

City of
WHITEWATER

COMMON COUNCIL AGENDA

Common Council Meeting

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

Tuesday, January 17, 2023 - 6:30 p.m.

This will be an in person AND a virtual meeting.

Citizens are welcome (and encouraged) to join via computer, smart phone, or telephone.

Citizen participation is welcome during topic discussion periods.

You are invited to a Zoom webinar.

When: Jan 17, 2023 06:30 PM Central Time (US and Canada)

Topic: Common Council Meeting (Virtual and In Person Meeting)

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86784752416?pwd=NVIlnNXE0SHZqUkptNmRaV0c2V3lVdz09>

Passcode: 091570

Or Telephone:

US: +1 309 205 3325

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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 12/6 /22 and 12/20/22.	P. 1
CA-B	Acknowledgment of Receipt and Filing of: *CDA minutes of 11/17/22; - P. 21 *Library Board minutes of 11/21/22; - P. 24 *Plan and Architectural Review Commission minutes of 12/12/22; - P. 35 *Public Works Committee minutes of 10/11/22; - P. 37 *Whitewater Police Department 2022 third quarter report. – P. 48	
CA-C	Expedited Approval of the Following Items, per City Staff Recommendation: None.	

CITY MANAGER REPORT.

STAFF REPORTS: Proclamation honoring retiring Fire Chief, Mike Higgins.
Police Chief: Update on Immigration Advisory Attorney. – P. 58

*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:

R-1	Authorizing the sale of real estate at 424 Forest Avenue. (City Attorney Request)	P. 62
R-2	Amendment to 2023 Salary Resolutions to adjust for new Fire and EMT position salaries. (Finance Director Request)	P. 63
R-3	Authorization to submit grant application to Vibrant Spaces, to make improvements at the Whitewater Effigy Mounds. (Parks and Recreation Director Request)	P. 67
R-4	Resolution Urging State to Fix Broken System of Funding Critical Local Services. (City Manager Request)	P. 69

ORDINANCES: First Reading:

O-1	An ordinance repealing Section 2.70.010, City of Whitewater Employee Manual.	P. 70
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CONSIDERATIONS:

C-1	Presentation by Redevelopment Resources regarding Powers and Duties of a Community Development Authority; CDA functions; and Leadership of CDAs. (City Manager Request).	P. 71
C-2	Discussion and possible direction regarding Telecommuting Policy. (City Manager Request)	P. 82
C-3	.Discussion and possible direction regarding Governance Policy. (City Manager Request)	P. 116
C-4	Report on Spectrum Upgrade equipment and request for approval of \$9,000 expenditure for equipment. (City Manager Request).	P. 122
C-5	Approval of agreement with Veolia for Southwest water tower tank asset management. (DPW Director Request).	P. 123
C-6	Request for approval of Task Order with Strand Associates for water storage building design (308 N. Fremont Street).	P. 131
C-7	Request for direction relating to a Strategic Planning Process. (City Manager Request)	n/a

C-8	Councilmember Requests for Future Agenda Items and/or POLCO questions.	n/a
C-9	<u>EXECUTIVE SESSION.</u> Adjourn to closed session, <u>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.” Items to be discussed: 1) Negotiation of Agreement with Whitewater Unified School District relating to Whitewater Aquatic and Fitness Center; and 2) Negotiation of agreement with Verizon to lease ground and water tank space on new Southwest water tower. (to allow for installation of telecommunications system.	n/a
C-10	<u>Reconvene into Open Session.</u>	n/a
C-11	Possible appointment of two councilmembers to serve on committee tasked with negotiating new agreement for Whitewater Aquatic Center and Fitness Center. (WAFC Subcommittee)	n/a
C-12	<u>Adjournment.</u>	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.**

December 6, 2022

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

It was moved by Allen and seconded by Schreiber to approve the Council Minutes of 10/4/22, 10/18/22, 10/26/22, and 11/1/22; and to acknowledge receipt and filing of Community Development Authority Minutes of 10/20/22; the Irvin L. Young Memorial Library Board Minutes of 10/17/22; the Parks and Recreation Board Minutes of 9/28/22; the Plan and Architectural Review Commission Minutes of 10/10/22; and the Police and Fire Commission Minutes of 10/12/22. AYES: McCormick, Smith, Allen, Majkrzak. Brown, Gerber, Schreiber. NOES: None. ABSENT: None.

CITY MANAGER REPORT. City Manager Weidl highlighted several events in the City, thanked election workers for their assistance with the 11/8/22 election, and mentioned employment opportunities with the City.

STAFF REPORTS. None.

CITIZEN COMMENTS: Al Stanek, 415 Douglas Court, stated that the State of Wisconsin Payments for Municipal Services are payments by the State to municipalities that have State owned land within their jurisdictions. State land is tax exempt and the payments are intended to reimburse municipalities for services that would normally be covered by property taxes. These payments used to be dollar for dollar for lost revenue, but currently, the payments are about 35 cents for every dollar lost. Stanek would like to see the Council look into this problem to see if anything can be done about it. The State will be setting the payment amount in 2023 and would like to see that City research this issue.

Bradley Burt, a veteran and student at the University, asked the City to deny the VFW Post 5470 an occupancy permit for the Veteran's Center project, should the post reach its fundraising goal of \$500,000. Burt feels that the head of the Veteran's Services organization is intimidating and conspiring against him to prevent Burt from succeeding at the University.

FIRST READING OF ORDINANCE AMENDING CHAPTER 1.21.010 SCHEDULE OF DEPOSITS, AS IT RELATES TO UNNECESSARY OR PREVENTABLE CALLS FOR EMERGENCY SERVICES. Attorney McDonell stated that this establishes the dollar amount a ticket for an unnecessary call for service would be written for. Allen moved approval of amending Chapter 1.21.010 Schedule of Deposits. Brown seconded the motion. AYES: McCormick, Smith, Allen, Majkrzak. Brown, Gerber, Schreiber. NOES: None. ABSENT: None.

**FIRST READING OF 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 Allen, who moved its adoption. Seconded by Councilmember Brown. AYES: McCormick, Schreiber, Brown, Gerber, Majkrzak, Allen, Dawsey Smith. FIRST READING APPROVED: December 6, 2022.

John Weidl, City Manager

Michele R. Smith, City Clerk

FIRST READING OF ORDINANCE AMENDING CHAPTER 1.21.010, SCHEDULE OF DEPOSITS, AS IT RELATES TO VIOLATIONS OF THE CITY OF WHITEWATER GOLF CARTS ON PUBLIC ROADS. Attorney McDonnell said that this establishes the dollar amount a ticket for a golf cart violation could be written for. Majkrzak moved approval of amending Chapter 1.21.010 Schedule of Deposits. Brown seconded the motion. AYES: McCormick, Smith, Allen, Majkrzak. Brown, Gerber, Schreiber. NOES: None. ABSENT: None.

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 Majkrzak, who moved its adoption. Seconded by Councilmember Brown. AYES: McCormick, Schreiber, Brown, Gerber, Majkrzak, Allen, Smith. FIRST READING APPROVED: December 6, 2022.

John Weidl, City Manager

Michele R. Smith, City Clerk

SECOND READING OF ORDINANCE AMENDING “CLASS A” BEER AND LIQUOR LICENSE QUOTA (TO INCREASE FROM FOUR TO TWELVE). Allen moved approval of amendment, seconded by Schreiber. AYES: McCormick, Smith, Allen, Majkrzak. Brown, Gerber, Schreiber. NOES: None. ABSENT: None.

SECOND READING OF 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 Allen, who moved its adoption.

Seconded by Council Member Schreiber.

AYES: McCormick, Schreiber, Brown, Gerber, Majkrzak, Allen, Smith. NOES: None. ABSENT: None. ADOPTED: December 6, 2022.

John Weidl, City Manager

Michele R. Smith, City Clerk

FOX MEADOWS APARTMENT BUILDING MANAGEMENT PRESENTATION. (291 N Fraternity Lane). Jessica Peterson, Vice President of Accounting and Finance for BMOC, the management company supporting Fox Meadows, advised the Council on changes and improvements made in 2022, including installation of a camera system both in the hallways and outside of the building; installation of a key fob entry system, creating new parking permit requirements, initiating monthly inspections of apartments, and providing extermination services. Peterson stated that the company has implemented a two-strike policy with regard to lease violations. The company is working on translating their documents into Spanish to aid tenants with understanding of the rules and expectations of the facility.

In response to Councilmember McCormick’s question, Peterson stated that currently about 10% of the tenants are students but about 50% of the new applications are from students. Allen asked about the two strike policy and what happens after the second violation. Peterson explained that the first violation is a warning. The second violation results in a five day notice to stop or correct the violation, and if that doesn’t happen, an eviction process can be started. Peterson stated that violations are reviewed based on a lease term. Any violations during a single lease term would be added, but violations would start over in a new lease term. Allen said that all these changes and improvements are self reported, so the Council cannot verify information. Councilmember Brown asked when the steps and changes were implemented and if calls have decreased since that time. Peterson responded that implementation occurred in the last five months and that lease violation calls have decreased. She said that some calls that are not related to lease violations, such as familial and school issues, have not decreased, but those are beyond the scope of what the management company can change. Councilmember Brown said that she hasn’t been there in the last four or five months, but prior to that she had been to the property and the management office was always closed. She wondered if that had been changed. Peterson stated that it had; there are now regular management office hours. Councilmember Gerber appreciated the changes that have been made and how the management is working with the police department, social services, City and County. Gerber asked whether there were plans in 2023 for capital projects. Peterson explained that as a third party management firm, their business creates a budget and “wish list” each year, but the management company doesn’t control what projects get done at the property.

Police Chief Meyer said that he did not have any data regarding call volumes, but said that there has been a big improvement since the camera system was installed. He stated that the police are monitoring how the key fob system is working and expects that to make a difference, as well. Meyer asked how the management is addressing the overoccupancy of units. Peterson stated that the in person inspections have brought to light those issues. Two adults per bed is what is allowed on the lease. They currently have about three units that they are keeping an eye on. Councilmember Allen expressed appreciation to the management company for assisting with truancy issues.

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 Weidl stated that he is wanting to set direction rather than to do something and have to explain why it happened later. He is concerned that if the position is posted as the description stands, that he is unclear about how the Council views the reporting relationship of that position, specifically how to interact and move forward with the CDA. Weidl said that he understands that the previous City Manager and Economic Development/CDA Director did not see eye to eye as to reporting and when to work exclusively. Weidl would like to bring in someone with experience in economic development and CDA organizations to help answer some of the basic questions for him, including who should be involved in the interview process.

City Manager Weidl does not believe having the City Manager serve in that role is prohibited, but he believes it would be inappropriate. His intent is to take whatever decision the Council makes and go to the CDA next. Weidl believes that the City could benefit from counsel from someone who has no stake in the position, just to help the City Manager, Common Council, and CDA on how best to shape the position and determine the reporting authority.

Councilmember Allen stated that he would have preferred that this be taken to the CDA before it came to the Council. Allen stated that the CDA needs to look somewhat autonomous, but work with the City. Previously, the CDA Director was part of the management team. Matters that came through the CDA were discussed at a management level. CDA can't do anything on its own, it needs the City.

Weidl said that he came to Council because that is who the City Manager reports to. Weidl stated that he didn't intend on doing anything without talking to the CDA, even if it means coming back to the Common Council later. Weidl asked whether the CDA director reported to the City Manager or the CDA; who did the hiring; and what should be done going forward.

Councilmember Brown said that in her time working with the Council and CDA and seeing what is going on, is that it is a mess, and there needs to be more clarification. She was happy to see this item on the agenda. Allen said that there have been City Managers that have wanted to have their fingers in economic development or be CDA Director and that has been part of the problem. Weidl responded that he doesn't want that, but wants to get someone in the role who clearly understands the reporting relationship and shared expectations with the City, City Manager, and CDA.

Allen stated that currently, the CDA Director reports to the City Manager. Majkrzak agreed. Allen said that policies are set by the CDA but the day to day operations are reported to the City Manager.

Councilmember Smith stated that regardless of the course of action chosen, the community cannot spend time bogged down. Resident Jeff Knight, 405 Panther Court, stated that he is a former CDA Chair and member. Knight said that what he understood from reading the contract does not match what is being said

this evening, as it relates to what the consultant would be doing. He said that it is crucial that the Council understands what the CDA does and that the CDA maintains its independence. Knight believes the CDA must exist to remain active in economic development. Knight believes the bigger need is to manage the grants and loans. Knight thinks that the City has missed the window on housing. Knight also thinks that the Council should review how it sunsets board and commission members. He feels that the City is losing some historical knowledge that could be beneficial to the boards and commissions.

Councilmember Gerber noted that the City has already completed three housing studies. Weidl said that there will *not* be another housing study. What he is seeking is to create policies regarding housing development. Weidl questioned whether the City should invest in land, reimburse for infrastructure, or provide mortgage assistance. The intent is for the consultant to build the platform of expectations for a new director, so they know what they are expected to be doing.

Councilmember Gerber said she would like this matter to be presented to the CDA, then come back to the Council. Weidl said he would take this to CDA and bring back to the Council in January.

POLICE CHIEF UPDATE ON CITY'S MRAP VEHICLE STATUS, AND POSSIBLE DIRECTION REGARDING DISPOSITION OF VEHICLE

Chief Meyer stated that the MRAP, Mine Resistant Ambush Protected, vehicle was received by the police department in July 2019 as part of the US Department of Defense Law Enforcement Support Office (LESO) 1033 Program. This is the only equipment that the department has through this program. All sworn officers are trained in the operation of the MRAP vehicle. The MRAP has been deployed two times, for support during the 2020 riots in Kenosha, and for a call for service in the city involving a barricaded suspect with a firearm. There have been no restrictions on how the vehicle may be used, but starting January 1, 2023, new constraints are being imposed. The use of the vehicle will be restricted to disaster related emergencies, active shooter scenarios, hostage or search and rescue, and antiterrorism preparedness, protection, prevention, response, recovery, or relief. Meyer said that search warrants are not included in the list of approved uses. This means that the two times the MRAP was used would no longer be acceptable under this agreement. This limits the usefulness of the vehicle to the department.

There are three other changes in the program agreement. First is civilian governing body approval, which means that the Common Council would annually have to approve the police department's participation in the program. Second is public notice. Any new equipment requisitioned through the program, would have to be publicly noticed. Third is new training requirements. The agreement requires additional scenario-based training, including Constitutional and Community Policing Principles. Instructors would be required to have enhanced scenario-based training regarding use of the MRAP. Right now, the police department is not conducting the scenario-based training. Meyer said that the decision before the Council is how to move forward. Council can decide to sign the Defense Logistics Agency Memo, agreeing to follow the new constraints, or decline the agreement and work toward transferring the MRAP out of the department. Ideally, another agency will be found that wants the equipment. LESO will put out a nationwide data call to see if any agency would like the equipment. The police department would then work directly with the other agency to physically move the equipment to the other agency. If no one wants the equipment, we are responsible for getting it back to a specific military installation. Meyer doesn't know what installation that is. Meyer was told that it could cost up to \$10,000 to transfer the equipment to the installation. Staff recommends transferring the MRAP to another agency.

Councilmember McCormick asked if the MRAP was expected when it arrived. She stated that she thought it was a surprise that it was brought here. Meyer stated that the MRAP was requested, but there was a lack of communication. McCormick asked if the \$10,000 would depend on which military installation it has to go to. Meyer said that it could be that expensive. It came to us from Texas. Allen asked if Meyer has

checked with anyone from the National Guard Armory to see if they want it. Meyer said that he will, but he wanted to bring it to Council first.

Councilmember Brown asked if we could continue in the program if we get rid of the MRAP, if there is equipment that is a better fit for our community. Meyer stated that we could, but noted that the annual approval and public noticing would have to take place. Meyer said that there is not a lot of equipment that would be useful for the police department. Councilmember Gerber asked what the cost would be to keep the vehicle, just training? Meyer stated that training, maintenance, fuel, and some liability if the equipment was used and the staff not trained to a high enough standard. Gerber asked how the equipment would be transferred if an agency in say, California, wanted it. Would we drive it halfway and meet? Meyer stated that it would be transferred on a trailer. It came to the department on a semi trailer. Gerber asked that if no one wants the equipment, can the Council decide later to keep it? Meyer said it may be possible but he's not sure. Councilmember Allen said that the City doesn't have a lot of cost in it and he wouldn't mind seeing it go. Allen asked if there is night vision equipment or drones available through the program. Meyer said that they have access to some of that equipment through other agencies. A lot of the equipment available through the 1033 program has gone through its useful life in the military, that is why they are getting rid of it, so it may not be as useful to have. Allen restated that he would be happy to see it go. Gerber asked where the \$10,000 would come from if the vehicle needed to be transferred to a military installation, the police department or the general fund? City Manager Weidl said that before that cost was incurred, it would come back to the Common Council. Finance Director Hatton agreed and said the funds were not budgeted, so it would come back to the Council.

Majkrzak moved to decline signing the agreement and work toward transferring the MRAP to another agency. Smith seconded the motion. AYES: Majkrzak, Allen, McCormick, Brown, Gerber, Smith. NOES: None. ABSENT: Schreiber.

UPDATE ON WALWORTH COUNTY RADIO PROJECT, AND REQUEST FOR APPROVAL OF RADIO EQUIPMENT ORDER.

Police Chief Meyer stated that the Walworth County Sheriff's Department has been working on upgrading radio towers and equipment for several years. This project affects the radios used by police, fire/EMS, public works, and emergency government. The request before the Council is to upgrade the equipment to be compatible with the new system. Meyer indicated that much of the equipment the City departments are using is nearing the end of its life. Ordering new equipment now allow the City to piggyback on this project and allows the City to get the equipment at a lower cost.

Councilmember McCormick asked if Radicom is the only company the police department uses for radio equipment. Meyer said yes, because it is a very specific source. Smith thanked Chief for his efforts to keep the Council updated regarding this project, so they knew this was coming. City Manager Weidl stated that the order will be put in now, but not locked in. This is to piggyback on the County order to get better pricing.

Captain Todd Newman of the Walworth County Sherriff Department stated that the City must commit to the order by December 15 so they can piggyback on the County order, but payment will not be for a year or year and a half, when the City is ready to take delivery of the equipment. This is just to get the best price. Newman said that Radicom is not the only company that sells radios, but the ARPA funds to reimburse the municipalities for part of the costs are tied to a competitive procurement process, so as part of the contract they can only reimburse radios procured through Radicom. Newman indicated that they want the radios to be as identical as possible for ease of training and for interoperability, so that someone from one department can pick up a radio from another department and be able to use it. McCormick asked if this is part of the tower project. Newman said that it was.

Councilmember Gerber commented that she thought the Council just approved a purchase of radios for Fire/EMS, and now they are buying different ones. Finance Director Hatton stated that what the Council

recently approved was borrowing to reimburse the City for purchase made in 2021, for normal end of life replacement of radios. Weidl stated that the number of \$943,000 is close, but not the final number. Newman stated that the desire is for the City and County to have identical dispatch consoles, so that in the event of an emergency, one department can move operation to the other department and operate from there.

Councilmember Majkrzak stated that this is \$943,000 of the Capital Improvement Project budget that they are committing to in 2024. It is a good thing, but it is almost a million dollars of that budget. Weidl said that it may be possible to pre-fund part of the expense. Hatton stated that the original 2022-2023 budget only included the police department equipment for \$248,000. This is adding the Fire/EMS and public works to be on the same system.

Newman said that he believes that Fire/EMS was given the opportunity for grant funding for this, so there may be additional grant money to offset some of the cost. Allen asked if the service from Radicom will come out of McHenry. Newman indicated that Gencom purchased Radicom, so there is a wider service base. He thinks that the City will still see Radicom servicing, but won't speak for the company. Allen said that when calling 911 from a vehicle, you're not sure where the call will end up. Will this help with that issue.

Newman said that it would not, but there are other changes that the County is working on with the City. This is to upgrade to next generation 911 with the State Emergency Services Information Network, bringing 911 to two places in the County, here in Whitewater and at the County. The two will be redundant to each other to strengthen and prevent the 911 system from having problems. It also takes advantage of the next generation 911 technology which will eventually route calls via GIS. Right now, calls come into one place, the Sheriff's office, and calls are routed based on which tower your call bounces off of.

Allen moved approval of the radio equipment order. Schreiber seconded the motion AYES: Majkrzak, Allen, Schreiber, McCormick, Brown, Smith, Gerber. NOES: None. ABSENT: None.

DISCUSSION AND POSSIBLE DIRECTION REGARDING EMPLOYEE WORK HOURS/ATTENDANCE POLICY Councilmember Allen stated that he does not necessarily want to make changes to the policy, but post-Covid, he would like to see the managers back in the office. This is a service industry and people need to be in the office.

Councilmember Gerber said that her concern comes from coming to the Municipal Building and finding it closed at 4:30. She thinks the entire building should have consistent hours, not each window or department being different. For the citizens, she would like consistency. Councilmember Majkrzak wondered if there have been complaints about the hours or not being available. Allen stated in the past the hours have been until 5:00 pm, with summer hours until 4:30. Council approved these hours.

City Manager Weidl indicated that department managers have been using the language of the attendance policy to make changes to their department hours. Weidl wants to know if the Council would like to change the policy or are they asking to consider changing the policy.

Councilmember Gerber said that she would like to see the policy changed to make the hours, whatever those may be, consistent throughout the building. She said every department should have someone here during those hours. Allen said that in the past some employees have staggered hours to ensure coverage. Majkrzak would like justification for any changes. If there is a problem, let's address it, if not, move on.

Gerber thinks that this plays with employee morale for those who are working later hours than others. She thinks the policy should be consistent. Majkrzak thinks it is micromanagement. Gerber said she wants fairness among employees and consistency for citizens. Weidl said he can bring back language if he is given

clear direction. Brown wants consistency between the website and what's posted at the building. Allen doesn't want to take flex away. He wants Weidl to direct his managers to be in the office. McCormick said there should be someone in the office during all posted hours. Majkrzak has no issue with remote work. He said if changes are going to be made, consult with staff to see what their thoughts are. Majkrzak said to look at what the complaints are regarding hours and lack of availability before making any changes. Gerber said she is not opposed to remote work, as long as there is a policy. Weidl stated that he would make the website consistent, ensure counter coverage, and come back at a future meeting with how he intends to move forward, and start working on a remote work policy. Smith said that regarding work hours and attendance, we need to be consistent and acknowledge that we are in a service industry. We need to have an ongoing dialogue with the community making sure that we are meeting their needs from a service perspective.

DISCUSSION AND POSSIBLE DIRECTION REGARDING CITY OF WHITEWATER EMPLOYEE HANDBOOK.

City Manager Weidl is looking for direction as to what the Council would like done regarding the employee handbook. Gerber said that her concern was that she was told there was no employee handbook. She thinks the person meant a physical manual. Then she saw an email instructing employees to destroy old copies of the manual, as it is now an online manual. Her understanding was that Council has to approve the employee manual.

Attorney McDonell stated that it depends on the history. If the Council approved the document, they should approve the elimination of it, to avoid confusion. He indicated that it is best to research the history of how this was created.

Councilmember Gerber questioned what the employees should be following, this new online version, or the old paper one. Finance Director Hatton stated that the information in the two documents is essentially the same. The employee manual was implemented in 2011 and has not been updated since. The content of the manual has been broken out into individual policies to make it easier to update. The intent was not to change the content or practices.

Councilmember Gerber said she is ok with the online version then, but doesn't understand the template. Weidl stated that he has a document that defines all the terms and describes their uses and how one would go about creating a policy. He will provide that for the Council as a starting point. Gerber asked if there is a way to show that employees have read them, or sign off on them. Hatton explained how the Laserfiche software was used to create these policy documents. Weidl said that the policy governance document will be brought to Council to help explain the process and terms at the next meeting.

Smith would like to see the ordinance cleaned up. It specifically says that there is an employee handbook, which will need to be clarified. She would like clarification if the original employee handbook resolution needs Council action to reverse. She would like to see the policy that determines how policies are updated and reviewed, especially ones that require Council approval that have not been brought back, if they have been revised. Smith thinks some of the policies should be reviewed by a labor attorney, such as the social media policy, for legal updates. She would like to see a plan of how those policies would be treated and updated. The library and police department review their policies on a consistent schedule and the City should do the same. McCormick asked if new hires have access to the policies. Hatton said that they have access on the computer network, that they can print if they wish. Attorney McDonell said that the employee manual was adopted by ordinance, so it would need to be looked at to possibly change the wording.

REQUEST FOR APPROVAL OF AWARD OF A ONE-TIME FLOATING HOLIDAY FOR CITY EMPLOYEES COMPLETING SPANISH COURSE THROUGH IRVIN L YOUNG MEMORIAL LIBRARY.

Allen stated that the intent of his vote at the last meeting was not to forbid compensation to the police staff for completing the Spanish class. He wanted it to be fair for all City staff. Allen moved

approval of the floating holiday for completing the Spanish course through the Library. Smith seconded the motion. Brown asked if the City staff had Martin Luther King Jr. Day off as it is now a federal holiday. Human Resource Manager Atkinson stated that the Council had chosen not to extend that holiday to City staff. AYES: McCormick, Smith, Allen, Majkrzak. Brown, Gerber, Schreiber. NOES: None. ABSENT: None.

REQUEST FOR APPROVAL TO SUBMIT SHARED RIDE TAXI CAB GRANT APPLICATION.

Hatton stated that this application is required annually to receive State and Federal grant money to help fund this program. Brown moved approval of application submission. Majkrzak seconded the motion. Smith asked that as much of the marketing material as possible for the program be made available in Spanish for our residents. AYES: McCormick, Smith, Allen, Majkrzak. Brown, Gerber, Schreiber. NOES: None. ABSENT: None.

APPROVAL OF CANCELLATION OF JANUARY 3, 2023 COUNCIL MEETING. Allen moved approval of cancelling January 3, 2023 Council meeting. Schreiber seconded motion. AYES: McCormick, Smith, Allen, Majkrzak. Brown, Gerber, Schreiber. NOES: None. ABSENT: None.

APPROVAL OF APPOINTMENT OF BRUCE PARKER TO REGULAR PLAN COMMISSION SEAT (BRUCE CURRENTLY HOLDS THE ALTERNATE SEAT) AND APPOINTMENT OF TERILYN ROBLES TO THE EQUAL OPPORTUNITIES COMMISSION. Allen moved approval appointments as recommended by President Smith and City Manager Weidl. Schreiber seconded motion. AYES: McCormick, Smith, Allen, Majkrzak. Brown, Gerber, Schreiber. NOES: None. ABSENT: None.

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

EXECUTIVE SESSION. It was moved by Smith and seconded by Allen to adjourn to closed session ***NOT TO RECONVENE***, pursuant to Wisconsin State 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 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”. **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); 2) Negotiation of Agreements with Whitewater Unified School District, as they relate to the Whitewater Aquatic and Fitness Center 19.85(1)(c); and 3) Meeting with outside counsel and City Attorney to discuss legal update n Lux v. Whitewater. 19.85(1)(g).** AYES: Majkrzak, Allen, McCormick, Brown, Gerber, Smith. NOES: None. ABSENT: Schreiber. 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.**

December 20, 2022

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

It was moved by Majkrzak and seconded by Schreiber to the approve Council Minutes of 11/15/22 and to acknowledge receipt and filing of the following: Financial Reports for November 2022; Plan and Architectural Review Commission Minutes of 11/11/22; and Public Works Committee Minutes of 10/11/22. AYES: McCormick, Smith, Allen, Majkrzak, Brown, Gerber, Schreiber. NOES: None. ABSENT: None.

CITY MANAGER REPORT. City Manager Weidl highlighted events in the City including Shop with a Cop, Letters to Santa, and Stevie (the stuffed squirrel) hiding in the parks. He also reminded citizens about tree collection, winter parking regulations, snow and ice removal requirements, holiday hours for the Municipal Building, and employment opportunities with the City.

STAFF REPORTS. None.

HEARING CITIZEN COMMENTS. Chuck Mills, 336 S. Whiton St., commended the Council on it's work on the aquatic center pool. He stated that he feels maintenance, morale, and marketing have all improved. Mills wondered if it was an option, when the lakes are adequately frozen, to cut the weeds off at ice level, and haul them to the compost site. He thanked several of the Councilmembers for their work. He commented that this entire agenda was "about the bureaucrats" and he hopes to see at least one subject relating to the people on the next council agenda.

2023 SALARY RESOLUTION. Finance Director Hatton stated that an amended version of the Salary Resolution was given to the Council right before the meeting. He added that the only change from the one included in the packet backup material is the addition of the Administrative Assistant position for the Fire/EMS Department.

Human Resources Manager Atkinson said that as a City, we want our employees to be paid fairly. She noted it has become apparent through departures and recruitment that the City has not kept up with salary growth. In 2022, and continuing in 2023, the City is utilizing the Wisconsin Expenditure Restraint Program ("ERP") as a methodology for wage increases. The 8.2% increase incorporated into the salary resolution is based on the ERP. The items on the salary document that are shaded are the ones that have been changed or added.

The administrative assistant position added for the Fire/EMS Department has the same pay range as all the other administrative assistant positions in the City. Councilmember Brown stated that she has researched all of the highlighted wage ranges and they all look good, except for the Administration Intern position. The average wage that she found for that position is \$16.36/hour, and she would like to see that range increased to be in line with that average wage. Atkinson said that she could look into that. She stated that historically there have been paid interns, as well as unpaid interns who received college credit for the position. Weidl said that he would like to look at other communities and bring that item back at another meeting.

Majkrzak made a motion to approve the resolution as is, bringing back the intern position wage at another meeting. Councilmember Gerber stated that she is leery of the 8% increase. She wants to be competitive, but wages are adjusted every year, so she would prefer to stay at a 4% increase. Historically, she said, wages increase 0-2 or 3%. City Manager Weidl said that whatever the Council decides will be what is done, he just asks that whatever methodology they use, it is used every year. He wants consistency in the metric that is used each year.

Councilmember Smith asked if any other metrics were looked at to adjust ranges. Hatton said that in the past, the metric has always been internally focused. In 2022, he brought to the Finance Committee and then to Council for approval,

implementing a methodology that has been developed and put in place by the State, the ERP, as a measure of what is a responsible and controlled metric for spending. It is what the State uses to determine whether the City is eligible for the Expenditure Restraint Program, being a responsible level of growth and expenditure. It is third party and already developed. Hatton said he did not want to create something new, so that's what was moved to last year. Unfortunately, the economy and inflation are reflected in this year's number, and it has been seen in trying to recruit staff. Hatton said that this is to gauge various positions with what those wages are competitively in the marketplace, it does not indicate a wage action for existing staff. The 8.2% inflator does not translate into that wage treatment for all staff. What was budgeted for in the budget amendment was a 4% wage treatment. The change was to be connected to the outside world, not just to be focused on what our internal actions are.

Councilmember Gerber stated that this doesn't address benefits. If comparing to the outside world, government employees tend to have better health insurance when comparing rates from other places. Weidl stated that at the end of the day, we need a metric, whether it is CPI, ERP or something else. If the Council decides there is not enough support to pass what the staff recommends, he will take the next steps needed.

Allen said that he agrees with Gerber. In the real world, an employee gets a standard 3.5% raise, salaries don't get reevaluated every year. This costs taxpayers money. McCormick stated that seeing the .2% on the top of the page makes people think that everyone is getting that much of a raise. She thanked Hatton for clarifying it. She thinks 4% is more reasonable. Brown said that this is what the Council does when they raise salaries. It is just the range they are trying to agree on, not the individual wages. Weidl said that he is looking to be consistent, not arbitrarily choosing a number every year, rather having something measured to use. Majkrzak said that this is not increasing wages directly, it is giving staff the tools to be competitive when recruiting employees. AYES: McCormick, Smith, Majkrzak. Brown, Schreiber. NOES: Gerber, Allen. ABSENT: None.

City of Whitewater 2023 Salary Resolution

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 2023

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 2023 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, 2023:

Position	Department	Grade	FLSA Status	Minimum Hourly	Maximum Hourly	Minimum Annual	Maximum Annual
Accountant	Finance and Administrative	J	Non-Exempt	\$24.85	\$37.25		
Accounting Technician II	Finance and Administrative	F	Non-Exempt	\$18.79	\$24.22		
Activity Instructors	Parks and Recreation	B	Non-Exempt	\$8.66	\$12.29		
Activity Leaders / Lifeguards & WSI Aide	Parks and Recreation	B	Non-Exempt	\$10.01	\$13.68		
Administrative Assistant I - Utilities	Department of Public Works	F	Non-Exempt	\$18.79	\$24.22		

Administrative Assistant I- Neighborhood Services	Neighborhood Services	F	Non-Exempt	\$18.79	\$24.22		
Administrative Assistant I - Records Technician	Police	F	Non-Exempt	\$18.79	\$24.22		
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			\$37,831.91	\$50,377.13
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		
WAFC Manager	Parks and Recreation	I	Exempt			\$50,337.63	\$64,906.75
Assistant Library Director	Library	J	Exempt			\$54,272.22	\$69,978.00
Athletic Program Coordinator	Parks and Recreation	F	Exempt			\$37,831.91	\$50,377.13
Facility Maintenance I	Parks and Recreation	I	Non-Exempt	\$25.72	\$31.21		
Facility Maintenance II	Parks and Recreation	G	Non-Exempt	\$20.53	\$25.98		
FEMS Captain	Fire and EMS		Non-Exempt	\$15.80	\$15.80		
Captain	Police	O	Exempt			\$94,232.65	\$101,794.49
Administrative Assistant I-CDA	Administration	F	Non-Exempt	\$18.79	\$24.22		
Bailiff	Municipal Court	H	Non-Exempt	\$25.00	\$25.00		
Certified Instructors	Parks and Recreation	F	Non-Exempt	\$16.77	\$23.79		
Position	Department	Grade	FLSA Status	Minimum Hourly	Maximum Hourly	Minimum Annual	Maximum Annual
Chief	Fire and EMS		Non-Exempt	\$24.55	\$24.55		
Chief Election Inspectors	Administration	C	Non-Exempt	\$12.98	\$13.60		
City Clerk	Administration	J	Exempt			\$54,272.22	\$69,978.00
Clerk of Court (Part-time)	Administration	F	Non-Exempt	\$18.79	\$24.22		
Communications Coordinator	Police	I	Non-Exempt	\$22.77	\$31.25		
Community Service Officer	Police	D	Non-Exempt	\$12.02	\$17.84		
Comptroller	Finance and Administrative Services	L	Exempt			\$62,141.09	\$80,125.55
Customer Service Specialist	Library	E	Non-Exempt	\$15.20	\$19.61		
Administrative Assistant I- Deputy Clerk	Administration	F	Non-Exempt	\$18.79	\$24.22		
Desk Staff	Parks and Recreation	C	Non-Exempt	\$10.82	\$17.84		
Desk Staff Lead	Parks and Recreation	E	Non-Exempt	\$16.23	\$20.12		
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				\$86,449.98	\$110,734.78
Dispatcher / Records Communications Aide II	Police	G	Non-Exempt	\$19.71	\$24.05		
Dispatcher / Records Communications Aide I	Police	H	Non-Exempt	\$20.70	\$28.40		
Economic Development Director	Administration	L	Exempt			\$59,154.47	\$90,269.60

Election Inspectors	Administration	B	Non-Exempt	\$10.82	\$11.33		
EMS Transport Driver/Trainee	Fire and EMS		Non-Exempt	\$7.25	\$7.25		
Engineering Technician	DPW	I	Non-Exempt	\$25.72	\$31.21		
Executive Assistant	Administration	G	Non-Exempt	\$18.79	\$24.90		
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	\$5.00	\$5.00		
Fire Standby Weekends-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	K	Non-Exempt	\$29.33	\$35.74		
Finance and Administrative Services Director	Finance and Administrative	R				\$86,449.98	\$110,734.78
Fire Fighter	Fire and EMS		Non-Exempt	\$13.65	\$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	\$20.15		
GIS Analyst	Neighborhood Services	G	Non-Exempt	\$20.41	\$26.33		
Head Lifeguard	Parks and Recreation	D	Non-Exempt	\$13.41	\$17.84		
Human Resources Administrator	Finance and Administrative Services	G	Non-Exempt	\$18.79	\$24.90		

Position	Department	Grade	FLSA Status	Minimum Hourly	Maximum Hourly	Minimum Annual	Maximum Annual
Human Resources Manager	Finance and Administrative Services	K	Exempt			\$57,056.66	\$78,275.09
Intern	Administration	C	Non-Exempt	\$10.00	\$15.00		
IT Administrator	Finance and Administrative Services	N	Exempt			\$73,558.53	\$99,520.36
Lab Assistant	Wastewater	C	Non-Exempt	\$11.40	\$13.83		
Laborer I	Streets/Parks/Forestry	I	Non-Exempt	\$25.72	\$31.21		
Laborer II	Streets/Parks/Forestry	G	Non-Exempt	\$20.53	\$25.98		
Lead Operator	Wastewater/Water	K	Non-Exempt	\$29.33	\$35.75		
Library Director	Library	N	Exempt			\$70,007.06	\$90,269.60
FEMS Lieutenant	Fire and EMS		Non-Exempt	\$15.10	\$15.10		
Lieutenant	Police	M	Non-Exempt	\$38.17	\$38.17		
Laborer I - Mechanic	Streets/Parks/Forestry	I	Non-Exempt	\$25.72	\$31.21		
Media Coordinator	Public Relations and Communications	E	Non-Exempt	\$15.20	\$19.61		
Media Producer	Public Relations and Communications	D	Non-Exempt	\$11.18	\$17.84		
Neighborhood Services Director	Neighborhood Services	L	Exempt			\$68,154.36	\$92,209.63
Neighborhood Services Officer	Neighborhood Services	D	Non-Exempt	\$12.02	\$17.84		
Joint Services Officer	Neighborhood Services	D	Non-Exempt	\$12.02	\$17.84		
Outreach Services Specialist	Library	F	Non-Exempt	\$17.27	\$22.28		
Parks & Recreation Director	Parks and Recreation	N	Exempt			\$70,007.06	\$90,269.60
Patrol Officer	Police	K	Non-Exempt	\$28.99	\$34.02		
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	\$8.10	\$10.06		
Programming and Makerspace Librarian	Library	F	Non-Exempt	\$17.27	\$22.28		
Public Relations / Communications Manager	Finance and Administrative Services	I	Exempt			\$50,337.63	\$64,906.75
Recreation & Community Events Manager	Parks and Recreation	I	Exempt			\$50,337.63	\$64,906.75
Rental Attendant ³	Parks and Recreation	I	Non-Exempt	\$27.05	\$27.05		
School Resource Officer (SRO)	Police	L	Non-Exempt	\$35.71	\$35.71		

Seasonal Laborer	Streets/Parks/ Forestry	C	Non-Exempt	\$11.18	\$17.36		
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		
Position	Department	Grade	FLSA Status	Minimum Hourly	Maximum Hourly	Minimum Annual	Maximum Annual
Adult Program Coordinator	Parks and Recreation	F	Exempt			\$39,754.57	\$49,461.75
Sports Officials ³	Parks and Recreation	G	Non-Exempt	\$20.00	\$25.00		
Streets, Parks & Forestry Superintendent	Streets/Parks/ Forestry	N	Exempt			\$70,007.06	\$90,269.60
Support Services Manager	Police	K	Exempt			\$56,615.16	\$76,597.51
Technical Services Specialist	Library	F	Non-Exempt	\$17.27	\$22.28		
Tournament Manager	Parks and Recreation	E	Non-Exempt	\$15.20	\$19.61		
Vacant Grade		N	Exempt			\$77,876.23	\$100,417.11
Vacant Grade		O	Exempt			\$81,943.11	\$104,961.88
Vacant Grade		P	Exempt			\$91,204.72	\$116,825.19
Wastewater Specialist II	Wastewater	G	Non-Exempt	\$20.53	\$25.98		
Wastewater Specialist I	Wastewater	I	Non-Exempt	\$25.72	\$31.21		
Wastewater Operator / Lab Technician	Wastewater	J	Non-Exempt	\$25.72	\$33.09		
Wastewater Plant Superintendent	Wastewater	N	Exempt			\$70,007.06	\$90,269.60
Water Laborer II	Water	G	Non-Exempt	\$20.53	\$25.98		
Water Laborer I	Water	I	Non-Exempt	\$25.72	\$31.21		
Water Operator	Water	J	Non-Exempt	\$25.72	\$33.09		
Water Superintendent	Water	N	Exempt			\$70,007.06	\$90,269.60
WIAA Sports Officials ³	Parks and	P	Non-Exempt	\$35.00	\$65.00		
Youth Educational Services Librarian	Library	G	Exempt			\$44,938.93	\$57,944.30

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
3. Paid per game/event

Resolution introduced by Councilmember Majkrzak, who moved its adoption. Seconded by Councilmember Brown. AYES: McCormick Schreiber, Brown, Majkrzak, Smith. NOES: Gerber, Allen. ABSENT: None. ADOPTED: December 20, 2022.

John S. Weidl, City Manager

Michele R. Smith, City Clerk

SECOND READING OF ORDINANCE AMENDING CHAPTER 1.21.010 SCHEDULE OF DEPOSITS, AS IT RELATES TO UNNECESSARY OR PREVENTABLE CALLS FOR EMERGENCY SERVICES.

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 Majkrzak, who moved its adoption. Seconded by Councilmember Schreiber. AYES: McCormick, Schreiber, Brown, Gerber, Majkrzak, Allen, Smith. NOES: None. ABSENT: None. ADOPTED: December 20, 2022.

John S. Weidl, City Manager

Michele R. Smith, City Clerk

SECOND READING OF ORDINANCE AMENDING CHAPTER 1.21.010, SCHEDULE OF DEPOSITS, AS IT RELATES TO VIOLATIONS OF THE CITY OF WHITEWATER GOLF CARTS ON PUBLIC ROADS.

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 Majkrzak, who moved its adoption. Seconded by Councilmember Schreiber. AYES: McCormick, Schreiber, Brown, Gerber, Majkrzak, Allen, Smith. NOES: None. ABSENT: None. ADOPTED: December 20, 2022.

John S. Weidl, City Manager

Michele R. Smith, City Clerk

SEWRPC REPORT ON HOUSING IN WHITEWATER. City Manager Weidl stated that he found the draft of this report on his desk in paper form when he started with the City. Upon discovery, he called SEWRPC to see what was preventing the City from moving forward to a final format. SEWRPC supplied a list of items they still needed. Those requests have since been handled. City Manager Weidl is looking for the Council to acknowledge that this report exists as a tool in the City arsenal. The report reviews all of the housing studies that have been done, defines what you can do with TID money, and offers realistic options for how to allocate money for affordable housing.

Ben McKay from SEWRPC gave a brief overview of the report which was completed in 2020. At that time, the City was looking into extending a TID. The report addresses land use data, development opportunities, housing stock, demographic and economic characteristics, and population and household projections. This data showed that there could be a demand for up to 1400 housing units by 2040 based on the comprehensive plan, which could include multi-family or smaller single-family homes. Also addressed is the process of extending a TID, possible uses for the funds from the TID extension, and existing programs available for those funds. Councilmember Brown asked whether there is more recent data from the American Community Survey since the completion of the 2020 census, and how we could get updated information. McKay said that an update could be done, but didn't think it would make a big difference in the report.

REDUCTION OF HOURS OF OPERATION OF CITY-OWNED STREET LIGHTS. Allen requested that this item be pulled from the agenda and referred to the CDA Board.

REQUEST FOR APPROVAL OF AGREEMENT WITH DIGICORP OF WAUKESHA, WISCONSIN, TO PROVIDE ASSISTANCE IN INFORMATION TECHNOLOGIES DEPARTMENT. With the opening of the Information Technology position on August 19, a new administrator position was created and recruited. Digidcorp has served as the City's backup vendor since the installation of the telephone system in 2015. The current pre-paid contract with Digidcorp has been exhausted. The need for supplemental support is anticipated to be higher in the first year of the new staffing. It was moved by Majkrzak and seconded by Brown to approve the agreement with Digidcorp. AYES: Majkrzak, Allen, McCormick, Brown, Gerber, Smith, Schreiber. NOES: None. ABSENT: None.

REQUEST FOR APPROVAL OF TASK ORDER 22-14 WITH STRAND ASSOCIATES, RELATING TO WELL NO. 7 MODIFICATIONS. It was moved by Allen and seconded by Schreiber to approve a task order with Strand Associates, for a sum not to exceed \$30,000, to review modifications for Well #7. AYES: Majkrzak, Allen, Schreiber, McCormick, Brown, Smith, Gerber. NOES: None. ABSENT: None.

HONORING MARTIN LUTHER KING DAY AS A HOLIDAY FOR ALL ELIGIBLE CITY EMPLOYEES. It was moved by Schreiber and seconded by Brown to authorize a paid holiday for all eligible city employees, in honor of Martin Luther King Day. AYES: McCormick, Schreiber, Brown, Gerber, Majkrzak, Allen, Smith. NOES: None. ABSENT: None.

UPGRADE OF VACATION FOR ALL ELIGIBLE CITY EMPLOYEES ATTAINING 25 YEARS OF SERVICE. It was moved by Majkrzak and seconded by Brown to increase paid vacation time by three days, to those employees attaining 25 years of service. The current maximum vacation for those employees is 22 days, and approval would increase the number of days to 25. This currently affects about seven city employees. AYES: McCormick, Schreiber, Brown, Gerber, Majkrzak, Allen, Smith. NOES: None. ABSENT: None.

AUTHORIZING CITY STAFF TO SIGN ACCESS EASEMENT & ESTOPPEL CERTIFICATE RELATING TO SALE OF LSP PLANT. It was moved by Allen and seconded by Schreiber to authorize an access easement and estoppel certificate with regard to the co-generation plant located on Highway U. AYES: McCormick, Smith, Allen, Majkrzak. Brown, Gerber, Schreiber. NOES: None. ABSENT: None.

UPDATE REGARDING CDA DIRECTOR/ECONOMIC DEVELOPMENT DIRECTOR POSITION. City Manager Weidl reported that he has spoken with the Community Development Board, and they are unanimously supportive of bringing in a consultant to guide the CDA through the process of training and developing a reporting structure and selection process for the next CDA Director.

FUTURE AGENDA ITEMS AND/OR FUTURE POLCO QUESTIONS. Councilmember McCormick suggested that a POLCO question be put forth regarding the Starin Park water tower. Councilmember Allen requested information as to when the twenty-five day vacation days were approved for the WPPA; Councilmember Allen asked that a letter be submitted to the State representatives regarding the Spectrum local access channel. Allen suggested that the City incorporate Alan Luckett in the submission, and Allen stated that Spectrum is holding various communities hostage by not providing the needed equipment updates. Councilmember Allen also asked for an update on getting city staff back to work in person in the office. City Manager Weidl indicated that there is no policy for getting people back and that a telecommuting policy is pending. Weidl indicated there is nothing to authorize him to enforce in-office work. Councilmember Smith requested a School Board subcommittee update as it relates to the aquatic and fitness center.

EXECUTIVE SESSION. It was moved by Smith and seconded by Allen to adjourn to closed session ***NOT TO RECONVENE***, pursuant to Wisconsin State 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”. **Items to be Discussed: 1) Potential Sale of Business Park lot located on corner of Prospect and Endeavor, to David & Goliath.** AYES: Majkrzak, Allen, McCormick, Schreiber, Brown, Gerber, Smith. NOES: None. ABSENT: None. The regular portion of the meeting adjourned at 7:43 p.m.

Respectfully submitted,

Michele R. Smith, City Clerk



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

MINUTES

Thursday, November 17, 2022 at 5:30 p.m.

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

1. Administrative Items.

- a. **Call to Order:** Chair Patrick Singer called the meeting to order at 5:30 p.m.
- b. **Roll Call:** PRESENT: Jim Allen, Lisa Dawsey-Smith, Joe Kromholz, Jason Gleason, Patrick Singer, Jon Kachel; ABSENT: Jake Gildemeister; STAFF PRESENT: Steve Hatton (Finance Director), Wally McDonell (City Attorney); Bonnie Miller (CDA Administrative Assistant); GUESTS: Choton Basu representing Slipstream LLC.
- 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.

- 2. Presentation:** Dr. Choton Basu of Slipstream LLC offered a presentation regarding the status of their business operations, specifically their StriveOn app. The tag line for the app is "Tour Guide in Your Pocket" that showcases immersive local experiences that make a community unique. The app provides the ability to conduct geo voting for people attending a particular event. For example: People attending RibFest at the Fairgrounds in Elkhorn can vote for their favorite ribs, favorite motorcycle, etc. Voting is limited to a specific geo location so that voting is only available to a person who is within the specific geo location (as opposed to someone voting from Texas for example). Program Rebuild was started by group called Project Impact in South Bend. Project Impact is an Intentional Collaboration Program created to help people in low income groups participate in a business plan competition who are not part of the mainstream South Bend competition. The business continues to grow and evolve.

- 3. Approval of Minutes:** Moved by Kachel and seconded by Kromholz to approve the Minutes of the October 22, 2022 CDA Board Meeting. AYES: All by voice vote (6); NOES: None; ABSENT: Gildemeister.

- 4. Review and Acknowledge Financial Statements:** Hatton stated that the CDA is in surplus for the operating fund year to date and slightly in deficit year to date in the programs fund largely due to the East Cravath house. Moved by Kromholz and seconded by Dawsey-Smith to acknowledge the Financial Statements for period ending October 31, 2022. AYES: All by voice vote (6); NOES: None; ABSENT: Gildemeister.

5. Action Items:

- a. **Discussion and possible action regarding status of \$30,000 Action Fund Loan under Loan Agreement between the CDA and Fine Food Arts LLC dated December 29, 2021.** Singer stated that operations have the Black Sheep have ceased, they are selling their food truck and there are no employees there. Discussion ensued to ensure that the CDA will be in a position to recoup the loan funds. City Attorney McDonell that while payments are not currently due, information was received that the business was no longer operation. After review of the loan documents, it was Attorney McDonell's opinion that the loan is currently in default, which puts the CDA in a position to declare all sums under the Note due and payable immediately. Attorney McDonell recommended that staff send notice to the borrower accelerating the payments and proceed to file a lawsuit against the business and Mr. Stinson personally to recoup the loan or as much as possible. A UCC-1 Financing Statement has been filed with the Department of Financial Institutions on behalf of the CDA. Attempts to contact Jay Stinson by voice mail and email failed to get a response. Moved by Kromholz to follow Attorney McDonell's recommendation and direct staff to put him on notice and authorize filing of lawsuit at Attorney McDonell's discretion; motion seconded by Gleason. Roll Call Vote: AYES: Kachel, Singer, Gleason, Kromholz, Dawsey-Smith, Allen; NOES: None; ABSENT: Gildemeister.

6. Updates and Discussion:

- a. **Economic Development Activity Report.** Hatton updated on two items: Bowers House project on Main Street work going on and working with Greg about conditions of the Grant and advance last portion \$25,000 remaining loan funds. Marquardt is working to ensure comply with the City responsibilities as to the other match requirements of the community such as stormwater and water and sewer laterals to the building. Miller is working on reporting requirements to ensure compliance under the State's WEDC Program. Staff continues to work with a site selection firm named Incentis for a potential manufacturer to come to town. Incentis has submitted information to Ehlers to evaluate that proposal on our behalf to see what type of support the project warrants consistent with our TID Policy. They continue to refine that request and analysis based on updated construction information received this week. As that analysis is complete, it will be brought back with a recommendation with Ehlers support. Hatton reported that the Economic Development Team consists of John Weidl, Brad Marquardt, Chris Bennett and himself. We did have a site visit from the actual business behind the site selection, which business is a manufacturing firm relocating from the suburban Chicago area. Staff received positive impact from the site selector after the visit.

7. 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.)

8. **Adjournment.** Moved by Allen and seconded by Dawsey-Smith to adjourn the meeting. AYES: All by voice vote (6); NOES: None; ABSENT: Gildemeister. Meeting adjourned at 6:04 p.m.

Respectfully submitted,

Bonnie Miller, Recorder

Minutes approved at Board Meeting on December 15, 2022.

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, November 21, 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 6:35 p.m.

Present: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Jaime Weigel

Absent: Kathy Retzke

Staff: Stacey Lunsford, Sarah French, Diane Jaroch

Guests: Dave Stone

2. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on October 17, 2022*
- b. Acknowledgment of Receipt of Financial Reports*
- c. Acknowledgment of Payment of Invoices for October 2022*
- d. Acknowledgment of Receipt of Statistical Reports for October 2022*
- e. Acknowledgment of Receipt of Treasurer's Reports*

MSC Anderson/Diebolt-Brown to approve the Consent Agenda.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Jaime Weigel

Nays: none

3. 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.

4. Old Business

5.I. Library Building Project

- The Campaign Planning Committee held its first meeting on Thursday, November 3.
 - Stacey shared the that group went over marketing materials at the meeting and made revisions.
 - Next meeting will be on November 29th at 7 PM
- The 100 Extraordinary Women Committee held their first meeting on Wednesday, November 16.
 - Stacey reported that the committee went over marketing materials at the meeting. They also decided that money raised would go to outside area/wi-fi.
 - Next meeting will be held on November 29th at 5:30 PM.

5.II. Library Contribution Agreement

- Jim and Julie Caldwell have pledged money to the Capital Campaign and have requested an agreement for the disbursement of the funds.
- Stacey brought the agreement to the Board seeking approval.

MSC Diebolt-Brown/Orlowski to approve the Library Contribution Agreement.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Jaime Weigel

Nays: none

5.III. Discussion of The Land Acknowledgment Statement Process

- Jaime updated the Board on the recent work on the Land Acknowledgement Statement. She and Sarah French decided to reach out to Tribal leadership to seek their input via formal letter and asked board members if they thought the letter should be signed by the Board, the Library, or both.
- Stacey recommended reaching out to the City first and Brienne offered to do that.
- Since the letter had not been written yet, Jaime offered to bring it back next month for the Board to review before sending it.

5. New Business

5.I. Review and Approval of Draft Revision of Public Concerns About Library Resources Policy

- Stacey made a couple of style changes, corrected the title of the Youth Educational Services Librarian and added one additional rule that has been suggested by the library system.
- Board suggested adding wording to specify that only residents of the area served by the library, specifically those residing in Rock, Walworth, and Jefferson Counties, are allowed to submit reconsideration forms.

MSC Weigel/Diebolt-Brown to approve the Public Concerns About Library Resources policy as amended.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Jaime Weigel

Nays: none

5.II. Review and Approval of Draft Revision of Request for Reconsideration of Library Resources Form

- This is tied to the Public Concerns About Library Resources Policy and has been updated and revised to meet current system recommendations.
- Board suggested adding the following wording to the form: "The complainant must complete the form in full and sign it."
- Discussion took place regarding adding a statement about disinformation.
- Stacey will bring back a revised draft next month for the Board to review.

5.III. Review of Library Director Evaluation Policy and Procedures

- As there are several newer board members, the Board reviewed these documents.
- The Board reviewed the timeline and it was noted that there is a discrepancy between the dates listed on the procedure and the ones written on the policy.
- Stacey will send out a director evaluation form for the Board to complete. Board members will need to complete the evaluation and mail it back to Jennifer Motszko.
- The Library Performance Evaluation Committee will meet in the next month to review the process. Members include Jennifer Motszko, Brienne Diebolt-Brown, and Sallie Berndt. Brienne agreed to set up that meeting.

5.IV. Approval of the 2023 Annual CAFE Addendum

- This is the addendum we sign each year to update our member agreement with the CAFE consortium

MSC Anderson/Diebolt-Brown to approve the Library's member agreement with the CAFE consortium.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Jaime Weigel

Nays: none

5.V. Review of The POLCO Summer Reading Program Survey

6. Staff & Board Reports

6.I. Director's Report ~ see attached

- Library Legislative Day will be held in February. If anyone is interested in attending, a group can ride together.

6.II. Adult Services Report ~attached

- Dianne reported that no one has checked out a State Parks pass yet as part of the "Check Out WI State Parks" pilot program. The program will run through March. It will be featured in the display case in the near future to help promote it.

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

- Sarah has received a lot of positive feedback on the Spice of the Month Club.

6.I.V. Board Reports

- Trustee Training Week reports
 - Doug reported on the 'Making Sense & Cents of Building Projects' webinar; he found that our library has met all of their recommendations already.
 - Jaime reported on the webinar titled 'Materials Challenges and Your Library from the Trustee Table.'
 - Several of the recommendations were addressed already tonight in the Public Concerns about Library Resources policy and Reconsideration of Library Resources Form.
 - It was also stressed in the webinar that the role of Board members is to respect the work of the trained, professional staff and give them the space needed to do their work.
 - Other recommendations included allowing only a three-minute speaking period in meetings for residents served by the library and not allowing passages from materials to be read aloud, as they would be taken out of context and,

therefore, could be misunderstood.

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

7. Board Request for Future Agenda Items

- 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 December 19, 2022 at 6:30 p.m. Adjourned at 7:47 p.m.

Comments in the Chat Box:

- none

Minutes respectfully submitted by Jaime Weigel on November 22, 2022

DIRECTOR'S REPORT
November 21, 2022

I. ADMINISTRATION

- a. Seven work orders were submitted in October.
 - i. Request to reinstall Shoretel voice message application shortcut on circulation computers.
 - ii. Request to install new battery in the clock located in the periodicals area.
 - iii. Request to troubleshoot camera on staff laptop that was not working.
 - iv. Request to replace the dead Universal Power Source in the basement for the library network.
 - v. Request to troubleshoot a public laptop that was not powering on.
 - vi. Request to repair the power strip that had pulled away from the wall, located in the Makerspace behind the 3D printer.
 - vii. Request to troubleshoot a staff computer that was reacting sluggishly and making loud troubling noises.

II. BUDGET

- a. The amended 2023 City budget passed at the November 15 Common Council meeting.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. I am continuing to weed in the Children's Picture Book area.

V. PUBLIC AND COMMUNITY RELATIONS

- a. None.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I attended the November 11 Alliance of Public Libraries meeting in Oconomowoc. The group voted to continue our current database subscriptions: AncestryLibrary, Morningstar Investments, Consumer Reports, and NovelistPlus. We discussed book challenge sessions at the Wisconsin Library Association annual conference and what individual libraries are doing to update their policies, training, and procedures. Library Legislative Day in February was brought up. This is in "ask" year so it is important that library staff and trustees show up to talk to their legislators about the importance of fully funding the library system budgets.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. The end-of-the-year review will be on the December agenda along with discussion of activities for 2023.
- X. CAPITAL CAMPAIGN**
- a. I have a demonstration set up with Bloomerang, a donor management software company. This is the product that was used by Watertown Public Library for their successful capital campaign.
 - b. I have been working with the graphic designer to incorporate the suggested changes to the campaign brochure. A draft will be ready for the next campaign planning committee meeting scheduled for Tuesday, November 29.

Adult Services Report November 2022

Report:

The pilot program, "Check Out Wisconsin's State Parks", which we were invited to participate in, finally launched on November 9th. The park passes and accompanying materials did not arrive in time for us to launch the program on the anticipated November 1st kick off date. So far no one has checked out a pass.

I assisted Stacey and Sarah with the redesign of our new website.

The scavenger hunt in the children's area this month is Dinosaurs on the Loose, in honor of Dinovember.

Collection Development:

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

I created four book displays for adults and four book displays for children and young adults for the month of November. One of the displays I created in the children's area is a collaboration with the WUSD for the 2023 WEMTA Battle of the Books.

Virtual Meetings/Webinars/Training Sessions Attended:

October 12: Staff meeting with Stacey and Sarah

October 17: Library Board Meeting

October 19: Staff meeting with Stacey and Sarah

October 21: Infosec training: Social Safety

October 26: Check Out Wisconsin State Parks Meeting

October 26: Staff meeting with Stacey and Sarah

November 09: Meeting with high school students

November 09: Staff meeting with Stacey and Sarah

November 16: Staff meeting with Stacey and Sarah

Programming & Makerspace Librarian Report

Sarah French

November 2022

Programs:

- 10/21: Sing, Dance, Thrive w/Noelle Larson (27)
- 10/24: Spice of the Month Club (60)
- 10/25: For Teens: Frankentoys (7)
- 10/26: Storytime (20)
- 10/27: Duct Tape Halloween Accessories (3)
- 10/28: Sing, Dance, Thrive w/Noelle Larson (11)
- 11/1: Dungeons & Dragons (18)
- 11/2: Storytime (27)
- 11/4: Homeschool Hangout (30)
- 11/4: Sing, Dance, Thrive w/Noelle Larson (26)
- 11/7: Crafty Cinema (10)
- 11/7: Effigy Mounds Presentation w/Kori Oberle (25)
- 11/8: Intro to Fan Fiction & Fandoms w/Amelia (4)
- 11/9: DINOvember take & make activity for kids (84)
- 11/9: Storytime (18)
- 11/11: Sing, Dance, Thrive w/Noelle Larson (13)
- 11/15: Maker Club: Invent Your Own Board Game (18)

Upcoming Programs:

- 11/18: How to Use the Libby App
- 11/21 and 12/15: Spice of the Month Club
- Storytime every Wed. through Dec 14
- 11/29: Common Scams & Frauds Presentation w/Jeff Kersten, Agency Liaison for the WI Bureau of Consumer Protection
- 12/1: Gingerbread House take & make kit for kids
- 12/5: Hour of Code
- 12/6, 12/13, 12/20: Handmade for the Holidays programs for adults

Makerspace Use:

- 10/12: Craft supplies
- 10/17: Beads
- 10/17: Fabric
- 10/19: 8mm to digital
- 10/20: Craft supplies
- 10/20: Craft supplies
- 10/20: Craft supplies

- 10/21: Craft supplies
- 10/24: Craft supplies
- 10/25: Crochet
- 10/25: Craft supplies
- 10/27: Paper
- 10/27: Knitting
- 10/27: Craft supplies
- 10/28: Craft supplies
- 10/28: Letter punches
- 11/1: Knitting
- 11/7: Craft supplies
- 11/7: Fox keychain
- 11/11: Cricut, pastels
- 11/12: Craft supplies
- 11/14: Craft supplies

Makerspace Training Appointments: 1.5 hours

Equipment & Technology: I purchased an 8mm reel so that I can train people on the new conversion equipment.

Donations: We received two books written and illustrated by Laurie Narad, a local artist who worked with Studio 84 to create an alphabet picture book featuring her paintings of animals. Laurie also participated in our Summer Storyteller series last summer and her video was very popular. Sadly, Laurie recently passed away but she was able to see her book finished and produced, and wanted the library to have copies. We put one copy in the children's section and the other in the Whitewater room.

Other Updates:

- Class visit to Dr. Watson's Children's Literature class at UWW to talk about read aloud tips and how to select picture books.
- Gratitude Tree interactive display on the Children's bulletin board
- YAAASSS Bags: 24 participants for November
- Helped to update the program speakers list for SEWI
- Worked on website updates
- A volunteer, Amber R., worked with me for 10 hours.
- Andrea from WHYsconsin, a radio show on WPR, tabled in the library's lobby on 11/7 to gather questions from the community.

Meetings:

- 10/12: Staff meeting
- 10/13: Tiffany Helgerson, YS Coordinator, Monona Public Library
- 10/18: Whitewater Arts Alliance
- 10/19: Staff meeting
- 10/24: WLA Intellectual Freedom SIG
- 10/24: SEWI Adult Public Programming
- 10/26: Staff meeting
- 10/26: Amber R., volunteer
- 10/31: Alyssa Strzyzewski, Adult Services Librarian, Port Washington
- 11/1: Katy Daixon Photography
- 11/3: Michael Velliquette, UW-Madison
- 11/7: Land Ack. meeting w/Jaime W.
- 11/9: Staff meeting
- 11/9: Whitewater Arts Alliance

Professional Development: None

CITY OF WHITEWATER
PLAN AND ARCHITECTURAL REVIEW COMMISSION
IN-PERSON AND VIRTUAL MEETING
6 p.m. Dec. 12, 2022

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

Video: <https://vimeo.com/780790877>

1. Call to Order and Roll Call

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

PRESENT: Miller, Neil Hicks, Sherry Stanek, Andrew Crone, Bruce Parker, Brienne Brown, Jill Gerber, City Attorney Wally McDonell, Neighborhood Services Director Chris Bennett.

2. Hearing of Citizens Comments

None

3. Review and Approval of Minutes: November 14, 2022

Stanek moved for approval of the minutes from November 14, 2022. Brown offered a second. Passed unanimously.

Video: 1:11

4. Review and possible approval of an Extraterritorial Certified Survey Map for the Division of Land: PART OF THE NE ¼ OF THE NE ¼ OF SECTION 11, T. 4N., R. 14E. OF THE 4TH P.M., TOWN OF LIMA, ROCK COUNTY, WISCONSIN:

Brown motioned, with a second from Stanek, to approve the Extraterritorial Certified Survey Map for Michael and Karilyn Newell, 12524 E. County Rd. N in Whitewater, for a parcel they own in the Town of Lima. Passed unanimously.

Video: 1:39

5. Public hearing for consideration of a Conditional Use Permit for proposed wall signs for Ace Hardware located at 1415 W Main Street, Parcel ID#/A4872 00001 for Ryan Signs, Inc.

Ryan Signs, Inc., based in Madison, WI, asked for a CUP for two wall signs in the B-1 zoning district at a new ACE Hardware at 1415 W. Main Street in Whitewater. The PARC granted approval contingent upon all signs and lighting on site coming in compliance with existing city ordinance. Crone moved, Brown offered a second. Passed unanimously.

Video: 3:35

6. Public hearing for consideration of a Conditional Use Permit for a proposed 4 Family Residence Apartment Complex to be located at N. Tratt St. Parcel ID#/05-15-3233-018 (physical address to be determined at a later date) for Joseph Esther/or assigns.

Esther, the applicant, and architect Steve Esser with Patera Architects in Brookfield appeared in support of the application. Hicks moved, with a second from Brown, to approve the CUP. Motion passed 6-1; Gerber voted against.

Video: 8:23

7. Public hearing regarding consideration of a Conditional Use Permit for a proposed Auto Repair Service with Rental of Box Trucks and Trailers located at 1002 S Janesville Street, Parcel ID#/WUP 00341 for Big Deal LLC. (Lee Loveall).

Brown moved, with a second from Crone, to hold open the public hearing for a later date, at which time Loveall is to provide a layout detailing where a paved surface might be placed and where vehicles will be parked. Motion passed unanimously.

Video: 30:07

8. Future agenda items: None mentioned.

9. Next Plan & Architectural Review Commission meeting: Jan. 14, 2022.

10. Adjourn: Stanek moved, with a second by Parker, to adjourn. Passed unanimously. Meeting adjourned at 6:59 p.m.

Respectfully submitted,
Chris Bennett
Neighborhood Services Director



Public Works Committee
Tuesday, October 11, 2022
6:00 p.m.
Cravath Conference Room
Municipal Building - 2nd Floor
312 W Whitewater St
Whitewater, WI 53190

MINUTES

1. Call to order and roll call.

The meeting was called to order by Allen at 6:00 p.m. The meeting was held at the Municipal Building in the Cravath Lakefront Room - 2nd Floor.

Present: Allen, McCormick, Gerber (virtual)

Others: Brad Marquardt

2. Approval of minutes from August 9, 2022

A motion to approve the minutes from the August 9, 2022, meeting was made by McCormick and seconded by Gerber.

AYES: All via voice vote (3). NOES: None. ABSENT: None.

3. Hearing of Citizen Comments

There were no citizen comments at that time.

4. New Business

Marquardt requested that Item b be the first topic of discussion.

b. Discussion and Possible Action regarding proposed rate increase from Johns Disposal for garbage, recycling and bulk pickup.

Dan, the representative from John's introduced himself and thanked the City for the many years of service. Marquardt indicated the City entered into a new Contract with Johns Disposal in 2019. This contract runs through December 2023. In September of 2019, Johns Disposal was approved for a recycling rate increase from \$2.59 to \$3.59 for 2020. In October 2020, Johns Disposal was approved for a recycling rate increase from \$3.59 to \$3.84 for 2021. In September 2021, Johns Disposal was approved for rate increases for garbage from \$8.29 to \$8.70, recycling from \$3.84 to \$3.85, and bulk from \$1.66 to \$1.85 for 2022.

Marquardt stated Johns is now entering the final year of the five-year contract with the City, which runs through December 2023. Johns Disposal requested a rate increase for garbage, recycling, and bulk as indicated in their letter to the City. According to the contract, Johns may request an annual adjustment up to the Consumer Price Index (CPI). The CPI, as indicated in their letter, is currently 8.6%. Johns asked for the full adjustment. As an alternative, they proposed a 5.2% (6.6% in letter is incorrect) rate increase for a new five-year agreement. The City estimated a total count of 2750 units for the 2023 budget. The overall \$1.24 increase resulted in an increase of \$40,920 for the 2023 calendar year. The alternative increase of \$0.75 resulted in an overall increase of \$24,750.

Dan stated Johns wanted him to mention for the future that many of their communities are transitioning to a weekly recycle collection. That would be a change to every Thursday that recycle would be collected. It was noted by a veteran driver of Johns with over 25 years of service, that especially in the college area of collection, students really don't know which Thursday is recycle week. Dan noted that would be something to consider in the future. The cost for that service would be an additional \$1.50 per month, per toter.

McCormick stated she would be willing to help educate the students through the rental association. This would help the City save lots of money and help Johns as well.

Allen moved to proceed with the five-year extension for a rate increase of approximately \$0.75 and seconded by McCormick.

AYES: Gerber, McCormick, Allen. NOES: None. ABSENT: None.

a. Discussion and Possible Action regarding Traffic Speed Study on STH 59/Newcomb Street north of Starin Road.

Marquardt stated at the July Public Works Committee meeting the committee members discussed the possibility of completing a Traffic Engineering Study to determine if the intersection of Starin Road and Newcomb Street would meet warrants for a four way stop. During the discussion the factor of vehicle speeds for southbound vehicles was brought up as a contributing issue at the intersection. The speed limit drops from 55 mph to 35 mph approximately 300 feet north of the intersection. An advance warning sign indicating the reduced speed is in place about 750 feet north of the 35-mph zone.

According to Strand Associates, since this is a Connecting Highway, WisDOT would likely require a speed study to determine the 85th percentile speed in the area where the speed limit reduction is required. If the study were to show traffic going slower it could be evaluated to propose to extend the 35-mph speed limit to the north, or perhaps introduce a 45-mph step down zone.

Strand collected data in August and completed the Speed Study in September. Their conclusion indicated traffic on Newcomb Street was following the speed limits as posted. The 85th percentile speeds were supportive of the current speed limit change locations and absent was any known crash history. Based on this information it would be difficult to show a need for a speed limit change to the DOT. The crash history indicated less than 10 crashes (seven at the intersection and one to the north) over the last 6 years.

Marquardt stated with the given information it is very unlikely the DOT would consider lowering the speed limit. Therefore, he recommended keeping the speed limit as posted.

Allen stated there is no further action needed at this time.

c. Discussion and Possible Action regarding Proposals for the structural analysis of Starin Park Water Tower.

Marquardt stated that as of October 11, 2022, the new water tower was put online, which was good news. The Starin Park water tower will be kept in service for at least a month or so. Given this information, there is still the need to do the analysis on the Starin Park water tower.

Back in June there was a discussion as to what should be done with the Starin Park water tower after it's taken offline. In July 2022, the Landmarks Commission asked Council to contact a structural engineering firm to determine the structural condition of the masonry tower. In August 2022, the Council authorized staff to obtain proposals from structural engineering firms and bring back this information for final approval. At the Landmarks request, an RFP was sent out to several firms. One firm responded they were not interested but suggested the City contact the firm of McEnroe Consulting Engineers (MCE). Marquardt then sent them the RFP and they were very excited about the opportunity to look at the tower.

They are the only firm that submitted a proposal. They came with high regards from references that were checked out. They seem to have a very good understanding of what the City is looking for in this study, not just with giving us a condition report but putting some options in with what could be done with the tower as far as reconditioning it and/or maintaining it for the future.

MCEs fee is estimated at \$13,990 with an alternative for an additional \$4,460 for LIDAR scanning of the interior. Monies to pay for this analysis would come from the Water Utility's account 610-61923-210 for Professional Services.

Marquardt stated his recommendation is to proceed with MCE at a cost up to \$18,450 and allow staff to work with MCE to determine how important and beneficial the LIDAR scanning is to the overall structural analysis.

Kori Oberle, Landmarks Commission, stated that LIDAR is a special kind of photography that would provide more information. She asked what concerns the committee had about the value of the LIDAR and the interior of the tower. When will there ever be another chance to see what's going on in the interior of the tower. Oberle stated the fact that the committee is going to go to the Council for recommendation and that City staff would work with MCE to decide what the pros and cons would be of the LIDAR is red flag for her.

Pat Blackmer, Chairman – Landmarks Commission, stated it is also a red flag for her. She thinks the LIDAR investigation absolutely has to be done.

Allen asked Oberle and Blackmer what they meant by the red flag. He stated he didn't understand the red flag comment. Marquardt stated it may have been the fact he made the comment that staff would consult with the firm to see how beneficial LIDAR would be. Marquardt stated it is included in the overall cost of the project.

Kori Oberle stated that LIDAR stands for Light Detection and Ranging, or laser imaging detection. It is a special kind of photography that uses laser to get images that aren't available with what we consider a conventional camera. In order to do the repairs, the firm would need to see from the outside through and the inside through. Oberle stated a month from now would be November 11, that the Starin Park water tower would be taken out of commission. We would not have a report yet from MCE. The deadline for the report isn't until December. The question about the pros and cons of leaving the water in the water tank, and its impact detrimentally on the soundness of the structure, wouldn't be fully studied. Marquardt stated when the tower is taken offline, they don't necessarily have to drain the tank above as the water could be kept in the tank. Marquardt stated one of the things the consultant will be looking at is to see if it is beneficial to keep weight on top of the masonry structure vs. having an empty structure. However, one of the concerns is if it is full of water in the winter time, what does the freezing and expansion do to the steel tank. We don't have to empty the water tower; however, we can take it offline and keep it full. Oberle said it would be critical to the value of this expenditure that the water in the tank be left until MCE is done with their study. Blackmer said the structural analysis should be done with the way the water tower is presently. Yes, the water should remain in the tower. Blackmer suggested to Marquardt that he be able to show Allen and McCormick what MCE sent the Landmark Commission regarding the LIDAR. Marquardt stated that wasn't LIDAR but rather a 3-D mesh that MCE could do of the structure.

Gerber asked if the City just goes ahead with the structural cost of the study and not LIDAR, could they see what MCE comes back before going ahead with LIDAR. Can the report be produced first and then decide if they want to proceed with the LIDAR, or does it have to be done at the same time? Marquardt stated they are going to want it done at the time they are onsite. Otherwise, there would be an additional expense to come back a second time. It makes more sense to do it right away so they get the full report the first time.

McCormick moved to approve the Starin Park Water Town Structural Analysis with McEnroe Consulting Engineers (MCE), including the LIDAR and seconded by Allen.

AYES: Allen, Gerber, McCormick. NOES: None. ABSENT: None.

Marquardt stated this will be on the Council agenda for Tuesday, October 18, 2022.

d. Discussion and Possible Action regarding award for Well 6 Building Upgrades.

Marquardt stated the Water Utility is looking to upgrade the buildings at Well 6 located on Carriage Drive. Work includes new siding, removing some windows and installing a wider door for ease of moving equipment in and out. This project was deemed a public works project and with the estimate over \$25,000 public bidding is needed. Two bids were received as noted below.

<u>Company</u>	<u>Lump Sum Bid</u>	<u>Alternate Bid</u>
RR Walton & Company	\$27,500	\$3,000
Glen Fern	\$37,595	\$1,475

It was noted that \$38,500 was included in the 2022-2023 CIP Budget for the improvements to Well 6.

Marquardt noted the low bid of \$27,500 (\$30,500) was below the budgeted amount of \$38,500. It was recommended the Public Works Committee approve awarding the contract to RR Walton & Company and forward to Council for final approval.

McCormick moved to approve the Well 6 Building Upgrades by RR Walton and seconded by Gerber.

AYES: McCormick, Allen, Gerber. NOES: None. ABSENT: None.

e. Discussion and Possible Action regarding Strand Task Order 22-13, Biosolids Thickening Planning.

Marquardt stated Reel provided background information in the memo. The Utility currently utilizes a thickening centrifuge to process two different products. The goal of each being to remove water (reduce volume) in order to preserve hydraulic capacity in tanks and/or realize cost savings relative to biosolids disposal. Since the unit was brought online it has met performance goals. However, given our experience, the unit has exhibited large reliability issues which translate to significant operational and maintenance costs. Initially, the unit did have a standard one-year warranty. During this period, based on specific maintenance concerns, an agreement was reached with the manufacturer to extend the warranty an additional three years. That warranty period expired on April 29, 2022. During the entire warranty period all maintenance costs were covered by the manufacturer. In some cases, design flaws were re-engineered and updated parts were installed. Some fixes were successful while others still remain.

The design and intent of the process operations for this unit have not changed from concept to its current use. Utility staff has provided exemplary routine maintenance and followed all recommended operational strategies provided by the manufacturer.

To date, had the Utility been responsible for all necessary repairs the cost incurred would have been approximately \$250,000. The unit has been in operation for approximately 4.5 years. The original capital cost of the unit was approximately \$380,000 (this cost does not reflect installation or associated pieces of equipment). Utility staff is concerned with the long-term reliability and cost implications of keeping this unit operational.

The attached task order would be a first step in evaluating whether our current solids thickening approach remains sound, or whether alternatives should be sought to realize long-term process reliability and minimize escalating maintenance costs. Some options would include gravity-built thickeners, rotary drum thickeners, and disk thickeners. The new technology around those options would require space needs. Would they fit in the existing space we have or would expansion be needed? The utility would also want to look at capital operational and maintenance over their 20-year present worth and put together a report to bring back to this committee.

Marquardt stated the price from Strand would be an hourly rate not to exceed \$15,000.

McCormick commented that it was nice to see that the company expanded their warranty. It seemed like a very short warranty for the price of the equipment.

Allen asked if this was the best technology out there given how we are currently operating? Marquardt stated he was not here when the decision was made to go with this unit. The equipment is doing what it is supposed to be doing and works very well when it's working. Allen asked what makes it not work. Marquardt stated it is the bearings that go out and leaking seals.

Gerber made a motion to approve Task Order 22-13 – Solid Thickening Evaluation Study and seconded by Allen.

AYES: Allen, Gerber, McCormick. NOES: None. ABSENT: None.

f. Discussion and Possible Action regarding updates to the Wisconsin Department of Transportation Functional Classification Map for Whitewater.

Marquardt stated the City received an email from the Wisconsin DOT requesting approval of changes to the Functional Classification of some streets in the City. According to the email, classifications of roadways are typically updated every ten years following the release of decennial census data. There are 13 proposed changes in the City of Whitewater. A table, with the proposed changes, was provided to committee members.

Marquardt stated the big thing with map classification is when going after State and Federal money, streets need to be classified as a collector or higher. Of the proposed changes, four affect possible funding. Three changes (E. Starin Road, S. Prince Street and N. Prince Street) have street changing from a Local status to Collector status, making them eligible for funding. The other change (Indian Mound Parkway) is going from a Collector to Local status due to traffic volumes below Collector status and the vacant land status adjacent to the street.

Marquardt stated we need to pass a resolution on this with the changes so it can go back to the DOT and then on to the Federal Government indicating the City is in agreement with the proposed changes. The resolution will be taken to Council.

McCormick asked what makes it a collector street. Marquardt stated one thing is the amount of traffic on the street. Another factor is if it acts as a thorough-fare.

Staff has no issues with the proposed changes and recommends the Public Works Committee approve the changes and forward on to Council for approval.

McCormick moved to approve the updates to the Wisconsin Department of Transportation Functional Classification Map for Whitewater and seconded by Gerber.

AYES: Gerber, Allen, McCormick. NOES: None. ABSENT: None.

g. Discussion and Possible Action regarding Proposals for the 2023 – 2026 Biosolids Hauling Contract.

The Wastewater Utility currently has a contract for hauling and land applying biosolids that will expire at the end of 2022. A Request for Proposal was advertised for a new contract for 2023 – 2026. Two proposals were received from Walter & Sons and HPC Industrial LLC (Clean Harbors).

Marquardt stated it should not come down to cost; however, HPC gave a quote of .042/gallon that would be hauled and applied. Walter and Sons was at .08/gallon, which is double that of HPC. HPC did have a surcharge for 1% for every .10 over \$3.00. However, when looking at the estimated gallons of 1,500,000 that only adds about \$7,000 to \$10,000 to the contract. Therefore, it does not come even close to the .08/gallon that Walter and Sons would charge. \$79,750 was included in the 2023 Wastewater Operating budget for hauling and land applying biosolids. Proposals range in cost from \$63,000 to \$120,000. Reel did expect an increase for 2023 and therefore increased the budgeted amount for 2023 to \$79,750. HPC does come within the budgeted amount and staff does not have any concerns with them over the past five years. The recommendation was to go with HPC Industrial.

McCormick asked about the 1,900,000 gallons of biosolids from 2020 and then it dropped to 732,000 in 2021. Marquardt stated that in 2019 there was still some construction at the plant and therefore they were not able to land apply and that is why 2020 was a bit higher. In 2021, with the centrifuge working it did decrease the volume. He did recall as well that we had some late snow and frost in the ground in 2021 and therefore Clean Harbors was not able to land apply.

Allen moved to approve HPC for the 2023 – 2026 Biosolids Hauling Contract and seconded by McCormick.

AYES: McCormick, Gerber, Allen. NOES: None. ABSENT: None.

h. Discussion regarding project updates – E. Main Street, Yoder Lane, Water Tower, Street Maintenance.

Marquardt was asked by Allen to update the committee on E. Main Street, Yoder Lane, the water tower and street maintenance.

E. Main Street – Rock Road is completed with all the underground. The street has been cut out and base course brought in. Concrete work is currently in progress with completion scheduled for the end of the week of October 10. Grading and restoration are scheduled for the week of October 17. Paving, pavement marking and final restoration was scheduled for the week of October 24. Marquardt was hoping the project will be completed by the end of October because of some delays in getting material.

Yoder Lane – Marquardt stated Yoder Lane is completed and the contractors are coming back, hopefully this week, to do the punch list items. Some cracked curb and gutter needs to be replaced, finish pouring the concrete slab on a drive approach, touching up some areas where there is dead grass, and removing temporary mailboxes. Other items the City is keeping an eye on until next year include possible damaged concrete on drive approaches. McCormick asked if the contractor would cover the cost and Marquardt stated, yes that all of the punch list items are the responsibility of the contractor.

New Water Tower - The vast majority of the project is complete. The electrical contractor is waiting for the power supply, which has been delayed due to a material shortage. A temporary power supply has been hooked up and the water tower is functional and online. A request was made to the DOA asking for a time extension from October 31, to December 31, to finish the work. Marquardt stated they have not yet heard back from the DOA.

Street Maintenance - This project has been completed except for the final painting on Center Street, Boone Court, and Summit Street. The sealant on these streets is supposed to cure for 45 days before painting. Painting is scheduled for early November.

Marquardt noted that on Janesville Street you will be able to see reflective cracking come through. The intention is to have the streets crew out there in the summer next year and seal the joints.

i. Future Agenda Items

There were no future agenda items at that time.

j. Adjournment

McCormick made a motion to adjourn the Public Works Committee meeting at 6:49 p.m. and seconded by Gerber.

AYES: All via voice vote (3). NOES: None. ABSENT: None

Respectfully submitted,

Alison Stoll, Administrative Assistant
Department of Public Works



Public Works Committee
Tuesday, December 13, 2022
6:00 p.m.
Cravath Conference Room
Municipal Building - 2nd Floor
312 W Whitewater St
Whitewater, WI 53190

MINUTES

1. **Call to order and roll call.**

The meeting was called to order by Allen at 6:00 p.m. The meeting was held at the Municipal Building in the Cravath Lakefront Room on the 2nd floor.

Present: Allen, McCormick, Gerber
Others: Marquardt

2. **Approval of minutes from October 11, 2022**

A motion to approve the minutes from the October 11, 2022, meeting was made by McCormick and seconded by Gerber.

AYES: All via voice vote (3)
NOES: None

3. **Hearing of Citizen Comments**

There were no citizen comments at that time.

4. **New Business**

Allen stated in the interest of time and people in attendance, he was moving item b. first.

b. **Discussion and Possible Action regarding the installation of a street light at the corner of Harper Street and Janesville Street.**

WE Energies received a request from a concerned citizen about placing a light at the intersection of Janesville Street and Harper Street. WE Energies forwarded the request to the City, since it is the City's obligation to request an installation of a street light. The resident, Ruth Stradinger, 587 Harper Street, indicated in her request that it is hard to see the location of the intersection while traveling south on Janesville Street and attempting to turn left onto Harper Street.

Ruth Stradinger, 587 Harper Street, spoke regarding this subject. Ms. Stradinger stated while traveling south on Janesville Street you can't see the intersection at night. She said there are street lights near the intersection but are too far off the road. When coming the other way, it's a little easier to see only because the white line, on the side of the road, which actually turns on to Harper Street. It was stated there is no left turning lane when going south on Janesville and there is actually a double yellow line in that area. The intersection is really hard to see at night and it's worse if there is a car coming the other way. Marquardt stated WE Energies does not have a pole at the intersection of Janesville Street and Harper Street. The cost to install a new pole, light and extend overhead service would be approximately

\$1,650 plus monthly charges of approximately \$13. McCormick asked where the light would be placed. Marquardt stated he did not have that discussion yet with WE-Energies. However, his request for the pole would be on the northeast corner so it would be more visible for people traveling south.

McCormick made a motion to install a street light at the corner of Harper Street and Janesville Street and seconded by Gerber.

AYES: McCormick, Gerber, Allen. NOES: None. ABSENT: None.

c. Discussion and Possible Action regarding existing street lights along the old alignment of Janesville Street and south of the railroad tracks.

Marquardt stated in that same correspondence that WE Energies sent regarding the request for a street light at Janesville Street and Harper Street, they noted an observation of some existing street lights. There are three street lights along the old alignment of Janesville Street, which are probably not serving their original intent. The three lights were highlighted in yellow on the presented map. They are clearly not providing light for Janesville Street. WE Energies indicated there would no charge for the removal of these three lights and the cost savings would be \$57.17 per month. Marquardt stated due to the street realignment in the past, the street lights on the west side of the street got further away from Janesville Street. Since they are not providing light for Janesville Street, staff is recommending they be taken out of service.

A motion was made by Allen to remove the three existing street lights along the old alignment of Janesville Street and south of the railroad tracks and seconded by Gerber.

AYES: Gerber, Allen, McCormick. NOES: None. ABSENT: None.

a. Discussion and Possible Action regarding Draft Starin Park Water Tower Structural Analysis Report.

Marquardt stated the draft report was received from McEnroe Consulting Engineers (MCE) in early December. The purpose tonight was to review if there was anything missing from the report or if anyone had questions for the consultants for clarification.

In general, the Starin Park Water Tower is in good condition with some elements in fair condition. Primary issues that were identified included:

- Stone cracking and deterioration, primarily at the belt courses at each tier
- Cracked stone at the entry arch
- Deteriorated mortar joints at the exterior and interior
- Corroding steel at the base of the tank

MCE also performed a high-level structural analysis of the masonry and loads at the base of the steel tank. The analysis found that the structure is stable in its current condition and with the water removed from the tank.

Marquardt did receive a cost estimate from MCE. MCE reached out to a firm, in Brookfield, called Structurewerks, that does restoration on masonry structures. They came back with an estimate of \$950,000 to \$1,100,000. Those numbers were based on the report. He doesn't believe they actually came out and looked at the structure. Marquardt stated he was also going to ask for a cost of demolition in the report for comparison.

McCormick stated the consultants prioritized the report into high, medium and low. She would like a breakdown. She stated this project would have to be done in phases. She asked for the high priority cost first, more like a budget breakdown as to what it would cost the City.

Gerber asked if this quote covered everything. Marquardt stated he thought so based on what was identified in the report, but could have that clarified.

Allen commented that he was hoping to see a picture of LIDAR. Marquardt said MCE did receive data, from their sub consultant, but not all of it. Apparently, they were having an issue with incorporating it in with the exterior. They are in the process of getting a new scanner and plan on rescanning the inside based on an email that was received from MCE. Marquardt stated that was another follow up question he has for MCE. He stated he has a meeting with MCE on Thursday, December 15, to go over the report.

Gerber asked if the tower was drained, referencing pg. 29, her concern is about staff entering the tower and using the ladders. She asked if there would be a reason for staff to climb the ladders. Marquardt stated they wouldn't need to use the ladders because the draining will take place from the outside of the structure. Valves at the bottom of the structure would be used to drain it.

McCormick asked if this will go into our City system. Marquardt stated it will be drained into the stormwater drain.

Gerber stated it sounded like the tower was structurally sound. She commented McCormick was right that repairs would have to be in phases, if Council agrees. She asked when the first phase would be done. Is the City looking at one year, two years, three years? Gerber said if we have five years, we could put it in the CIP and spread it out over time. Marquardt stated he could ask that question.

A member of the audience asked Marquardt what the process is moving forward? Marquardt stated this report is to get comments to make sure the report is sufficient. MCE will then make the necessary changes and the report is due by December 31, 2022 or the first part of January 2023. His intention would be to bring the final report back to the Public Works Committee on January 10, 2023. There is no Council meeting on January 3, 2023. It would then be brought to the next Council meeting, on January 17, 2022, for discussion. He stated he doesn't know if there will be any direction from Council that night or not. It just may be that they accept the report and use it to move forward for budgetary purposes. He really doesn't know what they will say.

Gerber said she doesn't think this item will be able to be addressed until after five years based on the integration of the Fire Department/EMS into the City. She asked can we start the project after five year, after 10 years? She also said there are many other items on the CIP list.

A member of the audience asked whose responsibility would it be to strategize in terms of priority of how this would be handled with the budget? Allen stated the City Council is responsible for the budget. Marquardt stated each department is responsible for submitting their own CIP projects and ranking them. Therefore, it would be Marquardt's responsibility to submit a CIP for this item and then it would be ranked by the Council. Marquardt stated he would be happy to present this report at the next Landmarks meeting, which will be in January.

Allen stated at some point the City Council is going to have to debate the pros and cons on this project. Marquardt stated this could be a discussion during the budget process when prioritizing CIP projects.

d. Discussion and Possible Action regarding Strand Task Order 22-14, Well 7 Modifications.

With the new Southwest Water Tower online and functional, there is no need to keep the over 100-year-old ground reservoir in service. The ground reservoir has a storage capacity of 860,000 gallons. However, the booster pumps do not work efficiently at levels below half. Consequently, the actual usage storage of the ground reservoir is 430,000 gallons. Additionally, the last inspection report referenced the roof being comprised of wood. Wood is no longer allowed per Wisconsin Code. Any modifications to the roof would require a whole new installation of a concrete, aluminum or fiberglass dome type structure.

The configuration of the water system has Well #7, located north of Treyton's Field, pumping to a filter tank inside the main water building at the corner of Fremont Street and Starin Road. Water is then pumped into the ground reservoir until needed. When the system calls for water, booster pumps kick-on to pump water out of the ground reservoir and into the distribution system.

This Task Order will look at what is needed for pump modifications, electrical requirements and piping upgrades to have Well #7 pump directly into the system. The Task Order will also explore other potential alternatives that may make more sense for future planning. A final report will be generated based on the alternative selected and used for the basis of preparing design plans for bidding. This work will be scheduled for 2023. However, depending on which alternative they go forth with, the work probably wouldn't be done until 2024 to get it into the Water Department CIP budget.

Cost of Task Order 22-14 is on an hourly rate basis plus expenses at an estimated fee not to exceed \$30,000. Proceeds to pay for this study will come from account 610-61923-210, Professional Services.

Staff's recommendation is for the Public Works Committee to recommend approval of Task Order 22-14, Well #7 Modification, to the full Council in order to determine the best approach in removing the ground reservoir from service.

McCormick made a motion to approve Strand Task Order 22-14, Well 7 modifications not to exceed \$30,000 (including the cost estimates for the different scenarios) and seconded by Gerber.

AYES: Allen, McCormick, Gerber. NOES: None. ABSENT: None.

e. **Discussion regarding project updates – E. Main Street, Water Tower.**

Marquardt commented on the water tower. The last piece of equipment, which is the mini power zone, was finally delivered and installed the last week of November. The piece had been delayed over two months, which required the City to get an amendment from the Department of Administration for the grant funding. All construction was supposed to be done by October 31, 2022. The Department of Administration did approve our request for moving the final completion to December 31, 2022 with submittal of all required documentation by January 31, 2022. The contractors are in the final staging of wrapping up all of the paperwork.

Allen asked if the entry to the bridge to nowhere could be improved. There is currently cement blocks and a gate in the entrance way. Could that be improved upon? Marquardt stated he will look into it.

4. Future Agenda Items

None.

5. Adjournment

McCormick moved to adjourn the Public Works Committee meeting at 6:41 p.m. and seconded by Allen.

AYES: All via voice vote (3)

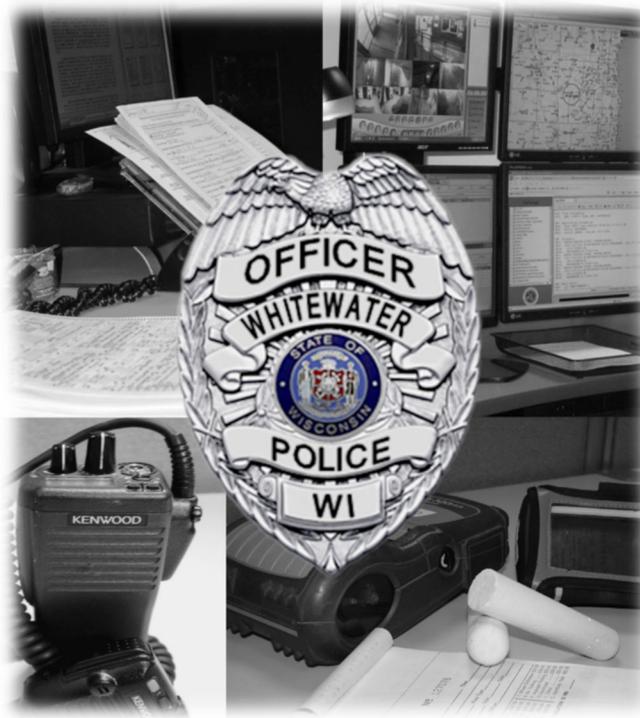
NOES: None

Respectfully submitted,

Alison Stoll, Administrative Assistant
Department of Public Works

Whitewater Police Department Consolidated Quarterly Report

July – August – September
2022



Daniel A. Meyer
Chief of Police

Whitewater Police Department
312 West Whitewater Street
Whitewater, Wisconsin 53190

2022 IBR (Incident Based Reporting) Crime Counts
January - September 2022

Crime Category	Offenses	Victims	Clearances	Adult Arrests	Juvenile Arrests	Total Arrests
Total Crime (Group A)	414	427	288	245	14	259
Crimes Against Persons	54	54	44	35	2	37
Murder & Non-Negligent Manslaughter	-	-	-	-	-	-
Manslaughter by Negligence	-	-	-	-	-	-
Sex Offenses	12	12	8	4	-	4
<i>Rape</i>	6	6	6	3	-	3
<i>Sodomy</i>	1	1	-	-	-	-
<i>Sexual Assault w/Object</i>	-	-	-	-	-	-
<i>Fondling</i>	5	5	2	1	-	1
Sex Offenses - Nonforcible	2	2	2	1	-	1
<i>Incest</i>	-	-	-	-	-	-
<i>Statutory Rape</i>	2	2	2	1	-	1
Assault Offenses	39	39	34	30	2	32
<i>Aggravated Assault</i>	16	16	14	15	1	16
<i>Simple Assault</i>	23	23	20	15	1	16
<i>Intimidation</i>	-	-	-	-	-	-
Kidnapping/Abduction	1	1	-	-	-	-
Human Trafficking	-	-	-	-	-	-
<i>Commercial Sex Acts</i>	-	-	-	-	-	-
<i>Involuntary Servitude</i>	-	-	-	-	-	-
Crimes Against Property	237	250	134	134	7	141
Robbery	2	2	2	3	-	3
Burglary	10	16	3	5	-	5
Theft/Larceny	136	137	98	104	2	106
<i>Theft - Pocket-Picking</i>	1	1	-	-	-	-
<i>Theft - Purse Snatching</i>	-	-	-	-	-	-
<i>Theft - Shoplifting</i>	87	87	86	93	-	93
<i>Theft From Building</i>	18	19	8	8	2	10
<i>Theft From Coin-Op. Machine</i>	-	-	-	-	-	-
<i>Theft From Motor Vehicle</i>	6	6	1	1	-	1
<i>Theft of Motor Vehicle Parts</i>	-	-	-	-	-	-
<i>Theft - All Other Larceny</i>	24	24	3	2	-	2
Motor Vehicle Theft	6	6	3	2	1	3
Stolen Property Offenses	3	4	2	1	-	1
Arson	1	1	-	-	-	-
Counterfeiting/Forgery	5	5	2	1	-	1
Fraud Offenses	20	22	6	6	-	6
<i>Fraud - False Pretenses</i>	10	12	-	-	-	-
<i>Fraud - Credit Card/ATM</i>	2	2	-	-	-	-
<i>Fraud - Impersonation</i>	8	8	6	6	-	6
<i>Fraud - Welfare</i>	-	-	-	-	-	-
<i>Fraud - Wire</i>	-	-	-	-	-	-
<i>Fraud - Identity Theft</i>	-	-	-	-	-	-
<i>Fraud - Hacking/Computer Invasion</i>	-	-	-	-	-	-

Continued on next page

Crime Category	Offenses	Victims	Clearances	Adult Arrests	Juvenile Arrests	Total Arrests
Embezzlement	-	-	1	2	-	2
Extortion/Blackmail	1	1	-	-	-	-
Bribery	-	-	-	-	-	-
Destruction/Vandalism	53	56	17	10	4	14
Crimes Against Society	123	123	110	76	5	81
Weapon Law Violations	9	9	6	7	-	7
Prostitution Offenses	-	-	-	-	-	-
<i>Prostitution</i>	-	-	-	-	-	-
<i>Prostitution - Assisting</i>	-	-	-	-	-	-
<i>Prostitution - Purchasing</i>	-	-	-	-	-	-
Drug/Narcotic Offenses	110	110	100	67	4	71
<i>Drug/Narcotics Violations</i>	73	73	66	55	4	59
<i>Drug Equipment Violations</i>	37	37	34	12	-	12
Gambling Offenses	-	-	-	-	-	-
<i>Gambling - Betting</i>	-	-	-	-	-	-
<i>Gambling - Operating</i>	-	-	-	-	-	-
<i>Gambling - Equipment Violations</i>	-	-	-	-	-	-
<i>Gambling - Sports Tampering</i>	-	-	-	-	-	-
Pornography	4	4	4	2	1	3
Animal Cruelty	-	-	-	-	-	-

Crime Category	Adult Arrests	Juvenile Arrests	Total Arrests
Total Group B Arrests	314	91	405
Bad Checks	-	-	-
Curfew/Loitering/Vagrancy	-	27	27
Disorderly Conduct	95	12	107
Driving Under the Influence	45	-	45
Family Offenses Nonviolent	8	-	8
Liquor Law Violation	101	5	106
Peeping Tom	-	-	-
Trespass of Real Property	14	-	14
All Other Offenses	51	47	98

* This report is generated from the Wisconsin DOJ website within twenty-four hours after the police agency submits the last month of data for this period. Numbers could change based on new information received. For more information on counting of data, see the WI DOJ website.

Property Amount Stolen by Offense

	<u>July</u>	<u>August</u>	<u>September</u>	<u>2022 YTD</u>	<u>2021 YTD</u>
Robbery	\$0	\$0	\$0	\$542	\$350
Burglary	\$10	\$1,000	\$275	\$5,948	\$1,078
Theft/Larceny	\$2,188	\$2,183	\$63,123	\$96,823	\$32,408
Motor Vehicle Theft	\$0	\$0	\$1,000	\$38,001	\$18,300
Total	\$2,198	\$3,183	\$64,398	\$141,314	\$52,136

Property Amount Stolen and Recovered

	<u>July</u>	<u>August</u>	<u>September</u>	<u>2022 YTD</u>	<u>2021 YTD</u>
Property Stolen	\$2,198	\$3,183	\$64,398	\$141,313	\$52,136
Property Recovered	\$200	\$488	\$449	\$45,448	\$27,925
Percentage Recovered/Stolen	9%	15%	1%	32%	54%
Property Stolen Average per Month				\$15,701	\$5,793

Law Enforcement Officers Assaulted or Killed

	<u>July</u>	<u>August</u>	<u>September</u>	<u>2022 YTD</u>	<u>2021 YTD</u>
Officers Assaulted with Injury	0	0	0	0	3
Officers Assaulted without Injury	0	0	0	2	0
Officers Killed	0	0	0	0	0

Comparison of Charges

Charge Totals:	Jul	Aug	Sep	2022 YTD
Adult	222	206	247	1,863
Juvenile	9	16	17	168
Combined Total	231	222	264	2,031

Charges	Jul	Aug	Sep	2022 YTD	2021 YTD	Increase/Decrease
Animal Cruelty	-	-	-	-	2	-2
Animal Ordinance Violations	2	-	-	9	5	4
Arson	-	-	-	-	1	-1
Assault (Aggravated)	1	2	5	16	11	5
Assault (Simple & Intimidation)	3	2	1	32	34	-2
Bail Jumping	10	10	19	103	93	10
Burglary	-	-	-	5	2	3
Burglary Tools - Possess	-	-	-	-	-	SAME
Cause <18 to Listen / View Sex Activity	-	-	-	-	4	-4
Child Abuse-Physical	2	2	-	7	2	5
Child Neglect	-	-	-	7	-	7
Cigarette / Tobacco Violation	1	3	-	5	13	-8
Citations Written for Parking Tickets	-	-	-	-	-	SAME
Contribute to Delinquency	-	-	-	-	-	SAME
Contribute to Truancy	-	-	-	5	9	-4
Controlled Substance - Possession	11	9	10	81	90	-9
Controlled Substance - Sale / Manufacture	-	-	2	2	12	-10
Court Order Violation	2	-	-	11	4	7
Curfew	2	4	4	32	12	20
Curfew - Parental Responsibility	-	-	-	-	2	-2
Damage to Property	5	-	1	19	18	1
Disorderly Conduct	15	11	18	159	160	-1
Electronic Cigarette Violation	-	-	-	1	-	1
Enticement or Exploitation of a Child	9	-	-	11	-	11
Escape	-	-	-	-	-	SAME
Expose Child to Genitals / Harmful Materials	13	-	-	14	-	14
Fail to Obey Officer	-	-	1	3	2	1
False Imprisonment	-	-	1	1	1	SAME
False Swearing	-	-	-	1	-	1
Fireworks - Sell / Discharge w/o Permit / Possess	-	-	-	-	1	-1
Forgery and Counterfeiting	-	-	-	1	1	SAME
Fraud	1	1	1	9	33	-24
Harbor / Aid Felon	-	-	-	-	1	-1
Lewd and Lascivious Behavior	-	-	-	-	-	SAME
Liquor Laws	6	12	20	118	287	-169

Continued on next Page

Charges	Jul	Aug	Sep	2022 YTD	2021 YTD	Increase/ Decrease
Littering	-	1	-	1	1	SAME
Maintain Drug Trafficking Place	-	-	-	-	-	SAME
Mental Harm of Child	-	-	-	-	-	SAME
Motor Vehicle Theft	-	-	-	2	1	1
Murder and Non-Negligent Manslaughter / Attempt	-	-	-	-	-	SAME
Negligent Handling of Burning Materials	-	-	-	-	1	-1
Noise	-	-	4	10	10	SAME
Obstruct / Resist Officer	4	3	6	46	42	4
Offenses Against Family and Children	-	-	-	-	-	SAME
Operate While Under the Influence - Alcohol	4	2	5	54	68	-14
Operate While Under the Influence - Drugs	1	-	-	5	9	-4
Operate with Prohibited Alcohol Concentration	4	2	4	37	38	-1
Park Regulations	-	-	-	-	-	SAME
Pornography / Obscene Material	-	-	-	36	-	36
Possess Drug Paraphernalia	1	6	3	34	54	-20
Prostitution (to include Promote/Assist)	-	-	-	-	2	-2
Public Intoxication	3	2	4	24	26	-2
Reckless Endangering Safety	-	-	-	1	5	-4
Registered Sex Offender Offenses	-	-	-	1	-	1
Robbery	-	-	-	3	-	3
Runaway	-	-	-	1	-	1
Sex Offenses (Other)	11	-	1	12	-	12
Sexual Assault - 1st Degree	-	1	-	2	2	SAME
Sexual Assault - 2nd Degree	-	-	-	-	2	-2
Sexual Assault - 3rd Degree	-	-	-	3	2	1
Sexual Assault - 4th Degree	-	-	-	1	2	-1
Stolen Property	-	-	-	1	1	SAME
Terrorist Threats	-	-	-	-	-	SAME
Theft (Except Motor Vehicle)	10	15	15	150	36	114
Threat to Injury/Accuse of Crime	-	-	-	-	1	-1
Throw/Discharge Bodily Fluid - Public Safety Worker	-	-	-	-	1	-1
Traffic Offenses	100	111	121	762	612	150
Traffic Ordinance Violations	-	-	-	-	1	-1
Trespassing	1	-	-	18	13	5
Truancy	-	-	5	46	40	6
Violation of Absolute Sobriety	1	2	1	7	7	SAME
Warrant Served - Local	1	10	1	31	8	23
Warrant / Pickups for Other Agencies	5	11	11	79	68	11
Weapons (Conceal / Possess / Negligent Use)	2	-	-	10	12	-2
Zoning Violations	-	-	-	2	-	2
Total	231	222	264	2,031	1,865	166

Calls for Service and Activities

Type of Call for Service/Activity	July	August	September	2022 YTD	2021 YTD
Total WPD Calls for Service/Activity	1,055	1,004	1,169	8,946	9,472
<i>Officer Initiated Activities</i>	185	259	323	2,119	2,189
<i>Officer Initiated Traffic Stops</i>	167	176	173	1,433	1,800
<i>WPD Officer 1st Responder EMS/Fire Calls</i>	57	55	53	494	428
<i>Dispatcher Handled Calls</i>	211	137	157	1,465	1,539
<i>Noise Complaint Calls</i>	20	13	33	191	151
<i>Animal Calls</i>	46	24	27	253	264
<i>Alarms Calls</i>	18	11	4	83	64
<i>All other WPD Calls for Service</i>	351	329	399	2,908	3,037
Dispatched EMS/Fire Calls for Service	182	151	167	1,433	1,445
Dispatched UW-W Police Services Calls for Service	276	336	587	3,099	2,345
Total Calls for Service Dispatched	1,513	1,491	1,923	13,478	13,262
CCL40 Initiated Calls for Service (started 04/14/21)	8	12	17	48	53

Incidents

Type of Incident	July	August	September	2022 YTD	2021 YTD
Emergency Detention/Protective Custody	1	1	4	29	33
Family Disturbances (Domestic Abuse)	5	1	5	33	49

Motor Vehicle Accidents

Type of Activity/Complaint	July	August	September	2022 YTD	2021 YTD
Fatal	0	0	0	0	0
Personal Injury	3	3	4	21	6
Pedestrian/Bicycle	1	0	0	6	2
Hit and Run	5	1	7	43	39
Property Damage over \$1000	9	8	8	74	51
Property Damage under \$1000	0	0	1	5	9
Total	18	12	20	149	107

Parking Tickets Issued

Type of Activity/Complaint	July	August	September	2022 YTD	2021 YTD
Issued by Patrol Officers	265	177	181	1,388	1,469
Issued by Community Service Officers	7	7	44	162	345
Total	272	184	225	1,550	1,814

Type	<u>Monies Received</u>				
	July	August	September	2022 YTD	2021 YTD
Bicycle Licenses	\$3.00	\$9.00	\$3.00	\$18.00	\$21.00
Citations/Warrant Payments	\$1,454.45	\$5,744.61	\$445.60	\$23,268.66	\$10,925.90
License Plate Renewal Service Fee *	\$66.00	\$96.00	\$90.00	\$786.00	\$642.00
Miscellaneous	\$0.00	\$1.00	\$0.00	\$1.00	\$2.00
Parking Honor Box	\$234.50	\$426.00	\$544.75	\$3,170.70	\$3,477.59
Parking Permits	\$2,650.00	\$2,200.00	\$3,000.00	\$28,965.00	\$26,490.00
Parking Violations	\$4,590.00	\$3,650.00	\$4,590.00	\$34,075.00	\$47,371.00
Total	\$8,997.95	\$12,126.61	\$8,673.35	\$90,284.36	\$88,929.49

* These funds are used for crime prevention initiatives, all other monies collected are deposited in the City of Whitewater General Fund.

Type	<u>Overtime Hours</u>				
	July	August	September	2022 YTD	2021 YTD
Administrative Duties	1.00	3.50	2.25	20.75	11.00
Bike / Foot Patrol	8.00	0.00	0.00	8.00	0.00
Clerical / Data Entry	1.25	0.00	0.75	4.25	30.00
Court - County	6.00	14.25	15.75	292.00	254.00
Court - Municipal	2.00	2.00	6.75	18.75	8.25
Investigation	37.75	16.25	19.50	204.75	191.25
Meeting	8.25	6.50	8.00	95.25	82.75
Other *	2.50	11.25	4.50	73.50	55.00
Prisoners (Transport/Custody)	6.00	0.00	3.50	69.50	134.00
Radio Dispatch	35.25	72.25	111.00	603.00	335.00
Reports	45.00	10.00	41.00	307.25	249.50
Roll Call	30.00	25.25	23.00	236.50	241.00
Special Event	53.50	20.50	25.75	414.50	405.50
Squad Patrol	34.75	13.00	66.00	1035.75	511.50
Traffic / Radar	8.00	4.00	4.00	30.50	1.75
Training	34.50	54.75	74.00	470.00	709.25
Holidays	108.75	0.00	98.25	570.50	609.00
Total	422.50	253.50	504.00	4,454.75	3,828.75

WPD Personnel Training

- On July 1st Officer Swartz attended Crime Alert Training online.
- On July 19th Chief Meyer, Captain Vander Steeg and Officer Swartz attended Wisconsin – Track Kit Law Enforcement Training online.
- From July 26th to July 27th sworn personnel attended Taser Recertification Training at WPD.
- On August 1st sworn and dispatch personnel attended Active Shooter & Triage Training at UWWPD.
- On August 10th Chief Meyer and Captain Vander Steeg attended First Amendment Audits – How to Respond training online from CVMIC.
- From August 11th to September 5th all WPD staff completed Law Enforcement Diversity Training.
- On August 12th Lieutenant Borchardt and Detective Hintz attended Taser Recertification Training in Columbus, WI.
- On August 15th Lieutenant Borchardt, Dispatcher Gonzalez, Records Specialist Sahr and Records Technician Thiel attended First Amendment Audits – How to Respond training online from CVMIC.
- On August 18th Chief Meyer attended When Every Second Counts webinar online.
- From August 29th to September 27th sworn personnel completed Gas Mask Fit Testing at the National Guard.
- From September 7th to September 8th Captain Gempler attended Taser Instructor Recertification training at Durand, WI.
- From September 12th to September 13th Officer Taylor attended Sexual Assault Best Practices for the First Responding Officer training online.
- From September 12th to September 23rd Detective Brock attended DCI – Death Investigation School at DCI – Green Lake.
- From September 14th to September 16th Officers Ludlum and Boro attended the FTO Conference in Wisconsin Dells.
- On September 14th Chief Meyer attended Lessons on Authentic Allyship online.
- On September 19th Officer Boro attended Rescue Tactics for Patrol at Fox Valley Technical College.
- On September 21st Captain Vander Steeg, Lieutenants Borchardt and Taft, and Officers Swartz, Boro and Beecroft attended SET Training in Waukesha.
- From September 27th to September 29th Officer Heilberger attended Intoximeter Training at Waukesha County Technical College.
- On September 8th Communications Coordinator Gempler attended CVMIC-Recruitment, Interviewing and Hiring in Wauwatosa.
- From September 27th to September 29th Dispatcher M. Shrock and Records Specialist Sahr attended the ProPhoenix Conference in Wisconsin Dells.

- From September 14th to November 7th Dispatcher LaBreche, Records Specialist Swartz and Records Technician Thiel completed Spanish for Law Enforcement through Bridges Library System online.
- From September 14th to November 4th Records Technician Thiel completed Introduction to Criminal Law through Bridges Library System online.

Crime Prevention Presentations and Appearances

- On September 14th School Resources Officer Martin gave a presentation to WHS Parent/Students at Parents University at Whitewater High School.



Council Agenda Item

Meeting Date: 01/17/2023

Agenda Item: Immigration Attorney Services

Staff Contact (name, email, phone): Dan Meyer
dmeyer@whitewater-wi.gov
262-473-1371

BACKGROUND

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

Throughout 2022, Whitewater received a substantial number of residents from outside the United States; many from Nicaragua. In order to better serve those residents, the decision was made to attempt to secure the services of an immigration attorney, to assist in educating city staff on immigration-related topics such as asylum and refugee laws, and for the purpose of presenting information at community meetings.

On November 16, 2022, a request for qualifications document was sent to the offices of five local immigration attorneys. Responses were received from Christopher & De Leon Law Office, Lotfi Legal, LLC, and Buelow Vetter Buikema Olson & Vliet, LLC. Buelow Vetter Buikema Olson & Vliet rescinded their interest in providing services after further discussion. City Manager Weidl and I reviewed the remaining responses and determined that Christopher & De Leon Law Office was the best fit.

Once the contract is finalized with required signatures, city staff will schedule a date for Christopher & De Leon Law Office to present a two-hour presentation to department directors and impacted City staff. Christopher & De Leon Law Office will also be providing detailed written responses to a list of staff questions pertaining to immigration law. Beyond that, our goal is to have Christopher & De Leon Law Office present at community meetings to provide general education on immigration law.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

Initial cost: \$1,000 (covers 2-hour in-person seminar on immigration topics as well as detailed written responses to city staff questions).

Additional services including community informational sessions will be billed at a rate of \$200.00/hour.

Costs associated with the immigration attorney services will be allocated from the Police Department budget.

STAFF RECOMMENDATION

N/A

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Professional Services Agreement between the City of Whitewater and Christopher Law Office, LLC d/b/a Christopher & Leon Law Office.

PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF WHITEWATER, a municipality,
and CHRISTOPHER LAW OFFICE, LLC d/b/a
CHRISTOPHER & DE LEON LAW OFFICE, a contractor for
immigration services

This Agreement is entered into this 11th of January, 2023, by and between, Christopher Law Office, LLC, (hereinafter referred to as "Contractor"), and the City of Whitewater, (hereinafter referred to as "the City").

1. SCOPE OF SERVICES

Contractor shall specifically perform the following services:

- a. 2-Hour in-person seminar presentation by a Wisconsin licensed attorney of the firm Christopher & De Leon Law Office on immigration related topics such as asylum and refugee laws and procedural journey to remain in the United States and other related topics.
- b. Detailed written responses to a single provided list of the City of Whitewater staff questions pertaining to immigration
- c. On-going services and informational sessions related to community meetings

The services shall be performed between January 23, 2023 and January 23, 2024 ("Service Period).

Contractor shall provide, at its own expense, all personnel required to perform the services under this Contract.

2. TERM

This Contract shall be in effect from January 23, 2023 through January 23, 2024

3. PAYMENT FOR SERVICES

Contractor shall be paid for services in an amount not to exceed \$1000.00 (one-thousand dollars) for the 2-hour in person seminar presentation and detailed written responses to the single provided list of staff questions.

Contractor shall be paid for services in an amount of \$200.00/hour (two-hundred dollars) for any additional on-going services or informational sessions related to community meetings.

Services should not begin until this Agreement is fully executed and approved by authorized parties.

A. Method of Payment for Services Rendered

- a. Contractor shall provide an invoice to the City after each service is rendered with payment method.

4. EXPECTATIONS OF PARTIES

- A. Contractor's services are limited to the scope of services listed in 1 (a) of this agreement. This agreement does not establish a client-attorney relationship between the City's staff, agents, officers, private citizen, or other authorized personnel.
- B. Contractor is allowed to provide additional informational sessions in person or via video-conferencing when Contractor is unable to appear in person.
- C. City shall provide ample notice to Contractor when scheduling informational sessions to ensure Contractor is available.
- D. Services should not begin until this Contract is fully executed and approved by the authorized parties to enter into this agreement.

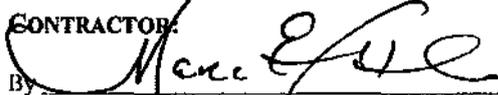
5. CONFIDENTIALITY

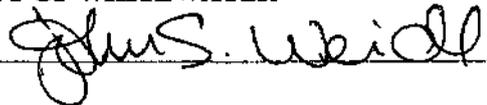
- A. Contractor understands that the City may be bound by HIPAA and/or other confidentiality requirements. Contractor understands and will abide by all state and federal privacy and confidentiality laws.

6. TERMINATION AND MODIFICATION OF AGREEMENT

- A. Any party may terminate services at any time with a 15- day written notice. This agreement may be modified upon mutual agreement of the parties. In the event of termination, Contractor shall be paid the amount due for all services rendered through the date of termination.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the day, month and year first above written.

CONTRACTOR:
By: 
Signature
Marc E. Christopher, Attorney/Owner
Christopher Law Office, LLC d/b/a
Christopher & De Leon Law office
Date: 1/9/2023

CITY OF WHITEWATER
By: 
Date: 1/09/2023

**RESOLUTION AUTHORIZING THE TRANSFER OF REAL ESTATE LOCATED AT
424 FOREST AVENUE, WHITEWATER, WISCONSIN**

WHEREAS, the City of Whitewater Library Board is the beneficial owner of real estate located at 424 Forest Avenue, Whitewater, Wisconsin, and

WHEREAS, for legal reasons, said property is held in the name of the City of Whitewater, and

WHEREAS, the City of Whitewater Library Board has decided to sell said property and because the property is held in the City of Whitewater's name, it is necessary and appropriate for the City of Whitewater Common Council to pass a resolution authorizing the transfer,

NOW THEREFORE, BE IT RESOLVED that the Common Council of the City of Whitewater approves the sale of 424 Forest Avenue, Whitewater, Wisconsin, based on the terms of the sale approved by the Library Board, and the City Manager and City Clerk are authorized to sign any documents necessary to transfer said property.

Resolution 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



Common Council Agenda Item

Meeting Date: January 17, 2023

Agenda Item: 2023 Salary Resolution Amendment 1

Staff Contact (name, email, phone): Judy Atkinson, jatkinson@whitewater-wi.gov, 262-473-0150
Steve Hatton, shatton@whitewater-wi.gov, 262-473-1380

BACKGROUND

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

Annually, the Common Council establishes wage ranges that are approved for staff compensation by means of a Salary Resolution. This resolution requires periodic updates, based on changes in staffing plans, conclusion of contract negotiations, and changes in the marketplace. It is important to note that the Salary Resolution does not result in changes to any individual staff wages. The Salary Resolution merely establishes authorized ranges in which compensation may occur consistent with the adopted budget and written approval of the City Manager.

The following amendments to the 2023 Salary Resolution have been identified for approval and are embedded in the attached schedule:

1. 2023 Salary Resolution wages for Fire and EMS positions are now finalized.
 - a. Establishment of ranges for Fire/EMS positions:
 - i. Chief
 - ii. First Assistant Chief
 - iii. EMS Chief
 - iv. EMT-Paramedic
 - v. EMT-Paramedic/Firefighter
 - vi. EMT-Advanced /Firefighter
 - vii. EMT- Advanced
 - viii. EMT- Basic/Firefighter
 - ix. EMT- Basic
 - x. Fire Inspector/EMT/Firefighter
2. Future Updates: Police Department Patrol and Lieutenant union contract negotiations are ongoing and not yet complete. An additional Salary Resolution amendment will be brought back once both are complete.

As a reminder, changes to the Salary Resolution does not result in changes to any individual staff wages. The Salary Resolution merely establishes authorized ranges in which compensation may occur with written approval of the City Manager.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

None

FINANCIAL IMPACT

(If none, state N/A)

Only budgeted wage treatments are contemplated in the 2023 Budget. The Salary Resolution does not directly impact actual staffing costs. The proposed wage schedules are consistent with the adopted 2023 Budget.

STAFF RECOMMENDATION

Move approval of 2023 Salary Resolution as presented.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. 2023 Salary Resolution Amendment 1.pdf
-

City of Whitewater
2023 Salary Resolution, Amendment One

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 2023

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 2023 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, 2023:

Position	Department	Grade	FLSA Status	Minimum Hourly	Maximum Hourly	Minimum Annual	Maximum Annual
Accountant	Finance and Administrative Services	J	Non-Exempt	\$24.85	\$37.25		
Accounting Technician II	Finance and Administrative Services	F	Non-Exempt	\$18.79	\$24.22		
Activity Instructors	Parks and Recreation	B	Non-Exempt	\$8.66	\$12.29		
Activity Leaders / Lifeguards & WSI Aide	Parks and Recreation	B	Non-Exempt	\$10.01	\$13.68		
Administrative Assistant I - Fire/EMS	Fire and EMS	F	Non-Exempt	\$18.79	\$24.22		
Administrative Assistant I - Records Technician	Police	F	Non-Exempt	\$18.79	\$24.22		
Administrative Assistant I - Utilities	Department of Public Works	F	Non-Exempt	\$18.79	\$24.22		
Administrative Assistant I- Neighborhood Services	Neighborhood Services	F	Non-Exempt	\$18.79	\$24.22		
Administrative Assistant I-CDA	Administration	F	Non-Exempt	\$18.79	\$24.22		
Administrative Assistant I-Deputy Clerk	Administration	F	Non-Exempt	\$18.79	\$24.22		
Adult Program Coordinator	Parks and Recreation	F	Exempt			\$39,754.57	\$49,461.75
Aquatic Coordinator	Parks and Recreation	F	Exempt			\$37,831.91	\$50,377.13
Assistant Library Director	Library	J	Exempt			\$54,272.22	\$69,978.00
Athletic Program Coordinator	Parks and Recreation	F	Exempt			\$37,831.91	\$50,377.13
Balliff	Municipal Court	H	Non-Exempt	\$25.00	\$25.00		
Captain	Police	O	Non-Exempt			\$94,232.65	\$101,794.49
Certified Instructors	Parks and Recreation	F	Non-Exempt	\$16.77	\$23.79		
Chief	Fire and EMS	O	Exempt	\$45.67	\$45.67		
Chief Election Inspectors	Administration	C	Non-Exempt	\$12.98	\$13.60		
City Clerk	Administration	J	Exempt			\$54,272.22	\$69,978.00
Clerk of Court (Part-time)	Administration	F	Non-Exempt	\$18.79	\$24.22		
Communications Coordinator	Police	I	Non-Exempt	\$22.77	\$31.25		
Community Service Officer	Police	D	Non-Exempt	\$12.02	\$17.84		
Comptroller	Finance and Administrative Services	L	Exempt			\$62,141.09	\$80,125.55
Customer Service Specialist	Library	E	Non-Exempt	\$15.20	\$19.61		
Desk Staff	Parks and Recreation	C	Non-Exempt	\$10.82	\$17.84		
Desk Staff Lead	Parks and Recreation	E	Non-Exempt	\$16.23	\$20.12		
Detective	Police	L	Non-Exempt	\$35.71	\$35.71		
Detective Lieutenant	Police	M	Non-Exempt	\$38.17	\$38.17		
Director of Public Works/City Engineer	Administration	O	Exempt			\$86,449.98	\$110,734.78
Dispatcher / Records Communications Aide I	Police	H	Non-Exempt	\$20.70	\$28.40		
Dispatcher / Records Communications Aide II	Police	G	Non-Exempt	\$19.71	\$24.05		
Economic Development Director	Administration	L	Exempt			\$59,154.47	\$90,269.60
Election Inspectors	Administration	B	Non-Exempt	\$10.82	\$11.33		
EMS Chief	Fire and EMS	M	Exempt	\$38.46	\$38.46		
EMT Advanced	Fire and EMS	E	Non-Exempt	\$18.00	\$18.00		
EMT Advanced / Firefighter	Fire and EMS	F	Non-Exempt	\$20.00	\$20.00		
EMT Basic	Fire and EMS	D	Non-Exempt	\$16.00	\$16.00		
EMT Basic / Firefighter	Fire and EMS	E	Non-Exempt	\$17.00	\$17.00		
EMT Paramedic	Fire and EMS	F	Non-Exempt	\$20.00	\$20.00		
EMT Paramedic / Firefighter	Fire and EMS	G	Non-Exempt	\$22.00	\$22.00		
Engineering Technician	DPW	I	Non-Exempt	\$25.72	\$31.21		
Executive Assistant	Administration	G	Non-Exempt	\$18.79	\$24.90		
Facility Maintenance I	Parks and Recreation	I	Non-Exempt	\$25.72	\$31.21		
Facility Maintenance II	Parks and Recreation	G	Non-Exempt	\$20.53	\$25.98		
Finance and Administrative Services Director	Finance and Administrative Services	R	Exempt			\$86,449.98	\$110,734.78
Fire Inspector / Code Enforcement Officer	Neighborhood Services	D	Non-Exempt	\$14.05	\$18.13		
Fire Inspector EMT / Firefighter	Fire and EMS	I	Non-Exempt	\$28.00	\$28.00		
First Assistant Chief	Fire and EMS	K	Non-Exempt	\$33.08	\$33.08		
Foreman (Lead)	DPW	K	Non-Exempt	\$29.33	\$35.74		
GIS Analyst	Neighborhood Services	G	Non-Exempt	\$20.41	\$26.33		
Head Lifeguard	Parks and Recreation	D	Non-Exempt	\$13.41	\$17.84		

City of Whitewater
2023 Salary Resolution, Amendment One

Position	Department	Grade	FLSA Status	Minimum Hourly	Maximum Hourly	Minimum Annual	Maximum Annual
Human Resources Administrator	Finance and Administrative Services	G	Non-Exempt	\$18.79	\$24.90		
Human Resources Manager	Finance and Administrative Services	K	Exempt			\$57,056.66	\$78,275.09
Intern	Administration	C	Non-Exempt	\$10.00	\$15.00		
IT Administrator	Finance and Administrative Services	N	Exempt			\$73,558.53	\$99,520.36
Joint Services Officer	Neighborhood Services	D	Non-Exempt	\$12.02	\$17.84		
Lab Assistant	Wastewater	C	Non-Exempt	\$11.40	\$13.83		
Laborer I	Streets/Parks/Forestry	I	Non-Exempt	\$25.72	\$31.21		
Laborer I - Mechanic	Streets/Parks/Forestry	I	Non-Exempt	\$25.72	\$31.21		
Laborer II	Streets/Parks/Forestry	G	Non-Exempt	\$20.53	\$25.98		
Lead Operator	Wastewater/Water	K	Non-Exempt	\$29.33	\$35.75		
Library Director	Library	N	Exempt			\$70,007.06	\$90,269.60
Lieutenant	Police	M	Non-Exempt	\$38.17	\$38.17		
Media Coordinator	Public Relations and Communications	E	Non-Exempt	\$15.20	\$19.61		
Media Producer	Public Relations and Communications	D	Non-Exempt	\$11.18	\$17.84		
Neighborhood Services Director	Neighborhood Services	L	Exempt			\$68,154.36	\$92,209.63
Neighborhood Services Officer	Neighborhood Services	D	Non-Exempt	\$12.02	\$17.84		
Outreach Services Specialist	Library	F	Non-Exempt	\$17.27	\$22.28		
Parks & Recreation Director	Parks and Recreation	N	Exempt			\$70,007.06	\$90,269.60
Patrol Officer	Police	K	Non-Exempt	\$28.99	\$34.02		
Patrol Officer In Training	Police	G	Non-Exempt	\$21.74	\$21.74		
Program Attendants	Parks and Recreation	A	Non-Exempt	\$8.10	\$10.06		
Programming and Makerspace Librarian	Library	F	Non-Exempt	\$17.27	\$22.28		
Public Relations / Communications Manager	Finance and Administrative Services	I	Exempt			\$50,337.63	\$64,906.75
Recreation & Community Events Manager	Parks and Recreation	I	Exempt			\$50,337.63	\$64,906.75
Rental Attendant ¹	Parks and Recreation	I	Non-Exempt	\$27.05	\$27.05		
School Resource Officer (SRO)	Police	L	Non-Exempt	\$35.71	\$35.71		
Seasonal Laborer	Streets/Parks/Forestry	C	Non-Exempt	\$11.18	\$17.36		
Sports Officials ²	Parks and Recreation	G	Non-Exempt	\$20.00	\$25.00		
Streets, Parks & Forestry Superintendent	Streets/Parks/Forestry	N	Exempt			\$70,007.06	\$90,269.60
Support Services Manager	Police	K	Exempt			\$56,615.16	\$76,597.51
Technical Services Specialist	Library	F	Non-Exempt	\$17.27	\$22.28		
Tournament Manager	Parks and Recreation	E	Non-Exempt	\$15.20	\$19.61		
Vacant Grade		N	Exempt			\$77,876.23	\$100,417.11
Vacant Grade		O	Exempt			\$81,943.11	\$104,961.88
Vacant Grade		P	Exempt			\$91,204.72	\$116,825.19
WAFC Manager	Parks and Recreation	I	Exempt			\$50,337.63	\$64,906.75
Wastewater Operator / Lab Technician	Wastewater	J	Non-Exempt	\$25.72	\$33.09		
Wastewater Plant Superintendent	Wastewater	N	Exempt			\$70,007.06	\$90,269.60
Wastewater Specialist I	Wastewater	I	Non-Exempt	\$25.72	\$31.21		
Wastewater Specialist II	Wastewater	G	Non-Exempt	\$20.53	\$25.98		
Water Laborer I	Water	I	Non-Exempt	\$25.72	\$31.21		
Water Laborer II	Water	G	Non-Exempt	\$20.53	\$25.98		
Water Operator	Water	J	Non-Exempt	\$25.72	\$33.09		
Water Superintendent	Water	N	Exempt			\$70,007.06	\$90,269.60
WIAA Sports Officials ³	Parks and Recreation	P	Non-Exempt	\$35.00	\$65.00		
Youth Educational Services Librarian	Library	G	Exempt			\$44,938.93	\$57,944.30

¹ Annual Minimum and Maximum are estimated based on a full time schedule of 2080 hours. These amounts do not reflect a guaranteed annual sum for hourly employees.

² Benefit eligible staff hired prior to 11/20/2017 will be guaranteed a minimum wage adjustment based upon the schedule published in the 2017 Salary Resolution. All wage adjustments are contingent upon an acceptable performance evaluation.

³ Paid per game/event

Resolution introduced by Councilmember, _____

AYES: _____

NOES: _____

ABSENT: _____

ADOPTED: _____

Signatures:

City Manager

Michele R Smith, City Clerk



Council Agenda Item

Meeting Date: January 17, 2023

Agenda Item: Effigy Mounds Project/Vibrant Spaces Grant Application Resolution

Staff Contact (name, email, phone): Eric Boettcher eboettcher@whitewater-wi.gov

BACKGROUND

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

As the City continues efforts to restore the Effigy Mounds Preserve; City staff and community members are putting together a grant application to apply for the Wisconsin Economic Development Corporation (WEDC) Vibrant Spaces Grant. This grant program provides matching grants in the amounts of \$2500 - \$50,000 to help local communities develop and enhance public spaces. Grant recipients must provide a 1:1 match of the grant amount. This project would help with restoration of the mounds preserve trail and area while enhancing the entrance to draw more people to this preserve and park area.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

September 27, 2021 – Landmarks Commission Effigy Mounds Presentation

May 3, 2022 – Council Presentation on Effigy Mounds and Walton Oaks Restoration Progress

FINANCIAL IMPACT

(If none, state N/A)

- \$25,000 requested for preserve project from 2022 reserve fund
- Grant application would provide additional \$25,000 should City be awarded a grant

STAFF RECOMMENDATION

Approve \$25,000.00 for preserve project and approve Vibrant Spaces Grant Resolution to apply for additional \$25,000.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Vibrant Spaces Grant Resolution

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR A WISCONSIN ECONOMIC DEVELOPMENT CORPORATION VIBRANT SPACES GRANT

WHEREAS, State monies are available under the Wisconsin Economic Development Corporation (WEDC) Community Development Investment (CDI) program; and

WHEREAS, the City of Whitewater, Wisconsin has been notified of a project that is eligible for a CDI grant application through WEDC, and said project would enhance and develop public spaces; and

WHEREAS, per the WEDC CDI grant program, the Community Development Authority of the City of Whitewater, Wisconsin must apply for the grant, and if awarded, will pass through funds to the project owner; and

WHEREAS, the Common Council must authorize the preparation and filing of a grant application for the Parks and Recreation Department for the City of Whitewater, Wisconsin to receive funding through this program.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Whitewater does approve and authorize the Parks and Recreation Department of the City of Whitewater, Wisconsin

to take all necessary steps to prepare and file the grant application for funds under the WEDC CDI program in accordance with this resolution; and

BE IT FURTHER RESOLVED, that if the grant is awarded, the Parks and Recreation Department of the City of Whitewater, Wisconsin Parks and Recreation Director may enter into an agreement with WEDC to accept the funds and expend the grant funds in a manner that is in accordance with the terms of the WEDC CDI Vibrant Spaces grant award.

Introduced and adopted at a regular meeting of the Common Council of the City of Whitewater on January 17, 2023 by a vote of _____ in favor and _____ opposed.

City Manager

City Clerk

Urging Legislature and Governor to Fix Broken System of Funding Critical Local Services

Whereas, Wisconsin's system for funding vital local services like police, fire protection, EMS, well maintained streets, parks and libraries is broken, unsustainable, and needs to be reformed; and

Whereas, communities are forced to rely on property taxes and flat or declining state aid to pay for critical local services that residents and businesses need; and

Whereas, state sales and income tax revenues have tripled in the last 30 years, but the share of those taxes going to support police, fire, EMS, and other local services has gone DOWN; and

Whereas, over the last 20 years, state aid for police, fire and other critical services has steadily declined in real dollars, while inflation has caused average prices to increase by 51 percent. (The funding level for County and Municipal Aid in 2003 was \$938,529,507. Today, it is \$753,032,613); and

Whereas, County and Municipal Aid payments to the City of Whitewater has dropped from \$4,316,975 in 2003 to \$3,297,178 in 2022; and

Whereas, the steady decline in the state's contribution to the cost of critical local services has forced communities to rely more heavily on property taxes to maintain police, fire, and EMS service levels; and

Whereas, the over reliance on property taxes to pay for critical local services must end; and

Whereas, to compete globally, Wisconsin needs to develop and maintain quality communities that can attract and retain talent and enterprise and spur job creation; and

Whereas, for local communities to flourish and the state's economy to grow, state and local leaders must work collaboratively; and

Whereas, Local governments need reliable, growing, sustainable, and diverse sources on revenue to continue to deliver police, fire protection, ambulance services and safe streets now and into the future.

Now, Therefore, Be It Resolved, that the City of Whitewater urges the Legislature and the Governor to work collaboratively with the League of Wisconsin Municipalities, Wisconsin Counties Association, Wisconsin Towns Association, other local government leaders, and business leaders to create a better way of funding local governments that includes revenue options other than property taxes to continue delivering police, fire, EMS, and other critical services.

Upon adoption, please send a copy to your Legislative Delegation – addresses here: <http://legis.wisconsin.gov/> to the Governor at 115 East Capitol, Madison, WI 53702 and to the League at 316 West Washington, Suite 600, Madison, WI 53703, or email to league@lwm-info.org

ORDINANCE No. _____
AN ORDINANCE REPEALING SECTION 2.70.010 – CITY OF WHITEWATER
EMPLOYEE MANUAL

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

Section 1. Whitewater Municipal Code Section 2.70.010 – The City of Whitewater Employee Manual is hereby repealed.

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

Seconded by Council Member _____.

AYES:

NOES:

ABSENT:

ADOPTED:

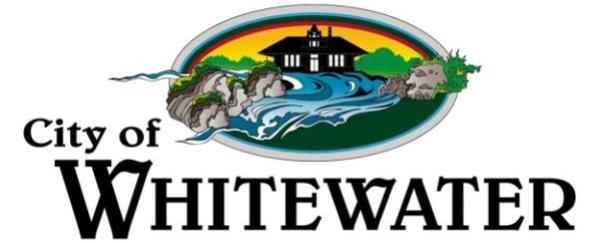
John Weidl, City Manager

Michele R. Smith, City Clerk

Training Module 1



Community Development Authority





What is a CDA?

A community development authority (CDA) is a separate body politic for the purpose of carrying out blight elimination, slum clearance, urban renewal programs and projects and housing projects. §66.1335(1)

Authorized by City Council

Comprised of “7 resident persons having sufficient ability and experience in the fields of urban renewal, community development and housing, as commissioners of the community development authority”. §66.1335(2)

Powers and Duties (§66.1201)

- Prepare, carry out, acquire, lease and operate housing projects **approved by the council**; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part of a housing project.
- **To act as agent for any government** in connection with the acquisition, construction, operation or management of a housing project or any part of a housing project.
- To acquire by eminent domain any real property, including improvements and fixtures on the real property.

Powers and Duties cont. (§66.1201)

- To own, hold, clear and improve property, to insure or provide for the insurance of the property or operations of the authority against any risks....
- To contract for the sale of, and to sell, any part or all the interest in real estate acquired....
- To invest any funds held in reserve or sinking funds, or any funds not required for immediate disbursement, in property or securities in which savings banks may legally invest funds subject to their control.
- To sue and be sued....

Powers and Duties cont. (§66.1333)

- Prepare redevelopment plans and urban renewal plans and undertake and carry out redevelopment and urban renewal projects within the corporate limits of the city in which it functions
- Enter into any contracts determined by the authority to be necessary to effectuate the purposes of this section.....
- Borrow money and issue bonds; execute notes, debentures, and other forms of indebtedness; apply for and accept advances, loans, grants, contributions, and any other form of financial assistance from the city in which it functions, from the federal government, the state, county, or other public body, or from any sources, public or private....



Who leads?

Most CDA/RDAs are staffed with City employees who serve the organization as well as the City. Watertown, Wausau, Madison, Eau Claire, Fond du Lac, Green Bay, Stevens Point

CDA/RDAs are the first stop for development approval. If incentives are involved, projects then move on to City Council for final approval.

Loan programs are run through CDA/RDAs without need for City Council approval except for original capital funding.

Larger projects involving City-owned property or incentives begin with CDA/RDA and move on to City Council for final approval in many cases.

Development/redevelopment planning takes place at CDA/RDA level and then moves to City Council for final approval/acceptance.

How do you want to use the CDA?

- Whitewater has used its CDA as...
 - Development agent for affordable housing, industrial property
 - Realtor
 - Lender
 - Business attraction agent
 - Marketer

How should it continue to operate?

Current Programs/Funds

- CDBG – Housing
- Façade Fund
- Capital Catalyst Fund
- Pauquette Center Loan Fund
- UDAG Fund
- Business Development Park
- Land
- Real Estate



Why Serve on the CDA?

- CDA members serve at the request of the City Manager, approved by the City Council.
- Motivation to serve could include (but not be limited to) the following:
 - Desire to see change in the way the community develops
 - Desire to help meet housing and other economic development needs in the community
 - Desire to serve the City with specific professional talents and skill sets
 - Desire to ensure the City is a good steward with its development incentives
 - Others?

Discussion

- What are the CDA's functions currently?
- What are the priorities?
- What is the City's charge to the CDA?
 - Are they an independent body?
 - Do they operate at the pleasure of the City Council?
 - Where is the line between what property the CDA owns and what the City owns?
 - How are they funded? Do they have their own funding sources?
- What do you want it to be?



 <p>City of WHITewater</p>	<p>Council Agenda Item</p>
<p>Meeting Date:</p>	<p>01/17/2023</p>
<p>Agenda Item:</p>	<p>Telecommuting Policy</p>
<p>Staff Contact: (name, email, phone)</p>	<p>John S. Weidl, City Manager; jweidl@whitewater-wi.gov, 262-473-0104</p>

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

Attached to this memo you will find a draft of a telecommuting policy that predates my arrival to the City.

As I understand it, there are varying opinions on the Common Council regarding telecommuting and I was specifically asked to investigate what accommodations had been approved by the previous City Manager and what to do to address the issue in a manner that provides consistency.

Therefore, I am bringing forward a draft of a telecommuting policy that could potentially be approved and implemented. This policy covers a myriad of concerns from how we would identify positions that would even be open to telecommuting, all the way through requirements of the potential workspace and documenting an accountability for any approved telecommuting situations.

What I need from the Common Council is guidance on how to proceed. What is clearly up to the Common Council is a decision regarding the policy question of telecommuting itself which is contained in the “Purpose” of the policy document and reads:

Purpose – The City of Whitewater is committed to creating a work environment and culture where the needs of our citizens, employees, and organization are aligned. Therefore, we strive to be flexible in our approach to work styles and locations. Telecommuting when appropriately applied, may benefit both the City and the employee while maintaining and improving City operations and service delivery.

The City of Whitewater offers employees the ability to perform certain job duties away from the central work site. This policy refers to those employees working a set schedule from a remote work area. Telecommuting does not apply to employees who:

- *Are mobile workers, that is, those who travel continuously or frequently on City business*
- *Who work at home on an occasional or short-term basis*
- *Who work at home as either a temporary or permanent reasonable ADA accommodation or Return-to-Work program.*

To be perfectly clear, it is not within the scope of Common Council to decide the implementation steps, or items contained within sections IV. PROCEDURE, or V. REPORTING, which covers things like eligibility, applications, approvals/denials, and responsibilities of employees and managers. The City Manager will determine and implement those steps. However, I will always take suggestions from the Common Council regarding any sections of any proposed policy before finalizing the policy.

It needs to be acknowledged here in writing that I am not looking for approval of how to execute any of the future procedures or reporting structures associated with telecommuting. What I do need is a clear direction on whether or not the Common Council will approve the policy Purpose language provided or approve as modifications. If the

desire is not to allow for telecommuting of any kind, I need direction to craft language to that end for approval by the Common Council.

I have indicated that I have not changed any of the previously approved telecommuting arrangements pending the Common Council centering around a policy.

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

N/A

FINANCIAL IMPACT
(If none, state N/A)

Negligible

STAFF RECOMMENDATION

Staff recommends that the City Council review the attached policy 306.00 Telecommuting and specifically approve Section I. PURPOSE.

If that happens, I would work to finalize the rest of the implementation steps based on the draft provided and any feedback from the Common Council and bring that back to the Council in final form with a timeline for implementation.

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

Policy 306.00 Telecommuting

		<p style="text-align: center;">Policy 306.00 Telecommuting</p>			
Owner:	HR Coordinator	Approving Position:	Common Council	Pages:	14
Issue Date:		Revision Date:		Review Date:	
Special Instructions:					

- I. Purpose – The City of Whitewater is committed to creating a work environment and culture where the needs of our citizens, employees, and organization are aligned. Therefore, we strive to be flexible in our approach to work styles and location. Telecommuting when appropriately applied, may benefit both the City and the employee while maintaining and improving City operations and service delivery.

The City of Whitewater offers employees the ability to perform certain job duties away from the central work site. This policy refers to those employees working a set schedule from a remote work area. Telecommuting does not apply to employees who:

- Are mobile workers, that is, those who travel continuously or frequently on City business
- Who work at home on an occasional or short-term basis
- Who work at home as either a temporary or permanent reasonable ADA accommodation or Return-to-Work program.

II. DEFINITIONS

- A. Telecommuting: working one or more days each work week from non-City owned property instead of commuting to a centrally located worksite.
- B. Telecommuting Agreement: a document that describes a specific alternative off-site work arrangement, and any necessary equipment/services needed.
- C. Voluntary: employees choose to request a telecommuting arrangement.
- D. Centrally Located Worksite: The City of Whitewater worksite where the employee would be required to work if they did not telecommute.

III. GUIDELINES

- A. Employer Benefits:
 1. Increases employee commitment, engagement, morale and productivity
 2. Reduces absenteeism
 3. Enhances recruitment
 4. Improves retention
 5. Potential to reduce facilities costs
- B. Employee Benefits:

1. Enhances quality of life
 2. Improves morale
 3. Saves time otherwise spent commuting
 4. Greater productivity
 5. Saves money on gas and parking
- C. Benefits to the Community and Environment:
1. Reduces rush hour work trips which contribute to traffic congestion, accidents, etc.
 2. Reduces gas used, greenhouse gas emissions and wear and tear on streets, highways and freeways
 3. Improves air quality
 4. Promotes energy conservation
 5. Potential to expand hours of operation and service delivery

IV. PROCEDURE

- A. Program Agreement and Goals
1. The telecommuting policy shall supersede all prior and/or existing telecommuting or telework policies.
 2. The telecommuting policy shall apply to all non-represented employees in the City.
 3. The application of this policy to City represented employees may be subject of collective bargaining between the City of Whitewater and the exclusive bargaining agents of those employees.
 4. Department directors/supervisors are allowed to recommend telecommuting arrangements, where appropriate, for eligible employees.
 5. Telecommuting can both serve the needs of City of Whitewater government and its citizens, and grant a greater degree of personal freedom to employees.
 6. Telecommuting is not appropriate for all employees. No employee is entitled to, or guaranteed the opportunity to telecommute.
 - a. Offering the opportunity to work at home is a management option, based on the discretion of the employee's department director or department manager.
 - b. An employee's participation is strictly voluntary.
 - c. All telecommuting agreements must meet the criteria in this policy and may be terminated at any time by either the employee, the department director or department manager although the City will make every effort to provide a two weeks' notice. There may be instances, however, where less or no notice is possible.
 - d. In addition, management retains the right to terminate or modify this agreement on a temporary or permanent bases in its sole discretion.
 7. The policy applies to voluntary telecommuting. The policy does not apply in situations related to telecommuting offered as a result of providing reasonable accommodation for qualified individuals with a disability.
 8. A *Telecommuting Agreement* (Annex B) between the telecommuting employee and the department is required, and will be placed in the employee's personnel file.
 9. Customers and staff should not be adversely affected by a telecommuting schedule. If telecommuting creates adverse effects, the City and the telecommuter shall work to eliminate them. The City retains the right to end the *Telecommuting Agreement* if adverse effects continue.
 10. In all cases, the *Telecommuting Agreement* must be renewed annually.

B. Eligibility

1. The determination that a position may or may not be appropriate for a telecommuting arrangement is made on a case-by-case basis at the department level with final approval from the City Manager.
2. Department's evaluate whether a position is suitable for telecommuting based on the nature of the work that is being performed.
3. Generally, requests to telecommute should be considered when:
 - a. The employee's duties can be fulfilled within the telecommuting structure.
 - b. Telecommuting fits with the needs of the department.
 - c. Telecommuting provides for space savings or increased productivity.
 - d. The employee has demonstrated sustained high performance, and the Manager believes the employee can maintain the expected quantity and quality of work while telecommuting.
 - e. The employee has a proven track record for being able to focus on priorities and meet deadlines.
 - f. The department can maintain quality of service for clients, employees, and members of the community.
 - g. The employee's work must be of a nature that face-to-face interaction with internal or external customers or project groups is minimal and the employee's tasks can be performed successfully away from the office.
 - h. The employee consistently communicates effectively with supervisors, co-workers, support staff, and clients.
 - i. The employee operates computer or other equipment independently, to the degree that will be required to work from their home.
 - j. The employee must be employed by the City of Whitewater for a minimum of one (1) year prior to the effective date of the telecommuting agreement.
 - k. Characteristics of the employee will include:
 - 1) a demonstrated conscientiousness about work time and productivity
 - 2) good planners
 - 3) strong communicators
 - 4) able to manage work load effectively
 - 5) flexible
 - 6) committed
 - 7) responsible
 - 8) self-motivated
 - 9) ability to work well alone and ask for feedback when needed.

C. Application/Review/Approval

1. An employee requesting a telecommuting arrangement should complete a *Telecommuting Request Form* (Annex A) and the *Telecommuting Safety Checklist* (Annex C).
2. The employee submits both forms to their department director or department s supervisor.
3. A telecommuting arrangement must be mutually agreed upon by the employee and the employee's supervisor or department manager.
4. Any changes to the written arrangement must also be documented by their supervisor in writing and with final approval from the City Manager.
5. Work tasks should be completed on the *Telecommuting Request Form* and reviewed by the department director or department supervisor.

6. The department director or department supervisor should resolve any issues or concerns before making a decision on the telecommuting request.
7. Should a conflict arise between two or more employees concerning a telecommuting arrangement, the employee's department director/supervisor shall have final authority to resolve the matter.
8. If the telecommuting request meets department approval then department director or department supervisor will then complete a *Telecommuting Agreement*, so it expires annually with the employee.
9. At the expiration of a *Telecommuting Agreement*, the employee would have the option to request renewal of the arrangement by filling out another *Telecommuting Request Form*.
10. This process allows supervisors/managers and employees to evaluate and adjust telecommuting to meet their department needs.
11. The City Manager will review all *Telecommuting Requests*, *Telecommuting Safety Checklists*, and *Telecommuting Agreements* within 14 business days from the date of approval from the department director or department supervisor.
12. If the City Manager is unable to review within the 14 business days, an email will be sent to the department director or department supervisor notifying them of such with a tentative completion date.
13. The City Manager will return the signed forms to the department manager/department supervisor.
14. The department manager/department supervisor is responsible for notifying the employee of the final decision and providing the employee a copy of all three (3) forms.
15. Once a telecommuting agreement is signed the department director or department supervisor shall send an email and scan of the agreement to the Chief Information Officer so access can be set up.
16. Human Resources should be provided the originals of *Telecommuting Agreement*, *Telecommuting Request*, and *Telecommuting Safety Checklist* for the employee's personnel file.
17. After an employee begins a telecommuting arrangement, the department director, or department supervisor should conduct periodic reviews with the employee to evaluate the success of the arrangement.
 - a. It is recommended that a first time telecommuter would be reviewed during the first 45 days, at the end of six months and after one year.
 - b. After one year, all reviews will be done concurrent with their annual job performance review.

D. Denials

1. Generally, requests to telecommute should not be considered when:
 - a. The job requires the employee's physical presence or telecommuting would impair the department's efficiency or other departmental staff.
 - b. The employee's job duties require that the employee provide frequent supervision, direction, or input to other employees who are onsite.
 - c. The employee's performance evaluations do not indicate sustained high performance or the ability to work independently.
 - d. The employee has a documented attendance problem.
 - e. The employee has less than one year of service with the City of Whitewater.

2. If the request is denied, the department director or department supervisor must notify the employee in writing stating the exact reason(s).
3. An employee has a right to appeal the denial within 7 business days of the denial by scheduling a meeting with the City Manager.
4. All denied telecommuting agreements at the department level will be reviewed by the City Manager, with input from human resources as needed.
5. The City Manager's decision will be final.

E. Employee Expectations

1. Telecommuting is NOT designed to be a replacement for appropriate child/eldercare. Although an individual's schedule may be modified on an occasional basis with supervisor approval to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands.
2. Telecommuting shall not be used as a regular or permanent solution to child care or dependent care. Employees who telecommute are expected to make dependent and child care arrangements during the time they will be working from home.
3. Employees are encouraged to discuss expectations of telecommuting with family members prior to entering into this agreement.
4. The employee should not undertake other activities such as, but not limited to, providing primary care for children, or an ill or disabled adult, performing volunteer work, basic homemaking tasks such as dishes, laundry, etc. or participating in another business venture during home working hours.
5. The City of Whitewater reserves the right to require proof of childcare or eldercare arrangements.
6. Employees who telecommute must comply with all City of Whitewater policies and department work rules.
7. Employees who telecommute are expected to have regularly scheduled work hours, to be fully accessible during those hours, and to attend necessary meetings and appointments in person.
8. The telecommuter will spend at least one (1) regular workday per week in the office.
9. Non-exempt employees who telecommute are required to obtain telecommuting approval from the department director and city manager, report their work hours, and take required rest breaks and meal periods.
10. Employees entering into a telecommuting agreement may be required to forfeit use of a personal office or workstation in favor of a shared arrangement to maximize organization office space needs.
11. Employees must provide broad band internet access at their own expense.
12. The City will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location.

F. Measurement of Work Activity

1. Each telecommuter will agree with his/her department director or department supervisor on the objective(s) or work assignment(s) to be accomplished during the telecommuting period.
 - a. The agreement will also include the method(s) of productivity measurement established between the telecommuter and their supervisor.
 - b. The telecommuting program is not intended to extract more work from employees nor to encourage employees to work uncompensated hours.

2. Meetings with clients and or visitors conducting business with the City of Whitewater will not be held in the employee's telecommuting location. ALSO IN K.5.
 3. Employees are ensuring that a high level of public service is maintained and that abuses of this policy do not occur.
 4. Employees are expected to maintain an adequate, safe, and ergonomic work space in their home. ALSO IN K.3.
- G. Department Directors or Department Manager Responsibilities
1. Ensure that a high level of public service is maintained, and that abuses of this policy do not occur.
 2. Provide written notice granting or denying requests and written notice for termination of those expectations.
 3. Communicate to the employee performance expectations and monitor accomplishment of those expectations.
 4. Review employee requests for telecommuting, granting or denying request, including annual renewals. If an employee's request is denied, a reason must be provided to the employee.
 5. Monitor policy use to insure that the policy is being applied consistently.
 6. Abide by all of the terms of the City of Whitewater's telecommuting policy.
- H. Protected Health Information/Confidentiality
1. Employees in a telecommuting arrangement must comply with all City of Whitewater policies and procedures concerning the handling of Protected Health Information, as well as use of computers, internet, and email. It is expected employees fully review and are familiar with these policies.
 2. Employees will limit consumer specific information in their possession outside of City offices to that necessary to perform their duties.
 3. The telecommuter's signed City of Whitewater Employee Policy Manual, Confidentiality and Ethics Agreement, IT and Social Media Policies and any other applicable computer, network, and telecommunication laws, rules and permissions remain in full effect while telecommuting.
 4. Employee are expected to maintain the confidentiality of City information and documents, preventing unauthorized access to any City system or information, and disposing of work related information in a manner that will not jeopardize the interests of the City.
- I. Travel Expense
1. A telecommuter is entitled to mileage reimbursement as indicated by the Internal Revenue Service:
 - a. The first one way trip of the day from home to another location for the purpose of paid employment is not reimbursable as a work expense and is considered the responsibility of the telecommuter. This rule also applies to the last trip of the day from another location for the purpose of work to the home.
 - b. In the event the first trip and/or the last trip of the day is longer than the mileage between the employee's onsite work location and the employee's home, the employee will be reimbursed for the difference.
 - c. If the first trip of the day is shorter than the normal distance from the onsite work location to the employee's home, this mileage would not be reimbursable.
- J. Location

1. Employees telecommuting must have a safe and ergonomically correct workspace, bathroom, and any other areas needed to telecommute.
 2. These workspaces should be maintained in a safe condition, free from hazards to people and equipment, and should comply with City policies and standards. (See *Telecommuting Safety Form* (Appendix C))
 3. A designated work space shall be maintained by the telecommuter.
 4. On Site Visit:
 - a. Given a minimum of 24 hours advance notice, an appropriate representative from the City, trained for the purpose of the visit, may make an on-site visit to the telecommuter's worksite including residence.
 - b. The purpose of the visit would be to determine that the worksite is safe and free from hazards and, where appropriate, to maintain, repair, inspect, or retrieve City-owned equipment, software, data, and supplies.
- K. Liability
1. The City will not be liable for damages to the employee's property resulting from participation in the telecommuting program.
 2. Employees shall agree to carry personal liability insurance (homeowners if appropriate) for at least \$300,000 with a \$1,000,000 umbrella, as specified by the City in the Telecommuting Agreement.
 3. The employee is responsible for maintaining a safe and ergonomic working environment, including the work area, bathroom, and other areas that may be necessary for working during the telecommuting arrangement. STATED ABOVE IN I. 1.
 4. The employee also remains responsible for injuries to third parties and/or members of the employee's family on the employee's premises.
 5. Telecommuting employees shall not hold business meetings with internal or external clients, customers or colleagues at their residence. SIMILARLY STATED ABOVE IN E. 2.
 6. By participating in the telecommuting arrangement the employee agrees to hold the City of Whitewater harmless against any and all claims including injuries to others at the telecommuting location.
 7. Employees who telecommute will be covered by worker's compensation for all job-related injuries occurring at their home during their defined work period.
 8. Worker's compensation will not apply to non-job-related injuries that occur in the home.
 9. Worker's compensation liability will be determined on a case basis in accordance with the Wisconsin Worker's Compensation Act.
 10. In the event of a job-related incident, accident, or injury during telecommuting hours, the employee shall report the incident to their supervisor as soon as possible and follow established procedures to report and investigate workplace incidents, accidents, or injuries.
 11. The employee must allow home office inspections conducted by the City if a job-related incident, accident, or injury has occurred.
- L. Schedule/Hours/Benefits
1. Employees shall not conduct any unauthorized external (non-City) work during their telecommuting work schedule.
 2. A set procedure and schedule for regular communication between a telecommuting employee, staff, and customers must be identified in the telecommuting agreement.
 3. Fair Labor Standards Act (FLSA)-exempt employees must indicate the hours they will be available to be reached by staff and customers.

4. For non-exempt employees, the telecommuting agreement must indicate the hours the employee will be on work status as well as be available to be reached by staff and customers.
5. Department directors or department managers may also outline specific job assignments and expectations of the telecommuting employee.
6. Work schedule variations are subject to department director or department manager approval.
7. For non-exempt employees covered by the provisions of the Fair Labor Standards Act, any hours beyond their normal work schedule must be authorized in advance by the employee's department director or department manager.
8. In order to utilize sick leave on a telecommuting workday, employees must contact their department director or department manager as per the City of Whitewater Sick Policy.
9. Employees who telecommute are expected to be working at their home during their telecommuting work schedule.
10. Personal leave time normally scheduled during a telecommuting employee's scheduled workday must be arranged in the same manner with their department director or department manager as employees at the centrally located worksite.
11. Employees on a telecommuting schedule will continue to accrue vacation and sick leave benefits at the same rate as an employee who is not working a telecommuting arrangement.
12. For nonexempt employees who are covered by the provisions of the Fair Labor Standards Act, vacation and sick leave benefits shall be expended on an hour-for-hour basis.
13. The employee's salary, retirement, and benefits also remain unchanged.

M. Hardware, Software, and Supplies

1. Although the need for specialized material or equipment in order to telecommute should be minimal, the City may provide equipment (hardware and software) and services (such as technical support) if it is approved in advance by the employee's department director or department manager.
2. The department director or department manager may approve minimal telecommuting expenses and should set spending limits accordingly.
3. Department supervisors will work with the Chief Information Officer to determine, with information supplied by the employee, the appropriate equipment needs for each telecommuting arrangement on a case-by-case basis.
4. Office furniture will not be provided to employees who telecommute.
5. General office supplies (such as paper and pens) will be provided by the City and should be obtained by the employee at the centrally located worksite.
6. Out-of-pocket expenses for supplies normally available at the centrally located worksite will not be reimbursed. SEE M.2.
7. Employees who telecommute from home are subject to the same internal City policies regarding use of City provided equipment (hardware and software) and services as that of employees at the centrally located worksite.
8. Employees who telecommute shall not allow anyone, except City employees, to use City provided equipment (Including hardware and software) and services.
9. All equipment provided by the City of Whitewater will remain the property of the City of Whitewater and is subject to the same business use restrictions as if located at the organization's on-site work location.

10. Any City equipment the telecommuter agrees to use or is assigned must take appropriate action to protect the items from damage or theft.
11. In case of City of employee-owner equipment malfunction, which hampers a telecommuter's ability to complete assigned duties, the employee must promptly notify their supervisor. If the malfunction precludes or severely restricts an employee from performing work assignments, the employee may be assigned another project or be required to move to an appropriate work location.
12. Maintenance and repair of employee-owned equipment is the responsibility of the employee. The City is not liable for such equipment even if the employee is engaged in City work at the time of the malfunction.
13. Upon termination of employment or the telecommuting agreement, all City of Whitewater property will be returned to the City within 14 days of the terminated telecommuting agreement date.
14. City information and/or documents stored on an employee's personal computer may be subject to public disclosure requirements. For this reason, all records or business pertaining to the City should be stored on City equipment.
15. The City will not reimburse the employee for telephone calls or service. All calls should be made on a City issued cell phone or telephone software.
16. The City will not reimburse employees for software that is commercially available for installation on an employee's personal computer.
17. The City will not purchase or reimburse employees for the cost of an internet service provider or internet use.

N. Reporting to Centrally Located Worksite

1. Employees may, at the discretion of their director/supervisor, be called to work at their centrally located worksite on their regular telecommuting workday during their regular work hours or otherwise to meet workload requirements.
2. If an employee is telecommuting and during the workday they come in to their centrally located worksite, the time traveling from the employee's home to the centrally located worksite will be treated as "job site" to "job site" travel, and the employee's travel time will be counted as hours worked and compensated accordingly.
3. Whenever possible, when telecommuting employees are requested to report to their centrally located worksite, they should be so notified by the end of the work day prior to the day they are requested to report to the central worksite. In such cases, travel time between home and the central worksite is treated as regular commuting time and is not counted as hours worked and compensated.

O. Contact

1. Inquiries regarding this policy should be directed to Human Resources.
2. Specific questions regarding your Telecommuting Agreement, Telecommuting Request, or Telecommuting Safety Checklist should be directed to the employees immediate department director or department supervisor.
3. IT questions should be directed to the City's Chief Information Officer.

V. REPORTING

- A. Telecommuting Agreement (Appendix A)
- B. Telecommuting Request Form (Appendix B)
- C. Telecommuting Safety Form (Appendix C)



Telecommuting Agreement

Employee Name:

Title:

Supervisor:

Department:

This document specifies the details of an employee's telecommuting work arrangement with their supervisor. Employees should read and understand the Telecommuting Policy. The Telecommuting Request Form and Telecommuting Safety Checklist should be completed prior to this agreement. When all signatures are present, the employee is authorized to begin telecommuting. This Telecommuting Agreement may be discontinued by either the employee or the City at any time without cause, with a two-week notice if possible.

By signing below, I agree to the following terms:

I have received and read a copy of the "Telecommuting Policy" and understand and agree to the same; Highlights of the policy are as follows but not limited to:

I understand the City has a right to send a representative to inspect my premise with 24 hours' notice and reserves the right to inspect premises post-injury. The City reserves the right to investigate circumstances associated with third-party subrogation claims.

I understand I shall maintain a personal liability insurance policy for the City minimum while telecommuting.

I understand at-home activities are prohibited while telecommuting which include but not limited to: dependent care, elderly care, volunteering, basic homemaking tasks such as dishes, laundry, etc. and personal business.

I understand I must maintain a safe, and ergonomically correct workspace, bathroom, and other areas needed to telecommute as per the Telecommuting Safety Checklist.

I have received and read a copy the City of Whitewater's IT Policy and understand and agree to the same. Highlights of the policy are as follow but not limited to:

I understand and agree that any software and hardware devices provided to me by the City remain the property of the City.

I understand and agree I am not to modify, alter, or upgrade any software programs or hardware devices provided to me by the City without the permission of the Information Technology department. I

understand and agree that I shall not copy, duplicate (except for backup purposes as part of my job), or allow anyone else to copy or duplicate any software.

I understand and agree that, if I leave the City for any reason, I shall return to the City the original and copies of any and all software, computer materials, or computer equipment that I may have received from the City that is either in my possession or otherwise directly or indirectly under my control within 14 days.

I understand and agree I must make reasonable efforts to protect all City provided software and hardware devices from theft and physical damage. I understand and agree that the City information or documents stored on my personal computer may be subject to public disclosure and that I may be required to provide any and all City information and documents to the City immediately upon request.

I understand I shall take all necessary measures to ensure confidentiality of data and to preserve and retain records.

I understand I shall notify my supervisor of any change of residence, as a new residence will require a new Telecommuting Safety Checklist and Telecommuting Request to be completed.

I have received a copy of the completed a Telecommuting Request Form and Telecommuting Safety Checklist and agree to all terms listed on the forms. All work rules and City policies apply to the telecommuting employee. All injuries should be promptly reported by the employee to the supervisor as per City policies.

I agree to the schedule and tasks as outlined in the Telecommuting Request.

I agree to follow up with my Department Director/Department Supervisor on a regular basis with progress on agreed tasks, projects or other City business as outline in the Telecommuting Request Form.

By signing below, the employee agrees that s/he has received, has read, understands, and will abide by the Telecommuting Policy, Telecommuting Request Form, and Telecommuting Safety Checklist. S/he will participate and complete performance evaluation measures.

I understand and agree to the terms and conditions of this agreement. I also understand that any changes in the work arrangement must be in writing and must be signed by the employee, department director, or department supervisor with final approval by the City Manager.

Employee Signature

Date:

Department Director/Department Supervisor Signature

Date:

City Manager Signature

Date:



Telecommuting Request Form

I. General Information

1. Employee Name:
2. Job Title:
3. Department:
4. Cell Phone Number:
5. Work Cell Phone Number:
6. Home Number:
7. Date of Hire:
8. Personal Liability Insurance (Homeowner's if appropriate): I currently have a valid and active personal liability policy (Homeowner's if appropriate) enforce for at least \$XXXXXXXX and will keep a policy active for the minimum while Telecommuting as an employee of the City of Whitewater. Yes No

Insurance Company:

Policy Number:

II. Proposed Location/Schedule

1. My position is: Exempt Non-Exempt
2. Requested telecommuting location:

Address:
City:
State:
Zip:
3. I have an ergonomic space free of hazards for telecommuting inside the location listed in #2? Yes No
4. Date Telecommuting would be effective:
5. Telecommuting Days/Hours Requested (You must be available for phone calls during these times)
 Monday Start Time: am pm End Time: am pm
 Tuesday Start Time: am pm End Time: am pm
 Wednesday Start Time: am pm End Time: am pm

Thursday Start Time: am pm End Time: am pm
 Friday Start Time: am pm End Time: am pm
 Variable (Please list schedule):

If you are a non-exempt employee: meal break will be from:
 am pm to am pm

6. How many days per month do you expect to telecommute? _____ days

III. Tasks

What essential functions, projects or tasks will you be completing while telecommuting?

- 1.
- 2.
- 3.
- 4.
- 5.

Employee Signature:

Date:

Department Directors and Department Supervisors must complete this section:

1. Are the job duties to be performed conducive for telecommuting? Yes No
2. Is the employee's job performance conducive for telecommuting?
(Consider the employee's work habits and past job performance) Yes No
3. Does the employee possess characteristics conducive to telecommuting?
(e.g. strong communicator, committed, flexible, responsible, self-motivated, and conscientious of deadlines) Yes No
4. Can arrangements for telecommuting be made without presenting a financial hardship on the department? Yes No
5. Can a cost saving be realized from this telecommuting arrangement?
(E.g. office space reduced) Please specify: Yes No
6. Will telecommuting adversely affect customers or other departmental staff? Yes No
7. Are performance metrics related to telework available upon request? Yes No
8. Employee verified they have an active Personal Liability Insurance Policy for the minimum. Yes No
9. The employee has been employed with the City of Whitewater for one (1) year? Yes No

Work Review Periods

Describe specifically below in what manner supervisor and employee agree to review work tasks, work projects, review completed work and discuss status of projects (e.g. phone, email, face-to-face)

Daily (Optional):

Weekly (Recommended):

Monthly (Required):

Department Director or Department Manager's Signature:

Date:

Approved Start Date: _____ End Date: _____

Denied Reason for Denial: _____

City Manager Signature:

Date:

Approved Denied Reason for Denial: _____



Telecommuting Safety Checklist

Within the designated work area:

- 1. Are all stairs with four or more steps equipped with handrails? Yes No
- 2. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through the walls, exposed wires fixed to the ceiling)? Yes No
- 3. Are aisles, doorways, and corners free of obstructions to permit visibility and movement? Yes No
- 4. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways? Yes No
- 5. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard? Yes No
- 6. Is the office space neat, clean, and free of excessive amounts of combustibles? Yes No
- 7. Are floor surfaces clean, dry, and level? Yes No
- 8. Are carpets well-secured to the floor and free of frayed or worn seams? Yes No
- 9. Is there sufficient light for reading? Yes No

Computer Workstation:

- 1. Is your chair adjustable? Yes No
- 2. Do you know how to adjust your chair? Yes No
- 3. Is your back adequately supported by a backrest? Yes No
- 4. Are your feet on the floor or fully supported by a footrest? Yes No
- 5. Are you satisfied with the placement of your monitor and keyboard? Yes No
- 6. Is it easy to read the text on your screen? Yes No
- 7. Is the screen free from noticeable glare? Yes No
- 8. Is the top of your screen at eye level? Yes No
- 9. Is there space to rest your arms while not keying? Yes No
- 10. When keying, are your forearms parallel with the floor? Yes No
- 11. Are your wrists fairly straight when keying? Yes No

By signing this document, the employee certifies that all of the above applicable questions were answered “Yes” or if any were answered “No” that the employee will take all necessary corrective actions to eliminate any hazard before beginning to telework or telecommute.

I have read and will comply with these health and safety recommendations.

Employee’s Signature:

Printed Name:

Date:

		Policy 306.00 Telecommuting			
Owner:	HR Coordinator	Approving Position:	Common Council	Pages:	18
Issue Date:		Revision Date:		Review Date:	
Special Instructions:					

- I. Purpose – The City of Whitewater is committed to creating a work environment and culture where the needs of our citizens, employees, and organization are aligned. Therefore, we strive to be flexible in our approach to work styles and location. Telecommuting when appropriately applied, may benefit both the City and the employee while maintaining and improving City operations and service delivery.

The City of Whitewater offers employees the ability to perform certain job duties away from the central work site. This policy refers to those employees working a set schedule from a remote work area. Telecommuting does not apply to employees who:

- Are mobile workers, that is, those who travel continuously or frequently on City business
- Who work at home on an occasional or short-term basis
- Who work at home as either a temporary or permanent reasonable ADA accommodation or Return-to-Work program.

II. DEFINITIONS

- A. Telecommuting: working one or more days each work week from **Remote Work Location** instead of commuting to a centrally located worksite.
- B. Telecommuting Agreement: a document that describes a specific alternative off-site work arrangement, and any necessary equipment/services needed.
- C. Voluntary: employees choose to request a telecommuting arrangement.
- D. Centrally Located Worksite: The City of Whitewater worksite where the employee would be required to work if they did not telecommute.

III. GUIDELINES

- A. Employer Benefits:
1. Increases employee commitment, engagement, morale and productivity
 2. Reduces absenteeism
 3. Enhances recruitment
 4. Improves retention

Telecommuting

5. Potential to reduce facilities costs
- B. Employee Benefits:
1. Enhances quality of life
 2. Improves morale
 3. Saves time otherwise spent commuting
 4. Greater productivity
 5. Saves money on gas and parking
- C. Benefits to the Community and Environment:
1. Reduces rush hour work trips which contribute to traffic congestion, accidents, etc.
 2. Reduces gas used, greenhouse gas emissions and wear and tear on streets, highways and freeways
 3. Improves air quality
 4. Promotes energy conservation
 5. Potential to expand hours of operation and service delivery

IV. PROCEDURE

- A. Program Agreement and Goals
1. The telecommuting policy shall supersede all prior and/or existing telecommuting or telework policies.
 2. The telecommuting policy shall apply to all non-represented employees in the City.
 3. The application of this policy to City represented employees may be subject of collective bargaining between the City of Whitewater and the exclusive bargaining agents of those employees.
 4. Department directors/supervisors are allowed to recommend telecommuting arrangements, where appropriate, for eligible employees in recognition of the positive personal and management impacts of such arrangements, including reduced commuter stress and traffic congestion, and increased workplace flexibility.
 5. Telecommuting can both serve the needs of City of Whitewater government and its citizens, and grant a greater degree of personal freedom to employees.
 6. Telecommuting is not appropriate for all employees. No employee is entitled to, or guaranteed the opportunity to telecommute.
 - a. Offering the opportunity to work at home is a management option, based on the discretion of the employee's department director or department manager.
 - b. An employee's participation is strictly voluntary.
 - c. All telecommuting agreements must meet the criteria in this policy and may be terminated at any time by either the employee, the department director or department manager although the City will make every effort to provide a two weeks' notice. There may be instances, however, where less or no notice is possible.
 - d. In addition, management retains the right to terminate or modify this agreement on a temporary or permanent bases in its sole discretion.

Telecommuting

7. The policy applies to voluntary telecommuting. The policy does not apply in situations related to telecommuting offered as a result of providing reasonable accommodation for qualified individuals with a disability.
8. A *Telecommuting Agreement* (Annex B) between the telecommuting employee and the department is required, and will be placed in the employee's personnel file.
9. Customers and staff should not be adversely affected by a telecommuting schedule. If telecommuting creates adverse effects, the City and the telecommuter shall work to eliminate them. The City retains the right to end the *Telecommuting Agreement* if adverse effects continue.
10. In all cases, the *Telecommuting Agreement* must be renewed annually.

B. Eligibility

1. The determination that a position may or may not be appropriate for a telecommuting arrangement is made on a case-by-case basis at the department level with final approval from the City Manager.
2. Department's evaluate whether a position is suitable for telecommuting based on the nature of the work that is being performed.
3. Generally, requests to telecommute should be considered when:
 - a. The employee's duties can be fulfilled within the telecommuting structure.
 - b. Telecommuting fits with the needs of the department.
 - c. Telecommuting provides for space savings or increased productivity.
 - d. The employee has demonstrated sustained high performance, and the Manager believes the employee can maintain the expected quantity and quality of work while telecommuting.
 - e. The employee has a proven track record for being able to focus on priorities and meet deadlines.
 - f. The department can maintain quality of service for clients, employees, and members of the community.
 - g. The employee's work must be of a nature that face-to-face interaction with internal or external customers or project groups is minimal and the employee's tasks can be performed successfully away from the office.
 - h. The employee consistently communicates effectively with supervisors, co-workers, support staff, and clients.
 - i. The employee operates computer or other equipment independently, to the degree that will be required to work from their home.
 - j. The employee must be employed by the City of Whitewater for a minimum of one (1) year prior to the effective date of the telecommuting agreement.
 - k. Characteristics of the employee will include:
 - 1) a demonstrated conscientiousness about work time and productivity
 - 2) good planners
 - 3) strong communicators
 - 4) able to manage work load effectively
 - 5) flexible
 - 6) committed

Telecommuting

- 7) responsible
- 8) self-motivated
- 9) ability to work well alone and ask for feedback when needed.

C. Application/Review/Approval

1. An employee requesting a telecommuting arrangement should complete a *Telecommuting Request Form (Annex A) and the Telecommuting Safety Checklist (Annex C)*.
2. The employee submits both forms to their department director or department supervisor.
3. A telecommuting arrangement must be mutually agreed upon by the employee and the employee's supervisor or department manager.
4. Any changes to the written arrangement must also be documented by their supervisor in writing and with final approval from the City Manager.
5. Work tasks should be completed on the *Telecommuting Request Form* and reviewed by the department director or department supervisor.
6. The department director or department supervisor should resolve any issues or concerns before making a decision on the telecommuting request.
7. Should a conflict arise between two or more employees concerning a telecommuting arrangement, the employee's department director/supervisor shall have final authority to resolve the matter.
8. If the telecommuting request meets department approval then department director or department supervisor will then complete a *Telecommuting Agreement*, so it expires annually with the employee.
9. At the expiration of a *Telecommuting Agreement*, the employee would have the option to request renewal of the arrangement by filling out another *Telecommuting Request Form*.
10. This process allows supervisors/managers and employees to evaluate and adjust telecommuting to meet their department needs.
11. The City Manager will review all *Telecommuting Requests, Telecommuting Safety Checklists, and Telecommuting Agreements* within 14 business days from the date of approval from the department director or department supervisor.
12. If the City Manager is unable to review within the 14 business days, an email will be sent to the department director or department supervisor notifying them of such with a tentative completion date.
13. The City Manager will return the signed forms to the department manager/department supervisor.
14. The department manager/department supervisor is responsible for notifying the employee of the final decision and providing the employee a copy of all three (3) forms.
15. Once a telecommuting agreement is signed the department director or department supervisor shall send an email and scan of the agreement to the Chief Information Officer so access can be set up.

Telecommuting

16. Human Resources should be provided the originals of *Telecommuting Agreement*, *Telecommuting Request*, and *Telecommuting Safety Checklist* for the employee's personnel file.
17. After an employee begins a telecommuting arrangement, the department director, or department supervisor should conduct periodic reviews with the employee to evaluate the success of the arrangement.
 - a. It is recommended that a first time telecommuter would be reviewed during the first 45 days, at the end of six months and after one year.
 - b. After one year, all reviews will be done concurrent with their annual job performance review.

D. Denials

1. Generally, requests to telecommute should not be considered when:
 - a. The job requires the employee's physical presence or telecommuting would impair the department's efficiency or other departmental staff.
 - b. The employee's job duties require that the employee provide frequent supervision, direction, or input to other employees who are onsite.
 - c. The employee's performance evaluations do not indicate sustained high performance or the ability to work independently.
 - d. The employee has a documented attendance problem.
 - e. The employee has less than one year of service with the City of Whitewater.
2. If the request is denied, the department director or department supervisor must notify the employee in writing stating the exact reason(s).
3. An employee has a right to appeal the denial within 7 business days of the denial by scheduling a meeting with the City Manager.
4. All denied telecommuting agreements at the department level will be reviewed by the City Manager, with input from human resources as needed.
5. The City Manager's decision will be final.

E. Employee Expectations

1. Telecommuting is NOT designed to be a replacement for appropriate child/eldercare. Although an individual's schedule may be modified on an occasional basis with supervisor approval to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands.
2. Telecommuting shall not be used as a regular or permanent solution to child care or dependent care. Employees who telecommute are expected to make dependent and child care arrangements during the time they will be working from home.
3. Employees are encouraged to discuss expectations of telecommuting with family members prior to entering into this agreement.
4. The employee should not undertake other activities such as, but not limited to, providing primary care for children, or an ill or disabled adult, performing volunteer work, basic homemaking tasks such as dishes, laundry, etc. or participating in another business venture during home working hours.
5. The City of Whitewater reserves the right to require proof of childcare or eldercare arrangements.

Telecommuting

6. Employees who telecommute must comply with all City of Whitewater policies and department work rules.
 7. Employees who telecommute are expected to have regularly scheduled work hours, to be fully accessible during those hours, and to attend necessary meetings and appointments in person.
 8. The telecommuter will spend at least one (1) regular workday per week in the office.
 9. Non-exempt employees who telecommute are required to obtain telecommuting approval from the department director and city manager, report their work hours, and take required rest breaks and meal periods.
 10. Employees entering into a telecommuting agreement may be required to forfeit use of a personal office or workstation in favor of a shared arrangement to maximize organization office space needs.
 11. Employees must provide broad band internet access at their own expense.
 12. The City will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location.
- F. Measurement of Work Activity
1. Each telecommuter will agree with his/her department director or department supervisor on the objective(s) or work assignment(s) to be accomplished during the telecommuting period.
 - a. The agreement will also include the method(s) of productivity measurement established between the telecommuter and their supervisor.
 - b. The telecommuting program is not intended to extract more work from employees nor to encourage employees to work uncompensated hours.
 2. Meetings with clients and or visitors conducting business with the City of Whitewater will not be held in the employee's telecommuting location. ALSO IN K.5.
 3. Employees are ensuring that a high level of public service is maintained and that abuses of this policy do not occur.
 4. Employees are expected to maintain an adequate, safe, and ergonomic work space in their home. ALSO IN K.3.
- G. Department Directors or Department Manager Responsibilities
1. Ensure that a high level of public service is maintained, and that abuses of this policy do not occur.
 2. Provide written notice granting or denying requests and written notice for termination of those expectations.
 3. Communicate to the employee performance expectations and monitor accomplishment of those expectations.
 4. Review employee requests for telecommuting, granting or denying request. If an employee's request is denied, a reason must be provided to the employee.
 5. Monitor policy use to insure that the policy is being applied consistently.
 6. Set up additional procedures for department director or department manager should the department director or department manager choose to review or track telecommuting agreements with their employees. ?????

Telecommuting

7. Abide by all of the terms of the City of Whitewater's telecommuting policy.
- H. Protected Health Information/Confidentiality
1. Employees in a telecommuting arrangement must comply with all City of Whitewater policies and procedures concerning the handling of Protected Health Information, as well as use of computers, internet, and email. It is expected employees fully review and are familiar with these policies.
 2. Employees will limit consumer specific information in their possession outside of City offices to that necessary to perform their duties.
 3. The telecommuter's signed City of Whitewater Employee Policy Manual, Confidentiality and Ethics Agreement, IT and Social Media Policies and any other applicable computer, network, and telecommunication laws, rules and permissions remain in full effect while telecommuting.
 4. Employee are expected to maintain the confidentiality of City information and documents, preventing unauthorized access to any City system or information, and disposing of work related information in a manner that will not jeopardize the interests of the City.
- I. Travel Expense
1. A telecommuter is entitled to mileage reimbursement as indicated by the Internal Revenue Service:
 - a. The first one way trip of the day from home to another location for the purpose of paid employment is not reimbursable as a work expense and is considered the responsibility of the telecommuter. This rule also applies to the last trip of the day from another location for the purpose of work to the home.
 - b. In the event the first trip and/or the last trip of the day is longer than the mileage between the employee's onsite work location and the employee's home, the employee will be reimbursed for the difference.
 - c. If the first trip of the day is shorter than the normal distance from the onsite work location to the employee's home, this mileage would not be reimbursable.
- J. Location
1. Employees telecommuting must have a safe and ergonomically correct workspace, bathroom, and any other areas needed to telecommute.
 2. These workspaces should be maintained in a safe condition, free from hazards to people and equipment, and should comply with City policies and standards. (See *Telecommuting Safety Form (Appendix C)*)
 3. A designated work space shall be maintained by the telecommuter at the alternate work location SHOULD THIS BE A DEFINITION? SHOULD IT BE THE SAME DESCRIPTION THROUGHOUT THE POLICY?
 4. On Site Visit:
 - a. Given a minimum of 24 hours advance notice, an appropriate representative from the City, trained for the purpose of the visit, may make an on-site visit to the telecommuter's worksite including residence.

Telecommuting

- b. The purpose of the visit would be to determine that the worksite is safe and free from hazards and, where appropriate, to maintain, repair, inspect, or retrieve City-owned equipment, software, data, and supplies.

K. Liability

1. The City will not be liable for damages to the employee's property resulting from participation in the telecommuting program.
2. Employees shall agree to carry personal liability insurance (homeowners if appropriate) for at least \$300,000 with a \$1,000,000 umbrella, as specified by the City in the Telecommuting Agreement.
3. The employee is responsible for maintaining a safe and ergonomic working environment, including the work area, bathroom, and other areas that may be necessary for working during the telecommuting arrangement. STATED ABOVE IN I. 1.
4. The employee also remains responsible for injuries to third parties and/or members of the employee's family on the employee's premises.
5. Telecommuting employees shall not hold business meetings with internal or external clients, customers or colleagues at their residence. SIMILARLY STATED ABOVE IN E. 2.
6. By participating in the telecommuting arrangement the employee agrees to hold the City of Whitewater harmless against any and all claims including injuries to others at the telecommuting location.
7. Employees who telecommute will be covered by worker's compensation for all job-related injuries occurring at their home during their defined work period.
8. Worker's compensation will not apply to non-job-related injuries that occur in the home.
9. Worker's compensation liability will be determined on a case basis in accordance with the Wisconsin Worker's Compensation Act.
10. In the event of a job-related incident, accident, or injury during telecommuting hours, the employee shall report the incident to their supervisor as soon as possible and follow established procedures to report and investigate workplace incidents, accidents, or injuries.
11. The employee must allow home office inspections conducted by the City if a job-related incident, accident, or injury has occurred.

L. Schedule/Hours/Benefits

1. Employees shall not conduct any unauthorized external (non-City) work during their telecommuting work schedule.
2. A set procedure and schedule for regular communication between a telecommuting employee, staff, and customers must be identified in the telecommuting agreement.
3. Fair Labor Standards Act (FLSA)-exempt employees must indicate the hours they will be available to be reached by staff and customers.
4. For non-exempt employees, the telecommuting agreement must indicate the hours the employee will be on work status as well as be available to be reached by staff and customers.
5. Department directors or department managers may also outline specific job assignments and expectations of the telecommuting employee.

Telecommuting

6. Work schedule variations are subject to department director or department manager approval.
 7. For non-exempt employees covered by the provisions of the Fair Labor Standards Act, any hours beyond their normal work schedule must be authorized in advance by the employee's department director or department manager.
 8. In order to utilize sick leave on a telecommuting workday, employees must contact their department director or department manager as per the City of Whitewater Sick Policy.
 9. Employees who telecommute are expected to be working at their home during their telecommuting work schedule.
 10. Personal leave time normally scheduled during a telecommuting employee's scheduled workday must be arranged in the same manner with their department director or department manager as employees at the centrally located worksite.
 11. Employees on a telecommuting schedule will continue to accrue vacation and sick leave benefits at the same rate as an employee who is not working a telecommuting arrangement.
 12. For nonexempt employees who are covered by the provisions of the Fair Labor Standards Act, vacation and sick leave benefits shall be expended on an hour-for-hour basis.
 13. The employee's salary, retirement, and benefits also remain unchanged.
- M. Hardware, Software, and Supplies
1. Although the need for specialized material or equipment in order to telecommute should be minimal, the City may provide equipment (hardware and software) and services (such as technical support) if it is approved in advance by the employee's department director or department manager.
 2. The department director or department manager may approve minimal telecommuting expenses and should set spending limits accordingly.
 3. Department supervisors will work with the Chief Information Officer to determine, with information supplied by the employee, the appropriate equipment needs for each telecommuting arrangement on a case-by-case basis.
 4. Office furniture will not be provided to employees who telecommute.
 5. General office supplies (such as paper and pens) will be provided by the City and should be obtained by the employee at the centrally located worksite.
 6. Out-of-pocket expenses for supplies normally available at the centrally located worksite will not be reimbursed. SEE M.2.
 7. Employees who telecommute from home are subject to the same internal City policies regarding use of City provided equipment (hardware and software) and services as that of employees at the centrally located worksite.
 8. Employees who telecommute shall not allow anyone, except City employees, to use City provided equipment (Including hardware and software) and services.
 9. All equipment provided by the City of Whitewater will remain the property of the City of Whitewater and is subject to the same business use restrictions as if located at the organization's on-site work location.

Telecommuting

10. Any City equipment the telecommuter agrees to use or is assigned must take appropriate action to protect the items from damage or theft.
 11. In case of City of employee-owner equipment malfunction, which hampers a telecommuter's ability to complete assigned duties, the employee must promptly notify their supervisor. If the malfunction precludes or severely restricts an employee from performing work assignments, the employee may be assigned another project or be required to move to an appropriate work location.
 12. Maintenance and repair of employee-owned equipment is the responsibility of the employee. The City is not liable for such equipment even if the employee is engaged in City work at the time of the malfunction.
 13. Upon termination of employment or the telecommuting agreement, all City of Whitewater property will be returned to the City within 14 days of the terminated telecommuting agreement date.
 14. City information and/or documents stored on an employee's personal computer may be subject to public disclosure requirements. For this reason, all records or business pertaining to the City should be stored on City equipment.
 15. The City will not reimburse the employee for telephone calls or service. All calls should be made on a City issued cell phone or **telephone software**.
 16. The City will not reimburse employees for software that is commercially available for installment on an employee's personal computer.
 17. The City will not purchase or reimburse employees for the cost of an internet service provider or internet use.
- N. Reporting to Centrally Located Worksite
1. Employees may, at the discretion of their director/supervisor, be called to work at their centrally located worksite on their regular telecommuting workday during their regular work hours or otherwise to meet workload requirements.
 2. If an employee is telecommuting and during the workday they come in to their centrally located worksite, the time traveling from the employee's home to the centrally located worksite will be treated as "job site" to "job site" travel, and the employee's travel time will be counted as hours worked and compensated accordingly.
 3. Whenever possible, when telecommuting employees are requested to report to their centrally located worksite, they should be so notified by the end of the work day prior to the day they are requested to report to the central worksite. In such cases, travel time between home and the central worksite is treated as regular commuting time and is not counted as hours worked and compensated.
- O. Contact
1. Inquiries regarding this policy should be directed to Human Resources.
 2. Specific questions regarding your Telecommuting Agreement, Telecommuting Request, or Telecommuting Safety Checklist should be directed to the employees immediate department director or department supervisor.
 3. IT questions should be directed to the City's Chief Information Officer.

V. REPORTING

Telecommuting

- A. Telecommuting Request Form (Appendix A)
- B. Telecommuting Agreement (Appendix B)
- C. Telecommuting Safety Form (Appendix C)
- D. 45 Day Performance Review TBD
- E. 6 Month Performance Review TBD
- F. 12 month Performance Review TBD

VI. JOB AIDS - step by step tasks, checklists, and decision based workflows

DRAFT



Telecommuting Agreement

Employee Name:

Title:

Supervisor:

Department:

This document specifies the details of an employee's telecommuting work arrangement with their supervisor. Employees should read and understand the Telecommuting Policy. The Telecommuting Request Form and Telecommuting Safety Checklist should be completed prior to this agreement. When all signatures are present, the employee is authorized to begin telecommuting. This Telecommuting Agreement may be discontinued by either the employee or the City at any time without cause, with a two-week notice if possible.

By signing below, I agree to the following terms:

1. I have received and read a copy of the "Telecommuting Policy" and understand and agree to the same; Highlights of the policy are as follows but not limited to:
 - a. I understand the City has a right to send a representative to inspect my premise with 24 hours' notice and reserves the right to inspect premises post-injury. The City reserves the right to investigate circumstances associated with third-party subrogation claims,
 - b. I understand I shall maintain a personal liability insurance policy for the City minimum while telecommuting;
 - c. I understand at-home activities are prohibited while telecommuting which include, but not limited to: dependent care, elderly care, volunteering, basic homemaking tasks such as dishes, laundry, etc. and personal business;
 - d. I understand I must maintain a safe, and ergonomically correct workspace, bathroom, and other areas needed to telecommute as per the

Telecommuting Safety Checklist.

2. I have received and read a copy the City of Whitewater's IT Policy and understand and agree to the same. Highlights of the policy are as follow but not limited to:
 - a. I understand and agree that any software and hardware devices provided to me by the City remain the property of the City;
 - b. I understand and agree I am not to modify, alter, or upgrade any software programs or hardware devices provided to me by the City without the permission of the Information Technology department;

- c. I understand and agree that I shall not copy, duplicate (except for backup purposes as part of my job), or allow anyone else to copy or duplicate any software;
- d. I understand and agree that, if I leave the City for any reason, I shall return to the City the original and copies of any and all software, computer materials, or computer equipment that I may have received from the City that is either in my possession or otherwise directly or indirectly under my control within 14 days;
- e. I understand and agree I must make reasonable efforts to protect all City provided software and hardware devices from theft and physical damage;
- f. I understand and agree that the City information or documents stored on my personal computer may be subject to public disclosure and that I may be required to provide any and all City information and documents to the City immediately upon request;
- g. I understand I shall take all necessary measures to ensure confidentiality of data and to preserve and retain records.

3. I understand I shall notify my supervisor of any change of residence, as a new residence will require a new Telecommuting Safety Checklist and Telecommuting Request to be completed and ;

4. I have received a copy of the completed a Telecommuting Request Form and Telecommuting Safety Checklist and agree to all terms listed on the forms;

5. All work rules and City policies apply to the telecommuting employee. All injuries should be promptly reported by the employee to the supervisor as per City policies;

6. I agree to the schedule and tasks as outlined in the Telecommuting Request.

6. I agree to follow up with my Department Director/Department Supervisor on a regular basis with progress on agreed tasks, projects or other City business as outline in the Telecommuting Request Form.

By signing below, the employee agrees that s/he has received, has read, understands, and will abide by the Telecommuting Policy, Telecommuting Request Form, and Telecommuting Safety Checklist. S/he will participate and complete performance evaluation measures.

I understand and agree to the terms and conditions of this agreement. I also understand that any changes in the work arrangement must be in writing and must be signed by the employee, department director, or department supervisor with final approval by the City Manager.

Employee Signature

Date:

Department Director/Department Supervisor Signature

Date:

City Manager Signature

Date:



Telecommuting Request Form

I. General Information

1. Employee Name:
2. Job Title:
3. Department:
4. Cell Phone Number:
5. Work Cell Phone Number:
6. Home Number:
7. Date of Hire:
8. Personal Liability Insurance (Homeowner's if appropriate): I currently have a valid and active personal liability policy (Homeowner's if appropriate) enforce for at least \$XXXXXXXX and will keep a policy active for the minimum while Telecommuting as an employee of the City of Whitewater. Yes No

Insurance Company:

Policy Number:

II. Proposed Location/Schedule

1. My position is: Exempt Non-Exempt
2. Requested telecommuting location:

Address:
City:
State:
Zip:
3. I have an ergonomic space free of hazards for telecommuting inside the location listed in #2? Yes
 No
4. Date Telecommuting would be effective:
5. Telecommuting Days/Hours Requested (You must be available for phone calls during these times)

<input type="checkbox"/> Monday	Start Time:	<input type="checkbox"/> am <input type="checkbox"/> pm	End Time:	<input type="checkbox"/> am <input type="checkbox"/> pm
<input type="checkbox"/> Tuesday	Start Time:	<input type="checkbox"/> am <input type="checkbox"/> pm	End Time:	<input type="checkbox"/> am <input type="checkbox"/> pm
<input type="checkbox"/> Wednesday	Start Time:	<input type="checkbox"/> am <input type="checkbox"/> pm	End Time:	<input type="checkbox"/> am <input type="checkbox"/> pm
<input type="checkbox"/> Thursday	Start Time:	<input type="checkbox"/> am <input type="checkbox"/> pm	End Time:	<input type="checkbox"/> am <input type="checkbox"/> pm
<input type="checkbox"/> Friday	Start Time:	<input type="checkbox"/> am <input type="checkbox"/> pm	End Time:	<input type="checkbox"/> am <input type="checkbox"/> pm
<input type="checkbox"/> Variable (Please list schedule):				

If you are a non-exempt employee: meal break will be from:

am pm to am pm

6. How many days per month do you expect to telecommute? _____ days

III. Tasks

What essential functions, projects or tasks will you be completing while telecommuting?

- 1.
- 2.
- 3.
- 4.
- 5.

Employee Signature:

Date:

Department Directors and Department Supervisors must complete this section:

1. Are the job duties to be performed conducive for telecommuting? Yes No
2. Is the employee's job performance conducive for telecommuting? Yes No
(Consider the employee's work habits and past job performance)
3. Does the employee possess characteristics conducive to telecommuting? Yes No
(e.g. strong communicator, committed, flexible, responsible, self-motivated, and conscientious of deadlines)
4. Can arrangements for telecommuting be made without presenting a financial hardship on the department? Yes No
5. Can a cost saving be realized from this telecommuting arrangement? Yes No
(E.g. office space reduced) Please specify:
6. Will telecommuting adversely affect customers or other departmental staff? Yes No
7. Are performance metrics related to telework available upon request? Yes No
8. Employee verified they have an active Personal Liability Insurance Policy for the minimum. Yes No
9. The employee has been employed with the City of Whitewater for one (1) year? Yes No

Work Review Periods

Describe specifically below in what manner supervisor and employee agree to review work tasks, work projects, review completed work and discuss status of projects (e.g. phone, email, face-to-face)

Daily (Optional):

Weekly (Recommended):

Monthly (Required):

Department Director or Department Manager's Signature:

Date:

Approved Start Date: End Date:

Denied Reason for Denial:

City Manager Signature:

Date:

Approved Denied Reason for Denial:



Telecommuting Safety Checklist

Within the designated work area:

1. Are all stairs with four or more steps equipped with handrails? Yes
 No
2. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through the walls, exposed wires fixed to the ceiling)? Yes
 No
3. Are aisles, doorways, and corners free of obstructions to permit visibility and movement? Yes No
4. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways? Yes No
5. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard? Yes No
6. Is the office space neat, clean, and free of excessive amounts of combustibles? Yes
 No
7. Are floor surfaces clean, dry, and level? Yes
 No
8. Are carpets well-secured to the floor and free of frayed or worn seams? Yes
 No
9. Is there sufficient light for reading? Yes No

Computer Workstation:

1. Is your chair adjustable? Yes No
2. Do you know how to adjust your chair? Yes
 No
3. Is your back adequately supported by a backrest? Yes No
4. Are your feet on the floor or fully supported by a footrest? Yes No
5. Are you satisfied with the placement of your monitor and keyboard? Yes
 No
6. Is it easy to read the text on your screen? Yes No

7. Is the screen free from noticeable glare? Yes
No
8. Is the top of your screen at eye level? Yes
No
9. Is there space to rest your arms while not keying? Yes
No
10. When keying, are your forearms parallel with the floor? Yes
 No
11. Are your wrists fairly straight when keying? Yes
No

By signing this document, the employee certifies that all of the above applicable questions were answered “Yes” or if any were answered “No” that the employee will take all necessary corrective actions to eliminate any hazard before beginning to telework or telecommute.

I have read and will comply with these health and safety recommendations.

Employee’s Signature:

Printed Name:

Date:

		<p style="text-align: center;">Policy 102.01 Policy Governance</p>			
Owner:	City Manager	Approving Position:	City Manager	Pages:	6
Issue Date:	12/22/2011	Revision Date:	11/2022	Review Date:	06/11/2022
Special Instructions:					

I. Policy

The City shall establish policies to ensure City practices are considered and disciplined. Policies are to be supported by Guidelines, Procedures and Job Aides as appropriate to ensure they are understood and effective. These elements shall be contained in a policy document that is:

- A. reviewed and updated periodically
- B. stored in a central electronic repository

The Common Council must approve all changes to policy language unless otherwise delegated to the City Manager. The City Manager is empowered to oversee and approve supporting sections of Policy documents to ensure effective implementation of council approved policy. Changes to any section of a Policy document that create a significant financial impact to the City must be presented to and approved by the Common Council.

II. Policy Owners

- A. The City Manager shall designate a Policy Owner for each Policy Document.
- B. The Policy Owner will be responsible to:
 1. ensure that Guidelines, **Definitions**, Procedures and Job Aid sections support the Policy requirements,
 2. coordinate the review, development and maintenance of their respective policy documents,
 3. obtain approval for changes, as appropriate, based on types of changes within document,
 4. communicate document changes to affected staff as they are approved/published,
 5. provide training to ensure Policy document requirements are understood.

- C. Policy Owners shall consult with managers of affected departments and incorporate best practices, where appropriate, when revising policy documents.
- D. Policy Owner Listing
 - 1. The Finance and Administrative Services Director shall maintain a listing of Policy Owners assigned by the City Manager.
 - 2. This listing shall be maintained and published within a designated electronic repository.

III. Policy Standards

- A. The Policy section is broad in nature to provide guiding concepts to define expectations of the Common Council.
- B. Policy language is drafted by the Policy Owner and endorsed by the City Manager before being brought to the Common Council for approval.
- C. Only the Policy section requires Common Council approval. All lower-level sections are managed and approved by staff unless those lower-level changes create a significant financial impact on the City. ~~Any Policy document change that creates a significant financial impact on the City must be presented to and approved by the Common Council.~~

IV. Guidelines

- A. The Guideline section defines scope to be addressed within the Procedures and lower sections of each policy document.
- B. Guidelines are drafted by the Policy Owner and are approved by the City Manager to ensure Policies established by the Common Council are adequately addressed within procedures
- ~~C. The City Manager must establish and approve changes to Guideline language for all Policies.~~

V. Definitions

Definitions should be provided for terms and acronyms used within each policy document to ensure that the reader can interpret policy documents effectively.

VI. Procedures

- A. The Procedure section details the activities/actions provided by the department - what is to be done.
- B. Procedures are drafted and approved by the Policy Owner in an effort to ensure Policy and Guideline requirements are covered in enough detail such that line employees have adequate definition of what is to be done.
- C. Individual procedures should be numbered and organized in a logical fashion.

VII. Reporting

- A. The Reporting level details reporting requirements of the policy section to include:
 - 1. External reporting requirements - Detailed listing of reporting requirements and timelines.
 - a. Report Name and description
 - b. County/State/Regulatory Agency
 - c. Submission deadline(s)
 - d. Department and Position responsible to complete
- B. Internal reporting requirements - Metrics to monitor health and efficiency of department/services detailed in Policy. This section should meet the City Manager's needs to evaluate effectiveness, efficiency and compliance requirements of activity addressed in Policy document.

VIII. Job Aids

- A. Job Aids are used to provide specific step-by-step instructions on how to complete tasks addressed by Procedures using tools in place.
- B. Job Aids can include templates, forms, etc. as needed. They are to be referenced as appropriate in sections 1-4, avoiding the need to embed within the body of the earlier sections of the document.
- C. As the Policy documents are all stored electronically – Job Aids can be inserted as an embedded object, picture or hyperlink to a storage location.

IX. Electronic Review/Approval (Accessible to Policy Owners)

- A. Workflows Changes to Policy Language
 - 1. Changes to Policy language are coordinated by the Policy Owner.
 - 2. Proposed changes for City Council consideration should detail the need that exists, describe the impact of the change and recommended language that meets the need.
 - 3. The Policy Owner will circulate the policy change request to Department Leaders to solicit input.
 - 4. Once input has been received, the Policy Owner will present the requested changes to the City Manager along with draft Guidelines for review and approval before advancing to a scheduled meeting of the Common Council for consideration. Common Council meeting minutes will evidence approval of changes to Policy language.
 - 5. Once Policy language changes are approved, Policy Owners are to update published Policy Documents with approved changes and amend all downstream **Definitions**, Procedures, Reporting, and Job Aid sections as needed to maintain compliance with Policy language.

6. Policy Owners shall complete required updates in a timely manner and electronically publish the updated documents for all staff in the designated document repository.

B. Changes to Guidelines, Definitions, Processes, Procedures and Reporting

1. Assigned Policy Owners shall be responsible to review, draft changes as needed, and gain approval of any changes to policy document sections that do not alter Policy or Guideline language.

a. Immaterial Changes

- 1) Corrections to grammar or spelling and other minor changes intended to clarify a procedural requirement do not require circulation for review or approval; however, all changes must be clearly identified through versioning and comments.
- 2) Policy owners must be diligent in ensuring that clarifying changes do not alter the actions, criteria, or requirements of the procedure. If there is any doubt as to the effect of clarifying statements the procedure should be routed using the procedure described below.

b. Material Changes

- 1) Review Process: The Policy Owner proposing changes to their assigned Policy Document(s) shall consult and solicit input from:
 - a) Department Leaders affected by the proposed change,
 - b) Subject matter experts (Professional associations / Trade Groups etc.) as appropriate to ensure best practices are evaluated,
 - c) City Attorney, when appropriate.
- 2) This review process should allow up to 10 business days for feedback. Any Policy Owner that does not respond to the request for feedback before due date waives the right to propose input.
- 3) Approval Process: Once the review process has been completed and all input has been incorporated into the document, Policy Owner shall document approval as follows:
 - a) Guidelines: require the approval of the City Manager,
 - b) Definitions, Procedures, Reporting, and Job Aids are approved by the Policy Owner.

2. The updated Policy Document shall be reviewed with the City Manager prior to publishing.

- a. Newly approved versions should include an issue date in the header of the document to differentiate versions as they change.

- b. The City Clerk is to be notified of changes as they are approved and published.
- c. Policy Owners shall communicate approved changes and provide training as appropriate to affected staff.

X. Policy Document Storage

- A. A shared network drive is intended to become the central document repository. Staff can refer to this drive to access currently approved policy documents.
- B. Archive versions will be maintained in a designated electronic repository. The existing body of City Policy material will be migrated to this platform.
- C. Policy documents shall be maintained electronically in a format accessible to all staff.
- D. Document layout, formatting and storage of the Policy Documents shall be consistent with policy document standards.
- E. The Finance and Administrative Services Director shall be responsible to ensure these duties are completed in a timely manner at the direction of the City Manager.

XII. Electronic Review and Approval

- A. An electronic Review and Approval process has been developed to streamline the review and approval of proposed changes utilizing defined workflows within a designated electronic repository.
- B. Periodic reviews and review/approval of proposed changes shall utilize these workflows.
- C. Policy Owners are responsible to preserve historical versions of their Policy Documents through the use of a designated electronic repository through the use of versioning functionality.
- D. Versioning functionality shall be used to preserve an organizational record of changes over time.

XII. Annual Review and Certification of Policy Documents

- A. Each Policy Owner shall review their assigned Policy documents on three to five-year cycle as determined for each policy document. The goal of this review is to ensure policy documents remain responsive to changes in the community, tools used, and evolving practices within the public/private sectors.
- B. Upon completion of the review, the Policy Owner shall certify that:
 - 1. requirements set out by the Policy and Guidelines are met by the subsequent sections of their Policy Documents;
 - 2. Policy Documents are complete, meet policy document standards, accurate to actual practice/tools in use;

3. The latest approved policy documents are published to the document repository;
4. affected staff members have been notified and trained on any changes.



Council Agenda Item

Meeting Date: January 17, 2023

Agenda Item: Digital Broadcast Equipment – PEG (Public, Education, Government) Broadcast Channel 990

Staff Contact (name, email, phone): John Weidl, jweidl@whitewater-wi.gov, 262-473-0104

BACKGROUND

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

Due to legacy cable franchise agreements, the City receives franchise fee income and the ability to broadcast content on the cable provider’s network. Charter/Spectrum has been our cable operator and we’ve historically used analog technology to broadcast public meetings, and community events to local cable subscribers. Since mid-2020, the city has been unable to broadcast on the Charter/Spectrum cable network as our recording equipment was updated to digital using ARPA grant funds. We ordered new equipment at that time to replace the analog interface with a digital equivalent. Since mid-2020, we’ve not been successful in getting Charter/Spectrum to respond, furnish and install the digital equipment. It was initially estimated to be \$4,500 when ordered. During the intervening time, we’ve been informed that the cost of equipment will now be \$9,000 with additional cost for installation.

Charter/Spectrum has now responded and committed to install the equipment on January 19, 2023. Staff would like confirmation from Council on path to proceed before incurring the cost of the equipment.

Options are:

1. Purchase/install digital equipment for \$9,000 - \$15,000 to broadcast on the Charter/Spectrum cable network.
2. Discontinue broadcasting on the Charter/Spectrum cable network, but continue to record public meetings and distribute:
 - a. online through website / Vimeo
 - b. livestream options available through virtual conference software

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

n/a

FINANCIAL IMPACT

(If none, state N/A)

\$9,000 - \$15,000 digital broadcast equipment. Additional time and expense will be necessary to replace the program scheduler.

STAFF RECOMMENDATION

n/a

ATTACHMENT(S) INCLUDED

(If none, state N/A)

None



Council Agenda Item

Meeting Date: January 17, 2023

Agenda Item: Water Tower Asset Management

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

BACKGROUND

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

With the new Southwest Elevated Tank now in service, city staff reached out to Veolia (the City's current provider) to inquire about a Tank Asset Management Program, similar to the one in place for the Cravath Elevated Tank. The Program covers ten years with preprogrammed annual payments. The Program covers annual tank inspections with reports, necessary cleanings/disinfections and repairs, emergency services, and power-washing. Renovation after the 10th year would include bringing the condition of the tower and coatings to like new conditions. Items include and overcoat painting of the exterior with appropriate surface preparation, blast and recoat the interior of the tank, damage to the tank is repaired and any appurtenances are brought up to the current standards.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The Public Works Committee met on January 10, 2023 and recommended approval.

FINANCIAL IMPACT

(If none, state N/A)

The ten-year total of \$360,763 is broken into ten approximately equal payments. The Year 1 payment was reduced to be able to fit the payment into the 2023 budget. Additional money was added to Years 2 – 6 to make up the difference. The proposed costs are in line with the current costs associated with the Cravath Elevated Tank.

STAFF RECOMMENDATION

By implementing a program such as this, the Water Utility can incorporate the costs on an annual basis rather than waiting for a one time bigger cost where borrowing would more than likely need to occur. The current program with the Cravath Street elevated tank has been in service since at least 2009 and works very well. Staff's recommendation is approval of the Tank Asset Management Program.

ATTACHMENT(S) INCLUDED

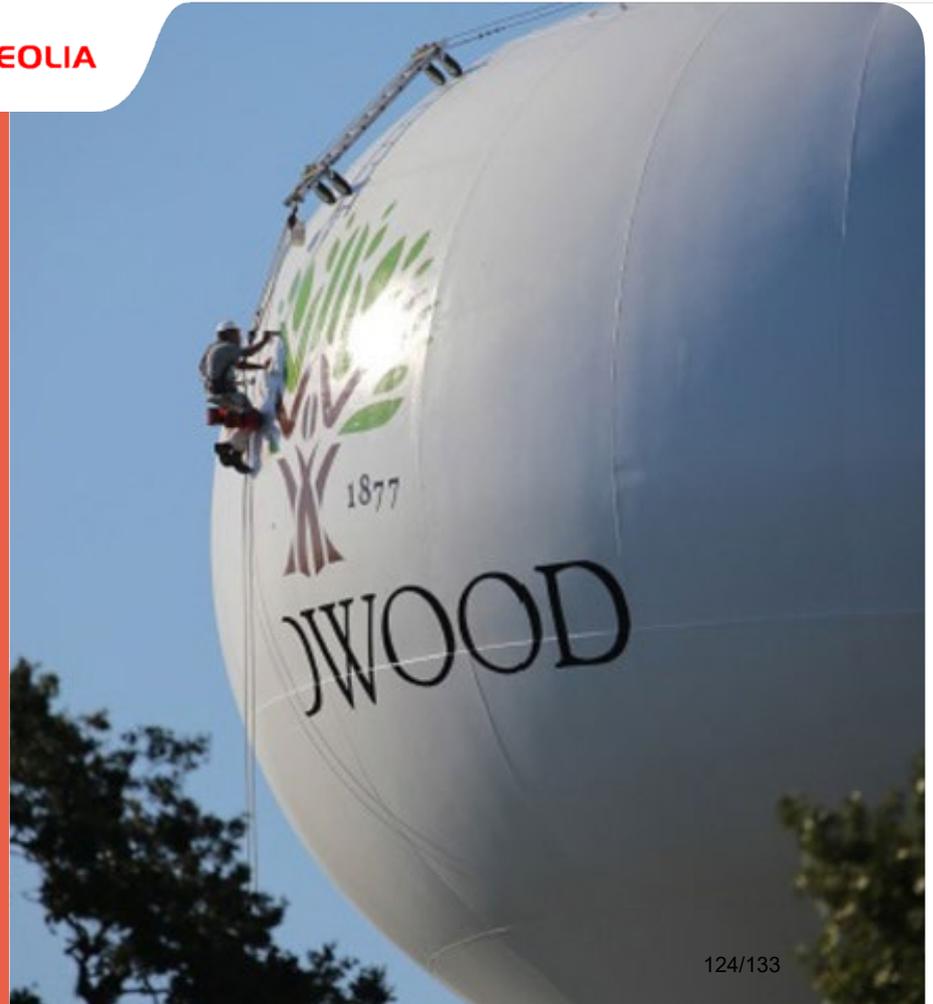
(If none, state N/A)

1. Asset Management Program

Tank Asset Management Program

for the City of Whitewater, WI
Southwest Elevated Tank 750K
Gallon

Presented by Jim Moody
12/01/22



VEOLIA ADVANCED SOLUTIONS USA

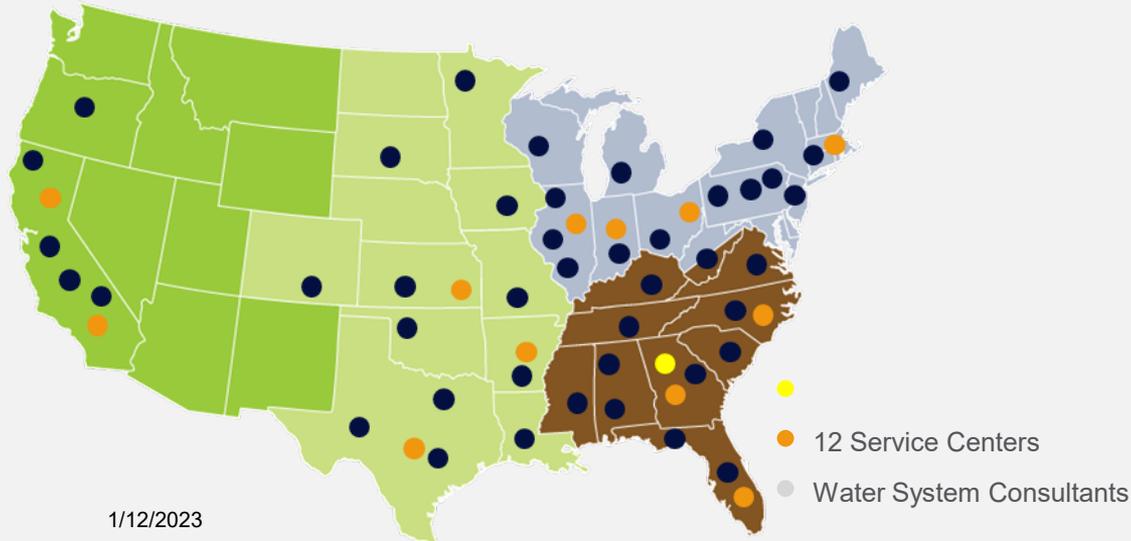
WATER ASSET MANAGEMENT SOLUTIONS' LEADER

4,000+
Municipal & industrial customers

8,000+
Water assets managed

40
Water System Consultants

Technical & Financial
Strength from a global partner



LINES OF BUSINESS

Tank Services

Steel and concrete tanks

Water Quality

Mixers, RCS, TRS

Concrete and Plant Rehabilitation Services

Treatment Plants, Filters, MBRs

Distribution system Services

SIPP, Pipe Condition Assessment

Metering Services

AMI, Smart meters, AMP™

1/12/2023



Tank Asset Management Program Presentation

125/133

SERVICES DESIGNED AND DELIVERED WITH QUALITY & SAFETY FIRST

HIGHEST SAFETY AND QUALITY STANDARDS

ISO 9001:2015 certified company

All work, surface preparation and coating applied are completed in accordance with:

- Manufacturer's recommendations
- **OSHA** Regulations
- **SSPC** Standards
- **AWWA D100 and AWWA D102** Specifications
- **ANSI/NSF Standard 61** Requirements
- **EPA**



HIGHLY QUALIFIED PERSONNEL



IN WATER TANK MAINTENANCE

We know what it means to maintain your tank because we have been doing it since 1963 and we pioneered the tank maintenance program in 1985.

We now have over 5,000 tanks on a tank asset management program nationwide.

1500+
Renovations in 2022

5000+
Tanks currently in program

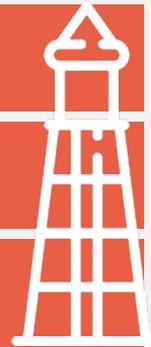
6000+
Inspections and washouts every year



100+ Years
Oldest tank in the program

50 Years
Of asset maintenance service

120+
Crew typically active across the nation



EACE OF MIND SOLUTION

High value **sustainable solution** that ultimately saves the tank owner time and money, and limits most of the aggravation of owning a storage tank.



- ✓ Annual tank inspections with reports on safety, sanitation, structure, security and coatings
- ✓ Cleanings/disinfections and repairs
- ✓ **Lifetime warranty on coatings as long as the tank is on the program**
- ✓ Artwork and logo design and application
- ✓ **Future tank rehabilitations**
- ✓ Emergency services provided within 48 hours
- ✓ **Exterior Powerwash every 5 years**
- ✓ **Set annual budget figure eliminates unplanned expenditures**
- ✓ No Change Orders
- ✓ Supports GASB 34 Compliance, lowering depreciation costs
- ✓ Dedicated Customer Service

1/12/2023



City of Whitewater, WI - Southwest Elevated Tank

VEOLIA ASSET MANAGEMENT PROGRAM - SCHEDULE OF WORK

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11-14
	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033-2036
750K Pedisphere	Visual	Visual	ROV	Visual	Washout	Visual	Visual	ROV	Visual	Washout	Expected Renovation based on inspection results
SPREAD	\$ 5,000	\$36,920	\$38,046	\$39,211	\$ 40,417	\$41,666	\$37,820	\$39,158	\$40,545	\$ 41,980	
Total Annual	\$ 5,000	\$36,920	\$38,046	\$39,211	\$ 40,417	\$41,666	\$37,820	\$39,158	\$40,545	\$ 41,980	
Quarterly	\$ 1,250	\$ 9,230	\$ 9,512	\$ 9,803	\$ 10,104	\$10,417	\$ 9,455	\$ 9,790	\$10,136	\$ 10,495	
Monthly	\$ 417	\$ 3,077	\$ 3,171	\$ 3,268	\$ 3,368	\$ 3,472	\$ 3,152	\$ 3,263	\$ 3,379	\$ 3,498	

THANK YOU



Council Agenda Item

Meeting Date:	January 17, 2023
Agenda Item:	Strand Task Order 23-02
Staff Contact (name, email, phone):	Brad Marquardt, bmarquardt@whitewater-wi.gov , 262-473-0139

BACKGROUND

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

Included in the 2022-2023 CIP budget was the construction of a new storage building for the Water Department. Staff investigated designing and bidding this project in-house, but after discussions with Strand and our Building Inspectors, staff decided it would be best to have it designed by professionals. City staff does not have the knowledge to navigate state building codes and produce state approved plans. The design includes aspects of the civil, architectural, structural, mechanical, electrical, and communication systems fields. Additionally, change orders during the construction phase can be much costlier than hiring a professional upfront to develop the plans.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

Council approved the 2022-2023 CIP budget with the adoption of the 2022-2023 budget in November 2021. The Public Works Committee recommended, on a vote of 2 to 1, approval at their January 10, 2023 meeting.

FINANCIAL IMPACT

(If none, state N/A)

Compensation is based on an hourly rate basis plus expenses at an estimated fee not to exceed \$90,000.

STAFF RECOMMENDATION

The design of the building requires documents pertaining to civil, architectural, structural, mechanical, electrical, and communications systems. Due to the all the intricacies involved, staff's recommendation is to approve Task Order 23-02.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Task Order 23-02



Task Order No. 23-02
City of Whitewater, Wisconsin (OWNER)
and Strand Associates, Inc.® (ENGINEER)
Pursuant to Agreement for Technical Services dated December 30, 2020

Project Information

Project Name: New Vehicle Storage Garage at Whitewater Water Department

Services Description: Preliminary design, final design, and bidding-related services for design a new approximately 6,400-square-foot wood pole building for vehicle and miscellaneous storage..

Scope of Services

ENGINEER will provide the following services to OWNER.

Preliminary Design Services

1. Attend a project kickoff meeting with OWNER to review the general layout and project details and review the building plan concept prepared by ENGINEER in August 2022.
2. Request underground utility marking and perform topographic survey on the project site. Project site is approximately 0.5 acres near the existing water department buildings.
3. Assist OWNER with procuring geotechnical services for soil borings and geotechnical report for the project. OWNER shall contract directly with the geotechnical firm.
4. Review State of Wisconsin's and OWNER's codes and standards applicable to the Vehicle Storage Garage.
5. Prepare and present preliminary (approximately 30 percent completion) site and building drawings for OWNER's review.
6. Revise drawings in accordance with comments received from OWNER.
7. Prepare a preliminary opinion of probable construction cost (OPCC) .
8. Participate in one virtual meeting with OWNER to review the preliminary drawings. Prepare and provide meeting minutes and an action item list.

Final Design Services

1. Prepare design development drawings, technical specifications (60 percent completion), and other documents for the civil, architectural, structural, mechanical, electrical and communications systems.
2. Prepare an OPCC at approximately 60percent completion.
3. Participate in a 60percent completion design development document virtual review meeting. Prepare and provide meeting minutes and an action item list.
4. Incorporate review decisions and comments into drawings and technical specifications, as appropriate, following the 60percent design development review meeting.

OWNER REVIEW

Strand Associates, Inc.®

City of Whitewater
Task Order No. 22-03
Page 2
January 10, 2023

DRAFT

5. Prepare Bidding Documents using Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2018 edition, technical specifications, and engineering drawings in AutoCAD Civil 3D 2020 format including:
 - a. Site and stormwater drawings with stormwater design in accordance with State of Wisconsin and OWNER's stormwater standards.
 - b. Architectural and structural building drawings, sections, details, and schedules.
 - c. Plumbing; and heating, ventilation, and air conditioning drawings, details, isometric drawings, and schedules.
 - d. Electrical and communications systems drawings including power and lighting.
6. Prepare final OPCC.
7. Submit final Bidding Documents sealed by a registered engineer to the State of Wisconsin Department of Safety and Professional Services, if needed, and OWNER. ENGINEER's compensation includes an allowance of up to \$1,200 in building plan review fees. OWNER shall compensate ENGINEER for the actual plan review fees.

Bidding-Related Services

1. Distribute Bidding Documents electronically through QuestCDN, available at www.strand.com and www.questcdn.com. Submit Advertisement to Bid to OWNER for publishing.
2. Prepare addenda and answer questions during bidding.
3. Conduct electronic bid opening through QuestCDN, tabulate and analyze bid results, and assist OWNER in the award of the Construction Contract.
4. Prepare three sets of Contract Documents for signature.

Compensation

OWNER shall compensate ENGINEER for Services under this Task Order on an hourly rate basis plus expenses an estimated fee not to exceed \$90,000.

Schedule

Services will begin upon execution of this Task Order, which is anticipated the week of January 30, 2023. Services are scheduled for completion on December 29, 2023.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

STRAND ASSOCIATES, INC.®

OWNER:

CITY OF WHITEWATER

DRAFT

**NOT FOR
SIGNATURE**

DRAFT

John Weidl _____ Date
City Manager

Joseph M. Bunker
Corporate Secretary

_____ Date

John Weidl _____ Date
City Manager

_____ Date