



CITY OF WHITEWATER
COMMON COUNCIL AGENDA
Common Council Meeting

Tuesday, November 17, 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.**

You are invited to a Zoom webinar.

When: Nov 17, 2020 06:30 PM Central Time (US and Canada)

Topic: Common Council Meeting

Please click the link below to join the webinar:

<https://zoom.us/j/95698203506?pwd=b2F2cVJMalFpTU94elZvSXR3Y2FPZz09>

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Dial(for higher quality, dial a number based on your current location):

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International numbers available: <https://zoom.us/j/95698203506>

NOTE: All agenda items are subject to discussion and/or action.

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

CONSENT AGENDA:

| | | |
|------|--|--|
| CA-B | Acknowledgement of receipt and filing of the following: - Parks and Recreation Board minutes of 9/23/2020; - Public Works Committee minutes of 10/13/2020. | |
| CA-C | Expedited Approval of the Following Items, per City Staff Recommendation: None. | |

CITY MANAGER REPORT.

STAFF REPORTS: None.

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

PUBLIC HEARING – Public Hearing regarding 2021 City of Whitewater Municipal Budgets.

RESOLUTIONS:

| | | |
|-----|--|--|
| R-1 | Resolution adopting City of Whitewater 2021 Budgets. (Finance Director Request). | |
|-----|--|--|

ORDINANCES – First Reading – None.

ORDINANCES – Second Reading: None.

CONSIDERATIONS:

| | | |
|-----|---|-----|
| C-1 | City Attorney presentation regarding public records and open records laws, and City Council meeting procedures. (Councilmember Binnie request). | |
| C-2 | Discussion and possible direction or action regarding the City Manager Review process. (City Manager Request). | |
| C-3 | Councilmember Requests for Future Agenda Items and Requests for future POLCO questions. | n/a |
| C-4 | 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.**



Council Agenda Item

| | |
|-------------------------------------|--|
| Meeting Date: | November 17, 2020 |
| Agenda Item: | City Manager Report |
| Staff Contact (name, email, phone): | Cameron Clapper, cclapper@whitewater-wi.gov , 262-473-0104 |

BACKGROUND

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

At each meeting of the Common Council, the City Manager is allotted time to update the community on current activities, programs and projects.

Reports from prior meetings are recorded and available on the City's website at <https://www.whitewater-wi.gov/384/City-Managers-Report>.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

None.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

(If none, state N/A)

N/A

ATTACHMENT(S) INCLUDED

(If none, state N/A)

N/A



Parks and Recreation Board Minutes
Wednesday, September 23, 2020 – 5:30 pm
Virtual Meeting

1. Call to Order and Roll Call

Jan Bilgen, Larry Kachel, Carol McCormick, Bruce Parker, Steve Ryan, Jen Kaina and Mike Kilar. Absent: Matthew Sylvester-Knudtson, Jamie Weigel and Traci Wilson.

Staff: Eric Boettcher, Lorelei Bowen, Brian de la Torriente and Michelle Dujardin

Guest: Lisa Dawsey Smith

2. Approval of Parks and Recreation Board minutes of August 19, 2020

Motion by Bilgen to accept the minutes of August 19, 2020. Second by Ryan. Ayes: Steve Ryan, Larry Kachel, Jan Bilgen, Mike Kilar, Carol McCormick and Bruce Parker. Noes: None. Abstain: Jen Kaina. Absent: Matthew Sylvester-Knudtson, Jamie Weigel and Traci Wilson

3. Consent Agenda

No agenda

4. Hearing of Citizen Comments:

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

No comments

Motion by Bilgen to move staff reports to the end of the meeting to accommodate anyone needing to attend the school board meeting. Second by Parker. Ayes: Steve Ryan, Larry Kachel, Jan Bilgen, Mike Kilar, Carol McCormick, Bruce Parker and Jen Kaina. Noes: None. Abstain: None.

6. Considerations

6b. Halloween Discussion

Dujardin shared that 80% of people from returned surveys regarding Trick-Or-Treating want Trick-Or-Treating to proceed this year. Suggestions for Trick-Or-Tricking included reverse Trick-Or-Treat, follow CDC guidelines on how to do so safely, and people that want to participate can turn lights on, and people that don't want to participate can turn lights off.

Weigel arrived 5:38pm

Bilgen – If people want to do it, let them do it. Leave it up to the families.

McCormick – Kids have already been deprived of so much this year. Let them do it as long as there are safety precautions

Kilar – Leave it up to individual households

Ryan – Okay with it as long as there are guidelines

Kilar – Try to discourage leaving bowls of candy out on porch

Dujardin shared information will be shared on Facebook, city website, ask schools, library, campus and tourism to share.

6a. WAFC Budget Review

Boettcher – Referred to budget document. For 2021, not going to hire additional staff at the moment to help reduce staff cost since the WAFC is not fully open. Hoping to be back to 2019 budget numbers for 2022. Going to try and find more ways to generate revenue while expenses are cut. For 2020, almost half of staff hours were cut. Mark Johnson from the Innovation Center will help create a business and marketing plan to help with the WAFC. Right now, there are three main revenue streams that are not taking place (rentals, concessions and passes). The Jayhawks and Masters program are being required to pay a member fee. In a few weeks, going to try and offer some open swim times and after-hours fitness center.

Ryan asked if the capital expenses can be clarified more in budget.

6c. Lakes Management Plan Review

Boettcher – Referred to Lake Management Plan document. The Lake Management Plan was adopted in 2011. Not everything has been implemented, but a good portion has been. We may look in to implementing a lakes district for people with more of an investment in the lakes.

Weigel suggested letting the community know that the lakes project has not been abandoned.

Boettcher noted working with land owners around the lakes on the dredging process. Also, working with Kristin Mickelson on creating a webpage specifically for the lake project to educate the community on the progress of the project.

Bilgen suggested an update on the Parks and Recreation website.

Parker asked if anything was sent out to land owners on what they can and can't do?

Boettcher replied that he is waiting to talk with the DNR on restrictions. A controlled burn is coming up.

Kilar asked if there is a plan to clean up the creek by Wisconsin Ave.

Boettcher replied that this will be part of the dredging plan.

5. Staff Reports

Boettcher – Thank you to those that were able to attend the grand opening of the amphitheater. There was a good turnout considering the circumstances. Working with Kristin Mickelson to post a thank you.

de la Torriente – Looking to run a football competition similar to the Punt Pass and Kick. Also, run a football program in the month of October ran by UW-W staff. Not sure what will happen with club basketball at the moment. Will try and host a shooting competition sometime in November.

7. Request for Future Agenda Items

1. Focus on activities that can be done, and not focus on what can't be done
2. Kiwanis Playground Swing
3. Storyboard with Library

8. Adjournment

Motion by Bilgen to adjourn at 6:39 pm. Second by Parker. Ayes: Jan Bilgen, Larry Kachel, Carol McCormick, Bruce Parker, Steve Ryan, Matthew Sylvester-Knutson and Traci Wilson Absent: Jen Kaina, Mike Kilar and Jamie Weigel. Noes: None. Abstain: None.

Next scheduled meeting: Wednesday, October 21, 2020

Respectfully submitted,



Brian de la Torriente



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.

Public Works Committee
Tuesday, Oct 13, 2020
6:00 PM - 7:30 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/620602509>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3412](tel:+18722403412)

Access Code: 620-602-509

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<https://global.gotomeeting.com/install/620602509>

MINUTES

1. Call to order and roll call

The meeting was called to order by McCormick at 6:00 p.m. The meeting was held virtual due to COVID-19.

Present: Carol McCormick, Lynn Binnie and Matthew Schulgit

Others: Brad Marquardt and Cameron Clapper

2. Approval of minutes from September 8, 2020

A motion to approve the minutes from the September 8, 2020, meeting was made by Schulgit and seconded by Binnie.

Ayes: All via Voice vote (3)

Noes: None

3. Hearing of Citizen Comments

There were no citizen comments at that time.

4. Old Business

There was no old business at that time.

5. New Business

a. Discussion and Possible Action regarding John's Disposal request for 2021 Recycling rates.

Marquardt stated back in September he received a letter from John's Disposal requesting a \$0.25 per toner/per month cost of living increase for recycling from \$3.59 to \$3.84. That additional increase comes to just over \$8,000 for 2021. Assuming it will be approved, it has been included in the 2021 budget. Sara

from John's was available by phone for questions. She stated the biggest struggle has been juggling the recycling markets. They still do believe that recycling is a very good thing and hopefully, some day will gain value. However, at this time it is still at a negative value and they are really struggling with it and appreciate the consideration. McCormick commented that the recycling market is getting very tight right now. She understands their plea and the need for an increase. Binnie stated what he is reading does not seem optimistic at all, especially about plastics in particular. It seems as if manufacturing from scratch is far less expensive than recycling the plastic materials at this point. It also sounds like the petroleum companies are really doing their best to ensure that it continues in terms of their pricing. He asked if John's is still making the mounds of plastic just as big as before. Sara stated the biggest issue they had in the past was with paper, which had a lot to do with China not taking it. It seems now that locals have expanded their capacity and they are getting a better handle on it. Regarding the plastic, it depends on the type of plastic. She could ask Nate about that and have him get back to the City with further details, if requested. Some of the plastic, like milk bottles, tend to be better for selling, whereas there is just not a market for the other types of plastic.

McCormick asked if staff would recommend or have a motion for approval of the increase. Marquardt stated staff does recommend approval. Schulgit moved to recommend approval of the increase to Council and seconded by Binnie. Binnie asked if this has to go to Council. Marquardt stated it should go to Council because it's a rate increase affecting the budget.

Ayes: All via voice vote (3)

Noes: None

b. Discussion and Possible Action regarding changes to the Janesville Street/Franklin Street intersection.

Marquardt stated there was a discussion back in March of 2020. Changes were made to this intersection by installing a stop sign on Franklin St. for southbound traffic, eliminating the delineators around the curve but having them on Janesville St. instead. The committee asked this item be brought back in the fall for review. Marquardt did check with the police department and there have been no issues since March. Marquardt has not received any phone calls, emails, or verbal communication regarding any issues as well. Therefore, Marquardt recommends keeping the intersection as it was this summer with the stop sign on southbound Franklin St. The delineators will be coming down for winter again for plowing purposes. They will go back up in the spring of 2021. McCormick stated she has received very good feedback. The blinking red lights on the stop sign is a good enhancement. All committee members verbally agreed to keep the intersection the same.

c. Discussion and Possible Action regarding Cintas agreement for supplying garments and non-garments to the Public Works Department.

Marquardt stated in January of 2017, the City entered into a three-year agreement with Cintas for uniforms, shop towels, limited soap products, and office tracking mats at the Streets Department, Wastewater Utility and Water Utility. The agreement ended in January of 2020, and Cintas reached out to the City to enter into a formal agreement. They are recommending a five-year agreement, which would lock in our current pricing. Therefore, there would be no increase for the next five years. Since we have had no issues with them, and it would cost more to switch vendors at this point, staff recommends entering into this new five-year agreement with Cintas. Binnie stated after reviewing the agreement, he doesn't necessarily read it as ruling out any price increases during the term. Marquardt stated he specifically asked that question by email about a price increase within the five-years and was told there would be no increase.

Schulgit moved to approve and seconded by Binnie.

Ayes: All via voice vote (3)

Noes: None

d. Discussion and Possible Action regarding designating a 15-minute parking space in the 100 block of S. Prince Street.

This request came from Russell Walton. His business is located at 1005 W. Main St. and his driveway is on Prince St. He mentioned he has been parking between the two driveways for a number of years, which is designated no parking, with no issues. Recently, he received a ticket and is asking for this area to be designated as 15-minute parking. There is limited parking available to him and others, like renters dropping off checks, or when he needs to run into his business for a short period of time. Therefore, Walton would like to see a designated 15-minute parking area between the two driveways. Marquardt said there is no parking already on the east side of Prince in that area. Binnie stated years ago there was a 15-minute parking area there when there was a floral shop on the corner. When the floral shop closed it went to no parking.

Binnie stated he will approve the parking unless Walton is going to be parking there longer than the 15 minutes. Schulgit seconded the approval.

Ayes: All via voice vote (3)

Noes: None

e. Discussion and Possible Action regarding Cross Connection notification to businesses.

Marquardt stated the DNR requires non-residential properties (businesses, industrial and other Governmental agencies) to do a cross connection survey every two years. This makes sure there is no connection between chemicals or wastewater that is tied to our drinking water. The survey is to make sure backflow preventers are in place, or there is a separation or an air gap in sinks.

The Water Utility has fallen behind in tracking this program. They are making a concerted effort to get this done next year. Their intention would be to send out letters, yet this fall, to the approximately 570 accounts. This letter would inform these non-residential properties that this a requirement and will be due in 2021. The Water Utility does receive a couple surveys each year. Those businesses are being proactive in submitting their records to us and the majority are not.

Non-residential property owners will be responsible for the cost of this cross-connection survey. They will have to hire a certified plumber or certified cross-connection inspector to come in and complete the survey, sign off on the survey, have the owner sign off on the survey, and agree to make the necessary changes, if needed. Then, the survey is returned to the Water Utility for recording. Some of these non-residential properties may already have a certified inspector within their business. For example: Generac is one of the businesses that already submits their survey to us each year. Therefore, they could have someone on staff that does these inspections for them already. The vast majority will have to hire someone to complete the survey every two years. McCormick asked what kind of cost are they looking at. Marquardt said he doesn't know what the going rate for a plumber is at this time. He also said if it's a business and they only have a warehouse with a restroom, they could be exempt and fall into the residential program, which in that case would be every 10 years. It really depends on their internal plumbing.

Binnie asked if we have the written program that is required of this regulation. Secondly, how far back are we out of compliance with these businesses. Marquardt said the answer to the second question is unknown and he does not know how far out of compliance we are with businesses at this time. He stated as far as the ordinance, we do have in the ordinance where the City manager or the plumbing inspector has the authority to initiate the cross connections and that is acceptable with the DNR. It is not in the Water Code; however, it is in the Building Code.

Binnie mentioned he looked at the City of Madison's program and they specified that the types of businesses targeted would be done every two to three years. They also specified that low risk businesses can be every six to eight years. However, he did not find anything in the regulation that treats some businesses as residential; however, a business could be considered low risk. Binnie thinks before we send

something out, we should delineate which businesses are considered low risk and therefore don't have to do every two years. Marquardt stated one of the exemptions is classified as low risk. The surveyor fills out the survey form and puts on the form that they are a low risk. It is then entered into our system as low risk. He said we could look at updating the ordinance.

No action is required on this item.

f. Update on City-wide leaf pick-up program.

Marquardt stated this is stormwater related. To help meet our DNR - MS4 permit, we not only have to remove a certain number of suspended solids, but also total Phosphorus from stormwater. The DNR just initiated a program for leaf collection. We were already doing the majority of what they required, such as keeping leaves out of the gutter and bagging leaves, which they prefer. The only thing we were not doing, according to their program, was collecting leaves in October. They wanted to see this because more rain is likely in October than November; therefore, washing the Phosphorus from the leaves into the waterway.

After discussions with the DRN last year, we found that it would not be beneficial to pick up bagged leaves twice in October. Beginning the 1st of October, we start street sweeping every street in the City, which not all communities do. Therefore, the DNR agreed to one week of leaf pick up in October and then two weeks in November. The first round of pick up begins on Monday, October 26 – October 30, and then again the weeks of November 9 and November 16. They will also have a dumpster for residents at the Streets garage between November 23 and December 4. Residents will have access to the dumpsters between 7:00 a.m. and 3:30 p.m. The dumpsters will be located just inside the fenced in area DPW. With these changes, we did gain 19 lbs. of Phosphorus removal credit. It gave us a small dent but still have further to go. It's a good indication to the DNR that we are striving to reach our goal and will continue to look at ways to remove Phosphorus.

Clapper commented on the opportunity for residents to still drop off bagged leaves at the City garage. He thought this was the first year of doing this. Marquardt stated, yes. He said that was notable! Going the extra mile for a good cause. He commended Marquardt and the Street's staff for great work. Binnie stated he was pleased to see the street sweeper out the first week in October. He said Dustin did a phenomenal job. He came back several times and got things really clean. McCormick stated the street sweeper was out and about on the east side as well. She appreciates the effort.

g. Update on Construction Projects – Clay Street, Industrial Drive

Industrial Drive – Marquardt said this is completed. The surface layer went on last week.

Clay Street – Marquardt said they were paving the binder course today. They were also hoping to get all of the driveways patched that were asphalt. Wednesday and Thursday, they will be adjusting manholes, water valves, seeding and mulching. On Friday, they hope to be paving the surface with painting and striping on Saturday. They did have some curb that needed to be removed, on the hill section, just east of Dann St. There were some bad grades put into their model, they missed a vertical curve, which actually put in angle points in the curb and caused the curb to be three inches low. The City had them remove the curb because there would not have been enough base course underneath the asphalt for support. There was also one other section, further east, that was flat and actually back pitched in some spots. It actually created a low spot in the curb, which was not supposed to be. That is why curb and gutter was removed.

There was also a sanitary sewer backup caused by gravel getting into a sanitary manhole. He was not sure how that actually happened. It backed up at a three-unit condo across from Taft St. on the south side. That was the only area he heard from regarding this issue. The owners of the condos are submitting all of their invoices to Rock Road for reimbursement.

McCormick asked how far off they were from the completion date. Marquardt commented it was a few weeks after the initial completion date but there were some utility (gas/electrical) conflicts with WE-

Energies, which delayed the contractor. So, the DOT did extend the substantial completion date to Wednesday, October 21.

There will be some punch list items left to do such as the railings for the two steep stairs. They could not order the railings until the stairs were actually poured so they could get an exact measurement. Those are three to four weeks out at this time for fabricating. The contractor will be putting up a temporary handrail since the mailboxes will be going back into place and those stairs will be in use. The contractor is required to water the grass seed, so they will be doing some watering after the substantial completion date. Marquardt will be walking the street with the DOT and inspector to review punch list items or additional items that may need to be touched up. McCormick asked what the initial completion date was. Marquardt stated, September 30. Clapper commented overall not bad given all of the challenges. There were some utility issues that did slow them up. McCormick did go to the condo units and talked with them. The one in the middle wasn't as bad as the south end unit. She thinks they were appreciative that someone reached out to them.

Binnie stated he only partially heard the conversation with McCormick about the frustration on part of the Strand representative with regard to communication between the contractor and the subs. He asked if this is a contractor that they should consider being on a black list. Marquardt stated it was not a frustration with a Strand representative. It was Corre, Inc. that was hired by the DOT to do the inspection. The communication would get to the foreman; however, then lacking from the foreman to the rest of the crew, or subcontractors. The work that was done was done very well. Strand was also there inspecting sewer and water. Paul, from Corre also mentioned to Marquardt a couple of times how impressed he was with the sewer and water work that was completed. They did get in and get things done when they had to. Marquardt doesn't see any reason not to allow the contractors to bid on future projects. The project manager was promoted this year. He had three jobs he was overseeing. He is not making excuses but it sounds like he was not given the help from his supervisor that he needed to get things accomplished. He also ended up in the hospital for two weeks. Corre Inc. and the DOT made their frustrations known to the higher ups at Rock Road.

6. Future Agenda Items

There were no future agenda items at that time.

7. Adjournment

McCormick entertained a motion at 6:43 p.m. to adjourn. It was moved by Schulgit and seconded by Binnie.



Council Agenda Item

| | |
|-------------------------------------|---|
| Meeting Date: | November 17, 2020 |
| Agenda Item: | 2021 Municipal Budget |
| Staff Contact (name, email, phone): | Steve Hatton, shatton@whitewater-wi.gov , 262-473-1380 |

BACKGROUND

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

The 2021 Municipal Budget has been developed through the efforts of staff over the past four months. Funding requests for Operating and Capital needs for each area of city and utility operations have been compiled and reviewed in detail by the management team.

A bound budget document proposed for approval was presented to the Common Council on Tuesday, November 6th along with an overview of the changes.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

- 10/6/20: City Manager Budget Proposal delivered to Common Council
- 10/8/20: 1st detailed Finance Committee review focusing on Administration, Debt Service, Capital Improvement Program, Park and Recreation, Facilities, Transfers
- 10/13/20: 2nd detailed Finance Committee review focusing on Police, Neighborhood Services, Library, select Funds
- 10/14/20: 3rd detailed Finance Committee review focusing on Public Works, Utilities, Economic Development, Tax-Increment Districts, Sinking Funds. Recommended to Common Council as amended for feedback provided during review.
- 11/05/20: Presentation of 2021 Budget, Budget Document delivered to Common Council

FINANCIAL IMPACT

(If none, state N/A)

Budget is balanced across all funds and represents a thoroughly considered plan for municipal operations in 2021 as further detailed in the full budget document.

STAFF RECOMMENDATION

Adopt 2021 Municipal Budget as submitted and summarized in the attached 2021 Budget Resolution.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. 2021 Budget Resolution
2. 2021 Budget Document



CITY of WHITEWATER

Resolution adopting the 2021 Budget

WHEREAS, the Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, has considered the detailed estimates of the money which will be required for the ensuing year for local, county, and state purposes; and

WHEREAS, the Common Council considered said estimates and those estimates have been submitted to a Public Hearing to be held on **November 17, 2020, as required by § 65.90 of the Wisconsin**

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, that there is hereby levied upon all taxable property in said City, the following amounts for the ensuing year:

FOR THE PURPOSES, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN:

4,079,385.58

BE IT FURTHER RESOLVED by the Common Council of the City of Whitewater that there is hereby appropriated out of the receipts of the City of Whitewater for 2021, including monies received from the general property tax levy, to the various purposes set forth in the budget for the purposes stated herein, the following amounts:

| <u>EXPENDITURES - General Fund</u> | <u>REVENUES - General Fund</u> |
|---|---------------------------------------|
| General Government 1,531,985.08 | General Revenues 5,561,823.69 |
| Public Safety 3,692,835.42 | Property Tax 4,079,385.58 |
| Public Works 1,089,724.90 | TOTAL <u>9,641,209.27</u> |
| Culture/Recreation 1,209,408.52 | |
| Conserv/Development 338,309.35 | |
| Debt Service 942,883.18 | |
| Sinking Funds 427,902.82 | |
| Solid Waste/Recycling 408,160.00 | |
| Capital Projects - | |
| Fund Balance-Reserve - | |
| Contingencies - | |
| TOTAL <u>9,641,209.27</u> | |

BE IT FURTHER RESOLVED that the following Utility Budgets were authorized for 2021:

| | |
|--------------------|---------------------|
| Wastewater Utility | 4,523,279.22 |
| Water Utility | 2,661,807.67 |
| Stormwater Utility | 1,220,276.67 |

BE IT FURTHER RESOLVED that the 2021 tax increments have been calculated to be as follows:

| | |
|--------|----------------------------|
| TID #4 | 2,028,274.39 |
| TID #5 | 13,909.14 |
| TID #6 | 72,597.79 |
| TID #7 | - |
| TID #8 | 3,039.63 |
| TID #9 | 613.48 |
| TOTAL | <u>2,118,434.43</u> |

BE IT FURTHER RESOLVED, that the tax levy increases for tax increment districts as calculated are added to the various tax levies for all taxing jurisdictions, except 'State', as follows:

| | <u>Walworth County</u> | <u>Jefferson County</u> | <u>Total</u> |
|-------------------|----------------------------|--------------------------|----------------------------|
| County | 237,127.99 | 118,563.02 | 355,691.01 |
| City | 416,986.18 | 194,580.16 | 611,566.34 |
| Unified School | 730,947.79 | 341,085.28 | 1,072,033.07 |
| Technical College | 52,596.18 | 26,552.27 | 79,148.45 |
| TOTAL | <u>1,437,658.14</u> | <u>680,780.73</u> | <u>2,118,438.87</u> |

BE IT FURTHER RESOLVED, the expenditures for marketing expenses, land purchase, construction costs, professional services, and debt service have also been calculated to total the following for the 2021 budget:

| | |
|--------------|--------------------------|
| TID #4 | 634,962.50 |
| TID #5 | 150.00 |
| TID #6 | 25,150.00 |
| TID #7 | 150.00 |
| TID #8 | 150.00 |
| TID #9 | 150.00 |
| TOTAL | <u>660,712.50</u> |

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Whitewater that the Finance Director /City Treasurer is authorized to transfer sufficient funds from the City General Fund, if necessary, to the TID accounts to cover the expenditures not covered by the tax increments, and that an interest rate shall be added to the amount due the General Fund at the rate of one percent (1%) per annum for all funds owed the General Fund.

RESOLUTION introduced by Councilmember _____, who moved its adoption.

Seconded by Councilmember _____ .

AYES: _____ NOES: _____ ABSENT: _____ ADOPTED: November 17, 2020.

Cameron Clapper, City Manager

Michele Smith, City Clerk



Council Agenda Item

| | |
|-------------------------------------|--|
| Meeting Date: | November 17, 2020 |
| Agenda Item: | Presentation on public records, open meetings and meeting procedures. |
| Staff Contact (name, email, phone): | Cameron Clapper, cclapper@whitewater-wi.gov , 262-473-0104 |

BACKGROUND

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

At the request of the Common Council President, Wally McDonell, City Attorney will present information regarding laws related to public records, open meetings and meeting procedures.

While especially helpful for newly appointed members of the Common Council, this information will be valuable to all in attendance.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

None.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

(If none, state N/A)

N/A

ATTACHMENT(S) INCLUDED

(If none, state N/A)

N/A



Council Agenda Item

| | |
|-------------------------------------|--|
| Meeting Date: | November 17, 2020 |
| Agenda Item: | City Manager Annual Performance Review Process |
| Staff Contact (name, email, phone): | Cameron Clapper, cclapper@whitewater-wi.gov , 262-473-0104 |

BACKGROUND

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

City performance evaluations are conducted annually beginning in January. The City Manager is also evaluated annually by the Common Council.

Evaluation of the City Manager for 2019 was finalized in March, 2020. However, the Common Council acted on December 17, 2019 to review the City Manger's performance in January of each year moving forward.

City staff seeks to apprise the Common Council of the approaching review period as well as obtain feedback on any needed resources for the review process.

The following items will be supplied to the Common Council for review in early January 2021.

1. Annual report on municipal goals and objectives for 2020.
2. Formal performance report from the City Manager summarizing activities and status of directives issued by the Common Council in 2020.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The Common Council acted on December 17, 2020 regarding this item. An excerpt from those meeting minutes has been provided with this memo.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

(If none, state N/A)

No recommendation. Staff requests feedback.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

December 17, 2020 Meeting Minutes Excerpt

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

December 17, 2019.

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 Palmer to approve the Council minutes of November 5, 2019, and to acknowledge receipt and filing of the following: Downtown Whitewater, Inc. minutes of February, March, April, June, August and September, 2019; the Finance Committee minutes of 8/13/2019 and 8/27/2019; Financial Reports for November, 2019; Plan Commission Minutes of 10/14/19; Public Works Committee minutes of 11/12/2019; Parks and Recreation Board minutes of 3/20/19, 4/24/19, 5/29/29, 6/19/19, 8/24/19, 9/25/19, and 10/16/19. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None.

PAYMENT OF INVOICES. It was moved by Binnie and seconded by McCormick to approve payment of city invoices in the total sum of \$16,387.73. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None.

STAFF REPORTS. Mark Johnson, manager of the Innovation Center, presented his annual report on the Innovation Center.

CITIZEN COMMENTS. None.

**RESOLUTION ADOPTING JEFFERSON COUNTY NATURAL HAZARDS
MITIGATION PLAN: 2019-2023.**

**A RESOLUTION ADOPTING THE JEFFERSON COUNTY NATURAL HAZARDS
MITIGATION PLAN: 2019-2023**

WHEREAS, the United States Congress passed the Disaster Mitigation Act of 2000 (DMA2K), which requires that a local unit of government must have an approved all hazard mitigation plan before it can receive Federal grant monies from the Federal Emergency Management Agency for pre-disaster mitigation projects; and

“Housing Affordability Analysis.” It was confirmed by City Manager Clapper that the document is not being presented for *approval*, but rather that the Council acknowledge *receipt* of the document. It was moved by Binnie and seconded by Allen to acknowledge receipt of the Housing Affordability Report. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None.

EMPLOYEE MANUAL REVISION AS IT RELATES TO COMPENSATION TIME.

Presented for approval was a revision to the employee manual as it relates to accumulation of compensation time. Limits will be placed on the amount of accumulation. The change was implemented based on regulations through the Wisconsin Retirement System, and the effects of those regulations on fees. It was moved by Allen and seconded by Palmer to approve the revision to the manual. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None.

CITY MANAGER EVALUATION POLICY. Presented for approval was the proposed city manager evaluation policy. Although off-schedule for the 2019 evaluation, future process will be to provide the evaluation tool to the Council, Department directors, and direct reports for review and completion. The Council will review in January of each year. The evaluation forms are submitted to the city manager designee for compilation and distribution. The Council will meet in Closed Session with the City Manager at the end of each January for completion of his/her annual review. It was moved by Allen and seconded by Binnie to approve the City Manager Evaluation policy. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None.

LIBRARY AGREEMENT WITH JEFFERSON COUNTY. It was moved by Binnie and seconded by McCormick to approve the annual Library Agreement with Jefferson County. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None.

APPOINTMENT OF 2020-2021 ELECTION INSPECTORS. It was moved by Binnie and seconded by McCormick to approve the roster of election inspectors for the next two-years. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None.

SALE OF CITY RIDE-SHARE VAN. It was moved by Binnie and seconded by McCormick to approve the sale of the 2012 ride-share van, which was replaced with a 2019 model. AYES: McCormick, Palmer, Brown, Binnie, Schulgit, Allen, Singer. NOES: None. ABSENT: None.