CITY OF WHITEWATER
COMMON COUNCIL AGENDA
Common Council Meeting
Thursday, April 9, 2015 6:30 p.m.
City of Whitewater Municipal Building Community Room
312 W. Whitewater Street, Whitewater, Wisconsin

NOTE: DAY OF MEETING HAS CHANGED

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

CONSENT AGENDA

CA-A	Approval of Council Minutes of 3/3/15.	Pg. 1
CA-B	Acknowledgment of Receipt and Filing of: None.	N/A
CA-C	Approval of Payment of City Invoices	Pg. 5
CA-D	Expedited Approval of the Following Items: C-5, C-6, C-7	N/A

STAFF REPORTS: None

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.

Nancy O'Donnell Termination Grievance Procedure Review and Decision.

RESOLUTIONS:

R-1	Amendment to 2015 Salary Resolution.	Pg. 11

ORDINANCES – First Reading

O-1	Approval of Zoning Map Amendment to Impose the R-2A Residential Overlay District Zoning and to Enable up to Four (4) Unrelated Persons in a Residence per Section 19.19 at 412 South Janesville Street LLC (Kurt Klingermeyer).	Pg. 18
O-2	Amendment to Chapter 2 of the Municipal Code authorizing the increase of the City Manager Expenditure Authority from $10,000 to $25,000 for budgeted items. (Asst. City Manager Request)	Pg. 23

ORDINANCES – Second Reading

O-3	Ordinance imposing Residential Overlay District classification R-3A under Chapter 19.22 of the Zoning Ordinance of the City of Whitewater for the property located at 158 N. Tratt Street, Tax Parcel No. /WUP 00166E owned by DLK Enterprises, Inc. (Neighborhood Services Director Request). [This is the second reading of an ordinance adopted at the	Pg. 29

	1/20/15 council meeting]	
O-4	Ordinance imposing Residential Overlay District classification R-2A under Chapter 19.19 of the Zoning Ordinance of the City of Whitewater for the property located at 523 W. Center St., Tax Parcel No. /CL 00041, Kachel Enterprises, LLP (Neighborhood Services Request). [This is the second reading of an ordinance adopted at the 1/20/15 council meeting]	Pg. 34

CONSIDERATIONS:

C-1	Authorization to complete Traffic Study on Main Street, between Indian Mound Parkway and Pearson Lane. (Neighborhood Services Director).	Pg. 40
C-2	Adoption of Amendments to Emergency Operations Plan. (Emergency Government Coordinator Request).	Pg. 44
C-3	Discussion and possible direction for appointment of replacement councilmember for Aldermanic District 2. (Councilmember Singer request).	Pg. 138
C-4	Approval of Agreement with Strand Associates, for extension of Technical Services Agreement. (Asst. City Manager Request).	Pg. 142
*C-5	Approval of Memorandum of Understanding relating to Wayfinding Signs for Burr Oak Drive, near Prairie Village. (Neighborhood Services Director Request).	Pg. 150
*C-6	Approval of Street closure for Whitewater Police Department K-9 run on May 30, 2015.	Pg. 160
*C-7	Approval of Purchase of Utility Vehicle for Wastewater Treatment Plant. (Wastewater Treatment Supt. Request).	Pg. 163
C-8	Councilmember Requests for Future Agenda Items.	
C-9	Adjournment.	

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

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

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

March 3, 2015

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

It was moved by Binnie and seconded by Abbott to approve the Council Minutes of 2/3/15 and 2/17/15, and to acknowledge receipt and filing of the following: Irvin L. Young Memorial Library Board Minutes of 1/19/15.

PAYMENT OF INVOICES. It was moved by Binnie and seconded by Abbott to approve payment of city invoices in the total sum of $49,933.40. AYES: Frawley, Abbott, Diebolt-Brown, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None.

RESOLUTION IN SUPPORT OF WHITEWATER UNIFIED SCHOOL DISTRICT IN OPPOSITION TO PROPOSED STATE BUDGET CUTS.

RESOLUTION OF THE CITY OF WHITEWATER COMMON COUNCIL ENCOURAGING THE STATE OF WISCONSIN GOVERNOR, SENATORS, AND REPRESENTATIVES TO ENSURE THAT STATE OF WISCONSIN LOCAL SCHOOL DISTRICTS HAVE ADEQUATE FUNDING TO FULFILL THEIR EDUCATIONAL MISSION

WHEREAS, Wisconsin public schools have an important role in educating students and preparing them to be productive members of society, and

WHEREAS, the Governor's budget proposes no revenue limit per pupil increase in either year of the biennium. If passed, this will mean the Whitewater Unified School District will have a revenue limit in 2016-17 that is less than what it was in the 2009-10 school year, and

WHEREAS, in addition to the freeze on revenue limits, the budget proposal includes a $150 per pupil decrease for public school funding in 2015-16. This will amount to a reduction of $290,000 for the Whitewater Unified School District.

WHEREAS, proposed reductions in State funding of local districts may impair the districts' abilities to fulfill their mission, and

WHEREAS, the proposed funding decreases may have significant negative consequences for local school districts and in particular the Whitewater Unified School District,

Now, therefore, **BE IT RESOLVED** as follows:

The City of Whitewater Common Council encourages our Governor, Senators, and Representatives to ensure that State of Wisconsin local school districts have adequate funding to fulfill their educational mission.

Resolution introduced by Councilmember Binnie, who moved its adoption. Seconded by Councilmember Kidd. AYES: Frawley, Abbott, Diebolt-Brown, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None. ADOPTED: March 3, 2015.

Cameron L. Clapper, City Manager Michele R. Smith, City Clerk

CLASS "A" BEER LICENSE FOR ANNIE'S PANTRY, 176 W. MAIN ST., WHITEWATER, WISCONSIN. Annie's Pantry, Inc., Abkir K. Kang, Agent, has requested a license to sell beer at the convenience store they are opening at 176 W. Main Street. It was moved by Binnie and seconded by Abbott to approve the Class "A" (Packaged Beer) License for Annie's Pantry, Inc. AYES: Abbott, Diebolt-Brown, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None. ABSTAIN: Frawley.

DONOHUE PRESENTATION REGARDING WASTEWATER TREATMENT PLANT DIGESTER COMPLEX. Representatives from Donohue and Associates presented an update on the Wastewater Facility Biological Upgrade project. The presentation focused on Technical Memorandum #4, which deals with the digestion complex at the facility. This memorandum was initially left out of the facility planning process due to a digestion feasibility study that was already in progress. The presentation provided detailed information regarding fees paid by neighboring communities and solids treatment and capacity utilization. It was also noted that numerous repairs and updates are needed at the facility. It was moved by Kidd and seconded by Binnie to approve Amendment No. 1 to the Design and Bid Engineering Services Agreement with Donohue and Associates of Sheboygan, Wisconsin, in the sum of $133,650. AYES: Frawley, Abbott, Diebolt-Brown, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None.

SPECIAL ASSESSMENT POLICY. The current special assessment policy, which assesses percentages of curb and gutter and/or sidewalk improvements to affected property owners was discussed. The possibility of eliminating special assessments for repairs was proposed, with the understanding that new developments will still experience special assessments. George Street residents were present, as their Street will be reconstructed in 2015, and they encouraged Council to eliminate the special assessment fee. After a lengthy discussion, it was agreed that a Resolution will be brought before the Council.

2016 BUDGET TIMELINE. City Manager Clapper presented his proposed 2016 budget timeline. Plans are to review the budget format and design beginning on March 18th, with Department heads receiving projections for revenues, payroll, and personnel for review in May. The first Capital Improvement meeting is scheduled for May 19. Also planned for a date to be determined, is a Municipal Budget Strategic Planning Workshop. Further information will be forthcoming.

AGENCY AGREEMENT BETWEEN WHITEWATER POLICE DEPARTMENT AND UW-WHITEWATER POLICE DEPARTMENT (TIME SYSTEM). It was moved by Binnie and seconded by Abbott to approve an Agreement between the Whitewater Police Department and the UWW Police Department, relating to sharing of police information between the agencies. AYES: Frawley, Abbott, Diebolt-Brown, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None.

WHITEWATER TOWER AGREEMENT. It was moved by Binnie and seconded by Abbott to approve an Agreement between the Whitewater Police Department and Walworth County, regarding the use of towers for placement of City antennas, cable lines and ancillary equipment, as well as ground space adjacent to the tower. AYES: Frawley, Abbott, Diebolt-Brown, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None.

AGREEMENT FOR USE OF WALWORTH COUNTY GUN RANGE. It was moved by Binnie and seconded by Abbott to approve an Agreement between the Whitewater Police Department and Walworth County regarding the PD's use of facilities for gun range purposes. AYES: Frawley, Abbott, Diebolt-Brown, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None.

AGREEMENT WITH WALWORTH COUNTY DRUG ENFORCEMENT UNIT (OPERATIONAL GUIDELINES). It was moved by Binnie and seconded by Abbott to approve an Agreement between the Whitewater Police Department and the Walworth County Drug Enforcement Unit relative to operational guidelines. AYES: Frawley, Abbott, Diebolt-Brown, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None.

MEMORANDUM OF UNDERSTANDING BETWEEN WHITEWATER POLICE DEPARTMENT AND UWW POLICE DEPARTMENT REGARDING POLICE RESPONSE TO CALLS FOR SERVICE ON LEASED PROPERTY (FOX MEADOWS, ETC.) It was moved by Binnie and seconded by Abbott to approve an Agreement between the Whitewater Police Department and the UWW Police Department regarding Police response to calls for service on leased property (Fox Meadows apartment complex, as well as any other University-leased facilities). AYES: Frawley, Abbott, Diebolt-Brown, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None.

COUNCILMEMBER REQUESTS FOR FUTURE AGENDA ITEMS. Councilmember Diebolt-Brown requested the **discussion of traffic calming measures**, such as signs, road bumps, etc. on N. Franklin Street. Councilmember Binnie noted that the Council never actually discusses the numerous City financial reports provided to them, and requested that a **quarterly financial report** be given. Binnie requested that the Finance Director provide a thumbnail as to where the City stands, on a quarterly basis, beginning at the 2nd meeting in April (for 1st quarter, 2015). Councilmember Abbott requested an update on the **Parking ordinance.**

EXECUTIVE SESSION. It was moved by Singer and seconded by Bregant to adjourn to closed session, ***NOT TO RECONVENE***, per Wisconsin Statutes 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." Item to be Discussed: Continuation of City Manager's Annual Performance Review (as requested by City Manager). AYES: Frawley, Abbott, Brown, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None. Being no further regular business to come before the City, the meeting adjourned at 8:40 p.m.

Respectfully submitted,

Michele R. Smith, Clerk

Report Criteria:
Detail report.
Invoices with totals above $0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
ALL PEST CONTROL						
4613	ALL PEST CONTROL	2015-1243	COMMUNITY BLDG/ PEST CON	04/08/2015	120.00	100-51600-355
	Total ALL PEST CONTROL:				120.00	
ANICH LUMBER & HARDWAR CO, AJ						
1601	ANICH LUMBER & HARDWAR C	20656	WATER/RODS	04/08/2015	213.90	610-61935-350
1601	ANICH LUMBER & HARDWAR C	23450	STORMWATER/BLDG MATERIA	04/08/2015	1,442.49	630-63440-350
1601	ANICH LUMBER & HARDWAR C	23602	STORMWATER/BLDG MATERIA	04/08/2015	355.60	630-63440-350
1601	ANICH LUMBER & HARDWAR C	25055	STORMWATER/BLDG MATERIA	04/08/2015	2,675.24	630-63440-350
	Total ANICH LUMBER & HARDWAR CO, AJ:				4,687.23	
AT&T LONG DISTANCE						
4746	AT&T LONG DISTANCE	4746-040815	SAFETY BLDG/LONG DIST	04/08/2015	13.57	100-51450-225
4746	AT&T LONG DISTANCE	4746-040815	SENIORS/LONG DISTANCE	04/08/2015	28.74	100-55310-340
4746	AT&T LONG DISTANCE	4746-040815	LIBRARY/LONG DISTANCE	04/08/2015	39.56	220-55110-225
4746	AT&T LONG DISTANCE	4746-040815	STREET/LONG DISTANCE	04/08/2015	53.11	100-53230-241
4746	AT&T LONG DISTANCE	4746-040815	WATER/LONG DISTANCE	04/08/2015	8.45	610-61921-310
4746	AT&T LONG DISTANCE	4746-040815	WASTEWATER/LONG DISTANC	04/08/2015	43.22	620-62820-225
	Total AT&T LONG DISTANCE:				186.65	
AYRES ASSOCIATES INC						
4947	AYRES ASSOCIATES INC	157479	STREET/OLD STONE MILL DAM	04/08/2015	2,300.00	100-53300-821
	Total AYRES ASSOCIATES INC:				2,300.00	
BALL, RICHARD						
1033	BALL, RICHARD	35609	INNOVATION CTR/MATS & PAP	04/08/2015	354.80	920-56500-340
1033	BALL, RICHARD	35621	STREET/MATS & TOWELS	04/08/2015	135.65	100-53230-340
1033	BALL, RICHARD	35622	WASTEWATER/SHOP TOWELS	04/08/2015	85.10	620-62840-340
	Total BALL, RICHARD:				575.55	
BJ ELECTRIC SUPLY INC						
5367	BJ ELECTRIC SUPLY INC	S2510623.001	GEN BLDG/BLDG SUPPLIES	04/08/2015	71.10	100-51600-355
	Total BJ ELECTRIC SUPLY INC:				71.10	
BURNS INDUSTRIAL SUPPLY						
28	BURNS INDUSTRIAL SUPPLY	560806	STREET/SNOW EQUIPMENT RE	04/08/2015	67.46	100-53320-353
28	BURNS INDUSTRIAL SUPPLY	561146	STREET/SNOW EQUIPMENT RE	04/08/2015	25.06	100-53320-353
28	BURNS INDUSTRIAL SUPPLY	561245	STREET/SNOW EQUIPMENT RE	04/08/2015	71.16	100-53320-353
	Total BURNS INDUSTRIAL SUPPLY:				163.68	
CGC INC						
2005	CGC INC	40831	GEORGE ST/DEC-FEB SVC	04/08/2015	4,176.18	450-57500-898
2005	CGC INC	40832	STORMWATER/PLEASANT ST	04/08/2015	1,782.38	630-63440-820
	Total CGC INC:				5,958.56	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
CITIES & VILLAGES MUTUAL INSURANCE CO						
6478	CITIES & VILLAGES MUTUAL IN	WC-15-1079	WORKERS COMP/2ND QUARTE	04/08/2015	34,870.00	100-21532
	Total CITIES & VILLAGES MUTUAL INSURANCE CO:				34,870.00	
DEPT OF UTILITIES						
1	DEPT OF UTILITIES	MARCH 2015	WATER/WATER UTILITIES	04/08/2015	47.50	610-61935-220
1	DEPT OF UTILITIES	MARCH 2015	WASTEWATER/STORMWATER	04/08/2015	131.29	620-62860-220
1	DEPT OF UTILITIES	MARCH 2015	STREET/UTILITIES	04/08/2015	292.87	100-53230-221
1	DEPT OF UTILITIES	MARCH 2015	STORMWATER/JAMES ST STO	04/08/2015	29.74	630-63440-350
1	DEPT OF UTILITIES	MARCH 2015	PARKS/UTILITIES	04/08/2015	676.91	100-53270-221
1	DEPT OF UTILITIES	MARCH 2015	PARKING LOT STORMWATER	04/08/2015	225.98	208-51920-650
1	DEPT OF UTILITIES	MARCH 2015	LIBRARY RENTALS/UTILITIES	04/08/2015	29.87	220-55110-227
1	DEPT OF UTILITIES	MARCH 2015	LIBRARY/WATER UTILITIES	04/08/2015	227.14	100-55111-221
1	DEPT OF UTILITIES	MARCH 2015	INNOVATION CTR/WATER UTILI	04/08/2015	403.39	920-56500-221
1	DEPT OF UTILITIES	MARCH 2015	NEIGHBORHOOD SVC/WATER	04/08/2015	6.70	100-52400-352
1	DEPT OF UTILITIES	MARCH 2015	CITY & PARKS/WATER UTILITE	04/08/2015	1,020.82	100-51600-221
	Total DEPT OF UTILITIES:				3,092.21	
DIVERSIFIED BENEFIT SVC INC						
4192	DIVERSIFIED BENEFIT SVC INC	199163	FINANCE/MARCH SVC	04/08/2015	448.08	100-51500-217
	Total DIVERSIFIED BENEFIT SVC INC:				448.08	
DONOHUE & ASSOCIATES INC						
7077	DONOHUE & ASSOCIATES INC	12600-12	WASTEWATER/INV #12 FACILIT	04/08/2015	269.89	620-62820-219
7077	DONOHUE & ASSOCIATES INC	12730-08	STORMWATER/INV #8 DESIGN	04/08/2015	35,507.65	620-62820-219
	Total DONOHUE & ASSOCIATES INC:				35,777.54	
EGNOSKI, THOMAS						
5029	EGNOSKI, THOMAS	970	INNOVATION CTR/SNOW REMO	04/08/2015	550.00	920-56500-294
	Total EGNOSKI, THOMAS:				550.00	
FABCO EQUIPMENT INC						
2765	FABCO EQUIPMENT INC	C156775	STORMWATER/REPAIR PARTS	04/08/2015	38.07	630-63600-352
2765	FABCO EQUIPMENT INC	W14343	STORMWATER/REPAIR PARTS	04/08/2015	3,538.48	630-63600-352
	Total FABCO EQUIPMENT INC:				3,576.55	
GABBEY, ROBERT						
1945	GABBEY, ROBERT	APRIL 2015	FIRE/CELL PHONE REIMBURSE	04/08/2015	20.00	100-52200-225
	Total GABBEY, ROBERT:				20.00	
GRAINGER INC						
367	GRAINGER INC	9637360752	STREET/SAFETY SWITCH	04/08/2015	136.35	100-53230-340
367	GRAINGER INC	9686899429	GEN BLDG/FILTER CARTRIDGE	04/08/2015	461.80	100-51600-340
	Total GRAINGER INC:				598.15	
GUS PIZZA PALACE LLC						
601	GUS PIZZA PALACE LLC	6116	CRASH CREW/PIZZA	04/08/2015	59.08	100-52210-340
	Total GUS PIZZA PALACE LLC:				59.08	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
H & H FIRE PROTECTION LLC						
120	H & H FIRE PROTECTION LLC	11564	WASTEWATER/FIRE EXTINGUI	04/08/2015	17.50	620-62860-245
	Total H & H FIRE PROTECTION LLC:				17.50	
HARRISON WILLIAMS MCDONNELL						
62	HARRISON WILLIAMS MCDONN	203888	EASTGATE/RECORD ALLEY RE	04/08/2015	30.00	450-57500-873
	Total HARRISON WILLIAMS MCDONNELL:				30.00	
JAECKEL BROS INC						
493	JAECKEL BROS INC	12207	WATER/ANN ST	04/08/2015	1,448.48	610-61651-350
493	JAECKEL BROS INC	12215	WATER/WALTON ST	04/08/2015	2,978.08	610-61651-350
493	JAECKEL BROS INC	12225	WATER/COTTAGE ST	04/08/2015	350.00	610-61651-350
	Total JAECKEL BROS INC:				4,776.56	
JEFFERSON COUNTY CLERK						
7085	JEFFERSON COUNTY CLERK	3-9-15	ELECTIONS/AUTO MARK	04/08/2015	30.00	100-51400-310
	Total JEFFERSON COUNTY CLERK:				30.00	
JOHN DEERE FINANCIAL						
6276	JOHN DEERE FINANCIAL	IC17145	STREET/GASKET & O-RING	04/08/2015	3.34	100-53320-353
6276	JOHN DEERE FINANCIAL	IC17150	STREET/SNOW EQUIPMENT HA	04/08/2015	110.75	100-53320-353
6276	JOHN DEERE FINANCIAL	IC17199	STREET/SNOW EQUIPMENT RE	04/08/2015	21.95	100-53320-353
6276	JOHN DEERE FINANCIAL	UC16907	STREET/CHAIN SPROCKET	04/08/2015	18.27	100-53320-353
	Total JOHN DEERE FINANCIAL:				154.31	
JOHNSON BLOCK & CO INC						
4258	JOHNSON BLOCK & CO INC	450192	FINANCE/AUDIT THRU 2/28/15	04/08/2015	8,000.00	100-51500-214
4258	JOHNSON BLOCK & CO INC	450192	WATER/AUDIT THRU 2/28/15	04/08/2015	3,000.00	610-61923-210
4258	JOHNSON BLOCK & CO INC	450192	WASTEWATER/AUDIT THRU 2/2	04/08/2015	3,000.00	620-62810-219
4258	JOHNSON BLOCK & CO INC	450192	STORMWATER/AUDIT THRU 2/2	04/08/2015	1,000.00	630-63300-214
	Total JOHNSON BLOCK & CO INC:				15,000.00	
K.A.S. CUSTOM CLEANING						
6868	K.A.S. CUSTOM CLEANING	16484	CRAVATH LAKEFRONT/FEB CL	04/08/2015	1,047.00	100-51600-246
6868	K.A.S. CUSTOM CLEANING	16484	CRAVATH LAKEFRONT/RENTA	04/08/2015	94.00	100-51600-246
6868	K.A.S. CUSTOM CLEANING	16484	ARMORY/FEB CLEANING	04/08/2015	840.00	100-51600-246
6868	K.A.S. CUSTOM CLEANING	16484	INNOVATION CTR/FEB CLEANI	04/08/2015	750.00	920-56500-246
6868	K.A.S. CUSTOM CLEANING	16484	LIBRARY/FEB CLEANING	04/08/2015	1,375.00	100-55111-246
6868	K.A.S. CUSTOM CLEANING	16484	CITY HALL/FEB CLEANING	04/08/2015	3,280.00	100-51600-246
6868	K.A.S. CUSTOM CLEANING	16484	COMM BLDG/FEB CLEANING	04/08/2015	1,175.00	100-51600-246
	Total K.A.S. CUSTOM CLEANING:				8,561.00	
LAKES AREA GARAGE DOOR						
7449	LAKES AREA GARAGE DOOR	12387	FIRE/GARAGE DOOR EYE SEN	04/08/2015	384.00	100-52200-245
	Total LAKES AREA GARAGE DOOR:				384.00	
LARK UNIFORM INC						
605	LARK UNIFORM INC	191310	NEIGHBORHOOD SVC/NSO NA	04/08/2015	28.22	100-52400-340

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
	Total LARK UNIFORM INC:				28.22	
MENARD INC						
494	MENARD INC	98146	PARKS/BLDG SUPPLIES	04/08/2015	514.79	100-53270-245
494	MENARD INC	99640	PARKS/BLDG SUPPLIES	04/08/2015	331.22	100-53270-245
	Total MENARD INC:				846.01	
MILPORT ENTERPRISES INC						
1408	MILPORT ENTERPRISES INC	213218	WATER/CHEMICALS	04/08/2015	1,523.00	610-61630-341
1408	MILPORT ENTERPRISES INC	213732	WATER/CHEMICALS	04/08/2015	443.00	610-61630-341
1408	MILPORT ENTERPRISES INC	24198	WASTEWATER/ALUM	04/08/2015	5,938.50	620-62840-341
	Total MILPORT ENTERPRISES INC:				7,904.50	
REYNOLDS HEATING & REFRIGERATION INC						
492	REYNOLDS HEATING & REFRIG	055659	WASTEWATER/TRANE REPAIR	04/08/2015	124.95	620-62850-357
	Total REYNOLDS HEATING & REFRIGERATION INC:				124.95	
STA-LITE CORP						
102	STA-LITE CORP	5583	WASTEWATER/CONTACT KIT I	04/08/2015	1,614.00	620-62830-353
	Total STA-LITE CORP:				1,614.00	
STRAND ASSOCIATES INC						
358	STRAND ASSOCIATES INC	0110117	E GATEWAY/FEB SVC	04/08/2015	748.10	450-57500-873
358	STRAND ASSOCIATES INC	0110118	GEORGE ST/FEB SVC	04/08/2015	8,176.17	450-57500-898
358	STRAND ASSOCIATES INC	0110119	STORMWATER/PLEASANT ST	04/08/2015	1,370.65	630-63440-820
358	STRAND ASSOCIATES INC	0110120	STORMWATER/FRANKLIN & AN	04/08/2015	1,670.73	630-63440-845
358	STRAND ASSOCIATES INC	0110380	PLANNING/PMT MTG	04/08/2015	558.66	100-56300-219
358	STRAND ASSOCIATES INC	0110380	PLANNING/158 N TRATT DLK R	04/08/2015	82.36	100-56300-219
358	STRAND ASSOCIATES INC	0110380	PLANNING/534 WALWORTH ST	04/08/2015	82.35	100-56300-219
358	STRAND ASSOCIATES INC	0110508	STORMWATER/BLOOMINGFIEL	04/08/2015	2,755.35	630-63440-850
358	STRAND ASSOCIATES INC	0110508	STORMWATER/E CLAY DETEN	04/08/2015	2,164.91	630-63440-855
	Total STRAND ASSOCIATES INC:				17,609.28	
SUPERIOR CHEMICAL CORP						
826	SUPERIOR CHEMICAL CORP	85714	SUPERIOR CHEM/JANAITORIAL	04/08/2015	98.74	100-51600-340
	Total SUPERIOR CHEMICAL CORP:				98.74	
TRANS UNION LLC						
1378	TRANS UNION LLC	02544509	DISPATCH/CREDIT REPORT	04/08/2015	36.14	100-52600-219
1378	TRANS UNION LLC	02544509	POLICE ADMN/CREDIT REPOR	04/08/2015	23.76	100-52100-219
	Total TRANS UNION LLC:				59.90	
TRI COUNTY COOLING & HEATING LLC						
5283	TRI COUNTY COOLING & HEATI	2102	CITY HALL/CHECK BATH EXHA	04/08/2015	204.00	100-51600-244
5283	TRI COUNTY COOLING & HEATI	2107	CITY HALL/VENT REPAIRS	04/08/2015	928.00	100-51600-244
5283	TRI COUNTY COOLING & HEATI	2111	CITY HALL/TIGHTEN BELTS	04/08/2015	68.00	100-51600-244
	Total TRI COUNTY COOLING & HEATING LLC:				1,200.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
TULLY, TIMOTHY J						
495	TULLY, TIMOTHY J	152317	REC/BASEBALL & SOFTBALL E	04/08/2015	1,948.00	248-55110-342
	Total TULLY, TIMOTHY J:				1,948.00	
USASBE						
7158	USASBE	2000001847	INNOVATION CTR/EOE MEMBE	04/08/2015	500.00	920-56500-323
	Total USASBE:				500.00	
WAL CO CHIEFS OF POLICE ASSOC						
627	WAL CO CHIEFS OF POLICE AS	2015 DUES	POLICE ADMN/UHL	04/08/2015	50.00	100-52100-320
627	WAL CO CHIEFS OF POLICE AS	2015 DUES	POLICE ADMN/OTTERBACHER	04/08/2015	100.00	100-52100-320
	Total WAL CO CHIEFS OF POLICE ASSOC:				150.00	
WATER WELL SOLUTIONS SVC GROUP INC						
4323	WATER WELL SOLUTIONS SVC	15-02-122	WATER/TRANSDUCER	04/08/2015	1,845.00	610-61620-350
	Total WATER WELL SOLUTIONS SVC GROUP INC:				1,845.00	
WHITEWATER FIRE DEPT						
284	WHITEWATER FIRE DEPT	4-8-15 REIMB	FIRE/WALMART KEROSENE	04/08/2015	62.82	100-52200-340
284	WHITEWATER FIRE DEPT	4-8-15 REIMB	FIRE/VERIZON	04/08/2015	52.74	100-52200-340
284	WHITEWATER FIRE DEPT	4-8-15 REIMB	FIRE/MENARDS CABINET & KE	04/08/2015	203.49	100-52200-340
284	WHITEWATER FIRE DEPT	4-8-15 REIMB	FIRE/AMAZON STAMP SET	04/08/2015	21.09	100-52200-340
284	WHITEWATER FIRE DEPT	4-8-15 REIMB	FIRE/AMAZON FISCHER PENS	04/08/2015	46.68	100-52200-340
284	WHITEWATER FIRE DEPT	4-8-15 REIMB	FIRE/SEATBELTS PLUS EXTEN	04/08/2015	453.50	100-52200-241
284	WHITEWATER FIRE DEPT	4-8-15 REIMB	FIRE/TRI STATE BATTERY	04/08/2015	79.90	100-52200-242
284	WHITEWATER FIRE DEPT	4-8-15 REIMB	RESCUE/WALMART TV & MOU	04/08/2015	872.44	100-52300-211
284	WHITEWATER FIRE DEPT	4-8-15 REIMB	FIRE/JCFFA 2015 MEMBERSHIP	04/08/2015	100.00	100-52200-340
284	WHITEWATER FIRE DEPT	4-8-15 REIMB	FIRE/DNR FOAM	04/08/2015	989.80	100-52200-340
	Total WHITEWATER FIRE DEPT:				2,882.46	
WI DEPARTMENT OF ADMINISTRATION						
135	WI DEPARTMENT OF ADMINIST	135-040815	NEIGHBORHOOD SVC/CODE U	04/08/2015	317.00	100-52400-320
	Total WI DEPARTMENT OF ADMINISTRATION:				317.00	
WI STATE LABORATORY OF HYGIENE						
1899	WI STATE LABORATORY OF HY	404930-1	WATER/FLUORIDE SAMPLING	04/08/2015	20.00	610-61630-340
1899	WI STATE LABORATORY OF HY	408407-1	WATER/FLUORIDE SAMPLING	04/08/2015	20.00	610-61630-340
	Total WI STATE LABORATORY OF HYGIENE:				40.00	
WILLISON, DONALD						
457	WILLISON, DONALD	8330	STREET/JD MOWER ALTERNAT	04/08/2015	240.00	100-53230-352
	Total WILLISON, DONALD:				240.00	
ZWEIFEL, DEAN						
3779	ZWEIFEL, DEAN	01507416011	SENIORS/CHICAGO I-PASS	04/08/2015	9.00	100-46733-55
	Total ZWEIFEL, DEAN:				9.00	
	Grand Totals:				159,424.81	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number

Dated: 04/01/2015

Finance Director: DOUG SAUBERT

Report Criteria:
Detail report.
Invoices with totals above $0.00 included.
Paid and unpaid invoices included.

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **4/9/2015** **ITEM:** Salary Resolution

PRESENTER: **Parks & Recreation Director**

PREVIOUS ACTION, IF ANY: N/A

SUMMARY OF ITEM BEING PRESENTED: The current seasonal pay scale for sports officials ranges from $20-$25 per game. We are asking for an additional pay grade for WIAA certified officials at a rate of $35 per tournament game. The tournaments we are providing this tournament have teams traveling from as far as Madison, Milwaukee, Rockford, and even Chicago area depending on the tournament. We want to make sure that we provide great umpiring and that the teams not only enjoy our facilities but have a great experience and want to return in future summers. We have received feedback from WIAA officials (who normally make upwards of $45 per high school game) who normally travel to Wisconsin Dells or the Milwaukee area to work tournaments that $35 for our tournaments would be a wage that would interest them in staying closer to home to work. Our plan would be to pair one WIAA certified official with one of our regular seasonal officials for these tournament games.

BUDGET IMPACT, IF ANY: The tournaments are being ran through the Special Revenue Fund and are designed to be profitable. The $10 increase per game will not have a significant impact to the bottom line.

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

STAFF RECOMMENDATION: I feel that this is a necessary step to improve the talent of our umpire pool for these tournaments.

RECOMMENDED MOTION: Approve salary resolution

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

FOR MORE INFORMATION CONTACT:
Matt Amundson
262-473-0122
mamundson@whitewater-wi.gov

City of Whitewater
2015 SALARY RESOLUTION
AMENDMENT 2

WHEREAS, the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, sets forth the wage and salary schedule for employees for 2015, in which wages are established.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, that the following ranges and numbers of employees in the 2015 Wage and Salary Schedule are hereby adopted pursuant to Wisconsin Statutes; and

BE IT FURTHER RESOLVED that the contents of this resolution shall supersede such previously adopted schedules where the subject matter between the two shall be in conflict, and the changes contained herein shall be effective beginning January 1, 2015.

SCHEDULE I ADMINISTRATIVE POSITIONS

Position	# of Positions	Effective	Salary
City Manager	1	01/01/2015	91,800.00
Chief of Police	1	01/01/2015	89,627.40
Municipal Judge	1	01/01/2015	20,167.98
City Attorney	1	01/01/2015	54,117.69

SCHEDULE II
PROFESSIONAL AND TECHNICAL EMPLOYEE PAY PLAN

Pay Grade	# of Positions	Classification Titles	Pay Grade	# of Positions	Classification Titles
A	3/4	Senior Coordinator (Part-time)	E	1	Community TV/Media Services Manager
	2	Administrative Assistant II - Records Technician		1	Recreation & Community Events Programmer
	1	Recreation Program Coordinator	F	1	City Clerk
	1	Confidential Executive Assistant	G	0	
	1	Administrative Assistant I - Utilities	H	1	Neighborhood Services Director
B	1	Accounting Technician II - Utilities	I	1	Chief Information Officer
	1	Accounting Technician II - Payroll & Accounts Payable	J	1	Water Superintendent
	1	Administrative Assistant I - Neighborhood Services		1	Streets, Parks & Forestry Superintendent
	1	Deputy Clerk		1	Parks & Recreation Director
	1/2	Clerk of Court (Part-time)		1	Wastewater Treatment Plant Superintendent
C	1	GIS Technician	K	1	Assistant City Manager
D	1	Support Services Manager	L	1	Finance Director
	1	Finance Support Services Manager			
	3/4	Human Resources Coordinator			
	1	CDA – Economic Development Specialist			

SCHEDULE II
PROFFESSIONAL AND TECHNICAL EMPLOYEE PAY PLAN

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

*Non-Exempt Position

SCHEDULE III
LIBRARY POSITIONS

Pay Grade	# of Position	Classification Titles	Steps				
			1	2	3	4	5
A1	2	Customer Service Associate*	12.27	12.82	13.39	13.39	13.39
A2	5	Customer Service Specialist*	13.33	13.94	14.56	15.15	15.76
A3	3	Technical Services Specialist*	15.15	15.86	16.54	17.23	17.91
	3	Outreach Services Specialist*					
A4	1	Youth Educational Services Librarian	*37,252.62*	*38,945.37*	*40,637.87*	*42,332.13*	*44,024.88*
A5	1	Assistant Library Director	*47,604.70*	*49,768.39*	*51,931.06*	*54,091.38*	*56,258.69*
A6	1	Library Director	*61,406.46*	*64,197.48*	*66,990.03*	*69,779.77*	*72,572.07*

*Non-Exempt Positions

SCHEDULE IV
WHITEWATER POLICE DEPARTMENT COMMUNICATIONS CENTER

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

SCHEDULE V
PUBLIC WORKS DEPARTMENT

Pay Grade	Classification Title	Step 1 0-11 mos.	Step 2 12-23 mos.	Step 3 24-35 mos.	Step 4 36-47 mos.	Step 5 48-59 mos.	Step 6 60+ mos.
A	Lab Assistant	10.00	10.22	10.44	10.67	10.89	11.12
B	Custodian/Groundskeeper	15.41	16.00	16.58	17.14	17.72	18.29
	Per1,040 Hours	*16,029.23*	*16,637.08*	*17,244.93*	*17,830.26*	*18,426.86*	*19,023.45*
C	Laborer II	18.01	18.59	19.17	19.74	20.33	20.89
	Per 2,080 Hours	*37,461.57*	*38,677.27*	*39,870.45*	*41,063.64*	*42,279.34*	*43,450.01*
D	Building Maintenance	20.16	20.75	21.30	21.91	22.47	23.05
	Per 2,080 Hours	*41,941.65*	*43,157.35*	*44,305.51*	*45,566.23*	*46,736.91*	*47,952.61*
	Per 1,560 Hours	*31,456.23*	*32,368.01*	*33,229.13*	*34,174.67*	*35,052.68*	*35,964.45*
E	Engineering Technician Laborer I Laborer I - Mechanic Code Enforcement/Building Maintenance Water Operator - no certification Wastewater Operator - no certification Wastewater Operator/Lab Technician - no certification	22.56	23.06	23.56	24.07	24.57	25.09
	Per 2,080 Hours	*46,917.01*	*47,975.12*	*49,010.72*	*50,068.82*	*51,104.42*	*52,185.04*

Grade F:	Additional $0.20 per hour above Pay Grade E upon successful completion and receipt of Grade I certification and one sub grade.
Grade G:	Additional $0.79 per hour above Pay Grade E upon successful completion of Grade II and all Grade II sub grades required by Wisconsin Administrative Code for the City of Whitewater Wastewater Utility.
Grade H:	Additional $1.06 per hour above Pay Grade E upon successful completion of Grade IV and all Grade IV sub grades required by Wisconsin Administrative Code for the City of Whitewater Wastewater Utility.
Grade I:	Additional $1.56 per hour above Pay Grade E for the position of Lab Manager/Operator.

SCHEDULE VI
WHITEWATER POLICE DEPARTMENT

Position	# of Positions	Effective Date	Hourly Wage	*Per 2,080 Hours* ***Patrol (2,008 Hours)***
Captain	1	1/1/2015	-	*82,339.30*
Lieutenant	1	1/1/2015	-	*78,180.96*
Sergeant*	3	1/1/2015	30.54	*63,513.44*
Detective Sergeant	1	1/1/2015	31.63	*65,790.82*
Detective	2	1/1/2015	30.24	*62,905.44*
Juvenile Officer	1	1/1/2015	30.24	*62,905.44*
Patrol Officer I*	14	1/1/2015	28.95	*58,126.78*
Patrol Officer II*		1/1/2015	26.22	*52,658.19*
Patrol Officer III*		1/1/2015	24.75	*49,688.36*

Position	# of Positions	Effective Date	Hourly Wage	*Per 2,080 Hours* ***Patrol (2,008 Hours)***
Captain	1	7/1/2015	-	*83,268.20*
Lieutenant	1	7/1/2015	-	*79,353.67*
Sergeant*	3	7/1/2015	30.99	*64,466.14*
Detective Sergeant	1	7/1/2015	32.11	*66,777.68*
Detective	2	7/1/2015	30.70	*63,849.02*
Juvenile Officer	1	7/1/2015	30.70	*63,849.02*
Patrol Officer I*	14	7/1/2015	29.38	*58,998.68*
Patrol Officer II*		7/1/2015	26.62	*53,448.06*
Patrol Officer III*		7/1/2015	25.12	*50,433.69*

SCHEDULE VII
FIRE-RESCUE

Position	# of Positions (Part-time)	Wage
Fire-Inspector	3	$11.00 per hour
Volunteer Fire	42	$8.00 per call
Rescue Squad Captain	1	$10.00 per call
Rescue Squad Lieutenant	4	$9.00 per call
Rescue Squad Maintenance	1	$100.00 per month
Rescue Squad EMT's		$8.00 per call
EMT Driver		$16.00 per hour
EMT Basic		$17.50 per hour
EMT Intermediate		$20.00 per hour
EMT On-Call Pay (Truck 1)		$2.00 per hour
EMT On-Call Pay (Truck 2)		$2.00 per hour
Fire Chief	1	$15.00 per call
1st Asst. Fire Chief	1	$13.00 per call
2nd Asst. Fire Chief	1	$11.00 per call
Fire Vehicle Maintenance	6	$50.00 per month
Fire Vehicle Maintenance	1	$75.00 per month

SCHEDULE VIII
PART-TIME EMPLOYEES

Position	# of Positions	Effective Date	Hourly Wage
Community Service Officer	2	01/01/2015	$10.75
Neighborhood Services Officer	2	01/01/2015	$10.75

SCHEDULE IX
PART-TIME SEASONAL EMPLOYEES

	Steps				
Position	**1**	**2**	**3**	**4**	**5**
Election Inspectors	10.00	10.00	10.00	10.00	10.00
Chief Election Inspectors	12.00	12.00	12.00	12.00	12.00
Crossing Guards	10.96	10.96	10.96	10.96	10.96
Cable TV Camera Operator	7.25	7.50	8.00	8.75	9.75
Activity Leaders	9.25	9.50	10.00	10.50	11.50
Program Attendants	7.25	7.50	7.75	8.00	8.25
Certified Instructors	10.00	11.00	12.00	13.00	15.00
Activity Instructors	7.75	8.00	8.25	8.50	8.75
Sport Officials	20.00	21.00	22.00	24.00	25.00
WIAA Sport Officials	35.00	35.00	35.00	35.00	35.00
Seasonal Laborer	7.25	7.50	8.00	8.75	9.75

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

AYES: NOES: ABSENT: ADOPTED:

_____
Cameron Clapper, City Manager

_____
Michele Smith, City Clerk

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **4/9/2015** ITEM: **412 South Janesville Street Rezone Request**

PRESENTER: **City Planner**

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

SUMMARY OF ITEM BEING PRESENTED: **Proposed Zoning Map Amendment to Impose the R-2A Residential Overlay District Zoning and to Enable up to Four (4) Unrelated Persons in a Residence per Section 19.19 at 412 S Janesville Street for 412 South Janesville Street LLC (Kurt Klingermeyer).**

BUDGET IMPACT, IF ANY: **N/A**

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: **The Plan and**
Architectural Review Commission took action to recommend approval on March 9th, 2015.

STAFF RECOMMENDATION: **Please see Planner Report**

RECOMMENDED MOTION: **N/A**

ATTACHMENT(S) INCLUDED (If none, please state):
Planners Report

FOR MORE INFORMATION CONTACT:
Chris Munz-Pritchard, cmunz-pritchard@whitewater-wi.gov, 262-473-0143.

To: City of Whitewater Plan and Architectural Review Commission

From: Christine Munz-Pritchard, City Planner

Date: 9 March 2015

Re: **Item # 5 & 6** Proposed Zoning Map Amendment to Impose the R-2A Residential Overlay District Zoning and to Enable up to Four (4) Unrelated Persons in a Residence per Section 19.19 at 412 S Janesville Street for 412 South Janesville Street LLC (Kurt Klingermeyer).

Summary of Request	
Requested Approvals:	Zoning Map Amendment to Add the R-2A Overlay District and up to Four (4) Unrelated Persons in a Residence
Location:	412 S Janesville Street
Current Land Use:	R-2 One and Two Family Residential
Proposed Land Use:	Same, but with up to 4 unrelated individuals
Current Zoning:	R-2 One and Two Family Residential
Proposed Zoning:	R-2A Overlay District over the Current R-2 Zoning District
Comprehensive Plan's Future Land Use:	Central Area Neighborhood

Surrounding *Zoning* and Current Land Uses:		
Northwest:		**Northeast:**
R-2 One & Two-Family Residence District		*R-2* One & Two-Family Residence District
	Subject Property	
Southwest:		**Southeast:**
R-2 One & Two-Family Residence District		*R-2* One & Two-Family Residence District

Description of the Proposal:

The existing dwelling is a single (one) family residence. This proposal involves a request to amend the Zoning Map to add the R-2A Residential Overlay Zoning District to the existing R-2 Zoning District and to approve a Conditional Use Permit to increase the number of permitted unrelated individuals in a non-family household from three (3) to four (4).

The R-2A Residential Overlay district is established by Chapter 19.19 of the Zoning Ordinance. Adopting the R-2A Residential Overlay district enables the consideration of a Conditional Use Permit, which if approved, would increase the number of permitted unrelated individuals in a non-family household three (3) to four (4).

PLANNER'S RECOMMENDATIONS:

I recommend that the Plan and Architectural Review Commission recommend approval of the proposed Zoning Map Amendment to add the R-2A Residential Overlay Zoning District and four (4) non-related individuals to the subject property, subject to the finding presented below.

SUGGESTED FINDING TO BE MADE BY THE PLAN COMMISSION

1. 4 parking stalls will be required under 19.51.130.
2. No exterior building modifications are being proposed.
3. Any other conditions identified by City Staff or the Plan Commission.

Analysis of Proposed Conditional Use Permit for: 412 S Janesville Street		
Conditional Use Permit Review Standards per Section 19.66.050:		
STANDARD	EVALUATION	COMMENTS
1. The establishment, maintenance, or operation of the conditional use will not create a nuisance for neighboring uses or substantially reduce the values of property.	Yes	This project will involve no exterior building modifications.
2. Adequate utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	Yes	All utilities are adequate.
3. The conditional use conforms to all applicable regulations of the district in which it is located, unless otherwise specifically exempted in this ordinance or through variance.	Yes	No exemptions or variances are being requested.
4. The conditional use conforms to the purpose and intent of the city master (comprehensive) plan.	Yes	The proposal does not change the single family use of the property.
5. The conditional use and structures are consistent with sound planning and zoning principles.	Yes	The project is consistent with the use and density requirements of the R-2A District and the Comprehensive Plan.

Street View - Oct 2012
W Whitewater St
S Janesville St
W South St
S Sam St
412 S Janesville St
W Walworth St
S Sunset St

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **04/09/15** ITEM: **City Manager Expenditure Authority**

PRESENTER: **City Manager**

PREVIOUS ACTION, IF ANY: **The Common Council approved a procurement policy in 2013.**

SUMMARY OF ITEM BEING PRESENTED: **The Common Council approved a procurement policy in 2013. However, the ordinance was not updated. Staff has proposed an update to the municipal ordinance that brings the ordinance in line with the previously approved policy.**

BUDGET IMPACT, IF ANY: **None.**

STAFF RECOMMENDATION: **Staff would recommend approval.**

ATTACHMENT(S) INCLUDED (If none, please state):
Draft Ordinance
Current Policy

FOR MORE INFORMATION CONTACT:
Cameron Clapper, cclapper@whitewater-wi.gov, 262-473-0100.

ORDINANCE NO. _____
AN ORDINANCE AMENDING CHAPTER 2.12.020 "CITY MANAGER", AUTHORITY TO MAKE PURCHASES.

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

SECTION 1. Whitewater Municipal Code Section 2.12.020 is hereby amended to read as follows:

2.12.020 <u>Authority to make purchases</u>.

The city manager shall have authority to make purchases and contract for services and supplies for up to twenty-five thousand dollars ($25,000) without the necessity of first securing approval from the common council. This authority is granted only on specifically budgeted items. This spending authority does not apply to the City's contingency account.

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

Ordinance introduced by Councilmember_____, who moved its adoption.

Seconded by Councilmember_____.

AYES:
NOES:
ABSENT:
ADOPTED:

_____
City Manager

_____
City Clerk

City of Whitewater
Procurement Policy

General

The purpose of this policy is to provide guidance and procedures to be followed for procurement of goods and services for all City departments. The controls and procedures set forth are intended to provide reasonable assurance that the lowest cost, highest quality good or service is obtained, while balancing the need for flexibility in department operations.

Procedures

1. Procurements consist of the following major categories:
    - Goods (tangible items); e.g., equipment, supplies, vehicles
    - Utility Inventory Items
    - General Services; e.g., janitorial services, maintenance agreements
    - Professional Services: e.g., legal, engineering, architectural, auditing services
    - Construction of public buildings and improvements

2. Department heads have the responsibility for procurement in their individual departments.

3. The City Manager is responsible for supervising the procurement process.

4. The Finance Department is responsible to monitor compliance with City procurement policies and procedures.

5. When an emergency situation will not permit the use of the competitive processes outlined in this policy, the applicable Department Head and City Manager may determine the procurement methodology most appropriate to the situation. Appropriate documentation of the basis for the emergency should be maintained.

6. By law (WI Stat 62.15 (12)), the City Manager and City Clerk sign contracts on behalf of the City. However, the Council hereby delegates the authority to approve and sign contracts to the applicable Department Head and/or, City Manager in accordance with the thresholds set forth below in the "Purchase of Goods" section. When Council Committee or Council approval is required the City Manager and Clerk shall sign such contracts.
    - The City Attorney's office should be consulted for a legal review of all contracts.

7. Change orders are required for changes in project scope for construction or similar contracts. Quantity changes are defined as increased quantities of bid items in a unit price contract.
    - Change orders can be approved by the Department Head and the City Manager for an amount up to $10,000. The Department Head shall notify the Council in writing of such change orders.
    - Change orders in excess of the amount defined above require approval by the Common Council.
    - When project scope changes are necessary to prevent project delays the Department Head is delegated the authority to approve such change orders. The Department Head shall notify the City Manager and Council in writing of such change orders.
    - Quantity changes in unit price contracts can be approved for payment by the Department Head.
    - Any change order must be in compliance with the public bidding statutes and the applicable contract.

Purchase of Goods

1. Guidelines for approval authority of purchases when a specific item and dollar amount is not identified in the adopted budget:
    a. Under $5,000 – Department Head or Designee must approve prior to purchase. At least two quotes should be solicited for purchases over $1,000.
    b. $5,000 to $10,000 – Department Head and City Manager approval is required. At least two quotes should be solicited.
    c. $10,001 - $25,000 – Department Head, City Manager, and Common Council approval is required. At least two quotes should be solicited. Documentation of quotes must be submitted to City Manager and Common Council for approval.
    d. Over $25,000 – Common Council approval is required prior to purchase. At least three quotes should be solicited.
    e. Any purchase of goods for a public construction project must be reviewed in the context of the entire cost of the project to determine if the size of the contract requires public bidding for the purchase of the goods. The purpose of this provision is to make certain that the cost of the goods does not increase the total estimated cost of the public works project to be above the threshold that would require competitive bidding. For example, under current statutes, if the cost of goods was $10,000 and it caused the overall estimated cost of the project to be $27,000, it would cause the project to be subject to competitive bidding because the cost of the project would be greater than the $25,000 bidding threshold.

2. Guidelines for approval authority of purchases when a specific item and dollar amount (e.g. capital equipment) is identified in the adopted budget:
    a. Under $5,000 – Department Head or Designee must approve prior to purchase. At least two quotes should be solicited for purchases over $1,000.
    b. $5,000 to $10,000 – Department Head and City Manager approval is required. At least two quotes should be solicited.
    c. Over $10,000 – Department Head and City Manager approval is required. At least three quotes should be solicited.
    d. If the quote exceeds the dollar amount identified in the adopted budget the thresholds under "Purchase of Goods 1." apply.

    The City Clerk will be given a copy of any signed contract(s).

3. In general, the lowest quote should be considered for procurements. However, price is not the sole consideration. Awards shall be made only to responsible vendors that (a) possess the potential ability to perform successfully under the terms and conditions of the proposed procurement, and (b) sell products that meet the specifications of the City.

    It is the desire of the City to purchase from local vendors whenever possible. This can be accomplished by ensuring that local vendors are included in the competitive shopping process. The City has a responsibility to its residents however, to ensure that the maximum value is obtained for each public dollar spent. It is assumed that local vendors who wish to do business with the City will offer the lowest possible quote for the item being purchased.

4. Each Department Head is authorized to delegate authority up to $5,000 to an employee of that department to make and approve purchases, upon the condition that the Department Head file written notice with the Finance Department of the individual to whom this authority has been delegated.

5. Sole source purchases are allowed in the following circumstances:
    a. The item or service is only available from a single source;
    b. After competitive procurement solicitations, competition is determined to be inadequate;
    c. An alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs;
    d. Standardization of a specific product or manufacturer will result in more efficient and economical operations;
    e. The purchase is from another governmental body; or
    f. The item is being purchased through a cooperative purchasing arrangement such as the V.A.L.U.E. group, State bid list, State of Wisconsin VendorNet or WPPI Joint Purchasing.

    Approval of sole source purchases will be made in accordance with the dollar thresholds outlined above in "Purchase of Goods."

    In circumstances of sole source purchases when the purchase is not via a cooperative arrangement, the department should use alternate means (such as verifying pricing with other customers) to establish that the price quoted is reasonable.

6. Use of Purchase Orders:
    a. In general, purchase orders are not required for purchases. If the vendor requests or requires a purchase order one will be issued. Purchase orders are to be issued prior to obtaining the item.
    b. Standard purchase orders are issued for one time acquisition of specific items. The receipt of these items might be spread out over a period of time but the purchase order is valid only for the items listed on it.
    c. Blanket purchase orders are issued on an annual or other periodic basis to vendors with whom business is conducted continuously. Examples of these types of purchases include repair parts, library books or other materials/supplies for which exact quantities are not known.

Purchase of Utility Inventory

1. Inventory purchases are made for approved utility capital and maintenance infrastructure projects, developer capital projects and stock items. Special consideration for these types of purchases is warranted for operational efficiency purposes.
2. Each Utility Operations Manager is responsible for the oversight and coordination of utility inventory purchases.
3. Quotes shall be solicited as outlined above in the "Purchase of Goods" section.

4. The City Manager is delegated the authority to approve all utility inventory purchases over $5,000.

Purchase of General Services

1. General services defined:
    - Standardized services that are differentiated mainly by price. The results of the services are generally the same each time they are provided regardless of the vendor and experiences gained from one project are directly applicable to another project. See definition below of professional services for distinction from general services.
    - Agreements for upkeep and maintenance of goods during ownership. Such agreements bind the manufacturer or service provider to maintain the goods for a certain period of time for a fee. Contracts may include the costs of servicing and/or materials. (e.g. software maintenance contracts, copy machine maintenance contracts, etc).

2. Where applicable, a competitive process for selection of vendors for contracts for general services should be used under the guidance outlined in the "Purchase of Goods" section above.

3. Purchase orders are not required for general services.

Purchase of Professional Services

1. Professional services defined:
    - Professional services are usually highly customized and differentiated on factors other than price, such as knowledge and expertise. The specific form of the services will vary according to the need of the customer. Experiences gained from one project provide insight into other projects, but are not directly applicable. Professional services are often performed by licensed individuals.

2. A qualifications based selection process shall be used in obtaining professional services. Selection for professional services should take into consideration the overall value of such contracts including:
    - Demonstrated competence, knowledge and qualifications in related services
    - Continuity of the various phases of a project
    - Operational efficiencies
    - Scope of services
    - Reasonableness of proposed fee

3. The normal purchasing policy thresholds outlined in the "Purchase of Goods 1." section above shall be used for retaining consultants for specific projects.

4. Professionals are sometimes retained for their expertise on an as needed basis to serve in an advisory role to the City vs. being retained for a specific project. In the circumstance where the specific scope of service or length of engagement cannot be determined and the purchasing policy thresholds therefore cannot be used to determine level of approval, the approval process is as follows:
    - All legal, planning, and engineering services require Common Council approval prior to retaining the professional.
        - The City Attorney, upon approval of the City Manager, may retain outside legal counsel to serve in an advisory role to the City Attorney in an amount not to exceed $5,000.
    - For all other services identified in the approved budget, the Department Head and/or City Manager is delegated the authority to retain the professional (e.g. title searches, physicals, water testing…).

5. Some professional service industries do not customarily use contracts to formalize the relationship and scope of work between the consultant and their client. In such circumstances, the City encourages the use of scope of service proposals, memorandum of understandings or engagement letters where applicable.

6. Purchase orders are not required for professional services.

Construction of Public Buildings and Improvements

1. The provisions of Wisconsin Statutes s. 62.15 apply to procurements involving public construction and take precedence over any portion of this policy that may conflict with that statute. Approvals of construction contracts will be made in accordance with the dollar thresholds outlined above in the "Purchase of Goods 1." section.

2. For all public construction, the estimated cost of which exceeds $5,000 but is not greater than $25,000, the Director of Public Works shall give a Class 1 notice, under Chapter 985 Wis. Stats., of the intent to enter into a contract for the proposed construction before the contract is executed.

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **1/20/2015** ITEM: **158 N. Tratt Street Rezone Request**

PRESENTER: **City Planner**

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

SUMMARY OF ITEM BEING PRESENTED: **Proposed Conditional Use Permit and Zoning Map Amendment to Impose the R-3A Residential Overlay District to Enable increased density for new housing per Section 19.22 at 158 N Tratt Street (TaxID # /WUP 00166E), DLK Enterprise Inc. (Mike Kachel).**

BUDGET IMPACT, IF ANY: **N/A**

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: **The Plan and Architectural Review Commission took action to recommend approval on January 12th, 2015.**

STAFF RECOMMENDATION: **Please see Planner Report**

RECOMMENDED MOTION: **N/A**

ATTACHMENT(S) INCLUDED (If none, please state):
Planners Report

FOR MORE INFORMATION CONTACT:
Chris Munz-Pritchard, cmunz-pritchard@whitewater-wi.gov, 262-473-0100.

To: City of Whitewater Plan and Architectural Review Commission

From: Christine Munz-Pritchard, City Planner

Date: 12th January 2015

Re: **Item # 6 & 7** Proposed changed in the District Zoning Map to impose the R-3A Residential Overlay District Zoning classification under Chapter 19.22 of the Zoning Ordinance and a Conditional Use Permit to allow a 6 unit apartment building in an R-3A (University Residential Density Overlay) at 158 N Tratt Street, Tax ID # /WUP 00166E.

Summary of Request	
Requested Approvals:	6 Unit Apartment Building
Location:	158 N Tratt Street
Current Land Use:	Residential
Proposed Land Use:	Same, but with over four (4) units
Current Zoning:	R-3 Multifamily Residence District
Proposed Zoning:	R-3A University Residential Density Overlay
Comprehensive Plan's Future Land Use:	Higher Density Residential

Surrounding *Zoning* and Current Land Uses:		
Northwest:	**North:**	**Northeast:**
R-3 Multi Family Residence District	*R-3* Multi Family Residence District	*R-3* Multi Family Residence District
	Subject Property	
Southwest:	**South:**	**Southeast:**
R-3 Multi Family Residence District	*B-1* Community Business	*R-3* Multi Family Residence District

Description of the Proposal:

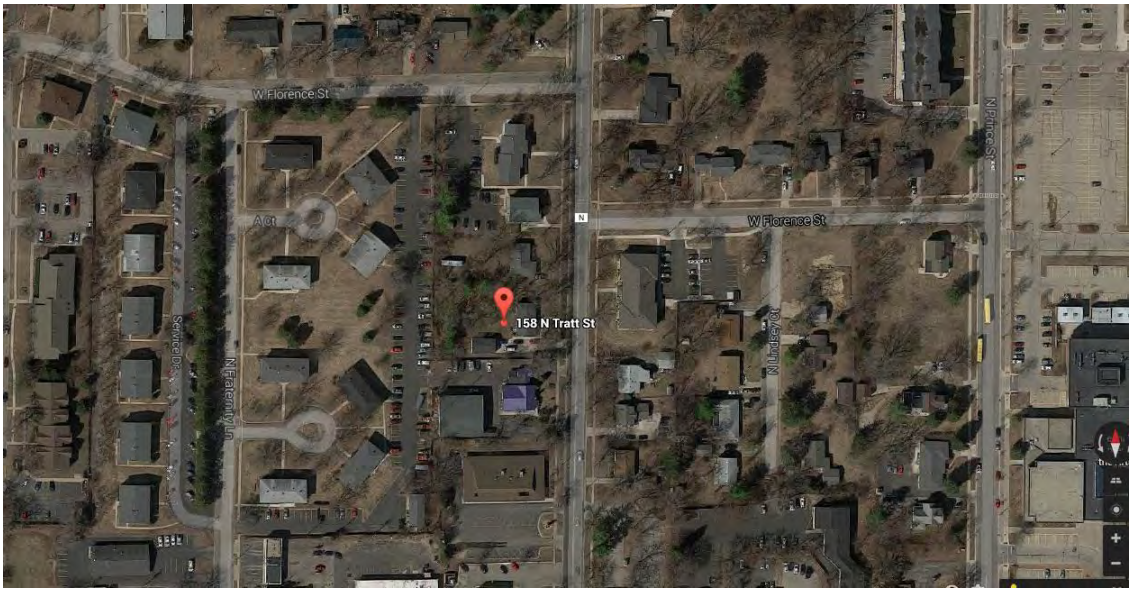
The existing dwelling is a single (one) family residence. This proposal is to allow for a 6 unit apartment building. In the R-3 district any multifamily dwelling unit over four (4) units requires a conditional use permit (19.21.030 B)

PLANNER'S RECOMMENDATIONS:

I recommend that the Plan and Architectural Review Commission recommend approval of the proposed 6 unit apartment building, subject to the finding presented below.

SUGGESTED FINDING TO BE MADE BY THE PLAN COMMISSION

1. The minimum parking stall requirement is18 stalls. The site plan shows 8. According to plans additional parking will be provided in the adjacent parking lot at 144 N Tratt Street. It is my recommendation that the additional stalls be documented. Residents will have numbered parking stalls, hanging tags or parking stickers to identify permitted vehicles.
2. Any other conditions identified by City Staff or the Plan Commission.



Analysis of Proposed Conditional Use Permit for: 280 South Janesville Street		
Conditional Use Permit Review Standards per Section 19.66.050:		
STANDARD	EVALUATION	COMMENTS
1. The establishment, maintenance, or operation of the conditional use will not create a nuisance for neighboring uses or substantially reduce the values of property.	Yes	This project reflects the surrounding neighboring uses.
2. Adequate utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	No	The parking area needs to be documented in order to meet the current parking requirements.
3. The conditional use conforms to all applicable regulations of the district in which it is located, unless otherwise specifically exempted in this ordinance or through variance.	Yes	No exemptions or variances are being requested.
4. The conditional use conforms to the purpose and intent of the city master (comprehensive) plan.	Yes	The proposal conforms to the comprehensive plan.
5. The conditional use and structures are consistent with sound planning and zoning principles.	Yes	The project is consistent with the use and density requirements R-3A District and the Comprehensive Plan.

AN ORDINANCE IMPOSING THE R-3A RESIDENTIAL OCCUPANCY OVERLAY DISTRICT ZONING CLASSIFICATION FOR CERTAIN PROPERTY IN THE CITY OF WHITEWATER (158 N. Tratt St. – DLK Enterprises, Inc.)

The Common Council of the City of Whitewater, Walworth and Jefferson Counties, do, pursuant to Municipal Code Section 19.69, hereby impose the R-3A Residential Occupancy Overlay District Zoning classification (19.22) on the below property:

Section 1: The R-3A Residential Occupancy Overlay District Zoning classification is hereby imposed upon:

Address	Tax ID#
158 N. Tratt Street	/WUP 00166E

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

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

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

AYES:

NOES:

ABSENT:

ADOPTED:

_____
Cameron Clapper, City Manager

_____
Michele R. Smith, City Clerk

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **1/20/2015** ITEM: **523 W Center Street Rezone Request**

PRESENTER: **City Planner**

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

SUMMARY OF ITEM BEING PRESENTED: **Proposed Conditional Use Permit and Zoning Map Amendment to Impose the R-2A Residential Overlay District to Enable Up to five (5) Unrelated Persons in a Residence per Section 19.19 at 523 W. Center Street (Tax ID # /WUP 00041), DLK Enterprise Inc. (Mike Kachel).**

BUDGET IMPACT, IF ANY: **N/A**

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: **The Plan and Architectural Review Commission took action to recommend approval on January 12th, 2015.**

STAFF RECOMMENDATION: **Please see Planner Report**

RECOMMENDED MOTION: **N/A**

ATTACHMENT(S) INCLUDED (If none, please state):
Planners Report

FOR MORE INFORMATION CONTACT:
Chris Munz-Pritchard, cmunz-pritchard@whitewater-wi.gov, 262-473-0100.

To: City of Whitewater Plan and Architectural Review Commission

From: Christine Munz-Pritchard, City Planner

Date: 12 January 2015

Re: **Item # 8 & 9** Proposed Zoning Map Amendment to Impose the R-2A Residential Overlay District Zoning and to Enable up to Five (5) Unrelated Persons in a Residence per Section 19.19 at 523 W Center Street, Tax ID # / CL00041, for Kachel Enterprises LLC (Mike Kachel).

Summary of Request	
Requested Approvals:	Zoning Map Amendment to Add the R-2A Overlay District and up to Five (5) Unrelated Persons in a Residence
Location:	523 W Center Street
Current Land Use:	R-2 One and Two Family Residential
Proposed Land Use:	Same, but with up to 5 unrelated individuals
Current Zoning:	R-2 One and Two Family Residential
Proposed Zoning:	R-2A Overlay District over the Current R-2 Zoning District
Comprehensive Plan's Future Land Use:	Central Area Neighborhood

Surrounding *Zoning* and Current Land Uses:		
Northwest:	*R-3* Multi Family Residence District	**Northeast:**
R-3 Multi Family Residence District		*R-3* Multi Family Residence District
	Subject Property	
Southwest:	*R-2* One & Two-Family Residence District	**Southeast:**
R-2 One & Two-Family Residence District		*R-2* One & Two-Family Residence District

Description of the Proposal:

The existing dwelling is a single (one) family residence. This proposal involves a request to amend the Zoning Map to add the R-2A Residential Overlay zoning district to the existing R-2 zoning district and to approve a Conditional Use Permit to increase the number of permitted unrelated individuals in a non-family household from three (3) to five (5).

The R-2A Residential Overlay district is established by Chapter 19.19 of the Zoning Ordinance. Adopting the R-2A Residential Overlay district enables the consideration of a Conditional Use Permit, which if approved, would increase the number of permitted unrelated individuals in a non-family household three (3) to five (5).

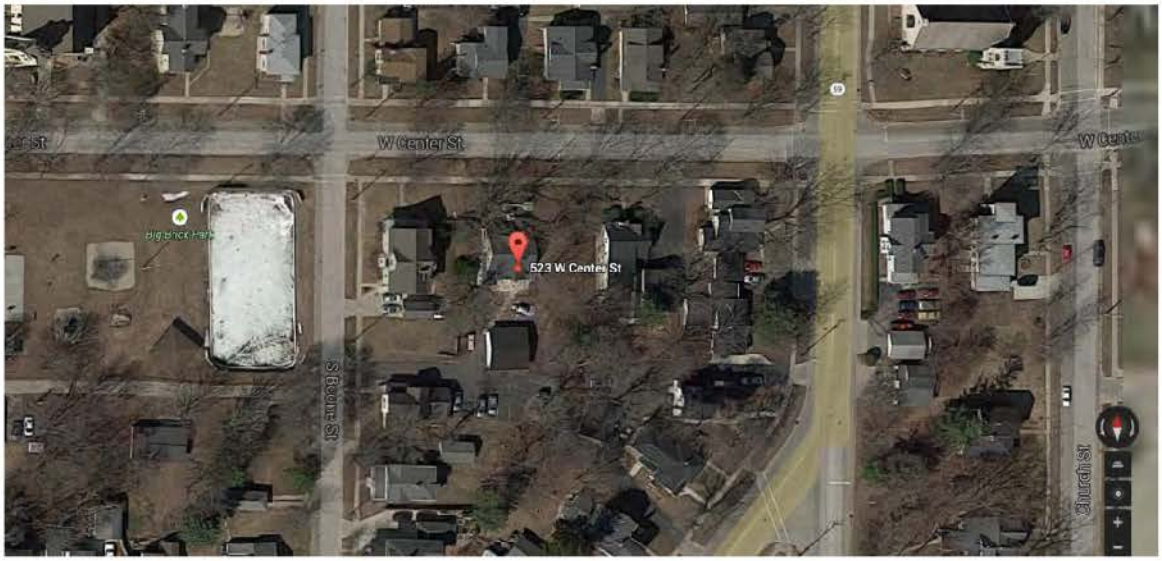
PLANNER'S RECOMMENDATIONS:

I recommend that the Plan and Architectural Review Commission recommend approval of the proposed Zoning Map Amendment to add the R-2A overlay zoning district and five (5) non-related individuals to the subject property, subject to the finding presented below.

SUGGESTED FINDING TO BE MADE BY THE PLAN COMMISSION

1. A driveway easement must be recorded to establish shared driveway access.
2. 4 parking stalls will be required under 19.51.130.
3. No exterior building modifications are being proposed.
4. Any other conditions identified by City Staff or the Plan Commission.

Analysis of Proposed Conditional Use Permit for: 280 South Janesville Street		
Conditional Use Permit Review Standards per Section 19.66.050:		
STANDARD	EVALUATION	COMMENTS
1. The establishment, maintenance, or operation of the conditional use will not create a nuisance for neighboring uses or substantially reduce the values of property.	Yes	This project will involve no exterior building modifications.
2. Adequate utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	No	All utilities are adequate. A driveway easement must be recorded to establish shared driveway access
3. The conditional use conforms to all applicable regulations of the district in which it is located, unless otherwise specifically exempted in this ordinance or through variance.	Yes	No exemptions or variances are being requested.
4. The conditional use conforms to the purpose and intent of the city master (comprehensive) plan.	Yes	The proposal does not change the single family use of the property.
5. The conditional use and structures are consistent with sound planning and zoning principles.	Yes	The project is consistent with the use and density requirements of the R-2A District and the Comprehensive Plan.


W Center St
W Center St
W Center
523 W Center St
S Boone St
Church St

AN ORDINANCE IMPOSING THE R-2A RESIDENTIAL OCCUPANCY OVERLAY DISTRICT ZONING CLASSIFICATION FOR CERTAIN PROPERTY IN THE CITY OF WHITEWATER (523 W. Center Street owned by Kachel Enterprises, LLP)

The Common Council of the City of Whitewater, Walworth and Jefferson Counties, do, pursuant to Municipal Code Section 19.69, hereby impose the R-2A Residential Occupancy Overlay District Zoning classification (19.19) on the below property:

Section 1: The R-2A Residential Occupancy Overlay District Zoning classification is hereby imposed upon:

Address	Tax ID#
523 W. Center Street	/CL 00041

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

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

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

AYES:

NOES:

ABSENT:

ADOPTED:

_____
Cameron Clapper, City Manager

_____
Michele R. Smith, City Clerk

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **04/09/15** ITEM: **Traffic Study Authorization Request**

PRESENTER: **City Manager**

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

SUMMARY OF ITEM BEING PRESENTED: **The City has recently been contacted by a potential business that has indicated they would like to locate their new business on the vacant property located next to the current Taco Bell restaurant. They have requested that we allow an access point onto Main Street.**

The current Plat does not permit access onto this parcel. This access was originally controlled by the Wisconsin Department of Transportation (WisDOT). However, WisDOT has since turned over control to the City which now has determination on the access restrictions. However, the Plat would need to be amended in order to accommodate the request.

As part of our initial discussion for the development of the area, staff feels that one of the preliminary data points would be to conduct an updated traffic study of this area of Main Street. The latest data is from 1999 and was conducted prior to the construction of the by-pass. This is one of the many critical aspects in determining the future growth of this area.

Strand and Associates has presented the City with an initial proposal (by email) to complete the study. There cost is $9,000. Staff will be gathering the traffic count data which is expected to reduce the cost by $1,500. Bringing the total cost down to $7,500.

Staff wishes to keep this project in step with the preliminary timeline for the development of the vacant land. Strand has been asked to prepare a task order for the project. However, as of April 2, the task order is not yet available. Rather than delay the study until the April 21 meeting, this item has been included for this meeting with the expectation that a task order could be produced and provided prior to April 9.

The cost associated with the project would be charged as an expense to the TIF #5. None of these costs would be charged back to the developer unless they request additional work outside of the original scope of work. A copy of the proposed scope of work (via email) is attached for your review.

At this time staff is requesting approval of this request.

BUDGET IMPACT, IF ANY: **A cost not to exceed $7,500 would come from TID #5.**

STAFF REQUEST: **Staff would request approval contingent upon completion of a task order to be reviewed and approved by the city manager and city attorney.**

ATTACHMENT(S) INCLUDED (If none, please state):
Strand Engineering Email with Cost Estimate

FOR MORE INFORMATION CONTACT:
Cameron Clapper, cclapper@whitewater-wi.gov, 262-473-0100.

From: Fisher, Mark [mailto:Mark.Fisher@strand.com]
Sent: Tuesday, March 31, 2015 2:33 PM
To: Christine Munz-Pritchard; Christopher McDonell
Cc: Henderson, Kyle R.
Subject: RE: West Main Street

Chris and Chris,

I reviewed your request to have city staff do the traffic counts with Kyle Henderson of our traffic engineering group.

There would be a savings of$1,500 if the city did the traffic counts.

To complete the study, we need 2 hour traffic counts during morning and afternoon peak traffic. The counts need to be done on a typical day, and should be done while UW-W is in session. The counts need to include all turning movements and need to be in 15 minute increments. We also need a distinction between car and truck traffic. The tube counters would not be helpful for this type of data collection.

We also typically take intersection photo logs during traffic counts, so it would be helpful if some photos of physical conditions could be taken as well.

Please contact us with any questions.

Thanks,

Mark Fisher

From: Fisher, Mark
Sent: Friday, March 20, 2015 11:10 AM
To: Christine Munz-Pritchard
Cc: Pat Cannon; Simpson, Zach; Henderson, Kyle R.; Christopher McDonell (CMcDonell@whitewater-wi.gov)
Subject: RE: West Main Street

Chris,

We have prepared an estimate of cost for the effort needed to complete the traffic analysis on West Main Street. The scope/tasks included in the analysis are summarized below. We have included two trip generation scenarios as this will allow us to test a couple of options for the City.

1. 2-hour AM and PM peak hour traffic counts at the intersections of Main Street/Pearson Lane and Main Street/Indian Mound Parkway
2. Trip generation and distribution using *ITE Trip Generation Manual* for two scenarios. One will be a low intensity development scenario and one a high intensity development scenario.
3. Synchro Modeling of the following:
    a. Base conditions
    b. Base conditions with low intensity

    c. Base conditions with high intensity
    d. Improved conditions to accommodate low intensity
    e. Improved conditions to accommodate high intensity
4. Conceptual horizontal layout of one improvement alternative at each intersection and a typical cross-section for Main Street.
5. Document results in a brief letter. The letter will also include a discussion of possible mid-block driveway connections.
6. One meeting to discuss results and one revision after comments are received.

The estimated cost for these services is $9,000. If this is acceptable, we will prepare a draft task order for city review.

Please contact us with any questions.

Thanks,

Mark Fisher

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **04/09/15** ITEM: **Emergency Operations Plan Update**

PRESENTER: **City Manager**

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

SUMMARY OF ITEM BEING PRESENTED: **The City of Whitewater has in place and Emergency Operations Plan (EOP) the purpose of the plan is to outline the duties and responsibilities of city staff and officials during cases of major emergency or disaster. By preparing a plan, the hope and objective is to reduce as much as possible the negative impacts of a major emergency or disaster on the Whitewater community.**

As with any plan, there is a need to update names and duties as time goes on. This update includes primarily corrections and updates to contact information and position titles to reflect the current municipal organization.

Staff requests Common Council approval of the updated plan as proposed.

BUDGET IMPACT, IF ANY: **None.**

STAFF RECOMMENDATION: **Staff recommends approval.**

ATTACHMENT(S) INCLUDED (If none, please state):
Emergency Operations Plan

FOR MORE INFORMATION CONTACT:
Cameron Clapper, cclapper@whitewater-wi.gov, 262-473-0100.

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CITY OF WHITEWATER EMERGENCY OPERATIONS PLAN

EMERGENCY TELEPHONE LISTING
Revised 03/01/2015

American Red Cross:
Badger Chapter (Serves City of Whitewater, Jefferson County, Rock County) 877-618-6628
Southeastern Wisconsin Chapter (Serves Walworth County) 800-236-8680 // 414-342-8680
http://www.redcross.org

AT&T: (7a-11p) 800-727-2273

ATF - Alcohol, Tobacco, Firearms:
Milwaukee Field Office I 414-427-6170
Milwaukee Field Office III 414-727-6190
Madison Field Office 608-441-5050
http://www.atf.gov

Bomb Squads:
Dane County Bomb Squad (Dane CO 9-1-1 Center) 608-266-4920
Milwaukee County Bomb Squad 414-278-4710
Fort McCoy (Military Ordinance Disposal) 608-388-2222

Charter Communications: 866-894-0103
http://www.charter.com

ChemTrec: (24 Hour HAZMAT Communications) 800-424-9300
http://www.chemtrec.org

County Coroner:
Jefferson 920-674-7119
Rock 608-757-5908
Walworth 262-741-4499

Digger's Hotline: 800-242-8511
http://www.diggershotline.com

Department of Natural Resources (DNR):
Jefferson County (Ryan Ellifson) 920-728-0367
Rock County (Mike Dieckhoff) 608-669-1476
Walworth County (Juan Gomez) 262-818-4157
Emergency Spill Hotline 800-943-0003
http://www.dnr.gov

Emergency Management:
Jefferson County Donna Haugom office: 920-674-7450 cell: 920-723-8316
Walworth County John Ennis office: 262-741-4616 cell: 262-903-8241
Wisconsin Emergency Management (WEM) Duty Officer 800-943-0003
http://emergencymanagement.wi.gov/

EMERGENCY TELEPHONE LISTING
Revised 03/01/2015

Federal Aviation Administration (FAA):

24 Hour Accident and Incident Response	847-294-8400
After Hours Operation Center	847-294-7410
FAA Public Affairs	847-294-7427
Milwaukee Flight Standards District Office	414-486-2920
Green Bay Flight Service Station	920-494-7417 // 866-845-4888
Wisconsin DOT	608-266-3351

http://www.faa.gov

Federal Bureau of Investigation (FBI):

Milwaukee Field Office	414-276-4684
Madison Satellite Office	608-833-4600
FBI National Headquarters	202-324-3000

http://www.fbi.gov

Helicopters:

Flight for Life (Milwaukee) -medical	800-451-4673
Med Flight (Madison) -medical	608-263-3258
REACT (Rockford) -medical	800-637-3228
US Coast Guard (Milwaukee) -search/rescue	414-747-7182

Hospitals:

Aurora Lakeland Hospital Elkhorn	262-741-2000	E.R.	262-741-2120
Fort Atkinson Memorial Hospital	920-568-5000	E.R.	920-568-5330
Froedtert Hospital Milwaukee			414-805-3000
Mercy Hospital Janesville	608-756-6000	E.R.	608-756-6611
Mercy Hospital Walworth	262-245-0535	E.R.	262-245-2230
St Mary's Hospital Janesville	608-373-8000	E.R.	608-373-8101
UW-Hospital & Clini cs Madison	608-262-2398	E.R.	608-263-6400

Human Services:

Jefferson County	920-674-3105
Rock County	608-757-5200
Walworth County	262-741-3200

Humane Societies:

Jefferson County	920-674-2048
Rock County	608-752-5622
Walworth County	262-723-3866

Incident Management Teams:

SEWIMT (Southeast Wisconsin Incident Management Team)	WCCC: 262-446-5026
AHIMT (Wisconsin Complex All-Hazard Incident Management Team)	800-943-0003 Ext. 2

Interpreting Services:

SWITS (Southern Wisconsin Interpreting & Translation Services)	262-740-2590

EMERGENCY TELEPHONE LISTING
Revised 03/01/2015

National Weather Bureau (NOAA): 800-681-2972 // Sullivan Office: 262-965-2074
http://www.weather.gov

Nelson's Bus Company 262-473-4955

Pipelines:
Enbridge 800-858-5253
Northern Natural Gas 888-367-6671
National One Call Referral 888-258-0808
TransCanada 800-447-8066

Salvation Army:
Field Representative: Angela Swinehart (local fire) 920-980-7938
Canteen 800-564-9044
Disaster Services: Terri Leece 715-572-4147
General Territory Headquarters 847-294-2000

Sheriff's Departments:
Jefferson County 920-674-7311
Rock County 608-757-2244
Walworth County 262-741-4401

US Secret Service: Milwaukee: 414-297-3587 // Madison: 608-264-5191
http://www.secretservice.gov

Whitewater City Manager 262-473-0100

Whitewater Emergency Management 262-473-0570

Whitewater Fire Department 262-473-0510 (911)

Whitewater Police Department 262-473-0555 (911)

Whitewater Rescue Squad 262-473-0510 (911)

Wisconsin Electric Co (WE Energies):
Electric Emergency (all areas) 888-296-4937
Electric Emergency (Walworth, Jefferson, Rock) 920-563-6638
Natural Gas Emergency 800-292-7098
24 Hour Electric Outage (For Public Use) 800-662-4797
24 Hour Gas Leak (For Public Use) 800-261-5325
24 Hour Customer Service (For Public Use) 800-242-9137
http://www.we-energies.com/

Wisconsin Southern Railroad:

Dispatcher	414-438-8820 Ext. 223
24 Hour Emergency Hotline	414-434-0376

Wisconsin State Patrol:

Deforest Post (serves Jefferson and Rock)	608-846-8500
Waukesha Post (serves Walworth)	262-785-4710
State Traffic Operations Center (DOTSTOC)	800-375-7302

EMERGENCY OPERATIONS CENTER
ALERTING LIST
Revised 03/2015

1. Whitewater Emergency Management Coordinator - Todd Lindert
   Office Telephone:.....262-473-0570
   Cell Phone:.....920-210-0000
   Sheriff's Dept - direct: 920-674-7346
   Pager:.....920-317-1111

2. Whitewater Emergency Management Deputy Coordinator - Sabrina Ojibway
   Office Telephone:.....262-473-0570
   Cell Phone:.....920-650-6965

3. Whitewater Emergency Management Deputy Coordinator - Ryan Dion
   Office Telephone:.....262-473-0570
   Cell Phone:.....262-844-2262

4. Whitewater City Manager - Cameron Clapper
   Office Telephone:.....262-473-0139
   Cell Phone:.....262-473-9843

5. Assistant City Manager - Chris McDonnell
   Office Telephone:.....262-473-0239
   Cell Phone:.....262-443-4458

6. Police Chief - Lisa Otterbacher
   Office Telephone:.....262-473-1370
   Home Telephone:.....262-473-8759
   Cell Phone:.....262-903-9450

7. Police Captain - Brian Uhl
   Office Telephone:.....262-473-1371
   Home Telephone:.....608-758-0664
   Cell Phone:.....608-217-4832

8. Field Services Lieutenant - Tim Gray
   Office Telephone:.....262-473-1372
   Cell Phone:.....920-723-0628

9. Fire Chief - Don Gregoire
   Office Telephone:.....262-473-0510 Ext. 110
   Home Telephone:.....262-473-3430
   Cell Phone:.....262-903-9453

10. 1st Asst Fire Chief - Mike Higgins
    Office Telephone:.....262-473-0510 Ext. 111
    Cell Phone:.....262-949-8472

EMERGENCY OPERATIONS CENTER
ALERTING LIST
Revised 03/2015

11. 2nd Asst Fire Chief - Robert Gabby
    Office Telephone:.....262-473-0510 Ext. 115
    Home Telephone:.....262-473-3902
    Cell Phone:.....262-903-9463

12. City DPW Director - VACANT
    Office Telephone:.....262-473-0540
    Home Telephone:.....xxx-xxx-xxxx
    Cell Phone:.....xxx-xxx-xxxx

13. Neighborhood Services - Chris Munz-Prichard
    Office Telephone:.....262-473-0243
    Cell Phone:.....785-969-4620

14. Information Technology - Tim Nobling
    Office Telephone:.....262-473-1391
    Cell Phone:.....414-218-1536

15. Streets - Chuck Nass
    Office Telephone:.....262-473-0542
    Cell Phone:.....262-903-9511

16. City Clerk - Michele Smith
    Office Telephone:.....262-473-0102
    Home Telephone:.....262-473-4547
    Cell Phone:.....262-903-9510

17. Finance Director - Doug Saubert
    Office Telephone:.....262-473-1380
    Home Telephone:.....262-473-4206
    Cell Phone:.....262-903-3369

18. Wastewater treatment Plant - Tim Reel
    Office Telephone:.....262-473-5920
    Cell Phone:.....262-443-7259

19. Water treatment Plant - Rick Lien
    Office Telephone:.....262-473-0543
    Cell (city) Phone:.....262-903-9535
    Cell (personal) Phone:.....262-949-5436

20. Walworth County Public Health Officer
    Office Telephone:.....262-741-3200

21. Rescue Squad Captain - Todd Lindert
    Office Telephone:.....262-473-0510 Ext. 121
    Cell Phone:.....920-210-0000
    Sheriff's Dept - direct: 920-674-7346
    Pager:.....920-317-1111

22. Rescue Squad Lieutenant - Terry Malone
    Office Telephone:.....262-473-0510 Ext. 121
    Cell Phone:.....920-397-0057

23. Rescue Squad Lieutenant - Kathy Meyer
    Office Telephone:.....262-473-0510 Ext. 121
    City Finance Office:.....262-473-1383
    Cell Phone:.....262-473-9979

24. Rescue Squad Lieutenant - Renee Monestero
    Office Telephone:.....262-473-0510 Ext. 121
    Cell Phone:.....920-723-3772

25. Rescue Squad Lieutenant - Shannon Schepp
    Office Telephone:.....262-473-0510 Ext. 121
    Cell Phone:.....262-844-3558

CITY OF WHITEWATER
EMERGENCY OPERATIONS PLAN

FORWARD

Preparation for major emergencies and disasters requires contingency planning not only on the part of the chief executive officer and emergency management coordinator (EMC), but by all departments and agencies of local government. The major situations that this plan emphasizes are those that require local government coordination and direction from all community departments, and may require assistance and support from county, state and federal governments.

It is this need for coordinated emergency operations that distinguishes major emergencies and disasters from the emergencies that police and fire forces deal with every day. Planning is particularly important to emergency operations since the planning of operations in reduced stress environments and resulting guidelines will assist during times of disaster. How a community reacts in the time span before a disaster strikes, to a few hours after, will substantially influence the impact of the disaster on the local area. In major emergency situations local government cannot wait, even for a few hours, for state or federal assistance or direction.

A community must be prepared to immediately mobilize and coordinate the operations of available local resources in order to minimize the loss of life or property. For this reason a major responsibility for emergency and disaster preparedness must be assumed by local agencies.

This plan is written to include activities that will occur within the city of Whitewater following the activation of the plan. Preparedness activities, conducted prior to the onset of an emergency or disaster, are not addressed in this document. If any section, provision or clause of this plan shall be held invalid by local policy, the invalidity shall not affect any other provision of this plan.

All regulations and/or parts of regulations, or ordinances conflicting with any of the provisions of this plan shall hereby be repealed. This emergency operations plan (EOP) shall be in full force and effect from the date of its approval.

City Manager Name (print)	*City Manager Signature*	*Date*
City Attorney Name (print)	*City Attorney Signature*	*Date*
Emergency Mgmt Coord Name (print)	*EMC Signature*	*Date*

CERTIFICATION OF ACCEPTANCE

We, the undersigned, have participated in the development of our respective sections of the emergency operations plan. We accept on behalf of our respective departments or government agency the duties and responsibilities and acknowledge the relationships here established. We further agree to provide all resources in personnel, equipment and material to perform the assigned task.

City Manager Name (print)	*City Manager Signature*	*Date*
Emergency Mgmt Coord Name (print)	*EMC Signature*	*Date*
Deputy Emer Mgmt Coord Name (print)	*DEMC Signature*	*Date*
Deputy Emer Mgmt Coord Name (print)	*DEMC Signature*	*Date*
Chief of Police Name (print)	*Chief of Police Signature*	*Date*
Fire Chief Name (print)	*Fire Chief Signature*	*Date*
EMS Captain Name (print)	*EMS Captain Signature*	*Date*
Street Superintendant Name (print)	*Street Superintendant Signature*	*Date*
Water Superintendant Name (print)	*Water Superintendant Signature*	*Date*

Wastewater Superintendant Name (print)	*Wastewater Superintendant Signature*	*Date*
City Clerk Name (print)	*City Clerk Signature*	*Date*
City Finance Director Name (print)	*City Finance Director Signature*	*Date*
Neighborhood Services Director Name (print)	*Neighbor hood Services Director Signature*	*Date*
IT Coordinator Name (print)	*IT Coordinator Signature*	*Date*

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I. STATEMENT OF PURPOSE

The objective of preparing emergency plans is to create the capacity for local government to save the maximum number of lives in the event of a major emergency or disaster, minimize injuries, protect property, preserve functioning civil government and maintain and support economic activities essential for the survival and eventual recovery from the emergency or disaster.

In the past, emergency and disaster plans were written to deal with the effects of one or more disaster situations. It is now felt that all emergencies and disaster situations have certain commonalities. On March 1, 2004 the Department of Homeland Security instituted a comprehensive national approach to incident management known as the National Incident Management System (NIMS). This plan will focus on developing an emergency management system capable of operating in any type of emergency or disaster whether natural, technological or civil following the NIMS protocols. Specific actions that are further described in the concept of operations will be outlined in functional annexes developed for each operational department of the city of Whitewater.

II. AUTHORITY

This plan is written based on the authority provided by Wisconsin State Statutes inclusive of but not limited to Chapters 323, 299 as well as city of Whitewater Codes and Ordinances inclusive of but not limited to Chapter 2.40. This plan also conforms to Homeland Security Presidential Directive (HSPD)-5 which requires all municipalities to operate under NIMS protocols.

III. ASSUMPTIONS

A. Officials of the city of Whitewater can assume that the period during response and recovery shall remain the responsibility of those officials as outlined herein. Local resources shall be used first, then mutual aid resources, and finally state and federal assistance. Individuals and agencies shall be used in familiar roles to the extent practical, and nonessential functions will be offered so that these resources may be diverted to the emergency.

B. The local Emergency Management Coordinator (EMC) along with his/her Deputy Emergency Management Coordinator(s) (DEMC) shall serve as the chief staff aid to the principal executive officer. All agency or department heads will continue to control their organizations at the direction of the city manager. The Emergency Operations Center (EOC) shall be staffed by representatives of all designated local organizations for the purpose of coordination and centralized direction and control.

   1. The city of Whitewater has capabilities and resources which, if effectively employed, would minimize or eliminate the loss of life and property damage in the event of a major emergency or disaster.

2. Walworth/Jefferson County, and the state of Wisconsin (through its coordinating agency, the Wisconsin Emergency Management Agency), have both equipment and personnel available to assist the city of Whitewater in emergency or disaster response and recovery efforts.

3. Some of the hazards that may affect the city of Whitewater may occur after implementation of warning and other preparedness measures, but others may occur with little or no warning.

4. Initial response to any emergency will be made by the first response agencies of the city including the police, fire/EMS and public works departments.

5. Depending on the severity and magnitude of the emergency, it may be necessary to request additional assistance to control the situation, this assistance may be provided in the form of community services officers or trained volunteers. Additional assistance may be provided from outside governmental mutual aid associations or from the private sector.

6. Standard operating procedures are in place or being prepared by each of the functional departments outlining specific procedures to support the assignments outlined in this plan.

7. This plan has been prepared, integrating all operational departments, in a comprehensive effort to prepare for major emergencies and disasters following the "All Hazards" approach.

IV. IDENTIFICATION OF HAZARDS

A. The city of Whitewater is vulnerable to many different types of natural, technological/industrial and civil/political hazards capable of creating a major emergency or disaster situation. Specific hazards determined to be of major concern are listed below:

1. **Natural Hazards**
   a. Earthquakes
   b. Floods
   c. Severe and Excessive Heat or Cold
   d. Severe Thunderstorm/High Winds/Lightning
   e. Tornados
   f. Winter Storms/Snow/Ice

2. **Technological/Industrial Hazards**
   a. Commercial Transportation Accidents (Air, Rail, Road)
   b. Hazardous Materials Incident (Fixed Site, Transportation, Nuclear)
   c. Structural Collapse
   d. Utility Failure (Electric, Gas, Phone, Sewer, Water)
   e. Fire/Explosion

3. **Civil/Political Hazards**
   a. Terrorism
   b. Riots
   c. Sabotage
   d. Civil Disturbance/Strikes
   e. Extortion
   f. Hostage Situations
   g. Bomb Threats

V. CONCEPT OF OPERATIONS

The difference between normal day-to-day operations and emergency operations must be understood if emergency management is to be effective. During non-emergency periods, operational departments go about their daily business under the direction of a department head or chief. During a period of emergency or disaster the department heads who previously provided direction to their forces, continue to do so in time of emergency. During a major emergency or disaster situation however, department heads function and coordinate response from the EOC (when practical) located in the basement training room of the Whitewater Municipal Building, 312 W Whitewater Street, Whitewater, WI 53190.

VI. INCIDENT MANAGEMENT SYSTEM/UNIFIED COMMAND SYSTEM

Response to major emergencies and disasters is based on an integrated incident management/ unified command system which includes municipal and county involvement, and may require support and assistance from the state and federal government. Operations conducted under this plan will be accomplished based on this model. Most major emergencies and disasters occur with little warning. The first notification usually comes from a call to the 911 telecommunicator or visual manifestation of the disaster, as in the case of a tornado, derailed train, or airliner falling from the sky. In each instance, the first to respond to the event are the community's first response agencies, fire/EMS and law enforcement. This may be a municipal police and fire department, within the municipal corporate limits, or the county sheriff and fire/EMS units from outside jurisdictions.

A. **Step 1 - Arrival and establishment of command -** Upon arrival at a scene, an incident commander will be identified and the incident command system/unified command system initiated. A formal command post will be established and clearly identified, and staff officers from each responding principle will report to that site.

B. **Step 2 - Assessment of the situation -** The incident commander and his/her staff will begin a rapid assessment of the situation to determine if the incident can be handled by first responders, or if additional assistance is needed. If the situation requires resources above those normal resources at the disposal of the incident commander, the jurisdiction's city manager and EMC and/or DEMC will be notified.

C. **Step 3 - Activation of the affected jurisdictions emergency management system -** If the situation appears to exceed normal resources, the jurisdiction's EOC shall be activated and all department heads will be called in. The county's officer of

emergency management will be notified at this point. Once the EOC is activated, joint communications will be maintained between the forward command post, municipal EOC, and the county EOC. The county office of emergency management will notify the county crisis management team of the potential emergency, and will staff the county EOC. The EMC and/or DEMC will also initiate a situation report and formally notify key agencies that an emergency is underway.

D. **Step 4 - Assessment of the jurisdiction's ability to cope with the situation -** If it is determined that a situation can be handled locally, with the available normal resources, then the city manager / EMC should declare a "State of Emergency". This declaration authorizes the activation of the local emergency plan, and authorizes the rendering of assistance by the jurisdiction. If the jurisdiction is not able to manage the situation, then a declaration of "State of Disaster" should be initiated. The disaster declaration formally identifies that the situation is larger that the jurisdiction can handle and county assistance is formally requested.

E. **Step 5 - Requesting assistance -** The mechanism for requesting disaster assistance is for the stricken jurisdiction to contact the county. Prior to going further, the county must expend its available resources, such as equipment owned by the county and that available from neighboring municipalities and townships, before going to the state. If state government assistance is needed (ie: National Guard, etc.), the city manager must so indicate to the county. Again, the county must have expended its available resources and then must make that request through the Wisconsin Emergency Management Agency.

F. **Step 6 - Activation of the county emergency management system -** Following a request for county assistance, county primary agencies will be activated and respond. In addition, the county crisis management team will be notified and a limited activation of the county EOC, by representatives of county primary agencies, will occur. A situation assessment process will then begin. This assessment will assist county officials in determining if county resources will be adequate to meet the local request for assistance, or if state or federal assistance will be required. Finally, a representative from the office of emergency management will be dispatched to the local EOC to confer with local officials. This liaison officer can assist local officials as needed. A second liaison officer will be dispatched to the command post to interface with the incident commander and his/her staff.

G. **Step 7 - Assessment of the county's ability to cope with the situation -** Based on information from the stricken jurisdiction, emergency management liaison officers, and county primary agencies, a decision will be made if the assistance can be provided strictly using the county's normal resources. If the situation can be handled by the county, the coordinator of the office of emergency management will request the county board chairman to declare a "State of Emergency", authorizing departments and agencies identified in the plan to perform their assigned emergency duties. Following the declaration, a full activation of the county EOC will occur, and tasked members of the county crisis management team will report to the EOC. If the disaster is widespread and cannot be handled by the county's normal resources, the

county board chairman will proclaim a "State of Disaster", which directs the coordinator of the office of emergency management to request assistance from the state of Wisconsin. This disaster declaration formally declares that the situation is larger that the county can handle and state assistance is requested.

H. **Step 8 - Preparing a county wide damage assessment -** The County, through the office of emergency management, will work with the affected jurisdiction(s) to develop a detailed damage assessment. This document will detail the number of individuals injured and killed, buildings damaged and destroyed, damage to the infrastructure, etc. This detailed damage assessment must be filed with the state of Wisconsin within 72 hours following the impact of the disaster. While initial response from the state will be forthcoming, during this assessment period, federal assistance is based on the data generated by this assessment.

I. **Step 9 - State disaster assistance -** Resources from a variety of state government agencies can be dispatched to assist a stricken jurisdiction or county. Some of the resources are immediately dispatched, such as the Wisconsin State Patrol, Wisconsin Department of Natural Resources and the Wisconsin Department of Transportation, while others are dispatched following coordination through the State of Wisconsin Emergency Operations Center. Following notification, the Wisconsin Emergency Management Agency (WEMA) will dispatch a regional coordinator to the Walworth County EOC to serve as a liaison between the county and state. This liaison officer acts as a conduit for requests for any state assistance, as well as providing information about state response to the county, for relay to the stricken jurisdiction(s). WEMA also has a major responsibility of preparing the request for a Presidential Disaster Declaration for the governor. If the disaster is widespread and the state resources will be overtaxed, in cooperation with the county and the stricken jurisdiction(s), the state will provide a detailed assessment of the damage and its affect on the community and its residents to the Federal Emergency Management Agency (FEMA). Based on the severity and magnitude of the situation, the governor will request the president to declare a major disaster or an emergency for the state, and the president will issue a declaration, as warranted. The declaration process will be carried out under the authority of Public Law 93-288, as amended.

J. **Step 10 - The Presidential declaration -** If criteria are met, the president will declare the county with either an emergency or disaster area. This declaration will authorize the rendering of a variety of aid, primarily financial, to affected residents and units of government. An emergency declaration will authorize limited assistance from specific agencies, while a disaster declaration will authorize a full range of federal assistance to the county. For certain situations, the president may declare an emergency, with or without a governor's request, as specified in Title V of P.L. 93-288, as amended. Under Title V, the president may direct the provision of:

1. Section 501(a)- based on a request of the governor, or

2. Section 501(b) - upon the determination of the president that an "emergency exists for which the primary responsibility for response rests with the United

States." Federal agencies have been grouped together under functional emergency support functions (ESF's) to facilitate the provision of response and recovery assistance to the county through the state. All federal response assistance will be provided using some or all of the ESF's as necessary. A federal coordinating officer (FCO) will be appointed by the president to coordinate federal activities. The FCO will work with the state coordinating officer (SCO), appointed by the governor, to identify overall requirements including unmet needs and evolving support requirements, and coordinate these requirements with the ESF's. The FCO will coordinate response activities with the ESF representatives to ensure that federal resources are made available to meet the requirements identified by the county and state.

VII. ORGANIZATION AND RESPONSIBILITIES

Most city departments have emergency functions in addition to their normal day-to-day duties, however, these functions usually parallel or compliment normal responsibilities. Each city department is responsible for the development of specific standard operating procedures (SOPs) detailing how they will function in support of the responsibilities outlined in this plan. The purpose of this section is to identify areas of major concern in the city emergency management program, and further identify which city department is responsible for managing that particular function. Specific details, checklists, and supporting documentation can be found in an annex corresponding to the functional area described below.

A. **Communication and Warning** - The city of Whitewater Communications Center is responsible for the community-wide dispatch service while the Walworth County Sheriff's Communications Center is responsible for county-wide dispatch service. During an emergency, the communications centers serve as a source of intelligence for the EOC staff and a location for dissemination of warning to the public. An alternate EOC shall be the National Guard Armory located at 952 North Universal Boulevard, Whitewater, WI 53190. A mobile EOC shall be utilized when necessary. Notification plans are located in the communications center and EOC to be used for notifying key officials of an emergency situation. Detailed information regarding the communication and warning procedures can be found in **Annex A (page 15).**

B. **Damage Assessment** - The City of Whitewater Neighborhood Services Department and Fire Chief are primarily responsible for the operation of the damage assessment program. In times of emergency, this department is assisted by outside personnel. The primary disaster related function of this department is to perform preliminary assessment to determine to what extent the city has been damaged, and secondly, to declare unsafe buildings, thereby preventing further injury and possible loss of life. Appointed damage assessment field team personnel will complete on-site inspections and forward damage assessments to the EOC allowing compilation of an overall community damage assessment. The damage assessment process may be accomplished jointly by the municipality supported by the county and unaffected municipalities. The city damage estimate information will be forwarded, as soon as possible, to the Walworth County Office of Emergency Management for inclusion in a consolidated county wide damage estimate. This consolidated damage estimate will

be forwarded to the Wisconsin Emergency Management Agency. Detailed information regarding the damage assessment procedures can be found in **Annex B (page 17).**

C. **Emergency Operating Center** - The City of Whitewater Emergency Services is responsible for the overseeing of the operations of the city EOC. This facility is located as in the lower level training room of the municipal building. The EOC serves as a central point to control operations in the event of a major emergency or disaster situation. The city manager, operational department heads (or designees), and supporting staff, would staff this facility when fully activated. The EOC can quickly be brought to a state of operational readiness in time of need. The EOC serves as a control point to control operations in the event of a major emergency or disaster. Detailed information regarding the emergency operating center can be found in **Annex C (page 21).**

D. **Evacuation** - Evacuation is a procedure which involves the moving of the civilian population from an actual or potential hazard area. The city manager and EMC have the authority, based on state law, to recommend a major evacuation. Smaller limited evacuations may be ordered by the fire or police chiefs in the event of fire, hazardous materials incidents, hostage situations, etc. Detailed information regarding the evacuation plan and procedures can be found in **Annex D (page 25)**.

E. **Mass Casualty Situations -** The City of Whitewater Fire Department is the primary agency responsible for providing fire and rescue services to the city. The fire department is staffed by paid-on-call personnel. In times of emergency, additional resources and equipment can be provided by neighboring communities and fire districts, through formalized mutual assistance agreements. The City of Whitewater Fire Department is a member of MABAS Division 103. As a result, considerable amounts of mutual aid fire and rescue equipment can be provided from surrounding communities. The fire department is responsible for prevention and suppression of fire as well as conducting light and heavy duty rescue operations. The City of Whitewater Fire Department is the primary agency responsible for the operation of EMS. The fire department presently provides ILS Level Emergency Medical Services and by use of mutual aid can provide ALS Paramedic Services to the community. In times of emergency, the fire department would be supported in their efforts by personnel from MABAS Divisions 103, 104 and 118.

There are five major hospitals that serve the emergency medical needs of the city; Aurora Lakeland Medical Center, Mercy Walworth, Mercy Janesville (Level 2 Trauma Center), St Mary's Janesville and Fort Atkinson Memorial. The fire chief will coordinate the fire/rescue/EMS operations in the EOC during times of emergency or disaster. Detailed information regarding the operation and capabilities of the fire, rescue and EMS can be found in **Annex E (page 29)**.

F. **Law Enforcement -** The City of Whitewater Police Department is the primary agency responsible for the provision of law enforcement services. The police department is staffed by 24 full-time sworn officers, two community service officers

(CSO) and 11 civilian employees to include seven full time dispatchers and one part time dispatcher. The police department is responsible for law enforcement and crime prevention activities in addition to traffic and crowd control during periods of emergency. Additional law enforcement resources are available from the UW-Whitewater Police Services, neighboring communities, Walworth County Sheriff's Office, Jefferson County Sheriff's Office, Rock County Sheriff's Office, the Wisconsin State Patrol, S.M.A.R.T. (Suburban Mutual Assistance Response Teams)and federal law enforcement agencies. National Guard assistance is available only by following the declaration of local emergency by the city manager and through direct request of the city manager to the county for relay to the Wisconsin Emergency Management Agency, provided that the guard is not already activated as part of its national mission. The state of Wisconsin will determine whether the National Guard or other state law enforcement asset is appropriate to handle the requested mission. The chief of police will coordinate all law enforcement operations from the EOC during times of emergency or disaster. Detailed information regarding law enforcement operations can be found in **Annex F (page 46)**.

G. **Public Information** - The city manager and appointed public information officer are primarily responsible for the operation of the public information portion of the plan, supported in this effort by the City of Whitewater Dispatch Center. The primary purpose of the public information is two-fold; first, to ensure adequate pre-emergency information is available to the general public to inform them of the appropriate actions that they should take in a time of emergency; secondly, the public information switches to "public notification" during an emergency or disaster to provide up-to-date warning and advisory information to the public. They are supported in this effort by the fire chief, EMC, DEMC, police chief and public works. The primary purpose of the emergency public information system is to provide up-to-date warning and advisory information to the public. Public information during pre-emergency periods utilizes all available media outlets including newspaper, radio, television, social media, etc. in the event of an emergency, public notification will be made primarily through local radio stations. Activation of the area using a Telephone Notification System, however, must be made through the incident commander, who will request Walworth County Sheriff's Office to deploy that system.

To ensure continuity of public information during a period of emergency or disaster, a media briefing center will be established at the municipal building. Press statements will be made, or cleared through the city manager, emergency management coordinator or his/her alternate. In accordance with federal guidelines, all emergency media releases will be cleared through the city manager, or his/her alternate, prior to their release. During large scale situations involving multiple municipalities or the county, media releases will be coordinated with all affected jurisdictions to ensure the release of factual and timely information. The city may also participate in staffing a joint information center, staffed with representatives of other affected municipalities, the county, and involved state and federal agencies. Detailed information regarding the emergency public information system can be found in **Annex G (page 50)**.

H. **Public Health** - Health and mortuary services are primarily the responsibility of Walworth/Jefferson County governments. The Walworth County Health Department is primarily responsible for three health areas including environmental health, public health and mental health. Public health activities include supporting sheltering and mass care operations and staffing field first aid stations during recovery operations, in cooperation with the fire department EMS and area hospitals providing health services to those individuals that can't be moved following an evacuation, providing antidotes and immunizations as necessary. Environmental health activities include varying the sanitary conditions of food service and public sanitary facilities, assessing the quality of portable water supplies, assessing the disaster's impact on environmental health, and preventing the potential spread of any disease or infection create by the disaster. Mental health activities include providing crisis counseling to disaster victims, families, and emergency workers. The Walworth and Jefferson County Coroner's Office are responsible for the removal, identification, and disposition of victims of a disaster situation. Detailed information on each of these agencies, their capabilities and operations can be found in **Annex H (page 53)**.

I. **Public Works -** The public works responsibilities are a shared function of the City of Whitewater Water/Sewer and Street Departments. The water and sewer department is primarily responsible for ensuring an adequate, pure, portable water supply and managing the disposal of the city sewage waste products. The street department is primarily responsible for maintaining city streets in an open and drivable condition. Additionally, in an emergency or disaster, the street department is responsible for debris and snow removal to ensure accessibility for emergency vehicles. Public works functions will be coordinated from the EOC by the public works director. Detailed information regarding the public works function can be found in **Annex I (page 55)**.

J. **Shelter Operations** - Responsibility for the protection of life and property of community residents is a function of local government. The City of Whitewater Emergency Services Team is responsible for the development of a community shelter plan designed to protect community residents and daily workforce in the event of a major emergency or disaster. While the primary authority for operation of the shelter system is delegated to the American Red Cross, the city of Whitewater continues to retain the responsibility. The Whitewater Emergency Management Coordinator, Deputy Emergency Management Coordinator(s) and Red Cross work jointly on the selection and development of shelter facilities, training of staff, and plan preparation. During peacetime emergencies, operation of the shelter facilities is primarily delegated to the Red Cross. However as indicated in Red Cross guidelines, in the event of an international confrontation, Red Cross personnel would work for the community and shelter operations would be the sole responsibility of the EMC/DEMC. Detailed information regarding the shelter procedures can be found in **Annex J (page 58)**.

K. **Resource Management** - This annex is designed to provide the identification of resources available to the city of Whitewater during disaster situations. The City of Whitewater Emergency Management Coordinator and/or Deputy Emergency Management Coordinator(s) shall serve as the city resource managers and be

responsible for coordinating all resource-related functions. Any requests for federal or state resource assistance will be forwarded through the EOC. Detailed information regarding resource management can be found in **Annex K (page 61)**.

L. **Finance -** This annex provides guidelines for the tracking of financial and personnel costs incurred during a disaster or emergency situation. The city finance director is responsible for ensuring that adequate funding is available for the community to make the necessary expenditures to effectively respond to the disaster or emergency. The city finance director will work to ensure all of the expenditures are properly tracked to meet guidelines for state and federal reimbursement. Detailed information regarding finance can be found in **Annex L (page 64)**.

VIII. DIRECTION AND CONTROL

In accordance with the Wisconsin Emergency Management Agency Plan, the Whitewater City Manager, or his/her emergency interim successor, EMC/DEMC, functioning as the principle executive officer will be responsible for commanding all emergency operations within the city. Upon determination that a major emergency or disaster has occurred, each department head will be notified and will report to the city EOC. As in normal daily operations, each department head will be responsible for the operation of his/her department, and shall direct his/her response and recovery operations from the EOC.

The emergency operation center for the City of Whitewater is located in the basement training room of the Whitewater Municipal Building, 312 W Whitewater St. The media briefing center will be located in the Whitewater Community Room on the main floor of the Whitewater Municipal Building. All media personnel will be directed to that location for timely and factual information regarding the effects of the current situation and community response.

In accordance with federal regulations, the city will implement the incident management system or unified command structure as a management tool for the management of emergency response activities. Based on the hazards outlined, the following departments have been identified as the incident commander for each of the identified hazards:

A. Natural Hazards - Fire Department
B. Technological/Industrial Hazards - Fire Department
C. Civil/Political Hazards - Police Department

IX. CONTINUITY OF GOVERNMENT

Effective emergency management operations depend on two important factors to ensure continuity of government. These factors include (1) lines of succession for officials, department heads, and supporting staff; and (2) preservation of records vital to the community. In the event that the city manager is unavailable, the powers of the office shall be exercised and duties shall be discharged by his designated emergency interim successors in the order specified. That person shall exercise the powers and discharge the duties of the office to which designated until such time as a vacancy which may exist shall be filled in accordance with established policy; or until

the officer, or his deputy or a preceding emergency interim successor, again becomes available to exercise the powers and discharge the duties of his office. The line of succession in times of emergency for the executive branch of government of Whitewater will be:

A. City Manager
B. Emergency Management Coordinator
C. Deputy Emergency Management Coordinator
D. Chief of Police
E. Fire Chief

The city clerk is responsible for the identification of those records deemed to be vital to the restoration of the city. As these records and their storage methods may vary from time to time, a listing of those records and the location of alternate storage facility(s) can be found under separate cover.

X. MUTUAL ASSISTANCE AGREEMENTS

To ensure that the maximum use is made of the resources available to the county and its political jurisdictions, a variety of mutual aid agreements are currently in place. These agreements include:

Mutual Aid Box Alarm Systems (MABAS) - A comprehensive mutual assistance agreement in place for all of the fire services that service Walworth County. The MABAS system is divided into divisions throughout Southern Wisconsin/Northern Illinois and provides a structured system to move up personnel and equipment during emergency and disaster situations.

Suburban Mutual Assistance Response Teams (SMART) – A law enforcement mutual aid system operating in Southeastern Wisconsin (Jefferson, Milwaukee, Racine, Walworth and Waukesha Counties). The purpose of SMART is to provide automatic response of extra law enforcement personnel and equipment at the scene of law enforcement emergencies from participating agencies

City of Whitewater PD/University of Wisconsin-Whitewater PD Mutual Aid Pact – the purpose of this mutual aid pact is to provide for law enforcement assistance in the participating municipality and university when deemed necessary and in conformance with the terms and conditions contained in this agreement.

XI. PLAN DEVELOPMENT AND MAINTENANCE

Responsibility for the overall development and maintenance of the EOP for the city of Whitewater is assigned to the EMC and/or DEMC as prescribed by law. Emergency plan maintenance includes the annual review and periodic updating of the plan and its annexes. Additionally, the EMC and/or DEMC are responsible for document control. This includes the distribution of the plan and its updated sections as required. Each department is responsible for updating their own department's section. Changes in personnel or equipment should be forwarded to the EMC and or DEMC as they occur to keep the plan updated. Copies of this plan

and its annexes are forwarded annually to the Walworth County Office of Emergency Management.

XII. PLAN EVALUATION PROCEDURE

For any plan to be functional it must be evaluated to ensure it is workable and to further ensure that it is understood by those who must use it. Other than periodic review, the most effective procedure to evaluate the plan is a series of exercises. Exercises simulate, in a controlled environment, the situations that may occur in a disaster situation, In accordance with state and federal guidelines, this plan must be exercised regularly through an EOC exercise or full scale EOC field exercise. The EMC and/or DEMC are responsible to ensure that the proper evaluation procedures are planned and executed regularly. Assistance in the development, conduct, and evaluation of these exercises is available from the Walworth County Emergency Management Office.

XIII. RECORD OF CHANGES

The City Emergency Management Coordinator and/or Deputy Emergency Management Coordinator will issue major changes made to this plan on hard copy pages. New pages should be inserted as directed, and the old pages removed and destroyed.

XIV. DISTRIBUTION LIST

A signed copy of the city of Whitewater Emergency Operations Plan along with a CD of this plan will be maintained at each of the following agencies. The city of Whitewater Emergency Management Coordinator and/or Deputy Emergency Management Coordinator will update the copies.

A. City Hall - City Manager
B. Emergency Management Office - Emergency Management Coordinator
C. Police Department - Police Chief
D. Fire Department - Fire Chief
E. Rescue Squad - EMS Captain
F. Department Of Public Works - Public Works Superintendants

ANNEX A
COMMUNICATIONS AND WARNING

I. STATEMENT OF PURPOSE

Operations during major emergencies and disasters place an increased demand on community dispatching facilities. These facilities must be prepared to switch from normal operations into stressing emergency mode at the first notification of an impending emergency. Communications operators must be prepared to receive, analyze, and disseminate timely warning information to operating departments and the general public, and to provide communication services to local emergency response units. The purpose of this annex is to identify the role of the communications and warning system and its operators as they relate to the city emergency preparedness program and, to specify actions that should be taken during emergency periods.

II. SITUATION AND ASSUMPTION

Due to geographic location, there is a significant possibility that during certain seasons of the calendar year, the citizens of the city could be subjected to the threat of severe weather in the form of violent thunderstorms or tornadoes. Less likely but still noteworthy of concern is the possibility of an emergency situation created by a downed private or commercial aircraft. The city lies within direct proximity (holding pattern) to O'Hare International Airport as well as the nearby Milwaukee Mitchell International Airport. More improbable is the threat of airborne attack from a foreign enemy. Due to the city's educational institution (UW-Whitewater) and the proximity to major cities, all of which had been identified as strategic military sites, the threat of foreign attack, although remote, must be acknowledged. Also noteworthy is that the city of Whitewater has two major highways (US Hwy 12 and State Hwy 59) that dissect the city, along with a major railway (Wisconsin Southern), with which large amounts of hazardous materials pass through daily.

III. CONTINUITY OF GOVERNMENT

The line of succession related to individuals possessing the authority to activate the community warning system is as follows:

A. Emergency Management Coordinator or Deputy Emergency Management Coordinator
B. Chief of Police or Designee
C. Fire Chief or Designee
D. City Manager or Designee
E. City of Whitewater Dispatcher

IV. PROCEDURE

A. **Outdoor Warning and Indoor Warning Systems -** See Whitewater Police Department General Order.

B. **Priority Action Checklist**

1. **PRIMARY PRIORITIES - INITIATE IMMEDIATELY -** Within the first (2) hours of a disaster, the city of Whitewater will take the following immediate actions:
   a. Following the receipt of warning information that predicts the impact of any disaster, or following the impact of an unpredictable disaster, activate the city outdoor warning system.
   b. Implement plans to activate the EOC as necessary and notify key personnel of the activation.
   c. Implement plans to insure adequate staffing, begin a disaster operations log to document requests for assistance, manpower needed etc.

2. **SECONDARY PRIORITIES -** The city of Whitewater will take the following actions through the first **(8)** hours following the disaster impact:

   a. Coordinate efforts with the Emergency Management Coordinator and/or Deputy Emergency Management Coordinator on the county level if necessary.
   b. Ensure adequate staffing will be supplied throughout the disaster on all levels.
   c. To continually evaluate the disaster, insure that proper procedures are followed and the crisis management team is updated on the effects of the disaster.

3. **CONTINUING PRIORITIES -** The city of Whitewater will take the following actions until the conclusion of the disaster:

   a. Continued assessment of the disaster to include, but not limited to, personnel needs, resources, and emergency communications.
   b. Evaluate the disaster area to determine if evacuees can return. Reevaluate closed roads for re-opening.
   c. Return to normal staffing and operations as soon as the emergency is declared to be over.

Appendix 1 - Warning Signal Coverage Map (see attachment)
Appendix 2 - Radio Frequency Charts (see attachments)

ANNEX B
DAMAGE ASSESSMENT

I. STATEMENT OF PURPOSE

It is essential for the city to rapidly assess the situation to determine the extent of damage and the type of assistance that may be needed. Accurate information is essential in planning orderly and organized recovery programs. Damage Assessment is an extremely important part of emergency response to a disaster. The type and degree of assistance provided by the county, state and federal government will be determined by information supplied in a damage assessment. The purpose of this annex is to identify those agencies of the city that are responsible for implementing the damage assessment function and to specify responsibilities.

II. SITUATIONS AND ASSUMPTIONS

A disaster or emergency may have the potential for causing extensive damage, in which case, a planned damage assessment procedure is necessary for effective recovery operations. The city has used building codes and the National Fire Protection Association standards and city codes to regulate building safety. The timely and accurate assessment of damage to private and public property will be of vital concern to city officials following a disaster or emergency. This will have great bearing upon the manner in which recovery operations are effected in the city. The state processes damage assessment reports in support of a request for national disaster declaration.

III. CONCEPT OF OPERATIONS

The city manager is responsible for ensuring that disaster response and recovery operations are effective. A pre-established damage assessment team or teams will be utilized to make a preliminary assessment. These teams will perform on-site evaluations and report their findings to the city manager. During the survey, damage assessment teams will determine the inhabitability of residences and business structures. The City of Whitewater Emergency Management Coordinator and/or Deputy Emergency Management Coordinator will be responsible for the development and operation of the damage assessment report with assistance of support staff.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The EMC/DEMC is responsible for the development and operation of the damage assessment program. The EMC/DEMC shall coordinate the damage assessment teams composed of various individuals from other agencies. The following personnel will be responsible for the following activities:

A. Neighborhood Services

1. Develop analysis and damage assessment capabilities
2. Discourage development in hazard zones
3. Develop public information and educational programs
4. Train personnel in damage assessment techniques

5. Maintain pre-disaster maps, blueprints, photos, and other documents
6. Make a list of critical facilities (streets, roads, bridges) requiring priority repairs, if damaged
7. Perform damage assessment activities, as necessary, during emergency conditions
8. Identify non-governmental groups that could assist.

B. Public Works

1. Provide street address maps, blueprints, etc., as requested
2. Maintain maps and other documents relating to water and sewerage lines and other utilities
3. Make a list of critical facilities under the jurisdiction of this department requiring priority repairs, if damaged
4. Post unsafe and/or unusable buildings, roads, or bridges
5. Monitor restoration activities.

C. City Clerk and Office Staff

1. Provide street address maps
2. Provide plans for buildings
3. Provide technical assistance in planning and operations, as required
4. Priority repair lists for facilities and infrastructure
5. Assist in damage assessment operations, as directed
6. Post buildings found to be unsafe or uninhabitable
7. Monitor restoration activities, financial analysis and coordination.

D. Community Non For-Profit Organizations

1. Advise and assist in casualty information
2. Advise about shelter, housing and meeting other human needs
3. Assist in the needs of displaced domestic animals.

V. DIRECTION AND CONTROL

The EMC/DEMC is responsible for the implementation of the damage assessment annex. He/she will coordinate all damage assessment activities from the local EOC or the mobile command post. The EOC will be staffed at all times during a major disaster or emergency by key city officials. Damage assessment teams will coordinate activities with the field command post to assure their awareness of field operations.

VI. LINE OF SUCCESSION

The line of succession for damage assessment is as follows:

A. City Manager
B. Emergency Management Coordinator
C. Deputy Emergency Management Coordinator

D. Neighborhood Services Director
E. Designated Damage Assessment Officer

VII. PROCEDURE

A. Pre-Emergency Operations Checklist

1. Develop and enforce adequate building codes in accordance with NFPA standards, state and city codes.
2. Develop zoning and land use regulations to prevent construction in hazardous areas.
3. Conduct periodic inspections to ensure compliance with city ordinances and codes.
4. Obtain aerial photographs, maps, photographs and other documentation to show the condition of the city during non-emergency periods. These would be used following disaster impact to show the extent of damage.
5. Train additional personnel to assist in damage assessment surveys.
6. List critical facilities (government buildings, water, and sewer treatment facilities, schools, etc.) that may require priority repairs.
7. Pre-stock damage reporting forms and building marker signs for emergency use.

B. Response Operations Checklist

1. Following the initial response to a major emergency or disaster, the EMC/DEMC will ensure that a damage assessment team has been formed.
2. The damage assessment team will report to the EOC for a briefing on the extent of the situation.
3. The damage assessment team will ensure that an initial damage survey is completed as soon as practical to include:
   a. Number of buildings damaged
   b. Number of buildings destroyed
   c. Damage to city infrastructure
   d. Initial estimate of dead or injured (note- coordinate this with the EMS captain and coroner)
4. The EMC/DEMC, in cooperation with the damage assessment team will prepare and initial damage report which will be transmitted to the Walworth County Emergency Management Office and State of Wisconsin.
5. Following completion of the initial survey, the EMC/DEMC will direct the primary damage assessment using the information required by the state damage survey form.
6. Field damage survey teams, during their primary survey efforts, will determine the level of habitability of damaged structures. The EOC staff will then develop the needed shelter.

C. Recovery Operations Checklist

1. Work with city clerks office staff and public works to ensure the restoration or demolition of damaged or unsafe structures.
2. Monitor restoration operations.
3. Compile a final damage estimate report for inclusion in the official disaster record.
4. Establish, if necessary, new ordinances and land use regulations to lessen the impact of future disaster situations

ANNEX C
EMERGENCY OPERATIONS CENTER

I. STATEMENT OF PURPOSE

Operations in times of a major emergency or disaster require careful direction and coordination. These operations are synchronized by a group of governmental officials known as the "Crisis Management Team" listed in Section VII Subsection F. Representatives of the county and/or state government, and officials from volunteer groups such as the Red Cross may also be called in to assist. To facilitate the interaction of these personnel, a central command center has been designated called the Emergency Operations Center (EOC). Crisis management requires rapid transmission and evaluation of information, quick decision-making and speedy response to present dangers. The EOC simplifies these modes of operation. The purpose of this annex is to identify those personnel who comprise the crisis management team, to identify the agency responsible for the maintenance and upkeep of the EOC, and to specify procedures for the activation and operation of the EOC.

II. SITUATION AND ASSUMPTION

Emergencies, whether man-made or natural, place extraordinary strains on all levels of government. Demand for service escalates while the ability to deliver diminishes. These requirements create a need for government officials to direct and control the community under most adverse circumstances. Gathering information during an emergency, make decisions and direct necessary actions, requires close cooperation between key officials who comprise the crisis management team. This cooperation can best be accomplished when these officials and key support staff are located near each other, preferably in the EOC. The local EOC is designated to be functional in response to all types of emergency or disaster situations.

III. CONCEPT OF OPERATIONS

Within the city of Whitewater, the EMC and/or DEMC have been identified as the city officials responsible for the development of plans and coordination of operations within the EOC. The city manager or designee will function from the EOC in times of major emergency or disaster to command all city response and recovery operations. Various city officials responsible for the operation of their own department will function from the EOC in times of major emergency or disaster. This will help overall coordination and maximum utilization of community resources. The EOC shall be activated in the event of the following situations:

A. Following the occurrence of a major emergency for which the activation of the EOC is deemed necessary by responding department heads.
B. The threatened impact of any disaster which may involve a major portion of the city and its population.

The determination that EOC activation would be appropriate for the incident may be made by the chief executive officer, police chief, fire chief, director of public works, emergency management coordinator or deputy emergency management coordinator.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The overall responsibility for command of city disaster operations rests with the City of Whitewater City Manager, as specified by state law. The EMC and/or DEMC shall be responsible for the development of plans and coordination of operations in the EOC. The police department will be the first line of communications at the time of an emergency and utilize the communications center and crisis management team list to activate the EOC. Police department personnel will assist the EMC/DEMC in the EOC set-up and security. The police department will, following activation of the EOC provide a minimum of one officer to ensure security for the EOC. Only those personnel identified as members of the crisis management team, their alternates, supporting staff, and personnel authorized by the EMC/DEMC shall be allowed access to the EOC.

V. DIRECTION AND CONTROL

The Emergency Operations Center, located in basement training room of the Whitewater Municipal Building, 312 West. Whitewater Street, shall be the primary direction and control facility for all emergency operations within the city of Whitewater. The EOC shall be supported in the field by a forward command post established either by the police or fire department in a unified command structure. Designated emergency services and municipal employees from all operational departments shall report to and coordinate through the forward command post. The optimum site designated for the establishment of the forward command post in a major emergency or disaster situation has been designated at the National Guard Armory facilities, 952 North Universal Boulevard.

VI. LINE OF SUCCESSION

Activation of the EOC may be requested or activated by:

A. Chief Executive Officer (City Manager)
B. Police Chief
C. Fire Chief
D. Emergency Management Coordinator (EMC)
E. Deputy Emergency Management Coordinator (DEMC)

VII. PROCEDURE

A. Pre-Emergency Operations Checklist

1. Maintain up-to-date listing of Crisis Management Team Personnel.
2. Regularly test emergency telephone circuits to ensure operability.
3. Develop training and exercise program to ensure that all members of the Crisis Management Team are familiar with EOC operations.
4. Determine food and water requirements and develop necessary plans to provide such.
5. Train support staff in EOC operations procedures.

B. **Response Action Checklist**

1. When necessary, activation of the EOC shall be ordered by one or more of the authorized personnel.
2. Following the determination that a situation has occurred requiring the activation of the EOC, the police dispatcher shall notify EMC and/or the DEMC. The EMC and/or the DEMC will then notify the other members of the crisis management team.
3. An emergency situation log shall be started by dispatch personnel. Responsibility for keeping this log shall be shared with staffers of the EOC.
4. Ensure the establishment of an incident command post at or near the scene of the emergency.
5. Each department head should verify that a command level representative of his/her department is present at the incident command post, if necessary, to coordinate field operations.
6. Following an initial situation assessment, the EMC will notify Walworth County Emergency Management. This notification should include:
    i. Identification of the disaster
    ii. Initial response
    iii. Preliminary estimate of impact
    iv. Immediate assistance required
7. The city manager, or designee, will issue a statement to the public and the media. Telephone Notification System activation requests are to be filed with Walworth County Emergency Management personnel by the chief of police, fire chief or EMC/DEMC.

C. **Recovery Operations Checklist**

1. Continue to support operations that are still in service.
2. When all services are finished, notify crisis management team that the EOC will shut down and at what time.
3. Notify Walworth County Emergency Management or state of Wisconsin Emergency Management that the EOC is closed and that the city is going back to day-to-day operations.
4. As soon as possible following the emergency, begin to replace forms and supplies used by the units in the EOC.
5. Finish any forms, reports, or log books and turn them into the city clerk or designee to be included in the official records.

D. **EOC Equipment and Supplies (See Appendix 3 attached)**

E. **EOC Facility Security**

1. Once the EOC is activated, the basement of the municipal building should be immediately locked down and restricted to authorized personnel only.
2. An EOC security officer should be stationed outside of the EOC restricting access and to assist in providing services to the EOC staff.
3. EOC staff should be prepared to provide identification to the security officer and sign a register indicating times in and out of the EOC.

F. **Crisis Management Team Roster**

The following personnel (or their designees) are assigned as the core Crisis Management Team:

1. City Manager
2. Chief of Police
3. Fire Chief
4. EMS Captain
5. Emergency Management Coordinator
6. Deputy Emergency Management Coordinator(s)
7. Public Works Superintendants
8. City Clerk
9. Finance Director
10. City Public Information Officer
11. City IT Coordinator
12. Neighborhood Services Director

Additional city personnel may be assigned as necessary. Outside agencies such as the Red Cross, Salvation Army, etc. can have representatives assigned to the crisis management team when the situation necessitates their expertise.

ANNEX D
EVACUATION

I. STATEMENT OF PURPOSE

Many disaster situations require the temporary relocation of city residents in order to ensure their safety and well being. Two varying degrees of evacuation may be utilized under different situations; limited evacuations or general evacuations. Limited evacuations would involve the relocation of one or more families from a danger zone such as a fire scene or hostage area. General evacuations would involve the relocation of large portions of the community from a dangerous area such as a massive flood, tornado, plane crash or train derailment. Stages of general evacuations are as follows:

A. Level 1 - Prevent access to those without official business (i.e. Curious, sightseers, etc.)
B. Level 2 - Evacuate residents
C. Level 3 - Evacuate support personnel and the media
D. Level 4 - Evacuate all but essential emergency workers
E. Level 5 - Total evacuation.

Evacuation is the temporary or long-term relocation of the community from a potentially dangerous area zone of safety and protection. The purpose of this annex is to identify the agencies that would be involved in coordinating an evacuation effort. Additionally, this annex will identify possible evacuation routes, procedures and the temporary relocation centers for city residents.

II. SITUATIONS AND ASSUMPTIONS

Several transportation routes either traverse the city or are adjacent to it. These routes serve as major transportation arteries for city residents. In the event of a hazardous materials incident along one of these routes, the possibility of an evacuation 2,000 or more feet in either direction of the incident is ever present. If an evacuation is recommended, city officials can assume that adequate resources from neighboring communities, the county and the state are available. Even if the disaster is clearly visible to all, some residents will refuse to leave their homes and property. Following an evacuation, a major threat of looting must be confronted. Once relocated, residents will remain in shelters as long as a danger is present. However, if not properly informed about the magnitude of the hazard, residents may attempt to return to the community before it is actually safe and precautionary measures must be established to identify those who are authorized to be in an evacuated area.

III. CONCEPT OF OPERATIONS

Within the city of Whitewater, the city manager or designee is the official responsible for recommending the implementation of a general evacuation. A limited evacuation may be instituted on the authority of the fire chief, chief of police or their designee. Following the determination that a general evacuation is necessary, the city manager shall issue a directive indicating the same and declare a local “State of Emergency”. The community shall be notified

of the evacuation recommendation by an announcement from the city manager or designee over a local radio station and the area Telephone Notification System. Additionally, if available, emergency vehicles from the police, fire and EMS departments will broadcast evacuation instructions to residents via the vehicle's public address (PA) systems. Those citizens requiring special assistance during the evacuation process will be provided with every available resource from the police, fire and EMS departments. Walworth County Emergency Management shall be notified immediately to help coordinate the evacuation, and opening of host area congregate lodging facilities. County emergency management or state emergency management, through its regional coordinator shall be responsible for notification of the appropriate Red Cross officials.

For those residents who do not have transportation available from the evacuation area, staging/reception areas will be established at local schools or other pre-designated facilities. Primary staging areas are those facilities equipped with adequate showers and washrooms. Those facilities include the schools in the Whitewater School District and local churches. Fire and EMS personnel will bring residents with special needs to the staging areas. From the staging areas, residents will be placed on buses and transported to shelter facilities identified by Walworth County Emergency Management. Buses will be obtained pursuant to written letters of agreement with the school bus companies in local adjacent communities. The police department, designated personnel and mutual aid will perform traffic direction and control if necessary. Major roadways within the city limits will be utilized as primary and secondary evacuation routes. For the purposes of this annex they are listed below.

A. **Primary and Secondary Routes**

1. Main Street (E/W)
2. Milwaukee Street
3. Janesville Street
4. W. Walworth Avenue
5. N. Tratt Street
6. S. Wisconsin Street
7. S. Franklin Street
8. E. Bluff Road
9. Hwy 59 (Newcomb Street)
10. N Fremont Street

After an area is evacuated, re-entry into the evacuated area and scene control will be closely monitored both for citizen safety and to deter looting. The Walworth County Sheriff's Office has developed a photo ID pass which will be utilized to help identify those people with authorized access into an evacuated area. A control point of entry/exit needs to be established and unauthorized access needs to be closely monitored. These passes are color coded, and are to be issued to all personnel. The following is a break down of the Disaster Identification Pass System.

B. **Disaster Pass System**

1. White - Resident pass
2. Red - Medical pass
3. Green – Government official

4. Yellow - Miscellaneous worker
5. Blue - Utility workers
6. Black - Police officers

C. **Re-Entry Recommendations**

Following a general evacuation, decisions of re-entry and access levels need to be evaluated. Levels can be broken down into the following stages:

1. Level 4 - Emergency workers only
2. Level 3 - Damage assessment personnel and escorted media
3. Level 2 - Utility Workers and escorted media
4. Level 1 - Residents, property owners and unrestricted media
5. Level 0 - Unrestricted entry

IV. ORGANIZATION AND RESPONSIBILITIES

The responsibility for initiating a general evacuation within the city rests with the city manager. The city manager shall coordinate with the chief of police, fire chief and EMC/DEMC (or their alternate) prior to making an evacuation recommendation. The EMC/DEMC following the recommendation of a general evacuation shall be responsible for notifying Walworth County Emergency Management. Limited evacuations may be authorized by the fire chief, chief of police or his/her designees without coordination with the city manager or EMC/DEMC.

V. DIRECTION AND CONTROL

The Whitewater EOC shall be the direction and control point for all major decisions concerning evacuation operations. Communications to the general public will be accomplished through the use of the community siren warning system, public address systems located in emergency vehicles, the MY STATE USA system and local radio stations.

VI. CONTINUITY OF GOVERNMENT

The line of succession for recommendation of a general evacuation shall be:

A. City Manager
B. Chief of Police
C. Fire Chief
D. Emergency Management Coordinator
E. Deputy Emergency Management Coordinator

VII. PROCEDURE

A. **Response Operations Checklist**

1. If an evacuation is deemed necessary, the EMC/DEMC will notify Walworth County Emergency Management of the situation and will request activation of a host area's congregate lodging facility.
2. Following the evacuation determination, the city manager, EMC/DEMC or designee will do the following:
   a. Issue an evacuation recommendation and a "State of Emergency".
   b. Issue a public statement via local media and the county Telephone Notification System.
3. As directed by the city manager, the chief of police, fire chief and the EMC/DEMC will dispatch available equipment and personnel to notify, with mobile PA systems and door-to-door contact, if necessary and practical, the affected population of the evacuation recommendation.
4. Available emergency vehicles will assist in traffic and staging area control to ensure an orderly evacuation.
5. Police personnel will establish perimeter control around the evacuated area to prevent re-entry and looting.
6. The EMC/DEMC will provide for necessary resources to ensure sufficient transportation for those in need.
7. Provide up-to-date public information regarding the situation to area media. When lodging facilities have been opened, provide up-to-date information directly to the sheltered population through the host area EOC.
8. Arrange for continuing operation and or rapid restoration of essential services in the hazard area.

B. **Recovery Operations Checklist**

1. Assess disaster scene to ensure safety prior to re-entry of city residents.
2. Provide early return for those responsible to provide essential services (police, fire, public works, etc.)
3. Provide public information to the EOC and local media to ensure that residents are aware of re-entry instructions, remaining hazards and current situation status.
4. Provide traffic control for returning evacuees.
5. Complete reports for inclusion into official records.

Appendix 4 – Map of Evacuation Routes (see attachment)

ANNEX E
MASS CASUALTY SITUATIONS

I. PREFACE

This plan is intended to be utilized in emergency mass casualty situations involving multiple casualties within the city of Whitewater and the operational boundaries of the participating EMS systems. This plan should be implemented whenever a mass casualty incident develops which requires resources beyond the normal day-to-day operation, mutual aid or which may overwhelm an individual department, service, hospital or community. This plan provides for a uniform operational guideline for handling mass casualty incidents within the structure of the incident management system.

II. PURPOSE

This plan defines and coordinates the medical and ancillary resources within the city of Whitewater to achieve the following:

A. Effective utilization of services in the area.
B. To define common terms and language.
C. To provide effective response to the scene of a mass casualty incident, to save lives and limit casualties.

III. IMPLEMENTATION

The initial unit arriving in the stricken area must determine if the incident requires the implementation of all or part of the plan. The implementation of the mass casualty plan should be strongly considered when:

A. An incident of such magnitude occurs that requires the marshaling of resources over and above the normal day to day pre-hospital care.

B. The nature of illness or mechanism of injury includes adults and/or pediatric populations, totals of;
   1. Three or more critical patients, or
   2. Two critical with a total of five or more patients, or
   3. One critical with ten or more patients, or
   4. 15 or more non-critical patients

Activation could be withheld under circumstances of very minor complaints/symptoms/injuries when strictly BLS and not requiring oxygen.

IV. OVERVIEW OF THE PLAN

The incident management structure is established according to fire department policy, with higher ranking officers assuming command upon their arrival. Appropriate mutual aid is requested through the MABAS system. Any special equipment needed in mass casualty incidents

should be requested as early as its need is identified. The medical sector is established to provide overall patient management including triage, on scene treatment, hospital communication and coordination of transport. If necessitated by the magnitude of the incident, the medical sector officer may choose to establish triage, transportation and/or patient treatment sub-sectors. Triage is initiated as soon as possible. The medical sector officer notifies the hospital emergency operations center by the best possible means of the nature of the incident, the approximate number of patients involved, the closest hospital, and will state "**This is a mass casualty incident"**. The medical sector officer may also request assignment to a MED channel for further communications.

A staging sector/area is established by command. Arriving vehicles and personnel will report to staging and await assignment. Any additional sectors needed such as fire suppression, rescue or hazard control will be appointed by command and necessary resources will be assigned to those areas from the staging area.

The medical sector officer requests necessary resources through command such as personnel for triage and patient treatment area and personnel and vehicles will be assigned from staging. Command should consider delegating direct communication between the medical sector and the staging officer for assignment of transporting ambulances. Patients are triaged and then moved to the ***patient treatment area*** for initial treatment and assignment to a transporting ambulance. Each ambulance will be notified by the medical sector officer (or transportation officer if appointed) of their destination and instructions for hospital communication. Under most circumstances transporting ambulances will not contact the hospital unless medical advice is needed. The hospital will be notified by the medical sector officer (or transportation officer) of the number of patients in the ambulance, their triage category and their destination. Transporting ambulances should return to staging after delivering their patients at the direction of command unless otherwise instructed. When all patients have been transported the medical sector/branch will notify the EOC with a detailed number of patients transported in each category.

V. INCIDENT MANAGEMENT

The incident management system (IMS) shall be used as the basis for the command structure used at any mass casualty incident. This is in keeping with local MABAS policy and national trends. The IMS can be adapted and expanded to meet the demands of the crisis involved. On a countywide scale the incident may expand to a large geographic area involving several jurisdictions. A sample IMS in larger incidents would include four recognized and accepted sections. These sections would include operations, planning, logistics, and administration (finance). The incident commander directly supervises each section chief. The various sectors that would be involved in a mass casualty incident would fit under the supervision of one of these sections. The incident management chart is attached as **Appendix 5**.

VI. UNIFIED COMMAND

When a mass casualty incident extends to multiple geographic jurisdictions or involves shared management responsibilities with more than one agency in a single jurisdiction (i.e. train derailment, hazardous materials spill), a unified command is the most effective emergency management structure. The unified command group would include individuals designated by

their jurisdictions or by various key departments within a jurisdiction. This group is responsible for developing overall objectives, strategy and priorities for the incident. In order for effective implementation and communication in achieving these objectives, an incident commander is selected from this group to be in charge of incident operations. Criteria for the selection of an incident commander are based on factors such as:

A. Greatest jurisdictional involvement
B. Greatest number of resources involved
C. Statutory authority
D. Individual qualifications (i.e. knowledge of IMS).

The unified command team assembles at a central location in order to develop their objectives and monitor the incident. This location is usually at or near the EOC. In some instances it could be at the scene command post. The designated area should afford some privacy from distractions yet it must have communications availability.

The IMS continues to be the basic framework for the emergency management structure whatever the size of the incident. In larger incidents sectors, branches and other work units are expanded to meet the needs. The establishment of command and command posts remain the same with the exception that direction of the incident becomes a shared responsibility if unified command is established.

VII. COMMAND PROCEDURES

The officer (or senior member) of the first arriving fire, police or rescue unit shall establish command. The first available EMT shall establish the medical sector and commence triage and treatment. The EMS vehicles of the stricken department will be the first arriving units. These units should be deployed as supply/manpower vehicles rather than transport vehicles. Higher ranking officers of the stricken department may assume command as they arrive, through their normal operating procedure. The incident commander shall establish a command post as indicated in their MABAS Divisions Guidelines.

VIII. COMMAND POST

The command post shall be a stationary position with access to vehicular (mobile) radios and cellular telephones. The command post will be identified with an orange flag during daylight hours and a green flashing and/or revolving light at night. The command post shall be located in a predictable and conspicuous location to provide the best overview of the incident, and should not interfere with the apparatus movement. The command post shall be easily accessible to all personnel requiring contact with command. Personnel without command functions shall be restricted from the command post. The command post shall include the incident commander (or unified command staff in the event multiple jurisdictions are affected), operations, plans, logistics and finance section chiefs (if applicable) and their designed aides as required.

IX. COMMUNICATIONS

The incident commander shall identify and assign radio frequencies to be used during the incident. Communications shall be established and a communications officer appointed, as needed. Command shall utilize only communications equipment that provides adequate communications capabilities with police, fire, MABAS and hospitals. The Walworth County Mobile Command Post, or patch trailer is recommended for this task.

X. SECTORS

Command may designate the following sectors, as conditions require. Additional sectors may be designated and the sectors may be expanded to branches if necessary.

1. STAGING - An area used by apparatus, ambulances and personnel awaiting assignment
2. MEDICAL - Patient triage, treatment and transportation
3. FIRE - Fire suppression, rescue and hazard control
4. PUBLIC INFORMATION - Personnel assigned to media relations and public inquiries coordinated by a single individual
5. RESPONDER REHAB - Medical evaluation and rest area for personnel.

XI. COMMUNICATIONS

Effective operations require a combination of communication forms. Communication provides the connection between management (the incident commander) and personnel (the working units), as well as the link between command and the outside world. Effective communications in mass casualty incidents are critical and require discipline among all units to assure consistent, error free order and directions.

XII. FORMS OF COMMUNICATIONS

A. Face-to Face: This is the best form of communication as the participants can combine a variety of interpersonal methods as they speak.
B. Radio: Radio communications provide a remote capability when face-to-face communications are not possible. This form of communication can also lead to messages being misunderstood or not heard at all. It is critical that radio communications are short, concise and made only when necessary as not to tie up the radio frequency and block emergency traffic.
C. Computers/FAX: This advanced approach of communication gives the incident commander the ultimate in information access and instant technical assistance.
D. Mobile Telephones: Provide for a direct link with fixed facilities or other mobile telephones. In times of disaster, cellular telephone systems become overloaded and hard to utilize. For this reason cellular telephones should not be considered a primary communications source.
E. Standard Operating Procedures: Effective SOP's can eliminate the need for verbal communications during critical moments of the operation.

XIII. COMMUNICATIONS PROCEDURES

As part of the process of establishing a command post, the incident commander is also responsible for establishing, maintaining and enforcing effective uncluttered communications. Paramount in achieving this objective is a thorough understanding of who is responsible for what communications and to whom. Command, therefore, must assign frequencies to operating units, keeping in mind which sectors need to communicate with each other. In the event of a large incident a COML (Communications Unit Leader) is recommended to control communications. Since a representative of each agency group (police, fire, EMS, etc.) responding will be at the command post any interagency communication (in absence of a common frequency) will have to be relayed through command or the communications officer.

XIV. STAGING

The staging of all incoming fire/rescue apparatus, ambulances and other resources is the responsibility of the staging officer. Incident command will designate a staging area. The first unit at the staging location will assume the role of staging officer until such time as he/she is released by command. This person must maintain communications with the medical sector (either medical or transportation officer) to supply necessary ambulances, as well as with command to advise of available resources, and send requested resources to the scene. The staging officer is also in charge of actually managing the staging area, assuring orderly parking, maintaining clear access to the incident site and maintaining an accurate log of currently available equipment, apparatus and manpower. In a large scale incident, the staging officer may need to request one or more aides from command to assist these functions. A final responsibility of the staging officer is to ensure that all incoming units are equipped using the passport system and that all EMT's/paramedics are identified by star of life sticker on their helmet or outer clothing. A passport system must be available at staging to supply proper accountability materials to any unit that may be operating at the incident that does not have a passport, such as hospital medical teams or private ambulances.

XV. PASSPORT ACCOUNTABILITY SYSTEM

The passport accountability system sets standards of responsibility for all participants at an emergency incident. It provides a method to track the movement of teams of emergency personnel within the "span of control" guidelines required by the incident management system. The system provides a method of identifying team members and accounts for the location of all teams throughout an emergency incident. All personnel in the hazard areas shall be accounted for by the use of the passport system. All appropriate passports, helmet shields, and status boards shall be utilized. Sector officers shall maintain accurate passport status boards for all teams within their sector. As teams are moved from one sector to another their passport shall be hand delivered to their new sector officer. All emergency teams shall operate under the command of one sector officer at a time. This "Unity of Command" principle shall be followed during the entire emergency incident.

XVI. FIRE/RESCUE

The fire/rescue sector may be organized as either a sector or branch, depending on the scope of the incident. If the span of control becomes too great for command, if numerous specialist activities are required, or if the services of different agencies or jurisdictions are needed,

command should consider establishing the branch level of organization. Regardless of whether organized as a branch or sector the primary functions of the fire/rescue sector are as follows:

A. **Fire Suppression and Hazard Control**
The fire sector is responsible for fire suppression and prevention, as well as hazard control on the scene of the incident. Hazards must be identified (in conjunction with the safety officer) and neutralized as efficiently as possible for the safety of patients and rescuers.

B. **Search and Rescue**
Activities relating to the location and rescue of victims will be a responsibility of the fire sector. This may include not only fire/rescue personnel, but also possible resources from outside agencies such as search dog organizations or heavy equipment operators. Concurrent with search and rescue operations will be initial triage to victims, which should be coordinated with the medical sector.

XVII. MEDICAL SECTOR

The medical sector can be organized as either a sector or branch under the incident management system depending on the scope of the incident. The medical sector functions include: triage, transportation and patient treatment. These functions may all be coordinated by the medical sector officer at small incidents or expanded into separate branches for large scale incidents.

XVIII. TRIAGE/METTAG SYSTEM

A START system (Simple Triage and Rapid Treatment) is an initial triage system which provides guidelines for initial classification of mass casualty victims. The classification is intended to identify priorities for immediate treatment and transportation. The START system instructs initial rescuers to order those that can stand and walk to do so. These victims are initially categorized as minor and should be appropriately tagged. A rapid assessment of all other victims is performed using the START flow diagram. All patients must be repeatedly assessed in the patient treatment area and re-categorized as needed. START is intended as an initial triage method only, and does not take the place of complete initial ongoing assessment.

The METTAG (Medical Emergency Triage Tag) is a triage tag provided by the American Journal of Civil Defense. The tag provides perforated sections to simplify categorization of victims. The codes include color, number and symbol classifications for priority of treatment and transportation. Used with the START triage system, the METTAG categories are as follows:

A. Deceased - Color Black, Number 0, Symbol Knife
B. Immediate - Color Red, Number 1, Symbol Rabbit
C. Delayed - Color Yellow, Number II, Symbol Turtle
D. Minor - Color Green, Number III, Symbol Ambulance with cross through it

Once the appropriate category is determined the tag is affixed to the patient in a safe manner. The perforated sections of the tag are removed to leave the selected category as the last color. The time, date, name and address of the victim can be entered and an area is provided for medical notes. The reverse side of the tag includes body diagrams to document sites of injury and a chart to log the time, blood pressure, pulse and respiratory rate of the victim. Any IV's or medications given should be documented in the area provided. The transportation officer should remove one corner of the tag as the victim is loaded for transportation. The tag number, triage category, transporting vehicle and destination are recorded on the transportation log. The remaining corner should be removed by the transporting ambulance and retained as a part of the record. Receiving facilities should be retaining the METTAG as part of the permanent medical record.

XIX. TREATMENT OFFICER

The treatment officer is the person designated by the medical sector officer to establish and manage a patient treatment area, secure necessary supplies and personnel for treatment and secondary triage from patients. The treatment officer coordinates with the transportation officer for the orderly removal of patients. The designation of the treatment officer is intended for use in larger incidents where the medical sector officer would be unable to coordinate activities in the patient treatment area. Reasons for appointment of a treatment officer include; the size of the incident, number of patients or the location of the treatment area in relation to where the triage officer is checking patients that are being removed from the incident. The treatment officer repeatedly assesses the patients to determine need for re-categorization and prioritizes victims for transport.

XX. PATIENT TREATMENT AREA

Establishment of the patient treatment area is the responsibility of the treatment officer. This area shall be established at a safe distance from the incident site. The treatment area should have appropriate shelter for weather conditions and be located to avoid exhaust fumes from transporting vehicles and other equipment. The EMS vehicles of the stricken department will be the first arriving units. These units should be deployed as supply vehicles rather than transport vehicles. While treatment is being performed equipment and supplies should be obtained from these vehicles. When the need arises for additional equipment the treatment officer should relay what is needed to the medical sector officer who in turn shall secure it through command. Additional supplies may also be requested by the use of MABAS BOX selection or from the medical control.

XXI. TRANSPORTATION OFFICER

The transportation officer is the person appointed by the medical sector to establish the loading of ambulances and the recording of patient destinations. The transportation officer may request from the medical sector aides, if necessary, to assist with transportation functions. The transportation officer shall request from the medical sector officer the number and category of casualties to be transported. Communication with the medical control, if already established by the medical officer, should be turned over to the transportation officer. Patient numbers and categories should be reported to the medical control and the receiving capabilities of area

hospitals must be ascertained. The transportation officer will establish a patient loading area accessible to the treatment area that allows for safe and coordinated access and egress of ambulances. This area should be chosen to avoid hazards such as exhaust fumes blowing toward patient and treatment areas.

The transportation officer must also establish communication with staging, and request the number and capabilities (ALS, ILS, BLS) of available ambulances. These vehicles should be requested as needed and sent to the loading area where patients will be assigned to ambulances based on triage categories. The transportation officer must note the patients' triage tag number and triage category and tear off and retain one corner of the METTAG. Before the ambulance leaves the transportation officer should advise the ambulance crew which hospital will be their destination. As a routine no radio reports should be given to hospitals while en route.

However, the transportation officer will notify the ambulance crew if abbreviated reports have been requested by the medical control. As the ambulance is loaded the transportation officer must notify medical control of the ambulance's destination, number of patients and triage category. This information and time of departure must also be logged. Contact with the medical control must be maintained and changing conditions on the scene or status changes at any receiving hospitals must be communicated. In the event that patients are scattered over a wide area or multiple treatment areas have been established transportation may set up a checkpoint to which all ambulances report for destination orders before going en route to hospitals. In any case only one transportation officer should communicate with the medical control to avoid confusion. At a multiple site incident an aide may be located at each site to fulfill transportation functions, but a single transportation officer must coordinate all patient movement. When all patients have been transported the medical sector officer and medical control must be advised.

XXII. TRANSPORTING AMBULANCES

Upon arrival at the scene ambulances must report to the staging area and turn off vehicle's warning lights. At this point, the paramedic/EMT in charge should report with the vehicle's passport to the staging officer. The rest of the ambulance crew must remain with the vehicle until otherwise ordered. From staging the ambulance crew may be ordered to perform any number of tasks. The ambulance crew must remain together as a team and have appropriate protective gear as required by the task. If assigned to a non-transporting role (such as triage, treatment or an aide to a sector) the vehicle must be parked in a position that will not cause scene congestion. Supplies should be taken only as ordered. If assigned to transport patients the ambulance should report to the patient loading area. The transportation officer or medical sector will assign the units patients and a destination. In a situation with a relatively small number of patients the crew may be directed to give an abbreviated report to the hospital. Otherwise, no report should be given unless a change in the patient's condition necessitates direct medical control. Patient treatment while en route should be administered according to system standing orders. Likewise, MABAS should not be notified of the units leaving the scene or arrival at the hospital.

A list of supplies used or patient charge sheet should be made out and correlated with the patient's METTAG number. The ambulance crew should also retain one corner of the METTAG as a record of whom they transported. They should find out from the transportation officer whether a full run sheet for each patient is required or if the METTAG alone will serve as the

medical record. The crew of each ambulance should minimize turnaround time at the hospital and in accordance with MABAS guidelines return to staging unless directed otherwise.

XXIII. AIR EVACUATION

In the event of a critically injured or burned patient requiring air evacuation the medical sector officer will advise the medical control of his/her request. The medical control will contact an appropriate air ambulance service and provide them with the following information:

A. Patient's age, sex and nature of injury
B. The location of the landing zone (LZ) in latitude/longitude coordinates as obtained from a GPS unit or a pre-existing listing of LZ's post or major road reference.

The staging officer, with assistance from law enforcement or emergency management, will establish and secure an appropriate LZ away from power lines, telephone lines, and any structures by positioning flares at the four corners of the LZ. When complete the size of the LZ should not be less than 100 feet across during daylight hours and not less than 150 feet across during night time hours. A windsock will be positioned in a clear area close to the LZ to assist the pilot in his landing procedures, when possible.

Upon approach the air ambulance will contact incident command via the MARC2 channel. Current wind speed and direction will be forwarded to the flight crew and if available any updates in patient status. In the event that multiple air ambulances are responding to the scene a landing zone officer will assume the function of air traffic control to insure air safety and safe landing zone operations.

XXIV. FIRST AID STATION

A. **Emergency Personnel**
Provisions should be made by the stricken community for on scene first aid for the providers and workers at the disaster site. The first aid station could be in the patient treatment areas or it could be a separate entity. Any worker who has sustained a serious injury should be triaged and treated the same as the other on-scene disaster victims.

B. **General Public**
It shall be the responsibility of the logistics officer to establish an aid station accessible to members of the general public and community for any minor injuries that may have been sustained. Such aid stations should not require the primary resources from the actual scene operations. Supplies and personnel could possibly be provided by volunteers from the American Red Cross or other private resources such as medical clinics, hospitals or other non-involved EMS agencies. The location of the aid stations should be remote from the disaster site but readily available to the public. Communications equipment capable of summoning additional equipment such as an ambulance should be available at the aid station in the event of a more seriously injured patient.

XXV. SAFETY OFFICER

The safety officer reports directly to command. This officer is responsible for ensuring the safety of rescuers and victims, and must enforce all safety rules on the scene. This includes wearing of appropriate protective clothing, proper protection of patients, and enforcement of no smoking, as well as being vigilant of unsafe acts or conditions, whether due to the incident itself or secondary hazards as a result of the incident. The safety officer has the authority to order any safety hazard corrected immediately and must report any such hazards to command. If the incident scene is too large for the safety officer to personally monitor, aides should be requested through command. A rehabilitation area for responding personnel must also be established.

XXVI. REHABILITATION

A rehabilitation area for responders must be established at lengthy incidents. In adverse weather conditions, an ambulance or squad vehicle, rehab bus from a MABAS division, or an indoor facility should be made available to shelter personnel. At the rehab area, fluids for re-hydration, an area to remove protective gear and rest should be available. Food should be considered if the incident is of a long duration. All responders reporting to rehab must also be medically monitored (vital signs, temperature if appropriate, treatment and documentation of minor injuries) at this area. If the incident is of an extremely long duration and abnormally high-stress, a critical incident stress debriefing team (CISD) may be requested to respond to the scene, and should be assigned to the rehab area as well.

XXVII. PUBLIC INFORMATION OFFICER

Media presence at the site of the incident requires command to establish an effective link through a public information officer (PIO). This officer provides a regular place for the media to assemble away from the command post and a single individual to provide the information required for complete and accurate reporting with timely updates on the progress of the incident.

All information provided to the media will be issued through the PIO and these press releases must be approved by command prior to their release. The PIO is also responsible for the safety of the media personnel and must ensure that they are not allowed to be placed in any potentially hazardous positions or situations.

XXVIII. HOSPITAL RESPONSE

Hospital Emergency Operations Center (MEDICAL CONTROL)

In the event that a single incident involves multiple communities, such as a tornado touchdown or train derailment, the medical control will be designated by the system from which the fire department medical sector officer has scene jurisdiction. The medical control will be notified by the medical sector officer of the nature of the incident, the approximate number of patients, and the closest potential receiving hospitals. Agencies will use their resource hospital as the medical control. Communications with the medical sector officer may be accomplished on a designated MED channel, assigned telemetry channel or cellular telephone. MED channel communications are preferred to prevent radio interference by other agencies; however, the best possible method

at the time should be used. The medical control will notify the potential receiving hospital emergency departments by intercom or telephone and assess their capability to receive patients. They should include how many patients of each category (red, yellow and green) they can accept.

The medical control will notify the medical sector officer of the numbers and types of patients each hospital can accept. The medical control will continue to update this information to avoid overloading any individual receiving facility. Determination of patient destination is a collaborative decision between field and hospital personnel.

The medical sector officer may request a medical team from the medical control to respond to the scene for specific patient needs. The medical sector officer will update the number of injuries and triage category as information becomes available. The medical sector officer or transportation officer will notify the receiving facility of the number of victims and their triage category. The medical control will notify all potential receiving facilities when all patients have been transported from the scene.

XIX. MEDICAL TEAMS

A medical team may be requested through the incident medical control to respond to the scene for specific patient needs. This may include prolonged incidents, entrapment or need for special procedures such as surgical amputation or major crush injuries. The need should be identified so that any special equipment required can be brought to the scene with the medical team. If available, each team will consist of one physician and two registered nurses. The medical team will be transported to the incident scene by an emergency vehicle, to be arranged by the hospital, and the medical team will report to the staging area where they will be issued a passport and assigned to the medical sector by command.

XXX. RECEIVING HOSPITALS

The medical sector officer will identify potential receiving hospitals. The medical control will notify each hospital by intercom or telephone of the nature of the incident and request an estimate of the number and severity of patients each facility can accept. As victims are loaded for transport from the scene the medical control will be notified of the destination, number of patients and categories. This information will be relayed to the receiving hospital. The medical control should be notified frequently of changes in numbers and severity of patients each receiving hospital can accept so this information can be relayed to the medical sector at the incident site. Under most circumstances ambulances will not be communicating with the receiving facilities unless medical advice is necessary. In large or prolonged incidents associate hospitals may be asked to provide medical teams to respond to the incident site. After patients arrive at the hospital the METTAG number should be recorded and correlated with assigned hospital numbers for continuity of patient identification. METTAGS must be retained as part of the permanent medical record.

XXXI. RADIOLOGICAL INCIDENTS

The Nuclear Regulatory Commission has set forth the following recommendations as safeguards in handling any disaster in which radioactive materials are involved. In the event that radioactive materials are involved in incidents causing their spillage or release, and immediate actions in the involved area are necessary for the preservation of life and health, minimum contact with radioactive materials by emergency personnel may be allowed if the following precautions are observed:

A. Command shall immediately notify the Walworth County Office of Emergency Management (WCOEM). In turn the WCOEM shall:
   1. Notify the Nuclear Regulatory Commission
   2. Notify the National Response Center by calling 800-424-8802
   3. Respond to the scene with radiological monitors and report to command
   4. Monitor radiation levels and report their findings to command.

B. Operations on the scene shall:
   1. Approach the scene from the upwind or uphill side
   2. Identify and assess the nature and severity of the incident including whether exposure or contamination of victims has occurred.
   3. Isolate the hazard area and deny entry to ALL except those actually performing rescue procedures.
   4. Establish a forward control point.

C. All personnel beyond the forward control point must wear appropriate protective equipment and self-contained breathing apparatus.

D. Establish a decontaminated equipment area and insure that any person who entered the contaminated area is properly decontaminated prior to leaving the scene. Insure that ALL contaminated equipment and clothing is marked and isolated within the decontamination area for proper disposal or cleaning. It is vital that contaminated and uncontaminated materials not be intermixed.

E. Request medical teams or ALS personnel, as needed, to provide specific antidotes and definitive techniques during decontamination.

F. Remove injured from the area of the incident with as little contact as possible. Segregate and retain those who have had possible contact with radioactive material. Radiological survey equipment must be provided on order to segregate the patients considered contaminated from those who simply need medical attention. Obtain names and addresses of those involved.

G. Institute BLS and ALS procedures until assistance is obtained from the radiological team physician or other physicians familiar with radiation medicine.

H. Notify the appropriate hospital of the patient's condition, type and duration of exposure, treatment at the scene, decontamination status, and estimated time of arrival (ETA) to the hospital. Insure that the hospital is aware of the possible contamination

status of the patient. Contact receiving hospitals via the transportation officer for routing and location of actual receiving area at the hospital.

In radiological incidents associated with fire, fight the fire from upwind as far as possible. Keep out of dust or smoke arising from the fire. Treat the incident as a fire involving toxic materials. DO NOT handle suspected materials until they have been monitored and released by radiological survey personnel. If a right of way must be cleared prior to the arrival of the Nuclear Regulatory Commission personnel, dike the downhill area and wash the spill to it. Make every effort to confine the spillage. Continuously re-evaluate the scene and carefully consider the possible need for evacuation of nearby areas. Coordination between fire, police, rescue, EMS and radiological teams is necessary. The incident is not over until all equipment and personnel is decontaminated. DO NOT place equipment or vehicles back into service until complete decontamination procedures are finished and that decontamination is CONFIRMED by radiological instruments. DO NOT eat, drink or smoke ANYWHERE on the scene. DO NOT use food or water that may have been in contact with material from the incident. DO NOT use any tape. Log the exposure time in the contaminated area and the proximity to source of everyone involved.

XXXII. HAZARDOUS MATERIALS RELEASE

The first response to any hazardous materials incident is to contain the release of the hazardous material and to protect life. In the event that persons succumb to a hazardous materials incident, the incident commander shall complete the following:

A. Request the appropriate MABAS/private chemical contractor response to control and cleanup the incident.

B. Advise the medical control as described in this plan of the nature, location, number of victims, and type of incident and request the mass casualty plan to be instituted when appropriate.

C. Command shall immediately notify the Walworth County Office of Emergency Management. The WCOEM shall:
   1. Notify the state
   2. Notify the county local emergency hazmat team coordinator
   3. Notify the Environmental Protection Agency (EPA) Emergency Response Unit as needed
   4. Obtain information on gaseous release and plot chemical plume, if needed
   5. Coordinate area evacuation and placements.

D. Operations on the scene shall:
   1. Approach the scene from the upwind or uphill side
   2. Identify and assess the nature and severity of the incident
   3. Isolate the hazard area and deny entry to ALL except those actually performing rescue operations
   4. Establish a forward control point

E. All personnel beyond the forward control point MUST wear protective equipment and self contained breathing apparatus. Disposable suits should be carried in each disaster kit.

F. Establish a decontamination area to insure that any person who entered the contaminated area is properly decontaminated prior to leaving the scene. Insure that ALL contaminated equipment and clothing is marked and isolated within the decontamination area for proper disposal and cleaning. It is vital that contaminated and uncontaminated materials not be intermixed.

G. Request medical teams or ALS personnel as needed.

H. Remove injured from the area of the incident with as little contact as possible. Segregate and retain those who have had possible contact with hazardous material. Obtain names and addresses of those involved.

I. Institute BLS and ALS procedures.

J. Notify the appropriate hospital of the patient's condition, type and duration of exposure, treatment at the scene, decontamination status, ETA to hospital. Insure that the hospital is aware of the possible contamination status of the patient. Contact receiving hospitals via the transportation officer for routing and location of actual receiving area at the hospital.

K. In hazardous materials incidents associated with fire, fight fire from upwind as far as possible. Keep out of dust or smoke arising from the fire. Treat the incident as a fire involving toxic materials.

L. Continuously re-evaluate the scene and carefully consider the possible need for evacuation of nearby areas. Coordination between fire, police, rescue and HAZMAT teams is necessary. DO NOT place equipment or vehicles back in service until complete decontamination procedures are completed.

M. DO NOT eat, drink, or smoke ANYWHERE on the scene. DO NOT use food or water that may have been in contact with material from the incident.

XXXIII. SUPPORT SERVICES

A. **Purpose**

In any large scale incident consideration should be given with regard to the long term needs and services to the community. Some of these considerations may include financial, external resource coordination, etc. These services can be coordinated by creating a support service sector answering to the administrative sector within the incident management system. The function of the support services sector should be directed toward mitigating the "after effects" following an emergency such as requesting state or federal disaster assistance or stress debriefings for the emergency responders.

B. **Government Officials**
Government officials that respond to the scene can be incorporated into the support services sector. They may be valuable in the role of advisor or aide to command. Their services also may be necessary to enact the statewide plan and may be a valuable liaison to state government. If the incident is of sufficient magnitude to require this level of organization it would be appropriate to activate the community EOC. Essential government officials (by approval of command only) should report to the local EOC and begin coordination of long-term plans, including recovery, shelter and restoration plans.

C. **Unsolicited Resources**
It is common that members of the general public will offer professional or business services during the aftermath of an emergency. Examples would include medical assistance or heavy equipment and operators. This type of assistance can be very helpful, but only if it is closely coordinated with the "official" operations. Coordination of these services can be accomplished through the support services sector and the formation of a remote "resource marshalling area" both of which will be under direct control of the incident commander/s.

XXXIV. CRITICAL INCIDENT STRESS DEBRIEFING (Wisconsin CISD Team)

Early consideration should be given toward providing emergency workers at the scene with early defusing and debriefings. These services can be coordinated under the support services sector. The locations, times and format for the defusing can be coordinated at the EOC or command post between Wisconsin CISD teams and incident command. Upon command determination of the need for Wisconsin CISD team involvement at the scene of a disaster, notification of the Wisconsin CISD team will occur through established protocols. Upon arrival of the Wisconsin CISD team, a designated intake/discharge area is developed. ALL responders to the disaster will go through the intake and discharge areas for each shift worked. The need for diffusing and debriefings are assessed and will be set up through the Wisconsin CISD teams as deemed necessary.

XXXV. RESOURCE MARSHALING AREA

A. **Purpose**
During the aftermath of any large-scale incident, it is common for members of the general public to offer the use of their professional or business services. These unsolicited resources may not be immediately needed but as the recovery phase of the incident unfolds may prove extremely helpful as long as they are closely coordinated with official operations. Since past incidents have proven that the amount of unsolicited resources could be great it is important to develop a "resource marshaling area" away from the incident scene, to itemize these available resources and track their use and control their access to the scene.

B. **Procedure**

In the event incident command deems it necessary, the support services sector will establish a resource marshaling area away from the incident scene in an area sizable enough to hold large amounts of heavy equipment. They will inventory the unsolicited resources and make a list of these resources available to incident command. In the event any of these resources are requested, the support services sector will maintain a log of who provided the service, the type of service, the duration the service was rendered, and contact information on the company providing the service. The resource will then be assigned to the area needed. When the assignment is completed the resource will be instructed to return to the resource marshaling area for reassignment or release. Upon completion of the incident, the support services sector will forward the list of the resources that were used during the incident to the chief executive officer who has jurisdiction over the incident scene for processing as per policy for our municipality.

XXXVI. LAW ENFORCEMENT FUNCTIONS

Law enforcement officers shall operate under the police sector and report to the incident commander or operations officers as instructed. The police responsibilities at a medical emergency can be divided into two stages. The initial stage begins with the notification of the event to police communicators and provides for an orderly conversion of the scene to fire and rescue control upon their arrival. During the first stage police duties include determination of scope and severity of the incident, securing the emergency scene, first aid, search and rescue of injured, and initiation of plans through the shift supervisor. The second stage includes other emergency operations, maintaining security of the emergency scene, establishing traffic perimeters and evacuation routes, providing crowd control, body identification, prevention of looting, and appropriate investigation of the incident. The police sector officer assigned to the command post shall be determined by the responding police agencies procedures for such an event. Specific police responsibilities should be implemented in accordance with local disaster plans.

XXXVII. AMERICAN RED CROSS

In the case of any mass casualty incident there are those that could be displaced from their homes and require temporary shelter. One of the functions of the American Red Cross is to provide temporary shelter either in a mass shelter setting or by individual placements. In the event that a mass casualty incident is of such a magnitude that sheltering is required the American Red Cross will be contacted. The Badger Chapter, which serves this area, can be contacted at 887-618-6628. This agency can assist those persons that become affected by a mass casualty incident but do not require medical care.

XXXIII. SALVATION ARMY

The Salvation Army (800-564-9044) provides canteen services to emergency workers at incident scenes that remain active for long periods of time.

XXXIX. EMERGENCY MORTUARY SERVICES

The first response to a mass casualty/fatality incident that occurs within the county would be fire and police services. As the need for emergency mortuary services becomes evident, the Walworth/Jefferson County Coroner would be notified either by telephone or radio from the command post. The coroner could receive initial assistance by deputy coroners, if available, and fire services personnel. Additional personnel for emergency mortuary services may be obtained from adjoining county, state and federal governmental agencies. Following the elimination of pending dangers by fire, police and emergency medical services and after any injured have been rescued and removed, the coroner on the scene, in conjunction with fire, police and other authorized security and investigators, shall take charge of the death scene and complete those items deemed necessary.

A. **Hospital Morgues**
The following hospital in the county has morgue facilities that at any given time, based on hospital demands, could provide additional body storage along with autopsy capabilities.

AURORA LAKELAND HOSPITAL – 262-741-2000

B. **Temporary Morgue Locations**
The EOC, with permission of the Walworth/Jefferson County Coroners Office, could utilize available funeral homes for temporary morgue sites. Refrigerated trailers could also augment local morgue capabilities. Specifications and agreements with companies supplying such trailers would be the responsibility of the coroner's office.

XL. STATE EMERGENCY MEDICAL DISASTER PLAN

The Wisconsin Department of Public Health Emergency Medical Disaster Plan can be initiated for additional medical teams, ambulances, personnel and equipment in the event of a state disaster. The incident commander must notify the chief executive officer of the affected area who in turn must notify the governor.

A. OPERATIONAL CHECKLISTS

Operational checklists have been developed to assist those responsible for certain functions of the incident command system. Those checklists include responsibilities for:

1. Commander
2. Medical sector officer
3. Triage sector officer
4. Treatment officer
5. Transportation officer
6. Fire/rescue sector officer
7. Safety officer
8. Public information officer
9. Staging officer

ANNEX F
LAW ENFORCEMENT

I. STATEMENT OF PURPOSE

This annex intends to outline the responsibilities and coordination of all law enforcement agencies involved in an emergency situation, in order to insure a coordinated response to disaster situations. The city of Whitewater contains numerous highways, one railway and several small industries. The geographical area is in the northwest corner of Walworth County and adjacent to the counties of Rock and Jefferson. The general population is 15,000 people. Due to the location along major road networks, many trucks have to transport hazardous and toxic materials throughout the area. The city of Whitewater is traditionally a rural area and maintains minor hazardous chemical businesses. Due to the unknown factor of any emergency or disaster situation any additional resources required will be provided through the existing mutual aid agreements. When these avenues are exhausted, assistance will be available from the Wisconsin State Patrol Headquarters, Wisconsin State Emergency Management Officials, or federal law enforcement agencies.

II. CONCEPT OF OPERATIONS AND ORGANIZATIONAL RESPONSIBILITIES

The function of the City of Whitewater Police Department and assisting authorities is to enforce and maintain all laws and emergency regulations for the protection of life and property. These agencies function during all man-made and natural disasters or major emergencies to assist civilian governments in maintaining uniform traffic flow and crowd control, assist in the monitoring and control of large crowds, and to protect life and property within the jurisdiction. The Whitewater City Manager has the responsibility to ensure the effectiveness of emergency and disaster response and recovery operations. The City of Whitewater Police, UW- Whitewater Police Department, Walworth County Sheriff's Office, and Wisconsin State Patrol shall be the lead agencies for providing all law enforcement and/or regulatory support services. In the event of an emergency or disaster the City of Whitewater Police Department will take a perimeter position around the area utilizing available personnel. If needed, mutual aid requests will be made to other existing agencies to ensure that their mission can be completed. The disaster or emergency scene will be the responsibility of the venue agency for the preservation of evidence. The Walworth/Jefferson County Coroner shall assume responsibility for any deceased from any of the disasters or emergencies. The state, county, or city shall provide security in the area to which the bodies are removed. The above agencies will be called upon to continue routine operations, as well as provide duties that usually are beyond their scope and mission. These agencies should provide the leadership necessary to coordinate operation, by utilizing outside departments or agencies as needed. The responsibilities for providing all law enforcement service in the city of Whitewater shall rest with the City of Whitewater Police Department, UW-Whitewater Police Department, and Walworth County Sheriff's Office. These agencies, alone or collectively, shall oversee and coordinate any and all law enforcement or support activities within the city of Whitewater.

A. The City of Whitewater Police Department
   1. Coordinates all law enforcement activities

2. Maintain law and order
3. Secure vital facilities
4. Provide law enforcement communications
5. Provide traffic and access control
6. Coordinates requests for mutual aid law enforcement
7. Provide public information.

B. The Walworth County Sheriff's Office and UW-Whitewater Police Department
1. Maintain law and order
2. Provide traffic and access control
3. Secure vital facilities
4. Provide crowd control.

C. The outside assisting agencies
1. Maintain law and order within jurisdiction
2. Provide security for vital facilities
3. Provide crowd control
4. Provide mutual aid assistance as requested by the Whitewater Police Department.

D. The City of Whitewater Public Works Departments
1. Provide barricades as needed
2. Maintain traffic ability on key routes
3. Provide special equipment to support police operations
4. Support police, fire and rescue activities as requested.

III. DIRECTION AND CONTROL

The Whitewater City Manager shall retain overall command of all disaster response operations within the city of Whitewater. The City of Whitewater Police Department shall be responsible for maintaining and coordinating emergency law enforcement activities within the corporate limits of the city. The chief or his/her designee shall serve as the law enforcement coordinator at the primary EOC. Wherever feasible, the usual law enforcement procedures and policies will be followed. Requests for assistance by the general public shall be handled by the EOC or Mobile Command Post through existing communication centers of the city of Whitewater or the Walworth County Sheriff's Office. In the event these communication centers are destroyed, or an evacuation of the area is imminent, the closest available communications center shall be utilized. The coordination and prioritization of missions shall be assigned through the EOC. The EOC shall coordinate requests for the Wisconsin National Guard or federal authorities' after all local resources are exhausted.

IV. LINE OF SUCCESSION

A. Chief of police
B. Ranking supervising officer

V. PROCEDURE

A. Pre-Emergency Checklist

1. Identify agencies, organizations, and local citizens capable of providing supportive services in time of emergency.
2. Develop a training program to prepare those volunteers for the roles that they will fill.
3. Identify those facilities that will require major protection in the event of a major disaster (i.e. EOC, key facilities, utilities, etc.)
4. Develop plans to safeguard vital facilities and government officials.
5. Develop procedures for securing a disaster scene and allowing entry to authorized personnel.
6. Provide specialized training to department personnel to prepare them for emergency response (i.e. radiological and other hazardous materials, bomb search, and passive defense measures).
7. Develop plans through Walworth County Emergency Management and the American Red Cross for providing temporary shelter, if needed, for department personnel and/or their families.

B. Response Operations Checklist

1. Following the occurrence of a major emergency or disaster situation, the police officer on duty shall ensure that all command staff notifications are made as required.
2. The officer in charge shall establish or report to an active incident command post.
3. The chief or his designee shall report to the EOC or, if appropriate, the incident command post, to ensure command of operation.
4. If appropriate, establish or augment protective measures for facilities previously determined to be vital.
5. Establish a security perimeter around the disaster site, determine evacuation needs, and admit only authorized personnel via a controlled access point.
6. Establish a staging area for incoming law enforcement resources responding to a mutual aid request.
7. Receive, analyze, and expedite request for a mobile support unit.
8. Patrol any evacuated or secured areas to prevent trespassing and/or loitering.
9. If appropriate, take passive defense measures in the investigation of unexploded ordinance, reporting this information to the Milwaukee County Bomb Disposal Unit or the Wisconsin Department of Military Affairs Disposal Team.
10. If the EOC is activated, the incident command post shall make periodic status reports detailing the emergency's progress.
11. Request as appropriate, assistance from the Walworth County Office of Emergency Management to include the coroner's office and health and human services.

12. Continue to respond to requests from the community using remaining or mutual aid resources.

C. **Recovery Operations Checklist**

1. Continue to provide emergency law enforcement services as long as necessary.
2. Continue to respond to routine calls from residents.
3. Assist in damage assessment as requested.
4. Continue to maintain "secured areas" until removal is authorized by the EOC.
5. Prepare reports on the situation for inclusion into the official record and later critique.
6. Provide security for any make-shift morgues.
7. Release mutual aid resources.
8. Assist in returning evacuees to their homes.

Appendix 6 – Map of Jurisdiction (see attachment)

ANNEX G
PUBLIC INFORMATION

I. STATEMENT OF PURPOSE

During an emergency or disaster which threatens or strikes the city of Whitewater, the residents will depend on public information supplied by city of Whitewater officials to include: the accurate release of information concerning the disaster, the efforts of response teams, and public directives necessitated by the given emergency.

Two purposes of the public information system are:

A. Provide adequate pre-emergency information to the public, informing them of appropriate courses of action to be taken during times of emergency.
B. Provide public notification and/or warning during a disaster, and advisory information of the situation.

II. SITUATIONS AND ASSUMPTIONS

During periods of emergency the public needs detailed information regarding protective action to be taken for minimizing loss of life or property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard.

Effective education and information programs can play a significant role in influencing the outcome of any disaster situation. By providing the public with information on pre and post occurrence activities, the risk to life and property can be reduced. In addition, it is recognized that people, despite educational programs, are generally unconcerned about hazards until affected. Special emphasis must be placed on the effectiveness of the emergency information program. The following can be assumed:

A. Some misinformation or rumors can be expected following any disaster or emergency situation.
B. The number of media personnel responding to the disaster site will depend upon the magnitude of the crisis.
C. The local electronic and print media will cooperate by broadcasting and printing detailed disaster-related information to the public. The focus of national media attention will most likely cover the broad scope of the event and therefore, they may not be as concerned about covering specific detailed information that is pertinent to local residents.
D. Some emergencies and disasters may disrupt electrical service, thereby making the media useless. Therefore, other methods of communicating with the public will be necessary.

III. CONCEPT OF OPERATIONS

Emergency public information efforts will focus on special event-related information. This information will be mostly instructional in nature, focusing on such things as warning, evacuation, and shelter. It is also important to keep the public informed on the general progress of events. A concerted effort will be made to report positive information pertaining to the emergency response. This will reassure to the community that the situation is under control. It is important that prior to the occurrence of an emergency the public should be made aware of potential hazards and the protective measures that can be employed to mitigate an adverse event. Education efforts will be directed toward increasing public awareness with the cooperation of commercial media organizations. Pre-printed informational booklets listing possible hazards and protective actions are available through the Whitewater Office of Emergency Management.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The City of Whitewater Public Information Officer (PIO) shall:

1. Develop and maintain working relationships with the local media.
2. Direct the public information program.
3. Provide news releases for the media.
4. Assign print and broadcast monitors to review all media reports for accuracy.
5. Maintain a chronological record of disaster-related events.
6. Supervise the media center, if used.
7. Coordinate visitor control at the disaster site.
8. Coordinate rumor control activities.

B. Local news and media organizations should:

1. Store advance emergency packets for release, upon request by the public information officer.
2. Cooperate in covering public education programs.
3. Make materials available for the visually impaired and non-English speaking groups.
4. Verify all field reports of the emergency.
5. Train staff on the Emergency Broadcast System (EBS)

V. DIRECTION AND CONTROL

The local or county EOC shall be the central location for the direction and control of the Emergency Public Information System. The PIO, city manager, EMC/DEMC or their designees shall coordinate media releases with outside entities to ensure timely and accurate information to the public. All official media/press statements will be provided to radio/television/press from a designated press information center or the EOC. The Whitewater Municipal Building Community Room may be used by the PIO for the purpose of making specific press statements related to the emergency or a suitable similar location may be substituted as dictated by the emergency.

VI. LINE OF SUCCESSION

The line of succession for the Public Information Officer shall be:

A. City of Whitewater PIO
B. City manager
C. Police/fire chief or designee
D. Emergency management coordinator
E. Deputy emergency management coordinator

VII. PROCEDURE

A. Pre-Emergency Operations Checklist

1. Appoint a public information coordinator/officer.
2. Develop a hazard awareness program.
3. Develop ongoing relationships with all local media.
4. Designate a media room in the city municipal building.
5. Conduct public education programs.
6. Prepare emergency information packets for release during emergencies.
7. Distribute pertinent materials to the local media.
8. Develop an Emergency Alert System (EAS) and exercise is regularly.
9. Develop a listing of media outlets to be contacted in the event of emergency
10. Obtain a guide to the Wisconsin Freedom of Information Act to be included in the media packets.

B. Response Operations Checklist

1. Activate the Emergency Broadcast System (EBS)
2. Distribute press releases and emergency information packets.
3. Coordinate rumor control.
4. Schedule news conferences.

C. Recovery Operations Checklist

1. Continue emergency public information programs.
2. Assess effectiveness of information and education programs.
3. Compile a chronological record of events.

ANNEX H
PUBLIC HEALTH

I. STATEMENT OF PURPOSE

A serious emergency or disaster greatly alters the environment of the city. Depending on the impact of the disaster, extra measures to ensure public health may be required. These measures may include disease control, sanitation, rodent control and special needs for mental health. The purpose of this annex is to define the roles of various agencies to ensure the coordinated provision of environmental, mental and physical health.

II. SITUATIONS AND ASSUMPTIONS

All emergencies and disasters place extraordinary strains on all levels of government. The demand for governmental services expands, while the ability to provide those services diminishes. The skill, equipment and facilities of the Walworth County Department of Public Health can become a much needed resource to provide for the health and welfare of the city's population.

In the event of a disaster or emergency, the Walworth County Department of Health will coordinate its efforts with other agencies under the direction of the local EOC to ensure utilization of services available. In a mass casualty incident, the public information officer and the on-site medical officers will coordinate with area hospitals and other agencies.

III. CONCEPT OF OPERATIONS

The city manager shall retain overall command of disaster response and recovery operations within the city of Whitewater. The Walworth County Department of Public Health is responsible for ensuring quality health for Walworth County residents. Following the impact of a major disaster or emergency, the priority of the health system is the prevention/control of disease and nuisance conditions, which would be the responsibility of the health department. The Walworth County Coroner would be responsible for removal, identification and burial of the dead. Throughout the emergency or disaster, the coordination of various Walworth County agencies may be required.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Walworth County Department of Public Health will be responsible for ensuring the environmental and public health for Walworth County. Those responsibilities include:

A. Ensure an adequate water supply.
B. Prevention of contamination.
C. Proper processing and disposal of sewage.
D. Provide adequate environmental health.

E. Coordinate with the animal control office to ensure that loose animals are contained and controlled.

V. DIRECTION AND CONTROL

The EOC will be the central point for direction and control. The EOC will be staffed at all times by a representative from the Walworth County Department of Public Health. Representatives from that department will coordinate all public health related activities with the command post or EOC.

VI. PROCEDURE

A. Pre-Emergency Operations Checklist

1. Community assessment of hazard/vulnerability analysis to identify likely disaster scenarios
2. Provide specialized training in disaster operations for EMS personnel, first responders, and local hospitals
3. Provide first aid training to the general public
4. Storage of medical supplies and equipment
5. Maintenance of medications and other supplies
6. Emergency plans for mutual aid response of EMS agencies outside of the jurisdiction
7. Emergency plans for hospital and pre-hospital EMS treatment and transfer of patients.
8. Emergency plans for temporary morgues for the deceased
9. Maintain an up-to-date personnel roster and resources phone listing

B. Response Operations Checklist

1. Provide public information programs dealing with individual and community first aid
2. Initiate triage, treatment and transportation activities; command post field setup
3. Provide staging areas for mutual aid forces
4. In-hospital triage and treatment activities
5. Notify appropriate state and federal agencies as needed
6. Provide crowd and traffic control at the perimeter of the disaster
7. Provide resources to support EMS operations
8. Provide activities for handling the deceased and transporting uninjured or slightly injured people
9. Assist in the activation of temporary morgues
10. Processing of data/reports as needed
11. Provide for the activation of ministerial services

C. Recovery Operations Checklist

1. Continued response and treatment activities as needed
2. Compilation of reports for state and federal agencies

3. Compilation of reports for critique and review
4. Replenish supplies of health and medical services response agencies

ANNEX I
PUBLIC WORKS

I. STATEMENT OF PURPOSE

In times of a major emergency or disaster, there is a great need for the services provided by the City of Whitewater Public Works Departments. Tasks such as opening closed roads, emergency road repair, debris removal, establishing detours, barricades and equipment are often overlooked by government officials. The purpose of this annex is to insure a coordinated disaster response through the identification of those agencies responsible for providing support services to the public works departments during a major emergency/disaster and to assign specific functions to those agencies.

II. SITUATION AND ASSUMPTION

The City of Whitewater Streets Department is responsible for city roads. During an emergency, the city streets department may be called upon to assist on state or city highways during times of a major emergency/disaster situation, a strain upon public works department resources (manpower and equipment) could require the use of private contractors to sustain needed operations.

III. CONCEPT OF OPERATIONS

The city manager is responsible for overall command of disaster response and recovery operations within the city of Whitewater. The city public works departments are responsible for the day-to-day maintenance of the city public works system and the removal of debris on and along that system. During disaster situations, the public works departments may also provide manpower, equipment, barricades and other traffic control devices.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The responsibility for the operation of the City of Whitewater Public Works Departments is with the public works superintendants. The city public works departments provide road maintenance services through the use of its internal resources.

A. The City of Whitewater Streets Department

1. Coordinates emergency public works activities.
2. Develops mutual aid agreements.
3. Develops resource lists including private resources,
4. Updates the public works annex as needed.
5. Repairs roads and bridges.
6. Maintains storm sewers.
7. Conducts debris removal operations.
8. Performs detailed damage assessment.
9. Assists in decontamination operations.
10. Provides equipment as needed.

11. Stores and provides fuel for emergency vehicles.

B. The City of Whitewater Water and Sewer Departments

1. Maintains water pressure.
2. Provides potable water.
3. Maintains sewer systems.
4. Provides temporary sanitary facilities.
5. Coordinates with the contracted health department on water testing.
6. Decontaminates water system.
7. Assesses damages to municipal facilities.

V. DIRECTION AND CONTROL

The City of Whitewater EOC may function from the command post and shall be the primary direction and control facility for operations during a major emergency/disaster. The superintendants of public works will function from the EOC and direct all public works department operations from that facility. Public works department crews working in the field will coordinate their operations through the public works department representatives at the EOC.

VI. PROCEDURE

A. Pre-Emergency Operations Checklist

1. Identify private sources of heavy equipment that could be used for debris removal in an emergency. If possible, have the contractor sign an agreement indicating that during times of emergency, they will not charge more than normal rental rates. Forward this information to the EMC for inclusion in the master resource listing.
2. Periodically check any specialty equipment, such as chain saws, that are not used on a regular basis to insure their operational readiness.
3. Coordinate pre-planning with other agencies to ensure effective operational plans to deal with specific hazards, i.e. hazardous materials diking and run-off procedures.
4. Provide training to department personnel in other functions to which they might be assigned (traffic/crowd control, first aid, etc.) during time of emergency.
5. Maintain personnel and equipment lists and resource telephone numbers.

B. Response Operations Checklist

1. Following the determination that a major emergency or disaster has occurred, the emergency management coordinator or deputy emergency management coordinator will ensure the notification of the public works director or their alternate.
2. The public works superintendants will ensure the notification of the remainder of their departments.
3. The public works superintendants will report to the EOC for a briefing on the extent of the situation.

4. Public works personnel will respond, as requested, to open any blocked routes needed for ingress or egress from the impacted area.
5. Following the completion of their primary mission, public works department personnel will be available to assist other departments by providing support personnel. This assistance might include: traffic control, placement, participation in damage assessment survey teams, etc.
6. If resources are exhausted, activate private contractor equipment listed in the master resource listing.
7. If necessary, the public works departments should request mutual aid assistance from the Walworth County Highway Department or other public works departments not affected by the disaster.

C. **Recovery Operations Checklist**

1. As soon as possible, following the conclusion of emergency operations, begin repairs to essential government facilities. Keep itemized records of all repair costs for inclusion into disaster records for possible reimbursement.
2. Support any decontamination operations under the direction of the EMC/DEMC.
3. Compile complete reports for inclusion into the official disaster record and later critique.

ANNEX J
SHELTER OPERATIONS

I. STATEMENT OF PURPOSE

Due to the possibility that many of the residents of the city of Whitewater could be left homeless in the aftermath of a disaster, it is necessary to establish a community-wide shelter plan. The purpose of this plan is to provide maximum protection for as many residents as possible from the effects of any hazard.

II. SITUATION AND ASSUMPTION

The population of Whitewater is vulnerable to the effects of various disaster agents, both natural and technical. Both mass housing congregate lodging facilities and radiation protection shelters must be identified to provide protection to community residents. The residential population of Whitewater is close to 15,000. Community shelter plans must, if possible and appropriate, provide for the protection of each one of these people. In the event of a natural disaster, congregate lodging facilities have been identified.

In the event of any imminent disaster, spontaneous evacuation of community residents would lessen the demand on community provided shelters. Studies of previous disasters have shown that approximately 50% to 60% of the effected population temporarily relocates with nearby family, friends or neighbors. This trend will also decrease the demand on community provided shelters.

III. CONCEPT OF OPERATIONS

The Whitewater Office of Emergency Management has been identified as the lead agency responsible for the development and operation of a community shelter system. Through a working agreement with the American Red Cross, the city of Whitewater and the Red Cross share the responsibility of providing shelter operations. It should be clearly understood that in time of a natural or technological disaster, the Red Cross will be responsible for the operation of the congregate lodging system. Following the guidance provided by FEMA, Whitewater has adopted the “shelter system officer” concept. This concept provides for the designation of one qualified shelter manager to the position of shelter system officer (SSO). This officer would be totally responsible, under the direction of the emergency management coordinator or deputy emergency management coordinator for the development and operation of the city’s shelter system. The SSO is responsible for the shelter identification, community shelter planning, training of shelter managers and staff and coordination with Red Cross and other community groups who could assist in shelter operations. In times of shelter operation, the SSO will operate either from an operating shelter or the city’s EOC.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The shelter system for the city of Whitewater is operated under the authority of the city government as authorized by the Civil Defense Act of 1950 as amended. Whitewater Office of Emergency Management is designated as the “lead agency” for this program. The city of

Whitewater, through mutual agreement with the American Red Cross, shares the responsibility for developing and operating the city's shelter system. During non-war related disasters, the Red Cross will have the primary responsibility for operating the system. However, in the event of a war-related disaster, the emergency management office would assume primary responsibility. In all cases, mutual cooperation and coordination will exist between the Red Cross and the city of Whitewater. The city shelter system shall be headed by a SSO who is appointed by, and responsible to the emergency management coordinator or the deputy emergency management coordinator. The SSO shall perform the duties outlined in the concept of operations above.

Each shelter in the system shall be staffed by at least one shelter manager. The shelter manager shall be responsible for the overall operation of a single shelter. The shelter manager shall be responsible to the SSO and shall report to that officer during any shelter operation.

The EMC/DEMC, or designee, shall provide direction to the SSO from the EOC. The SSO shall have delegate authority to supervise the overall operation of the city's shelter system. The SSO shall serve as a buffer between any operating shelter and the EMC/DEMC to ensure that problems are handled on the lowest operational level possible. The shelter manager serves as an extension of local government within the shelter, supervising shelter operations and working to ensure that the primary goal of shelter operations (management) is achieved. That goal is to return to a post-disaster environment as many people as possible who are both physically and psychologically capable of engaging in recovery operations. The shelter manager shall report directly to the SSO for the overall shelter operations.

V. PROCEDURE

A. Pre-Emergency Operations Checklist

1. Designate an individual to serve as SSO
2. Train SSO
3. Establish mutual aid agreement with Red Cross and ensure cooperation in the development of a community shelter plan
4. Determine which shelters listed are available for congregate lodging or radiation protection in the event of an emergency
5. Survey sites identified in the listing to determine availability, suitability and safety
6. Incorporate additional shelters in the shelter inventory
7. Develop public information program in cooperation with the city PIO to make local residents aware of the location and availability of shelters
8. Annually review and update shelter resource lists
9. Designate at least one shelter manager for each of the shelters that have been identified. This plan should include provisions for a condensed training program for use in the event that increased readiness condition is announced in anticipation of an international crisis.
10. Prepare shelter manager kits for each shelter. Included shall be: resident registration forms, manual, operational logs, daily reports, pens and pencils, telephone book, etc.
11. Stockpile shelter supplies

12. Maintain a personnel roster along with an updated listing of shelter locations and accommodations

B. **Response Operations Checklist**

1. Following the determination that a situation exists that requires activation of the shelter system; the EMC/DEMC shall notify Walworth County Emergency Management and the Red Cross.
2. The SSO will recommend activation of a particular shelter based on the following: hazard/vulnerability considerations, location in proximity to the disaster site and accessibility to evacuation routes or staging areas and anticipated shelter load.
3. Activate shelter managers for each shelter to be opened
4. Physically mark shelter (if not already completed) to make it readily identifiable
5. Distribute shelter manager kits and other stockpiled supplies
6. Provide information through the PIO to the general public announcing shelter location/s
7. Following activation of a shelter, notify the EOC that the shelter is open and available to receive residents
8. Register each resident upon entrance, using standard shelter registration form
9. Keep the EOC updated daily of shelter operations throughout the disaster using a daily report form
10. Maintain accurate records of all events that occur using the log
11. Coordinate with the EOC to obtain the latest radiological update information, if appropriate
12. Keep residents advised of the current situation outside of the shelter and in their community

C. **Recovery Operations Checklist**

1. Provide residents with periodic briefings to ensure their knowledge of conditions outside of the shelter and in the community.
2. Upon notification of the pending return of shelter population, coordinate with the EOC to ensure adequate transportation is available to return shelterees to their homes or other temporary living facilities.
3. Clean and return shelter to its pre-emergency condition.
4. Forward all records and reports to the SSO.

ANNEX K
RESOURCE MANAGEMENT

I. STATEMENT OF PURPOSE

The purpose of this annex is to provide the identification, coordination, and rapid deployment of critical resources in order to insure an effective response to a disaster situation.

II. SITUATION AND ASSUMPTION

This annex is designed to provide for the identification of resources available to the city of Whitewater during disaster situations. It outlines the procedures for requesting assistance and resources from all sources during a disaster situation. A resource inventory includes the resources required to meet the anticipated needs of local government in time of disaster.

It is the responsibility of local government to protect the lives and property of its citizens during emergencies and disasters. One of the most critical functions in disaster response is the rapid mobilization and deployment of resources to meet the immediate life-safety needs of the jurisdiction.

III. CONCEPT OF OPERATIONS

In order to insure the proper coordination required to effectively utilize scarce resources, the City of Whitewater Emergency Management Coordinator and/or the Deputy Emergency Management Coordinator shall serve as the city resource manager. Among the actions to be taken are:

A. Commit all available resources necessary to protect lives and property and to relieve suffering and hardship.
B. Maintain lists of resources available to local government during an emergency.
C. Maintain records of all resources expended during an emergency, such as personnel, equipment and supplies.
D. When local resources have been expended, the City of Whitewater EMC/DEMC will request assistance from Walworth County EMC and the Wisconsin Emergency Management Office through the regional director.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The City of Whitewater Emergency Management Coordinator and/or Deputy Emergency Management Coordinator will:

1. Identify needed resources
2. Locate available resources within the city including all sources both public and private
3. Coordinate all resource requests from the EOC or mobile command post
4. Request county, state or federal resources.
5. Establish and supervise equipment and personnel staging areas.
6. Maintain records of equipment and personnel utilization.

7. Insure maximum effective utilization of scarce or specialized resources.

B. All city departments will:

1. Develop and maintain personnel rosters of all department personnel
2. Develop and maintain rosters of all departmental equipment and supplies
3. Forward lists of personnel and equipment to the EMC/DEMC for inclusion in the resource manual

V. DIRECTION AND CONTROL

The city manager will retain command of all city disaster response activities. The city EMC and/or DEMC, under the direction of the city manager shall serve as the city resource manager. All requests for resource support during times of emergency/disaster must be coordinated through the city EOC or mobile command post. All requests for resource support to the city from the state or federal levels will be coordinated through the Walworth County and Wisconsin Emergency Management offices.

VI. PROCEDURE

A. **Pre-Emergency Operations Checklist**

1. Analyze resource requirements
2. Identify resources
3. Plan and train personnel for maximum use of available resources
4. Designate agencies responsible for providing resource management support
5. Develop a public information and education program
6. Draft letters of understanding with private sector organizations and mutual aid agreements with neighboring jurisdictions
7. Identify needed emergency resources and their sources
8. Prepare and update list of resources
9. Develop resources management standard operating procedures (SOPs)
10. Coordinate resources with other agencies and volunteers in order to maintain adequate services. Notify mutual aid jurisdictions and private-sector organizations about possible need for assistance.
11. Maintain a personnel roster and listings of vehicles and equipment with telephone numbers

B. **Response Operations Checklist**

1. Activate resources management section of the EOC
2. Establish priorities and allocate resources
3. Coordinate delivery of resources to response teams and disaster victims
4. Identify resource distribution centers
5. Coordinate local efforts with other agencies
6. Make lists available to response agencies that identify sources of materials, equipment, personnel, and other resources during emergencies

7. Record service and resources rendered during emergencies

C. **Recovery Operations Checklist**

1. Assess recovery needs
2. Estimate costs of providing services
3. Assess impact of emergency on available resources and identify repair, maintenance, and replenishment needs
4. Assess damage to resource management facilities
5. Coordinate resource management
6. Maintain appropriate records
7. Disseminate public information about resource availability and communicate this to disaster victims

ANNEX L
FINANCE

I. STATEMENT OF PURPOSE

The finance department is responsible for financial management during emergencies and disasters. The purpose of this annex is to safeguard the financial integrity of the city to ensure that the various departments can purchase the supplies and services that they need and to properly track those expenditures for possible federal reimbursement.

II. SITUATIONS AND ASSUMPTIONS

In the event of an emergency or disaster, various city departments will need to purchase supplies and services quickly, possibly in large dollar amounts. During an emergency or disaster, the city may have to bypass the normal competitive bidding process.

III. CONCEPT OF OPERATION

Following the onset of a major emergency or disaster, the tracking of financial and personnel costs are essential. The local declaration of emergency or disaster allows the community to make expenditures necessary to respond to and recover from the effects of the disaster, bypassing the normal competitive bidding process. The finance director is responsible for ensuring that adequate funding is available for the community's response and recovery efforts. The finance director should immediately establish a budget line item for disaster related expenditures and personnel costs. Funding for emergency/disaster related expenses is based on the following policies:

A. The city of Whitewater purchases supplies and services in an emergency/disaster situation by way of most convenient and nearest location to the city, to allow the supplies to be more readily available to the community.

B. Tracking of expenditures should begin as soon as possible. These expenses must be tracked based on the following categories:

   1. EMERGENCY WORK
      a. CATEGORY A - Debris Removal - Includes the removal of debris and wreckage from public and private property, demolition of unsafe structures, clean out of foreign material and reservoirs, along with catch basins and drainage channels
      b. CATEGORY B - Emergency Protective Measures - Includes search and rescue, security force deployment, flood fighting activities and sheltering costs

   2. PERMANENT WORK

a. CATEGORY C - Road Systems - Includes restoration of damaged road and bridge systems, culverts and traffic control systems
b. CATEGORY D - Water Control Facilities - Includes restoration of damaged dikes, dams, levees, drainage channels and similar facilities
c. CATEGORY E - Buildings and Equipment - Includes restoration of damaged buildings, building contents and equipment
d. CATEGORY F - Utility Systems - Includes water, sanitary and storm sewer and electric lines
e. CATEGORY G - Other (recreational facilities) - Includes restoration of recreational facilities and other types of damaged facilities that do not fit into other categories

Tracking of expenditures, based on the preceding categories, is required by FEMA in the event that the incident is large enough to warrant a federal disaster declaration. Sample forms for reporting disaster related expenditures are provided to the finance director for use.

IV. ORGANIZATION AND RESPONSIBILITY

The finance director and his/her designee will be responsible for all finances in the event of emergency/disaster.

V. PROCEDURE

A. Priority Action Checklist

1. **PRIMARY PRIORITIES - INITIATE IMMEDIATELY** - Within the first two (2) hours of a disasters impact, the city of Whitewater will take the following actions to include, but not limited to the following:

   a. Respond to the EOC for a briefing of the event.
   b. Advise; remind department heads on procedures and policies for purchasing/funding of supplies.
   c. Begin tracking expenditures and personnel costs; update the crisis management team members of same.

2. **SECONDARY PRIORITIES** - Within the first eight (8) hours of a disasters impact, the city of Whitewater will take the following actions to include, but not limited to the following:

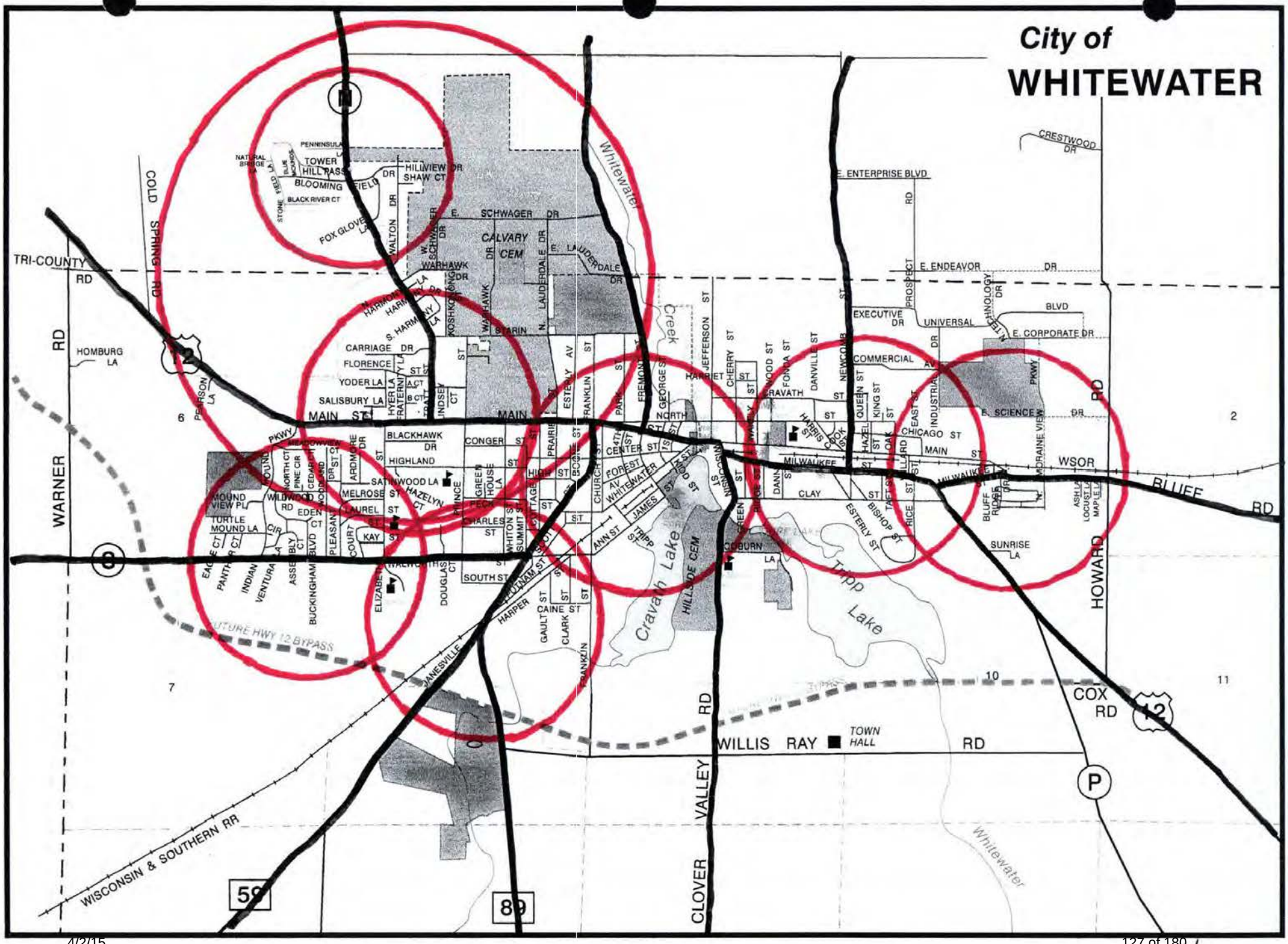
   a. Ensure that adequate funding is available to support response/recovery efforts.
   b. Establish budget accounts for labor, materials, and equipment costs and track these expenditures on the appropriate forms.
   c. Update crisis management teams members if county/state/federal assistance will be required if the city cannot fund the disaster recovery objectives.

3. **CONTINUING PRIORITIES** - The city of Whitewater will take the following actions until the conclusion of the disaster impact to include, but not limited to the following:

a. Working with the county/state/federal authorities to properly file all necessary applications for federal disaster assistance (if appropriate).
b. Provide documentation to the crisis management team members on the financial expenditures that occurred as a result of the disaster.
c. If the disaster/emergency lasts longer than eight (8) hours, establish a relief schedule for finance personnel.

GLOSSARY OF TERMS

ALS	*Advanced Life Support*
BLS	*Basic Life Support*
CISD	*Critical Incident Stress Debriefing*
CMS	*Central Management Services*
CMT	*Crisis Management Team*
COML	*Communications Unit Leader*
DEMC	*Deputy Emergency Management Coordinator*
DHS	*Department of Health and Human Services*
DMORT	*Disaster Mortuary Services Team*
DOD	*Department of Defense*
DRC	*Disaster Relief Center*
EAS	*Emergency Alert System*
EBS	*Emergency Broadcast System*
EMC	*Emergency Management Coordinator*
EMS	*Emergency Medical Services*
EMT	*Emergency Medical Technician*
EOC	*Emergency Operations Center*
EPA	*Environmental Protection Agency*
EPIS	*Emergency Public Information System*
ETA	*Estimated Time of Arrival*
FBI	*Federal Bureau of Investigation*
FCO	*Federal Coordinating Officer*
FCP	*Forward Command Post*
FEMA	*Federal Emergency Management Agency*
ILS	*Intermediate Technician Level Service*
JIC	*Joint Information Center*
MABAS	*Mutual Aid Box Alarm System*
MBS	*Media Briefing Center*
NIMS	*National Incident Management System*
NWS	*National Weather Service*
PDA	*Preliminary Damage Assessment*
PIO	*Public Information Officer*
SSO	*Shelter System Officer*
WISDOT	*Wisconsin Department of Transportation*


City of
WHITEWATER
TRI-COUNTY RD
COLD SPRING RD
WARNER RD
HOMBURG LA
PENNINSULA LA
TOWER HILL PASS
BLOOMING FIELD DR
BLACK RIVER CT
FOX GLOVE LA
HILLVIEW DR
SHAW CT
E. SCHWAGER DR
CALVARY CEM
E. LAUDERDALE DR
WARHAWK DR
CARRIAGE DR
FLORENCE ST
YODER LA
SALISBURY LA
MAIN ST
BLACKHAWK DR
HIGHLAND
SATINWOOD LA
MELROSE ST
LAUREL ST
MOUND VIEW PL
TURTLE MOUND LA
EDEN CT
KAY ST
CONGER ST
CHARLES ST
SOUTH ST
HARPER
CAINE ST
GAULT ST
CLARK ST
FRANKLIN
Whitewater
Cravath Lake
HILLSIDE CEM
Tripp Lake
COBURN LA
NORTH ST
CENTER ST
FOREST AV
WHITEWATER
JAMES ST
ANN ST
TRIPP ST
CLAY ST
MILWAUKEE ST
CHICAGO ST
E. ENTERPRISE BLVD
CRESTWOOD DR
E. ENDEAVOR DR
EXECUTIVE DR
UNIVERSAL BLVD
E. CORPORATE DR
COMMERCIAL AV
E. SCIENCE DR
WSOR
BLUFF RD
SUNRISE LA
HOWARD RD
COX RD
WILLIS RAY RD
TOWN HALL
CLOVER VALLEY RD
FUTURE HWY 12 BYPASS
JANESVILLE
WISCONSIN & SOUTHERN RR
59
89
12
P
6
7
10
11
2

4/02

Current Schedule-Reported Values

Department	Vehicle	VehicleID	VIN	GarageLoc		CostNew	CPI	CPI Values	Rep Value
Whitewater									
Ambulance									
	1997 MEDTEC Anbulance	1282	1FDLE40FXVHA42061	Fire		$87,650	0.6728	$130,276	$65,000
	2001 FORD Ambulance	1280	1FDXE45F81HA70039	Fire		$93,452	0.7422	$125,912	$75,000
	2005 FORD Ambulance-Medtec	1281	1FDXE45P85HB01336	Fire		$107,908	0.8186	$131,820	$85,000
	2009 MEDTEC Ambulance	1283	1FDXE45P99DA77979	Fire		$132,654	0.8993	$147,508	$100,000
	Average Age	*2003*			*Sum*	*$421,664*		*$535,517*	*$325,000*
Bldg & Grounds									
	1999 CHEVROLET S-10 Pickup	31	1GCCS1444XK183461	Bldg		$6,500	0.6983	$6,500	$6,500
	2005 CHEVROLET Express G250	32	1GCGG25VX51193768	Bldg		$0	0.8186	$0	$16,740
	Average Age	*2002*			*Sum*	*$6,500*		*$6,500*	*$23,240*
Cable TV									
	1990 FORD Cable Mobile	CABLE	1FDKE30M4LHB77442	Cable		$61,933	0.5477	$113,078	$100,000
	Average Age	*1990*			*Sum*	*$61,933*		*$113,078*	*$100,000*
DPW-Administration									
	1998 CHEVROLET Astro Van	42	1GNE119WXWB140944	DPW		$22,000	0.6833	$22,000	$22,000
	Average Age	*1998*			*Sum*	*$22,000*		*$22,000*	*$22,000*
DPW-Streets									
	1980 GMC Cab/Chassis	15	T17DBAV597915	DPW		$11,900	0.3454	$34,453	$34,453
	1982 IHC CC Dump	6	1HTAA19EDCHA224378	DPW		$31,943	0.4046	$78,950	$78,950
	1984 CHEVROLET Pickup US Gov	ST	1GCGD34J2EF357918	DPW		$0	0.4354	$0	$7,000
	1985 CHEVROLET 1 ton truck	14	1GBHC34M2FJ167086	DPW		$12,116	0.4509	$26,871	$26,871
	1985 CHEVROLET Pickup US Gov	ST	1GCGD34J9EF373128	DPW		$0	0.4509	$0	$7,000
	1987 CHEVROLET Pickup US Gov	ST	1GCGV24J6HJ170268	DPW		$0	0.4764	$0	$8,000
	1987 FORD Dump Truck	5	1FDPT84A1HVA41531	DPW		$41,386	0.4764	$86,872	$86,872
	1987 FORD Equipment Truck	ST	1FDWF82K6HVA10887	DPW		$22,992	0.4764	$48,262	$48,262
	1988 CHEVROLET 1/2 Pickup	33	2GCEC14H5J1257826	DPW		$10,066	0.4958	$20,303	$20,303
	1990 IHC Dump-Plow	4	1HTSDTVPILH233446	DPW		$50,508	0.5477	$92,218	$92,218
	1991 CHEVROLET 1 ton Dump	9	1GBHC34K5ME194447	DPW		$13,149	0.5710	$23,028	$23,028
	1993 CHEVROLET Plow-wing	3	1GBP7H1JXF102267	DPW		$52,370	0.6055	$86,491	$86,491
	1993 FORD F350 4x4	20	1FDHF38G4PNA85602	DPW		$21,797	0.6055	$35,998	$35,998
	1995 HURST Trailer	ST	1H9T3162DS10573455	DPW		$1,695	0.6388	$2,653	$2,653

Current Schedule-Reported Values

Department	Vehicle	VehicleID	VIN	GarageLoc	CostNew	CPI	CPI Values	Rep Value
	1995 CHEVROLET 3500 US Gov	ST	1GBHC34F8SE161698	DPW	$0	0.6388	$0	$11,000
	1996 CHEVROLET 1 Ton	7	1GBHK34R7TZ110765	DPW	$25,054	0.6576	$25,054	$25,054
	1996 DODGE 1/2 Trk w/plow	18	1B7HF16Z3TS588515	DPW	$20,898	0.6576	$31,779	$31,779
	1998 MACK 10 TON-DUMP		1M2AD62C2WW006564	DPW-COMPLEX	$75,000	0.6833	$109,761	$75,000
	1998 INTERNATIONAL Plow Truck	1	1HTSDAAR3WH560141	DPW	$65,685	0.6833	$96,129	$96,129
	1999 CHEVROLET S-10 Pickup	ST	1GCCS1442XK219003	DPW	$5,500	0.6983	$5,600	$5,500
	2000 FORD 4x4	34	1FTNF21L0YEB10912	DPW	$21,500	0.7218	$29,787	$24,300
	2001 INTERNATIONAL Plow Truck/wi	2	1HTSDAAR91H365805	DPW	$76,025	0.7422	$102,432	$102,432
	2002 FORD F250	37	1FTNF20L02EA91366	DPW	$19,550	0.7540	$25,928	$25,928
	2003 INTERNATIONAL Plow Truck/Wi	ST	1HTWDAAR93J069630	DPW	$88,725	0.7712	$115,048	$115,048
	2006 CHEVROLET K1500-4 Door	ST	1GCEK192862238982	DPW	$21,800	0.8451	$21,800	$21,800
	2007 INTERNATIONAL Plow Truck/wi	ST	1HTWDAARX7J527620	DPW	$106,504	0.8692	$122,531	$122,531
	2007 INTERNATIONAL AA600, 4300 4x	ST	1HTMMAAN47H359551	DPW	$49,000	0.8692	$56,374	$49,000
	2008 GMC 4x4 Truck	DPW	1GTEK14JX8E112554	DPW	$19,780	0.9025	$21,917	$21,917
	Average Age 1994			*Sum*	*$864,943*		*$1,300,139*	*$1,285,517*
Fire								
	1969 CHEVROLET Brush Truck	1240	KB249J853090	FIRE-Rural	$5,000	0.1537	$32,531	$15,000
	1990 GRUMMAN Aerial/Platform	1250	1G9ACHDT7LR088050	Fire-City	$454,393	0.5477	$829,638	$800,000
	1996 HME Pumper	1220	44KFT4281TWZ18220	FIRE-City	$247,000	0.6576	$375,608	$250,000
	1996 HME Pumper	1223	442FT4285TWZ18219	FIRE-Rural	$247,000	0.6576	$375,608	$250,000
	2000 HME Tanker	1232	44KFT6489YWZ19194	Rural	$275,000	0.7218	$380,992	$200,000
	2003 FORD Crown Victoria	1275-FIRE C	2FAFP71W23X176321	FIRE	$20,144	0.7712	$20,144	$5,000
	2004 FORD Crown Victoria	FIRE	2FAFP71W34X100740	Fire Dept.	$20,395	0.7918	$20,395	$20,395
	2004 HME Equipment Truck	1260	44KFT42854WZ20358	FIRE	$248,000	0.7918	$313,210	$275,000
	2004 HME Tanker	1230	44KFT64894WZ20470	FIRE-RURAL	$248,000	0.7918	$313,210	$230,000
	2005 FORD Crown Victoria	FIRE	2FAFP71WX5X115382	Fire Dept.	$20,402	0.8186	$20,402	$4,000
	2006 FORD F25 Crew Cab	1270	1FTSW21P76EC2201	Rural	$32,020	0.8451	$32,020	$33,000
	2009 ROYAL Cargo Trailer	1273	5LABE26239M102130	Fire	$16,000	0.8993	$17,792	$15,500
	2010 HME Pumper	1221	44KFT4284AWZ21996	City	$530,000	0.9141	$579,805	$800,000
	2010 HME Equipment-Crash	1271	44KFT4281AWZ21860	City	$435,417	0.9141	$476,334	$550,000
	2012 FORD F550 Super Convention	1240	1FDUF5HY8CEA66564	Fire	$30,965	0.9625	$32,192	$150,000
	Average Age 2001			*Sum*	*$2,829,756*		*$3,819,883*	*$3,397,895*
Other								

Current Schedule-Reported Values

Department	Vehicle	VehicleID	VIN	GarageLoc	CostNew	CPI	CPI Values	Rep Value
	2006 ELDORADO AeroTech	Senior	1FDXE45S35HB39092	Other	$46,409	0.8451	$54,915	$54,915
	Average Age 2006			*Sum*	*$46,409*		*$54,915*	*$54,915*
Parks & Rec								
	1984 GMC 3/4 Pickup	36	1GTGK24MXEJ514943	Parks	$13,220	0.4354	$13,220	$13,220
	1985 CHEVROLET 3/4 Pickup	35	1GCEC14H6FJ165380	Parks	$9,500	0.4509	$9,500	$9,500
	1989 CHILTON Trailer		14DBE1227KC000192	Parks	$1,000	0.5196	$1,925	$1,500
	Average Age 1986			*Sum*	*$23,720*		*$24,645*	*$24,220*
Police								
	2002 FORD F-150	To Be Aucti	2FTRF172X2CA47843	PD	$4,500	0.7540	$4,500	$4,500
	2002 FORD MUSTANG	PD-UC-MUS	1FAFP404X2F102332	PD	$4,500	0.7540	$4,500	$4,500
	2002 GMC Envoy	PD-UC-SUV	1GKDT13S722214393	PD	$4,687	0.7540	$4,687	$4,687
	2004 FORD Crown Victoria	PD102 Staff	2FAFP71W54X100741	Police Dept.	$20,395	0.7918	$20,395	$20,395
	2005 PONTIAC GT	PD-UC-Vehl	1G2ZH548154149678	PD	$4,000	0.8186	$4,000	$4,000
	2006 FORD Crown Victoria	PD 28 Chief	2FAFP71W86X136670	Police Dept.	$20,852	0.8451	$20,852	$20,852
	2009 FORD Crown Victoria	PD25 Squa	2FAHP71V59X100794	Police Dept.	$21,940	0.8993	$21,940	$21,940
	2010 FORD Crown Victoria	CSO Vehicle	2FABP7BV9AX128073	Police Dept.	$21,923	0.9141	$23,983	$23,983
	2011 CHEVROLET Impala	PD 22	2G1WA5EK6B111099	WPD	$14,850	0.9429	$15,749	$15,749
	2011 FORD Crown Victoria	PD Squad	2FABP7BV5BX145258	Police Dept.	$22,203	0.9429	$23,548	$23,548
	2013 FORD Police Interceptor	PD 26 Squa	1FAHP2M86DG110421	pd	$28,613	1.0000	$28,613	$28,613
	2013 FORD TAURUS-INTERCEPTOR	PD 25-Squa	1FAHP2M82DG212749	POLICE DEPT-CITY HALL	$24,880	1.0000	$24,880	$28,613
	2013 FORD Police Interceptor	PD 27 Squa	1FAHP2M88DG110422	PD	$28,613	1.0000	$28,613	$28,613
	2014 FORD POLICE INTERCEPT UTIL	SUV	IFM5K8AROEGC37822	CITY HALL	$32,395	1.0000	$32,396	$35,000
	2014 FORD TAURUS	K9	1FAHP2MK0EG182518	MUNICIPAL BLDG	$23,000	1.0000	$23,000	$29,000
	Average Age 2009			*Sum*	*$277,351*		*$281,655*	*$293,993*
Pool								
	2001 FORD Crown Victoria	104	2FAFP71WX1X15367	Pool	$21,700	0.7422	$21,700	$21,700
	Average Age 2001			*Sum*	*$21,700*		*$21,700*	*$21,700*
Storm Sewer								
	1991 PERFOR. Trailer(chipper)	46	4724	Storm	$13,257	0.5710	$23,217	$23,217
	Average Age 1991			*Sum*	*$13,257*		*$23,217*	*$23,217*
Streets								
	2007 FORD Crown Victoria	fleet squad	2FAFP71W97X160333	City Garage	$20,912	0.8692	$24,059	$24,059

Current Schedule-Reported Values

Department	Vehicle	VehicleID	VIN	GarageLoc	CostNew	CPI	CPI Values	Rep Value
	2013 INTERNATIONAL 7400		1HTWDAZRXDJ351118	CITY GARAGE	$150,000	1.0000	$150,000	$150,000
	Average Age	*2010*		*Sum*	*$170,912*		*$174,059*	*$174,059*
Streets Garage								
	2009 FORD Crown Victoria	fleet car	2FAHP71V39X100793	City garage	$21,940	0.8993	$21,940	$21,940
	Average Age	*2009*		*Sum*	*$21,940*		*$21,940*	*$21,940*
Taxi Van								
	2014 DODGE Grand Caravan SE	Ride Share-	2C7WDGBOER319668	PUBLIC WORKS GARAG	$31,664	1.0000	$31,664	$31,664
	Average Age	*2014*		*Sum*	*$31,664*		*$31,664*	*$31,664*
Wastewater								
	1974 HEIL Tanker		926421	Wastewater	$18,400	0.2067	$89,018	$89,018
	1980 AUTOCAR Tanker	25	90PFFI038697	Wastewater	$72,580	0.3454	$210,133	$210,133
	1995 HURST Trailer	SEWER	1GH9T31622S1057101	Wastewater	$1,900	0.6388	$2,974	$2,974
	1999 FORD Super Duty	26	1FDXF47SXXEA93646	Wastewater	$40,000	0.6983	$57,282	$57,282
	2003 FORD Crown Victoria	SEWER	2FAFP71W03X176320	Wastewater	$20,144	0.7712	$20,144	$20,144
	2006 FORD F250 4x4	20	1FDSF21P36EB72304	Wastewater	$41,308	0.8451	$48,879	$48,879
	Average Age	*1993*		*Sum*	*$194,332*		*$428,431*	*$428,431*
Water Utility								
	1997 FORD F-150	12	1FTDF1726VNB88093	Water	$10,895	0.6728	$16,194	$16,194
	2000 FORD F150	13	2FTZF172YCA66953	Water	$14,500	0.7218	$20,089	$15,700
	2001 FORD Escape SUV	10	1FMYU03181KA21109	Water	$19,750	0.7422	$19,750	$19,750
	2002 FORD F250	11	1FTNF20L32EB43492	Water	$18,000	0.7540	$23,873	$23,873
	2003 GMC Sierra-K2500 HD	WATER	1GTHK29U73E130878	MAIN PLANT	$25,000	0.7712	$25,000	$25,000
	Average Age	*2001*		*Sum*	*$88,145*		*$104,905*	*$100,516*
				Grand Total	*$5,096,226*		*$6,964,248*	*$6,328,308*

APPENDIX 3

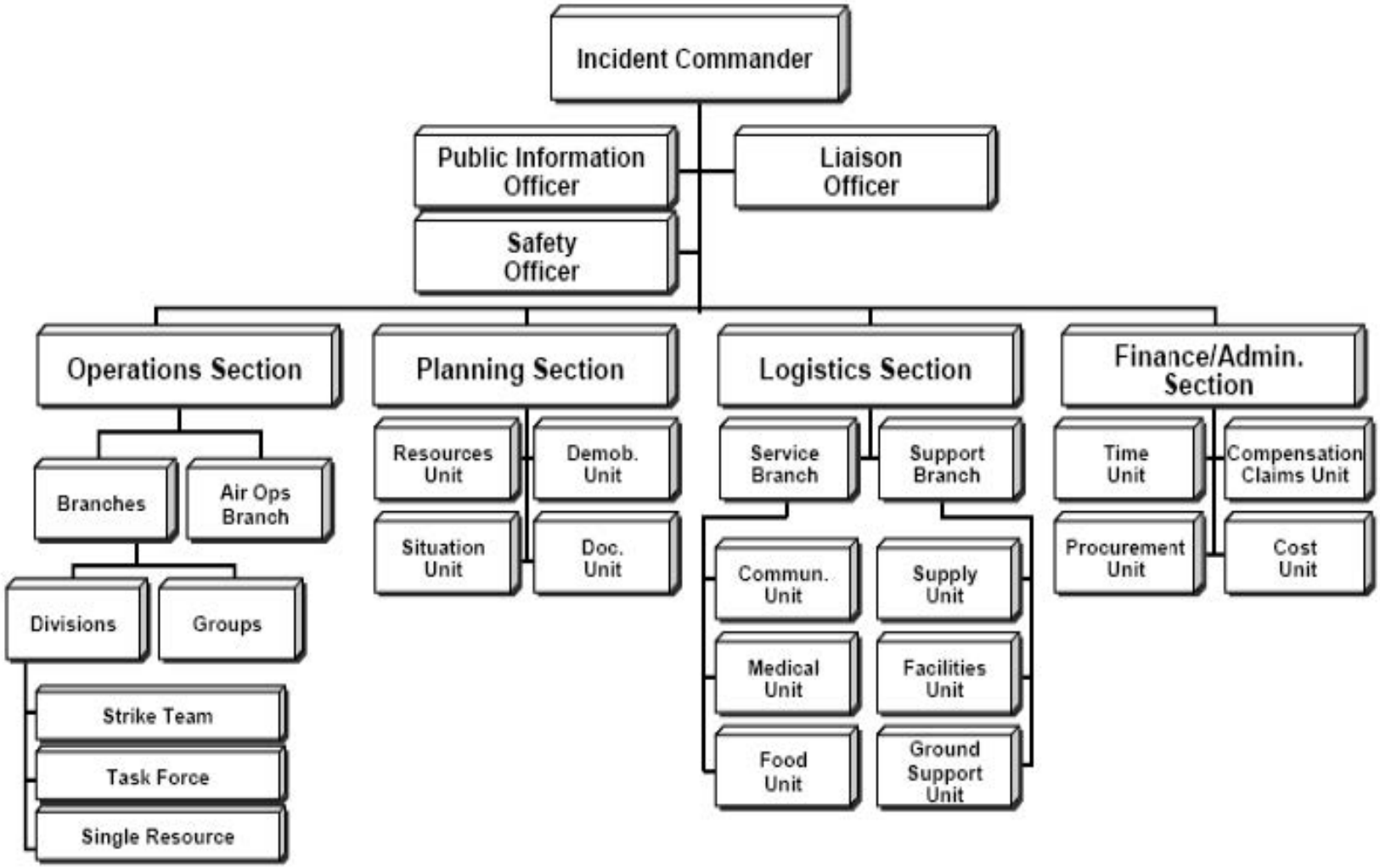
EMERGENCY OPERATIONS CENTER

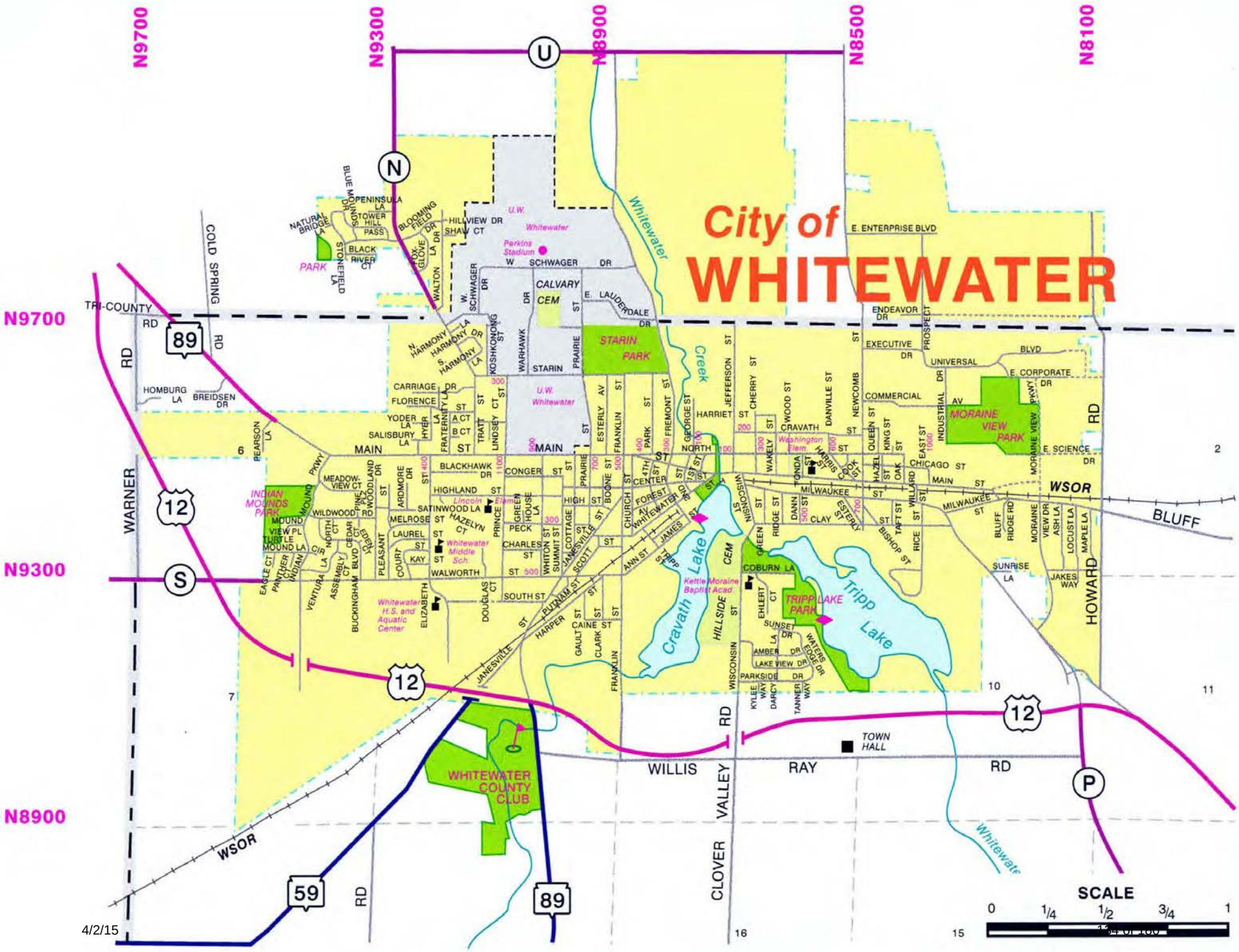
EQUIPMENT & SUPPLY LISTING

Following the activation of the Emergency Operations Center, the following list of equipment and supplies which are stored in the storage closet of the EOC room or in the Emergency Management Office will be set up according to the diagram provided.

1.	File cabinets and department supplies	(EOC closet)
2.	Weather computer monitor	(EOC closet)
3.	4 Channel radio communications console	(Attached to the EOC wall)
4.	Printer/Fax/Copier	(EM office)
5.	Situation maps and status boards	(EOC closet)
6.	Cable TV	(EM office)
7.	Access signs and check-in lists	(EM office)
8.	Portable Media Cart	(EOC)

Incident Management Chart

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TRI-COUNTY RD
COLD SPRING RD
WARNER RD
HOWARD RD
WILLIS RAY RD
CLOVER VALLEY RD
WSOR
BLUFF
MAIN ST
STARIN PARK
MORAINE VIEW PARK
INDIAN MOUNDS PARK
TRIPP LAKE PARK
WHITEWATER COUNTY CLUB
Cravath Lake
Tripp Lake
Whitewater Creek
TOWN HALL
Whitewater Middle Sch.
Whitewater H.S. and Aquatic Center
Lincoln Elem.
Washington Elem.
Kettle Moraine Baptist Acad.
Perkins Stadium
U.W. Whitewater
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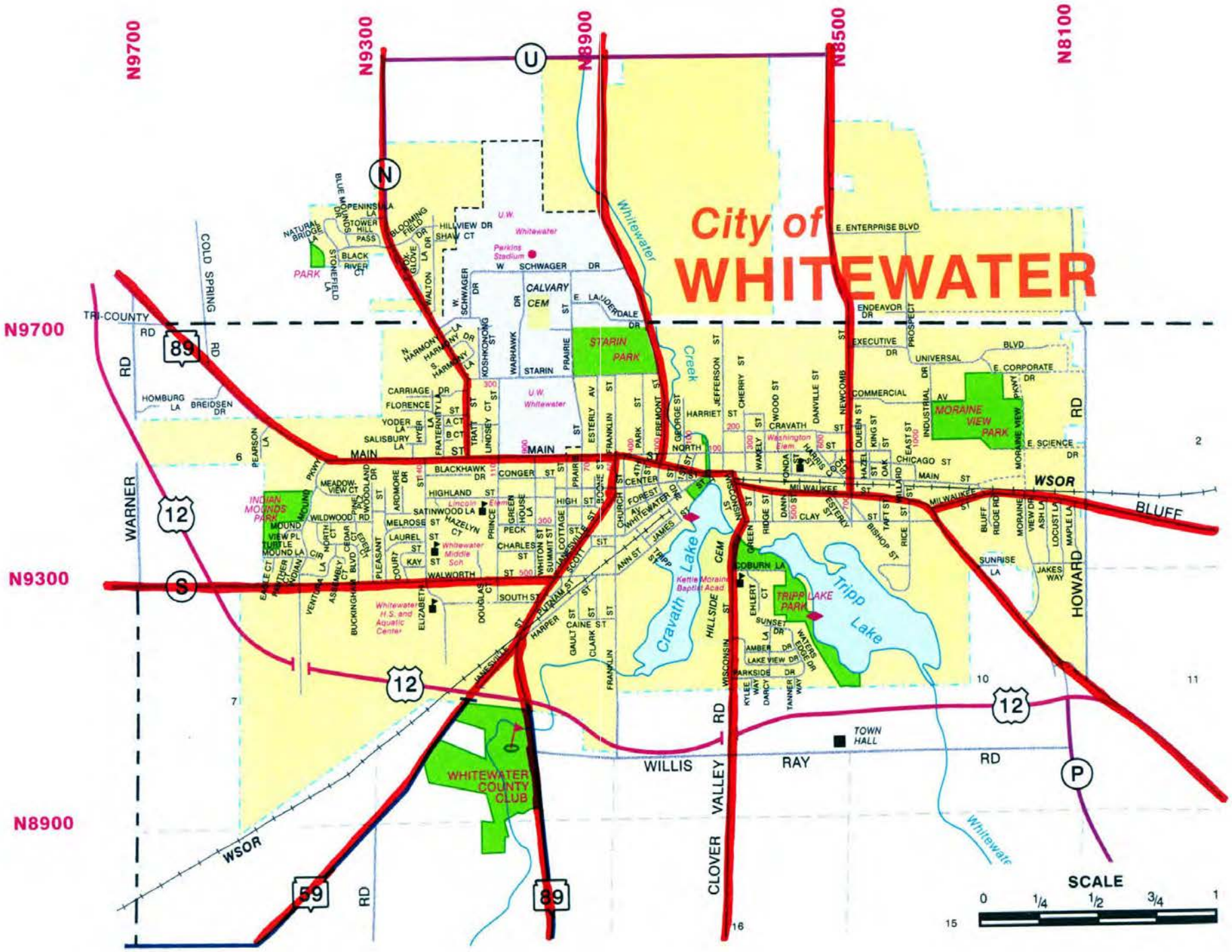
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Whitewater H.S. and Aquatic Center
Kettle Moraine Baptist Acad
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New Portables Kenwood TK5220/Squads

Zone 1: WWPD

Channel	Channel Name	RX Frequency	TX Frequency
1	WWPD RPTR	154.747500	158.865000
2	WWPD T/A	154.747500	154.747500
3	WWUW RPTR	154.085000	158.970000
4	WWUW T/A	154.085000	154.085000
5	WWFD RPTR	154.160000	155.970000
6	WWFD T/A	154.160000	154.160000
7	WW MUNI	155.925000	155.925000
8	MARC 1	151.280000	153.845000
9	MARC 2	151.280000	151.280000
10	MARC 3	154.010000	154.010000
11	MARC 4	154.130000	154.130000
12	JE LAW1	154.860000	158.910000
13	JE LAW3	155.145000	155.145000
14	ROCK MAIN	159.090000	155.985000
15	ROCK TAC	158.730000	154.950000
16	WSP SE	154.665000	154.665000

Zone 2: LCL INOP1

Channel	Channel Name	RX Frequency	TX Frequency
1	FT ATKIN PD	155.010000	153.875000
2	WSP SW	154.680000	154.680000
3	DNR EAGL	151.145000	159.225000
4	DNR RED	151.430000	151.430000
5	DNR BRN	151.400000	151.400000
6	DNR PUR	151.160000	151.160000
7	RKFD WX	162.475000	
8	MDSN WX	162.550000	
9	MLWK WX	162.400000	
10	JVILL WX	162.425000	

Zone 3: LCL INOP2

Channel	Channel Name	RX Frequency	TX Frequency
1	WISPERN	155.475000	155.475000
2	POINT	155.370000	155.370000
3	MARC 1	151.280000	153.845000
4	MARC 2	151.280000	151.280000
5	MARC 3	154.010000	154.010000
6	MARC 4	154.130000	154.130000
7	WEM CAR	156.000000	156.000000
8	EMS A	155.400000	155.400000
9	EMS B	155.340000	155.340000
10	EMS C	155.280000	155.280000
11	IFERN	154.265000	154.265000
12	IFERN 2	154.302500	154.302500
13	NATSAR	155.160000	155.160000

Zone 4: NTL INOP1

Channel	Channel Name	RX Frequency	TX Frequency
1	VCALL10	155.725000	155.725000
2	VTAC11	151.137500	151.137500
3	VTAC12	154.452500	154.452500
4	VTAC13	158.737500	158.737500
5	VTAC14	159.472500	159.472500
6	VTAC36	151.137500	159.472500
7	VTAC36DG	151.137500	159.472500
8	VTAC11DG	151.137500	151.137500
9	VTAC12DG	154.452500	154.452500
10	VTAC13DG	158.737500	158.737500
11	VTAC14DG	159.472500	159.472500

Zone 5: NTL INOP2

Channel	Channel Name	RX Frequency	TX Frequency
1	VFIRE21	154.280000	154.280000
2	VFIRE22	154.265000	154.265000
3	VFIRE23	154.295000	154.295000
4	VFIRE24	154.272500	154.272500
5	VFIRE25	154.287500	154.287500
6	VFIRE26	154.302500	154.302500
7	VMED28	155.340000	155.340000
8	VMED29	155.347500	155.347500
9	VLAW32	155.482500	155.482500
10	SAR	155.160000	155.160000

Old Portables Kenwood TK290

Zone 1: WWPD

Channel	Channel Name	RX Frequency	TX Frequency
1	WWPD RPTR	154.74750	158.86500
2	WWPD T/A	154.74750	154.74750
3	WWUW RPTR	154.08500	158.97000
4	WWUW T/A	154.08500	154.08500
5	WWFD RPTR	154.16000	155.97000
6	WWFD T/A	154.16000	154.16000
7	WW MUNI	155.92500	155.92500
8	MARC 1	151.28000	153.84500
9	MARC 2	151.28000	151.28000
10	MARC 3	154.01000	154.01000
11	MARC 4	154.13000	154.13000
12	JE LAW1	154.86000	158.91000
13	JE LAW3	155.14500	155.14500
14	WSP SE	154.66500	154.66500
15	VLAW31	155.47500	155.47500
16	POINT	155.37000	155.37000

Zone 2: LCL INOP1

Channel	Channel Name	RX Frequency	TX Frequency
1	FT ATKIN PD	155.01000	153.87500
2	WSP SW	154.68000	154.68000
3	DNR EAGL	151.14500	159.22500
4	DNR RED	151.43000	151.43000
5	DNR BRN	151.40000	151.40000
6	DNR PUR	151.16000	151.16000
7	RKFD WX	162.47500	
8	MDSN WX	162.55000	
9	MLWK WX	162.40000	
10	JVILL WX	162.42500	

Zone 3: LCL INOP2

Channel	Channel Name	RX Frequency	TX Frequency
1	VLAW31	155.47500	155.47500
2	POINT	155.37000	155.37000
3	MARC 1	151.28000	153.84500
4	MARC 2	151.28000	151.28000
5	MARC 3	154.01000	154.01000
6	MARC 4	154.13000	154.13000
7	WEM CAR	156.00000	156.00000
8	EMS A	155.40000	155.40000
9	EMS B	155.34000	155.34000
10	EMS C	155.28000	155.28000
11	IFERN	154.26500	154.26500
12	IFERN 2	154.30250	154.30250
13	NATSAR	155.16000	155.16000

Zone 4: NTL INOP1

Channel	Channel Name	RX Frequency	TX Frequency
1	VCALL10	155.75250	155.75250
2	VTAC11	151.13750	151.13750
3	VTAC12	154.45250	154.45250
4	VTAC13	158.73750	158.73750
5	VTAC14	159.47250	159.47250
6	VTAC36	151.13750	159.47250

Zone 5: NTL INOP2

Channel	Channel Name	RX Frequency	TX Frequency
1	VFIRE21	154.28000	154.28000
2	VFIRE22	154.26500	154.26500
3	VFIRE23	154.29500	154.29500
4	VFIRE24	154.27250	154.27250
5	VFIRE25	154.28750	154.28750
6	VFIRE26	154.30250	154.30250
7	VMED28	155.34000	155.34000
8	VMED29	155.34750	155.34750
9	VLAW31	155.47500	155.47500
10	VLAW32	155.48250	155.48250
11	NATSAR	155.16000	155.16000

11/20/12 @ 12:15 p.m. draft
Lynn Binnie/Wallace McDonell

CITY OF WHITEWATER POLICY FOR FILLING COUNCILMEMBER POSITION VACANCIES

General: In order to provide the citizens of the City of Whitewater with appropriate representation, a uniform procedure shall be used by the Common Council to fill vacancies in the elected position of councilmember.

Procedures:

1. Whenever a councilmember position becomes vacant under the conditions listed in Sec. 17.03, Stats., the vacancy is filled by Common Council appointment, except when a recall election is held. A councilmember shall be chosen from interested candidates residing in the affected district, or in the case of an at-large position, from interested candidates residing in the City. A person so appointed shall hold office until a successor is elected and qualified.

2. According to Sec. 17.23(1)(a):
   a) If a vacancy occurs on or before December 1, and the term does **not** expire the following April, unless otherwise ordered by the Council, a successor is chosen at the spring election.
   b) If the vacancy occurs after December 1 preceding the first Tuesday in April, a successor is appointed and the election is held in April of the second year following the December cutoff date.
   c) If a vacancy occurs between January 1 and May 31 of the second year of the unexpired term, Council appoints a person to fill the vacancy and has the option to order a special election concurrent with the November election.

3. At the next meeting of the Common Council after a position becomes vacant, the Council will declare the position to be vacant and may request that the City Clerk advertise the vacant position through a news release, through an advertisement in the City's official newspaper, and through any other means deemed appropriate. At this time the Council will establish a deadline for applications to be received from interested candidates. Such deadline should be at least one week prior to the meeting when candidates will be interviewed. (The Council, where authorized by the Wisconsin statutes, by a majority of those present, may, on the first Council meeting following a vacancy, elect to follow the alternative procedure of holding a special election, which election would be ordered as soon as possible, pursuant to the procedures and time frames set forth in the Wisconsin Statutes, as they are interpreted by the Government Accountability Board.

4. Applicants will be required to submit a completely filled out Letter of Interest to Serve on Common Council. This form will be available on the City website or upon request of the City Clerk. Candidates may submit reference letters. Only applications received by the published deadline will be considered.

5. Interviews are conducted in open session Common Council meetings. As with all open sessions, interested news media and public may be present throughout the entire process. No public input will be taken during the interview or voting process.

6. The candidates will be notified of the date when applications will be considered and requested to attend.

7. Each candidate will be given an opportunity to make a presentation to the Council and the Council may ask candidates questions. All candidates may be present throughout the process.

8. After the presentations have been concluded, the Council may discuss qualifications of candidates. The Council may recall individual candidates to clarify any issues previously discussed. The Council may decide not to choose a candidate at the current meeting and decide on a different process for the appointment.

9. Each councilmember votes for one candidate. Voting may be conducted by roll call or by paper ballot. If paper ballots are used, ballots must contain the name of the person voting. The individual receiving the least number of votes on the first ballot will no longer be considered a candidate and additional balloting continues using the same process until only one candidate receives a majority of votes cast. There may be additional discussion by councilmembers between each vote. A candidate must receive a majority of votes cast to be elected. An abstention by a councilmember during the voting process is not considered a vote. In the event of a tie, a second vote will be taken. If the vote remains tied, a game of chance between the two candidates will determine the outcome.

10. Following the completion of balloting, the prevailing candidate shall be appointed to complete the unexpired term of office.

11. The oath of office shall be administered by the City Clerk and the responsibilities and term of office shall be assumed immediately.

12. The individual appointed may seek candidacy for the elected office.

13. This policy may be amended at any time.

NOTICE OF CITY COUNCIL COUNCILMEMBER AT LARGE-VACANCY

The City of Whitewater Common Council is soliciting applications for appointment to fill a vacancy on the Common Council representing residents of the City of Whitewater. The appointment will be made for the time period until the next scheduled spring election. The successful candidate appointed will complete the term ending April 16, 2013.

Qualifications:

* Must be at least 18 years of age and meet all Wisconsin voter eligibility requirements.
* Must reside within the City of Whitewater.

Duties:

As the Legislative or Policy Making Branch of Municipal Government, Councilmembers manage and control the city properties, finances and public services through the adoption of City ordinances, resolutions and policies. The Council has the power to license, regulate, borrow money and levy taxes. Councilmembers represent the residents of the City of Whitewater providing vision and leadership. In addition to attending Council meetings, Councilmembers are expected to prepare for, attend and participate in various standing committees as assigned by the Common Council.

Salary / Benefits:

Councilmembers receive a salary of $300.00 per month.

How to Seek Appointment:

Complete the Application for Appointment to Common Council and submit to the City Clerk by no later than **4:30 pm., on Tuesday, December 11, 2012.**

Appointment Process:

Applicants who qualify for office and have submitted their Application for Appointment to Common Council, will be considered by the Common Council on **Tuesday, December 18, 2012 @ 6:30 p.m.** The successful applicant will be sworn into Office by the City Clerk and will immediately take their seat on the council floor during the December 18, 2012 Council meeting. The successful candidate may run in the election for the position which will be held on April 2, 2013.

City of Whitewater City Clerk
Michele Smith, 312 W. Whitewater Street, Whitewater, WI 53190 (262) 473-0500
E-Mail: msmith@whitewater-wi.gov

11/20/12 @ 12:15 p.m. draft
Lynn Binnie/Wallace McDonell

APPLICATION FOR APPOINTMENT TO COMMON COUNCIL

Please consider this application my intent to seek City of Whitewater Common Council appointment to fill the remaining term for the position of Councilmember at Large (This term will expire on April 16, 2013.)

Full Name: _____

Street Address: _____

City, State, Zip: _____

Phone # _____ E-Mail: _____

If appointed, I plan to run for the Councilmember at Large position in the April 2, 2013 election. (Circle One)

Yes No Undecided

Employment History:

Educational Bankground:

Political Experience:
(include any elected or appointed positions or committees you have served on)

Community Service Experience:
(include volunteer work or other community activities)

Signature of Applicant: _____ Date: _____

Submit your application to the City Clerk at 312 W. Whitewater Street, Whitewater, WI 53190 or by email to msmith@whitewater-wi.gov on or before: Tuesday, December 11, 2012

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **04/9/2015**

ITEM: **Approval of Agreement with Strand Associates, for extension of Technical Services Agreement**

PRESENTER: **City Manager**

PREVIOUS ACTION, IF ANY:

SUMMARY OF ITEM BEING PRESENTED:
On February 8, 2012, the city entered into a technical services agreement with Strand Associates, Inc. to act as the city's engineer and provide engineering, scientific, computer-aided design drafting, clerical, and administrative activities. The term of the agreement was for three years following its execution with the option to be renewed in one-year increments for up to two years thereafter. Staff recommends extending the contract term for one additional year. Staff has been pleased with Strand Engineering's quality of work and responsiveness.

BUDGET IMPACT, IF ANY: **None expected**

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

STAFF RECOMMENDATION: **Staff recommends extending the agreement for one additional year.**

RECOMMENDED MOTION: **To approve extending the agreement with Strand Engineering for technical services for one additional year.**

ATTACHMENT(S) INCLUDED (If none, please state that)
Agreement for Technical Services – City of Whitewater, Wisconsin and Strand Associates, Inc.; Amendment No. 1 to the February 8, 2012, Agreement for Technical Services.

FOR MORE INFORMATION CONTACT:
Cameron Clapper, cclapper@whitewater-wi.gov, (262) 473-0100.

STRAND ASSOCIATES®

Strand Associates, Inc.®
910 West Wingra Drive
Madison, WI 53715
(P) 608-251-4843
(F) 608-251-8655

February 2, 2012

City of Whitewater
312 West Whitewater Street
Whitewater, WI 53190

Attention: Mr. Kevin M. Brunner, City Manager

Re: Agreement for Technical Services

This is an Agreement between the City of Whitewater, Wisconsin, hereinafter referred to as OWNER, and Strand Associates, Inc.®, hereinafter referred to as ENGINEER, to provide technical services (Services). This Agreement shall be in accordance with the following elements.

Scope of Services

Services to be provided under this Agreement can be described as engineering, scientific, computer-aided design drafting, clerical, and administrative activities performed in accordance with the terms and conditions of this Agreement and subsequently issued Task Orders. Prior to ENGINEER's engagement by OWNER, a mutually agreeable Task Order document shall be developed and executed by both parties. The Task Order will include **Project Information**, a detailed **Scope of Services**, **Compensation**, and **Schedule**. The general form of the Task Order shall be in accordance with the enclosed Task Order No. 12-01.

Service Elements Not Included

The following services are not included in this Agreement. If such services are required, they will be provided as noted. If necessary, additional Service Elements Not Included may be identified in each subsequently issued Task Order.

1. Additional and Extended Services during construction made necessary by:

   a. Work damaged by fire or other cause during construction.
   b. A significant amount of defective or neglected work of any contractor.
   c. Prolongation of the time of the construction contract.
   d. Default by contractor under the construction contract.

   Any services of this type will be provided through an amendment to this Agreement.

2. Archaeological or Botanical Investigations: ENGINEER will assist OWNER in engaging the services of an archaeologist or botanist, if required, to perform the field investigations necessary for agency review through a separate agreement with OWNER.

3. Bidding- and Construction-Related Services: Bidding- and construction-related services for the Task Order-specified project will require a separate agreement with OWNER.

4. Flood Studies: Any services involved in performing flood and floodway studies, if required, will be provided through an amendment to this Agreement or through a separate agreement with OWNER.

5. Geotechnical Engineering: It is anticipated that geotechnical engineering information will be provided through OWNER and OWNER's geotechnical consultant. If soil borings are required, ENGINEER will assist OWNER in direct procurement of drilling services.

6. Land and Easement Surveys/Procurement: Any services of this type including, but not limited to, a record search, field work, preparation of legal descriptions, or assistance to OWNER for securing land rights necessary for siting sanitary sewer, tanks, and appurtenances will be provided through a separate agreement with OWNER.

7. Permit and Plan Review Fees: All permit and plan review fees payable to regulatory agencies shall be paid for by OWNER.

8. Preparation for and/or Appearance in Litigation on Behalf of OWNER: This type of service by ENGINEER will be provided through a separate agreement with OWNER.

9. Review of Product Substitutions or Means, Method, Technique, Sequence, or Procedure Substitutions Proposed by Contractor: The terms of the construction Contract (GC 6.05B and GC 6.05E) call for the construction contractor to reimburse OWNER for ENGINEER's cost for evaluating substitute products, means, method, technique, sequence, or procedure of construction. ENGINEER's cost for such evaluations is not included in the scope of this Agreement. Services of this type by ENGINEER will be provided through an amendment to this Agreement.

10. Revising Designs, Drawings, Specifications, and Documents: Any services required after these items have been previously approved by state or federal regulatory agencies, because of a change in the Task Order-specified project scope or where such revisions are necessary to comply with changed state and federal regulations that are put in force after Services have been partially completed, will be provided through an amendment to this Agreement.

11. Services Furnished During Readvertisement for Bids, if Ordered by OWNER: If a Contract is not awarded pursuant to the original bids, any services of this type will be provided through an amendment to this Agreement.

12. Services Related to Buried Wastes and Contamination: Should buried solid, liquid, or potentially hazardous wastes or subsurface or soil contamination be uncovered at the site, follow-up investigations may be required to identify the nature and extent of such wastes or subsurface soil or groundwater contamination and to determine appropriate methods for managing of such wastes or contamination and for follow-up monitoring. Investigation, design, or construction-related services related to buried solid, liquid, or potentially hazardous wastes or soil or groundwater contamination will be provided through a separate agreement with OWNER.

Compensation

OWNER shall compensate ENGINEER for Services indicated in each subsequently issued Task Order for a lump sum or for a not-to-exceed fee on an hourly rate basis plus expenses.

Expenses incurred such as those for travel, meals, printing, postage, copies, computer, electronic communication, and long distance telephone calls will be billed at actual cost plus 5 percent. A toll-free telephone number will be provided for OWNER's use in contacting ENGINEER.

Only sales taxes or other taxes on Services that are in effect at the time this Agreement is executed are included in the Compensation. If the tax laws are subsequently changed by legislation during the life of this Agreement, this Agreement will be adjusted to reflect the net change.

The lump sum and not-to-exceed fees for the Services are based on wage scale/hourly billing rates, adjusted annually on July 1, that assume the Services will be completed as indicated. Should the completion time be extended, it may be cause for an adjustment in the fee that reflects any wage scale adjustments made.

Hourly billing rates indicated in Exhibit A are for key team members. These rates will remain unchanged through December 31, 2012, and will be renegotiated thereafter.

OWNER desires that ENGINEER continue to reduce the percentage of hours of involvement by Mark Fisher, current City Engineer, by increasing the involvement of Zach Simpson, current Assistant City Engineer. ENGINEER agrees to utilize this approach with appropriate tasks. Each subsequently issued task order will include an estimated maximum percentage of involvement for this classification.

All hourly billing rates will be subject to a $175/hour cap, which will remain unchanged through June 30, 2013, and will be renegotiated thereafter.

The lump sum and not-to-exceed fees will not be exceeded without prior notice to and agreement by OWNER but may be adjusted for time delays, time extensions, amendments, and changes in the Scope of Services. Any adjustment will be negotiated based on ENGINEER's increase in costs caused by delays, extensions, amendments, or changes.

Schedule

Services will begin upon execution of this Agreement, which is anticipated on February 7, 2012. This Agreement will be in effect for three years upon its execution and may be renewed in one-year increments for up to two years unless terminated by OWNER or ENGINEER. The schedule for individual tasks will be included on each subsequently issued Task Order.

Standard of Care

The Standard of Care for all Services performed or furnished by ENGINEER under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's Services.

OWNER's Responsibilities

1. Assist ENGINEER by placing at ENGINEER's disposal all available information pertinent to the Task Order-specified project including previous reports, previous drawings and specifications, and any other data relative to the scope of the Task Order-specified project.

2. Furnish to ENGINEER, as required by ENGINEER for performance of Services as part of this Agreement, data prepared by or services of others obtained or prepared by OWNER relative to the scope of the Task Order-specified project, such as soil borings, probings and subsurface explorations, and laboratory tests and inspections of samples, all of which ENGINEER may rely upon in performing Services under this Agreement.

3. Provide access to the site as required for ENGINEER to perform Task Order-specified project Services under this Agreement.

4. Guarantee access to and make all provisions for ENGINEER to enter upon public and private lands as required for ENGINEER to perform Task Order-specified project Services under this Agreement.

5. Examine all reports, sketches, estimates, special provisions, drawings, and other documents presented by ENGINEER and shall render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the performance of ENGINEER.

6. Provide all legal services as may be required for the development of the Task Order-specified project.

7. Retain the services of a soils consultant to provide any necessary geotechnical evaluation and recommendations.

Opinion of Probable Cost

Any opinions of probable cost prepared by ENGINEER are supplied for general guidance of OWNER only. ENGINEER has no control over competitive bidding or market conditions and cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to OWNER.

Observation Services

In furnishing observation services, ENGINEER's efforts will be directed toward determining for OWNER that the completed project will, in general, conform to the Contract Documents; but ENGINEER will not supervise, direct, or have control over the contractor's work and will not be responsible for the contractor's construction means, methods, techniques, sequences, procedures, or health and safety precautions or programs, or for the contractor's failure to perform the construction work in accordance with the Contract Documents.

Payment Requests

ENGINEER's review of Payment Requests from contractor(s) will not impose responsibility to determine that title to any of the work has passed to OWNER free and clear of any liens, claims, or other encumbrances. Any such service by ENGINEER will be provided through an amendment to this Agreement.

Changes

1. OWNER may make changes within the general scope of this Agreement in the Services to be performed. If such changes cause an increase or decrease in ENGINEER's cost or time

required for performance of any Services under this Agreement, an equitable adjustment will be made and this Agreement will be modified in writing accordingly.

2. No services for which additional compensation will be charged by ENGINEER will be furnished without the written authorization of OWNER. The fee established herein will not be exceeded without agreement by OWNER but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**.

3. If there is a modification of agency requirements relating to the Services to be performed under this Agreement subsequent to the date of execution of this Agreement, the increased or decreased cost of performance of the Services provided for in this Agreement will be reflected in an appropriate modification of this Agreement.

Extension of Services

This Agreement may be extended for additional Services upon OWNER's authorization. Extension of Services will be provided for a lump sum or an hourly rate plus expenses.

Payment

OWNER shall make monthly payments to ENGINEER for Services performed in the preceding month based upon monthly statements. Nonpayment 30 days after the date of receipt of invoice may, at ENGINEER's option, result in assessment of a 1 percent per month carrying charge on the unpaid balance.

Nonpayment 45 days after the date of receipt of invoice may, at ENGINEER's option, result in suspension of Services upon five calendar days' notice to OWNER. ENGINEER will have no liability to OWNER, and OWNER agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by OWNER. Upon receipt of payment in full of all outstanding sums due from OWNER, or curing of such other breach which caused ENGINEER to suspend Services, ENGINEER will resume Services and there will be an equitable adjustment to the remaining project schedule and compensation as a result of the suspension.

Data Provided by Others

ENGINEER is not responsible for the quality or accuracy of data nor for the methods used in the acquisition or development of any such data where such data is provided by or through OWNER, contractor, or others to ENGINEER and where ENGINEER's Services are to be based upon such data. Such data includes, but is not limited to, soil borings, groundwater data, chemical analyses, geotechnical testing, reports, calculations, designs, drawings, specifications, record drawings, contractor's marked-up drawings, and topographical surveys.

Utilization of Women and Minority Businesses

ENGINEER agrees that qualified women and minority business enterprises shall have the maximum practicable opportunity to participate in the performance of Wisconsin Department of Natural Resources (WDNR) financially assisted contracts and subcontracts. This pertains to the project as it is anticipated that a Wisconsin Clean Water Fund grant and loan will be used to finance the Task Order-specified project.

Termination

This Agreement may be terminated with cause in whole or in part in writing by either party subject to a two-week notice and the right of the party being terminated to meet and discuss the termination before the termination takes place. ENGINEER will be paid for all completed or obligated Services up to the date of termination.

Third-Party Beneficiaries

Nothing contained in this Agreement creates a contractual relationship with or a cause of action in favor of a third party against either OWNER or ENGINEER. ENGINEER's Services under this Agreement are being performed solely for OWNER's benefit, and no other party or entity shall have any claim against ENGINEER because of this Agreement or the performance or nonperformance of Services hereunder. OWNER and ENGINEER agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors, and other entities involved in the Task Order-specified project to carry out the intent of this provision.

Ownership of Documents

OWNER acknowledges ENGINEER's deliverables including reports, topographical surveys, base maps, and construction documents, including electronic files, as instruments of professional service. The documents prepared for OWNER under this Agreement shall become the property of OWNER.

OWNER agrees that any modification or reuse of these documents by OWNER or any person or entity, including utility companies, that obtains the documents from or through OWNER shall be at OWNER's sole risk and without liability to ENGINEER.

Dispute Resolution

Except as may be otherwise provided in this Agreement, all claims, counterclaims, disputes, and other matters in question between OWNER and ENGINEER arising out of or relating to this Agreement or the breach thereof will be decided first by mediation, if the parties mutually agree, or with a bench trial in a court of competent jurisdiction within the State of Wisconsin.

IN WITNESS WHEREOF the parties hereto have made and executed this Agreement.

ENGINEER:		OWNER:	
STRAND ASSOCIATES, INC.®		CITY OF WHITEWATER	
Matthew S. Richards Corporate Secretary	Date	Kevin M. Brunner City Manager	Date

THIS COPY NOT OR SIGNATURE

MAF:mro\R:\MAD\Documents\Agreements\W\Whitewater, City of (WI)\TSA.2012-2014\Agr\1407.069.docx

Date

City of Whitewater
312 West Whitewater Street
Whitewater, WI

Attention: Mr. Cameron Clapper, City Manager

Re: Amendment No. 1 to the February 8, 2012, Agreement for Technical Services

This is Amendment No. 1 to the referenced agreement.

Under **Schedule,** CHANGE three to "four".

ENGINEER:		OWNER:	
STRAND ASSOCIATES, INC.®		CITY OF WHITEWATER	
Matthew S. Richards Corporate Secretary	Date	Cameron Clapper City Manager	Date
		Michele Smith City Clerk	Date

NOT FOR SIGNATURE

MAF:mro\R \MAD\Documents\Agreements\W\Whitewater, City of (WI)\TSA.2015\TO\2015\1407 701 15-01 docx

www.strand.com

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **April 9th, 2015** ITEM: **Way Finding Signs for Prairie Village**

PRESENTER: **City Planner**

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

SUMMARY OF ITEM BEING PRESENTED: **Prairie Village has requested way finding signs to assist residents in navigating from Burr Oak Trail to the residential access loops. There are 7 signs in total. The signs consist of two (2) way finding signs indicating the N. Acorn Ridge and five (5) signs with building addresses.**

BUDGET IMPACT, IF ANY: **N/A**

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

STAFF RECOMMENDATION: **Please see Attachments**

RECOMMENDED MOTION: **N/A**

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

FOR MORE INFORMATION CONTACT:
Chris Munz-Pritchard, cmunz-pritchard@whitewater-wi.gov, 262-473-0100.

AGREEMENT FOR NON-EXCLUSIVE RIGHT TO INSTALL
WAYFINDING SIGNAGE ON BURR OAK TRAIL
(10-20-~~13~~ 14 @ 3:30 p.m. Draft)

THIS AGREEMENT is made and entered into by and between the City of Whitewater, a Wisconsin municipal corporation, hereinafter at times referred to as WHITEWATER, and Fairhaven Corporation, hereinafter at times referred to as FAIRHAVEN.

WHEREAS, WHITEWATER has certain public roadway rights, title and interest to Burr Oak Trail in the City of Whitewater, and

WHEREAS, FAIRHAVEN wishes to install wayfinding signs within the Burr Oak Trail right-of-way, at its sole risk, cost and expense in the areas shown and marked on the attached Exhibit A.

NOW, THEREFORE, in consideration of the mutual promises of the parties hereto, the parties agree as follows:

1. FAIRHAVEN may install wayfinding signs in the approximate locations shown on the attached Exhibit A.

2. After the installation, FAIRHAVEN shall restore the site of installation to its pre-installation condition.

3. WHITEWATER shall have the right at any time, with 15 days notice, to require FAIRHAVEN, at FAIRHAVEN'S sole cost and expense, to remove the signage placed in the right-of-way should it be deemed necessary by WHITEWATER for any reason, including the repair, replacement, inspection or relocation of the road or utilities in the right-of-way.

4. WHITEWATER shall not be liable to FAIRHAVEN for any damages WHITEWATER or its agents or employees cause to said signage for any reason including repairing, replacing, inspecting, relocating or working on the roadway or right-of-way, or while installing, inspecting, maintaining, repairing or working on any utilities within said right-of-way area.

5. FAIRHAVEN shall be responsible for taking any and all action necessary to arrange to have the areas of installation marked by Diggers Hotline, Incorporated, prior to installing signs.

6. FAIRHAVEN hereby releases and discharges WHITEWATER from any and all liability, costs, expenses, claims, demands or suits FAIRHAVEN may have against WHITEWATER arising out of FAIRHAVEN'S installation, use, or maintenance of said signage. FAIRHAVEN hereby agrees to hold WHITEWATER harmless and does undertake to fully indemnify WHITEWATER from any claims made against WHITEWATER arising out of the location of the signage in WHITEWATER'S right-of-way.

This agreement shall bind the respective parties hereto, their heirs, successors, personal representatives and assigns

Executed at Whitewater, Wisconsin on the dates written below.

CITY OF WHITEWATER

By: _____
Cameron Clapper, City Manager Date

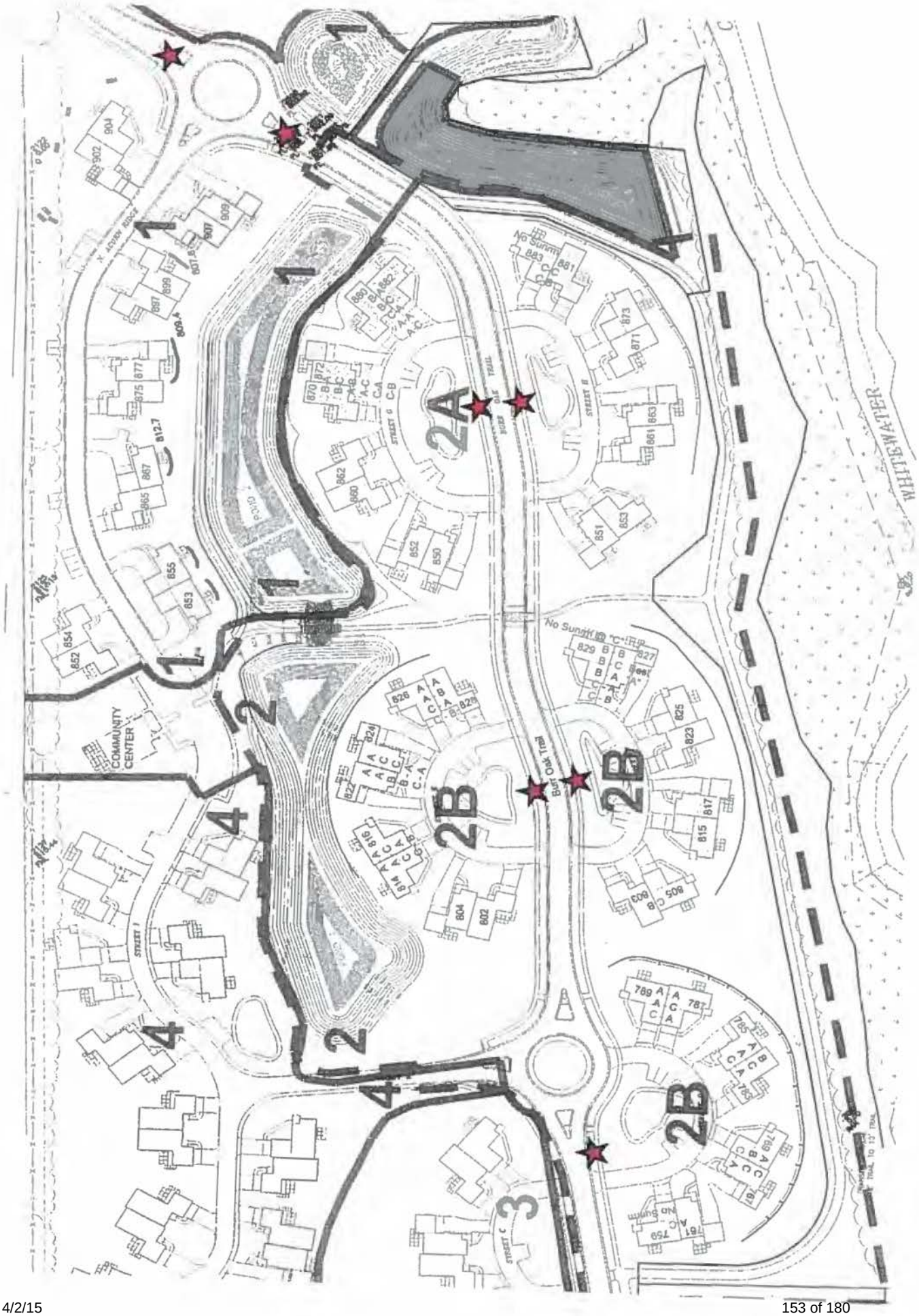
By: _____
Michele Smith, City Clerk Date

FAIRHAVEN CORPORATION

By: _____
Date

This document drafted by:

Attorney Wallace K. McDonell
Whitewater, WI 53190


WHITEWATER
COMMUNITY CENTER
Burr Oak Trail
No Summit
2A
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2B
2B
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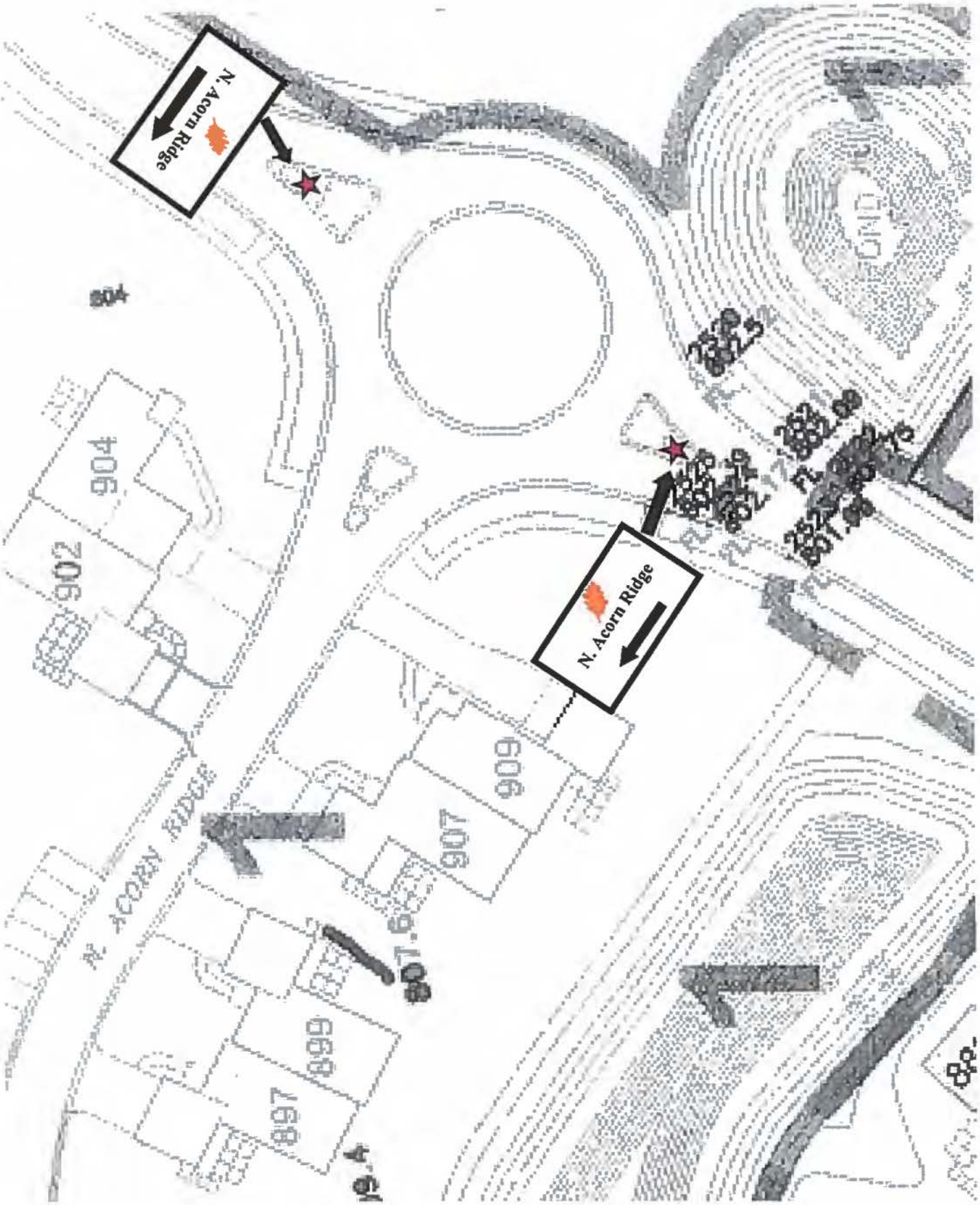
3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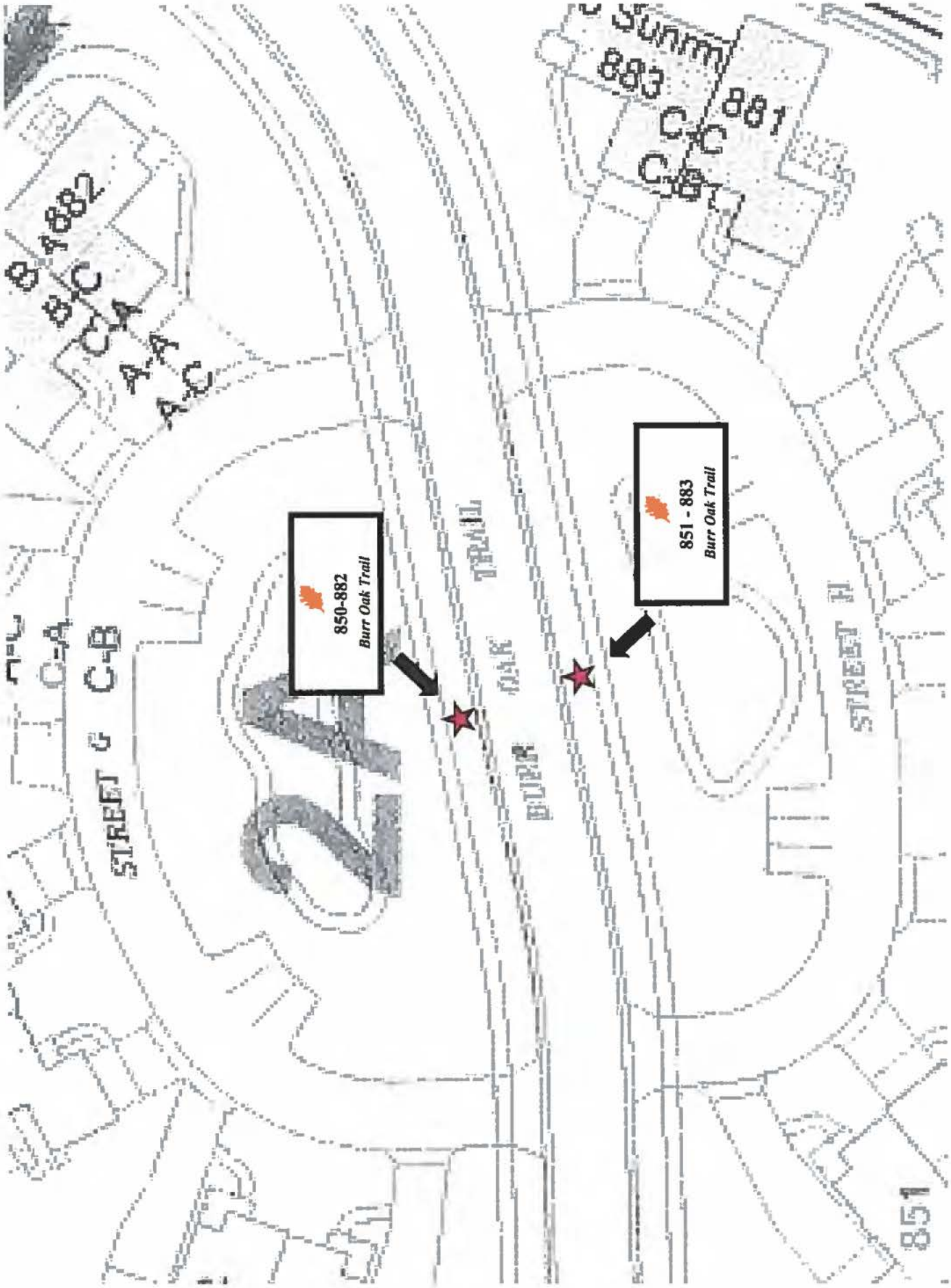
850-882
Burr Oak Trail
851 - 883
Burr Oak Trail
BURR OAK TRAIL
STREET G
STREET H
C-A
C-B
A-C
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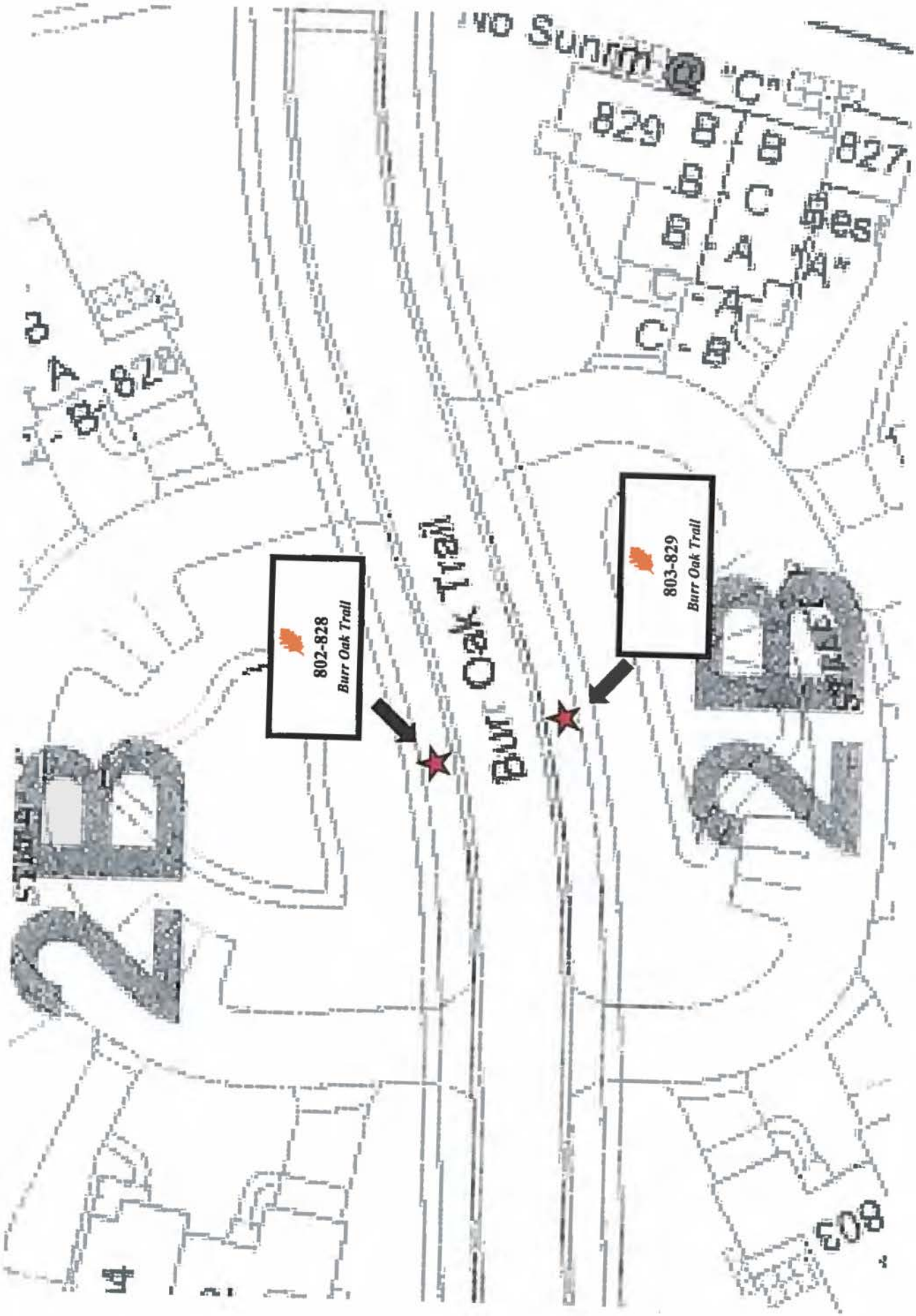
802-828
Burr Oak Trail
803-829
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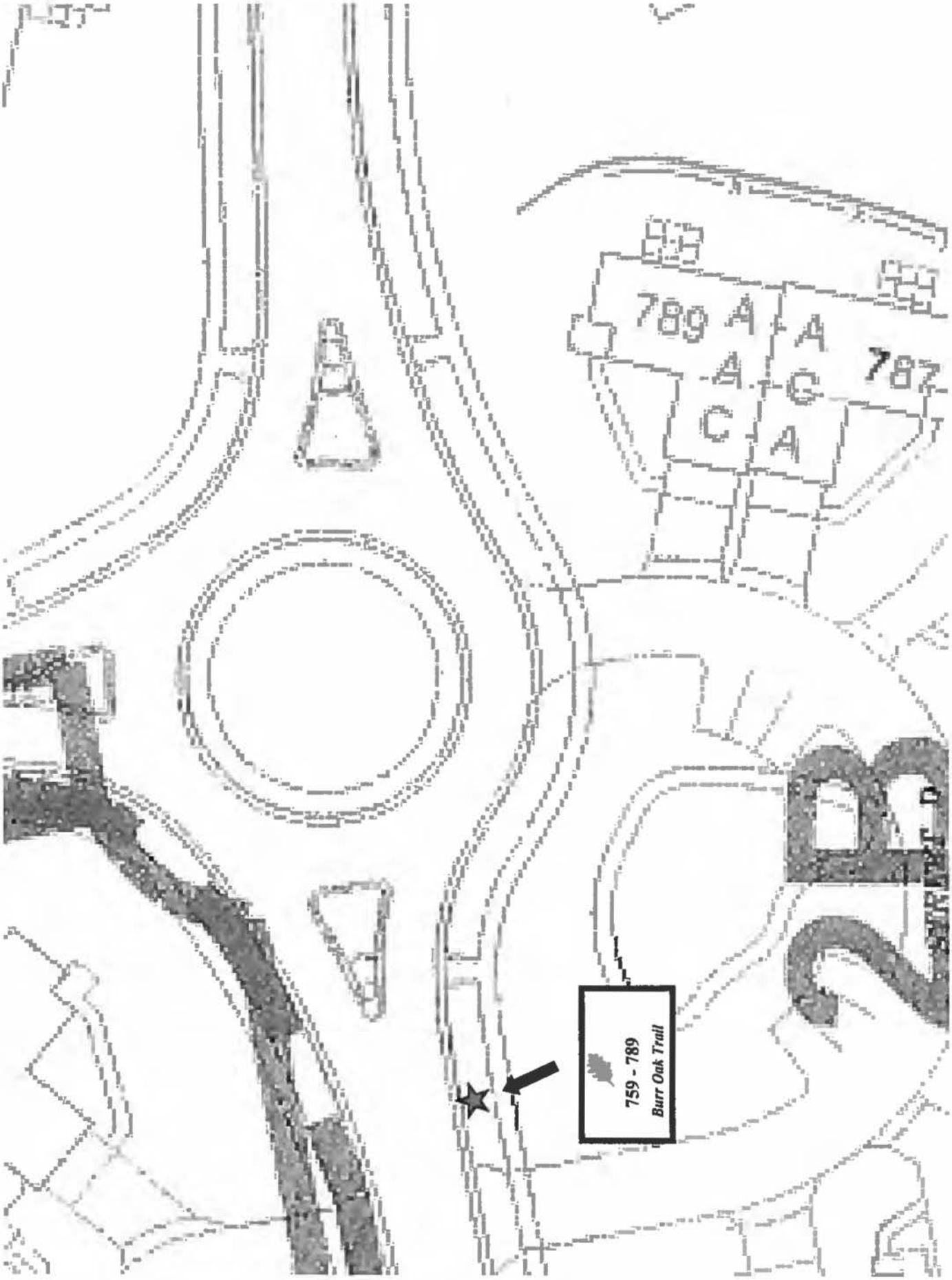
789
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787
759 - 789
Burr Oak Trail

851 - 883
Burr Oak Trail

N. Acorn Ridge

850 - 882
Burr Oak Trail

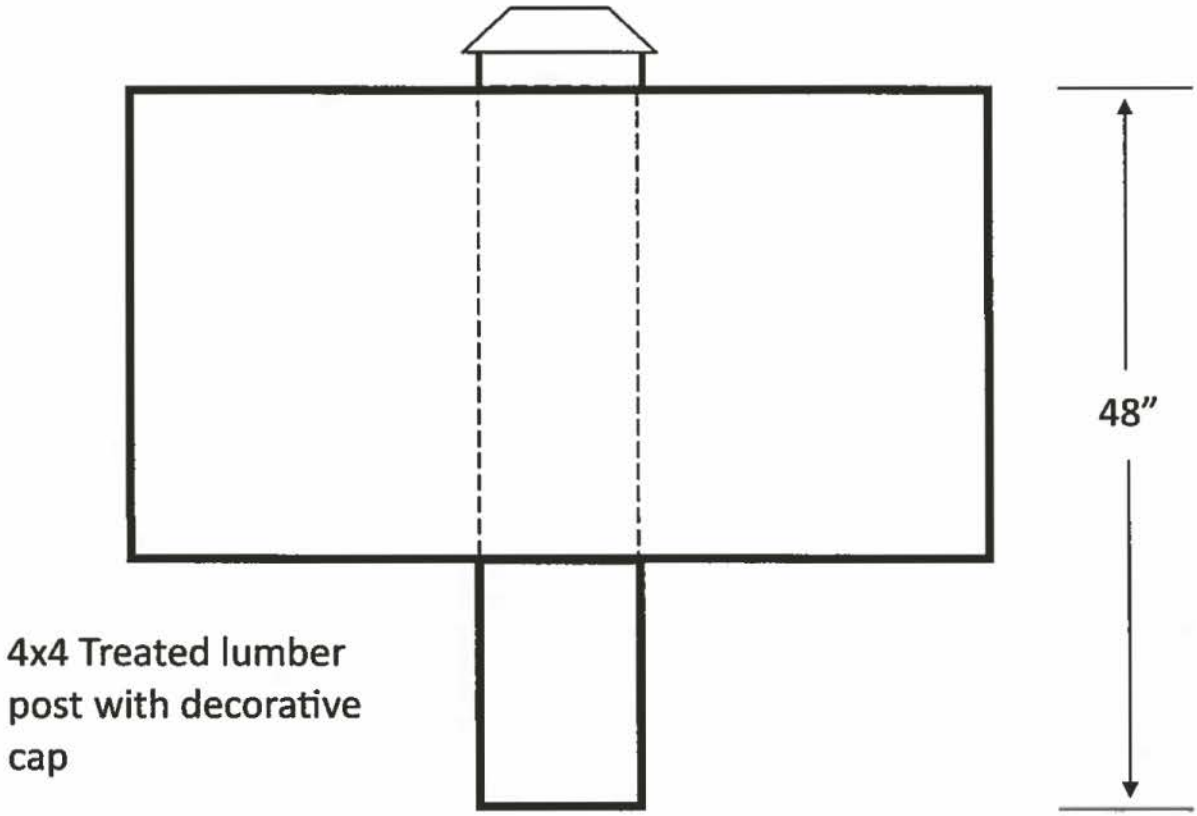
803 - 829
Burr Oak Trail

802 - 828
Burr Oak Trail

759 - 789
Burr Oak Trail

Materials:

- .063Aluminum
- White Diamond Grade Reflective
- 3M Black Vinyl
- HP Latex (Graphic)
- 2" radius corners



Michelle,

Our route should be very similar to last year. We will use the path along Cravath Lakefront up to Main St. I'd like to close the eastbound lane of W. Main St. starting at Whitewater St. I'll have to look at it to determine if there will be enough room to leave an eastbound lane open through the curve onto S. Wisconsin St., but I'm guessing there won't be. We will probably have to divert traffic up N. Jefferson St. I'd like to also close the southbound lane of S. Wisconsin St. from Main St. up to Parkside Dr. I'm still deciding if I want to check with Walworth County to see if we can close the southbound lane of Clover Valley Rd. to Anderson. We will have volunteers stationed at Wisconsin St. and Parkside Dr., Wisconsin St. and the entrance to Tripp Beach Park, Main St. at Whitewater St. and Main St. at Jefferson St. If we have enough volunteers I'll also station someone at Wisconsin St. and Clay St. due to traffic control issues in previous years.

Below is the map of the 10k route. The 5k route will turn onto Parkside without heading out of town on Clover Valley Rd. Let me know if you have any questions.

Thanks,

Jim

http://www.mapmyrun.com/routes/create/

MapMyRu

File Edit View Favorites Tools Help

EVIDENCE Pandora TIME - Login A1E schedule Whitewater Rescue Squad... Time Sheet

mapmyrun MY HOME DISCOVER IMPROVE Try M

SAVE ROUTE

Wisconsin - Whitewater
Old Hwy 12
E Cravath St
E North St
E Clay St
W Whitewater St
W Ann St
S Elizabeth St
S Prince St
S Whiton St
S Summit St
S Franklin St
Indian Mound Pkwy
Woodland Dr
County Hwy S
Whitewater High School
Amber Dr
Lakeview Dr
Willis Ray Rd
Taylor Rd
Converse Rd
Anderson Rd
Clover Valley Rd

From: Heidi Gempler
Sent: Thursday, March 19, 2015 4:55 PM
To: James Elder
Subject: FW: K9 Race Route 2015

From: Michele Smith
Sent: Thursday, March 19, 2015 4:49 PM
To: Heidi Gempler
Subject: RE: K9 Race Route 2015

Thanks, Heidi. Just need a description of which roads need to be closed – whether it is all or half of them. Then we will get you set up. ☺

ms

From: Heidi Gempler
Sent: Thursday, March 19, 2015 4:48 PM
To: Michele Smith
Subject: K9 Race Route 2015

Michele,
Here is our race route for the K9 race on May 30th.
We will most likely not be using the Waters Edge and Amber Dr loop, but we're waiting for official permission to use Clover Valley turning around at Anderson Rd for part of the 10K, so I thought we should have it approved in case we do need to use it. Also the small section on Wisconsin from Parkside to the city limits where it becomes Clover Valley should be included in our route.

Let me know if you need anything else or if I need to do anything more.

Thanks Michele!
Heidi Gempler
Dis

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **04/09/2015** ITEM: **Wastewater Dept. – Utility Vehicle**

PRESENTER: **Wastewater Superintendent**

PREVIOUS ACTION, IF ANY: **This item was approved as part of the 2015 CIP Program**

SUMMARY OF ITEM BEING PRESENTED:
The Wastewater Utility successfully auctioned off three older utility vehicles in 2014. This scheduled purchase replaces one of those units. Vehicles of this type allow staff to efficiently carry tools and equipment necessary for year round maintenance tasks at the facility. We have sought three quotes for this utility vehicle. Two of the units are more comparable as they have diesel engines. The third was included as a lower cost alternative.

BUDGET IMPACT, IF ANY: **A cost of $18,000 was allocated in the Wastewater Utility Capital Outlay account.**

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

STAFF RECOMMENDATION: **It is recommended we purchase locally the Kubota RTV900 from Triebold Outdoor Power, LLC in the amount of $15,892.00. The additional cost compared to the low bid is $888.87 or approximately 5.6%. What we gain with this is a more durable, longer lasting diesel engine designed for utility work.**

RECOMMENDED MOTION: **Motion to approve the purchase of a utility vehicle from Triebold Outdoor Power, LLC of Whitewater, WI in the amount of $15,892.00**

ATTACHMENT(S) INCLUDED (If none, please state that)
Quote from Tribold Outdoor Power- Whitewater, WI
(2) Quotes from Midstate Power – Janesville, WI

FOR MORE INFORMATION CONTACT:
Tim Reel, treel@whitewater-wi.gov, 262.473.5920.

SALES QUOTATION

FERRIS

Plows & Spreaders **TRIEBOLD OUTDOOR POWER, LLC**

PHONE: 262-473-2464
W8008 Cox Rd. P.O. Box 6
WHITEWATER, WISCONSIN 53190

HOURS: M-F 7:00 AM-5PM
Sat. 7:30-Noon

Kubota. STIHL® Simplicity Cub Cadet

ATTN: Tim Reel

This quote good for 14 days

CUSTOMER City of Whitewater - Wastewater Treatment

ADDRESS 109 City. Hwy. U

CITY, STATE, ZIP Whitewater, WI 53190

CUSTOMER PHONE NO. 262-473-5920

SALESMAN Dave Wagner

3-25-2015

DESCRIPTION	PRICE
New Kubota RTV-X900 WL-H 4WD diesel Worksite utility vehicle w/ hydrostatic transmission, independent suspension, H.D. worksite tires, hydraulic dump bed, factory spray-in bedliner. Orange in color.	
Unit to be equipped with new Kubota-, dealer-installed, "Build your own cab" hard cab, including: metal FOPS canopy, glass windshield, metal doors w/ sliding glass windows, rear panel, required front H.D. springs, windshield wiper, heater, switch panel/harness kit for multiple accessories (up to 5), interior mirror & LED strobe light.	
All set-up, trial run, ready-to-work. Non-finance, no-trade delivered to your site Price	$15887.00
Required state of Wisconsin (DNR) municipal registration (Copy of required information follows this quote)	5.00
Tim - thanks for the opportunity to provide you with this quote. Any questions, please give me a call. Dave	
TOTAL	

Triebold Outdoor Power

Kubota
Simplicity
Land Pride
Ferris

Dave Wagner
Sales
Off Tuesdays

Stihl
Boss Plows
Cub Cadet
Grasshopper

Ext. 105

W8008 Cox Rd., Whitewater, WI 53190
Phone: 262-473-2464 Fax: 262-473-5259
Email: trieboldoutdoor@triebold.com
www.triebold.com

Printed in USA

Kubota

RTV-X900 DIESEL WORK UTILITY VEHICLE

RTV-X900G-A/H/T UTILITY VEHICLE - GENERAL PURPOSE (ORANGE)
RTV-X900W/WL-A/AS/H/HS/T UTILITY VEHICLE - WORKSITE (ORANGE)
RTV-X900R/RL-A/H UTILITY VEHICLE - REALTREE ® AP (CAMO)

SALES FEATURES

- Kubota 21.6 hp, D902 three cylinder, indirect injected, liquid cooled full Tier IV diesel engine
- Kubota exclusive Variable Hydro Transmission (VHT-X) with low, high, and reverse gears
- Transmission oil cooler
- Two and four wheel drive with rear differential lock
- Limited-slip front differential
- Fully-independent, adjustable front and rear suspensions
- Hydraulic Power Steering (manual-tilt feature on Worksite and Realtree models)
- Dumping Cargo Box (hydraulic cargo lift standard on Worksite and Realtree models)
- Digital Multi-meter (speed/odo/hour meters, fuel and temp gauges, warning lights, etc.)
- Engine coolant temperature gauge and overheat alarms (visual and audio)
- Center Radiator Guard (RTV-X900G models)
- Center Radiator Guard and Horizontal Bumpers (RTV-X900W/WL and RTV-X900R/RL models)
- Two clear halogen front headlights and two rear brake lights
- Operator and passenger cup holders
- Hand operated parking brake
- Front and rear wet disc brakes
- Large 7.9 gallon fuel tank capacity
- Power outlet (12 volt)
- 2 inch hitch receivers, front and rear
- Deluxe 60/40 split bench seats with underseat storage (driver's side adjust on RTV X900W/WL/R/RL)
- Glove Box (open on RTV-X900G; lockable on RTV-X900W/WL/R/RL)

TIRES:

- 25 x 10 – 12 HDWS, 6 Ply (designated by "H" in suffix of model name)
- 25 x 12 – 12 Turf, 4 Ply (designated by "T" in suffix of model name)
- ~~25 x 10 – 12 ATV, 6 Ply (designated by "A" in suffix of model name)~~

SAFETY EQUIPMENT:

- OSHA 1928.52 and SAE J2194 ROPS
- Operator and passenger retractable seat belts
- Rear Cargo Screen
- Safety start system, needs to be in neutral
- Key Shut off
- Spark arrestor muffler
- Electric Horn

FACTORY OPTIONS:

- Factory Spray-on Bedliner -- designated by "L" in model name
- Factory-installed Alloy Wheels -- designated by "S" in model name

Specifications subject to change without notice.

RTV-X900 - 1

February 24, 2014

Kubota

RTV-X900G-A/H/T UTILITY VEHICLE - GENERAL PURPOSE (ORANGE)
RTV-X900W/WL-A/AS/H/HS/T UTILITY VEHICLE - WORKSITE (ORANGE)
RTV-X900R/RL-A/H UTILITY VEHICLE - REALTREE ® AP (CAMO)

BID SPECIFICATIONS	
RTV-X900 MODELS	
FLUID CAPACITIES	
Fuel Tank Capacity	7.9 gal (30 liters)
Cooling System Capacity	6.4 qts (6.1 liters)
Engine Lubricant oil capacity	3.3 qts (3.0 liters)
Transmission oil capacity	1.8 gal (7 liters)
Hydraulic system capacity	19 qts (18 liters)
Front axle differential case capacity	0.6 qts (0.60 liters)
Brake system capacity	0.4 qts (0.40 liters)
DIMENSIONS	
Overall length of base vehicle	119.3" (3000 mm)
Overall width of base vehicle	63.1" (1605 mm)
Overall height to top of ROPS	79.9" (2030 mm)
Wheelbase	80.5" (2045 mm)
Front wheel tread width	48.8" (1240 mm)
Rear wheel tread width	48.8" (1240 mm)
Minimum ground clearance (front axle)	10.2" (260 mm)
Minimum ground clearance (rear axle)	10.2" (260 mm)
Minimum turning radius	13.1' (4.0 m)
Noise level at operators ear	85 dB(A)
Operating weight with full fuel	1969 lbs (893 kg)
CARGO BOX:	
Cargo box length	40.6" (1030 mm)
Cargo box width	57.5" (1460 mm)
Cargo box depth	11.4" (290 mm)
Cargo box height from ground	31.5" (800 mm)
Cargo box capacity (volume)	15.2 cu ft (0.43 cu m)
Cargo box capacity (weight)	1102 lbs (500 kg)
PAYLOAD CAPACITIES:	
Type of dump system available	Manual on RTV-X900G; Hydraulic on all other RTV-X900 models
Maximum payload capacity	1697 lbs (770 kg)
Maximum towing capacity	1300 lbs (590 kg)

Specifications subject to change without notice.
RTV X900 - 3

February 24, 2014

JOHN DEERE

Quote Summary

Prepared For:

Whitewater Wastewater Plant
Po Box 178
Whitewater, WI 53190

Prepared By:

Larry Schlender
Mid-state Equipment
4323 Hwy 14 East
Janesville, WI 53546
Phone: 608-758-7494
lschlender@midstateequipment.com

DIESEL

Quote Id:	10823962
Created On:	16 January 2015
Last Modified On:	16 January 2015
Expiration Date:	30 January 2015

Equipment Summary	Selling Price		Qty		Extended
JOHN DEERE HPX Diesel Green & Yellow (Model Year 2015)	$ 16,226.73	X	1	=	$ 16,226.73
Equipment Total					**$ 16,226.73**

Quote Summary	
Equipment Total	$ 16,226.73
SubTotal	$ 16,226.73
Total	$ 16,226.73
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	**$ 16,226.73**

Salesperson : X _____ **Accepted By : X** _____

Confidential

Selling Equipment

Quote Id: 10823962 **Customer:** WHITEWATER WASTEWATER PLANT

JOHN DEERE HPX Diesel Green & Yellow (Model Year 2015)

Hours:
Stock Number:

				Selling Price $ 16,226.73
Code	**Description**	**Qty**	**Unit**	**Extended**
990CM	HPX Diesel Green & Yellow (Model Year 2015)	1	$ 11,269.00	$ 11,269.00
	Standard Options - Per Unit			
001A	US/Canada	1	$ 0.00	$ 0.00
1013	Turf Tires - Yellow	1	$ 145.00	$ 145.00
2006	Bench Seat Yellow	1	$ 0.00	$ 0.00
3100	Cargo Box Power Lift	1	$ 949.00	$ 949.00
4005	Deluxe Cab Frame/Including Glass Windshield with Wiper, Electrical Kit, Rear Window and Glass Doors	1	$ 4,915.00	$ 4,915.00
4049	Less Black Poly Roof and Rear Screen with Headrests	1	$ 0.00	$ 0.00
	Standard Options Total			**$ 6,009.00**
	Dealer Attachments			
BM23608	Cab Heater	1	$ 1,130.99	$ 1,130.99
VGB10548	Cab Heater Fitting Kit	1	$ 25.59	$ 25.59
BM21656	Interior Light Kit - Deluxe Cab	1	$ 62.21	$ 62.21
BM25046	Backup Alarm	1	$ 105.93	$ 105.93
BM21649	Beacon Light Kit - Deluxe Cab	1	$ 384.13	$ 384.13
	Dealer Attachments Total			**$ 1,708.85**
	Other Charges			
	Freight	1	$ 300.00	$ 300.00
	Setup	1	$ 350.00	$ 350.00
	Other Charges Total			**$ 650.00**
	Suggested Price			**$ 19,636.85**
	Customer Discounts			
	Customer Discounts Total		**$ -3,410.12**	**$ -3,410.12**
Total Selling Price				**$ 16,226.73**

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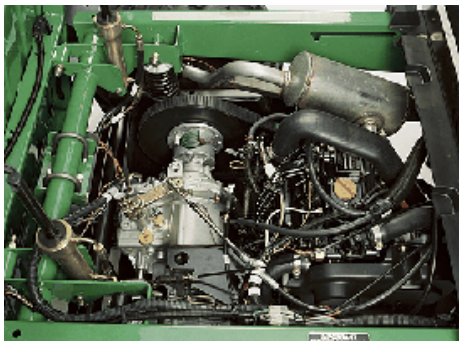
2015 JOHN DEERE HPX Diesel Green & Yellow (Model Year 2015)

Engine

Powered by 18.5-hp (13.8 kW)*, 854-cu cm (0.85-L), three-cylinder, liquid-cooled, four-cycle diesel engine



Powered by an 18.5-hp (13.8 kW)*, 854-cu cm (0.85-L), three-cylinder, liquid-cooled, four-cycle diesel engine.

*The engine horsepower information is provided by the engine manufacturer to be used for comparison purposes only. The actual operating horsepower will be less.

854-cu cm (0.85-L) diesel engine

The engine offers the following performance and reliability features:

- Overhead valve design for greater efficiency and fuel economy
- Full-pressure lubrication system
- Dry replaceable dual-element air cleaner with remote intake
- Indirect injection diesel with glow plugs helps to ensure fast starts in cold temperatures

Frame, design, and styling

Low center of gravity enhances stability

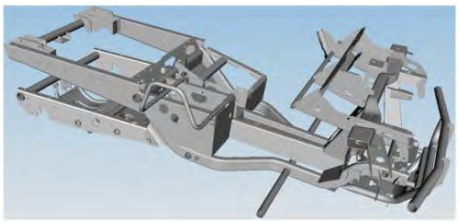
The Gator™ HPX features 89 mm (3.5 in.) of travel in the rear to reduce jounce/bounce distance while under load.

The low center of gravity with high-back bucket or bench seats allow a secure feel while operating the vehicle.

Stable design

Frame, design, and styling

Hydroformed frame



Hydroformed frame

• Hydroformed frame is a high-strength design that is robotically welded, e-coated, and powder painted for maximum durability
• Attractive, modern styling with integrated standard headlights and optional turn signals and taillights
• Green-styled parts are injection-molded JD Loy, a durable, engineered plastic designed to minimize scratching and marring; the plastic is recoverable and paintable
• Tubular bumper with integrated mounting locations is standard on all models

Key Features

Features operator conveniences such as high-back bucket or bench seats, cup holders, glove box, and 12-V outlet

Operator's station with 457-mm (18-in.) high-back bucket seats

The Gator™ HPX is equipped with many standard features that provide for comfortable and convenient operation:

Bench seat

Center console with 12-VDC power port

• Side-by-side 457-mm (18-in.) high-back bucket or bench seating provides room for one operator and one passenger
• Hip restraints serve as convenient and comfortable handholds
• Driver's seat is mounted on a slide-rail system that allows for fore-aft positioning
• Occupant Protective Structure (OPS) with three-point seat belts and passenger side grab handles, located on the front post, front dash, and on the outside of the seats

- Both seats (buckets only) tilt forward for ease of service and to keep them dry during outdoor storage
- Operator platform provides easy entry/exit for the operator and passenger
- Cup holders are located within reach of the operator's station
- Hour-meter comes standard to assist in maintaining regular service intervals
- Traction assist (differential lock) is hand operated and conveniently located between the operator and passenger seats
- Glove box is located in the dash to provide a convenient storage area for small items
- Standard 12-V direct current (VDC) outlet conveniently located on the instrument panel as well as in the center console between the seats (buckets only)
- Tank-mounted fuel gauge is easily viewed from the left side of operator's seat
- Large, 76-mm (3-in.) diameter fuel tank fill opening allows easy fuel fill and helps to eliminate spillage
- Storage compartment is located under the front hood for extra storage space
- On-dash manual choke provides easy accessibility and convenient choke moderation for smooth engine warm-up (gas models only)

Key Features

Heavy-duty suspension delivers excellent heavy hauling capabilities

The Gator™ HPX is equipped with heavy-duty coil over shock, semi-independent rear suspension with 3.5 in. (89 mm) of suspension travel that provides a comfortable ride with the cargo box unloaded, while also minimizing suspension sag when the cargo box is loaded.

The Gator™ HPX is equipped with McPherson strut independent front suspension providing a comfortable ride and excellent work capability. The heavy-duty, ductile cast-iron, single A-arm provides 5.15 in. (131 mm) of suspension travel for excellent handling and ride quality.

Key Features

Precision-engineered drive system optimizes acceleration, hauling, towing, and hill-climbing capabilities

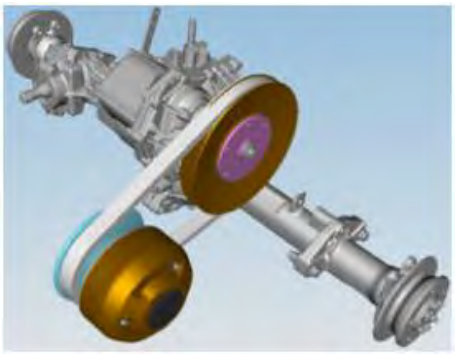
The Gator™ HPX Utility Vehicle has a precision-engineered drivetrain system to better utilize engine power, to improve acceleration, hauling, towing, and hill-climbing capabilities. Power is transmitted from the engine through a continuously variable clutch system to the transaxle.

Precision-engineered drivetrain system

Key elements of the drive system include:

- Transaxle with high and low ranges, neutral, and reverse
- Engine
- Variable-speed drive

Variable-speed drive



Variable-speed drive

The variable-speed drive consists of two clutches and a drive belt:
- Drive clutch is attached to and rotated by the engine.
- Driven clutch is attached to and drives the transaxle.

How variable-speed drive works:
- As the engine speed increases, the spring-loaded drive clutch is closed by weights being forced out by centrifugal force.
- As the drive clutch closes, the belt rides up to the largest diameter of the drive clutch and forces open the driven clutch.
- With the belt running in the smallest diameter of the driven clutch, the speed being transferred to the transaxle is increased.
- The driven clutch is designed to sense varying loads (inclines, mud, etc.) and constantly adjusts drive speed upward or downward so that engine rpm remains constant at constant throttle position.

Transaxle and mechanical front-wheel drive (MFWD)

Transaxle and MFWD

- Two-speed fully enclosed oil bath transaxle allows superior pulling ability
  - Low range is 0 km/h to 19 km/h (0 mph to 12 mph)
  - High range is 0 km/h to 40 km/h (0 mph to 25 mph)
- MFWD and rear transaxle are protected by skid plates
- Helical forward and reverse gears are used for quiet operation
- On-demand true four-wheel drive (4WD) system with an auto-locking front differential and dash-mounted electronic rocker switch; when the rocker switch is in the on 4WD position, the front differential will automatically lock for extra traction when needed, but when the rocker switch is in the off two-wheel drive (2WD) position, the vehicle will remain in 2WD
  - Provides exceptional traction in challenging conditions
  - Maintains turf-friendly operation in 2WD mode
  - Combined with rear traction assist - (differential lock) can provide full, locking 4WD

Key Features

Factory-installed Occupant Protective Structure (OPS) or deluxe cab

The Gator™ HPX is configured from the factory with OPS and standard Occupant Side Retention (OSR) or deluxe cab
• The OPS performance is certified to SAE J219

OPS with doors

OPS with nets

OSR

• Certified to ANSI B71.9

Nets are standard equipment on the Gator HPX. Features of the nets include:
• One-handed operation
• Easy entry/exit
• Great visibility

Stylized poly doors can be ordered in lieu of nets. Features of the doors include:
• Automotive style handles
• One-handed operation
• Easy entry/exit: 90-degree opening
• Great visibility
• Color-matched panels

Deluxe cab

The Gator HPX can be configured with the deluxe cab with front windshield, rear window, electrical kit, OSR nets or glass doors.

Deluxe cab with glass doors (shown with optional front work lights, beacon light, and side mirrors)

Attachments and options

Three tire options available

Tires

A. Turf tires — minimize turf damage and improve hard surface durability, versus other tire options.

B. High-performance all-purpose (HPAP) tires are the standard selection for all models (in base). HPAP tires provide excellent traction with minimal impact on terrain.

C. High-performance all-terrain (HPAT) tires provide the most aggressive tread pattern for extra traction.

Cargo box and storage

Durable cargo box for hard-working performance

The Gator™ HPX has a durable cargo box constructed of 16-gauge steel to allow heavy hauling:

Steel cargo box

• Strong and durable design

Can be manually or power tilted up to allow access to the drive system or to assist in unloading the box
• Prop rod is provided as base to hold the box in the upright position for operator convenience
• Power lift kit is available as an attachment for field conversion or as a factory-installed option
  • Electrohydraulic cylinders provide power to lift the cargo box and a load of up to 453.5 kg (1000 lb)
  • Dump control switch, conveniently located on the dash, makes it easier and more convenient to dump the box
• The tailgate, with a solid latching system, can be opened or removed for easier cleanout and to haul longer items

A bedliner for the cargo box can be ordered as an attachment for field conversion.

Cargo box bedliner

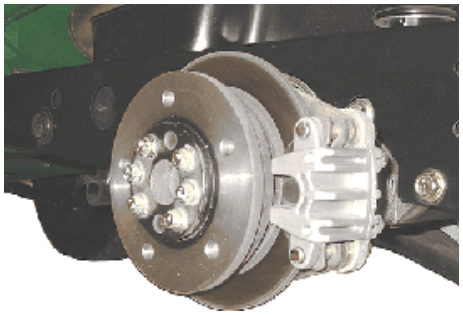
Factory or dealer installed
cargo box power lift

Cargo box specifications

Length	116 mm (43.9 in.)
Width	1244 mm (49.0 in.)
Depth	229 mm (9.0 in.)
Volume	0.32 cu m (11.3 cu ft)
Weight capacity	454 kg (1000 lb)
Dump angle	47 degrees

Performance and drivetrain

Enhanced all-wheel hydraulic disc braking with dual master cylinder and 20 percent more braking force

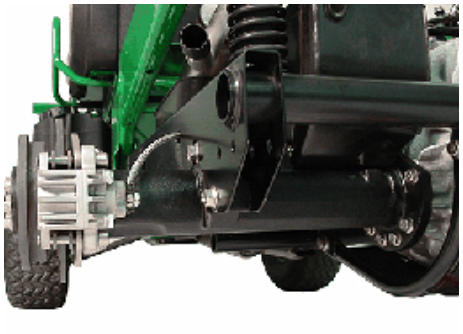


Hydraulic disc brakes

- Four-wheel hydraulic disc brakes
- Braided stainless-steel brake lines with banjo fittings for increased durability
- Hand-lever-operated mechanical park brake system
- Integral cast-iron rotors with wheel hubs for extended life
- Automotive-style dual-circuit master cylinder with a see-through reservoir
- Larger front and rear brake calipers with sintered metallic brake pads
- Smooth-feeling engagement

Performance and drivetrain

Rear axle housings



Nodular cast-iron rear axle housings
- Large sealed bearings for better protection and load-carrying capabilities
- Forged-splined shaft for increased torsional strength
- Nodular cast-iron housing for increased durability

Performance and drivetrain

Automotive-type rack and pinion steering with A-arm front suspension

Full-vehicle suspension provides a smooth ride over challenging terrain.

Automotive-type rack and pinion steering features include:

Automotive-type rack
and pinion steering

- Enhanced design includes steel ball-bearings for smooth, responsive operation
- Tight turn radius of 3.35 m (11 ft) for excellent maneuverability
- Completely sealed for long life

MacPherson strut, single A-arm front suspension features include:
- 131 mm (5.15 in.) of total travel for better off-road control
- Nodular cast-iron 25-mm (1-in.) diameter spindles
- Automotive-type maintenance-free rubber torsional pivots for long life and quiet operation

Product Specification Details :

Manufacturer Model	**John Deere Gator HPX 4x4 Diesel**
Engine and Electrical	
Type	4-cycle diesel
Cylinders	3
Valving	OHV

Quote ID :10823962Customer Name : WHITEWATER WASTEWATER PLANT

Horsepower*	18.5 (15.5 kw)*
Displacement	854 cc
Maximum torque, ft.-lb. (Nm)	33 (45) @ 3350 rpm
Iginition type	Solid state 12V
Lubrication	Full pressure
Oil filter	Screw on filter
RPM, idle (no load)	1050 +/- 50
RPM, fast (no load)	3650 +/- 50
Cooling system	Liquid
Air cleaner	Dry, replaceable dual element with remote intake
Muffler	Spark-arresting
Battery	480CCA
Alternator	40 amp @ 3200 rpm regulated
Headlights	Two 37.5 watt halogen
Fuel System	
Capacity, U.S. gal. (L)	5.3 (20.1)
Consumption (half load at avg. speed), U.S. gal./hr. (L/h)	0.25 (0.95)
Fuel pump type	Mechanical
4WD	
System Type	On-demand true four-wheel drive system
Front Differential (Engagement)	Auto-locking (On/off rocker switch)
Rear Differential (Engagement)	Positive locking, mechanically actuated (hand-operated)
Transmission	
Type	Continuously Variable Transmission (CVT)
Drive belt	Spun top cog, 31 mm wide
Ground speed, mph (km/h)	0-25 (0-40) forward, 0-12 (0-19) reverse
Transaxle	Two speed, oil bath
Gear Selection	Forward (hi-lo), Netural, Reverse
Overall Reduction Ratio:	---
Low	94.4818:1
High	41.8902:1
Reverse	81.6261:1
Brakes	Front/rear hydraulic disk
Park brake	Rear mechanical disk, hand operated
Bearings	Sealed, single-row ball
Axle	33 mm diameter forged, splined shaft
Suspension and Steering	
Suspension, front	Independent with McPherson Strut
Front Susp. Travel (total), in. (mm)	5.15 (131)
Suspension, rear	Coil over shock
Rear Susp. Travel (total), in. (mm)	3.5 (90)
Steering	Rack and Pinion
Turning radius, ft. (m)	11 (3.35)
Hitch	
Front	Optional 1.25-in receiver
Rear	Optional 1.25-in receiver
Occupant Protective System (OPS)	
Tubular overhead structure	1.75 in (44.4 mm) steel tube
Passenger grab handles	Front OPS post, front dash and on both sides of seat
Seat belts	3-point
Certification	SAE J2194 and OSHA ROPS
Ground Pressure (max):	
With 200-lb. Operator Only, psi (kg/cm2)	14 (0.98)
Fully Loaded Vehicle, psi (kg/cm2)	14 (0.98)
Ground Clearance	
Ground Clearance, in. (mm)	6 (152)
Under Foot Platform, in. (mm)	12 (305)
Dimensions	
Length (w/out bumper), in. (mm)	108 (2743)
Length (with bumper), in. (mm)	113 (2870)
Width, in. (mm)	59.3 (1506)
Front-tread Centers, in. (mm)	49.5 (1257.3)

Rear-tread Centers, in. (mm)	48 (1219.3)
Height (overall with OPS), in. (mm)	73.5 (1867)
Wheelbase, in. (mm)	75.2 (1910)
Weight (incl. fuel/fluids), lb. (kg)	1473 (668)
Seating Capacity	2
Seat Type	Professional high back bucket, tilt forward
Towing Capacity, lb. (kg)	1300 (590)
Payload Capacity, lb. (kg)	1400 (635)
Sound rating (at operator's ear), dB(A)	87
Cargo Box	
Material	Steel
Capacity	---
Dimensions, in. (mm)	43.9L x 49W x 9D (1116L x 1244W x 229D)
Volume, cu. ft. (m3)	11.2 (0.32)
Weight, lb. (kg)	1000 (454)
Dump	Manual (power lift option)
Tailgate	Hinged at bottom, removable
Tires	
Front	24x9.5-10
Rear	---
Turf & AT489	24x12-10
All Trail II	24x10.5-10
Available Tread Types	Standard (All Trail II), Aggressive (AT489), Turf/Hard Surface
Color	
Options	---
Notes	
Disclaimers	*Engine hp is provided by engine mfr. for comparison purposes. Actual operating hp will be less.

Serviceability

Easy access to key service points

Hinged hood

The hood is hinged, allowing easy access to the headlights, radiator, master cylinder, and a pre-wired electrical system, which allows easy attachment installation.

JOHN DEERE

Quote Summary

Prepared For:

Whitewater Wastewater Plant
Po Box 178
Whitewater, WI 53190

Prepared By:

Larry Schlender
Mid-state Equipment
4323 Hwy 14 East
Janesville, WI 53546
Phone: 608-758-7494
lschlender@midstateequipment.com

GASOLINE

Quote Id:	10824104
Created On:	16 January 2015
Last Modified On:	19 March 2015
Expiration Date:	16 April 2015

Equipment Summary	Selling Price		Qty		Extended
JOHN DEERE HPX Gas Green & Yellow (Model Year 2015)	$ 15,003.13	X	1	=	$ 15,003.13
Equipment Total					**$ 15,003.13**

Quote Summary	
Equipment Total	$ 15,003.13
SubTotal	$ 15,003.13
Total	$ 15,003.13
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	**$ 15,003.13**

Salesperson : X _____ **Accepted By : X** _____

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Selling Equipment

Quote Id: 10824104 **Customer:** WHITEWATER WASTEWATER PLANT

JOHN DEERE HPX Gas Green & Yellow (Model Year 2015)

Hours:
Stock Number:

Code	Description	Qty	Unit	Selling Price $ 15,003.13 Extended
9869M	HPX Gas Green & Yellow (Model Year 2015)	1	$ 9,739.00	$ 9,739.00
	Standard Options - Per Unit			
001A	US/Canada	1	$ 0.00	$ 0.00
1013	Turf Tires - Yellow	1	$ 145.00	$ 145.00
2006	Bench Seat Yellow	1	$ 0.00	$ 0.00
3100	Cargo Box Power Lift	1	$ 949.00	$ 949.00
4012	Deluxe Cab Frame/Including Glass Windshield with Wiper, Electrical Kit, Rear Window and Glass Doors	1	$ 4,915.00	$ 4,915.00
4049	Less Black Poly Roof and Rear Screen with Headrests	1	$ 0.00	$ 0.00
	Standard Options Total			**$ 6,009.00**
	Dealer Attachments			
BM23608	Cab Heater	1	$ 1,130.99	$ 1,130.99
VGB10547	Cab Heater Fitting Kit	1	$ 74.22	$ 74.22
BM21656	Interior Light Kit - Deluxe Cab	1	$ 62.21	$ 62.21
BM25046	Backup Alarm	1	$ 105.93	$ 105.93
BM21649	Beacon Light Kit - Deluxe Cab	1	$ 384.13	$ 384.13
	Dealer Attachments Total			**$ 1,757.48**
	Other Charges			
	Freight	1	$ 300.00	$ 300.00
	Setup	1	$ 350.00	$ 350.00
	Other Charges Total			**$ 650.00**
	Suggested Price			**$ 18,155.48**
	Customer Discounts			
	Customer Discounts Total		**$ -3,152.35**	**$ -3,152.35**
Total Selling Price				**$ 15,003.13**

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