

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

April 9, 2015

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

It was moved by Councilmember Binnie and seconded by Councilmember Abbot to approve the Common Council Minutes of March 3, 2015, payment of invoices in the amount of \$159,424.81 and the expedited approval of Memorandum of Understanding Relating to Wayfinding Signs for Burr Oak Drive, near Prairie Village, Street Closure for Whitewater Police Department K-9 run on May 30, 2015, and Purchase of Utility Vehicle for Wastewater Treatment Plant. AYES: Frawley, Abbott, Diebolt-Brown, Singer, Bregant, Kidd. ABSTAIN: Binnie. NOES: None.

**STAFF REPORTS:** None

**HEARING OF CITIZEN COMMENTS:** City Manager Clapper presented Certificate of Appreciation plaques to Councilmember Bregant, Councilmember Diebolt-Brown and Councilmember Frawley for their public service. Bregant and Frawley did not seek new terms and Diebolt-Brown, who was appointed in January to fulfill the remainder of Jim Winship's term, which has now expired.

**NANCY O'DONNELL EMPLOYMENT TERMINATION GRIEVANCE PROCEDURE REVIEW AND DECISION.** O'Donnell filed a grievance regarding her termination with the City of Whitewater. A special hearing was held to review the termination process on February 24, 2015, at which time it was found in favor of the City of Whitewater. O'Donnell then filed an appeal of that decision. The appeal was brought before the City of Whitewater Common Council. Initially the case was to be heard by Council in closed session but legal counsel stated the matter could be heard in an open meeting. Due to possible conflict of interest, Attorney Kyle Gulya with Von Briesen Law Firm in Madison filled in for City Attorney Wally McDonell. Prior to the April 9, 2015 Common Council meeting, council members reviewed the evidence of O'Donnell's case and reviewed the tapes from the special hearing. It was moved by Councilmember Kidd and seconded by Councilmember Abbott to approve that the finding made at the special hearing in favor of the City of Whitewater was not arbitrary or incorrect. AYES: Frawley, Abbott, Diebolt-Brown, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None. APPROVED: April 9, 2015.

**AMENDMENT TO 2015 SALARY RESOLUTION:** City Manager Clapper stated the City is asking for an additional pay grade for part-time WIAA certified officials at a rate of \$35.00 per tournament game. Currently the pay scale for sports officials ranges from \$20.00 to \$25.00 per tournament game. Clapper stated the officials would be compensated by the revenue stream coming in from fees associated with those events. Councilmember Binnie inquired as to whether there would be additional expenses for travel. Parks and Recreation Director Amundson stated that \$35.00 is the total compensation per game.

**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			

**PROFESSIONAL AND TECHNICAL EMPLOYEE PAY PLAN**

Pay Grade		Steps				
		1	2	3	4	5
A*	Hourly Wage 2080 Hours	15.38 31,993.73	15.85 32,969.66	16.53 34,391.14	17.24 35,855.04	17.91 37,255.30
B*	Hourly Wage 2080 Hours	16.48 34,287.24	17.24 35,855.04	17.97 37,382.59	18.72 38,947.42	19.47 40,500.82

C	Salary	37,252.62	38,945.12	40,637.87	42,332.13	44,024.88
D	Salary	40,231.10	42,060.37	43,887.07	45,716.09	47,546.90
E	Salary	44,153.49	46,160.04	48,166.32	50,174.14	52,181.68
F	Salary	47,604.70	49,768.39	51,931.06	54,096.28	56,258.69
G	Salary	51,055.65	53,377.01	55,697.08	58,015.61	60,336.97
H	Salary	54,506.85	56,983.06	59,461.82	61,936.50	64,416.78
I	Salary	57,956.78	60,591.67	63,225.03	65,858.90	68,493.78
J	Salary	61,406.46	64,197.48	66,990.03	69,779.77	72,572.07
K	Salary	64,858.94	67,806.08	70,754.77	73,700.65	76,649.31
L	Salary	68,308.88	71,413.43	74,519.51	77,623.04	80,730.15

\*Non-Exempt 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

**WHITEWATER POLICE DEPARTMENT COMMUNICATIONS CENTER**

Position	# of Positions	Step			
		1	2	3	4
Communications Coordinator	1	19.21	20.22	21.28	21.52
<i>Per 2,080 Hours</i>		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
<i>6 @ Per 1947 Hours</i>		33,639.36	35,383.63	37,252.48	37,626.25
<i>1 @ Per 976 Hours</i>		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.	2 12-23 mos.	3 24-35 mos.	4 36-47 mos.	5 48-59 mos.	6 60+ mos.
A	Lab Assistant	10.00	10.22	10.44	10.67	10.89	11.12
B	Custodian/Groundskeeper <i>Per 1,040 Hours</i>	15.41 16,029.23	16.00 16,637.08	16.58 17,244.93	17.14 17,830.26	17.72 18,426.86	18.29 19,023.45
C	Laborer II <i>Per 2,080 Hours</i>	18.01 37,461.57	18.59 38,677.27	19.17 39,870.45	19.74 41,063.64	20.33 42,279.34	20.89 43,450.01
D	Building Maintenance <i>Per 2,080 Hours</i>	20.16 41,941.65	20.75 43,157.35	21.30 44,305.51	21.91 45,566.23	22.47 46,736.91	23.05 47,952.61
	<i>Per 1,560 Hours</i>	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 <i>Per 2,080 Hours</i>	22.56 46,917.01	23.06 47,975.12	23.56 49,010.72	24.07 50,068.82	24.57 51,104.42	25.09 52,185.04
<b>Grade F:</b>	Additional \$0.20 per hour above Pay Grade E upon successful completion and receipt of Grade I certification and one sub grade.						
<b>Grade G:</b>	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.						

<b>Grade H:</b>	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.
<b>Grade I:</b>	Additional \$1.56 per hour above Pay Grade E for the position of Lab Manager/Operator.

**WHITEWATER POLICE DEPARTMENT**

<b>Position</b>	<b># of Positions</b>	<b>Effective Date</b>	<b>Hourly Wage</b>	<i>Per 2,080 Hours *Patrol (2,008 Hours)</i>
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

<b>Position</b>	<b># of Positions</b>	<b>Effective Date</b>	<b>Hourly Wage</b>	<i>Per 2,080 Hours *Patrol (2,008 Hours)</i>
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**

<b>Position</b>	<b># of Positions (Part-time)</b>	<b>Wage</b>
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**

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

**PART-TIME SEASONAL EMPLOYEES**

Position	Steps				
	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 Binnie, who moved its adoption. Seconded by Councilmember Bregant. AYES: Frawley, Abbott, Diebolt-Brown, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None. ADOPTED: April 9, 2015.

Cameron Clapper, City Manager

Michele R. Smith, City Clerk

**FIRST READING OF ORDINANCE ZONING MAP AMENDMENT TO IMPOSE THE R-2A RESIDENTIAL OVERLAY DISTRICT ZONING TO ENABLE UP TO FOUR (4) UNRELATED PERSONS IN A RESIDENCE AT 412 SOUTH JANESVILLE STREET.**

**FIRST READING OF ORDINANCE ZONING MAP AMENDMENT TO IMPOSE THE R-2A RESIDENTIAL OVERLAY DISTRICT ZONING TO ENABLE UP TO FOUR (4) UNRELATED PERSONS IN A RESIDENCE AT 412 SOUTH JANESVILLE STREET.**

**FIRST READING OF AN ORDINANCE IMPOSING THE R-2A  
RESIDENTIAL OCCUPANCY OVERLAY DISTRICT  
ZONING CLASSIFICATION FOR CERTAIN PROPERTY  
IN THE CITY OF WHITEWATER**

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#

412 S. Janesville Street

/CL 00109

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 Bregant, who moved its adoption. Seconded by Councilmember Diebolt-Brown. AYES: Frawley, Abbott, Diebolt-Brown, Binnie, Singer, Bregant, Kidd. NOES: None. FIRST READING APPROVED: April 9, 2015.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

**FIRST READING OF AMENDMENT AUTHORIZING THE INCREASE OF THE CITY MANAGER EXPENDITURE AUTHORITY FROM \$10,000 TO \$25,000 FOR BUDGETED**

**ITEMS.** City Manager Clapper stated that it is his suggestion to increase the amount of the city manager expenditure authority from \$10,000 to \$25,000. Council Chairman Singer stated that with rising costs, this is a fair amount. Singer stated that if \$25,000 is approved, Council should be notified of any purchases.

**FIRST READING OF 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 Authority to make purchases.**

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 Binnie, who moved its adoption. Seconded by Councilmember Abbott. AYES: Frawley, Abbott, Diebolt-Brown, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None. FIRST READING APPROVED: April 9, 2015.

Cameron Clapper, City Manager

Michele R. Smith, City Clerk

**SECOND READING OF ORDINANCE IMPOSING RESIDENTIAL OVERLAY DISTRICT CLASSIFICATION R-3A FOR THE PROPERTY LOCATED AT 158 N. TRATT STREET.**

**SECOND READING OF 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:

<u>Address</u>	<u>Tax ID#</u>
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 Binnie, who moved its adoption. Seconded by Councilmember Bregant. AYES: Frawley, Diebolt-Brown, Binnie, Singer, Bregant, Kidd. NOES: None. ABSTAIN: Abbott. ABSENT: None. ADOPTED: April 9, 2015.

Cameron Clapper, City Manager

Michele R. Smith, City Clerk

**SECOND READING OF ORDINANCE IMPOSING RESIDENTIAL OVERLAY DISTRICT  
CLASSIFICATION R-2A FOR THE PROPERTY LOCATED AT 523 W. CENTER STREET.**

**SECOND READING OF AN ORDINANCE IMPOSING THE R-2A  
RESIDENTIAL OCCUPANCY OVERLAY DISTRICT  
ZONING CLASSIFICATION FOR CERTAIN PROPERTY  
IN THE CITY OF WHITEWATER  
(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:

<u>Address</u>	<u>Tax ID#</u>
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 Binnie, who moved its adoption. Seconded by Councilmember Bregant. AYES: Frawley, Diebolt-Brown, Binnie, Singer, Bregant, Kidd. NOES: None. ABSTAIN: Abbott. ABSENT: None. ADOPTED: April 9, 2015.

Cameron Clapper, City Manager

Michele R. Smith, City Clerk

**AUTHORIZATION TO COMPLETE TRAFFIC STUDY ON MAIN STREET, BETWEEN INDIAN MOUND PARKWAY AND PEARSON LANE.** 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. City Manager Clapper stated the City will be conducting a traffic count in house. Clapper stated that once the City has collected that data, Strand Associates would then analyze that data. Clapper stated he would like to have this work done by June. Clapper further stated that this work would be paid out of Tax Increment District 5. Neighborhood Services Director Christine Munz-Pritchard stated that the count will be conducted between the hours of 4:00 p.m. and 6:00 p.m., which would help determine whether other times during the day would be better. It was moved by Councilmember Binnie and seconded by Councilmember Abbott to approve Task Order No. 15-03 with Strand Associates for the West Main Street traffic analysis. AYES: Frawley, Abbott, Diebolt-Brown, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None. ADOPTED: April 9, 2015.

**ADOPTION OF AMENDMENTS TO EMERGENCY OPERATIONS PLAN.** City Manager Clapper stated that the Emergency Operations Plan has been updated to reflect appropriate contact information, duties and position titles. It was moved by Councilmember Binnie and seconded by Councilmember Bregant to approve adoption of amendments to Emergency Operations Plan. AYES: Frawley, Abbott, Diebolt-Brown, Binnie, Singer, Bregant, Kidd. NOES: None. ADOPTED: April 9, 2015.

**DISCUSSION AND POSSIBLE DIRECTION FOR APPOINTMENT OF REPLACEMENT COUNCILMEMBER FOR ALDERMANIC DISTRICT 2.** Councilmember Abbott gave a formal announcement of her resignation as Councilmember for Aldermanic District 2 as of April 20, 2015. Abbott stated she will be relocating within the City of Whitewater and will be sworn in as Councilmember for Aldermanic District 5. Council discussed the procedure for filling the Aldermanic District 2 position. The Clerk was authorized to advertise the position with applications to be due by April 24, 2015.

**APPROVAL OF AGREEMENT WITH STRAND ASSOCIATES FOR EXTENSION OF TECHNICAL SERVICES AGREEMENT.** City Manager Clapper stated that the Technical Services Agreement with Strand Associates expired in February, 2015. Clapper stated the City has been satisfied with what Strand Associates has provided and would like to extend the agreement with them as a four-year contract rather than a three-year contract. Clapper stated that the rate per hour with Strand Associates has ranged between \$69.64 and \$186.22 per hour. Clapper stated that over the last five years

the hourly rate during projects has averaged around \$100.00. It was moved by Councilmember Binnie and seconded by Councilmember Bregant to approve the extension of the technical services agreement with Strand Associates. AYES: Frawley, Abbott, Diebolt-Brown, Binnie, Singer, Bregant, Kidd. NOES: None. ABSENT: None. APPROVED: April 9, 2015.

**COUNCILMEMBER REQUESTS FOR FUTURE AGENDA ITEMS.** Councilmember Abbott extended a thank you to the outgoing council members.

**ADJOURNMENT.** It was moved by Council Chairman Singer and seconded by Councilmember Bregant to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 7:25 p.m.

Respectfully submitted,

Teri Nowakowski, Deputy Clerk

