
Public Records Request, 6.26.18

2 messages

John Adams <adams@freewhitewater.com>

Tue, Jun 26, 2018 at 11:59 AM

To: Michele Smith <msmith@whitewater-wi.gov>

Cc: cclapper@whitewater-wi.gov, DCarlson@whitewater-wi.gov, KMickelson@whitewater-wi.gov

Michele Smith, City Clerk
City of Whitewater
312 W. Whitewater St.
Whitewater, WI 53190

Re: Public Records Request for Recording of Council Session of 6.19.18, Community Development Authority Update on Grocery Store Recruitment, and Stated Technical Difficulties in the Recording of the 6.19.18 Council Session.

Dear Ms. Smith:

I am writing to you in your role as records custodian for the City of Whitewater. Pursuant to Wis. Stat. §§ 19.31 et seq., I hereby request that you provide any records within the custody or control of the City of Whitewater or the Whitewater Community Development Authority concerning the three subjects listed below:

1. Any audio or video recording of the 6.19.18 Common Council session, including a recording of only part of the full session.
2. Records created after 5.15.18 concerning grocery store recruitment under the control of the Community Development Authority or City of Whitewater, including - but not limited to - any Community Development Authority presentation on grocery store recruitment prepared or delivered after 5.15.18.
3. Records concerning stated technical difficulties in the broadcast or rebroadcast of the 6.19.18 Common Council session, including - but not limited to - descriptions and explanations of those stated technical difficulties, and any remedial plan regarding those stated difficulties.

I request all records created after 5.15.2018, and pertaining to these enumerated items, including, but not limited to, correspondence, memoranda, electronic mail, meeting minutes, notes or other records of conversations (telephonic or otherwise), photographs or video, or other records of any kind.

In this request, the term "records" includes all information recorded in any form whatsoever, including, but not limited to, papers, emails, digital electronic media (such as computer discs, hard-drives, CDs, zip discs, and tape back-up), and analog recording media (such as audio and video tape recordings).

I request that the documents be provided without charge pursuant to Wis. Stat. § 19.35(3)(e). A waiver of processing and copying charges in this case is in the public interest. The recruitment of a grocery store to Whitewater is a longstanding public concern, repeatedly raised in public meetings by officials of the City of Whitewater, Community Development Authority, and numerous residents. The broadcast, rebroadcast, and video recording for online access of Common Council meetings is a fundamental matter of public concern. Publication online of these meetings is required by municipal ordinance, Municipal Code, Chapter 2.62 (Whitewater Transparency Enhancement Ordinance). These records are not sought for commercial use. They will be used to increase public understanding of the activities of Whitewater's municipal government concerning the recording of public meetings and grocery store recruitment.

If the City of Whitewater chooses to assert a charge for a request concerning public matters and non-commercial use, please submit any proposed charge at the email address listed below. Wisconsin Public Records Law Compliance Guide 61-63 (November 2015). I will accept posting online at the City of Whitewater's video repository as fulfillment of this request concerning any full or partial audio or

video recording. If the City of Whitewater or Whitewater Community Development Authority declines to post any available audio or video records online, they may be sent to me at an online Dropbox account I will provide for you upon your request.

If any material responsive to this request is deemed to be exempt from disclosure, please identify the material withheld and specify the asserted basis for the exemption. Please release all segregable portions of otherwise exempt material.

Note that Wisconsin law requires that requested documents be produced "as soon as practicable and without delay." Wis. Stat. § 19.35(4)(a). The Wisconsin Department of Justice policy provides that 10 days is ordinarily a reasonable time for response to an open records request. Wisconsin Department of Justice, Wisconsin Public Records Law Compliance Guide at 15 (November 2015).

If you have any questions about this request, please feel free to contact me at adams@freewhitewater.com

Yours,

JOHN ADAMS
freewhitewater.com

cc: City Manager Cameron Clapper
CDA Executive Director Dave Carlson
Public Relations Manager Kristin Mickleson

Michele Smith <MSmith@whitewater-wi.gov>
To: John Adams <adams@freewhitewater.com>

Wed, Jun 27, 2018 at 6:49 AM

Dear Mr. Adams,

I am assembling information and will have it to you as soon as possible.

Michele Smith, Clerk
473 0102

[Quoted text hidden]

Open Records Request - Grocery Store Presentation - Council Meeting 2018-0619

2 messages

Michele Smith <MSmith@whitewater-wi.gov>
To: John Adams <adams@freewhitewater.com>

Wed, Jun 27, 2018 at 7:26 AM

Dear Mr. Adams,

I am still waiting for e-mail information to satisfy your open records request, but am sending the Powerpoint presentation provided to me by Dave Carlson, our Economic Development Director. This is the presentation he gave at the 6-19-18 council meeting. More information will be coming.

Michele Smith

 **Whitewater Community Development Authority Grocery Update 061918.pdf**
1225K

John Adams <adams@freewhitewater.com>
To: Michele Smith <MSmith@whitewater-wi.gov>

Wed, Jun 27, 2018 at 10:40 AM

Good morning, Ms. Smith.

Thanks very much for your reply.

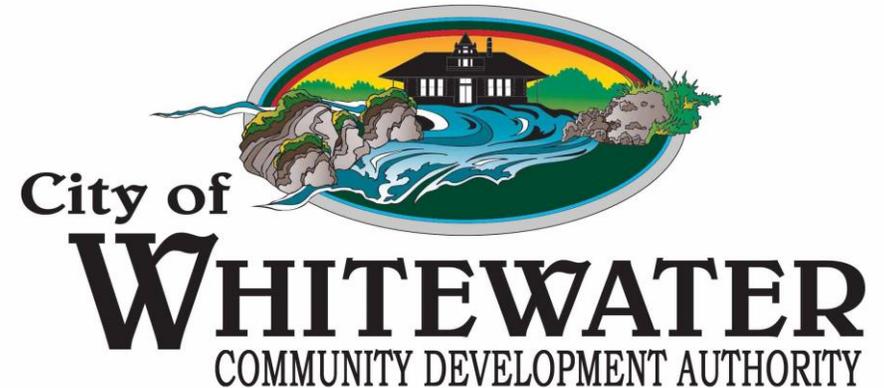
Yours,

John Adams
[Quoted text hidden]

Whitewater Community Development Authority

REPORT TO COMMON COUNCIL ON GROCERY STORE RECRUITMENT

JUNE 19, 2018



2018 CDA Goals

- ▶ Grocery:
 - ▶ Update list of grocery prospects and follow up with interested parties.
 - ▶ Develop a “profile” of what potential prospects would want to see in Whitewater for them to locate here.
 - ▶ Update grocery market study.
 - ▶ Consider constructing a building for a grocery store.



Potential Prospects

▶ Four Prospects Identified:

- ▶ Whitewater Grocery Co.
- ▶ Prospect “Varsity” who currently owns a store in a Wisconsin community north of Madison and formerly managed and had an ownership interest in two stores that served communities with large college campuses.
- ▶ Prospect “Deli” who owns a traditional “big-box” 40,000 foot store and a smaller, under 10,000 square foot store.
- ▶ Prospect” Produce” who owns a 25,000 square foot “hybrid” store with a mix of traditional grocery and expanded “fresh” offerings.



Steps Taken To Date

- ▶ Shared Perkins Study (commissioned by the CDA) as well as demographic information with six different prospects
- ▶ Conducted site visits with three interested prospects in 2017.
- ▶ Had follow-up site visits in 1st quarter 2018 with CDA Chair Larry Kachel and Council Member Jim Allen.



Site Visits

- ▶ The site visits allowed us to:
 - ▶ See the different approaches to selling groceries in the changing retail landscape.
 - ▶ Share information about possible grocery locations in Whitewater.
 - ▶ Discuss potential City, State and Federal financial assistance available to help with a grocery store project.
 - ▶ Gather information to be included in a possible follow-up market study.
 - ▶ Establish personal rapport with these prospects.



Other Activities

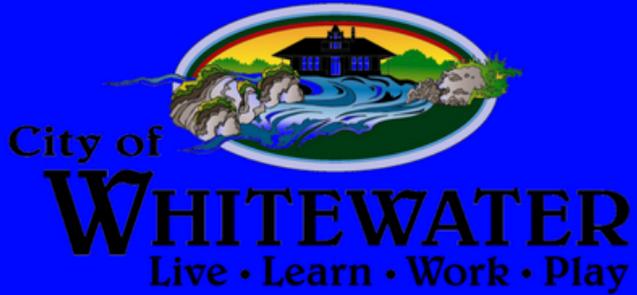
- ▶ Submitted a request to WHEDA for inclusion of a Whitewater Grocery project in their application to the Feds for New Market Tax Credits (NMTC).
- ▶ Have reached out to our local, regional and state economic development partners to make sure they are aware of the need and desire for a grocery store in the community.



Next Steps

- ▶ Will continue to dialogue with grocery prospects.
- ▶ Reach out to potential developers who could do a build to suit project for a grocer.
- ▶ Advocate for NMTC and other potential assistance.





Due to technical difficulties, the Common Council Meeting from June 19th, 2018 will not be available for rebroadcast.

The City of Whitewater apologizes for this inconvenience and procedures will be taken to correct the situation for future meetings.

Thank you for understanding and viewing Channel 990.

From: Kristin Mickelson
Sent: Wednesday, June 20, 2018 10:21 AM
To: Cameron Clapper <CClapper@whitewater-wi.gov>
Cc: Steve Hatton <SHatton@whitewater-wi.gov>
Subject: Council Meeting June 19th, 2018
Importance: High

Cameron,

I just spoke with Steve to sadly inform him the City Council Meeting was not recorded last night. It did go live but unfortunately, it was not saved. This is the first meeting from my knowledge that this has happened. I have crafted a slide to showcase on our website and TV station per Steve's request. Please let me know what else I can and need to do.

My deepest apologies. I will be working to look into what happened and put procedures in place to limit the chances for this to happen again.

Kristin Mickelson
PR & Communications Manager

City of Whitewater
312 W Whitewater Street
PO Box 690
Whitewater, WI 53190-0690

O: (262) 473-1387
C: (262) 903-9508
F: (262) 473-0589
KMickelson@whitewater-wi.gov<mailto:KMickelson@whitewater-wi.gov>

Using the words "technical difficulties" rather than "technical error". Please let me know what needs to be posted and who needs to be informed before I post anything. Thank you.

Kristin Mickelson
PR & Communications Manager

City of Whitewater
312 W Whitewater Street
PO Box 690
Whitewater, WI 53190-0690

Again, I am very sorry about this situation.

Kristin Mickelson
PR & Communications Manager

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Good Afternoon,

It is with my sincerest apologies I am writing to you to inform you the council meeting from Tuesday night will not be available for rebroadcast. While it did stream live, we were unable to capture it for rebroadcast.

I am going to revisit best practices and procedures with my staff to best prepare them when these situations arise. I have made an informational slide to place on the TV station and on our website where viewers often watch the meeting. Please let me know if there is anything else that needs to take place.

Again, my apologies for the mishap and I appreciate the understanding. Thank you.

Kristin Mickelson
PR & Communications Manager

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From: Michele Smith

Sent: Thursday, June 21, 2018 12:21 PM

To: Kristin Mickelson <KMickelson@whitewater-wi.gov<mailto:KMickelson@white=

water-wi.gov>>

Subject: Council meeting video

Kristin,

Could you please tell me when the council meeting will be posted on the web?

ms

From: Kristin Mickelson

Sent: Thursday, June 21, 2018 12:44 PM

To: Michele Smith <MSmith@whitewater-wi.gov<mailto:MSmith@whitewater-wi.gov=>>

Subject: RE: Council meeting video

I am very sorry to say Michele, there was a mishap and it was not able to be captured for editing. [emoticon] I have sent an email, per Cameron's request, to the council to inform them of the situation. I am very sorry for the inconvenience and I am going to work with my staff to best prepare them for this kind of situation, hoping it will never happen again.

I am sorry about this Michele as I know it makes your job very difficult. I feel just awful about it. Please let me know if there is anything I can or need to do for this situation. I have made an informational slide to place on the TV station and the website to inform the citizens but just let me know if there is more I need to do.

From: Michele Smith
Sent: Friday, June 29, 2018 9:09 AM
To: Michele Smith <MSmith@whitewater-wi.gov>
Subject: RE: Archived emails about June 19th Council Meeting
Video unable to rebroadcast

Hi Kristin,

Sorry to be a nag, but when it is a simple open records request (as this one is), we try to get them completed within a three day period. Would you be able to send these to me today? If not, I can contact IT.

Let me know.

Michele

From: Michele Smith
Sent: Wednesday, June 27, 2018 7:02 AM
To: Kristin Mickelson <KMickelson@whitewater-wi.gov<mailto:KMickelson@whitewater-wi.gov>>
Subject: RE: Archived emails about June 19th Council Meeting
Video unable to rebroadcast

Kristin,

I have looked at these, and one problem I have is that some of them do not include the to/from portion of the e-mail. I think that would be important to include as part of the open records request. Can you provide me with complete copies of the e-mails so I can forward them to the requestor?

Thank you.

Michele