidd (Council), Phil Frawley (Council), Jan Bilgen (Police Commission) Others present: Patrick Wellnitz (1<sup>st</sup> Assistant Chief), Mike Higgins (2<sup>nd</sup> Assistant Chief), and Cameron Clapper (City Manager).
2. Task Force members met with ESCI representatives to discuss expectations and background for ESCI's study of Whitewater Fire and Rescue.
3. The meeting with Task Force members ended at approximately 10:30 a.m.



Whitewater Community TV  
P.O. Box 178  
Whitewater, WI 53190  
Email: [aluckett@whitewater-wi.gov](mailto:aluckett@whitewater-wi.gov)  
Telephone (262) 473-8564

CA-B

## CABLE TV COMMITTEE MINUTES

City of Whitewater  
September 11, 2012  
At Whitewater Community TV  
402 W. Main St.  
Whitewater WI 53190

- I. **Call to order.** Meeting was called to order at 7:04 p.m.
- II. **Roll Call.** Marianne Scott, Dianne Bowker, Kathy Ross, Frank Rowe and Roni Telfer. Also in attendance is Alan Luckett, Staff Liaison & TV Coordinator, and Peter Sobolewski, Staff.
- III. **Nomination of Officers: Chair, Vice-Chair and Secretary.** Frank Rowe was nominated Chair by Roni Telfer and 2<sup>nd</sup> by Kathy Ross. Marianne Scott was nominated Vice Chair by Kathy Ross and 2<sup>nd</sup> by Frank Rowe. Alan Luckett was nominated Secretary by Kathy Ross and 2<sup>nd</sup> by Roni Telfer. All were in favor.
- IV. **Approval of Minutes from September 29, 2011.** Roni Telfer moved approval and was 2<sup>nd</sup> by Marianne Scott. All were in Favor.
- V. **Manager Report**
  - a. **Video Taping Calendar Review.** Calendar was presented. Alan Luckett presented a comparison of shows recorded dating back from 2008 to the present. Alan reported that all School Board and teacher training for the School District were paid by the School District. The number of government tapings had increased due to the transparency in government ordinance that was passed, the monthly Park Bench Show, and Wastewater Training. Alan explained how his staff produces concert videos in the school district. Alan explained that an hour and a half worth of concert takes a minimum of 6 hours of production time from start to finish.
  - b. **Seniors in the Park: Park Bench Show.** Park Bench is a monthly program that is regularly recorded. Only one month was not recorded in 2011 (July). Skip Grover was the volunteer host, and Deb Weberpal, Senior Coordinataor, helps guest host occasionally.
  - c. **Wisconsin Community Media (WCM) Spring Conference.** Alan Luckett attended the conference and was a moderator for one session. Alan helps the organization by serving on the board and is in charge of the vendors at the spring conference. Whitewater TV won several awards for their productions. Awards received were for the Marching Band Competition, Packer-up Donation Challenge, and Bringing the Arts to Whitewater.
  - d. **Alliance for Community Media (ACM) Summer Conference.** The ACM Conference was held in Chicago over the summer. Alan attended the conference on a Grass Roots Scholarship. The expenses were only

## CA-B

parking, some food and hotel. It was a national conference. Archiving content was the focus of the conference; San Francisco was the leader in this. Other topics were promoting your station, and getting more volunteers. Alan did a lot of networking.

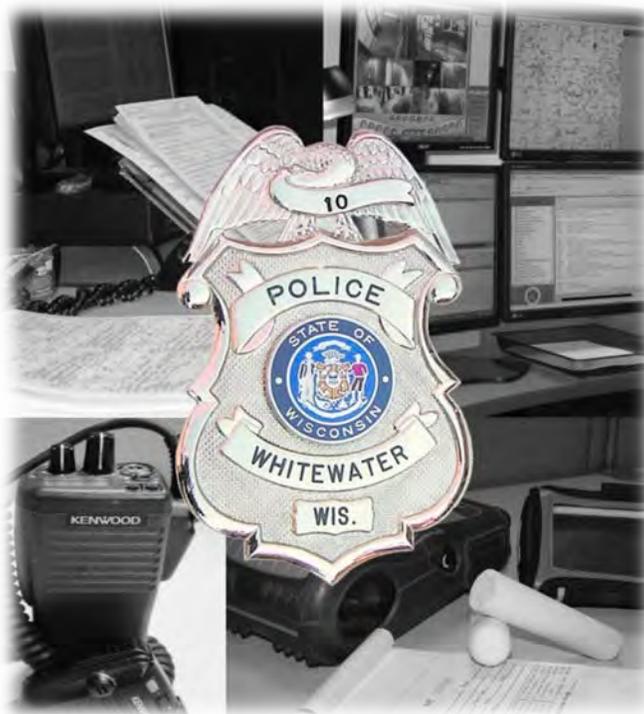
- e. **WCM Fall Conference in Whitewater: Digital Storytelling.** Alan reported that the WCM Fall Conference will be held in Whitewater in October. The conference would be partially funded by money through the National Endowment for the Arts. The grant was awarded to Ben Strand of the UWW Young Auditorium. The money paid for our presenter, Jim Winship, and scholarships.
  - f. **Other City Related Media Manager Operations.** Alan is a Public Information Officer for the city as well. With cooperation from the University, the city of Whitewater held an emergency drill on campus that Alan participated in. Alan also works on the city's website.
- VI. **Franchise Fee review.** Alan described the Franchise Fee purposed, and reviewed fees collected. Alan felt that the University's conversion to satellite may affect collected franchise fees. He anticipates a decline in collected fees.
- VII. **2013 Budget Discussion and Action.** Alan discussed the 2013 budget. He highlighted the concern with fees collected by the city from the cable TV fund which are title "Administrative Fees". Alan felt that the TV reserve fund could disappear in 4 to 5 years if this draw down on the reserve fund would continue. The reserve fund had been used for equipment only in the past.  
Roni Telfer moved to submit \$124,932 Budget for 2013. Kathy Ross 2<sup>nd</sup> the motion. All were in favor. The committee realized that the budget may be trimmed.
- VIII. **Schedule Future Meetings and Topics.** Roni Telfer was interested in pursuing the creation of a digital tour of Whitewater using digital storytelling. She suggested getting Downtown Whitewater and the Chamber of Commerce involved. This would help market and teach history at the same time. Suggested next meeting would be after the last quarter franchise fee is collected.
- IX. **Adjournment.** Motion to adjourn was at 8:45 p.m.

Submitted by  
R. Alan Lockett  
Community TV/Media Services Manager  
Whitewater Community TV  
Analog 98 and Digital 990

CA-B

# Whitewater Police Department Consolidated Monthly Report

## September 2013



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

**Whitewater Police Department**  
**312 West Whitewater Street**  
**Whitewater, Wisconsin 53190**

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

	No. of Incidents		Total Amount Lost	
	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>
Murder/Non-Negligent Manslaughter	0	0	\$0	\$0
Sexual Assaults - 1st, 2nd, 3rd, 4th Degree	18	16	\$0	\$0
Total Robbery	4	0	\$970	\$0
Total Burglary	34	35	\$14,516	\$34,479
Total Motor Vehicle Thefts	4	1	\$4,700	\$8,000
<b>Thefts</b>				
Pocket Picking	0	0	\$0	\$0
Purse Snatching	0	0	\$0	\$0
Shoplifting	20	12	\$4,836	\$3,852
From Automoblies	24	21	\$8,639	\$4,652
Automobile Parts/Accessories	8	21	\$935	\$3,856
Bicycles	17	10	\$1,580	\$1,438
From Buildings	39	60	\$23,445	\$33,977
Coin Operated Machine	1	0	\$1,075	\$0
All Other	47	43	\$14,741	\$16,250
Total Thefts	156	167	\$55,251	\$64,025
<b>Grand Total</b>	<b>216</b>	<b>219</b>	<b>\$75,437</b>	<b>\$106,504</b>

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

	<u>2013</u>	<u>2012</u>
Property Stolen	\$75,437	\$106,504
Property Recovered	\$22,663	\$34,118
Percentage Recovered/Stolen	30%	32%
Property Stolen Average per Month	\$8,382	\$11,834

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

Comparison of Charges

<b>Charge Totals:</b>	<b>Monthly</b>	<b>Year to Date</b>
Adult	249	1,933
Juvenile	17	130
<b>Combined Total</b>	<b>266</b>	<b>2,063</b>

<b>Charges</b>	<b>This Month</b>	<b>This Year to Date</b>	<b>Last Year to Date</b>	<b>Increase/Decrease</b>
Animal Cruelty	0	1	1	SAME
Animal Ordinance Violations	0	8	11	-3
Arson	0	0	0	SAME
Assault (Aggravated)	2	11	6	5
Assault (Other)	12	35	23	12
Bail Jumping	1	23	30	-7
Bomb Threat	0	0	0	SAME
Burglary	0	16	6	10
Burglary Tools - Possess	0	0	1	-1
Cause <18 to Listen/View Sex Activity	0	2	0	2
Cigarette / Tobacco Violation	0	0	9	-9
Citations Written for Parking Tickets	0	0	0	SAME
Contribute to Delinquency	0	0	2	-2
Contribute to Truancy	0	5	1	4
Controlled Substance - Possession	5	50	64	-14
Controlled Substance - Sale / Manufacture	2	35	35	SAME
Court Order Violation	0	2	1	1
Criminal Damage	6	29	34	-5
Criminal Trespassing	1	7	3	4
Curfew	0	12	7	5
Disorderly Conduct	38	219	274	-55
Embezzlement	1	1	12	-11
Emergency Detention / Protective Custody	2	29	25	4
Escape	0	0	0	SAME
Facilitate Child Sex Crime by Computer Use	0	0	0	SAME
Fail to Obey Officer	4	9	14	-5
False Imprisonment	0	2	1	1
Fireworks - Sell / Discharge without Permit	0	0	4	-4
Forgery and Counterfeiting	0	0	4	-4
Fraud	0	11	26	-15
Illegal Blood Alcohol Content (IBAC)	7	72	74	-2
Impersonate Peace Officer	0	0	0	SAME

Continued on next Page

Charges	This Month	This Year to Date	Last Year to Date	Increase/ Decrease
Intentionally Neglect Child	3	4	0	4
Kidnapping	0	0	0	SAME
Lewd and Lascivious Behavior	0	2	0	2
Liquor Laws	50	167	264	-97
Littering	0	3	1	2
Mental Harm of Child	1	4	0	4
Motor Vehicle Theft	0	4	1	3
Murder and Non-Negligent Manslaughter / Attemp	0	0	0	SAME
Negligent Handling of Burning Materials	0	0	0	SAME
Noise	6	15	18	-3
Obstruct / Resist Officer	3	24	23	1
Obstructions on Streets Prohibited	0	0	0	SAME
Offenses Against Family and Children	0	0	4	-4
Open Burning Permit Violation	0	1	0	1
Operate Auto While Intoxicated	9	91	79	12
Park Regulations	0	2	0	2
Pornography / Obscenity	0	3	0	3
Possess Drug Paraphernalia	1	32	51	-19
Prostitution (Enticement)	0	2	6	-4
Reckless Endangering Safety	0	0	0	SAME
Registered Sex Offender Violations	0	0	0	SAME
Robbery	6	6	1	5
Runaway	0	6	6	SAME
Sex Offenses (Other)	0	4	1	3
Sexual Assault - 1st Degree	0	5	7	-2
Sexual Assault - 2nd Degree	0	6	0	6
Sexual Assault - 3rd Degree	0	1	0	1
Sexual Assault - 4th Degree	0	1	0	1
Solicitors / Peddlers Prohibited	0	0	0	SAME
Stolen Property	0	0	5	-5
Theft (Except Motor Vehicle)	4	87	59	28
Traffic Offenses	83	843	704	139
Traffic Ordinance Violations	0	1	1	SAME
Truancy	2	18	12	6
Warrant Served - Local	7	74	95	-21
Warrant / Pickups for Other Agencies	10	77	86	-9
Weapons (Conceal / Possess / Negligent Use)	0	1	6	-5
Zoning Violations	0	0	4	-4
<b>Total</b>	<b>266</b>	<b>2,063</b>	<b>2,102</b>	<b>-39</b>

Type of Activity/Complaint	This Month	This Year to Date	Last Year to Date
Calls for Service	809	5,497	5,450
Activity Logs *	13	67	131
Traffic Stops *	171	1,770	1,718
Family Disturbances	2	24	26
Noise Complaints	73	310	272
Animal Complaints	28	218	222
False Alarms	12	73	56

\* 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	23	15
Pedestrian/Bicycle	0	2	5
Hit and Run	4	50	31
Property Damage over \$1000	14	95	66
Property Damage under \$1000	10	47	40
<b>Total</b>	<b>32</b>	<b>217</b>	<b>157</b>

**Parking Tickets Issued**

Type of Activity/Complaint	This Month	This Year to Date	Last Year to Date
Issued by Patrol Officers	164	1,395	1,672
Issued by Community Service Officers	219	1,006	1,201
<b>Total</b>	<b>383</b>	<b>2,401</b>	<b>2,873</b>

Type	Monies Received		
	This Month	This Year to Date	Last Year to Date
Bicycle Licenses	\$3.00	\$60.00	\$48.00
Citations/Warrant Payments	\$523.20	\$15,052.52	\$30,310.63
License Plate Renewal Service Fee *	\$60.75	\$307.25	-
Miscellaneous	\$7.04	\$159.92	\$112.26
Parking Honor Box	\$137.65	\$2,365.89	\$781.53
Parking Permits	\$2,100.00	\$21,250.00	\$20,015.00
Parking Violations	\$6,880.00	\$59,073.42	\$72,728.00
<b>Total</b>	<b>\$9,711.64</b>	<b>\$98,269.00</b>	<b>\$123,995.42</b>

\* These funds are used for crime prevention initiatives.

Type	Overtime Hours		
	This Month	This Year to Date	Last Year to Date
Administrative Duties	0.000	14.000	58.000
Bike Patrol	0.000	20.000	56.750
County Court	20.000	151.000	132.750
Municipal Court	5.000	28.000	51.750
Data Entry	0.000	9.750	48.000
Foot Patrol	0.000	3.500	0.000
Investigation	24.250	370.250	478.250
Meeting	17.750	106.750	167.000
Officer In Charge	31.750	193.000	73.000
Other *	5.500	39.750	57.250
Parking	0.000	0.000	10.000
Prisoners (Transport/Custody)	6.500	76.750	62.250
Radio Dispatch	33.000	73.750	96.500
Reports	7.000	87.250	132.000
Roll Call	23.750	244.750	205.250
Special Event	36.250	111.000	179.250
Squad Patrol	35.750	351.000	495.500
Traffic	0.000	8.000	1.000
Training	59.250	491.250	634.000
Holidays	98.250	624.750	637.500
<b>Total</b>	<b>404.000</b>	<b>3,004.500</b>	<b>3,576.000</b>

\* Other consisted of overtime for Juvenile Officer duties, RCC had car problems in Elkhorn, and clerical assigned duties.

**WPD Personnel Training**

- From September 3<sup>rd</sup> through September 6<sup>th</sup>, Officer Schleis attended Rader/Lidar certification at WCTC – Pewaukee.
- From September 11<sup>th</sup> through September 13<sup>th</sup>, RCC Lentz and Dispatcher Petersen attended Wisconsin Crime Information Bureau Conference in Green Bay.
- From September 16<sup>th</sup> through September 27<sup>th</sup>, Detective Sergeant Winger attended Death Investigation School at Fort McCoy.
- On September 16<sup>th</sup> and 17<sup>th</sup>, Officers Hintz and Schleis attended Advanced Roadside Impaired Driving Enforcement training at the Walworth County Sheriff's Department.
- On September 17<sup>th</sup>, RCC Lentz and Dispatcher Ojibway completed a 9-1-1 NET Webinar.
- From September 23<sup>rd</sup> through October 12<sup>th</sup>, Officer Becker attended Defense and Arrest Tactics Instructor training in Madison.
- From September 23<sup>rd</sup> through September 27<sup>th</sup>, Officer Meyer and Elder attended Basic SWAT training in Waukesha.
- On September 25<sup>th</sup>, Captain Uhl and Lieutenant Gray attended Quota-Free Productivity System training in Appleton.

**Presentations and Appearances by WPD Personnel**

- On September 3<sup>rd</sup>, Captain Uhl gave a presentation to the Whitewater Rotary Club on the department's goal to start a K9 unit.
- On September 12<sup>th</sup>, Chief Otterbacher gave a presentation to the UW-Whitewater Criminal Justice Student Organization on careers in law enforcement.
- On September 20<sup>th</sup> and 26<sup>th</sup>, Chief Otterbacher presented a Webinar and in-service training on accreditation, which was facilitated by the City of Whitewater's insurance carrier, CVMIC.

**Proactive Community Policing and Crime Prevention Initiatives**

- During the month of September, Crime Prevention Team Members met individually with tavern owners to discuss concerns, offer doormen training opportunities, review after hours parking for tavern employees and the use of handheld ID verification units.
- On September 13<sup>th</sup>, the Honor Guard Team presented the flag at LINCS Elementary School Star Spangled Banner tribute.
- On September 22<sup>nd</sup>, Chief Otterbacher, Lieutenant Gray, 11 officers, and 2 CSOs assisted with traffic control at the Greater Whitewater Half Marathon.
- On September 24<sup>th</sup>, Chief Otterbacher, Sergeant Bradford, Juvenile Officer Valadez, members of UW-Whitewater Police Services, and members Walworth County and Jefferson County Sheriff's offices met with Whitewater Unified School District administration to create training outlines specific to student responses to an active threat.
- In an effort to proactively respond to the increase of vandalism and theft complaints, the department facilitated three covert foot and bike patrol operations throughout September.

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**Appointment of Councilmember representative to Downtown  
Whitewater Streetscape Plan project Committee**

**No Back Up Material**

**BOARD AND COMMISSION OPENINGS AND APPLICANTS FOR POSITIONS**

October 9, 2013

<b>Board / Commission</b>	<b>No. of Openings</b>	<b>Incumbent</b>	<b>Applicants</b>
Board of Zoning Appeals	1 alternate	None- open	Tom Miller
Cable TV	2	None	None
Ethics Committee	1 regular; 1 alternate	None - open	Bonnie Miller

CITIZEN SERVICE INFORMATION FORM

Name (Print): MILLER THOMAS F. Date: 10/8/2013  
Last First Middle

Home Address: 221 S. Prince St.

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone (Home): 262-473-3121 Cell (Work): 262-949-6941

E-mail address: \_\_\_\_\_

How long have you lived in the City of Whitewater?: 68 yrs.

Which Boards, Commissions, and/or Committees interest you?

Board of Zoning Appeals

Please give a brief overview of your background, experience, interest, or concerns in the above areas:

Served on Plan Commission, CDA and Tree Commission  
39 yrs. - Vol. Fire Dept.

References:

1. Don Gregoire Phone: 262-903-9453  
317 W. Ann St.  
Whitewater, WI 53190

2. Scott McKenzie Phone: 262-473-3342  
629 S. Franklin St.  
Whitewater, WI 53190

Return this form to:  
City Clerk  
312 W. Whitewater Street  
Whitewater, WI 53190  
msmith@ci.whitewater.wi.us

Thomas F. Miller  
Signature

CITIZEN SERVICE INFORMATION FORM

Name (Print): Miller Bonnie L. Date: 9/17/2013  
Last First Middle

Home Address: 221 S. PRINCE ST.

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone (Home): 262-473-3121 (Work): 262-473-6940

E-mail address: mustangsally@charter.net

How long have you lived in the City of Whitewater?: 18 yrs.

Which Boards, Commissions, and/or Committees interest you?

Ethics

Please give a brief overview of your background, experience, interest, or concerns in the above areas:

23 yrs - Legal Secretary  
Past member - Board of Directors - Downtown Whitewater  
I care about Whitewater and the quality of life here.

References:

1. Sharon McKenzie Phone: 473-3342  
629 S. Franklin  
Whitewater, WI 53190

2. Pam Stachowski Phone: 473-6931  
W2925 Hyw. 59  
Whitewater, WI 53190

Return this form to:  
City Clerk  
312 W. Whitewater Street  
Whitewater, WI 53190  
msmith@ci.whitewater.wi.us

Bonnie L. Miller  
Signature



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*City of Whitewater Council Agenda Item Information Sheet*

MEETING DATE: 11/03/2013

ITEM: 2014 Budget Presentations

PRESENTER: City Manager

PREVIOUS ACTION, IF ANY: None.

SUMMARY OF ITEM BEING PRESENTED:

**This is the third set of presentations on the proposed 2014 budget for the City of Whitewater. Staff will present for review by the Common Council, budgets for selected departments and segregated funds. Unless the Council determines that there is a need to meet on November 12 to further discuss items in the budget, this will be the final presentation before meeting to hold a public hearing and approve the budget on November 19.**

**Due to the discovery of errors and inconsistencies in the budget document that was presented to Council in early October, staff will be sending a corrected version of the complete budget for review.**

BUDGET IMPACT, IF ANY: n/a

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: n/a

STAFF RECOMMENDATION: None

RECOMMENDED MOTION: None

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

**An updated version of the proposed budget will be provided to Council members later this week.**

FOR MORE INFORMATION CONTACT:

**Cameron Clapper, City Manager, 262.473.0100, [cclapper@whitewater-wi.gov](mailto:cclapper@whitewater-wi.gov).**



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*City of Whitewater Council Agenda Item Information Sheet*

MEETING DATE: 11/03/2013

ITEM: **Innovation Express Bus Service**

PRESENTER: **City Manager**

PREVIOUS ACTION, IF ANY: **None.**

SUMMARY OF ITEM BEING PRESENTED:

**The City of Whitewater, together with the City of Milton, the City of Janesville, and Generac Power Systems, has contributed funding to the operation of the Innovation Express bus service in 2013. The documents included with this summary sheet provide a report as to the ridership and revenue for the service as of September 2013. The success of the service has been questioned due to the fact that the bus often appears empty when seen traveling through the City of Whitewater. The City contribution to the service for 2013 was \$10,000.**

**For 2014, the total cost for the service is \$394,646. Excluding federal and state funding, as well as fare revenue, the local share is \$112,277. Whitewater (split 50/50 with UW-W) would be expected to contribute 32.8% of the local share or \$36,827.**

**The proposed budget does not contain funding for the bus service.**

**BUDGET IMPACT, IF ANY: \$18,413 in 2014. This would require changes elsewhere in the budget to accommodate the cost.**

**BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: N/A**

**STAFF RECOMMENDATION: The City Manager's proposed budget does not include funding for the bus service.**

**RECOMMENDED MOTION: None.**

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

**August 2013 Ridership  
2014 Cost Projections**

**FOR MORE INFORMATION CONTACT:**

**Cameron Clapper, [cclapper@whitewater-wi.gov](mailto:cclapper@whitewater-wi.gov), 262.473.0100.**

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## Janesville-Milton-Whitewater Innovation Express Comparison

August,  
2013

	Total Boarded	Janesville TC	Jvl	Milton Other	Milton Pig	Generac	UWW	Other WW	Other
2012	567	118	141	--	83 **	188	28	9	--
2013	1,460	443	272	130	133	391	39	52	--
Difference	157.5%	275.4%	92.9%	--	60.2%	108.0%	39.3%	477.8%	--

Total Passengers This Month = 1,460  
 Total Passengers Last Year = 567  
 157.5%

\*\* prior to 2013 Milton riders not broken down

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2013	Ridership	Farebox Revenue	Pass Sales	Generac Pass Sales**		Totals
January	1,223	\$ 693.26	\$ 1,938.50	\$ 2,131.50	*	\$ 2,631.76
February	1,709	\$ 1,835.01	\$ 4,919.01	\$ 1,858.50	*	\$ 6,754.02
March	1,587	\$ 1,542.64	\$ 2,585.00	\$ 1,012.50		\$ 4,127.64
April	1,668	\$ 1,371.09	\$ 2,773.50	\$ 1,237.50		\$ 4,144.59
May	1,359	\$ 913.88	\$ 3,303.50	\$ 1,318.50		\$ 4,217.38
June	1,240	\$ 755.45	\$ 2,037.50	\$ 1,242.00		\$ 2,792.95
July	1,392	\$ 1,052.47	\$ 1,415.50	\$ 1,532.00		\$ 2,467.97
August	1,460	\$ 1,143.56	\$ 2,147.50	\$ 992.50		\$ 3,291.06
September						\$ -
October						\$ -
November						\$ -
December						\$ -
<b>TOTALS</b>	<b>11,638</b>	<b>\$ 9,307.36</b>	<b>\$ 21,120.01</b>	<b>\$ 11,325.00</b>		<b>\$ 30,427.37</b>

\*\* Note: listed for information only, this amount is included in Pass Sales column.

★ Note: January pass sales at Generac plant not included in pass sales total due to previous month billing error.  
 February Generac actual sales totaled: \$1,858.50 - \$77 was owed to Generac due to billing error.

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<b>2013</b>	<b>Janesville Terminal</b>	<b>Janesville Other</b>	<b>Milton Other</b>	<b>Milton Pig</b>	<b>Generac</b>	<b>UW-W Campus</b>	<b>Whitewater Other</b>	<b>Total</b>
January	287	358	6	101	434	31	6	1,223
February	480	300	42	161	588	111	28	1,709
March	522	257	36	159	475	111	27	1,587
April	466	425	39	137	468	102	31	1,668
May	324	346	30	174	357	89	39	1,359
June	348	257	58	126	382	20	49	1,240
July	450	285	61	122	395	38	41	1,392
August	443	272	130	133	391	39	52	1,460
September								0
October								0
November								0
December								0
<b>TOTALS</b>	<b>3,320</b>	<b>2,500</b>	<b>402</b>	<b>1,113</b>	<b>3,490</b>	<b>541</b>	<b>273</b>	<b>11,638</b>

\* Note: Generac offered 1 week of free rides for Generac employees Jan. 27-Feb. 2.



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*City of Whitewater Council Agenda Item Information Sheet*

MEETING DATE: 11/03/2013

ITEM: **Downtown Whitewater 2014 MOU**

PRESENTER: **City Manager**

PREVIOUS ACTION, IF ANY: **None.**

**SUMMARY OF ITEM BEING PRESENTED:**

**Each year since 2006, the City of Whitewater has entered into an annual agreement with Downtown Whitewater (DTWW). The agreement for 2014 establishes the schedule for the disbursement of public funds to DTWW. The agreement also establishes the City's expectations for monthly, quarterly and annual reports from DTWW.**

**Unlike previous years, this agreement allows for quarterly payments of City funds to DTWW on the first day of the quarter rather than the last day of the quarter. This change comes at the request of DTWW and has been discussed with the Finance Director. The 2014 agreement also increases the level of in-kind products or services that can be considered as part of the required \$40,000 DTWW is required to raise through other fundraising efforts.**

**BUDGET IMPACT, IF ANY: This expenditure has been budgeted as part of the 2014 Annual Budget. The total of all quarterly expenditures for the year would be \$20,000.**

**BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY:**

**STAFF RECOMMENDATION: City Manager recommends approval.**

**RECOMMENDED MOTION:**

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

**Draft DTWW MOU for 2014**

**FOR MORE INFORMATION CONTACT:**

**Cameron Clapper, City Manager, 262.473.0100, [cclapper@whitewater-wi.gov](mailto:cclapper@whitewater-wi.gov).**

Memorandum of Understanding

This memorandum of understanding made this 1<sup>st</sup> day of January 2014, by and between the City of Whitewater (City) and Downtown Whitewater, Inc. (DTWW).

**Witnesseth:**

The City and DTWW have been working cooperatively since the creation of DTWW in 2006 to revitalize the downtown area of Whitewater. The City was named a Wisconsin Main Street community in 2006 and subscribes to the Main Street four-point program for downtown revitalization and renewal. In an effort to maintain clear and open communication with the City, the city manager has held a seat on the board of directors for DTWW since 2006 as outlined in the bylaws for DTWW. Since 2006, there has been much progress made by DTWW in redeveloping Whitewater's downtown as well as promoting businesses and events within the downtown area.

The City and DTWW desire to continue the good progress that has been made over the last eight years in downtown revitalization and in fostering a positive and collaborative working relationship.

The City and DTWW hereby agree to the following:

1. DTWW will provide the following downtown management and development services for the City:
  - A. Assist with City's economic development efforts by enhancing the downtown environment for new businesses, supporting and maintaining existing businesses in the downtown Main Street designated district by partnering with other community organizations, including the Whitewater Area Chamber of Commerce, Whitewater Tourism Council, Whitewater Community Development Authority, and any other organizations that share values and goals similar to those of DTWW.
  - B. Assist with the Whitewater Historic Preservation Program and façade rendering consultation program in the downtown Main Street designated district in hopes of once again receiving monies to reinstate the façade grant program.
  - C. Participate in and/or sponsor at least four special events annually that are aimed at attracting more people to the downtown area. At least one of these events will be targeted for downtown business education and development.
  - D. Conduct at least two marketing campaigns to attract visitors and residents to the downtown area.
  - E. Conduct an annual downtown awards program that will provide recognition of development projects and individuals who have furthered the goals and objectives of the City's Downtown Action Plan and DTWW's annual work plan.
  - F. As requested by the City, assist in communicating timelines and work plans for public infrastructure improvement projects in the downtown area to downtown stakeholders and assist with project planning efforts.
  - G. Assist the City with addressing downtown parking needs through communication with downtown stakeholders and assisting with planning efforts when requested by the City.
2. DTWW shall raise sufficient funds each year to at least double the amount of public funds contributed by the City to financially support DTWW. Donated items converted to cash may count toward the balance of funds contributed. In-kind contributions of items deemed normal and necessary to DTWW's functioning may count toward no more than 15%, or \$6,000, of the balance of funds contributed. In 2014, the City will contribute \$20,000 to DTWW (payable in four installments of

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\$5,000 paid on the first day of each quarter), which means DTWW's private fundraising efforts must total at least \$40,000 for the year.

3. The DTWW Executive Director will provide quarterly oral reports (January, April, July, and October) to the Whitewater Common Council at one of its regularly scheduled meetings. These reports will highlight the accomplishments of DTWW during the previous quarter (including but not limited to the number of downtown jobs created/retained, private/public monetary investments made in the downtown, building vacancies, façade improvements made, and promotion efforts) as well as progress made in achieving DTWW's annual work plan objectives.
4. DTWW will provide the City with a copy of its annual financial report as well as a copy of its annual report filed with the State of Wisconsin Main Street Program. In addition, a copy of its monthly activity report to the State Main Street program will also be filed with the City. At the time of application for renewal of this agreement, DTWW will submit a brief report detailing how it has complied with items A–G and listing, if applicable, the nature and value of in-kind donations counted toward its balance of funds contributed.
5. Since DTWW is partially funded with public funds, its monthly Board of Directors meetings shall be considered public meetings and will be posted as such with the City Clerk in accordance with State law and City Ordinances. All minutes of these meetings will similarly be filed with the City Clerk after approval by the DTWW Board.

This agreement will remain in full force and effect for a period of one year beginning on January 1, 2014 and may be renewed for additional one-year terms upon the mutual consent of both the City and DTWW.

Signed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

City of Whitewater

Downtown Whitewater Inc.

\_\_\_\_\_  
Cameron Clapper, City Manager

\_\_\_\_\_  
David Saalsaa, President

\_\_\_\_\_  
Michele Smith, City Clerk

\_\_\_\_\_  
Kristine Zaballos, Vice President