



**CITY OF WHITEWATER
COMMON COUNCIL AGENDA**
Common Council Meeting

AMENDED AGENDA AS OF 5/4/2020 – 2:30 P.M.

*Amended Agenda to add Executive Session Item, and to Reconvene from Closed Session, to discuss and possibly take action on City Agreement with WPPSA (Wisconsin Professional Police – Supervisor’s Association) and addition of request for authorization to amend Common Council Agenda with less than 72 hours notice, as required by City of Whitewater Transparency Ordinance.

Tuesday, May 5, 2020 - 6:30 p.m.

**Due to Coronavirus Concerns, this will be a VIRTUAL MEETING. (not in person).
Citizens are welcome (and encouraged) to join us via computer, smart phone, or telephone.
Citizen participation is welcome during topic discussion periods.**

Common Council Meeting
Tue, May 5, 2020 6:30 PM - 9:30 PM (CDT)

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

CONSENT AGENDA:

CA-A	Approval of Council Minutes of 2/4/20 and 3/3/20.	P. 1
CA-B	Acknowledgement of receipt and filing of the following: *Plan and Architectural Review Commission of 11/11/19 and 12/9/19.	P. 13
CA-C	Expedited Approval of the Following Items, per City Staff Recommendation: None.	n/a
CA-D	Request for authorization to amend agenda with less than 72 hours notice, as required by City of Whitewater Transparency Ordinance.	

CITY MANAGER REPORT.

STAFF REPORTS: **Parks and Recreation** – Lakes Drawdown Update; **Finance Director** – Ride Share Fee Update.

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

RESOLUTIONS:

R-1	Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$200,000 for Fire Department Equipment.	P. 23
R-2	Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$335,000 for Street Improvement Projects.	P. 25
R-3	Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$980,000 for Water System Projects.	P. 26
R-4	Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$1,180,000 for Sewerage Projects.	P. 27
R-5	Initial Resolution Authorizing \$2,725,000 General Obligation Refunding Bonds	P. 28
R-6	Resolution Directing Publication of Notice to Electors Relating to Bond Issues.	P. 29
R-7	Resolution Providing for the Sale of \$5,420,000 General Obligation Corporate Purpose Bonds, Series 2020A.	P. 30

ORDINANCES – First Reading:

O-1	Amending Chapter 7.22.020, amending fees as it relates to penalties charged to those in violation of the grass cutting ordinance. (DPW Director Request).	P. 47
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ORDINANCES – Second Reading – None.

CONSIDERATIONS:

C-1	Discussion and possible direction regarding possibility of mailing every Whitewater registered voter an Absentee Ballot Application. (Councilmember Brown request).	P. 49
C-2	Appointment of citizen members to Bike and Pedestrian Committee.	P. 81
C-3	Councilmember Requests for Future Agenda Items and Requests for future POLCO questions.	n/a
C-4	EXECUTIVE SESSION. Adjourn to Closed Session, TO RECONVENE, per Wisconsin Statutes 19.85(1)(e) “Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Item to be Discussed: Agreement with Wisconsin Professional Police Supervisor’s Association.	n/a
C-5	Discussion and possible action on Agreement with WPPSA (Wisconsin Professional Police Supervisor’s Association).	
C-6	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.**



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C-4	Adjournment.	n/a

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

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

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

February 4, 2020.

The regular meeting of the Common Council was called to order at 6:30 p.m. by Council President Singer. Members Present: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. Members Absent: None. Legal Counsel Present: Wallace McDonell.

It was moved by Allen and seconded by Schulgit to approve the Council minutes of 1/21/20 and to acknowledge receipt and filing of the following: Community Involvement Committee minutes of 11/26/19; Finance Committee minutes of 10/10/19, 10/17/19, 10/22/19, and 11/26/19; and the Library Board minutes of 12/16/19,. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None.

PAYMENT OF INVOICES. It was moved by Allen and seconded by Schulgit to approve payment of city invoices in the sum of \$34,982.73. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None.

CITY MANAGER UPDATE: None.

STAFF REPORTS: Lisa Dawsey Smith presented the **Downtown Whitewater quarterly report**. It was noted there were 3,720 volunteer hours contributed in 2019, representing a value of \$94,600. More than \$41,000 in private donations was raised, and the group hosted twenty-six outdoor season City Markets and twenty-three indoor markets. Parks and Recreation Director Eric Boettcher updated information on the **Lakes drawdown project**, stating that draw down of the Lakes will continue in Spring of 2020, with the project scheduled to be completed in the Spring of 2021. City Manager Clapper read a **Proclamation in honor of retiring Water Department Superintendent, Rick Lien**. Clapper also welcomed Jim Bergner as the new Water Department Superintendent.

CITIZEN COMMENTS: None

AMENDMENT NO. 1 TO 2020 SALARY RESOLUTION, AMENDING CERTAIN SALARIES.

City Manager Clapper indicated that the proposed salary resolution amends salary ranges for several positions. It does not directly affect the current salary of any particular employee at this time, but gives the ability to adjust salaries. It also combines two fire inspector and two neighborhood services officer (NSO) positions into three positions; namely one full time fire inspector/NSO, one part-time fire inspector, and one part-time Neighborhood Services officer (“NSO”). Councilmember Allen expressed a concern that Neighborhood Services Officers do not receive sufficient training. City Manager Clapper indicated that the City is looking into training opportunities for the NSO employees. Council President Singer said that he would like to see a report including what complaints were made to the Department, with information as to how they were resolved. It was also mentioned that GPS devices could be placed on city vehicles; not to track real time activity, but to be able to see if the entire City is being covered regularly by the NSOs.

In response to the full-time fire inspector/NSO, it was questioned whether this position was a step towards making the Fire Department a full time paid department.

**2020 Salary Resolution
Amendment #1**

WHEREAS, the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, set forth the wage and salary schedule in which wages are established for employees during 2020

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 2020 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, 2020.

Position	Department	Minimum Hourly	Maximum Hourly	Minimum Annual	Maximum Annual
Accountant	Finance and Administrative Services	\$19.33	\$24.58		
Accounting Technician II · Payroll & Accounts Payable	Finance and Administrative Services	\$16.81	\$21.37		
Accounting Technician II-Utilities	Finance and Administrative Services	\$16.81	\$21.37		
Activity Instructors	Parks and Recreation	\$7.75	\$9.19		
Activity Leaders / Lifeguards & WSI Aide	Parks and Recreation	\$9.25	\$12.07		
Administrative Assistant I - Utilities	Department of Public Works	\$16.81	\$21.37		
Administrative Assistant I- Neighborhood Services	Neighborhood Services	\$16.81	\$21.37		
Administrative Assistant I - Records Technician	Police	\$16.81	\$21.37		
Aquatic & Fitness Programmer	Parks and Recreation			\$45,036.56	\$57,269.63
Assistant Library Director	Library			\$48,556.79	\$61,744.18
Building Maintenance	Parks and Recreation	\$23.01	\$27.54		
Camera Operators	Public Relations and Communications	\$7.25	\$10.23		
Captain	Police			\$84,308.98	\$89,817.04
CDA Administrative Assistant	Administration	\$16.81	\$21.37		
Certified Instructors	Parks and Recreation	\$15.00	\$20.99		
Chief Election Inspectors	Administration	\$12.00	\$12.00		
City Clerk	Administration			\$48,556.79	\$61,744.18
Clerk of Court (Part-time)	Administration	\$16.81	\$21.37		
Communications Coordinator	Police	\$20.38	\$24.57		

Community Service Officer	Police	\$10.75	\$10.98		
Comptroller	Finance and Administrative Services			\$55,596.99	\$70,697.74
Custodian/Groundskeeper	Wastewater	\$15.72	\$20.08		
Customer Service Specialist	Library	\$13.60	\$17.31		
Deputy Clerk	Administration	\$16.81	\$21.37		
Deputy Chief	Police			\$88,004.80	\$95,463.50
Desk Staff	Parks and Recreation	\$10.00	\$15.74		
Detective Lieutenant	Police	\$37.14			
Detective Lieutenant	Police	\$37.51			
Detective	Police	\$34.16			
Director of Public Works/City Engineer	Administration			\$77,345.90	\$97,705.39
Dispatch / Records Communications Aide	Police	\$17.63	\$21.22		
Economic Development Director	Administration			\$52,924.89	\$79,648.20
Election Inspectors	Administration	\$10.00	\$10.00		
Engineering Technician	DPW	\$23.01	\$27.54		
Executive Assistant	Administration	\$16.81	\$21.97		
Foreman	DPW	\$26.24	\$31.54		
Finance & Administrative Services Director	Finance and Administrative Services			\$77,345.90	\$97,705.39
Fire Inspector / Code Enforcement Officer	Neighborhood Services	\$13.60	\$17.31		
Fitness and Member Services Coordinator	Parks and Recreation			\$35,568.00	\$43,641.93
GIS Technician	Neighborhood Services			\$37,997.67	\$48,317.52
Head Lifeguard	Parks and Recreation	\$12.00	\$15.74		
Human Resources Manager	Administration			\$51,048.00	\$69,065.00
Chief Information Officer	Finance and Administrative Services			\$59,115.92	\$75,172.27
Lab Assistant	Wastewater	\$10.20	\$12.20		
Laborer I	Streets/Parks/Forestry	\$23.01	\$27.54		
Laborer II	Streets/Parks/Forestry	\$18.37	\$22.92		
Library Director	Library			\$62,634.59	\$79,648.20
Lieutenant	Police	\$37.14			
Lieutenant	Police	\$37.51			
Laborer I - Mechanic	Streets/Parks/Forestry	\$23.01	\$27.54		
Neighborhood Services Director	Neighborhood Services			\$55,596.99	\$70,697.74

Outreach Services Specialist	Library	\$15.45	\$19.65		
Parks & Recreation Director	Parks and Recreation			\$62,634.59	\$79,648.20
Patrol Officer	Police	\$27.73	\$32.54		
Patrol Officer In Training	Police	\$20.80			
Program Attendants	Parks and Recreation	\$7.25	\$8.66		
Programming and Makerspace Librarian	Library	\$15.45	\$19.65		
Public Relations / Communications Manager	Finance and Administrative Services			\$45,036.56	\$57,269.63
Recreation & Community Events Programmer	Parks and Recreation			\$45,036.56	\$57,269.63
Recreation Program Coordinator	Parks and Recreation	\$16.81	\$21.37		
School Resource Officer (SRO)	Police	\$34.16			
Seasonal Laborer	Streets/Parks/Forestry	\$10.00	\$15.32		
Senior Coordinator (Part time)	Parks and Recreation	\$15.69	\$19.65		
Sports Officials	Parks and Recreation	\$20.00	\$26.24		
Streets, Parks & Forestry Superintendent	Streets/Parks/Forestry			\$62,634.59	\$79,648.20
Support Services Manager	Police			\$45,036.56	\$57,269.63
Technical Services Specialist	Library	\$15.45	\$19.65		
Tournament Manager	Parks and Recreation	\$13.60	\$17.31		
Vacant Grade				\$69,675.06	\$88,601.73
Vacant Grade				\$73,313.65	\$92,611.74
Vacant Grade				\$81,599.92	\$103,079.18
Wastewater Specialist II	Wastewater	\$18.37	\$22.92		
Wastewater Specialist I	Wastewater	\$23.01	\$27.54		
Wastewater Operator / Lab Technician	Wastewater	\$23.01	\$29.10		
Wastewater Lead Operator	Wastewater	\$26.24	\$31.54		
Wastewater Plant Superintendent	Wastewater			\$62,634.59	\$79,648.20
Water Laborer II	Water	\$18.37	\$22.92		
Water Laborer I	Water	\$23.01	\$27.54		
Water Operator	Water	\$23.01	\$29.20		
Water Superintendent	Water			\$62,634.59	\$79,648.20
WIAA Sports Officials	Parks and Recreation	\$35.00	\$35.00		
Youth Educational Services Librarian	Library			\$37,997.67	\$48,317.52

¹ Annual Minimum and Maximum are estimated based on a full time schedule of 2080 hours. These amounts do not reflect a guaranteed annual sum for hourly employees.
² Benefit eligible staff hired prior to 11/20/2017 will be guaranteed a minimum wage adjustment based upon the schedule published in the 2017 Salary Resolution, All wage adjustments are contingent upon an acceptable performance evaluation.
WPPSA Contracts have not been ratified as of this iteration of the Salary Resolution. Therefore, no pay adjustments are reflected on this document.

Resolution introduced by Councilmember Allen, who moved its adoption. Seconded by Councilmember Schulgit. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None. ADOPTED: February 4, 2020.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

ADOPTION OF 2019 BUDGET TRANSFER RESOLUTION NO. 2. Finance Director Hatton stated that the purpose of this resolution was to move certain wage expenses from the contingency fund to the correct budget line, to reflect how the money was actually spent. The Finance Committee recommended approval of the resolution.

**2019
BUDGET TRANSFER RESOLUTION NO 2**

WHEREAS, the Common Council of the City of Whitewater adopted a Budget Resolution for 2019 on November 27, 2018, setting forth the detailed estimates of revenues and expenditures required for the various purposes performed by the City,

AND WHEREAS, a lump sum provision was budgeted for wage treatments in a single contingency line item until such time employee performance evaluations determined the actual distribution of the wage treatments, the budgeted wage amounts in each cost center need to be amended in the 2019 Budget to reflect the distribution of the lump-sum budget provision across the affected cost centers;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Whitewater that the following budget changes are authorized:

Account	Cost Center	Current Budget	Amended Budget	Change
100-51110-910	CONTINGENCIES	154,985.00	113,545.27	(41,439.73)
100-51100-111	LEGISLATIVE	18,772.00	19,041.22	269.22
100-51200-111	COURT	49,079.00	49,726.73	647.73
100-51400-111	GENERAL ADMINISTRATION	181,819.00	185,555.54	3,736.54
100-51450-111	INFORMATION TECHNOLOGY	53,716.00	54,945.29	1,229.29
100-51500-111	FINANCIAL ADMINISTRATION	104,485.00	107,570.15	3,085.15
100-51600-111	FACILITIES MAINTENANCE	84,554.00	84,751.73	197.73
100-52100-111	POLICE ADMINISTRATION	313,828.00	319,941.54	6,113.54
100-52400-111	NEIGHBORHOOD SERVICES	116,414.00	120,118.52	3,704.52
100-52600-111	COMMUNICATIONS/DISPATCH	303,289.00	306,952.50	3,663.50
100-53100-111	DPW/ENGINEERING DEPARTMENT	17,253.00	18,316.14	1,063.14
100-53230-111	SHOP/FLEET OPERATIONS	60,172.00	61,044.63	872.63
100-53270-111	PARK MAINTENANCE	109,149.00	117,145.80	7,996.80
100-53300-111	STREET MAINTENANCE	240,395.00	243,911.92	3,516.92
100-53320-111	SNOW AND ICE	38,682.00	39,424.84	742.84
100-53420-111	STREET LIGHTS	4,298.00	4,360.33	62.33
100-55200-111	PARKS ADMINISTRATION	30,053.00	30,843.90	790.90
100-55210-111	RECREATION ADMINISTRATION	125,660.00	128,266.49	2,606.49
100-55310-114	SENIOR CITIZEN'S PROGRAM	34,271.00	35,411.46	1,140.46

Totals 2,040,874.00 2,040,874.00 0.00

IT IS FURTHER RESOLVED that no changes are made to the tax levy as originally made, and these changes represent shifts in income or expenditures actually experienced or anticipated.

Resolution introduced by Councilmember Allen, who moved its adoption. Seconded by Councilmember Schulgit. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

SECOND READING OF ORDINANCE AMENDING CHAPTER 12.20.020, “SNOW AND ICE REMOVAL.”

**SECOND READING OF AN ORDINANCE AMENDING SUBSECTION 12.20.020
SNOW AND ICE REMOVAL REQUIRED**

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

SECTION 1. Whitewater Municipal Code Chapter 12.20 Subsection 12.20.020 is hereby amended to read:

The owner, occupant, and person in charge of any building or lot fronting upon or adjoining any sidewalk shall remove all snow and ice from the sidewalk no later than twenty-four hours after a snow or ice event. When any ice is so formed on any sidewalk that it cannot be removed, then the responsible party shall keep the same sprinkled with salt or sand. If any such owner, occupant, or person in charge refuses or fails to comply with the provisions of this section within the time aforesaid, the City Manager or an appointed representative may remove such snow or ice and the cost thereof shall be charged at a rate of \$100 per hour, with a minimum charge of \$100. Work lasting more than one hour will be billed an additional \$25. Any subsequent snow removal, which takes place within six months of the prior removal, will be charged at a rate of \$150 per hour, with a minimum charge of \$150. Work lasting more than one hour will be billed an additional \$25. If the City contracts the service out for snow and ice removal, the City shall bill back to the property owner the cost, for any labor, equipment, and material necessary to remove the snow and ice from the public sidewalk the rate of the cost of the contracted service , plus a 10% administrative cost fee, or, at the City's discretion, the street department’s going rate for time, materials and equipment. The cost of such removal shall be reported to the City clerk in writing with a description of the premises, and such costs shall be and become a special tax and lien against the premises, and if not previously paid shall be inserted by the City clerk in the next ensuing tax roll as a special tax against such premises; and such costs may, in the discretion of the common council, be collected by suit against the owner or occupant of the premises.

Ordinance introduced by Councilmember Allen, who moved its adoption. Seconded by Councilmember Schulgit. AYES: Schulgit, McCormick, Brown, Binnie, Palmer, Singer, Allen. NOES: None. ADOPTED: February 4, 2020.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

SECOND READING OF ORDINANCE CREATING CHAPTER 2.51, THE PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE. Presented for second reading was the ordinance to establish the Pedestrian and Bicycle advisory committee. Councilmember Allen requested that the language be changed to clarify that this is a subcommittee, and will report to the Parks and Recreation Board.

SECOND READING OF AN ORDINANCE CREATING CHAPTER 2.51 A PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE

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

CHAPTER 1. Whitewater Municipal Code Chapter 2.51 is hereby created to read as follows:

Chapter 2.51 - PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE (PBAC)

2.51.010 - Established.

A Pedestrian and Bicycle Advisory Committee for the City of Whitewater is hereby created.

2.51.020 – Purpose and Intent.

It is hereby declared as a matter of public policy that the protection, improvement, and enhancement of the city transportation system to ensure safe and efficient movement of people and goods, and provide a variety of mode choices, while enhancing neighborhood livability and resident quality of life, is a public necessity and is required in the interest of the health, prosperity, safety, and welfare of the community. The purpose of this chapter is to:

- (a) Provide substantive advice and guidance to the Parks and Recreation Board and other city boards, committees and commissions on bicycle and pedestrian related issues;
- (b) Provide a balanced and efficient transportation network that offers viable alternatives to driving and maximizes the use of existing investment;
- (c) Improve pedestrian connections to create a continuous and seamless pedestrian system;
- (d) Enhance the pedestrian environment to create a more walkable community;
- (e) Continue to build a connected bicycle route and trail network that is viable, convenient, safe, and secure; and
- (f) Encourage both utilitarian and recreational bicycling.

2.51.030 - Membership and Officers.

- (a) The Pedestrian and Bicycle Advisory Committee shall consist of five members composed of three citizen members who shall be appointed under the procedure set forth in Whitewater Municipal Code Section 2.12.011, one member appointed by

the Parks and Recreation Board and one member appointed by the Public Works Committee.

- (b) One citizen member shall be appointed for a one year term, one citizen member shall be appointed for a two year term, and one citizen member shall be appointed for a three year term. Thereafter, citizen members serve three-year terms. Board appointed members shall serve one-year terms.
- (c) To the extent feasible, both transportation and recreational interests shall be represented, including, but not limited to bicycling organizations, organizations concerned with education and safety, business organizations, private citizens concerned with non-motorized transportation such as commuting, persons with disabilities, the aging community, recreational enthusiasts, and students.
- (d) The members of the committee shall elect members to serve one-year terms as chair, vice-chair, secretary, and other officers as may be necessary from among the membership at the first meeting of the committee each year, after all appointments have been made.
- (e) The Parks and Recreation Director shall be the support staff member for the committee.

2.51.040 - Procedure.

A majority of the committee shall constitute a quorum.

2.51.050 – Powers and Duties.

The Committee shall be an advisory body that facilitates the City meeting the goals described in Section 2.51.020 and shall be accountable to the Parks and Recreation Board.

2.51.060 – Meetings.

The committee shall hold regular meetings as may be provided by its adopted policies, and may hold special meetings at the call of the chair or at the request of the City Council, Parks and Recreation Board or Public Works Committee.

Councilmember Allen moved to approve the ordinance. Seconded by Councilmember Binnie. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None. ADOPTED: February 4, 2020.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

DOWNTOWN WHITEWATER MEMORANDUM OF UNDERSTANDING FOR 2020. City Manager Clapper gave an overview of changes in the Memorandum of Understanding from last year. It was moved by Councilmember Allen, and seconded by Councilmember Brown to approve the Memorandum of Understanding with Downtown Whitewater, Inc. as presented. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None.

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CITY AND UW-WHITEWATER, REGARDING STARIN ROAD LIGHTING AND MAIN STREET PEDESTRIAN SIGNALS.

City Manager Clapper stated that the City had installed rapid flashing pedestrian signals at two locations on W. Main Street, and replaced the street lights on Starin Road with LED bulbs. The purpose of the MOU is to recover some of the costs associated with the projects. The University will pay \$25,500 for operational costs and \$23,643.72 for installation costs. It was moved by Binnie and seconded by Schulgit to approve the MOU between the City and UWW as presented. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None.

“PASSPORT” PARKING PERMIT SERVICE. The proposed parking service will be used for the issuance of parking permits. The cost would be \$2500 per year for maintenance, plus an additional \$3 per permit, with additional associated credit card fees if the ticket is paid through the Passport program. Concern was expressed about the amount of fee being charged. It was moved by Binnie, seconded by Allen to refer this matter to the Finance Committee for further review and discussion, and encourage obtaining information on similar products. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None.

INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES FOR 2020 DEMOCRATIC NATIONAL CONVENTION IN MILWAUKEE, WISCONSIN.

It was moved by Allen and seconded by Schulgit to approve the Intergovernmental Agreement relating to law enforcement assistance at the Democratic National Convention planned for Milwaukee. AYES: Schulgit, McCormick, Brown, Binnie, Palmer, Singer, Allen. NOES: None. ABSENT: None.

FUTURE AGENDA ITEMS AND/OR POLCO QUESTIONS: None.

EXECUTIVE SESSION. It was moved by Singer and seconded by Allen to Adjourn To Closed Session, **NOT TO RECONVENE**, pursuant To Chapter 19.85(1)(c) Of The Wisconsin Statutes, “Considering Employment, Promotion, Compensation, or Performance Evaluation Data Of Any Public Employee Over which the Governmental Body has Jurisdiction or Exercises Responsibility. Items To Be Discussed: City Manager Performance Evaluation. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None. The regular portion of the meeting adjourned at 8:15 p.m.

Respectfully submitted,

Michele R. Smith, Clerk

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

March 3, 2020.

The regular meeting of the Common Council was called to order at 6:30 p.m. by Council President Patrick Singer. Members Present: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. Members Absent: None. Legal Counsel Present: Wallace McDonell.

It was moved by Allen and seconded by Schulgit to approve the Council minutes of 2/20/20, and to acknowledge receipt and filing of the following: Finance Committee minutes of 12/10/19 and 1/28/20; Library Board minutes of 1/20/20; Parks and Recreation Board minutes of 12/18/20. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None.

PAYMENT OF INVOICES. It was moved by Allen and seconded by Schulgit to approve payment of city invoices in the sum of \$13,509.51. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None.

CITY MANAGER UPDATE: None.

STAFF REPORTS: The Wisconsin Urban Forestry Council presented retired Streets and Parks Superintendent/City Forester, Chuck Nass, with a lifetime achievement award. Library Director, Stacey Lunsford, presented the 2019 Library Annual Report. Parks and Recreation Director, Eric Boettcher, gave an update on the Cravath Lakefront Park Amphitheater project. Currently the project is 2-3 weeks ahead of schedule, and is on schedule to be completed by June 13, 2020. Boettcher announced that the Frawley family donated \$50,000 toward the amphitheater project. The Frawley name will be displayed on the amphitheater. The Rotary Club also donated \$30,000 toward the project.

CITIZEN COMMENTS: None

ADOPTION OF 2019 BUDGET TRANSFER RESOLUTION NO. 3 City Manager Clapper explained that the proposed document transfers surplus funds to other funds that have budget shortfalls as well as to the undesignated fund balance. The City has a policy which establishes a goal that the undesignated fund balance should be equal to at least 20% of the operating budget. Approval of the proposed transfer resolution will accomplish this. Councilmember Brown asked whether the transfer to the Cable TV fund will be sufficient to cover the shortfall in that area. City Manager Clapper replied that it should be. Councilmember Allen expressed concern that the undesignated fund balance is not available to cover unexpected expenses that come up throughout the year. City Manager Clapper indicated that the resolution went before the Finance Committee, and both the city staff and the Finance Committee recommend approval of the resolution.

2019
BUDGET TRANSFER RESOLUTION NO 3

WHEREAS, the Common Council of the City of Whitewater adopted a Budget Resolution for 2019 on November 27, 2018, setting forth the detailed estimates of revenues and expenditures required for the various purposes performed by the City,

AND WHEREAS, actual revenues and expenditures experienced in budget year 2019 resulted in surplus funds when compared to budgeted amounts that enable application of surplus towards additional funding needs of the City;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Whitewater that the following budget changes are authorized:

Fund #	Fund Description	Preliminary Surplus / (Shortfall)	Proposed Year-End Transfer
100	GENERAL FUND	507,795	(271,492)*
200	CABLE TV FUND	(6,531)	20,000
210	FD EQUIPMENT REVOLVING FUND	185,785	50,000
215	EQUIP/VEHICLE REVOLVING FUND	56,657	25,000
216	POLICE VEHICLE REVOLVING FUND	56,859	25,000
230	SOLID WASTE/RECYCLING FUND	(12,212)	12,212
235	RIDE-SHARE GRANT PROGRAM FUND	(25,896)	25,896
248	PARK & REC SPECIAL REVENUE	(15,747)	2,631
260	SICK LEAVE SEVERANCE FUND	35,155	50,000
271	INSURANCE-SIR	25,000	35,000
450	CAPITAL PROJ-LSP GROSS FUND	469,583	54,261
900	CDA FUND	83,328	(18,060)
920	INNOVATION CTR-OPERATIONS	10,448	(10,448)
Total of Transfers			-

IT IS FURTHER RESOLVED that no changes are made to the tax levy as originally made, and these changes represent shifts in income or expenditures actually experienced or anticipated.

Resolution introduced by Councilmember Allen, who moved its adoption. Seconded by Councilmember Schulgit. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None. ADOPTED: March 3, 2020.

PURCHASE AUTOMATED VALVE TURNER MACHINE. Director of Public Works Marquardt presented the estimates for a valve turner and stated that the purchase was not included in the 2020 budget. To compensate, the service truck in the budget will not include a crane option, saving \$49,000, and the chemical addition work came in \$12,000 lower than expected. The remainder needed would be taken from the hydrant replacement fund. Public Works Committee has reviewed and does recommend approval. It was moved by Allen and seconded by Schulgit to approve the purchase of the automated valve turner machine at a cost of \$63,560. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None.

AUTHORIZATION TO SUBMIT GRANT APPLICATION FOR COPS HIRING PROGRAM. Police Chief Raap explained that the grant would provide funds to hire a second School Resource Officer at a considerable savings to the City, the first four years of the officer's employment. The Finance Committee reviewed the matter and recommended approval. It was moved by Allen and seconded by Palmer to authorize the submission of the grant applications. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None.

COMMON COUNCIL AGENDA FORMAT. Councilmember Allen expressed displeasure with the format of the Council Agendas completed in CVMIC, and inquired whether any other councilmembers preferred the former PDF version. It was agreed that the former format was easier for Council to read, and there was preference that the CVMIC agenda preparation method be eliminated.

RADICOM AGREEMENT. It was moved by Allen and seconded by Schulgit to approve the annual contract with Radicom, which provides for for Police Radio equipment service. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer.

FUTURE AGENDA ITEMS AND/OR POLCO QUESTIONS: None.

EXECUTIVE SESSION. It was moved by Singer and seconded by Schulgit to Adjourn To Closed Session, NOT TO RECONVENE, Per Wisconsin Statutes 19.85(1)(E) 'Deliberating Or Negotiating The Purchase Of Public Properties, The Investing Of Public Funds, Or Conducting Other Specified Public Business, Whenever Competitive Or Bargaining Reasons Require A Closed Session; AND 19.85(1)(C) "Considering Employment, Promotion, Compensation Or Performance Evaluation Data Of Any Public Employee Over Which The Governmental Body Has Jurisdiction Or Exercises Responsibility." Items To Be Discussed: 1) Possible Purchase Of Vacant Land Near The Southeast Portion Of The City, Near The Intersections Of Highway 12, Hwy P, And Willis Ray Road AND 2) City Manager Performance Evaluation. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None. Being no further business to come before the regular portion of the meeting, the meeting adjourned at 7:26 p.m.

Respectfully submitted,

Michele R. Smith, Clerk

CITY OF WHITEWATER
PLAN AND ARCHITECTURAL REVIEW COMMISSION
Whitewater Municipal Building Community Room
November 11, 2019

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

Call to order and roll call.

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

Present: Greg Meyer, Lynn Binnie, Tom Miller, David Stone, Andrew Crone, Sherry Stanek. Lisa Dawsey Smith (Alternate). Absent: Bruce Parker. Others: Chris Munz-Pritchard (City Planner), Wallace McDonell (City Attorney).

Hearing of Citizen Comments. There were no citizen comments.

Approval of Plan Commission Minutes. Moved by Stanek and seconded by Miller to approve the Plan Commission minutes of October 14, 2019. Motion approved by unanimous voice vote.

4. Consideration of a conditional use permit for the conversion of an existing building (American Legion Building) into ten (55 and older) condo/apartments located at 292 S. Wisconsin Street for DLK Remodeling (Mike Kachel). City Planner Chris Munz-Pritchard explained that the existing building is currently the American Legion Post 173, Banquet Hall and Restaurant. The proposal is for a 10-unit apartment building with a parking garage attached. New and existing residential uses shall conform with the standards of the R-3 multifamily residence zoning district. Per ordinance, a multi-family dwelling requires a conditional use permit (CUP). The proposal meets setbacks and height requirements in the R-3 Zoning District. Munz-Pritchard went through her recommendations for the project.

1. Plans are not clear if it will be utilizing the existing building or just utilizing the footprint.
2. A Construction Site Erosion Control and Stormwater Management Permit is required. Additionally, due to the location of land to the lake and removal of the existing parking a Notice of Intent NOI from the DNR may be required.
3. The applicant indicated that this is a 55 and older apartment building. Per HUD requirements. The building shall:
 - a. Have written rules, regulations, lease provisions, deed or other restrictions,
 - b. the actual practices of the owner/management of the housing facility/community used in the enforcement of the rules;
 - c. the housing community's/facility's age verification procedures, and its ability to produce, in response to a familial status complaint, verification of required occupancy.

Something in writing should be provided for the CUP.

4. The minimum parking stall requirement is 16 stalls (80% of occupancy). Currently the plans only show 13 stalls. The 10-car garage and 3 parking stalls in the lot.
 - a. Residents will have numbered parking stalls, hanging tags or parking stickers to identify permitted vehicles.
 - b. A sign is to be placed at each entrance of the apartment complex that indicates any unauthorized vehicles (without proper identification) will be towed.
 - c. Additional parking can be requested due to staffing for the 55 and older in addition to the amenities (1 stall for each 250 square feet of primary floor area).
5. A Knox box will be placed on the building and approved by the fire department.
6. Per the Minimum required yards for principal buildings, outside storage, and dumpsters in the B-3. The dumpster enclosure should be moved to inside the 30-foot side yard building setback. To avoid additional curb cuts, the dumpster should be moved by the location of the garage.
7. Per past fire department requirements 360-degree access is needed for fire trucks.
8. 3500 square feet of usable open space is needed for the requirement under 19.21.070 - Lot coverage. Three hundred fifty (350) square feet of usable open space shall be required for each dwelling unit for structures with two or more units. This contains 6 units. $10 * 350 = 3,500$ square feet. There shall be open space drawn into the plans. The plans should reflect the creation of on-site green spaces and public/private courtyards is encouraged. When possible, plazas, sitting areas, or other public spaces should be incorporated into site plans as amenities to the residents and the public. Trees, trellises or similar shade elements to be designed into a courtyard are encouraged. This will be included in the review and approval by the Urban Forestry Committee (UFC). This shall be completed and approved prior to occupancy.
9. Urban Forestry Committee (UFC) will review and approve the landscaping plans. No landscaping plans have been provided. Per the Multi-family design guidelines

Landscape.

1. A landscape plan must be submitted. Site landscaping should be organized to accent architecture, enhance outdoor spaces and the street, buffer between uses and screen less desirable features such as utilities, parking areas, refuse zones, and loading areas. Landscape elements should be used to create amenities for residents, neighboring uses and the general public.
 2. Paved parking areas should be landscaped. Plantings should be planted in and around the paved area with emphasis on screening of surface lots from adjacent uses and public streets.
 3. The creation of buffers and screening between incompatible uses is important. Sufficient dense landscaping such as tree plantings, shrubs, garden walls, hedges, fences and berms should be used where screening from adjacent uses is appropriate.
10. Fencing or screening shall be installed between the project and all single family and duplex home contiguous to the project (North side of property).

11. The Multi-family and Planned development design guidelines for the building design should be followed (see attached).
12. An easement to continue the multi-use path should be added to the development.
13. Adequacy of the utility services for the building will need to be determined by the architect or engineer. This building may need larger water and sewer services to accommodate the increased density.
14. The approval of the Conditional Use Permit is only permission for the type of project or use. A building permit is still required.
15. Approval by Engineering, Building Inspector, Fire Inspector and other City departments.
16. Any other conditions identified by City Staff or the Plan Commission.

Chairperson Meyer opened the meeting for public comments.

Janis Goder, 351 S Wisconsin St. #16, Waters Edge North, felt the plans were vague and somewhat misleading. She would like clarification as to whether these will be apartments or condos. She feels there is a large difference between the two. She also would like confirmation of the 55+ older usage of the condos/apts. She asked if the CUP could change in the future if the developer decides something else. Will the CUP be decided on the plans that are presented? How many apartments will be there and how many people can be in those apartments, specifically unrelated people. She feels it affects everyone's quality of life.

Linda Wolfe, 351 S Wisconsin St #3, had questions based on the documents they were able to view prior to the hearing. She asked about the height allowances; the parking allowances and the impervious surface areas. She asked if the American Legion would still conduct business at this facility and was told no. She also asked if the two driveways would remain and City Planner Chris Munz-Pritchard told her it was recommended to remove one since the dumpster would have to be moved. She asked about the need for a retention pond and was told probably not, however that would be determined by engineers. Ultimately her concern was losing lake views and the effects on property values.

Chuck Taggart, 351 S Wisconsin St, believes that since the parking lot is sloped perhaps it would be better suited to dig out the parking lot and put the garage at the basement level which in turn would lower the peak height of the garage and not obscure the view of the lake. He also wondered if the developer planned to put docks in and would that require a permit to do so.

Bruce Blum, 351 S Wisconsin St #9, commented that if these are condos, people would have some ownership and taxes with a vested interest. He is fearful that if these are apartments, renters would have no interest in upkeep and perhaps this will become student housing with noise issues and high alcohol usage which he would not like to see in that area.

Mike Kachel, the developer, 408 Panther Court, confirmed this proposal is for apartments for age 55 years and older. He is not interested in providing more student housing. They want to provide housing without the need for condo fees, ownership issues, provide the upkeep, which

would be more economical and also nice living areas. He stated impervious surfaces would go from 48,000 square feet to 24,000 square feet. The impervious surface may be subject to change as the Fire Department requested a lane in the rear of the building, not to service the entire back area but simply a way to get to the back of the building if so needed. They are looking at providing a 40 ft path on the west side of the building. Because the proposed building is more than 3 units, sprinklers and fire protection is needed. He stated they will find another area for the dumpsters. He confirmed there will be no dock(s), nor any intentions to provide a dock. Member Stanek asked Mr. Kachel about the garage height and possible obstruction of views. Mr. Kachel stated that he checked out the area and that only 4 condos actually have a lake view, all the others are obstructed by the 4 units currently. He stated he felt the building would have minimal effect on those views of the lake if any because their views are south of the proposed building. He stated as far as excavating the parking area, they are not really interested in that as they are trying to provide new housing and also help the American Legion. This project is coming in well under the maximum capacity requirement by City code, which they could do, but emphasized they aren't interested in building a giant apartment complex. This would be to provide premier living and coming in below what the City requirements are for open space, green space and impervious surfaces. Member Stanek asked why this is being proposed, is the American Legion not wanting to continue there at that site. Mr. Kachel stated membership is very low. His family has been taking care of the maintenance on the building for free for many years, therefore having a vested interest in this property. Because of the low membership the American Legion will then seize to exist.

Lisa Dawsey Smith asked if they are using the original footprint of the building. Mr. Kachel stated yes, however there would be new additions such as the garage and the connector from the garage. The plan is to use the existing foundation however the first floor down would be removed due to the construction nature of the existing building.

Plan Member Binnie asked about the parking situation. Due to the necessity of additional parking spaces have they thought of what they due to accommodate that issue. Planner Chris Munz-Pritchard states that due to the possible multi use bike path at the rear of the building and to the slopping nature of the area the parking spaces should be in the front. Mr. Kachel states that this would require additional impervious surface area and that would have to be considered to allow that. Member Binnie asked if this building would be staffed. Mike Kachel stated there is no plan for an office at the site. Member Binnie stated that design guidelines discourage street facing garage doors and if there is any possibility to have just one large door as the entrance to parking structure. Mr. Kachel stated this would then be considered another surface building.

It was brought to a vote to approve the Conditional Use Permit to allow for the conversion of the existing American Legion Post Building into ten (55 and older) apartments located at 292 S. Wisconsin Street for DLK Remodeling. AYES: Binnie, Stanek, Miller, Meyer, Crone, Stone, Dawsey-Smith. NOES: None Conditional Use Permit Approved.

5. Public hearing for consideration of a change of the City of Whitewater Zoning Ordinance regulations, by enacting the proposed amendments to the City of Whitewater Municipal Code: Title 19, specifically Section 19.54.052 Table B regarding larger signs for big box stores.

Planner Chris Munz-Pritchard stated per the Board’s request, she provided samples of signs from different communities along with what is currently existing for walls signs in the Whitewater community. Munz-Pritchard emphasized that the Whitewater signs were allowed based when the permits were originally taken out. Planner Munz-Pritchard stated after speaking with the City Attorney McDonnell regarding the sign ordinance in general, they felt the amendment should be reformatted so it is easier to read. Planner Munz-Pritchard stated she would like to rework certain particular sections and with the City Attorneys help and bring it back to the Board. Planner Chris Munz-Pritchard stated the ordinance would be different however it would be based upon what the City already has in existence. Attorney McDonnell agreed and stated he felt it would be beneficial for clarity especially for things like percentages and regulations. Attorney McDonnell stated this would be a structural change to the ordinance more than anything else. Member Binnie commented on the ordinances from other communities and stated he would like to see a maximum sign size specifically based on the size of Whitewater. Member Dawsey-Smith agreed and stated she would prefer a compact easy to understand ordinance in regards to maximum sign size. There was discussion amongst the Board members as to the other communities and their sign ordinances. Board Member Crone asked if the considerations would be by square footage or by linear footage. Planner Munz-Pritchard stated it would be for linear footage based on the size of the façade of the building.

Based on recommendation from Attorney McDonnell the Board has agreed to leave this Public Hearing open for future review and discussion.

6. Future Agenda Items

- a. Possible future agenda items
- b. Next regular Plan Commission Meeting – December 9, 2019.

Moved by Stanek and seconded by Miller to adjourn. The motion was approved by unanimous voice vote. The meeting adjourned at approximately 7:45 p.m.

Chairperson Greg Meyer

CITY OF WHITEWATER
PLAN AND ARCHITECTURAL REVIEW COMMISSION
Whitewater Municipal Building Community Room
December 9, 2019

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

Call to order and roll call.

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

Present: Greg Meyer, Lynn Binnie, Tom Miller, David Stone, Andrew Crone, Sherry Stanek, Bruce Parker. Others: Chris Munz-Pritchard (City Planner), Wallace McDonell (City Attorney).

Hearing of Citizen Comments. There were no citizen comments.

Approval of Plan Commission Minutes. There were no minutes.

Consideration of a change in the District Zoning Map in the City of Whitewater, Walworth and Jefferson Counties, for the following parcels, to enact an ordinance to impose the B-3 (Highway Commercial and Light Industrial) Zoning District under Chapter 19.33 of the Zoning Ordinance of the City of Whitewater:

Two parcels /A 4054 00003 and /A4054 00004, lots 3 and 4 of certified survey map number 4054, located along S. Elkhorn Road in the City of Whitewater (Kwik Trip)

Approval of a Conditional Use Permit for a Kwik Trip convenience store with a car wash and fueling pumps, pylon sign, and driveway approach to exceed 24 feet, to be located on S. Elkhorn Road (Parcel #'s /A4054 00003 and /A4054 00004) for Kwik Trip, Inc. (Leah Berlin).

City Planner Chris Munz-Pritchard explained the location of the property in question, the history of the properties and what is being requested for the future development of Kwik Trip. Planner Munz-Pritchard explained the needs of changing the zoning from B1 to B3. Munz-Pritchard went through the Planner's recommendations as follows:

1. Lot Line Adjustment: There are two existing parcels of land which need to be combined into one single land parcel. This will need to be done through Walworth County land use and resource management.
2. The private road should be reviewed and approved by the City Engineers. The private road should be constructed to accommodate the heavy truck traffic that will be utilizing the private roadway area. The roadway should end at the last curb cut on the south east side of the property. The easement running the full length of the property should remain for future development.
3. Any changes to easements on the lot need to be established and recorded. This includes stormwater, utilities and access easement. This should also include a maintenance agreement with Lot 1 for the joint use drive.
4. When the project is finished, As-built drawings may be required if the site is modified drastically.

5. A Construction Site Erosion Control and Stormwater Management Permit is required. Due to over an acre of land disturbance, Notice of Intent NOI from the DNR may be required.
6. A Knox box will be placed on the building and approved by the fire department.
7. The entrance along Elkhorn Road needs to meet the minimum throat length requirement. Also, the development should consider adding a 25 to 50-foot throat length for the two curb cuts along the private access road area in the event that it develops into a public road in the future.
8. Grant approval to exceed the twenty-four-foot-wide street right of way on the two public curb cuts and the two-driveway accesses along the private drive.
9. The area directly to the east of the development is a high-density residential area. The development should accommodate pedestrian traffic along the private access road into the development.
10. The building envelope should be shown on the plans when the zoning is finalized. Per the Minimum required yards for principal buildings, outside storage and dumpsters in the B-3 shall not be located in the setback (building envelope).
11. The brick work design on the exterior of the building should be at minimum carried through on the freestanding pylon sign. This is required per pylon sign regulation (the masonry covering). I would recommend not adding evergreen shrubs. Additionally, add brick work on the pillars holding the canopy. This will help bring uniformity to the development.
12. Urban Forestry Committee (UFC) will review and approve the landscaping plans.
13. On-site exterior lighting shall meet all the standards of 19.57.150 - Outdoor lighting standards.
14. The approval of the Conditional Use Permit is only permission for the type of project or use. A building permit is still required.
15. Approval by Engineering, Building Inspector, Fire Inspector and other City departments.
16. Any other conditions identified by City Staff or the Plan Commission.

Chris Munz- Pritchard explained that this Kwik Trip development would not be started until 2021, however the CUP granted would be allowed to go through April 2021.

Discussion was opened up to the applicant Leah Berlin from the Kwik Trip company based in LaCrosse WI. Ms Berlin explained the original project was back in 2007 and did not come to fruition. She explained the need for a larger store now due to the needs of the public and that Kwik Trip now offers more to purchase. The new store would also offer diesel fuel pumps. Ms Berlin confirmed the construction timeline is indeed 2021.

The meeting was opened up to Board comments and Member Parker asked about the plans for the trucks and the turnaround access for those trucks. City Attorney McDonell explained that the Kwik Trip engineers along with the City engineers are discussing the possibility of widening the project road for that purpose and it may come back as a resolution more for the benefit and need of Kwik Trip and not the City. Ms. Berlin stated that Kwik Trip did look at those plans and at this time the Kwik Trip engineers may tweak a small area to the south of the development to meet those needs.

The discussion was then opened to the public. Lisa Dawsey Smith of Fremont Street asked the reason of the necessity to change the zoning from B1 to B3 for the Conditional Use Permit. City Planner Munz-Pritchard explained that a majority of the proposed area surrounding the development is already in the B-3 zoning district. She also stated the City wanted to consider for

the applicants to accommodate the best zoning for their development and the only real change is the set-back requirements. She stated Kwik Trip had opted for the more stringent set-back requirements in the planned development already.

The comments were closed to the public and opened to the Board. Member Stanek expressed her thoughts on needing to make this development area pedestrian friendly. Kwik Trip Representative Berlin stated the plans do have sidewalks in place on Elkhorn and Bluff Road and also to the front of the store which would be facing to the south. Planner Munz-Pritchard confirms there are sidewalks in place for the development. Ms. Berlin stated that they are looking at the plans to accommodate for sidewalks on the private drive area.

Member Binnie asked about the signage that appears on the plans to be on the canopies for the fuel pumps and according to the current ordinance wouldn't be allowed. Planner Munz-Pritchard stated per her recommendations those signs would not be allowed. Ms. Berlin of Kwik Trip stated they do prefer their name on those canopies, so further discussion will be necessary regarding those proposed signs. Planner Munz-Pritchard explained that the City is currently reviewing the sign ordinance and that there could be changes to the ordinance and in effect for 2021. City Attorney McDonell stated perhaps the wording of the sign allowance could say it is complying at the time of construction. Kwik Trip Representative Berlin stated that Kwik Trip bids out sign work usually 6 months prior to start of construction. Board Chairman Meyer stated he would like to see it passed according to the ordinance in effect now. Member Stone stated it would be appropriate if the business has multiple street faces to allow for multiple signs. Planner Munz-Pritchard stated all of the recommendations would be considered for the amendments to the City sign ordinance. Member Binnie stated that the City should revisit the sign ordinance (and possible amendments) come midyear 2020. Planner Munz-Pritchard is asked if the approval of such sign would have to come before the Board and it was confirmed that it would not. Kwik Trip Representative Ms. Berlin asked if there is a sign permitting process and Planner Munz-Pritchard stated yes, therefore allowing changes if necessary to the signage. Chair Meyer asked if that would allow enough time for Kwik Trip to make any changes if necessary. Ms. Berlin stated the timeline would be ok. Member Parker inquired about the south end of the project road. Planner Munz-Pritchard explained that the project road will actually be narrower than appears on the plan and that the developer will be gaining almost 5 more feet. Member Parker questioned recommendation No.7 on the Planner's report. Munz-Pritchard stated No.7 was only a consideration. Since at the current time it is unknown about future development she asked Member Parker if he would like to strike No. 7 with the Board's approval. Member Binnie asked if there would be a necessity for an easement on the project road for possible future development on the adjacent lots and the access to those lots particularly Lot 1. City Attorney McDonell stated all of those items of concern are in current discussion with the Common Council and will be going to closed session at the next Council meeting.

It was moved by Member Binnie and seconded by Member Stanek for recommendation for City Council approval of a change in the District Zoning Map in the City of Whitewater, Walworth and Jefferson Counties, for the following parcels, to enact an ordinance to impose the B-3 (Highway Commercial and Light Industrial) Zoning District under Chapter 19.33 of the Zoning Ordinance of the City of Whitewater:

Two parcels /A4054 00003 and /A4054 00004, lots 3 and 4 of certified survey map number 4054, located along S. Elkhorn Road in the City of Whitewater for Kwik Trip.
AYES: Meyer, Binnie, Stanek, Crone, Parker, Stone, Miller NOES: None Motion Passed

It was moved by Member Binnie and seconded by Member Stanek to approve the Condition Use Permit on the Common Council approval for rezoning for a Conditional Use Permit for a Kwik Trip convenience store with a car wash and fueling pumps, pylon sign, and driveway approach to exceed 24 feet, to be located on S. Elkhorn Road (Parcel #'s /A4054 00003 and /A4054 00004) for Kwik Trip, Inc. (Leah Berlin) subject to the City Planner's recommended conditions of approval, with the following changes:

- 1.) Eliminating the entire 2nd sentence of #7.
- 2.) #12 to say permitted signs to be consistent with the sign ordinance in effect at 7-1-2020.

AYES: Binnie, Meyer, Stone, Stanek, Parker, Crone, Miller NOES: None Motion Passed

Consideration of a change in the District Zoning Map in the City of Whitewater, Walworth and Jefferson Counties, for the following parcels, to enact an ordinance to impose the B-3 (Highway Commercial and Light Industrial) Zoning District under Chapter 19.33 of the Zoning Ordinance of the City of Whitewater:

Two parcels /A4054 00001 and /A4054 00002, lots 1 and 2 of certified survey number 4054, located along S. Elkhorn Road and E Bluff Road in the City of Whitewater (City of Whitewater Properties).

City Planner Munz-Pritchard explained when the PD was developed there was nothing stating it would revert back to B-3 after a certain time period (with no development). After review by City Attorney McDonell and confirming with outside resource consultants, it was determined the zoning in this area is in limbo.

The proposal is for B-3 Highway Commercial and Light Industrial District. Lot 3 and lot 4, were also proposed changes to the District Zoning Map to B-3 Highway Commercial and Light Industrial Zoning at the same Plan and Architectural Review Commission on December 9, 2019 under Item No. 4 and the motion passed.

Munz-Pritchard stated clearing up the zoning could help future development on Lot 1 and Lot 2. In addition, having the zoning match lots 3 and 4 (the Kwik Trip lots), would help reduce implications of spot zoning. In general, spot zoning is frowned upon. Planner Munz-Pritchard stated both Lots 1 and 2 are currently owned by the City of Whitewater. Chair Member Meyer asked about the acreage for these two lots. City Attorney McDonell stated he believed Lot 1 to be about 9 acres and Lot 2 about 1.7 acres.

Chair Member Meyer opened the discussion for public comment. Citizen Lisa Dawsey Smith once again asked why the need for change of zoning from B-1 to B-3. She is concerned because it is adjacent to high density residential and single-family homes. City Attorney McDonell stated it would be consistent with the zoning areas now in effect and would maximize the development

for that specific area. Attorney McDonell stated he felt there is not much difference between the two zoning districts. Planner Munz-Pritchard stated because of the transition into residential areas the development uses can be more restrictive. City Attorney McDonell stated that there are definite differences for Conditional Use Permits in both zoning districts. Planner Munz-Pritchard reiterated because the lots are City owned there is the ability to have more control in the development of the area.

It was moved by Member Binnie and seconded by Member Parker to recommend to the Common Council a change in the District Zoning Map in the City of Whitewater, Walworth and Jefferson Counties, for the following parcels, to enact an ordinance to impose the B-3 (Highway Commercial and Light Industrial) Zoning District under Chapter 19.33 of the Zoning Ordinance of the City of Whitewater:

Two parcels /A4054 00001 and /A4054 00002, lots 1 and 2 of certified survey map number 4054, located along S. Elkhorn Road and E. Bluff Road in the City of Whitewater (City of Whitewater properties).

AYES: Binnie, Meyer, Crone, Parker, Stone, Stanek, Miller NOES: None Motion Passed

Housing Affordability Report, WI State Statutes 6.10013.

City Planner Munz-Pritchard stated the report will be going to City Council for review. Munz-Pritchard stated it is just a report and not any change to ordinance. Member Crone stated this is something that the City of Whitewater will have to follow in the future per State Statute. There was discussion amongst the Board members regarding the implementation and/or implication of the Statute and the effect on the City regarding fees and costs.

Planner Munz-Pritchard reminded everyone of the need to shovel sidewalks in the City. Planner Munz-Pritchard reminded everyone of the upcoming retirement of Jane Wegner.

Future Agenda Items:

The discussion of the amendment to the sign ordinance.

Moved by Miller and seconded by Parker to adjourn. The motion was approved by unanimous voice vote. The meeting adjourned at approximately 7:17 pm.

Chairperson Greg Meyer



Common Council Agenda Item

Meeting Date:	May 5, 2020
Agenda Item:	2020 Bond Issuance
Staff Contact (name, email, phone):	Steve Hatton, shatton@whitewater-wi.gov , 262-473-1380

BACKGROUND

(Enter the who, what when, where, why)

The 2020 Budget approved Capital projects totaling \$5,521,050. \$2,584,551 of this amount was planned to be funded with debt. Additionally, the City financed 2019 Capital projects with a 1-year note valued at \$2,250,000 until a bond could be issued cost effectively in 2020.

The City utilizes Ehlers, Inc. as a Municipal Advisor since 2017. They have prepared an overview of this debt offering, its costs, and impact on future budgets. They will be present to provide an overview of this financing request and answer any questions.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

July 23, 2019: The City issued a \$2,250,000 one-year note to finance 2019 Capital Improvement Plan

November 27, 2019: They City adopted the 2020 Budget including planned 2020 Capital Projects.

April 28, 2020: Finance Committee recommended approval of resolution(s) authorizing the issuance of bonds totaling \$5,420,000 to refinance the 2019 borrowing and finance the approved 2020 Capital Projects.

FINANCIAL IMPACT

(If none, state N/A)

2020 Capital Projects were approved based on keeping total debt levels stable. The Draft Financing Plan (attached) details the impact that debt has on the city’s finances.

STAFF RECOMMENDATION

Staff requests:

1. Approval of resolutions authorizing the issuance of bonds totaling \$5,420,000 to refinance the 2019 borrowing and finance the approved 2020 Capital Projects.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

- 1) Resolutions to authorize GO debt issuance for:
 - a) Fire Equipment \$200,000
 - b) Street Improvements \$335,000
 - c) Water System \$980,000
 - d) Sewerage System \$1,180,000
 - e) Refunding \$2,725,000
- 2) Resolution to publish notice to electors
- 3) Resolution to authorize sale of GO General Purpose Bonds
- 4) Pre-Sale Report prepared by Ehlers

Resolution No. _____

INITIAL RESOLUTION AUTHORIZING
GENERAL OBLIGATION BONDS
IN AN AMOUNT NOT TO EXCEED \$200,000
FOR FIRE DEPARTMENT EQUIPMENT

BE IT RESOLVED by the City Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$200,000 for the public purpose of paying the cost of acquiring equipment for the fire department.

Adopted, approved and recorded May 5, 2020.

Cameron L. Clapper
City Manager

ATTEST:

Michele R. Smith
City Clerk

(SEAL)

Resolution No. _____

INITIAL RESOLUTION AUTHORIZING
GENERAL OBLIGATION BONDS
IN AN AMOUNT NOT TO EXCEED \$335,000
FOR STREET IMPROVEMENT PROJECTS

BE IT RESOLVED by the City Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$335,000 for the public purpose of paying the cost of street improvement projects.

Adopted, approved and recorded May 5, 2020.

Cameron L. Clapper
City Manager

ATTEST:

Michele R. Smith
City Clerk

(SEAL)

Resolution No. _____

INITIAL RESOLUTION AUTHORIZING
GENERAL OBLIGATION BONDS
IN AN AMOUNT NOT TO EXCEED \$980,000
FOR WATER SYSTEM PROJECTS

BE IT RESOLVED by the City Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$980,000 for the public purpose of paying the cost of water system projects.

Adopted, approved and recorded May 5, 2020.

Cameron L. Clapper
City Manager

ATTEST:

Michele R. Smith
City Clerk

(SEAL)

Resolution No. _____

INITIAL RESOLUTION AUTHORIZING
GENERAL OBLIGATION BONDS
IN AN AMOUNT NOT TO EXCEED \$1,180,000
FOR SEWERAGE PROJECTS

BE IT RESOLVED by the City Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$1,180,000 for the public purpose of paying the cost of sewerage projects, consisting of sanitary sewer and storm sewer projects.

Adopted, approved and recorded May 5, 2020.

Cameron L. Clapper
City Manager

ATTEST:

Michele R. Smith
City Clerk

(SEAL)

Resolution No. _____

INITIAL RESOLUTION AUTHORIZING \$2,725,000
GENERAL OBLIGATION REFUNDING BONDS

BE IT RESOLVED by the City Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$2,725,000 for the public purpose of paying the cost of refunding obligations of the City, including interest on them.

Adopted, approved and recorded May 5, 2020.

Cameron L. Clapper
City Manager

ATTEST:

Michele R. Smith
City Clerk

(SEAL)

Resolution No. _____

RESOLUTION DIRECTING PUBLICATION OF NOTICE TO ELECTORS
RELATING TO BOND ISSUES

WHEREAS, initial resolutions authorizing general obligation bonds have been adopted by the City Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin (the "City") and it is now necessary that said initial resolutions be published to afford notice to the residents of the City of their adoption;

NOW, THEREFORE, BE IT RESOLVED that the City Clerk shall, within 15 days, publish a notice to the electors in substantially the form attached hereto in the official City newspaper as a class 1 notice under ch. 985, Wis. Stats.

Adopted, approved and recorded May 5, 2020.

Cameron L. Clapper
City Manager

ATTEST:

Michele R. Smith
City Clerk

(SEAL)

QB\62863311.1

Resolution No. _____

RESOLUTION PROVIDING FOR THE SALE OF
\$5,420,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2020A

WHEREAS, the City of Whitewater, Walworth and Jefferson Counties, Wisconsin (the "City") has adopted initial resolutions authorizing the issuance of general obligation bonds for the following public purposes and in the following amounts:

- (a) \$200,000 for acquiring equipment for the fire department;
- (b) \$335,000 for street improvement projects;
- (c) \$980,000 for water system projects;
- (d) \$1,180,000 for sewerage projects, consisting of sanitary sewer and storm sewer projects; and
- (e) \$2,725,000 for refunding obligations of the City, including interest on them; and

WHEREAS, the City Council hereby finds and determines that the projects and the refunding described above are within the City's power to undertake and therefore serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City that:

Section 1. Combination of Issues. The issues referred to above are hereby combined into one issue of bonds designated "General Obligation Corporate Purpose Bonds, Series 2020A" (the "Bonds") in an amount not to exceed \$5,420,000 for the purposes above specified.

Section 2. Sale of the Bonds. The City Council hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the City Council shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The City Clerk (in consultation with Ehlers & Associates, Inc. ("Ehlers")) is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the City Clerk may determine and to cause copies of a complete Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk (in consultation with Ehlers) shall also cause an Official Statement to be prepared and distributed. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted, approved and recorded May 5, 2020.

Cameron L. Clapper
City Manager

ATTEST:

Michele R. Smith
City Clerk

(SEAL)

May 5, 2020

Pre-Sale Report for

City of Whitewater, Wisconsin

\$5,420,000 G.O. Corporate Purpose Bonds,
Series 2020A

Prepared by:

Greg Johnson,
Senior Municipal Advisor

Brian Roemer,
Municipal Advisor

Jon Cameron,
Senior Municipal Advisor

Executive Summary of Proposed Debt

Proposed Issue:	\$5,420,000 G.O. Corporate Purpose Bonds, Series 2020A
Purposes:	<p>The proposed issue includes financing for the following purposes:</p> <ul style="list-style-type: none"> • 2020 Sewer System Projects. Debt service will be paid from sewer revenues. • 2020 Storm Water Projects. Debt service will be paid from storm water revenues. • 2020 Street Improvement Projects. Debt service will be paid from ad valorem property taxes. • 2020 Water System Projects. Debt service will be paid from water revenues. • 2020 Fire Department Equipment. Debt service will be paid from ad valorem property taxes. • Current Refund of a portion of the 2010 GO Corporate Purpose Bonds/Build America Bonds. Debt service will be paid from ad valorem property taxes. The majority of the 2010 G.O. Bonds/ BABs are anticipated to be paid off with TID revenues in 2021. The remaining portion of these bonds is being refunded to end the City’s participation in the Build America Bond program. • Refinance 2019 GO Promissory Notes that financed street, water, and sewer projects. Debt service will be paid from ad valorem property taxes, water, and sewer revenues. The Notes mature in July 2021 and are being restructured as part of this financing. <p>These refundings are considered to be a Current Refunding as the obligations being refunded are either callable (pre-payable) now, or will be within 90 days of the date of issue of the new Bonds.</p>
Authority:	<p>The Bonds are being issued pursuant to Wisconsin Statute(s):</p> <ul style="list-style-type: none"> • 67.04 <p>The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged. The Bonds count against the City’s General Obligation Debt Capacity Limit of 5% of total City Equalized Valuation. At the end of 2020, the City’s total General Obligation debt principal outstanding will be approximately \$22.6 million which is 64% of its limit. Remaining General Obligation Borrowing Capacity will be approximately \$12.6 million.</p>
Term/Call Feature:	<p>The Bonds are being issued for a term of 20 years. Principal on the Bonds will be due on June 1 in the years 2021 through 2040. Interest is payable every six months beginning June 1, 2021.</p> <p>The Bonds will be subject to prepayment at the discretion of the City on June 1, 2027 or any date thereafter.</p>

Bank Qualification:	Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Bonds as “bank qualified” obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.
Rating:	<p>The City’s most recent bond issues were rated by Moody’s Investors Service. The current ratings on those bonds are “A1”. The City will request a new rating for the Bonds.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City's bond rating in the event that the bond rating of the insurer is higher than that of the City.</p>
Basis for Recommendation:	<p>Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of Bonds as a suitable option based on:</p> <ul style="list-style-type: none"> • The expectation this form of financing will provide the overall lowest cost of funds while also meeting the City’s objectives for term, structure and optional redemption. • The existing General Obligation pledge securing the obligations to be refunded. • The City’s Capital Improvement Plan and Financial Management Plan contemplated the issuance of G.O. Bonds for these projects.
Method of Sale/Placement:	We will solicit competitive bids for the purchase of the Bonds from underwriters and banks. We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction. If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.
Premium Pricing:	<p>In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium to the City.</p> <p>Any premium amount received for that portion of the Bond being issued for the purpose of refunding existing debt will be used to reduce the issue size. Any premium amount received for the remainder of the Bonds that is in excess of the underwriting discount and any capitalized interest amounts must be placed in the debt service fund and used to pay a portion of the interest payments due on</p>

	<p>the Bonds. These adjustments may slightly change the true interest cost of the original bid, either up or down.</p> <p>The amount of premium allowed can be restricted in the bid specifications. Restrictions on premium may result in fewer bids but may also eliminate large adjustments on the day of sale and unintended results with respect to debt service payment impacts. Ehlers will identify appropriate premium restrictions for the Bonds intended to achieve the City’s objectives for this financing.</p>
Other Considerations:	<p>The Bonds will be offered with the option of the successful bidder utilizing a term bond structure. By offering underwriters the option to “term up” some of the maturities at the time of the sale, it gives them more flexibility in finding a market for your Bonds. This makes your issue more marketable, which can result in lower borrowing costs. In the event that the successful bidder utilizes a term bond structure, we recommend the City retain a paying agent to handle responsibility for processing mandatory redemption/call notices associated with term bonds.</p>
Review of Existing Debt:	<p>We have reviewed all outstanding indebtedness for the City and find that, other than the obligations proposed to be refunded by the Bonds, there are no other refunding opportunities at this time. We will continue to monitor the market and the call dates for the City’s outstanding debt and will alert you to any future refunding opportunities.</p>
Continuing Disclosure:	<p>Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds and prepares and files its own reports.</p>
Arbitrage Monitoring:	<p>Because the Bonds tax-exempt obligations, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be defined in the Tax Exemption Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or contract with Ehlers to assist you. We also recommend that you establish written procedures regarding compliance with IRS rules and/or contract with Ehlers to assist you.</p>
Investment of Bond Proceeds:	<p>To maximize interest earnings, we recommend using an SEC registered investment advisor to assist with the investment of bond proceeds until they are</p>

	<p>needed to pay project costs. Ehlers is a registered investment advisor and can assist the City in developing an appropriate investment strategy if needed.</p>
<p>Risk Factors:</p>	<p>GO with Planned Abatement: The City expects to abate a portion of the City debt service with water utility revenues, sewer utility revenues, and storm water utility revenues. In the event these revenues are not available, the City is obligated to levy property taxes in an amount sufficient to make all debt payments.</p> <p>Current Refunding: The Bonds are being issued to finance a current refunding of prior City debt obligations. The 2019 Notes mature on July 23, 2019. The 2010 Bonds/BABs are callable on or after September 1, 2020. The new Bonds will not be pre-payable until June 1, 2027.</p>
<p>Other Service Providers:</p>	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p>Bond Counsel and Disclosure: Quarles & Brady LLP</p> <p>Paying Agent: Bond Trust Services Corporation</p> <p>Rating Agency: Moody's Investors Service, Inc.</p>

Proposed Debt Issuance Schedule

Pre-Sale Review by Common Council:	May 5, 2020
Conference with Rating Agency:	Week of June 1, 2020
Due Diligence Call to review Official Statement:	Week of June 1, 2020
Distribute Official Statement:	Week of June 8, 2020
Common Council Meeting to Award Sale of the Bonds:	June 16, 2020
Estimated Closing Date:	July 8, 2020
Redemption Date for 2019 GO Notes Being Refunded:	July 10, 2020
Redemption Date for 2010 GO Bonds Being Refunded:	September 1, 2020

Attachments

Equalized Value Projection Model
 Capital Improvement Plan & Funding Uses
 Estimated Sources and Uses of Funds
 Debt Service Allocation
 Financing Plan Tax Impact Analysis
 Current Refunding Savings Analysis
 G.O. Debt Capacity Analysis
 Utility Debt Coverage Analysis

Ehlers Contacts

Municipal Advisors:	Greg Johnson	(262) 796-6168
	Brian Roemer	(262) 796-6178
	Jon Cameron	(262) 796-6179
Disclosure Coordinator:	Peter Curtin	(262) 796-6187
Financial Analyst:	Beth Mueller	(651) 697-8553

Table 1
Equalized Value Projection Model

City of Whitewater, WI

I. Five-Year Historical TID IN Growth by Category (Data Per Wis. Dept. of Revenue)										
Vaulation Year	Budget Year	Historical TID IN Equalized Value		Economic Change		New Construction		Other & Personal Property		
2015	2016	640,750,100								
2016	2017	645,398,900	0.73%	-5,604,400	-0.87%	8,565,000	1.34%	1,688,200	0.26%	
2017	2018	646,775,000	0.21%	-4,600,900	-0.71%	7,601,900	1.18%	-1,624,900	-0.25%	
2018	2019	666,391,100	3.03%	19,431,800	3.00%	16,737,800	2.59%	-16,553,500	-2.56%	
2019	2020	696,905,800	4.58%	19,425,500	2.92%	7,053,500	1.06%	-1,851,700	-0.28%	
AVERAGE CHANGE				7,163,000	1.08%	9,989,550	1.54%	-4,585,475	-0.71%	

II. Five-Year Historical TID OUT Growth by Category (Data Per Wis. Dept. of Revenue - Breakdown Assumes Same Ratios as TID IN)										
Vaulation Year	Budget Year	Historical TID OUT Equalized Value		Economic Change		New Construction		Other & Personal Property		
2015	2016	563,249,700								
2016	2017	563,694,800	0.08%	-536,594	-0.10%	820,057	0.15%	161,637	0.03%	
2017	2018	562,842,500	-0.15%	2,849,609	0.51%	-4,708,306	-0.84%	1,006,397	0.18%	
2018	2019	584,095,300	3.78%	21,053,123	3.74%	18,134,345	3.22%	-17,934,667	-3.19%	
2019	2020	603,973,400	3.40%	12,654,296	2.17%	4,594,840	0.79%	-1,206,247	-0.21%	
AVERAGE CHANGE				9,005,108	1.58%	4,710,234	0.83%	-4,493,220	-0.80%	

III. Projection of TID OUT Equalized Value - Selection of Method & Discount				
PROJECTION METHOD		Percent		Percent
DISCOUNT FACTOR		50.00%		50.00%
				Manual Adjustments

IV. Projection of TID OUT Equalized Value										
Vaulation Year	Budget Year	Projected TID OUT Equalized Value		Economic Change		New Construction		TID Closure or Other Adjustment		
2020	2021	611,248,373	1.20%	4,769,301	0.79%	2,505,672	0.41%		0.00%	
2021	2022	622,426,775	1.83%	4,826,748	0.79%	2,535,853	0.41%	3,815,800	0.62%	
2022	2023	719,040,623	15.52%	4,915,019	0.79%	2,582,229	0.41%	89,116,600	14.32%	
2023	2024	727,701,602	1.20%	5,677,934	0.79%	2,983,045	0.41%		0.00%	
2024	2025	736,466,905	1.20%	5,746,326	0.79%	3,018,977	0.41%		0.00%	
2025	2026	745,337,787	1.20%	5,815,542	0.79%	3,055,341	0.41%		0.00%	
2026	2027	754,315,521	1.20%	5,885,591	0.79%	3,092,143	0.41%		0.00%	
2027	2028	763,401,394	1.20%	5,956,484	0.79%	3,129,388	0.41%		0.00%	
2028	2029	772,596,707	1.20%	6,028,231	0.79%	3,167,082	0.41%		0.00%	
2029	2030	781,902,780	1.20%	6,100,842	0.79%	3,205,230	0.41%		0.00%	
2030	2031	791,320,946	1.20%	6,174,328	0.79%	3,243,838	0.41%		0.00%	
2031	2032	800,852,556	1.20%	6,248,699	0.79%	3,282,911	0.41%		0.00%	
2032	2033	810,498,976	1.20%	6,323,966	0.79%	3,322,454	0.41%		0.00%	
2033	2034	820,261,588	1.20%	6,400,139	0.79%	3,362,474	0.41%		0.00%	
2034	2035	830,141,794	1.20%	6,477,230	0.79%	3,402,975	0.41%		0.00%	
2035	2036	840,141,008	1.20%	6,555,250	0.79%	3,443,965	0.41%		0.00%	
2036	2037	850,260,664	1.20%	6,634,209	0.79%	3,485,448	0.41%		0.00%	
2037	2038	860,502,214	1.20%	6,714,119	0.79%	3,527,431	0.41%		0.00%	
2038	2039	870,867,125	1.20%	6,794,992	0.79%	3,569,919	0.41%		0.00%	
2039	2040	881,356,884	1.20%	6,876,839	0.79%	3,612,920	0.41%		0.00%	

V. Projection of TID IN Equalized Value										
Vaulation Year	Budget Year	Projected TID IN Value	Equalized	Economic Change		New Construction		Manual Adjustment		
2020	2021	706,046,441	1.31%	3,773,662	0.54%	5,366,979	0.77%		0.00%	
2021	2022	715,306,972	1.31%	3,823,157	0.54%	5,437,373	0.77%		0.00%	
2022	2023	724,688,964	1.31%	3,873,302	0.54%	5,508,690	0.77%		0.00%	
2023	2024	734,194,010	1.31%	3,924,105	0.54%	5,580,942	0.77%		0.00%	
2024	2025	743,823,725	1.31%	3,975,573	0.54%	5,654,142	0.77%		0.00%	
2025	2026	753,579,744	1.31%	4,027,717	0.54%	5,728,302	0.77%		0.00%	
2026	2027	763,463,723	1.31%	4,080,545	0.54%	5,803,434	0.77%		0.00%	
2027	2028	773,477,340	1.31%	4,134,065	0.54%	5,879,552	0.77%		0.00%	
2028	2029	783,622,297	1.31%	4,188,288	0.54%	5,956,669	0.77%		0.00%	
2029	2030	793,900,315	1.31%	4,243,222	0.54%	6,034,797	0.77%		0.00%	
2030	2031	804,313,140	1.31%	4,298,876	0.54%	6,113,949	0.77%		0.00%	
2031	2032	814,862,540	1.31%	4,355,260	0.54%	6,194,140	0.77%		0.00%	
2032	2033	825,550,306	1.31%	4,412,384	0.54%	6,275,383	0.77%		0.00%	
2033	2034	836,378,253	1.31%	4,470,257	0.54%	6,357,691	0.77%		0.00%	
2034	2035	847,348,221	1.31%	4,528,889	0.54%	6,441,078	0.77%		0.00%	
2035	2036	858,462,070	1.31%	4,588,290	0.54%	6,525,560	0.77%		0.00%	
2036	2037	869,721,689	1.31%	4,648,470	0.54%	6,611,149	0.77%		0.00%	
2037	2038	881,128,990	1.31%	4,709,439	0.54%	6,697,861	0.77%		0.00%	
2038	2039	892,685,910	1.31%	4,771,209	0.54%	6,785,711	0.77%		0.00%	
2039	2040	904,394,410	1.31%	4,833,788	0.54%	6,874,712	0.77%		0.00%	

Table 2 Capital Improvement Plan & Funding Uses

City of Whitewater, WI

Projects	Purpose/Dept.	2020	Totals
Fire Hose Roller System	Levy/Fire	4,383	4,383
Fire Hose Washing System	Levy/Fire	6,750	6,750
Radio Console	Levy/Fire	183,333	183,333
Clay Street Reconstruction	Levy/Street	327,491	327,491
Clay Street Reconstruction	Water	957,425	957,425
Clay Street Reconstruction	Sewer	938,210	938,210
Walworth Avenue/Court Street Inlet	Stormwater	124,800	124,800
Clay Street Reconstruction	Stormwater	92,159	92,159
Actual CIP Costs		2,634,551	2,634,551

Table 3 Capital Improvements Financing Plan City of Whitewater, WI

		2020					2019 NAN	2019 NAN	2019 NAN	2010 BAB	Streets	Water	Sewer	Storm
		General	Water	Sewer	General	Portion	Portion	Portion	General	Portion	Portion	Portion	Water	
		Portion	Portion	Portion	Portion	Portion	Portion	Portion	Portion	Portion	Portion	Portion	Water	
		G.O. Bonds												
CIP Projects¹														
Pay off 2019 NAN 7/10/2020		2,288,950	569,694	813,849	905,407	410,000	194,466	327,491	957,425	938,210	216,959			
Pay off Levy Portion of 2010 BAB 9/1/2020		410,000												
Fire Projects		194,466					194,466							
Street Projects		327,491						327,491						
Water Projects		957,425							957,425					
Sewer Projects		938,210								938,210				
Storm Sewer Projects		216,959											216,959	
Subtotal Project Costs		5,333,501	569,694	813,849	905,407	410,000	194,466	327,491	957,425	938,210	216,959			
CIP Projects¹		5,333,501	569,694	813,849	905,407	410,000	194,466	327,491	957,425	938,210	216,959			
Less Other Available Revenues														
Cash Available		-												
Debt Service Funds on Hand		(40,275)	(10,024)	(14,320)	(15,931)									
Net Borrowing Requirement		5,293,226	559,670	799,529	889,476	410,000	194,466	327,491	957,425	938,210	216,959			
Debt Service Reserve														
Debt Service Reserve Funds On Hand		-												
New Debt Service Reserve Requirement		-												
Subtotal Reserve Fund Requirement		0	0	0	0	0	0	0	0	0	0	0	0	
Municipal Advisor (Ehlers)		21,600	2,292	3,268	3,627	1,674	797	1,335	3,906	3,826	877			
Bond Counsel (Quarles & Brady)		14,000	1,485	2,118	2,351	1,085	517	865	2,531	2,480	568			
Disclosure Counsel		8,400	891	1,271	1,410	651	310	519	1,519	1,488	341			
Rating Fee - Moody's		14,000	1,485	2,118	2,351	1,085	517	865	2,531	2,480	568			
Maximum Underwriter's Discount		67,750	7,188	10,250	11,375	5,250	2,500	4,188	12,250	12,000	2,750			
Paying Agent		1,000	106	151	168	77	37	62	181	177	41			
Subtotal Issuance Expenses		126,750	13,447	19,176	21,281	9,822	4,677	7,834	22,918	22,450	5,145			
TOTAL TO BE FINANCED		5,419,976	573,117	818,705	910,757	419,822	199,143	335,325	980,343	960,660	222,104			
Estimated Interest Earnings		(1,647)	0	0	0	0	(122)	(205)	(598)	(586)	(136)			
Assumed spend down (months)		3												
Rounding		1,671	1,883	1,295	(757)	178	978	(120)	255	(74)	(1,968)			
NET BOND SIZE		5,420,000	575,000	820,000	910,000	420,000	200,000	335,000	980,000	960,000	220,000			

Notes:
1) Project Total Estimates



Table 4
Allocation of Debt Service - 2020 G.O. Bonds
City of Wittenwater, WI

Year Ending	2019 NAN General Portion			2019 NAN Water Portion			2019 NAN Sewer Portion			2010 BAB General Portion			Fire Portion		
	Principal	Est. Rate	Interest	Principal	Est. Rate	Interest	Principal	Est. Rate	Interest	Principal	Est. Rate	Interest	Principal	Est. Rate	Interest
2020	20,000	1.65%	18,292	0	0	0	0	0	0	0	0	0	0	0	0
2021	25,000	1.70%	12,668	38,292	1.65%	26,031	30,000	1.65%	28,961	58,961	1.65%	9,672	40,000	1.65%	4,560
2022	25,000	1.75%	12,236	37,668	1.70%	18,015	40,000	1.70%	20,070	60,070	1.70%	5,405	40,000	1.70%	2,500
2023	25,000	1.80%	11,793	37,236	1.75%	17,411	40,000	1.75%	19,380	59,380	1.75%	3,939	40,000	1.75%	1,810
2024	25,000	1.85%	11,336	36,793	1.80%	16,745	40,000	1.80%	18,670	58,670	1.80%	2,430	40,000	1.80%	1,100
2025	30,000	1.90%	10,820	40,820	1.85%	16,015	45,000	1.85%	17,894	62,894	1.85%	833	40,000	1.85%	370
2026	30,000	1.95%	10,243	40,243	1.90%	15,265	45,000	1.90%	17,050	62,050	1.90%	0	40,000	1.90%	0
2027	30,000	2.00%	9,650	39,650	1.95%	14,495	45,000	1.95%	16,184	61,184	1.95%	0	40,000	1.95%	0
2028	30,000	2.05%	9,043	39,043	2.00%	13,705	45,000	2.00%	15,295	60,295	2.00%	0	40,000	2.00%	0
2029	30,000	2.15%	8,413	38,413	2.05%	12,895	45,000	2.05%	14,384	59,384	2.05%	0	40,000	2.05%	0
2030	30,000	2.25%	7,753	37,753	2.15%	12,001	50,000	2.15%	13,385	63,385	2.15%	0	40,000	2.15%	0
2031	30,000	2.35%	7,063	37,063	2.25%	11,011	50,000	2.25%	12,285	62,285	2.25%	0	40,000	2.25%	0
2032	30,000	2.45%	6,343	36,343	2.35%	9,976	50,000	2.35%	11,135	61,135	2.35%	0	40,000	2.35%	0
2033	35,000	2.55%	5,529	40,529	2.45%	8,896	50,000	2.45%	9,935	59,935	2.45%	0	40,000	2.45%	0
2034	35,000	2.65%	4,619	39,619	2.55%	7,771	50,000	2.55%	8,685	58,685	2.55%	0	40,000	2.55%	0
2035	35,000	2.75%	3,674	38,674	2.65%	6,535	55,000	2.65%	7,319	62,319	2.65%	0	40,000	2.65%	0
2036	35,000	2.85%	2,694	37,694	2.75%	5,185	55,000	2.75%	5,834	60,834	2.75%	0	40,000	2.75%	0
2037	35,000	2.95%	1,688	36,688	2.85%	3,785	55,000	2.85%	4,294	59,294	2.85%	0	40,000	2.85%	0
2038	40,000	3.00%	590	40,590	2.90%	2,348	60,000	2.90%	2,640	62,640	2.90%	0	40,000	2.90%	0
2039					2.95%	811	60,000	2.95%	885	60,885	2.95%	0	40,000	2.95%	0
2040					3.00%										
Total	575,000		154,442	729,442		218,897	820,000		244,284	1,154,284		22,278	420,000		10,340
															210,340

Notes:
 1) Estimated Rate assumes Aa3 rate as of 4/6/2020 plus 25 basis points.



Table 4
Allocation of Debt Service - 2020 G.O. Bonds
City of Wittenwater, WI

Year Ending	Streets Portion			Water Portion			Sewer Portion			Storm Water			Totals		
	Principal	Est. Rate	Interest	Principal	Est. Rate	Interest	Principal	Est. Rate	Interest	Principal	Est. Rate	Interest	Principal	Est. Rate	Interest
2020	0		0	0		0	0		0	0		0	0		0
2021	10,000	1.65%	10,882	30,000	1.65%	31,780	30,000	1.65%	31,197	5,000	1.65%	7,210	270,000		168,586
2022	15,000	1.70%	7,555	40,000	1.70%	22,088	40,000	1.70%	21,670	10,000	1.70%	5,023	330,000		114,993
2023	15,000	1.75%	7,296	40,000	1.75%	21,398	40,000	1.75%	20,980	10,000	1.75%	4,850	330,000		109,300
2024	15,000	1.80%	7,030	45,000	1.80%	20,643	40,000	1.80%	20,270	10,000	1.80%	4,673	340,000		103,353
2025	15,000	1.85%	6,756	45,000	1.85%	19,821	40,000	1.85%	19,540	10,000	1.85%	4,490	350,000		97,055
2026	15,000	1.90%	6,475	45,000	1.90%	18,978	45,000	1.90%	18,743	10,000	1.90%	4,303	230,000		91,633
2027	15,000	1.95%	6,186	45,000	1.95%	18,111	45,000	1.95%	17,876	10,000	1.95%	4,110	230,000		87,205
2028	15,000	2.00%	5,890	45,000	2.00%	17,223	45,000	2.00%	16,988	10,000	2.00%	3,913	230,000		82,663
2029	15,000	2.05%	5,586	45,000	2.05%	16,311	45,000	2.05%	16,076	10,000	2.05%	3,710	230,000		78,005
2030	15,000	2.15%	5,271	50,000	2.15%	15,313	45,000	2.15%	15,131	10,000	2.15%	3,500	245,000		73,014
2031	15,000	2.25%	4,941	50,000	2.25%	14,213	50,000	2.25%	14,085	10,000	2.25%	3,280	250,000		67,568
2032	15,000	2.35%	4,596	50,000	2.35%	13,063	50,000	2.35%	12,935	10,000	2.35%	3,050	250,000		61,818
2033	20,000	2.45%	4,175	50,000	2.45%	11,863	50,000	2.45%	11,735	10,000	2.45%	2,810	255,000		55,756
2034	20,000	2.55%	3,675	55,000	2.55%	10,549	50,000	2.55%	10,485	10,000	2.55%	2,560	265,000		49,254
2035	20,000	2.65%	3,155	55,000	2.65%	9,119	55,000	2.65%	9,119	10,000	2.65%	2,300	280,000		42,165
2036	20,000	2.75%	2,615	55,000	2.75%	7,634	55,000	2.75%	7,634	15,000	2.75%	1,961	285,000		34,536
2037	20,000	2.85%	2,055	55,000	2.85%	6,094	55,000	2.85%	6,094	15,000	2.85%	1,541	285,000		26,556
2038	20,000	2.90%	1,480	60,000	2.90%	4,440	60,000	2.90%	4,440	15,000	2.90%	1,110	300,000		18,145
2039	20,000	2.95%	895	60,000	2.95%	2,685	60,000	2.95%	2,685	15,000	2.95%	671	310,000		9,723
2040	20,000	3.00%	300	60,000	3.00%	900	60,000	3.00%	900	15,000	3.00%	225	155,000		2,325
Total	335,000		96,816	980,000		282,222	960,000		278,582	220,000		65,289	5,420,000		1,373,150
			431,816		1,262,222		1,238,582		285,289						6,793,150

Notes:

1) Estimated Rate assumes Aa3 rate as of 4/6/2020 plus 25 basis points.



Table 5
Financing Plan Tax Impact
City of Wittenwater, WI

Year	Existing Debt				Proposed Debt				Levy and Tax Rate				
	Total Debt Payments	Less: Offsets	Net Tax Levy	Equalized Value (TID OUT)	Tax Rate Per \$1,000	2020 G.C. Bonds Dated: 7/8/2020		Abatements		Total Net Debt	Total Tax Rate for Debt Service	Levy Change from Prior	Annual Taxes \$210,000
						Total Principal and Interest	Less: Water	Less: Sewer	Less: Storm Water				
2020	4,868,228	(3,938,664)	929,564	603,973,400	\$1.59	0				929,564	\$1.54		\$323
2021	1,907,057	(1,037,653)	956,824	611,248,373	\$1.58	438,586	(117,811)	(120,158)	(12,210)	1,145,230	\$1.87	215,666	\$393
2022	1,887,270	(1,026,831)	950,732	622,426,775	\$1.56	444,993	(115,103)	(121,740)	(15,023)	1,143,860	\$1.84	(1,370)	\$386
2023	1,862,117	(1,013,131)	941,981	719,040,623	\$1.51	439,300	(113,809)	(120,360)	(14,850)	1,132,262	\$1.57	(11,597)	\$331
2024	1,830,198	(1,017,944)	902,685	727,701,602	\$1.26	443,353	(122,388)	(118,940)	(14,673)	1,090,037	\$1.50	(42,225)	\$315
2025	1,817,280	(1,003,817)	901,241	736,466,905	\$1.24	447,055	(120,836)	(122,434)	(14,490)	1,090,536	\$1.48	499	\$311
2026	1,872,654	(969,565)	903,089	745,337,787	\$1.23	321,633	(119,243)	(125,793)	(14,303)	965,384	\$1.30	(125,152)	\$272
2027	1,868,433	(964,111)	904,323	754,315,521	\$1.21	317,205	(117,606)	(124,060)	(14,110)	965,751	\$1.28	367	\$269
2028	1,660,209	(796,051)	864,158	763,401,394	\$1.15	312,663	(115,928)	(122,283)	(13,913)	924,698	\$1.21	(41,053)	\$254
2029	1,642,374	(789,024)	853,349	772,596,707	\$1.12	308,005	(114,206)	(120,460)	(13,710)	912,978	\$1.18	(11,720)	\$248
2030	953,975	(331,788)	622,188	781,902,780	\$0.81	318,014	(122,314)	(123,516)	(13,500)	680,871	\$0.87	(232,107)	\$183
2031	942,650	(328,175)	614,475	791,320,946	\$0.79	317,568	(120,224)	(126,370)	(13,280)	672,169	\$0.85	(8,703)	\$178
2032	550,838	(299,400)	251,438	800,852,556	\$0.32	311,818	(118,039)	(124,070)	(13,050)	308,096	\$0.38	(364,073)	\$81
2033	540,888	(291,275)	249,613	810,498,976	\$0.31	310,756	(115,759)	(121,670)	(12,810)	310,130	\$0.38	2,034	\$80
2034	525,775	(283,150)	242,625	820,261,588	\$0.30	314,254	(118,320)	(119,170)	(12,560)	306,829	\$0.37	(3,301)	\$79
2035	510,663	(280,025)	230,638	830,141,794	\$0.28	322,165	(120,654)	(126,438)	(12,300)	293,411	\$0.35	(13,418)	\$74
2036	500,550	(271,738)	228,813	840,141,008	\$0.28	319,536	(117,819)	(123,468)	(16,961)	290,101	\$0.35	(3,310)	\$73
2037	485,275	(268,450)	216,825	850,260,664	\$0.26	311,556	(114,879)	(120,388)	(16,541)	276,574	\$0.33	(13,528)	\$68
2038	0	0	0	860,502,214	\$0.00	318,145	(116,788)	(127,080)	(16,110)	58,168	\$0.07	(218,406)	\$14
2039	0	0	0	870,867,125	\$0.00	319,223	(118,496)	(123,570)	(15,671)	61,485	\$0.07	3,318	\$15
2040	0	0	0	881,356,884	\$0.00	157,325	(60,900)	(60,900)	(15,225)	20,300	\$0.02	(41,185)	\$5
2041	0	0	0	891,972,993	\$0.00	0				0	\$0.00	(20,300)	\$0
Total	26,226,433	(14,910,789)	11,764,560	6,793,150		6,793,150	(2,301,119)	(2,392,866)	(285,289)				Total

Notes:



Table 6 Current Refunding Analysis - Estimated Savings

City of Whitewater, WI

Existing Debt Service To Be Refunded (No Longer Paid)						
Issue	Taxable G.O. Bonds/BAB					
Amount Dated	\$2,110,000 10/12/2010					
Year	Prin (9/1)	Rate	Interest	BAB (32.94%)	Total	
2021	75,000	3.95%	17,298	(5,698)	86,600	
2022	80,000	4.00%	14,335	(4,722)	89,613	
2023	85,000	4.20%	11,135	(3,668)	92,467	
2024	85,000	4.35%	7,565	(2,492)	90,073	
2025	85,000	4.55%	3,868	(1,274)	87,594	
Total	410,000		54,200	(17,853)	446,347	

Proposed Debt Service After Refunding (to be Paid)						
Issue	G.O. Bonds Series 2020					
Amount Dated	\$420,000 6/25/2020					
Year	Prin (6/1)	Est. Rate	Interest	Total		
2021	75,000	1.65%	9,938	84,938		
2022	85,000	1.70%	5,405	90,405		
2023	85,000	1.75%	3,939	88,939		
2024	85,000	1.80%	2,430	87,430		
2025	90,000	1.85%	833	90,833		
Total	420,000		22,544	442,544		

Total Savings	
	1,662
	(792)
	3,528
	2,643
	(3,239)
Total	3,803

Notes:

Table 7
General Obligation Debt Capacity Analysis - Impact of Financing Plan
Inlcudes paying off all TID #4 and TID #6 debt in 2021
City of Whitewater, WI

Year Ending	Existing Debt				Proposed Debt				Year Ending
	Projected Equalized Value (TID IN)	Debt Limit	Existing Principal Outstanding	% of Limit	Proposed 2020 G.O. Bonds	Combined Existing & Proposed Principal	% of Limit	Residual Capacity	
2019	696,905,800	34,845,290	21,791,390	63%		\$21,791,390	63%	\$13,053,900	2019
2020	706,046,441	35,302,322	17,210,848	49%	5,420,000	\$22,630,848	64%	\$12,671,474	2020
2021	715,306,972	35,765,349	13,113,889	37%	5,150,000	\$18,263,889	51%	\$17,501,460	2021
2022	724,688,964	36,234,448	12,120,475	33%	4,820,000	\$16,940,475	47%	\$19,293,973	2022
2023	734,194,010	36,709,701	11,117,300	30%	4,490,000	\$15,607,300	43%	\$21,102,401	2023
2024	743,823,725	37,191,186	10,112,750	27%	4,150,000	\$14,262,750	38%	\$22,928,436	2024
2025	753,579,744	37,678,987	9,091,200	24%	3,800,000	\$12,891,200	34%	\$24,787,787	2025
2026	763,463,723	38,173,186	7,949,650	21%	3,570,000	\$11,519,650	30%	\$26,653,536	2026
2027	773,477,340	38,673,867	6,773,100	18%	3,340,000	\$10,113,100	26%	\$28,560,767	2027
2028	783,622,297	39,181,115	5,611,550	14%	3,110,000	\$8,721,550	22%	\$30,459,565	2028
2029	793,900,315	39,695,016	4,430,000	11%	2,880,000	\$7,310,000	18%	\$32,385,016	2029
2030	804,313,140	40,215,657	3,620,000	9%	2,635,000	\$6,255,000	16%	\$33,960,657	2030
2031	814,862,540	40,743,127	2,795,000	7%	2,385,000	\$5,180,000	13%	\$35,563,127	2031
2032	825,550,306	41,277,515	2,335,000	6%	2,135,000	\$4,470,000	11%	\$36,807,515	2032
2033	836,378,253	41,818,913	1,870,000	4%	1,880,000	\$3,750,000	9%	\$38,068,913	2033
2034	847,348,221	42,367,411	1,405,000	3%	1,615,000	\$3,020,000	7%	\$39,347,411	2034
2035	858,462,070	42,923,104	940,000	2%	1,335,000	\$2,275,000	5%	\$40,648,104	2035
2036	869,721,689	43,486,084	470,000	1%	1,050,000	\$1,520,000	3%	\$41,966,084	2036
2037	881,128,990	44,056,450	0	0%	765,000	\$765,000	2%	\$43,291,450	2037
2038	892,685,910	44,634,295		0%	465,000	\$465,000	1%	\$44,169,295	2038
2039	904,394,410	45,219,721		0%	155,000	\$155,000	0%	\$45,064,721	2039
2040	916,256,479	45,812,824		0%	0	\$0	0%	\$45,812,824	2040

Notes:

Table 8
Revenue Debt Coverage - Impact of Financing Plan
City of Watewater, WI

Year	Water Debt Service					Sewer Debt Service					Storm Debt Service							
	Existing Debt	Proposed Debt	Total	Debt Coverage All Debt	Debt Coverage Revenue Debt Only	D.S. Capacity @ 1.25x	Existing Debt	Proposed Debt	Total	Debt Coverage All Debt	Debt Coverage Revenue Debt Only	D.S. Capacity @ 1.2x	Existing Debt	Proposed Debt	Total	Debt Coverage	D.S. Capacity @ 1.1x	
				\$876,028						\$2,419,160						\$324,280		
				2019 Est. Net Revenues						2019 Est. Net Revenues						2019 Est. Net Revenues		
2020	374,426	117,811	374,426	2.34	5.80	326,396	1,957,353	0	1,957,353	1.24	1.30	58,614	167,450	0	167,450	1.94	127,350	
2021	377,329	115,103	495,140	1.77	5.73	205,682	1,999,967	120,158	2,120,126	1.14	1.30	(104,159)	174,965	12,210	187,175	1.73	107,625	
2022	373,985	113,809	489,087	1.79	5.69	211,735	2,000,038	121,740	2,121,778	1.14	1.30	(105,811)	171,750	15,023	186,773	1.74	108,028	
2023	369,631	122,388	483,439	1.81	5.64	217,383	2,004,105	120,360	2,124,465	1.14	1.30	(108,499)	168,125	14,850	182,975	1.77	111,825	
2024	374,879	120,836	497,267	1.76	5.80	203,556	1,997,750	118,940	2,116,690	1.14	1.30	(100,724)	169,380	14,673	184,053	1.76	110,748	
2025	369,334	119,243	487,355	1.79	5.77	210,652	1,994,459	122,434	2,116,893	1.14	1.30	(100,926)	165,493	14,490	179,983	1.80	114,818	
2026	368,112	117,606	399,117	1.80	5.77	213,467	1,997,612	125,793	2,123,405	1.14	1.30	(107,438)	161,493	14,303	175,795	1.84	119,005	
2027	281,511	115,928	325,731	2.19	13.10	301,706	1,999,999	124,060	2,124,059	1.14	1.30	(108,092)	162,365	14,110	176,475	1.84	118,325	
2028	209,803	114,206	319,086	2.69	2.75	381,737	1,880,190	122,283	2,002,473	1.21	1.39	13,494	163,675	13,913	177,588	1.83	117,213	
2029	204,879	122,314	255,914	3.42	3.42	444,909	1,881,989	120,460	2,002,449	1.21	1.39	13,518	164,700	13,710	178,410	1.82	116,390	
2030	133,600	120,224	250,411	3.50	3.50	450,411	1,653,162	123,516	1,776,679	1.36	1.56	239,288	95,275	13,500	108,775	2.98	186,025	
2031	130,188	118,039	249,814	3.51	3.51	451,009	1,655,255	126,370	1,781,625	1.36	1.56	234,342	92,675	13,280	105,955	3.06	188,845	
2032	131,775	115,759	243,959	3.59	3.59	456,864	1,617,194	124,070	1,741,264	1.39	1.60	274,703	60,075	13,050	73,125	4.43	221,675	
2033	128,200	118,320	242,945	3.61	3.61	457,877	1,613,959	121,670	1,735,629	1.39	1.60	280,337	58,450	12,810	71,260	4.55	223,540	
2034	124,625	120,654	241,704	3.62	3.62	459,119	1,610,719	119,170	1,729,889	1.40	1.60	286,078	56,825	12,560	69,385	4.67	225,415	
2035	121,050	117,819	235,294	3.72	3.72	465,529	1,607,471	126,438	1,733,909	1.40	1.60	282,058	60,200	12,300	72,500	4.47	222,300	
2036	117,475	114,879	238,779	3.67	3.67	462,044	95,850	123,468	219,318	11.03	1.60	1,796,649	58,413	16,961	75,374	4.30	219,426	
2037	123,900	116,788	116,788	7.50	7.50	584,035	92,925	120,388	213,313	11.34	1.60	1,802,654	51,625	16,541	68,166	4.76	226,634	
2038	0	118,496	118,496	7.39	7.39	582,326	0	127,080	127,080	19.04	1.60	1,888,887	0	16,110	16,110	20.13	278,690	
2039	118,496	60,900	60,900	14.38	14.38	639,922	123,570	123,570	123,570	19.58	1.60	1,892,397	15,671	15,671	15,671	20.69	279,129	
2040	60,900	60,900	60,900	14.38	14.38	639,922	60,900	60,900	60,900	19.58	1.60	1,892,397	15,225	15,225	15,225	20.69	279,129	
Total	4,314,703	2,301,119	6,615,821	8,101,451	8,101,451	8,101,451	29,659,999	2,392,866	31,991,965	8,327,373	8,327,373	8,327,373	2,202,933	127,280	1,796,675	3,423,003	3,423,003	

Notes:





Council Agenda Item

Meeting Date: May 5, 2020

Agenda Item: Municipal Code 7.22.020 Failure to cut - Costs

Staff Contact (name, email, phone): Brad Marquardt, bmarquardt@whitewater-wi.gov, 262-473-0139

BACKGROUND

(Enter the who, what when, where, why)

Staff would like to update the cost to cut grass on private properties that have been cited by the Neighborhood Service Officer for grass and/or weeds in excess of seven inches in height. As was the case with the snow removal ordinance, the current cost is \$50 per hour with a minimum charge of \$50. Staff would like to make this consistent with the snow removal charges and adjust the starting charge to \$100 per hour with a minimum charge of \$100.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

Public Works Committee approved the \$100 starting charge at its March 10, 2020 meeting.

FINANCIAL IMPACT

(If none, state N/A)

In raising the cost to cut grass, staff is trying to recoup their time and materials for an operation that should be completed privately.

STAFF RECOMMENDATION

Staff recommends approval of the cost increase.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Amended Municipal Code 7.22.020 – Nuisance declared – Failure to cut – Costs.

ORDINANCE No. _____
AN ORDINANCE AMENDING SUBSECTION 7.22.020
NUISANCE DECLARED – FAILURE TO CUT – COSTS.

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

SECTION 1. Whitewater Municipal Code Chapter 7.22 Subsection 7.22.020 is hereby amended to read:

The common council further declares in exercise of its police powers that any grass or weeds of whatever nature in excess of seven inches in height on all private premises within the city are a fire hazard, a public nuisance, and a potential health hazard. If any person in the city neglects or fails to cut the same after having been given a five-day written notice (only one such notice need be issued per property per calendar year, thereafter enforcement action may proceed without prior notice) by the city manager or his appointed representative, the City may cut or cause to be cut the grass or weeds and the cost thereof shall be charged at a rate of ~~fifty \$100 dollars~~ per hour with a minimum charge of ~~fifty \$100 dollars~~. Work lasting more than one hour will be billed an additional \$25. Any subsequent cutting of grass or weeds, which takes place within six months of the prior cutting, will be charged at a rate of \$150 per hour, with a minimum charge of \$150. Work lasting more than one hour will be billed an additional \$25. If the City contracts the service out for cutting grass or weeds, the City shall bill back to the property owner the cost of the contracted services, plus a 10% administrative cost fee, or, at the City's discretion, the street department's going rate for the work. The charge shall become a tax on the lands upon which such grass or weeds were cut. The cost of such removal shall be reported to the Finance Division in writing with a description of the premises and, if not paid within 30 days of the date of the invoice being sent to the owner of the premises, shall be and become a special tax and lien against the premises and, if not previously paid, shall be inserted in the next ensuing tax roll as a special tax and lien against such premises; and such costs may, in the discretion of the common council, be collected by suit against the owner or occupant of the premises.

Ordinance introduced by Council Member _____, who moved its adoption.

Seconded by Council Member _____.

- AYES:
- NOES:
- ABSENT:
- ADOPTED:

Cameron Clapper, City Manager

Michele R. Smith, City Clerk



Council Agenda Item

Meeting Date:	5/5/2020
Agenda Item:	Consideration of Mailing Absentee Ballot to every voter registered in City.
Staff Contact (name, email, phone):	Michele Smith, msmith@whitewater-wi.gov (262) 473-0102

BACKGROUND

(Enter the who, what when, where, why)

Councilmember Brown has inquired about the possibility of mailing each registered voter in the City an absentee ballot application. Based on a current registration of approximately 6,500 voters, the costs affiliated with mailing the application to each of Whitewater's registered voters would be \$5,269.55. (If a stamped, addressed return envelope were to be included, the total cost would increase by \$5,135, for a grand total of \$10,404.55).

To be considered in any mass mailing in Whitewater is the fact that the registered residents of Wards 7, 8 and 9 are predominantly students in dorms and apartment buildings. Due to the fact that many students do not actually receive their mail, and most of them have moved on since they last voted, it is likely the addresses on file are no longer accurate and I anticipate that approximately 75% of the 1,388 registered voters in those districts (1,041 letters) will be "returned to sender". If directed to do so, city staff would be completing this in-house, and there would be no additional labor costs.

Another option available to voters is to request a ballot through myvote.wi.gov. The process takes less than five minutes if you are properly registered at your current address. If you do not have a photo i.d. on file, you would be prompted to submit a copy of your voter i.d. through MyVote in order for the request to be completed.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

Outgoing mail - \$5,269.55

Add self-addressed stamped return envelope - additional \$5,135

STAFF RECOMMENDATION

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1.

There have been many absentee voting election process changes over the last 10 years. Absentee voting has gone from requiring a voter to state they were voting absentee for very specific reasons (such as being out of town on election day), to the current ability of anyone who wants to vote absentee being able to do so.

One of the most recent changes is the creation of the myvote.wi.gov website, where a voter can register online and request an absentee ballot through this program. If not already on file, the voter will be asked to upload a copy of their Voter I.D. (normally a Wisconsin Driver's license is uploaded). Once the voter has completed their request, e-mails are sent to the appropriate Clerk for processing.

Voters can still vote in the Clerk's office in person, or use the "old fashioned" method of submitting an actual paper application to the Clerk. The voter is required to include a copy of their voter i.d., if a copy is not already on file.

Because Whitewater has student voters, some problems occur for them:

*The Wisconsin My Vote system requires a voter to upload proof of residence to register, and photo i.d. to vote. If a student voter has not updated their Wisconsin driver's license to show their Whitewater address, this process may not work for the voter. Although I have tried to convince students to change the address on their Motor Vehicle account, I have had success.

*The UWW student i.d. card does not comply with voter i.d. requirements. Normally this has not presented problems for students with a Wisconsin driver's license or i.d. card, but those students with an out of state Driver's license often have to obtain a special voter i.d. card from the UWW Hawk Card office.

*Most students complete their business transactions online, and it is not at all uncommon to hear a student say they do not "receive" USPS mail.

Absentee voting is constantly increasing, and I anticipate that trend will continue. With the last election, Andrea and I issued approximately 1,800 ballots. We estimate that it takes us approximately 11-12 minutes to process each absentee ballot request. The City is required to pay both outgoing and return postage on almost all absentee ballots. When the ballot comes back, there are numerous steps as well. Documentation such as date sent, date returned, review of the absentee ballot certificate envelope for accuracy, attempt to resolve any issues on the envelope, filing and sorting the envelopes for safekeeping, and numbering each envelope for election day must occur. On election day, the poll workers are also to review the envelopes for accuracy (voter signature, witnesses, etc.), read the names and voter addresses out loud, process ballots, and if they are submitted in paper form, the election workers must remake their ballots and document the ballot

versions in great detail. End of the night paperwork at the polls also requires the workers to document the number of absentee ballots processed and maintain records on the number of certificate envelopes counted, rejected, and remade on election day.



A Guide to the MyVote Wisconsin Website for Voters and Clerks

The MyVote.wi.gov website is the official source for voting information in Wisconsin and is brought to you by the State of Wisconsin Government Accountability Board.

June 2018



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Register to Vote- Online Voter Registration

Voters who have a **current and valid State of Wisconsin Driver License or State of Wisconsin ID card issued by the Wisconsin Department of Motor Vehicles (DMV)** can register to vote online on the MyVote Wisconsin Website. In order to register online, the voter must enter a name, date of birth, Driver License or ID number **and address that matches what is on file with the Wisconsin DMV.** If all of the fields match, then the voter will be able to register to vote completely online without needing to print, sign or mail the form and without needing to send a proof of residence document. Voters who are not able to match their information with the information in the DMV database will be given the option to register manually by printing, signing and delivering their form with proof of residence.

Do I Need to Register to Vote?

If a regular voter is voting for the first time, has changed their Wisconsin voting address, or has changed their name, they will need to submit a new voter registration form. Voters can also be inactivated if they have not voted in four years or have been determined to be ineligible to vote. If your voter status is showing as "inactive" you will need to submit a new registration before you can vote. PLEASE NOTE: that if a voter would like to register online, they first need to update their information with the Wisconsin DMV. If the voter's information does not match with what is on file with Wisconsin DMV they will need to update their information with WI DMV before they can register online. You may need to register to vote if:

- I am a First-time Wisconsin Voter
- My Address Has Changed
- My Name Has Changed
- I Have Not Voted in 4 Years

When can I Register to Vote Online?

Deadline to Register to Vote Online

Voters who are registering to vote online through MyVote.wi.gov may only register to vote in the 20 days or more before an Election. Voters may not register to vote online in the 19 days before an Election. In the 19 days prior to an election voters can register to vote manually on MyVote by printing, signing and delivering their registration, along with a proof of residence document, to their municipal clerk or to their polling place.

Start the Online Voter Registration Process on MyVote

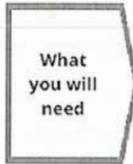
1. Click the Register to Vote button on the homepage.
2. Enter the first name, last name and date of birth in the search box, then click Search.
3. If a voter record is found, the voter's name and address will display.
4. If a voter record is not found and the voter is not registered, click the **Register to Vote** button to begin the registration process. The online voter registration process is outlined below.

Step 1: What you Will Need

A progress bar at the top of the Voter Registration page will display and be highlighted on the current step. Review the information in Step 1. Step 1 explains that voters will be able to register online if

their information matches WI DMV; if a match cannot be made the voter will have an option to register manually. After reviewing the directions, click Continue to Step 2.

VOTER REGISTRATION



Am I eligible to vote?

Update my Name

Update my Address

Review and certify my registration

Print or save my registration

Mail or deliver my registration

Step 2: Am I Eligible to Vote?

Six questions will be displayed to determine if the voter is eligible to vote. Answer yes or no to each question. Click the More Information link for an explanation of each question. The second question will ask the voter to confirm their date of birth. The date of birth will be compared with the date of birth on file with WI DMV so the voter should be sure to enter their date of birth as it appears on their driver license or ID card. The third question will ask the voter to enter their State of Wisconsin Driver License or State of Wisconsin ID Card number and expiration date. The number will be compared to the number in the WI DMV database so the voter should enter their number exactly as it appears on their card.

After answering all the questions on the page, click Continue to Step 3.

If the voter is determined to be ineligible to vote based on their answers to the questions on Step 2, a page that explains that they are not eligible to vote and the reason why will display. If the Voter is eligible to vote based on the answers to the questions, they will be directed to Step 3.

Step 2: Am I eligible to vote?

Please verify that you are eligible to register:

Are you a United States Citizen?* Yes No [More Information](#)

Will you be at least 18 years old at the time of the next election? * Yes No [More Information](#)

Step 2: Am I eligible to vote?

We're sorry, you are not eligible to vote

- You must not be disqualified in order to vote.

If you have questions regarding your eligibility or believe this message is incorrect, please contact [your municipal clerk](#)

[Previous Step](#)

Start the Voter Registration Process on MyVote (continued)

Step 3: Verify My Name

The name that was entered into the search page will display. Verify that the name is correct and make changes if needed. The name the voter enters will be compared again the name on file with the Wisconsin DMV so the voter should enter their name exactly as it appears on their Wisconsin Driver License or Wisconsin State ID Card. If a voter has a previous name, select the **"I have a previous"**

name other than the name listed above,” checkbox and enter the previous name. After the name has been verified click Continue to Step 4.

Step 4: Enter My Contact Information

Enter the Wisconsin home address in the Street Address, Apartment/Unit Type (if applicable), City and Zip Code fields. The voter’s home address is the address where the voter has lived for at least 10 days. A PO Box or out-of-state address does not qualify as a Wisconsin home address. **The address entered into MyVote will be compared with the address on file with the Wisconsin DMV. Many voters update their address with the Wisconsin DMV but do not have a new card showing their current address. Voter will want to be sure that they are entering their most current address and the address they have on file with the Wisconsin DMV even if it is not the address that shows on the card. If a voter needs to update their address with Wisconsin DMV, there are links provided to the DMV’s website throughout MyVote. If a voter updates their address with DMV, they will need to return to MyVote after the change is submitted and start a new registration session.**

Select the, ***“I have a mailing address that is different from the address above”*** check box to enter a separate mailing address. The mailing address can be a U.S. Mailing Address (in or out-of-state), a Foreign Mailing Address or a P.O. Box.

If you were previously registered to vote at another address (either in Wisconsin or in another state) check the box next to ***“I was previously registered to vote at another address than is listed above.”*** You will then enter the address where you were previously registered to vote.

Enter the optional email address or phone number. Select the “I am interested in becoming a poll worker” check box for more information about becoming a poll worker. Enter any accommodations needed at the polling place in the field provided. After completing the required information on the page, click Continue to Step 5 to validate the home address and continue the voter registration process. If the system cannot validate the address, try again or Contact Us.

When the voter clicks the “Continue to Step 5” button, this is when the information the voter entered on MyVote is compared with the information in the Wisconsin DMV’s database. If the data the voter entered does not match Wisconsin DMV’s, then the voter will have an opportunity to either correct the information they entered, or they can opt out of the online voter registration process and instead complete a registration form that they will need to print, sign, and deliver to their clerk along with proof of residence.

Step 5: Review and Certify My Registration

Confirm the information you have entered on the registration form. If any information needs to be edited, click the Edit button next to the field you would like to change. After the information is verified to be correct, read and affirm the Voter Certification. If the statement is true, select the “I certify that the above information is true and correct” checkbox. Complete the system verification then click Continue to Step 6.

Step 6: Your Registration is Complete!

If the name, date of birth, driver license or ID number, and address that the voter entered matches with the information in Wisconsin DMV’s database, then the voter will see a message that their voter

registration is complete! The voter can print, save, or send an email with a certificate that summarizes their voter registration record. The voter is now registered to vote and may vote at the next election as indicated on their voter registration certificate.

Register to Vote- “Manual Voter Registration”

Voters who are unable to match the information they enter into MyVote with the information in the State of Wisconsin Department of Motor Vehicle’s data base will still have the option to complete their registration form on MyVote and then mail or deliver the printed form along with proof of residence. This option is also available to voters who do not have a current or valid State of Wisconsin Driver License or State of Wisconsin ID Card. Voters can start the voter registration process on MyVote.wi.gov but will need to mail or deliver their signed, completed voter registration form to their municipal clerk by the registration deadline. Voters must provide a proof of residence document with their voter registration form.

Do I Need to Register to Vote?

If a regular voter is voting for the first time, has changed their Wisconsin voting address, or has changed their name, they will need to submit a new voter registration form. Voters can also be inactivated if they have not voted in four years or have been determined to be ineligible to vote. If your voter status is showing as “inactive” you will need to submit a new registration before you can vote. You may need to register to vote if:

- I am a First-time Wisconsin Voter
- My Address Has Changed
- My Name Has Changed
- I Have Not Voted in 4 Years

When can I Register to Vote?

Deadline to Register by Mail

If you will be mailing your voter registration form to your municipal clerk, it must be postmarked at least 20 days prior to the election for which you are registering.

Deadline to Register in Your Municipal Clerk’s Office

If you are registering to vote in-person in your municipal clerk’s office, you may do so until 5:00 p.m., or the close of business, on the Friday before the election for which you are registering.

Deadline to Register at Your Polling Place on Election Day

If you would like to register to vote on Election Day at your polling place; you may register to vote at your assigned polling place between 7:00 a.m. and 8:00 p.m. on Election Day.

Start the Voter Registration Process on MyVote

1. Click the Register to Vote button on the homepage.
2. Enter the first name, last name and date of birth in the search box, then click Search.
3. If a voter record is found, the voter’s name and address will display.
4. If a voter record is not found and the voter is not registered, click the **Register to Vote** button to begin the registration process. The voter registration process is outlined in 7 steps below. Voter registration forms cannot be submitted electronically or through MyVote. After the form is completed it must be mailed or delivered to the municipal clerk along with an acceptable proof of residence document.

Step 1: What you Will Need

A progress bar at the top of the Voter Registration page will display and be highlighted on the current step. Review the information in Step 1. A printer and a proof of residence document are required as part of the voter registration process. After reviewing the directions, click Continue to Step 2.

VOTER REGISTRATION



Step 2: Am I Eligible to Vote?

Six questions will be displayed to determine if the voter is eligible to vote. Answer yes or no to each question. Click the More Information link for an explanation of each question. After answering the questions, click Continue to Step 3.

If the voter is determined to be ineligible to vote based on their answers to the questions on Step 2, a page that explains that they are not eligible to vote and the reason why will display. If the Voter is eligible to vote based on the answers to the questions, they will be directed to Step 3.

Step 2: Am I eligible to vote?

Please verify that you are eligible to register:

Are you a United States Citizen?*

Yes No [More Information](#)

Will you be at least 18 years old at the time of the next election?*

Yes No [More Information](#)

Step 2: Am I eligible to vote?

We're sorry, you are not eligible to vote

- You must not be disqualified in order to vote.

If you have questions regarding your eligibility or believe this message is incorrect, please contact your municipal clerk.

[Previous Step](#)

Start the Voter Registration Process on MyVote (continued)

Step 3: Verify My Name

The name that was entered into the search page will display. Verify that the name is correct and make changes if needed. If a voter has a previous name, select the ***"I have a previous name other than the name listed above,"*** checkbox and enter the previous name. After the name has been verified click Continue to Step 4.

Step 4: Enter My Contact Information

Enter the Wisconsin home address in the Street Address, Apartment/Unit Type (if applicable), City and Zip Code fields. The voters home address is the address where the voter has lived for at least 28 days. A PO Box or out-of-state address does not qualify as a Wisconsin home address.

Select the, ***"I have a mailing address that is different from the address above"*** check box to enter a separate mailing address. The mailing address can be a U.S. Mailing Address (in or out-of-state), a Foreign Mailing Address or a P.O. Box.

If you were previously registered to vote at another address (either in Wisconsin or in another state) check the box next to ***"I was previously registered to vote at another address than is listed above."*** You will then enter the address where you were previously registered to vote.

Enter the optional email address or phone number. Select the "I am interested in becoming a poll worker" check box for more information about becoming a poll worker. Enter any accommodations needed at the polling place in the field provided. After completing the required information on the page, click Continue to Step 5 to validate the home address and continue the voter registration process. If the system cannot validate the address, try again or Contact Us.

Step 5: Review and Certify My Registration

Confirm the information you have entered on the registration form. If any information needs to be edited, click the Edit button next to the field you would like to change. After the information is verified to be correct, read and affirm the Voter Certification. If the statement is true, select the "I certify that the above information is true and correct" checkbox. Complete the system verification then click Continue to Step 6.

Step 6: Print or Save My Registration

Print or download the voter registration application form. The voter registration form includes detailed instructions on how to sign, and mail or deliver the voter registration form to the municipal clerk.

Step 7: Mail or Deliver My Registration

Step 7 reminds voters that they are not yet registered to vote and need to send or deliver the signed voter registration form to their municipal clerk. Follow the instructions included with the voter registration form. Don't forget to provide a proof of residence document with the voter registration form.

Military Voters

Military voters are not required to register to vote, however military voters are welcome to enter their voter information for the first time, or change their voter name or address at any time on MyVote without submitting a voter registration form. Military voters are not required to provide a proof of residence document to register to vote, or a photo ID to receive an absentee ballot. Because Military voters do not need to be registered to vote, they do not need to use the registration form on MyVote.wi.gov. If a military voter would like to update their voter information, they may do so on MyVote.wi.gov.

Definitions

Military Voter: A "military voter" includes any of the following: (1) members of a uniformed service, (2) members of the merchant marine of the United States, (3) civilian employees of the United States and civilians officially attached to a uniformed service who are serving outside the United States, (4) Peace Corp volunteers, and (5) spouses or voting age dependents of the aforementioned categories who are residing with or accompanying them.

How do Military Voters Add or Update their Voter Record on MyVote?

There are three main ways military voters can navigate to the voter information page to update their voter information on MyVote:

1. "Military and Permanent Overseas" button at the top of the homepage
2. "Military Voters" promo section on the homepage
3. "Register to Vote" button on the homepage

Add a Voter Record – Military Voters

1. Click the Military and Permanent Overseas button on the homepage.
2. On the Military and Permanent Overseas page, click Update Information
3. Enter the first name, last name and date of birth, then click Search.
4. If a voter record is not found and the voter is in the military, select the "If you are a military voter, you do not need to register. Click here to vote absentee" link. Military voters can receive absentee ballots without being registered to vote.
5. If a voter record is found, the voter's name and address will display.
6. On the Voter Information page, select the ***I am an active military voter*** checkbox.
7. Select the absentee ballot preference. To decline, select "I do not wish to request an absentee ballot at this time."
8. In the Voter Information section, verify the first name, last name and date of birth fields are correct.
9. Enter the last 4 digits of the social security number and email address.
10. Enter the Wisconsin home address (the most recent address the voter resided at for at least 28 days).

11. To enter a separate mailing address, click the, "I have a mailing address that is different from the address above" checkbox.
12. Review the certification to determine voter eligibility, if the voter is eligible to vote, select the checkbox and click the Submit button.
13. A confirmation message will display.

Update My Voter Record – Military Voters

1. Click the Military and Permanent Overseas button on the homepage.
2. On the Military and Permanent Overseas page, click Update Information
3. Enter the first name, last name and date of birth, then click Search.
4. If a voter record is found, the voter's name and address will display.
5. On the Voter Information page, select the ***I am an active military voter*** checkbox.
6. Select the absentee ballot preference. To decline, select "I do not wish to request an absentee ballot at this time."
7. In the Voter Information section, verify the first name, last name and date of birth fields are correct.
8. Enter the last 4 digits of the social security number and email address.
9. Enter the Wisconsin home address (the most recent address the voter resided at for at least 28 days).
10. To enter a separate mailing address, click the, "I have a mailing address that is different from the address above" checkbox.
11. Review the certification to determine voter eligibility, if the voter is eligible to vote, select the checkbox and click the Submit button.
12. A confirmation message will display.

Permanent Overseas Voters

Permanent overseas voters are required to register to vote. If a Permanent overseas voter is voting for the first time, has changed their Wisconsin voting address, or has changed their name, a new voter registration application form is required to be submitted. Voters can also be inactivated if they have not voted in four years or have been determined to be ineligible to vote. If the voter status is displayed as inactive in MyVote, the voter must re-register. Permanent overseas voters are not required to provide proof of residence to register to vote.

Definition

Permanent Overseas Voter: Permanent Overseas voters are defined as voters who live in a country other than the United States and have no present intent to return to the United States to live. These are voters who maintain their American Citizenship. If a voter is living temporarily overseas and they intend to return to the United States to reside, then they are considered a regular voter. Permanent Overseas voters may only vote in Federal Contests.

Permanent Overseas Voter Registration Deadline

Deadline to Register by Mail
20 days before the election
Deadline to Register in the Municipal Clerk's Office
5:00 p.m. the Friday before the election
Deadline to Register at the Polling Place on Election Day
8:00 p.m. on Election Day

How do Permanent Overseas Voters Start the Registration Process on MyVote?

There are two ways permanent overseas voters can navigate to the register to vote page on MyVote:

1. "Military and Permanent Overseas" button at the top of the homepage
2. "Register to Vote" button on the homepage

Start the Voter Registration Process on MyVote

1. Click the Register to Vote button on the homepage.
2. Enter the first name, last name and date of birth in the search box, then click Search.
3. If a voter record is found, the voter's name and address will display.
4. If a voter record is not found and the voter is not registered, click the **Register to Vote** button to begin the registration process. The voter registration process is outlined in 7 steps below. Voter registration forms cannot be submitted electronically or through MyVote. After the form is completed it must be mailed or delivered to the municipal clerk along with an acceptable proof of residence document.

Start the Voter Registration Process on MyVote (continued)

Step 1: What you Will Need

A progress bar at the top of the Voter Registration page will display and be highlighted on the current step. Review the information in Step 1. A printer is required as part of the voter registration process. After reviewing the directions, click Continue to Step 2.

VOTER REGISTRATION



Step 2: Am I Eligible to Vote?

Six questions will be displayed to determine if the voter is eligible to vote. Answer yes or no to each question. Click the More Information link for an explanation of each question. After answering the questions, click Continue to Step 3.

If the voter is determined to be ineligible to vote based on their answers to the questions on Step 2, a page that explains that they are not eligible to vote and the reason why will display. If the Voter is eligible to vote based on the answers to the questions, they will be directed to Step 3.

The left screenshot shows the 'Step 2: Am I eligible to vote?' page. It asks the user to 'Please verify that you are eligible to register:'. There are two questions: 'Are you a United States Citizen?' and 'Will you be at least 18 years old at the time of the next election?'. Each question has 'Yes' and 'No' radio buttons, and a 'More Information' link.

The right screenshot shows a message: 'Step 2: Am I eligible to vote? We're sorry, you are not eligible to vote'. It includes a bullet point: 'You must not be disqualified in order to vote.' Below this, it says 'If you have questions regarding your eligibility or believe this message is incorrect, please contact the Registrar's Office at (608) 261-3333 or registrar@doh.wisconsin.gov. For more information, click here.' There is a 'Print this Page' link at the bottom.

Start the Voter Registration Process on MyVote (continued)

Step 3: Verify My Name

The name that was entered into the search page will display. Verify that the name is correct and make changes if needed. If a voter has a previous name, select the ***"I have a previous name other than the name listed above,"*** checkbox and enter the previous name. After the name has been verified click Continue to Step 4.

Step 4: Enter My Contact Information

Enter the Wisconsin home address in the Street Address, Apartment/Unit Type (if applicable), City and Zip Code fields. The voters home address is the address where the voter has lived for at least 28 days. A PO Box or out-of-state address does not qualify as a Wisconsin home address.

Select the, ***"I have a mailing address that is different from the address above"*** check box to enter a separate mailing address. The mailing address can be a U.S. Mailing Address (in or out-of-state), a Foreign Mailing Address or a P.O. Box.

If you were previously registered to vote at another address (either in Wisconsin or in another state) check the box next to "I was previously registered to vote at another address than is listed above." You will then enter the address where you were previously registered to vote.

Enter the optional email address or phone number. Select the "I am interested in becoming a poll worker" check box for more information about becoming a poll worker. Enter any accommodations needed at the polling place in the field provided. After completing the required information on the page, click Continue to Step 5 to validate the home address and continue the voter registration process. If the system cannot validate the address, try again or Contact Us.

Step 5: Review and Certify My Registration

Confirm the information you have entered on the registration form. If any information needs to be edited, click the Edit button next to the field you would like to change. After the information is verified to be correct, read and affirm the Voter Certification. If the statement is true, select the "I certify that the above information is true and correct" checkbox. Complete the system verification then click Continue to Step 6.

Step 6: Print or Save My Registration

Print or download the voter registration application form. The voter registration form includes detailed instructions on how to sign, and mail or deliver the voter registration form to the municipal clerk.

Step 7: Mail or Deliver My Registration

Step 7 reminds voters that they are not yet registered to vote and need to send or deliver the signed voter registration form to their municipal clerk. Follow the instructions included with the voter registration form.

View My Voting Activity

Voters can use MyVote.wi.gov to access their voter profile and view the elections they have participated in. The name and date of birth of the voter is required to search for a voter profile. The My Voting Information page will allow a voter to check their current registration information, view information about their next election, view their polling place information, update the name or address on their voter registration, request an absentee ballot, track the status of their absentee ballot, track provisional ballots, and find their elected officials.

1. Click the View My Voting Activity button at the top of the homepage.
2. Enter a first name, last name and date of birth in the search box, and click Search.
3. If a voter record is not found, follow the search tips. If the voter is not registered, they should click the Register to Vote link to begin the registration process. If the voter believes they are registered and cannot find their record, they should click on the link to contact their municipal clerk for assistance.
4. If a voter record is found, their voter profile page will display with their name, status and current address.

Voter Status Active: the voter is registered to vote at the address listed.

Voter Status Inactive: the voter has an inactive voter registration. The reason why their registration is inactive should also be listed next to their status (e.g. 4-year maintenance, felon, etc.). If the voter feels they are listed as inactive in error, they should contact their municipal clerk using the clerk contact information found on the left hand menu.

5. If an active voter record appears, the following information will be displayed:

My Voter Information

 Jonathan Jasper	
Status: <u>Active</u>	Current Address: 14 Brule Cir, Madison, WI 53717-1800
Update Name	Update Address

My Next Election

MY NEXT ELECTION
2016 Spring Election and Presidential Preference Vote
Tuesday, April 5, 2016

Polling Place Information

Polling Place: High Point Church - 7702 Old Sauk Rd, Madison, WI 53717-1221
Hours: 7:00 AM - 8:00 PM [More information](#)

My Voting Activity

My Voting Activity displays a list of the elections the voter has participated in. Click the plus sign + to the right of the election name to expand the tab and view the voting method (in-person, absentee, provisional), and information about the polling place and voting municipality for each listed election.

MY VOTING ACTIVITY

Feb 16, 2016 - 2016 Spring Primary	+
Apr 7, 2015 - 2015 SPRING ELECTION	+
Feb 17, 2015 - 2015 SPRING PRIMARY	+

Feb 16, 2016 - 2016 Spring Primary	-
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You voted in this election!

Voting Method: Absentee

Polling Place: High Point Church, 7702 Old Sauk Rd, Madison, WI 53717-1221

Voting Municipality: City Of Madison - Dane County

Absentee Ballot Status Bar

Would you like to request an absentee ballot for this election?

Request an absentee ballot	Ballot request sent to clerk	Ballot request received	Absentee ballot mailed to me	My completed ballot was received	My vote has been received
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Can't make it to the polls due to age, hospitalization or disability? [Request an absentee ballot for all elections](#)

View My Current Elected Officials

The link to the My Current Elected Officials will take the voter to a list of the elected officials who currently represent them.

[View My Current Elected Officials](#)

Request an Absentee Ballot on MyVote

Registered voters with a copy of their valid photo ID on file with their municipal clerk can make absentee ballot requests through MyVote.wi.gov. If a voter is registered and does not have a valid photo ID on file, MyVote will create an absentee request form for the voter and prompt them to send it to their municipal clerk along with a copy of their photo ID.

If a voter is not registered to vote, they will not be able to submit an absentee ballot request through MyVote. The voter will instead be prompted to use the website to register to vote. At the end of the registration process, they will have the option to print and mail their registration form along with a copy of an acceptable proof of residence document. They may also send an absentee ballot request form (accompanied by a copy of their valid photo ID) along with their voter registration application. Only military voters can request absentee ballots without registering to vote.

I am a Voter without an Active Voter Registration Record

If a voter searches for their voter registration record and no record is found, they will not be able to request an absentee ballot. Only registered voters may request an absentee ballot. Military Voters do not have to register to vote to request an absentee ballot.

1. Click the Vote Absentee button on the homepage.
2. Enter the first name, last name and date of birth, and click Search.
3. If a voter record is not found, follow the search tips. If the voter is not registered, they should click the Register to Vote link to begin the registration process. If the voter believes they are registered and cannot find their record, they should click on the link to contact their municipal clerk for assistance.

I am a Voter with an Active Voter Registration Record

1. Click the Vote Absentee button on the homepage.
2. Enter the first name, last name and date of birth in the search box, and click Search.
3. If a voter record is not found, follow the search tips. If the voter is not registered, they should click the Register to Vote link to begin the registration process. If the voter believes they are registered and cannot find their record, they should click on the link to contact their municipal clerk for assistance.
4. If a voter record is found, the voter's name and address will display.
5. Click the Request Absentee Ballot button.
6. Verify the voter registration address on file. The absentee ballot will be mailed to the address on file unless a mailing address is entered.
7. To enter a separate mailing address, click the, "I have a mailing address that is different from the address above" checkbox.
8. Indicate military or permanent overseas voter status (if applicable).

9. Select to request absentee ballots for:
 - a. All elections in the calendar year
 - b. The following upcoming elections (select the desired elections)
 - c. Every election subsequent to today's date (permanent absentee status for voters who would like a ballot sent to them for all elections for reason of disability, age, infirmity or illness)
10. Review the certification to determine voter eligibility, if the voter is eligible to vote, click the certification checkbox.
11. Click the Request Ballot button to submit the absentee ballot request.
12. If the voter has a copy of their valid photo ID on file with their municipal clerk, a confirmation page will display to confirm the request has been submitted.
13. If the voter has not submitted a copy of their acceptable photo ID, a notification page with additional instructions will display. Review the instructions, click the Download PDF button to download and save the absentee ballot request form.
 - a. To complete the request, the voter must send the request form and a copy of their valid photo ID to their municipal clerk. Scan or take a picture of the acceptable photo ID and attach both the absentee ballot request form, and the copy of the photo ID to an email. Send the email to the municipal clerk.

View My Absentee Ballot Request

1. Click the Vote Absentee button on the homepage to navigate to the Request an Absentee Ballot page
2. Enter the first name, last name and date of birth in the search box, then click Search
3. If a voter record is found, the voter's name and address will display along with the following options:
 - View My Request:** review the status of an absentee ballot request
 - Change My Request:** update and submit a modified absentee ballot request
 - Cancel My Request:** cancel an absentee ballot request on file
 - Start a New Request:** cancel an absentee ballot request on file and create a new request

Change My Absentee Ballot Request

1. Click the Vote Absentee button on the homepage to navigate to the Request an Absentee Ballot page
2. Enter the first name, last name and date of birth in the search box, then click Search
3. If a voter record is found, the voter's name and address will display along with the following options: View My Request, Change My Request, Cancel My Request, Start a New Request
4. Click the Change my Request button
5. Make the desired changes to the absentee ballot request
6. Review the certification to determine voter eligibility, if the voter is eligible to vote, click the certification checkbox.
7. Click the Request Ballot button to submit the absentee ballot request.
8. A confirmation page will display to confirm the request has been submitted

I am an Indefinitely Confined Voter

A voter who is indefinitely confined because of age, illness or infirmity, or is disabled for an indefinite period may request that absentee ballots be sent to them automatically for every election until the voter fails to return a ballot. A voter must be registered to vote before they can submit an absentee ballot request as an indefinitely confined voter through MyVote.

1. Click the Vote Absentee button on the homepage.
2. Enter the first name, last name and date of birth in the search box, and click Search.
3. If a voter record is not found, follow the search tips. If the voter is not registered, they should click the Register to Vote link to begin the registration process. If the voter believes they are registered and cannot find their record, they should click on the link to contact their municipal clerk for assistance.
4. If a voter record is found, the voter's name and address will display.
5. Click the Request Absentee Ballot button.
6. Verify the voter registration address on file. The absentee ballot will be mailed to the address on file unless a mailing address is entered.
7. To enter a separate mailing address, click the, "I have a mailing address that is different from the address above" checkbox.
8. Select, **Every Election Subsequent to Today's Date** in the absentee ballot request section to request absentee ballots for all future elections. By clicking this option the voter is certifying that they are indefinitely confined due to age, illness, infirmity, or disability.
9. Review the certification to determine voter eligibility, if the voter is eligible to vote, click the certification checkbox.
10. Click the Request Ballot button to submit the absentee ballot request.
11. A confirmation page will display for the voter to confirm the request has been submitted.

I am a Hospitalized Voter

A voter who is hospitalized may certify that he or she cannot appear at the polling place on Election Day and appoint an agent to conduct the absentee ballot request and delivery process on the voter's behalf. The absentee ballot request can be made up to 7 days before an election until 5:00 p.m. on Election Day. Hospitalized voters can request an absentee ballot on MyVote.wi.gov by clicking the Vote Absentee button on the homepage.

1. Click the Vote Absentee button on the homepage.
2. Enter the first name, last name and date of birth in the search box, and click Search.
3. If a voter record is not found, follow the search tips. If the voter is not registered, they should click the Register to Vote link to begin the registration process. If the voter believes they are registered and cannot find their record, they should click on the link to contact their municipal clerk for assistance.
4. If a voter record is found, the voter's name and address will display.
5. Click the Request Absentee Ballot button.
6. Select the, ***I am Temporarily Hospitalized*** checkbox. The hospitalized voter will only be able to choose the current election within 7 days from the election.
7. Review the hospitalized certification; if the information is true and correct select the certification checkbox.
8. Enter the agent's last name, first name and middle name.
9. Review the certification to determine voter eligibility, if the voter is eligible to vote, click the certification checkbox.
10. Click the Request Ballot button to submit the absentee ballot request.
11. The confirmation page for your request will display with options to print or download the form and instructions.
 - a. Click the Print button to print the hospitalized elector instructions and absentee ballot request form directly from MyVote.
 - b. Or, click Download PDF button to download and save the hospitalized elector instructions and absentee ballot request.

Military Voters

Military voters can use the MyVote.wi.gov website to request an absentee ballot. Military voters have the option of receiving absentee ballots online through the MyVote website, by email, mail, or fax. Military voters are exempt from the photo identification requirement and do not need to include a photo ID with their absentee ballot request. Military voters are not required to register to vote.

Definitions

Military Voter: A "military voter" includes any of the following: (1) members of a uniformed service, (2) members of the merchant marine of the United States, (3) civilian employees of the United States and civilians officially attached to a uniformed service who are serving outside the United States, (4) Peace Corp volunteers, and (5) spouses or voting age dependents of the aforementioned categories who are residing with or accompanying them.

Military Away: A military voter is considered "away" when they are absent from the residence where they are otherwise qualified to vote due to their duty or service.

Military Home: A military voter is considered "home" whenever they do not qualify as "away."

Federal Election: A "federal election" is any election for any of the following offices: President or Vice President of the United States, U.S. Senator, or Representative in Congress.

Non-Federal Election: A "non-federal election" is any election for offices other than President or Vice President of the United States, U.S. Senator, or Representative in Congress.

Military Voter Absentee Ballot Deadlines

Deadline to Request an Absentee Ballot - Federal Election	
Military Away	5:00 p.m. on Election Day
Military Home	5:00 p.m. the Friday before the election
Deadline to Request an Absentee Ballot - Non-Federal Election	
Military Away and Home	5:00 p.m. the Friday before the election
Deadline to Download Ballot from MyVote	
Military Away and Home	8:00 p.m. on Election Day
Deadline to Return an Absentee Ballot to the Clerk's Office	
Military Away and Home	8:00 p.m. on Election Day

Additional Information about Home vs. Away Deadlines Federal Election on Ballot:

When a military voter accesses their absentee ballot application between 5:00 p.m. on the Friday before the election and 5:00 p.m. on Election Day for an election with a federal contest on the ballot, they will see an additional question. If the voter has selected that they are military or if their existing record already shows that they are military, then the absentee form will ask the voter if they are "home" or "away." If the voter answers that they are "away" then they will be able to request an absentee ballot through 5:00 p.m. on Election Day. If the voter answers that they are "home" then they will not be able to request an absentee ballot because their deadline has passed.

My Voter Type Has Changed

I am a Military Voter

Military voters are not required to register to vote to receive an absentee ballot. If a registered voter becomes a military voter, they can request an absentee ballot as a military voter without re-registering to vote. To request an absentee ballot on MyVote as a military voter, click the Military and Permanent Overseas button on the homepage to navigate to the Request an Absentee Ballot page. To certify the request is for a military voter, select the "I am an active military voter" checkbox.

I am no longer a Military or Permanently Overseas Voter

Military and permanent overseas voters who are no longer in the military or permanently overseas, must re-register to vote.

Request an Absentee Ballot on MyVote

There are three main ways military voters can navigate to the absentee ballot request page on MyVote:

1. "Military and Permanent Overseas" button at the top of the homepage
2. "Military Voters" promo section on the homepage
3. "Vote Absentee" button on the homepage

I am a Military Voter without a Wisconsin Voter Registration Record

1. Click the Military and Permanent Overseas button on the homepage to navigate to the Request an Absentee Ballot page
2. Enter the first name, last name and date of birth in the search box, and click Search
3. If a voter record is not found and the voter is in the military, select the "Click here to vote absentee" link. Military voters can receive absentee ballots without being registered to vote.
4. If a voter record is found, the voter's name and address will display
5. On the Request an Absentee Ballot page, select the "I am an active military voter" checkbox
6. Select a ballot delivery method
 - a. Online
 - a. Email
 - b. Fax
 - c. By Mail - Wisconsin Home Address
 - d. By Mail - Mailing Address
7. In the Voter Information section, confirm the first and last name fields are correct
8. Enter the last 4 digits of the social security number and email address
9. Enter the Wisconsin home address (the most recent address the voter resided at for at least 28 days)
10. Click the Validate Address and Continue button.
11. To enter a separate mailing address, click the, "I have a mailing address that is different from the address above" checkbox

12. Select to request absentee ballots for:
 - a. All elections in the calendar year
 - b. The following upcoming elections (select the desired elections)
 - c. Every election subsequent to today's date (permanent absentee status for voters who would like a ballot sent to them for all elections for reason of disability, age, infirmity or illness)
13. Review the certification to determine voter eligibility, if the voter is eligible to vote, click the checkbox and click the Request Ballot button
14. If the voter selected to receive the ballot by mail, email, or fax an absentee ballot request confirmation message will display
15. If the voter selected to receive the ballot online, a they will have immediate access to the ballot if ballots are available a message will display letting them know that ballots are not yet available and an email prompting them to return to MyVote will be emailed to the voter once ballots are available

I am a Military Voter with an Active Wisconsin Voter Registration Record

1. Click the Military and Permanent Overseas button on the homepage to navigate to the Request an Absentee Ballot page
2. Enter the first name, last name and date of birth in the search box, and click Search
3. If a voter record is not found and the voter is in the military, select the "Click here to vote absentee" link. Military voters can receive absentee ballots without being registered to vote.
4. If a voter record is found, the voter's name and address will display
 - a. Click the Request Absentee Ballot button to begin the request process.
5. On the Request an Absentee Ballot page, the "I am an active military voter" checkbox should be prefilled.
6. Select a ballot delivery method
 - a. Online
 - b. Email
 - c. Fax
 - d. By Mail - Wisconsin home address
 - e. By Mail - mailing address
7. To enter a separate mailing address, click the, "I have a mailing address that is different from the address above" checkbox and enter the mailing address information
8. Select to request absentee ballots for:
 - a. All elections in the calendar year
 - b. The following upcoming elections (select the desired elections)
 - c. Every election subsequent to today's date (permanent absentee status for voters who would like a ballot sent to them for all elections for reason of disability, age, infirmity or illness)
9. Review the certification to determine voter eligibility, if the voter is eligible to vote, select the checkbox and click the Request Ballot button
10. If the voter selected to receive the ballot by mail, email, or fax an absentee ballot request confirmation message will display
11. If the voter selected to receive the ballot online, a they will have immediate access to the ballot if ballots are available a message will display letting them know that ballots are not yet available and an email prompting them to return to MyVote will be emailed to the voter once ballots are available.

Permanent Overseas Voters

Permanent overseas voters can use the MyVote.wi.gov website to request an absentee ballot. Permanent overseas voters have the option of receiving absentee ballots online through the MyVote website, by email, mail, or fax. Permanent overseas voters are exempt from the photo identification requirement and do not need to include a photo ID with their absentee ballot request. Permanent overseas voters must register to vote.

Definition

Permanent Overseas Voter: Permanent Overseas voters are defined as voters who live in a country other than the United States and have no present intent to return to the United States to live. These are voters who maintain their American Citizenship. If a voter is living temporarily overseas and they intend to return to the United States to reside, then they are considered a regular voter. Permanent Overseas voters may only vote in Federal Contests.

Permanent Overseas Voter Absentee Ballot Deadlines

Deadline to Request an Absentee Ballot - Federal Elections Only
5:00 p.m. on the Thursday before the election
Deadline to Download Ballot from MyVote
8:00 p.m. on Election Day
Deadline to Return an Absentee Ballot to the Clerk's Office
8:00 p.m. on Election Day

My Voter Type Has Changed

I am a Permanent Overseas Voter

All permanent overseas voters must register to vote. If a registered voter becomes a permanent overseas voter, they must re-register to vote indicating they are a permanent overseas voter.

I am no longer a Permanently Overseas Voter

Military and permanent overseas voters who are no longer in the military or permanently overseas, must re-register to vote.

Request an Absentee Ballot on MyVote

There are two ways permanent overseas voters can navigate to the absentee ballot request page on MyVote:

1. "Military and Permanent Overseas" button at the top of the homepage
2. "Vote Absentee" button on the homepage

I am a Permanent Overseas Voter without an Active Voter Registration Record

If a permanent overseas voter searches for their voter registration record and no record is found, they will not be able to request an absentee ballot. Only registered voters may request an absentee ballot.

1. Click the Military and Permanent Overseas button on the homepage.
2. Enter the first name, last name and date of birth in the search box, and click Search.
3. If a voter record is not found and the voter is not registered, click the contact your municipal clerk or register to vote links to begin the registration process.

I am a Permanent Overseas Voter with an Active Voter Registration Record

1. Click the Military and Permanent Overseas button on the homepage to navigate to the Request an Absentee Ballot page.
2. Enter the first name, last name and date of birth in the search box, and click Search.
3. If a voter record is found, the voter's name and address will display.
 - a. Click the Request Absentee Ballot button to begin the request process.
4. On the Request an Absentee Ballot page, the checkbox for ***I live permanently overseas with no intent to return to the United States*** should be prefilled.
5. Select a ballot delivery method.
 - a. Online
 - b. Email
 - c. Fax
 - d. By Mail - Wisconsin home address
 - e. By Mail - mailing address
6. To enter a separate mailing address click the, "I want my ballot mailed to a different address" checkbox and enter the mailing address.
7. Select to request absentee ballots for:
 - a. All elections in the calendar year
 - b. The following upcoming elections (select the desired elections)
 - c. Every election subsequent to today's date (permanent absentee status for voters who would like a ballot sent to them for all elections for reason of disability, age, infirmity or illness)
8. Review the certification to determine voter eligibility, if the voter is eligible to vote, select the checkbox and click the Request Ballot button.
9. If the voter selected to receive the ballot by mail, email, or fax an absentee ballot request confirmation message will display.
10. If the voter selected to receive the ballot online, a they will have immediate access to the ballot if ballots are available a message will display letting them know that ballots are not yet available and an email prompting them to return to MyVote will be emailed to the voter once ballots are available.

Online Absentee Ballot Requests

Military and overseas voters who select to receive their absentee ballots online, will access and download their absentee ballots directly from the MyVote.wi.gov website. Absentee ballots can only be accessed and downloaded from MyVote.wi.gov if the ballot delivery method of online is selected when the absentee ballot request is made. Municipal clerks are responsible for sending absentee ballots to military and overseas voters who request to receive absentee ballots by mail, email or fax.

Online Absentee Ballot Status: Available

If absentee ballots are available for an election when a voter submits their request with a ballot delivery method of online, the voter will be able to access and download their ballot immediately after submitting their request on MyVote. Absentee ballots for elections that contain a federal contest become available at least 47 days prior to the election. Ballots for elections that do not contain a federal contest become available at least 21 days prior to the election.

Online Absentee Ballot Status: Not Available

Voters who select to receive their absentee ballot(s) online and submit their absentee ballot request before absentee ballots are available for an election will be notified that absentee ballots are not yet available. Voters will be sent an email once absentee ballots become available for the election.

Access My Absentee Ballot Online

There are two main ways to access an absentee ballot from the MyVote website: 1) Click the "I will access my ballot now" button directly after completing an absentee ballot request form to begin the Online Absentee Ballot process. If the voter wants to access their ballot at different time or if the absentee ballot is not available when the request is made the voter can 2) access their online ballot from the Absentee Ballot page. To navigate to the absentee ballot page, click the Military and Permanent Overseas button on the homepage. Follow the steps below to access and download an absentee ballot directly from MyVote.

Step 1: Verify Your Identity

Enter the last 4 digits of the social security number. If the voter has a social security number in the voter registration system, the number must match in order to proceed. Click the Verify and Continue button to proceed to step 2

Step 2: What you Will Need

This screen explains what the voter will need to complete their online ballot. After reviewing the instructions, click the Continue to Ballot button to proceed to step 3.

- Witness
- Printer
- Two Envelopes

Access My Absentee Ballot Online (continued)

Step 3: Complete the Ballot

The voter will access their ballot during this step. The voter may mark their ballot on the screen or they can print their ballot and make their selections on the paper ballot after it is printed. After the voter has made their selections, or is ready to print a blank ballot, click the Print and Download Ballot button. A pop-up message informing the voter that their ballot will be downloaded will display. The voter has three attempts to download their ballot. Select yes to download the ballot and have it count towards one of the three attempts or select no, to cancel the download.

Step 4: Print and Mail your Ballot

Click the Download Ballot button to download a PDF of the ballot along with the instructions for returning the ballot and the mailing address for returning the ballot to the municipal clerk.



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: 5/05/2020

ITEM: Pedestrian and Bicycle Advisory Committee
Appointments

PRESENTER: City Manager, Cameron Clapper

PREVIOUS ACTION, IF ANY: None.

SUMMARY OF ITEM BEING PRESENTED: The Common Council President and the City Manager will be presenting a list of recommended committee appointments on May 19.

However, one set of appointments was planned for action earlier this year. These appointments are for the Pedestrian and Bicycle Advisory Committee. Per ordinance, three citizen seats exist on this committee. Two applicants were submitted for seats on the committee.

The process for the appointment of board, commission, and committee members is outlined in the Whitewater Municipal Code 2.12.011:

- (a) The city manager and the common council president shall review all board, commission and committee applicants and recommend nominees to the common council.
- (b) After considering the candidates nominated to the various boards, commissions, and committees, the common council shall appoint the members of said boards, commissions, or committees.

The Common Council President and City Manager reviewed applications from Dan Currier and John Sotherland. Both candidates are recommended for appointment.

FINANCIAL IMPACT: None.

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

STAFF RECOMMENDATION: Recommend appointment of Dan Currier and John Sotherland to two of three citizen seats on the Pedestrian and Bicycle Advisory Committee as proposed.

RECOMMENDED MOTION: Motion to appoint candidates as proposed.

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

1. Citizen applications

FOR MORE INFORMATION CONTACT: Cameron Clapper, cclapper@whitewater-wi.gov, 262-473-0104.

CITIZEN SERVICE INFORMATION FORM

Carrier

Name (Print): CURRIEN DANIEL P Date: 1-14-20
Last First Middle

Home Address: 1061 W. Blackhawk Dr. Apt. 323

Business Name: Retired

Business Address: _____

Telephone (Home): 920-728-7206 (Work): _____

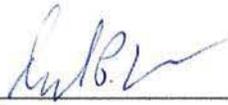
E-mail address: dancunrier27@yahoo.com

Which Boards, Commissions, and/or Committees interest you?
PARKS x REC COMMITTEE x BOARD

Please give a brief overview of your background, experience, interest, or concerns in the above areas:
BA degree in Journalism from UW-Milwaukee
Newspaper reporter and public relations specialist
For 40 years in Milwaukee and Chicago.

References:
1. Joe Cesentino Phone: 773-358-0060
7318 N. Halsted Ave. Apt 20
Chicago, IL 60631

2. Brienne Diebolt-Brown Phone: 512-297-8928
156 N. Fremont St.
Whitewater, WI 53190


Signature

Regular Board and Commission members are expected to attend at least three-quarters of the Board meetings each year. Alternate members are always welcome to attend all meetings, but are not required to attend meetings unless requested.

RETURN THIS FORM TO: City Clerk, 312 W. Whitewater St., P.O. Box 178, Whitewater, WI 53190 – msmith@whitewater-wi.gov (262) 473-0102

Revision Date: 2017-0802

Name (Print): Currier, Daniel, P. _____ Date: 3-4-20_____
Last First Middle

Home Address: 1061 W. Blackhawk Dr. Apt. 323, Whitewater, Wis. 53190_____

Business Name: Retired from the newspaper and public relations industry._____

Business Address: _____

Telephone (Home): 920-728-7206 (cell phone)_____ (Work): _____

E-mail address: dancurrier27@yahoo.com_____

Which Boards, Commissions, and/or Committees interest you?
Bicycle/Pedestrian Committee

Please give a brief overview of your background, experience, interest, or concerns in the above areas:
I have been avid cyclists, walker and hiker for more than 30 years. While living in the northwest suburbs of Chicago during my working career, I belonged to three cycling groups and helped create cycling and walking advantages for the residents of those communities. My career as a journalist helped me understand the car-free society that we could become. I helped write a column on transportation issues and have educated myself on alternative transportation molds. I would like to bring my ideas and energy to Whitewater, Wis., as a member of this committee. I have lived in Whitewater for seven years and have enjoyed getting involved in the community

References:

1. Joe Cosentino _____ Phone: 773-358-0060_____
7318 N. Harlem Ave. Apt. 2W_____
Chicago, Ill., 60631_____

2. Donald Ami _____ Phone: 224-489-8814_____
905 Cove Rd._____
Palatine, Ill., 60067_____



Daniel P. Currier

Regular Board and Commission members are expected to attend at least three-quarters of the Board meetings each year. Alternate members are always welcome to attend all meetings, but are not required to attend meetings unless requested.

Name (Print): sotherland john k _____ Date: 3/10/2020 _____
Last First Middle

Home Address: n 7267 lorwood dr whitewater wi 53190 _____

Business Name: bicyclewise & sports fitness _____

Business Address: 1155 w mani st whitewater wi _____

Telephone (Home): 262-473-3610 _____ (Work): 473-4730 _____

E-mail address: john.sotherland@bicyclewise.com _____

Which Boards, Commissions, and/or Committees interest you? where ever most needed

Please give a brief overview of your background, experience, interest, or concerns in the above areas:
co-owner of bicyclewise. resident of whitewater starting 1982. life long cyclist. 40years in the
bicycle industry. interested and concerned about sustaining cycling as a way of transportation,
recreation and health in our community.

References:

1. _____ Phone: _____

2. _____ Phone: _____

john k sotherland _____
Signature

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