



Common Council Meeting

Whitewater Innovation Center, 1221 Innovation Dr.,
Whitewater, WI 53190 *In Person and Virtual

Tuesday, August 04, 2026 - 6:00 PM

Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.
Citizen participation is welcome during topic discussion periods.

Please click the link below to join the webinar:

Join: <https://teams.microsoft.com/meet/257239925410445?p=gbnbnMqwcnyBf1iT93u>

Meeting ID: 257 239 925 410 445

Passcode: 6Rk9kZ2c

Dial in by phone

+1 929-229-5663,,759665657# United States,

Phone conference ID: 759 665 657#

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.

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

A councilmember can choose to remove an item from the agenda or rearrange its order; however, introducing new items to the agenda is not allowed. Any proposed changes require a motion, a second, and approval from the Council to be implemented. The agenda shall be approved at each meeting even if no changes are being made at that meeting.

CONSENT AGENDA

Items on the Consent Agenda will be approved together unless any council members requests that an item be removed for individual consideration.

1. Library Board of Trustee Meeting Minutes from June 15, 2026.
2. Finance Committee meeting minutes from June 23, 2026.
3. Community Development Authority meeting minutes from June 18, 2026.

- [4.](#) **Approving Policy Change: 2026-R-35** Resolution approving addition to Employee Handbook regarding Employee Lateral Transfer Language for Vacation Credited Service.
- [5.](#) **Approving Policy Change: 2026-R-36** Resolution approving amendment to Employee Handbook regarding City Manager vacation carryover.
- [6.](#) **2026-R-38** Resolution authorizing the placement of the Shared-Ride Taxi bus on Wisconsin Surplus for Auction.

CITY MANAGER REPORT

- [7.](#) City Manager Report.

STAFF REPORTS

- [8.](#) Review and Discuss Fire Department Turnout Times - **Fire Department**
- [9.](#) Review and Discuss hunting in city limits.- **Police Department**
- [10.](#) Review and Discuss Flock Guardrails.- **Police Department**

HEARING OF CITIZEN COMMENTS

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RESOLUTION

- [11.](#) **Approving Map: 2026-R-33** Resolution approving the updated Child Safety Zone Map-IT/GIS
- [12.](#) **Budget Amendment: 2026-R-34** Resolution to amend 2026 Budget Resolution for Downtown Activation Initiative - **Finance**
- [13.](#) **Approving Policy: 2026-R-37** Resolution approving Vacation Cash Out Policy.- **Human Resources**

ORDINANCES

First Reading

- [14.](#) **Amending Ordinance: 2026-O-20** an ordinance amending 5.20.025 Alcohol License Review Committee to add review of and advising on public safety concerns to the duties of the Committee. - **City Attorney**
15. **2026-O-15** an Ordinance to repeal chapter 2.52.100 Pedestrian and Bicycle Advisory Commission. - **Parks**

- [16.](#) **Zoning Ordinance: 2026-O-17** Zoning Ordinance Change for Family Child Care Centers-
Community Development
- [17.](#) **Amending Ordinance 2026-O-19** Ordinance Amending Municipal Code 11.16.150 – Street
Index of Parking Restrictions for Elizabeth Street and Highland Street and 11.22.010 – No
Stopping, Standing or Parking.- **Public Works**

Second Reading

- [18.](#) **Amending Ordinance: 2026-O-14** Amendment to Ordinance 9.04.010 - Injury to Squirrels
and Pets - Permission Required- **Parks**

CONSIDERATIONS

- [19.](#) Review, discuss, and direct staff regarding the potential of consolidating polling locations
for low turnout elections. - **City Clerk**
- [20.](#) Review, discuss, and direct staff regarding purchase of department training vehicle. -
Police Department
- 21. Councilmember Requests for Future Agenda Items or Committee items. Questions

FUTURE AGENDA ITEMS

- 22. Whitewater Comparative Analysis. - **Finance August**
- 23. Helmets for Scooters and E-Bikes- *Parks & Rec* - **M. Smith Q2**
- 24. Update on Food Pantry Lease- *Parks & Rec.* -**O. Artsmith October**
- 25. Explore Flock guardrails- **September 1, 2026**
- 26. Ethics Boards and Surrounding Cities.- **Hicks - August 18, 2026**
- 27. Ethics Complaint from Brad Ceranske- **Special Meeting August 31, 2026**

ADJOURNMENT

**Anyone requiring special arrangements is asked to call the Office of the
City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting.**

**The City of Whitewater’s strategic goals for 2026–2028 are: Expand Housing Opportunities and
Support Responsible Community Growth; Enhance Communication, Transparency, and Community
Engagement; Support Economic and Downtown Development, Business Growth, and Tax Base
Expansion; Foster a Vibrant, Engaged, and Welcoming Community; Ensure Long-Term Financial
Stability and Strategic Investment.**

**This agenda may include quasi-judicial items addressing the specific outcome for an individual or
property, such as zoning appeals, conditional use permits, land use decisions, licensing, or ethics
decisions. For quasi-judicial items, Council Members are only able to consider information presented
by interested parties or the public on the record during this meeting. Council Members should not
conduct their own investigation but may request additional information from the interested parties.**



Library Board of Trustees

Whitewater Public Library, Meeting Room 2
431 West Center St., Whitewater, WI, 53190
*In Person and Virtual

Monday, June 15, 2026- 6:30 PM

Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.
Citizen participation is welcome during topic discussion periods.

Please click the link below to join the webinar:

<https://teams.microsoft.com/meet/290335185127831?p=j5mSsFbXPC6FnwOTUk>

Meeting ID: 290 335 185 127 831

Passcode: gY6kH9VR

Telephone: +1 (929) 229-5663

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.

MINUTES

CALL TO ORDER

McKenzie-Peotter calls to order 6:30 p.m.

ROLL CALL

Present: Camden Harlan, Steven Sahyun, Tara McKenzie-Peotter, Kathy Retzke, Doug Anderson

Not present: Elizabeth Davis, Kelly Davis

Library staff present: Diane Jaroch, Sarah French

City of Whitewater staff present: Rachelle Blitch

APPROVAL OF AGENDA

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Sahyun moves to approve, Anderson seconds, motion passes

CONSENT AGENDA

Items on the Consent Agenda will be approved together unless any Board member requests that an item be removed for individual consideration.

1. Approval of the minutes of the May 18, 2026 meeting
2. Approval of Payment of Invoices for May 2026
3. Acknowledgement of Receipt of May 2026 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of May 2026 Treasurer's reports

Harlan motions to approve, Anderson seconds, motion passes

HEARING OF CITIZEN COMMENTS

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OLD BUSINESS

6. Library Building general update

Jarocho provided an update. Still working on small fixes. Port in meeting room 2 has been fixed. Front door is not latching correctly and needs to be fixed. There are still issues with the lights, the subcontractor Empower will be coming out to fix it. The roof issue – Nations roofing will be replacing the roof in July because they did not follow the architect's plan. All the new furniture is now installed.

7. Matter of report concerning the kiln dried wooden planks

Jarocho reported that the planks came back and are in the building by the Innovation Center. They will be fine there. Retzke has been in contact with the shop teacher and they will come up with a plan in the fall.

NEW BUSINESS

8. Budget Presentation by Rachelle Blitch, Head of Finance, City of Whitewater

Blitch provided the board with a budget presentation and answered questions. Implementing a fund balance policy was discussed and will be a future agenda item.

9. Approval of closing the library from 11 a.m. until 1:00 p.m. on Wednesday, June 24 for the city staff picnic

Anderson motions to approve, Sahyun seconds, motion passes

10. Matter of report concerning the renaming of the First Citizens bank account

Retzke reported that the library's name has been changed on the First Citizens account. Jaroch mailed the EIN to the IRS. The ADM account will be closed.

11. Matter of report concerning assignment of board members to committees

Jaroch and McKenzie-Peotter reported on the forming of board committees.

12. Matter of report concerning amended Treasurer's Report for December 2025

Retzke reported that she missed a direct deposit of royalties deposited in December 2025 and that this has now been corrected.

13. Matter of report concerning the Summer Reading Program

French presented the board with an overview of the library's Summer Reading Program.

14. Board education trustee training video: The Trustee Job Description

Due to technical difficulties, the video was not shown. Board members will watch the video on their own.

CONSIDERATIONS / DISCUSSIONS / REPORTS

15. Staff reports

16. Board reports

Anderson presented a Friends of the Library report.

CONFIRMATION OF NEXT MEETING

Monday, July 20 at 6:30 p.m.

ADJOURNMENT

Sahyun motions to approve, Retzke seconds, motion passes

Anyone requiring special arrangements is asked to call the library (262-473-0530) at least 72 hours prior.



Finance Committee Meeting

Cravath Lakefront room 2nd floor 312 West
Whitewater Str, Whitewater, WI, 53190 *In Person
and Virtual

Tuesday, June 23, 2026 - 5:00 PM

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

CALL TO ORDER

The meeting was called to order at 5:00 p.m. by Brian Schanen.

ROLL CALL

Present: Brian Schanen, Patrick Singer and Gavin Kelleher.

Absent: None

Additional Attendees: Rachelle Blitch, Director of Finance; Kelly Freeman, Fire Chief; Kevin Boehm, Director of Parks & Recreation; Sara Marquardt, HR Manager; Steven Chesebro, City Attorney

CONSENT AGENDA

Items on the Consent Agenda will be approved together unless any committee member requests that an item be removed for individual consideration.

1. Finance Committee Meeting Minutes from May 26, 2026

Motion to approve the Consent agenda with the addition of items #11, #12, and #13 made by Patrick Singer, Seconded by Brian Schanen.

Voting Yes: Brian Schanen, Patrick Singer and Gavin Kelleher. Voting No: None.

HEARING OF CITIZEN COMMENTS

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CONSIDERATIONS / DISCUSSIONS / REPORTS

2. Notification of Temporary Fire/EMS Position
3. Discussion and possible action to recommend the authorization to order a replacement vehicle and place utility trailer on Wisconsin Surplus for auction to Common Council

Motion made to recommend the authorization to order a replacement vehicle and place utility trailer on Wisconsin Surplus for auction to Common Council made by Patrick Singer, Seconded by Brian Schanen.

Voting Yes: Brian Schanen, Patrick Singer and Gavin Kelleher. Voting No: None

4. Discussion and possible action to recommend citywide public tree inventory project and to apply for a Wisconsin Department of Natural Resources Urban Forestry grant to Common Council

Motion made to recommend citywide public tree inventory project and to apply for a Wisconsin Department of Natural Resources Urban Forestry grant to Common Council made by Patrick Singer, Seconded by Brian Schanen.

Voting Yes: Brian Schanen, Patrick Singer and Gavin Keller. Voting No: None

5. Discussion and Possible Action Regarding Funding and Consultant Selection for a Comprehensive Whitewater Aquatic and Fitness Center Facility Assessment

Motion made to recommend consultant selection for a comprehensive Whitewater Aquatic and Fitness Center Facility assessment to Common Council made by Gavin Kelleher, Seconded by Patrick Singer.

Voting Yes: Brian Schanen, Patrick Singer and Gavin Kelleher. Voting No: None.

6. Discussion and Possible Action Regarding Use of Building Repair Funds for White Memorial Building Fascia and Soffit Repairs

Motion made to recommend the use of building repair funds for the White Memorial building fascia and soffit repairs to Common Council by Patrick Singer, Seconded by Brian Schanen.

Voting Yes: Brian Schanen, Patrick Singer and Gavin Kelleher. Voting No: None.

7. Review and discussion of current vacation carryover practices
8. Discussion and Direction on the Capital Improvement Policy
9. Discussion on Treatment of Tax Increment District Net New Construction
10. Discussion and review of Library budget projections and future funding
11. Library May 2026 Financials
This item was moved to the Consent agenda.
12. May 2026 Financials

This item was moved to the Consent agenda.

13. Aquatic Center May 2026 Financials

This item was moved to the Consent agenda.

FUTURE AGENDA ITEMS

14. New position creation procedure/policy

ADJOURNMENT

A motion to adjourn was made by Patrick Singer, Seconded by Brian Schanen.

Voting Yes: Brian Schanen, Patrick Singer and Gavin Kelleher. Voting No: None.

The meeting was adjourned at 6:12 p.m.

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting.



Community Development Authority Monthly Meeting

Whitewater Municipal Building Community Room,
312 West Whitewater St., Whitewater, WI 53190
*In Person and Virtual

Thursday, June 18, 2026 - 5:30 PM

MINUTES

CALL TO ORDER

The meeting was called to order at 5:30pm.

ROLL CALL

PRESENT

Board Member Jon Kachel
Board Member Joseph Kromholz
Board Member Kelsey Price
Council Representative Orin Artsmith
Board Member Christ Christon
Council Representative Michael M.Smith

ABSENT

Board Member Thayer Coburn

CITY STAFF

Mason Becker, Community Development Director
Ashwini Rao, Economic Development Coordinator

OTHER

Hans Pregler, Right Time Entertainment LLC

CONFLICT OF INTEREST

Would any board member wish to declare any known Conflict of Interest with the items presented on today's CDA Board Agenda?

None

GOOD GOVERNANCE MANUAL

Below is a link to the City of Whitewater's Governance Manual. This document serves as our central guide for operational excellence, outlining our commitment to accountability, transparency, and strategic oversight.

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:752ce1fc-c064-472c-a784-75e9dd11d771>

Please feel free to refer to this manual often.

APPROVAL OF AGENDA

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Motion made by Board Member Kromholz, Seconded by Council Representative Artsmith.
Voting Yea: Board Member Kachel, Board Member Kromholz, Board Member Price, Council Representative Artsmith, Board Member Christon, Council Representative M.Smith

CONSENT AGENDA

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Motion made by Council Representative Artsmith, Seconded by Board Member Price.
Voting Yea: Board Member Kachel, Board Member Kromholz, Board Member Price, Council Representative Artsmith, Board Member Christon, Council Representative M.Smith

1. Approval of May meeting minutes
2. May Dashboard
3. Memo RE: Letter of Intent Received from Anderson Ashton
4. Dec 2025 Financials
5. Jan 2026 Financials
6. Feb 2026 Financials
7. Mar 2026 Financials
8. Apr 2026 Financials
9. May 2026 Financials
10. Dec 2025 Innovation Center Financials
11. Jan 2026 Innovation Center Financials
12. Feb 2026 Innovation Center Financials
13. March 2026 Innovation Center Financials
14. April 2026 Innovation Center Financials
15. May 2026 Innovation Center Financials

HEARING OF CITIZEN COMMENTS

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None

CONSIDERATIONS / DISCUSSIONS / REPORTS

16. FERC Business Park Report: Discussion and Possible Action
Prof. Russ Kashian presented the Business Park study and answered questions.
17. Innovation Center Leasing Agreement: Discussion and Possible Action
The CDA Board directed staff to continue negotiations on the agreement and present a draft of the final agreement at their next meeting.
18. Strategic Plan: Review and Discussion
Standing item on the agenda for discussion at a later time.

EXECUTIVE SESSION

Adjourn to Closed Session, TO RECONVENE, pursuant to Wisconsin Statutes 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Items to be discussed:

Motion made by Board Member Price, Seconded by Council Representative Artsmith.

Voting Yea: Board Member Kachel, Board Member Kromholz, Board Member Price, Council Representative Artsmith, Board Member Christon, Council Representative M.Smith

19. Whitewater Cinemas Application for CDA Loan Fund: Discussion and Possible Action
Discussion of Whitewater Cinemas Application for CDA Loan Fund.
20. Jefferson St RFP: Discussion and Possible Action
Discussion of Jefferson St RFP.
21. Settlement and Release Agreement w/ Fine Food Arts LLC & KLD LLC & Daniel Rodriguez:
Discussion and Possible Action
Discussion of Settlement and Release Agreement.
22. Review and Discussions of Future Business and Industrial Land Development Locations

Discussion of Future Business and Industrial Land Development Locations

RECONVENE INTO OPEN SESSION

Motion made by Board Member Kromholz, Seconded by Council Representative Artsmith.

Voting Yea: Board Member Kachel, Board Member Kromholz, Board Member Price, Council Representative Artsmith, Board Member Christon, Council Representative M.Smith

1. The CDA moved to approve loan fund request in the amount of \$100,000 to Right Time Entertainment LLC, contingent on closing on the property and approval of SBA loan.

Motion made by Board Member Price, Seconded by Council Representative Artsmith.

Voting Yea: Board Member Kachel, Board Member Kromholz, Board Member Price, Council Representative Artsmith, Board Member Christon

Voting Abstaining: Council Representative M.Smith

2. Motion moved to have staff negotiate agreement with Eminent DC to move forward on the project.

Motion made by Board Member Kromholz, Seconded by Council Representative Artsmith.

Voting Yea: Board Member Kromholz, Board Member Price, Council Representative Artsmith, Board Member Christon

Voting Nay: Council Representative M.Smith

Voting Abstaining: Board Member Kachel

3. Motion moved to instruct staff approve the Settlement and Release Agreement w/ Fine Food Arts LLC & KLD LLC & Daniel Rodriguez as presented.

Motion made by Board Member Kromholz, Seconded by Board Member Price.

Voting Yea: Board Member Kachel, Board Member Kromholz, Board Member Price, Council Representative Artsmith, Board Member Christon, Council Representative M.Smith

FUTURE AGENDA ITEMS

Delinquent Loans

Downtown Revitalization

ADJOURNMENT

Motion made by Council Representative Artsmith, Seconded by Board Member Kachel.

Voting Yea: Board Member Kachel, Board Member Kromholz, Board Member Price, Council Representative Artsmith, Board Member Christon, Council Representative M.Smith



Common Council Agenda Item

Meeting Date: August 4, 2026

Agenda Item: Vacation – Lateral Transfers

Staff Contact (name, email, phone): Sara Marquardt, smarquardt@whitewater-wi.gov, 262-473-1387

BACKGROUND

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

The current Employee Handbook does not address how vacation benefits are determined when an employee is hired into the City through a lateral transfer from another employer or at a higher negotiated benefit.

Historically, employees who were granted vacation service credit at the time of hire were required to complete the actual number of years of City service associated with each vacation accrual level before becoming eligible for the next increase. The proposed policy clarifies that employees granted vacation service credit will continue to progress through the vacation schedule based on their total recognized years of service, consisting of the approved service credit granted at hire plus completed years of City service.

The proposed policy establishes a formal process allowing the City to recognize prior years of relevant public or private sector service by granting vacation service credit at the time of hire when approved as part of an employment offer. The intent is to strengthen the City's ability to recruit experienced professionals in a competitive labor market while maintaining consistency in the administration of vacation benefits.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

None

FINANCIAL IMPACT

(If none, state N/A)

The proposed policy may result in modest increases in vacation accruals for a limited number of employees. Based on current staffing, approximately 18 employees are eligible for vacation service credit under the policy, with only six employees receiving an increase in vacation accruals during 2026.

Because vacation service credit is awarded at the discretion of the City Manager and each request is evaluated on a case-by-case basis, the overall financial impact is expected to be limited. While the policy is intended primarily to support recruitment efforts, it also provides flexibility to address unique employment situations when appropriate.

STAFF COMMENTS

The City continues to compete with both public and private employers for experienced employees. Recognizing prior service for vacation purposes has become an increasingly common recruitment tool and allows the City to remain competitive without increasing base wages or creating long-term salary obligations.

The Finance Committee recommended approval of this policy.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Employee Handbook

Vacation – Lateral Transfer Language:

Employees who are granted vacation service credit at the time of hire as part of an approved employment offer shall receive vacation benefits based on their total recognized years of service, which equals the credited years granted at hire plus completed years of service with the City. Vacation accrual levels and future benefit increases shall be determined using total recognized years of service rather than actual years of City service alone.

Example: If the City's vacation schedule provides for an increased accrual beginning at 10 years of service, an employee hired with 6 years of approved vacation service credit would become eligible for the 10-year vacation accrual after completing 4 years of employment with the City. For vacation purposes, the employee would have 10 total recognized years of service (6 years of credited service + 4 years of City service), even though they have only worked for the City for four years.

RESOLUTION NO. 2026-R-35

**RESOLUTION APPROVING AMENDMENT TO THE CITY OF WHITEWATER
EMPLOYEE HANDBOOK REGARDING VACATION SERVICE CREDIT FOR
LATERAL TRANSFERS**

WHEREAS, the City of Whitewater Employee Handbook currently does not establish a formal process for recognizing prior public or private sector service when determining vacation benefits for newly hired employees; and

WHEREAS, the Common Council recognizes that the ability to award vacation service credit for relevant prior experience enhances the City's competitiveness in recruiting and retaining qualified employees while maintaining flexibility in employment negotiations; and

WHEREAS, the proposed amendment establishes a formal process for granting vacation service credit at the discretion of the City Manager and clarifies that employees who receive vacation service credit will progress through the vacation schedule based upon their total recognized years of service, consisting of approved service credit plus completed years of City service; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Whitewater, Wisconsin, that the amendment to the City of Whitewater Employee Handbook regarding Vacation Service Credit for Lateral Transfers, as attached hereto, is hereby approved.

BE IT FURTHER RESOLVED, that the City Manager and other appropriate City officials are hereby authorized and directed to incorporate the approved amendment into the City of Whitewater Employee Handbook and take any actions necessary to implement this policy

Resolution was introduced by Council Member _____, who moved for its adoption

Seconded by Council Member _____.

DATE	August 4, 2026			
	YES	NO	PASS	ABSENT
Michael Smith				
Orin Artsmith				
Steven Sahyun				
Brian Schanen				
Neil Hicks				
Gavin Kelleher				
Patrick Singer				
Total:				

ADOPTED: _____

John Weidl, City Manager

ATTEST:

Heather Boehm, City Clerk



Common Council Agenda Item

Meeting Date: August 4, 2026

Agenda Item: Vacation Carryover

Staff Contact (name, email, phone): Sara Marquardt, smarquardt@whitewater-wi.gov, 262-473-1387

BACKGROUND

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

The City's current Vacation Carryover Policy allows employees to automatically carry over up to 40 hours of unused vacation into the following calendar year. Carryover requests exceeding 40 hours require approval of the City Manager.

On June 23, 2026, the Finance Committee reviewed the City's vacation carryover policy, historical carryover practices, and comparable policies utilized by surrounding municipalities. After reviewing the information, staff recommended no changes to the existing policy, concluding that it provides appropriate flexibility while maintaining administrative oversight.

During its discussion, the Finance Committee recommended an amendment to the policy. The Committee recommended that any year-end vacation balance in excess of 40 hours for the City Manager require approval of the Common Council rather than the City Manager. The remainder of the policy remains unchanged.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

June 23, 2026 – Finance Committee reviewed the City's Vacation Carryover Policy and recommended amending the policy to require Common Council approval for City Manager vacation carryover requests exceeding 40 hours.

FINANCIAL IMPACT

(If none, state N/A)

The policy change does not create an immediate expenditure; however, approved vacation carryover increases the City's outstanding compensated-absence liability. Carried-over hours may result in future costs if the leave is used, paid out upon separation when permitted, or paid at a higher hourly rate following future wage increases.

STAFF COMMENTS

Staff recommend approval of the change. This amendment does not change the City's existing vacation carryover limits or approval process for employees. Rather, it establishes a separate approval process for the City Manager to provide independent oversight consistent with the Finance Committee's recommendation.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Amended Employee Handbook Wording - Vacation Carryover

Employee Handbook

Vacation – Vacation Carryover Language:

Year-end vacation balances of 40 hours or less will automatically carry over to the following calendar year. Any year-end vacation balance in excess of 40 hours requires prior approval of the City Manager to be eligible for carryover.

For the City Manager, any year-end vacation balance in excess of 40 hours requires approval of the Common Council to be eligible for carryover to the following calendar year.

RESOLUTION NO. 2026-R-36

**RESOLUTION APPROVING AMENDMENT TO THE CITY OF WHITEWATER
VACATION CARRYOVER POLICY**

WHEREAS, the City of Whitewater Employee Handbook establishes a Vacation Carryover Policy allowing employees to automatically carry over up to forty (40) hours of unused vacation leave into the following calendar year, with carryover requests exceeding forty (40) hours requiring approval; and

WHEREAS, on June 23, 2026, the Finance Committee reviewed the City's Vacation Carryover Policy, historical carryover practices, and comparable municipal policies and recommended an amendment to provide independent oversight of vacation carryover requests submitted by the City Manager; and

WHEREAS, the proposed amendment requires that any year-end vacation balance in excess of forty (40) hours for the City Manager be approved by the Common Council rather than the City Manager, while all other provisions of the Vacation Carryover Policy remain unchanged; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Whitewater, Wisconsin, that the amendment to the City's Vacation Carryover Policy, as attached hereto, is hereby approved.

BE IT FURTHER RESOLVED, that the City Manager and other appropriate City officials are hereby authorized and directed to incorporate the approved amendment into the City of Whitewater Employee Handbook and take any actions necessary to implement this policy change.

Resolution was introduced by Council Member _____, who moved for its adoption

Seconded by Council Member _____.

DATE	August 4, 2026			
	YES	NO	PASS	ABSENT
Michael Smith				
Orin Artsmith				
Steven Sahyun				
Brian Schanen				
Neil Hicks				
Gavin Kelleher				
Patrick Singer				
Total:				

ADOPTED: _____

John Weidl, City Manager

ATTEST:

Heather Boehm, City Clerk

Date: August 4, 2026

To: Common Council

From: Rachelle Blitch, Director of Financial and Administrative Services

Re: Authorization to Place Shared-Ride Bus on Wisconsin Surplus

Overview

In spring 2025, the City completed a federal audit of the Shared Ride Taxi program. As part of that audit, staff developed a vehicle replacement schedule, which identified the **2016 E350 Bus** as nearing the end of its useful life and recommended replacement during the next grant cycle.

Last month, the City received a WisDOT grant award covering **80% of the replacement cost**, up to **\$69,760**. The proposed replacement vehicle is a **side-load ramp minivan**, consistent with current program needs and accessibility requirements.

Pricing and Timing Considerations

Attached is the **2025 Human Service Vehicle Price Sheet**, which notes:

- Current pricing **expires July 31, 2026**
- Prices will **increase by 3.3%** beginning August 2026

This purchase was not included in the approved **2026 Capital Improvement Plan**. If the Council chooses to order the vehicle this year, the **local share**—estimated at **\$16,819**—would be funded through year-end fund balance.

Alternatively, because the grant expenditure period runs through December 31, 2027, the Council may direct staff to include the purchase in the 2027 Capital Improvement Plan, with funding determined through that process.

Requested Action

After discussion with the Finance Committee, staff is requesting authorization to place the **2016 E350 Bus** on Wisconsin Surplus for auction prior to ordering the replacement vehicle.

Federal rules require the following:

- If the sale exceeds **\$10,000**, the City may retain **\$5,000**, and the remaining proceeds must be returned to the **FTA**
- If the sale is **below \$10,000**, the City may retain all proceeds

A RESOLUTION Authorizing the Placement of 2016 E350 Bus on Wisconsin Surplus for Auction

WHEREAS, the City's Shared-Ride Taxi Program has identified a decommissioned vehicle that is no longer needed for operational purposes; and,

WHEREAS, disposal of surplus property through Wisconsin Surplus Auction has been determined to be an efficient and cost-effective method of sale; and,

WHEREAS, it is in the City's best interest to authorize the placement of the shared-ride taxi bus on Wisconsin Surplus for public auction;

NOW, THEREFORE BE IT RESOLVED, That the Common Council of the City of Whitewater hereby authorizes staff to list the shared-ride taxi bus on Wisconsin Surplus for auction, and to take all necessary steps to complete the sale in accordance with applicable policies and procedures.

Resolution was introduced by Council Member _____, who moved for its adoption.

Seconded by Council Member _____.

DATE	8/4/2026			
	YES	NO	PASS	ABSENT
Michael Smith				
Orin Smith				
Steven Sahyun				
Brian Schanen				
Neil Hicks				
Greg Majkrzak				
Patrick Singer				
Total:				

ADOPTED: _____

John Weidl, City Manager

ATTEST:

Heather Boehm, City Clerk



City Manager's Report

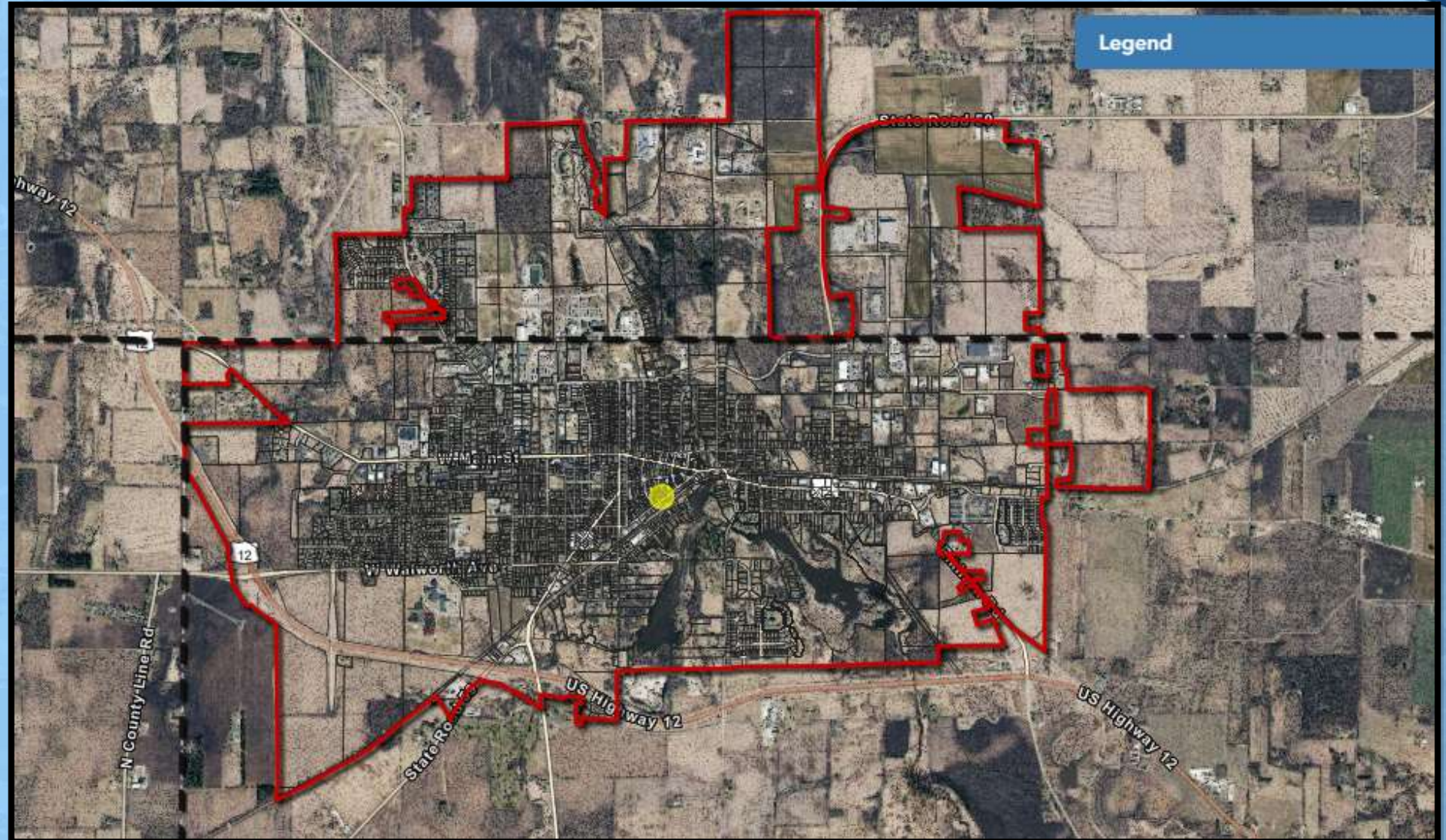
with John Weidl

8/4/2026

Item 7.



IT Department





Police Department

**WHITEWATER
POLICE**
— ★ DEPARTMENT ★ —
Fishing Event

POLICE
Whitewater Wis.
PROTECTING OUR COMMUNITY

TUESDAY
AUGUST 11TH, 2026
★ 9:00AM – 12:00PM ★

CRAVATH LAKEFRONT PARK
CRAVATH LAKE ROAD
WHITEWATER, WI 53190

Join the Whitewater Police Department for a morning of fishing, fun, and community!

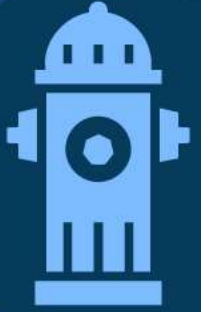
Open to kids of all ages.

All fishing gear and bait will be provided!

**BUILDING COMMUNITY.
MAKING MEMORIES.**

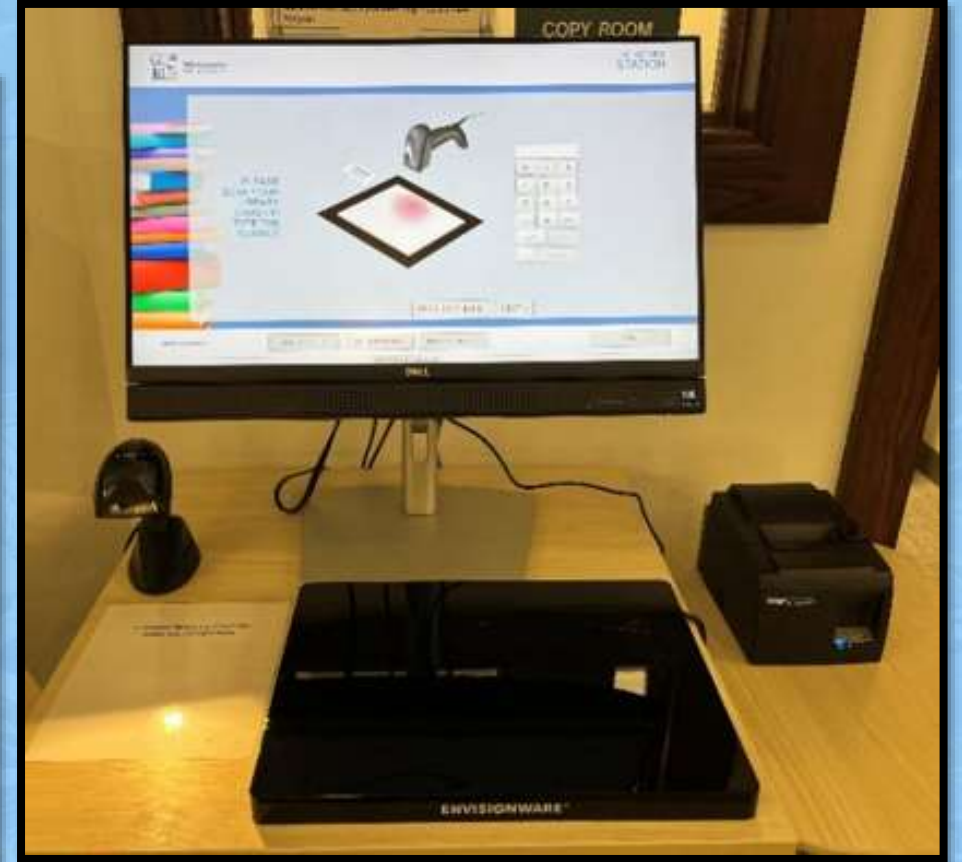
Hooked on Community!

FOR MORE INFORMATION, PLEASE CONTACT
THE WHITEWATER POLICE DEPARTMENT
police@whitewater-wi.gov



Fire and EMS





31



Parks and Recreation



HR Department



Contact Info



For Questions or concerns:

Becky Magestro

Chief of Staff

262-473-0101

bmagestro@whitewater-wi.gov

Contact Info



John S. Weidl
City Manager
City of Whitewater



Office of the Fire/EMS Chief
312 W. Whitewater Street
Whitewater, Wisconsin 53190

www.whitewater-wi.gov
Telephone: (262) 473-0116

July 30, 2026

Common Council,

Assistant Chief Dion will provide a brief update during the Staff Reports portion of the August 4th Common Council meeting regarding the review of fire department response turnout times.

This update is intended to summarize the findings of the review and address any questions from the Council.

Kelly Freeman
Fire/EMS Chief

	Council Agenda Item
Meeting Date:	07/21/2026
Agenda Item:	Hunting in City Limits
Staff Contact (name, email, phone):	Dan Meyer dmeyer@whitewater-wi.gov 262-473-1371

BACKGROUND

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

Council requested additional information about Whitewater ordinances related to hunting within city limits at the June 16, 2026, Council meeting. Related ordinances were included in the packet as well as a comparable ordinance from Oak Creek for review.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

6/16/2026: Council considered changes to WW ordinance 9.04.010 – Injury to Squirrels and Pets

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. WW ordinance 7.36.020
2. WW ordinance 7.72
3. WW ordinance 9.08.070
4. 2013 WI Act 71
5. Oak Creek Hunting Ordinance

7.36.020 - Offenses prohibited.*

No person shall, within the limits of the City of Whitewater, commit any of the following offenses:

- (1) FIREARMS. No person shall discharge any pistol, gun, air gun, air rifle, BB gun, or other firearm within the city limits, except in self-defense or in the lawful discharge of official duty, or in accordance with written permission which may be granted by the chief of police.
- (2) FIGHTS. No person shall engage in any fight, brawl or noisy altercation.
- (3) EXCESSIVE AND UNNECESSARY ACCELERATION. No driver of any vehicle shall cause, by excessive and unnecessary acceleration, the tires of such vehicle to spin and emit loud noises or to unnecessarily throw stones or gravel; nor shall such driver cause to be made by excessive and unnecessary acceleration any loud noise such as would disturb the public peace.
- (4) OBJECTIONABLE CONDUCT. Whoever, in a public or private place, engages in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance is guilty of a violation of this section.
- (5) ASSAULT. No person shall assault another when not excusable or justified, or use in reference to and in the presence of any member of his family, abusive or obscene language, intended or naturally tending to provoke an assault or any breach of the peace.
- (6) PROWLING ABOUT PREMISES OF ANOTHER. No person shall prowl about the premises of another in the night-time, peek in windows of another's premises, or do any act intended or naturally tending to frighten or alarm other persons.
- (7) LOITERING FOR IMPROPER PURPOSES. No person shall loiter or lounge in any public street or highway, or in any other public place for any immoral purpose or insult or disturb any person by any obscene act, gesture, or language.
- (8) OBSTRUCTION OF HIGHWAY BY LOITERING. No person shall obstruct any street, bridge, sidewalk or crossing by lounging or loitering in or upon the same, after being requested to move on by any police officer.
- (9) DISTURBANCE OF MEETING. No person shall disturb or annoy any congregation, audience, public meeting, or lawful assembly of persons of any kind, or join with others in so doing.
- (10) DISTURBANCE OF RECREATIONAL ACTIVITY. No person shall disturb or annoy any organized recreational activity in the city.
- (11) LOITERING IN PUBLIC PLACES. No person shall loiter, lounge or loaf in or about any depot, theater, dance hall, or other place of assembly in an indecent or improper manner, or for improper purposes, or after being requested to move by any police officer or by any person in authority at such place.

- (12) **DISTURBANCE OF PEACE.** No person shall disturb the peace and good order of the city in any manner.
- (13) **LOITERING NEAR SCHOOL.** No person or persons not in official attendance in or on official school business shall enter into, congregate, loiter, wander, solicit business of any kind, stand or play in any school building or any school premises in the city or in or about any playgrounds adjacent thereto during regular school hours or during any authorized school function at any time without express permission from the superintendent of schools, or those persons designated by him.
- (14) **RESIDENTIAL PICKETING.**
- (A) **DECLARATION.** It is hereby declared that the protection and preservation of the home is the keystone of democratic government; that the public health and welfare and the good order of the community require that members of the community enjoy in their homes and dwellings a feeling of well-being, tranquility, and privacy, and when absent from their homes and dwellings, carry with them the sense of security inherent in the assurance that they may return to the enjoyment of their homes and dwellings; that the practice of picketing before or about residences and dwellings causes emotional disturbance and distress to the occupants; obstructs and interferes with the free use of public sidewalks and public ways of travel; that such practice has as its object the harassing of such occupants; and without resort to such practice full opportunity exists, and under the terms and provisions of this subsection will continue to exist for the exercise of freedom of speech and other constitutional rights; and that the provisions hereinafter enacted are necessary for the public interest to avoid the detrimental results herein set forth and are enacted by the common council of the city pursuant to the provisions of Section 62.11(5) of the Wisconsin Statutes.
- (B) It is unlawful for any person to engage in picketing before or about the residence or dwelling of any individual. Nothing herein shall be deemed to prohibit (i) picketing in any lawful manner during a labor dispute of the place of employment involved in such labor dispute, or (ii) the holding of a meeting or assembly on any premises commonly used for the discussion of subjects of general public interest.
- (15) **LIQUOR, BEER OR WINE IN PUBLIC PLACES.** No person shall carry, expose to view, or drink from any open can, bottle, or other container containing malt beverages, wine or intoxicating liquor on any sidewalk, street, alley, public parking lot, public ground or in the lobby of the public safety building unless said conduct is allowed by ordinance, resolution or city manager approval. These same prohibitions apply to persons in any vehicle in a public parking lot.
- (16) **LOITERING OR PROWLING.** A person commits a violation if he loiters or prowls in a place, at a time, or in a manner not usual for law-abiding individuals under circumstances that warrant alarm for the safety of persons or property in the vicinity. Among the circumstances which

may be considered in determining whether such alarm is warranted is the fact that the actor takes flight upon appearance of a peace officer, refuses to identify himself, or manifestly endeavors to conceal himself or any object. Unless flight by the actor or other circumstances make it impracticable, a peace officer shall, prior to any arrest for an offense under this section, afford the actor an opportunity to dispel any alarm which would otherwise be warranted by requesting him to identify himself and explain his presence and conduct. No person shall be convicted of an offense under this section if the peace officer did not comply with the preceding sentence, or if it appears at trial that the explanation given by the actor was true and, if believed by the peace officer at the time, would have dispelled the alarm.

- (17) UNLAWFUL USE OF TELEPHONE/COMPUTERIZED COMMUNICATION SYSTEMS. The provisions of Sections 947.012, Unlawful Use of Telephone and 947.0125, Unlawful Use of Computerized Communications Systems, of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, except for the penalty provisions provided for therein, are adopted as a portion of this chapter. This includes, but is not limited to, provisions related to the unlawful use of the telephone and the unlawful use of computerized communication systems. Sections 947.012 and 947.0125 of the Wisconsin Statutes are adopted by reference and made a part of this section as if fully set forth in it.
- (18) TRESPASS. No person may without a legitimate purpose go upon the land or enter the dwelling of another. In determining whether a person has a legitimate purpose to enter upon the land of another, the trier of fact shall consider all of the circumstances existing at the time the person entered upon the land or dwelling of another. This shall include whether or not it is likely that a reasonable person would have given consent to another person to enter upon the land or dwelling under the circumstances present. No person shall at any time go upon the land or enter the dwelling of another if they have been advised by sign or otherwise that they cannot come upon the property.
- (19) PENALTIES FOR VIOLATION. Any person who violates any of the provisions of subsections (1) through (18) of this section shall upon conviction thereof be subjected to a fine of not less than one hundred fifty dollars nor more than three hundred dollars, together with the costs of prosecution, and in default of payment of such fine and costs of prosecution, shall be imprisoned in the county jail for a period not to exceed six months. Any person who violates any of the provisions of this section for a second time within a one-year period shall, upon conviction thereof, be subjected to a fine of not less than two hundred dollars nor more than four hundred dollars together with the costs of prosecution, and in default of payment of such fine and costs of prosecution shall be imprisoned in the county jail for a period of not to exceed six months. Any person who violates any of the provisions of this section for a third time within a one-year period shall, upon conviction thereof, be subjected to a fine of not less

than three hundred dollars nor more than five hundred dollars, together with the costs of prosecution, and in default of payment of such fine and costs of prosecution, shall be imprisoned in the county jail for a period of not to exceed six months.

(Ord. 1445 § 1A, 2000; Ord. 1428 § 7, 1999; Ord. 1409 § 1, 1998; Ord. 1341 § 1(part), 1996; Ord. 1322 § 3, 1995; Ord. 1207 § 1, 1991; Ord. 1054 §§ 1, 2, 1985; Ord. 1052 § 1, 1985; Ord. 983 § 1, 1982; Ord. 957 § 1, 1980; Ord. 944 § 1, 1980; Ord. 915 § 1, 1978; Ord. 860 § 1, 1976; Ord. 854 § 1, 1976; Ord. 752 § 1, 1972; Ord. 735 § 1, 1972; Ord. 733 § 1, 1972; Ord. 686 § 1, 1971; Ord. 661 § 1, 1970; prior code § 15.02).

(Ord. No. 2021A, § 1, 6-15-2021)

* Noise—See Chapter 7.20 of this title.

7.72.041 - Bow hunting.

Hunting with a bow or crossbow is permitted on privately owned land. No bow hunting is allowed within one hundred yards of any building located on another person's land (unless permission is granted by the other person). In this section "building" means a permanent structure used for human occupancy and includes a manufactured home, as defined by Wisconsin Statutes 101.91(2). A bow or crossbow must be discharged toward the ground.

(Ord. No. 1907A, § 3, 11-3-2015)

7.72.045 - Prohibited hunting on city owned land.

Hunting is prohibited on all City of Whitewater owned land, unless the hunting is allowed under an established hunting program authorized and approved by the city council.

(Ord. No. 1739A, § 1, 7-7-2009)

7.72.050 - Penalty for violations.

Any person who violates any of the provisions of this chapter shall, upon conviction thereof, be subject to a penalty of not less than \$400.00 or more than \$750.00 for the first offense, and for second and subsequent offenses not less than \$450.00 or more than \$750.00, together with the costs of prosecution; and in default of payment of such forfeiture and costs of prosecution, shall be imprisoned in the county jail until such forfeiture and costs are paid, but not exceeding thirty days.

(Ord. 1428 § 22, 1999; Ord. 1341 § 1(part), 1996; Ord. 1322 § 9, 1995; Ord. 983 § 27(part), 1982).

9.08.070 - Cruelty to animals.

- (a) No person shall confine or all their animals to remain outside during adverse weather conditions constituting a health hazard to said animals; such act shall be deemed cruelty to animals and such animals may be impounded by the humane officer or his agent.
- (b) No owner shall fail to provide his or her animals with sufficient good and wholesome food and potable water, proper shelter and protection from the weather, veterinary care when needed to prevent suffering, and with humane care and treatment.
- (c) No person shall beat, cruelly ill-treat, torment, overload, overwork or otherwise abuse any animal.
- (d) No person shall cause or permit any dogfight, cockfight, bullfight, or other combat between animals or between animals or humans.
- (e) No owner of an animal shall abandon such animal.

(Ord. 1034 §1(part), 1984).



WISCONSIN LEGISLATIVE COUNCIL ACT MEMO

2013 Wisconsin Act 71
[2013 Assembly Bill 8]

**Restrictions Imposed by Local
Governmental Units on Hunting
With a Bow and Arrow or Crossbow**

CURRENT LAW

Under current law, a local governmental unit¹ may not enact any ordinance or adopt any regulation, resolution, or other restriction for the purpose of regulating the hunting, fishing, trapping, or management of wild animals. [s. 29.038 (2) (intro.), Stats.] However, current law authorizes a local governmental unit to enact an ordinance or adopt a regulation, resolution, or other restriction that has an incidental effect on hunting, fishing, or trapping, if the primary purpose of the restriction is to further public health or safety. [s. 29.038 (3), Stats.] In addition, a local governmental unit is authorized to enact an ordinance or adopt a regulation, resolution, or other restriction that restricts or prohibits access for hunting, fishing, or trapping in any portion of land that it owns or leases. [s. 29.038 (2) (b), Stats.]

2013 WISCONSIN ACT 71

The Act generally prohibits a local governmental unit from enacting or adopting a restriction² that prohibits hunting with a bow and arrow or crossbow within the jurisdiction of that local governmental unit. The Act provides two exceptions. Under one exception, a local governmental unit may enact or adopt a restriction prohibiting hunting with a bow and arrow or crossbow within 100 yards of a building.³ Such a restriction must provide that it does not apply if the person who owns the land on which the building is located allows the hunter to hunt within the specified distance of the building. A

¹ A local governmental unit is defined under s. 16.97 (7), Stats., as “a political subdivision of this state, a special purpose district in this state, an instrumentality or corporation of such a political subdivision or special purpose district, a combination or subunit of any of the foregoing or an instrumentality of the state and any of the foregoing.”

² “Restriction” means an ordinance, regulation, resolution, or other restriction enacted or adopted by a local governmental unit.

³ “Building” means a permanent structure used for human occupancy and includes a manufactured home, as defined in s. 101.91 (2), Stats.

This memo provides a brief description of the Act. For more detailed information, consult the text of the law and related legislative documents at the Legislature’s Web site at: <http://www.legis.wisconsin.gov>.

second exception allows a local governmental unit to enact or adopt a restriction that requires a person who hunts with a bow and arrow or crossbow to discharge the arrow or bolt from the respective weapon toward the ground.

The Act does not affect the ability of a local governmental unit to restrict or prohibit access for hunting on land that the local governmental unit owns or leases. Furthermore, the Act does not affect the ability of a property owner to restrict or prohibit access for hunting on land that the individual owns.

Effective date: The Act took effect on December 14, 2013.

Prepared by: Michael Queensland, Staff Attorney

January 9, 2014

MQ:jb;ksm

OFFENSES AGAINST PUBLIC SAFETY AND PEACE

SEC. 11.20 REGULATION OF FIREARMS, EXPLOSIVES, AND OTHER MISSILES.

- (a) **Discharge of Firearms Regulated.** Except for a law enforcement officer in the performance of an official duty, no person shall fire or discharge any firearm, rifle, spring gun, air gun or pneumatic pellet gun of any description in his/her possession or under his/her control within the City of Oak Creek, provided that this Section shall not prevent the maintenance and use of duly supervised rifle or pistol ranges or shooting galleries authorized by the Common Council, or the firing or discharging of BB guns entirely upon private premises by persons over sixteen (16) or minors under the direct personal supervision of a parent or guardian.
- (b) **Hunting and Trapping Prohibited.** No person shall hunt or trap within the City of Oak Creek, as defined in Ch. 29, Wis. Stats. except live trapping with box traps, as defined in Ch. 29 Wis. Stats. to remove nuisance animals, including but not limited to skunks, raccoons, squirrels, and rabbits, or removal or transportation from one location to a more appropriate location.
- (c) **Shooting Into City Limits.** No person shall in the territory adjacent to the City discharge any firearm in such manner that the discharge shall enter or fall within the City of Oak Creek.
- (d) **Explosive Devices.** No person, except for a law enforcement officer in the performance of an official duty, shall discharge or detonate any dynamite, nitroglycerin or other explosive within the City without first obtaining a permit to do so from the Common Council or its authorized designee.
- (e) **Throwing or Shooting of Arrows, Stones, or Other Missiles Prohibited.**
 - (1) It shall be unlawful for any person to discharge or cause the discharge of any model rocket or dangerous missile from any sling-shot, spring gun or other means within three hundred (300) feet of any inhabited dwelling or building or any public park, square or enclosure.
 - (2) This Subsection shall not apply:
 - a. To the shooting or discharging of toy arrows or arrows which have a tip made of rubber or similar material.
 - b. To a supervised archery range approved by the Common Council.
 - c. Within the interior of a single family dwelling.

(f) **Shooting or Discharging a Bow and Arrow or Crossbow.**

- (1) Except as provided in sub. (5), it shall be unlawful for a person to hunt with a bow and arrow or crossbow within a distance of one hundred (100) yards from a building located on another person's land. This restriction shall not apply if the person who owns the land on which the building is located allows the hunter to hunt with a bow and arrow or crossbow within the specified distance of the building.
- (2) A person who hunts with a bow and arrow or crossbow shall discharge the arrow or bolt from the weapon toward the ground.
- (3) No person shall discharge an arrow with any bow or similar device where the arrow may endanger the life, limb or property of another or will traverse any part of any street, alley, public grounds or parks.
- (4) The Recreation Department and the Oak Creek-Franklin Joint School District may conduct supervised archery activities in areas under their jurisdiction when authorized by the Police Chief.
- (5) It shall be unlawful for a person to hunt or trap on any portion of land owned or leased by the City of Oak Creek.
- (g) This Section shall not apply to Milwaukee County Employees and its agents while on property owned by Milwaukee County under the control of General Mitchell International Airport.
- (h) **Definitions.** For purposes of this Section:
 - (1) A firearm is defined as any instrumentality from or with which a shot, bullet or pellet may be discharged or expelled, regardless of whether the propelling force is provided by air, spring or other similar mechanical device, or gun powder.
 - (2) A building is defined as a permanent structure used for human occupancy and includes a manufactured home, as defined in Sec. 101.91(2) Wis. Stats.

Ordinance No. 2144, A 07/17/01, Sec. 11.20(d)

Ordinance No. 2704, A 01/07/14, Sec. 11.20(f) and (g)2

Ordinance No. 2740, A 11/05/14, Sec. 11.20(g) & 11.20(h)

SEC. 11.21 CARRYING CONCEALED WEAPONS PROHIBITED.

(a) **Concealed Weapons Prohibited.**

- (1) **Prohibition.** No person shall, within the City of Oak Creek, wear or in any manner carry under his/her clothes or conceal upon or about his/her person any deadly or dangerous weapon, provided this Subsection shall not

	Council Agenda Item
Meeting Date:	08/04/2026
Agenda Item:	Flock Guardrail Options
Staff Contact (name, email, phone):	Dan Meyer dmeyer@whitewater-wi.gov 262-473-1371

BACKGROUND

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

During the July 21, 2026, Common Council meeting, the Council requested a staff report describing various options for guardrails that would restrict the use of the Flock system for WPD or attempt to reduce liability associated with use of the Flock system. The following guardrails and options are available for consideration:

1) Editing WPD ALPR Policy Regarding Flock Information Sharing

Currently there is no policy language directing staff when they can directly share Flock camera information with outside agencies (i.e. verbally). The following options exist:

- A. No change.
- B. Add language permitting sharing of Flock camera information to any law enforcement officer if the officer has a legitimate law enforcement need for the information.
- C. Add language permitting sharing of Flock camera information to law enforcement officers, with the exception of federal law enforcement officers conducting immigration enforcement, if the officer has a legitimate law enforcement need for the information.
- D. Add language permitting sharing of Flock camera information to law enforcement officers, with the exception of federal law enforcement officers, if the officer has a legitimate law enforcement need for the information.
- E. Add language restricting sharing Flock camera information to any law enforcement officer employed by an outside law enforcement agency.

2) Adjusting Sharing Settings

We have requested confirmation from Flock representatives on how to best analyze our search history to determine the frequency with which searches provide results in a given geographic radius.

Currently our agency has a reciprocal sharing agreement with law enforcement agencies nationwide with the exception of federal law enforcement agencies. The following options exist:

- A. No change.

-
- B. Reduce the sharing radius from nationwide to 500 miles from the City of Whitewater. This would include all or nearly all of the following states: Wisconsin, Minnesota, Michigan, Ohio, Indiana, Kentucky, Illinois, Missouri, and Iowa.
 - C. Reduce the sharing radius from nationwide to 250 miles from the City of Whitewater. This would include the majority of Wisconsin and Illinois, approximately half of Iowa, Indiana, and Michigan, and only a small portion of Ohio, Missouri and Minnesota.
 - D. Reduce the sharing radius from nationwide to 100 miles from the City of Whitewater. This would include southern Wisconsin and northern Illinois.
 - E. Reduce the sharing radius to Wisconsin and Midwest states (Minnesota, Iowa, Illinois, Missouri, Indiana, Ohio, and Michigan).
 - F. Reduce the sharing radius to Wisconsin and adjacent states (Minnesota, Iowa, Illinois, and Michigan).
 - G. Reduce the sharing radius to the state of Wisconsin.

3) Increasing Audit Frequency

To date, our audits have resulted in no instances of misuse by WPD staff. However, increasing the frequency of audits is not a significant administrative burden, and if misuse did occur a higher frequency of auditing would identify the issue more quickly.

Currently the policy states that the command staff may conduct periodic audits, however, our practice is to conduct quarterly audits. The following options exist to update the policy and practice:

- A. No change.
- B. No change to quarterly audit frequency but incorporate the frequency in the written policy.
- C. Adjust policy and practice to complete monthly audits.
- D. Adjust policy and practice to complete bi-weekly (one every two weeks) audits.

4) Reducing the Number of Users

The use of the Flock system by employee type was tabulated for the past 30 days with the following results:

- Dispatch: 50
- Patrol: 14
- Detective: 13
- Supervisor: 16
- Admin: 5

Currently every sworn officer and dispatcher is trained in the use of the Flock system and has access to complete a Flock search to ensure efficiency and continuity of operations. This includes employees representing dispatch, patrol, detectives, supervisors, and administration. The following options exist to reduce the number of users:

- A. No change.
- B. Reduce users to administrators, supervisors and detectives only.
- C. Reduce users to administrators and supervisors only.
- D. Reduce users to administrators and dispatchers only.

5) Restricting Flock use by Case Type

The reasons for Flock searches were tabulated and ranked by month and included in the packet as an attachment. Most of the top search reasons involved criminal offenses, but not necessarily felony-level offenses.

Currently, the policy restricts the use of the Flock system to use “for official and legitimate law enforcement business” and personnel are required to have “an articulable law enforcement reason to access and/or perform any query.” The following options exist to further restrict the reasons for conducting Flock searches:

- A. No change
- B. Require a minimum threshold of misdemeanor-level criminal investigation or a community caretaker function to conduct a Flock search.
- C. Require a minimum threshold of felony-level criminal investigation or a community caretaker function to conduct a Flock search.

The question was also posed whether settings could be adjusted in order to reduce the capabilities of the Flock cameras. Upon consulting with Flock Safety, the representative’s reply was, “In general there are not standard user settings in the Flock system that are intended to “reduce the capabilities” of the cameras. They system is designed to operate in a way that supports the camera’s normal image capture and detection performance.”

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

\$39,000 annually

STAFF RECOMMENDATION

N/A

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. WPD Policy – ALPR
2. Monthly Reason for Search Rankings January - July

Whitewater Police Department General Order		
Order Topic: AUTOMATED LICENSE PLATE READERS (ALPR)		
Issue Date: 09/29/2023	Last Revision:	Review Date: 11/12/2025
Special Instructions:	WILEAG Standard:	

SPECIAL INSTRUCTIONS: Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Whitewater Police Department to convert data associated with vehicle license plates for official law enforcement purposes including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPRs may be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

Flock Safety is an Automated License Plate Reading (ALPR) system that securely captures images while the system uses Vehicle Fingerprint technology to identify license plates. This system is web based and any authorized user can log in from any device with internet access. Approved users can search by date, time, location, and description search criteria. These cameras take pictures of all traffic in front of the camera. Depending on the image quality, the captured image can also help to determine the color, make, and model of the vehicle as well as the License plate state. The Flock Safety system compares the characters in the license plate read to an imported hotlist and sends an alert if there is a match.

REQUIREMENTS:

1. All installation and maintenance of ALPR equipment, as well as ALPR data retention and access shall be managed by the Administrative Captain.
2. Information captured and stored by the ALPR system includes, but is not limited to the following: license plate image, vehicle image, license plate number, license plate state, date, time, and location of the read.
3. ALPR System Security

Use of the ALPR system is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- a. Access to the ALPR system is restricted to Department personnel.
- b. All ALPR data downloaded to the operator mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting access of information by name, date and time.
- c. The ALPR system shall only be used for official and legitimate law enforcement business. Department personnel must have an articulable law enforcement reason to access and/or perform any query in the ALPR system. The ALPR system may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable

AUTOMATED LICENSE PLATE READERS (ALPR)

cause is not required before using an ALPR.

- d. The ALPR system may be used to canvass license plates around any crime scene. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- e. In furtherance of investigative purposes, ALPR data may be shared or accessed by members of outside law enforcement agencies. All logins and queries will be captured and monitored including the following information: username, date, time, purpose of query, license plate, and other elements used to query the system.
- f. A member of the command staff may conduct periodic audits, to ensure that users are utilizing the ALPR system for legitimate law enforcement purposes.

4. ALPR (Flock) Searches

- a. Open the website: <https://www.flocksafety.com/>.
- b. Read the disclaimer and click “accept.”
- c. Select “What” the search criteria are for the target vehicle. Best practice is to begin with a general search and then narrow down the focus if needed.
- d. Select the “Category” of images to search. Best practice is to begin with “All images” and then narrow the focus if needed.
- e. Select the proper location(s) “Where” cameras are located and then broaden the search if necessary.
- f. Select the timeframe(s) “When” the incident(s) occurred. Multiple time frames can be searched simultaneously.
- g. Enter the case number in the search reason. If no case number is associated with the search, enter the primary reason you are searching for the plate (i.e. burglary suspect, robbery suspect, retail theft suspect, etc.).
- h. When images of evidentiary value are located select, “Download Images,” and add them to the case file.

5. Hotlist Notification

- a. The Flock Safety Hotlist Tool will send an audible alert to all authorized users currently logged on whenever it receives information that a vehicle matching the license plate of NCIC stolen vehicles, NCIC missing entries, NCIC stolen registration plates, and hotlist entries.
- b. Hotlist entries shall contain actionable intelligence such as reasonable suspicion or probable cause to arrest, NCIC stolen vehicles, NCIC stolen registration plates, NCIC

AUTOMATED LICENSE PLATE READERS (ALPR)

missing entries or significant officer safety information. The hotlist entry should not be utilized for “make your own case” type of intelligence. Hotlist data may not be entered into the ALPR database without supervisor or OIC approval.

- c. The alert will include an image of the vehicle along with a map link of the camera that detected the vehicle.
- d. Dispatch Responsibilities
 - 1) Dispatch shall monitor for Hotlist alerts and the audible signal should be turned on.
 - 2) Upon receiving a Hotlist notification, dispatch personnel will open the Hotlist tool and determine the location of the activation as well as the suspected stolen/missing registration and vehicle information.
 - 3) Immediately broadcast the notification, “Unverified flock hit.” The dispatcher will include the reason for the notification (e.g. stolen vehicle), the license plate associated with the notification, the location, direction of travel, and description of the vehicle associated with the notification, and any other pertinent information.
 - 4) Dispatch personnel will begin the verification of the notification by running the plate. Once verified, dispatch will notify officers over the radio, “Flock hit confirmed.” Dispatch will also notify officers if the vehicle is no longer listed in NCIC.
 - 5) Dispatch personnel will create a call for service and assign an officer to the call.
 - 6) In situations when the ALPR notification is associated with a custom hotlist, dispatch personnel will ensure the license plate is removed from the hotlist.
- e. Officer Responsibilities
 - 1) An audible alert will activate when there is a Hotlist notification.
 - 2) Open the Flock Safety Hotlist Tool and determine the location of the activation as well as the suspected stolen/missing registration and vehicle information.
 - 3) Upon broadcast of a Hotlist notification, officers who are available and near the vicinity of the notification origin should look for the vehicle in question. Dispatch personnel may assign a specific officer to look for the vehicle in question. If an officer observes the vehicle in question, the officer will determine what action to take.
 - 4) A Hotlist notification alone does not constitute reasonable suspicion to perform a traffic stop or otherwise make contact with a vehicle. Officers must ensure they

AUTOMATED LICENSE PLATE READERS (ALPR)

establish reasonable suspicion or probable cause prior to performing a traffic stop or otherwise making contact with a vehicle. At a minimum, dispatch personnel or the officer should query the license plate through NCIC/CIB to determine if the ALPR notification is accurate.

6. ALPR Data Storage and Retention

- a. All data and images gathered by an ALPR are for the official use of the Whitewater Police Department, and because such data may contain NCIC/CIB information, it is not open to public review. ALPR information gathered and retained by the Department may be used and shared with prosecutors or others only as permitted by law.
- b. The current ALPR system used by the Department is Flock Safety. Flock data is stored for a period of 30 days, after which time it is automatically purged. Any data exported from the Flock database to be used for investigative purposes will become part of the case file, retained in accordance with the records retention schedule followed by the Department, and may be subject to open records requests.

7. Training

No member of the department shall operate ALPR equipment or access ALPR data without first completing Department-approved training.

Rank	Offense Type	Number of Searches	Percentage of Searches
1	Criminal Motor Vehicle Offense (incl. Road Rage/Reckless)	34	17.30%
2	Welfare Check	26	13.30%
3	Hit and Run/Car Accident	19	9.70%
4	Larceny/Theft Offenses	18	9.20%
5	Child Abuse/Neglect	15	7.70%
6	Sex Offenses	14	7.10%
7	Drugs/Narcotics	13	6.60%
8	Assault/Battery Offenses	10	5.10%
9	Burglary/Breaking & Entering	10	5.10%
10	Disorderly Conduct/Disturbance	8	4.10%
11	Curfew/Loitering/Vagrancy Violations	8	4.10%
12	Traffic Infraction	7	3.60%
13	Motor Vehicle Theft/Stolen	4	2.00%
14	Stolen Property Offenses	4	2.00%
15	Missing/Endangered Person/Runaway	3	1.50%
16	Robbery	2	1.00%
17	Threats/Harassment	1	0.50%

July:

Rank	Offense Type	Number of Searches	Percentage of Searches
1	Stolen Property Offenses	31	19.60%
2	Traffic Infraction	26	16.50%
3	Welfare Check	17	10.80%
4	Criminal Motor Vehicle Offense (incl. Road Rage/Reckless)	16	10.10%
5	Assault/Battery Offenses	15	9.50%
6	Obstructing the Police (Fleeing/Eluding)	10	6.30%
7	Disorderly Conduct/Disturbance	9	5.70%
8	Weapons Offense (Guns/Shots Fired)	8	5.10%
9	Stalking	6	3.80%
10	Child Abuse/Neglect	5	3.20%
11	Sex Offenses	4	2.50%
12	Motor Vehicle Theft/Stolen	4	2.50%
13	Missing/Endangered Person/Runaway	3	1.90%
14	Hit and Run/Car Accident	2	1.30%
15	Larceny/Theft Offenses	1	0.60%
16	Obstructing Justice	1	0.60%

June:

Rank	Offense Type	Number of Searches	Percentage of Searches
1	Burglary/Breaking & Entering	61	27.10%
2	Hit and Run/Car Accident	46	20.40%
3	Threats/Harassment	30	13.30%
4	Stolen Property Offenses	17	7.60%
5	Motor Vehicle Theft/Stolen	16	7.10%
6	Disorderly Conduct/Disturbance	15	6.70%
7	Larceny/Theft Offenses	7	3.10%
8	Kidnapping/Abduction	7	3.10%
9	Sex Offenses	7	3.10%
10	Traffic Infraction	6	2.70%
11	Assault/Battery Offenses (Domestic)	4	1.80%
12	Assault/Battery Offenses	4	1.80%
13	Welfare Check	3	1.30%
14	Drugs/Narcotics	2	0.90%

May:

Rank	Offense Type	Number of Searches	Percentage of Searches
1	Larceny/Theft Offenses	45	16.70%
2	Criminal Motor Vehicle Offense (incl. Road Rage/Reckless)	41	15.20%
3	Hit and Run/Car Accident	34	12.60%
4	Drugs/Narcotics	32	11.90%
5	Obstructing the Police (Fleeing/Eluding)	26	9.70%
6	Traffic Infraction	23	8.60%
7	Welfare Check	17	6.30%
8	Assault/Battery Offenses (Domestic)	17	6.30%
9	Assault/Battery Offenses	13	4.80%
10	Disorderly Conduct/Disturbance	8	3.00%
11	Robbery	8	3.00%
12	Destruction/Damage/Vandalism of Property	3	1.10%
13	Missing/Endangered Person/Runaway	1	0.40%
14	Burglary/Breaking & Entering	1	0.40%

April:

Rank	Offense Type	Number of Searches	Percentage of Searches
1	Stolen Property Offenses	108	38.70%
2	Larceny/Theft Offenses	101	36.20%
3	Disorderly Conduct/Disturbance	22	7.90%
4	Motor Vehicle Theft/Stolen	8	2.90%
5	Welfare Check	6	2.20%
6	Hit and Run/Car Accident	6	2.20%
7	Destruction/Damage/Vandalism of Property	5	1.80%
8	Assault/Battery Offenses	5	1.80%
9	Child Abuse/Neglect	4	1.40%
10	Wanted Person (Arrest Warrant/Fugitive)	3	1.10%
11	Criminal Motor Vehicle Offense (incl. Road Rage/Reckless)	3	1.10%
12	Assault/Battery Offenses (Domestic)	3	1.10%
13	Drugs/Narcotics	2	0.70%
14	Obstructing Justice	2	0.70%
15	Disturbing Public Peace/Riot	1	0.40%

March:

February:

Rank	Offense Type	Number of Searches	Percentage of Searches
1	Stolen Property Offenses	131	62.10%
2	Hit and Run/Car Accident	18	8.50%
3	Welfare Check	16	7.60%
4	Larceny/Theft Offenses	11	5.20%
5	Traffic Infraction	7	3.30%
6	Motor Vehicle Theft/Stolen	6	2.80%
7	Robbery	5	2.40%
8	Sex Offenses	4	1.90%
9	Wanted Person (Arrest Warrant/Fugitive)	3	1.40%
10	Juvenile Delinquency	3	1.40%
11	Disorderly Conduct/Disturbance	3	1.40%
12	Threats/Harassment	1	0.50%
13	Burglary/Breaking & Entering	1	0.50%
14	Weapons Offense (Guns/Shots Fired)	1	0.50%
15	Criminal Motor Vehicle Offense (incl. Road Rage/Reckless)	1	0.50%

Rank	Offense Type	Number of Searches	Percentage of Searches
1	Drugs/Narcotics	38	20.70%
2	Welfare Check	34	18.50%
3	Hit and Run/Car Accident	22	12.00%
4	Motor Vehicle Theft/Stolen	11	6.00%
5	Stolen Property Offenses	11	6.00%
6	Larceny/Theft Offenses	9	4.90%
7	Disorderly Conduct/Disturbance	9	4.90%
8	Sex Offenses	8	4.30%
9	Assault/Battery Offenses (Domestic)	8	4.30%
10	Pornography/Obscene Material	6	3.30%
11	Child Abuse/Neglect	6	3.30%
12	Criminal Motor Vehicle Offense (incl. Road Rage/Reckless)	3	1.60%
13	Wanted Person (Arrest Warrant/Fugitive)	3	1.60%
14	Counterfeiting/Forgery	3	1.60%
15	Assault/Battery Offenses	3	1.60%
16	Traffic Infraction	3	1.60%
17	Driving Under the Influence (DUI/DWI/OWI/OVI)	2	1.10%
18	Destruction/Damage/Vandalism of Property	2	1.10%
19	Missing/Endangered Person/Runaway	1	0.50%
20	Burglary/Breaking & Entering	1	0.50%
21	Robbery	1	0.50%

January:



Council Agenda Item

Meeting Date: 06/08/2026

Agenda Item: Review of City's Child Safety Zone Map

Staff Contact (name, email, phone): Dan Boldt, dboldt@whitewater-wi.gov

BACKGROUND

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

The City of Whitewater seeks approval for an updated Child Safety Zone map to ensure full compliance with the requirements of Whitewater Code of Ordinances § 1.33.010(h). This ordinance establishes residence restrictions for sex offenders and defines Child Safety Areas as areas within seven hundred fifty feet of any school, playground, designated park, or childcare center. The updated map is intended to accurately reflect all locations that qualify under this definition.

A review determined that the previous Child Safety Zone map had inaccuracies, both in omitting valid sites and including sites that did not meet the definition of the ordinance. To correct these errors a thorough update was conducted using information from verified sources including the Wisconsin state school directory and childcare database. Using these sources, 750-foot buffer zones were generated around all parcels containing qualifying facilities, resulting in a revised and accurate map. It has also undergone internal review by the City Attorney as well as the Community Development, Parks, and Police Department to ensure the maps accuracy.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

PARC voted to recommend attached resolution and map to Common Council on 06/08/2026

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff recommends that the City of Whitewater Common Council:

1. Approve the attached resolution and map for use

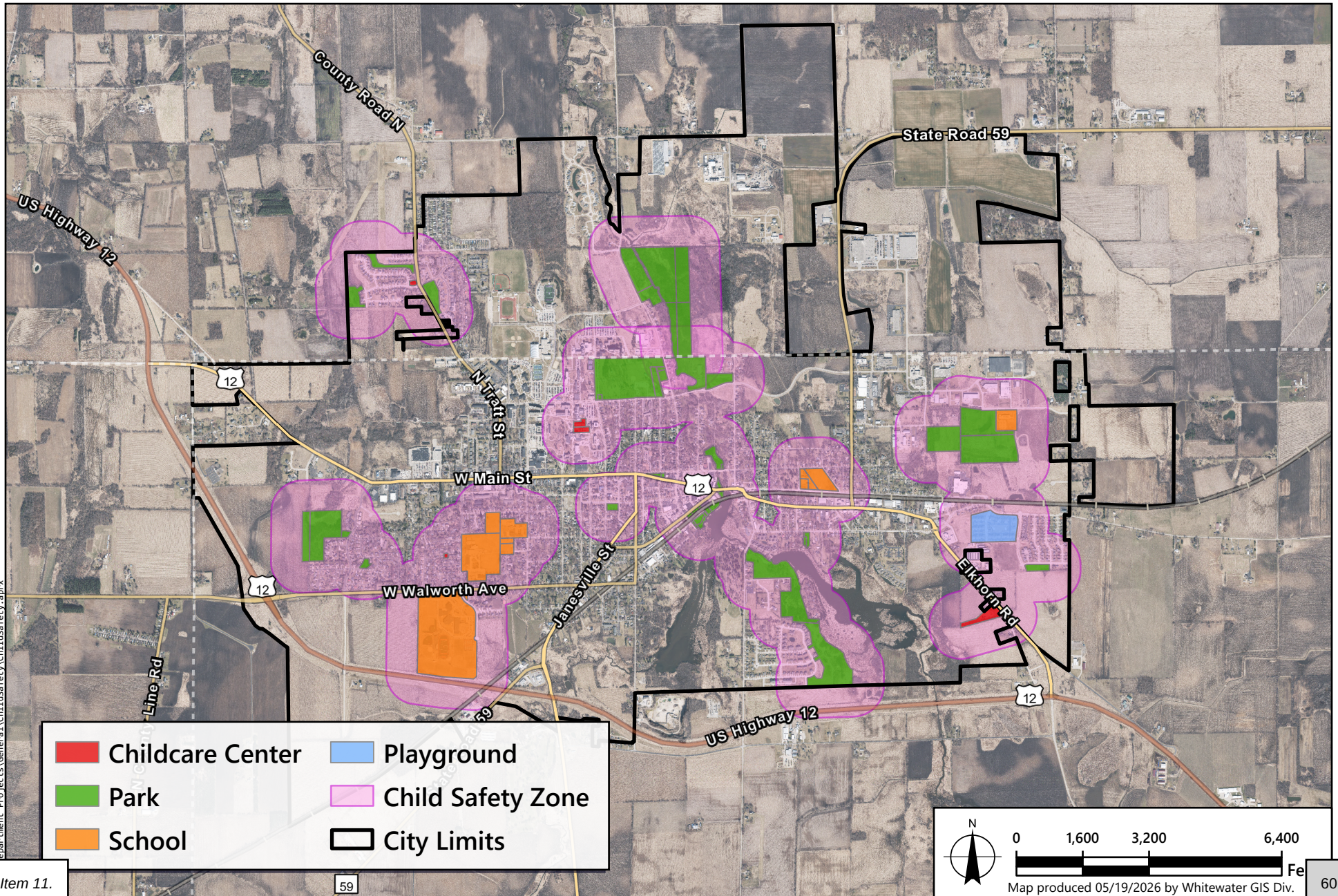
ATTACHMENT(S) INCLUDED

(If none, state N/A)

Resolution 2026-R-33, Updated Child Safety Zone Map

CHILD SAFETY ZONES

CITY OF WHITEWATER



A RESOLUTION APPROVING THE NEW CHILD SAFETY ZONES MAP

WHEREAS, this resolution was reviewed by The Plan and Architectural Review Commission and is recommended for approval by said committee; and,

WHEREAS, the city’s “Child Safety Zones Map” has not been updated since 2021; and,

WHEREAS, Whitewater Code of Ordinances § 1.33.010(h) provides for the Child Safety Zones Map to be updated annually; and,

WHEREAS, the current map contains documented inaccuracies, including omission of multiple city parks and the classification of vacant parcels as safety zones;

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, that map of child safety zones attached hereto as Exhibit A is adopted by City of Whitewater.

Resolution was introduced by Council Member _____, who moved for its adoption.

Seconded by Council Member _____.

DATE	August 4, 2026			
	YES	NO	PASS	ABSENT
Michael Smith				
Orin Artsmith				
Steven Sahyun				
Brian Schanen				
Neil Hicks				
Gavin Kelleher				
Patrick Singer				
Total:				

ADOPTED: _____

John Weidl, City Manager

ATTEST:

Heather Boehm, City Clerk



Council Agenda Item

Meeting Date:	August 4, 2026
Agenda Item:	Downtown Activation Initiative Program Proposal & Budget Amendment
Staff Contact (name, email, phone):	Mason Becker, mbecker@whitewater-wi.gov

BACKGROUND

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

This memo provides the Common Council with a high-level overview of the proposed Downtown Activation Initiative, a one-time \$135,000 program developed by the Community Development Department. The initiative is designed to respond directly to community feedback and to the direction the Common Council provided during its recent Visioning Session. Funding sources for the program will be addressed separately in a memo from the Finance Director; this memo focuses on the program's purpose, structure, and proposed uses of funds.

Background & Direction

- **Council direction:** The Common Council identified downtown revitalization as a priority during its recent Visioning Session.
- **Community feedback:** Residents, students, and downtown stakeholders have consistently raised concerns about downtown's appearance and the underuse of key public spaces, along with a desire for more regular activity and events.
- **Realistic scope:** Meaningful downtown transformation is realistically a 2- to 3-year effort followed by ongoing programming and maintenance — not a single one-year project — and staff capacity to administer new programming is finite.
- **Complementary, not duplicative:** Existing Community Development Authority (CDA) programs and other resources already address many business and property needs, so this initiative was designed to complement those efforts rather than duplicate them.

Proposed Approach

After reviewing the City Manager's initial draft proposal, the Community Development Department created a revised approach geared toward three outcomes:

- Improving perceptions of downtown immediately.
- Activating key public spaces, particularly First Street.
- Creating recurring programming that drives foot traffic and supports downtown businesses.

Program Overview – Proposed Uses of \$135,000

The initiative is organized into five priorities. A summary budget is provided below, followed by a brief description of each priority.

#	Focus Area	Amount
1	Downtown Appearance & Maintenance	\$25,000
2	First Street Activation & Tactical Placemaking	\$45,000
3	Downtown Programming Series	\$35,000
4	Business Participation & Window Activation	\$20,000
5	Strategic Reserve	\$10,000

Priority 1 – Downtown Appearance & Maintenance (\$25,000): Funds a seasonal maintenance worker for sidewalk power washing, sidewalk weed removal, graffiti removal, and general upkeep; adds trash receptacles and other fixtures; and reissues a downtown power-washing RFP for future years. This is expected to be the most immediate and visible improvement residents will notice.

Priority 2 – First Street Activation & Tactical Placemaking (\$45,000): Funds a phased approach: inventorying existing public assets, piloting tactical improvements (movable seating, lighting, wayfinding, temporary art, and a possible seasonal street closure), and incorporating recommendations from the UW–Madison Design Studio (pending approval of recently submitted application) and Whitewater Forward. Staff will also explore a limited, temporary Downtown Outdoor Refreshment Area (DORA) ordinance which would come for separate review and approvals in the future.

Priority 3 – Downtown Programming Series (\$35,000): Supports a recurring series of events, such as live music, open mic nights, pop-up markets, and similar activities, concentrated in the summer months and around the academic calendar. City funding would cover production costs, equipment, and marketing, while programming would be delivered primarily through partners organizations, pending their agreement to participate.

Priority 4 – Business Participation & Window Activation (\$20,000): Combines a Window Activation Program (\$10,000 in small grants for window art, murals, and temporary displays) with a Downtown Event Activation Partner pilot (\$10,000 in performance-based grants of up to \$500 per event and up to \$2,000 per business annually) for businesses that host new downtown activation events.

Priority 5 – Strategic Reserve (\$10,000): Preserves flexibility for opportunities that arise during implementation, such as matching funds for private investment, sponsorships, or small placemaking enhancements identified through the First Street process.

Program Administration

- **Roles:** The Community Development Department would administer the program day to day (project management, grant administration, procurement, and coordination), while partner organizations would ideally assist with event production, volunteer recruitment, programming, and business outreach. No new City staff positions are proposed beyond one temporary, seasonal maintenance worker.
- **Budget flexibility:** To allow for adjustments as the program operates, staff propose that the Community Development Department be authorized to administratively reallocate up to 10% of any budget line to another line, provided total expenditures do not exceed \$135,000. Any such changes would be communicated to the Common Council and the Community Development Authority through a staff memo.

Success Metrics & Reporting

Staff will report back to the Council after Year 1 on:

- Number of downtown events conducted.
- Estimated event attendance.
- Number of participating businesses.
- Number of activated storefront windows.
- Downtown vacancy rate trend.
- Recommendations for potential Phase II investment.

Program Sunset

Staff propose that the program sunset by December 31, 2027, so that it does not become an ongoing funding obligation for the City. Any unspent funds could be reallocated at that time, and the Common Council may revisit future downtown planning or collaborative initiatives at that point.

Alignment with Council Direction & Community Feedback

This proposal was shaped directly by the Common Council’s Visioning Session priorities and by community feedback regarding downtown appearance and level of activity. It intentionally prioritizes visible, achievable outcomes while avoiding new long-term operating obligations or commitments that exceed current staff capacity: positioning the City to test ideas, demonstrate momentum, and inform larger downtown investment decisions over the next 2–3 years.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

- The Finance Committee reviewed this program proposal at the July 28, 2026 meeting. They recommended the proposed program to the Common Council for approval along with the necessary budget amendment.

FINANCIAL IMPACT

(If none, state N/A)

- As explained in the Finance Director’s memo, this program will be a one time re-allocation of already budgeted dollars within the 2026 City budget. No new spending is part of this program plan.

STAFF RECOMMENDATION

- Staff recommend that the Common Council approve the drafted Downtown Activation Initiative and also approve the necessary Budget Amendment.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

- Downtown Activation Initiative program draft
 - Memo from Finance Director regarding program funding
 - Drafted Budget Amendment
-

Downtown Activation Initiative v 1.00

Proposed Approach

Identified Parameters and Restrictions

1. \$135,000 is a one-time allocation, not an ongoing program.
2. Existing Community Development Authority (CDA) programs and other resources already address some business and property needs.
3. The Common Council has identified this as a priority in recent Visioning Session and is looking for visible results within 6-12 months.
4. Staff capacity is finite.
5. Downtown transformation is realistically a 2-to-3-year effort, and then continual ongoing programming/maintenance, not simply a one-year project.

After review of City Manager's initial draft proposal, the Community Development Department believes that the strongest proposal is a hybrid "Downtown Activation Initiative" that focuses on three outcomes:

- Improving perceptions of downtown immediately.
- Activating key spaces, particularly First Street.
- Creating recurring programming activity that drives foot traffic and supports downtown businesses.

This approach aligns closely with the City Manager's conclusion that a hybrid is viable while incorporating staff concerns about implementation capacity.

Downtown Activation Initiative

Proposed Uses of \$135,000 Allocation

Purpose

The Downtown Activation Initiative is a one-time investment designed to create visible, measurable improvements in the downtown experience over the next 6-12 months while laying the groundwork for longer-term revitalization efforts already underway through the Tax Increment District #12, CDA programs, and private investment.

The initiative focuses on:

1. Clean and welcoming public spaces.
2. Activation of First Street as a prioritized gathering space, already identified in Whitewater Forward.
3. Increased downtown activity and business participation.

4. Improved perception of downtown among residents, students, visitors, and prospective investors.

Priority 1: Downtown Appearance & Maintenance

\$25,000

Goal: Improve first impressions and address one of the most frequently cited concerns regarding downtown.

Actions

- Hire seasonal downtown maintenance worker (part-time or temporary).
 - Conduct sidewalk power washing.
 - Graffiti removal and minor cleanup efforts.
- Place additional trash receptacles, any other fixtures.
- Reissue downtown power washing RFP in the fall for future years.
- This position would likely be supervised by the Public Works Department.

Why: This is the most immediate and visible improvement residents will notice and requires minimal program administration.

Priority 2: First Street Activation & Tactical Placemaking

\$45,000

Goal: Create a recognizable downtown gathering space and test long-term concepts before committing significant capital investment.

Actions

Phase 1

Complete inventory of:

- Benches
- Planters
- Barricades
- Tables/chairs
- Vacant storefronts
- Publicly owned assets

Phase 2

Implement tactical improvements:

- Semi-permanent or seasonal First Street closure pilot.
- Movable seating and gathering spaces.
- Decorative planters.
- String lighting or programmable lighting.
- Wayfinding elements.

- Temporary portas
- Shade implementation
- Temporary public art installations.
- Staff will also investigate the feasibility of a limited or temporary DORA (Downtown Outdoor Refreshment Area) ordinance, modeled after those passed in Janesville, Oshkosh, and other communities.

Phase 3

Incorporate recommendations from:

- UW-Madison Design Studio
- Whitewater Forward concepts
- Future stakeholder and business input

Why: Rather than investing immediately in permanent infrastructure, this approach creates visible change quickly while allowing the City to test concepts before larger capital commitments.

Priority 3: Downtown Programming Series

\$35,000

Goal: Increase foot traffic during periods of lower activity by establishing consistent reasons to visit downtown.

Actions

Develop a recurring event series focused on:

- Summer months
- Beginning and end of academic semesters
- Weekend afternoons and evenings

Potential activities:

- Small live music events
- Open mic nights
- Outdoor movies
- Arts events
- Pop-up markets
- Student/community collaborative events

Delivery Model

City funding would support:

- Event production costs
- Equipment
- Marketing

Programming should be delivered primarily through partnerships with:

- Downtown Whitewater
- Whitewater Area Chamber
- UW-Whitewater
- Whitewater Arts Alliance
- Private businesses

Why: Staff should not become event producers. The City should act as a funding and facilitation partner rather than the primary organizer.

Priority 4: Business Participation & Window Activation

\$20,000

Goal: Address vacancies and encourage businesses to participate in activation efforts without duplicating CDA programs through a two-prong strategy.

Window Activation Program

\$10,000

Small grants (\$1,000–\$2,500):

- Window art
- Murals
- Temporary displays
- "Coming Soon" branding

Preferred partners:

- UW-Whitewater Department of Art and Design
- Whitewater Arts Alliance
- Whitewater Unified School District
- Downtown Whitewater

Downtown Event Activation Partner Pilot

\$10,000

Performance-based incentives for businesses that host new one-time downtown activation events such as:

- Live music
- Sidewalk sales
- Special promotions
- Outside art displays
- Collaborative programming (e.g. cross-promotion sales, classes, etc)

This would be structured as a \$500 grant per event, and no more than \$2,000 per business per year. This would be structured as a temporary pilot with a defined sunset.

Why: This addresses downtown vibrancy without creating a new permanent subsidy program or competing with existing CDA incentives.

Priority 5: Strategic Reserve
\$10,000

Goal: Maintain flexibility for opportunities that arise during implementation.

Potential uses:

- Matching funds for private investment.
- Sponsorship opportunities.
- Small placemaking enhancements.
- Pilot projects identified through the First Street activation process.

Whitewater Activation Initiative Budget Summary

Category	Amount
Appearance & Maintenance	\$25,000
First Street Activation & Tactical Placemaking	\$45,000
Programming & Events	\$35,000
Window Activation & Event Activation Pilot	\$20,000
Strategic Reserve	\$10,000
TOTAL	\$135,000

Governance & Administration

Regarding the above budget summary, staff propose that the Community Development Department be allowed to administratively reallocate up to 10% of any above budget line to another budget line, to allow for adjustments as the program operates. This will still be with the requirement that total expenditures do not exceed \$135,000. Any changes to the above will be communicated in staff memos to the Common Council and Community Development Authority.

To address staff capacity concerns:

City Role

- Project management.
- Grant administration.
- Procurement.
- Coordination.

Partners Role

- Event production.
- Volunteer recruitment.
- Programming.
- Business outreach.

Potential Partners

- Downtown Whitewater, Inc
- Whitewater Area Chamber of Commerce
- UW-Whitewater
- Whitewater Arts Alliance
- Whitewater Unified School District

No new City staff positions are proposed as part of this initial program beyond one temporary seasonal worker.

Success Metrics

Report back to Council after Year 1 with:

- Number of downtown events conducted.
- Event attendance estimates (this may require use of third-party subscription software or other methodology).
- Number of participating businesses.
- Number of activated storefront windows.
- Downtown vacancy rate trend.
- Stakeholder survey results.
- Recommendations for Phase II investments.

Program Sunset

Staff further propose that program sunset by December 31, 2027. This will ensure this program does not become a permanent continuing funding obligation for the City. Any unspent funds could be reallocated at that point. If desired, the Common Council can review future planning or collaborative initiatives at that time.

Key Message for the Common Council

This proposal intentionally prioritizes visible and achievable wins within 12 months while avoiding long-term operating obligations or programs that exceed staff capacity. It positions the City to test ideas, demonstrate momentum, and inform larger downtown investments over the next 2-3 years rather than attempting to fully solve downtown revitalization with a one-time \$135,000 allocation.

Date: July 28, 2026

To: Finance Committee

From: Rachelle Blitch, Director of Financial and Administrative Services

Re: Budget Amendment – Reallocation of Unspent Funds to Downtown Revitalization Project

This memo provides an update and a request regarding the projected unspent funds in the current fiscal year. After reviewing departmental spending, we've identified budgeted dollars that are not expected to be fully used. Rather than letting those funds lapse, staff recommends reallocating them to the Downtown Revitalization Project that is being proposed. This project remains a key community priority, and shifting these funds will help strengthen its overall impact.

Because this reallocation represents a meaningful change to the adopted budget, it will require a formal budget amendment, as required by state statute and City policy. The proposed changes are attached for your review. The total request is \$135,000, though only \$110,000 will need to be reallocated. Priority 1 includes a seasonal maintenance worker, and that cost can be absorbed within the existing budget. If the Committee is supportive, staff will move forward with preparing the amendment for Council consideration.

<u>Transfer from</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Department</u>
100-51450-111	SALARIES/PERMANENT	12,320.00	IT
100-51450-153	HEALTH INSURANCE	5,980.00	IT
100-51450-154	HRA-LIFE STYLE ACCT EXPENSE	700.00	IT
100-52110-111	SALARIES/PERMANENT	70,000.00	Patrol
100-52110-153	HEALTH INSURANCE	21,000.00	Patrol
		<u>110,000.00</u>	

<u>Transfer to</u>	<u>Account Name</u>	<u>Transfer Amount</u>	
100-55320-***	Downtown Program Events	35,000.00	Priority 3
100-55330-***	Downtown Business Event Grants	20,000.00	Priority 4
100-55330-***	Downtown Activation Project	45,000.00	Priority 2
100-511110-910	Contingencies	10,000.00	Priority 5
		<u>110,000.00</u>	

Purpose

The Downtown Activation initiative is a one-time investment designed to create visible, measurable improvements in the downtown experience over the next 6-12 months while laying the groundwork for longer-term revitalization efforts already underway through TID 12, CDA Programs and private investment.

A RESOLUTION Amending the 2026 Budget of the City of Whitewater

WHEREAS, the Common Council of the City of Whitewater adopted the annual budget for fiscal year 2026 on December 2, 2025; and,

WHEREAS, staff have identified unspent funds within the General Fund that are available for reallocation; and,

WHEREAS, the City has prioritized efforts to support and strengthen the Downtown Activation Initiative, including programming, placemaking, and public-space enhancements designed to increase activity and economic vitality in the downtown district; and

WHEREAS, reallocating unspent funds to the Downtown Activation Initiative will allow the City to advance these efforts without increasing the overall 2026 budget; and

WHEREAS, Wis Stat. 65.90(5)(a) permits the governing body to amend the budget by a two-thirds vote of the full Council; and

WHEREAS, the Finance Committee has reviewed the proposed amendment and recommends approval.

NOW, THEREFORE BE IT RESOLVED, That the Common Council of the City of Whitewater hereby amends the 2026 budget as follows:

Increase – General Fund Expenditures

- Community Events.....\$35,000
- Community Based Cooperative Projects.....\$65,000
- Contingencies.....\$10,000

Decrease – General Fund Expenditures

- Information Technology – Operational Expenses.....\$19,000
- Police Department – Operational Expenses.....\$91,000

BE IT FURTHER RESOLVED that this amendment does not increase the total appropriations of the 2026 budget but reallocates existing funds to support downtown activation efforts.

BE IT FINALLY RESOLVED that this resolution shall take effect immediately upon passage and publication as required by law.

RESOLUTION NO. _2026-R-34_____

Resolution was introduced by Council Member _____, who moved for its adoption.

Seconded by Council Member _____.

DATE	8/4/2026			
	YES	NO	PASS	ABSENT
Michael Smith				
Orin Smith				
Steven Sahyun				
Brian Schanen				
Neil Hicks				
Gavin Kelleher				
Patrick Singer				
Total:				

ADOPTED: _____

John Weidl, City Manager

ATTEST:

Heather Boehm, City Clerk



Common Council Agenda Item

Meeting Date: August 4, 2026

Agenda Item: Vacation – Cash Out Policy

Staff Contact (name, email, phone): Sara Marquardt, smarquardt@whitewater-wi.gov, 262-473-1387

BACKGROUND

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

The City currently provides employees with vacation leave to encourage rest, work-life balance, and employee wellness. Over time, some employees can accumulate vacation balances above normal operational needs, resulting in an increasing financial liability for the City.

The proposed Vacation Cash-Out Program establishes a limited annual opportunity for eligible employees to voluntarily convert a portion of accrued vacation leave into taxable wages while continuing to encourage employees to utilize vacation leave.

The proposed policy includes several safeguards designed to ensure vacation continues to be used for its intended purpose while providing flexibility to employees with larger accumulated balances. Key provisions include:

- Employees must have completed one year of City employment.
- Employees must use at least forty (40) hours of vacation during the calendar year.
- Employees must have a minimum accrued vacation balance of one hundred twenty (120) hours before becoming eligible.
- Employees may cash out up to forty (40) hours annually.
- Employees must retain a minimum balance of eighty (80) hours after the cash-out.
- Elections would occur once annually, with payment processed on the first payroll in December.

The proposed program was developed after reviewing practices utilized by the State of Wisconsin, the Universities of Wisconsin, and other public-sector employers. The policy focuses on reducing accrued vacation liability while maintaining the City's philosophy that vacation should be used for rest and wellness rather than routinely converted to compensation.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

None

FINANCIAL IMPACT

(If none, state N/A)

The proposed policy does not increase employees' annual vacation entitlement; however, it creates an ongoing financial obligation by allowing employees to receive payment for accrued vacation prior to separation from employment. Annual cash-out payments will increase current-year payroll expenditures, including associated employer payroll taxes and Wisconsin Retirement System contributions, to the extent employees elect to participate.

At the same time, the program reduces the City's long-term compensated absence liability by converting a portion of accrued vacation balances into current payroll expense. While the policy may improve long-term liability management, it accelerates the timing of costs that otherwise may not have been realized until an employee separates from employment. The actual fiscal impact will vary annually based on employee participation.

STAFF COMMENTS

The proposed policy balances employee flexibility with responsible fiscal management. Eligibility requirements are intentionally limited to employees with larger accumulated vacation balances, providing a structured option for employees to convert a limited amount of accrued vacation into compensation while helping the City better manage its long-term vacation liability.

The annual election period, minimum vacation usage requirement, and minimum remaining balance reinforce the City's expectation that employees regularly use vacation leave for its intended purpose while limiting participation to those with significant accrued balances.

The Finance Committee recommended approval of this policy.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Proposed Vacation Cash-Out Policy

		Vacation Cash-Out Policy			
Owner:	HR	Approving Position:	Common Council	Pages:	6
Issue Date:		Revision Date:		Review Date:	
Special Instructions:					

I. Purpose

The City of Whitewater recognizes that vacation leave is intended to provide employees with an opportunity to rest, recharge, and maintain a healthy work-life balance. Employees are encouraged to use vacation leave annually for its intended purpose. At the same time, the City recognizes that employees may occasionally accumulate vacation balances beyond their anticipated needs.

The Vacation Cash-Out Program is intended to provide eligible employees with a limited annual opportunity to convert a portion of accrued vacation leave into taxable wages while continuing to encourage employees to use vacation leave regularly. This policy establishes uniform eligibility requirements, administration procedures, and payment provisions to ensure consistency, fiscal responsibility, and compliance with applicable laws and Wisconsin Retirement System (WRS) reporting requirements.

II. Eligibility

An employee may participate in the Vacation Cash-Out Program if all of the following requirements are satisfied:

- A. The employee is a regular full-time or regular part-time employee.
- B. The employee has completed at least one (1) year of continuous City employment.

Exception: The City Manager may waive the one-year employment requirement when vacation service credit was specifically negotiated and approved as part of an employment offer for recruitment purposes.

- C. The employee is actively employed and receiving pay on:
 - 1. the final day of the election period; and
 - 2. the payroll processing date.

Employees who are on unpaid leave, long-term disability, or who have submitted a resignation effective before the payment date are not eligible.

D. The employee has used at least forty (40) hours of vacation during the current calendar year. This requirement shall be prorated for regular part-time employees.

E. The employee has sufficient accrued vacation to satisfy both:

1. the requested cash-out; and
2. the required minimum remaining balance.

F. The employee is not otherwise prohibited from participating by an employment agreement or collective bargaining agreement.

III. Vacation Service Credit

Employees who are granted vacation service credit at the time of hire as part of an approved employment offer shall receive vacation benefits based upon their total recognized years of service, which equals:

Years of Service Credit Granted at Hire
PLUS
Completed Years of Service with the City

Vacation accrual schedules, future vacation increases, and eligibility for higher accrual levels shall be based upon total recognized years of service.

Example

A newly hired employee receives six (6) years of vacation service credit as part of an approved employment offer.

After completing four (4) years of employment with the City, the employee has ten (10) years of recognized service for vacation purposes.

If the City's vacation schedule increases vacation accruals beginning at ten years of service, the employee becomes eligible for the higher accrual after completing four years of actual City employment.

Vacation service credit affects vacation accruals only and does not alter seniority, longevity, retirement benefits, or any other employment benefit unless specifically authorized elsewhere.

IV. Annual Election

Vacation cash-outs shall occur once each calendar year.

The annual election period shall be:

November 1 through November 30

Employees wishing to participate shall submit a Vacation Cash-Out Election Form to Human Resources during the election period.

After November 30, elections become final and may not be withdrawn or changed except to correct an administrative error.

Employees who fail to submit a timely election shall not be eligible to participate during that calendar year.

V. Amount Available for Cash-Out

The Vacation Cash-Out Program is intended to assist in managing excessive vacation accruals and is not intended to replace the regular use of vacation leave.

An eligible employee may elect to receive payment for up to forty (40) hours of accrued vacation leave during a calendar year.

To participate, an employee must have a minimum accrued vacation balance of one hundred twenty (120) hours immediately prior to the cash-out.

Following the cash-out, the employee must retain a minimum accrued vacation balance of eighty (80) hours.

Regular part-time employees shall be subject to prorated eligibility thresholds and cash-out limits based upon their authorized full-time equivalent (FTE).

Only vacation leave that has been earned and credited to the employee's vacation balance may be cashed out. Vacation anticipated to be earned in the future is not eligible.

No employee may cash out more vacation than has actually been accrued or more than forty (40) hours during any calendar year.

Example: An employee with an accrued vacation balance of 132 hours may elect to cash out up to 40 hours; however, because the employee must retain a minimum balance of 80 hours after the cash-out, the maximum allowable cash-out would be 40 hours, leaving a remaining balance of 92 hours.

An employee with a balance of 120 hours may elect to cash out a maximum of 40 hours, leaving the required minimum balance of 80 hours. An employee with a balance of 100 hours would not be eligible to participate because the employee does not meet the minimum participation threshold of 120 hours.

VI. Payment

Approved vacation cash-outs shall be processed with the first regular payroll in December.

Vacation shall be paid at the employee's regular base hourly rate in effect on the payment date.

The following shall **not** be included in determining the hourly rate:

1. overtime compensation;
2. shift differential;
3. longevity pay;
4. acting pay;
5. stipends;
6. bonuses;
7. incentive pay; or
8. any other premium compensation.

Cash-out payments shall be subject to all required payroll taxes and deductions.

Vacation hours paid under this policy shall immediately be deducted from the employee's accrued vacation balance.

VII. Administration

Human Resources shall:

1. receive election forms;
2. verify eligibility;
3. verify vacation usage;
4. verify accrued balances;
5. verify compliance with this policy.

Finance shall process approved payments through payroll.

The City Manager may suspend the Vacation Cash-Out Program for a future year because of budgetary, operational, or other legitimate governmental reasons. Any suspension shall apply uniformly to all similarly situated employees.

Once an employee has timely submitted an election and Human Resources has approved eligibility, payment shall not be denied solely because of subsequent departmental staffing or budget issues.

Notwithstanding any provision of this policy, any request involving the City Manager shall require approval by the Common Council.

VIII. Effect on Other Benefits

Participation in this program does not:

1. increase annual vacation accruals;
2. increase carryover limits;
3. modify vacation scheduling procedures;
4. change vacation payout at retirement or separation;
5. create additional leave benefits;

6. affect seniority;
7. affect Wisconsin Retirement System service credit.

Vacation hours paid under this policy shall be treated as vacation used and permanently removed from the employee's leave balance.

IX. Tax and Wisconsin Retirement System Compliance

The City intends this program to provide a limited annual conversion of already accrued vacation leave into taxable wages.

To ensure compliance with applicable Internal Revenue Service guidance and Wisconsin Retirement System reporting requirements:

1. Only accrued vacation may be converted to cash.
2. Vacation not yet earned may never be cashed out.
3. Elections shall occur only once each calendar year.
4. Payment shall occur on a single payroll each year.
5. The program shall be administered uniformly for all similarly situated employees.

Cash-out payments shall be reported in accordance with all applicable federal and state laws and Wisconsin Retirement System reporting requirements.

X. No Vested Right

Participation in the Vacation Cash-Out Program is a discretionary benefit.

Nothing contained in this policy creates a contractual right or guarantee that the program will continue in future years.

The City reserves the right to amend, suspend, or discontinue this policy prospectively, subject to applicable law, collective bargaining obligations, employment agreements, and Common Council approval where required.

XI. Interpretation

Questions regarding eligibility or administration of this policy shall be determined by Human Resources.

The City Manager shall have final authority to interpret this policy and resolve questions arising under its provisions. The City Manager may approve administrative procedures and forms necessary to implement this policy, provided such procedures are consistent with this policy.

XII. Job Aids

Vacation Cash-Out Request Form

CITY OF WHITEWATER

Vacation Cash-Out Election Form

Employee Information

Employee: _____
Department: _____

Cash-Out Election

I request to voluntarily cash out _____ hours of accrued vacation (maximum 40 hours) in accordance with the City's Vacation Cash-Out Policy.

I understand that:

- My eligibility will be verified by Human Resources.
- Applicable taxes and other required deductions will apply.
- Once approved and submitted for payroll processing, this election cannot be revoked.

Employee Signature: _____ Date: _____

Human Resources Verification

☐ Employee meets the eligibility requirements.

Current Vacation Balance: _____ hours

Vacation Used This Calendar Year: _____ hours

Hours Approved for Cash-Out: _____ hours

HR Signature: _____ Date: _____

City Manager Approval

☐ Approved ☐ Denied

Comments (if applicable):

City Manager Signature: _____ Date: _____

Payroll Processing

Payroll Processed By: _____ Date: _____

Submit completed form to Human Resources no later than November 30. Approved cash-outs will be paid on the first or second payroll in December.

**RESOLUTION APPROVING THE CITY OF WHITEWATER VACATION CASH-OUT
POLICY**

WHEREAS, the City of Whitewater provides vacation leave to promote employee health, wellness, and work-life balance while recognizing that employees may accumulate vacation balances beyond their anticipated operational needs; and

WHEREAS, the Common Council has determined that establishing a limited annual Vacation Cash-Out Program provides eligible employees with an opportunity to voluntarily convert a portion of accrued vacation leave into taxable wages while continuing to encourage the regular use of vacation leave for its intended purpose; and

WHEREAS, the proposed Vacation Cash-Out Policy establishes uniform eligibility requirements, annual participation limits, administrative procedures, and payment provisions designed to promote consistency, fiscal responsibility, and compliance with applicable laws and Wisconsin Retirement System reporting requirements; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Whitewater, Wisconsin, that the City of Whitewater Vacation Cash-Out Policy, as attached hereto, is hereby approved.

BE IT FURTHER RESOLVED, that the City Manager and other appropriate City officials are hereby authorized and directed to implement and administer the Vacation Cash-Out Policy and to take any actions necessary to carry out the provisions of the policy.

Resolution was introduced by Council Member _____, who moved for its adoption

Seconded by Council Member _____.

DATE	August 4, 2026			
	YES	NO	PASS	ABSENT
Michael Smith				
Orin Artsmith				
Steven Sahyun				
Brian Schanen				
Neil Hicks				
Gavin Kelleher				
Patrick Singer				
Total:				

ADOPTED: _____

John Weidl, City Manager

ATTEST:

Heather Boehm, City Clerk

**AN ORDINANCE AMENDING § 5.20.025 ALCOHOL LICENSE REVIEW
COMMITTEE TO ADD REVIEW OF AND ADVISING ON PUBLIC SAFETY
CONCERNS TO THE DUTIES OF THE COMMITTEE**

WHEREAS, a number of safety concerns have recently been brought to the Common Council for consideration; and,

WHEREAS, the Common Council of the City of Whitewater believes it would be advantageous to have a committee review and more easily engage with the public on public safety issues.

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

SECTION 1: Whitewater Municipal Code § 5.20.025 is hereby amended to read as follows:

5.20.25 Public safety and alcohol license review committee.

The city council ~~may establish~~ hereby **establishes** ~~an~~ a public safety and alcohol license review committee (hereinafter " committee").

(a) The committee shall be comprised of three councilmembers.

(b) The committee shall:

1. Conduct hearings concerning the revocation, suspension, refusal to issue or renew alcohol licenses or permits which are granted under Chapter 125 of the Wisconsin Statutes;
2. Be advisory to the City Manager, the Common Council, or other Committee's to assist them in the review of public safety concerns within the City of Whitewater and recommend policy revisions regarding public safety; and
3. Serve as liaison between the community and the City on public safety issues.

(c) After the hearing the committee shall submit a report to the city council including findings of fact, conclusions of law and a recommendation as to what action, if any, the city council should take with respect to the license.

(d) The committee's findings of fact, conclusions of law and recommendation shall be presented to the council and the council pursuant to Chapter 125 of the Wisconsin Statutes shall determine what action if any the city council

SECTION 3: Wherever in the following sections of the City of Whitewater Ordinances the words "Alcohol license review committee" are used, the words "Public safety and alcohol license review committee" are substituted: §§5.20.27, 5.20.032.

SECTION 4: All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 5: This ordinance shall take effect and be in force the day after its passage and publication.

ORDINANCE NO. 2026-O-20

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

Seconded by Council Member _____.

DATE	8/4/2026				Second Meeting Date			
READING	FIRST				SECOND			
	YES	NO	PASS	ABSENT	YES	NO	PASS	ABSENT
Michael Smith								
Orin Smith								
Steven Sahyun								
Brian Schanen								
Neil Hicks								
Greg Majkrzak								
Patrick Singer								
Total:								

ADOPTED: _____

John Weidl, City Manager

ATTEST:

Heather Boehm, City Clerk



Common Council Agenda Item

Meeting Date: August 4, 2026

Agenda Item: Family Childcare Center Code Updates

Staff Contact (name, email, phone): Llana Dostie, Zoning Specialist

BACKGROUND

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

The City of Whitewater seeks to amend multiple sections of their zoning ordinances pertaining to the specific use of Family Childcare Centers within the City of Whitewater. Currently Family Childcare Centers are not allowed within any of our residential zoning districts. The City would like to allow for more flexibility in the allowance for Family Childcare Centers. The zoning change would allow daycare facilities incorporating limits from State Code in residential zoning districts: R-1, R-2, R1S as a Conditional Use. The City is aware that there are Family Childcare Centers that have been operating within the City for years and they would be grandfathered from the Conditional Use Requirement.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

On June 8, 2026, a Public Hearing was held at the PARC meeting and PARC voted to recommend approval of the Proposed Ordinance for Family Child Care Center Ordinance to the Whitewater Common Council.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff recommends that the City of Whitewater Common Council:

1. Approve the first reading of the Family Childcare Center Ordinance.
1. Option to waive second reading.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

2026-0-17-Family Childcare Center Ordinance

AN ORDINANCE CREATING SECTION 19.09.291, AND SUBSECTIONS 19.19.30(G), 19.33.30 (T), AMENDING SUBSECTIONS 19.15.30 (G), 19.18.30 (H) CREATING 19.19.030 (H) TO DEFINE FAMILY CHILD CARE CENTERS AND DEFINE CONDITIONAL USES FOR FAMILY CHILD CARE CENTERS

WHEREAS, this ordinance was reviewed by the Plan Commission and is recommended for adoption by said committee; and,

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

SECTION 1: Whitewater Municipal Code 19.09.291 is hereby created to read as follows:

§19.09.291 Family Child Care Centers

1. As defined in Wis Admin Code DCF §250.03(9), inclusive

SECTION 2: Whitewater Municipal Code Subsection 19.15.030(G) is hereby amended to read as follows:

§19.15.030(G) ~~Reserved~~ Family Child Care Centers

SECTION 3: Whitewater Municipal Code Subsection 19.18.030(H) is hereby amended to read as follows:

§19.18.030(H) ~~Reserved~~ Family Child Care Centers

SECTION 4: Whitewater Municipal Code Subsection 19.19.03(H) is hereby created to read as follows:

§ 19.19.030(H) Family Child Care Centers

SECTION 5: All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 6: This ordinance shall take effect and be in force the day after its passage and publication.

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

Seconded by Council Member _____.

ORDINANCE NO. 2026-O-17

DATE	First Meeting Date				Second Meeting Date			
READING	FIRST				SECOND			
	YES	NO	PASS	ABSENT	YES	NO	PASS	ABSENT
Michael Smith								
Orin Artsmith								
Steven Sahyun								
Brian Schanen								
Neil Hicks								
Gavin Kelleher								
Patrick Singer								
Total:								

ADOPTED: _____

John Weidl, City Manager

ATTEST:

Heather Boehm, City Clerk

	Council Agenda Item
Meeting Date:	August 4, 2026
Agenda Item:	Elizabeth/Highland Parking Restrictions
Staff Contact (name, email, phone):	Brad Marquardt, bmarquardt@whitewater-wi.gov , 262-473-0139

BACKGROUND

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

This item was discussed in November 2025 at the Public Works Committee, mainly due to parking restrictions listed in the Municipal Code versus what is actually posted in the field for Elizabeth Street. Discussion also revolved around the safety of students getting picked up after school on Elizabeth Street.

At the meeting it was stated that it might make sense to wait to discuss this topic until changes are made at the Middle School regarding the bus drop-off/pick-up location and the parent drop-off/pick-up location for students.

Changes implemented at the Middle School include a new bus drop-off/pick-up location north of the Middle School that enters off of Elizabeth Street and exits onto Highland Street. With the buses exiting onto Highland Street a section of the angled parking stalls on the south side will need to be eliminated. This would encompass the seven easternmost stalls.

Also, there will be a new pattern for parents to drop off and pick up students on the south side of the Middle School.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

At the November 11, 2025 Public Works meeting the Committee decided to leave the signage and the ordinance as is and asked for the item to be brought back on a future agenda in summer 2026. At their July 14, 2026 meeting, the Public Works Committee recommended the following parking restrictions for Elizabeth Street near the Middle and High Schools:

- West Side, from 115 north of Melrose Street to Kay Street: No Stopping, Standing or Parking
- West Side, from Kay Street Walworth Avenue: 2 Hr Parking during School Hours, 8:00 – 4:00
- West Side, from Walworth Avenue to cul-de-sac: No Parking
- East Side, from cul-de-sac to Middle School Property: 2 Hr Parking during School Hours, 8:00 – 4:00
- East Side, adjacent to Middle School Property: No Stopping, Standing or Parking

And the following parking restrictions for Highland Street near the Middle School:

- South Side, from the west property line of 1057 W. Highland Street, west 75 feet: No Parking

FINANCIAL IMPACT

(If none, state N/A)

There is a minimal financial impact for purchasing new signs. Installation will be completed by city crews.

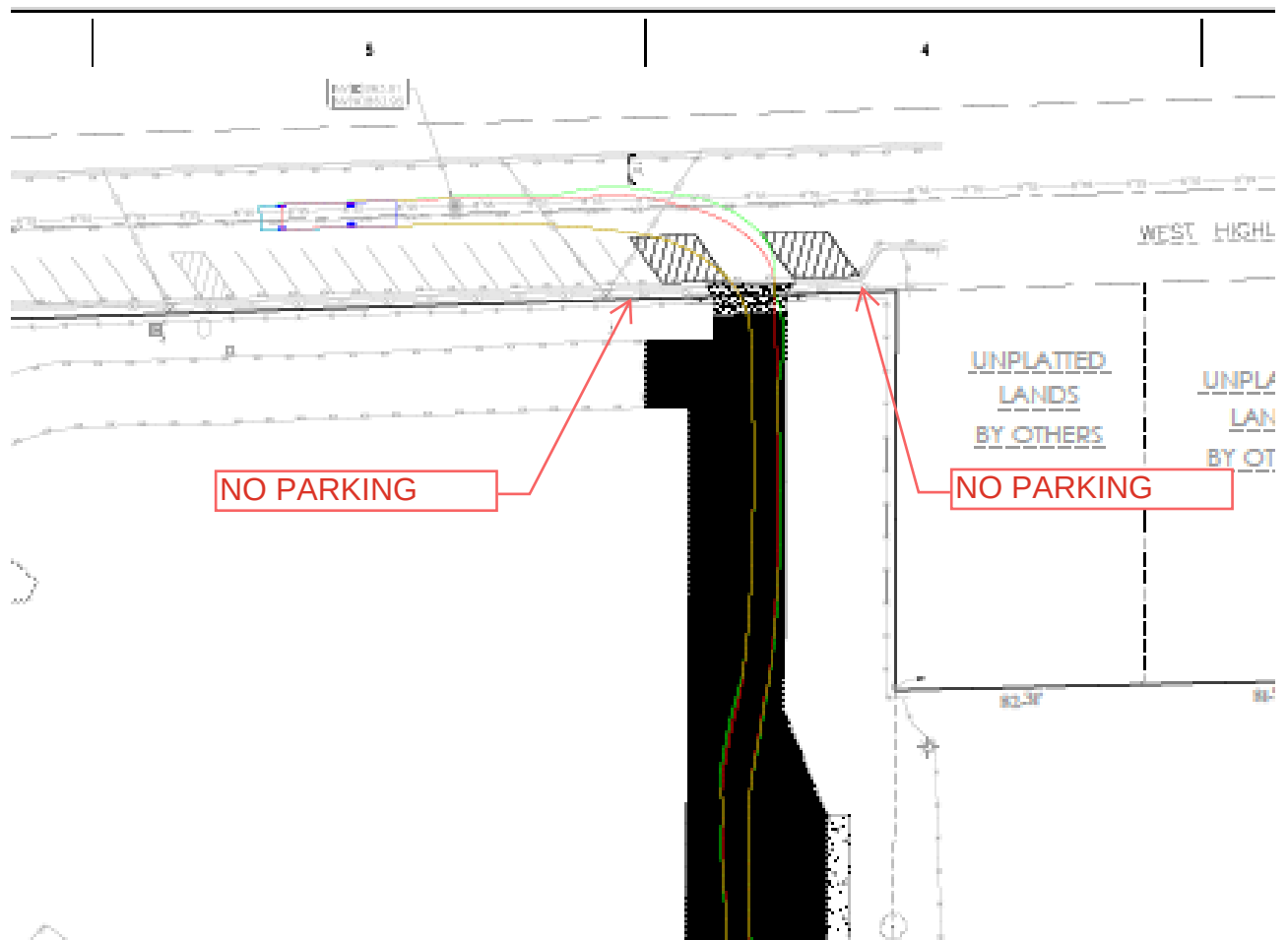
STAFF RECOMMENDATION

Staff recommends a motion to approve Resolution 2026-O-19.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

- | |
|---|
| <ol style="list-style-type: none">1. Middle School Drop Off Routing2. Highland No Parking Map3. Resolution Amending Subsections 11.16.150 and 11.22.010 |
|---|
-



**AN ORDINANCE AMENDING SUBSECTIONS 11.16.150
STREET INDEX OF PARKING RESTRICTIONS AND 11.22.010 NO STOPPING,
STANDING OR PARKING**

WHEREAS, the changes prescribed below in the Street Index of Parking Restrictions were reviewed by the Public Works Committee and recommended for approval by said committee; and,

WHEREAS, Subsection 11.22.010 needs to be updated to reflect the changes made within Subsection 11.16.150; and,

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

SECTION 1. Whitewater Municipal Code Chapter 11.16 Subsection 11.16.150 is hereby amended by deleting the following from the Street Index of Parking Restrictions:

<u>S.</u>	<u>Elizabeth St</u>	<u>West side; from a point 115 feet north of the north curbline of W Melrose, south to a point 553 feet south of the north curbline of W Melrose</u>	<u>11.22.010</u>	<u>No stopping, standing or parking</u>
<u>S.</u>	<u>Elizabeth St</u>	<u>East side; along entire frontage of 401 S Elizabeth (Middle School)</u>	<u>11.16.080</u>	<u>No parking</u>
<u>S.</u>	<u>Elizabeth St</u>	<u>West side; from Kay St south to W Walworth</u>	<u>11.16.080</u>	<u>No parking</u>
<u>S.</u>	<u>Elizabeth St</u>	<u>East side; along entire frontage of 401 S Elizabeth (Middle School)</u>	<u>11.16.080</u>	<u>No parking</u>
<u>S.</u>	<u>Elizabeth St</u>	<u>Both sides; commencing at intersection with W Highland, thence south to southern terminus</u>	<u>11.16.125</u>	<u>Two-hour parking from 8:00 a.m. to 4:00 p.m. except Saturdays, Sundays, and holidays.</u>

ORDINANCE NO. 2026-O-19

SECTION 2. Whitewater Municipal Code Chapter 11.16 Subsection 11.16.150 is hereby amended by adding the following to the Street Index of Parking Restrictions:

<u>S</u>	<u>Elizabeth St</u>	<u>West side; from 115 feet north of Melrose Street to Kay Street</u>	<u>11.22.010</u>	<u>No stopping, standing or parking</u>
<u>S</u>	<u>Elizabeth St</u>	<u>West side; from Kay Street to Walworth Avenue</u>	<u>11.16.125</u>	<u>Two-hour parking from 8:00 a.m. to 4:00 p.m. on school days</u>
<u>S</u>	<u>Elizabeth St</u>	<u>East side; from cul-de-sac to southern property line of 401 S Elizabeth Street (Middle School Property)</u>	<u>11.16.125</u>	<u>Two-hour parking from 8:00 a.m. to 4:00 p.m. on school days</u>
<u>S</u>	<u>Elizabeth St</u>	<u>East side; adjacent to 401 S Elizabeth Street (Middle School Property)</u>	<u>11.22.010</u>	<u>No stopping, standing or parking</u>
<u>W</u>	<u>Highland St</u>	<u>South side; from west property line of 1057 W. Highland Street, west 75 feet</u>	<u>11.16.080</u>	<u>No parking</u>

SECTION 3. Whitewater Municipal Code Chapter 11.22 Subsection 11.22.010 is hereby amended to read as follows:

11.22.010 – NO STOPPING, STANDING OR PARKING

The stopping, standing or parking of any vehicle by the owner or operator shall be prohibited on streets so designated in the table in Section 11.16.150 of this chapter.

SECTION 4: All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 5: This ordinance shall take effect and be in force the day after its passage and publication.

ORDINANCE NO. 2026-O-19

This ordinance introduced by Council Member _____, who moved its adoption.

Seconded by Council Member _____.

DATE	August 4, 2026			
	YES	NO	PASS	ABSENT
Michael Smith				
Orin Artsmith				
Steven Sahyun				
Brian Schanen				
Neil Hicks				
Gavin Kelleher				
Patrick Singer				
Total:				

ADOPTED: _____

John Weidl, City Manager

ATTEST:

Heather Boehm, City Clerk



City Council Meeting Agenda Item

Meeting Date:	June 16, 2026
Agenda Item:	2026-O-14 Amendment to Ordinance 9.04.010 - Injury to Squirrels and Pets - Permission Required
Staff Contact (name, email, phone):	Kevin Boehm, kboehm@whitewater-wi.gov , 262-473-0122

BACKGROUND

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

The Whitewater Police Department received correspondence from a resident expressing concerns regarding the trapping of squirrels and chipmunks on private property within the City. In reviewing the matter, staff identified Whitewater Municipal Code Section 9.04.010, which currently states:

"No person shall, within the limits of the city, harm or kill squirrels or pets at any time without first obtaining permission from the chief of police of the city. The humane nature of the method and duration of any trapping of squirrels shall be subject to the approval of the chief of police."

Following review of the ordinance, the Whitewater Police Department recommended repealing Section 9.04.010 in its entirety. The Police Department noted that protections for domestic animals are already addressed under Section 9.04.020 and further recommended that nuisance wildlife matters be addressed in accordance with Wisconsin Department of Natural Resources (DNR) regulations and guidance.

At its April 21, 2026 meeting, the City Council referred the matter to the Urban Forestry Commission for further review and recommendation. The Urban Forestry Commission considered the item at its June 1, 2026 meeting and also recommended repealing Section 9.04.010 in its entirety and relying on applicable Wisconsin DNR nuisance wildlife regulations and guidance.

Following discussion with City Attorney Cheeseboro, staff determined that the preferred approach is to amend Section 9.04.010 rather than repeal it entirely. The proposed amendment removes references to squirrels and the requirement for approval by the Chief of Police while retaining and strengthening language related to the protection of domestic animals. The proposed ordinance amendment is presented for Council consideration.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

April 21, 2026 – City Council referred the review of Municipal Code Section 9.04.010 to the Urban Forestry Commission for further review and recommendation.

June 1, 2026 – Urban Forestry Commission reviewed Municipal Code Section 9.04.010 and recommended repeal of the section in its entirety and reliance upon Wisconsin Department of Natural Resources nuisance wildlife regulations and guidance.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff recommends approval of Ordinance No. 2026-O-14 amending Section 9.04.010 of the Whitewater Municipal Code. The proposed amendment removes outdated provisions related to squirrels and the requirement to obtain permission from the Chief of Police, while retaining and clarifying protections for pets owned by another person within the City of Whitewater.

Staff further recommends that the City and Whitewater Police Department utilize the Wisconsin Department of Natural Resources Nuisance Wildlife Control Guidelines as guidance when responding to future nuisance wildlife concerns and inquiries.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1.) Ordinance 2026-O-14

AN ORDINANCE AMENDING 9.04.010 – INJURY TO SQUIRRELS AND PETS – PERMISSION REQUIRED.

WHEREAS, this ordinance was reviewed by the Urban Forestry Commission and is recommended for adoption by said commission; and,

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

SECTION 1: Whitewater Municipal Code 9.04.010 is hereby amended to read as follows:

9.04.010-Injury to ~~squirrels and~~ pets ~~-Permission required.~~

No person shall, within the limits of the city, harm or kill ~~squirrels or~~ pets ~~of another person~~ at any time. ~~without first obtaining permission from the chief of police of the city. The humane nature of the method and duration of any trapping of squirrels shall be subject to the approval of the chief of police.~~ This section does not apply to the humane euthanasian of pets by a licensed veterinarian.

SECTION 2: All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 3: This ordinance shall take effect and be in force June 17, 2026

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

Seconded by Council Member _____.

DATE	June 16, 2026				July 21, 2026			
READING	FIRST				SECOND			
	YES	NO	PASS	ABSENT	YES	NO	PASS	ABSENT
Michael Smith								
Orin Artsmith								
Steven Sahyun								
Brian Schanen								
Neil Hicks								
Gavin Kelleher								
Patrick Singer								
Total:								

ADOPTED: _____

John Weidl, City Manager

ATTEST:

Heather Boehm, City Clerk



Council Agenda Item

Meeting Date: August 4, 2026

Agenda Item: Potential of consolidating polling locations for low turnout

Staff Contact (name, email, phone): Heather Boehm hboehm@whitewater-wi.gov 262-473-0102

BACKGROUND

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

At the April 21, 2026, Common Council meeting, Councilmember Hicks requested a future agenda item to discuss the potential of consolidating polling locations for low turnout elections. This past year, I have been working with members on Campus as they are trying to become a Voter Friendly Campus. However, I was invited to campus in June for SOAR, when incoming freshmen would be on campus with their parents, and have their addresses for the upcoming year, so I could do voter registration. I was contacted the morning of, to not come to campus since SOAR was only for services that UW offers.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

At the August 20, 2024, Council meeting, a MOU was approved to have every election at both the Armory and UW Campus except August, since the students are not on Campus at that time.

FINANCIAL IMPACT

(If none, state N/A)

See Spreadsheet

STAFF RECOMMENDATION

Odd years, when there are no Presidential or Gubernatorial elections, I do not think we should have polling locations on campus. It is a lot of work to set up both locations and find the workers to fill both locations.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Voter Turnout/Cost Spreadsheet.

Election	Year	Location	Voters at Polls	EDRs	Absentees	Cost to Pay Poll Worker	Cost of Food	
Spring	2024	Armory	1066	143	494	\$ 3,604.25	\$ 706.15	
Partisan Primary		Armory	1196	98	634	\$ 2,062.50	\$ 281.07	
Presidential		Armory	2064	638	1932	\$ 2,720.75	\$ 386.44	
		UW	1422	1168	222	\$ 2,876.75	\$ 220.70	
Spring Primary	2025	Armory	348	7	318	\$ 1,237.50	\$ 165.52	
		UW	78	27	6	\$ 1,299.50	\$ 185.88	
Spring	2025	Armory	1706	113	1103	\$ 1,811.25	\$ 168.69	
		UW	903	359	61	\$ 1,921.25	\$ 263.19	
Spring	2026	Armory	1185	106	650	\$ 2,107.00	\$ 213.03	
		UW	529	445	21	\$ 2,104.75	\$ 280.23	
								Central Count food cost is in with the Armory food cost.

	Council Agenda Item
Meeting Date:	08/04/2026
Agenda Item:	Purchase of Training Vehicle
Staff Contact (name, email, phone):	Dan Meyer dmeyer@whitewater-wi.gov 262-473-1371

BACKGROUND

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

The police department is requesting approval to purchase a used civilian training vehicle to be used for staff attending training, meetings, court, and special events outside the city. This purchase would be in line with the fleet plan that was created with the Finance department in 2025 which allocates \$20,000 for that purpose. If approved, the vehicle would replace the current training vehicle (2015 Ford Taurus with approximately 100,000 miles), and we expect the vehicle to last 8-10 years.

Typically, when we request Council approval to purchase vehicles, we obtain multiple quotes on new vehicles and generally recommend the lowest cost option that fits the need. However, with the strategy of targeting a cost-effective used vehicle, obtaining apples-to-apples quotes is not easily accomplished. We also will be working with dealerships that are unlikely to be willing to hold a used vehicle for an extended period of time while we obtain Council approval for a purchase.

Due to those constraints, we are requesting Council pre-approval to purchase a cost-effective used sport utility vehicle with a cost not to exceed \$20,000.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Recommended Motion: Move to pre-approve police department staff to purchase a cost-effective used sport utility vehicle to be used as a staff training vehicle with a cost not to exceed \$20,000.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1.