

COMMON COUNCIL AGENDA

Common Council Meeting

City of Whitewater Municipal Building – Community Room
312 W. Whitewater St., Whitewater, WI 53190

Tuesday, December 6, 2022 - 6:30 p.m.

This will be an IN PERSON and 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: Dec 6, 2022 06:30 PM Central Time (US and Canada)

Topic: Common Council Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86276586407?pwd=cUpLTtDvMEV2RVAwDRYbG1GSERYdZ09>

Passcode: 746391

Or Telephone:

+1 305 224 1968

Webinar ID: 862 7658 6407

Passcode: 746391

Please note that although every effort will be made to provide for virtual participation, unforeseen technical difficulties may prevent this, in which case the meeting may still proceed as long as there is a quorum. Should you wish to make a comment in this situation, you are welcome to call this number: 262-473-0108

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

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

CONSENT AGENDA:

CA-A	Approval of Council Minutes of 10/4/22; 10/18/22; 10/26/22; and 11/1/22.	P. 1
CA-B	Acknowledgment of Receipt and Filing of: *Community Development Authority Minutes of 10/20/22; - P. 29 *Irvin L. Young Memorial Library Board Minutes of 10/17/22; - P. 31	P. 29

	*Parks and Recreation Board Minutes of 9/28/22; - P. 44 *Plan and Architectural Review Commission Minutes of 10/10/22; - P. 48 *Police and Fire Commission Minutes of 10/12/22. – P. 50	
CA-C	Expedited Approval of the Following Items, per City Staff Recommendation: O-3, C-9	

CITY MANAGER REPORT.

STAFF REPORTS: None.

*To make a comment during this period, or during any agenda item: **On a computer or handheld device**, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. **On a traditional telephone**, dial *6 to unmute your phone and dial *9 to raise your hand.*

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

RESOLUTIONS: None.

ORDINANCES:

First Reading:

O-1	Amending Chapter 1.21.010 Schedule of Deposits, as it relates to Unnecessary or Preventable Calls for Emergency Services. (City Attorney Request).	P. 52
O-2	Amending Chapter 1.21.010, Schedule of Deposits, as it relates to Violations of the City of Whitewater Golf Carts on Public Roads. (City Attorney Request).	P. 53

Second Reading:

*O-3	Amending “Class A” Beer and Liquor License Quota (to increase limit from four to twelve).	P. 54
*O-4	Amending Chapter 5.28, Transient Merchants, as it relates to Food Sale trucks. (Neighborhood Services Director). REMOVED FROM AGENDA AS OF 12/2/22	P. 55

C-1	Fox Meadows Apartment Building management presentation regarding actions that have been taken to address concerns relating to their property at 291 N. Fraternity Lane. (Neighborhood Services Director Request).	n/a
C-2	Update on vacant CDA Director/Economic Development Director position, and request for approval to solicit consulting services for up to six months prior to filling position. (City Manager Request).	P. 58
C-3	Police Chief update on City’s MRAP vehicle status, and possible direction regarding disposition of vehicle. (Police Chief Request).	P. 129
C-4	Update on Walworth County Radio project, and request for approval of radio equipment order. (Police Chief Request).	P. 144
C-5	Discussion and possible direction regarding Employee Work Hours / Attendance Policy. (City Manager Request)	

C-6	Discussion and possible direction regarding City of Whitewater Employee Handbook. (Councilmember Gerber Request).	
C-7	Request for approval of award of a one-time floating holiday for City employees completing Spanish course offered through Irvin L. Young Memorial Library.	
C-8	Request for approval to submit Shared Ride Taxi Cab Grant application. (Finance Director Request).	
*C-9	Approval of cancellation of January 3, 2023 Council Meeting.	n/a
*C-10	Approval of appointment of Bruce Parker to regular Plan Commission seat and appointment of Bruce Parker to regular seat on Plan Commission (Bruce currently holds the alternate seat) and appointment of Terilyn Robles to the Equal Opportunities Commission. (City Manager Request)	
C-10c	Councilmember Requests for Future Agenda Items and/or POLCO questions.	n/a
C-11	<p><u>EXECUTIVE SESSION.</u> Adjourn to closed session, <u>NOT TO RECONVENE</u>, pursuant to Wisconsin Statutes and 19.85(1) (e) “Deliberating or negotiating the purchasing 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” and session and 19.85 (1)(g) “Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.”</p> <p>Items to be discussed: 1) Potential Sale of Business Park lot located on corner of Prospect and Endeavor, to David & Goliath 19.85 (1)(e); 4) Negotiation of Agreements with Whitewater Unified School District, as they relate to the Whitewater Aquatic Center 19.85 (1)(c); and 5) Meeting with outside counsel and City Attorney to discuss legal update in Lux v. Whitewater. 19.85(1)</p>	n/a

***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.**

October 4, 2022

The regular meeting of the Common Council was called to order at 6:30 p.m. by Council President Dawsey Smith. MEMBERS PRESENT: McCormick, Schreiber, Allen, Smith, Majkrzak, Gerber, Brown. MEMBERS ABSENT: None. LEGAL COUNSEL PRESENT: Wallace McDonell.

It was moved by Allen and seconded by Majkrzak to approve Council Minutes of 9/6/22; and to acknowledge receipt and filing of the CDA Minutes of 8/18/22; Finance Committee Minutes of 5/24/22 and 8/23/22; and Library Board Minutes of 8/15/22. AYES: Schreiber, McCormick, Smith, Allen, Majkrzak, Brown, Gerber. NOES: None. ABSENT: None.

CITY MANAGER REPORT. Interim City Manager Weidl reviewed current city projects, including hydrant flushing, position openings, and City and community events.

STAFF REPORTS: **Whitewater Unified School District** – Administrator Pate-Hefty, School Board member Larry Kachel, and Business Services Director Ben Prather presented information regarding the School District referendum that will appear on the November 8, 2022 ballot. **Human Resources Coordinator** Atkinson stated that GovHR, the third party firm selected by the Council in July for recruitment of a new City Manager and interim City Manager location, created a posting announcement and recruitment brochure. The twelve candidates selected were interviewed virtually. The final interviews will be with the Common Council, staff leadership, and community members. There will also be a community meet and greet with the candidates. Following this round of interviews the representative will debrief each interview panel and provide feedback to the Common Council, so they can deliberate and make the final hiring decision. The process is expected to be complete by the end of the month.

CITIZEN COMMENTS. None.

APPROVING RESOLUTION REQUESTING EXEMPTION FROM JEFFERSON COUNTY LIBRARY TAX. The annual Resolution requesting exemption from Jefferson County Library tax was presented.

Resolution Requesting Exemption from County Library Tax

WHEREAS the Jefferson County Board has established a county library service and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes, and

WHEREAS Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city is exempt from the county library tax if it levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county library tax rate in the prior year multiplied by the equalized valuation of the property in the city or village for the current year, and

WHEREAS the (city/village) of Whitewater will, in 2023, appropriate and expend an amount in excess of that calculated above,

NOW THEREFORE BE IT RESOLVED that the (city/village) of Whitewater hereby requests of the Jefferson County Board of Supervisors that the (city/village) of Whitewater be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2).

BE IT FURTHER RESOLVED that copies of this resolution be forwarded by the city/village clerk to the following parties:

ADMINISTRATOR
Jefferson County Library Council
Dwight Foster Public Library
209 Merchants Avenue
Fort Atkinson, WI 53538

COUNTY CLERK
320 S. Main Street, Room 109
Jefferson, WI 53549

Fiscal Note:

Estimated Municipal 2023 Library Appropriation \$470,000

Date Passed: October 4, 2022

Resolution introduced by Allen and seconded by Majkrzak. AYES: McCormick, Schreiber, Brown, Gerber, Majkrzak, Allen, Smith. NOES: None. ABSENT: None. ADOPTED: October 4, 2022.

Michele R. Smith, City Clerk

AMENDMENT NO. 1 FOR 2022 SALARY RESOLUTION (AMENDING SALARY RANGES FOR VARIOUS POSITIONS AND ADDING SALARIES FOR FIRE AND EMS PERSONNEL.

The proposed salary amendment adds the fire and EMS personnel and new wage ranges for the IT Administrator and Accountant positions. The Finance Committee recommends that a compensation study should be done for the entire organization. Human Resources Director Atkinson is in the process of gathering information on companies who complete compensation studies. Councilmember Allen asked whether the City had considered obtaining wages from area communities, rather than hiring a firm. Atkinson responded that the City does not have the staff capacity to do a compensation study internally. Allen stated at times in the past, the City has been compared to much more affluent communities for wage studies. Allen encouraged the use of area communities while comparing. Allen indicated that at the Finance Committee meeting it was discussed to review salaries of area communities, and he fears this is not going to happen. Atkinson stated whatever organization is chosen will be asked specifically to use those communities as comparables. Councilmember Gerber stated that she did not remember discussion at the finance meeting regarding the use of an outside company. Councilmember Smith said a variety of things were discussed, including a summary of benchmarking data that had or had not been done across the spectrum and what an option may look like to have an outside company do that. In response to Councilmember Gerber's question, Councilmember Smith confirmed that an outside company was not approved at the Finance Committee. Councilmember Majkrzak asked whether a proposal would be brought back for Council approval. Interim City Manager Weidl said that information would be brought to Council before anything further was done.

Councilmember Gerber stated that she would like the accountant position removed from the resolution until after the referendum, to allow time to review job duties and qualities being sought for the position. Gerber indicated she would prefer to allow time to review the temporary employee assigned, knowing a pending retirement is forthcoming, and possible shifting of duties could be considered. Finance Director Hatton

requested that the accountant position remain on the Salary Resolution. He indicated that the salary for the position has been benchmarked and that allows them to continue to recruit for the position.

Councilmember Allen asked why it needed to be refilled at a higher salary. Hatton responded that they lost the accountant to a job with the same duties as he was doing here, but a much higher salary. Hatton stated that the City is still trying to fill the position, and risks losing other employees if hiring is delayed. Gerber said she's not looking to have it remain open; just not fill it permanently until after the referendum.

Gerber moved to approve the salary resolution without the accountant position. Allen seconded the motion. Majkrzak moved to amend the motion to approve the resolution as is. Brown seconded the motion to amend. A vote was taken on the motion to amend the motion. AYES: Allen, Gerber. NOES: Schreiber, McCormick, Smith, Majkrzak, Brown. A vote was then taken on the motion to approve the Salary Resolution as presented. AYES: Schreiber, McCormick, Smith, Majkrzak, Brown. NOES: Allen, Gerber. Resolution was adopted. See Resolution attached as Exhibit A.

AUTHORIZING PURCHASE OF LAND ADJACENT TO CITY-OWNED PROPERTY, LOCATED SOUTH OF STARIN ROAD, NEAR THE NORTHERN TERMINUS (END OF CHERRY AND WAKELY STREETS) FOR \$10,000. Attorney McDonell informed the Council that when surveyors were creating the Certified Survey Maps in the area on the south side of the Starin Road extension to Highway 59, they found a ragged edge on the south side of the property and recommended cleaning it up. To clean it up, the City is seeking to purchase land so that the lots on the south side can be squared up. There has been an Offer to Purchase presented to the sellers, at a cost of \$10,000, contingent upon Council approval of the purchase. The property is approximately one acre in size.

RESOLUTION AUTHORIZING THE PURCHASE OF REAL ESTATE

WHEREAS, the City of Whitewater needs to acquire the real estate described in the attached Exhibits A and B for the purpose of improving the lot configuration and real estate description of land owned by the City of Whitewater, and

WHEREAS, it is in the City of Whitewater's best interest to purchase said property.

NOW, THEREFORE, BE IT RESOLVED that the Interim City Manager and City Clerk are authorized to sign any and all documents necessary to purchase the property described in the attached exhibits for the purchase price of Ten Thousand Dollars (\$10,000).

Allen moved approval. Seconded by Schreiber. AYES: Schreiber, McCormick, Smith, Allen, Majkrzak, Brown, Gerber. NOES: None. ABSENT: None.

John Weidl, Interim City Manager

Michele R. Smith, City Clerk

Exhibit A – Real Estate Legal Description and Exhibit B – Survey can be obtained from City Clerk.

SECOND READING OF ORDINANCE CREATING CHAPTER 19.19 R-1S – ONE FAMILY RESIDENCE DISTRICT – SMALL LOTS.

Neighborhood Services Director Bennett reported that there have been no changes made to the ordinance after the first reading. Councilmember Gerber asked what the maximum size house would be for the small lots. The representative from Vandewalle stated that the largest house would be around 2500 square feet. She stated that if a house footprint were to go all the way to the setback on all sides, a house of up to 4400 square feet could be built, but it is uncommon to build all the way to the setback, therefore 2500 square feet is a more reasonable expectation. Councilmember Gerber stated that the smaller homes were desirable for university employees. Gerber indicated that between 2018 and 2021, the University employees have decreased by approximately 250, and as a result, she feels this will not be a driving force in who builds in this area. Gerber is also concerned about three unrelated people being allowed in houses in this area. She is afraid this will become more student housing and would like to see it changed to R-0S, which allows for two unrelated people instead of three. She asked if this could be an overlay area when plans to develop the area were rezoned.

Councilmember Smith stated that she thinks the Council should move ahead with this as written, as Council does not have the ability to predict what people will want in the future. Interim City Manager Weidl commented that the Council had asked staff to put together minimum unit sizes across all districts of the City, and that will be brought back to Council in two to three meetings from now. Majkrzak stated that the 2018 university staffing number referenced by Gerber was not just for the Whitewater campus; it included other schools. Majkrzak also stated that the student decline will affect rentals, not single family housing, and it doesn't take away from the need for single family housing.

It was moved by Gerber and seconded by Schreiber to amend the motion to increase the minimum size of house in the ordinance to 1200 square feet. A vote was taken on the amendment: AYES: Allen, Gerber, Schreiber. NOES: Brown, Majkrzak, Smith, McCormick. ABSENT: None. The amendment failed, and a vote was taken on the original motion, to approve the ordinance as presented. AYES: McCormick, Brown, Allen, Schreiber, Smith, Majkrzak. NOES: Gerber. ABSENT: None.

AN ORDINANCE CREATING CHAPTER 19.19 R-1S ONE FAMILY RESIDENCE DISTRICT – SMALL LOTS

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

Section 1. Whitewater Municipal Code Chapter 19.19 is hereby created to read as follows:

Chapter 19.19 - R-1S ONE-FAMILY RESIDENCE DISTRICT – SMALL LOTS

19.19.010 - Purpose

This district is intended to create, preserve, and enhance areas for moderate-density single-family detached dwellings at an approximate density of seven dwelling units per acre.

19.19.020 - Permitted uses.

Permitted uses in the R-1S district include:

- A. One-family detached dwellings;
- B. The second or greater wireless telecommunications facility located on an alternative support structure already supporting a wireless telecommunications facility or on a pre-existing wireless telecommunications facility, with wireless telecommunications support facilities allowed as permitted accessory uses, all per the requirements of Chapter 19.55;
- C. Home occupations/professional home offices for nonretail goods and services (defined in this district as businesses that do not require customer access).
- D. A non-family household in R-1S shall be limited to three unrelated persons.

19.19.030 - Conditional uses.

Conditional uses in the R-1S district include:

- A. Public and semipublic uses, to include public and private schools; churches and religious institutions; government facilities; active recreational parks; museums, hospitals, public transportation terminals, and similar uses.
- B. Planned residential developments such as townhouses, condominiums and cluster housing. In order to allow increasing the intensity of use, the plan commission may allow as a conditional use the following variations from the district requirements:
 - 1. In an approved planned residential development, each dwelling structure need not have an individual lot or parcel having the requisite size and dimensions normally required in the districts. However, the size and the entire development parcel divided by the number of dwellings shall be equal to or larger than the minimum lot area for the district where the site is located;
 - 2. The yard requirements between buildings shall be fixed by the plan commission. Building setbacks from the perimeter of the site shall comply with the front yard, rear yard and side yard requirements of the district;
 - 3. Private streets may be approved to serve uses within the site, provided that the site proposed for PD has frontage on a public street.
- C. Home occupations/professional home offices. (Subject to issuance of zoning permit.)
- D. The first wireless telecommunications facility located on an alternative support structure only, per the requirements of Chapter 19.55.
- E. Real estate sales offices, subject to the following requirements:

1. May only be placed within a major subdivision with twenty or more lots;
2. Shall occupy a maximum of one building within any major subdivision;
3. Shall be a temporary use to be removed or converted to a permitted use in the district no later than ninety days from the date when ninety percent of the lots or units within the subdivision or development are initially sold or leased, or five years from the date of initial establishment of the use, whichever comes first;
4. Before a building permit is issued, a deposit or other financial guarantee ,approved by the City Manager, with a value of not less than \$2,000.00 shall be required, with such deposit or guarantee released by the city once the sales office is removed or converted to a permitted use in the district;
5. Shall not exceed seven hundred fifty square feet in floor area devoted to the sales office and related uses open to the public;
6. Shall be compatible in character, materials, placement, and design with other existing and planned buildings within the subdivision;
7. Signage shall be in accordance with standards for conditional uses in the district, per Chapter 19.54 of this Title.

F. Bed and breakfast establishments.

G. One accessory structure may be located in the front or side yard if the following requirements are met:

1. Minimum front yard setback of the accessory structure must be two feet behind the façade of the principal structure.
2. Minimum side yard setback of the accessory structure must be five feet; and align/be even with principal structure on corner lot.
3. Minimum rear setback is three feet.
4. Maximum height is 20 feet.
5. An attached garage shall comprise no more than 50 percent of the width of the ground floor façade facing the street.

19.19.040 - Lot area.

- A. Minimum lot area in the R-1S district is 6,000 thousand square feet.
- B. A nonconforming lot that does not meet the minimum lot area above may be considered as a buildable lot if it:
 - 1. Meets all other standards including Section 19.60.050.
 - 2. Is reviewed and approved by the city plan and architectural review commission.

19.19.050 - Lot width.

- A. Minimum lot width in the R-1S district is 60 feet. Minimum lot width on a corner lot is 66 feet.

19.19.055 - Lot depth.

- A. Minimum lot depth in the R-1S district is 100 feet.

19.19.060 - Yard requirements/setbacks.

Minimum yard requirements/setbacks in the R-1S district are as follows:

- A. Minimum front setback is 20 feet; maximum is 25 feet.
- B. Minimum side setback is six feet.
- C. Minimum rear setback is 20 feet.
- D. Minimum shore setback is seventy-five feet. All shoreland shall comply with Chapter 19.46, and in addition may require DNR approval.
- E. Minimum lot frontage at right of way is 30 feet.
- F. Minimum porch setback for front and side yard is 12 feet.
- G. Minimum street side setback on a corner lot is 10 feet.
- H. Minimum pavement setback, from lot line to pavement and excluding driveway entrances, is 5 feet on the side and rear yards and 10 feet from any street right of way.

19.19.070 - Lot coverage.

- A. Minimum dwelling unit structure area is 800 square feet.
- B. Maximum lot coverage (principal and accessory structures) in the R-1S district is 50 percent.

- C. **Maximum impervious surface:** The maximum impervious surface ratio is 70 percent. The percentage of impervious surface shall be calculated by taking the total surface area of the existing and proposed impervious surface and dividing it by the total lot area (note the minimum lot requirement for new lots in R-1S is 6,000 square feet).
- D. **Minimum green space:** 30 percent.
- E. Lots calculated over the maximum allowed impervious surface require the neighborhood service director approval of a stormwater management plan. Property owners shall work with neighborhood services to develop a practical site-specific stormwater management plan that allows for flexibility in the use of stormwater treatment devices including rain barrels, rain gardens and etc. Applicants may appeal the neighborhood services director's decision to the plan and architectural review commission.
 - 1. Pre-engineered lots may be developed without management plans if mitigation has been accounted for during design of the lot.
 - 2. The neighborhood services department and plan and architectural review commission shall consider surrounding topography when reviewing the necessary stormwater mitigation.
 - 3. Property owners may also apply for a conditional use permit which may exempt properties from the requirement of a stormwater management plan.
- F. The principles and standards set forth in the City of Whitewater Erosion Control and Stormwater Management Requirements Policy which includes the city's stormwater management ordinance (Chapter 16.16) and the city's construction site control ordinance (Chapter 16.18), shall be used as a guide by the property owner and staff for drafting and reviewing stormwater management plans. The neighborhood services department shall develop written guidelines and policies to be used in development and review of stormwater mitigation plans.

19.19.080 - Building height.

- A. Maximum principal building height in the R-1S district is 35 feet.

19.19.090 - Park fees.

- A. All residential development shall be subject to a park acquisition fee per dwelling unit and a park improvement fee per dwelling unit, payable before a building permit is issued. The fee will be recommended by the parks and recreation board then approved by the common council. The fee will be on record at the city clerk's office. The park acquisition fee may be reduced if sufficient land area was provided for park purposes at the time of subdivision, based on the calculations in Section 18.04.030(a)(1) of the Whitewater Municipal Code.

Ordinance introduced by Councilmember Majkrzak, who moved its adoption. Seconded by Councilmember Schreiber. AYES: Schreiber, McCormick, Brown, Majkrzak, Smith, Allen. NOES: Gerber. FIRST READING APPROVED: October 4, 2022.

John Weidl, Interim City Manager

Michele R. Smith, City Clerk

ORDINANCE AMENDING THE MEMBERSHIP OF THE CITY OF WHITEWATER PLAN AND ARCHITECTURAL REVIEW COMMISSION.

AN ORDINANCE AMENDING THE MAKE UP OF THE CITY OF WHITEWATER PLAN AND ARCHITECTURAL REVIEW COMMISSION

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

Section 1. Whitewater Municipal Code Chapter 19, Subsection 19.06.020 is hereby amended to read as follows:

19.06.020 There is created a city plan and architectural review commission which shall consist of the chairman of the park and recreation board or designee, a councilmember, and five citizens of the city. If there is a vacancy of 30 days or more of the Park and Recreation Board's ex officio member of the commission, the City Council is authorized to appoint a citizen member to fill that vacancy. In addition, thereto, there shall be three citizen alternate members, any of which may be called upon to serve in the absence of any one of the citizen members of the commission. There shall also be one alternate councilmember who may serve as a replacement for the regular councilmember or any citizen member. All the citizen members shall be residents of Whitewater. Citizen members shall be persons of recognized experience and qualification. The city manager and the zoning administrator shall be nonvoting ex officio members of the commission. The council member shall be elected by a two-thirds vote of the council.

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

Seconded by Council Member Majkrzak. AYES: Schreiber, McCormick, Smith, Allen, Majkrzak. Gerber, Brown. NOES: None. ABSENT: None. APPROVED: October 4, 2022.

John Weidl, Interim City Manager

Michele R. Smith, City Clerk

SECOND READING OF ORDINANCE CREATING CHAPTER 11.39, OPERATION OF GOLF CARTS ON PUBLIC ROADS.

Councilmember Majkrzak stated that proposed ordinance was amended to include registration that is valid for three years. There is no cost for registration, it is just a way to collect information, and have some sort of identifier on the golf cart itself.

Councilmember Allen stated that the reason for the registration fee being zero and the fines minimal is that in case every student got a golf cart, this would be our way of controlling it.

Councilmember Gerber said that she feels the registration should be annual. She stated that other communities charge \$25 annually, and she's not sure why the City wouldn't charge, since there is more work and tracking that needs to be done registering the carts. Gerber indicated that she is confused why low speed vehicles are not being approved in the ordinance. She wondered how the police were going to differentiate between a low speed vehicle and a golf cart with upgraded safety features.

Councilmember Gerber noted that an agreement with the University allowing golf cart use on the walking path along Fremont Street was not provided in the packet as previously discussed. She would also like golf carts prohibited on Milwaukee Street and Newcomb Street, since they are busy streets. Gerber would also like the City code definition of hours of darkness included in the ordinance. Gerber would prefer the ordinance to be limited to the area between Prairie Village and Fairhaven. The proposed ordinance is citywide.

Councilmember Allen explained that said that they were trying to make the ordinance easy to understand. Gerber said that they are excluding the other times where lights would be needed. Allen replied that Fairhaven residents will probably not be driving golf carts around at 6:00 in the morning. Gerber reminded Council that the ordinance is written for citywide use, and not just the Fairhaven area.

Councilmember McCormick asked whether the golf carts will have headlights. Gerber responded that the proposed ordinance does not require lights.

Resident, Jerry Wendt, stated that the golf carts should be allowed on the sidewalks, as it is unsafe to drive them on the streets. Wendt said that he sees golf carts on the sidewalks on the University campus. He believes that Prairie Street is too congested to allow golf carts in the Streets, but he would like to be able to drive a golf cart from Fairhaven to Prairie Village via sidewalk.

Councilmember Majkrzak explained that the ordinance was intentionally written in the manner presented, based on his conversations with residents of Fairhaven and Prairie Village. The residents have expressed a desire to drive the carts to the library, the City Market, and downtown businesses. Majkrzak stated that scooters and bikes aren't allowed on the sidewalks, so the golf carts were not proposed for sidewalk use. Majkrzak noted that with regard to the University sidewalk along Fremont Street, he was requested to get a statement from the University, but Majkrzak has no intention of getting anything in writing from them. The ordinance is written in such a way that use of the sidewalk is allowed as long as the University allows it. Majkrzak talked to the Risk Management person who talked to the Police Chief of the University. The manner in which the ordinance is written provides flexibility for the University to revoke permission if there is trouble.

Councilmember Majkrzak continued, by stating that he had never heard of a "low speed vehicle" until Gerber brought them up, and he suggested that if Gerber wants low speed vehicles allowed, she should pursue a separate ordinance for them. He noted that all city streets were included, giving people the option to choose a route that they feel comfortable on.

Councilmember Allen stated that he would like to make some amendments to accommodate Pastor Wendt. Allen indicated that the University golf cart can only go on the sidewalk; you have to take an online exam to be able to drive it, you can't drive it over 5 mph, and if you meet pedestrians, you are required to wait behind them or pass them on the grass. Allen suggested allowing them on sidewalks north of Starin Road.

McCormick commented that there won't be 500 golf carts, maybe six or eight. She doesn't think it will be a problem. Councilmember Majkrzak asked whether Councilmember Allen would consider passing the ordinance as is, then amending sidewalk regulations at a later date. Allen said he would like to get it done tonight.

Councilmember Gerber said she would defer to Chief Meyer if they wanted to start talking about sidewalks. Meyer indicated that regardless of whether the sunrise / sunset times were not specific, his officers would have to look up the specific time to see when to cite a person. Smith asked if Meyer had any insight on the use of sidewalks specifically. Meyer stated that he was not in favor of using sidewalks as they are intended for pedestrians.

Councilmember Allen said that golf carts are a lot wider than bikes and scooters, and questioned whether they would be an impediment in the lane of traffic. Meyer agreed that they are an impediment.

Interim City Manager Weidl said that the police will adhere to whatever the Council decides. Councilmember Brown said she would like to see some exception so a resident can go a short distance on the sidewalk. Weidl said, he was wondering about properties that were adjoining. Chief Meyer responded that the Council can legally make that exception.

City Attorney Wallace McDonnell said that in his opinion, the Council has the authority to make exceptions.

Brown moved to approve the ordinance with the addition of low speed vehicles since they are practically the same thing. Attorney McDonnell stated that the low speed vehicle is a huge difference from a golf cart. They require all kinds of things that cars have, like seat belts. Brown stated that she feels that it would be an easy addition.

Councilmember Allen asked Gerber whether she would be receptive to golf carts if they were limited to five mph on a sidewalk. Gerber responded she didn't want them on the sidewalks at all.

Attorney McDonell asked if this ordinance was going to be approved as a second reading or if Brown wanted to make the motion for this to be a first reading so the Council could see the changes being made. Brown said that this would be a second reading.

Councilmember Brown then changed her motion to just amend the ordinance for use of golf carts on the sidewalk for a short distance. Majkrzak seconded the motion. Attorney McDonell stated that he would be adding language that the golf carts could be used to get from point A to point B and not for cruising around town. Similar language was used in the UTV/ATV ordinance. McDonell said that this is what he understood the intent of the Council to be. He asked if there was a specific distance that they wanted, rather than just "short distance", since one person's definition of short may not be another person's. Brown said 100 yards was good. McDonell said he would keep it as short distance. Allen asked if there was an exception to use sidewalks from Fairhaven to Prairie Village. Gerber made a motion to amend the motion to be read as a first reading to bring it back with the changes. Majkrzak said that the Council was making this too complicated. Attorney McDonell stated that the motion should be to postpone the second reading. **It was moved by Gerber and seconded by Smith to postpone the adoption of the ordinance. AYES: Smith, Gerber, McCormick, Schreiber. NOES: Brown, Majkrzak, Allen. ABSENT: None.**

Attorney McDonell stated that it is his opinion that this ends the motions on this topic for tonight.

ORDINANCE DESIGNATING A TOURISM ENTITY. Councilmember Allen stated that he is unclear what happens to the current tourism committee if the proposed ordinance is adopted. Attorney McDonell stated that he believes it remains intact, but he would have to look into it a bit more. Allen said that if the Chamber of Commerce is going to be managing the funds received from room tax, why is a separate Tourism Committee needed. Attorney McDonell indicated that the Chamber of Commerce has been handling the funds for a couple of years and the other committee is there if it needs to ever be involved in decision making. Allen asked if the Chamber of Commerce fulfills the state statute requirements for managing the room tax money. City Attorney McDonell confirmed that it does. He indicated that the Chamber handles the allocation of funds, but there are probably other facets that the tourism committee could be involved in.

Interim City Manager Weidl stated that this is something the staff could look into and report back on what the committee is doing, and then the Council can decide whether the committee should continue to exist. Allen said he has been on the tourism committee and thinks the funds would be better handled by the Chamber of Commerce. He was not meaning any disrespect to the committee, he just feels that it is a second layer that is not needed. Brown said that she thought the Chamber and tourism committee had merged to make it a more useful group and this ordinance is just codifying that. Allen said that there should be a sunset for the committee then. He read from a Memorandum of Understanding that the agreement was for five years and started on January 1, 2021, and could be renewed for another 5 years. He stated that there should be an end to it. McDonell stated that he may have misspoken and that the tourism committee may not exist anymore. McDonell believes this replaces section 3.12.150 which created the tourism committee, but he will research it more. Allen asked if he would look into this further and bring it back at a future meeting. McDonell said that he would. **Allen moved that the status of the tourism committee be researched and brought back at a future meeting. Brown seconded the motion. AYES: Brown, Majkrzak, Schreiber, Allen, McCormick, Gerber. NOES: None. ABSTAIN: Smith. ABSENT: None.**

PRESENTATION AND BRIEF OVERVIEW OF DRAFT 2023 BUDGET AND 2023 ALTERNATE BUDGET. Interim City Manager Weidl stated that it was known when the budget was passed last year that the 2023 budget would need to be brought back to address changes in revenues and expenses, and to set the levy for the 2023 budget year. Due to the integration of the Fire and EMS, and the current referendum, two budgets are being presented, one if the referendum passes and one if it fails. The goals of the budget are to provide wage increases of 4% to all employees and to maintain a fund balance equal to or greater than 20% of the general fund operating budget. Some points if the referendum passes: the funding gap will be closed sustainably, onsite EMS staff will be maintained at up to 17 FTE, equipment replacement will be fully funded without debt, solid waste and recycling fee will increase, there will be a 4% wage increase for all employees, and streetlights will be changed to reduce electricity costs. Notes if the referendum fails: Fire/EMS staffing will be reduced to staff one ambulance 24/7, the funding gap will not be sustainably resolved, equipment replacement will require debt funding, all employees will receive 4% wage treatment, solid waste and recycling will be removed from the general fund and charged to residents on their utility bill at approximately \$15.15/month, the vacant patrol officer position will not be filled, it defers street projects and equipment replacement, and the streetlights will be changed to decrease electric costs. Finance Director Hatton stated that if the referendum passes, public safety will make up 44% of expenses. In 2022, total expenses were \$10,020,828. If the referendum passes, budgeted expenses in 2023 will be \$11,511,608 and if the referendum fails, expenses in 2023 will be \$10,114,853. Approximately 52% of the budgeted revenues will be from taxes, and 38% from intergovernmental revenues, if the referendum passes.

For the levy, a blended mill rate, the weighted average of the levies from both counties, was used. For the 2021 tax year (2022 budget year) the blended mill rate was \$6.37 and for 2022 tax year (2023 budget year) it is \$7.01, if the referendum passes. The total assessed value increased by \$75,600,246 for the 2022 tax year. This results in a total levy of \$5,795,380, if the referendum passes. Due to the TIF levy decrease, combined with the levy amount being stable with the 2021 levy and the increased assessed value, the mill rate decreases by \$2.12 across all jurisdictions. The total mill rate across all jurisdictions was \$22.15 for 2021 and is \$20.43 for 2022. This means that even if the referendum passes, taxes are expected to decrease, assuming no change in property assessment over 2021.

Councilmember Allen stated that last week he was with someone who fell and needed to call the ambulance and another person present said it would be 45 minutes before the ambulance came. Allen said that it took three minutes for the ambulance to arrive.

FUTURE AGENDA ITEMS AND/OR FUTURE POLCO QUESTIONS. Councilmember McCormick asked for an update on the water tower and an update on the Starin Park water tower structural engineering.

ADJOURNMENT. It was moved by Majkrzak and seconded by McCormick to adjourn. AYES: Schreiber, McCormick, Smith, Allen, Majkrzak, Gerber. NOES: None. ABSENT: Brown. Being no further business to come before the meeting, the meeting adjourned at 8:40 p.m.

Respectfully submitted,

Michele R. Smith, Clerk

City of Whitewater
2022 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 2022

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 2022 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, 2022:

Position	Department	Grade	FLSA Status	Minimum Hourly	Maximum Hourly	Minimum Annual	Maximum Annual
Accountant	Finance and Administrative Services	I	Non-Exempt	\$22.97	\$34.43		
Accounting Technician II	Finance and Administrative Services	F	Non-Exempt	\$17.36	\$22.38		
Activity Instructors	Parks and Recreation	B	Non-Exempt	\$8.01	\$11.36		
Activity Leaders / Lifeguards & WSI Aide	Parks and Recreation	B	Non-Exempt	\$9.25	\$12.64		
Administrative Assistant I - Utilities	Department of Public Works	F	Non-Exempt	\$17.36	\$22.38		
Administrative Assistant I- Neighborhood Services	Neighborhood Services	F	Non-Exempt	\$17.36	\$22.38		
Administrative Assistant I - Records Technician	Police	F	Non-Exempt	\$17.36	\$22.38		
AEMT-Respond from Station	Fire and EMS		Non-Exempt	\$19.00	\$19.00		
AEMT-Respond from Home	Fire and EMS		Non-Exempt	\$16.00	\$16.00		
Aquatic Coordinator	Parks and Recreation	F	Exempt			\$34,964.80	\$46,559.27
Basic EMT-Transport/Respond from Station	Fire and EMS		Non-Exempt	\$18.00	\$18.00		
Basic EMT-Transport/Respond from Home	Fire and EMS		Non-Exempt	\$16.00	\$16.00		
WAFM Manager	Parks and Recreation	H	Exempt			\$46,522.77	\$59,987.76
Assistant Library Director	Library	I	Exempt			\$50,159.16	\$64,674.68
Athletic Program Coordinator	Parks and Recreation	F	Exempt			\$34,964.80	\$46,559.27
Facility Maintenance I	Parks and Recreation	H	Non-Exempt	\$23.77	\$28.84		
Facility Maintenance II	Parks and Recreation	F	Non-Exempt	\$18.98	\$24.01		
Captain	Fire and EMS		Non-Exempt	\$15.80	\$15.80		
Captain	Police	O	Exempt			\$87,091.18	\$94,079.94
Administrative Assistant I-CDA	Administration	F	Non-Exempt	\$17.36	\$22.38		
Certified Instructors	Parks and Recreation	E	Non-Exempt	\$15.50	\$21.99		
Chief	Fire and EMS		Non-Exempt	\$24.55	\$24.55		
Chief Election Inspectors	Administration	C	Non-Exempt	\$12.00	\$12.57		
City Clerk	Administration	I	Exempt			\$50,159.16	\$64,674.68
Clerk of Court (Part-time)	Administration	F	Non-Exempt	\$17.36	\$22.38		
Communications Coordinator	Police	H	Non-Exempt	\$21.04	\$28.88		
Community Service Officer	Police	C	Non-Exempt	\$11.10	\$16.49		
Comptroller	Finance and Administrative Services	K	Exempt			\$57,431.69	\$74,053.19
Customer Service Specialist	Library	D	Non-Exempt	\$14.05	\$18.13		
Administrative Assistant I-Deputy Clerk	Administration	F	Non-Exempt	\$17.36	\$22.38		
Deputy Chief	Police	O	Exempt			\$90,908.96	\$99,994.39
Desk Staff	Parks and Recreation	C	Non-Exempt	\$10.00	\$16.49		
Desk Staff Lead	Parks and Recreation	D	Non-Exempt	\$15.00	\$18.59		
Detective Lieutenant	Police	M	Non-Exempt	\$38.17	\$38.17		
Detective	Police	L	Non-Exempt	\$35.71	\$35.71		
Director of Public Works/City Engineer	Administration	O				\$79,898.31	\$102,342.68
Dispatcher / Records Communications Aide II	Police	F	Non-Exempt	\$18.21	\$22.22		
Dispatcher / Records Communications Aide I	Police	G	Non-Exempt	\$19.13	\$26.25		
Economic Development Director	Administration	K	Exempt			\$54,671.41	\$83,428.46
Election Inspectors	Administration	B	Non-Exempt	\$10.00	\$10.47		
EMS Transport Driver/Trainee	Fire and EMS		Non-Exempt	\$7.25	\$7.25		
Engineering Technician	DPW	H	Non-Exempt	\$23.77	\$28.84		
Executive Assistant	Administration	F	Non-Exempt	\$17.36	\$23.01		
Fire Standby Nights-FF	Fire and EMS		Non-Exempt	\$5.00	\$5.00		
Fire Standby Weekends-FF	Fire and EMS		Non-Exempt	\$14.00	\$14.00		
Fire Standby Nights-MPO	Fire and EMS		Non-Exempt	\$15.00	\$15.00		
Fire Standby Nights-Officer	Fire and EMS		Non-Exempt	\$5.00	\$5.00		
Fire Standby Weekends-Officer	Fire and EMS		Non-Exempt	\$16.00	\$16.00		
Foreman (Lead)	DPW	J	Non-Exempt	\$27.11	\$33.04		
Finance and Administrative Services Director	Finance and Administrative Services	R				\$79,898.31	\$102,342.68
Fire Fighter	Fire and EMS		Non-Exempt	\$13.65			
Fire Inspector / Code Enforcement Officer	Neighborhood Services	D	Non-Exempt	\$14.05	\$18.13		
Assistant Chief	Fire and EMS		Non-Exempt	\$20.15			
GIS Analyst	Neighborhood Services	F	Non-Exempt	\$18.86	\$24.33		
Head Lifeguard	Parks and Recreation	D	Non-Exempt	\$12.40	\$16.49		
Human Resources Manager	Administration	K	Exempt			\$52,732.58	\$72,342.96

City of Whitewater
2022 Salary Resolution Amendment #1

Position	Department	Grade	FLSA Status	Minimum Hourly	Maximum Hourly	Minimum Annual	Maximum Annual
IT Administrator	Finance and Administrative Services	M	Exempt			\$67,983.85	\$91,978.15
Lab Assistant	Wastewater	B	Non-Exempt	\$10.54	\$12.78		
Laborer I	Streets/Parks/Forestry	H	Non-Exempt	\$23.77	\$28.84		
Laborer II	Streets/Parks/Forestry	F	Non-Exempt	\$18.98	\$24.01		
Lead Operator	Wastewater/Water	J	Non-Exempt	\$27.11	\$33.04		
Library Director	Library	L	Exempt			\$64,701.53	\$83,428.46
Lieutenant	Fire and EMS		Non-Exempt	\$15.10			
Lieutenant	Police	M	Non-Exempt	\$38.17	\$38.17		
Laborer I - Mechanic	Streets/Parks/Forestry	H	Non-Exempt	\$23.77	\$28.84		
Media Coordinator	Public Relations and Communications	D	Non-Exempt	\$14.05	\$18.13		
Media Producer	Public Relations and Communications	C	Non-Exempt	\$10.33	\$16.49		
Neighborhood Services Director	Neighborhood Services	L	Exempt			\$62,989.24	\$85,221.47
Neighborhood Services Officer	Neighborhood Services	C	Non-Exempt	\$11.10	\$16.49		
Outreach Services Specialist	Library	E	Non-Exempt	\$15.96	\$20.59		
Parks & Recreation Director	Parks and Recreation	L	Exempt			\$64,701.53	\$83,428.46
Patrol Officer	Police	K	Non-Exempt	\$29.08	\$34.12		
Patrol Officer In Training	Police	G	Non-Exempt	\$21.74	\$21.74		
POP(Paid on Premise) AEMT	Fire and EMS		Non-Exempt	\$22.00	\$22.00		
POP(Paid on Premise) EMT-B	Fire and EMS		Non-Exempt	\$20.00	\$20.00		
POP(Paid on Premise) EMT-B/FF	Fire and EMS		Non-Exempt	\$20.00	\$20.00		
Program Attendants	Parks and Recreation	A	Non-Exempt	\$7.49	\$9.30		
Programming and Makerspace Librarian	Library	E	Non-Exempt	\$15.96	\$20.59		
Public Relations / Communications Manager	Finance and Administrative Services	H	Exempt			\$46,522.77	\$59,987.76
Recreation & Community Events Manager	Parks and Recreation	H	Exempt			\$46,522.77	\$59,987.76
Rental Attendant ³	Parks and Recreation	H	Non-Exempt	\$25.00	\$25.00		
School Resource Officer (SRO)	Police	L	Non-Exempt	\$35.71	\$35.71		
Seasonal Laborer	Streets/Parks/Forestry	C	Non-Exempt	\$10.33	\$16.04		
Second Truck AEMT	Fire and EMS		Non-Exempt	\$14.00	\$14.00		
Second Truck EMT-B	Fire and EMS		Non-Exempt	\$14.00	\$14.00		
Second Truck FF/EMT	Fire and EMS		Non-Exempt	\$15.00	\$15.00		
Adult Program Coordinator	Parks and Recreation	F	Exempt			\$36,741.74	\$45,713.26
Sports Officials ³	Parks and Recreation	G	Non-Exempt	\$20.00	\$25.00		
Streets, Parks & Forestry Superintendent	Streets/Parks/Forestry	L	Exempt			\$64,701.53	\$83,428.46
Support Services Manager	Police	J	Exempt			\$52,324.55	\$70,792.52
Technical Services Specialist	Library	E	Non-Exempt	\$15.96	\$20.59		
Tournament Manager	Parks and Recreation	D	Non-Exempt	\$14.05	\$18.13		
Vacant Grade		N	Exempt			\$71,974.34	\$92,806.94
Vacant Grade		N	Exempt			\$75,733.00	\$97,007.28
Vacant Grade		O	Exempt			\$84,292.72	\$107,971.52
Wastewater Specialist II	Wastewater	F	Non-Exempt	\$18.98	\$24.01		
Wastewater Specialist I	Wastewater	H	Non-Exempt	\$23.77	\$28.84		
Wastewater Operator / Lab Technician	Wastewater	I	Non-Exempt	\$23.77	\$30.59		
Wastewater Plant Superintendent	Wastewater	L	Exempt			\$64,701.53	\$83,428.46
Water Laborer II	Water	F	Non-Exempt	\$18.98	\$24.01		
Water Laborer I	Water	H	Non-Exempt	\$23.77	\$28.84		
Water Operator	Water	I	Non-Exempt	\$23.77	\$30.59		
Water Superintendent	Water	L	Exempt			\$64,701.53	\$83,428.46
WIAA Sports Officials ³	Parks and Recreation	P	Non-Exempt	\$35.00	\$65.00		
Youth Educational Services Librarian	Library	G	Exempt			\$41,533.21	\$53,552.96

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

³ Paid per game/event

Resolution introduced by Councilmember, _____

AYES: _____

NOES: _____

ABSENT: _____

ADOPTED: _____

Signatures:

City Manager

Michele R Smith, City 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.**

October 18, 2022

The regular meeting of the Common Council was called to order at 6:30 p.m. by Council President Dawsey-Smith. MEMBERS PRESENT: McCormick, Schreiber, Allen, Smith, Majkrzak, Gerber, Brown. MEMBERS ABSENT: None. LEGAL COUNSEL PRESENT: Wallace McDonell.

APPROVAL OF MINUTES. It was moved by Allen and seconded by Schreiber to approve the Council Minutes of 9/6/22 and 9/20/22; and to acknowledge receipt and filing of Landmarks Commission Minutes of 9/1/22. AYES: Schreiber, McCormick, Smith, Allen, Majkrzak. Brown, Gerber. NOES: None. ABSENT: None.

CITY MANAGER REPORT. Interim City Manager Weidl highlighted several events occurring in the City, including in-person absentee voting, the EMS staffing referendum, programs at the Whitewater Aquatic and Fitness Center, position openings, and proclamations for White Cane Safety Day and Rolli Cooper Day.

STAFF REPORTS. Police Captain VanderSteeg reported on language interpreter fees, which have increased dramatically over the last few years. The number of calls for the needed service have also increased. The Police Department uses Google translate to assist, as well as obtaining the assistance of officers who are fluent in Spanish whenever possible. The Court requires court-certified interpreters so have used Southern Wisconsin Interpreting and Translation Services, at a cost of \$2.00-\$2.50 per minute. Propio provides a service that costs \$.65-\$.85 per minute, with a video option at \$1.49 per minute. To use Propio, the officer calls an 800 number attached to the Police Department's account, and is then connected to the appropriate interpreter. This service is working well and has been extended to the rest of the City staff to be able to use. Captain VanderSteeg stated that all of the interpreted conversations are conducted to the Court on speaker phone and are recorded on the officer's body camera. A written transcript can also be requested from Propio at an additional cost. **Parks and Recreation Director Boettcher** stated that on October 15, he and Heidi Bunk from the Wisconsin DNR gave a dredging project presentation to residents who live around the lakes. Future plans, including fish restocking and a planned controlled burn of some of the cattails were discussed. About 70 residents were in attendance. Interim City Manager Weidl provided a brief update on the EMS staffing referendum. **Human Resources Manager Atkinson** indicated that the search committee interviewed several applicants for City Manager. There will be a press release naming the finalists, with Council interviews scheduled for Saturday, October 22.

CITIZEN COMMENTS. Jeff Knight of the Discover Whitewater Series extended an invitation to the Whitewater Series Race event scheduled for November 2, 2022 at Willowbrook Golf Course.

AUTHORIZING UPDATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION FUNCTIONAL CLASSIFICATION MAP. Director of Public Works Brad Marquardt stated that he had received a communication from the Department of Transportation regarding functional classification changes. He explained that there are four changes that affect the City of Whitewater. The significance of classification changes is that any street classified as "Collector" or higher is eligible for state and federal funding. Three streets, East Starin, South Prince, and North Prince, are all being changed from a local designation to a collector designation. Indian Mound Parkway, south of Walworth Avenue, which gives access to farmland, the water tower, and a water well, was classified as planned collector in 2010, but is

being reclassified as local. Marquardt said that the Department of Transportation requests adoption of a Resolution in order to send information to the federal government for inclusion in their program. The Public Works Committee reviewed the proposal, and recommends adoption of the Resolution.

**RESOLUTION APPROVING ROADWAY FUNCTIONAL CLASSIFICATION
CHANGES AS RECOMMENDED BY WISCONSIN DEPARTMENT OF
TRANSPORTATION**

WHEREAS, the Wisconsin Department of Transportation conducts periodic reviews and updates to the function classification system of roadways across the state of Wisconsin; and

WHEREAS, the Federal Highway Administration has issued guidance related to the development of functional classification of roadways; and

WHEREAS, the Wisconsin Department of Transportation has submitted recommended changes to the functional classification system of roadways in the City of Whitewater; and

WHEREAS, the changes proposed to the functional classification system of streets in the City of Whitewater are shown in the Table attached to this Resolution; and

WHEREAS, after review by the City Public Works Director and Public Works Committee, the proposed classification changes have been found justified,

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Whitewater, Walworth and Jefferson County, Wisconsin that the City informs the Wisconsin Department of Transportation that the roadway functional classification changes outlined in the Table, as attached to this Resolution, are approved and that the above actions were taken by the Common Council of the City of Whitewater.

Resolution introduced by Councilmember Allen, who moved its adoption. Seconded by Councilmember Schreiber. AYES: Schreiber, McCormick, Brown, Gerber, Majkrzak, Smith, Allen. NOES: None. ABSENT: None. ADOPTED: October 18, 2022.

John Weidl, Interim City Manager

Michele R. Smith, City Clerk

FIRST READING OF ORDINANCE CREATING CHAPTER 7.42, UNNECESSARY OR PREVENTABLE CALLS FOR EMERGENCY SERVICES. Police Captain VanderSteeg explained that the proposed ordinance is intended to address the increasing number of unnecessary calls for service, in an attempt to address the burden it places on the police and fire/EMS. VanderSteeg cited an example of two local group homes, that between June 1, 2021 and June 30, 2022, requested seventy-six calls for one home and thirty-four calls on the other. The Captain acknowledged that some of these calls were legitimate, but many calls were situations that staff at the facility should be able to handle, such as name calling, individuals not taking medications, and verbal arguments.

The Police Department met with the owners of the group homes in June. The owners were very receptive to working towards addressing the concerns. After that meeting, the calls did decrease.

The proposed ordinance is designed to provide the City a means for recourse for these types of calls. If another organization was not as receptive to changes, the Police could use this ordinance to address cases that put undue stress on emergency personnel. Captain VanderSteeg stated that the process to be used would be similar to that recently used with the group homes, including meeting with the owners/staff to try to have them understand the burden they are placing on services. Councilmember Majkrzak stated that he is afraid that this ordinance could be used after one unnecessary call.

City Attorney McDonell stated that ordinance gives the officers discretion to administer this ordinance and he would not want the ordinance to be overburdensome to the officers. Majkrzak stated that it could be as simple as adding that one warning is allowed, and after that warning, citations would be issued.

Councilmember Allen indicated that this could be viewed as being disproportionate toward Hispanics. Majkrzak stated that he would just like to see a warning step included, but would not stand in the way of the ordinance for that. Allen stated that it is tough to create an ordinance that can be used against someone who doesn't understand what they are at fault for, or who don't have \$300 to pay for the fine. Allen thinks it needs work.

Councilmember Smith asked how the list of unnecessary and preventable calls was compiled. Attorney McDonell indicated that it was based more on local experience. In response to a question about the definition of a "year", McDonell responded that it is a rolling year. Councilmember Gerber asked whether there a lot of calls for lift assists that are not the result of a fall. VanderSteeg confirmed that there are a fair amount of calls for police and EMS from facilities where staff will not help lift people up, and emergency services assistance is requested. Councilmember Smith asked if there was currently a fee for a lift assist call. VanderSteeg stated that it was his understanding that if the person was not transported, there was no charge. Councilmember Allen said that there had been talk recently about changing the policy to not respond to calls for lift assists. Smith said that if they were labeling something a nuisance and charging for that type of call, she wanted to make sure there was no overlap. Allen supports charging for lift assist calls. Councilmember Allen supports the adoption of an ordinance, but not in its current form. **Councilmember Allen moved to postpone the ordinance to a future date. Gerber seconded the motion. AYES: Brown, Gerber, Majkrzak, Smith, Allen, Schreiber, McCormick. NOES: None. ABSENT: None.**

SECOND READING OF ORDINANCE CREATING CHAPTER 11.39, OPERATION OF GOLF CARTS ON PUBLIC ROADS. Councilmember Majkrzak stated that there are two versions of the ordinance included in the packet. The first is the ordinance that passed the first reading and the second version includes verbiage regarding sunset and sunrise, and adds driving on sidewalks. Majkrzak thinks adding sidewalks causes more issues than it resolves. If a golf cart has to move off the sidewalk for a pedestrian to pass, it will either have to go onto private property or a terrace that may not be wide enough. Majkrzak states that if an individual is not comfortable driving on the road, they may wish to not use the golf cart, or travel at a time of lighter traffic.

Councilmember Allen commended Majkrzak for the amount of time he has put into this ordinance. Councilmember Gerber stated that she is not in support of having golf carts on the sidewalks at all, but would like to see changes to the original version of the ordinance. These changes include: changing the registration period from three to one year with a charge of \$25; requiring a driver's license for registration; allowing use of the carts beginning one half hour after sunrise to a half hour before sunset; and restricting them to Starin Road, to the north, east and west city limits. Gerber stated that the ordinance could be brought back in a year to see how it's working.

Councilmember Allen moved to approve the original version of the ordinance without change. Majkrzak seconded the motion. Councilmember Brown stated that she would like to see a driver's license required

for registration. Allen changed his motion to approve the original ordinance with the requirement of a driver's license to register. Majkrzak seconded this motion. Gerber moved to amend the motion to include the changes she specified in her previous comments. That motion died due to lack of a second.

A vote was taken on the motion (approve the original version of the ordinance, but include the requirement of a driver's license to register the cart). AYES: Majkrzak, Allen, Schreiber, McCormick, Brown. NOES: Gerber, Smith. ABSENT: None.

AN ORDINANCE CREATING CHAPTER 11.39 OPERATION OF GOLF CARTS ON PUBLIC ROADS

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

SECTION 1. Whitewater Municipal Code Chapter 11.39 is hereby created to read as follows:

11.39.010 – Operation of Golf Carts on Public Roads

(a) Definitions

1. Golf Cart – The term “golf cart” means a vehicle designed and manufactured with limited speed capabilities that does not exceed 20 miles per hour on a paved, level surface that is designed and intended to convey one or more persons. Modifications to allow extra seating in the area originally designed to carry equipment are allowed.
2. Public Roads – The term “public roads” is defined as any City road, street, or highway located within the City boundaries designed to accommodate motor vehicles. State and County public roads, streets and highways are excluded.

(b) Operation and Use

1. Golf Carts may be operated upon City public roads as follows:

All City of Whitewater roads (except Business Highway 12, Highway 59 and Janesville Street) with a speed limit of 25 miles per hour or less. Golf carts may cross Business Highway 12, Highway 59 and Janesville Street at intersections.

(c) Registration

1. No golf cart may be operated on any public street within the City of Whitewater unless the golf cart has first been registered with the City of Whitewater City Clerk as required herein. The registration shall be valid for (3) three years and renewed thereafter in accordance with the provisions of this section. To evidence the registration, the owner shall be issued a permit which shall be displayed in a prominent, visible place on the rear fender of the golf cart. The permit may contain a registration number assigned for the particular golf cart and may contain an expiration date.
2. An application for registration shall be made to the City of Whitewater City Clerk, or his or her designee, on forms provided by the City of Whitewater. The application may, among other

things, require the owner's name, street address, mailing address, a phone number, the make, model and identification or serial number of the golf cart, proof of insurance, Driver's License number, and any such other information as may be reasonably required.

(d) Restrictions

1. No persons shall operate a golf cart on the designated public roads within the City of Whitewater without a valid driver's license issued in his or her state.
2. All golf carts operating under this Ordinance must be equipped with adequate functioning brakes, reliable and accurate steering apparatus, safe and proper tires, rearview mirror, red reflectors/or tape on front and rear bumpers.
3. Golf Carts may only be operated on designated public roads during the hours between sunrise and sunset.
4. All passengers must be seated.
5. Children are not allowed on a golf cart that is operated on public roads if by age/size they are required by state or federal regulations to be seated in child restraint equipment.
6. Golf Carts must be operated in single file and as close to the right-hand side of the street as possible.
7. The operator of a golf cart shall use hand signals when turning a golf cart on City public roads. A hand signal for a left turn shall be fully extending the arm straight out. A hand signal for a right turn shall be extending the arm out at a 90° angle upwards.
8. Golf Carts shall not be allowed on sidewalks except as required to cross them to enter or exit public roads. Golf Carts shall not be operated in areas not designated for motor vehicle use. This shall include but not be limited to public parks, public grassy areas and public walkways. This ordinance shall not prohibit golf cart operation on the University path between West Schwager Drive and Burr Oak Trail if it is allowed by the University Wisconsin Whitewater
9. No unattended Golf Cart is permitted on any public roadway while the motor is running or a key in the ignition.
10. Golf Carts must display a slow-moving vehicle emblem as required by Wis. Stat. 347.245(1).
11. Golf Cart operators are subject to all Wisconsin Statutes Chapter 346 "Rules of the Road" as applicable to automobiles. (inclusive and in particular operating under the influence of alcohol or controlled substances and/or traveling with open alcohol containers.)
12. Golf Carts may only be operated on roads where the speed limit is 25 miles per hour or less.

(e) Disclaimer and Liability

1. Disclaimer – Golf carts are not designed for nor manufactured to be operated on public streets and the City neither advocates nor endorses the golf cart as a safe means to travel on public streets, roads, and highways. The City of Whitewater shall not be liable for accidents, injuries or death involving the operation of a golf cart on public roads.
2. Assumption of Risk – Any person who owns, operates or rides upon a golf cart on a public road within the City of Whitewater does so at his or her own risk and peril and assumes all liability resulting from the operation of the golf cart.

(f) Violations

1. Violations of this ordinance shall constitute a non-criminal violation enforceable by all duly authorized law enforcement officers of the City of Whitewater.
2. Violation penalties shall be not less than \$75.00 nor more than \$200.00 plus statutory penalty assessment, jail assessment, court costs and crime lab assessment.

Ordinance introduced by Councilmember Allen, who moved its adoption. Seconded by Councilmember Majkrzak. AYES: Schreiber, McCormick, Brown, Majkrzak, Allen. NOES: Smith, Gerber. ADOPTED: October 18, 2022.

John Weidl, Interim City Manager

Michele R. Smith, City Clerk

JOHN’S DISPOSAL SERVICE RATE INCREASE AND ENTERING INTO A NEW, FIVE-YEAR GARBAGE AND RECYCLING SERVICE CONTRACT.

Director of Public Works Marquardt said he had received a request from John’s Disposal for an 8.6% fee increase, equivalent to the Consumer Price Index rate. This would equate to \$1.24 over the 2022 rate. John’s offered an alternative of a 5.2% increase, or \$.75 over 2022, if the City agreed to a five-year contract.

The Public Works Committee recommended approving the 5.2% increase as well as the five-year contract.. Marquardt explained that the 5.2% increase is for one year, and subsequent annual increases are based on the consumer price index. Councilmember Allen opined that the history with the company has been good, and their price increases have been reasonable. It was moved by Allen and seconded by Schreiber to approve a 5.2% increase in the John’s contract, and to enter into a new, five-year contract with John’s. AYES: Majkrzak, Allen, Schreiber, McCormick, Brown, Gerber, Smith. NOES: None. ABSENT: None.

CONTRACT WITH MCENROE CONSULTING ENGINEERS OF WAUWATOSA, WISCONSIN, FOR COMPLETION OF STARIN PARK WATER TOWER STRUCTURAL ANALYSIS.

Director of Public Works Marquardt stated that Requests for Proposals were sent, and McEnroe Consulting Engineers was the sole firm to submit a proposal. The cost to complete an exterior analysis of the tower is \$13,990, with an additional \$4,460 for lidar scanning of the interior.

Landmarks Commission members Pat Blackmer and Kori Oberle conducted reference checks on the firm. The checks came back with glowing reports. Marquardt recommends the lidar scanning be completed. . It will provide the information for the inside and exterior of the tower. There will be a three dimensional model of the inside, which can be used as a baseline to determine any future interior deterioration.

Councilmember Allen moved approving the analysis to include the lidar scanning, at a cost not to exceed \$18,450. McCormick seconded motion. Majkrzak commented that this should have been done a few years ago. He noted that the Council had been told nothing was going to be done to the tower, and now this needs to be done. He stated there should have been a clearer message a few years ago. AYES: Majkrzak, Allen, Schreiber, McCormick, Brown, Gerber, Smith. NOES: None. ABSENT: None.

CONTRACT WITH RR WALTON OF WHITEWATER, WISCONSIN, FOR WELL NO. 6 BUILDING UPGRADES. Director of Public Works Marquardt stated that the site for Well No. 6 is on Carriage Drive and consists of two buildings. The bids received were for re-siding the two buildings. Bids were received from RR Walton and Glen Fern. RR Walton was the low bid. Allen moved to approve the contract for RR Walton, for a sum not to exceed \$27,500. Schreiber seconded the motion. There is an alternate bid of \$3000 included in the packet for removing a window and replacing it with doors for ease of moving equipment and chemicals in and out of the building. The original bid was for garage doors, and the alternate bid is for steel doors. The motion and second were changed to include this alternate \$3000 bid. AYES: Majkrzak, Allen, Schreiber, McCormick, Brown, Gerber, Smith. NOES: None. ABSENT: None.

REQUEST FOR APPROVAL OF STRAND TASK ORDER 22-13 FOR BIO-SOLIDS THICKENING PLANNING. Director of Public Works Marquardt stated that when the wastewater plant was refurbished, biosolid thickening equipment was purchased. The equipment removes water from the sludge to make it thicker for storage and land application. The equipment does not always work. Marquardt indicated that this is due to a flaw in the way the equipment was made. There was a one-year warranty on the equipment and the City has an extended warranty on it. The equipment has been in operation for about 4 ½ years. To date there have been repairs that would have cost \$250,000 without the warranty. The original cost of the equipment was \$380,000. The proposed task order is for Strand to start looking at alternatives to the current thickening equipment. The cost is not to exceed \$15,000 charged at an hourly rate. The Public Works Committee recommends approval of the task order. McCormick moved to approve Strand Task Order 22-13. Allen seconded the motion. AYES: Majkrzak, Allen, Schreiber, McCormick, Brown, Gerber, Smith. NOES: None. ABSENT: None.

REQUEST FOR APPROVAL BIO-SOLIDS HAULING CONTRACT. Director of Public Works Marquardt stated that the City started contracting out the bio-solids hauling in 2018. Currently the City contracts with Clean Harbors. That contract expires this year. Two bids were received for the contract; HPC Industrial (formerly Clean Harbors) and Walter and Sons. Marquardt indicated that HPC is the lowest cost based on the amount of bio-solids hauled this year. Fees charged are based on fuel prices and amount hauled. He 2023 Wastewater Operating budget for this service is \$79,750. It was moved by Brown and seconded by Schreiber to approve the contract with HPC Industrial. AYES: Majkrzak, Allen, Schreiber, McCormick, Brown, Gerber, Smith. NOES: None. ABSENT: None.

REQUEST FOR AUTHORIZATION TO PUBLISH A REQUEST FOR PROPOSALS TO WISCONSIN MUNICIPAL LENDING INSTITUTIONS FOR FUNDING OF \$304,500 FOR 2021-2023 CAPITAL IMPROVEMENT PLANS. Finance Director Hatton stated that this is the last of the borrowings for the 2021-2023 capital improvements. These projects were not bond eligible, so Hatton will be contacting local lending institutions to obtain proposals for the amount needed. Majkrzak moved to authorize publishing a request for proposals for funding the \$304,500. Schreiber seconded the motion. AYES: Majkrzak, Allen, Schreiber, McCormick, Brown, Gerber, Smith. NOES: None. ABSENT: None.

REQUEST FOR AUTHORIZATION TO RENEW THE 2023 RIDE SHARE (TAXI CAB) OPTION. Finance Director Hatton stated that this is the final one-year extension for the current ride share contract with Brown Cab. The contract allows a fee increase based on the consumer price index. The new hourly rate is \$36.65. The Finance Committee recommended approval of the contract extension. Councilmember Majkrzak indicated that at a previous meeting there was discussion regarding the decreased service level.

There was suspicion that the pay rate for employees was too low. It was noted that the current contract extension does not account for increasing the employee pay. Finance Director Hatton responded that if the fee increase is not sufficient for Brown Cab to attract employees to increase the service level, additional increases would be brought before the Council. Councilmember Majkrzak moved to approve the contract extension. Councilmember Schreiber seconded the motion. AYES: Majkrzak, Schreiber, McCormick, Brown, Gerber, Smith. NOES: Allen. ABSENT: None.

FUTURE AGENDA ITEMS AND/OR FUTURE POLCO QUESTIONS. Councilmember Majkrzak would like to revisit the previously-adopted UTV ordinance to see how it is working. Councilmember Gerber would like to review the quotas for “Class A” Beer and Liquor licenses.

EXECUTIVE SESSION. It was moved by Smith and seconded by Allen to adjourn to closed session ***NOT TO RECONVENE***, pursuant to Wisconsin Statutes 19.85(1)(e) “Deliberating or negotiating the purchasing 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) Negotiation of sale of land on Bluff Road; [19.85(1)(e)]; 2) Negotiation of sale of 24 acres located on Enterprise Drive. [19.85(1)(e)]; 3) Review and Discussion of qualifications of City Manager applicants. [19.85(1)(c) and [19.85(1)(e)].** AYES: Majkrzak, Schreiber, McCormick, Brown, Gerber, Smith, Allen. . NOES: None. ABSENT: None. The meeting adjourned at 7:40 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.**

October 26, 2022

The special meeting of the Common Council was called to order at 6:30 p.m. by Council President Lisa Dawsey Smith. MEMBERS PRESENT: Schreiber, McCormick, Gerber, Majkrzak, Smith, Allen. MEMBERS ABSENT: Brown.

It was moved by Majkrzak and seconded by Allen to authorize the holding of the Council meeting with less than 72 hours notice, as required by the City of Whitewater transparency ordinance. AYES: Schreiber, McCormick, Gerber, Majkrzak, Smith, Allen. NOES: None. ABSENT: Brown.

EXECUTIVE SESSION. It was moved by Smith and seconded by Allen to Adjourn to closed session, **TO RECONVENE**, pursuant to Wisconsin Statutes and 19.85(1) (e) “Deliberating or negotiating the purchasing 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: Negotiation of Employment Agreement with City Manager Candidate. The Council adjourned to executive session at 6:34 p.m.

RECONVENE INTO OPEN SESSION. Upon motion made by Majkrzak and seconded by Schreiber, Council reconvened into open session at 7:11 p.m.

CITY MANAGER EMPLOYMENT CONTRACT. It was moved by Smith and seconded by Schreiber to approve a contract between the City of Whitewater and John S. Weidl, to have Mr. Weidl serve as Whitewater’s City Manager. The beginning salary will be \$115,000 per year, with an increase to an annual salary of \$119,600 beginning January 1, 2023. AYES: Schreiber, McCormick, Gerber, Majkrzak, Smith, Allen. NOES: None. ABSENT: Brown.

It was moved by Schreiber and seconded by Majkrzak to adjourn the meeting. AYES: Schreiber, McCormick, Gerber, Majkrzak, Smith, Allen. NOES: None. ABSENT: Brown. The meeting adjourned at 7:15 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.

November 1, 2022

The regular meeting of the Common Council was called to order at 6:30 p.m. by Council President Dawsey-Smith. MEMBERS PRESENT: McCormick, Allen, Smith, Majkrzak, Gerber, Brown. MEMBERS ABSENT: Schreiber. LEGAL COUNSEL PRESENT: Wallace McDonell.

It was moved by Allen and seconded by Brown to acknowledge receipt and filing of the Community Development Authority Minutes of 9/15/22; Financial Reports for September, 2022; Irvin L. Young Memorial Library Board Minutes of 9/18/22; Plan and Architectural Review Commission Minutes of 9/12/22; and the Public Works Committee Minutes of 8/9/22. AYES: McCormick, Smith, Allen, Majkrzak, Brown, Gerber. NOES: None. ABSENT: Schreiber.

CITY MANAGER REPORT. Interim City Manager John Weidl stated that in-person absentee voting is taking place, the EMS staffing referendum is pending, and highlighted programs at the Whitewater Aquatic and Fitness Center, Winter Parking regulations, the closing of the Compost Site, and Leaf and Yard Waste Pickup details were provided.

STAFF REPORTS. None.

HEARING CITIZEN COMMENTS. Chuck Mills of 336 Whiton Street expressed concerns about the Whitewater Aquatic and Fitness Center. He said that some of the boilers are not working and asked about Council's plans are to rectify the problem. He explained that he had been referred to the Parks and Recreation Department for responses, but he has not received sufficient response. He believes a September Parks and Recreation Board meeting may not have been properly noticed. Parks and Recreation Board Council representative McCormick stated that the boilers have been discussed at Parks and Recreation Board meetings prior to the one attended by Mr. Mills. It was noted that the citizen comment section of the council agenda is for comment only, and that this subject can be addressed on a future agenda. City Manager Weidl advised Mr. Mills that this information will be made available.

ORDINANCE CREATING CHAPTER 7.42, UNNECESSARY OR PREVENTABLE CALLS FOR EMERGENCY SERVICES. Presented for approval was an ordinance that prohibits preventable calls for emergency services. Police Chief Meyer summarized the changes that have been made to the ordinance since the last meeting. Meyer stated that lift assists have been removed from the ordinance altogether, and a formal procedure was created which confirms that a written notice will be provided by the Police Department after three incidents occur within a rolling year. That written notice would first be issued to an individual or business that was in violation. Councilmember McCormick questioned whether an employee committing the violation, or the owner of the business/organization, would be cited. Chief Meyer responded that generally the citation would be given to the organization.

Councilmember Allen stated that a facility in the City has a policy that their employees do not lift people, but rather they call for assistance. Chief Meyer confirmed that the lift assist has been removed completely from the ordinance. Allen thought that excessive lift assist requests was the reason the ordinance was being proposed. Councilmember Smith indicated that she understood the original reason to be other calls, and that the lift assists were going to be addressed at a department level with the Fire Department. Chief Meyer

said it was his understanding that Fire/EMS was billing for each lift assist. City Manager Weidl stated that this was true; that he had verified that with the Fire/EMS.

Councilmember Smith said that organizations are addressed, but questioned how individuals are handled. Chief Meyer stated that the ordinance addresses both. He noted that in Section D, Procedure, it states “any person, company, or organization”.

Resident Mike Kachel, 408 Panther Court, commented that the proposed ordinance is broad based, and has gray area that could potentially be interpreted differently in the future than it is being interpreted now. Kachel thinks there needs to be more depth in the procedure portion, to include who specifically receives the violation. He shared a recent incident of vandalism in one of his buildings. The residents were unable to locate staff, so contacted Police. Kachel wonders who would be fined for that; the individual or the building owner? Kachel thinks there needs to be more specifics to explain who would be at fault and if there is a problem collecting a fine from an individual, how far would the City go to collect. He stated that there may be a parcel owner, lessee, and tenant for a property.

Chief Meyer replied that vandalism would not be governed by the proposed ordinance, as it considered a legitimate call for service.

Councilmember Brown said that she was concerned about the vagueness as well. Councilmember Allen stated that it is vague as it relates to facilities or types of facilities. He is not convinced adoption of the ordinance will accomplish what is intended.

Chief Meyer responded that one of the main drivers for the creation of the proposed ordinance is the group homes, and Meyer thinks the ordinance will address some of the calls the Police receive. Chief Meyer confirmed that it is both employees and/or residents who call complaints to the Police Department. Councilmember Allen said that he doesn't think that the facility should be fined for a resident calling. Chief Meyer agreed, and said that it is situational, and he's not sure how a person puts every scenario in writing. Councilmember Gerber would like to see the ordinance directed at just group homes, assisted living facilities, and nursing homes, where the majority of these unnecessary calls come from. Chief Meyer stated that he hasn't talked to the City Attorney about this potential, but believes Jill's requested change would be reasonable.

Councilmember Majkrzak stated that he would like to see if it is possible to limit the ordinance to group homes, assisted living facilities, and nursing homes. Councilmember Smith asked if they could receive input from Attorney McDonnell regarding how fines are collected; through code enforcement or police department. Chief Meyer stated that collection would be police driven. **No formal action was taken.**

MINIMUM HOUSING SIZES. Neighborhood Services Director Bennett reported on requirements for minimum house sizes in local zoning districts. He explained that the maximum house sizes do not include basement finish. Bennett explained that this data is being provided to Council in the event they want to request any changes to any of the districts. Councilmember Majkrzak said that he doesn't think this has been an issue or will be an issue. **No formal action was taken.**

DISCUSSION AND POSSIBLE DIRECTION REGARDING STARIN ROAD NEIGHBORHOOD DEVELOPMENT PLAN. Brian Munson of Vandewalle Associates presented a development plan for the Starin Road neighborhood (Hospital Hill). Munson indicated that the parcel is not very big and has a significant grade. He stated that the plan includes thirteen single-family houses on an extension of North Cherry Street to East Starin Road; as well as ten town homes north of Starin. An additional twelve homes would be located east of Cherry Street. The proposed single-family lots are 75 feet by 100 feet to

accommodate for the grade changes. Included in the plan are extensions of utilities, stormwater management, and cost assumptions for their installation. Councilmember Smith asked if there was an estimate of square footage for the single-family and townhomes as they are laid out. Munson responded that the single-family homes are expected to be two to four bedroom houses and the townhomes will be two-story, with a first floor garage, kitchen and living room. There would be two or three bedrooms upstairs.

Councilmember Smith inquired as to what the most important detail of the site is when trying to attract a developer. Munson said that a development concept that reflects the overall site is most important. Smith asked what the next steps would be. Munson responded that a City decision as to whether they want to be the developer or whether they want to reach out to other developers would be the next step.

DISCUSSION REGARDING QUOTA ON “CLASS A” BEER AND LIQUOR LICENSES, (OFF PREMISES); DISCUSSION ON REQUEST TO INCREASE QUOTA, AND POSSIBLE DIRECTION REGARDING SAME. Councilmember Gerber stated that she had received an inquiry from a local business owner wanting a “Class A” license. Since 1990, “Class A” licenses have had a limit of four. The only way to obtain one was when another licensee sold. Gerber indicated that the Council did approved the addition of two “Class A” licenses for the Kwik Trips. Gerber is looking for the Council to increase the quota of “Class A” licenses from 4 to 12. This number is based on the quotas from surrounding communities.

Councilmember McCormick believes the request is reasonable. She also indicated that the Council could approve them on an as needed basis. City Manager Weidl stated that doing it as needed could appear as favoritism. Councilmember Allen said that the licenses will be scrutinized by the Alcohol Licensing Committee, the City Clerk and the Police Department. City Clerk Smith confirmed that alcohol licensees are required to have a background check done. **Councilmember Allen moved to bring back an ordinance that would increase the number of “Class A” licenses from four to twelve. Councilmember Gerber seconded the motion. AYES: Majkrzak, Allen, McCormick, Brown, Gerber, Smith. NOES: None. ABSENT: Schreiber.**

BORROWING OF \$304,500 BASED ON REQUEST FOR BORROWING PROPOSALS RECEIVED, TO BE USED FOR FUNDING OF 2021-2023 CAPITAL IMPROVEMENT PLAN PROJECTS. Finance Director Hatton stated that the proposed borrowing is for the last section of the 2021-2023 capital improvement projects. These items are not bond eligible, as they will not be amortized over more than 10 years. These projects have been completed, and the borrowing would be to recover the money used from cashflow. Finance Director Hatton sent letters to nine area banks requesting rates. Hatton indicated that the lowest rate was supplied by PremierBank at 3.99% fixed over the 10-year term. Councilmember Majkrzak moved to approve the borrowing through PremierBank. Brown seconded the motion. Councilmember Allen wanted to clarify whether these are unused budgeted funds. Finance Director Hatton stated that this is capital spending that has already taken place, and which was planned to be paid for with borrowed funds. Hatton confirmed that all items were budgeted. Hatton also indicated that the amount of the borrowing is less than that budgeted, due to projects that came in under budget. Hatton also noted that the evidence garage project was being deferred and was therefore left off the borrowing. **AYES: Majkrzak, Allen, Schreiber, McCormick, Brown, Smith. NOES: Gerber. ABSENT: Schreiber.**

PRESENTATION OF 2022-2023 BUDGETS. Finance Director Hatton presented an overview of the 2022-2023 budgets. Hatton stated that the City of Whitewater will account for 34% of the real estate tax bill for residents, assuming the referendum passes. If the referendum passes, the City will receive \$1.1 million to close the City’s funding gap, maintain EMS onsite staff up to seventeen full time employees, and fully fund equipment replacement. The budget also includes a 4% wage increase allowance, an increase for solid waste/recycling, moving the Parks and Recreation programs to fund 248 to provide a cleaner view of

the program costs, and changes to street lighting to reduce electric costs. If the referendum does not pass, EMS staffing will be limited to one ambulance and equipment replacement will be paid for with borrowing. Also included if the referendum fails is a 4% wage increase allowance, moving the solid waste/recycling to be paid for by residents (about \$15.15/month), filling a vacant patrol officer position using reserve funds, deferring street repair and equipment replacements, moving the Parks and Recreation programs to fund 248, and changes to street lighting to reduce electric costs.

In budget, if the referendum passes, public safety will account for 44% of the budget. Average spending since 2008 increased 1.25% annually. Intergovernmental revenues account for 38% of the revenues and taxes account for 52%, if the referendum passes. The mill rate will decrease \$2.62 due to TID closures and increases in assessed value, if the referendum passes. If the referendum does not pass, the mill rate will decrease \$4.32. Changes to the budget, if the referendum passes, since it was first presented to the Council on October 4, 2022, include changes to the transportation aids and health insurance numbers to reflect actual amounts, the addition of the translation service cost, an increase in sick leave severance, and adjustments in the transfers for interest, street repair, building repair. Changes to the budget since the first presentation, if the referendum fails, include adding back in the patrol officer position that is currently vacant. Allen asked if the transportation numbers are better than the ones that were estimated. Hatton said that he did his best to estimate, but the transportation aids were slightly less than estimated and the health insurance was estimated at a 5% increase and the actual increase was slightly higher than estimated.

REQUEST FOR APPROVAL OF APPOINTMENT OF JAMES OLM TO LANDMARKS COMMISSION. Allen moved approval of James Olm to Landmarks Commission. Brown seconded the motion. AYES: Majkrzak, Allen, McCormick, Brown, Gerber, Smith. NOES: None. ABSENT: Schreiber.

FUTURE AGENDA ITEMS AND/OR FUTURE POLCO QUESTIONS. None.

ADJOURNMENT. Being no further business to come before the meeting, McCormick moved to adjourn. Brown seconded the motion. AYES: Majkrzak, Allen, McCormick, Brown, Gerber, Smith. NOES: None. ABSENT: Schreiber. The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Michele R. Smith, Clerk



**City of
WHITEWATER**
Community Development Authority
Board of Directors Meeting

MINUTES

Thursday, October 20, 2022

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

1. Administrative Items.

- a. **Call to Order:** Lisa-Dawsey Smith called the meeting to order at 5:30 p.m.
- b. **Roll Call:** PRESENT: Lisa Dawsey-Smith, Joe Kromholz, Jon Kachel, Patrick Singer, Jim Allen; ABSENT: Gleason, Gildemeister. CITY STAFF PRESENT: John Weidl (Interim-City Manager); Brad Marquardt (Public Works Director); Steve Hatton (Finance Director); Bonnie Miller (CDA Administrative Assistant).
- c. **Declaration of Conflict of Interest:** Would any member(s) of the Board wish to declare any known conflict of interest with the items presented on today's CDA Board Agenda?
None.
- d. **Hearing of Citizen Comments:** No formal CDA Action will be taken during this meeting although issues raised may become a part of a future agenda. Items on the agenda may not be discussed at this time. None.

1. Presentations:

- a. **Blue Line Battery:** Nick Rinaldi, Vice President of Finance for Blue Line Battery, Inc., updated the Board with regard to their business operations which began in the Whitewater University Innovation Center located in the Business Park. Blue Line is now five and a half years old and has 17 employees, half of which came from UW-Whitewater. Blue Line produces lithium ion batteries for forklifts and has seen growth every year since its inception, with significant growth in the last two years. The company has established a partnership with a contract manufacturer out of Green Bay that has assisted them in professionalizing their product. Blue Line batteries are modular in design, allowing them to more easily service their product, with a significant amount of service handled remotely. Profitability the past year was a challenge due to supply chain issues and inflation. Blue Line imports lithium pouch cells from China and is exploring the possibility of manufacturing those items here in the United States. Blue Line is currently working on securing UL Certification for their product and has applied for a WEDC Technical Development Loan. **[start at 14:44]**
- b. **Learning Depot:** Rochelle from the Learning Depot Child Care Center presented an update on business activities in Whitewater. Turnover at the Learning Center was above the State average last year. They receive daily calls regarding enrollment and continue to be challenged by staffing issues.

2. **Approval of Minutes:** Moved by Singer and seconded by Kromholz to approve the Minutes of the September 15, 2022 CDA Board Meeting. AYES: Dawsey-Smith, Singer, Allen, Kachel, Kromholz; NOES: None; ABSENT: Gleason, Gildemeister.
3. **Review and Acknowledge Financial Statements:** Moved by Dawsey-Smith and seconded by Kachel to approve the Financial Statements dated as of September 30, 2022. AYES: Dawsey-Smith, Kachel, Kromholz, Singer, Allen; NOES: None; ABSENT: Gleason, Gildemeister.
4. **Updates and Discussion:**
 - a. Economic Development Activity Report (John Weidl). Nothing significant to report other than what will be included in Closed Session.
5. **Board Member Requests for Future Agenda Items:**
 - a. Create policy between the CDA and City regarding transfers of residual equity from the CDA to the City.
 - b. Improvement of the physical condition of Lot 9B in the Business Park.
 - c. CDA Alternative Revenue Streams.
 - d. Director to visit (virtual/in-person) with Whitewater’s employers.
 - e. Recruit Developer that would include a grocery merchant.
(The above matters may be discussed at this meeting but no substantive action will be taken.)
6. **EXECUTIVE SESSION. Adjourn to Closed Session, NOT TO RECONVENE, pursuant to Wisconsin Statutes 19.85(1)(e) “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Items to be discussed:**
 - a) Negotiation of sale of land located on Bluff Road (Bluff Road Commercial District); and
 - b) Negotiation of sale of 24 acres located on Enterprise Drive.

Moved by Dawsey-smith and seconded by Allen. Roll Call: AYES: Allen, Dawsey-Smith, Kromholz, Kachel, Singer; NOES: None; ABSENT: Gleason, Gildemeister.
7. **Adjournment.** Moved by Singer and seconded by Kromholz to adjourn. AYES: All by voice vote (5); NOES: None; ABSENT: Gleason, Gildemeister. Meeting adjourned at 6:12 p.m.

Respectfully submitted,
Bonnie Miller, Recorder

Minutes Approved by CDA Board of Directors on November 17, 2022.

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, October 17, 2022, 6:30 pm

MINUTES

Mission Statement:

We will have the space and the stuff to do the things that you want.

Our Values: Safe & welcoming; Trust; Diversity; Fun; Lifelong learning and creativity; Making connections; Service excellence

This is a hybrid in-person and virtual meeting.

1. Call to Order at 6:34 p.m.

Present: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motzko, Kathy Retzke, Jaime Weigel

Absent: Brienne Diebolt-Brown

Staff: Stacey Lunsford, Sarah Hemm, Diane Jaroch

Guests: Karol Kennedy

2. Introduction of And Discussion with Karol Kennedy, Bridges Library System Director

- Karol Kennedy gave an overview of the Bridges Library System and the services they provide. She then fielded questions from the Board. She shared the following:
 - There are 15 library systems in the state, 24 libraries in our district.
 - They provide resources and services to raise the quality of and help grow all libraries within the system.
 - Bridges maintains the catalog/CAFE and provides the delivery of materials within the system; they also provide support and management of databases and the digital library.
 - Offer consulting and marketing services provided to improve programming and services, as well as professional development.
 - Tech and budget assistance are also provided by Bridges.
 - Karol emphasized and complimented on the uniqueness of each library within the system.

3. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on September 19, 2022*
- b. Acknowledgment of Receipt of Financial Reports*
- c. Acknowledgment of Payment of Invoices for September 2022*
- d. Acknowledgment of Receipt of Statistical Reports for September 2022*
- e. Acknowledgment of Receipt of Treasurer's Reports*

MSC Anderson/Retzke to approve the Consent Agenda without the August meeting Minutes.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

4. Hearing of Citizen Comments

- a. No formal Library Board 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 Library Board discusses that particular item.

5. Old Business

5.I. Library Building Project

- Report from The September 29, 2022 Meeting of The Library Expansion and Renovation Steering Committee Meeting.
 - The Committee discussed revisions to marketing material drafts. They now have final versions of the Elevator Pitch, the FAQs, the Pledge Form, the Recognition Opportunities, and the Booklet. The booklet has been sent to Opportunities for printing. They will be reproducing the other documents in-house.
 - They also reported on recruitment efforts for the Campaign Planning Committee and the 100 Extraordinary Women Committee.
 - Stacey will share the Booklet with the Board next month.
 - The Campaign Planning Committee will meet in early November.

5.II. Response from The Community Development Authority Re: Library Properties on Center St And Forest Ave

- The CDA discussed the acquisition of the library properties at 407 and 409 West Center Street and 414A & B and 424 Forest Avenue at their meeting on September 15. They declined to move forward with the purchase.
- Request approval to retain the services of Tincher Realty to act as the Library Board's agent in offering the properties up for sale.

- The Grocery Co-op spoke with Stacey about the property; she shared that they may possibly be interested in it.

MSC Weigel/Anderson to approve the retention of the services of Tincher Realty to list the properties.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

5.III. Review and Approval of Draft Revision of The Inappropriate Behavior Policy

- Draft revision with the changes requested by trustees at the September meeting

MSC Orlowski/Berndt to approve the revised Inappropriate Behavior Policy.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

4.IV. Review and Approval of The Second Draft of The Library Programming Policy

- Draft revisions from trustee feedback at the September meeting

MSC Anderson/Orlowski to approve the revised Library Programming Policy.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

6. New Business

5.I. New Business Review of Updated 2023 Library Budget

- Stacey met with the Finance Committee and raised these concerns:
 - Reduction of Walworth County reimbursement
 - City allocates a flat amount of \$470,000 annually and continues to use the Library's fund balance to balance the operational budget. These are funds that we had planned to use for the building project.
 - City is planning to give all staff 4% wage increase but is not giving the Library any additional funds to cover these increases.

- Stacey shared this information with the Board because she feels we need to be proactive with the next biannual budget.

5.II. Relinquishing Safe Deposit Box

- The Library has a safe deposit box at First Citizens State Bank. It contains the handwritten draft of Stephen Ambrose's manuscript for the first volume of his book, *Nixon*. Jim Winship contacted a dealer familiar with valuing this type of author memorabilia. There is no financial value for this item.
- Request approval to relinquish the safe deposit box and bring the manuscript to the Library for archival storage and possibly display purposes.
- Stacey will contact the bank and find out what steps need to be taken care of to relinquish the safe deposit box.

MSC Anderson/Weigel to relinquish the safe deposit box and store Ambrose's manuscript of *Nixon* at the library.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

5.III. Revision of The Position Descriptions for The Assistant Director and The Youth Educational Services Librarian

- Both of these positions currently have a requirement that they qualify for a State of Wisconsin Public Librarian Grade 1 Certificate. This was not always a requirement for these positions at our library and it is not a requirement by the state for any position other than a Library Director. There is a cost of \$50 to get the certification for each position. The main objective is for the two positions to maintain a high level of continuing education which will remain in the position description. This change would only affect the certification process and the additional costs, neither of which truly benefit the library. Request the requirement for Grade 1 certification be removed from these position descriptions.

MSC Retzke/Anderson to approve the revision of the position descriptions for the Assistant Director and the Youth Educational Services Librarian.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

5.IV. Review and Approval of The Whitewater Community Foundation Fiscal Sponsorship Conduit Agreement

- The Whitewater Community Foundation has agreed to act as the Library's fiscal sponsor and conduit for the expansion and renovation project. Request approval of the agreement.
- Doug asked what happens if there are excess funds; Stacey said that will be determined later after funds have been raised.
- This is a multi-year proposition that will be revisited annually.
- An administration fee of 1.5% of the total project fund per year will be charged, which Stacey felt was the best possible deal available.

MSC Anderson/Retzke to approve the Whitewater Community Foundation Fiscal Sponsorship Conduit Agreement.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

7. Staff & Board Reports

6.I. Director's Report ~ see attached

- Suzanne Haselow received a \$1,000 grant from AARP for her Memory Cafe kits.

6.II. Adult Services Report ~attached

- Jaime complimented the staff on the awesome display in the case. Stacey shared that there's a game attached to it with prizes.

6.III Youth Educational Services Report ~ see attached

6.IV. Programming & Makerspace Librarian Report ~ see attached

6.V. Bridges Library System Staff Report ~ see attached

- The Trustee Appreciation dinner was very successful. Doug and Jennifer attended and enjoyed the keynote speaker. Jennifer shared that ILYML display board that Sarah made looked amazing.

8. Board Request for Future Agenda Items

- Update on the Land Acknowledgement Statement
-
- Trustee Training Week reports
 - November: Materials Challenges, Sense & Cents of Building Projects

- December: Parliamentary Procedure, From Stories to Action
- January: Recruiting & Retaining Library Staff
- If the board has any questions they want to put to the community through the City's Polco online survey system, they will be collected at this time. Polco is a civic engagement, survey and polling platform.

Confirmation of the next meeting on November 21, 2022 at 6:30 p.m. Adjourned at 7:42 p.m.

Comments in the Chat Box:

- none

Minutes respectfully submitted by Jaime Weigel on October 27, 2022

DIRECTOR'S REPORT
October 17, 2022

I. ADMINISTRATION

- a. Nine work orders were submitted in September.
 - i. The locking mechanism on one of the men's restroom stalls fell off.
 - ii. I requested access on my desktop to files that are in the sequestered Volunteers drive.
 - iii. Printing software had to be updated on the new circ computers.
 - iv. A patron lodged a complaint about the crumbled pavement at the end of the sidewalk near the handicapped parking spot in the parking lot and that the handicapped spot sign was twisted (due to a patron driving into it.)
 - v. Two patron laptops needed troubleshooting.
 - vi. One staff laptop needed troubleshooting.
 - vii. A child defecated in the children's area. Library staff cleaned it up but a work order had to be put in for carpet cleaning for the stains.

II. BUDGET

- a. I attended the Finance Committee meeting on Tuesday, October 11. I will report on that at the meeting.

III. PERSONNEL

- a. Deana Rolfsmeyer is on a 12-week leave of absence for health reasons. Sarah, Diane, and I have split up her tasks among us.

IV. LIBRARY COLLECTION

- a. None.

V. PUBLIC AND COMMUNITY RELATIONS

- a. None.

VI. LIBRARY BOARD RELATIONS

- a. None.

VII. LIAISING WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS

- a. I will have attended the October Alliance of Public Libraries meeting and will report on that at the meeting.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed an online management webinar on building resilience.

IX. STRATEGIC PLAN

- a. None.

X. CAPITAL CAMPAIGN

- a. The design of the marketing materials is nearly complete.
- b. Staff have labeled 100 return envelopes.
- c. Staff have labeled 25 file folders.

Adult Services Report September 2022

Report:

On August 20th I hosted the NASA @ Your Library: Webb's First Light presentation, and it was a huge success. Twenty-eight people attended, many of which engaged in conversation with the presenter. Our NASA ambassador, Dennis Roscoe, Ph. D., did an excellent job and received many compliments. I served a beautifully decorated cake from the Sweet Spot, which was completely consumed. I have included a photo at the end of my report.

Collection Development:

I continue to do monthly weeding in the various adult collections.

I created four book displays for the month of August. For the month of September, I have collaborated with Deana on a book display in honor of Banned Book Week, which runs from September 18th – 24th.

Virtual Meetings/Webinars/Training Sessions Attended:

August 15: Library Board Meeting

August 16: Library Expansion and Renovation Steering Committee Meeting

August 16: Proctored an Exam

August 17: NASA @ My Library Final Report Webinar

August 17: Staff meeting with Stacey, Deana, and Sarah

August 23: Infosec Training: Just the Facts: Safe Web Browsing

August 31: Staff meeting with Stacey, Deana, and Sarah

September 07: Staff meeting with Stacey, Deana, and Sarah

September 12: Proctored an Exam

Adult Services Report October 2022

Report:

Our library was invited to participate in the pilot phase of an exciting new program the Wisconsin Library Association (WLA) and its Wisconsin Association of Public Libraries (WAPL) division are developing in partnership with the Wisconsin State Parks system and Friends of Wisconsin State Parks.

“Check Out Wisconsin’s State Parks” will offer Wisconsin library card holders the chance to visit any Wisconsin State Park for free. Each vehicle pass is valid for one day of the patron’s choosing. The pilot program is being offered at no cost to participating libraries thanks to generous funding from the Wisconsin State Parks System, Friends of Wisconsin State Parks, Nicolet Federated Library System, and Southwest Wisconsin Library System. Twenty Wisconsin libraries (including our library) have been selected for an invitation to participate in this pilot program based on several factors including community demographics, WLA affiliation, and a desire by the pilot program committee to evaluate the program’s functionality in a variety of library sizes and locations. If the pilot program is successful, WLA and the Wisconsin State Parks System hope to expand the program in the future. The program will kick off on November 1st.

Collection Development:

I continue to do monthly weeding in the various adult collections.

I created five book displays for the month of September. Deana and I collaborated on a book display in honor of Banned Book Week, and the Daughters of the American Revolution and I collaborated on a book display for Constitution Week.

Virtual Meetings/Webinars/Training Sessions Attended:

September 14: Staff meeting with Stacey, Deana, and Sarah

September 15: Mental Health in Library Customer Interactions

September 21: Staff meeting with Stacey, Deana, and Sarah

September 21: Bridges Circulation Meeting

September 22: Infosec training: Cybersecurity Awareness

September 27: Piper Webs Training Session

September 28: Staff meeting with Stacey, Deana, and Sarah

September 29: Graphic Design Crash Course Webinar

September 29: Library Expansion and Renovation Steering Committee Meeting

October 5: Staff meeting with Stacey, Deana, and Sarah

October 6: Beyond the Post: Making Social Media Work for Your Library Webinar

Youth Educational Services Report October 2022

Storyteller's Festival

The library provided the Story Stroll for the second annual Storyteller's Festival. This year's book was *Strictly No Elephants* by Lisa Mantchev. In addition, we provided free books for the children's tent. Each book contained instructions on obtaining a library card.

Homeschool Hangout

On Monday, September 26th we hosted Wild in Wisconsin for our homeschool families. Wild in Wisconsin is one of the outreach programs offered by the Milwaukee Public Museum. Students who participated in this program learned about habitats and ecosystems.

Pride Rally

On Saturday, October 1st I represented the library at the second annual Pride Rally. I had a table set with library information and LGBTQ-themed picture books. I was also offered an impromptu opportunity to read a story at the children's reading nook.

YAAASSS Bags

We have resumed our teen book subscription service. We had 21 students request bags. All students will be receiving a free book.

Meetings and Trainings

September 21st: Staff meeting.

September 27th: Website training with Piper Webs.

September 28th: Staff meeting.

September 29th: Graphic Design Crash Course.

October 3rd: Bloodborne Pathogens training.

October 5th: Staff meeting.

Programming & Makerspace Librarian Report

Sarah French

October 2022

Programs:

- 9/14: How to use the Libby app at Seniors in the Park (12)
- 9/20: For Teens: Anime Movie Night (12)
- 9/21: Maker Club (15)
- 9/22: Job Services Help Desk w/Walworth Co. Job Center (4)
- 9/27: Ice Age Trail Presentation (16)
- Sept. Spice of the Month Club take/make kit (60)
- 10/1: Sing, Dance, Thrive! Kick off w/Noelle Larson (38)
- 10/3: Sock Pumpkin adult take/make craft (18)
- 10/4: Dungeons and Dragons (15)
- 10/6: Homeschool Hangout: A Visit with Abe Lincoln (15)
- 10/6: The Political Abe Lincoln: Honest Abe on Campaigns and Elections (5)
- 10/7: Sing, Dance, Thrive! Session 1 w/Noelle Larson (36)
- Science in a Bag kits, courtesy of the WI Science Festival (50)
- 10/10: Job Services Help Desk w/Walworth Co. Job Center (3)
- 10/11: Maker Club: Minecraft Paper Circuits (3)

Upcoming Programs:

- Noelle Larson will have 4 more sessions for Sing, Dance, Thrive!
- Halloween Needlepoint take/make craft for kids
- Spice of the Month Club (through May)
- 10/25: Frankentoys & Halloween movie/snack for teens
- Storytime Wednesdays at 9:30 am, 10/26 through 12/14
- 10/27: Duct Tape Halloween Accessories
- 11/4: Homeschool Hangout w/Milwaukee Public Museum
- 11/7: Crafty Cinema
- 11/7: Effigy Mounds Preserve Presentation with Kori Oberle
- 11/8: Intro to Fan Fiction and Fandoms
- 11/9: DINOvember take/make activity

Makerspace Use:

- 9/13: Craft supplies
- 9/16: Craft supplies
- 9/17: 3D printer
- 9/21: Scanner
- 9/22: Craft supplies
- 9/23: Craft supplies
- 9/26: 3D printer
- 9/30: Craft supplies
- 9/30: Craft supplies
- 10/1: Craft supplies
- 10/3: Craft supplies
- 10/4: Paper
- 10/6: Punches
- 10/7: Craft supplies
- 10/7: Craft supplies
- 10/8: Punches
- 10/8: Polymer clayMakerspace Training Appointments: 1.25

Equipment & Technology:

- Purchased equipment to convert 8mm film to digital
- Ordered 3D printer filament and updated instructions -- added tips and resources
- Established fee for the button maker. 1st button free and then 10 cents per button

Donations: None

Other Updates:

- Created poster for Bridges Library Trustee Appreciation event
- 21 participants for October YAAASSS Bags
- Continued work on Native American collection audit
- I helped several patrons with one-on-one technology training
- Worked on the Makerspace pages for the new website

Meetings:

- 9/14: Staff meeting with Stacey, Diane, and Deana
- 9/20: Whitewater Arts Alliance board meeting
- 9/23: Bridges Makerspace Librarians meeting @Waukesha
- 9/26: WLA Intellectual Freedom SIG

- 9/27: Website training
- 9/27: ALSC Program and Services Recognition Committee
- 9/28: Staff meeting with Stacey, Diane, and Deana
- 9/30: IArtLibraries interview with Laura Damon-Moore
- 10/3: Denise Maple and Lori Frison
- 10/5: Staff meeting with Stacey, Diane, and Deana

Professional Development:

- *Advancing a Culture of Creativity in Libraries: Programming and Engagement* by Megan Lotts (ALA, 2021)
- *Mapping the Imaginary: Supporting Creative Writers through Programming, Prompts, and Research* by Hanick, Bateman, and Pierce (ALA, 2019)

Telling Your Library's Story, WiLSWorld Shorts webinar



Parks and Recreation Board Minutes
Wednesday, September 28, 2022– 5:30 pm
Cravath Lakefront Room
312 W Whitewater Street
Whitewater, WI 53190
or
Hybrid Meeting

1. Call to Order and Roll Call

Kathleen Flemming, Dan Fuller, Jen Kaina, Mike Kilar, Carol McCormick, Megan Matthews, Steve Ryan, Deb Weberpal, Korie Oberlie. Late arrival: Ben Prathers (6:14pm)

Staff: Eric Boettcher, Jennifer French, Lani Bergstrom

2. Approval of Minutes

Motioned by Steve Ryan. Second by Jen Kaina. Ayes:, Kathleen Flemming, Dan Fuller, Jen Kaina, Mike Kilar, Carol McCormick, Megan Matthews, Steve Ryan, Deb Weberpal, Korie Oberlie

3. Consent agenda

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.

4. Hearing of Citizen Comments

5. Staff Reports

5.a. Directors Report (Lakes Project Updates and Facility Updates) Eric Boettcher

DNR opened fishing starting the weekend of October 1st.

DNR visit, center lake is clear. DNR and a fishing boat were able to take a fishing boat up Tripp lake. The Cattails are under control. There will be a meeting for cattail control on October

15th, 2022 from 10am-12pm for community members. Field and Stream will possibly facilitate a winter burn or chemical treatment.

Fish restock took place on Sept 13th of Northern Pike. The DNR donated the Northern Pike free of charge. Another stocking will take place in November. 600 hundred bluegill, croppy and golden pan will be added to each lake.

5.b. Program Staff Reports-Afterschool Program And Other Updates

Afterschool/Michelle Dujardin:

Afterschool program now has 2 schools being bused to Washington.

Dance and gymnastic will start up again.

Royal Purple did an update on the afterschool program.

New tourism poster with QR codes.

New City guide more condensed with direction to websites for up to date information. This will be out to the community by January.

Stevie has a new Holiday outfit, be on the lookout for him.

Holiday parade will take place on Friday December 2nd.

Seniors in the Park/Jennifer French:

In celebration of senior month, a Sock Hop was held. In addition, Stevie was "hid" in the Effigy mounds and had a seniors themed prize of "How to babysit grandma and grandpa" book.

5.c WAFC Program Updates

WAFC/Lorelei Bowen:

Girls swim and club swim are in session. The facility has hosted WHS swim meets and will host a J-hawks club swim meet on Oct 30th.

Group swim lessons are taking place.

Holiday party will take place on Friday December 9th from 5pm-7pm. Santa visit, activities and open swim.

6. Considerations

6.a. WAFC Facility and Membership 2023 Rates

Presenting a 3% price increase to start in 2023.

Discussion:

Jen Kiana- Will there be communication to the members?

Yes emails, newsletter, website/social media.

Steve Ryan motioned to approve new WAFC rates. Deb Weberpal Seconded. Ayes: Kathleen Flemming, Dan Fuller, Jen Kaina, Mike Kilar, Carol McCormick, Megan Matthews, Steve Ryan, Deb Weberpal, Korie Oberlie

6.b. Effigy Mounds and Walton Oaks

Refer to packet

Proposal from Midwest and Walton Oaks. Moving forward on maintenance projects for mounds. Low seasonal staff resulted to hiring outside contract to staff cleanup project.

There was a controlled burn and mowing at the end of June. There is still more work to be done and a monthly mowing contract is in place.

Walton Oaks

Treated invasive species. A 2025 controlled burn will be needed to maintain property.

Mounds discussion.

Korie Oberlie- attempting to clear brush so that a team of archeologist can complete a survey. This is to follow a state ordinance that requires a 15 foot barrier.

A new walking path is projected to be finished by 2024

McCormick- is brush removal allowed? Oberlie- Yes, but nothing can penetrate into the ground. root balls and stubs must stay.

Possibly seeding with small grasses

Discussion on mound maintenance and upkeep

Public meeting on November 7th at 6:30pm at the Library

7. Old Business

7.a. Pickle Ball Courts

Refer to packet

Guest Jay Cameron-From UWW lead discussion on pickleball courts and possible location of Washington school lot. Renovating the empty lot into pickleball courts with funding from the city of Whitewater, school district and UWW.

Discussion:

McCormick cost? Cameron- no budget yet. A budget will be created once a sight is decided on and how the cost will be divided.

Deb Weberpal- At NRPA conference a workshop on transforming tennis courts into pickleball courts was presented. With this comes the complexities of public courts, there are lots of resources available on this topic.

Jen- Parking lot issues/ticketing

Cameron- Will find resources and cost saving ideas.

Prather- school district was quoted 200k to re-due Washington lot. What would be the best location?

Cameron-

University has a "Sports Court" maybe a replacement or alternative from Washington.

Continued discussion of Washington location and its history.

8. Future Agenda Items

9. Adjournment

. Deb Weberpal motions and Jen Kiana Seconded. Ayes: Kathleen Flemming, Dan Fuller, Jen Kaina, Mike Kilar, Carol McCormick, Megan Matthews, Steve Ryan, Deb Weberpal, Korie Oberlie

Next scheduled meeting: Wednesday, November 16, 2022 at 5:30 p.m.

Respectfully submitted,

Lorelei Bowen

Lorelei Bowen

CITY OF WHITEWATER
PLAN AND ARCHITECTURAL REVIEW COMMISSION
IN-PERSON AND VIRTUAL MEETING
6 p.m. Oct. 10, 2022

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

Video: <https://vimeo.com/759612034>

1. Call to Order and Roll Call

Chair Tom Miller called the meeting to order at 6 p.m.

PRESENT: Miller, Neil Hicks, Sherry Stanek, David Stone, Bruce Parker, Andre Crone, Neighborhood Services Director Chris Bennett, City Attorney Wally McDonell.

2. Hearing of Citizens Comments

None

3. Review and Approval of Minutes: September 12, 2022

Stone moved for approval of the minutes from July 11, 2022. Stanek offered a second. Passed unanimously.

Video: 1:44

4. Plan Review for proposed Development of the Bowers House Apartments located at 187 W Main Street, Parcel ID #/OT 00070 for Greg Aprahamian.

Bower House owner Greg Aprahamian and architect Michael Peine of Michael Peine Architects addressed the PARC seeking approval for Aprahamian's proposed concept for the Bower House. The PARC granted approval contingent on seeing dimensions and square footage for the interior and adding a Knox Box to the exterior. Stone moved, Parker offered a second. Passed unanimously.

Video: 3:00

5. Public hearing regarding a Conditional Use Permit for a proposed pylon sign for the Dollar General Store located at 1105 Bluff Road, Parcel ID #/A4054 00002 for the Stratford Sign Company LLC.

PARC reviewed and considered the CUP application for a pylon sign at the Dollar General store at 1105 Bluff Road. Stone moved for approval and Crone offered a second subject to the planner's recommendation; the maximum height be 18 feet and the sign follow all applicable city ordinances. Passed unanimously.

Video: 36:10

6. Future agenda items: None mentioned.

7. Next Plan & Architectural Review Commission meeting: Nov. 14, 2022.

8. **Adjourn:** Stone moved, with a second by Stanek, to adjourn. Passed unanimously. Meeting adjourned at 6:51 p.m.

Respectfully submitted,
Chris Bennett
Neighborhood Services Director



Police and Fire Commission Meeting Minutes
October 12, 2022

ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE POLICE COMMISSION OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN

Video and audio of this meeting can be viewed on the City of Whitewater web site at <http://www.whitewater-wi.gov/AgendaCenter>

- I. Call to Order, Roll Call – Commission Chair Glenn Hayes called the meeting to order at 6:30 pm.
Members present: Dr. Glenn Hayes, Jerry Grant, Beverly Stone, Mwita Binagi, Marissa Aranda
Members absent: None
Also present: Chief Daniel Meyer, Captain Adam Vander Steeg and Support Services Manager Sabrina Ojibway
- II. Approval of Minutes from July 25, 2022 - On a motion by Grant with a second by Binagi the minutes were approved by unanimous voice vote.

AYES: Hayes, Grant, Stone, Binagi, Aranda
NOES: None
ABSENT: None
- III. Citizen Comments - Hayes read the following disclaimer: *“No formal Police Commission action will be taken during this meeting although issues raised may become part of a future agenda. Participants are allotted a three to five minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens may speak to those issues at the time the Police Commission discusses that particular item.”*

- There were no citizen comments
- IV. New Business
 - A. Adjournment to Closed Session, to Reconvene per Wisconsin State Statute §19.85(1)(c) *“Considering employment, promotion, compensation or performance evaluation data of any public employee over which governmental body has jurisdiction or exercises responsibility.”*
 1. Item to be discussed: Interview of Patrol Captain Candidate
 2. Item to be discussed: Review of Patrol Lieutenant PFC Interview Questions

On a motion from Grant with a second from Stone the Commissioners adjourned to closed session at 6:32 pm.

AYES: Hayes, Grant, Stone, Binagi, Aranda
NOES: None
ABSENT: None
 - B. Reconvene into Open Session

On a motion from Grant with a second from Binagi the Commissioners reconvened to open session at 7:16 pm.

AYES: Hayes, Grant, Stone, Binagi, Aranda
NOES: None
ABSENT: None
 - C. Announcement of Recommendation to Chief of Police Concerning Patrol Captain Promotional Process

On a motion from Grant with a second from Aranda the Commissioners moved to promote Lieutenant David Gempler to the rank of Patrol Captain for the City of Whitewater Police Department.

AYES: Hayes, Grant, Stone, Binagi, Aranda

NOES: None

ABSENT: None

D. Announcement Regarding Review of Patrol Lieutenant Interview Questions

It is the will of the Police and Fire Commission that the current set of interview questions be used for the upcoming Patrol Lieutenant promotional process. On a motion from Grant with a second from Aranda, the Commissioners moved to form a subcommittee in which members Aranda, Binagi and Hayes will review interview questions utilized by the PFC at various ranks to now be inclusive of Fire and EMS. Review to be completed by the next regular session meeting.

AYES: Hayes, Grant, Stone, Binagi, Aranda

NOES: None

ABSENT: None

V. Future Commission Meeting Dates – Chief Meyer requested the Police & Fire Commission retain the week of November 14th for possible Patrol Lieutenant interview. PFC Chair Hayes requested January 18th, 2023 be scheduled for the next quarterly regular session meeting.

VI. Future Agenda Items

Assistant Fire Chief Ryan Dion brought up the fire department hiring process and bringing forward candidates for PFC approval. At the next meeting the standards for being on a two-year eligibility list will be presented to the Police and Fire Commission.

Assistant Fire Chief Ryan Dion also reported that the Whitewater Fire Department will be starting an Explorers program in conjunction with a partnership with the Boy Scouts of America with a goal of future recruitment. The Explorer program is anticipated to get underway prior to the next PFC meeting.

VII. Adjournment - On a motion by Binagi with a second by Aranda the Commissioners unanimously voted to adjourn the meeting.

AYES: Hayes, Grant, Stone, Binagi, Aranda

NOES: None

ABSENT: None

The Commissioners adjourned at 7:24 pm.

Respectfully submitted,

Sabrina Ojibway
Support Services Manager

ORDINANCE NO. _____
ORDINANCE AMENDING 1.21.010 SCHEDULE OF DEPOSITS AS IT RELATES TO
UNNECESSARY OR PREVENTABLE CALLS FOR EMERGENCY SERVICES

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

SECTION 1: Whitewater Municipal Code Section 1.21.010 is hereby amended by adding the following:

<u>CHAPTER OR SECTION NUMBER</u>	<u>OFFENSE</u>	<u>DEPOSITS AND COSTS</u>
Chapter 7.42	Violations of Unnecessary or Preventable Calls for Emergency Services Ordinance	1 st Offense - \$200.00 plus statutory penalty assessment, jail assessment, court costs and crime lab assessment. 2 nd Offenses Within One Year - \$350.00 plus statutory penalty assessment, jail assessment, court costs and crime lab assessment. 3 rd and Subsequent Offenses Within One Year - \$600.00 plus statutory penalty assessment, jail assessment, court costs and crime lab assessment.

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

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

AYES:

NOES:

ABSENT:

ADOPTED:

John Weidl, City Manager

Michele R. Smith, City Clerk

ORDINANCE NO. _____
ORDINANCE AMENDING 1.21.010 SCHEDULE OF DEPOSITS AS IT RELATES TO
VIOLATIONS OF THE CITY OF WHITEWATER GOLF CARTS ON
PUBLIC ROADS ORDINANCE

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

SECTION 1: Whitewater Municipal Code Section 1.21.010 is hereby amended by adding the following:

<u>CHAPTER OR SECTION NUMBER</u>	<u>OFFENSE</u>	<u>DEPOSITS AND COSTS</u>
Chapter 11.39	Violation of Golf Carts on Public Roads Ordinance	1 st Offense - \$100.00 plus statutory penalty assessment, jail assessment, court costs and crime lab assessment. 2 nd and Subsequent Offenses - \$150.00 plus statutory penalty assessment, jail assessment, court costs and crime lab assessment.

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

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

AYES:

NOES:

ABSENT:

ADOPTED:

John Weidl, City Manager

Michele R. Smith, City Clerk

ORDINANCE No. _____
AN ORDINANCE AMENDING SUBSECTION 5.20.050
ALCOHOL LICENSE—QUOTAS

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

SECTION 1. Whitewater Municipal Code Chapter 5.20 Subsection 5.20.050 is hereby amended to read as follows:

5.20.050 – License—Quotas

The number of the following described licenses to be issued by the city shall be limited to the quota established in this section:

- (1) Combined "Class A" intoxicating liquor, twelve;
- (2) "Class B" intoxicating liquor, twenty-four.

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

Seconded by Council Member _____.

AYES:
NOES:
ABSENT:
ADOPTED:

John Weidl, City Manager

Michele R. Smith, City Clerk

ORDINANCE AMENDMENT No. _____
AN ORDINANCE AMENDING MUNICIPAL CODE
CHAPTER 5.28

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

SECTION 1. Whitewater Municipal Code Chapter 5.28, Section 5.28.035 (2) is hereby amended to read as follows:

(2) Food sales may not begin until ~~nine~~ seven a.m. and shall conclude by three a.m. and may not be conducted within 100-200 feet of a licensed food establishment, unless written permission is given by the establishment's owner.

SECTION 2. Whitewater Municipal Code Chapter 5.28, Section 5.28.035 (5) is hereby amended to read as follows:

(5) The food vendor shall use a cart with wheels for all cooking and food storage. Sales from trucks shall also be allowed if in compliance with this chapter.

SECTION 3. Whitewater Municipal Code Chapter 5.28, Section 5.28.035 (7) is hereby amended to read as follows:

(7) The individuals and the organization conducting the sales shall be responsible for complying with all applicable rules and regulations provided for in this chapter and, in addition, shall provide the City Clerk with proof of liability insurance.

SECTION 4. Whitewater Municipal Code Chapter 5.28, Section 5.28.040 is hereby amended to read as follows:

Applicants for a license under this chapter must file with the city clerk a sworn application in writing on a form to be furnished by the city clerk which shall give the following information:

- (1) Name and physical description of the applicant;
- (2) Complete permanent home and local address of the applicant and the local address from which proposed sales will be made;
- (3) A brief description of the nature of the business and the goods to be sold;
- (4) If employed, the name and address of the employer, together with credentials therefrom establishing the exact relationship;
- (5) The length of time for which the right to do business is desired;

(6) The source of supply of the goods or property proposed to be sold, or orders taken for the sale thereof, where such goods or products are located at the time said application is filed, and the proposed method of delivery;

(7) A recent photograph of the applicant which picture shall be approximately two inches by two inches showing the head and shoulders of the applicant in a clear and distinguishing manner;

~~(8) The names of at least two property owners of Walworth County, Wisconsin, who will certify as to the applicant's good character and business respectability, or in lieu of the names of references, such other available evidence as to the good character and business responsibility of the applicant as will enable an investigator to properly evaluate such character and business responsibility;~~

~~(9) A statement as to whether or not the applicant has been convicted of any crime, misdemeanor, or violation of any municipal ordinance, other than traffic violations, the nature of the offense and the punishment or penalty assessed therefor;~~

~~(10) The last cities or villages, not to exceed three, where applicant carried on business immediately preceding date of application and the addresses from which such businesses were conducted in those municipalities;~~

(11) At the time of filing the application, a fee of ~~two~~ seven dollars shall be paid to the city clerk to cover the cost of the investigation of the facts stated herein.

SECTION 5. Whitewater Municipal Code Chapter 5.28, Section 5.28.090 is hereby amended to read as follows:

No licensee, nor any person in his behalf, shall shout, cry out, blow a horn, ring a bell or use any sound amplifying device upon any of the streets, alleys, parks, or other public places of the city or upon private premises where sound of sufficient volume is emitted or produced therefrom to be capable of being plainly heard upon the streets, avenues, alleys, parks, or other public places, for the purpose of attracting attention to any goods, wares, or merchandise which such licensee proposes to sell. The licensee and any person working for the licensee shall at all times comply with Whitewater Municipal Code Chapter 19.58 – Noise Restrictions.

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

Seconded by Council Member _____.

AYES:

NOES:

ABSENT:

ADOPTED:

John Weidl, City Manager

Michele Smith, City Clerk



Council Agenda Item

Meeting Date: 12/06/2022

Agenda Item: Recruitment Process for Economic Development Director

Staff Contact (name, email, phone): John S. Weidl, City Manager; jweidl@whitewater-wi.gov

BACKGROUND

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

I've taken several weeks to review the historical files related to the Community Development Authority (CDA) and the City's economic development function. I have also reviewed the City's ordinances and resolution pertaining to the CDA authority and the job description pertaining to the Economic Development Director (EDD). In addition, I have met in person with the previous EDD and community stakeholders, as well as attended multiple CDA meetings and consulted with the City Council President who has also spoken with the chairperson of the CDA.

Upon review, my conclusion is that there are two major complications preventing me from moving forward and recruiting for the EDD position immediately. The first is that the line of oversight and job duties serving both the CDA and the City is murky at best. There seems to be conflicting reporting roles between the CDA, as an appointed body and extension of the City Council, and the City Manager as the appointed chief executive and chief administrative officer of the City. Further, there seems to be no requirement that the CDA have an executive director or that role be correlated to the EDD. Secondly, there is no organizational or operational framework providing direction to the EDD. In short, unclear reporting and no plan for achieving success.

Moving forward I intend to contract for economic development planning services for the next 90 to 180 days before recruiting and hiring a full-time economic development professional to assist the City, providing guidance and a framework for succeeding in an area that has been underperforming for years.

The expectation is for the consultant to facilitate several expected outcomes in advance of recruiting an EDD, which would take place immediately after the following action items are complete.

- 1) Develop a recommendation for a staffing and reporting structure for the City's economic development platform accounting for the role and mission of the CDA as well as the City's economic development objectives.
- 2) Design an affordable housing tax increment financing program based on existing housing studies, SEWRPAC report, identified housing needs through discussions with staff, elected officials, and community stakeholders, and best practices currently taking place across Wisconsin.
- 3) Develop a market strategies report based on current and projected future economic and demographic data. This report will include tapestry profiles, a gap analysis of current retail market, and an outlined list of strategies and objectives for the next five years.
- 4) Establish a consistent, measurable, and trackable Business Recruitment and Expansion (BRE) platform for use by the City and CDA.

This is an incomplete list. I have attached one of multiple proposals that includes a more detailed scope. I have also included a market strategies report developed during my tenure in Mukwonago to serve as an example of an expected outcome.

After a meeting with economic development professionals in the region and soliciting multiple proposals, I recommend that the City take the next 3 to 6 months to focus on establishing a framework for success so that the incoming full-time, permanent EDD would not be tasked with having to accomplish the aforementioned projects before being able to start realizing success. In other words, the strategic preference is to set the table for someone versed in what we are looking to accomplish. The rationale is it would be more expedient and set the position up for longer success if the same person isn't working through the political and bureaucratic issues at the same time as trying to keep the machine moving forward.

Practically speaking, this would be financed through the wages not being paid towards an EDD during that time. It is expected that the cost for services will be approximately \$45,000 over a six month period. Per City policy, anything in excess of 25,000 would need to be approved by the City Council. So in addition to the educational component of describing a strategy proposal, I'm here to discuss the City Council's appetite for allowing me to potentially exceed the \$25,000 threshold, not to exceed \$45,000 for the entire project and not to exceed 180 days.

If the Council is not inclined to grant me that flexibility, I will scope the project to within the \$25,000 threshold allowable through the purchasing policy and professional services. In this situation, we would forego the market strategies report and BRE platform creation. The anticipated consequences of foregoing those items is it will take the new EDD more time to move into production mode, as he or she will need to first establish a strategy for the City's economic development and then establish a BRE program. We would likely spend the remainder of 2023 generating those materials for implementation later in 2024. Said another way, while you would have a full time EDD here sooner, that person would likely spend the first year undertaking research and document development instead of directly contributing to the positive growth of this community.

In summation, it is not clear what the expectations are between the City and the CDA as to the reporting structure and job duties of the EDD, which has also historically served as the CDA director. This needs to be explored. There are also gaps in our basic economic development platform, which will need immediate addressing before we could expect an EDD to produce growth in the tax base. It would be my preference that the City Council grant me the flexibility to allocate up to \$45,000 in wages that would otherwise go towards the EDD in 2023 in order to facilitate consulting services for a term not to exceed 180 days. With this timeline, we will be in production mode before Q4 2023.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

N/A

FINANCIAL IMPACT
(If none, state N/A)

Negligible. The funding for the consulting services will come from the funded EDD position for 90 or, with City Council Approval, 180 days.

If the City Council is not inclined to grant flexibility, we will seek to complete the staffing structure, affordable housing plan, and market strategies report within 90 days and \$25,000 as authorized in the purchasing policy and guidelines for professional services.

Regardless, all activities and outcomes will be reported to the City Council.

STAFF RECOMMENDATION

Allow the City Manager to exceed the purchasing policy authority of \$25,000 for an amount not to exceed \$45,000 for the purposes of retaining an economic development consultant for a period not to exceed 180 days. During which, recruitment and selection of a full-time economic development professional will take place.

ATTACHMENT(S) INCLUDED
(If none, state N/A)

1. CDA Resolution and Ordinances
 2. Economic Development Director Job Description
 3. Redevelopment Resources Proposal
 4. Village of Mukwonago Market Strategies Report
-

RESOLUTION

WHEREAS, the City of Whitewater created the Community Development Authority by action taken July 19, 1983, and

WHEREAS, that Authority was granted certain authority in that Resolution, which authority was further clarified by Resolution dated May 15, 1984, and

WHEREAS, certain further authority was vested in the Community Development Authority by virtue of Resolution passed by the Common Council of the City of Whitewater, November 20, 1984, related to Industrial Park matters, and

WHEREAS, it is deemed advisable to clarify the relationship between the Community Development Authority and the City of Whitewater in so far as commitment of City funds is concerned.

NOW, THEREFORE, BE IT RESOLVED, that the Community Development Authority shall submit an annual Budget to the City Council, and such budget shall be subject to review and modification by the City Council prior to approval. The approval of the Common Council of the City of Whitewater, of the Community Development Authority Budget, permits the Community Development Authority to spend the funds so budgeted for the purpose it is budgeted (and including transferring funds from one budget line item to another, except as provided for below), without further approval by the Common Council of the City of Whitewater, except for expenditures exceeding \$5,000 per service contract, per real estate acquisition, or per capital asset acquisition which shall require the specific approval in advance by the Common Council, unless a bona fide emergency exists and there is insufficient time to obtain Council approval, in which case, the City Manager will be notified by the Chairman of the Community Development Authority and, in his absence, notification will be made to the President of the City Council.

BE IT FURTHER RESOLVED that, where necessary, the Community Development Authority may come back to the Common Council of the City of Whitewater to seek additional funds or funds for nonbudgeted items without compromising its authority to spend within its budget above set forth. The Community Development Authority shall seek Common Council approval if it is deemed necessary to transfer more than one thousand (\$1,000) dollars from any one line item budget to another line item during the budget year.

BE IT FURTHER RESOLVED that insofar as the Community Development Authority has been designated agent of the City for carrying out community development programs and activities approved by the Common Council under the Federal Housing and Community Development Action of 1974, or other programs for which the Community Development Authority has been named agent, the Community Development Authority shall have the authority to commit funds received by the City of Whitewater, pursuant to those programs carrying out the mandates of said programs as agent for the City, without separate Council approval for the expenditure of said funds beyond original Council approval of the submittal requesting said funds, it being understood that the Community Development Authority shall obtain City Council approval prior to final submission of proposals requesting said funds, and it being further understood that expenditures will be in accordance with published procedures and regulator requirements, and

BE IT FURTHER RESOLVED that other than the right retained by the Common Council to review and modify the Community Development Authority Budget request for funding prior to approval thereof, the requirements for advance approval by the Common Council of expenditures of budgeted funds in excess of the \$5,000 per item limit established above, and the restrictions on transfer of budgeted funds in excess of one thousand dollars (\$1,000) from one budgeted line item to another as above provided, the Community Development Authority shall have complete discretionary control over its financial affairs, without necessitating further Council approval or action. The Community Development Authority shall, however, advise the Common Council of funds

3/18/86 continued.....

V17-118

or assets received by the Community Development Authority from gifts, grants, and other such non-city sources, and provide a monthly accounting of expenditures authorized by the CDA for information purposes only.

RESOLUTION introduced by Councilmember Obenauer, who moved its adoption. Seconded by Councilmember Hogan.

AYES: Obenauer, Hogan, Shroble, Dimiceli, Nosek, Fischer, Dorn.

NOES: None ABSENT: None ADOPTED: March 18, 1986

PAUL B. WEBBER, City Manager

WAVA JEAN NELSON, City Clerk

CHARTER ORDINANCE 4

AN ORDINANCE AMENDING RESOLUTION WHICH CREATED THE COMMUNITY DEVELOPMENT AUTHORITY

WHEREAS the City of Whitewater has by Resolution, adopted on the 19th day of July, 1983, created a Community Development Authority; and

WHEREAS the City Council has seen fit to exercise its home rule powers with respect to the number of members to serve on said Community Development Authority;

NOW, THEREFORE, the Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin does hereby ordain as follows:

SECTION 1: The Resolution passed by the Common Council of the City of Whitewater creating the Community Development Authority is hereby amended such that there shall now be eight (8) resident persons appointed to the Community Development Authority. One of such members shall be a member of the Whitewater Plan and Architectural Commission.

SECTION 2: This Ordinance shall not take effect until sixty (60) days after its passage and publication. If within such 60 days a petition, signed by a number of electors of the City equal to not less than seven percent (7%) of the votes cast therein for governor at the last general election, shall be filed in the office of the Clerk of the City demanding that such ordinance be submitted to a vote of the electorate, it shall not take effect until submitted to a referendum and approved by a majority of the electors voting thereon. Said petition and the proceedings for its submission shall be governed by s. 9.20(2) to (6) of the Wisconsin Statutes.

ADOPTED: November 15, 1988

CHARTER ORDINANCE NO. 5

AN ORDINANCE REPEALING EIGHT MEMBER COMPOSITION OF THE COMMUNITY DEVELOPMENT AUTHORITY

WHEREAS, the City of Whitewater did see fit to exercise its home rule powers with respect to having eight persons comprise the membership of the Community Development Authority under Charter Ordinance No. 4;

NOW, THEREFORE, the Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, does hereby ordain as follows:

SECTION 1: Charter Ordinance No. 4 passed by the Common Council of the City of Whitewater providing that there shall be eight persons appointed to the Community Development Authority is hereby repealed with respect to the number of members required to form the Authority. The City of Whitewater does elect to follow the Wisconsin State Statutes which require having seven members for the composition of the Community Development Authority as provided for under 66.4325(2) of the Wisconsin Statutes.

SECTION 2: The Common Council does, however, confirm that one of the members of the Community Development Authority shall be a member of the Whitewater Plan and Architectural Commission.

SECTION 3: This Ordinance shall not take effect until sixty (60) days after its passage and publication. If within such 60 days a petition, signed by a number of electors of the City equal to not less than seven percent (7%) of the votes cast therein for Governor at the last general election, shall be filed in the office of the Clerk of the City demanding that such ordinance be submitted to a vote of the electorate, it shall not take effect until submitted to a referendum and approved by a majority of the electors voting thereon. Said petition and the proceedings for its submission shall be governed by s. 9.20(2) to (6) of the Wisconsin Statutes.

ADOPTED: July 21, 1992

ORDINANCE No. 7
AN ORDINANCE REPEALING CHARTER ORDINANCES 4 AND 5 AND AMENDING THE
RESOLUTION WHICH CREATED THE COMMUNITY DEVELOPMENT AUTHORITY

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

WHEREAS the City of Whitewater by Resolution, adopted on the 19th day of July, 1983, created a Community Development Authority; and

WHEREAS the City Council chooses to exercise its home rule powers with respect to establishing the number of members to serve on said Community Development Authority;

NOW, THEREFORE, the Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin does hereby ordain as follows:

SECTION 1: The City of Whitewater elects to follow the Wisconsin State Statutes which require having seven members for the composition of the Community Development Authority as provided for under 66.1335(2) of the Wisconsin Statutes. There shall be no requirement that one of the members of the Community Development Authority be a member of the Whitewater Plan and Architectural Commission.

SECTION 2: Charter Ordinances 4 and 5 are hereby repealed.

SECTION 3: This Ordinance shall not take effect until sixty (60) days after its passage and publication. If within such 60 days a petition, signed by a number of electors of the City equal to not less than seven percent (7%) of the votes cast therein for governor at the last general election, shall be filed in the office of the Clerk of the City demanding that such ordinance be submitted to a vote of the electorate, it shall not take effect until submitted to a referendum and approved by a majority of the electors voting thereon. Said petition and the proceedings for its submission shall be governed by s. 9.20(2) to (6) of the Wisconsin Statutes.

Ordinance introduced by Councilmember Allen, who moved its adoption. Seconded by Councilmember Majkrzak. AYES: Schreiber, Brown, Binnie, Majkrzak, Smith, Allen. NOES: None. ABSENT: McCormick. ADOPTED: August 3, 2021.



October 28, 2022

John Weidl, City Manager
312 W. Whitewater St.
Whitewater, WI 53190

Dear John,

It is our understanding that the City of Whitewater is without an economic development director at this time. We also understand that the city needs specific services which would work well to be provided by a consultant under a limited term employment arrangement, as the community searches for the permanent staffing solution to for this position.

Redevelopment Resources, primarily Kristen Fish-Peterson is available to support the City of Whitewater during the next few months and would offer the following services to begin with and would accept "other duties as assigned" once an assessment of the needs can be undertaken.

1. Create and conduct a business retention and expansion program (BRE Program). This program would include meeting with the largest employers, newest developments, and most influential employers in the community, interviewing them, and recording their data for future reference by the economic development staff. These relationships will lead to potential future partnerships. Business retention and expansion should be the number one priority for community economic development departments because it is proven that 80% of business growth in a community comes from existing businesses. Much of the work of the department will come from existing businesses so it is important to understand where they are all at in their growth and expansion potential.
2. Creating and implementing a policy for utilizing TID increment for affordable housing projects. We can support the creation of a policy for using TID increment for attracting affordable housing, recruit developers and contractors, and manage the projects across the finish line to ensure appropriate use of funds, documentation, and keeping the project on time and on budget.
3. Training sessions for the Community Development Authority on any variety of topics such as
 - a. their powers and duties under state statutes
 - b. tax increment financing basics and best practices
 - c. economic development basics and best practices
 - d. housing development in today's market
 - e. business retention in today's market
 - f. business recruitment in today's market



4. Implement and populate a customer management system (CMS) such as the Bitrix software system, or other comparable system. This would include research, data input, and generating reports to the full extent of the tool's capabilities. All of the information from the BRE interviews will be populated within this system so the city can generate reports and understand the business needs of local employers as a whole, as well as individually.
5. Organize loan data into a system for better management. With any loan program there are details that cannot fall through the cracks. Software resources exist to help manage loan programs and ensure payments are collected on time, interest and fees are appropriate, and the right supporting documentation is filed and recorded with the proper agencies/authorities. Managing loan programs on excel spreadsheets is risky at best, and hazardous to the credibility of the people tasked with administering the funds.
6. Reestablish relationships with local and regional contractors and developers. These relationships are critical to have in place with city staff. The community will be able to access relationships with local and regional developers when necessary. It is also important that contractors and developers feel good about the city and its growth and development so that it isn't difficult to attract the skills needed to bring projects across the finish line.
7. Other duties as assigned including but not limited to:
 - a. Search and screen for new economic development staff
 - b. Onboarding of new economic development staff
 - c. Marketing Whitewater to new businesses (new leads will be managed by the City Manager who will work with staff)
 - d. Working with existing staff to manage elements of the BRE program, marketing, and other work which will eventually managed within the economic development department
 - e. Leveraging relationships with the University to benefit the local economy

Hours and fees will be negotiated upon acceptance of the general concept of a limited term employment assignment.

Bio for Kristen Fish-Peterson is attached.



KRISTEN FISH-PETERSON

Principal & CEO
CEcD | EDFP



Ms. Peterson has over 30 years of direct experience in redevelopment, market analysis, planning, implementation, grant writing, brokerage, business development, media, manufacturing, and marketing. In 2009, she and two colleagues started Redevelopment Resources, a community impact consulting firm which operates throughout the U.S. She has managed all aspects of market analysis projects, strategic planning processes, business development and adaptive reuse programs including business recruitment, retention, entrepreneurial programming, loan fund management, deal structuring, blight elimination and policy/program development.

PROFESSIONAL DEVELOPMENT

Certified Economic Developer
International Economic Development Council (IEDC)

Economic Development Finance Professional
National Development Council

IEDC Board Member, 2006–2018
WEDA Executive Director, 2011–2014
WEDA President, 2008

EDUCATION

Master of Business Administration
University of Wisconsin, Oshkosh

Bachelor of Business Administration, Marketing
University of North Dakota



EXPERIENCE

Market Analysis, Housing & Neighborhood Revitalization

- Conducted dozens of market analyses/housing analyzes for downtowns, business districts, municipalities and counties using a variety of data sources and primary research methods
- Recommended strategies for programs, policies, projects and funding with successful implementation by client communities
- Worked on behalf of communities to implement strategies including demolition, relocation, redevelopment, loan program creation and neighborhood outreach strategies

Strategy Development and Implementation

- Developed strategy and carried out implementation activities for City of Watertown, Village of Rothschild, City of Merrill and Village of Pulaski
- Created redevelopment strategies for dozens of other clients throughout the U.S.
- Implementation activities have included writing State Approved Relocation Plan, procured appraisals and acquired properties through negotiations with multiple property owners; securing and overseeing design services for public spaces; hiring and overseeing environmental studies, engineering contractors and architects

Project Funding & Management

- Written and implemented several Tax Increment Financing plans
- Utilized multiple funding sources for complete projects
- Successful grant writing at local, state and federal level
- Served as project manager on dozens of studies, each one coming in on time and on budget

Mukwonago Market Strategies

December, 2013



Executive Summary

The purpose of this report is to provide the Village of Mukwonago and their stakeholders with objective information to guide business development efforts in Mukwonago and its business districts. This study assembled current market information to support business retention, expansion and recruitment efforts, and specific market strategies that will better support Mukwonago's goal of Economic Development.

Our work entailed an "on the street" review of the current business districts, meetings and interviews with community stakeholders and Village staff, a demographic review of the market, and a review of the larger market area. Working in conjunction with the Organizational Structure component of our study, the following represent major findings or recommendations:

1. The Village of Mukwonago is stable and is very well-positioned for future development and business opportunities.
2. The Village has an interest in setting the stage for a proactive Economic Development role.
3. Proactive Economic Development efforts need a solid, single point leader – preferably a paid staff person.
4. Although the Village of Mukwonago's population is static, the immediate market area is over 7 times larger than the Village and growing.
5. Understanding and marketing to this 15-Minute Drive Time market can help stimulate new business development and potentially new housing development.
6. The I43 development corridor offers a unique opportunity for a community of this size.
7. Mukwonago should maximize their Economic Development efforts by creating a foundation and structure from which to be responsive, before concentrating on business recruitment.
8. Create partnerships with those professionals who are working with existing and new businesses each day.
9. Concentrate on 1-3 year goals – not 5-10 year goals. The market is still in flux, and it is important to work on specific tasks that are credible and viable today.
10. The Village staff and policy makers must adopt a shared vision supporting Economic Development.

Demographic Review

The basis for the demographic section of this report uses information supplied by ESRI, a national leader in economic and demographic data. For the purposes of the study, a variety of demographic data sets about the resident market were examined. It is important to look not only at the immediate area – the Village of Mukwonago proper, but also an expanded area that includes a 15-Minute Drive Time, which can be considered a “Convenience Trade Area”. A Convenience Trade Area is based on the purchase of products and services needed on a regular basis, such as gasoline, groceries, dry-cleaners, banking, pharmacy, hair care, medical, dental, physical fitness, etc. - services people are more likely to frequent due to convenience to their home or workplace.

In a full-blown market analysis, one would also look at the Destination Trade Area. This trade area is based on the purchase of major products and services, such as appliances, furniture, electronics or cars, or those goods where consumers may wish to have a variety of options when shopping, i.e. clothing and shoes. Mukwonago’s location adjoining the larger Milwaukee metropolitan shopping and commercial districts (which spread throughout many communities), offers shoppers from within a 30 mile radius a myriad of products and services in a variety of settings. From small specialty stores to super-regional centers, they will always pull an extraordinary amount of sales out of smaller communities into the larger metropolitan area.

To better understand the Mukwonago market area, we utilized data from the immediate Village of Mukwonago, as well as the 15-Minute Drive Time area. Maps of both areas follow.

Population

Population data helps quantify both current market size and future market growth, both of which are used to measure consumer demand. Population is defined as all persons living in a geographic area. The Village of Mukwonago's 2010 Census population was 7,355, but the Convenience Trade Area population grows exponentially to 56,028. Population for the Village of Mukwonago during the period of 2012-2018 is expected to drop by 0.14%, while the 15-Minute Drive Time is expected to increase by 0.12% during the same time period. Population for the State of Wisconsin is expected to increase by 0.34% during 2012-2018. For the purposes of retail and service development within the Village of Mukwonago, it is critical to acknowledge the significantly larger population (7.5 times larger!) within 15 minutes of Village center. Keep in mind, municipal boundaries mean nothing to those consumers who support retail or service businesses.

Population	Village of Mukwonago	15-Minute Drive Time	State of Wisconsin
2010	7,355	56,028	5,686,986
2013	7,257	55,941	5,730,885
2018	7,208	56,287	5,828,086
2013-2018	-0.14%	0.12%	0.34%

Household Income and Per Capita Income

Household income can be an indicator of the spending power of residents. Household income positively correlates with retail expenditures in many product categories. Some retailers may also target specific income ranges based on their target market segments. While the Village of Mukwonago has Median and Household incomes that are larger than those of the State of Wisconsin, again it is much higher in the 15-Minute Drive Time population. Median household income for the Village of Mukwonago, the 15-Minute Drive Time and the State of Wisconsin are:

Median HH Income	Village of Mukwonago	15-Minute Drive Time	State of Wisconsin
2013	\$57,696	\$78,573	\$50,378
2018	\$65,081	\$88,859	\$59,197
Per Capita Income	Village of Mukwonago	15-Minute Drive Time	State of Wisconsin
2013	\$28,218	\$34,353	\$26,961
2018	\$32,493	\$39,291	\$31,387

Again, the population in the 15-Minute Drive Time reflects significantly higher income levels, which correlate into disposable income for goods and services.

Age Profile

Age often affects a person's tastes and preferences. Understanding the population age distribution helps businesses effectively address the needs of the market. Accordingly, retail, service and restaurants often target certain age groups. The following table represents the 2013 projected age data based on the 2010 census.

Age	Village of Mukwonago	15 Minute Drive Time	State of Wisconsin
0-4	5.9%	5.3%	6.1%
5-9	6.6%	6.6%	6.3%
10-14	7.4%	7.8%	6.5%
15-19	6.7%	7.0%	6.7%
20-24	5.9%	4.9%	7.2%
25-34	12.0%	9.3%	12.7%
35-44	13.8%	13.0%	12.2%
45-54	16.1%	18.0%	14.5%
55-64	12.3%	15.5%	13.4%
65-74	7.5%	8.3%	7.9%
75-84	3.5%	3.1%	4.4%
85+	2.4%	1.2%	2.2%

The median age for the Village of Mukwonago is 39.5, 42.4 for the 15-Minute Drive Time and 38.9 for the State of Wisconsin. This would appear to indicate an older population in the 15-Minute Drive Time but as reflected above, the 15 Minute Drive Time age distribution reflects the lowest numbers in the highest age brackets. At the time in residents' lives when they have the most disposable income, Mukwonago's surrounding area has a high percentage of those residents. This is significant and should be noted.

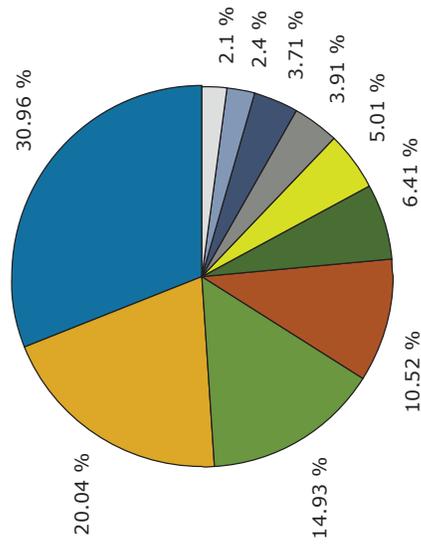
Lifestyles

The Mukwonago area resident lifestyles can also be studied using lifestyle segmentation information. People who share the same demographic characteristics may have widely divergent desires and preferences. Lifestyle segmentation systems examine the buying habits and preferences of consumers in a geographic area. Community Tapestry data (developed by ESRI Business Information Solutions) categorizes neighborhoods throughout the nation into 65 consumer groups or market segments. Neighborhoods are geographically defined by census blocks, which are analyzed and sorted by a variety of demographic and socioeconomic characteristics, as well as other determinants of consumer behavior.

Community Tapestry descriptions help bring to life demographic variables by sharing information regarding the consumer spending habits, household types, hobbies and preferences of local market segments. Existing and prospective businesses can gain valuable insights to the needs and interests of the local shopper base through understanding lifestyle tendencies.

Tapestry Segmentation can help identify the best markets, find the most profitable consumer types, tailor marketing messages, and define product and service preferences. The top five lifestyle segments in the 15-Minute Drive Time area are *Sophisticated Squires* at 30.96%; *Green Acres* at 20.04%; *Exurbanites* at 14.93%; *Boomburbs* at 10.52%; and *Main Street USA* at 6.41%. The following is a description of these primary categories:

Top 10 Tapestry Segments



Sophisticated Squires – 30.96%:

Residents of Sophisticated Squires neighborhoods enjoy cultured country life on the urban fringe. These city escapees accept longer commutes to live near fewer neighbors. Mostly married couple families; more than 40 percent of the households are married couples with children that range from toddlers to young adults. The median age is 40 years. Most are baby boomers and are aged between 35 and 54 years. This segment is not ethnically diverse; most residents are white. These residents are educated; more than one-third of the population aged 25 years or older holds a bachelor's or graduate degree; 69 percent has attended college. Labor force participation rates are high; occupations range from management to unskilled labor positions.

Sophisticated Squires live in less densely populated areas concentrated along the Atlantic coast and around the Great Lakes. Approximately 90 percent of the housing is single-family homes. Seventy four percent of the housing was built before 1990; 55 percent was built between 1970 and 1989. The median home value is \$240,498. More than 80 percent of the households own at least two vehicles. They prefer compact SUVs, however many drive mini-vans or full-size SUVs.

Do-it-yourselfers, Sophisticated Squires residents take care of their lawns and landscaping; home improvements; and remodeling projects such as bathroom remodeling, installing new light fixtures, painting home interiors, staining decks, and cleaning carpets with their steam cleaners. They like to barbecue on their gas grills and make bread with their bread-making machines. Many households own a motorcycle. A typical household will own three or more cell phones. Looking toward the future, many residents own stocks, bonds, and large life insurance policies. When dieting, they go on Weight Watchers; many own a treadmill or stationary bike to stay - fit. They go power boating, play board and word games, do woodworking projects, and attend football and baseball games. Adults also take photos, play golf, and ride their motorcycles. Children play games on the home personal computer and typically own a video game system. Residents listen to soft adult contemporary music; classic hits; news; all-talk; and sports radio, including broadcasts of professional games. Although many households have four or more TVs, residents watch as much television as typical U.S. households. Favorite programs include news, comedies, dramas, and programs on HGTV.

Green Acre – 20.04%:

Seventy-one percent of the households in Green Acres neighborhoods are married couples with and without children. Many families are blue-collar Baby Boomers, many with children aged 6-17 years. With more than 10 million people, Green Acres represents Tapestry's third largest segment, currently more than 3 percent of the US population and growing by 0.81 percent annually. The median age is 42.3 years. This segment is not ethnically diverse; 92 percent of the residents are white. Educated and hard-working, more than one-fourth of Green Acres residents hold a bachelor's or graduate degree; more than half have attended college.

Although Green Acres neighborhoods are located throughout the country, they are found primarily in the Midwest and South, with the highest concentrations in Michigan, Ohio, and Pennsylvania. A "little bit country," these residents live in pastoral settings of developing suburban fringe areas. Homeownership is at 86 percent and the median home value is \$191,267. Typical of rural residents, Green Acres households own multiple vehicles, 78% own two or more vehicles.

Country living describes the lifestyle of Green Acres residents. Pet dogs or cats are considered part of the family. These do-it-yourselfers maintain and remodel their homes; projects include roofing and installing carpet or insulation. They own all the necessary power tools, including routers, welders, sanders, and various saws, to finish their projects. Residents also have the right tools to maintain their lawns, -flower gardens, and vegetable gardens. They own riding lawn mowers, garden fillers, tractors, and even separate home freezers for the harvest. Continuing the do-it-yourself mode, it is not surprising that Green Acres is the top market for owning a sewing machine. A favorite pastime is using their ice cream maker to produce homemade ice cream. They prefer motorcycles and full-size pickup trucks.

For exercise, Green Acres residents ride their mountain bikes and go fishing, canoeing, and kayaking. They also ride horseback and go power boating, bird watching, target shooting, hunting, motorcycling, and bowling. They listen to auto racing and country music on the radio and read fishing and hunting magazines. Many own satellite dishes so they can watch news programs, the Speed Channel, and auto racing on TV. A favorite channel is Country Music Television

Exurbanite – 14.93%:

Exurbanites prefer an affluent lifestyle in open spaces beyond the urban fringe. Although 40 percent are empty nesters, another 32 percent are married couples with children still living at home. Half of the householders are aged between 45 and 64 years. They may be part of the “sandwich generation,” because their median age of 46.6 years places them directly between paying for children’s college expenses and caring for elderly parents. There is little ethnic diversity; most residents are white. Approximately half work in substantive professional or management positions. These residents are educated; more than 40 percent of the population age 25 years and older hold a bachelor’s or graduate degree.

Although Exurbanites neighborhoods are growing by 0.63 percent annually, they are not the newest areas. Recent construction comprises only 22 percent of the housing. Seventy percent of the housing units were built after 1969. Most are single-family homes. The median home value is \$265,159. Nearly 80 percent of households own at least two vehicles. Their average commute time to work is comparable to the US average.

Because of their life-stage, Exurbanites residents focus on financial security. They consult with - financial planners; have IRA accounts; own shares in money market funds, mutual funds, and tax-exempt funds; own common stock; and track their investments online. Between long-term care insurance and substantial life insurance policies, they are well insured. Many have home equity lines of credit. To improve their properties, Exurbanite residents work on their homes, lawns, and gardens. They buy lawn and garden care products, shrubs, and plants. They will tackle some home improvements, but hire contractors for more complicated projects.

They are very physically active; they lift weights, practice yoga, and jog to stay fit. They also go boating, hiking, and kayaking; play Frisbee; take photos; and go bird watching. When vacationing in the U.S., they hike, downhill ski, play golf, attend live theater, and see the sights. This is the top market for watching college basketball and professional football games. They listen to public and news/talk radio and contribute to PBS. They participate in civic activities, serve on committees of local organizations, address public meetings, and help with charitable efforts and events.

Boomburbs – 10.52%:

The newest additions to the suburbs, these communities are home to busy, affluent young families. Both the neighborhoods and the families are growing. Boomburbs is the fastest-growing market in the US; the population has been growing at a rate of 1.44 percent annually since 2000. It is also home to one of the highest concentrations of young families with children. The median age is 36.1 years; one-fifth of Boomburbs residents are between 35-44 years of age. There is little ethnic diversity in the population; most of the residents are white. The Boomburbs market includes of the highest concentrations of two-income households.

The newest developments in growing areas, Boomburbs neighborhoods are concentrated in the South, West, and Midwest; the highest state concentrations are found in Texas and California. Approximately three-quarters of the housing units in Boomburbs neighborhoods were built after 1989; most are single-family houses. The median home value is \$308,647. These are the newest developments in growing areas. The homeownership rate is 86 percent, compared to 64 percent for the United States. Commuting links these dual-career households with their suburban lifestyle. Many work outside their resident county; 35 percent cross county lines to work (compared to 23 percent for the United States).

Residents' product preferences reflect their suburban lifestyle. Boomburbs is the top segment for buying household furnishings, toys and games, men's business and casual clothes, big-screen TVs, cars, and trees. This is also the top market to own big-screen TVs, DVD players, digital camcorders, video game systems, and scanners as well as owning or leasing full-size SUVs. Residents own laptop computers, all kinds of software, and two or more cell phones. They are well-insured, holding life insurance policies worth \$500,000 or more. They go online frequently to buy flowers and tickets to sports events, trade and track their investments, do their banking, and make travel plans. Personal computer use by children younger than 18, is the highest of all the Tapestry segments. They take family vacations to Disney World, Sea World, and other theme parks. They play tennis and golf, ski, lift weights, and jog. They watch family videos on DVD, attend baseball and basketball games, and go to golf tournaments. They listen to soft contemporary, alternative, sports, and all-talk radio. They read parenting, finance, and business magazines and watch newer sitcoms and dramas on TV.

Main Street, USA – 6.41%:

Main Street, USA neighborhoods are a mix of household types, similar to the US distribution. Approximately half of the households are composed of married-couple families, nearly one-third are single-person or shared households, and the rest are single-parent or other family households. The median age of 36.9 years nearly matches the US median. These residents are less diverse than the US population. The median household income is \$50,026, derived from wages, interest, dividends, or rental property. More than one in five residents aged 25 years and older hold a bachelor's or graduate degree; more than half of the residents have attended college.

A mix of single-family homes and multiunit buildings, these neighborhoods are located in the suburbs of smaller cities in the Northeast, West, and Midwest. Nearly two-thirds of the housing was built before 1970. The homeownership rate is 61 and the median home value is \$180,988.

Family-oriented and frugal, these residents may occasionally go to the movies or eat out at a family restaurant, such as Friendly's or Red Robin, but are most likely to stay home and watch a rental movie or play games with their children. They own pet cats. They play baseball and basketball and go swimming. They listen to classic hits and rock radio and watch cartoons and courtroom shows on TV. They go to the beach and theme parks or take domestic vacations to visit with family or see national parks. They go online periodically to look for jobs, research real estate, and play games and are beginning to shop online. Those who do not have Internet access at home will go online at school or the public library. They use the Yellow Pages to find veterinarians or stores. They will invest in small home improvement and remodeling projects, usually doing the work themselves instead of hiring a contractor. They buy the tools and supplies for these projects from Home Depot or Ace Hardware. They keep up their lawns and gardens by planting bulbs, fertilizing, and applying lawn care product

Demand and Supply Analysis

Spending is influenced by demographic, economic and geographic factors. Demographic and lifestyle characteristics of the market area help describe the type of consumers residing in the area and their likely purchasing preferences and behaviors.

Estimates of demand and supply for retail trade (including food and drink) as developed by ESRI are presented here. ESRI uses their own methodology to estimate demand and supply data. Supply (retail sales) estimates sales to consumers by establishments – sales directly to other businesses are excluded. Demand (retail potential) estimates the expected amount spent by consumers at retail establishments. The analysis develops a predicted amount of spending in a given study area based on the population and typical per capita spending in each retail category.

Supply and demand estimates are in current dollars. The Leakage/Surplus Factor presents a snapshot of retail opportunity. This is a measure of the relationship between supply and demand that ranges for +100 (total leakage) to -100 (total surplus). A positive value (green) represents “leakage” of retail opportunity outside the trade area – or that projected spending is in excess of what can be accommodated by the retail space in a given area. It is then presumed that the excess spending is done outside the study area. A negative value (red) represents a surplus of retail sales, a market where customers are drawn in from outside the trade area – or that the amount of retail space in a category is expected to accommodate the projected demand for the population in that area. A large surplus might indicate that the area is saturated with that kind of retail, or that consumers are being attracted from outside of the study area. The comparison of supply and demand provides a sound and reasonable assessment of the market place.

The Retail Gap represents the difference between Retail Potential and Retail Sales. ESRI uses the North American Industry Classification System (NAICS) to classify business by their primary type of economic activity. Retail establishments are classified into 27 industry groups in the Retail Trade sector, as well as four industry groups within the Food Services & Drinking Establishments subsector.

Keep in mind that these figures reflect only the difference in estimated demand and sales for the **resident** market area and do not include demand generated by area employees, passers-by and visitors. Also, retail competition throughout the region will always take a portion of shopping dollars out of a community or market area. This is less true for convenience goods, such as grocery, gasoline and drugstore items that are most often purchased close to home. However, some retail sectors which are supported by a broad cross-section of consumers, such as restaurants – which are especially utilized by visitors – may have a significantly higher demand than presented.

The tables below represent the 2013 Retail MarketPlace Profile, which portrays the 2013 retail supply and demand in both the Village of Mukwonago and the 15-Minute Drive Time demographics.

Retail Marketplace Profile

Mukwonago WI
 Mukwonago village, WI (5555050)
 Geography: Place

Summary Demographics		NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of
2013 Population							7,257
2013 Households							2,887
2013 Median Disposable Income							\$46,730
2013 Per Capita Income							\$28,218
Industry Summary		NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of
Total Retail Trade and Food & Drink		44-45,722	\$80,200,491	\$122,972,914	-\$42,772,423	-211	71
Total Retail Trade		44-45	\$72,261,119	\$108,681,690	-\$36,420,571	-20.1	54
Total Food & Drink		722	\$7,939,372	\$14,291,224	-\$6,351,852	-28.6	17
Industry Group		NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of
Motor Vehicle & Parts Dealers		441	\$1,966,593	\$1,960,065	-\$4,993,472	-6.2	3
Auto mobile Dealers		4411	\$2,012,051	\$1,855,794	-\$6,843,743	-22.2	2
Other Motor Vehicle Dealers		442	\$950,420	\$0	\$950,420	100.0	0
Auto Parts, Accessories & Tire Stores		4413	\$1,004,122	\$1,044,271	\$899,851	81.2	1
Furniture & Home Furnishings Stores		442	\$1,453,634	\$1,688,033	\$1,367,601	80.3	1
Furniture Stores		4421	\$964,227	\$0	\$964,227	100.0	0
Home Furnishings Stores		4422	\$571,407	\$1,688,033	\$403,374	54.6	1
Electronics & Appliance Stores		4431	\$2,382,739	\$2,255,602	\$2,157,137	82.7	1
Build Materials, Garden Equip. & Supply Stores		444	\$2,600,606	\$2,309,907	-\$9,709,301	-65.1	9
Build Material & Supplies Dealers		4441	\$2,189,276	\$1,677,748	-\$8,478,472	-65.8	6
Lawn & Garden Equip & Supply Stores		4442	\$401,330	\$1,632,159	-\$1,230,829	-60.5	3
Food & Beverage Stores		445	\$11,835,971	\$4,838,025	\$6,997,946	42.0	8
Grocery Stores		4451	\$10,998,249	\$4,486,969	\$6,511,280	42.0	5
Specialty Food Stores		4452	\$255,076	\$107,354	\$147,722	40.8	2
Beer, Wine & Liquor Stores		4453	\$582,646	\$243,702	\$338,944	41.0	1
Health & Personal Care Stores		446,4461	\$6,349,870	\$4,698,912	\$1,650,958	14.9	4
Gasoline Stations		447,4471	\$8,673,309	\$2,187,762	\$6,485,547	59.7	3
Clothing & Clothing Accessories Stores		448	\$3,923,835	\$1,175,222	\$2,748,613	53.9	2
Clothing Stores		4481	\$2,616,192	\$992,418	\$1,623,774	45.0	1
Shoe Stores		4482	\$669,932	\$0	\$669,932	100.0	0
Jewelry, Luggage & Leather Goods Stores		4483	\$637,711	\$82,804	\$454,907	55.4	1
Sporting Goods, Hobby, Book & Music Stores		451	\$1,696,149	\$516,033	\$1,180,116	53.3	5
Sporting Goods/Hobby/Musical Instr. Stores		4511	\$1,297,893	\$468,632	\$829,261	46.9	4
Book, Periodical & Music Stores		452	\$398,256	\$47,401	\$350,855	78.7	1
General Merchandise Stores		452	\$1,164,800	\$54,326,925	-\$42,680,125	-64.7	3
Department Stores Excluding Leased Depts.		4521	\$5,833,861	\$798,006	\$5,041,855	76.0	2
Other General Merchandise Stores		4529	\$5,806,939	\$53,528,919	-\$47,721,990	-80.4	1
Miscellaneous Store Retailers		453	\$1,536,170	\$1,908,595	-\$372,425	-10.8	10
Florists		4531	\$89,184	\$59,626	\$29,558	19.9	1
Office Supplies, Stationery & Gift Stores		4532	\$505,848	\$476,795	\$476,795	89.1	1
Used Merchandise Stores		4533	\$277,220	\$50,737	\$226,483	69.1	1
Other Miscellaneous Store Retailers		4539	\$663,918	\$1,769,179	-\$1,052,261	-45.4	7
Nonstore Retailers		454	\$6,113,443	\$7,366,609	-\$1,253,166	-9.3	5
Electronic Shopping & Mail-Order Houses		4541	\$5,048,843	\$5,126,087	-\$77,244	-0.8	1
Vending Machine Operators		4542	\$294,819	\$102,613	\$192,206	48.4	1
Direct Selling Establishments		4543	\$69,781	\$2,137,909	-\$1,368,128	-47.1	3
Food Services & Drinking Places		722	\$7,939,372	\$14,291,224	-\$6,351,852	-28.6	17
Full-Service Restaurants		7221	\$3,043,343	\$1,116,225	\$1,927,118	46.3	5
Limited-Service Eating Places		7222	\$4,024,747	\$12,929,634	-\$8,916,887	-52.6	9
Special Food Services		7223	\$349,310	\$0	\$349,310	100.0	0
Drinking Places - Alcoholic Beverages		7224	\$533,972	\$245,365	\$288,607	37.0	3



Retail Marketplace Profile

Fox St & Hwy 83, Mukwonago
 Drive Time: 15 minutes

Latitude: 42.863074
 Longitude: -88.332398

Summary Demographics		NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of
2013 Population	55,941						
2013 Households	20,615						
2013 Median Disposable Income	\$58,680						
2013 Per Capita Income	\$34,353						
Industry Summary		NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of
Total Retail Trade and Food & Drink	44-45,722	\$682,099,448	\$236,553,396	\$445,546,052	48.5	213	
Total Retail Trade	44-45	\$615,110,183	\$210,770,746	\$404,339,438	49.0	167	
Total Food & Drink	722	\$66,989,265	\$25,782,650	\$412,066,614	44.4	47	
Industry Group		NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of
Motor Vehicle & Parts Dealers	441	\$18,416,277	\$4,932,382	\$74,209,245	45.2	17	
Automobile Dealers	4411	\$102,161,566	\$43,036,620	\$59,124,536	40.7	7	
Other Motor Vehicle Dealers	4412	\$8,359,889	\$1,693,203	\$6,666,685	66.3	8	
Auto Parts, Accessories & Tire Stores	4413	\$8,620,582	\$202,569	\$8,418,024	95.4	2	
Furniture & Home Furnishings Stores	442	\$3,217,591	\$2,827,628	\$0,289,963	63.7	9	
Furniture Stores	4421	\$8,237,428	\$1,862,817	\$6,374,611	63.1	2	
Home Furnishings Stores	4422	\$4,980,163	\$1,064,812	\$3,915,351	64.8	7	
Electronics & Appliance Stores	4431	\$20,313,312	\$488,476	\$9,824,836	95.3	4	
Bldg Materials, Garden Equip. & Supply Stores	444	\$23,075,287	\$5,152,028	\$7,823,259	20.7	23	
Bldg Material & Supplies Dealers	4441	\$9,556,904	\$12,528,067	\$7,028,837	219	17	
Lawn & Garden Equip & Supply Stores	4442	\$3,518,383	\$2,623,961	\$894,422	14.6	6	
Food & Beverage Stores	445	\$99,639,193	\$22,899,503	\$76,739,690	62.6	20	
Grocery Stores	4451	\$92,543,844	\$21,387,588	\$71,156,256	62.5	10	
Specialty Food Stores	4452	\$2,444,599	\$666,410	\$1,578,188	58.2	7	
Beer, Wine & Liquor Stores	4453	\$4,950,751	\$945,505	\$4,005,246	67.9	3	
Health & Personal Care Stores	4464,4461	\$54,753,111	\$8,783,824	\$45,969,357	72.4	7	
Gasoline Stations	447,4471	\$73,071,942	\$44,228,739	\$28,843,203	24.6	10	
Clothing & Clothing Accessories Stores	448	\$33,477,055	\$2,098,867	\$31,378,188	88.2	10	
Clothing Stores	4481	\$22,275,246	\$174,342	\$20,560,903	85.7	6	
Shoe Stores	4482	\$5,634,591	\$26,219	\$5,608,373	99.1	0	
Jewelry, Luggage & Leather Goods Stores	4483	\$5,567,218	\$358,306	\$5,208,913	87.9	4	
Sporting Goods, Hobby, Book & Music Stores	451	\$4,408,580	\$2,120,475	\$12,288,105	74.3	18	
Sporting Goods/Hobby/Musical Instr Stores	4511	\$1,034,935	\$2,042,910	\$8,992,025	68.8	17	
Book, Periodical & Music Stores	4512	\$3,373,645	\$77,565	\$3,296,080	95.5	2	
General Merchandise Stores	452	\$98,824,320	\$54,817,220	\$44,007,100	28.6	5	
Department Stores Excluding Leased Depts.	4521	\$49,691,160	\$820,566	\$48,871,004	96.8	2	
Other General Merchandise Stores	4529	\$49,133,160	\$53,997,064	-\$4,863,904	-4.7	3	
Miscellaneous Store Retailers	453	\$13,183,580	\$4,516,375	\$8,598,205	48.8	35	
Florists	4531	\$79,1916	\$245,753	\$546,164	52.6	4	
Office Supplies, Stationery & Gift Stores	4532	\$4,337,734	\$25,093	\$4,122,641	90.6	7	
Used Merchandise Stores	4533	\$2,353,307	\$972,018	\$1,381,288	41.5	5	
Other Miscellaneous Store Retailers	4539	\$5,630,623	\$3,082,511	\$2,548,112	29.2	19	
Nonstore Retailers	454	\$52,074,516	\$7,806,230	\$44,268,287	73.9	8	
Electronic Shopping & Mail-Order Houses	4541	\$45,079,627	\$5,446,627	\$37,572,999	77.5	3	
Vending Machine Operators	4542	\$2,475,960	\$87,954	\$2,278,006	85.2	2	
Direct Selling Establishments	4543	\$6,578,930	\$2,161,648	\$4,417,282	50.5	3	
Food Services & Drinking Places	722	\$66,989,265	\$25,782,650	\$41,206,614	44.4	47	
Full-Service Restaurants	7221	\$25,776,007	\$5,252,822	\$20,523,185	66.1	16	
Limited-Service Eating Places	7222	\$33,783,969	\$18,187,541	\$15,596,428	30.0	18	
Special Food Services	7223	\$2,983,470	\$612,065	\$2,372,265	66.0	1	
Drinking Places - Alcoholic Beverages	7224	\$4,445,819	\$1,731,082	\$2,714,736	43.9	12	



This information on supply and demand is important as it shows leakage in some categories within the Village of Mukwonago – the potential retail demand vs. the retail sales within the Village boundaries. But when the 15-Minute Drive Time data is examined, it is apparent that there is extensive leakage, meaning that the potential for retail sales are significant based on the demand, but the amount of sales within that area show those demands are being met outside of the 15-Minute Drive Time.

What does this mean for Mukwonago? Mukwonago has the opportunity to capture more of these shopping dollars for certain goods and services for this 15-Minute Drive Time area. It may be challenging to satisfy categories such as clothing or shoes when consumers have multiple shopping opportunities in a large community or regional centers which will have 100,000 to 400,000 square feet of store options. However, there is the potential to pick up a portion of this significant leakage in categories such as:

- Restaurants – this might include a fast casual; a mid-priced full-service; good ethnic options; steak house
- Bakery with coffee shop
- Hair salons – other personal care has potential
- Liquor sales – slightly upscale with good wine offerings
- Grocery – look at something like a local “Trader Joe’s” that is smaller with healthier options and more ethnic options
- Clothing – small niche women’s mid-range clothing; needs an experienced operator who can tailor product to the 15-Minute Drive Time market

Utilizing the Tapestry data in the Lifestyle Report, as well as the Supply and Demand analysis can help potential new businesses understand the underlying market, as well as existing businesses to potentially retool current product lines.

Keep in mind that some of this demand has the potential to be captured, but specific location, financial stability, business model, and solid management are all part of a successful business.

Retail Spending Activity

The Spending Potential Index (SPI) is a measure of market activity developed by ESRI Business Information Solutions, which correlates to actual dollars spent on certain goods and services by residents with a given market area. This information adds another dimension to the retail potential and lifestyle analysis, and is helpful in identifying an appropriate business and merchandise mix for Mukwonago.

When the SPI is equal to 100 for a specific type of merchandise, consumers are spending at a rate equal to the national average. An SPI greater than 100 indicates that consumers are buying or spending above the national average. In other words, the SPI is an indicator of what prices consumers will pay and/or the level of discretionary income they are willing to devote to a particular good or service. The Retail Goods and Services Expenditures table shows the Mukwonago 15-Minute Drive-Time trade area households for various types of goods and services. These figures are derived in part through the U.S. Department of Commerce Consumer Expenditure Survey.

The data presented indicates that overall, the Mukwonago 15-Minute Drive-Time area residents spent at a rate considerably above the national average, which is consistent with their higher household incomes. However, in certain categories such as apparel, spending is below the national average. This is likely due to the broad selection of discount apparel stores, a dense supply of apparel options in the Milwaukee Metro Area, and smart shopper behaviors.

Retail Goods and Services Expenditures

Fox St & Hwy 83, Mukwonago
Drive Time: 15 minutes

Latitude: 42.863074
Longitude: -88.332398

Top Tapestry Segments	Perce	Demographic Summary	2013	2018
Sophisticated Squires	30.9%	Population	55,941	56,287
Green Acres	20.0%	Households	20,615	20,861
Exurbanites	14.9%	Families	16,274	16,395
Boomburbs	10.5%	Median Age	42.4	42.8
Main Street, USA	6.4%	Median Household Income	\$78,573	\$88,859
		Spending Potential Index	Average Amount Spent	Total
Apparel and Services		86	\$1,937.08	\$39,932,943
Men's		84	\$354.66	\$7,311,214
Women's		76	\$604.63	\$12,464,363
Children's		90	\$333.66	\$6,878,423
Footwear		62	\$263.87	\$5,439,709
Watches & Jewelry		136	\$204.46	\$4,214,878
Apparel Products and Services (1)		185	\$75.81	\$3,624,355
Computer				
Computers and Hardware for Home Use		129	\$263.67	\$5,435,464
Portable Memory		130	\$9.91	\$204,345
Computer Software		131	\$25.98	\$535,522
Computer Accessories		139	\$23.11	\$476,347
Entertainment & Recreation		136	\$4,428.31	\$91,289,653
Fees and Admissions		145	\$911.01	\$8,780,513
Membership Fees for Clubs (2)		148	\$246.56	\$5,082,767
Fees for Participant Sports, excl. Trips		145	\$17.54	\$3,536,323
Admission to Movie/Theatre/Opera/Ballet		136	\$214.00	\$4,411,563
Admission to Sporting Events, excl. Trips		149	\$93.53	\$1,928,047
Fees for Recreational Lessons		149	\$184.91	\$3,811,916
Dating Services		112	\$0.48	\$9,899
TV/Video/Audio		125	\$1615.48	\$33,303,211
Cable and Satellite Television Services		124	\$1,069.85	\$22,054,978
Televisions		131	\$207.66	\$4,280,854
Satellite Dishes		127	\$2.01	\$41,436
VCRs, Video Cameras, and DVD Players		129	\$16.57	\$341,565
Miscellaneous Video Equipment		138	\$10.63	\$219,159
Video Cassettes and DVDs		123	\$43.43	\$895,307
Video Game Hardware/Accessories		115	\$31.10	\$641,165
Video Game Software		124	\$37.11	\$765,014
Streaming/Downloaded Video		131	\$4.91	\$10,270
Rental of Video Cassettes and DVDs		125	\$34.32	\$707,466
Installation of Televisions		148	\$127	\$26,238
Audio (3)		130	\$150.78	\$3,108,390
Rental and Repair of TV/Radio/Sound Equipment		121	\$5.84	\$120,370
Pets		157	\$834.39	\$17,200,994
Toys and Games (4)		126	\$175.47	\$3,617,351
Recreational Vehicles and Fees (5)		149	\$335.08	\$6,907,777
Sports/Recreation/Exercise Equipment (6)		116	\$207.55	\$4,278,652
Photo Equipment and Supplies (7)		133	\$103.60	\$2,135,671
Reading (8)		136	\$208.76	\$4,303,561
Catered Affairs (9)		140	\$36.96	\$761,923
Food		125	\$10,322.38	\$212,795,851
Food at Home		124	\$6,263.83	\$129,128,825
Bakery and Cereal Products		125	\$882.20	\$18,186,565
Meats, Poultry, Fish, and Eggs		123	\$1,360.92	\$28,055,445
Dairy Products		125	\$672.20	\$13,857,401
Fruits and Vegetables		126	\$1,200.04	\$24,738,905
Snacks and Other Food at Home (10)		124	\$2,148.46	\$44,290,510
Food Away from Home		127	\$4,058.55	\$83,667,026
Alcoholic Beverages		127	\$676.92	\$13,954,609
Nonalcoholic Beverages at Home		122	\$579.15	\$11,939,164

Retail Goods and Services Expenditures

Fox St & Hwy 83, Mukwonago
Drive Time: 15 minutes

Latitude: 42.863074
Longitude: -88.332398

	Spending Potential Index	Average Amount Spent	Total
Financial			
Investments	146	\$3,035.28	\$62,572,216
Vehicle Loans	130	\$4,956.53	\$102,178,928
Health			
Nonprescription Drugs	126	\$156.58	\$3,227,974
Prescription Drugs	129	\$623.86	\$12,860,976
Eyeglasses and Contact Lenses	135	\$116.15	\$2,394,472
Home			
Mortgage Payment and Basics (11)	151	\$14,285.97	\$294,505,221
Maintenance and Remodeling Services	148	\$2,388.79	\$49,244,914
Maintenance and Remodeling Materials (12)	138	\$401.80	\$8,283,077
Utilities, Fuel, and Public Services	126	\$1,385.86	\$13,644,516
Household Furnishings and Equipment			
Household Textiles (13)	131	\$138.05	\$2,845,967
Furniture	132	\$634.18	\$13,073,611
Rugs	148	\$37.61	\$775,366
Major Appliances (14)	133	\$367.33	\$7,572,424
Housewares (15)	115	\$85.57	\$1,764,062
Small Appliances	128	\$57.47	\$1,184,794
Luggage	141	\$12.60	\$259,851
Telephones and Accessories	110	\$58.77	\$1,211,639
Household Operations			
Child Care	131	\$582.25	\$12,002,991
Lawn and Garden (16)	137	\$581.74	\$11,992,625
Moving/Storage/Freight Express	118	\$76.99	\$1,587,199
Housekeeping Supplies (17)	128	\$910.15	\$18,762,743
Insurance			
Owners and Renters Insurance	141	\$695.94	\$14,346,734
Vehicle Insurance	129	\$1,534.58	\$31,635,337
Life/Other Insurance	140	\$612.85	\$12,633,948
Health Insurance	133	\$3,294.03	\$67,906,442
Personal Care Products (18)	126	\$559.96	\$11,543,526
School Books and Supplies (19)	123	\$231.42	\$4,770,669
Smoking Products	108	\$523.64	\$10,794,805
Transportation			
Vehicle Purchases (Net Outlay) (20)	129	\$4,662.97	\$96,127,151
Gasoline and Motor Oil	125	\$3,859.96	\$79,572,987
Vehicle Maintenance and Repairs	131	\$1,434.19	\$29,565,886
Travel			
Airline Fares	140	\$646.28	\$13,323,041
Lodging on Trips	143	\$609.45	\$12,563,738
Auto/Truck/Van Rental on Trips	144	\$48.52	\$1,000,295
Food and Drink on Trips	139	\$610.52	\$12,585,945

Market Potential Indicator

Market Potential Indicators (MPI) compare market area demand for a specific product or service to the average national demand for that product or service. ESRI Business Information Solutions calculates market potential based on consumer references and behavior by Community Tapestry market segments. An MPI of 100 indicates that individual and/or households in the market area consume a particular product or service at the same level as the national average. An MPI over 100 represents demand above the national average, and an MPI below 100 indicates lower than average demand.

Among the 95 different purchasing categories listed on the Retail Market Potential, market area households reveal a strong propensity to purchase at or above the national average for the overwhelming majority of categories.

The categories with the highest numbers include: automobile purchases, live theatre, purchases of toys and games, financial services, fitness services, home improvements, owns pets, family restaurants and steakhouses, and travel. These and other categories represent market niches that should be further explored to ensure there is an adequate supply or selection within the Mukwonago area.

Finally, the Restaurant Market Potential presents similar data regarding visits to specific restaurants. As shown, adults living in the area tended to like family restaurants such as Applebee's, Chili's, Lone Star Steakhouse, Olive Garden, Outback Steakhouse and Red Robin. From a fast food perspective they like Arby's, Chick-Fil-A, Chipotle's, Dairy Queen, Panera's and Starbucks.

Retail Market Potential

Fox St & Hwy 83, Mukwonago
 Drive Time: 15 minutes

Latitude: 42.863074
 Longitude: -

Demographic Summary		2013	2018
Population		55,941	56,287
Population 18+		42,455	43,114
Households		20,615	20,861
Median Household Income		\$78,573	\$88,859

Product/Consumer Behavior	Expected Number Adults/HHs	Percent of Adults/HHs	MPI
Apparel (Adults)			
Bought any men's apparel in last 12 months	23,701	55.8%	112
Bought any women's apparel in last 12 months	20,415	48.1%	106
Bought apparel for child <13 in last 6 months	12,946	30.5%	108
Bought any shoes in last 12 months	23,874	56.2%	108
Bought costume jewelry in last 12 months	9,604	22.6%	108
Bought any fine jewelry in last 12 months	9,455	22.3%	101
Bought a watch in last 12 months	8,020	18.9%	98
Automobiles (Households)			
HH owns/leases any vehicle	19,415	94.2%	110
HH bought/leased new vehicle last 12 mo	2,740	13.3%	138
Automotive Aftermarket (Adults)			
Bought gasoline in last 6 months	39,976	94.2%	109
Bought/changed motor oil in last 12 months	23,241	54.7%	106
Had tune-up in last 12 months	14,440	34.0%	109
Beverages (Adults)			
Drank bottled water/seltzer in last 6 months	27,531	64.8%	105
Drank regular cola in last 6 months	20,399	48.0%	94
Drank beer/ale in last 6 months	19,607	46.2%	109
Camera & Film (Adults)			
Bought any camera in last 12 months	5,911	13.9%	109
Bought film in last 12 months	8,260	19.5%	102
Bought digital camera in last 12 months	3,616	8.5%	124
Bought memory card for camera in last 12 months	4,110	9.7%	127
Cell Phones/PDAs & Service (Adults)			
Bought cell/mobile phone/PDA in last 12 months	15,579	36.7%	104
Avg monthly cell/mobile phone/PDA bill: \$1-\$49	9,328	22.0%	103
Avg monthly cell/mobile phone/PDA bill: \$50-99	14,597	34.4%	106
Avg monthly cell/mobile phone/PDA bill: \$100+	10,735	25.3%	119
Computers (Households)			
HH owns a personal computer	17,814	86.4%	116
Spent <\$500 on most recent home PC purchase	1,808	8.8%	101
Spent \$500-\$999 on most recent home PC purchase	4,359	21.1%	118
Spent \$1000-\$1499 on most recent home PC purchase	3,425	16.6%	127
Spent \$1500-\$1999 on most recent home PC purchase	1,853	9.0%	126
Spent \$2000+ on most recent home PC purchase	1,633	7.9%	126



Retail Market Potential

Fox St & Hwy 83, Mukwonago
Drive Time: 15 minutes

Latitude: 42.863074
Longitude: -

Product/Consumer Behavior	Expected Number Adults/HHs	Percent of Adults/HHs	MPI
Convenience Stores (Adults)			
Shopped at convenience store in last 6 months	27,023	63.7%	106
Bought cigarettes at convenience store in last 30 days	5,759	13.6%	88
Bought gas at convenience store in last 30 days	15,330	36.1%	108
Spent at convenience store in last 30 days: <\$20	4,555	10.7%	111
Spent at convenience store in last 30 days: \$20- 39	4,703	11.1%	109
Spent at convenience store in last 30 days: \$40+	15,571	36.7%	103
Entertainment (Adults)			
Attended movies in last 6 months	26,999	63.6%	108
Went to live theater in last 12 months	6,726	15.8%	120
Went to a bar/night club in last 12 months	9,174	21.6%	113
Dined out in last 12 months	24,887	58.6%	119
Gambled at a casino in last 12 months	7,841	18.5%	115
Visited a theme park in last 12 months	10,766	25.4%	118
DVDs rented in last 30 days: 1	1,335	3.1%	118
DVDs rented in last 30 days: 2	2,362	5.6%	120
DVDs rented in last 30 days: 3	1,661	3.9%	122
DVDs rented in last 30 days: 4	1,964	4.6%	121
DVDs rented in last 30 days: 5+	6,571	15.5%	117
DVDs purchased in last 30 days: 1	2,560	6.0%	121
DVDs purchased in last 30 days: 2	2,298	5.4%	114
DVDs purchased in last 30 days: 3- 4	1,991	4.7%	102
DVDs purchased in last 30 days: 5+	2,027	4.8%	92
Spent on toys/games in last 12 months: <\$50	2,794	6.6%	108
Spent on toys/games in last 12 months: \$50- \$99	1,162	2.7%	99
Spent on toys/games in last 12 months: \$100- \$199	3,135	7.4%	103
Spent on toys/games in last 12 months: \$200- \$499	5,179	12.2%	113
Spent on toys/games in last 12 months: \$500+	3,165	7.5%	130
Financial (Adults)			
Have home mortgage (1st)	12,102	28.5%	149
Used ATM/cash machine in last 12 months	25,350	59.7%	118
Own any stock	5,477	12.9%	140
Own U.S. savings bond	3,856	9.1%	133
Own shares in mutual fund (stock)	5,913	13.9%	148
Own shares in mutual fund (bonds)	3,540	8.3%	141
Used full service brokerage firm in last 12 months	3,471	8.2%	132
Have savings account	19,104	45.0%	124
Have 401K retirement savings	10,895	25.7%	145
Did banking over the Internet in last 12 months	15,305	36.0%	132
Own any credit/debit card (in own name)	35,333	83.2%	113
Avg monthly credit card expenditures: <\$111	6,225	14.7%	107
Avg monthly credit card expenditures: \$111- 225	3,786	8.9%	115
Avg monthly credit card expenditures: \$226- 450	3,723	8.8%	117
Avg monthly credit card expenditures: \$451- 700	3,343	7.9%	123
Avg monthly credit card expenditures: \$701+	7,898	18.6%	138

Retail Market Potential

Fox St & Hwy 83, Mukwonago
 Drive Time: 15 minutes

Latitude: 42.863074
 Longitude: -

Product/Consumer Behavior	Expected Number Adults/HHs	Percent of Adults/HHs	MPI
Grocery (Adults)			
Used beef (fresh/frozen) in last 6 months	32,025	75.4%	107
Used bread in last 6 months	41,404	97.5%	101
Used chicken/turkey (fresh or frozen) in last 6 months	34,475	81.2%	105
Used fish/seafood (fresh or frozen) in last 6 months	24,557	57.8%	110
Used fresh fruit/vegetables in last 6 months	38,320	90.3%	104
Used fresh milk in last 6 months	39,579	93.2%	103
Health (Adults)			
Exercise at home 2+ times per week	14,246	33.6%	112
Exercise at club 2+ times per week	6,534	15.4%	124
Visited a doctor in last 12 months	34,841	82.1%	106
Used vitamin/dietary supplement in last 6 months	22,513	53.0%	109
Home (Households)			
Any home improvement in last 12 months	8,425	40.9%	130
Used housekeeper/maid/prof HH cleaning service in the last 12 months	3,806	18.5%	117
Purchased any HH furnishing in last 12 months	7,000	34.0%	113
Purchased bedding/bath goods in last 12 months	11,624	56.4%	103
Purchased cooking/serving product in last 12 months	6,173	29.9%	109
Bought any kitchen appliance in last 12 months	4,152	20.1%	116
Insurance (Adults)			
Currently carry any life insurance	24,604	58.0%	122
Have medical/hospital/accident insurance	33,623	79.2%	111
Carry homeowner insurance	28,520	67.2%	128
Carry renter insurance	2,052	4.8%	78
Have auto/other vehicle insurance	38,839	91.5%	111
Pets (Households)			
HH owns any pet	12,974	62.9%	122
HH owns any cat	6,203	30.1%	126
HH owns any dog	9,816	47.6%	127
Reading Materials (Adults)			
Bought book in last 12 months	24,301	57.2%	114
Read any daily newspaper	19,048	44.9%	109
Heavy magazine reader	8,521	20.1%	101
Restaurants (Adults)			
Went to family restaurant/steak house in last 6 mo	33,905	79.9%	111
Went to family restaurant/steak house last mo: <2 times	11,308	26.6%	104
Went to family restaurant/steak house last mo: 2-4 times	12,806	30.2%	112
Went to family restaurant/steak house last mo: 5+ times	9,792	23.1%	119
Went to fast food/drive-in restaurant in last 6 mo	39,023	91.9%	104
Went to fast food/drive-in restaurant <6 times/mo	14,611	34.4%	98
Went to fast food/drive-in restaurant 6-13 times/mo	13,388	31.5%	109
Went to fast food/drive-in restaurant 14+ times/mo	11,024	26.0%	104
Fast food/drive-in last 6 mo: eat in	17,298	40.7%	108
Fast food/drive-in last 6 mo: home delivery	4,435	10.4%	100
Fast food/drive-in last 6 mo: take-out/drive-thru	25,118	59.2%	113
Fast food/drive-in last 6 mo: take-out/walk-in	10,976	25.9%	105

Retail Market Potential

Fox St & Hwy 83, Mukwonago
 Drive Time : 15 minutes

Latitude : 42.863074
 Longitude : -

Product/Consumer Behavior	Expected Number Adults/HHs	Percent of Adults/HHs	MPI
Telephones & Service (Households)			
HH owns in-home cordless telephone	15,430	74.8%	116
HH average monthly long distance phone bill: <\$16	6,364	30.9%	112
HH average monthly long distance phone bill: \$16-25	2,618	12.7%	111
HH average monthly long distance phone bill: \$26-59	2,213	10.7%	117
HH average monthly long distance phone bill: \$60+	967	4.7%	105
Television & Sound Equipment (Adults/Households)			
HH owns 1TV	2,628	12.7%	64
HH owns 2 TVs	5,032	24.4%	93
HH owns 3 TVs	5,152	25.0%	112
HH owns 4+ TVs	6,044	29.3%	140
HH subscribes to cable TV	12,100	58.7%	101
HH Purchased audio equipment in last 12 months	2,087	10.1%	104
HH Purchased CD player in last 12 months	797	3.9%	100
HH Purchased DVD player in last 12 months	2,184	10.6%	109
HH Purchased MP3 player in last 12 months	5,214	12.3%	120
HH Purchased video game system in last 12 months	2,781	13.5%	125
Travel (Adults)			
Domestic travel in last 12 months	27,278	64.3%	123
Took 3+ domestic trips in last 12 months	8,109	19.1%	128
Spent on domestic vacations last 12 mo: <\$1000	6,050	14.3%	113
Spent on domestic vacations last 12 mo: \$1000-\$1499	3,865	9.1%	136
Spent on domestic vacations last 12 mo: \$1500-\$1999	2,358	5.6%	136
Spent on domestic vacations last 12 mo: \$2000-\$2999	2,338	5.5%	133
Spent on domestic vacations last 12 mo: \$3000+	3,035	7.1%	141
Foreign travel in last 3 years	13,274	31.3%	120
Took 3+ foreign trips by plane in last 3 years	2,378	5.6%	116
Spent on foreign vacations last 12 mo: <\$1000	3,114	7.3%	122
Spent on foreign vacations last 12 mo: \$1000-\$2999	1,955	4.6%	112
Spent on foreign vacations last 12 mo: \$3000+	2,319	5.5%	110
Stayed 1+ nights at hotel/motel in last 12 months	22,123	52.1%	129

Restaurant Market Potential

Fox St & Hwy 83, Mukwonago
 Drive Time: 15 minutes

Latitude: 42.863074
 Longitude: -88.332398

Demographic Summary		2013	2018
Population		55,941	56,287
Population 18+		42,455	43,114
Households		20,615	20,861
Median Household Income		\$78,573	\$88,859
Product/Consumer Behavior		Expected Number Adults	Percent MPI
Went to family restaurant/steak house in last 6 months		33,905	79.9%
Family restaurant/steak house last month: <2 times		11,308	26.6%
Family restaurant/steak house last month: 2- 4 times		12,806	30.2%
Family restaurant/steak house last month: 5+ times		9,792	23.1%
Family restaurant/steak house last 6 months: breakfast		6,653	15.7%
Family restaurant/steak house last 6 months: lunch		12,211	28.8%
Family restaurant/steak house last 6 months: snack		990	2.3%
Family restaurant/steak house last 6 months: dinner		26,729	63.0%
Family restaurant/steak house last 6 months: weekday		19,477	45.9%
Family restaurant/steak house last 6 months: weekend		21,680	51.1%
Family restaurant/steak house last 6 months: Applebee's		12,908	30.4%
Family restaurant/steak house last 6 months: Bennigan's		1,135	2.7%
Family restaurant/steak house last 6 months: Bob Evans Farm		2,206	5.2%
Family restaurant/steak house last 6 months: Cheesecake Factory		3,342	7.9%
Family restaurant/steak house last 6 months: Chili's Grill & Bar		6,482	15.3%
Family restaurant/steak house last 6 months: Cracker Barrel		5,524	13.0%
Family restaurant/steak house last 6 months: Denny's		3,790	8.9%
Family restaurant/steak house last 6 months: Friendly's		1,830	4.3%
Family restaurant/steak house last 6 months: Golden Corral		2,484	5.9%
Family restaurant/steak house last 6 months: In'l Hse of Pancakes		5,348	12.6%
Family restaurant/steak house last 6 months: Lone Star Steakhouse		1,368	3.2%
Family restaurant/steak house last 6 months: Old Country Buffet		1,212	2.9%
Family restaurant/steak house last 6 months: Olive Garden		9,966	23.5%
Family restaurant/steak house last 6 months: Outback Steakhouse		6,203	14.6%
Family restaurant/steak house last 6 months: Perkins		1,731	4.1%
Family restaurant/steak house last 6 months: Red Lobster		6,555	15.4%
Family restaurant/steak house last 6 months: Red Robin		3,658	8.6%
Family restaurant/steak house last 6 months: Ruby Tuesday		4,477	10.5%
Family restaurant/steak house last 6 months: Ryan's		988	2.3%
Family restaurant/steak house last 6 months: Sizzler		911	2.1%
Family restaurant/steak house last 6 months: T.G.I. Friday's		5,602	13.2%
Went to fast food/dive-in restaurant in last 6 months		39,023	91.9%
Went to fast food/dive-in restaurant <6 times/month		14,611	34.4%
Went to fast food/dive-in restaurant 6- 13 times/month		13,388	31.5%
Went to fast food/dive-in restaurant 14+ times/month		11,024	26.0%
Fast food/dive-in last 6 months: breakfast		12,371	29.1%
Fast food/dive-in last 6 months: lunch		27,711	65.3%
Fast food/dive-in last 6 months: snack		7,759	18.3%
Fast food/dive-in last 6 months: dinner		22,828	53.8%



Restaurant Market Potential

Fox St & Hwy 83, Mukwonago
 Drive Time: 15 minutes

Prepared by Aimee Bauman
 Latitude: 42.863074
 Longitude: -88.332398

Product/Consumer Behavior	Expected Number Adults	Percent	MPI
Fast food/drive-in last 6 months: weekday	31,233	73.6%	111
Fast food/drive-in last 6 months: weekend	21,648	51.0%	106
Fast food/drive-in last 6 months: A & W	2,249	5.3%	117
Fast food/drive-in last 6 months: Arby's	10,630	25.0%	123
Fast food/drive-in last 6 months: Boston Market	2,411	5.7%	118
Fast food/drive-in last 6 months: Burger King	16,095	37.9%	105
Fast food/drive-in last 6 months: Captain D's	1,618	3.8%	75
Fast food/drive-in last 6 months: Carl's Jr.	2,579	6.1%	96
Fast food/drive-in last 6 months: Checkers	1,181	2.8%	87
Fast food/drive-in last 6 months: Chick-fil-A	7,280	17.1%	133
Fast food/drive-in last 6 months: Chipotle Mex. Grill	3,569	8.4%	137
Fast food/drive-in last 6 months: Chuck E. Cheese's	2,016	4.7%	106
Fast food/drive-in last 6 months: Church's Fr. Chicken	1,050	2.5%	58
Fast food/drive-in last 6 months: Dairy Queen	8,026	18.9%	120
Fast food/drive-in last 6 months: Del Taco	1,387	3.3%	96
Fast food/drive-in last 6 months: Domino's Pizza	5,421	12.8%	95
Fast food/drive-in last 6 months: Dunkin' Donuts	5,364	12.6%	110
Fast food/drive-in last 6 months: Fuddruggers	1,606	3.8%	134
Fast food/drive-in last 6 months: Hardee's	2,198	5.2%	77
Fast food/drive-in last 6 months: Jack in the Box	4,270	10.1%	95
Fast food/drive-in last 6 months: KFC	11,531	27.2%	99
Fast food/drive-in last 6 months: Little Caesars	2,903	6.8%	94
Fast food/drive-in last 6 months: Long John Silvers	2,190	5.2%	82
Fast food/drive-in last 6 months: McDonald's	25,234	59.4%	107
Fast food/drive-in last 6 months: Panera Bread	5,975	14.1%	144
Fast food/drive-in last 6 months: Papa John's	4,085	9.6%	111
Fast food/drive-in last 6 months: Pizza Hut	9,736	22.9%	104
Fast food/drive-in last 6 months: Popeyes	2,604	6.1%	84
Fast food/drive-in last 6 months: Quiznos	4,793	11.3%	124
Fast food/drive-in last 6 months: Sonic Drive-in	5,321	12.5%	106
Fast food/drive-in last 6 months: Starbucks	8,110	19.1%	127
Fast food/drive-in last 6 months: Steak 'n Shake	2,513	5.9%	118
Fast food/drive-in last 6 months: Subway	15,491	36.5%	115
Fast food/drive-in last 6 months: Taco Bell	15,211	35.8%	112
Fast food/drive-in last 6 months: Wendy's	14,933	35.2%	114
Fast food/drive-in last 6 months: Whataburger	1,693	4.0%	82
Fast food/drive-in last 6 months: White Castle	1,505	3.5%	89
Fast food/drive-in last 6 months: eat in	17,298	40.7%	108
Fast food/drive-in last 6 months: home delivery	4,435	10.4%	100
Fast food/drive-in last 6 months: take-out/drive-thru	25,118	59.2%	113
Fast food/drive-in last 6 months: take-out/walk-in	10,976	25.9%	105



Mukwonago Market Strategies

Small towns with the most dramatic outcomes tend to be proactive and future oriented by embracing change and assuming some risk. Being proactive (as opposed to reactive) can be measured by a community's willingness and ability to act on a particular challenge before it becomes a problem. Innovative local governance, partnerships and organizations significantly enhance the capacity for community revitalization. The key to innovative local governance is to think creatively, but always keep the community's overall net benefits in mind. Working with partners beyond municipal boundaries can help pool resources to shared objectives. By incorporating broad, long-term goals to create positive change, a community will garner more "return on investment" instead of communities that take a piecemeal approach.

Mukwonago has much potential for revitalizing and stimulating economic growth. There is a substantial population base nearby with important purchasing power. You have beautiful natural assets in and around the community, and solid transportation connections, particularly with I43. The potential to reroute Hwy. 83 will open up revitalization options for the downtown, with the opportunity to have a more substantial "downtown" district. The I43 corridor has opened up Mukwonago to those large box retailers and larger destination users such as the medical facility and the YMCA. This Interstate development is very important to Mukwonago, and provides many opportunities to in-fill with other large retailers, restaurants, hospitality, business headquarters, etc. I43 also provides that important transportation connection that is desired by many industries.

There is much that can be done to help stimulate business growth and economic development. But the most important thing to do is to acknowledge resources from a staffing, volunteer and financial standpoint. Set the bar at an achievable level as to facilitate success – not dozens of tasks that never get off the ground or completed. We have learned over the past 5 years that the market can change faster than any one could anticipate. We need to be nimble, we need to anticipate, and we need to work on those things that are most important to support our mission. Laying the foundation for this work is where we start.

Utilizing the information we know about the Mukwonago marketplace, along with background information on the community, and meeting with certain Stakeholders, the following list of tasks was created to support business and economic development within the Village.

Task #1: Establish who will lead the charge.

It's critical that there be a dedicated point person for the work of economic and business development for the Village. Although there have been some communities who have been successful with a volunteer Business Recruitment / Retention organization, it is usually because there is a single community champion who leads and motivates, and has the time to devote to this cause. But most often, volunteer groups flounder with direction, time and resources. When a community can support the role from a staff perspective, the community is in position for a much better outcome.

Support efforts to dedicate resources to a staff person who can represent the community in a positive and professional fashion, has good leadership skills, can motivate volunteers, establish a foundation of information and resources within the community, and provide outreach to existing and new businesses.

Timing: Immediate

Task #2: Revamp the Village website.

The Village website is the **number one** tool any community has to make a first impression, even before someone makes that first visit. It is likely to be the first stop for new businesses, new residents, or a new visitors and travelers. This is Mukwongo's chance to leverage community assets, sell the quality of life as well as the reason people want to visit or do business in this area. The Mukwongo website should clearly and effectively sell the community - while still providing necessary and important municipal information. This should be a top priority, as it is the most cost effective, the easiest to keep current and is accessible 24 hours per day.

One particularly dynamic community website is that of Greenwood, Mississippi (www.greenwoodms.com). This is a small community that has realized the importance of their website! They were very smart to incorporate a way for the City, the Chamber, the Visitors and Tourists Bureau, Main Street, Economic Development and the County to be directly linked to the site – they share a tool bar at the top of the page and their graphics to be a totally integrated site. This site truly gives you the “feeling” of Greenwood and really sells the sizzle for a smaller community. Following are few screen shots of the website.

Timing: Immediate

+myConnections: Engage your community - connect to news, events and information you care about. [View more information...](#)

Sign In

Visitors & Tourists

Main Street Greenwood

Economic Development

Chamber of Commerce

City of Greenwood

Leflore County

Home

Mayor's Welcome

About Greenwood

Government

Departments

Services

Explore Greenwood

THE CITY OF GREENWOOD MISSISSIPPI



Code of Ordinances

Notify Me

Report a Concern

Parks & Recreation

Healthy Hometown

Recycling



Greenwood Named 2012 Healthy Hometown
 Greenwood was recently named a 2012 Healthy Hometown by the Blue Cross & Blue Shield of Mississippi Foundation.



→myConnections: Engage your community - connect to news, events and information you care about. [View more information...](#)

Sign In



Visitors & Tourists | Main Street Greenwood | Economic Development | City of Greenwood | Leflore County

Members | Visitors | About Us | Programs & Events | Business Development | Explore Greenwood

GREENWOOD - LEFLORE COUNTY CHAMBER

Business Grows Here.

- Business Directory
- Shop Greenwood
- Calendar of Events
- Notify Me
- Join Now
- Contact Us



300 Oaks set for Sept. 21
One of the state's biggest road races! 10K run, 5K run, 5K walk and 1-mile fun run. Sign up today at www.300oaks.com



+myConnections: Engage your community - connect to news, events and information you care about. [View more information.](#)

Sign In

Visitors & Tourists | Main Street Greenwood | Economic Development | Chamber of Commerce | City of Greenwood | Leflore County

Site Selection | Demographics | Workforce | Business Development | About Us | Explore Greenwood

EDF

GREENWOOD LEFLORE CARROLL
ECONOMIC DEVELOPMENT FOUNDATION

The Delta Difference

Industry Guide | 

Maps | 

Join the Foundation | 

Support Services | 

Industry Spotlight
Congratulations Bob Hunter and 4-Way Electric on your 1-million dollar expansion.





Task #3: Create a collaborative relationship with the Milwaukee commercial brokerage community.

Commercial real estate brokers can be one of your most important partners in garnering the attention of new businesses for the community – particularly when it comes to regional and national tenants. Most national and regional businesses looking for a new location are represented by a commercial broker or a national site selector. Mukwonago needs to make sure that the nearby commercial brokerage agents and firms know what Mukwonago can offer to their potential clients. Many of these clients have a presence in a particular market by utilizing commercial brokers who can make them aware of opportunities that fit their criteria.

Communities in the Madison area are reaching out to the commercial brokers by hosting a regular “get to know the community” event. This might encompass a short meet-and-greet, a bus tour of the area, followed up with a networking hour at a local restaurant. Sun Prairie, WI has done this for the past 4 years, and has also gotten a good turn out from the Milwaukee brokerage firms. Recently, Waunakee WI had their first broker event and had approximately 30 attendees. The result of that day has also produced a couple of deals in the works. In both of these cases, they toured brokers through the community to show them current lease or for sale opportunities, development lands, and highlights of the community assets. Mukwongo could also host a “Summit” as Sun Prairie did this year by having an afternoon to meet with brokers interested in either commercial or residential. They followed up the afternoon with a networking hour with local food, libations and critical community stakeholders. These real estate professionals are in the trenches every day looking for ways to match their clients with properties. It is imperative that they know about Mukwonago. The following page is the notice that Sun Prairie sent out for their latest broker event.

Consider joining the Commercial Associate of Realtors Wisconsin (CARW) as an affiliate member. This group is very active in the Milwaukee area, supporting a great majority of the commercial brokers. Check out their website at www.carw.com.

Make sure that all municipal-owned land is listed with a good commercial broker. This allows those properties to be on all the commercial listing- services and having a professional that can help market and negotiate. At a minimum, offer co-broke commissions to brokers.

Timing: 2014

Sun Prairie Broker Event

The City of Sun Prairie would like to host an afternoon of information, marketing and networking for the Real Estate Brokerage community serving Sun Prairie. Its purpose will be to provide you with current information that will help you market Sun Prairie to prospective residents and businesses.

Date: Wednesday July 31st, 2013

Time: 1-3 pm - Residential Track, 3-5 pm - Commercial/Industrial Track

Location: TBD in Sun Prairie

Possible topics may include (subject to confirmation):

- Marketing the Sun Prairie School District and Sun Prairie High School
- Opportunities in the mid-to-upper single family marketplace
- Update on commercial retail projects
- Update on the Sun Prairie Business Park and Major Employers
- Coordinating with WEDC and Locate In Wisconsin
- Overview of building permits issued in 2013
- Residential projects coming online in 2013
- An overview of the Sun Prairie Ice Arena
- Multi-family residential trends
- Overview of City infrastructure investments and facilities (Parks, libraries, streets, stormwater, utilities, etc.)
- Housing and Commercial Financing programs
- Municipally owned electric service and competitive rates
- Overview of the St. Mary's Emergency Center
- The role of fiber optics and the Internet
- An overview of Sun Prairie's demographics
- Property valuation and sales trends in Sun Prairie

Neil Stechschulte

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City of Sun Prairie, Wisconsin USA

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Email: nstechschulte@cityofsunprairie.com

Follow current economic development news at: News Blog: <http://sunprairie-ednews.blogspot.com/>

Task #4: Set the stage for developer interest.

Many communities ponder how to position themselves to work with developers, or even how to attract developer interest in their community. The recent economic situation has been challenging for the most qualified developers, but we are seeing a rebound of interest in new product. Multi-family housing development is currently a strong leader in developer interest, with other commercial development, (i.e. retail, office and industrial) following. Developers are an important partner for a community, as they often represent different retailers or businesses that they are developing the property for.

Securing developer interest in smaller markets can be more challenging, sometimes due to the economic or population constraints, or perhaps the political and approval policy climate. Communities can position themselves to be more competitive in attracting developers if:

1. There is an overall plan in place that provides development guidance about those important development and redevelopment areas.
2. Leadership within the community, both public and private is supportive of the plan and its goals.
3. Appropriate zoning is in place, or can be put in place.
4. The development process within the community is clear and directed, perhaps with one point of contact.
5. Community staff and key decision makers are “on the same page”, so the development process doesn’t get bogged down in an inability to come to consensus.
6. All incentives that are available are defined, and there is an understanding of how and who can use them.

Reach out to other communities within the Metro-Milwaukee area to seek out credible developers of both residential and commercial projects that can be compiled into a database for further contact. Having a pool of potential developers is extremely valuable as staff works to satisfy a demand within the community, whether for different housing options or various commercial projects.

Timing: 2014.

Task #5: Develop a working relationship with large property owners within the Village.

Large property owners from both a residential and commercial standpoint need to be strategic partners with the Village of Mukwonago. It's not untypical that the private sector can be wary of working with municipalities, as they may fear the process, the regulations, and the thought that may get forced to do something they don't want to. There also may exist a perceived or real challenge of getting something done.

Building confidence and bridges with these property partners will go a long way to work with them on new projects. Knowing their plans or goals early on can help the Village and the property owners get through a potential development process much easier. Help them with market and demographic data, incentives, broker or user contacts, etc.

Having a relationship with these property owners will also keep the Village on the forefront of pending vacancies in properties, allowing the Village to participate with recruitment – or even help to retain an existing business.

Timing: 2014.

Task #6: Gather and maintain relevant data on the community.

This report captures a significant amount of demographic data that may be useful to existing businesses or new businesses looking at the community. Make sure that a current inventory of businesses is being tracked - a list of most businesses in Mukwonago is included in the Appendix. It's also good to look at other communities of a similar size and nature to see how Mukwonago compares to their economic development activity and business depth. A chart of comparable communities is in the Appendix, as well as a chart of some comparable community retail categories. Keep this data fresh every two years.

Maintain a current resource of all incentives that are available, whether local or county or statewide, that the Village can help facilitate.

Timing: 2014.

Task #7: Host an Economic Development Open Forum.

Again, this idea has been done in other communities, and offers a great opportunity to bring key stakeholders together to exchange ideas and critiques on how the municipality can do a better job supporting community and economic development. The audience should be commercial property owners, developers who have worked in the community, real estate brokers who work in the community, partners like the Chamber or the Visitors Bureau, interested public groups or individuals, and of course relevant Village staff committee and board members.

Discussion topics could include:

- What target sectors should we be focusing on long term and short term?
- What key information resources do we need to have available?
- Is a standing committee or workgroup needed for economic development (e.g. CDA, RDA)?
- What partners could the Village work with more effectively?
- What role should the Village have in the development of specific parcels?
- What sort of marketing should be done, and to whom?
- What can the Village do to make operating a business here easier?
- What can the Village do to make starting a business here easier?
- What future planning or other efforts are needed for economic development?
- What factors are slowing economic development in the Village?
- What strategic efforts could the Village make to ensure positive future economic development?
- What is your opinion of business recruitment and retention efforts by the Village?
- What should our priority project areas be?

Creating this forum for open discussion creates partnerships and opportunities. It is a chance for the public to air past issues and concerns that could be resolved, hear ideas about what can be done better from a Village perspective, and identify partners that could take economic development to a new level.

Timing: 2014 / 2015.

Task 7: Develop a new business “hit list”.

Based on the market data in this report, there are certain categories of businesses that may find Mukwonago a good match for them. However before making contact, as much as possible should be known about the company’s business model, other operations, typical site criteria and whether or not there is a location that might work for them. Therefore, randomly reaching out to new businesses doesn’t make sense unless Mukwonago meets their typical location criteria, and there is land or an available space for them to consider. The following represent some of the categories of business that should be examined in more depth:

- * Fast casual restaurants
- * Coffee shop
- * Mid-priced full-service restaurants
- * Steakhouse
- * Liquor sales
- * Niche clothing
- * Hair salons
- * Speciality grocery
- * Niche gifts
- * Speciality sporting goods
- * Service businesses, i.e. dental, medical, veterinary, investment services, travel agency, financial services
- * Hospitality, another hotel may have merit

The specific type of business should be matched with available locations, as their site criteria will vary. An Olive Garden type restaurant might be attracted to the demographic data, but would likely only consider the I43 corridor, while a locally owned Italian restaurant might be better suited further inside the boundaries of the Village.

When Mukwonago is ready to work on this task, Redevelopment Resources will come back (at no charge) and help validate the business type, potential location opportunities, and provide current site data and contact information for any of the regional or national businesses. A specific cluster analysis for the manufacturing sector could be undertaken by Redevelopment Resources in the future.

Timeframe: 2014 / 2015

Task 8: Look for opportunities to profile the community in all outlets possible.

Raising awareness about Mukwonago is important when looking to grow and fortify the business climate. Utilize all opportunities to share positive information about Mukwonago. For example:

- Engage the local paper to report on all new business openings; to profile successful businesses within Mukwonago; to run special sections on the state of the local economy, etc.
- Reach out to the Milwaukee State Journal to see what their interest would be in doing a feature about Mukwonago. This may also give local businesses an opportunity to run ads inexpensively next to the feature.
- Partner with a local radio station and be a regular featured guest to answer questions about the community and let citizens know what is going on at Village Hall.
- Send press releases to all the area media when there is a new business acquisition.
- Partner with the Chamber for business opening celebrations.
- Provide interesting community information to the media.
- Engage the high school classes by leading an economic development session – let the kids come up with ideas for new businesses and how Mukwonago might attract them.
- Speak at all of the local business and fraternal clubs. Let them know the Village goals and the plan in place to get there.

Some communities have an underlying air of apathy or cynicism – “we have tried that before and it didn’t work”, “no one helped me when I started my business”, “we don’t know what goes on at Village Hall”, etc. Sending positive PR messages about the status of Mukwonago helps build interest and excitement, both inside the community and outside the community.

Timing: 2014 / 2015

APPENDIX



Mukwonago Business List 2013

Business Name	Description
Advertising and Media	
Swift Print	Printing & Typesetting
Mukwonago Chief	Press/Publications/Radio
KReactive Consulting	Event planning, PR, Marketing, Advertising
Fine Line Printing	Printing & Typesetting
Print, Pack & Ship	Printing & Shipping
RML Corporation	Marketing/Consulting
Chief Printing Company	Printing & Typesetting
Agriculture, Fishing & Forestry	
Horn Feed & Oil Company	Agriculture
Schuett Farms	Agriculture, Entertainment, Gifts
Arts Culture & Entertainment	
Mukwonago Community Library	Library
Village Players	Entertainment, Community Organization
Red Brick House	Museum
Linnie Blooms Shop & Create	Craft Store
Grace Notes Community Orchestra	Entertainment, Community Organization
Box Office Movies & Games	Entertainment Retail
Automotive, Aircraft & Marine	
Lynch's Horter Chevrolet	Auto Dealer
Napa Auto Parts	Auto Parts
Bj's BP, Inc.	Gas Station
Citgo	Gas Station
Mukwonago Yamaha, Inc	Motor Sports
River Crest Tire & Auto	Auto Parts
5 Star Stations, Inc.	Gas Station
John Amato Ford	Auto Dealer
Firestone Tires	Auto Parts
Clark Station	Gas Station
Advance Auto Parts	Auto Parts
Village Car Care Center, LLC	Auto Parts/Service
Business & Professional Services	
KJ Tax & Accounting, LLC	Tax/Accounting
kCm Connections	Marketing/Consulting
Urban Herriges & Sons, Inc.	Architect/Interior Design
Child & Therapeutic Systems	Counseling
H&R Block	Tax/Accounting
The People Person, LLC	Career Planning/Consulting
Berg Corporate Interiors	Office Furniture & Supplies
The Look Photography Services	Photography

Kimberly Ann Photography	Photography
Best Photography	Photography
Act Now! Accounting Solutions	Accounting
Cruise & Tour Center	Travel Agency
Maxxum ERP Solutions LLC	Software
Pillar Design Group	Interior Design
AdviCoach	Consultants
AdvantaClean of SW Milwaukee	Cleaning Services
Dust to Golden Shine	Cleaning Services
You-Nique Photography	Photography
Religion	
Brooklife Church	Religious
Caldwell United Methodist Church	Religious
Destiny Christian Church	Religious
Episcopal Church of Resurrection	Religious
First Congregational Church of Mukwonago	Religious
Mount Olive Lutheran Church	Religious
Mukwonago Baptist Church	Religious
Mukwonago United Church of Christ	Religious
New Life Community Church	Religious
Our Savior's Wesleyan Church	Religious
St. James Catholic Parish	Religious
St. John's Evangelical Lutheran Church & School	Religious
United Unitarian Universalist Church	Religious
Vernon Evangelical Lutheran Church	Religious
Computers & Telecommunication	
CGSmith.net	Computer Sales/Service
Triple R Computer Solutions LLC	Computer Sales/Service
US Cellular	Cellular Service/Sales
Grisham Information Systems Consulting, LLC	Computer Sales/Service
A Team Computer Services LLC	Computer Sales/Service
Construction Equipment & Contractors	
C&H Construction, Inc.	Contractors
Mukwonago Remodeling, LLC	Contractors
Professional Construction, Inc.	Contractors
Martens Plumbing Equipment & Heating	Plumbing, Heating & Electrical
Dairy Air Heating & Cooling	Plumbing, Heating & Electrical
Phantom Creek Builders, LLC	Contractors
Turner Concrete Construction, Inc.	Contractors
Home Specialists, Inc.	Contractors
J&R Engineering Co, Inc.	Contractors, Manufacturing & Production
JC Ewert Sons Inc	Concrete Repair
Egofske-Poreter Drilling	Well Drilling Contractors
Andrews Heating & Cooling	Plumbing, Heating & Electrical
Waukesha Plumbing	Plumbing
Berg Construction	Contractors
Mukwonago Outdoor Power Equipment	Equipment Sales

Family, Community & Civic Orgs	
Kitchen Kupboard Food Pantry	Community Organization
Friends of Mukwonago Community Library	Community Organization
Mukwonago Catastrophic Medical Fund	Community Organization
Mukwonago YMCA	Community Organization
Mukwonago Kiwanis Club	Community Organization
Rotary Club of Mukwonago	Community Organization
Norris Adolescent Center	Community Organization
American Legion Post 375	Community Organization
Mukwonago Lions Club	Community Organization
Mukwonago Food Pantry	Community Organization
Mukwonago Optimist Club	Community Organization
Lafin/St. James Lodge #247, F & AM	Community Organization
Mukwonago Community Commission	Community Organization
Knights of Columbus Council 7048	Community Organization
Crazy Quilter Guild	Community Organization
Mukwonago HS Athletic Booster Club	Community Organization
Mukwonago Area Chamber & Tourism	Community Organization
Skylar Cherie Foundation, Inc.	Community Organization
Finance & Insurance	
Marcia Panella Agency, LLC	Insurance/Consulting
The House of Insurance	Insurance
State Farm Insurance	Insurance
Edward Jones-Gary Martens	Financial & Investment Services
Rural Mutual Insurance Company	Insurance
Wisconsin Life Brokerage	Financial & Investment Services
Providence Home Lending	Real Estate Services
Johnson Bank	Bank
Citizens Bank of Mukwonago	Bank
BMO Harris Bank	Bank
William Jensen Agency Inc. Am-Fam	Insurance
HD Financial Services, LLC	Investments/Tax/Accounting
Edward Jones- Scott Howard	Financial & Investment Services
PyraMax Bank	Bank
Associated Bank	Bank
Schreiber Investment Advisory Services	Financial & Investment Services
On the Money	Financial & Investment Services
Albanna Insurance Agency Farmers Insurance	Insurance
Hoffman & Associates Farmers Insurance	Insurance
Packerland Brokerage Services, Inc.	Financial & Investment Services
Cash Works	Financial
CFO/Accounting Services, Ltd.	Accounting
Rick Debe Agency, Inc.	Insurance
Government, Education & Individuals	
Sound Learning	Education, Holistic Health, Learning
Mukwonago Area School District	Disabilities Education

County Supervisor- Gilbert Yerke	Government
Village of Mukwonago	Government
St John's Evang. Lutheran Church & School	Education
Town of Mukwonago	Government
Mukwonago Area Public Schools Education Foundation	Education
Mukwonago Police Department	Government
Town of Mukwonago Police Dept	Government
Mukwonago Fire Department	Government
Pilgrim's Playmates Nursery School	Education
Nature's Classroom Montessori School	Education
St. James Church & School	Education
Door to Door Driving School	Education
Wisconsin Guitar Academy	Education
Health Care	
Birchrock Senior Communities, LLC	Assisted Living
Anatomy Shop Physical Therapy	Physical Therapy
Bohl & Race Orthodontics	Orthodontist
Linden Grove Mukwonago Campus	Assisted Living
Spencer-Smith & Perugini Chiropractic	Chiropractor
Family Vision Center	Eye Clinic
PT Plus Mukwonago	Physical Therapy
Neurological Wellness Clinic	Medical Clinic
Barsamian Chiropractic Clinic	Chiropractor
Mukwonago Family Dentistry	Dentist
Wolf Family Chiropractic	Chiropractor
Medical Eye Associates	Eye Clinic
Miller Pharmacy	Pharmacy
Moreland OB-GYN Associates, S.C.	Medical Clinic
Hannah Home Health Care, Inc.	Nursing & Medical Care
Allergy, Asthma & Sinus Center	Medical Clinic
ProHealth Care D. N. Greenwald Center	Medical Clinic
Sullivan Dentistry, LLC	Dentist
Mukwonago Family Chiropractic	Chiropractor
Family Rehab Clinic	Physical Therapy
One on One Physical Therapy	Physical Therapy
Waukesha Memorial Outpatient Center	Medical Clinic
Riverview Dental	Dentist
Patricia Lawn Hypnotherapy	Counseling
Chiropractic First	Chiropractor
APOPS - Assoc Pelvic Organ Prolapse Support	Women's Health
Home & Garden	
Orkin Pest Control	Pest Control
Home Depot	Hardware & Home Furnishings, Garden Center
Sherwin Williams	Paint/Interior Design
Papa Steinke's Greenhouse	Garden Center/Greenhouse
3-D Greenhouses	Garden Center/Greenhouse, Gifts

Wonagrow Landscape Design, LLC	Landscaping
Yerke Frog Alley Greenhouses	Garden Center/Greenhouse
The Garden Mart	Garden Center/Greenhouse, Gifts
Simon's Gardens	Garden Center/Greenhouse
Rock Solid Services, LLC	Landscaping, Snow Removal
Dudec Tree Services	Landscaping
Envirocon, Inc.	Landscaping
W. H. Major & Sons	Landscaping
Treescapes, Inc	Landscaping
About Time Major Appliance Repair	Appliance Repair
Legal	
Mills & Boehm, LLP	Legal
Quality Services	Legal
Giese & Weden Law Offices	Legal
Crivello-Carlson Attorneys	Legal
Dave Huddec Law Office	Legal
Lodging & Travel	
Rodeway Inn	Hospitality
Country View Camp Ground	Hospitality
Manufacturing, Production & Wholesale	
Engineered Pump Services	Manufacturing & Production
Quality Coatings	Manufacturing & Production
Kohne's Kustom Welding, Inc.	Manufacturing & Production
Bonstone Materials Corporation	Manufacturing & Production
Badger Color Concentrates, Inc.	Manufacturing & Production
Mica Tool & Manufacturing	Manufacturing & Production
Empire Level Manufacturing Corporation	Manufacturing & Production
Aptar Mukwonago	Manufacturing & Production
Industry Surplus	Parts?
Personal Services & Care	
Woodhouse Day Spa	Salon/Spa/Nails
Ella Marie Salon	Salon/Spa/Nails
Wagreens	Drug Store
Massage By Michelle	Massage
Kids Connection Child Care	Child Care
Schmidt & Bartelt Funeral & Cremation Services	Funeral Services
Escape Tanning, Nails & Hair	Salon/Spa/Nails
Hairs the Thing	Salon
Quality Clips	Salon
Dragonfly Embroidery	Embroidery
Pretty Nails	Nail Salon
Little Lamb Day Care	Child Care
Presap Style Salon	Salon
Pets & Veterinary	
Lucky Dog! Dog Day Care Inc.	Dog Day Care
End of the Leash, LLC	Pet Supplies
Bay View Veterinary Clinic	Veterinary

Bichon & Little Buddies For Pet's Sake	Pet Supplies Pet Supplies
Public Utilities & Environment	
Real Estate, Moving & Storage	
Realty Executives Integrity- V. Decker	Real Estate
Bielinski Brothers Properties	Real Estate
BK Home Inspections	Home Inspections
Marzion Homes & Realty	Real Estate
Art Schneider- First Weber	Real Estate
Shorewest Realtors	Real Estate
First Weber Realtors - Rob Madecky	Real Estate
D.N. Greenwald Co.	Property Leasing & Mgmt
Heaven City Development	Property Leasing & Mgmt
View Appraisals	Appraisals
First Look Home Inspection Services	Home Inspections
Restaurants, Food & Beverage	
Antigua Real Latin Restaurant	Restaurant
Bucky's Fine Meats & Sausage, LLC	Specialty Foods
5 Star Stations, Inc.	Gas Station
Pick N Save	Grocery
Cerny's Midway Market	Gas Station
Half Time Sports Grill	Restaurant/Bar
Domino's Pizza	Restaurant - Pizza
Scott's Dog House	Mobile Restaurant
Cousins Subs	Restaurant - Subs
Fork in the Road	Restaurant/Banquet Hall
Espresso Love Coffee, LLC	Café
Blue Bay Restaurant	Restaurant
Anich's Beer & Liquor	Liquor Store
Mario's Natural Roman Pizza, Inc.	Restaurant - Pizza
The Music Café	Restaurant/Coffee/Gifts
Boneyard Pub and Grille	Restaurant
Culvers	Restaunt - Fast Food
Elegant Farmer	Specialty Foods
McDonald's	Restaunt - Fast Food
Pam's Fine Wines	Wine Bar
Hidden Café	Café/Restaurant
Taco Bell	Restaunt - Fast Food
Subway	Restaurant - Subs
Heaven City Restaurant	Restaurant
Lakeside Restaurant & Lounge	Restaurant
Shanahan's Coffee House	Restaurant
Zenell's Family Restaurant	Café
Shopping & Specialty Retail	
Quality Custom Framing	Framing Services
Bartle Jewelers	Jeweler
Dynamic Awards & Apparel LLC	Trophies/Awards

Wood'n It Be Nice	Wood crafts & Gifts
Polka Dots Scrapbook	Craft Store
The Country Porch	Antiques/Art
My Sister's Closet	Consignment
Garden Party Florist	Florist
Kindred Spirits Gift Shoppe	Gifts & Specialty Items
Tastefully Simple - Tina Kostenko	Gifts & Specialty Items
Greenfield Gallery	Antiques/Estate Sales/Consignment
Vortexx Music	Music Store
Sports and Recreation	
Workout Village	Gym
Mukwonago YMCA	Gym/Community Center
Won-a-go Biking	Sporting Goods
Accent on Dance	Dance School
Phantom Ranch Bible Camp	Children's Camp
Kay's Academy of Dance	Dance School
Siege Paintball LLC	Paintball
Phantom Lake YMCA Camp	Children's Camp
Mukwonago Area Soccer Club	Community Organization
Mukwonago Athletic Club	Gym
Jay's Lanes, Inc	Bowling Alley
Snap Fitness	Gym
Curves Mukwonago	Gym
Fusion Fitness	Gym
Transportation	
Seniors On the Go Taxi Service	Transportation
Hank's Transportation Company	School Bus Service

Comparable community data by Retail Market

Town/City	Mukwonago	Merrill	Tomah	Reedsburg	Rice Lake
Population	7,235	9,608	8,798	8,675	8,335
Highway	Interstate 43	Interstate 51	Interstate 90 & 94	State 33	Interstate 53
Grocery Stores	Pick 'n Save Elegant Farmer (Regional)	Piggly Wiggly	Walmart Super Center	Walmart Super Center	
Convenience Stores	Walgreens	Walgreens	Walgreens	Walgreens	Walgreens
	Redbox*2		Kwik Trip (Regional)	Kwik Trip (Regional)	Kwik Trip (Regional)*3
			Redbox*2	Redbox*2	Redbox*2
			Casey's General Store(Midwest)		Genex
Discount/warehouse Stores	Walmart connection center	Walmart connection center	Walmart connection center		Walmart
	Walmart Super Center		Walmart Super Center	Walmart Super Center	
	Dollar General				Dollar General
Gasoline	BP	Family Dollar BP	Family Dollar BP	Family Dollar BP	BP
	Mobil	Mobil		Mobil	
Apparel Stores	Peebles		Dollar Tree	Lands' End	Maurices
			Maurices		
Food and Beverage	DAIRY QUEEN	DAIRY QUEEN	DAIRY QUEEN		DAIRY QUEEN
	SUBWAY	SUBWAY	SUBWAY	SUBWAY	SUBWAY
	Culver's	Culver's	Culver's	Culver's	Culver's
	McDonald's	McDonald's	McDonald's	McDonald's	McDonald's
	Pizza Hut	Pizza Hut	Pizza Hut	Pizza Hut	Pizza Hut
	Taco Bell		Taco Bell	Taco Bell	Taco Bell
			Burger King	Burger King	Burger King
	Papa Murphy's				Papa Murphy's Take 'n' Bake
			Arby's		Hardee's
					KFC
Hair Salons					Taco John's
	Cost Cutters	Cost Cutters	Cost Cutters	Cost Cutters	Cost Cutters
Book and Gifts		Book World			Great Clips

Communities comparable to Mukwonago based on physical attributes

Comps	Community Level	Affiliation	Area Size	Population	Population Density	High Way Connection	Relation with Main City	Comments
Mukwonago	village	Waukesha County	<ul style="list-style-type: none"> Total 8.11 sq mi (21.00 km²) Land 7.90 sq mi (20.46 km²) Water 0.21 sq mi (0.54 km²) 	7,355 (2010 census)	931.0/sq mi (359.5/km ²)	Interstate-43	34 min to Milwaukee; 1 h 21 min to Madison	Target Market
DeLafield	city	Waukesha County	<ul style="list-style-type: none"> Total 11.06 sq mi (28.65 km²) Land 9.41 sq mi (24.37 km²) Water 1.65 sq mi (4.27 km²) 	7085 (2010 census)	752.9/sq mi (290.7/km ²)	Interstate-94	34 min to Milwaukee; 56 min to Madison	Similar population/high way connection/relation to main cities/size
DeForest	village	Dane County	<ul style="list-style-type: none"> Total 7.49 sq mi (19.40 km²) Land 7.43 sq mi (19.24 km²) Water 0.06 sq mi (0.16 km²) 	8936 (2010 census)	1,202.7/sq mi (464.4/km ²)	Interstate-90	29 min to Madison; 1 h 21 min to Milwaukee	Similar population/high way connection/relation to main cities; but larger size
Vernon	Town	Waukesha County	<ul style="list-style-type: none"> Total 32.7 sq mi (84.7 km²) Land 32.2 sq mi (83.5 km²) Water 0.5 sq mi (1.2 km²) 	7,518 (2009)	229/sq mi (84.7/km ²)	Interstate-43	29 min to Milwaukee; 1 h 25 min to Madison	Similar population/high way connection/relation to main cities; but much larger size
Genesee	Town	Waukesha County	<ul style="list-style-type: none"> Total 32.0 sq mi (82.9 km²) Land 31.9 sq mi (82.6 km²) Water 0.1 sq mi (0.3 km²) 	7518 (2009)	228.3/sq mi (88.2/km ²)	State 59 & Interstate 94	37 min to Milwaukee; 1 h 11 min to Madison	Similar population/high way connection/relation to main cities; but much larger size
Hales Corners	village	Milwaukee County	<ul style="list-style-type: none"> Total 3.22 sq mi (8.34 km²) Land 3.21 sq mi (8.31 km²) Water 0.01 sq mi (0.03 km²) 	7692 (2010 census)	2,396.3/sq mi (925.2/km ²)	State 59 & Interstate-43	19 min to Milwaukee; 1 h 21 min to Madison	Similar population/high way connection/relation to main cities; but smaller size
Jefferson	city	Jefferson County	<ul style="list-style-type: none"> Total 5.93 sq mi (15.36 km²) Land 5.72 sq mi (14.81 km²) Water 0.21 sq mi (0.54 km²) 	7973 (2010 census)	1,393.9/sq mi (538.2/km ²)	State-18	56 min to Milwaukee; 45 min to Madison	Similar population/size
McFarland	village	Dane County	<ul style="list-style-type: none"> Total 3.55 sq mi (9.19 km²) Land 3.55 sq mi (9.19 km²) Water 0 sq mi (0 km²) 	7808 (2010 census)	2,199.4/sq mi (849.2/km ²)	State 51	1 hour 19 min to Milwaukee; 19 min to Madison	Similar population/high way connection/relation to main cities/size; but smaller size

Demographic and Income Profile

Mukwonago WI
 Mukwonago village, WI (5555050)
 Geography: Place

	Census 2010		2013		2018	
	Number	Percent	Number	Percent	Number	Percent
Summary						
Population	7,355		7,257		7,208	
Households	2,923		2,887		2,880	
Families	2,003		2,003		1,985	
Average Household Size	2.50		2.49		2.48	
Owner Occupied Housing Units	1,999		1,947		1,975	
Renter Occupied Housing Units	924		939		905	
Median Age	37.9		39.5		39.8	
Trends: 2013 - 2018 Annual Rate	Area	State	National			
Population	-0.14%	0.34%	0.71%			
Households	-0.05%	0.44%	0.74%			
Families	-0.18%	0.28%	0.63%			
Owner HHs	0.29%	0.54%	0.94%			
Median Household Income	5.41%	3.28%	3.03%			
House holds by Income						
<\$15,000	218	7.6%	181	6.3%	181	6.3%
\$15,000 - \$24,999	284	9.8%	187	6.5%	187	6.5%
\$25,000 - \$34,999	302	10.5%	204	7.1%	204	7.1%
\$35,000 - \$49,999	455	15.8%	381	13.2%	381	13.2%
\$50,000 - \$74,999	470	16.3%	484	16.8%	484	16.8%
\$75,000 - \$99,999	482	16.7%	612	21.3%	612	21.3%
\$100,000 - \$149,999	524	18.2%	620	21.5%	620	21.5%
\$150,000 - \$199,999	120	4.2%	174	6.0%	174	6.0%
\$200,000+	32	1.1%	37	1.3%	37	1.3%
Median Household Income	\$57,686		\$75,081		\$75,081	
Average Household Income	\$71,294		\$81,830		\$81,830	
PerCapita Income	\$28,218		\$32,493		\$32,493	
Population by Age						
0 - 4	479	6.5%	425	5.9%	423	5.9%
5 - 9	560	7.6%	479	6.6%	440	6.1%
10 - 14	536	7.3%	537	7.4%	494	6.9%
15 - 19	506	6.9%	485	6.7%	471	6.5%
20 - 24	377	5.1%	427	5.9%	396	5.5%
25 - 34	917	12.5%	872	12.0%	943	13.1%
35 - 44	1,144	15.6%	999	13.8%	903	12.5%
45 - 54	1,072	14.6%	1,170	16.1%	1,096	15.2%
55 - 64	854	11.6%	893	12.3%	954	13.2%
65 - 74	425	5.8%	542	7.5%	656	9.1%
75 - 84	289	3.9%	255	3.5%	273	3.8%
85+	196	2.7%	171	2.4%	160	2.2%
Race and Ethnicity						
White Alone	7,161	97.4%	7,041	97.0%	6,960	96.6%
Black Alone	18	0.2%	24	0.3%	31	0.4%
American Indian Alone	17	0.2%	21	0.3%	25	0.3%
Asian Alone	66	0.9%	66	0.9%	71	1.0%
Pacific Islander Alone	6	0.1%	4	0.1%	4	0.1%
Some Other Race Alone	23	0.3%	29	0.4%	33	0.5%
Two or More Races	64	0.9%	73	1.0%	84	1.2%
Hispanic Origin (Any Race)	234	3.2%	263	3.6%	314	4.4%

Demographic and Income Profile

Fox St & Hwy 83, Mukwonago
 Drive Time: 15 minutes

Latitude: 42.863074
 Longitude: -88.332398

Summary	Census 2010		2013		2018	
	Number	Percent	Number	Percent	Number	Percent
Population	56,028		55,941		56,287	
Households	20,574		20,615		20,861	
Families	16,287		16,274		16,395	
Average Household Size	2.72		2.71		2.69	
Owner Occupied Housing Units	17,813		17,576		17,858	
Renter Occupied Housing Units	2,761		3,039		3,003	
Median Age	41.5		42.4		42.8	
Trends: 2013 - 2018 Annual Rate	Area	State	State	National	National	
Population	0.12%	0.34%	0.34%	0.71%	0.71%	
Households	0.24%	0.44%	0.44%	0.74%	0.74%	
Families	0.15%	0.28%	0.28%	0.63%	0.63%	
Owner HHs	0.32%	0.54%	0.54%	0.94%	0.94%	
Median Household Income	2.49%	3.28%	3.28%	3.03%	3.03%	
Households by Income			2013		2018	
			Number	Percent	Number	Percent
<\$15,000			1,007	4.9%	797	3.8%
\$15,000 - \$24,999			1,002	4.9%	635	3.0%
\$25,000 - \$34,999			1,145	5.6%	757	3.6%
\$35,000 - \$49,999			2,365	11.5%	1,741	8.3%
\$50,000 - \$74,999			4,086	19.8%	3,547	17.0%
\$75,000 - \$99,999			3,685	17.9%	4,618	22.1%
\$100,000 - \$149,999			5,102	24.7%	5,985	28.7%
\$150,000 - \$199,999			1,458	7.1%	1,931	9.3%
\$200,000+			765	3.7%	852	4.1%
Median Household Income			\$78,573		\$88,859	
Average Household Income			\$93,139		\$105,939	
Per Capita Income			\$34,353		\$39,291	

Population by Age	Census 2010		2013		2018	
	Number	Percent	Number	Percent	Number	Percent
0 - 4	3,129	5.6%	2,957	5.3%	2,978	5.3%
5 - 9	4,062	7.3%	3,675	6.6%	3,499	6.2%
10 - 14	4,356	7.8%	4,338	7.8%	4,189	7.4%
15 - 19	4,112	7.3%	3,906	7.0%	3,881	6.9%
20 - 24	2,400	4.3%	2,753	4.9%	2,580	4.6%
25 - 34	5,055	9.0%	5,222	9.3%	5,672	10.1%
35 - 44	8,103	14.5%	7,297	13.0%	6,932	12.3%
45 - 54	10,569	18.9%	10,064	18.0%	9,023	16.0%
55 - 64	8,161	14.6%	8,669	15.5%	9,027	16.0%
65 - 74	3,820	6.8%	4,656	8.3%	5,744	10.2%
75 - 84	1,652	2.9%	1,754	3.1%	2,077	3.7%
85+	607	1.1%	650	1.2%	686	1.2%
Race and Ethnicity			2013		2018	
			Number	Percent	Number	Percent
White Alone	54,269	96.9%	53,988	96.5%	53,950	95.8%
Black Alone	228	0.4%	282	0.5%	388	0.7%
American Indian Alone	151	0.3%	168	0.3%	202	0.4%
Asian Alone	556	1.0%	588	1.1%	666	1.2%
Pacific Islander Alone	18	0.0%	17	0.0%	18	0.0%
Some Other Race Alone	253	0.5%	286	0.5%	347	0.6%
Two or More Races	554	1.0%	612	1.1%	716	1.3%
Hispanic Origin (Any Race)	1,432	2.6%	1,613	2.9%	1,979	3.5%

Demographic and Income Profile

State of Wisconsin
 Wisconsin (55)
 Geography: State

	Census 2010	2013	2018
Summary			
Population	5,686,986	5,730,885	5,828,086
Households	2,279,768	2,307,268	2,358,421
Families	1,468,917	1,478,473	1,499,429
Average Household Size	2.43	2.42	2.41
Owner Occupied Housing Units	1,551,558	1,521,055	1,562,942
Renter Occupied Housing Units	728,210	786,213	795,479
Median Age	38.4	38.9	39.4

Trends: 2013 - 2018 Annual Rate	Area	State	National
Population	0.34%	0.34%	0.71%
Households	0.44%	0.44%	0.74%
Families	0.28%	0.28%	0.63%
Owner HHs	0.54%	0.54%	0.94%
Median Household Income	3.28%	3.28%	3.03%

Households by Income	2013		2018	
	Number	Percent	Number	Percent
<\$15,000	276,411	12.0%	265,200	11.2%
\$15,000 - \$24,999	263,891	11.4%	200,575	8.5%
\$25,000 - \$34,999	260,175	11.3%	208,017	8.8%
\$35,000 - \$49,999	342,062	14.8%	288,993	12.3%
\$50,000 - \$74,999	468,857	20.3%	464,441	19.7%
\$75,000 - \$99,999	295,057	12.8%	409,487	17.4%
\$100,000 - \$149,999	271,463	11.8%	351,900	14.9%
\$150,000 - \$199,999	72,917	3.2%	103,753	4.4%
\$200,000+	56,431	2.4%	66,051	2.8%

Median Household Income	\$50,378	\$59,197
Average Household Income	\$66,016	\$76,633
Per Capita Income	\$26,961	\$31,387

Population by Age	2013		2018	
	Number	Percent	Number	Percent
0 - 4	358,443	6.3%	347,360	6.1%
5 - 9	368,617	6.5%	360,582	6.3%
10 - 14	375,927	6.6%	371,261	6.5%
15 - 19	399,209	7.0%	385,037	6.7%
20 - 24	386,552	6.8%	412,361	7.2%
25 - 34	721,694	12.7%	725,242	12.7%
35 - 44	725,666	12.8%	699,380	12.2%
45 - 54	873,753	15.4%	832,334	14.5%
55 - 64	699,811	12.3%	766,080	13.4%
65 - 74	400,496	7.0%	450,932	7.9%
75 - 84	258,313	4.5%	254,918	4.4%
85+	118,505	2.1%	125,398	2.2%

Race and Ethnicity	2013		2018	
	Number	Percent	Number	Percent
White Alone	4,902,067	86.2%	4,903,494	85.6%
Black Alone	359,148	6.3%	365,732	6.4%
American Indian Alone	54,526	1.0%	55,844	1.0%
Asian Alone	129,234	2.3%	137,120	2.4%
Pacific Islander Alone	1,827	0.0%	1,929	0.0%
Some Other Race Alone	135,867	2.4%	152,962	2.7%
Two or More Races	104,317	1.8%	113,804	2.0%

Hispanic Origin (Any Race)	336,056	5.9%	378,545	6.6%	460,486	7.9%
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Household Budget Expenditures

Mukwonago WI
 Mukwonago village, WI (5555050)
 Geography: Place

Demographic Summary		2013	2018		
Population		7,257	7,208		
Households		2,887	2,880		
Families		2,003	1,985		
Median Age		39.5	39.8		
Median Household Income		\$57,696	\$75,081		
		Spending Index	Average Amount Spent	Total	Percent
Total Expenditures		99	\$68,577.14	\$197,982,199	100.0%
Food		98	\$8,044.51	\$23,224,490	11.7%
Food at Home		97	\$4,878.51	\$14,084,272	7.1%
Food Away from Home		99	\$3,165.99	\$9,140,219	4.6%
Alcoholic Beverages		100	\$532.49	\$1,537,310	0.8%
Housing		101	\$21,480.86	\$62,015,240	31.3%
Shelter		102	\$16,580.82	\$47,868,841	24.2%
Utilities, Fuel and Public Services		97	\$4,900.03	\$14,146,399	7.1%
Household Operations		101	\$1,753.44	\$5,062,168	2.6%
Housekeeping Supplies		98	\$695.04	\$2,006,580	1.0%
Household Furnishings and Equipment		89	\$1,602.60	\$4,626,697	2.3%
Apparel and Services		66	\$1,504.77	\$4,344,263	2.2%
Transportation		99	\$9,512.14	\$27,461,535	13.9%
Travel		105	\$1,925.28	\$5,558,272	2.8%
Health Care		99	\$4,414.92	\$12,745,874	6.4%
Entertainment and Recreation		104	\$3,367.47	\$9,721,878	4.9%
Personal Care Products & Services		100	\$740.93	\$2,139,061	1.1%
Education		102	\$1,491.50	\$4,305,970	2.2%
Smoking Products		87	\$421.73	\$1,217,531	0.6%
Miscellaneous (1)		97	\$1,139.61	\$3,290,058	1.7%
Support Payments/Cash Contributions/Gifts in Kind		99	\$2,279.88	\$6,582,026	3.3%
Life/Other Insurance		101	\$441.27	\$1,273,960	0.6%
Pensions and Social Security		104	\$7,228.71	\$20,869,285	10.5%

Net Worth Profile

Mukwonago WI
 Mukwonago village, WI (5555050)
 Geography: Place

Summary	Census 2010	2013	2018	2013-2018 Change	2013-2018 Annual Rate
Population	7,355	7,257	7,208	-49	-0.14%
Median Age	37.9	39.5	39.8	0.3	0.15%
Households	2,923	2,887	2,880	-7	-0.05%
Average Household Size	2.50	2.49	2.48	-0.01	-0.08%

2013 Households by Net	Number	Percent
Total	2,887	100.0%
<\$15,000	659	22.8%
\$15,000-\$34,999	240	8.3%
\$35,000-\$49,999	139	4.8%
\$50,000-\$74,999	240	8.3%
\$75,000-\$99,999	181	6.3%
\$100,000-\$149,999	278	9.6%
\$150,000-\$249,999	314	10.9%
\$250,000-\$500,000	423	14.7%
\$500,000+	413	14.3%

Median Net Worth	\$97,431
Average Net Worth	\$448,499

2013 Net Worth by Age of Householder	Number of Households						
	<25	25-34	35-44	45-54	55-64	65-74	75+
Total	93	421	534	688	514	353	283
<\$15,000	72	185	131	104	59	32	76
\$15,000-\$34,999	11	55	59	47	27	24	17
\$35,000-\$49,999	1	26	38	27	22	15	9
\$50,000-\$99,999	5	62	111	96	52	44	51
\$100,000-\$149,999	2	37	44	60	53	64	19
\$150,000-\$249,999	2	25	55	75	76	46	34
\$250,000+	0	31	96	279	225	128	77
Median Net Worth	\$9,688	\$21,611	\$61,667	\$159,512	\$197,955	\$147,255	\$83,734
Average Net Worth	\$20,242	\$12,1855	\$250,838	\$691,704	\$845,031	\$661,258	\$437,183

Sports and Leisure Market Potential

Mukwonago WI
 Mukwonago village, WI (5555050)
 Geography: Place

Demographic Summary		2013	2018
Population		7,257	7,208
Population 18+		5,510	5,551
Households		2,887	2,880
Median Household Income		\$57,696	\$75,081
Product/Consumer Behavior	Expected Number of	Percent	MPI
Participated in aerobics	579	10.5%	106
Participated in archery	152	2.8%	106
Participated in backpacking/hiking	618	11.2%	119
Participated in baseball	291	5.3%	101
Participated in basketball	483	8.8%	94
Participated in bicycling (mountain)	253	4.6%	124
Participated in bicycling (road)	632	11.5%	118
Participated in boating (power)	404	7.3%	120
Participated in bowling	797	14.5%	124
Participated in canoeing/kayaking	342	6.2%	131
Participated in downhill skiing	188	3.4%	116
Participated in fishing (fresh water)	895	16.2%	126
Participated in fishing (salt water)	299	5.4%	119
Participated in football	337	6.1%	98
Participated in Frisbee	329	6.0%	109
Participated in golf	707	12.8%	124
Play golf < once a month	265	4.8%	121
Play golf 1+ times a month	368	6.7%	125
Participated in horseback riding	163	3.0%	97
Participated in hunting with rifle	303	5.5%	115
Participated in hunting with shotgun	258	4.7%	112
Participated in ice skating	187	3.4%	117
Participated in jogging/running	639	11.6%	109
Participated in martial arts	74	1.3%	95
Participated in motorcycling	250	4.5%	125
Participated in Pilates	203	3.7%	111
Participated in roller skating	111	2.0%	97
Participated in snowboarding	106	1.9%	99
Participated in soccer	244	4.4%	102
Participated in softball	224	4.1%	104
Participated in swimming	1,312	23.8%	122
Participated in target shooting	249	4.5%	118
Participated in tennis	230	4.2%	97
Participated in volleyball	194	3.5%	100
Participated in walking for exercise	1,888	34.3%	115
Participated in weight lifting	748	13.6%	115
Participated in yoga	339	6.2%	105
Spent on high end sports/recreation equipment/12 mo. <\$250	259	4.7%	106
Spent on high end sports/recreation equipment/12 mo. \$250+	256	4.7%	119
Attend sports event: auto racing (NASCAR)	449	8.1%	112
Attend sports event: auto racing (not NASCAR)	371	6.7%	107
Attend sports event: baseball game	946	17.2%	116

Sports and Leisure Market Potential

Mukwonago WI
 Mukwonago village, WI (5555050)
 Geography: Place

Product/Consumer Behavior	Expected Number of	Percent	MPI
Attend sports event: basketball game (college)	437	7.9%	100
Attend sports event: basketball game (pro)	494	9.0%	105
Attend sports event: football game (college)	592	10.7%	104
Attend sports event: football- Monday night game (pro)	369	6.7%	110
Attend sports event: football- weekend game (pro)	589	10.7%	118
Attend sports event: golf tournament	331	6.0%	109
Attend sports event: ice hockey game	440	8.0%	121
Attend sports event: soccer game	371	6.7%	109
Attend sports event: tennis match	266	4.8%	98
Attended adult education course in last 12 months	428	7.8%	117
Attended auto show in last 12 months	486	8.8%	107
Went to bar/night club in last 12 months	1,190	21.6%	113
Went to beach in last 12 months	1,532	27.8%	113
Attended dance performance in last 12 months	256	4.6%	103
Danced/went dancing in last 12 months	527	9.6%	100
Dined out in last 12 months	3,092	56.1%	114
Dine out < once a month	288	5.2%	112
Dine out once a month	399	7.2%	118
Dine out 2- 3 times a month	753	13.7%	119
Dine out once a week	709	12.9%	111
Dine out 2+ times per week	592	10.7%	109
Gambled at casino in last 12 months	1,025	18.6%	116
Gambled at casino 6+ times in last 12 months	158	2.9%	106
Gambled in Atlantic City in last 12 months	139	2.5%	100
Gambled in Las Vegas in last 12 months	282	5.1%	106
Attended horse races in last 12 months	156	2.8%	95
Attended movies in last 6 months	3,440	62.4%	106
Attended movies in last 90 days: < once a month	1,958	35.5%	110
Attended movies in last 90 days: once a month	622	11.3%	109
Attended movies in last 90 days: 2- 3 times a month	356	6.5%	95
Attended movies in last 90 days: once/week or more	108	2.0%	77
Prefer to see movie after second week of release	1,458	26.5%	112
Went to museum in last 12 months	803	14.6%	113
Attended music performance in last 12 months	1,525	27.7%	116
Attended country music performance in last 12 mo	308	5.6%	111
Attended rock music performance in last 12 months	693	12.6%	115
Attended classical music/opera performance/12 mo	262	4.8%	102
Went to live theater in last 12 months	831	15.1%	114
Visited a theme park in last 12 months	1,287	23.4%	108
Visited Disney World (FL)/12 mo: Magic Kingdom	212	3.9%	113
Visited any Sea World in last 12 months	175	3.2%	92
Visited any Six Flags in last 12 months	300	5.4%	93
Went to zoo in last 12 months	866	15.7%	123
Played backgammon in last 12 months	131	2.4%	118
Participated in book club in last 12 months	198	3.6%	113
Played billiards/pool in last 12 months	621	11.3%	117
Played bingo in last 12 months	239	4.3%	103
Did birdwatching in last 12 months	407	7.4%	120
Played board game in last 12 months	1,093	19.8%	121

Sports and Leisure Market Potential

Mukwonago WI
 Mukwonago village, WI (5555050)
 Geography: Place

Product/Consumer Behavior	Expected Number of	Percent	MPI
Played cards in last 12 months	1,360	24.7%	118
Played chess in last 12 months	216	3.9%	107
Cooked for fun in last 12 months	1,345	24.4%	118
Did crossword puzzle in last 12 months	845	15.3%	106
Participated in fantasy sports league last 12 mo	219	4.0%	122
Flew a kite in last 12 months	185	3.4%	119
Did furniture refinishing in last 12 months	176	3.2%	99
Did indoor gardening/plant care in last 12 months	620	11.3%	112
Participated in karaoke in last 12 months	252	4.6%	103
Bought lottery ticket in last 12 months	1,992	36.2%	105
Bought lottery ticket in last 12 mo: Daily Drawing	267	4.8%	101
Bought lottery ticket in last 12 mo: Instant Game	886	16.1%	102
Bought lottery ticket in last 12 mo: Lotto Drawing	1,304	23.7%	111
Played lottery: <3 times in last 30 days	985	17.9%	114
Played lottery: 3 - 7 times in last 30 days	488	8.9%	93
Played lottery: 8+ times in last 30 days	520	9.4%	102
Played musical instrument in last 12 months	478	8.7%	109
Did painting/drawing in last 12 months	365	6.6%	101
Did photography in last 12 months	830	15.1%	119
Read book in last 12 months	2,538	46.1%	113
Participated in trivia games in last 12 months	376	6.8%	113
Played video game in last 12 months	784	14.2%	107
Did woodworking in last 12 months	291	5.3%	113
Participated in word games in last 12 months	556	10.1%	106
Member of AARP	891	16.2%	106
Member of business club	138	2.5%	99
Member of charitable organization	349	6.3%	100
Member of church board	242	4.4%	103
Member of fraternal order	211	3.8%	103
Member of religious club	356	6.5%	102
Member of union	368	6.7%	128
Member of veterans club	179	3.2%	98
Bought any children's toy/game in last 12 months	2,150	39.0%	113
Spent on toys/games in last 12 months: <\$50	356	6.5%	106
Spent on toys/games in last 12 months: \$50- 99	139	2.5%	92
Spent on toys/games in last 12 months: \$100- 199	427	7.7%	108
Spent on toys/games in last 12 months: \$200- 499	714	13.0%	120
Spent on toys/games in last 12 months: \$500+	374	6.8%	119
Bought infant toy in last 12 months	506	9.2%	110
Bought pre-school toy in last 12 months	482	8.7%	108
Spent on toys/games (for child <6)/12 mo: <\$100	690	12.5%	113
Spent on toys/games (for child <6)/12 mo: \$100-199	389	7.1%	105
Spent on toys/games (for child <6)/12 mo: \$200+	489	8.9%	115
Bought for child in last 12 mo: boy action figure	492	8.9%	111
Bought for child in last 12 mo: girl action figure	167	3.0%	98
Bought for child in last 12 mo: bicycle	416	7.6%	110
Bought for child in last 12 mo: board game	797	14.5%	122

Sports and Leisure Market Potential

Mukwonago WI
 Mukwonago village, WI (5555050)
 Geography: Place

Product/Consumer Behavior	Expected Number of	Percent	MPI
Bought for child in last 12 mo: builderset	184	3.3%	99
Bought for child in last 12 mo: car	548	9.9%	108
Bought for child in last 12 mo: construction toy	333	6.0%	124
Bought for child in last 12 mo: large/baby doll	344	6.2%	96
Bought for child in last 12 mo: fashion doll	271	4.9%	97
Bought for child in last 12 mo: plush doll/animal	569	10.3%	123
Bought for child in last 12 mo: doll accessories	240	4.4%	109
Bought for child in last 12 mo: dollclothing	245	4.4%	108
Bought for child in last 12 mo: educational toy	907	16.5%	121
Bought for child in last 12 mo: electronic game	591	10.7%	115
Bought for child in last 12 mo: mechanical toy	207	3.8%	94
Bought for child in last 12 mo: model kit/set	162	2.9%	114
Bought for child in last 12 mo: sound game	138	2.5%	89
Bought for child in last 12 mo: water toy	607	11.0%	116
Bought for child in last 12 mo: word game	233	4.2%	110
Bought book in last 12 months	3,008	54.6%	109
Bought 1-3 books in last 12 months	1,116	20.3%	103
Bought 4-9 books in last 12 months	968	17.6%	112
Bought 10+ books in last 12 months	924	16.8%	111
Bought paperback book in last 12 months	2,367	43.0%	113
Bought <3 paperback books in last 12 months	762	13.8%	107
Bought 3-6 paperback books in last 12 months	857	15.6%	118
Bought 7+ paperback books in last 12 months	748	13.6%	115
Bought hardcover book in last 12 months	1,725	31.3%	112
Bought <3 hardcover books in last 12 months	770	14.0%	114
Bought 3-5 hardcover books in last 12 months	478	8.7%	108
Bought 6+ hardcover books in last 12 months	478	8.7%	110
Bought book (fiction) in last 12 months	1,783	32.4%	115
Bought book (non-fiction) in last 12 months	1,508	27.4%	107
Bought biography in last 12 months	421	7.6%	104
Bought children's book in last 12 months	792	14.4%	113
Bought cookbook in last 12 months	602	10.9%	100
Bought desk dictionary in last 12 months	83	1.5%	73
Bought history book in last 12 months	410	7.4%	98
Bought mystery book in last 12 months	746	13.5%	121
Bought personal/business self-help book last 12 mo	412	7.5%	103
Bought religious book (not bible) last 12 months	478	8.7%	115
Bought romance book in last 12 months	412	7.5%	116
Bought science fiction book in last 12 months	292	5.3%	116
Bought book through book club in last 12 months	249	4.5%	105
Bought book at book store in last 12 months	2,107	38.2%	114
Bought book at Barnes & Noble in last 12 months	1,228	22.3%	113
Bought book at Borders in last 12 months	722	13.1%	117
Bought book at convenience store in last 12 months	96	1.7%	78
Bought book at department store in last 12 months	420	7.6%	101
Bought book at drug store in last 12 months	105	1.9%	84
Bought book through internet in last 12 mo	591	10.7%	104
Bought book at supermarket in last 12 months	182	3.3%	97
Bought book at warehouse store in last 12 months	307	5.6%	107
Bought book at warehouse store in last 12 months	354	6.4%	110



Council Agenda Item

Meeting Date:	December 6, 2022
Agenda Item:	MRAP Vehicle Disposition
Staff Contact (name, email, phone):	Dan Meyer dmeyer@whitewater-wi.gov 262-473-1371

BACKGROUND

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

In July of 2019, the Police Department received an MRAP (Mine Resistant Ambush Protected) vehicle at no cost through the U.S. Department of Defense Law Enforcement Support Office (LESO) also known as the "1033 Program." This is the only equipment WPD currently has through this program. All sworn police department personnel have been trained in the operation of the MRAP. The MRAP has been deployed by the department in support of law enforcement operations during the 2020 riots in Kenosha and on one call for service in Whitewater involving a potentially barricaded suspect in possession of a firearm. Prior to 2023, law enforcement was not limited in the ways that they chose to deploy MRAP vehicles.

However, the Wisconsin LESO has informed law enforcement agencies that in order to remain in the LESO program, the Defense Logistics Agency Memo/Agreement (attached) outlined a number of requirements that will be in effect beginning January 1, 2023. Agencies that do not sign the agreement will be unable to requisition new property and will eventually need to turn in all active LESO equipment. The most notable changes impacting the PD are listed below:

- 1) MRAP Updates:** MRAP vehicles may now only be exclusively used for "*disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief.*" Search warrants are not included in the list of approved uses.
- 2) Civilian Governing Body Approval:** In order to participate in the LESO program, law enforcement agencies must now receive annual approval from their Civilian Governing Board (Common Council).
- 3) Public Notice:** Agencies must annually post public notice regarding the type of new controlled equipment the agency intends to requisition through the LESO program. Public notice must be made at least 30 days prior to requisitioning property through the LESO program.
- 4) Training Requirements:** Agencies will be required to provide scenario-based training to personnel that combines constitutional and community policing principles with controlled property specific training. Personnel authorizing or directing the use of controlled property should have enhanced scenario-based training to examine, deliberate, and review the circumstances in which controlled property should or should not be used.

The PD has the following options that we are requesting be considered by Council:

- 1) Sign the Defense Logistics Agency Memo/Agreement and ensure we follow the constraints listed above in order to continue maintaining our MRAP.
- 2) Decline signing the Defense Logistics Agency Memo/Agreement and work toward transferring the MRAP out of our department. If this is the chosen plan of action, we have been informed the following process will occur:
 - a) LESO is notified that the PD wants the MRAP transferred out. LESO then puts out a “data call” nation-wide to see if any other department wants it. If another agency wants it, the PD will work with that agency to get it picked up and it transfer documentation would be completed through LESO.
 - b) If no other agency wants the MRAP, the PD would be responsible for getting the MRAP back to a specific military installation. We were informed that the cost of that process could be as much as \$10,000.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

Financial impact is up to \$10,000 depending on action taken, and how the process plays out.

STAFF RECOMMENDATION

While the MRAP can be an extremely effective tool, the added constraints required of the PD in order to maintain the MRAP coupled with the lack of deployments since it was acquired in May 2019, lead us to recommend declining to sign the Defense Logistics Agency Memo/Agreement and working toward transferring it to another agency or, if needed, back to a military installation.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. MRAP Photos
 2. Email from Wisconsin LESO
 3. Defense Logistics Agency Memo
-



Adam Vander Steeg

From: Krebs, Brent - DMA <brent.krebs@widma.gov>
Sent: Wednesday, October 12, 2022 12:50 PM
To: Krebs, Brent - DMA
Subject: New LESO SPO Addendum
Attachments: Wisconsin Signed SPO Addendum 20220928.pdf

Importance: High

- Can't be used for protests/riots unless shots fired and/or declared riot w/ building fires to protect fire dept as a "search & rescue."
- Can't be used for drug search warrants. Can park a block away & only use if shots are fired.
- City Council must approve use/us to be able to keep every year. -if C.C. rejects, can be appealed to A.G.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

LESO Partners,

There is a new addendum to the SPO, attached, which will need to be signed by participating agencies. I know there's a lot here, but please read this email in its entirety, especially, if you're the primary LESO contact for your agency. I apologize for taking the shotgun approach to sending this out, but our mail merge to widma.gov erased Caitlin's contact list, so I'm sending this to everyone listed on an RTD Program Application.

BLUF: LESO has put out a new addendum adding some additional language/rules to the SPO which will need to be signed by all agencies in the LESO program. The main change is that agencies will now need to get approval to requisition controlled property from their Civilian Governing Body and also publicly post their wish list so the public can see what controlled property may be requested. There are also some specifications for MRAP usage. If the attached addendum is not signed by an agency by 1/1/23, they will be unable to requisition new property as of 1/1/23 and would eventually need to turn in all active LESO equipment.

After legal vetting and working with various other federal departments following President Biden's Executive Order (EO) 14074, the Defense Logistics Agency (DLA) Law Enforcement Support Office (LESO) has released a new Memorandum of Agreement for states and issued a new addendum to existing signed State Plans of Operation (SPO). LESO pushed this out as a "take it or leave it", and after deciding we did not want to add anything additional to the SPO addendum, Wisconsin Emergency Management has now signed the agreements prior to the 10/1/22 due date for State LESO offices. Subsequently, all participating Law Enforcement Agencies (LEAs) will need to sign a copy of this by 1/1/23. Failure to have this signed and turned in by 1/1/23 means you will not be able to requisition new property until a signed copy is submitted to me. LESO didn't have a solid answer on timeframe, but if you have property and are intentionally holding out on signing it well past the deadline, there will eventually be a point where you will need to turn in any property.

Some of you who were aware of the EO may have heard the EO does ban the program from pushing out certain equipment. That said, LESO hasn't made any this equipment available in over a decade (e.g. bayonets, silencers), so there is effectively no change with what property is available. Additionally, we have zero agencies who have any property which will need to be turned in due to the EO. Essentially, the main change in the EO is that it's looking for greater accountability and transparency for what LESO controlled property is being used for. Aside from what big LESO briefed me on for the changes, our legal team and I have also vetted the addendum and confirmed there are generally no earth-shattering changes with this, though there are a couple standout changes. So that's mostly good news.

I implore all agencies to carefully read the addendum in its entirety before signing, but I will make note here of some of the significant changes/points.

- **UNIVERSITY GOVERNMENT BODY APPROVAL** – All participating agencies must now annually receive permission from their CGB (county board/city council, or Board of Governors for university police) to be in the program, and what kind of controlled property you'll be looking to requisition (see next item, Public Notices, as well as they're very much related).
 - This will be on the honor system as I will not be independently verifying your local councils' approvals. This will be part of the annual FEPMIS certification. Easy as just checking an additional box.
 - For any university LEAs only, any requisitions for controlled property must include the mention of explicit approval included in the justification upon submission.
- **Public Notices** – All participating agencies must now annually post a notice to the public about what kind of new controlled equipment they intend to requisition through the program. Some clarifications here:
 - This "public post" must be publicly accessible. That said, the requirement will be considered met if it is posted on the agency's website, social media, publicly accessible front door, local newspaper, OR a community bulletin board used to post local government news (library, city hall, etc). It's pretty open ended and easily achievable, just as long as you make it available to the public.
 - The public post must be made at least thirty days prior to requisitioning any of the listed property (effective 1/1/23). The post must also remain up for thirty days. If you always post it on 11/30, starting 1/1 you can requisition any newly listed equipment (e.g. your agency has now added an armored SUV to your list). Please keep in mind that this is good for a year. If you post on 11/30/22, you can requisition anything on that list from 1/1/23 until 12/31/23. If you post the same list on 11/30/23, you're good through 12/31/24, etc, and there will be no gaps in requisition approvals.
 - Don't get too specific with what you put. If you post you're looking for an "armored Toyota Highlander" and an armored Dodge Durango shows up, you should not be trying to requisition the Durango until you've had it posted for thirty days. If you only posted "armored SUV", you're good to go either way! Think of it as being specific on the classification of the item, but not the brand/model. Again, this only applies to controlled equipment, so you won't have to put "warm weather clothing" or anything like that.
 - Basically, just send to me whatever you type up/post and when it's posted, and I'll document the date it was posted.
- **MRAPs/Armored Vehicles, TAKE NOTE.**
 - MRAPs/armored vehicles obtained through the program may now only be exclusively used for "disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief." The addendum states that any other use of the MRAPs is not authorized, and any agency with a LESO MRAP will need to annually certify that the vehicle is only used for the approved purposes.
 - I understand that search warrants are noticeably absent from the list, and I know this may be alarming for those of you who have one. However, this isn't as big of a change as it seems; but it's too complicated to include in an email, so **PLEASE CALL ME** directly and I can provide additional context and explainers on this requirement.
- **Requisition Justifications** – Counter-drug is being removed from LESO language, and disaster response/anti-terrorism are the new buzzwords for "getting priority". When requisitioning new property and you're trying to ensure you get priority, don't use counter-drug as a reason. If equipment can have an emergency management-type function (SAR, disaster recovery, etc), that's a great justification. Anti-terrorism is also a good justification, but for certain items you would probably need to clarify how it will be used for that function (snowshoes might be a stretch for AT justifications).
 - Not explicitly mentioned in the agreement, but just a reminder that any mention of use for "special events" or "community fair" in a justification sets off a flag for LESO and they will automatically reject the request. It literally makes zero sense to me since these are frequent, necessary LE participation events for many agencies, but I've said my piece and they're sticking with it. If you want something you're planning to use specifically for special events (UTV, command truck, etc), just say it's for LE activities/patrol/training and once you get it, use it as you see fit. Just because you're getting it for a county fair doesn't mean you can't use it for other stuff, right?

- Also, any command vehicles acquired through LESU are now controlled items. If you get a Demil A snowmobile trailer and write in the justification that you plan to convert it to a command vehicle, it will now become controlled property. So, if you're going to convert something into a command vehicle, it may be worthwhile to wait until after the Demil A item falls off your inventory before officially converting it.
- LRADs. Good news is none of you have any LRADs through the program, but they did now add a requirement that anyone who obtains an LRAD through the program can only use it as a public address system and can't use the alarm to try to annoy crowds into disbursing. If you requisition an LRAD and have a Michael Winslow protégé in your department, you may be able to use them as a loophole.
- Policies/Training/Records – LESO is able to demand a copy of the following, which you must keep available for three years if they see reason to do so:
 - Relevant policies/procedures as it pertains to the equipment and policing policies (community policing, constitutional policing, and community input and impact).
 - Written policies/procedures for training officers on use of controlled property.
 - Information on "Significant incidents" using controlled property. There's specific information they mention which needs to be documented. I believe most of these would be included in your typical police reports. Essentially, if you have an OIS with a LESO firearm or someone shoots at your MRAP, your report will just need to have the specific information on the controlled property included, or my suggestion is you can create a small "LESO Report" with only a high-level overview of the incident and all the required LESO info to be available upon request so you don't have to turn over and redact an open/pending case report.

Again, please call me with any questions on MRAPs/armored vehicles, or call/email me with any other questions. Otherwise, please have your chief law enforcement official (CLEO) sign the attached copy of the SPO Addendum and send back to me by 1/1/23 to prevent a gap in requisition abilities.

Thanks!

Brent Krebs, WCEM
 Program Manager | Law Enforcement Support Office (1033)
 Wisconsin Emergency Management, Department of Military Affairs
 Work Cell: (608) 400-2579

My work hours may not align with your work hours. Reply if you can, when you can.



**DEFENSE LOGISTICS AGENCY
DISPOSITION SERVICES
74 WASHINGTON AVENUE NORTH
BATTLE CREEK, MICHIGAN 49037-3092**

GPL

August 15, 2022

**MEMORANDUM FOR LAW ENFORCEMENT SUPPORT OFFICE (LESO) PROGRAM
PARTICIPATING LAW ENFORCEMENT AGENCY (LEA)**

SUBJECT: Addendum to LESO Program State Plan of Operation (SPO)

This addendum amends the existing State Plan of Operation (dated February 2021) between the State and Law Enforcement Agency (LEA) and is herein referred to as the SPO Addendum. The SPO Addendum implements requirements found within **Presidential Executive Order (EO) 14074 (Section 12), signed on May 25, 2022**. In accordance with current SPO-Paragraph 17, notice is being provided of a unilateral change to the SPO. Unless an LEA takes immediate action to terminate the current SPO, the modifications or amendments will become binding.

1) ROLES AND RESPONSIBILITIES The State Shall:

- a) Ensure each LESO Program participating Law Enforcement Agency (LEA) has **signed the LESO-approved SPO Addendum no later than January 1, 2023**. The SPO Addendum will be signed by the Chief Law Enforcement Official (CLEO) (or assigned designee) and the current State Coordinator (SC) (or authorized State Point of Contact [SPOC]).
- b) Provide LESO with a comprehensive list of LEAs who do not sign the SPO Addendum by January 1, 2023. LESO will restrict the LEA to ensure LEA may not request or receive "controlled" property as defined within this addendum.

2) MODIFICATION TO DEFINITION OF "CONTROLLED" PROPERTY This SPO Addendum adds the below items to the "controlled" property definitions currently found in the 2021 SPO. These items are added pursuant to EO 14074 which reestablishes EO 13688. In 2017, the Law Enforcement Equipment Working Group (established by EO 13688), further added, deleted and refined the definitions of "controlled" items in their annual equipment list review. Provisions within the 2021 MOA applicable to "controlled" property apply to the items listed below (regardless of DEMIL and/or DEMIL Integrity Code). Title and ownership of the "controlled" property listed below remains with the DoD in perpetuity and will not be relinquished to the LEA (regardless of DEMIL and/or Integrity Code). The LESO retains final authority to determine what items qualify as "controlled" property. The below items listed in Section 1.2 of Law Enforcement Equipment Working Group (LEEWG) Recommendations (as modified in 2017), will be managed and issued as controlled property unless other restrictions or conditions are noted:

- a) *Manned Aircraft, Fixed Wing*: Powered aircraft with a crew aboard, such as airplanes, that use a fixed wing for lift. (Note: These items were previously listed as controlled in LESO Program. Any aircraft without commercial application are prohibited).
- b) *Manned Aircraft Rotary Wing*: Powered aircraft with a crew aboard, such as helicopters, that use a rotary wing for lift. (Note: These items were previously listed as controlled in LESO Program. Any aircraft without commercial application are prohibited).

c) *Unmanned Aerial Vehicles*: A remotely piloted powered aircraft without a crew onboard. (Note: These items are not currently issued in the LESO Program).

d) *Armored Vehicles, Wheeled*: Any wheeled vehicle either purpose-built or modified to provide ballistic protection to its occupants, such as a Mine-Resistant Ambush Protected (MRAP) vehicle or an Armored Personnel Carrier (APC). These vehicles are sometimes used by law enforcement personnel involved in dangerous operating conditions, including active shooter or similar high-threat situations. These vehicles often have weapon-firing ports. (Note: These vehicles were previously considered controlled due to DEMIL code and are now prohibited unless certification requirements in Section 3 are met).

e) *Tactical Vehicles, Wheeled*: A vehicle purpose-built to operate on- and off- road in support of military operations, such as a High Mobility Multi-purpose Wheeled Vehicle (HMMWV), 2.5-ton truck, 5-ton truck, or a vehicle with a breaching or entry apparatus attached. These vehicles are sometimes used by law enforcement in rough terrain or inclement weather for search and rescue operations, as well as other law enforcement functions. This excludes commercially available vehicles not tactical in nature, such as pick-up trucks or SUVs. (Note 1: This is LEEWG modified definition from 2017. Note 2: All tactical vehicles will now be considered controlled, and title will not pass. Note 3: Armored vehicles in this category will be considered prohibited unless certification requirements in Section 3 are met).

f) *Command and Control Vehicles*: Any wheeled vehicle either purpose-built or modified to facilitate the operational control and direction of public safety units responding to an incident. Command and control vehicles provide a variety of capabilities to incident Commander, including, but not limited to, the provision for enhanced communications and other situational awareness capabilities. Command and Control Vehicles are similar to a recreational vehicle and can accommodate multiple people at multiple workstations in the command center. This category does not include SUVs and is not intended for other types of vehicles that could serve as a command-and-control center. (Note 1: This is the LEEWG modified definition from 2017. Note 2: Armored vehicles in this category will be considered prohibited unless certification requirements in Section 3 are met).

g) *Specialized Firearms and Ammunition Under .50-Caliber (excludes firearms and ammunition designed for regularly assigned duties) and less lethal launchers*: Weapons and corresponding ammunition for specialized operations or assignment. This includes launchers specifically designed and built to launch less lethal projectiles. This excludes weapons such as service issued handguns, rifles or shotguns that are issued or approved by the agency to be used by all sworn officers/deputies during the course of regularly assigned duties. (Note 1: This is the LEEWG modified definition from 2017. Note 2: The LESO Program only issues weapons under .50 caliber that are designed for regularly assigned duties).

h) *Explosives and Pyrotechnics*: Includes “flash bangs” as well as explosive breaching tools often used by special operations units. (Note: These items were previously prohibited in the LESO Program and are now specifically prohibited in EO 14074).

i) *Breaching Apparatus*: Tools designed to provide rapid entry into a building or through a secured doorway. These tools may be mechanical in nature (a battering ram connected to a vehicle or a propellant), ballistic (slugs), or explosive. This category does not include dual purpose tools such as a sledgehammer or bolt cutter. (Note: This is the LEEWG modified definition from 2017).

j) *Riot/Crowd Control Batons*: Non-expandable of greater length (more than 24 inches) than service-issued types and are intended to protect its wielder during crowd control situations by providing distance from assailants. This category includes all batons with advanced features such as tear gas discharge, electronic or “stun” capabilities. (Note: This is the LEEWG modified definition from 2017).

k) *Riot Helmets*: Helmets designed to protect the wearer's face and head from injury during melees from projectiles including rocks, bricks, liquids, etc. Riot helmets include a visor which protects the face. (Note 1: The LEEWG removed these items from the controlled list in 2017. Note 2: LESO does not issue Kevlar helmets based on DoD policy).

l) *Riot/Crowd Control Shields*: Shields intended to protect wielders from their head to their knees in crowd control situations. Most are designed for the protection of the user from projectiles including rocks, bricks, and liquids. Some afford limited ballistic protection as well. (Note: This is the LEEWG modified definition from 2017).

3) PROHIBITED ITEMS THAT MAY BE ISSUED FOR LIMITED PURPOSES EO 14074 lists the below items as "prohibited" for issue under the LESO Program; however identifies specific authorized uses for these "prohibited" items if requested, utilized and annually certified as being used only in authorized manners. When utilized in an authorized manner (as indicated in the below example descriptions), the items are categorized as "controlled" property.

a) *Long Range Acoustic Devices (LRAD) that do not have commercial application*- LRADs are capable of directing sound over great distances at extreme volume in more geographical precision than an ordinary speaker. Certain LRAD capabilities which are aimed at dispersing individuals or groups as a kinetic use-of-force shall not be used. Examples of LRAD capabilities that shall not be used include (but are not limited to) attention commanding alert tones, powerful warning tones and/or deterrent tones.

i) *Authorized uses*- LRADs may only be utilized as a public address system for commercial purposes. Any other use is not authorized.

ii) *Annual Certification Requirements*- During the LESO Program annual inventory, LEAs with LRADs must certify that the LRAD is utilized exclusively as a public address system for commercial purposes. An LEAs signature on the SPO Addendum agreeing to these new terms will serve as initial certification.

iii) LEAs that do not have a current SPO Addendum on file by January 1, 2023 or who fail to annually certify the LRAD is being used in an authorized manner must return LRAD(s) to DLA Disposition Services.

b) *Vehicles that do not have commercial application*- This includes all tracked and armored vehicles, such as a *Mine-Resistant Ambush Protected (MRAP)*, *Armored Personnel Carrier (APC)*, or *Armored HMMWV*. (Note: This category excludes vehicles with commercial application, such as pick-up trucks, non-armored HMMWVs, 2.5-ton trucks, 5-ton trucks, or SUVs. The LESO Program identifies/defines vehicles with "commercial application" as items with a DEMIL Code of "A" or DEMIL "Q" (with an Integrity Code of 6) that may be sold to the general public under DoD sales programs).

i) *Authorized uses*- EO 14074 allows limited transfer of vehicles that do not have commercial application if the LEA certifies that the vehicle will be used exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief. Any other use of these vehicles is not authorized.

ii) *Annual Certification Requirements*- During the LESO Program annual inventory, LEAs with these vehicles must certify that the vehicle(s) is utilized exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief. An LEAs signature on the SPO Addendum agreeing to these new terms will serve as initial certification.

iii) LEAs that do not have a current SPO Addendum on file by January 1, 2023 or who fail to annually certify that the vehicle(s) use is exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief must return vehicle(s) to DLA Disposition Services.

4) ACQUIRING (OR RETAINING) CONTROLLED PROPERTY The State shall:

a) Review, verify and only submit to LESO for approval, requests for controlled property by LEAs who have current SPO and SPO Addendum on file with the state.

b) Ensure LEAs return controlled property to DLA Disposition Services if the Department of Justice (DOJ) determines or a Federal, State, Tribal, local, or territorial court enters a final judgment finding that the LEA has engaged in a pattern or practice of civil rights violations.

c) Ensure that prior to requesting/acquiring any controlled property, the LEAs:

i) Provide written or electronic notification to the local community of its intent to request controlled property. The notification must be translated into appropriate languages to inform individuals with limited English proficiency. The LESO Program would recommend that LEAs provide a notice of intent to request controlled property to the local community on or before January 1, 2023 and at the beginning of each fiscal year (October 1st) thereafter. This notification should include a comprehensive list of any controlled property that may be requested throughout the year. If this notice of intent does not include a specific controlled property item, such item may not be requested in the LESO Program until 30-days after an updated notice is published.

ii) Provide written or electronic notification to the city council or appropriate local Civilian Governing Body (CGB) of its intent to request controlled property and allow "reasonable opportunity to review" (normally 30-days). The LESO Program would recommend that LEAs provide a notice of intent to the CGB on or before January 1, 2023 and at the beginning of each fiscal year (October 1st) thereafter. This notification should include a comprehensive list of any controlled property that may be requested throughout the year. If this notice of intent does not include a specific controlled property item, such item may not be requested in the LESO Program until 30-days after an updated notice is published. Requests for controlled property must comport with all applicable approval requirements of the CGB.

(1) The above requirement includes elected Sheriff's who also shall notify their CGB or city or county government within their jurisdiction.

(2) In cases of disagreement between requesting LEAs and CGB, the Governor appointed LESO Program State Coordinator (SC) will obtain an advisory opinion from the States Attorney General's Office on whether CGBs are authorized by state law to deny the request.

iii) *Campus LEAs operating in Institutions of Higher Education (IHE)*- LEAs operating in IHEs otherwise referred to as "Campus Police" or "Campus LEAs" must also adhere to the requirements identified below:

(1) Obtain the IHE Board of Governors (or an equivalent body) *explicit approval* for the acquisition of controlled property. Such approval must be evidenced in the Campus LEAs request submitted to the LESO Program. Silence or inaction by the Campus LEAs Board of Governors does not constitute evidence of approval, and the "reasonable opportunity to review" (normally 30-days) standard does not apply to Campus LEA applications.

(2) Certify that their policies and training include specific provisions on using controlled property in a way that does not chill speech, is not disruptive to the educational environment, and does not foster a hostile climate among students.

(3) Campus LEAs who receive controlled vehicles are required to remove the militaristic appearance (i.e., painting the vehicle a different color).

5) REGIONAL SHARING AGREEMENTS LESO Program participants who are part of a regional sharing agreement must also adhere to the following requirements. LEAs shall:

a) Provide information regarding the size of the region, including the number and size of the LEA with access to the requested controlled property and the estimated population served.

b) Ensure any controlled property providing support in a regional sharing agreement is utilized in accordance with the LESO Program SPO and this SPO Addendum.

c) Ensure that only LESO Program participants within the regional sharing agreement utilize the controlled property. Agencies/activities who are not LESO Program participants may not utilize or direct the use of controlled property obtained via the LESO Program.

d) Obtain SC/SPOC approval to temporarily conditionally loan property to another LESO Program participant within the regional sharing agreement (if mission requires). If the SC/SPOC approves the temporary conditional loan, it shall be done using an acceptable Equipment Custody Receipt (ECR). At the end of the temporary conditional loan, the item (s) shall be returned to the original LEA for accountability. All requests for conditional loans will be based on bona fide law enforcement requirements.

i) The LESO Program participant with controlled property on their inventory must certify that the other LESO Program participant in the regional sharing agreement requesting the property under a conditional loan:

(1) Has adopted requisite protocols (in Section 6 below) or will adopt those protocols before their personnel use the controlled property,

(2) Have provided requisite training (in Section 7 below) or will provide that training before their personnel use the controlled property, and

(3) Will adhere to the information collection and retention requirements (in Section 8 below).

ii) The LEA conditionally loaning the controlled property will remain accountable to the LESO Program to ensure the above provisions are met.

6) POLICIES/PROCEDURES LEAs must establish policies/procedures that are consistent with the standards listed below, in order to request or maintain controlled property. LEAs must:

a) Adopt and comply with general policing standards.

i) *Community Policing-* LEA policies/procedures should reflect the concept that trust and mutual respect between police and the communities they serve are critical to public safety. Community policing fosters relationships between law enforcement and the local community which promotes public confidence in LEAs therefore increasing LEA ability to investigate crimes and keep the peace.

ii) *Constitutional Policing*- LEA policies/procedures must emphasize that all police work should be carried out in a manner consistent with the requirements of the U.S. Constitution and federal law. Policies/procedures must include First, Fourth, and Fourteenth Amendment principles in law enforcement activity, as well as compliance with Federal and State civil rights laws. LEA certified law enforcement officers receive training on the rights embodied by such Constitutional Amendments and how these amendments inform policing policies/procedures.

iii) *Community Input and Impact*- LEA policies/procedures must identify mechanisms that LEAs will use to engage the communities they serve to inform them and seek their input about LEAs actions, role in, and relationships with the community. LEAs should make particular efforts to seek the input of communities where controlled property is likely to be used so as to mitigate the effect that such use may have on public confidence in the police. This could be achieved through the LEAs regular interactions with the public through community forums, town halls, or meetings with the Chief, or community outreach divisions.

b) Adopt and comply with controlled property standards.

i) *Appropriate Use of Controlled Property*- LEA policies/procedures must define appropriate use of controlled property; officers who are authorized to use controlled property must be trained on these policies/procedures. LEAs should examine scenarios in which controlled property will likely be deployed, the decision-making processes that will determine whether controlled property is used, and the potential that both use and misuse of controlled property could create fear and distrust in the community. Policies/procedures should consider whether measures can be taken to mitigate that effect (i.e., keep armored vehicles at a staging area until needed) and any alternatives to the use of such property and tactics to minimize negative effects on the community, while preserving officer safety.

ii) *Supervision of Use*- LEA policies/procedures must specify appropriate supervision of personnel operating or utilizing controlled property. Supervision must be tailored to the type of controlled property being used and the nature of the engagement or operation during which the property will be used. Policies/procedures must describe when a supervisor of appropriate authority is required to be present and actively overseeing the property being used.

iii) *Effectiveness Evaluation*- LEA policies/procedures must articulate that the LEA will regularly monitor and evaluate the effectiveness and value of controlled property to determine whether continued deployment and use is warranted on operational, tactical, and technical grounds. LEAs should routinely review after-action reports and analyze any data on, for example, how often controlled property is used or whether controlled property is used more frequently in certain law enforcement operations or in particular locations or neighborhoods.

iv) *Auditing and Accountability*- LEA must establish policies/procedures that are designed to prevent misuse, unauthorized use and/or loss of controlled property. LEA will hold personnel accountable to agree and comply with State, local, Tribal and Federal controlled property use policies/procedures.

v) *Transparency and Notice*- LEA policies/procedures must articulate that LEA will engage the community regarding controlled property, policies/procedures governing its use, and review of "significant incidents" (as defined in Section 8), with the understanding that there are reasonable limitations on disclosures of certain information and law enforcement sensitive operations and procedures.

c) Must adopt and comply with record-keeping requirements for controlled property.

i) Upon LESO request, LEAs must provide a copy of the general policing standards and specific controlled property standards that were adopted, to include any related policies/procedures.

ii) *Record-Keeping Requirement*- LEAs must retain comprehensive training records, either in the personnel file of the officer who was trained or by the LEAs training division or equivalent entity, for a period of at least three (3) years, and must provide a copy of these records, upon LESO request.

7) TRAINING LEAs that request or have acquired controlled property via the LESO Program must establish written policies/procedures for controlled property use, and all personnel who are authorized to use the controlled property will be trained on these policies/procedures. LEAs must:

a) Provide annual training on general policing standards to personnel who may use the controlled property.

b) Provide annual training on property standards to personnel who may use the controlled property.

c) Provide controlled property operational and technical training to personnel and ensure personnel are proficient prior to using controlled property.

d) Provide scenario-based training to personnel that combines constitutional and community policing principles with controlled property specific training. LEA personnel authorizing or directing the use of controlled property should have enhanced scenario-based training to examine, deliberate, and review the circumstances in which controlled property should or should not be used.

8) DOCUMENTATION REQUIRED FOR "SIGNIFICANT INCIDENTS" LEAs must collect and retain the information (described below) when any law enforcement activity involves a "Significant Incident" which requires (or results in) the use of controlled property on the LEAs inventory. A "Significant Incident" is defined as any law enforcement operation or action that involves: 1) a violent encounter among civilians or between civilians and the police, 2) a use-of-force that causes death or serious bodily injury, 3) a demonstration or other public exercise of First Amendment rights, or 4) an event that draws, or could be reasonably expected to draw, a large number of attendees or participants, such as those where advanced planning is needed. LEAs must:

a) Collect and retain documentation for controlled property used in a "Significant Incident" for a minimum of three (3) years after the incident has occurred. The LEA must provide documentation to LESO upon request.

i) Documentation should also be made available to the community the LEA serves in accordance with applicable policies/procedures with exemptions made concerning the disclosure of any sensitive information.

b) No new report or format is required for "Significant Incident" reports so long as information is easily accessible and organized. The required information may already exist in a police report, operations plan, officer daily log, incident report, after-action report or described in a use-of-force report. If required information (annotated below) is contained in a pre-existing reports, the LEA must simply ensure that the report includes information that controlled property was used. Required information is listed below:

i) Name and quantity of controlled property used, including relevant details such as make/model/serial number of controlled property used.

- ii) Description of the LEA action/operation involving the controlled property.
- iii) Identification of LEA personnel who used and directed the use of the controlled property.
- iv) Identify or describe civilians who were the subject or target of LEA action/operation. For large crowds or multiple persons, the LEA must provide general description of the civilians (i.e., a crowd of approximately 250 people).
- v) Result of the action/operation in which controlled property was used (i.e., arrests, citations, injuries or fatalities, use-of-force, victim extraction, or property damage).

9) ANNUAL CERTIFICATIONS By signing the SPO Addendum, the LEA agrees to the below certification statements. In addition, the LEA must annually certify compliance with the below certification statements during the Annual LESO Program Inventory. LEAs must:

C.C. approval
every year

- a) Certify they have authorization from their CGB to participate in the LESO Program.
- b) Certify they have provided their CGB and local community a comprehensive list of controlled property that may be requested through the LESO Program.
 - i) Notification may be made electronically or in writing and must be translated into appropriate languages to inform individuals with limited English proficiency. It is recommended this notification be done on an annual basis.
 - ii) If controlled property is not identified in the comprehensive list provided to the CGB and local community, an updated notification to CGB and local community must be made. The CGB and local community will be afforded 30-days to review what additional items are being requested.
- c) Certify the request for controlled property comports/complies with all applicable approval requirements of the CGB.
- d) Certify they have adopted and comply with controlled property standards (i.e., appropriate use, supervision of use, effectiveness evaluation, auditing/accountability of use, transparency/notice of use, and record-keeping requirements).
- e) Certify they have provided annual training to personnel on the maintenance, sustainment, and appropriate use of controlled property, including respect for the rights of citizens under the Constitution of the United States and de-escalation of force.
- f) (LEAs with LRADs) Certify that the LRAD is utilized exclusively as a public address system for commercial purposes.
- g) Certify that controlled property vehicle(s) are utilized exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief.
- h) Certify that controlled property requiring a license (or other authorization), is only utilized by personnel who hold license (or other authorization) to operate such property.
- i) Certify that controlled property will be returned to DLA Disposition Services when no longer needed.
- j) Certify that they are abiding by the current LESO Program SPO and SPO Addendum, and maintain a signed copy of these documents on file.

k) Certify the Application for Participation on-file with LESO Program is current and accurately reflects the number of officers in the agency when fully staffed. (Note: If Application for Participation is not accurate, LEA must provide an updated Application for Participation to State Coordinators Office).

l) Certify they are compliant with LESO Program allocation limits. (Note: Property allocation limits are based on the number of officers at an LEA when fully staffed).

m) Certify that they agree to return the controlled property if the Department of Justice (DOJ) determines or a Federal, State, Tribal, local, or territorial court enters a final judgment finding that the LEA has engaged in a pattern or practice of civil rights violations.

n) *Campus LEAs (as described in Section 4)* must also certify that their policies and training include specific provisions on using controlled property in a way that does not chill speech, is not disruptive to the educational environment, and does not foster a hostile climate among students.

o) *Program participants who are part of a regional sharing agreement (as described in Section 5)*, must also certify that the other LESO Program participant in the regional sharing agreement requesting the property under a conditional loan: 1) Have adopted requisite protocols in (as described in Section 6) or will adopt those protocols before their personnel use the controlled property, 2) Have provided requisite training (as described in Section 7) or will provide that training before their personnel use the controlled property, and 3) Will adhere to the information collection and retention requirements (as described in Section 8).

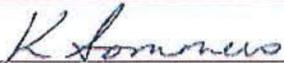
10) SAVINGS CLAUSE/INTERPRETATION Nothing in this SPO Addendum shall be construed to impair or otherwise affect the requirements under the existing SPO between the State and LEA (dated February 2021), unless expressly amended herein. To the extent there is a disagreement concerning the interpretation of this SPO Addendum or the extent this SPO Addendum affects requirements under the existing SPO, the disagreement shall be resolved at the exclusive discretion of the LESO Program.

11) AGREEMENTS OF PARTIES By signing this SPO Addendum, the State and LEA acknowledges and accepts these changes. The SPO Addendum must be signed by LEAs no later than January 1, 2023 to remain eligible for LESO Program participation. The changes contained in this SPO Addendum are acknowledged and accepted by the following:

Governor-appointed State Coordinator State of Wisconsin

Title (Print): Director, Bureau of Administration, Wisconsin Emergency Management

Name (Print): Katie Sommers

Signature (Sign):  Date MM/DD/YYYY): 09/28/2022

Law Enforcement Agency Name: _____

Chief Law Enforcement Official (CLEO) Title (Print): _____

Name (Print): _____

Signature (Sign): _____ Date MM/DD/YYYY): _____



Council Agenda Item

Meeting Date: December 6, 2022

Agenda Item: Radio Project

Staff Contact (name, email, phone): Dan Meyer / Sabrina Ojibway / Steve Hatton
dmeyer@whitewater-wi.gov 262-473-1371
sojibway@whitewater-wi.gov 262-473-1373
shatton@whitewater-wi.gov 262-473-1380

BACKGROUND

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

The Walworth County Sheriff's Office (WCSO) is in the process of a multi-year radio system upgrade that is anticipated to be complete in 2024. This impacts the communication equipment in multiple City departments including the Police Department, DPW, Fire/EMS, and Emergency Management. The portable and mobile radio equipment for each of those departments is reaching end of life, and the city has the opportunity to purchase updated equipment at a discounted rate as a part of the WCSO radio project.

Specific equipment requests for each impacted city department are listed in the attached CIP spreadsheet documents and broken down in the attached quotes. Costs reflect Walworth County contract pricing done prior to price increases by the manufacturer, orders placed before December 15, 2022 will reflect this pricing. As an example, the police department has requested the equipment below:

Upgrade current radios to dual band models that are compatible with Walworth County Sheriff's radio upgrade to a 700/800 MHZ APCO Project 25 digital trunked radio system with an anticipated go-live date in 2024. Cost is \$4,727 per portable radio (40) /\$2,550 for programming and install, \$6,832 per dual band mobile radio (15) /\$10,100 for programming and install, and \$8,819 per dual head multi-band mobile radio (1) /\$1,945 for programming and install, along with console upgrades to two stations within the Communications Center \$133,650. XL-200M Control Station Radio and Antenna: \$8,227 (1).

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

This action mirrors the ongoing Walworth County radio project that has been in progress for multiple years and is expected to be completed in 2024.

FINANCIAL IMPACT

(If none, state N/A)

Police Department: \$412,287

DPW: \$137,197

Fire/EMS: \$371,271

Emergency Management: \$23,235

Total: \$943,990

STAFF RECOMMENDATION

Recommend approval of purchase of listed equipment.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. City of Whitewater Radio Needs Cost Breakdown
 2. PD Walco Radio CIP overview
 3. Police and Communications Quotes
 4. DPW Walco Radio CIP overview
 5. DPW Quotes
 6. Fire_EMS Walco Radio CIP overview
 7. Fire_EMS Quotes
 8. Emergency Management Walco Radio CIP overview
 9. Emergency Management Quotes
-

	Police			Streets			Fire/EMS			Emerg Mgmt		
	Units	Unit Cost	Pgm / Install	Dept Cost	Units	Unit Cost	Pgm / Install	Dept Cost	Units	Unit Cost	Pgm / Install	Dept Cost
Portable (Dual Band)	40	4,727	2,550	191,616	4	4,726	930	19,835	39	5,127	2,505	202,449
Mobile (In Vehicle Dual Band)	15	6,832	10,100	112,580	16	6,836	7,990	117,362	12	6,835	11,280	93,304
Mobile (In Vehicle Dual Band / Dual Head)	1	8,819	1,945	10,764	-	-	-	-	3	8,819	4,060	30,518
Console	2	66,825	-	133,650	-	-	-	-	-	-	-	-
Pagers	-	-	-	-	-	-	-	-	50	850	2,500	45,000
Control/Antenna	1	8,227	-	8,227	-	-	-	-	-	-	-	-
UW Dispatch MOU	-	-	-	(44,550)	-	-	-	-	1	8,227	-	8,227
	59		14,595	412,287	20		8,920	137,197	104		20,345	371,271

Police 412,287
 Streets 137,197
 Fire/EMS 371,271
 Emerg Mgmt 23,235
943,990

City of Whitewater
Capital Improvement Program
F.Y. 2022 - 2031

Initiative Type: **Choose One**

Equipment nearing end of life and ultimately needs to be replaced. This particular option is being chosen due to the increased need for interoperability and agencies needing to combine resources during large-scale events.

165451.6

99675.45

ALTERNATIVES: What options exist vs. this request? Why is this option being chosen?

9246.78

133649.7



Department / Group: **Police Other**

Affected Dept.: **Police Other**

Project Title: **Portable/Mobile P25 Dual Band Radio Upgrade**

Department Priority: **4**

Description & Scope: **Portable and mobile radios are reaching end of life. Looking to upgrade current radios to dual band models that are compatible with Walworth County Sheriff's radio upgrade to a 700/800 MHz APCO Project 25 digital trunked radio system (with an anticipated go-live date in 2024). Cost is \$4,727 per portable radio/\$2,550 for programming and install (40 - \$191,616), \$6,832 per dual band mobile radio/\$10,100 for programming and install (15 - \$112,580) and \$8,819 per dual head multi-band mobile radio/\$1,945 for programming and install (1 - \$10,764) along with console upgrades to two stations within the Communications Center \$133,650 (1/3 of this cost to fall under the MOU concerning contribution by the University to the City of Whitewater's Communication Center \$44,550; 2/3 City contribution \$89,100). 1 XLR-200M Control Station Radio and Antenna: \$8,227. Costs reflect Walworth County contract pricing done prior to price increases by the manufacturer, orders placed before December 15, 2022, will reflect this pricing. **Total PD Project Cost: \$412,287****

Purpose & Need: Allows our PSAP to have complete interoperability with other Walworth County Agencies (along with Jefferson and Rock County as well). The infrastructure of the trunking system will eliminate the necessity of Municipalities maintaining their own local repeated channels (towers will be maintained by Walworth County). A trunking system allows many different "talkgroups" or virtual channels to be incorporated into the system and allows for greater security and control. Predetermined templates make it easy to find talkgroups in an emergency and to train subscribers in their use.

Impact on Future Operating Budget: Purchase costs broken up over three years. Minimal subsequent impact on future operating costs in the form of potential repair/replacement costs.

External Funding Sources Available: Possibility of ARPA funds. As part of Walworth Counties RFP process, they are asking the vendor to select to extend cooperative pricing to all subscribers for a period of three years.

Project Cost Summary

Expenditure Category	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27-31	Total
450-55:000-810	0	137,429	137,429	137,429	0	0	412,287
							0
							0
							0
							0
							0
Subtotal	0	137,429	137,429	137,429	0	0	412,287

Funding Source Summary

Payer Group	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27-31	Total
Levy	0	137,429	137,429	137,429	0	0	412,287
							0
							0
							0
							0
							0
Subtotal	0	137,429	137,429	137,429	0	0	412,287

Internal Use Only

Item Type
Choose One
Capital
Operating

Need Group
Choose One
Core
Non-Core

Payer Group/Source
Choose One
Levy
Water

Source Type/Expend Account
Choose One
Bond
Cash

Department
Choose One
City Clerk
City Manager

Funding Source
Choose One
Borrowing: Note
Borrowing: Bond

Status
Choose One
Funded
Not Funded

Sewer Stormwater Other	Fund Bal	Note	Partially Funded	Clerk of Courts Council DPW DPW - Sewer DPW - Stormwater DPW - Streets DPW - Water Economic Devlpmt Finance Fire / Rescue IT Legal Library Media Services Neighborhood Services Park & Rec - Facilities Park & Rec - Other Police Dispatch Police Other	Cash / Fund Balance Grant Operating Transfer Other
	216				
	217				
	220				
	450 New				
	450				
	610				
	620				
	630				
	850				
	Other				



2604 N Chapel Hill Rd, McHenry, IL 60051
WWW.RADICOM.COM | 815-385-4224

Sales Quote No: DQM1324
Date: 11/12/2022
Account No: 11981
Sale Rep: Scott Smith

Bill To: Whitewater Police Dept
312 W. Whitewater St.
Whitewater, WI 53190

Ship To: Whitewater Police Dept
312 W. Whitewater St.
Whitewater, WI 53190

Project: XL-200 Portable Police Dual-Band

REMARKS				
Radio is customized for Whitewater police as a Dual-Band radio for Walworth County.				
NOTE...this quote expires on December 15th, 2022.				
There is no charge for reprogramming to the new P25 radio system if the radio is purchased prior to December 15th, 2022.				
Radios will be invoiced upon delivery. Whitewater will set the delivery date/year.				
Due to ongoing chain supply and cost increases from manufacturers, there may be future price changes from the manufacturer after December 15th, 2022.				
ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Radio				
XL-PPM1M	Harris Portable, XL-200P, Partial, Midnight BLK, US	40	\$2,945.00	\$117,800.00
XL-PKGF3	Harris Feature Package, Dual Band VHF 7/800	40	\$1,100.00	\$44,000.00
XL-NC5Z	Harris Antenna, Flex, Helical, 136-870 MHz	40	\$110.00	\$4,400.00
XL-PKGP	Harris Feature Package, P25 Trunking	40	\$1,600.00	\$64,000.00
XL-PL4U	Harris Feature, Single Key DES, Encryption	40	\$0.01	\$0.40
XL-PL9E	Harris, feature, single-key AES encryption	40	\$0.01	\$0.40
XL-PL8Y	Harris Encryption Feature Lite for XL-200P	40	\$0.01	\$0.40
XL-FW2X	Harris Operation, Load NIFOG Personality	40	\$0.01	\$0.40
XL-PL4F	Harris Feature, P25 Phase 2 TDMA	40	\$250.00	\$10,000.00
XL-PA4K	L3Harris Battery, Li-Ion, Hi-Capacity 4800 mAh, XL-200P	40	\$175.00	\$7,000.00
XL-CH6A	L3 Harris Charger, 1-Bay	40	\$200.00	\$8,000.00
XL-AE4B	Harris Storm speaker Microphone, XL-200P, Emergency Button	40	\$225.00	\$9,000.00
XL-HC3L	Harris Belt Clip, Metal	40	\$30.50	\$1,220.00
Discounts				
Discount	Walworth County Discount	40	(\$1,658.88)	(\$66,355.20)
Discount	Special 2022 discount if purchased before December 15th, 2022	40	(\$250.00)	(\$10,000.00)
Programming				
LABORSERV-MCH	Template development dual-band radio	1	\$750.00	\$750.00
LABOR-PROGR-EA	Labor Programming Radio -Each Unit	40	\$45.00	\$1,800.00

Quote Expires: 12/15/2022

SUBTOTAL	\$191,616.40
TAX	\$0.00
TOTAL	\$191,616.40

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Unless otherwise specified, shipping and handling charges are not included and will be added to the associated invoice.

Quote Accepted By: _____ Date: _____



2604 N Chapel Hill Rd, McHenry, IL 60051
WWW.RADICOM.COM | 815-385-4224

Sales Quote No: DQM1330
Date: 11/12/2022
Account No: 11981
Sale Rep: Scott Smith

Bill To: Whitewater Police Dept
312 W. Whitewater St.
Whitewater, WI 53190

Ship To: Whitewater Police Dept
312 W. Whitewater St.
Whitewater, WI 53190

Project: XL-200 Mobile Police Dual-band

REMARKS				
Radio is customized for Whitewater police as a Dual-Band radio for Walworth County.				
NOTE...this quote expires on December 15th, 2022.				
There is no charge for reprogramming to the new P25 radio system if the radio is purchased prior to December 15th, 2022.				
Radios will be invoiced upon delivery. Whitewater will set the delivery date/year.				
Due to ongoing chain supply and cost increases from manufacturers, there may be future price changes from the manufacturer after December 15th, 2022.				
ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
	Radio			
XZ-MPM1M	Harris Mobile, XL-200M Multiband	15	\$3,815.00	\$57,225.00
XZ-PL4J	Harris Feature, VHF Band	15	\$550.00	\$8,250.00
XZ-PL4L	Harris Feature, 700/800 MHZ Band	15	\$550.00	\$8,250.00
NMO150/450/758	Pulse Larsen Antenna, Tri-band, 150&450&748MHz, NMO	15	\$88.64	\$1,329.60
XZ-AN6U	Harris Antenna, Base, STD Roof Mount Low Loss	15	\$80.00	\$1,200.00
XZ-PKGPT	Harris Feature Package, P25 Trunking	15	\$1,600.00	\$24,000.00
XZ-PL4U	Harris Feature, XL200M Single Key DES Encryption	15	\$0.01	\$0.15
XZ-PL9E	Harris Feature, XL200M Single Key AES Encryption	15	\$0.01	\$0.15
XZ-PL8Y	Harris Feature, Encryption Lite	15	\$0.01	\$0.15
XZ-PL4F	Harris Feature, Phase 2 TDMA	15	\$250.00	\$3,750.00
XZ-CP6A	Harris Control Unit, XL-CH	15	\$1,650.00	\$24,750.00
XZ-MC6A	Harris Microphone, XL, Standard Mobile (14050-6010-01)	15	\$105.00	\$1,575.00
XZ-MA4A	Harris Kit, Mounting XL-Mobile Universal	15	\$600.00	\$9,000.00
XZ-LS6A	Harris Speaker External Mobile	15	\$60.00	\$900.00
XZ-CA6F	L3 Harris Cable, XL Mobile, Speaker Accy	15	\$222.00	\$3,330.00
C-EB30-HXL-1P	Havis 1 Pc Faceplate 3" Mounting Space, Fits Harris/L3Harris XL control head	15	\$31.80	\$477.00
	Discounts			
Discount	Walworth County Discount	15	(\$2,370.50)	(\$35,557.50)
Discount	Special 2022 discount if purchased before December 15th, 2022	15	(\$400.00)	(\$6,000.00)

Programming				
LABORSERV-MCH	Template development Dual-Band radio	1	\$750.00	\$750.00
LABOR-PROGR-EA	Labor Programming Radio -Each Unit	15	\$45.00	\$675.00
Installation				
LABORSERV-MCH	Labor Remote Mount Radio Installation	15	\$450.00	\$6,750.00
MobZone9	Mobilization 9	7	\$275.00	\$1,925.00

Quote Expires: 12/15/2022

SUBTOTAL	\$112,579.55
TAX	\$0.00
TOTAL	\$112,579.55

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Unless otherwise specified, shipping and handling charges are not included and will be added to the associated invoice.

Quote Accepted By: _____ Date: _____



2604 N Chapel Hill Rd, McHenry, IL 60051
WWW.RADICOM.COM | 815-385-4224

Sales Quote No: DQM1331
Date: 11/13/2022
Account No: 11981
Sale Rep: Scott Smith

Bill To: Whitewater Police Dept
312 W. Whitewater St.
Whitewater, WI 53190

Ship To: Whitewater Police Dept
312 W. Whitewater St.
Whitewater, WI 53190

Project: XL-200 Mobile Police Dual-Band Dual-Head

REMARKS
Radio is customized for Whitewater police as a Dual-Band Dual-Head radio for Walworth County.
NOTE...this quote expires on December 15th, 2022.
There is no charge for reprogramming to the new P25 radio system if the radio is purchased prior to December 15th, 2022.
If the same police squad mobile radio template is used to program this radio, then the template development charge found on this quote (\$750) will be removed from the invoice.
Radios will be invoiced upon delivery. Whitewater will set the delivery date/year.
Due to ongoing chain supply and cost increases from manufacturers, there may be future price changes from the manufacturer after December 15th, 2022.

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
	Radio			
XZ-MPM1M	Harris Mobile, XL-200M Multiband	1	\$3,815.00	\$3,815.00
XZ-PL4J	Harris Feature, VHF Band	1	\$550.00	\$550.00
XZ-PL4L	Harris Feature, 700/800 MHZ Band	1	\$550.00	\$550.00
NMO150/450/758	Pulse Larsen Antenna, Tri-band, 150&450&748MHz, NMO	1	\$88.64	\$88.64
XZ-AN6U	Harris Antenna, Base, STD Roof Mount Low Loss	1	\$80.00	\$80.00
XZ-PKGPT	Harris Feature Package, P25 Trunking	1	\$1,600.00	\$1,600.00
XZ-PL4U	Harris Feature, XL200M Single Key DES Encryption	1	\$0.01	\$0.01
XZ-PL9E	Harris Feature, XL200M Single Key AES Encryption	1	\$0.01	\$0.01
XZ-PL8Y	Harris Feature, Encryption Lite	1	\$0.01	\$0.01
XZ-PL4F	Harris Feature, Phase 2 TDMA	1	\$250.00	\$250.00
	Dual Head Components			
XZ-CP6A	Harris Control Unit, XL-CH	2	\$1,650.00	\$3,300.00
XZ-MC6A	Harris Microphone, XL, Standard Mobile (14050-6010-01)	2	\$105.00	\$210.00
XZ-MA4A	Harris Kit, Mounting XL-Mobile Universal	2	\$600.00	\$1,200.00
XZ-LS6A	Harris Speaker External Mobile	2	\$60.00	\$120.00
XZ-CA6F	L3 Harris Cable, XL Mobile, Speaker Accy	2	\$222.00	\$444.00
C-EB30-HXL-1P	Havis 1 Pc Faceplate 3" Mounting Space, Fits Harris/L3Harris XL control head	2	\$31.80	\$63.60



2604 N Chapel Hill Rd, McHenry, IL 60051
WWW.RADICOM.COM | 815-385-4224

Sales Quote No: DQM1336
Date: 11/13/2022
Account No: 11981
Sale Rep: Scott Smith

Bill To: Whitewater Police Dept
312 W. Whitewater St.
Whitewater, WI 53190

Ship To: Whitewater Police Dept
312 W. Whitewater St.
Whitewater, WI 53190

Project: XL-200 Control Station Dual Band

REMARKS
Control Station is customized for Whitewater police as a Dual-Band radio for Walworth County.
NOTE...this quote expires on December 15th, 2022.
There is no charge for reprogramming to the new P25 radio system if the radio is purchased prior to December 15th, 2022.
If the same police squad mobile radio template is used to program this radio, then the template development charge found on this quote (\$750) will be removed from the invoice.
Radios will be invoiced upon delivery. Whitewater will set the delivery date/year.
Due to ongoing chain supply and cost increases from manufacturers, there may be future price changes from the manufacturer after December 15th, 2022.
NOTE: a small magnetic mount antenna is part of this package. The mag-mount antenna will be mounted above the ceiling. If there are any radio reception/propagation issues, a full antenna system would need to be quoted separately for this control station.

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
	Radio			
XZ-MPM1M	Harris Mobile, XL-200M Multiband	2	\$3,815.00	\$7,630.00
XZ-PL4J	Harris Feature, VHF Band	2	\$550.00	\$1,100.00
XZ-PL4L	Harris Feature, 700/800 MHZ Band	2	\$550.00	\$1,100.00
NMO150/450/758	Pulse Larsen Antenna, Tri-band, 150&450&748MHz, NMO	2	\$88.64	\$177.28
XZ-AN6Y	Antenna, Base, Magnetic Mount Low Loss	2	\$90.00	\$180.00
XZ-PKGPT	Harris Feature Package, P25 Trunking	2	\$1,600.00	\$3,200.00
XZ-PL4U	Harris Feature, XL200M Single Key DES Encryption	2	\$0.01	\$0.02
XZ-PL9E	Harris Feature, XL200M Single Key AES Encryption	2	\$0.01	\$0.02
XZ-PL8Y	Harris Feature, Encryption Lite	2	\$0.01	\$0.02
XZ-PL4F	Harris Feature, Phase 2 TDMA	2	\$250.00	\$500.00
XZ-CP6A	Harris Control Unit, XL-CH	2	\$1,650.00	\$3,300.00
XZ-CA6L	L3 Harris CABINET, XL DESKTOP Includes desktop cabinet and power supply.	2	\$650.00	\$1,300.00
XZ-CA6M	Harris CABLE, XL DESKTOP, ACCESSORY	2	\$250.00	\$500.00
XZ-MC6C	L3Harris XL-200M Desk Mic, XL-Mobile, Desktop	2	\$245.00	\$490.00
XZ-MA4C	Harris Bracket Mounting, XL Control Head	2	\$68.00	\$136.00
XZ-CA6R	L3 Harris CABLE, POWER, Y-SPLIT, DESKTOP	2	\$175.00	\$350.00

XZ-CA6A	Harris CABLE, XL-MOBILE, ETHERNET, 45CM	2	\$16.00	\$32.00
XZ-LS6A	Harris Speaker External Mobile	2	\$60.00	\$120.00
XZ-CA6F	L3 Harris Cable, XL Mobile, Speaker Accy	2	\$222.00	\$444.00
Discounts				
Discount	Walworth County Discount	2	(\$2,569.91)	(\$5,139.82)
Discount	Special 2022 discount if purchased before December 15th, 2022	2	(\$400.00)	(\$800.00)
Programming				
LABORSERV-MCH	Template development Dual-Band radio	1	\$750.00	\$750.00
LABOR-PROGR-EA	Labor Programming Radio -Each Unit	2	\$45.00	\$90.00
Installation				
LABORSERV-MCH	Control Station Installation Labor	2	\$360.00	\$720.00
MobZone9	Mobilization 9	1	\$275.00	\$275.00

Quote Expires: 12/15/2022

SUBTOTAL	\$16,454.52
TAX	\$0.00
TOTAL	\$16,454.52

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Unless otherwise specified, shipping and handling charges are not included and will be added to the associated invoice.

Quote Accepted By: _____ Date: _____

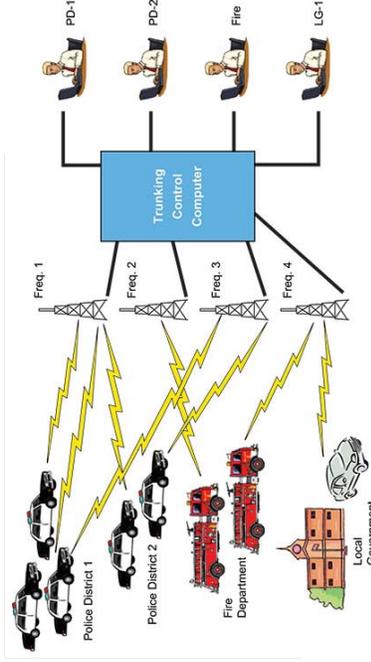
City of Whitewater
Capital Improvement Program

F.Y. 2022 - 2031

Initiative Type:

Equipment nearing end of life and ultimately needs to be replaced. This particular option is being chosen due to the increased need for interoperability and agencies needing to combine resources during large-scale events.

ALTERNATIVES: What options exist vs. this request? Why is this option being chosen?



Department / Group: Need Group:

Affected Dept.:

Project Title:

Department Priority:

Description & Scope:

Purpose & Need: Allows our PSAP to have complete interoperability with other Walworth County Agencies (along with Jefferson and Rock County as well). The infrastructure of the trunking system will eliminate the necessity of Municipalities maintaining their own local repeated channels (towers will be maintained by Walworth County). A trunking system allows many different "talkgroups" or virtual channels to be incorporated into the system and allows for greater security and control. Predetermined templates make it easy to find talkgroups in an emergency and to train subscribers in their use.

Impact on Future Operating Budget: Purchase costs broken up over three years. Minimal subsequent impact on future operating costs in the form of potential repair/replacement costs.

External Funding Sources Available: Possibility of ARPA funds. As part of Walworth Counties RFP process, they are asking the vendor if selects to extend cooperative pricing to all subscribers for a period of three years.

Project Cost Summary						
Expenditure Category	FY 22	FY 23	FY 24	FY 25	FY 26	Total
450-55000-810	450	45,732	45,732	45,732	0	137,197
	0	45,732	45,732	45,732	0	0
	0	45,732	45,732	45,732	0	0
	0	45,732	45,732	45,732	0	0
Subtotal	0	45,732	45,732	45,732	0	137,197

Funding Source Summary						
Payer Group	Funding Source	FY 22	FY 23	FY 24	FY 25	Total
Levy	Operating Transfer	0	45,732	45,732	45,732	137,197
		0	45,732	45,732	45,732	0
		0	45,732	45,732	45,732	0
		0	45,732	45,732	45,732	0
Subtotal		0	45,732	45,732	45,732	137,197

Internal Use Only

Item Type	Need Group	Payer Group	Source	Grat.	Type	Expend Account	Status
Choose One	Choose One	Choose One	Choose One	Choose One	Choose One	Choose One	Choose One
Capital	Core	Levy	Debt	Bond	Bond	100	Funded
Operating	Non-Core	Water	Grant	Cash	Cash	215	Not Funded
		Sewer	Fund Bal	Note	Note	216	Partially Funded
		Stormwater	Other			217	
						220	
					450 New	450	
					610	610	
					620	620	
					650	650	
					850	850	
					Other	Other	

Funding Source
Choose One
Borrowing; Note
Borrowing; Bond
Cash / Fund Balance
Grant
Operating Transfer
Other

Department
Choose One
City Clerk
City Manager
Clerk of Courts
Council
dpw - Sewer
dpw - Stormwater
dpw - Streets
dpw - Water
Economic Developmt
Finance
Fire / Rescue

IT
Legal
Library
Media Services
Neighborhood Services
Parr. & Rec - Facilities
Parr. & Rec - Other
Police Dispatch
Police Other



2604 N Chapel Hill Rd, McHenry, IL 60051
WWW.RADICOM.COM | 815-385-4224

Sales Quote No: DQM1327
Date: 11/12/2022
Account No: 11982
Sale Rep: Scott Smith

Bill To: Whitewater Public Works Dept
312 W. Whitewater St
Whitewater, WI 53190

Ship To: Whitewater Public Works Dept
312 W. Whitewater St
Whitewater, WI 53190

Project: XL-200 Portable DPW Dual-Band

REMARKS				
This portable radio is customized for Whitewater DPW				
***NOTE: this quote expires on December 15th, 2022.				
There is no charge for reprogramming to the new P25 radio system if the radio is purchased prior to December 15th, 2022.				
Radios will be invoiced upon delivery. Whitewater will set the delivery date.				
Due to ongoing chain supply and cost increases from manufacturers, there may be future price changes from the manufacturer after December 15th,				
ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Radio				
XL-PPM1M	Harris Portable, XL-200P, Partial, Midnight BLK, US	4	\$2,945.00	\$11,780.00
XL-PKGF3	Harris Feature Package, Dual Band VHF 7/800	4	\$1,100.00	\$4,400.00
XL-NC5Z	Harris Antenna, Flex, Helical, 136-870 MHz	4	\$110.00	\$440.00
XL-PKGMR	Harris XL-200 Immersible Radio Operation	4	\$250.00	\$1,000.00
XL-PKGPPT	Harris Feature Package, P25 Trunking	4	\$1,600.00	\$6,400.00
XL-PL4U	Harris Feature, Single Key DES, Encryption	4	\$0.01	\$0.04
XL-PL9E	Harris, feature, single-key AES encryption	4	\$0.01	\$0.04
XL-PL8Y	Harris Encryption Feature Lite for XL-200P	4	\$0.01	\$0.04
XL-FW2X	Harris Operation, Load NIFOG Personality	4	\$0.01	\$0.04
XL-PL4F	Harris Feature, P25 Phase 2 TDMA	4	\$250.00	\$1,000.00
XL-PA3V	Harris Battery, Li-Ion, 3100 MaH	4	\$150.00	\$600.00
XL-CH6A	L3 Harris Charger, 1-Bay	4	\$200.00	\$800.00
XL-HC3L	Harris Belt Clip, Metal	4	\$30.00	\$120.00
Discounts				
Discount	Walworth County Discount	4	(\$1,658.76)	(\$6,635.04)
Discount	Special 2022 discount if purchased before December 15th, 2022	4	(\$250.00)	(\$1,000.00)
Programming				
LABORSERV-MCH	Template development dual-band radio	1	\$750.00	\$750.00
LABOR-PROGR-EA	Labor Programming Radio -Each Unit	4	\$45.00	\$180.00

Quote Expires: 12/15/2022

SUBTOTAL	\$19,835.12
TAX	\$0.00
TOTAL	\$19,835.12

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Unless otherwise specified, shipping and handling charges are not included and will be added to the associated invoice.

Quote Accepted By: _____ Date: _____



2604 N Chapel Hill Rd, McHenry, IL 60051
WWW.RADICOM.COM | 815-385-4224

Sales Quote No: DQM1334
Date: 11/13/2022
Account No: 11982
Sale Rep: Scott Smith

Bill To: Whitewater Public Works Dept
312 W. Whitewater St
Whitewater, WI 53190

Ship To: Whitewater Public Works Dept
312 W. Whitewater St
Whitewater, WI 53190

Project: XL-200 Mobile DPW Dual-band

REMARKS				
This mobile radio is customized for Whitewater DPW				
***NOTE: this quote expires on December 15th, 2022.				
There is no charge for reprogramming to the new P25 radio system if the radio is purchased prior to December 15th, 2022.				
Radios will be invoiced upon delivery. Whitewater will set the delivery date.				
Due to ongoing chain supply and cost increases from manufacturers, there may be future price changes from the manufacturer after December 15th,				
ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Radio				
XZ-MPM1M	Harris Mobile, XL-200M Multiband	16	\$3,815.00	\$61,040.00
XZ-PL4J	Harris Feature, VHF Band	16	\$550.00	\$8,800.00
XZ-PL4L	Harris Feature, 700/800 MHZ Band	16	\$550.00	\$8,800.00
NMO150/450/758	Pulse Larsen Antenna, Tri-band, 150&450&748MHz, NMO	16	\$88.64	\$1,418.24
XZ-AN6U	Harris Antenna, Base, STD Roof Mount Low Loss	4	\$80.00	\$320.00
XZ-AN6W	Antenna Base, Thick Roof Mount Low Loss	12	\$85.00	\$1,020.00
XZ-PKGPT	Harris Feature Package, P25 Trunking	16	\$1,600.00	\$25,600.00
XZ-PL4U	Harris Feature, XL200M Single Key DES Encryption	16	\$0.01	\$0.16
XZ-PL9E	Harris Feature, XL200M Single Key AES Encryption	16	\$0.01	\$0.16
XZ-PL8Y	Harris Feature, Encryption Lite	16	\$0.01	\$0.16
XZ-PL4F	Harris Feature, Phase 2 TDMA	16	\$250.00	\$4,000.00
XZ-CP6A	Harris Control Unit, XL-CH	16	\$1,650.00	\$26,400.00
XZ-MC6A	Harris Microphone, XL, Standard Mobile (14050-6010-01)	16	\$105.00	\$1,680.00
XZ-MA4A	Harris Kit, Mounting XL-Mobile Universal	16	\$600.00	\$9,600.00
XZ-LS6A	Harris Speaker External Mobile	16	\$60.00	\$960.00
XZ-CA6F	L3 Harris Cable, XL Mobile, Speaker Accy	16	\$222.00	\$3,552.00
C-EB30-HXL-1P	Havis 1 Pc Faceplate 3" Mounting Space, Fits Harris/L3Harris XL control head	16	\$31.80	\$508.80
Discounts				
Discount	Walworth County Discount	16	(\$2,370.50)	(\$37,928.00)
Discount	Special 2022 discount if purchased before December 15th, 2022	16	(\$400.00)	(\$6,400.00)

	Programming			
LABORSERV-MCH	Template development Dual-Band radio	1	\$750.00	\$750.00
LABOR-PROGR-EA	Labor Programming Radio -Each Unit	16	\$45.00	\$720.00
	Installation			
LABORSERV-MCH	Labor DPW Heavy Truck Console Mount radio installation	16	\$270.00	\$4,320.00
MobZone9	Mobilization 9	8	\$275.00	\$2,200.00

Quote Expires: 12/15/2022

SUBTOTAL	\$117,361.52
TAX	\$0.00
TOTAL	\$117,361.52

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Unless otherwise specified, shipping and handling charges are not included and will be added to the associated invoice.

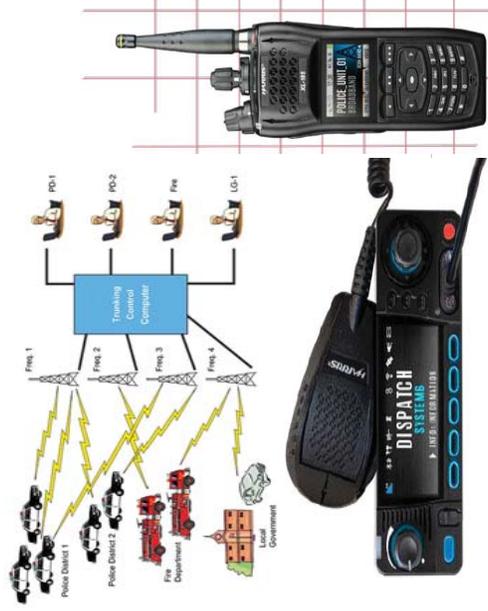
Quote Accepted By: _____ Date: _____

City of Whitewater
Capital Improvement Program
F.Y. 2022 - 2031

Initiative Type:

Equipment nearing end of life and ultimately needs to be replaced. This particular option is being chosen due to the increased need for interoperability and agencies needing to combine resources during large-scale events.

ALTERNATIVES: What options exist vs. this request? Why is this option being chosen?



Need Group:

Fire / Rescue
Portable/Mobile P25 Dual Band Radio Upgrade
4
Portable and mobile radios are reaching end of life. Looking to upgrade current radios to dual band models that are compatible with Walworth County Sheriff's radio upgrade to a 700/800 MHz APCO Project 25 digital trunked radio system (with an anticipated go-live date in 2024). Cost is \$5,127 per XL-200 multi-band no DTMF, portable radio/\$2,505 for programming and install (39 - \$202,449), \$8,819 per dual head multi-band mobile radio/\$4,060 for programming and install (3 - \$30,518) and \$6,835 per single head multi-band mobile radio/\$11,280 for programming and install (12 - \$93,304). 50 Harris G5 pagers at a cost of \$850 each/\$52500 for programming and install = \$45,000. Costs reflect Walworth County contract pricing done prior to price increases by the manufacturer, orders placed before December 15, 2022 will reflect this pricing. **Total PD/EWS Project Cost: \$371,271**

Purpose & Need:
Allows our PSAP to have complete interoperability with other Walworth County Agencies (along with Jefferson and Rock County as well). The infrastructure of the trunking system will eliminate the necessity of Municipalities maintaining their own local repeated channels (towers will be maintained by Walworth County). A trunking system allows many different "talkgroups" or virtual channels to be incorporated into the system and allows for greater security and control. Predetermined templates make it easy to find talkgroups in an emergency and to train subscribers in their use.

Impact on Future Operating Budget:
Purchase costs broken up over three years. Minimal subsequent impact on future operating costs in the form of potential repair/replacement costs.

External Funding Sources Available:
Possibility of ARPA funds. As part of Walworth Counties RFP process, they are asking the vendor to select to extend cooperative pricing to all subscribers for a period of three years.

Project Cost Summary							
Expenditure Category	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27-31	Total
450-55000-810 Expenditure Fund	450	0	123,757	123,757	123,757	0	371,271
							0
							0
							0
							0
							0
							0
Subtotal	0	123,757	123,757	123,757	0	0	371,271

Funding Source Summary								
Payer Group	Funding Source	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27-31	Total
Levy	Operating Transfer	0	123,757	123,757	123,757	0	0	371,271
								0
								0
								0
								0
								0
								0
								0
Subtotal		0	123,757	123,757	123,757	0	0	371,271

Internal Use Only

Item Type
Choose One
Capital
Operating

Need Group
Choose One
Core
Non-Core

Payer Group/Source
Choose One
Levy
Water
Sewer

Grat
Debt
Fund Bal

Cash
Bond
Note

Typc/Expend Account
Choose One
100
215
216

Status
Choose One
Funded
Not Funded
Partially Funded

Department
Choose One
City Clerk
City Manager
Clerk of Courts

Funding Source
Choose One
Borrowing: Note
Borrowing: Bond
Cash / Fund Balance

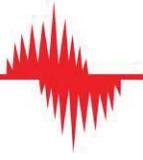
Stormwater
Other

217
220
450 New

610
620
630
850
Other

Council
DPW
DPW - Sewer
DPW - Stormwater
DPW - Streets
DPW - Water
Economic Dev/pmt
Finance
Fire / Rescue
IT
Legal
Library
Media Services
Neighborhood Services
Park & Rec - Facilities
Park & Rec - Other
Police Dispatch
Police Other

Grant
Operating Transfer
Other



2604 N Chapel Hill Rd, McHenry, IL 60051
WWW.RADICOM.COM | 815-385-4224

Sales Quote No: DQM1326
Date: 11/12/2022
Account No: 11980
Sale Rep: Scott Smith

Bill To: Whitewater Fire And Rescue
312 W. Whitewater St.
Whitewater, WI 53190

Ship To: Whitewater Fire And Rescue
312 W. Whitewater St.
Whitewater, WI 53190

Project: XL-200 Portable Fire/EMS Dual-Band

REMARKS
Radio is customized for Whitewater Fire/EMS as a Dual-Band radio for Walworth County.
NOTE...this quote expires on December 15th, 2022.
There is no charge for reprogramming to the new P25 radio system if the radio is purchased prior to December 15th, 2022.
Radios will be invoiced upon delivery. Whitewater will set the delivery date/year.
Due to ongoing chain supply and cost increases from manufacturers, there may be future price changes from the manufacturer after December 15th, 2022.

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
	Radio – Immersible, Intrinsically Safe, UL, HAZLOC C1D2			
XL-PPM1P	Harris PORTABLE,XL-200P,PARTIAL,BLK-GRN,US	39	\$2,945.00	\$114,855.00
XL-PKGF3	Harris Feature Package, Dual Band VHF 7/800	39	\$1,100.00	\$42,900.00
XL-NC5Z	Harris Antenna, Flex, Helical, 136-870 MHz	39	\$110.00	\$4,290.00
XL-PKGMR	Harris XL-200 Immersible Radio Operation	39	\$250.00	\$9,750.00
XL-PKGPT	Harris Feature Package, P25 Trunking	39	\$1,600.00	\$62,400.00
XL-PA4L	L3 Harris BATT, LION, 4800, HI-CAP, HAZLOC RADIO C1D2	39	\$260.00	\$10,140.00
XL-PL4U	Harris Feature, Single Key DES, Encryption	39	\$0.01	\$0.39
XL-PL9E	Harris, feature, single-key AES encryption	39	\$0.01	\$0.39
XL-PL8Y	Harris Encryption Feature Lite for XL-200P	39	\$0.01	\$0.39
XL-FW2X	Harris Operation, Load NIFOG Personality	39	\$0.01	\$0.39
XL-PL4F	Harris Feature, P25 Phase 2 TDMA	39	\$250.00	\$9,750.00
XL-CH6A	L3 Harris Charger, 1-Bay	39	\$200.00	\$7,800.00
XL-AE2W	Harris Speaker Mic, 500° F, XL-200P	39	\$399.00	\$15,561.00
XL-HC3L	Harris Belt Clip, Metal	39	\$30.00	\$1,170.00
14035-1948-30	Harris KIT, GLOVE FRIENDLY KNOB COVER-VOL	39	\$25.00	\$975.00
	Discounts			
Discount	Walworth County Discount	39	(\$1,792.26)	(\$69,898.14)
Discount	Special 2022 discount if purchased before December 15th, 2022	39	(\$250.00)	(\$9,750.00)

Programming				
LABORSERV-MCH	Template development dual-band radio	1	\$750.00	\$750.00
LABOR-PROGR-EA	Labor Programming Radio -Each Unit	39	\$45.00	\$1,755.00

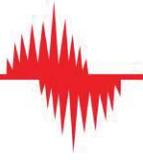
Quote Expires: 12/15/2022

SUBTOTAL	\$202,449.42
TAX	\$0.00
TOTAL	\$202,449.42

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Unless otherwise specified, shipping and handling charges are not included and will be added to the associated invoice.

Quote Accepted By: _____ Date: _____



2604 N Chapel Hill Rd, McHenry, IL 60051
WWW.RADICOM.COM | 815-385-4224

Sales Quote No: DQM1332
Date: 11/13/2022
Account No: 11980
Sale Rep: Scott Smith

Bill To: Whitewater Fire And Rescue
312 W. Whitewater St.
Whitewater, WI 53190

Ship To: Whitewater Fire And Rescue
312 W. Whitewater St.
Whitewater, WI 53190

Project: XL-200 Mobile Fire Dual-band

REMARKS
Radio is customized for Whitewater Fire as a Dual-Band radio for Walworth County.
NOTE...this quote expires on December 15th, 2022.
There is no charge for reprogramming to the new P25 radio system if the radio is purchased prior to December 15th, 2022.
Radios will be invoiced upon delivery. Whitewater will set the delivery date/year.
Due to ongoing chain supply and cost increases from manufacturers, there may be future price changes from the manufacturer after December 15th, 2022.

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
	Radio			
XZ-MPM1M	Harris Mobile, XL-200M Multiband	12	\$3,815.00	\$45,780.00
XZ-PL4J	Harris Feature, VHF Band	12	\$550.00	\$6,600.00
XZ-PL4L	Harris Feature, 700/800 MHZ Band	12	\$550.00	\$6,600.00
NMO150/450/758	Pulse Larsen Antenna, Tri-band, 150&450&748MHz, NMO	12	\$88.64	\$1,063.68
XZ-AN6W	Antenna Base, Thick Roof Mount Low Loss	8	\$85.00	\$680.00
XZ-AN6U	Harris Antenna, Base, STD Roof Mount Low Loss	4	\$80.00	\$320.00
XZ-PKGPT	Harris Feature Package, P25 Trunking	12	\$1,600.00	\$19,200.00
XZ-PL4U	Harris Feature, XL200M Single Key DES Encryption	12	\$0.01	\$0.12
XZ-PL9E	Harris Feature, XL200M Single Key AES Encryption	12	\$0.01	\$0.12
XZ-PL8Y	Harris Feature, Encryption Lite	12	\$0.01	\$0.12
XZ-PL4F	Harris Feature, Phase 2 TDMA	12	\$250.00	\$3,000.00
XZ-CP6A	Harris Control Unit, XL-CH	12	\$1,650.00	\$19,800.00
XZ-MC6A	Harris Microphone, XL, Standard Mobile (14050-6010-01)	12	\$105.00	\$1,260.00
XZ-MA4A	Harris Kit, Mounting XL-Mobile Universal	12	\$600.00	\$7,200.00
XZ-LS6A	Harris Speaker External Mobile	12	\$60.00	\$720.00
XZ-CA6F	L3 Harris Cable, XL Mobile, Speaker Accy	12	\$222.00	\$2,664.00
C-EB30-HXL-1P	Havis 1 Pc Faceplate 3" Mounting Space, Fits Harris/L3Harris XL control head	12	\$31.80	\$381.60
	Discounts			
Discount	Walworth County Discount	12	(\$2,370.50)	(\$28,446.00)
Discount	Special 2022 discount if purchased before December 15th, 2022	12	(\$400.00)	(\$4,800.00)

	Programming			
LABORSERV-MCH	Template development Dual-Band radio	1	\$750.00	\$750.00
LABOR-PROGR-EA	Labor Programming Radio -Each Unit	12	\$45.00	\$540.00
	Installation			
LABORSERV-MCH	Labor Apparatus Remote Mount radio installation	12	\$695.00	\$8,340.00
MobZone9	Mobilization 9	6	\$275.00	\$1,650.00

Quote Expires: 12/15/2022

SUBTOTAL	\$93,303.64
TAX	\$0.00
TOTAL	\$93,303.64

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Unless otherwise specified, shipping and handling charges are not included and will be added to the associated invoice.

Quote Accepted By: _____ Date: _____



2604 N Chapel Hill Rd, McHenry, IL 60051
WWW.RADICOM.COM | 815-385-4224

Sales Quote No: DQM1333
Date: 11/13/2022
Account No: 11980
Sale Rep: Scott Smith

Bill To: Whitewater Fire And Rescue
312 W. Whitewater St.
Whitewater, WI 53190

Ship To: Whitewater Fire And Rescue
312 W. Whitewater St.
Whitewater, WI 53190

Project: XL-200 Mobile Fire Dual-Band Dual-Head

REMARKS

Radio is customized for Whitewater Fire as a Dual-Band Dual-Head radio for Walworth County.

NOTE...this quote expires on December 15th, 2022.

There is no charge for reprogramming to the new P25 radio system if the radio is purchased prior to December 15th, 2022.

If the same Fire (single head) apparatus mobile radio template is used to program this radio, then the template development charge found on this quote (\$750) will be removed from the invoice.

Radios will be invoiced upon delivery. Whitewater will set the delivery date/year.

Due to ongoing chain supply and cost increases from manufacturers, there may be future price changes from the manufacturer after December 15th, 2022.

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Radio				
XZ-MPM1M	Harris Mobile, XL-200M Multiband	3	\$3,815.00	\$11,445.00
XZ-PL4J	Harris Feature, VHF Band	3	\$550.00	\$1,650.00
XZ-PL4L	Harris Feature, 700/800 MHZ Band	3	\$550.00	\$1,650.00
NMO150/450/758	Pulse Larsen Antenna, Tri-band, 150&450&748MHz, NMO	3	\$88.64	\$265.92
XZ-AN6U	Harris Antenna, Base, STD Roof Mount Low Loss	3	\$80.00	\$240.00
XZ-PKGPT	Harris Feature Package, P25 Trunking	3	\$1,600.00	\$4,800.00
XZ-PL4U	Harris Feature, XL200M Single Key DES Encryption	3	\$0.01	\$0.03
XZ-PL9E	Harris Feature, XL200M Single Key AES Encryption	3	\$0.01	\$0.03
XZ-PL8Y	Harris Feature, Encryption Lite	3	\$0.01	\$0.03
XZ-PL4F	Harris Feature, Phase 2 TDMA	3	\$250.00	\$750.00
Dual Head Components				
XZ-CP6A	Harris Control Unit, XL-CH	6	\$1,650.00	\$9,900.00
XZ-MC6A	Harris Microphone, XL, Standard Mobile (14050-6010-01)	6	\$105.00	\$630.00
XZ-MA4A	Harris Kit, Mounting XL-Mobile Universal	6	\$600.00	\$3,600.00
XZ-LS6A	Harris Speaker External Mobile	6	\$60.00	\$360.00
XZ-CA6F	L3 Harris Cable, XL Mobile, Speaker Accy	6	\$222.00	\$1,332.00
C-EB30-HXL-1P	Havis 1 Pc Faceplate 3" Mounting Space, Fits Harris/L3Harris XL control head	6	\$31.80	\$190.80

	Discounts			
Discount	Walworth County Discount	3	(\$3,051.91)	(\$9,155.73)
Discount	Special 2022 discount if purchased before December 15th, 2022	3	(\$400.00)	(\$1,200.00)
	Programming			
LABORSERV-MCH	Template development Dual-Band radio	1	\$750.00	\$750.00
LABOR-PROGR-EA	Labor Programming Radio -Each Unit	3	\$45.00	\$135.00
	Installation			
LABORSERV-MCH	Labor Apparatus Dual Head Remote Mount radio installation	3	\$875.00	\$2,625.00
MobZone9	Mobilization 9	2	\$275.00	\$550.00

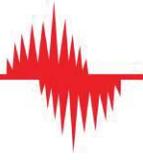
Quote Expires: 12/15/2022

SUBTOTAL	\$30,518.08
TAX	\$0.00
TOTAL	\$30,518.08

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Unless otherwise specified, shipping and handling charges are not included and will be added to the associated invoice.

Quote Accepted By: _____ Date: _____



2604 N Chapel Hill Rd, McHenry, IL 60051
WWW.RADICOM.COM | 815-385-4224

Sales Quote No: DQM1339
Date: 11/14/2022
Account No: 11980
Sale Rep: Scott Smith

Bill To: Whitewater Fire And Rescue
312 W. Whitewater St.
Whitewater, WI 53190

Ship To: Whitewater Fire And Rescue
312 W. Whitewater St.
Whitewater, WI 53190

Project: G5 Pagers

REMARKS

Pager is customized for Whitewater Fire/EMS for Walworth County UHF paging system.

NOTE...this quote expires on December 15th, 2022.

There is no charge for reprogramming to the new P25 radio system if the pager is purchased prior to December 15th, 2022.

Pagers will be invoiced upon delivery. Whitewater will set the delivery date/year.

Due to ongoing chain supply and cost increases from manufacturers, there may be future price changes from the manufacturer after December 15th, 2022.

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Pager				
G5UHFC	Unication G5 Dual Band P25 Voice Pager UHF-C (400-470 MHz)	50	\$765.00	\$38,250.00
GS9XBRC-SXXXEN	Unication G5 Drop In Charger	50	\$94.50	\$4,725.00
T69GME10C0502-R	Unication Power Adapter for G2 Power Cord	50	\$30.95	\$1,547.50
GSXX-OPTN-SCRE-001	Unication Screen Protector for G2-G5	50	\$14.95	\$747.50
Discount				
Discount	Whitewater Discount	50	(\$55.40)	(\$2,770.00)
Programming				
LABORSERV-MCH	Template development - Pager	1	\$250.00	\$250.00
LABOR-PROGR-EA	Labor Programming Radio -Each Unit	50	\$45.00	\$2,250.00

Quote Expires: 12/15/2022

SUBTOTAL	\$45,000.00
TAX	\$0.00
TOTAL	\$45,000.00

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Unless otherwise specified, shipping and handling charges are not included and will be added to the associated invoice.

Quote Accepted By: _____ Date: _____

IT
Legal
Library
Media Services
Neighborhood Services
Park & Rec - Facilities
Park & Rec - Other
Police Dispatch
Police Other



2604 N Chapel Hill Rd, McHenry, IL 60051
WWW.RADICOM.COM | 815-385-4224

Sales Quote No: DQM1328
Date: 11/12/2022
Account No: 13119
Sale Rep: Scott Smith

Bill To: Whitewater Office of Emergency Mgt
P.O. Box 117
Whitewater, WI 53190

Ship To: Whitewater Office of Emergency Mgt
P.O. Box 117
Whitewater, WI 53190

Project: XL-200 Portable OEM Dual-Band

REMARKS				
This portable radio is customized for Whitewater OEM				
***NOTE: this quote expires on December 15th, 2022.				
There is no charge for reprogramming to the new P25 radio system if the radio is purchased prior to December 15th, 2022.				
Radios will be invoiced upon delivery. Whitewater will set the delivery date.				
Due to ongoing chain supply and cost increases from manufacturers, there may be future price changes from the manufacturer after December 15th				
ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Radio				
XL-PPM1M	Harris Portable, XL-200P, Partial, Midnight BLK, US	3	\$2,945.00	\$8,835.00
XL-PKGF3	Harris Feature Package, Dual Band VHF 7/800	3	\$1,100.00	\$3,300.00
XL-NC5Z	Harris Antenna, Flex, Helical, 136-870 MHz	3	\$110.00	\$330.00
XL-PKGP	Harris Feature Package, P25 Trunking	3	\$1,600.00	\$4,800.00
XL-PL4U	Harris Feature, Single Key DES, Encryption	3	\$0.01	\$0.03
XL-PL9E	Harris, feature, single-key AES encryption	3	\$0.01	\$0.03
XL-PL8Y	Harris Encryption Feature Lite for XL-200P	3	\$0.01	\$0.03
XL-FW2X	Harris Operation, Load NIFOG Personality	3	\$0.01	\$0.03
XL-PL4F	Harris Feature, P25 Phase 2 TDMA	3	\$250.00	\$750.00
XL-PA3V	Harris Battery, Li-Ion, 3100 MaH	3	\$150.00	\$450.00
XL-CH6A	L3 Harris Charger, 1-Bay	3	\$200.00	\$600.00
XL-AE4B	Harris Storm speaker Microphone, XL-200P, Emergency Button	3	\$225.00	\$675.00
XL-HC3L	Harris Belt Clip, Metal	3	\$30.00	\$90.00
Discounts				
Discount	Walworth County Discount	3	(\$1,652.51)	(\$4,957.53)
Discount	Special 2022 discount if purchased before December 15th, 2022	3	(\$250.00)	(\$750.00)
Programming				
LABORSERV-MCH	Template development dual-band radio	1	\$750.00	\$750.00
LABOR-PROGR-EA	Labor Programming Radio -Each Unit	3	\$45.00	\$135.00

Quote Expires: 12/15/2022

SUBTOTAL	\$15,007.59
TAX	\$0.00
TOTAL	\$15,007.59

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Unless otherwise specified, shipping and handling charges are not included and will be added to the associated invoice.

Quote Accepted By: _____ Date: _____



2604 N Chapel Hill Rd, McHenry, IL 60051
WWW.RADICOM.COM | 815-385-4224

Sales Quote No: DQM1336
Date: 11/13/2022
Account No: 11981
Sale Rep: Scott Smith

Bill To: Whitewater Police Dept
312 W. Whitewater St.
Whitewater, WI 53190

Ship To: Whitewater Police Dept
312 W. Whitewater St.
Whitewater, WI 53190

Project: XL-200 Control Station Dual Band

REMARKS
Control Station is customized for Whitewater police as a Dual-Band radio for Walworth County.
NOTE...this quote expires on December 15th, 2022.
There is no charge for reprogramming to the new P25 radio system if the radio is purchased prior to December 15th, 2022.
If the same police squad mobile radio template is used to program this radio, then the template development charge found on this quote (\$750) will be removed from the invoice.
Radios will be invoiced upon delivery. Whitewater will set the delivery date/year.
Due to ongoing chain supply and cost increases from manufacturers, there may be future price changes from the manufacturer after December 15th, 2022.
NOTE: a small magnetic mount antenna is part of this package. The mag-mount antenna will be mounted above the ceiling. If there are any radio reception/propagation issues, a full antenna system would need to be quoted separately for this control station.

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
	Radio			
XZ-MPM1M	Harris Mobile, XL-200M Multiband	2	\$3,815.00	\$7,630.00
XZ-PL4J	Harris Feature, VHF Band	2	\$550.00	\$1,100.00
XZ-PL4L	Harris Feature, 700/800 MHZ Band	2	\$550.00	\$1,100.00
NMO150/450/758	Pulse Larsen Antenna, Tri-band, 150&450&748MHz, NMO	2	\$88.64	\$177.28
XZ-AN6Y	Antenna, Base, Magnetic Mount Low Loss	2	\$90.00	\$180.00
XZ-PKGPT	Harris Feature Package, P25 Trunking	2	\$1,600.00	\$3,200.00
XZ-PL4U	Harris Feature, XL200M Single Key DES Encryption	2	\$0.01	\$0.02
XZ-PL9E	Harris Feature, XL200M Single Key AES Encryption	2	\$0.01	\$0.02
XZ-PL8Y	Harris Feature, Encryption Lite	2	\$0.01	\$0.02
XZ-PL4F	Harris Feature, Phase 2 TDMA	2	\$250.00	\$500.00
XZ-CP6A	Harris Control Unit, XL-CH	2	\$1,650.00	\$3,300.00
XZ-CA6L	L3 Harris CABINET, XL DESKTOP Includes desktop cabinet and power supply.	2	\$650.00	\$1,300.00
XZ-CA6M	Harris CABLE, XL DESKTOP, ACCESSORY	2	\$250.00	\$500.00
XZ-MC6C	L3Harris XL-200M Desk Mic, XL-Mobile, Desktop	2	\$245.00	\$490.00
XZ-MA4C	Harris Bracket Mounting, XL Control Head	2	\$68.00	\$136.00
XZ-CA6R	L3 Harris CABLE, POWER, Y-SPLIT, DESKTOP	2	\$175.00	\$350.00

XZ-CA6A	Harris CABLE, XL-MOBILE, ETHERNET, 45CM	2	\$16.00	\$32.00
XZ-LS6A	Harris Speaker External Mobile	2	\$60.00	\$120.00
XZ-CA6F	L3 Harris Cable, XL Mobile, Speaker Accy	2	\$222.00	\$444.00
	Discounts			
Discount	Walworth County Discount	2	(\$2,569.91)	(\$5,139.82)
Discount	Special 2022 discount if purchased before December 15th, 2022	2	(\$400.00)	(\$800.00)
	Programming			
LABORSERV-MCH	Template development Dual-Band radio	1	\$750.00	\$750.00
LABOR-PROGR-EA	Labor Programming Radio -Each Unit	2	\$45.00	\$90.00
	Installation			
LABORSERV-MCH	Control Station Installation Labor	2	\$360.00	\$720.00
MobZone9	Mobilization 9	1	\$275.00	\$275.00

Quote Expires: 12/15/2022

SUBTOTAL	\$16,454.52
TAX	\$0.00
TOTAL	\$16,454.52

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Unless otherwise specified, shipping and handling charges are not included and will be added to the associated invoice.

Quote Accepted By: _____ Date: _____



Council Agenda Item

Meeting Date: 12/06/2022

Agenda Item: Work Hours and Attendance Policy

Staff Contact (name, email, phone): John S. Weidl, City Manager; jweidl@whitewater-wi.gov

BACKGROUND

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

The Work Hours and Attendance Policy was requested as a future agenda item at the 11/15/22 City Council Meeting. Enclosed is that policy and a brief description provided by staff of that policy's implementation.

The municipal building is posted as open from 8:00 am – 5:00 pm Monday-Friday. While the building is open, several departments have varied hours for counter service based on season or limitations of staffing as follows:

- Police Lobby: 8:00 am – 4:30 pm Monday – Friday
- Dispatch: access at window after 4:30 pm on weekdays or by intercom in entry vestibule whenever building is closed. There is no after-hours service for vehicle registrations and parking permits.
- Finance: 8:00 am – 4:30 pm Monday – Friday. Staff are normally here past 5:00 pm
- Public Works/Neighborhood Services (2nd Floor) 8:00 am – 5:00 pm
- Administration/Clerk (2nd Floor) 8:00 am – 5:00 pm

Summer Hours: from Memorial Day – Labor Day the building hours shift to 8:00 – 4:30 and are posted at public entrances. Lunch is reduced to 30 minutes. Finance is staffed beginning at 7:30.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Please let me know if you have any questions. For specific inquiries regarding individual department functions, those will be directed to the appropriate Department Director.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. 301.00 Work Hours and Attendance Policy PDF

		Policy 301.00 Work Hours and Attendance			
Owner:	HR Coordinator	Approving Position:	Common Council	Pages:	2
Issue Date:	12-22-2011	Revision Date:	12/23/2021	Review Date:	12/30/2021
Special Instructions:					

I. Policy

The Municipal building is generally open to the public for business Monday through Friday from 8:00 a.m. to 5:00 p.m. Other City building's hours for business may vary.

An employee's particular hours of work and the scheduling of breaks is determined and assigned by the Department Director (or Department Supervisor should the Director so designate).

Employees are expected to be at work and ready to work at the beginning of their assigned work hours. Failing to report for work, habitual lateness and/or absences will be cause for corrective action up to and including termination.

II. Guidelines

III. Procedures

A. Reporting Absences from Work

1. In the event an employee finds it necessary to be absent from work due to illness, injury, or other emergency, he/she must contact their immediate Supervisor directly by telephone as soon as possible prior to the start of their scheduled work time, unless the employee is unable to give such notice because of the illness, etc.
 - a. If the immediate Supervisor cannot be reached, a voice mail message will be acceptable.
 - b. When calling to report absences, employees must state:
 - 1) their name
 - 2) department
 - 3) supervisor's name
 - 4) shift
 - 5) specific reason for the absence
 - 6) and the date they are expected to return to work.

Work Hours and Attendance

2. Should an employee be unable to return to work by the “expected date,” he/she must notify their supervisor providing the same information as noted above.
3. Employees not calling in will be considered absent, with “no report.”
4. An employee off work due to illness or injury for an extended period must keep their Supervisor informed weekly of their progress so that the Supervisor can plan work and work schedules.
5. Employees who are absent for three (3) consecutive work days without notifying their Supervisor will be considered as having voluntarily resigned unless failure to do so is for proper cause.
6. If an employee has been under a doctor’s care for an injury, he/she must obtain a doctor’s release before they will be allowed to return to work.
7. In addition, employees off with an illness of three (3) or more consecutive work days will be required to provide a dated doctor’s slip stating the nature of the illness.

B. Inclement Weather or Other Emergencies

1. When the Municipal Building is closed by the City Manager or his/her designee because of inclement weather, loss of adequate building heat, light, or use of all sanitary facilities for a period in excess of four (4) hours, employees shall choose from one of the following options:
 - a. If already at work, be paid for actual hours worked and choose to use vacation time or compensatory time for hours not worked.
 - b. Not report for work and utilize a day of vacation or compensatory time.
 - c. Make up the lost time at a date agreeable between the Supervisor and the employee.
 - d. Hourly, non-exempt employees may take the time unpaid if all vacation and compensatory time has been used or with Supervisor approval.
2. In any case, employees should notify the Supervisor immediately upon notice of their choice.
3. In the event the Municipal Building is NOT closed by the City Manager or his/her designee and an employee does not report to work due to inclement weather he or she shall choose from one of the following options:
 - a. Utilize a day of vacation or compensatory time with Supervisor approval.
 - b. Make up the time at a date agreeable between the Supervisor and the employee.
 - c. Hourly, non-exempt employees may take the time unpaid if all vacation and compensatory time has been used or with Supervisor approval.

IV. Reporting

V. Job Aids



Council Agenda Item

Meeting Date:	Tuesday, December 6, 2022
Agenda Item:	City of Whitewater Employee Manual
Staff Contact (name, email, phone):	Steve Hatton, shatton@whitewater-wi.gov , 262.473.1380 Judy Atkinson, jatkinson@whitewater-wi.gov , 262.473.0150

BACKGROUND

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

Cameron Clapper, former City Manager, created a Policy Redevelopment Project.

This project:

1. Created a manual blueprint for workflow/process.
2. Created Laserfiche workflow as a prototype to use for the Employee Manual review and approval process. Utilizing Laserfiche allowed all policies to have a clear audit trail, ensuring updates will be managed by the policy owner or named designee.
3. Existing policies from the Employee Handbook were downloaded into Laserfiche and then migrated into the new template.
4. Once the policies were reviewed and approved, the documents were then finalized in Laserfiche. Those policies were then placed in the Shared Drive Policy Folder. All are formatted in PDF.
5. A compilation of the policies are also housed in the Shared Drive Policy Folder under the title: City of Whitewater Employee Manual.

FINANCIAL IMPACT

(If none, state N/A)

STAFF RECOMMENDATION

1. Review documents and approve new Employee Manual Structure.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Policy Template
2. Laserfiche Workflow Process
3. City of Whitewater Employee Manual

1. Policy Template

		Policy # Policy Name			
Owner:		Approving Position:	Common Council	Pages:	
Issue Date:		Revision Date:		Review Date:	
Special Instructions:					

- I. PURPOSE
- II. GUIDELINES
- III. PROCEDURE
- IV. REPORTING
- V. JOB AIDS

Z. Laserfiche Workflow Process

Working With Policies In Laserfiche

In this document, an overview will be given on how to work with and manage policies in the web-based Laserfiche Repository.

Create a New Policy

1. Login to Laserfiche (<http://moleman/laserfiche>) username and password are **policy**

Sign in to whitewater

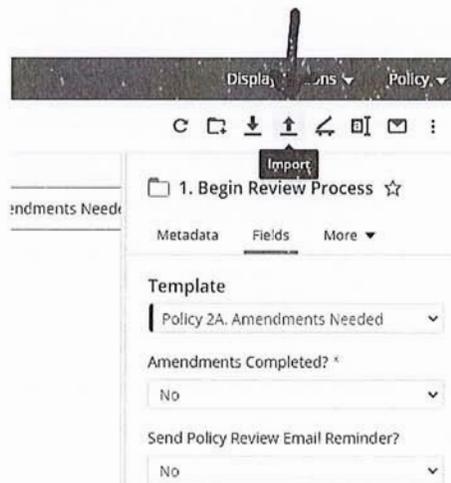
User name
policy

Password
.....

Sign In

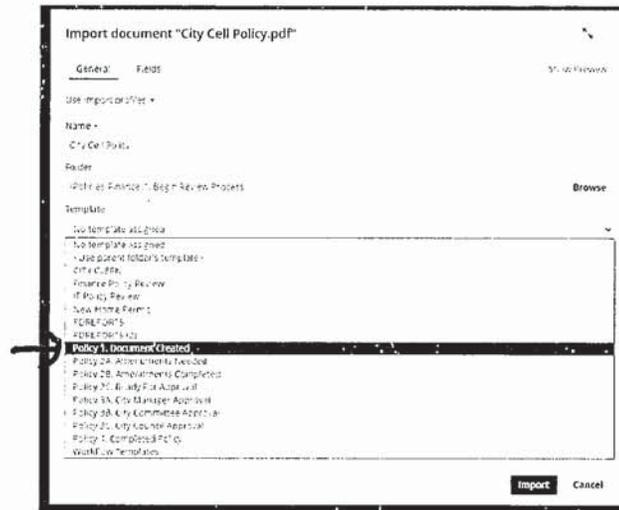
Version 10.0 | © 2002-2016 Laserfiche

2. Navigate to the Department who is primarily responsible for the policy, and upload the policy to the **1. Begin Review Process Folder** within that Departments main folder. The import can be done in two ways- 1) By clicking on the **Import Button** at the top right, or by dragging a file from Windows Explorer directly into the web Browser.



3. You will be prompted with an interface with import options. At this prompt, make sure the file name is correct, and *optionally* you can choose to apply the **Policy Created template**. If you don't apply this template, the system will automatically apply it within a 24 hour cycle. When

the settings look correct, click on the **Import** Button. Your document is now ready for review in Laserfiche.



Working with an Existing Policy

Laserfiche will notify the policy owner automatically via email throughout the entire policy revision process. Each email is customized to notify the policy owner what phase the policy is currently in. The following section is a breakdown of the policies based on where they are at in the process.

1. Begin Review Process-

Name	Creation date	Last modified	Pages	Template
Community Calendar Guidelines	4/22/2021 12:20 ...	4/22/2021 12:20 ...	1	
Property Sales	3/12/2021 3:35 PM	3/18/2021 4:07 PM	5	Policy 2A. Amendments Need

Policy Configuration:

- Template: Policy 1. Document Created
- Policy Classification ID: [arrow pointing left]
- Start Policy Review Process?: No [arrow pointing left]
- Policy Approval Due Date: / / [arrow pointing left]
- Fields: Add/remove fields. No additional fields assigned.

Buttons: Save, Cancel

To work with a document's workflow process, and not the text within the document itself, it is important to know what you are being presented with as workflow option. Using the screenshot above, here is an explanation of what you are seeing during the **Begin Review Process Workflow-**

The Far Left Pane

The folder structure of where the document resides. The document will move from folder to folder automatically as it is being revised.

The Center Pane

Highlighted Document- The Document we are working with in Laserfiche

Red X- Clicking on here, and not the document itself will present you with the workflow options on the right. If you click on the document itself, you will then be presented with options to work within the document, and not the controls of the document's workflow.

The Right Pane

This is where all of the actions taken on the workflow of the document reside. These actions are dynamic based on where the document is at in the revision process.

Red Arrows Pointing to Red Stars- Anything with a Red Star is **Required**.

Template- Current Template applied to the document (dynamic, changes based on revision phase)

Policy Classification ID- ID Assigned to the document. Choose from dropdown list.

Start Policy Review Process- NO- Document is not ready to begin review process. YES- Document is ready for review process

Policy Approval Date- Date document needs to be approved by.

Save- Click save to apply changes made to the workflow choices.

2. Active Review Process

The screenshot displays the Laserfiche interface for an 'Active Review Process'. The breadcrumb trail is: **whiteswater > Policies > Finance > 2. Active Review Process > A. Amendments Needed**. The document being reviewed is 'Community Calendar Guide' (ID: 40226021-1220-1), created on 4/22/2021 12:46. The document is currently in the 'A. Amendments Needed' phase of the review process.

Left Pane (Folder Structure):

- whiteswater
 - Forms
 - Neighborhood Services
 - FS&ES
 - CDI
 - Department Templates
 - Encourage Government
 - Finance
 - 1. Begin Review Process
 - 2. Active Review Process
 - A. Amendments Needed (Selected)
 - B. Amendments Completed
 - C. Ready For Approval
 - D. Approval Process
 - E. Completed Policies Process
 - Fee
 - HR
 - IT
 - Library
 - Media Services

Documents that have Begin Review Process set to YES, automatically get moved into the **2A. Amendments Needed folder**, and the active review process is started. For the remainder of this document, the focus will be on the workflow processes, and then at the very end- working with the document itself.

Far Left Pane, Middle Pane

Same as Begin Review process as far as function goes, only difference here is where the physical document resides.

Right Pane

Template- Policy 2A. Amendments Needed

Amendments Completed- YES- Sends the document to the next step in the review process NO- Keeps the document in the current folder until all amendments are completed

Send Policy Review Email Reminder- YES- Sends a daily email reminder to the person selected in the field- Send Policy Email Reminder To. NO- Doesn't send an email reminder, regardless if the recipient is chosen in the Send Policy Email Reminder To field.

Send Policy Email Reminder To- Choose the name of the person a daily email reminder should be sent to
Policy Classification ID and Policy Approval date should already be populated from step one.

Save- Click save to apply changes made to the workflow choices.

Template- Policy 2B. Amendments Completed

Amendments Needed- NO- Keeps the document ready for the next step in the process. YES- sends the document back to step 2A for revision.

Amendments Completed- YES- Keeps the document ready for the next step in the review process NO- Keeps the document in the current folder until all amendments are completed

Department Review Completed- NO- Keeps document in current folder until Department Review is completed. YES- moves the document to the next step (2C) in the review process (assuming these conditions are also met- Amendments Completed- YES, Amendments Needed- NO)

Send Policy Review Email Reminder, Send Policy Email Reminder To, Policy Classification ID and Policy Approval Date- Same as Step 2A.

Save- Click save to apply changes made to the workflow choices.

Template- Policy 2C. Ready For Approval

Amendments Needed- NO- Keeps the document ready for the next step in the process. YES- sends the document back to step 2A for revision.

Policy Document Revisions Cleaned Up? This is the step where you remove all redline copies of the document before you submit the document to the City Manager for review. YES- Keeps the document

ready for the City Manager Review process. NO- Keeps the document in the current folder until all redlines are cleaned up.

Submit For Final Approval Process? NO- Keeps document in current folder until document is ready for City Manager review. YES- moves the document to the next step (3A) in the review process (assuming these conditions are also met- Amendments Needed- NO, Policy Document Revisions Cleaned Up- YES)

Policy Classification ID and Policy Approval Date- Same as Step 2A.

Save- Click save to apply changes made to the workflow choices.

Template- Policy 3A. City Manager Approval

Amendments Needed- NO- Keeps the document ready for the next step in the process. YES- sends the document back to step 2A for revision.

City Manager Policy Review Completed? This step can be completed by the City Manager or the Policy Owner. YES- Keeps the document ready for the City Manager Review process. NO- Keeps the document in the current folder until City Manager Review is completed.

- 1) If the review process stops with the City Manager- Select YES for City Manager Review Completed, Leave the other two choices as NO (Committee and Council Approval Needed)
- 2) If the review process needs to go to a Committee- Select YES for City Manager Review Completed, Select YES for Committee Approval Needed, Leave City Council Approval at NO
- 3) If the review process needs to go for Council approval- YES for City Manager Review Completed, NO for Committee approval Needed, YES for Council Approval Needed

Submit For Final Approval Process? NO- Keeps document in current folder until document is ready for City Manager review. YES- moves the document to the next step (3A) in the review process (assuming these conditions are also met- Amendments Needed- NO, Policy Document Revisions Cleaned Up- YES)

Publish Completed Policy to Shared Drive? NO- Keeps document in current folder until document is ready for publishing to the shared drive. YES- Publishes the document to the shared drive and automatically sends a completed PDF version to the City Clerk via email. You would only publish the document of this is the last step in the approval process.

Policy Classification ID and Policy Approval Date- Same as Step 2A.

Save- Click save to apply changes made to the workflow choices.

Template- Policy 3B. City Committee Approval

Amendments Needed- NO- Keeps the document ready for the next step in the process. YES- sends the document back to step 2A for revision.

City Committee Review Completed? This step can be completed by the City Manager or the Policy Owner. YES- Keeps the document ready for the next step in the approval process. NO- Keeps the document in the current folder until City Committee Review is completed.

- 1) If the review process stops with the City Committee- Select YES for City Committee Review Completed, Leave City Council Approval as NO

- 2) If the review process needs to go to a Council- Select YES for City Committee Review Completed, Select YES for Council Approval Needed.

Publish Completed Policy to Shared Drive? NO- Keeps document in current folder until document is ready for publishing to the shared drive. YES- Publishes the document to the shared drive and automatically sends a completed PDF version to the City Clerk via email. You would only publish the document if this is the last step in the approval process.

Policy Classification ID and Policy Approval Date- Same as Step 2A.

Save- Click save to apply changes made to the workflow choices.

Template- Policy 3C. City Council Approval

Amendments Needed- NO- Keeps the document ready for the next step in the process. YES- sends the document back to step 2A for revision.

City Council Review Completed? This step can be completed by the City Manager or the Policy Owner. YES- Keeps the document ready for the next step in the approval process. NO- Keeps the document in the current folder until City Council Review is completed.

Publish Completed Policy to Shared Drive? NO- Keeps document in current folder until document is ready for publishing to the shared drive. YES- Publishes the document to the shared drive and automatically sends a completed PDF version to the City Clerk via email.

Policy Classification ID and Policy Approval Date- Same as Step 2A.

Save- Click save to apply changes made to the workflow choices.

Working With a Policy Within Laserfiche

1. Login to Laserfiche (<http://moleman/laserfiche>) (or use the link provided to you via email from Laserfiche) username and password are **policy**.

Sign in to whitewater

User name
policy

Password
.....

Sign In

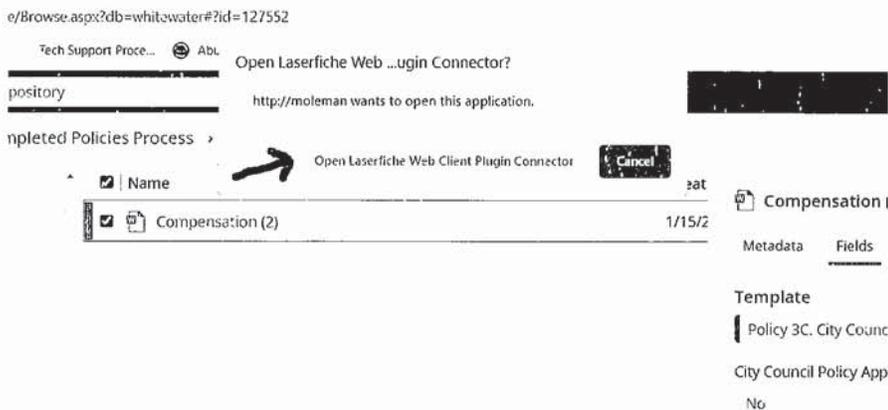
Version 10.3 | © 2002-2012 Laserfiche

2. Click on the document you will be working on.



If you just want to view the document, click on the VIEW button. If you want to make changes to the document, click on the EDIT button.

3. You will be prompted to use the Laserfiche connector, click on the button to use it.



4. Make the changes to the Policy you are working on and click SAVE in Word. After you have clicked Save, Close the document (top right X in Word). Laserfiche will bring up a dialog box as shown below. IMPORTANT- for the Dialog Box, it is CRITICAL that VERSION LABEL is labeled with your name- LASTNAME, FIRSTNAME. It is also helpful to write a very brief description in the Version Comment box of what changes you made to the document.

Paragraph ¶ Styles

 Issued:	<div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0;">Version Details ✕</p> <p style="margin: 0;">Version comment:</p> <p style="margin: 0;">Cleaned up a bunch of spelling errors</p> </div>	 7
Owner:		12/31/22
Special Instructions		

Section 1 – Policy
 The City shall offer capable of delivering through annual increase consist of defined programs that create a significant financial impact require endorsement of the City Manager and final approval by the Common Council.

Section 2 – Guidelines *(subject to oversight and approval by the City Manager)*

1. Base Compensation Principles:
 - a. The City of Whitewater seeks to maintain a competitive pay position in the

Version label:

Nobling, Tim

IMPORTANT NOTE- If you run out of time, or are unable to finish your edits to a document, SAVE IT AND CLOSE IT. If you don't close the document, it will stay checked out in Laserfiche, and no one else can make changes to the document. IT IS NEVER A GOOD PRACTICE TO LEAVE A DOCUMENT CHECKED OUT IN LASERFICHE.



City of **WHITEWATER**

Employee Manual

Vision Statement: Building upon our rich history, we will continue to be a welcoming, safe, and dynamic community. We will embrace the cultural and educational opportunities that the presence of a thriving university and an increasingly diverse population offers.

We will seek to continually improve and make Whitewater strong by fostering public trust and confidence in our government. We will encourage a community characterized by a spirit of openness and fairness that encourages individuals to participate publicly and prosper personally. We will maintain a high quality of life through careful stewardship of all of our many resources.

Mission Statement: The City of Whitewater provides efficient and high quality services which support living, learning, playing and working in an exceptional community.

Updated and Revised 2022

City of Whitewater
312 West Whitewater Street
Whitewater, WI 53190
(262) 473-0500

About the City of Whitewater

The Whitewater area was settled in 1836. On April 2, 1885, Whitewater became a City with the adoption of a City Charter. Whitewater has a rich history and many traditions. We encourage you to learn about the City's history because it will help you better understand the City today. The citizens of Whitewater have chosen the Council/Manager form of government. The City Council governs the City of Whitewater with the assistance of a professional City Manager who serves as the Chief Executive Officer of the City.

Purpose of This Employee Manual

The purpose of this manual is to communicate for you the City's system for administration of all personnel matters. Please read through it carefully. It will provide you with basic information about your employment with the City.

The goal of uniform personnel practices is to ensure that the principles of fairness and merit are the basis of all personnel matters. In addition, the intent of this manual is to assist in establishing a safe, effective and efficient work place for City employees.

This manual has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained in this handbook constitute a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment express or implied. Unless otherwise specified by law, statute, ordinance, an employment contract or a collective bargaining agreement, all City employees are employed at will, and employment is not for any definite period. Termination of employment may occur at any time, with or without notice, and with or without cause at the option of the City or the employee. The City may modify or eliminate the provisions set forth in this manual at any time with or without notice. This manual supersedes all previous manuals, statements, policies, procedures, rules, or regulations given to employees, whether verbal or written.

For all employees covered by a collective bargaining agreement, on issues that may conflict with this manual the applicable collective bargaining agreement takes precedent over this manual.

Table of Contents

100 Administration Authority

101.01 Mission-Values- Vision

101.03 Communications Policy

101.02 Organizational Structure

103.01 Employee Recognitions

200 Personnel Administration

201.01 Classifications of Employment

201.02 Position Descriptions

202.01 Recruitment and Selection

202.02 EEO and ADA

203.02 Onboarding

204.01 Separation

205.00 Family Medical Leave Act

206.01 Training

206.02 Performance Review

207.01 Employee Personnel Files

208.01 Bloodborne Pathogens

208.02 Hazardous Materials

208.03 Emergency Procedures

208.04 Workplace Safety

208.05 Discrimination and Harassment

208.07 Employee Assistance Program

208.08 Drug Free Workplace

208.09 Violence in the Workplace

300 Employee Conduct

301.00 Work Hours Attendance

302.01 Employee Conduct and Ethics

302.02 Discipline

302.03 Grievances

302.04 Dress Code Appearance

302.05 Use of Vehicles for City Business

304.01 Nepotism

400 Compensation and Benefits

401.01 Compensation- Payroll

401.02 Benefits Policy

401.03 Leave

401.05 Direct Deposit

500 Operational Policies

501.01.2 Real Property

501.04.11 Purchasing Card

501.05.01 Information Technology

501.05.02 City Sponsored Social Media

501.04.15 Travel and Expense Reimbursement

600 Boards and Commissions

601.01 Appointment of Board Commission and Committee Members

		Policy 101.01 Mission/Values/Vision			
Owner:	City Manager	Approving Position:	Common Council	Pages:	2
Issue Date:	11/05/2005	Revision Date:		Review Date:	12/21/2011
Special Instructions:					

I. Policy

A. Mission Statement

The City of Whitewater provides efficient and high-quality services which support living, learning, playing and working in an exceptional community.

B. Values

1. Our City

- a. We value history and culture.
- b. We support the wise and creative use of our financial, human and natural resources.
- c. We promote a high quality of life and place — commerce, education, housing, safe
- d. environment and sustainable growth.
- e. We embrace a spirit of teamwork, cooperation, collaboration, open communication and citizen involvement.
- f. We are a friendly, caring, diverse community.

2. Our Organization

- a. We work as a team to accomplish our mission and goals through open and honest communication, close coordination and collaboration between departments and recognition of community needs and expectations.
- b. We promote pride and ownership in our municipal organization and in the Whitewater community.

3. Each Other

- a. We are committed to professionalism.
- b. We are fully accountable to the citizens we serve and to each other.

- c. We are committed to the highest level of professional standards by recruiting and developing highly trained, skilled, and motivated employees.
- d. We are positive in our relationships and promote a positive attitude.
- e. We truly believe that each member of the City staff and all elected and appointed members of the Common Council, Boards and Commissions can make significant contributions.

C. Vision Statement

Building upon our rich history, we will continue to be a welcoming, safe, and dynamic community. We will embrace the cultural and educational opportunities that the presence of a thriving university and an increasingly diverse population offers. We will seek to continually improve and make Whitewater strong by fostering public trust and confidence in our government. We will encourage a community characterized by a spirit of openness and fairness that encourages individuals to participate publicly and prosper personally. We will maintain a high quality of life through careful stewardship of all of our many resources.

II. Guidelines

A. N/A

III. Procedures

A. N/A

IV. Reporting

A. N/A

V. Job Aids

A. N/A

		<p style="text-align: center;">Policy 101.03 Common Council – Employee Communications</p>			
Owner:	City Manager	Approving Position:	City Manager	Pages:	3
Issue Date:	06/03/2022	Revision Date:		Review Date:	
Special Instructions:					

I. Policy

A. Purpose

1. To ensure organizational communication channels remain clear, transparent, and effective for all parties.
2. To clarify and establish a common understanding of expectations related to communications between city staff members and elected officials.
3. To provide timely, uniform, and accurate information to common council members in a responsive manner.
4. To be consistent with the City of Whitewater Charter, organized under the city manager plan of government.
5. To consistently provide all common council members with the same written information.

B. Statement of Policy

In order to ensure the above purposes are met, that communication practices sustain and reinforce the City Charter, and that all elected officials have equal access to information, communications between city staff members and common council members will be conducted as follows:

1. Interaction and communication between city employees and elected or appointed officials is encouraged as a means of developing common understanding and dispelling misinformation regarding city events and operations. Public inquiries and feedback via public comments are welcome. However, employee responses to inquiries from common council members shall be routed through, or include a copy to the city manager.
2. All communications of any kind wherein an elected or appointed official seeks information, open records, or recommendations on matters of city policy, employee performance or discipline, official statements, or the directing of work shall be

Common Council – Employee Communications - 101.03

routed through the city manager. When the city manager is unavailable, requests shall be routed through a designated acting city manager. This includes supportive materials provided for inclusion in formal agenda packets for public meetings.

3. All communications of any kind wherein an employee seeks to provide input or feedback related to publicly requested information on matters of city policy, employee performance or discipline, official statements, or the directing of work shall be routed through the city manager. When the city manager is unavailable, requests shall be routed through a designated acting city manager.
4. Questions from the media or public concerning confidential matters shall be referred to the City Manager or designee for a response.

II. Guidelines

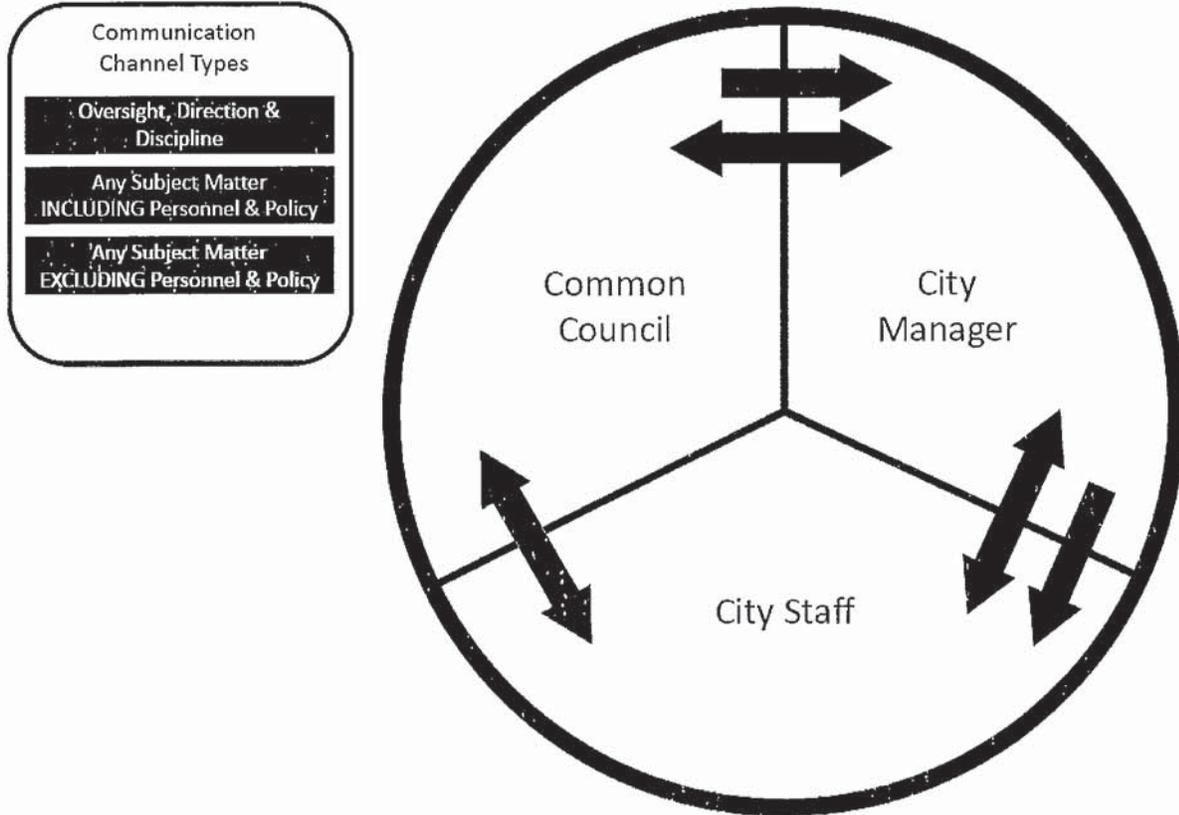
A. Communications Diagram

III. Procedure – N/A

IV. Reporting – N/A

V. Job Aids – N/A

Communication Channels Diagram



		Policy 101.02 Organizational Structure			
Owner:	City Manager	Approving Position:	City Manager	Pages:	2
Issue Date:	6/3/2022	Revision Date:		Review Date:	
Special Instructions:					

I. Policy

- A. Statement: To promote clear, effective, and efficient operations at all levels of the municipal organization, the City of Whitewater will establish a chart depicting the organizational hierarchy of municipal departments and their various working relationships between one another.

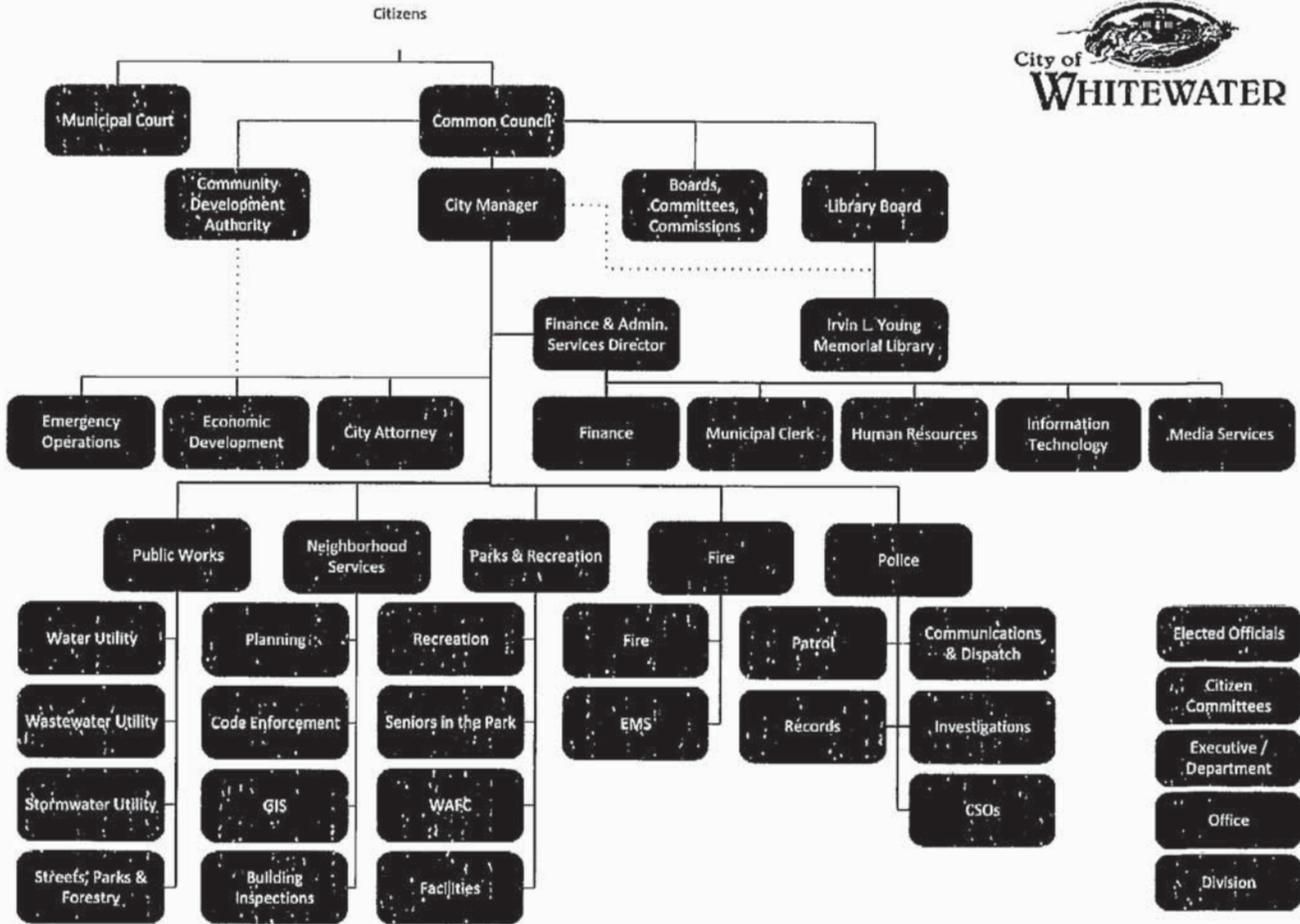
II. Guidelines

- A. Established Chart: The organization chart will be created and maintained by the city manager. The organization chart will be included with this policy and frequently included in publications released by the City of Whitewater such as the budget and orientation materials.
- B. Chart Elements: Unless otherwise directed by the common council, the organization chart will include all departments, offices, and positions specified by ordinance. The chart may also include departments, offices, or positions established under the authority of the city manager.
- C. Chart Updates: The organization chart will be updated as needed to reflect changes in ordinances or other organizational shifts in function or operation. Updates must be approved by the city manager followed by the common council. No other body shall have any authority to change the organization chart.
- D. Department-level Charts: Department level organization charts must be approved by the city manager and meet the same criteria provided in the above guidelines.
- E. Organizational Relationship Details: Details regarding job duties or tasks for specific departments, offices, or positions can be found in the code of ordinances, or individual position descriptions and are not part of the organization chart.

III. Procedure – N/A

IV. Reporting – N/A

V. Job Aids – N/A



		<p style="text-align: center;">Policy 103.01 Employee Recognitions</p>			
Owner:	City Manager	Approving Position:	City Manager	Pages:	1
Issue Date:	12/11/2011	Revision Date:	n/a	Review Date:	n/a
Special Instructions:					

I. POLICY

The City of Whitewater is committed to recognizing employee contributions to the overall objectives of the organization. Rewards and recognitions are intended to promote and reward the extraordinary accomplishments and contributions of employees in ways separate from the performance evaluation process.

II. GUIDELINES

III. DEFINITIONS

IV. PROCEDURE

A. Providing of Cards/Flowers for Employees - Expenditures for the sending of flowers and cards to employees, retired employees, current and past board/committee/commission members and elected officials due to illness or special circumstances must be approved by the City Manager upon the request of Department Directors or Human Resources.

B. Service Award Program

1. The City desires to express its appreciation for long and valuable service through the use of a Service Award Program.
2. Each City employee who has completed ten, fifteen, twenty, twenty-five, thirty and every five year increment thereafter of City service may be presented with a special "token of appreciation."
3. Such gifts may be presented with suitable ceremony by the City Manager and Human Resources at a designated date.
4. The Human Resources Department will annually determine which employees are eligible for a service award.

V. REPORTING

VI. JOB AIDS

		Policy 201.01 Classifications of Employment			
Owner:	Human Resources	Approving Position:	Common Council	Pages:	1
Issue Date:	12-22-2011	Revision Date:	12/20/2021	Review Date:	06/15/2021
Special Instructions:					

I. Policy

Employees are classified as either Full-Time (and Exempt or Non-Exempt as defined by the Fair Labor Standards Act, FLSA), Part-Time, Limited Term or Temporary.

II. Procedures

A. Full-Time Employee - An employee regularly scheduled to work forty (40) hours or more per week, year-round.

B. Part-Time Employee

1. An employee regularly scheduled to work a minimum of twenty (20) hours per week for continuous periods, in a year, or over 6 months, which employment is expected to last over a period of time which is greater than six months.

a. Part-Time WRS – Part-Time WRS employees will be eligible for some, but not all, fringe benefits as provided in this manual, however, benefits shall be provided on a pro-rata basis. 2,080 hours shall be considered a full year in the pro-rata computation. The Part-Time WRS Employee must work a minimum of 23 hours per week.

b. Part-Time Non WRS – Part-Time Non WRS employees are not eligible for any fringe benefit.

C. Limited Term Employee - An employee, up to 40 hours per week, that is hired for a fixed period of time (i.e. to fill in for another employee on leave or to complete a specific project, not a permanent employee).

D. Temporary Employee - An employee hired to perform temporary work.

E. Limited-Term or Temporary employees hired on or before June 29, 2011 may work no more than 599 hours in any rolling 12-month period.

F. Limited-Term and Temporary employees hired after June 29, 2011 may work no more than 1,199 hours in any rolling 12-month period.

Classifications of Employment

- G. Exempt Employee – Full or Part-Time employee who is exempt from the minimum wage, overtime and timekeeping provisions of the Fair Labor Standards Act (FLSA) as amended.
- H. Non-Exempt Employee – Full or Part-Time employee who is not exempt from minimum wage, overtime, and timekeeping provisions of the Fair Labor Standards Act (FLSA) as amended. Non-Exempt employees received Overtime Pay*for work performed over forty (40) hours per week. *Please see 401.01 Compensation/Payroll for information on Compensatory Time.

		<p style="text-align: center;">Policy 201.02 Position Descriptions</p>			
Owner:	HR Coordinator	Approving Position:	Common Council	Pages:	5
Issue Date:	7/7/2022	Revision Date:		Review Date:	
Special Instructions:	Accessibility to position descriptions was part of the Employee Manual dated 12/22/2011				

- I. Policy – The City of Whitewater maintains updated position descriptions of each staff position, addressing as appropriate, roles, duties, responsibilities and relevant qualifications. The position description is the foundation for each hiring process and provides significant evidence of the employee’s job duties and expectations.
- II. Guidelines
- III. Procedure
 - A. Document Format
 1. The same format will be used for all position descriptions.
 2. Position descriptions must contain:
 - a. Header - Job Title, Department, Reports to, Location, FLSA status, Pay Grade, Shift Status, Bargaining Unit and Date
 - b. Body – Job Summary, Essential Duties and Responsibilities, Additional Duties and Responsibilities, Supervision Received and/or Exercised, Qualifications, Education and/or Experience, Language Skills, Mathematical Skills, Reasoning Ability, Other Qualifications, Physical Demands, Work Environment, Selection Guidelines, Signatures
 - B. Special Requirements
 1. Bonding of signatories, certifications and licensing, to include Commercial Driver’s License and Driver’s License, must be included under the Qualifications section of certain position descriptions.
 - C. Development and Review
 1. Department Directors are responsible for development and review of all position descriptions for employees pertinent to their area of responsibility.

Position Descriptions – 201.02

2. Position descriptions must be reviewed and updated prior to the start of recruitment for a position.
 - a. All suggested changes to a position description must be made in red (strikethroughs and additions).
 - b. A *Position Justification Request Form* must be completed and submitted with an updated position description for all open positions.
3. All position descriptions will be reviewed by the HR Manager for policy and compliance with existing Federal and State laws and regulations.
4. Position descriptions are reviewed at a minimum of every five years.
 - a. The review process will be led by the City Manager or their designee.
 - b. Input from Supervisors and Staff will be gathered and used in the review process.
 - c. The review process is intended to keep position descriptions accurate and relevant.
5. All position descriptions must be approved by the City Manager.

D. Accessibility to Position Descriptions

1. All position descriptions will be available to City Staff and can be found in the HR folder on the shared network drive.

IV. Reporting

V. Job Aids

- A. *Position Openings Procedure*
- B. *Position Justification Request Form*



Position Openings Procedure

1. The Department Director discusses the opening with the City Manager and HR Manager.
2. The Department Director submits justifications for filling the position opening (Position Justification Request Form).
3. If the Position Justification Request Form is approved, the position description is reviewed by the Department Director and red-lined changes are submitted to the City Manager. If appropriate, the employee vacating the position should review the position description and give suggested changes.
4. When the position description is approved by the City Manager, the Department Director or designee contacts the HR Manager to review the job posting
5. The Executive Assistant updates position description on NeoGov.
6. The HR Manager reviews the NeoGov job description definitions (salary, benefits, etc.)
7. The HR Manager sets the Exam Plan in NeoGov (the Police Department sets their own Exam Plans).
8. The HR Manager posts the opening in NeoGov (the Police Department posts their own openings).
9. The HR Manager sets appointments with staff for interviews and testing (the Police Department sets their own interviews and testing). The City Manager may or may not be part of the interview process, but must be invited to attend any interviews of directors, managers, superintendents, supervisors or police command staff).
10. The final candidates are reviewed by the City Manager
11. The formal job offering letter from the City Manager is sent to the candidate.



Position Justification Request Form

Job Title: _____

Department/Division: _____

Position Reports To: _____

Request Submitted By: _____

Reason for Request

New Position

- Is funding budgeted for this position? Yes No
- If additional funding is required, how much? \$ _____

Replacement Position

- Date the position was vacated _____
- Reason for vacancy _____
- Employee being replaced _____
- If additional funding is required, how much? \$ _____

Compensation Review

- Has the supervisory or budgetary responsibility level or complexity of duties changed for this position? Yes No
- Has the job description been reviewed by the Department Director with the changes highlighted? Yes No

Justification for Requested Action

Why is this position needed?

Position Descriptions – 201.02

How many similar positions are there in the department (supply all similar titles)?

Can the duties be performed by any of the following choices?

- Consolidate into an existing position? Yes No
- Change to part time (less than 30 hours per week)? Yes No
- Redistribute to other positions? Yes No

If not, indicated why the above reasons are not appropriate:

Department Director Signature: _____ Date: _____

HR Manager Signature: _____ Date: _____

City Manager Approval: _____ Date: _____

City Manager Denial: _____ Date: _____

Reason for Denial: _____

		Policy 202.01 Recruitment and Selection			
Owner:	Human Resources	Approving Position:	Common Council	Pages:	3
Issue Date:	12-22-2011	Revision Date:		Review Date:	12-16-2021
Special Instructions:					

I. Policy

The City of Whitewater has established a recruitment and selection process that is intended to result in the hiring of employees on the basis of skill, training, ability, attitude and character without discrimination. The City is an equal opportunity employer. The selection process works to match the best person to the position available. The best person will have the necessary skills and ability and also will be someone that is comfortable working with our team to achieve the City's goals.

Recruitment, application and selection of individuals for employment with the City will be done in accordance with equal employment opportunity laws and regulations.

II. Guidelines

- A. The City Manager authorizes positions to be filled and the position must appear in the Staffing Resolution adopted by the City Council before a recruitment and selection process can be undertaken. Limited term positions are exempted from these requirements.
- B. The Police and Fire Commission holds the authority for recruiting and selecting protective service positions within the Police Department.
- C. The Library Board through the Library Director holds the authority for recruiting and selecting Library employees. Therefore, for those Departments, the following process may or may not apply.
- D. Immigration Reform and Control Act of 1986 (IRCA)
 - 1. This federal law intends to reduce illegal immigration by removing employment opportunities for those who are in the United States illegally.

Recruitment and Selection Policy

2. Under this law, the City may only hire citizens and aliens who are authorized by the Immigration and Naturalization Service to work in the United States.
3. To comply with this law, applicants for City positions may be informed that, if offered employment, they may be required to attest, under penalty of perjury as to their employment eligibility and produce an original document or documents which are genuine and legally acceptable to establish their identity and employment eligibility, as listed on the I-9 Form of the Immigration and Naturalization Service.
4. No inquiries may be made regarding citizenship or natural origin.
5. Exception: the verification requirements of ICRA do not apply to persons in continuous employment with the City since November 6, 1986 or earlier.

III. Procedures

- A. The procedures being described in this section will be used for all regular full and part time positions that the City Council has funded through the annual City Budget.
- B. The following steps are included in the recruitment and selection process:
 1. The Department Director notifies the Human Resources Department that a City Manager authorized position is vacant.
 2. Internal posting is generally done for all City positions.
 - a. If the situation so requires, the Human Resources Department may initiate both internal and external advertisement of an open position.
 - b. Where applicable collective bargaining agreements will be followed.
 3. The Human Resources Department will forward the applications of all qualified individuals from the internal advertisement to the Department Director for review.
 4. Vacancies may be filled from within by promotion, transfer, or demotion of qualified applicants whenever practical and whenever in the best interests of the City.
 5. Vacant positions will not necessarily be advertised externally if a qualified applicant is found by reviewing the active application file or through internal recruitment.
 6. The active application file consists of a file of applications submitted within the last 12 months during previous recruitment efforts.
 7. The Human Resources Department will forward active file applications to the Department Director as well as those resulting from internal posting.
 8. The Human Resources Department will list job openings with appropriate external sources.

Recruitment and Selection Policy

9. Individuals who wish to be considered for advertised positions are required to complete an online application.
 - a. Individuals with a current application on file with the Human Resources Department may have their application considered by notifying the Human Resources Department of their interest.
 - b. Current City employees may apply for these positions and may be considered with other external applicants.
10. After recruitment has been closed, no subsequent applications may be accepted or referred. If a position is not filled, and the Department Director requests more applications, the position must be re-opened to allow all interested individuals an opportunity to be considered.
11. An application will remain active for one (1) year.
 - a. The application process shall be subject to the open records law of the state of Wisconsin.
 - b. The identity of an applicant can remain confidential under the Wisconsin Statutes if the applicant makes such a request in writing.
 - c. When an applicant becomes a finalist for a position, the identity may then be disclosed as required by law.
12. Following prescreening, the Human Resources Department forwards applications to the Department Director. The Department Director and the Human Resources Department selects those applicants desired for an interview.
13. Interviews are arranged and conducted.
14. The Department Director notifies the Human Resources Office if pre-employment testing and/or post offer pre-employment physical examinations are required. An applicant may be examined by a doctor of the City's choice at the City's expense.
15. A criminal background check and a detailed reference check regarding the education and employment history of the final candidate(s) will be conducted.
16. A final selection is made and the applicants are notified of the selection.

IV. Reporting

- V. Job Aids – NEOGOV HR software automates the entire hiring and performance evaluation process, including position requisition approval, automatic minimum qualification screening, test statistics and analysis, and EEO reporting.

		<p style="text-align: center;">Policy 202.02 Equal Employment Opportunity Act (EEOA) American Disabilities Act Compliance (ADA)</p>			
Owner:	Human Resources	Approving Position:	Common Council	Pages:	2
Issue Date:	12-22-2011	Revision Date:		Review Date:	12-23-2021
Special Instructions:					

I. Policy

- A. The City of Whitewater is an equal employment opportunity employer.
- B. Employment decisions are based on merit and City needs and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.
- C. Whitewater complies with the law regarding reasonable accommodation for employees with disabilities.
- D. It is the policy of Whitewater to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA).
- E. The City will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.
- F. The City will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the City of Whitewater.
- G. Any employee of the City of Whitewater involved in discriminatory practices will be subject to termination.

II. Guidelines

III. Procedures

- A. Equal employment opportunity notices are posted near employee gathering places as required by law.

Equal Opportunity Employment Act

B. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he/she has been discriminated against.

IV. Reporting

V. Job Aids

		<p style="text-align: center;">Policy 203.02 Onboarding</p>			
Owner:	Human Resources	Approving Position:	Common Council	Pages:	1
Issue Date:	12-22-2011	Revision Date:		Review Date:	12/28/2021
Special Instructions:					

I. PURPOSE

II. GUIDELINES

III. PROCEDURE

A. New Employee Orientation

1. Within the three days of employment, new employees will meet with Human Resources for Orientation.
2. The purpose of the orientation is to introduce the employee to City policies, rules and benefits programs and to ensure that all employment paperwork is completed within necessary timeframes.
3. The employee's Supervisor will continue orientation by
 - a. introducing department co-workers to them
 - b. explaining hours of work
 - c. reviewing job duties/responsibilities, initiating training
 - d. explaining department and safety rules

IV. REPORTING

V. JOB AIDS

		<p style="text-align: center;">Policy 204.01 Separation</p>			
Owner:	HR Coordinator	Approving Position:	Common Council	Pages:	4
Issue Date:	12/22/2011	Revision Date:		Review Date:	12-16-2021
Special Instructions:					

I. PURPOSE -

The City will process separating employees according to a standardized procedure for the following reasons: ensure the consistent and equitable treatment of employees; review the employee's benefits; reclaim City property; and/or arrange for the distribution of the final paycheck, if applicable.

For purposes of this policy, retirement shall refer to a voluntary separation of employment initiated by the employee in good standing when the employee has worked for the City of Whitewater for 15 years or more; or meets requirements for retirement as defined by the WRS and ETF. This includes the eligibility of the employee to begin receiving WRS payments within 30 days of the date of separation

II. GUIDELINES

III. DEFINITIONS – All employee separations shall be designated as one of the following:

A. Resignation

1. Separation is initiated by the employee for such reasons as other employment, retirement, return to school, leaving the area, or change in family circumstances.
2. A minimum of two (2) weeks notice is desired for employees.
3. All resignation notices will be submitted to the employee's Department Director. Original resignation notices are placed in the employee's personnel file in the Human Resources Office.

B. Lay Off

1. Involuntary separation initiated by the City Manager upon approval of the Common Council due to:
 - a. shortage of funds or work

Separation

- b. the elimination of a position(s)
 - c. other material changes in the duties or organization
 - d. for related reasons which do not reflect unfavorably upon the service of the employee.
2. The duties performed by an employee laid off may be assigned to other employees already working in the appropriate classification.
 3. In laying off employees because of a reduction of forces, the employee with the least seniority may be laid off first, provided that those remaining are capable of carrying on the City's usual operations effectively.
 4. The order of layoff should be limited to employees within the affected department or division, or work unit.
 5. Employees may be afforded a two-week notice of impending lay off.
 6. Employees separated from City service through lay off may be placed on a reemployment list in order of their separation.
 7. The last person separated may be the first rehired in the affected department. No other person may be hired in the affected department while there remain employees on lay off.
- C. Death:
1. Separation due to employee death is effective as of the date of the death.
 2. All compensation will be paid to the estate of the employee, except for such sums specified by law.
- D. Termination - Involuntary separation.
- E. Completion of Assignment
1. Employees hired to fill limited term positions will be separated upon completion of the duties for which the position was established.
 2. These employees are not eligible for benefit provisions of the City.

IV. PROCEDURES

A. Administrative Guidelines

1. Employees who separate will receive payment for all earned salary, vacation, and any other pay to which the employee is entitled, subject to proper withholding and deductions.
 - a. Final pay, if applicable, is normally made available on the first regular payday following the date of separation.
 - b. Final pay is issued through normal ACH distribution channels; alternative arrangements may be made for checks to be mailed, or retained for issue at a later date.

Separation

2. It is the responsibility of an employee who intends to resign to notify their immediate supervisor as soon as possible to allow for the timely selection and training of a suitable replacement.
 3. Employees must notify their Supervisor, Department Director or Human Resources in writing of a resignation.
 4. Separating employees are required to return all City owned property such as keys, tools, manuals, computers, etc. prior to the date of separation.
- B. Insurance Continuation and Conversion Privileges
1. Eligible separating employees of the City are entitled to continue on all COBRA qualifying insurance plans in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985, also known as COBRA.
 - a. Group Health Insurance – Eligible separating employees of the City are entitled to convert or continue their coverage under the Wisconsin Public Employees Group Health Insurance Program in accordance with the guidelines set forth by the Department of Employee Trust Funds.
 - b. Group Life Coverage – Eligible separating employees of the City are entitled to convert or continue their life insurance coverage in accordance with the guidelines set forth by the Department of Employee Trust Funds.
 2. Conversion of Sick Leave at Separation
 - a. This benefit is only available to employees hired on or before June 29, 2011. For employees hired after June 29, 2011, no sick leave payout option exists.
 - b. Employees resigning from service with the City after providing a minimum of two (2) weeks' notice after having worked for the City for a minimum of five (5) consecutive years are eligible to receive a cash payout of fifty percent (50%) of that entire employee's accumulated sick leave.
 - c. Accrual of sick days for this purpose shall be a maximum of one-hundred eighty (180) days. Therefore, the maximum payout of accumulated sick leave shall not exceed ninety (90) days.
 3. Conversion of Sick Leave at Retirement
 - a. General Employees (This option does not exist for employees hired after June 29, 2011): Upon an employee's retirement, all accumulated sick leave days, up to a maximum of 90 days, may be converted to a dollar value and used for the payment of group health insurance premiums. (Conversion formula: the last full year's base wage divided by two thousand eighty (2080) hours multiplied by eight (8) hours multiplied by the number of days of accumulated sick leave).
 - b. Base wages may include longevity pay.
 - c. Such premium contributions by the City may continue thereafter unless any of the following events are applicable to the employee:

Separation

- 1) primary insured dies, or
 - 2) primary insured is accepted into a substantially similar program of health insurance coverage.
- d. If the employee later chooses to stop buying into the City' group health plan prior to exhaustion of the accumulated sick leave funds, the City will then reimburse the remaining balance without any interest earnings.

V. REPORTING – types of reports pertaining to the policy

VI. JOB AIDS - step by step tasks, checklists, and decision based workflows

		Policy 205.00 Family Medical Leave Act (FMLA)			
Owner:	Human Resources	Approving Position:	Common Council	Pages:	9
Issue Date:	12-21-2011	Revision Date:	12-31-2020	Review Date:	12-29-2021
Special Instructions:					

I. PURPOSE

This policy outlines the provisions of the Federal and Wisconsin Family and Medical Leave Acts and the rights and obligations of employees and employers under both laws.

It is the policy of the City of Whitewater to comply with the requirements of the Wisconsin and Federal Family and Medical Leave Acts (FMLA). Generally, an eligible employee will be granted up to 12 weeks of FMLA leave during any calendar year (January 1 through December 31.) The leave may be paid, unpaid or a combination of paid and unpaid, depending on the reason for the leave and the benefits to which the employee may be eligible.

The State and Federal laws differ in a number of areas, and the City will comply with both. When the reason for a leave qualifies under both State and Federal law, the following rules apply:

- The employee is deemed to be exhausting his/her entitlement under both laws concurrently; and
- The provision(s) most generous to the employee will apply.

II. DEFINITIONS

- A. Child - Biological, adopted, or foster child, stepchild, legal ward or, under the Federal FMLA, the child of a person having day-to-day care of the child, or a child of a person standing "in loco parentis," who is under 18 years of age or 18 years of age and older and incapable of self-care because of a serious health condition.
- B. Covered Servicemember (Federal FMLA) - Active members of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, AND veterans who were members of the Armed Forces (including National Guard or Reserves) and were released or discharged from service within the five-year period prior to the date the employee's military caregiver leave began. An individual discharged dishonorably does not qualify. The time period between the 10/28/09 enactment date and 3/8/13 effective date of the regulations is excluded in the determination of the five-year period for covered veteran status.

Family Medical Leave Act (FMLA)

- C. Domestic Partner (Wisconsin FMLA) - Same-sex couples who register in their county of residence and same-sex and opposite-sex couples who are not required to register.
 - 1. To qualify as registered domestic partners, two individuals must meet the following criteria: at least 18 years of age and capable of consenting to the relationship, not married to, or in a domestic partnership with another individual, not more closely related than second cousins (whether of the whole or half blood or by adoption), they must share a common residence, and be members of the same sex.
 - 2. To qualify as domestic partners without registration, two individuals must meet the following criteria: at least 18 years of age and capable of consenting to the relationship, not married to, or in a domestic partnership with another individual, they must share a common residence, they must not be related by blood in a way that would prohibit marriage under Wis. Stat. 763.03, they must consider themselves to be members of each other's immediate family; and they must agree to be responsible for each other's basic living expenses.
- D. Incapable of Self-Care - The individual requires active assistance or supervision to provide daily self-care in three or more of the *activities of daily living* (i.e. grooming, hygiene, bathing, dressing, eating) or *instrumental activities of daily living* (i.e. cooking, cleaning, shopping, utilizing public transportation, paying bills, maintaining a residence, using telephones and directories, and using a post office).
- E. Next of Kin (Federal FMLA) - The nearest blood relative other than the covered servicemember's spouse, parent, son or daughter, in the following order of priority: Blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemembers' next of kin and make take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. Parent - Biological parent, foster parent, adoptive parent, stepparent or legal guardian of an employee, or parent-in-law or domestic partners' parents under the Wisconsin FMLA. Under the Federal FMLA, "parent" includes an individual who provided day-to-day care to the employee when the employee was a child.

III. GUIDELINES: See Section E How to Apply for FMLA Leave

IV. PROCEDURE

A. Eligibility

- 1. Employees are entitled to FMLA benefits if they:
 - 1. Federal – Have been employed by the City of Whitewater for at least 12 months (not necessarily consecutive); and have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave.

Family Medical Leave Act (FMLA)

- 1) Any absence from work due to military service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA) must be counted toward the employee's 12 month employment period when determining FMLA eligibility.
 - 2) Time spent on paid or unpaid leave does not count in determining the 1,250 hour eligibility.
2. State of Wisconsin – Have been employed by the City of Whitewater for at least 52 consecutive weeks and have worked for at least 1,000 hours during the 52 weeks prior to the start of the FMLA leave.

B. Qualifying Event and Amount of Leave

1. Eligible employees may take up to a total of 12 work weeks of unpaid FMLA leave in a calendar year for the following qualifying events:
 - a. The birth or placement of a child for adoption or under Federal FMLA for foster care:
 - 1) State law provides up to 6 work weeks of unpaid leave for any one child.
 - 2) Federal law requires that leave conclude within 12 months after the birth.
 - b. To care for the employee's spouse, child, domestic partner (under Wisconsin FMLA), or parent (includes a parent-in-law and domestic partners' parents under the Wisconsin FMLA) with a serious health condition:
 - 1) State law provides eligible employees up to 2 work weeks of FMLA family leave.
 - 2) Care for a child does not include the children of the employee's domestic partner.
 - c. Qualifying Exigency* - Family leave due to an employee's spouse, child or parent being deployed or called to covered active duty in a foreign country as a member of any branch of the military, including the National Guard or Reserves.
 - a. Eligible employees may take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty.
 - b. The amount of time an eligible employee may take for Rest and Recuperation qualifying exigency leave is expanded to a maximum of 15 calendar days.

2. *Military Caregiver

- a. An eligible employee may take up to an additional 14 weeks (not to exceed 26 weeks total) of family leave in a single 12-month period under this policy to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty (or existed before the beginning of the member's active duty and was aggravated by active duty) for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list.

Family Medical Leave Act (FMLA)

- b. A covered servicemember may also be a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
 - c. This entitlement will be applied on a per-covered-servicemember, per-injury basis. The covered servicemember must be the eligible employee's spouse, son, daughter, or parent, or next of kin. It will be necessary for the covered servicemember's treating health-care provider, as defined by law, to document the need for leave through the medical certification process.
 1. A covered veteran is defined as an individual who was discharged or released at any time during the five (5) year period prior to the first date the eligible employee takes FMLA to care for the covered veteran.
 2. A dishonorable discharge disqualifies the veteran from coverage. [The period between the 10/28/09 enactment of the law and the 3/8/13 effective date of the final rule is excluded in the determination of the five (5) year period for covered veteran status.]
 - d. For the employee's own serious health condition that renders the employee unable to perform his/her job.
 - 1) State law provides eligible employees up to 2 work weeks of FMLA medical leave.
 - 2) State law provides eligible employees up to 6 work weeks of FMLA leave for bone marrow or organ donation, in accordance with the Bone Marrow and Organ Donation Leave law (Section 103.11 Wis. Stats.). [Note: This leave may run concurrent with FMLA if the bone marrow or organ donation qualifies as a serious health condition under Federal or State FMLA].
2. Leave qualifying for both Wisconsin and Federal FMLA leave will count against the employee's entitlement under both laws and will run concurrently.
 - a. When the reason(s) for qualified leave differ, the leave may not run concurrently under Federal and State law, and an employee may be entitled to more than 12 weeks of leave in a calendar year.
 - b. This type of leave occurrence will be evaluated and reviewed with the employee at the time of the leave.
 - c. Qualified leave taken under Worker's Compensation also will run concurrently with Federal FMLA leave.
 - d. Eligible spouses who work for the same employer are limited to a combined total of 12 work weeks of leave in a 12-month period for the following FMLA-qualifying reasons:
 - the birth of a son or daughter and bonding with the newborn child,
 - the placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child, and

Family Medical Leave Act (FMLA)

- the care of a parent with a serious health condition.

The limitation on the amount of leave for spouses working for the same employer does not apply to FMLA leave taken for some qualifying reasons. Eligible spouses who work for the same employer are each entitled to up to 12 workweeks of FMLA leave in a 12-month period, without regard to the amount of leave their spouses use, for the following FMLA-qualifying leave reasons:

- the care of a spouse or son or daughter with a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job; and
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on "covered active duty."

C. Non-Continuous or Intermittent Leave

1. Employees are permitted to take leave on an intermittent (blocks of time) or reduced work schedule.
 - a. When it is medically necessary to care for a family member with a serious health condition or because of the employee's serious health condition.
 - b. When it is necessary to care for a family member or next of kin who suffered an injury or illness while on active duty.
 - c. To care for a newborn, adopted or foster child.
 - 1) Federal FMLA leave for the birth or placement of a child, for adoption or foster care, may not be taken in non-continuous increments unless approved by the Municipality.
 - 2) Under the Wisconsin FMLA, the last increment of leave for the birth or placement of a child for adoption must begin within 16 weeks of that birth or placement.
 - 3) After the 16 weeks have passed (Federal FMLA window), if there is still eligible FMLA time, this time must be taken in concurrent blocks, unless non-continuous increments are approved by Human Resources.
 - 4) FMLA for the birth of a child is tied to the date of the birth of a child, so the 12 weeks of leave is an aggregate total. This is true even if the FMLA spans into multiple years.
2. Medical or family caretaking leave should be planned so as not to unduly disrupt the Municipality's operations.
3. Employees requesting non-continuous Federal FMLA leave that is foreseeable based on planned medical treatment for purposes of providing care to a child, spouse or parent with a serious health condition, or for the employee's own serious health condition, may be required to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than the regular employment position of the employee.
4. An employee temporarily transferred will receive the same pay and benefits, but may be assigned different duties.

Family Medical Leave Act (FMLA)

5. The City of Whitewater allows for intermittent leave to be taken in no less than one-hour increments.
6. The employee may not take, or be required to take, more leave than medically necessary to address the circumstances that caused the need for the leave.
7. While utilizing Non-Continuous or Intermittent Leave, for the purposes of scheduling and overtime, a plan will be created with the employee based on the following factors:
 - a. If the leave is for the serious health condition of the employee, it is presumed that the employee would be unavailable for work.
 - b. If the leave is to care for an immediate family member with a serious health condition, the employee must let management know if they would be available for additional work while on the intermittent leave. This agreement is to be prearranged upon the approval of FMLA.
 - c. If the leave is for the birth or placement of a child, the employee must let management know if they would be available for additional work while on the intermittent leave. This agreement is to be prearranged upon the approval of FMLA.

D. Payments on FMLA Leave

1. In general, both Wisconsin and Federal FMLA leaves are unpaid.
2. The City of Whitewater requires employees to substitute paid leave for which they are eligible (such as vacation days, personal holiday, compensatory time or sick leave) for unpaid leave available under the Federal FMLA; or employees may choose to substitute available accrued leave for unpaid Wisconsin FMLA.
3. When paid benefits are substituted for the otherwise unpaid time, the employee is using the benefits concurrently with FMLA leave, and those benefits will not be available to the employee at a later time.
4. When paid benefits are substituted, the employee may be required to satisfy any procedural requirements of the City's paid leave policy (for example, advance notice to use paid leave, use of paid leave in established increments, etc.).
5. In cases where substitution of a paid benefit is not possible, the employee will receive reduced compensation consistent with the number of hours the person actually works.
6. The City of Whitewater will require that any leave provided by a City of Whitewater Collective Bargaining Agreement be substituted for Federal FMLA leave.
7. Holiday Pay:
 - a. If a holiday occurs while an employee is out on leave, the employee will receive pay for the holiday if the employee has substituted paid time off for the scheduled day before and after the holiday.
 - b. If the employee is electing to take the leave as unpaid time, the employee will not receive Holiday Pay.
 - c. In both cases the holiday will not entitle the employee to an extra day of leave.

E. How to Apply for FMLA Leave

Family Medical Leave Act (FMLA)

1. Employees must submit a Request for Leave email to Human Resources at least **30** days, or as soon as practicable, in advance of taking leave.
 - a. If circumstances do not permit an employee to give notice in advance of taking leave, the employee must notify Human Resources and submit the Request for Leave email as soon as possible, but no later than 7 days after the absence, which is the usual and customary notice requirement applicable to such leave, absent unusual circumstances (CFR 825.303 (c)).
 2. Failure to give timely notice may result in the delay or denial of FMLA leave and may subject the employee to discipline under City of Whitewater policies. If the leave is for a family member's or the employee's serious health condition, the employee must submit a medical certification from the employee's or the family member's health care provider within **15** days.
 - a. Documents containing family information must be kept confidential pursuant to the Genetic Information Nondisclosure Act (GINA).
 - b. If an employee does not provide the required certification by the designated deadline, or if the City of Whitewater determines that an employee's absence is not covered as FMLA leave, the leave may not be designated as Wisconsin and/or Federal FMLA leave, and the employee may be subject to discipline under the City of Whitewater attendance policies unless he or she uses accrued paid leave (like vacation) and/or is granted a non-FMLA leave of absence.
 3. Second or third certifications at the City of Whitewater's expense and periodic re-certifications at the employee's expense may be required under certain circumstances. The City of Whitewater requires periodic reports during Federal FMLA leave regarding the employee's status and intent to return to work.
 4. Forms are available through Human Resources. See Section V: REPORTING
- F. Health Insurance Benefits
1. Group health insurance coverage will be maintained for employees while they are on FMLA leave, on the same terms as if the employee continued to work.
 - a. The employee will be required to pay his/her regular portion of health insurance premium payments on a schedule established by the City of Whitewater.
 - b. Other benefits, including cash payments chosen by the employee rather than group health insurance coverage, will not be maintained during periods of unpaid FMLA leave.
 2. The City of Whitewater may recover its share of health insurance premiums paid during a period of unpaid FMLA leave from an employee if the employee fails to return to work (for a minimum of 30 calendar days) after the expiration of the leave. The City of Whitewater may not collect the premiums if the reason the employee does not return is due to continuation, recurrence or onset of a serious health condition that would entitle the employee to leave under FMLA, or other circumstances beyond the employee's control.
 3. The City of Whitewater may discontinue health insurance benefits if the employee fails to make a premium payment within 30 days of the due date after providing written notice to the employee of the cancellation of coverage for non-payment.

Family Medical Leave Act (FMLA)

G. Other Benefits

1. Benefits that accumulate based upon hours worked shall not accumulate during the period of FMLA leave. In addition, an employee may be disqualified from an attendance reward program, and/or any reward may be reduced for having taken unpaid FMLA leave.
2. Other City of Whitewater benefits may be continued during periods of unpaid FMLA leave, and arrangements should be made for employee's portion of the payments with the City of Whitewater Finance Department.

H. Worker's Compensation and Light Duty

1. Federal FMLA will run concurrent with Worker's Compensation provided that the injury meets the criteria for a "serious health condition", as defined by law.
2. Substitution of accrued paid leave is not allowed for Worker's Compensation absences unless an applicable Collective Bargaining Agreement provides otherwise.
3. If an employee accepts a light duty assignment while on Worker's Compensation, that time may not count against the employee's Family or Medical Leave entitlement. If the light duty position is declined and the employee elects to stay on FMLA leave, the employee may give up their Worker's Compensation benefits.

I. Return to Work

1. Any employee returning from FMLA for their own serious health condition must provide a "Fitness for Duty" Statement signed by their treating physician.
2. Upon return from FMLA leave, an employee shall be restored to his or her original position or, if the position is not vacant, to an equivalent position with equivalent pay, benefits and other terms and conditions of employment.
3. An employee will not be restored to their original or equivalent position if they are unable to perform the functions of their job because of a mental or physical condition.
 - a. The City of Whitewater may require that the Physician or Medical Provider Certification specifically address the employee's ability to perform the essential functions of the job.
 - b. The City of Whitewater must provide an employee with a list of the essential functions with the FMLA Physician or Practitioner Certification and indicate that the certification address the employee's ability to perform those essential functions. (CFR 825.312(b).)
 - c. Before an employee who is unable to perform the functions of their job upon expiration of FMLA leave is terminated, the City of Whitewater must consider whether other provisions of the City of Whitewater's policy or a Collective Bargaining Agreement are applicable or whether the Americans with Disabilities Act or provisions of the Wisconsin Fair Employment Act are applicable.

- J. Further Information - For further information regarding this policy and/or your rights under both Federal and State FMLA, please see the Human Resources Department.

V. REPORTING

Request for Leave (Email)
City of Whitewater FMLA Letter
City of Whitewater FMLA Policy

Family Medical Leave Act (FMLA)

Notice of Eligibility

FMLA Physician or Practitioner Certification

Federal Poster: WH1420 Employee Rights Under the Family and Medical Leave Act

VI. JOB AIDS

		<p style="text-align: center;">Policy 205.01 Training</p>			
Owner:	City Manager	Approving Position:	Common Council	Pages:	1
Issue Date:	12-22-2011	Revision Date:	12-30-2021	Review Date:	12-30-2021
Special Instructions:					

I. Policy

The City of Whitewater desires to provide an interesting, challenging, and rewarding workplace and work experience. To that end, the City believes in and supports employee education, training and professional development.

II. Guidelines

III. Procedures

A. New Employee Orientation

1. Within the first three days of employment, new employees will be invited to the Human Resources Department for orientation.
2. The purpose of the orientation is to introduce the employee to City policies, rules and benefits programs and to ensure that all employment paperwork is completed within necessary timeframes.
3. The employee's Supervisor will continue orientation by introducing department co-workers to them, explaining hours of work, reviewing job duties/responsibilities, initiating training and explaining department and safety rules.

B. Training

1. The City recognizes and desires that its employees seek training and educational opportunities to broaden their knowledge, skills and abilities enabling them to obtain and retain the competencies essential to job satisfaction and high-quality performance of their duties.
2. Annually, the City (within budget constraints) budgets and assigns each department under general guidelines consistent with its mission, funds to be used expressly for the purpose of job-related education and training that may challenge employees to higher levels of achievement and service. Training opportunities can be virtual or in-person.

IV. Reporting

V. Job Aids

		<p style="text-align: center;">Policy 206.02 Performance Review</p>			
Owner:	City Manager	Approving Position:	Common Council	Pages:	8
Issue Date:	12-22-2011	Revision Date:		Review Date:	12-30-2021
Special Instructions:					

I. PURPOSE

The public expects high quality service from City employees that is delivered in a manner that is in the interests of the City, the public and the efficient and effective use of resources, The City of Whitewater expects all employees to perform their job duties at a high-quality level that exceeds the expectations of Its citizens. As the City has limited resources available, it must only employ individuals who are committed to and capable of providing high quality services. Therefore, apathy, an inability to work as a member of a team, attitudinal issues, and marginal or unacceptable work performance are inconsistent with the interests and expectations of the City of Whitewater and the public.

Periodic evaluations are an important part of ensuring the City is employing the right people to work for its citizens. The performance evaluation program is intended to do one or more of the following:

- Provide employees with formal feedback about their performance;
- Commend employees for performance meeting or exceeding expectations;
- Provide recommendations for improving performance;
- Identify areas where employees might benefit from training;
- Review status of previously set goals & objectives;
- Establish new goals & objectives.

II. GUIDELINES

III. PROCEDURE

A. Evaluation Process

Performance Review – 206.02

1. All regular full and part-time employees are to be formally evaluated at least once a year following the completion of the reporting period as it coincides with the calendar year. Introductory employees need to be evaluated at minimum once every three months and at the time of consideration of the transition of the employee from “Introductory” to “Regular” status. The formal probationary period is generally six months.
2. Evaluations are to be completed on the City’s designated evaluation form via the NEOGOV PERFORM platform.
3. The first step of the process will be a Self-Evaluation to be completed on the City’s designated evaluation form via the NEOGOV PERFORM platform. In addition, the employee should be provided a copy of their current job description which will be reviewed in conjunction with the evaluation. Once the employee completes the Self-Evaluation, the employee’s immediate supervisor (“Evaluator”) will be notified. Prior to the evaluation being presented to the employee it is to be reviewed by the appropriate administrative personnel. Once the evaluation review process is completed, the evaluator is to schedule an individual meeting with each employee that they have evaluated.
4. At the meeting, the evaluator should review with the employee the key responsibilities of the position. Duties and expectations change over time and this annual review of the job description ensures that it remains relevant. (Consider temporary assignments or new methods of doing old tasks; however, care needs to be taken so that the legal purpose of the position is not changed without approval.) After reviewing the job description, the evaluator should then review with the employee the results of the performance evaluation, discuss and agree upon goals, and discuss, and if appropriate, identify career objectives.
5. Once the evaluator and employee have completed the review of the evaluation, the employee is to be given the opportunity to comment in writing on the evaluation prior to signing it. By signing the evaluation, the employee is acknowledging receipt of the evaluation, not necessarily agreement with its contents. The evaluation shall be retained by the City and become part of the employee’s personnel file.
6. If an employee wishes to dispute their evaluation, they may do so within thirty (30) days of the evaluation. Such disputes must be in writing and transmitted through the proper administrative channels (i.e., if the dispute is not resolved at the immediate supervisory level, the employee may pursue the matter of the dispute through the chain of command with the next supervisor, department head, Human Resources, and ultimately the City Manager). The City Manager will have final authority in all disputes. If the employee disagrees with the City Manager’s final decision, the employee can ask that the written dispute be added to their personnel file.

B. Performance Evaluation Form

Performance Review – 206.02

1. The NEOGOV PERFORM platform will be utilized for the evaluation process. The evaluation document has been designed as a fillable form that is to be completed electronically. Once the evaluation process is completed, a paper copy of the signed evaluation form will be placed in the employee's personnel file that is maintained by Human Resources. An electronic copy may also be maintained by the HR.
2. The NEOGOV PERFORM platform allows evaluators to document performance throughout the year. When identifying performance that warrants documentation, the evaluator needs to consider whether the incident being recorded (good or bad) should be brought to the employee's attention at or in close proximity to the time of the incident. The objective of the evaluation process is to encourage on-going feedback to employees. There should be few or no surprises when an evaluator meets with an employee to review an evaluation.

C. Position Description

1. The form includes a section requiring the evaluator to acknowledge that the job description, including the Essential Functions of and the Knowledge, Skills and Abilities required for the position, has been reviewed and discussed with the employee.
2. This review is important in order to make sure job descriptions remain current but also to help the employee understand the job functions and knowledge, skills and abilities that are being evaluated.

D. Performance Categories and Factors

1. The evaluation includes a number of factors that are included under one of the seven (7) categories listed below.
2. Not all employees will be evaluated for all factors.
3. The number of the factors included under Leadership/Management will be used when evaluating all staff unless not directly applicable to a particular role.
4. Evaluator collaboration on which factors to consider for positions within the same job classification is encouraged.
 - a. Rating Categories:
 - 1) Professionalism & Work Ethic (Three Factors)
 - 2) Teamwork (Four Factors)
 - 3) Job Effectiveness (Five Factors)
 - 4) Policy Compliance and Safety Compliance (Two Factors)
 - 5) Customer Service (Three Factors)
 - 6) Communication (Three Factors)
 - 7) Leadership (Five Factors) For Leadership positions only (New)

E. Performance Ratings New

1. The performance factor ratings:
 - a. Unsatisfactory - **1** - Performance and demonstrated behaviors do not meet minimum standards. Excessive guidance and supervision are required to reach expected quality and outcomes. The employee will have entered into a performance improvement plan prior to the review.
 - b. Below Expectations – **2** - Performance and demonstrated behaviors do not consistently meet minimum standards. Guidance and instruction are sometimes needed to reach expected outcomes.
 - c. Meets Expectations- **3** - Performance and demonstrated behaviors consistently meet expectations. Performance is what is expected of a fully qualified individual. Quality of work and outcomes are consistently achieved at an acceptable level.
 - d. Exceeds Expectations - **4** - Performance and demonstrated behaviors consistently meet and occasionally exceed expectations. Shows strong performance on critical objectives. Quality of work and outcomes are on the high side of meeting expectations.
 - e. Outstanding – **5** - Performance and demonstrated behaviors consistently exceed expectations. Quality of work and outcomes are clearly and consistently outstanding, resulting in improvement or new methods, processes/systems or products. Recognized as a leader among co-workers and peers.
 - f. Not Applicable (N/A) – The employee is not required to perform in a specific performance factor, and it cannot be measured
 - g. Comment blocks: While narrative is encouraged for each factor, specific examples must be included for each factor in which a rating above or below 3 “Meets Expectations” is given. The comments must be specific and directly relate to the factor that is being rated. Supervisors are also encouraged to use this area to briefly describe aspects of the employee’s performance that are important or critical.
 - h. (Note for Rating Supervisory Employees: The ratings for supervisory employees are not just based on the individual performance, but also the supervisor’s ability to model these behaviors for their direct reports.)
 - i. The performance evaluation form has been designed to provide guidance to evaluators as to when a rating is appropriate. The form however is not specific to each job and as such evaluator collaboration on what is considered performance meeting or exceeding expectations, below expectations or unsatisfactory, especially for positions within the same job classification, is encouraged. Doing so will both assist in ensuring equity amongst employees who share similar job responsibilities and will also help

make sure that the dollars that are budgeted for the pay-for-performance program are going to the right people – those employees whose performance warrants an adjustment.

F. Goal Setting

1. Goal setting is a process of establishing objectives to be achieved over a period of time. It is the performance criteria an employee will be evaluated against. Performance goals for individual employees should ideally align with organizational goals. Setting clear and specific performance criteria is critical to achieving effective performance results.
2. Common types of goals include the following:
 - a. Job description goals. Goals may be based on the achievement of a pre-established set of job duties from the description. These goals are expected to be accomplished continuously until the job description changes. Examples might be financial, customer oriented, or process- or system-oriented goals.
 - b. Project goals. Goals may be based on achievement of a project objective. These goals may be set for a single year and changed as projects are completed. Job description and project goals are "what" needs to be accomplished.
 - c. Behavioral goals. Goals may be based on certain behaviors. These goals are expected to be accomplished continuously. Behavioral goals are "how" things need to be accomplished.
 - d. Stretch goals. Goals that are especially challenging to reach are sometimes referred to as stretch goals. Stretch goals are usually used to expand the knowledge, skills and abilities of high-potential employees.
3. Prior Year's Performance Goals
 - a. Prior year goals are rated using the same rating scale used to rate performance factors.
 - b. When goals are initially identified, the criteria that is to be used to measure the level at which the goal was achieved is also established through a deliberative process involving the evaluator and the employee.
4. Overall Rating Summary
 - a. There is no "overall performance" factor; rather there is a sum of all the other factor ratings combined, which is then divided by the number of factors on which the employee was rated.
 - b. There is also a sum of the ratings for the goals which is then divided by the number of goals rated.
 - c. The weighting of the "Factor" rating and the "Goal" rating may vary between classifications.

- d. The weighting, if any, will be determined in advance of the evaluation process. These are used to produce a weighted average composite score.
5. Performance Goals for Upcoming Year
- a. Follow the acronym S.M.A.R.T:
 - 1) **Specific:** The goal should identify a specific action or event that will take place. The goal should attempt to answer the following key questions: What?, When?, and How?
 - 2) **Measurable:** Describe the measurements to be used to determine that the results or outcomes expected.
 - 3) **Attainable:** Short term goals should challenge, but they need also be attainable.
 - 4) **Realistic:** The goal should be able to be reached within the availability of resources, knowledge and time. Some factors, such as budget or staffing, may be out of the employee's control.
 - 5) **Timely:** Allow a reasonable amount of time to achieve the goal, but not so much time that procrastination is the result. A timeline should be measured by the date of the next performance evaluation.
 - b. **Goal Setting:** To the extent possible, the establishment of goals should be a collaborative process between the employee and supervisor.
 - c. **Number of Goals Required:** Ideally, each evaluation would have three performance goals. However, it is understandable that this might not always be the case, but supervisors are encouraged to challenge themselves and the employee with the establishment of appropriate goals.
- G. Career Development
- 1. Career goals are encouraged but may not be appropriate in all cases. This section services several purposes.
 - a. First, it is meant to engage the employee in how they would like to develop.
 - b. Second, if the employee wished to advance within the organization it also provides the opportunity to discuss what may be required in terms of such things as education, training, and/or licensing and provides an opportunity to assist the employee in setting up a plan to ensure he will qualify for consideration when such opportunities arise.
 - c. Third, it assists management in understanding level of interest amongst employees which can be taken into consideration as opportunities for new assignments and/or projects arise.
 - d. Fourth, it helps the organization more effectively allocate its training resources.

Performance Review – 206.02

e. Below are some examples of what might be recommended or included in the plan:

- 1) Attend relevant seminars or conferences;
- 2) Continuing education;
- 3) Take on a new assignment or project;
- 4) Work with others who have mastered the skills the employee needs/wants to develop.

H. Employee Comments

1. An Employee Comment section is included as part of the evaluation process to allow employees a formal opportunity to comment in writing on the evaluation and process prior to signing.
2. The employee can also use this opportunity to provide insight as to their opinion on how the department might improve their operations.

I. Signatures

1. *Supervisor:* The Supervisor's signature verifies that the entire evaluation process has been completed.
2. *Employee:* While the Employee's signature does not necessarily signify that the employee agrees with the entire review, their signature does signify receipt of the document and that they have been given the opportunity to comment on the evaluation.

J. General Evaluation Tips/Guidelines

1. Supervisors are urged to fairly and honestly evaluate their employees. It is important to remember that the evaluations are part of the permanent record and supervisors have to live with those evaluations.
2. If a disciplinary issue develops and employee has been rated at a higher level than is truly warranted, the evaluation may be troublesome in any proceedings that may follow.
3. The evaluation is meant to be an assessment of the employee's performance during the selected rating period and not for the employee's entire career. It is conceivable that an employee could receive an "Exceeds Expectations" rating for one rating period and during the next rating period receive a "Meets Expectations." This type of situation should not necessarily be viewed in a negative light, but rather it should be a recognition that employee contributions and/or opportunities to contribute to the department/organization may vary over time.
4. While the evaluation is meant to summarize the performance for the rating period, there shouldn't be any surprises in the evaluation. If issues arise, they should be addressed as they occur and not solely as part of the evaluation.

5. The evaluation is not a substitute for training that should regularly occur. Dialogue with employees is important to not only maintain and encourage good performance, but also address poor performance issues early on.
6. Practical Tips for Legal Considerations Make Sure the System...
 - a. Aligns with the culture and business needs of the organization.
 - b. Matches the level of support for performance management that exists in the organization.
 - c. Is considered an important tool for achieving business results by managers and employees.
 - d. Is as user-friendly, straightforward and easy to use as possible.

K. Merit/Pay for Performance Rating Calculation

- a. The results of the evaluation will result in a numerical composite score which is calculated via the NEOGOV PERFORM platform - see Overall Rating Summary (III. F. 4.)
- b. This score will directly relate to the percent increase the employee will be awarded each year. This is consistent with the City’s desire to link pay to performance. The rating system is outlined below:

Rating	Result
Average rating of 3 – 3.5 and no “Unsatisfactory” ratings	Eligible for the merit increase budgeted by Common Council annually
Average rating of over 3.5 – 4 and no “Unsatisfactory” ratings	Eligible for the merit increase budgeted by Common Council multiplied by a factor of 1.15
Average rating equal to or greater than 3.75 and at least one factor rated as “Exceeds Expectations” and no “Below Expectations” or “Unsatisfactory” ratings	Eligible for the merit increase budgeted by Common Council multiplied by a factor of 1.40
Average rating of less than 3	Employee not eligible for a merit increase.
An “Unsatisfactory” rating in any area	Employee not eligible for a merit increase

		Policy 207.01 Employee Personnel Files			
Owner:	HR Coordinator	Approving Position:	Common Council	Pages:	2
Issue Date:	12-22-2011	Revision Date:		Review Date:	12-30-2021
Special Instructions:					

I. Policy

The Human Resources Office is responsible for handling personnel records and related personnel administration functions for the City. Personnel records are maintained in a secure location within the Human Resources Office. Questions regarding insurance, wages, and interpretation of policies may be directed to the Human Resources Office.

II. Guidelines

III. Procedures

A. An employee's personnel file will contain some or all of the following information:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of an emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if the employee operates any City vehicles
9. Military status
10. W-4 tax form
11. Training certificates
12. Professional License(s) as appropriate

B. It is the responsibility of each employee to submit updated information as often as necessary to assure that it is current.

C. Other types of information that may be in an employee's file include the following:

1. initial hire information,
2. payroll,

Employee Personnel File

3. some benefit information,
4. performance,
5. training,
6. attendance,
7. and separation.

D. Information that will not be found in the employee's personnel file because of confidentiality rules include:

1. medical records,
2. records pertaining to labor relations,
3. and other non-duty related personal information.

E. The Wisconsin Open Records Law

1. The Wisconsin Open Records Law protects the confidentiality of personnel files.
2. The law is very specific about what information can be released in the event of a request and under what circumstances the employee involved must be notified.

F. Confidentiality and Privacy

1. Personnel records are confidential documents.
2. Employees have a right to review their own files.
3. With advance notice, employees may view their own files in the Human Resources Office during business hours.
4. Current employees may have copies made of materials from their files.
5. The privacy of employee records shall be respected and preserved to the maximum extent as provided by law and the policy of the City.

IV. Reporting

V. Job Aids

		Policy – 208.01 Bloodborne Pathogens			
Owner:	DPW Director	Approving Position:	Common Council	Pages:	9
Issue Date:	04/23/2021	Revision Date:	10/27/2022	Review Date:	
Special Instructions:	OSHA standard 29 CFR 1910.1030				

I. POLICY

The purpose of this policy is to provide a comprehensive infection control system, which maximizes protection against infectious disease for all employees and for the public that they serve.

This policy will establish specific procedures that employees should follow to reduce their risk of exposure to infectious diseases. Personal protection equipment (PPE) and procedures that should be followed when handling persons or equipment that may be contaminated by infectious diseases, will also be addressed in this policy.

II. GUIDELINES

It is the policy of the City of Whitewater that all employees recognize the potential risk of contamination that can occur when dealing with people or property that may be contaminated with an infectious disease. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens" <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030>.

III. DEFINITIONS

- A. Biohazard: Any danger, risk or harm resulting from exposure to infectious bacteria, viruses, or other harmful agents or their products.
- B. Body Fluids: Included, but not limited to, body secretions such as blood, semen, saliva, vomit, urine, or feces.
- C. Communicable Disease: Any infectious disease capable of being passed to another person by contact with the infected individual or their body fluids. Communicable diseases include, but are not limited to AIDS (HIV Virus), Hepatitis B, and Tuberculosis.

Bloodborne Policy

- D. Contaminated Waste: Any waste which has had contact with any potentially contaminated blood or body fluid, including, but not limited to, soiled gloves, gauze, disposable first aid materials.
- E. Coordinator: The HR Manager, who is in charge of overseeing the implementation and continued use of bloodborne pathogens policy and exposure plan for the City of Whitewater.
- F. Indirect Exposure: Indirect contact with a potentially infected person through inhalation of an airborne virus or bacteria from a cough or sneeze or contact with an object an infected person has previously touched. This would also include a small fluid spill on an employee, excluding any mucous membrane of eye, nose or mouth, or any open wounds.
- G. Sharps: Medical articles, including those that are potentially infectious and that may cause punctures or cuts.
- H. Sharps Container: Leak-proof, puncture resistant container capable of holding contaminated sharp materials such as needles, broken glass, etc. Each container shall be marked appropriately with the red-orange label
- I. Significant Exposure: Direct contact by an employee with the body fluids of another. Direct contact is mucous membrane exposure; i.e., being stuck by a hypodermic needle, knife or other sharp object, contact with an open wound, or through the employees eyes, nose or mouth.
- J. Universal Precautions: All blood or other potentially infectious materials will be considered infectious, regardless of the perceived status of the individual.

IV. PROCEDURE

- A. Exposure determination: An employee may reasonably anticipate exposure to blood, body fluids or other potentially infectious materials during emergency medical care to injured or ill persons.
- B. Work Practice Controls
 - 1. Hand-washing is required after contact with a possible infectious environment and shall only be done in rest rooms, or an area where food is not handled. When a sink is unavailable an antiseptic hand towelette shall be used.
 - 2. Leak-proof, puncture resistant sharps containers with appropriate labels and color coding are available for all sharps materials.
 - a. The sharps containers are located in all public restrooms in the Municipal Building, the Armory, the Cravath Lakefront Community Building, the Starin Park Community Building (outside bathrooms only).
 - b. Facility Building Maintenance staff are assigned to safely dispose of sharps.
- C. Prevention
 - 1. Immunizations are available to protect employees from contracting many types of infectious diseases.

Bloodborne Policy

- a. The City of Whitewater encourages all employees with a higher probability for exposure (Wastewater) receive immunization for Hepatitis B. The cost of this immunization shall be the responsibility of the City.
 - b. Employees with a higher probably for exposure who decline the Hepatitis B immunization shall sign the *Hepatitis B Vaccine Declination Form* provided by the Coordinator.
 - c. Employees who have not been immunized against "childhood" diseases such as measles, mumps, and rubella should contact their family physicians to obtain these immunizations.
2. Persons with sores, scratches, abrasions, and cuts should take additional precautionary measures to minimize their exposure to infectious diseases.
- a. The greatest protection against infection is human skin, but even a small scratch or sore may permit a virus or bacteria to enter the body.
 - b. Sores, scratches, abrasions and cuts should be covered with a bandage or dressing when at work. If the bandage or dressing becomes soiled, employees should change it with materials available in a department first aid kit.
- D. Personal Protective Equipment (PPE)
1. Equipment designed to protect an employee from significant or indirect exposures to body fluids (gloves, goggles, mask, gown) should be utilized when handling property and/or persons contaminated with body fluids.
 - a. It is the at-risk personnel's responsibility to notify the Coordinator if they have an allergic sensitivity or size conflict to the supplied equipment (gloves, gowns, booties).
 - b. Upon request, the Coordinator or designee shall supply the employee with alternate equipment.
 2. A pocket mask or CPR face shield/barrier mask shall be used whenever one is administering CPR.
 3. Bloodborne pathogen/bodily fluid spill kits and first aid kits are available in the following areas:
 - a. Municipal Building Finance Department
 - b. Municipal Building 2nd Floor Administration
 - c. Irvin L. Young Memorial Library
 - d. Starin Park Community Building
 - e. Water Utility Building
 - f. Streets/City Garage
 - g. Wastewater Utility Building
 - h. Whitewater Aquatic and Fitness Center
 4. Managers/Supervisors shall insure that the PPE kit is readily available and stocked.

Bloodborne Policy

5. Replacement PPE items can be obtained through the Coordinator or designee.
- E. Precautions for handling and using PPE
1. Remove garments soaked by blood or other infectious materials immediately, or as soon as possible.
 2. Roll garments outward, away from body and clothing so as not to be contaminated from the infectious materials on the used PPE.
- F. Contaminated Equipment/Clothing
1. If equipment or vehicles are contaminated with body fluids from any person, whether infected or not, the items shall be disinfected.
 - a. Before leaving work, contaminated equipment shall be placed in appropriate areas for either discarding or decontaminating.
 - b. Contaminated equipment shall not be taken home until it has been decontaminated.
 2. All Contaminated clothing shall be removed and placed into red biohazard bags.
 - a. DPW employees should contact their uniform clothing provider to determine how to handle contaminate uniforms.
 - b. Employees who do not have uniforms have the options to have their clothing washed or disposed of.
 - c. Sweatpants, t-shirts, and sweatshirts are available from the police department for employees who need clothing to travel home to get clean clothing.
 3. After gloves are removed and disposed of, hands should be cleaned with the alcohol solution, disinfectant wipes, or washed with antiseptic soap and warm water.
- G. Housekeeping
1. Documentation of decontamination, stocking and training will be handled by the Coordinator or designee.
 2. Personnel are responsible for ensuring that any equipment is cleaned with appropriate disinfectant and decontaminated immediately after spills or leakage occurs, or as soon as possible.
 - a. Liquid blood and body fluids shall be disinfected and cleaned up with bodily fluid absorbent in the following manner:
 - 1) Gloves and mask shall be worn
 - 2) Bodily fluid absorbent shall be poured over the spill
 - 3) The now solid waste shall be scooped up and disposed in a red biohazard bag.
 - 4) The area will be wiped down with a disinfectant spray or wipe.

Bloodborne Policy

- b. In the event bodily fluid absorbent is unavailable the contaminated area shall be cleaned in the following manner:
 1. Wearing gloves and mask, blot with a paper towel.
 2. Spray with a disinfecting solution.
 3. Wipe again with a paper towel.
 4. Spray and wipe a second time with the disinfecting solution
 5. Paper towels and gloves shall then be placed in a red bio-hazard bag.
 3. Contaminated items, such as bloodied gauze pads, PPE, paper towels, etc., shall be properly disposed of by placing in a red biohazard bags
 4. Notify Facility Building Maintenance staff to dispose of the red biohazard bags.
 5. Sharps, general principles.
 - a. Ensure that sharps boxes are correctly assembled and marked to identify.
 - b. Do not dispose of sharps into anything other than an approved OSHA container.
 - c. Sharp boxes should be wall or trolley mounted using brackets whenever possible.
 - d. Boxes must only be filled to the manufacturer's fill line.
 - 1) When to capacity notify Facility Building Maintenance staff.
 - 2) Facility Building Maintenance staff will follow the contacted disposal company's policy to dispose of the container.
- H. Procedure for Exposure Incidents
1. If an employee believes that he/she has been exposed to an infectious disease, or a high probability exists, a supervisor shall be notified immediately.
 2. If the exposure is determined to be a significant exposure, i.e. eyes, nose, mouth or open wound, the employee shall obtain medical treatment immediately, or as soon as possible.
 3. The incident shall be documented on the *Exposure Incident Investigation Report*.
 4. If an employee has been exposed to body fluids, a supervisor, a physician or the city's legal advisor shall ask the person who is the source of the suspected exposure to submit to a blood test as soon as practical.
- I. Post exposure evaluation and follow-up:
1. In the event of a significant exposure incident, the procedures listed below are to be followed:
 - a. A written opinion by the evaluating health care professional stating that the exposed employee has been informed of the results of the evaluation and about any treatment is included in the employee's confidential medical records.

Bloodborne Policy

- b. The health care professional shall have a copy of that evaluation mailed to the HR Manager, who will then place the evaluation into the employees file.

J. Training

1. All new personnel shall receive Bloodborne Pathogens training within the first month of hire
2. All personnel shall have available a copy of the Bloodborne Pathogens Policy.
3. All department personnel shall have a confidential medical file maintained by the HR Manager.
4. The Coordinator or designee shall maintain all training records regarding the personnel attending the training.

V. REPORTING

- A. The *Hepatitis B Vaccine Declination Form* will be completed by those employees at a higher risk who decline the Hepatitis B vaccine.
- B. The *Exposure Incident Investigation Report* will be completed for all exposure incidents immediately

VI. JOB AIDS

- A. *Bloodborne Incident Checklist*



HEPATITIS B VACCINE DECLINATION (MANDATORY)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Name Printed

Employee Signature

Date: _____

City of Whitewater Exposure Incident Investigation Form

Date of Incident: _____ Time of Incident: _____

Location: _____

Person(s) Involved: _____

Witness: _____

Potentially Infectious Materials Involved:

Type: _____ Source: _____

Circumstances (what was occurring at the time of the incident): _____

How was the incident caused (accident, equipment malfunction, etc. List any tool, machine, or equipment involved): _____

Personal protective equipment being used at the time of the incident: _____

Actions Taken (decontamination, clean-up, reporting, etc.): _____

Workman's Comp Form Completed: Yes

Recommendations for avoiding repetition of incident: _____

Supervisor notification:

Date: _____ Time: _____ Signature: _____

Comments from discussion: _____

Copies to: Human Resources & Employee File



Bloodborne Incident Checklist

- Call 911
- Grab bloodborne kit and first aid kit
- Put on gloves and mask. Gown is optional depending on severity of the incident
- When the incident is over, complete the following:
 - Clean and disinfect area and equipment
 - Remove all contaminated PPE and clothing
 - Place all contaminated items in a red biohazard bag
 - Clean hands
 - Notify supervisors or manager of incident
 - Contact Facility Building Maintenance staff to remove contaminated items in red biohazard bags
 - Complete *Exposure Incident Investigation Form* and forward to HR Coordinator

		<p style="text-align: center;">Policy 208.02 Hazardous Materials</p>			
Owner:	DPW Director	Approving Position:	Common Council	Pages:	3
Issue Date:	12/22/2011	Revision Date:		Review Date:	
Special Instructions:					

I. PURPOSE

The City desires to develop and maintain a hazardous materials purchase-through disposal plan which meets federal and state regulations and which is safe, cost effective, and sustainable.

The City desires to promote awareness concerning hazardous materials and to educate all levels of personnel, maintain an accurate management system and monitor policy effectiveness through random audits.

II. GUIDELINES

III. PROCEDURE

A. Purchasing

1. An inventory of all materials identified as hazardous must be developed and maintained by each department utilizing such materials.
2. Substances are to be listed alphabetically by the label name of the product.
3. The name and address of the manufacturer of the product should be listed as well.
4. All employees responsible for purchasing materials may purchase non-hazardous alternative products to those identified as hazardous whenever possible.

B. Labeling

1. All containers of hazardous materials must always be labeled.
2. Manufacturers are required to ensure that every container of hazardous material is appropriately labeled with the identity of the material and appropriate hazard warnings.
3. An employee of each department receiving purchased hazardous materials may verify that the label is on the shipping container and intact. The label must reflect the same

Hazardous Materials

identity as that listed on the hazardous materials list for that location and the Material Data Safety Sheets (MSDS).

4. If material is subsequently transferred to another container, the new container must have the same labeling information.
5. Labels must be prominently displayed and legible

C. Training

1. Any employee who works with or is potentially exposed to hazardous materials will receive initial training on the Hazardous Communication Standard and Right to Know.
2. Department Managers are responsible for the initial training of current and new employees.
3. Individual departments are responsible for training employees on the specific hazardous materials utilized at their location.
4. Each department supervisor may designate an individual(s) to be responsible for this location specific training.
5. Initial training includes ensuring that employees:
 - a. are aware that they may be exposed to hazardous chemicals
 - b. know how to read and interpret labels and material safety data sheets
 - c. know the appropriate protective measures established by the employer
6. Department specific training includes:
 - a. ensuring that employees of each department know what hazardous materials they may be exposed to in the course of their employment
 - b. where the MSDS library is kept and that it is readily accessible to them
 - c. where hazardous materials are stored in their location
 - d. the proper use of hazardous materials
 - e. what safety precautions must be taken when utilizing the materials
 - f. what the procedures are for accidental spill or leakage of hazardous material
 - g. what the proper packaging, storage, and transportation for disposal of the material or containers for the materials is

D. Material Data Safety Sheets (MSDS)

1. Each department must develop and maintain an MSDS library on every hazardous material on the list for that location.
2. The MSDS must be complete, readable, and in English.
3. Each City department will ensure that each location maintains the MSDS's for that location and that they are readily accessible to all employees during each work shift when they are in their work areas.
4. All Materials Safety Data Sheets must be kept by the Department for thirty (30) years after the use of the hazardous material has been discontinued.

Hazardous Materials

E. Monitoring

1. The Human Resources Office may monitor the departmental practice of purchase through disposal (including training/education) of hazardous materials.
2. This may be done by conducting random audits of department storage and MSDS maintenance to ensure compliance.

IV. REPORTING

V. JOB AIDS

- A. Material Data Safety Sheets MSDS
- B. Hazardous Materials Inventory Sheet

		<p style="text-align: center;">Policy 208.03 Emergency Procedures</p>			
Owner:	DPW Director	Approving Position:	Common Council	Pages:	2
Issue Date:	3/24/2022	Revision Date:		Review Date:	
Special Instructions:					

I. PURPOSE

Emergency Procedures are rarely needed, but to insure the safety of City of Whitewater employees and citizens, guidelines have been established for emergency situations.

II. GUIDELINES

III. PROCEDURE

A. Emergency Procedures Manual

1. The Emergency Procedures Manual is distributed to all City departments within the City of Whitewater to be shared with employees.
2. It contains an overview of how employees shall respond to emergencies.
3. Information covered in the manual include:
 - a. General Responsibilities
 - b. Active Shooter
 - c. Bomb Threat/Suspicious Package Located/Device
 - d. Bomb Threat by Telephone
 - e. Employee or Public Injury or Illness
 - f. Fire Emergency
 - g. Hostage Situation
 - h. Loss of Electrical Power
 - i. Mail Handling Procedures
 - j. Shelter in Place
 - k. Tornado/Severe Weather
 - l. Workplace Threats

Emergency Procedures

- m. Maps of city facilities include locations of fire extinguishers, first aid kits, automated external defibrillator (AED), stairwells, recommended shelter, and eye wash stations

IV. REPORTING

V. JOB AIDS

1. Emergency Procedures Manual

		<p style="text-align: center;">Policy 208.04 Workplace Safety</p>			
Owner:	DPW Director	Approving Position:	Common Council	Pages:	4
Issue Date:	12/22/2011	Revision Date:		Review Date:	
Special Instructions:					

I. PURPOSE

The City has in place a variety of policies that affect the work of specific employee groups only. Employees shall be aware of workplace safety policies that are specific to their work and they shall receive regular training in regard to the implementation of these policies. Such policies shall be maintained and made available to employees and their respective departments.

II. GUIDELINES

III. PROCEDURE

A. Loss Prevention Program

1. The safety and health of each of our employees is of primary importance. Our loss prevention program includes:
 - a. Training of all employees in safety and health requirements
 - b. Promoting safety awareness and participation
 - c. Development and follow-up on all safety and health rules for all employees
 - d. Providing personal protective equipment and instructions on the appropriate use
 - e. Providing mechanical and physical safeguards to insure maximum protection to all employees
 - f. Conducting safety inspections and observation to improve present methods and standards as related to health and safety
 - g. Performing accident investigations to seek and eliminate any unsafe conditions or acts which may cause recurrences
2. Employees are required to exercise due care during work to prevent injuries to themselves and others and to conserve materials.
3. Each employee will:
 - a. report all unsafe conditions to their Supervisor;

Workplace Safety

- b. keep work areas clean and orderly;
- c. report all accidents immediately;
- d. avoid engaging in any horseplay and avoid distracting others from their work;
- e. obey all safety rules and procedures;
- f. operate only equipment that they have been authorized to operate;
- g. use only prescribed equipment for the job and handle it properly;
- h. wear protective equipment when working in hazardous operation areas.

B. City Safety Committee

1. This ad hoc committee will consist of the Public Works Director as Chair, Human Resource Coordinator and representatives of City Departments to assure productive discussion of safety problems encountered City-wide or in high hazard area operations.
2. Functions of the committee may include, but not be limited to, the following:
 - a. Hold periodic meetings to review and evaluate the progress of the City's accident prevention efforts.
 - b. Discuss safety problems and recommend solutions for their elimination and refer serious safety problems to the City's insurance carrier for recommendation.
 - c. Coordinate a training program which will develop in all members of the organization a strong safety awareness and a clear cut understanding of specific requirements.
 - d. Assist in accident investigation.
 - e. Record and file minutes.

C. Safety Equipment

1. The City promotes the safety of employees.
2. The City will provide and/or issue personal protective equipment to employees to provide a safe working environment.
3. Common sense must be utilized to determine under which conditions different equipment should be worn.
4. General City guidelines are as follows:
 - a. Hard hats must be worn when overhead hazard is present.
 - b. Proper eye protection must be worn when sledging, hammering, sawing on metal or concrete, chipping, welding, grinding, drilling, working in dusty places, handling hazardous materials or chemicals or any other operation where eye injuries may result.
 - c. Approved hearing protection must be worn where high noise levels exist. If you must raise your voice to be heard, you need hearing protection.
 - d. Shoes that are "work wise" and in serviceable condition for the operation to which the employee is assigned are required.
 - e. Gloves must be worn when handling rough edge or abrasive materials when the work subjects hands to lacerations, puncturing or burns.

Workplace Safety

- f. Reflective traffic vests must be worn when performing work adjacent to or in traffic.
 - g. Approved respirators must be worn when a hazard is present and may be used for no other purpose.
 - h. Approved harnesses must be worn when a fall hazard is present and may be used for no other purpose.
5. In order for safety equipment to be effective it must be inspected periodically to assess its condition, it must be worn properly, and employees must comply with the orders and directions given to them by supervisors and management.
 6. Safety equipment is generally available or issued to permanent City employees. Employees who are required to wear protective steel toe shoes/boots may receive an allowance towards the purchase of such shoes/boots.
 7. Seasonal employees are responsible for appropriate footwear and clothing.
 8. Head, ear, and eye protection is available from the employees' Supervisor.
- D. Prescription Safety Glasses
1. For employees that wear prescription eyeglasses, the City may reimburse 50% of the cost, up to \$150, for the purchase of prescription safety glasses.
 2. The City will provide this reimbursement for no more than one pair of prescription safety glasses per employee in any 2-year period.
 3. Safety glasses must meet safety standards for personal protective equipment in the employees' respective department in order to be eligible for reimbursement.
 4. The City may require the employee to obtain an eye examination at the employee's expense prior to granting the reimbursement.
 5. Eye examination costs will not be eligible for reimbursement.
- E. Vehicle Collision Control and Accident Prevention
1. The operation of motor vehicles is often necessary in conducting City business.
 2. The City works toward ensuring that the employees of the City who operate motor vehicles for their work, whether City or personally owned, operate vehicles in the safest manner possible both for their benefit and the City's.
 3. In the event of an accident or incident, preventable or non-preventable, no matter what extent the damages or injuries, the accident or incident shall be immediately reported to your supervisor.
 4. All employees hired to operate motor vehicles in the course of their employment must have an excellent driving record and substantial experience in the operation of the particular type of vehicle they may be required to drive for the City.
 5. An excellent driving record must be maintained throughout the time an employee works for the City.

Workplace Safety

6. Citations or arrests for violations received while operating City or personal vehicles while on City business, moving or otherwise, must be reported within twenty-four (24) hours to the employee's Supervisor who will in turn report the information to the Human Resources Department. The information will be placed in the employee's personnel file.
7. Employees issued tickets may subject themselves to disciplinary procedure, up to and including termination.
8. All City vehicles must be inspected prior to use and all vehicles in need of repair must be reported to the supervisor immediately in writing.

IV. REPORTING

V. JOB AIDS

		Policy 208.05 Discrimination and Harassment			
Owner:	Human Resources	Approving Position:	Common Council	Pages:	3
Issue Date:	12-22-2011	Revision Date:		Review Date:	12-30-2021
Special Instructions:					

I. PURPOSE

The City endorses the principle that all employees have the right to work in an environment free from verbal, physical or any other form of harassment. The City is committed to maintaining a workplace that is pleasant, courteous and free of harassment and is prepared to take all necessary steps to reasonably ensure a harassment free workplace.

Harassment of any employee on the basis of race, color, creed, sex, national origin, age, disability, marital status, sexual orientation or any other class protected by state or federal law, will not be tolerated and is prohibited in our workplace. This includes harassment by another employee, supervisor, customer, vendor, visitor, elected official or any other individual with whom the employee interacts as part of his or her job. This policy encompasses any situation in which an employee is serving in the capacity of a City employee or is otherwise representing the City, regardless of the location

II. GUIDELINES

III. PROCEDURE

A. Recognizing Harassment

1. Conduct that is prohibited by this policy includes sexual harassment, which is defined as: unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual based nature where:
 - a. submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment;
 - b. an employment decision is based on an individual's acceptance or rejection of such conduct; or
 - c. when such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Discrimination and Harassment

2. Examples of conduct that could be considered sexual harassment are listed below. These examples are provided to illustrate the kind of conduct that is prohibited by this policy. This list of examples is not exhaustive and other types of sexual conduct not illustrated may violate this policy as well.
 - a. Intentional physical conduct that is sexual in nature, including rape, molestation, touching, pinching, grabbing, or brushing up against another's body.
 - b. Sexually oriented gestures, noises, remarks, jokes or comments.
 - c. Promises or preferential treatment to an employee in exchange for that employee's agreement to engage in sexual conduct.
 - d. Taking adverse action against an employee based on the employee's refusal to engage in sexual conduct.
 - e. Displaying or possession of pictures, cartoons, posters, calendars, graffiti, objects or any other materials of a sexual nature.
 - f. Using e-mail, voicemail, fax machines or the Internet to display, transmit or communicate any material of a sexual nature.
 3. Each employee must exercise his/her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment include but are not limited to the following:
 - a. Verbal: repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
 - b. Visual/Non-verbal: derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
 - c. Physical: unwanted physical contact including touching, interference with an individual's normal work movement or assault; and
 - d. Other: making or threatening reprisals as a result of a negative response to harassment.
- B. Responsibilities
1. The City expects that all employees will cooperate in avoiding such harassment and are fully prepared to take appropriate measures against any employee who violates this policy.
- C. Complaint Reporting and Investigation Procedure
1. Individuals who feel they have been subjected to harassing or objectionable conduct must promptly notify their supervisor, Human Resources, or another appropriate member of management of the harassing conduct they experience, learn of, or witness.
 2. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation.

Discrimination and Harassment

3. No City employee (or elected official) is exempt from this policy.
4. When reporting a complaint, employees should be prepared to furnish accurate dates, names, and facts.
5. All such complaints will be promptly and thoroughly investigated.
6. Under no circumstances will an investigation be conducted by the supervisor or other person accused of harassment.
7. Prompt and reasonable corrective and preventive actions will be taken where necessary.
8. The City will attempt to minimize disclosure to the extent possible consistent with its legal obligation.
9. All employees have the right to make good faith complaints about harassment and will be protected from retaliation under this policy including those who make a complaint, assist or cooperate in the investigation.
 - a. Any retaliation should be promptly reported as stated above and will not be tolerated.
 - b. Any employee who engages in retaliation will be subject to discipline, up to and including discharge.
 - c. Retaliation against any employee complaining of harassment, or participating in a City investigation of harassment, is strictly forbidden.
 - d. Any employee who, after investigation is found to have engaged in conduct that violates this policy will be subject to discipline, up to and including termination, depending on the circumstances.
 - e. The City is committed to vigorously enforcing this policy.

IV. REPORTING

V. JOB AIDS

		<p style="text-align: center;">Policy 208.07 Employee Assistance Program (EAP)</p>			
Owner:	Human Resources	Approving Position:	Common Council	Pages:	2
Issue Date:	12-22-2011	Revision Date:		Review Date:	12-23-2021
Special Instructions:					

I. PURPOSE

The City of Whitewater recognizes that problems of a personal nature can have an adverse effect on an employee's job performance. It is also recognized that most personal problems can be dealt with successfully when identified early and referred to appropriate resources. The purpose of the Employee Assistance Program is to provide these services through special arrangements with City's contracted EAP provider.

The program is designed to deal with the broad range of human problems such as alcohol and/or drugs, emotional/behavioral, family and marital, financial, legal and other personal problems. The program provides problem assessment and referral.

The overall objective of the Employee Assistance Program is to maximize employee functioning in personal matters and maximize performance on the job.

This policy does not alter or replace existing administrative policy or contractual agreements, but serves to assist in their utilization.

II. GUIDELINES

III. PROCEDURE

A. Program Availability

1. EAP Program information can be found in the network shared drive in the HR folder.
2. The program is available to regular full time and part time employees or their families on a referral basis since problems at home can affect the job.
3. This applies to all regular employees of the City regardless of job title or responsibilities.
4. If employees or family members have personal problems that may benefit from assistance, they are encouraged to use the program.

Employee Assistance Program

5. Participation in the program does not jeopardize an employee's job security, promotional opportunities, or reputation.

B. Performance Problems

1. When performance problems are not covered with normal supervisory attention, employees are encouraged to seek assistance to determine if personal problems are causing unsatisfactory performance.
2. If performance problems are corrected, no further action is taken.
3. If performance problems persist, normal corrective procedures are followed.

C. Confidentiality

1. All records and discussions of personal problems are handled in a confidential manner as are medical records.
2. These records are kept by the City's contracted EAP provider and do not become a part of the employee's personal file.

D. Cost and Leave Time

1. If costs are incurred for services that are not covered by insurance or other benefits; that cost is the responsibility of the employee.
2. Sick leave is granted for treatment or rehabilitation on the same basis as granted for other health problems.
3. Consideration is also given for the use of annual leave without pay if sick leave is not available.

IV. REPORTING

V. JOB AIDS

		Policy 208.08 Drug Free Workplace			
Owner:	Human Resources	Approving Position:	Common Council	Pages:	4
Issue Date:	12-22-2011	Revision Date:	12-28-2021	Review Date:	12-28-2021
Special Instructions:	Drug-Free Workplace Act of 1988				

I. Policy

Whitewater has a standard of conduct which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on City property and/or client sites or as a part of Whitewater's activities. The standard of conduct also prohibits an employee from working under the influence of alcohol or illegal drugs regardless of when the alcohol or illegal drug was used. Whitewater will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including termination of employment for violations of this policy.

It is the goal of the City of Whitewater to maintain a drug-free workplace (in accordance with the Drug-Free Workplace Act of 1988). Because drug use can seriously jeopardize the health and safety of an employee and the public, it is the policy of the City that a drug-free workplace must be maintained at all times.

Employees must notify the City if they are arrested, charged or convicted of any violation of a statute or ordinance concerning illegal drugs prior to the start of the following business day. Violations must be reported to the Human Resources Department located in City Hall.

II. Guidelines

III. Procedures

A. Drug Testing

1. The City recognizes that the use and/or abuse of illegal drugs and/or alcohol can have a significant impact on our quality of work in terms of safety, productivity, and absenteeism. Therefore, the City has adopted the following drug testing policy.
 - a. Pre Employment/Returning Seasonal
 - 1) The City may subject all pre-employment, post offer applicants to drug and/or alcohol testing.
 - 2) Applicants that are required to undergo and pass a drug test before commencing employment at the City will be advised that a drug test may be required as a part of a pre-placement examination and that any job offer is contingent, among other things, on successful passage of the drug test.

Drug Free Workplace

- 3) Returning seasonal or re-hired workers, who have previously taken a pre-employment drug test in a prior year of employment with the City, while consecutively employed from season to season, may be exempt from the drug test as a post offer condition of re-employment.
- b. Reasonable Suspicion
- 1) Reasonable suspicion testing will occur if an employee is suspected of being under the influence of drugs or of being impaired by alcohol at the work place.
 - 2) Reasonable suspicion shall be determined by one Supervisor but should be observed by two Supervisors if they are available.
 - 3) Reasonable suspicion will be based on observable actions, alone or in conjunction with other factors including but not limited to:
 - a) dangerous accident-prone conduct;
 - b) decreased job performance which is unexplained;
 - c) unexplained increased absenteeism;
 - d) complaints from co-employees and other problems with interpersonal relations;
 - e) drug related signs such as paraphernalia;
 - f) reduced short term memory;
 - g) physical symptoms such as blood shot eyes, dilated pupils, or runny nose, anxiety, body odors or inability to concentrate.
 - 4) Where active employees are concerned, Supervisors must determine if there is a reason for them to question their employee's fitness and/or conduct with regard to their ability to work. The Supervisor must observe signs of impairment first hand and may not rely upon third party information.
- c. Testing Sites
- 1) All employees requested to take a test because of reasonable suspicion will proceed to the City's contracted testing facility with a designated driver and are expected to cooperate fully.
 - 2) All testing may take place at the City's contracted testing facility. Drug and breath alcohol testing may be conducted by a laboratory certified by the Department of Health and Human Services (DHHS) according to DHHS protocol at the City's expense.
- d. Specimens
- 1) Specimens will be screened for five classes of drugs - amphetamines, benzoylcognine (cocaine metabolites), opiates, PCP and THC (marijuana metabolites; and confirmation by Gas Chromatography/Mass Spectrometry

Drug Free Workplace

(GC/MS). However, the City reserves the right to perform tests for other illegal substances as well.

- 2) Specimens to be tested may be urine in the case of a drug test and breath in the case of a test for alcohol where there is reasonable suspicion of alcohol misuse or impairment on the job.

B. Results

1. An employee who tests positive because of a reasonable suspicion drug and/or alcohol test or refuses to be tested may be immediately removed from active duty. If the positive test is confirmed, the employee may be subject to discipline up to and including termination.
2. Test results reported as negative but dilute, (<1.003 sg & < 20mg/dl creatinine) are inconclusive and may require re-collection and testing immediately upon receiving initial test results.
 - a. Re-collection may be observed.
 - b. The second test result will be final.
 - c. If a negative but dilute result is reported for the second test and the test was required for a pre-employment exam, the offer of employment may be rescinded.
 - d. If the second test result is negative but dilute for a random test, reasonable suspicion, or post-accident test, the employee may be subject to discipline up to and including termination.
3. All test results will be reported to the Human Resources Department.
 - a. If the test is positive, the medical review officer will contact the applicant or employee.
 - b. If when the medical review officer contacts the employee, the employee can provide substantiation of legitimate use, the positive test may be reported to the City as "negative."
 - c. If no legitimate reason for the positive is found, that positive result shall be provided to the City.
4. Results of all drug/alcohol tests will be kept separate from personnel files and treated as confidential information and access to such results is limited.

C. Prescription Medication

1. Nothing in this policy prohibits the appropriate use of prescription medication legally prescribed by a licensed medical provider.
2. It is the employee's responsibility to discuss with the Supervisor any effects that a medication may have on their ability to safely perform the duties required of their position. Failure to do so may result in discipline up to and including termination.

Drug Free Workplace

IV. Reporting

V. Job Aids

		<p style="text-align: center;">Policy 208.09 Violence in the Workplace</p>			
Owner:	Human Resources	Approving Position:	Common Council	Pages:	2
Issue Date:	12/22/2011	Revision Date:	12/23/2021	Review Date:	12/30/2021
Special Instructions:					

I. PURPOSE

The City is committed to providing a safe work environment free from threats or acts of violence including acts of violence in the workplace perpetrated by non-employees. The City will not tolerate threats or acts of violence in the workplace and will make every effort to prevent such incidents from occurring.

II. GUIDELINES

III. PROCEDURE

A. Guidelines to aid employees in addressing workplace violence

1. Department Directors and Supervisors should familiarize their employees with the policies of the City, including City work rules that may be applicable and may assist in handling a particular situation.
2. Employees are expected to participate in and maintain as pleasant an environment for the public and other employees as possible.
3. If at all possible, employees should take time to evaluate a situation before reacting.
4. Do not ignore a situation you are concerned about.
5. If an employee believes he/she is in danger of immediate bodily harm, the employee should attempt to leave the scene if this can be done safely.
6. If possible, employees should contact the Police Department for assistance.
7. Each employee is expected to conduct himself/herself in a courteous, respectful manner. Failure to do so may result in disciplinary action.
8. When an employee is confronted with disruptive behavior, the employee should report the incident to a Supervisor.

Violence in the Workplace

9. When confronted with a confrontational or angry individual, the employee should explain their position in clear and firm language. The employee should stay calm and courteous.
10. If an employee is becoming angry or upset, the employee should request assistance from their Supervisor.
11. Be supportive of co-workers.
12. When any staff member becomes involved in a difficult situation, other employees must report the incident to a Supervisor immediately.
13. Quick action is especially important if the employee suspects that the situation may become violent.

B. Weapons

- A. Whitewater prohibits all persons who enter City property from carrying a handgun, firearm, or other prohibited weapon of any kind.
- B. The only exception to this policy will be police officers, security guards, or other persons who have the legal authority to carry a weapon.

IV. REPORTING

- A. Employees who observe abusive behavior or weapons in the workplace must immediately report it to their manager, Human Resources, or member of the Leadership Team. Employees should directly contact proper law enforcement authorities if they believe there is an immediate threat to their own health and safety, the health and safety of others, or property.
- B. Prompt attention and investigation of a reported situation will take place. Retaliation for reporting behavior, making a complaint or participating in an investigation of a situation will not be tolerated. If an employee feels they have been retaliated against, it must be reported to their immediate manager, Human Resources or a member of the Leadership Team.

V. JOB AIDS

		Policy 301.00 Work Hours and Attendance			
Owner:	HR Coordinator	Approving Position:	Common Council	Pages:	2
Issue Date:	12-22-2011	Revision Date:	12/23/2021	Review Date:	12/30/2021
Special Instructions:					

I. Policy

The Municipal building is generally open to the public for business Monday through Friday from 8:00 a.m. to 5:00 p.m. Other City building's hours for business may vary.

An employee's particular hours of work and the scheduling of breaks is determined and assigned by the Department Director (or Department Supervisor should the Director so designate).

Employees are expected to be at work and ready to work at the beginning of their assigned work hours. Failing to report for work, habitual lateness and/or absences will be cause for corrective action up to and including termination.

II. Guidelines

III. Procedures

A. Reporting Absences from Work

1. In the event an employee finds it necessary to be absent from work due to illness, injury, or other emergency, he/she must contact their immediate Supervisor directly by telephone as soon as possible prior to the start of their scheduled work time, unless the employee is unable to give such notice because of the illness, etc.
 - a. If the immediate Supervisor cannot be reached, a voice mail message will be acceptable.
 - b. When calling to report absences, employees must state:
 - 1) their name
 - 2) department
 - 3) supervisor's name
 - 4) shift
 - 5) specific reason for the absence
 - 6) and the date they are expected to return to work.

Work Hours and Attendance

2. Should an employee be unable to return to work by the “expected date,” he/she must notify their supervisor providing the same information as noted above.
3. Employees not calling in will be considered absent, with “no report.”
4. An employee off work due to illness or injury for an extended period must keep their Supervisor informed weekly of their progress so that the Supervisor can plan work and work schedules.
5. Employees who are absent for three (3) consecutive work days without notifying their Supervisor will be considered as having voluntarily resigned unless failure to do so is for proper cause.
6. If an employee has been under a doctor’s care for an injury, he/she must obtain a doctor’s release before they will be allowed to return to work.
7. In addition, employees off with an illness of three (3) or more consecutive work days will be required to provide a dated doctor’s slip stating the nature of the illness.

B. Inclement Weather or Other Emergencies

1. When the Municipal Building is closed by the City Manager or his/her designee because of inclement weather, loss of adequate building heat, light, or use of all sanitary facilities for a period in excess of four (4) hours, employees shall choose from one of the following options:
 - a. If already at work, be paid for actual hours worked and choose to use vacation time or compensatory time for hours not worked.
 - b. Not report for work and utilize a day of vacation or compensatory time.
 - c. Make up the lost time at a date agreeable between the Supervisor and the employee.
 - d. Hourly, non-exempt employees may take the time unpaid if all vacation and compensatory time has been used or with Supervisor approval.
2. In any case, employees should notify the Supervisor immediately upon notice of their choice.
3. In the event the Municipal Building is NOT closed by the City Manager or his/her designee and an employee does not report to work due to inclement weather he or she shall choose from one of the following options:
 - a. Utilize a day of vacation or compensatory time with Supervisor approval.
 - b. Make up the time at a date agreeable between the Supervisor and the employee.
 - c. Hourly, non-exempt employees may take the time unpaid if all vacation and compensatory time has been used or with Supervisor approval.

IV. Reporting

V. Job Aids

		Policy 302.01 Employee Conduct and Ethics			
Owner:	HR Coordinator	Approving Position:	Common Council	Pages:	4
Issue Date:	12/22/2011	Revision Date:	12/23/2021	Review Date:	12/30/2021
Special Instructions:					

I. PURPOSE

Because Whitewater believes strongly in good government, the City Council has passed an ordinance that provides that the business of the City and thus the conduct of its employees be ethical. This means that employees must be impartial and responsible to the citizens of Whitewater and decisions and policies are best made through the proper channels of open government. It means that public employees should not use their positions for personal gain. It means that Whitewater wants its citizens to have confidence in the integrity of its government. Whitewater has created an Ethics Committee that through due process handles complaints regarding ethics violations.

II. GUIDELINES

III. PROCEDURE

- A. Ethical Standards for Employees - The following is a listing of guidelines that establish ethical standards for employees.
1. Responsibility of Public Office - Employees are bound to uphold the law, to observe the highest standards of law in the exercise of the duties of their positions, and they should faithfully discharge their duties without bias, and they must put the public interest first at all times.
 2. Dedicated Service- Employees should be loyal to the objectives expressed by the voters and the programs developed to attain these objectives and employees shall adhere to the rules of work and performance established as the standard for their positions.
 3. Fair and Equal Treatment – No employee shall request or permit unauthorized use of City owned vehicles, equipment, materials or property for personal convenience or profit. No employee shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

Employee Conduct and Ethics

4. Conflict of Interest – No employee shall in the discharge of their duties be involved in any business or transaction directly or indirectly in which they have a financial or personal interest.
5. Specific Conflicts Enumerated – No employee shall engage in or accept private employment or render any service for private interest when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties, unless otherwise permitted by law and unless disclosure is made as hereinafter provided.
6. Disclosure of Confidential Information – No employee shall without proper authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall such information be used to advantage the financial or other private interests of the employee or others.
7. Gifts and Favors
 - a. No employee shall accept any gift whether in the form of service, loan, thing, or promise, from any person which may tend to impair his/her independence of judgment or action in the performance of his/her duties or provide in the discharge of his/her duties any improper favor, service or thing of value. (Gifts received by an employee under unusual circumstances should be referred to the Ethics Committee within ten (10) days of receipt for recommended disposition.) EXCEPTION: Advertising or promotional items having a value of ten dollars (\$10.00) or less per gift shall be exempt.
 - b. No employee may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could reasonably be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the employee.
 - c. An employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was an employee.
8. Representing Private Interest Before City Agencies or Courts - No employee shall appear on behalf of any private person (other than him or herself, his or her spouse, or minor children) before any City Agency, Board, Commission, or the Common Council if the employee or any Board, Commission, or Committee of which the employee is a member has any jurisdiction, discretion, or control over the matter which is the subject of such representation.
9. Ad Hoc Committee Exception – No violation of this Section shall exist, however, where an individual serves on an ad hoc committee charged with the responsibility or addressing an issue or topic in which that individual or the employee or client of that

Employee Conduct and Ethics

individual, has an interest so long as the individual discloses to the ad hoc committee that such interest exists.

10. Contracts with the City – No employee who in his/her official capacity participates in the making of a contract in which he/she has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on his/her part, shall enter into any contract with the City unless it falls within the confines of WI State Statutes or the following: The contract is awarded through a process of public notice and competitive bidding or the Common Council waives the requirement of this section after determining that this is the best interest of the City to do so. Or, the contract is for the designation of a public depository of public funds.
11. Any employee who has a financial or personal interest in any proposed legislative action of the Common Council or any Board, Commission, or Committee upon which the employee has any influence or input or of which the employee is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Common Council or the appropriate Board, Commission or Committee the nature and extent of such interest.

B. Political Activities

1. Any employee of the City may not directly or indirectly use their authority or the influence of their position to control or modify the political action of another person.
2. An employee of the City may not engage in political activity during working hours.

C. Reporting Criminal Arrests, Charges, and Convictions

1. Employees must report all criminal arrests, charges, and convictions to their Supervisor or the Human Resources Department prior to the start of the next business day.
2. Failure to do such may result in disciplinary action up to and including discharge.

D. Smoking and Use of Tobacco

1. For health and safety reasons, the City does not permit smoking or use of tobacco in any City-owned public facility or City-owned vehicle.
2. Smoking or use of tobacco shall only be allowed in formally designated (and signed) areas in accordance with State Law.

E. Solicitations and Distributions

1. The City recognizes its responsibility to promote certain fund-raising campaigns conducted for the benefit of the general public. It also recognizes the right of the individual to voluntarily contribute to such campaigns according to his/her desire and financial ability and further recognizes the individual's right to be provided with working conditions free from the distractions which would result from frequent fund-raising appeals or other solicitations on City premises.

Employee Conduct and Ethics

2. Accordingly, general fund-raising campaigns on City premises are limited to the annual United Way campaign. Other organizations may conduct special or limited campaigns at the City Manager's discretion.

IV. REPORTING

V. JOB AIDS

		<p style="text-align: center;">Policy 302.02 Discipline</p>			
Owner:	Human Resources	Approving Position:	Common Council	Pages:	2
Issue Date:	12-22-2011	Revision Date:		Review Date:	12-16-2021
Special Instructions:					

I. Policy

It is the City's objective to promote the well-being of its employees in the workplace and to maintain high standards of professional conduct and work performance. Accordingly, this policy sets forth the (1) standards for professional conduct, (2) behavior that is unacceptable, and (3) corrective actions that the City may impose to address behavior and employment problems.

To ensure orderly operations and provide the best possible work environment, the City of Whitewater expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

All full time and part time employees are covered under this policy unless provisions of a collective bargaining agreement in effect apply to an employee.

II. Guidelines

- A. Listing all forms of behavior that are considered unacceptable in the workplace is not possible. The following are examples of unacceptable conduct that may result in disciplinary action, up to and including termination of employment. The list is not intended to be exhaustive:
1. excessive tardiness or absenteeism
 2. unsatisfactory job performance
 3. being absent from work without permission or proper notification
 4. discourtesy toward other employees or members of the public
 5. insubordination or failure to perform duties as instructed; willful and intentional refusal to perform work assignments, or to follow orders of a supervisor,
 6. gross neglect or negligence
 7. violation of any safety procedure, program, or rule causing unsafe conditions, or carelessness regarding safety to self or others or failure to properly use safety devices or tampering with safety equipment
 8. engaging in criminal conduct, threatening behavior or acts of violence, fighting or provoking a fight

9. theft or unauthorized possession or use of City property or the property of fellow employees; unauthorized possession, removal, or use of any City property, including documents from the premises without prior permission from management
10. sleeping during work hours
11. giving confidential information to unauthorized individuals
12. spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same
13. conducting a lottery or gambling on City property
14. any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs
15. creating or contributing to unsanitary conditions
16. obscene or abusive language toward any manager, employee or customer; indifference or rudeness toward a customer or fellow employee
17. failure to immediately report loss of, damage to or an accident involving City property
18. working under the influence of alcohol or illegal drugs
19. possession of dangerous or unauthorized material, such as explosives or firearms, in the workplace

III. Procedures

- A. This procedure applies to all employees of the City with the exception of those covered by a collective bargaining agreement that sets out a different disciplinary procedure.
- B. Under normal circumstances, Department Directors and Supervisors are expected to follow the procedure outlined below.
 1. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure.
 2. There may also be times when the City may decide to repeat a disciplinary step.
 3. The City reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.
- C. Unacceptable conduct which does not lead to immediate dismissal may be dealt with using the following steps in progression if conduct does not improve within established time periods:
 1. Oral Warning
 2. Written Warning
 3. Disciplinary Suspension
 4. Termination
- D. Immediate or Crisis Suspension

An employee who is alleged to have engaged in serious misconduct may be suspended with or without pay pending an investigation of the situation.

IV. Reporting

V. Job Aids

		<p style="text-align: center;">Policy 302.03 Grievances</p>			
Owner:	HR Coordinator	Approving Position:	Common Council	Pages:	4
Issue Date:	12-22-2011	Revision Date:		Review Date:	12-21-2021
Special Instructions:	Section 66.0509, Wis. Stats				

I. Policy

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination.

This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats.

II. Guidelines

III. Procedures

A. Grievance Procedure

1. Subject Disciplinary Actions

- a. Any disciplinary action may be subject to appeal by an employee under this grievance procedure except the following:
 - 1) Placing an employee on paid administrative leave pending an internal investigation;
 - 2) Counseling's, meetings or other pre-disciplinary action;
 - 3) Actions taken to address work performance, including use of a performance improvement plan or job targets;
 - 4) Demotion, transfer or change in job assignment.

2. Subject Terminations

- a. Any form of involuntary separation may be subject to appeal by the former employee except the following:
 - 1) Job abandonment, "no-call, no-show", or other failure to report to work; or
 - 2) The inability to perform job duties for any reason.

3. Workplace Safety

Workplace safety is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

4. Supervisor Notice

- a. An employee should first discuss complaints or questions with their immediate supervisor.
- b. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

5. Written Grievance Requirements

- a. An employee wishing to file a grievance under this policy must provide a detailed description of the grievance including:
 - 1) The name and position of the filing employee,
 - 2) A description of the issue,
 - 3) A statement of the relief sought,
 - 4) A clear explanation of the facts supporting the grievance;
 - 5) The date(s) when the event(s) giving rise to the grievance took place,
 - 6) A statement of the policy, procedure or rule that is being challenged;
 - 7) The steps taken by the employee to review the matter, either orally or in writing, with the employee's supervisor; and
 - 8) The employee's signature and the date.

6. Grievance Process

a. Step One

- 1) The employee must prepare and file a written grievance with the Department Head within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance.
- 2) Together with the HR leader the Department Head or his/her designee will investigate the facts giving rise to the grievance.
- 3) The Department Head will inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance.
- 4) In the event the grievance involves the Department Head, the employee may initially file the grievance with the HR Leader, who shall conduct the investigation with the assistance of the City Manager.

b. Step Two

- 1) If the grievance is not settled at Step One, the employee may appeal the grievance to the City Manager within five (5) business days of the receipt of the decision of the Department Head at Step One.
- 2) The City Manager or his/her designee will review the matter and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance.

c. Step Three

- 1) If the grievance is not settled at Step Two, the employee may request in writing, within five (5) business days following receipt of the City Manager's decision, a request for written review by an impartial hearing officer.
- 2) The City Manager, shall select the impartial hearing officer from a list of candidates approved by the Common Council.
- 3) The hearing officer shall not be a City employee.
- 4) In all cases, the grievant shall have the burden of proof to support the grievance.
- 5) The impartial hearing officer will determine whether the City acted in an arbitrary and capricious manner.
- 6) This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed.
- 7) Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents.
- 8) The impartial hearing officer shall prepare a written decision.

d. Step Four

- 1) If the grievance is not resolved after Step Three, the employee or the City Manager shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body.
- 2) For Library employees, the appeal shall be filed with the Library Board.
- 3) For all other employees, the appeal shall be filed with the Common Council for review at the Council's next regularly scheduled meeting.
- 4) The Council shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer.
- 5) The Council or its designee will inform the employee of its findings and decision in writing within ten (10) business days of the meeting.
- 6) The Common Council shall decide the matter by majority vote and this decision shall be final and binding.

7. Time Limits

- a. An employee may not file a grievance outside of the time limits set forth in the grievance process.
- b. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved.
- c. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation the grievance will be reviewed at the next possible meeting date.
- d. An employee must process his/her grievance outside of normal work hours, unless the employee elects to use accrued paid time (vacation, comp time etc.) in order to be paid for time spent processing his/her grievance through the various steps of the grievance procedure.

IV. Reporting

V. Job Aids

		Policy 302.04 Dress Code and Appearance			
Owner:	Human Resources	Approving Position:	Common Council	Pages:	2
Issue Date:	12-22-2011	Revision Date:	12-23-2021	Review Date:	12-23-2021
Special Instructions:					

I. Policy

Our city government’s professional image is maintained, in part, by the appearance of its employees who interact with residents, vendors, visitors, etc. For this reason, such employees should be well groomed and suitably attired while at work or representing the city. Employees are trusted to use common sense regarding appropriate attire for work, but, when in doubt, they should consult with their manager. The City of Whitewater will make reasonable accommodations to the dress code when necessary. Accommodation requests should be made through the Human Resources Department.

Those found to be groomed or attired inappropriately may be asked to leave their posts and return after adjusting their appearances. They will not be compensated for the time they are away. Also, disciplinary action may be taken against them. It is the Department Manager’s responsibility to coach or correct any employee regarding the dress guidelines. Accessories such as jewelry, hairstyle, hair color, visible piercings and tattoos, and make-up should reflect good taste and present a professional appearance. Employee dress should be consistent with acceptable business decorum at all times.

II. Guidelines

- a. Clothing should be clean, neat and wrinkle-free. Shoes should be polished and clean.

III. Procedures

A. Attire

1. Employees working in municipal building offices should dress in business-casual clothing. In adopting a business casual dress code, it is strongly emphasized that employees dress in a way that represents the professionalism and quality of our organization.

Dress Code and Appearance

2. Employees should not wear:
 - a. leisure clothing (e.g., slippers, flip-flops, sweats, shorts, blue jeans, t-shirts, hats, novelty buttons, ripped or disheveled apparel, etc.)
 - b. items promoting alcohol/tobacco products or contractors who do business with the city.
 3. Supervisors may prohibit additional clothing items or they may make exceptions for the foregoing.
 4. On occasion, supervisors may allow employees to dress more casually than is usually required.
- B. Department Rules
1. Special grooming and attire (e.g., a uniform) are required by some city departments.
 2. Employees of these departments must respect these requirements.
 3. Public works and maintenance employees may dress in blue jeans, t-shirts, and hats when working outside.
 4. All employees must wear protective attire (e.g., safety eyeglasses, supportive footwear, etc.) if required by working conditions.
- IV. Reporting
- V. Job Aids

		<p style="text-align: center;">Policy 302.05 Use of Vehicles for City Business</p>			
Owner:	Finance Director	Approving Position:	Common Council	Pages:	2
Issue Date:	12/22/2011	Revision Date:		Review Date:	11-9-2021
Special Instructions:					

I. PURPOSE

Department Directors are responsible for requesting and maintaining motor vehicle/driver records from the Department of Motor Vehicles for all employees operating either a City owned vehicle or their privately owned non-commercial motor vehicle for business purposes.

II. GUIDELINES

III. PROCEDURE

A. Records

1. Departments will maintain automobile records for City owned vehicles used for City business which includes the following:
 - a. driver's license information for all employees who drive for the purpose of City business
 - b. maintain all documentation for driver's incident and accident reporting
2. An employee must report to their Department Director and the Human Resources Office any revocation or suspension of their driving privileges before the start of the following business day. Failure to notify the Department Director and Human Resources Office may subject the employee to discipline.
3. Employees required to operate a motor vehicle in order to perform the duties of their position who are convicted of a violation resulting in suspension or revocation of their driving privileges may have the duties of their position reviewed at that time.
 - a. If the suspension or revocation hinders the City in the accomplishment of the duties assigned to the position, the employee may be placed on unpaid leave of absence.

Use of Vehicles for City Business

- b. The employee would be expected to seek and obtain an “occupational license” which would give the employee the privilege of driving a motor vehicle during the hours and at locations specified in a petition filed with the court.
4. The City may terminate from employment any operator of a motor vehicle convicted of operating while under the influence of alcohol or other drugs committed while operating a motor vehicle owned by the City or while driving a privately owned vehicle while on City Business.

IV. REPORTING

V. JOB AIDS

		<p style="text-align: center;">Policy 304.01 Nepotism (Employment of Relatives)</p>			
Owner:	Human Resources	Approving Position:	Common Council	Pages:	1
Issue Date:	12-22-2011	Revision Date:	12-30-2021	Review Date:	12-30-2021
Special Instructions:					

I. Policy

- A. The City strives to insure fair and equal treatment of employees and applicants, while minimizing situations that may create the potential for favoritism or unnecessary hardship. In order to assure the reality and appearance of fairness in the best interest of the Public and the City, it is the City's policy that relatives will not be placed in positions where:
 - 1. One relative would have the authority to supervise, discipline or evaluate the performance of the other.
 - 2. One relative would be responsible for auditing the work of the other.
 - 3. Other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the City's interest and their own.
- B. For the purpose of this policy relative includes: spouse, domestic partner, child, child in-law, step-child, sibling, sibling-in-law, step-sibling, parent, parent in-law, step-parent, grandparent, grandchild, aunt, uncle, niece, and nephew.
- C. With regard to more distant relatives or any other similar situation that may be problematic to the City or Public best interest discretion will be used in the hiring and placement of such individuals.

II. Guidelines

III. Procedures

IV. Reporting

V. Job Aids

		<p style="text-align: center;">Policy 401.01 Compensation/Payroll</p>			
Owner:	Finance Director	Approving Position:	Common Council	Pages:	3
Issue Date:	12-22-2011	Revision Date:		Review Date:	11-9-2021
Special Instructions:					

I. Policy

The City of Whitewater strives to compensate all employees fairly based on the City Council's established pay plan and based on negotiated labor agreements.

II. Guidelines

III. Procedures

A. Compensation Structure and Process

1. Annually, the City Council adopts a pay plan for City employees. This is done by resolution (salary resolution) of the City Council.
2. The resolution is generally done in December for the following fiscal year, thus for January through December.
3. All positions are reflected in the pay plan with an assigned pay range.
4. The salary resolution adopted by the Council will reflect compensation for employees covered by a collective bargaining agreement in accordance with the pay as provided for in the collective bargaining agreement in effect.

B. Pay Period and Hours

1. Regular full-time employees, except for public safety employees, are expected to work a minimum of 40 hours per week.
2. Each pay period begins on Saturday and runs for two weeks (14 consecutive days).
3. Pay day is normally every other Friday.

C. Overtime Pay

Compensation/Payroll

1. Non-exempt employees are eligible to receive overtime pay of one and one-half (1 ½) times their regular hourly wages for approved hours worked over forty (40) hours in one (1) week.
 2. Time off during the week resulting from use of paid leave such as vacation or compensatory leave will be considered as hours worked for the purpose of determining the payment of overtime.
 3. Non-exempt employees on an approved flexible work arrangement will have overtime hours computed only on those hours worked in excess of a forty (40) hour workweek.
 4. All overtime must be approved in advance by the employee's immediate supervisor.
- D. Compensatory Time Off (Comp-time)
1. The City gives non-exempt employees the option of receiving compensatory time off instead of overtime pay for overtime hours worked.
 2. Comp-time instead of overtime pay will be allowed and does not need to be taken in the same time period the overtime is worked.
 3. All comp-time off must be calculated at the rate of one and one-half (1 ½) hours for each hour of overtime worked.
 4. Comp-time scheduling will be done at the discretion of the supervisor.
 5. No more than forty-eight (48) hours comp-time may be accumulated at any time unless otherwise permitted under a collective bargaining agreement. Overtime hours worked that would cause comp-time balance to exceed 48 hours must be submitted as Overtime when reporting time worked and will be paid as Overtime Pay.
 6. Comp-time earned in each year will be paid-out in the final pay period of that year beginning in calendar year 2019.
 - a. Comp-time used will be accounted for using a first-in-first-out (FIFO) principle such that comp-time used will be deducted from:
 - i. First, from any balance existing as of 12/31/2018 'carryover balance' until that balance is exhausted;
 - ii. Next, from any hours earned in the current calendar year until that balance is exhausted.
 - b. Up to forty (40) hours will be eligible for carryover each year. Carryover balances are not eligible for payout unless there is a separation of employment.
 - i. Employees wishing to carry current-year comp-time balance forward into the next calendar year for future use (limited to 40 hours total carryover balance) must notify payroll in writing by

Compensation/Payroll

December 10th of their intent with any adjustments for comp-time taken in the final pay period.

- c. Employees and Supervisors will need to work together to schedule the use of carryover hours.
 - d. Employees may request payout of comp-time earned in the current year in last pay period in June and December annually.
 - e. Current-year and Carryover comp-time balances are displayed on the bi-weekly paystub.
- E. Call-in Pay – Employees reporting for work at a time other than their regularly scheduled starting time shall be paid a minimum of two hours worked.
- F. Flex Time Off (Exempt Employees)
1. Because much of the City's affairs are conducted during board and commission meetings held after normal business hours, it is the expectation of the City that periodic attendance at these meetings is part of the compensation set for these positions. However, exempt employees will be allowed freedom for flexible work hours when personal needs and convenience demand.
 2. Exempt employees may, with the approval of their Supervisor, work flexible hours.
 3. While Department heads and exempted employees are generally expected to conform to the normal business hours of their departments, they are afforded flexibility in the application of their time to the responsibility involved in managing their job responsibilities.
 4. Employees have the option of adjusting their weekly schedule to account for hours worked over 40 hours in that week or the option of tracking those hours on their time sheet to take off in another week.
 5. Time off that is not taken within the week the time off is earned and is for eight (8) or more hours requires written Supervisor approval on the City's Time off Request Form.
 6. All exempt employees must also fully account for all work hours on time sheets provided by the City.
 7. Flex time granted is not allowed for the following:
 - a. taking absence for illness without charge to said leave;
 - b. to extend vacation time in the same seven (7) day work week (Saturday – Friday) more than two (2) additional days;
 - c. pay for overtime worked;
 - d. for more than two (2) days (sixteen hours) at a time.
 8. While hours in excess of 40 hours will be tracked on one's time sheet these hours are not to be misconstrued as an accruing balance that is owed to the employee.

Compensation/Payroll

These hours are not guaranteed time off nor will they be paid out in the form of wages to employees at any time during employment or upon separation.

G. Time Records

1. All employees must report all hours of work, and all time taken off on their biweekly payroll sheet.
2. This payroll sheet must be verified and signed by the employee's Supervisor and/or Department Head.

I. Reporting

II. Job Aids

		Policy 401.02 Benefits			
Owner:	Finance Director	Approving Position:	Common Council	Pages:	7
Issue Date:	12-22-2011	Revision Date:		Review Date:	11-9-2021
Special Instructions:					

I. Policy

Benefits are approved by the Common Council and may be amended or deleted from time to time. See the Human Resources Department for additional information on the following benefits.

II. Guidelines

III. Procedures

A. Deferred Compensation Program

1. The City offers employees participation in both the Wisconsin Deferred Compensation Program (WDC) and the International City/County Management Association Retirement Corporation (ICMA-RC) Deferred Compensation Program to those employees that meet the Wisconsin Retirement System (WRS) eligibility definition.
 - a. Both programs provide eligible employees with the opportunity to set aside a portion of their annual earnings on a tax-deferred basis to supplement retirement income as regulated by Section 457 of the Internal Revenue Code.
 - b. Participation in a deferred compensation program is voluntary and is 100% funded by the employee.

B. Flexible Benefit Plan

1. The City offers employee participation in a Flexible Benefits Plan under Section 125 of the Internal Revenue Code to those employees that meet the Wisconsin Retirement System (WRS) eligibility definition.
2. The plan provides employees with an opportunity to set aside money on a pre-tax basis to pay for qualified health care and dependent care expenses.

C. Group Insurance

Benefits

1. The City provides group health, life, and income continuation insurance benefits under the State of Wisconsin Public Employers Insurance Program to those employees that meet the Wisconsin Retirement System (WRS) eligibility definition.
 2. The specific benefits provided are as defined and limited in the literature provided by the Wisconsin Department of Employee Trust Funds.
 3. If the terms of the City's health insurance plan permit it, employees who are otherwise eligible for health insurance coverage may opt out of the plan or seek reduced coverage.
 - a. Employees receiving incentives through this buyout plan will be required to provide proof of health insurance coverage under another plan.
 - b. The following employees will receive the following payment incentives:
 - 1) Employees who are eligible for family health insurance coverage, but who choose not enroll in the City's program.
 - 2) Employees who are eligible for single coverage, but who choose not to enroll in the City's program.
 - 3) Employees who are eligible for family coverage but who elect single coverage
 - c. The supplemental payments are not wages for purposes of overtime or any other benefit calculated based upon earnings.
- D. Retirement Plan
1. The City participates in the Wisconsin Retirement System (WRS) Plan.
 2. Those employees that meet the WRS eligibility definition are automatically enrolled in the Plan.
 3. The City will contribute 50% of the required annual WRS retirement contribution as defined by the Department of Employee Trust Funds.
- E. Holiday Pay
1. The following holidays are recognized by the City as paid holidays:
 - a. New Year's Day
 - b. Spring Holiday
 - c. Memorial Day
 - d. Independence Day
 - e. Labor Day
 - f. Thanksgiving Day
 - g. Friday after Thanksgiving Day
 - h. Christmas Eve Day
 - i. Christmas Day
 2. Employees also are granted one floating holiday that can be used at their discretion subject to their Supervisor's or Department Director's approval.

Benefits

3. The City Manager and/or City Council may determine other holidays.
 4. Holidays falling on a Saturday will be observed on the Friday before the holiday and holidays falling on a Sunday will be observed on the Monday following the holiday, unless otherwise determined by the City Manager.
 5. The holiday year begins January 1 and ends December 31 of each calendar year.
 6. Employees who have a paid holiday fall within their regularly scheduled vacation period are entitled to another day of vacation outside of that period.
 7. Employees on an unpaid leave of absence will not be entitled to holiday pay while on such leave.
 8. An employee must work the scheduled work day before and after a holiday unless excused with pay, to be eligible for holiday pay.
 - a. Excused paid time off is approved:
 - 1) vacation
 - 2) compensatory time/flex time
 - 3) sick time
 - 4) funeral leave
 - 5) court leave (jury or witness)
 - 6) military leave (first two weeks only)
 - 7) absence resulting from an injury involving workers compensation (first four months only)
 - 8) where an employee would be on paid leave and a documented situation prevents their timely return to work.
 9. Unless otherwise specified in an employment agreement, non-exempt employees who work on the observed holiday shall be paid at a rate of time and one-half; non-exempt employees who work on the actual holiday shall be paid at a rate of two times their regular hourly rate.
 10. Regular full time and regular part time (pro-rated basis) employees are eligible for Holiday Pay.
- F. Longevity Pay
1. Full-time, regular employees with three (3) or more years of continuous service will be eligible for longevity pay.
 2. Semi-annual payments will be paid in June and December of each year. The basis for payments shall be:
 - a. Two percent (2%) of employee's current base pay after the completion of three (3) years of service,
 - b. Four percent (4%) of employee's current base pay after the completion of six (6) years of service,

Benefits

- c. Six percent (6%) of employee's current base pay after the completion of nine (9) years of service,
 - d. Eight percent (8%) of employee's current base pay after the completion of twelve (12) years of service, and
 - e. Provided that the total annual payment to any one individual shall not exceed \$1,000.
3. Employees with authorized leaves of absence, who return to City employment on or before the expiration date of said leave will be regarded as having continuous employment for longevity pay purposes.
4. Any individual whose employment with the City has been terminated for any reason except an authorized leave of absence after January 1, 1974, will be considered as a new employee upon return to City employment.
5. Any employee who reaches three, six, nine, or twelve years of service on or before March 31, and is on the payroll June 1st will be eligible for one-half (1/2) the longevity payment in June and for each successive semi-annual payment in December and June thereafter.
6. Any employee who reaches three, six, nine, or twelve years of service on or before September 30, and is on the payroll as of December 1st will be eligible for one-half (1/2) the longevity payment in December and for each successive semi-annual payment thereafter.
7. During the calendar year in which an employee retires under the City's retirement plan, he/she shall be entitled to receive, at the time of the semi-annual payment of longevity, a prorated portion of his/her longevity pay based on days worked.
8. "Current base pay" is defined as the amount of annual salary being received by the employee at the time the longevity payment becomes due and payable.
 - a. An hourly employee's base pay will be determined by multiplying the hourly rate times 2080 hours to determine the annual wage.
 - b. Current base pay does not include overtime.
 - c. Longevity pay is taxable income.
9. This benefit does not apply to those employees who were:
 - a. Hired on or after June 29, 2011
 - b. Promoted to an exempt status position on or after January 1, 2012.
 - c. Classified as exempt employees and hired on or after January 1, 2007; and
 - d. Those employees excluded from this benefit per their employment agreement.

G. Sick Pay

Benefits

1. Regular full time and regular part time (pro-rated basis) employees shall be entitled to accumulate sick pay at the rate of one day for each month of continuous service.
2. In any event, sick pay accumulation shall not exceed twelve (12) days during any one calendar year.
3. Unused sick pay can be carried over into the subsequent calendar years for future use.
4. Employees hired on or before June 29, 2011 choosing to resign from service with the City after providing a minimum of two (2) weeks' notice, and after having worked for the City for a minimum of five (5) consecutive years are eligible to receive a cash payout of fifty percent (50%) of that entire employee's accumulated sick leave.
 - a. Accrual of sick days for this purpose shall be a maximum of one-hundred eighty (180) days. Therefore, the maximum payout of accumulated sick leave shall not exceed ninety (90) days.
5. If the separation of an employee meets the definition of retirement as defined in 204.07 Separation, the separating employee may choose to instead use their sick leave payout for the purchase of health insurance.
6. In case of the death of an active employee, the employee's survivors shall receive a cash payout of one hundred percent (100%) of that entire employee's accumulated sick leave.

H. Vacation

1. Vacation is intended not only to reward an employee for service to the City but also to provide employees with a break from their normal routine so that they may become refreshed and recharged before returning to work again. Therefore, pay in lieu of time off is not permitted.
2. Each eligible employee should take a period of time away from work, at least once a year.
3. Vacation may not be accumulated beyond the amounts authorized.
4. Regular full time and regular part time (pro-rated basis) employees are eligible to receive vacation.
5. All employees must have the approval of their Supervisor or Department Director in writing before beginning vacation. This will be done at least five (5) working days prior to the start of the vacation.
6. The minimum vacation time an employee may take at any time is one-half day (4 hours) in any one day unless otherwise approved by his or her Supervisor.
7. Employees may be required by their Supervisor or Department Director to take one vacation consisting of at least five (5) consecutive workdays during each calendar year of employment.

Benefits

8. Vacation continues to accumulate while an employee is on regularly scheduled vacation, paid sick leave, paid military leave, or paid temporary disability leave through worker's compensation (for a period of four months or less).
 9. An employee on a leave of absence for a time that is in excess of a paid benefit leave is considered on inactive status and not eligible to accrue vacation benefits during such absence, unless the leave is covered under the Family Medical Leave Act (FMLA).
 10. Paid vacation following a leave of absence may only be authorized after the employee has returned to work for a period of time equal to that of the absence, up to a maximum of six (6) months. Further, a leave of absence cannot be extended by adding on accumulated vacation.
 11. Vacation leave will be awarded on a calendar-year basis.
 12. Regular full-time employees who are not otherwise bound by an employment agreement will be eligible for vacation time based on the following schedule:

Vacation Award by Years of Service

 - a. 1 year of service = 10 days
 - b. 3 years of service = 12 days
 - c. 5 years of service = 14 days
 - d. 8 years of service = 16 days
 - e. 10 years of service = 18 days
 - f. 12 years of service = 20 days
 - g. 15 years of service = 22 days
 13. Upon completion of three months of continuous service with the City, new employees will receive vacation at a rate of 10/12 of a day per month employed in that calendar year, excluding the vesting period or first three months of employment.
 14. Any employee leaving service to the City in good standing after giving two (2) weeks' notice in writing of such termination of employment will be compensated for vacation accrued to the date of separation, provided said employee has served at least twelve (12) consecutive months prior to separation.
 15. No employee will be permitted to waive vacation for the purpose of receiving double pay.
 16. Employees who are transferred from one department to another will have their annual vacation credits transferred with them.
- I. Workers Compensation Insurance
1. The City provides workers compensation insurance in the event of an injury that occurs while an employee is working.

Benefits

2. Employees must report any injuries to their Supervisor or Human Resources immediately following the injury.
3. The specific benefits provided are defined and limited in the literature provided by the City's insurance company.

IV. Reporting

V. Job Aids

		Policy 401.03 Leave			
Owner:	Finance Director	Approving Position:	Common Council	Pages:	3
Issue Date:	12-22-2011	Revision Date:		Review Date:	11-9-2021
Special Instructions:					

I. Policy

II. Guidelines

III. Procedures

A. Bereavement (Funeral) Leave

1. In the event there is a death in the immediate family of an employee, consisting of spouse, parent, grandparent, child, brother, sister, grandchild, mother or father in law, son or daughter in law, brother or sister in law, or that of anyone domiciled with the employee, and the employee attends the funeral service, such employee shall be granted up to a three (3) day leave of absence with full pay.
2. Any employee shall be granted up to one (1) day absence with pay in case of a death in the family other than hereinbefore set forth or the death of a close friend of such employee, provided the employee attends the funeral service.
3. Extension of a bereavement leave shall only be granted in writing by the Department Head and approved by the City Manager.
4. Extensions may be approved with unpaid leave or may be approved with vacation or comp time.

B. Family/Medical Leave Act (FMLA)

1. Both State and Federal Law provides certain benefits for Family and Medical Leave.
2. Posters are posted in the workplace for reference,
3. Statement of policy can be found in policy 205.00 Family Medical Leave Act (FMLA).

C. Jury Duty/Court Leave

1. Leave with pay may be authorized by the department head, and approved by the City Manager in order that employees may serve required jury duty. Said leaves shall extend as long as the specified duty requires.
2. No overtime shall be paid for work performed by an employee on leave with pay.
3. Expenses incurred as City expenses must be authorized by the City Manager.

4. Any jury duty pay shall be turned over to the Finance Department and the employee shall receive their regular rate of pay.
5. The employee shall retain any monies received as travel allowance.

D. Military Leave

1. Employees who are called to active duty with one of the armed forces shall receive the rights and privileges authorized by federal military and veterans laws with respect to leave, status, and reemployment.
2. An employee who is a member of one of the military reserve units or a National Guard unit will after presentation of their order, receive leave with pay not to exceed seventeen (17) calendar days in a twelve (12) month period.

E. Sick Leave

1. Employees may use accumulated sick leave with pay for absences necessitated by their injury, illness, or that of a member of their immediate family. Immediate family to include:
 - a. parent
 - b. spouse
 - c. child
 - d. or anyone domiciled with the employee
2. Sick leave may also be used for those medical appointments that cannot be scheduled outside of working hours.
3. Doctor's documentation may be required when requesting sick leave.
4. Sick leave may not be used in place of other forms of paid leave.

F. Unpaid Leave

1. Unpaid leave may be granted at the discretion of the City Manager on a case by case basis.
2. Prior to requesting an unpaid leave all vacation time, comp time, and sick time (if applicable to leave request), must be exhausted.
3. Employees granted an unpaid leave of absence will be responsible for the payment of benefit premiums (both the employee contribution and the City contribution) and will not accrue benefits such as vacation time, sick time, etc.

G. Compulsory Leave

1. When, in the opinion of a department head, any employee is unable to perform duties due to any non-service connected injury, illness, or disability, the employee may be required to submit to a physical examination by a physician named by the City Manager.
2. If the report of the medical examination indicates the employee is unable to perform his/her duties effectively, the department head may require the employee

Leave

to take such leave as is medically determined sufficient to restore him/her to normal health.

H. EMT-Firefighter Leave

Whenever an employee serving as an EMT or voluntary firefighter responds to a call during the regular work day, said employee shall be considered to be in pay status for the duration of the call and return to work, if applicable, provided such affected employees comply with the applicable policies set forth in this manual.

IV. Reporting

V. Job Aids

		Policy 401.05 Direct Deposit			
Owner:	Finance Director	Approving Position:	Common Council	Pages:	1
Issue Date:	12-22-2011	Revision Date:		Review Date:	11-9-2021
Special Instructions					

I. Policy

The City requires payroll direct deposit for its employees. Participation in direct deposit is a condition of employment for new hires and a condition of continued employment for established employees.

II. Guidelines

III. Procedures

- A. By completing the Payroll Direct Deposit Authorization Form, an employee authorizes the City and listed financial institution(s) to initiate electronic credit entries into the specified bank account(s) for the purposes of payroll.
 - 1. If necessary, the employee also grants the right to correct any such electronic funds transfer resulting from an erroneous overpayment by debiting an account to the extent of such overpayment, on the condition that the employee is notified beforehand of said adjustment.
 - 2. The authority is to remain in full force and effect until Human Resources has received written notification from the employee of its termination in such time and in such manner as to afford the City and financial institution a reasonable opportunity to act on it.
- B. Direct deposit will begin within approximately one to two pay periods after the authorization and appropriate documentation is received.
- C. Paychecks may be deposited into a maximum of three accounts.
 - 1. Employees that have multiple accounts must specify the amounts to be deposited in secondary account(s) and the remaining balance will be deposited in the primary account.
 - 2. Employees shall notify Human Resources immediately in the event their bank account is closed or changed.
- D. On payday, employees will receive an earnings statement, which shows gross pay, taxes, other deductions, net pay, and deposit information.

IV. Reporting

V. Job Aids



**Policy 501.01.2
Real Property**

Owner:	City Manager	Approving Position:	Common Council	Pages:	3
Issue Date:	9/7/21	Revision Date:		Review Date:	September 2022
Special Instructions:					

I. POLICY

The City of Whitewater and its sub-units (City), hold real property 'Property' for several limited purposes:

- A. to provide services;
- B. for parks/recreational activities;
- C. to foster economic development.

The City's investment in real property represents a significant commitment of finite public resources. The following Guidelines will be effective for real property acquisition, retention, tax status, and disposal.

II. GUIDELINES

A. Acquisition

1. Ultimate authority to approve property acquisition lies with the Common Council under its responsibility for fiscal oversight as a trustee of public funds unless otherwise specified in state Statute, City Ordinance, or by Council Resolution.
2. Requests to acquire property shall specify public purpose of the proposed purchase, anticipated ownership period, source(s) of funding, and annual budgetary impact (i.e., debt repayment, operations/maintenance, and property tax impacts).

B. Funding

1. Funding for property acquisition should be sourced from the segregated budgetary Fund(s) whose stated purpose is most closely served by the acquisition. Funds may be advanced among funds internally if required. Internal advances among funds should be repaid as soon as practical.
2. Impact on targeted Fund Balance or Undesignated Fund Balance levels, Debt Capacity and Credit Rating shall be considered in determining funding method.

3. Debt Policy dictates that use of debt financing will impact other Capital Improvement projects competing for funding.
 4. Advances among City funds shall not incur interest until repaid, unless otherwise specifically directed by Common Council resolution.
- C. Taxation, payment for Municipal services
1. General Property Taxes are one of the primary sources of revenue used to pay for local government services provided by the City, County(ies), School District, and Technical College(s).
 2. Properties held by the City and its subsets are exempt from property taxes under Wisconsin Statute 71.11(2) 'Municipal Exemption'
 3. As the City or its subsets acquire property that has previously been taxable, the Municipal Exemption reduces the tax base and associated tax revenue necessary to fund services to residents. These acquisitions also concentrate the tax burden on other property holders.
 4. Accordingly, the City will retain the Municipal Exemption for:
 - a. Property acquired for provision of government services;
 - b. Property acquired for park and recreational activities;
 - c. Property acquired for improvement and held for resale.
 5. The City waives the Municipal Exemption for:
 - a. Residential Property acquired and held to produce revenue. Revenue producing property shall be subject to the normal non-exempt property assessment and taxation treatment.
- D. Rental Revenue
1. Proceeds from the lease/rental of land held for economic development shall be held in a separate account in CDA Program Fund 910 for future land purchases. These funds shall be retained and be considered a designated fund balance to fund future land acquisitions. Expenditures from this account require action by the Common Council.
 2. Proceeds from the lease/rental of Residential Property that is subject to property taxes may be retained by the CDA Residential Rental Program in Fund 910.
- E. Disposition
1. Ultimate authority to approve sale of real property lies with the Common Council under its responsibility for fiscal oversight as a trustee of public funds unless otherwise specified in state Statute, City Ordinance, or by Council Resolution or formal agreement.
 2. Requests for approval to sell real property shall include:
 - a. Determination of value: provide basis used to conclude that offered or proposed sale amount represents fair market value and in the best interests of the City.

- b. Sale of real property at less than market value shall only occur if transaction provides offsetting value through one or more of the following:
 - 1) written commitment of buyer to deliver taxable property improvements;
 - 2) new employment opportunities;
 - 3) expansion of the tax base and corresponding support of providing municipal services;
 - 4) other offsetting economic benefits.
 - c. Recommendation of body responsible for Fund used to acquire/hold property (i.e., CDA, Parks and Recreation Board, Public Works Committee, etc.). CDA shall review and make recommendation for all property sales related to economic development.
3. Proceeds from property sale/disposal shall, be used in order of application:
 - a. First, to pay expenses directly incurred in conjunction with the property sale;
 - b. Next, retire debt associated with acquisition;
 - c. Next, reimburse fund balances used for acquisition;
 - d. Next, be retained for future property acquisitions.
 4. Proceeds from the sale of land held for economic development shall be held in a separate account in CDA Program Fund 910 for future land purchases. These funds shall be retained and be considered a designated fund balance to fund future land acquisitions. Expenditures from this account require action by the Common Council.

III. PROCEDURE

IV. REPORTING

V. JOB AIDS

		Policy 501.04.11 Purchasing Card Program			
Owner:	Finance Director	Approving Position:	Common Council	Pages:	13
Issue Date:	3/27/2013	Revision Date:		Review Date:	11/11/2021
Special Instructions:					

I. PURPOSE

The City of Whitewater provides an alternate approach to purchasing goods and services by offering a Purchasing Card Program to select City employees. The Purchasing Card Program (P-Card) is designed to make it easier and more cost effective for City personnel to make purchases of goods and services from any supplier that accepts credit card payments. Purchasing cards will not replace the normal purchasing policies and procedures established in the City's Procurement Policy. This program is simply an alternate method of payment. As an additional benefit, the City of Whitewater also receives a rebate for all purchases made using the P-Card program. Rebates received through the P-card program are considered revenue to the General fund to help defray the cost of local government. Rebates will not be allocated to specific departments or Funds other than the General Fund.

These policies and procedures are intended to provide guidelines to cardholders in utilizing their purchasing cards, and all cardholders should carefully read this document. A cardholder's signature on the Cardholder Agreement Form indicates that the cardholder understands the intent of the program and agrees to adhere to these guidelines.

II. GUIDELINES

III. PROCEDURE

A. PROGRAM ADMINISTRATION

1. The City's Purchasing Card Program is administered through USBank, under a contract negotiated through V.A.L.U.E., a cooperative purchasing organization of government agencies in southeastern Wisconsin of which the City is a member. The City's purchasing card Program Administrator is Karen Dieter, Comptroller. The Program Administrator's responsibilities include the following:
 - a. Authorization, set-up, and issuance of all purchasing cards.
 - b. Authorization and execution of changes to cardholder limits.
 - c. Conduct cardholder training.

Purchasing Card Program

d. Primary contact for cardholder questions.

B. GENERAL INFORMATION

1. The City issues purchasing cards to designated employees. Elected officials are not included in the purchasing card program.
2. The cardholder's name is embossed on the card, as well as the City's logo.
3. No person other than the person to whom the purchasing card is issued is authorized to use the assigned purchasing card.
4. The card is to be used for official City business only.
5. Use of the card for personal items is not permitted.
6. The purchasing cards are issued to the City of Whitewater by USBank and assigned to specific users.
7. USBank is provided with a cardholder's name, date of birth, social security number and the employee's phone extension for verification purposes only.
8. Card activity is not reported on a cardholder's personal credit report, and, likewise, activity on the card is not used to compute a cardholder's credit score with reporting agencies.
9. Activity from this program is reported on the City's credit report.
10. The purchasing card is as easy to use as any other credit card. The only difference between a credit card and a purchasing card is that the latter is a corporate liability charge card with certain restrictions and limitations imposed on the cardholder.
11. Card privileges may be rescinded at any time at the discretion of the Program Administrator if policies and/or procedures are not followed by the cardholder.
12. Purchasing cards must be kept in a secure place.
13. Although the purchasing card is issued in the cardholder's name, the card remains the property of USBank and the City of Whitewater.
14. Account access information should not be kept in the same location as the purchasing card.
15. Prior to making a purchase with a vendor, the cardholder must perform reasonable due diligence to assure that the company is reputable. This includes looking for the "SSL" lock logo online and assessing the company's credibility prior to giving out card information over the phone.
16. If a fraudulent transaction is suspected, the cardholder must notify USBank at 1-800-344-5696 (this phone number should also be listed on the back of the card) and the Program Administrator immediately. This notification must never take longer than five days.
17. All charges made on City purchasing cards are billed directly to the City on a monthly summary invoice. This process minimizes paperwork and streamlines the payment process.

Purchasing Card Program

18. Account numbers are assigned to a transaction by the cardholder or administrative staff when reconciling the monthly transactions using USBank's Access Online web-based program.
19. When a purchasing card is issued, it must be endorsed immediately.
20. Each cardholder will be required to review and verify their purchasing card transactions on a monthly basis. Please refer to the "Cardholder Recordkeeping Requirements" section below.

C. CARDHOLDER LIMITS

1. MCC Limits

- a. The cardholder will only be able to use the purchasing card for specific Merchant Category Codes (MCCs) assigned for each user group, based on necessity specific to each group.
- b. If the cardholder attempts to use the purchasing card for an MCC not set up, the transaction will be denied.
- c. The City's Program Administrator can adjust the MCCs assigned to each cardholder.
- d. High risk (a.k.a. "sin" codes) cannot be allowed without ongoing additional review and audit by the Program Administrator.

2. Credit Limit

- a. A reasonable limit will be imposed on each cardholder for the maximum amount the cardholder is authorized to spend in any given billing cycle.
- b. Note: The billing cycle for the City's purchasing card program is the period ending on the 10th day of each month.

3. Single Purchase Limit –

- a. A reasonable limit will also be imposed on each cardholder for the maximum amount that a cardholder is authorized to spend on any single purchase.

4. International Transactions/Cash Advances –

- a. These types of transactions are disallowed by the program. If international transactions are necessary, contact the Program Administrator for a temporary modification.

D. Change Request

1. To request a change to an existing cardholder's limits or MCC group please call the Program Administrator.
2. To add a new cardholder, complete the "New Card Request" form and submit it to the Program Administrator.
3. A copy of all forms can be found on the shared network drive under "\\Finance\P-Card Forms and Docs".

E. UNAUTHORIZED USES

Purchasing Card Program

1. In addition to the controls discussed above that disallow certain purchases, the following purchases are expressly forbidden under this program. Purchases that:
 - a. Are split into multiple transactions to stay within your limits
 - b. Are split across days to stay within your limits
 - c. Are split amongst cardholders to stay within your limits
 - d. Are made to avoid or circumvent the purchasing process
 - e. Are not immediately available at time of credit card use.
 - f. No back-ordering of merchandise is allowed. Back-ordering will cause the City to pay for goods before they are received.
2. A cardholder that makes **unacceptable or unauthorized purchases** or carelessly uses the P-Card may be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged in conjunction with the misuse. **The cardholder will also be subject to disciplinary action, up to and including termination.**

F. PURCHASING PROCEDURES

1. Making City purchases for goods and services' using your purchasing card is as simple as using any other MasterCard credit card.
2. Following are the procedures for making purchases using your purchasing card:
 - a. General Guidelines
 - 1) Efforts should be made to use vendors who accept the purchasing card where appropriate in order to maximize administrative cost savings and the rebate earned.
 - 2) Only the cardholder named on the purchasing card can authorize a purchase on his/her card. The cards cannot be loaned to another person. The card can be used to make purchases for another employee in your department.
 - 3) Purchases utilizing your purchasing card can be made in person, by phone, or over the internet from any vendor that accepts credit cards. For security reasons, fax orders should be avoided as you do not know who at the other end has access to your card information. Card information should not be provided to a vendor unless reasonable due diligence has been performed to assure the company is reputable (including looking for the "SSL" lock logo when making purchases online).
 - 4) Whether paying for orders in person, by phone, or over the internet, the cardholder is responsible for obtaining and retaining proper documentation of all transactions, i.e., receipts, invoices, or other documentation showing the item(s) purchased and the amount paid. See the "Cardholder Recordkeeping Requirements" section below for information on submitting your receipts/documentation to the Finance Department for processing.
 - 5) All City purchases are exempt from Wisconsin sales tax. It is the cardholder's responsibility to ensure that sales tax is not paid on any purchases that he/she makes

Purchasing Card Program

using a purchasing card. If sales tax is charged, the cardholder is responsible for working with the vendor to get the tax reimbursed. If a vendor requires a copy of the City's tax-exempt certificate, a scanned copy is available on the shared network drive under "\\Finance\P-Card Forms and Docs".

- 6) A purchasing card purchase may be declined at the point of sale if the purchase falls outside of any of the parameters listed in the "Cardholder Limits" section. If a transaction is declined, the cardholder should cancel the transaction and contact the Program Administrator to determine the reason for the declined transaction.
 - 7) Any returns or credits on purchases paid for by a purchasing card must be credited to that cardholder's account (no cash refunds). The cardholder should obtain and retain the appropriate documentation.
- b. Reporting Lost, Stolen, or Damaged Cards:
- 1) If your purchasing card is lost or stolen, contact USBank immediately at 1-800-344-5696 and notify the Program Administrator as soon as possible.
 - 2) If a card becomes damaged and needs to be replaced, the cardholder must notify the Program Administrator and return the damaged card to the Finance Department.
 - 3) Once the damaged card has been returned to the Program Administrator a replacement card will be requested from USBank.
- c. Disputed Items:
- 1) If there is a discrepancy on your monthly statement, contact the vendor immediately to try and resolve the matter. If successful, make a note on the monthly statement and be sure to verify the correction on the following month's statement.
 - 2) If you cannot resolve the discrepancy with the vendor, contact the Program Administrator.
- d. Unauthorized Account Usage:
- 1) The cardholder is responsible for keeping track of how the card is used and for its safekeeping. Just like any credit card, the cardholder should protect against fraudulent use of the card.
 - 2) If the cardholder detects or suspects that his/her card has been used fraudulently, he/she should contact USBank immediately at 1-800-344-5696 and notify the Program Administrator immediately. This notification must never take longer than five days.
- e. Card Deactivation:
- 1) Upon termination of employment of a cardholder, the purchasing card must be returned to the Program Administrator prior to the employee's last day of work. The purchasing card will be deactivated immediately.

Purchasing Card Program

- 2) A purchasing card may be deactivated if the Program Administrator determines that the cardholder has continuously violated the policies and procedures set forth in this manual.

G. CARDHOLDER RECORDKEEPING REQUIREMENTS

1. Cardholders must keep all original sales documents (receipts, packing slips, cash register tape, credit card slips) from purchases made on their purchasing card. These documents will be required to be submitted to the Finance Department with the cardholder's monthly expense report printed from the Access Online web-based application, as described in this section.
2. The City's monthly billing cycle runs through the 10th day of each month. At the end of each billing cycle, most cardholders will receive a reminder email notification to review and approve posted transactions for that billing period. The email notification is meant to be a friendly reminder and does not eliminate the need to submit the paperwork timely if the email is not received.
3. Each cardholder will be required to login to the Access Online web-based application via the Internet and review all transactions that he/she is responsible for. The review process includes matching receipts and other documentation to the Transaction Summary, providing an expense description for each transaction, assigning a general ledger account number to each transaction, and approving his/her transactions. The paperwork and data entry function can be delegated to another individual in the department; however, the cardholder is still ultimately responsible for the transactions and is required to review and approve the expense report.
4. Once the cardholder's review process has been completed, print a monthly expense report, sign and date the report, attach all original sales documents, and submit to the Finance Department. The Finance Department will review the charges, account numbers, and documentation for accuracy and sign the expense report. The authorized expense report packet should be sent to the Finance Department for review within 1 week of the billing cycle end. This is a short time-frame but necessary to ensure that proper documentation is obtained prior to the payment due date.

H. ACCESS ONLINE web-based application:

1. Access Online is the USBank online system that allows cardholders, supervisors, and Program Administrators to monitor and manage purchasing card accounts and transactions. Detailed instructions on the use of the Access Online system are included in the next sections of this manual. In addition to the instructions provided in this manual, USBank provides an online training course for Access Online. This training course can be accessed through the Links section on the first screen that you see after logging into the system (see below). Click on the "Training" link from the menu on the left side of the home screen and follow the instructions. An account holder guide can also be printed from Access Online. This document includes more details regarding the various aspects of the online tool.

IV. REPORTING

Purchasing Card Program

V. JOB AIDS

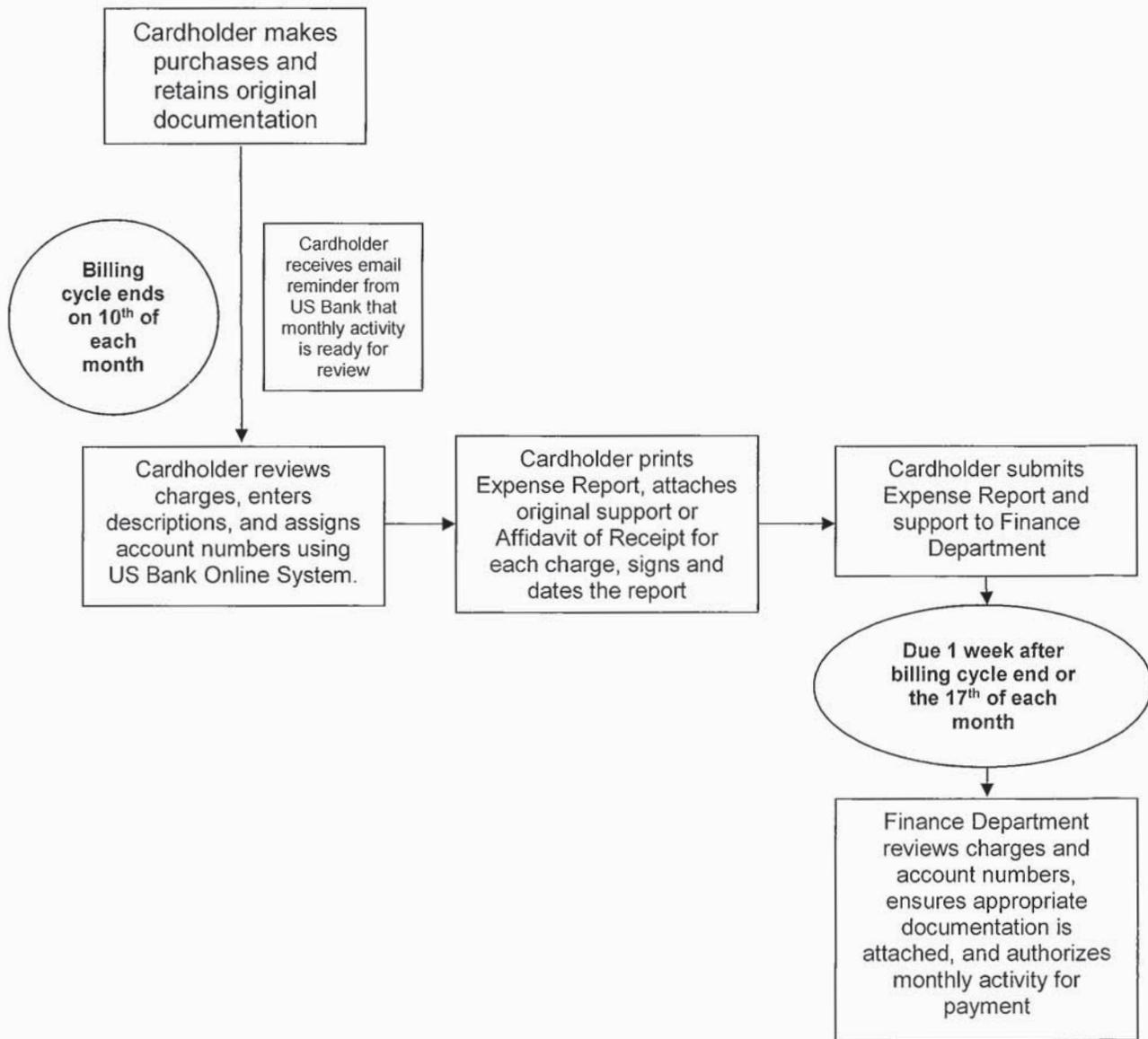
- A. Quick Start Guide – Quick introduction for City of Whitewater users to code and approval transactions on Access Online.
- B. [User Guide for Access Online Transaction Management](#)
- C. [Online Training for Access Online](#) – see 'Job Aid C' below for illustration on how to access when logging into Access Online.
- D. [P-Card Process Flow Chart](#)
- E. [P-Card Forms](#)
- F. [Frequently Asked Questions](#)

Job Aid C – locate online training for Access Online tool

The screenshot shows the US Bank Access Online interface. At the top left is the US Bank logo and 'Access Online'. On the top right are 'Chat With Us' and 'Log Out' buttons. The main content area is divided into a left navigation menu and a main content area. The navigation menu includes: Request Status Queue, Active Work Queue, System Administration, Account Administration, Transaction Management, Account Information, Reporting, Data Exchange, and My Personal Information. The main content area displays a welcome message: 'Welcome to Access Online STEVE HATTON' with the note 'Your last login was 08/23/2021'. Below this is a 'Message Center' section with a link to 'Message(s) from Access Online'. On the right side of the main content area is a 'Language Selection' dropdown menu set to 'American English'. At the bottom left of the main content area is a 'Home' link, and below it are 'Email Center', 'Contact Us', and 'Training' links. A box labeled 'Online Training' is placed over the 'Training' link, with an arrow pointing to it from the left. The footer contains the text '© 2021 U.S. Bank' on the left, 'Accessibility Policy' on the right, and a technical string 'R21.11.01b20211109-1053 col 6 11-11-2021 09:35:27 CST' in the center.

Note: The online training course includes audio, so turn on/up your speakers. If you have any questions, please contact the Program Administrator.

Job Aid D – P-Card Process Flow Chart



Purchasing Card Program

Job Aid E – P-Card Forms and Reference Material

The following forms are available in the internal forms directory:

- **Affidavit of P-Card Receipt:** Each purchase needs to have supporting documentation attached (i.e. receipt). The Affidavit of P-Card Receipt should be used when documentation is not available for a transaction. Excessive use of this form may result in revocation of the cardholder's purchasing card privileges.
- **New Card Request:** This form should be completed when requesting a card for a new cardholder. The form includes lines to indicate the restrictions on the card requested.

Definitions:

Cardholder: An employee that has been issued a purchasing card and is authorized to make purchases in accordance with these procedures.

Program Administrator: Individual responsible for issuing cards, providing training, and responding to questions related to the p-card program. (Currently Karen Dieter and Jeremiah Thomas as backup.)

Job Aid F – Frequently Asked Questions

1. When should I use my Purchasing Card?

In general, use your purchasing card to purchase goods or services from any vendor that accepts credit cards.

2. Can a co-worker use my Purchasing Card?

No, only the cardholder named on the purchasing card can authorize a purchase on the card. However, the card may be used to make purchases for an employee in your department.

3. What if my Purchasing Card is declined when making a purchase?

Your purchasing card purchase may be declined if the purchase you are making falls outside the parameters set-up for your card. Cancel the transaction and contact the Program Administrator as soon as possible.

Note: Be aware of the cardholder limits for your card to avoid a situation where your purchase might be declined.

4. What do I do if my card is lost or stolen?

If your purchasing card is lost or stolen, contact USBank immediately at 1-800-344-5696 and notify the Program Administrator immediately.

5. Who should I contact to resolve a disputed transaction?

If a discrepancy appears on your monthly statement, contact the vendor to resolve the matter. If you cannot resolve the discrepancy with the vendor, contact the Program Administrator.

6. What do I do if I need to return an item purchased with my purchasing card?

Contact the vendor directly and make arrangements for the return. Make sure that the returned item is credited to your purchasing card account. Cash refunds are not allowed under any circumstances!

7. What do I do if I was mistakenly charged sales tax on a purchase made with my purchasing card?

Contact the vendor directly and have the sales tax amount credited back to your account. If necessary, obtain a copy of the City's tax exempt certificate from the City's shared network drive under "\Finance\P-Card Forms and Docs".

8. What do I do if unauthorized charges appear on my account?

If you detect or suspect that your card has been used fraudulently, contact USBank immediately at 1-800-344-5696 and notify the Program Administrator as soon as possible. Under no circumstances should the notification take longer than five days.

9. What do I do to have my cardholder limits or MCC group changed?

Complete a Cardholder Request for Change Form, have your Department Head approve it, and submit it to the Program Administrator. Upon approval you will be notified when the requested changes become effective.

 City of WHITewater		Policy 501.05.01 Information Technology			
Owner:	Chief Information Officer	Approving Position:	Common Council	Pages:	8
Issue Date:	12-22-2011	Revision Date:		Review Date:	12-22-2021
Special Instructions:					

I. Policy

The purpose of this policy is to set forth general guidelines for the efficient, ethical and appropriate use of and prohibit inappropriate use of Informational Technology (IT) resources. All IT resources are the property of the City of Whitewater. Employees should not have any expectations of privacy and understand that the City can and will monitor use of all IT resources. The policy is meant to ensure that the use of IT resources among employees is consistent with City policies, all applicable laws and the individual user's job responsibilities. The policy is intended to confirm that all information composed, sent or received is and shall remain City property and it further enhances City-wide coordination and management of electronic communications and IT resources. This policy is intended to apply to all individuals who have authority to use City electronic communication and IT resources.

II. Guidelines

III. Procedures

A. Administrative

1. All employees will be required to sign the Information Technologies Policies and Standards agreement before using City IT resources.
2. Department heads will be responsible for ensuring this statement is signed and forwarded to Human Resources for placement in the personnel file.
3. Human Resources will thereafter obtain the required signoffs from all new employees hired by the City during employee orientation.
4. Department heads are considered to be the custodian of all information pertaining to their department as well as enforcement of this policy within their department.
5. Disciplinary action for violation of this policy may include, but is not limited to, verbal or written reprimand, suspension or termination.

Information Technology & Social Media

6. The department head, together with the City Manager, Human Resources and the Chief Information Officer will investigate reported violations to determine if any action is justified.

B. E-Mail

1. Applies to use of City e-mail services by City employees.
2. The City of Whitewater is the owner of all e-mail accounts and addresses in its registered domains.
3. All e-mail messages processed by the City's e-mail server become the property of the City of Whitewater.
4. City of Whitewater e-mail users have no right of ownership or expectation of personal privacy in their e-mail usage.
5. Encryption is prohibited on any documents or e-mail created on City IT resources, without prior approval by the Chief Information Officer.
6. The City reserves the right, without notice, to inspect, modify, return, reject, redirect or discard any e-mail message it receives, for any reason. The City reserves the right, without notice, to limit or restrict any individual's e-mail usage.
7. The City may place system-wide limitations on e-mail usage in order to protect the well-being of the City's e-mail infrastructure and ensure system availability and reliability for all e-mail users (e.g., maximum mailbox size, maximum message size)
8. All E-mail messages and attachments are centrally archived and indexed automatically upon arrival to the Exchange Email Server.
9. Any email remaining on the Exchange Server after a user has performed maintenance on their mail account will be removed after 180 days. For emails the user would like to keep electronically, older than 180 days, it is the user's responsibility to save these emails off of their email account and store them to a network folder (e.g.- G drive, I drive, etc.)
10. City e-mail services shall be used in accordance with all applicable Federal and State laws, City ordinances, policies, rules and regulations, and Administrative Instructions, and may not be used as a vehicle to harass or intimidate.
11. All users of City e-mail services are expected to conduct themselves in a professional and ethical manner.
12. City e-mail services are provided to employees for the purposes of study, research, service, and other activities, which must be in the conduct of official business or in support of the City's mission, with the exception of occasional personal use. Personal use shall be kept at a minimum.
13. Access to City e-mail services is granted to an individual by the City for that individual's sole use.

Information Technology & Social Media

- a. Users are authorized to access, use, copy, modify or delete files and data on their own accounts.
 - b. Users shall not perform any functions on another user's e-mail account.
 - c. Users shall not allow someone else to use their account(s) and/or password(s).
 - d. City e-mail users are responsible for their e-mail accounts and shall be held accountable if someone else uses their service with permission and violates this policy.
14. Subscription to mailing lists, "listservs," or other mass mailings is authorized only when used to conduct official City business.
- a. Non-work-related subscriptions to mass mailings are prohibited.
 - b. The City also reserves the right to unsubscribe any or all City e-mail addresses from said mailings.
15. Access to City e-mail services shall be permanently revoked upon employee termination or retirement.
- a. The City shall not forward e-mail messages addressed to terminated or retired City employees except to other City e-mail addresses.
 - b. The City shall not provide address verification, correction or forwarding to personal or non-City e-mail accounts or addresses under any circumstances.
16. User privacy is not to be violated.
- a. It is the responsibility of the user to protect their privacy.
 - b. Users shall not leave passwords where they can easily be found, share passwords with others, or leave confidential information on a screen where it could be viewed by an unauthorized person.
17. All City email accounts (and all City digital media) are subject to Wisconsin Open Records Law.
- a. While a majority of City records fall under Wisconsin Open Records Law, users should not assume that any message contents or data are automatically subject to public inspection under the Wisconsin Open Records Law.
 - b. There are exclusions to this law, and such message contents or data may not be forwarded, uploaded, or otherwise transmitted without appropriate approvals.
- C. Internet
1. This policy establishes appropriate use of City Internet access for City employees.
 2. The City of Whitewater provides employees access to the vast information resources of the Internet with the intention of increasing productivity.

Information Technology & Social Media

3. While Internet access has the potential to help you do your job faster/smarter, there is justifiable concern that it can also be misused. Such misuse can waste time and potentially violate laws, ordinances, or other City policies.
4. City Internet access is provided to employees for the purposes of study, research, service and other activities, which, with the exception of occasional personal use, must be in the conduct of official business or in support of the City's mission. Personal use shall be kept at a minimum.
5. Each City employee using the City's Internet access shall identify themselves honestly, accurately, and completely when corresponding or participating in online activities.
6. Employees have no right of ownership or expectation of personal privacy as to their City Internet usage. The City reserves the right to inspect any and all network traffic internet usage.
7. The City reserves the right, without notice, to limit or restrict any employee's Internet usage.
8. Offensive content may not be accessed, displayed, archived, stored, distributed, edited, or recorded using City network, printing, or computing resources.
 - a. Offensive content includes, but is not limited to:
 - 1) pornography,
 - 2) sexual comments or images,
 - 3) profanity,
 - 4) racial slurs,
 - 5) gender-specific comments,
 - 6) or any content that can reasonably offend someone on the basis of sex, race, color, religion, national origin, age, sexual orientation, gender identity, mental or physical disability, veteran status or any protected status of an individual or that individual's relatives or associates.
 - 7) Any content that may be interpreted as libelous, defamatory or slanderous is prohibited.
9. City Internet access shall not be used to:
 - a. conduct personal business,
 - b. play computer games,
 - c. gamble,
 - d. run a business,
 - e. conduct political campaigns,
 - f. for personal gain,

Information Technology & Social Media

- g. or to take part in any prohibited or illegal activity.
10. No employee may use City Internet access to post a message to an Internet message board, chat room, weblog, listserv, social media site, or other Internet communication facility, except in the conduct of official business.
 - a. The message must clearly identify the author as a City employee, by name, with the employee's official return City e-mail address or other contact information.
 - b. Any opinions expressed must include a disclaimer stating that the opinions are those of the author and not necessarily those of the City of Whitewater.
 11. Any software or download via the Internet may be used only in ways that are consistent with their licenses or copyrights, and only after review and approval by the City's Chief Information Officer.
 12. No employee may use the City's Internet facilities to deliberately propagate any virus, worm, Trojan horse, trap-door, or back-door program code or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user.
 13. Internet access from the City's networks is "filtered" using a third-party product/service. Access shall be limited or blocked based upon categories or protocols defined by the vendor of the product/service and the Chief Information Officer.
 14. Employees requiring access to blocked or limited sites in order to conduct official City business only may request an exemption from a site restriction using their network credentials. All overrides shall be reported (and are recorded) to the Chief Information Officer for review.
 15. Connecting to third-party instant messaging services (e.g., AIM, ICQ, MSN Messenger, Yahoo, etc.), is prohibited.
- D. Hardware and Software
1. Expedite the procurement process for City standard IT equipment.
 2. Any standard IT commodity purchase must be approved by the Chief Information Officer.
 3. The City is working to reduce the total cost of ownership of City information technology assets.
 4. Department heads will work with their staff and the CIO to establish appropriate technology implementation and they will consult with the CIO to ensure the equipment is compatible with the City's existing infrastructure.
 5. The CIO will approve all IT purchases without exception to ensure compatibility with current IT resources. This process anchors City information technology procurement standards and also promotes cost savings for the City.

Information Technology & Social Media

6. Installation of hardware and software by persons other than the CIO without prior authorization is prohibited. Employees shall use only hardware and software provided or approved by the City. Any suspected misuse of software shall be reported to the CIO.
7. All hardware and software inventories will be maintained by the CIO. If a user/department receives hardware or software directly, it will be given to the CIO immediately to be placed into inventory.

E. Network

1. Applies to all devices connecting to networks owned and managed by the City of Whitewater.
2. The City has made, and will continue to make, a significant investment implementing and information sharing infrastructure to meet the business needs of the City, the work requirements of employees, and the communication needs of the public.
3. The following policies are adopted to ensure the internal and external integrity and protection of the City's networks:
 - a. No non-City owned or managed platforms (PDAs, PCs, laptops, handhelds or any other devices capable of attaching to the network) will be directly connected through any means to the City's internal networks, without prior approval by the Chief Information Officer.
 - b. No remote connectivity or remote control software (e.g. PC Anywhere, GoToMyPC, etc.) will be used to connect to the City's network in any way unless approved in advance by the CIO.
 - c. No wireless device will be connected to the City's internal network unless approved in advance by the CIO.
 - d. All platforms approved by the CIO for connection to the City's internal networks will have the City's anti-virus and antimalware protection software.
 - e. User names and passwords created by the CIO shall provide internal network access. The requirements for complexity and formatting of these credentials will follow Microsoft's best practice policy for strong authentications. Users are not permitted to place personal passwords on local settings (e.g. screensavers).
 - f. All users shall log off of the network when they are away from their computer for any significant length of time and when they leave for the day. Per security policy, if the user's computer remains inactive for more than 15 minutes, the connection to the network will be locked. The user will have to unlock their workstation upon return to access the system. Users are responsible for properly safeguarding any administrative data such as logins and passwords, and are held accountable for any activity which occurs under their login name and password.
 - g. Anti-virus and antimalware software shall be loaded on all servers and workstations, and all programs, files, external storage devices, downloads, etc. are

Information Technology & Social Media

actively scanned during usage. If a user finds that any virus, corruption or damage has occurred, or is being reported, contact the CIO immediately.

- h. All of the City's servers and information contained therein shall be stored via tape backup on a daily basis. Backup media shall be stored in a secure, locked location on City premises and is managed by the CIO. Additionally, the media should be stored off-site in a secure facility at a minimum once per week. Media no longer used or needed shall be disposed of in the appropriate manner to ensure that data is not retrievable from the discarded media. Users are strongly encouraged to store data in the appropriate folders that are on the City servers so that it is not lost. Any data not stored in designated areas is not the responsibility of the City should it be lost or damaged.
- i. Electronic documents will be treated the same as paper documents with respect to City Ordinances (refer to City Municipal Code Chapter 15: Public Records Management) and Resolutions, Regulations, Administrative and Executive Instructions, and Schedules regarding document retention and disposition.

F. Phone, Fax, Cellular Phone, Photocopy Machines & Other Equipment

- 1. This policy ensures City telecommunications resources are used appropriately. City telephone equipment, cellular telephones, fax machines, photocopy machines, and equipment as outlined below are provided for official City business use only. As such, absent a clear and convincing exception, all landline, cell phone and fax numbers paid for with taxpayer dollars are to be made available to the public on request.
- 2. City employees are reminded that all messages, calls, files and user actions are subject to monitoring.
- 3. With the exception of occasional personal use, all use of City telecommunications equipment and services is for City business use only.
 - a. Personal calls should be made during an employee's break or lunch hour, except for necessary work-related situations such as unanticipated overtime or family emergencies.
 - b. Long distance personal calls should be charged to a personal credit card, 800 calling card, home number, or in the event a personal long distance call is made on City phones, the City shall be reimbursed.*
- 4. City fax machines and copiers are intended for business use. In the event that an employee uses this equipment for personal use, the employee shall reimburse the city for the actual cost of usage, and personal use shall be kept at a minimum.*
- 5. Directory assistance (411) calls should be kept to a minimum. Telephone directories are readily available throughout the City for outside numbers.
- 6. City employees that require cellular telephones to perform their essential job functions will be enrolled in a "calling plan" considered to be appropriate for their City

Information Technology & Social Media

business needs. Employees that are issued a cellular phone will sign the City Cell Phone Usage Agreement, and will abide by the rules set forth in the agreement.

7. Voice mail is for business purposes and all messages received are the property of the City. Messages should be deleted from the voice mail system as soon as possible. The City's voice mail system will automatically delete messages after 15 days.

*** Note: The actual cost of usage will be available on the respective City bill and reimbursement for personal usage can be set up through the Finance Department. It is the employee's responsibility to disclose personal use.**

G. Resource Usage

1. This policy applies to all data utilizing City IT Resources.
2. The City has and reserves the right to monitor, review, audit, intercept, access and disclose all information created, received or sent on City IT resources.
3. Information contained in the IT resources will only be disclosed to the extent permitted by law, for business purposes, or as needed to enforce the policy.
4. Authorized access to employee IT resources by other employees or outside individuals includes, but is not limited to, the following:
 - a. Access by the CIO during the course of system maintenance or administration, investigation or network slowdown, system hardware or software problems including software license compliance, general system failure, litigation or potential litigation.
 - b. Access approved by the employee, the employee's supervisor, or an officer of the City when there is a need to perform work or provide a service when the employee is not available.
 - c. Access approved by the employee's supervisor, the City Manager, or an officer of the City when there is suspicion of a crime or violation of a policy.
 - d. Access approved by the City Manager or the City Attorney in response to the City's receipt of a court order or request from law enforcement officials for disclosure of an employee's e-mail messages.
 - e. Confidential and misinformation – the release of untrue, distorted, confidential information, or the use of aliases, regarding City business, is prohibited.
 - f. Equipment, software, hardware or related peripherals are not to be removed from City premises without authorization from the CIO and appropriate Department head.

IV. Reporting

V. Job Aids



**Policy 501.05.02
City-Sponsored Social Media**

Owner:	PR & Communications Manager	Approving Position:	Common Council	Pages:	4
Issue Date:	11/18/2014	Revision Date:		Review Date:	
Special Instructions:	Have not completed Revision as of 04/27/22				

I. PURPOSE

The City of Whitewater will employ the use of social media tools to more effectively market the community to outside individuals and organizations, to ensure the broad distribution of accurate and timely information regarding relevant city-related issues, and to promote dialogue between community members and the City of Whitewater.

Social media shall include any and all tools used for external electronic communications including blogs, forums, microblogs, social networks, RSS feeds, and video blogs sponsored, produced, created, or maintained by the City of Whitewater for the purpose of representing the City of Whitewater. Social media shall not include email.

II. GUIDELINES

III. PROCEDURE

A. Rules

1. Under the direction of the City Manager, designated staff within the City will have access to social media tools for the purpose of sending official communications, notices, and updates to the general public.
2. All communications must be consistent with the mission of the City of Whitewater, and be distributed in accordance with existing guidelines and practices for the dissemination of public information (i.e. press releases, web postings, email lists, and newsletters).
3. Communications will be monitored for quality assurance purposes by the staff that is designated by the City Manager.

B. Accounts

1. The City of Whitewater will maintain one page/channel/account with each selected social media service per department.
2. Divisions of departments are permitted for specific topics when approved by the City Manager (example: Whitewater Aquatic & Fitness Center, Dementia Friendly/Seniors in the

City-Sponsored Social Media

Park are all divisions of Parks and Recreation).

C. Logos

1. Accounts maintained by City of Whitewater Departments should include the City logo in the profile picture, heading or cover photo as well as links to department pages (or blogs) on the City website, and other social media services used by the City.
2. The intent of such logo is to help create a brand for the City. All proposed City Department-specific pages must be approved by the City Manager. Such pages will be required to comply with all rules and guidelines as outlined in this policy.

D. Services

1. The City Manager, in consultation with the Chief Information Officer and Public Information Officer, will be responsible for selecting the social media services with which the City will register accounts.
2. Department Heads may request the use of additional services. The City Manager, in consultation with the Chief Information Officer and Public Information Officer, will be responsible for responding to such requests. If approved, designated staff will create a city department account with the service.

E. Open Records

1. For open records purposes, social media sites will need to be backed up on a quarterly basis, or more frequently as needed.
2. The City will comply with all applicable federal, state, and local laws and ordinances regarding public records and public communications.
3. A third party such as Archive Social may be utilized to assist with backing up materials and posts for open record use.

F. Content

1. Communications distributed through social media will serve as “ticklers” informing users of the latest news, changes, or updates, and provide a link referring users to the full content and other source materials on the website.
2. Releases and communications sent via a social media account should be related to content that has been posted on the City website unless used to gain additional followers to the social media account.
3. To better suit the use of social media tools and to facilitate resident communication, the website will be updated to include, RSS feeds (departmental and issue-specific), blog pages, and community calendars. In addition to department pages, communications will be posted to these pages and routed to the various designated social media services.

G. Comments

1. Official social media pages for the City of Whitewater will accept user comments.
2. If the comments are deemed in-appropriate by policy, then the staff maintaining that

City-Sponsored Social Media

social media site will back-up the social media site or comment and remove that comment(s).

3. Public users visiting official social media sites may also be directed to appropriate pages of the City's website where comments will be allowed.
4. Social media sites and City blog pages may allow for the posting of citizen comments in response to City communications.
5. Such comments will be accepted or rejected based on the following standard:
 - a. Citizen comments will be welcome on these sites.
 - b. Citizens wishing to post a comment through City Blogs will need to register in a manner similar to the registration/verification process used by most news media sites. Registration will not require personal identification to ensure the anonymity of the user.
 - c. Citizens wishing to post to social media sites will have their posts reviewed for appropriate content. If the post is in violation of this policy, then the content shall be backed up and deleted from the post.
 - d. The City will not allow to be posted the following comments:
 - 1) Personal attacks. Posts may express a user's opinion regarding a posted issue or a specific comment made about a posted issue, but posted comments cannot directly attack a specific person.
 - 2) Profanity or offensive comments regarding a person's race, gender, sexual orientation, disability, ethnicity, or religion.
 - 3) Encouragement of illegal activity.
 - 4) Specific support or opposition of an elected official(s). Users posting comments are welcome to support or oppose "The Council," but not individuals or specific groups of individuals on the Council.
 - 5) Campaigning. No user posts will be allowed to directly urge a Yes or No vote on ballot initiatives or directly endorse or oppose a Councilmember or candidate.
 - 6) Comments unrelated to the initial blog post. Posted comments must relate to the subject of the post.
 - 7) Advertisements related to posts, unless approved by the City Manager, in consultation with the Chief Information Officer and Public Information Officer.
 - e. Response to posted comments, when relevant, will be posted within the normal hours of operation by the staff assigned to the administration of those Social Media sites.
 - f. Response times to comments are encouraged to be within 24 hours of posting.
 - g. The City will hold a standard practice of allowing comments on a particular subject to remain visible on the website for a minimum of seven (7) days. However, the City reserves the right to close any posting at any time.

City-Sponsored Social Media

H. Monitoring

1. Access to social media tools will be monitored by the Public Information Officer and the Chief Information Officer under the direction of the City Manager or designee.
2. Only those individuals assigned with posting communications will be allowed to access social media tools. Said employees are to access city accounts only.
3. Use of social media for personal purposes by any employee in any department on city time or on the city's network is not allowed.

I. Private Use of Social Media

1. Employees may not attribute personal statements, opinions, or beliefs to the City of Whitewater when engaging in private use of social media.
2. Any person identified as an employee of the City of Whitewater on a publicly accessible social media site is expected to maintain a positive online image and conduct that is consistent with the Mission and Values of the City of Whitewater as well as the City's goals and objectives.
3. Employees may be subject to disciplinary action for internet postings that are inconsistent with the interest of the City, display conduct unbecoming of a City employee, or demonstrate disloyalty to the goals and objectives of the City.

IV. REPORTING

V. JOB AIDS.

		<p style="text-align: center;">Policy 501.01.15 Travel and Expense Reimbursement</p>			
Owner:	Finance Director	Approving Position:	Common Council	Pages:	7
Issue Date:	12/22/2011	Revision Date:		Review Date:	11-9-2021
Special Instructions:					

- I. PURPOSE - The City of Whitewater recognizes that board members, officers, and employees ("Personnel") may be required to travel or incur other expenses from time to time to conduct business. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of The City of Whitewater to reimburse only reasonable and necessary expenses actually incurred by Personnel. Advance reimbursement will not be given.

When incurring business expenses, The City of Whitewater expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend city money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

I. GUIDELINES

II. PROCEDURE

A. Expense Report

1. Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report.
2. The Expense Report, which shall be submitted at least monthly or within two weeks of the completion of travel if travel expense reimbursement is requested.
3. The Expense Report must include:
 - a. The individual's name

Travel and Expense Reimbursement

- b. If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of each organization-related activity during the trip.
- c. An itemized list of all expenses for which reimbursement is requested.

B. Receipts

1. Receipts are required for all expenditures billed directly to The City of Whitewater, such as airfare and hotel charges.
2. No expense will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).
3. A credit card receipt or statement may be used to document the vendor and date of an expense, provided other required details of the expenditure are fully documented

C. Organization Credit Cards

1. If a corporate credit card is issued to personnel for travel (and other) organization-related expenses, the requirements for regular expense reports, explaining charges, as described above under "Expense Reports" must still be met.
2. Charges may not be made for "Non-Reimbursable Expenditures" as described in section II. D.11.
3. Failure to meet the Expense Report requirements, or making of inappropriate charges will result in loss of the credit card.

D. General Travel Requirements

1. Necessity of Travel.
 - a. In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways in which The City of Whitewater will benefit from the travel and weigh those benefits against the anticipated costs of the travel.
 - b. The same considerations shall be taken into account in deciding whether the benefits to The City of Whitewater outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.
2. Personal and Significant Other Travel Expenses.

Travel and Expense Reimbursement

- a. Individuals traveling on behalf of The City of Whitewater may incorporate personal travel or business with their authorized travel; however, Personnel shall not arrange business travel at a time that is less advantageous to The City of Whitewater or involving greater expenses to The City of Whitewater in order to accommodate personal travel plans.
 - b. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by The City of Whitewater. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by The City of Whitewater.
3. Air Travel
- a. General. Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares.
 - b. Frequent Flyer Miles and Compensation for Denied Boarding. Personnel traveling on behalf of The City of Whitewater may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.
4. Lodging
- a. Personnel traveling on behalf of The City of Whitewater may be reimbursed at the single room rate for the reasonable cost of hotel accommodations.
 - b. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness.
 - c. Personnel shall make use of available government and discount rates for hotels.
5. Out-Of-Town Meals
- a. Personnel traveling on behalf of The City of Whitewater are reimbursed on a per meal basis at the following rates when they actually incur the cost of a meal.
 - 1) Breakfast: \$ 8.00
 - 2) Lunch: \$12.00
 - 3) Dinner: \$24.00
 - b. You will not be reimbursed for meals that are included in the price of a seminar, conference or training session you are attending or meals paid for or provided by others.

Travel and Expense Reimbursement

- c. Exceptions to the above limits may be made where available meal options require higher expenditures.
 - d. Exceptions will require a receipt, and must be approved by the City Manager of The City of Whitewater.
6. Ground Transportation
- a. Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:
 - 1) Courtesy Cars. Many hotels have courtesy cars, which will take you to and from the airport at no charge. Employees should take advantage of this free service whenever possible. Another alternative may be a shuttle or bus.
 - 2) Taxis. When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.
 - 3) Rental Cars. Car rentals are expensive so other forms of transportation should be considered when practical. Employees will be allowed to rent a car while out of town provided that the cost is less than alternative methods of transportation.
7. Personal Cars
- a. Use of an employee's personal automobile in the course of City business is permissible with prior approval of the department head
 - b. Personnel are compensated for use of their personal cars when used for city business.
 - c. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile.
 - d. In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.
8. Parking/Tolls
- a. Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on organization business will be reimbursed.

Travel and Expense Reimbursement

- b. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed.
 - c. On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.
9. Entertainment and Business Meetings
- a. Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures are approved in advance by the City Manager of The City of Whitewater and qualify as tax deductible expenses.
 - b. Detailed documentation for any such expense must be provided, including:
 - 1) Date and place of entertainment
 - 2) Nature of expense
 - 3) Name, titles, and corporate affiliation of those entertained
 - 4) A complete description of the business purpose for the activity including the specific business matter discussed
 - 5) Vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).
10. Other Expenses
- a. Reasonable city telephone and fax charges due to absence of Personnel from the individual's place of business are reimbursable.
 - b. Reasonable and necessary gratuities that are not covered under meals may be reimbursed.
11. Non-reimbursable Expenditures
- a. The City of Whitewater maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a city.
 - b. Expenses that are not reimbursable include, but are not limited to:
 - 1) Travel insurance
 - 2) First class tickets or upgrades
 - 3) When lodging accommodations have been arranged by The City of Whitewater and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by The City of Whitewater.

Travel and Expense Reimbursement

- 4) Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- 5) Traffic Fines
- 6) Limousine travel
- 7) Movies, liquor, or bar costs
- 8) Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization
- 9) Participation in or attendance at golf or tennis tournaments, NASCAR races or other sporting events, without the advance approval of the City Manager or his designee
- 10) Purchase or rental of golf clubs or any other sporting equipment
- 11) Spa or exercise charges
- 12) Clothing purchases
- 13) Business conferences and entertainment which are not approved by the City Manager
- 14) Valet service
- 15) Carwashes
- 16) Toiletry articles
- 17) Expenses for spouses, friends, or relatives. If a spouse, friend or relative accompanies Personnel on a trip, it is the responsibility of the Personnel to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request

E. Moving Expenses

1. The City Manager and/or Common Council may authorize reimbursement of all or a portion of reasonable moving expenses associated with a non-represented exempt employee's compliance with residency requirements which may include the following:
 - a. usual and customary household goods,
 - b. moving insurance on household goods,
 - c. usual hook-up on appliances and usual packing of household goods.
2. The City may or may not pay for the following moving expenses: Relocation expenses (i.e. hotel, motel, rental car, meals consumed during the time of travel, etc.)
3. Moving expenses may be provided only on the condition that the employee remains employed by the City for a minimum of two (2) continuous years.
4. Failure of the employee to meet this condition may result in the repayment of the moving reimbursement in full to the City.

III. REPORTING

Travel and Expense Reimbursement

A. Expense Report

IV. JOB AIDS

		<p style="text-align: center;">Policy 601.01 Appointment of Board, Commission and Committee Members</p>			
Owner:	City Manager	Approving Position:	Common Council	Pages:	4
Issue Date:	12/15/2020	Revision Date:	12/21/2021	Review Date:	12/21/2021
Special Instructions:	Municipal Ordinance 2.12.011 – Appointment of board, commission and committee members				

I. PURPOSE

To establish an open appointments procedure for members and alternate members of City Boards, Committees and Commissions.

II. GUIDELINES

III. PROCEDURE

A. Vacancy Notification

1. All vacancies will be posted on the city website, city social media accounts, and forwarded to media contacts.
2. Interested individuals may review information on how to apply to a board, committee or commission on the city’s website.

B. Applications

1. A standard application form shall be available for use by all applicants, including incumbents who wish to be reappointed. Applications are welcome to be filed at any time regardless of vacancies and will be kept on file for consideration for a minimum of one year.
 - 1) The Citizen Service Information Form is available electronically on the city’s website or by request to the City Manager and must be submitted by all applicants.
 - b. The completed electronic form is automatically emailed to the Common Council President and the Executive Assistant on behalf of the City Manager.
 - 1) All applicants will receive notification of each step of the process.

Appointment of Board, Commission and Committee Members

- c. The Executive Assistant shall print all applications for the City Manager and shall log the information in a spreadsheet.

C. Application Review

1. All applications are reviewed by the City Manager and Common Council President.
2. Applicants shall have resided in the City of Whitewater for at least three months unless specified otherwise by City Ordinance or State Statute. Note: -some boards, committees have restrictions as to who can serve.
3. The City Manager and Common Council President will determine which qualified applicants qualify for continued consideration.
 - a. The Executive Assistant, on behalf of the City Manager, will contact applicants who will not be moving along in the process.

D. Interviews

1. The Executive Assistant or City Manager's designee shall contact the applicants and schedule interviews.
2. Interviews may be virtual or in-person per the City Manager.
3. Applicants will be informed that they will be contacted concerning the status of their application after the Common Council makes the appointments.

E. Applicant Approval

1. The City Manager shall add the consideration of appointments to a Common Council agenda.
2. The City Manager and Common Council President shall provide recommendations for the positions and the Common Council shall appointment the members.
3. Applicants who are appointed shall be notified of the action and support staff shall be notified of the new appointees. Unsuccessful applicants shall be notified and thanked for their application.
4. The Executive Assistant or City Manager's designee shall update the board, committee and commission chart.
5. The Executive Assistant or City Manager's designee shall update the board, committee or commission web pages with the elected and citizen member information as follows:
 - a. Common Council
 - 1) Name
 - 2) Term expiration date
 - 3) Address

Appointment of Board, Commission and Committee Members

- 4) Phone number
 - 5) Email address
 - b. All other boards, committees or commissions
 - 1) Name
 - 2) Term expiration date
 6. Open member positions may be filled by an alternate member after review and recommendation by the City Manager and Common Council President and appointment by the Common Council.
 7. The city staff representative of the boards, committees or commissions or ex officio individuals who appoint members to a board, committee or commission, shall forward the appointments to the City Manager. These appointments include:
 - a. Landmarks Commission – one member to Birge Fountain Committee
 - b. Parks & Recreation Board – Chairman or designee to Plan and Architectural Review Commission
 - c. Parks and Recreation Board – one member to Pedestrian and Bicycle Advisory Committee
 - d. Public Works Committee – one council member or appointee to Pedestrian and Bicycle Advisory Committee
 - e. Plan and Architectural Review Commission – one member to Urban Forestry Commission
 - f. Parks and Recreation Board – one member to Urban Forestry Commission
 - g. Community Development Authority – one member to Whitewater University Technology Park Board
 - h. UW-Whitewater Chancellor may serve on or appoint a member to Parks and Recreation Board
 - i. The Whitewater Unified School District Administrator may serve or appoint a member to Parks and Recreation Board
 8. If a member of a board, committee or commission, other than a City Council member, has been appointed to that body as an ex officio member, that individual shall not be appointed by the body to serve as an ex officio member of a different board, committee or commission.
- F. New Member Orientation
1. All individuals who are newly appointed to a board, committee or commission are required to attend an orientation with the City Manager.
 2. The City Manager will determine if the orientation will be virtual or in-person.
 3. During the orientation, there will be a review of the Good Governance Manual and other information determined to be relevant by the City Manager.

Appointment of Board, Commission and Committee Members

G. Terms

1. All term lengths are noted in the City Ordinance or State Statute pertaining to each board, committee or commission.
2. Unless otherwise specified by City Ordinance or State Statute, no member of any board or commission shall serve more than two consecutive 5-year terms or two consecutive 4-year terms or three consecutive 3-year terms as applicable for that board or commission.
3. An incumbent may continue to serve beyond this period, until their replacement has been duly appointed.
4. An appointment to fill a partial term shall not count in the limits specified above.
5. Unless otherwise specified by City Ordinance or State Statute, an individual who has been replaced as a result of the maximum service limits shall be eligible for reappointment after they have been off the board or commission for a minimum of one year.

H. Meeting Participation

1. To ensure that voting members are well versed in the issues facing the board, committee or commission, regular attendance is mandatory.
2. In the event that a member fails to attend three consecutive, regular meetings or fails to attend at least $\frac{3}{4}$ of the regular meetings during the preceding twelve months, the Staff Support or Chair of the board, committee or commission may request that the City Manager initiate the replacement process for that seat.

IV. REPORTING

V. JOB AIDS

A. BC&C Applicant Communications & Timeline



Policy Job Aid

Board, Committee & Commission Applicant Correspondences and Timeline

1. Email sent after Citizen Service Information Form submission from website:

The message is sent immediately and the same message is used for all website forms.

“Your form has been submitted successfully. Thank you for your submission. We will respond to your inquiry as soon as we can.”

2. Email or letter (if no email) is sent after receipt of applications (electronically submitted or paper copies)

The message is sent the same day or day after receipt of the application.

“Subject: Receipt of Citizen Service Interest Form

Dear **(Applicant’s Name)**,

Thank you for the submission of your Citizen Service Interest Form to serve on a City of Whitewater board, committee or commission on **(Date)**. The Common Council President and City Manager will review all applications and you will be contacted in the near future to participate in a short virtual and/or phone interview.

(Name)

Executive Assistant

City of Whitewater

312 W. Whitewater St., Whitewater, WI 53190

(Phone) – (Email Address)”

3. Email or letter (if no email) is sent inquiring interview availability – (standing interview appointments monthly)

The message is sent after the Common Council President and City Manager review the applications during their regularly scheduled monthly meeting.

“Subject: Availability for Citizen Service Interview

Dear **(Applicant’s Name)**,

You submitted a Citizen Service Interest Form to serve on a City of Whitewater board, committee or commission on **(Date)**. Would you be available on **(Date and Time)** for a virtual interview with Common Council President Lynn Binnie and City Manager Cameron Clapper? The interview should last approximately fifteen minutes.

Appointment of Board, Commission and Committee Members

(Name)

Executive Assistant

City of Whitewater

312 W. Whitewater St., Whitewater, WI 53190

(Phone) – (Email Address)”

4. Email reply or letter (if no email) sent with interview date, time and virtual and/or phone access

The message is sent after receiving reply from applicant

“Subject: Re: Availability for Citizen Service Interview

Dear **(Applicant’s Name)**,

Please use the access code and/or phone number below for your interview scheduled for **(Date and Time)**. If you arrive prior to your appointed time you will be placed in a virtual waiting room or on hold. City Manager Clapper will then invite you into the meeting.

(Virtual meeting access)

(Name)

Executive Assistant

City of Whitewater

312 W. Whitewater St., Whitewater, WI 53190

(Phone) – (Email Address)”

5. Email reply or letter (if no email) to applicants after interviews

The message is sent the day after the interviews.

“Subject: Re: Availability for Citizen Service Interview

Dear **(Applicant’s Name)**,

Thank you for taking the time to interview with the Common Council President and City Manager for a position on a City of Whitewater board, committee or commission. Recommendations will be forwarded to the Common Council for final appointment. You will be notified of the outcome following the next council meeting.

(Name)

Executive Assistant

City of Whitewater

312 W. Whitewater St., Whitewater, WI 53190

(Phone) – (Email Address)”

6. Letter to applicants who are not appointed

Appointment of Board, Commission and Committee Members

The message is sent the day after Common Council meeting.

“Dear **(Applicant’s Name)**,

Thank you for your interest in serving on the City of Whitewater **(Board, Committee or Commission)**. The position has been filled, but we will keep your application on file and when an opening becomes available we will contact you to determine your continued interest.

Sincerely,

(Name)
City Manager

(City Manager initials/Executive Assistant initials)”

7. Email or letter (if no email) to appointed applicants

The message is sent the day after Common Council meeting.

“CC: **(Staff Support and Board, Committee or Commission Chair)**

Subject: Appointment to **(Name of Board, Committee or Commission)**

Dear **(Applicant’s Name)**,

On **(Date)**, the Common Council approved your appointment to the **(Board, Committee or Commission)**. City Manager Clapper asked me to extend his congratulations on your appointment and to let you know that you are filling a term which expires on **(Date Term Expires)**. You are then eligible to serve **(Number of Terms)**.

Your staff support is **(Name of Staff Support)** and they can be reached by phone at **(Phone Number)** or by email at **(Email Address)**.

You will be contacted shortly with information about attending an orientation for all new board, committee or commission appointees.

Thank you for your service to **(Board, Committee or Commission)** and City of Whitewater.

(Name)
Executive Assistant
City of Whitewater
312 W. Whitewater St., Whitewater, WI 53190
(Phone) – (Email Address)”

Appointment of Board, Commission and Committee Members

8. Email or letter (if no email) to appointees scheduling orientation

The message is sent within two weeks of appointment.

“Subject: Board, Committee & Commission Orientation

Dear **(Applicants Name)**,

City Manager Clapper would like to invite you to a virtual board, committee and commission orientation on **(Date & Time)**. During the orientation he will review the City of Whitewater Good Governance Manual. Use the virtual meeting link below to join the orientation. Special arrangements can be made for those who require an in-person orientation.

(Virtual meeting access)

Please reply to this message to confirm that you will be able to attend and if you need special arrangements.

Thank you.

(Name)

Executive Assistant

City of Whitewater

312 W. Whitewater St., Whitewater, WI 53190

(Phone) – (Email Address)”



Council Agenda Item

Meeting Date: December 6, 2022

Agenda Item: City Benefits Policy – Floating Holiday

Staff Contact (name, email, phone): Dan Meyer
dmeyer@whitewater-wi.gov
262-473-1371

Steve Hatton (policy owner)
shatton@whitewater-wi.gov
262-473-1380

BACKGROUND

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

The attached draft language has been added to City policy 401.02 – Benefits for Council review. The language was added based on feedback provided by Council at the November 15, 2022 Council meeting regarding a desire to add policy language outlining the floating holiday approval process.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

At the November 15, 2022 Council meeting, the Council requested further work by city staff to add policy language outlining the floating holiday approval process.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Recommend approval as written.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. City Policy 401.02 Benefits - DRAFT

		Policy 401.02 Benefits			
Owner:	Finance Director	Approving Position:	Common Council	Pages:	7
Issue Date:	12/22/2011	Revision Date:	11/28/2022	Review Date:	11/9/2021
Special Instructions:					

I. Policy

Benefits are approved by the Common Council and may be amended or deleted from time to time. See the Human Resources Department for additional information on the following benefits.

II. Guidelines

III. Procedures

A. Deferred Compensation Program

1. The City offers employees participation in both the Wisconsin Deferred Compensation Program (WDC) and the International City/County Management Association Retirement Corporation (ICMA-RC) Deferred Compensation Program to those employees that meet the Wisconsin Retirement System (WRS) eligibility definition.
 - a. Both programs provide eligible employees with the opportunity to set aside a portion of their annual earnings on a tax-deferred basis to supplement retirement income as regulated by Section 457 of the Internal Revenue Code.
 - b. Participation in a deferred compensation program is voluntary and is 100% funded by the employee.

B. Flexible Benefit Plan

1. The City offers employee participation in a Flexible Benefits Plan under Section 125 of the Internal Revenue Code to those employees that meet the Wisconsin Retirement System (WRS) eligibility definition.
2. The plan provides employees with an opportunity to set aside money on a pre-tax basis to pay for qualified health care and dependent care expenses.

C. Group Insurance

1. The City provides group health, life, and income continuation insurance benefits under the State of Wisconsin Public Employers Insurance Program to those employees that meet the Wisconsin Retirement System (WRS) eligibility definition.
2. The specific benefits provided are as defined and limited in the literature provided by the Wisconsin Department of Employee Trust Funds.
3. If the terms of the City's health insurance plan permit it, employees who are otherwise eligible for health insurance coverage may opt out of the plan or seek reduced coverage.
 - a. Employees receiving incentives through this buyout plan will be required to provide proof of health insurance coverage under another plan.
 - b. The following employees will receive the following payment incentives:
 - 1) Employees who are eligible for family health insurance coverage, but who choose not enroll in the City's program.
 - 2) Employees who are eligible for single coverage, but who choose not to enroll in the City's program.
 - 3) Employees who are eligible for family coverage but who elect single coverage
 - c. The supplemental payments are not wages for purposes of overtime or any other benefit calculated based upon earnings.

D. Retirement Plan

1. The City participates in the Wisconsin Retirement System (WRS) Plan.
2. Those employees that meet the WRS eligibility definition are automatically enrolled in the Plan.
3. The City will contribute 50% of the required annual WRS retirement contribution as defined by the Department of Employee Trust Funds.

E. Holiday Pay

1. The following holidays are recognized by the City as paid holidays:
 - a. New Year's Day
 - b. Spring Holiday
 - c. Memorial Day
 - d. Independence Day
 - e. Labor Day
 - f. Thanksgiving Day
 - g. Friday after Thanksgiving Day
 - h. Christmas Eve Day
 - i. Christmas Day
2. Employees also are granted one floating holiday that can be used at their discretion subject to their Supervisor's or Department Director's approval.

3. Department Directors may request that employees be granted floating holiday time in special circumstances (i.e. completion of training that required time outside of work hours, completion of training that is highly valued by the organization or community, completion of the City wellness program, etc.).
 - a. The request will be made by the Department Director to the City Manager using the Council Agenda Template with specific information detailing why floating holiday time is warranted. The City Manager may approve up to 8 hours of floating holiday pay per request.
 - b. If the City Manager denies the request, the Department Director may have the topic added to the next Common Council agenda as a closed session item for their review.
 - c. The Common Council will consider the request to provide a final decision as to whether the floating holiday is approved or denied.
4. The City Manager and/or City Council may determine other holidays.
5. Holidays falling on a Saturday will be observed on the Friday before the holiday and holidays falling on a Sunday will be observed on the Monday following the holiday, unless otherwise determined by the City Manager.
6. The holiday year begins January 1 and ends December 31 of each calendar year.
7. Employees who have a paid holiday fall within their regularly scheduled vacation period are entitled to another day of vacation outside of that period.
8. Employees on an unpaid leave of absence will not be entitled to holiday pay while on such leave.
9. An employee must work the scheduled work day before and after a holiday unless excused with pay, to be eligible for holiday pay.
 - a. Excused paid time off is approved:
 - 1) vacation
 - 2) compensatory time/flex time
 - 3) sick time
 - 4) funeral leave
 - 5) court leave (jury or witness)
 - 6) military leave (first two weeks only)
 - 7) absence resulting from an injury involving workers compensation (first four months only)
 - 8) where an employee would be on paid leave and a documented situation prevents their timely return to work.
10. Unless otherwise specified in an employment agreement, non-exempt employees who work on the observed holiday shall be paid at a rate of time and one-half; non-exempt employees who work on the actual holiday shall be paid at a rate of two times their regular hourly rate.

11. Regular full time and regular part time (pro-rated basis) employees are eligible for Holiday Pay.

F. Longevity Pay

1. Full-time, regular employees with three (3) or more years of continuous service will be eligible for longevity pay.
2. Semi-annual payments will be paid in June and December of each year. The basis for payments shall be:
 - a. Two percent (2%) of employee's current base pay after the completion of three (3) years of service,
 - b. Four percent (4%) of employee's current base pay after the completion of six (6) years of service,
 - c. Six percent (6%) of employee's current base pay after the completion of nine (9) years of service,
 - d. Eight percent (8%) of employee's current base pay after the completion of twelve (12) years of service, and
 - e. Provided that the total annual payment to any one individual shall not exceed \$1,000.
3. Employees with authorized leaves of absence, who return to City employment on or before the expiration date of said leave will be regarded as having continuous employment for longevity pay purposes.
4. Any individual whose employment with the City has been terminated for any reason except an authorized leave of absence after January 1, 1974, will be considered as a new employee upon return to City employment.
5. Any employee who reaches three, six, nine, or twelve years of service on or before March 31, and is on the payroll June 1st will be eligible for one-half (1/2) the longevity payment in June and for each successive semi-annual payment in December and June thereafter.
6. Any employee who reaches three, six, nine, or twelve years of service on or before September 30, and is on the payroll as of December 1st will be eligible for one-half (1/2) the longevity payment in December and for each successive semi-annual payment thereafter.
7. During the calendar year in which an employee retires under the City's retirement plan, he/she shall be entitled to receive, at the time of the semi-annual payment of longevity, a prorated portion of his/her longevity pay based on days worked.
8. "Current base pay" is defined as the amount of annual salary being received by the employee at the time the longevity payment becomes due and payable.
 - a. An hourly employee's base pay will be determined by multiplying the hourly rate times 2080 hours to determine the annual wage.

- b. Current base pay does not include overtime.
 - c. Longevity pay is taxable income.
9. This benefit does not apply to those employees who were:
- a. Hired on or after June 29, 2011
 - b. Promoted to an exempt status position on or after January 1, 2012.
 - c. Classified as exempt employees and hired on or after January 1, 2007; and
 - d. Those employees excluded from this benefit per their employment agreement.

G. Sick Pay

- 1. Regular full time and regular part time (pro-rated basis) employees shall be entitled to accumulate sick pay at the rate of one day for each month of continuous service.
- 2. In any event, sick pay accumulation shall not exceed twelve (12) days during any one calendar year.
- 3. Unused sick pay can be carried over into the subsequent calendar years for future use.
- 4. Employees hired on or before June 29, 2011 choosing to resign from service with the City after providing a minimum of two (2) weeks' notice, and after having worked for the City for a minimum of five (5) consecutive years are eligible to receive a cash payout of fifty percent (50%) of that entire employee's accumulated sick leave.
 - a. Accrual of sick days for this purpose shall be a maximum of one-hundred eighty (180) days. Therefore, the maximum payout of accumulated sick leave shall not exceed ninety (90) days.
- 5. If the separation of an employee meets the definition of retirement as defined in 204.07 Separation, the separating employee may choose to instead use their sick leave payout for the purchase of health insurance.
- 6. In case of the death of an active employee, the employee's survivors shall receive a cash payout of one hundred percent (100%) of that entire employee's accumulated sick leave.

H. Vacation

- 1. Vacation is intended not only to reward an employee for service to the City but also to provide employees with a break from their normal routine so that they may become refreshed and recharged before returning to work again. Therefore, pay in lieu of time off is not permitted.
- 2. Each eligible employee should take a period of time away from work, at least once a year.
- 3. Vacation may not be accumulated beyond the amounts authorized.

4. Regular full time and regular part time (pro-rated basis) employees are eligible to receive vacation.
5. All employees must have the approval of their Supervisor or Department Director in writing before beginning vacation. This will be done at least five (5) working days prior to the start of the vacation.
6. The minimum vacation time an employee may take at any time is one-half day (4 hours) in any one day unless otherwise approved by his or her Supervisor.
7. Employees may be required by their Supervisor or Department Director to take one vacation consisting of at least five (5) consecutive workdays during each calendar year of employment.
8. Vacation continues to accumulate while an employee is on regularly scheduled vacation, paid sick leave, paid military leave, or paid temporary disability leave through worker's compensation (for a period of four months or less).
9. An employee on a leave of absence for a time that is in excess of a paid benefit leave is considered on inactive status and not eligible to accrue vacation benefits during such absence, unless the leave is covered under the Family Medical Leave Act (FMLA).
10. Paid vacation following a leave of absence may only be authorized after the employee has returned to work for a period of time equal to that of the absence, up to a maximum of six (6) months. Further, a leave of absence cannot be extended by adding on accumulated vacation.
11. Vacation leave will be awarded on a calendar-year basis.
12. Regular full-time employees who are not otherwise bound by an employment agreement will be eligible for vacation time based on the following schedule:
Vacation Award by Years of Service
 - a. 1 year of service = 10 days
 - b. 3 years of service = 12 days
 - c. 5 years of service = 14 days
 - d. 8 years of service = 16 days
 - e. 10 years of service = 18 days
 - f. 12 years of service = 20 days
 - g. 15 years of service = 22 days
13. Upon completion of three months of continuous service with the City, new employees will receive vacation at a rate of 10/12 of a day per month employed in that calendar year, excluding the vesting period or first three months of employment.
14. Any employee leaving service to the City in good standing after giving two (2) weeks' notice in writing of such termination of employment will be compensated for

vacation accrued to the date of separation, provided said employee has served at least twelve (12) consecutive months prior to separation.

15. No employee will be permitted to waive vacation for the purpose of receiving double pay.
16. Employees who are transferred from one department to another will have their annual vacation credits transferred with them.

I. Workers Compensation Insurance

1. The City provides workers compensation insurance in the event of an injury that occurs while an employee is working.
2. Employees must report any injuries to their Supervisor or Human Resources immediately following the injury.
3. The specific benefits provided are defined and limited in the literature provided by the City's insurance company.

IV. Reporting

V. Job Aids



Common Council Agenda Item

Meeting Date: December 6, 2022

Agenda Item: 2023 Ride Share Program

Staff Contact (name, email, phone): Steve Hatton, shatton@whitewater-wi.gov, 262-473-1380

BACKGROUND

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

The city sponsors a shared-ride taxi program in an effort to ensure adequate handicapped-accessible public transport is available to residents. Whitewater contracts the operation of this service through an area vendor, Brown Cab. Under this arrangement, the city leases three vehicles on a subsidized basis to Brown Cab, who provides drivers and management oversight to operate the service within the City plus a one-mile radius of city limits.

As fares charged to passengers are not adequate to maintain this option as a viable independent service, the program relies on annual operating and capital grants from the Wisconsin Department of Transportation (WisDOT 85.20) and Federal Transit Administration (FTA 5311) to support the program. Any shortfall in funding from fares and WisDOT/FTA grants must be funded by the City. The City budgets for this support and accounts for all program revenues and expenditures funding in Fund 235. An overview of usage, fares, and support over recent years is attached.

The 2023 application is due by Noon on December 9th. Notable items:

1. The outsourcing contract is subject to a competitive bidding process every five years. Whitewater last issued an RFP in 2018 for 2019-2020 service. There are three additional one-year options to extend the service through 2023 before having to re-bid. Each option year continues the existing contract, but increases the contracted rate for the service by the August annual rate of inflation as determined by the Consumer Price Index for all items as published on the Bureau of Labor Statistics web site: <https://www.bls.gov/news.release/pdf/cpi.pdf>. The hourly cost for service charged by the vendor in recent years are outlined below along with the % change between contract years. The City has contracted for 8,079 hours of service in 2022, which translates into \$273,393. The new 2023 rate of \$36.65 translates into \$296,095 or an increase of \$22,702.

Contract Period	Contract Rate	% Chg vs. prior year
2019-2020	\$31.73	9.9%
2021	\$32.14	1.3%
2022	\$33.84	5.3%
2023	\$36.65	8.3%

2. Rates and schedule remain unchanged. Current rates are as follows:

Base Fare: \$3.25. Elderly/Disabled: \$2.25. Students: \$2.50. Agency: \$9.50. Additional Rider: \$2.25. All fares after 9:00 pm: \$3.25.

- Ridership has declined every year from 2012 – September 2019. The program then experienced growth in ridership through March 2020 before the impact of COVID. Farebox revenues again declined throughout 2020. 2021 recovered, but remained below 2019 levels. 2022 ridership has again declined due to Brown’s inability staff the full contracted schedule.

Declining ridership creates an increased reliance on local funding to support the shortfall in farebox and grant income to balance the Ride-Share budget. WisDOT dedicated CARES Act funding to cover decline in ridership for 2020 and 2021. WisDOT CARES funding was fully exhausted during 2022.

- The application for 2023 service assumes flat ridership vs. 2021, but an 18% increase vs. estimated 2022.
- Three vehicles are used to operate the service. All are handicapped accessible. Each requires 20% local funding with the balance coming from a Capital Grant under the FTA 5311 program. The 2016 was planned for replacement in 2023, but has been extended to 2024 due to lower use/mileage than forecast. Current fleet includes:
 - 2020 Dodge Grand Caravan (45,829)
 - 2019 Dodge Grand Caravan (69,827)
 - 2016 Ford E450 Mini-Bus (107,199)

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

11/20/2018: Common Council approved Brown Cab Service, Inc. as vendor for Ride Share program following public bidding process.

11/22/2022: Finance Committee recommended submission of 2023 program application for approval by Common Council at their December 6th meeting.

FINANCIAL IMPACT

(If none, state N/A)

All program revenues and expenditures are segregated and accounted for in Fund 235. The 2023 Fund 235 Budget reflects no local funding required, consistent with estimated full year 2022 results. The 2023 application reflects a \$61,536.25 local funding requirement based on flat ridership (vs. 2021), unchanged service schedule, increase in hourly rate to \$36.65, and exhaustion of state CARES Act funding. Should local funding be necessary in 2023, Fund 235 has adequate fund balance to cover the shortfall.

STAFF RECOMMENDATION

Approve submission of the grant application for the 2023 Ride Share program.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

- 2023 Ride Share Management Plan
 - Fare/Trip Trending
-

2023 Transit System Management Plan

APPLICANT

CITY OF WHITEWATER

ORGANIZATION INFORMATION

1. Municipal/tribal/county department responsible for administering and/or operating the transit service:
The City of Whitewater Finance department is responsible for administering the ride-share transit service. The primary person responsible is the Finance Director. The City Manager and Common Council are consulted on all fare/scheduling matters.
2. Name(s) of any third parties (contractors and/or public transit agencies) retained to provide transit service:
Service is contracted through Brown Cab Service Inc.
3. Name(s) of any third parties (contractors and/or public transit agencies) retained to provide marketing, advertising, maintenance, fuel or other goods or services:
Brown Cab Service Inc. provides all insurance/advertising/maintenance/staffing to operate the service. The City also promotes via social media and the City website.
4. Name(s) of any third parties (contractors and/or public agencies) retained to provide administrative services (e.g., compiling quarterly reports, submitting applications to WisDOT or FTA, hiring staff):
Reports are generated by the City of Whitewater finance department, with data provided by the contracted service provider, Brown Cab Service, Inc.
5. The municipality/transit commission/county will have a single audit conducted in 2023:
 Yes No
The City expects to meet the single audit requirement of expending > \$750,000 of federal funding in 2023.
6. For any system overseen by a transit commission, board of directors or transit advisory committee:
 - a. Frequency of commission/board/committee meetings:
The Common Council oversees all aspects of the ride-share transit service in Whitewater. The Council meets on the first and third Tuesday of each month.
 - b. Role(s) the commission/board/committee serves in administering the transit system:
 Sets policies
 Votes on fare increases/decreases
 Other (describe below) – Changes to scheduled service hours.

2023 Transit System Management Plan

c. Commission/board/committee members (identify all members, adding rows to table as needed):

Name	Company/Title	Phone	Term
Lisa Dawsey Smith	Council President	262-893-9407	Expires 2023
Carol McCormick	Aldersperson	262-473-5576	Expires 2023
Lukas Schreiber	Aldersperson	262-337-3760	Expires 2024
Brienne Brown	Aldersperson	512-297-8928	Expires 2023
Jill Gerber	Aldersperson	262-949-9370	Expires 2024
Gregory Majkrzak II	Aldersperson	262-751-5094	Expires 2023
James D Allen	Aldersperson	920-728-0626	Expires 2024

SERVICE DESCRIPTION

1. Service type(s) provided by agency's transit system (provide comments below checkboxes if needed)
 - Fixed route (no deviation)
 - Fixed route (deviation)
 - Demand-response (e.g. shared-ride taxi, door-to-door bus, paratransit)

2. Hours of operation for each service provided:
 - Monday-Wednesday (UWW Session)-7:00am-9:30pm
 - Monday-Wednesday (Non-Session)-7:00am-7:00pm
 - Thursday-Saturday (UWW Session)-7:00am-3:00am
 - Thursday (Non-Session)-7:00am-7:00pm
 - Friday-Saturday (Non-Session)-7:00am-2:30am
 - Sunday-7:00am-4:00pm

3. List of municipalities, counties, and other pertinent areas in which any fixed-route service stops, or any demand-response service picks up riders (be specific about type of service provided in each community):
 - Demand-Response service within the City of Whitewater and a 1 mile radius of the municipality.

4. Extent to which fixed-route service(s) will deviate (if applicable):
 - N/A

5. Scheduling and dispatching methods used for demand-response (shared-ride taxi and paratransit) services:
 - Whitewater shared ride taxi service provides dispatching only during the hours of operation for the demand response service. Pre-arranged pick-up times can also be scheduled by the dispatch center (during service hours).

6. Fleet summary (*all* vehicles used in service – including privately owned and/or funded):

2023 Transit System Management Plan

Vehicle Type	Vehicles Operating at Peak Service	Total Vehicles Available	Spare Ratio (Total - Peak)/Peak
Sedan			!Zen/aro Divide
Minivan	2	2	100.0%
Cutaway (mini-bus or medium bus)	1	1	100.0%
Heavy-duty bus			!Zero Divide
Other:			!Zero Divide
Other:			!Zero Divide
TOTAL	3	3	100.0%

Please do not enter values in the Spare Ratio column.

7. List of community events for which the agency provides transit services on an annual basis (i.e. county fairs, festivals).

N/A

8. List of all third-party requests for special event transit service outside of regular service hours (e.g. wedding reception, group shopping trip) in the past year (exclude services identified in any past application budget; add rows to table as needed):

Party Requesting Service	Type of Service Provided	Dates of Service ("x" if request was declined)	Amount Paid to Agency for Service
N/A			

SERVICE CHANGES FOR 2023

1. Detailed description of any change implemented after March 1, 2022, or planned for 2023 (including any increases or decreases in service hours, number of vehicles or drivers, or service area):

N/A

2. Date on which the change is to be (or was) implemented:

N/A

3. Reason(s) for instituting the change:

N/A

4. Statement indicating why the change is considered necessary to preserve or enhance the transit system:

N/A

5. Public input was considered in the decision to make the change:

Yes

No

N/A

2023 Transit System Management Plan

6. Projected impact of the change on CY 2023 operating revenues and expenses:
N/A
7. Summary of any significant service changes (e.g., switch from fixed-route to demand-response or public to private operation, expansion from municipal to countywide system) over the transit system's history (excluding changes already described in this section):
N/A
8. Summary of significant maintenance or construction needs for any transit facilities, and scheduled facility upgrades, or renovations scheduled for the upcoming year:
N/A
9. Expected progress towards a new transit facility over the upcoming year (if applicable):
N/A

FARES, COST ALLOCATION, REVENUE PASSENGER TRIP COUNTS

1. Passenger fare schedule effective January 1, 2023 (add table if needed):
Base Fare-\$3.25, Elderly/Disabled Fare-\$2.25, Student Fare-\$2.50
Agency Fare-\$9.50, Beyond Service Area-Base Fare plus \$2.25/mile
Wait Time-\$0.40/minute after 1st 3 minutes
Package Delivery-\$9.50, All Fares after 9:00pm-\$3.25
2. Anticipated changes in fare structure during CY 2023 or beyond:
N/A
3. One or more agency fares are in effect:
 Yes No
4. Description of agency fares in effect (including agency name, rate, and any associated administrative fees):
Iris: \$9.50
Inclusa: \$9.50
Community Cares: \$9.50
5. The agency has enacted a cost allocation plan:
 Yes No
6. For 2023, revenue passenger trips will be determined using (choose one):
 Actual count (e.g., automated fare counters, driver logs)
 Average fare method (estimated)

MARKETING AND ADVERTISING

2023 Transit System Management Plan

1. CY 2023 marketing and/or advertising plan description:
 - a) Promotional materials are posted in local grocery store, City Hall, various other locations, and via City social media.
 - b) No radio or television advertising-expensive compared to the end results.
 - c) Advertisement is on both exterior and interior of the vehicles.
2. Marketing tools or advertising methods used previously (whether successful or not):
N/A

TRANSIT SERVICE COORDINATION

1. Coordination with other transit service providers:
City of Whitewater works with various agencies to provide the most efficient cost-effective mode of transportation. The City strives to avoid unnecessary duplication of services.
2. Coordination with local social service agencies:
Coordination with local hospital, clinics and County social service agencies is an ongoing process.
3. Public outreach and engagement activities undertaken during the past year:
An LEP access plan has been established and a copy has been attached.
4. Recent coordination efforts with local businesses and business districts regarding commuter or other transportation service addressing employment or commerce needs:
N/A
5. Municipal, county or regional transportation coordinating committees on which a transit agency employee serves:
Operators of the taxi service are members of the TCC (Transportation Coordination Committee). They are also members of WATO and WURTA, along with other various associations.

SERVICE AND PERFORMANCE GOALS

1. Operating statistics and performance indicators for 2023-2026:

2023 Transit System Management Plan

Projected Operating Statistics				
	2023	2024	2025	2026
System Expenses	296,077	304,959	314,108	323,531
Passenger Count	19,100	19,390	19,680	19,975
Passenger Revenue	70,000	71,050	72,115	73,200
Revenue Hours	8,078.5	8,078.5	8,078.5	8,078.5
Population Estimate	14,929	14,929	14,929	14,929
Performance Indicator Targets				
	2023	2024	2025	2026
Expense/Revenue Hour	\$36.65	37.75	38.88	40.05
Expense/Passenger	\$15.50	\$15.73	\$15.96	\$16.20
Revenue/Expense Ratio	0.24	0.23	0.23	0.23
Passengers/Revenue Hour	2.36	2.40	2.44	2.47
Passengers/Capita	1.28	1.30	1.32	1.34
Revenue Hours/Capita	0.54	0.54	0.54	0.54

Please do not enter values in the Performance Indicator Targets section.

2. Explanation for projected increases or decreases in the above figures:
Estimated CPI of 3% (assumes reversion to longer-term averages)

3. Municipalities and counties used for service area population estimates for “per capita” calculations.

Municipality/County	Population Estimate
Whitewater/Jefferson	4,200
Whitewater/Walworth	11,573
Total:	15,773

Please do not enter a value in the Total row.

2023 Transit System Management Plan

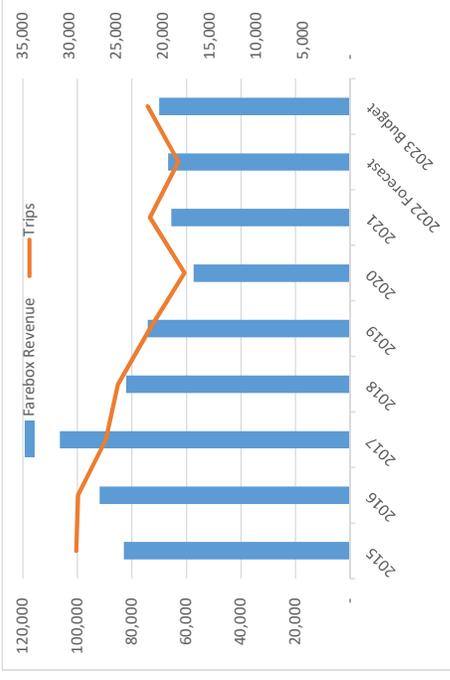
COMPLIANCE SITE REVIEW ELEMENTS

TRUE	FALSE	N/A	ITEM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		1. The agency has written documentation regarding general accounting practices, credit card usage, and cash management policies.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. The agency, if part of a municipal/county/tribal government, has a segregated transit account, and tracks each FTA and WisDOT grant balance to ensure no prior grant's funds are used for future operating or capital expenses.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		3. The agency has a procurement policies and procedures document, or has formally adopted WisDOT's procurement policies.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		4. The agency has a vehicle replacement schedule stating when each fleet vehicle will be replaced, and its four-year capital plan (as shown in the BlackCat grants management system) conforms to this schedule.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		5. The agency has a vehicle disposal guidance document, or has formally adopted WisDOT's disposal guidance.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. The agency has a facility maintenance plan to address how its FTA-funded facility and internal components are maintained to maximize useful life.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		7. An agency representative receives and reviews semi-annual vehicle maintenance reports, and annually inspects all fleet vehicles to ensure they are being maintained properly – even vehicles leased to or owned by a third-party provider.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		8. The agency has a completed Title VI plan, and it is visibly posted within the transit system facility, on the subrecipient's website, and in each revenue vehicle.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. The agency timely reviews quarterly invoices and operation reports from its third-party provider(s) to ensure service levels and expenses are consistent with the associated request for proposals (RFP) and annual service contract.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		10. The agency has written training manuals addressing Title VI, ADA, safety, and other requirements for operators, dispatchers and other staff, or has copies of those documents from its third-party provider.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		11. The agency's promotional materials, website, and ADA plan (for fixed route systems) all state that reasonable modifications to service will be made to meet the needs of individuals with disabilities.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		12. The agency has and applies a drug and alcohol testing policy for safety-sensitive employees (typically drivers and supervisors), and follows requirements under 49 CFR Parts 40 & 655. If the agency retains a third-party provider, it has received a copy of the provider's drug and alcohol testing policy.

Farebox collections

	2015	2016	2017	2018	2019	2020	2021	2022	2023
January	7,841	7,153	9,588	8,109	5,841	7,104	5,622	8,181	5,624
February	9,274	8,288	10,847	8,977	6,370	9,186	6,346	6,970	5,957
March	7,324	7,982	11,456	9,067	6,250	6,553	5,874	7,382	6,727
April	7,819	8,545	9,779	7,091	6,588	2,539	5,712	7,687	6,231
May	6,695	6,452	9,286	7,401	6,466	4,188	5,745	5,502	5,565
June	5,617	6,305	8,115	5,424	4,794	2,993	3,616	2,667	4,931
July	5,337	6,118	7,704	4,851	4,986	2,788	3,715	2,906	4,771
August	4,862	6,310	7,781	5,341	5,153	3,233	4,097	4,007	5,209
September	6,794	8,219	7,525	5,868	5,934	4,174	5,036	3,509	6,328
October	8,159	9,434	8,369	7,416	7,561	5,599	7,010	6,087	6,414
November	6,041	8,189	7,539	6,513	7,555	4,481	6,351	5,770	6,153
December	7,194	8,885	8,506	6,140	6,741	4,522	6,371	6,027	6,090
Farebox Rev	82,955	91,880	106,496	82,198	74,238	57,357	65,495	66,694	70,000
YOY Change		8,925	14,615	(24,298)	(7,961)	(16,881)	8,138	1,200	3,306

	2016 YOY	2017 YOY	2018 YOY	2019 YOY	2020 YOY	2021 YOY	2022 YOY
YTD Chg	(688)	2,435	(1,479)	(2,268)	1,263	(1,482)	2,559
YTD Chg	(1,674)	4,994	(3,349)	(4,876)	4,079	(4,322)	3,183
YTD Chg	(1,016)	8,468	(5,738)	(7,692)	4,381	(5,000)	4,691
YTD Chg	(290)	9,703	(8,427)	(8,195)	333	(1,827)	6,665
YTD Chg	(533)	12,537	(10,311)	(9,131)	(1,945)	(270)	6,422
YTD Chg	155	14,348	(13,003)	(9,761)	(3,746)	352	5,474
YTD Chg	937	15,934	(15,857)	(9,626)	(5,944)	1,280	4,665
YTD Chg	2,385	17,405	(18,297)	(9,814)	(7,864)	2,144	4,575
YTD Chg	3,810	16,711	(19,954)	(9,748)	(9,625)	3,007	3,047
YTD Chg	5,085	15,645	(20,906)	(9,603)	(11,588)	4,419	2,124
YTD Chg	7,233	14,995	(21,932)	(8,561)	(14,662)	6,289	1,543
YTD Chg	8,925	14,615	(24,298)	(7,961)	(16,881)	8,138	1,200
YTD Chg	8,925	14,615	(24,298)	(7,961)	(16,881)	8,138	1,200
YTD Chg							3,306



% Change vs. Same Month Prior Year

	2015	2016	2017	2018	2019	2020	2021	2022	2023 Bdgt
January		-9%	34%	-15%	-28%	22%	-21%	46%	-31%
February		-11%	31%	-17%	-29%	44%	-31%	10%	-15%
March		9%	44%	-21%	-31%	5%	-10%	26%	-9%
April		9%	14%	-27%	-7%	-61%	125%	35%	-19%
May		-4%	44%	-20%	-13%	-35%	37%	-4%	1%
June		12%	29%	-33%	-12%	-38%	21%	-26%	85%
July		15%	26%	-37%	3%	-44%	33%	-22%	64%
August		30%	23%	-31%	-4%	-37%	27%	-2%	30%
September		21%	-8%	-22%	1%	-30%	21%	-30%	80%
October		16%	-11%	-11%	2%	-26%	25%	-13%	5%
November		36%	-8%	-14%	16%	-41%	42%	-9%	7%
December		24%	-4%	-28%	10%	-33%	41%	-5%	1%
YOY Change		11%	16%	-23%	-10%	-23%	14%	2%	5%



Council Agenda Item

Meeting Date:	December 6, 2022
Agenda Item:	Citizen Committee Appointments
Staff Contact (name, email, phone):	John Weidl, jweidl@whitewater-wi.gov , 262-473-0104

BACKGROUND

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

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 vacant seats for boards, committees and commissions and have completed the necessary interviews.

Bruce Parker is currently an alternate on the Plan and Architectural Review Commission and was recently interviewed for the vacant regular seat.

The Equal Opportunities Commission (EOC) has discussed adding a Whitewater Unified School District (WUSD) representative to the EOC. WUSD Superintendent Dr. Caroline Pate-Hefty has recommended the District Multilingual Coordinator, Terilyn Robles, to serve on the EOC. As the Multilingual Services Coordinator for WUSD, Terilyn is versed in overseeing and providing programming that provides opportunities for immigrants and English as a Second Language (ESL) learners.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

None

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Recommend the appointment of the following individuals to the following committees:
Bruce Parker – Plan and Architectural Review Commission regular member
Terilyn Robles – Equal Opportunities Commission

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Board & Commission Vacancies

Board, Committee and Commission Openings as of 11/30/2022		
BC&C	# of Openings	Notes
Board of Zoning Appeals	3	3 alt members, Ken Kienbaum termed out in 2022, but still serving
Community Development Authority	-	
Community Involvement and Cable TV Commission	2	1 UW-W Student Rep, 1 Chamber of Commerce rep
Disability Rights Committee	-	
Equal Opportunities Commission	4	1 Possible WUSD rep, 3 reg member
Ethics Committee	-	
Landmarks Commission	-	
Library Board	-	
Parks & Recreation Board	-	
Pedestrian & Bicycle Advisory Committee	2	1 Parks & Rec Board rep, 1 reg member
Plan & Architectural Review Commission	2	1 reg member, 1 alt member
Police & Fire Commission	-	
Urban Forestry Commission	1	1 alt member
Whitewater University Tech Park Board	1	Nate Parrish termed out, but will continue to serve until replacement is found by new city manager
Total	15	