



COMMON COUNCIL MEETING AGENDA

TUESDAY, DECEMBER 03, 2024 AT 7:00 PM

MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094

Virtual Meeting Info: <https://us06web.zoom.us/join> Meeting ID: 282 485 6600 Passcode: 53098 One tap mobile +16469313860

All public participants' phones will be muted during the meeting except during the public comment period. This meeting will be streamed live on YouTube at: <https://www.youtube.com/c/WatertownTV>

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. MINUTES OF COUNCIL MEETING HELD

A. Meeting minutes from November 19, 2024

5. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Members of the public who wish to address the Council must register their request in writing before the meeting begins. Each individual who requests to address the Council will be permitted up to three minutes for their comments.

6. PUBLIC HEARING

A. Belmont Drive Discontinuance of Public Way

B. Amendments to several overlay zoning districts - Project 05

7. REPORTS

A. Transit Commission minutes from September 23, 2024

B. Board of Health Minutes from October 15, 2024

C. Finance Committee minutes from October 21, 2024

D. Joint Review Board minutes of November 8, 2024

E. Plan Commission Minutes from November 12, 2024

F. Public Works minutes from November 12, 2024

G. Public Safety minutes from November 13, 2024

H. Finance Committee minutes from November 19, 2024

I. Downtown Mainstreet Task Force minutes for November 19, 2024

J. Public Works minutes from November 20, 2024

K. RDA Minutes 11.20.24

8. MISCELLANEOUS BUSINESS

A. Payroll Summary - October 30, 2024 through November 11, 2024

9. ORDINANCES

A. Ord. 24-30 - Adopt Chapter 550 Official Zoning Map of the City of Watertown to Rezone 1911 Gateway Drive from a Mixed Zoning to MR-10, Multi-Family Residential (Sponsor: Mayor McFarland From: Plan Commission, Second Reading)

B. Ord. 24-31 - Adopt Chapter 550 Official Zoning Map of the City of Watertown (Sponsor: Mayor McFarland From: Plan Commission, Second Reading)

- C. Ord. 24-32 - Adopt Amendments to the 2019 City of Watertown Comprehensive Plan (Sponsor: Mayor McFarland From: Plan Commission, Second Reading)

10. RESOLUTIONS

- A. Exh. 9680 - Resolution to apply for capital grant from the Department of Transportation for fleet purchases for Shared-Ride Taxi Service (Sponsor: Ald. Schmid, From: Transit Commission)
- B. Exh. 9681 - Resolution to apply for operating grant from the Department of Transportation for Shared-Ride Taxi Service (Sponsor: Ald. Schmid, From: Transit Commission)
- C. Convene into closed session per § 19.85(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Amending Union Contract with IAFF Local 877 Re: Vacation Scheduling)
- D. Reconvene into open session
- E. Exh:9682 Resolution to amend the Fire Department Union Agreement (Sponsor: Mayor McFarland From: Finance)
- F. Exh: 9683 Resolution to enter into an agreement with Mayville EMS Training Center (Sponsor: Mayor McFarland From: Finance)
- G. Exh: 9684 Resolution to apply for AFG Grant (Sponsor: Mayor McFarland From: Finance)
- H. Exh: 9685 Resolution to enter into an MOU with WI DNR (Sponsor: Mayor McFarland From: Finance)
- I. Exh. 9686 - Resolution to Discontinue Public Way - Belmont Drive (Request withdrawn from applicant)

11. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Each individual who requests to address the Council will be permitted up to three minutes for their comments and must fill out the sign in sheet provided.

12. ADJOURNMENT

Persons requiring other reasonable accommodations of the above meeting may contact the office of the City Clerk by email mdunneisen@watertownwi.gov, or by phone 920-262-4006.

“Any invocation that may be offered before the official start of the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker.”

**Common Council Minutes
Tuesday November 19, 2024**

Mayor McFarland called the regular meeting of the City of Watertown Common Council to order at 7:00 p.m. on Tuesday November 19, 2024. This meeting was open for attendance in the council chambers as well as virtually.

ROLL CALL

Roll call indicated the following Alderpersons present: Ald. Davis, Lampe, Board, Bartz, Blanke, Smith, Schmid (arrived at 7:05pm), Wetzal. Absent was Ald. Moldenhauer. City staff present were City Attorney Steven T. Chesebro, Fire Chief Tanya Reynen, Police Chief David Brower, Finance Director Mark Stevens, Streets Superintendent Stacy Winkelman, Public Works Director Andrew Beyer, Health Officer Carol Quest, and City Clerk Megan Dunneisen.

PLEDGE OF ALLEGIANCE

The Council recited the Pledge of Allegiance to the American Flag.

MINUTES OF PRECEDING MEETING

Mayor McFarland inquired if there were additions or corrections to minutes of the Common Council meeting held Monday November 4, 2024. There being none, minutes were accepted as presented.

COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT

No comments were received.

REPORTS

(Complete minutes are open for public inspection in the Finance Department.)

The following reports were received and filed: Senior Center Advisory Board minutes from October 15, 2024, Park, Recreation, and Forestry minutes from October 21, 2024, Plan Commission Minutes from October 28, 2024, Licensing Board minutes from September 11, 2024.

COMMUNICATIONS & RECOMMENDATIONS

Mayor McFarland and Street Superintendent Stacy Winkelman gave recognition to Wayne Boyd Public works, solid waste division 25 years and Randy Krause Public works, street division 25 years. Mayor McFarland gave recognition to Ben miller Police department 10 years. Watertown Fire Department Monthly Report for September was presented, response times to be added in future.

ACCOUNTS PAYABLE

(Complete listing of accounts payable is open for public inspection the Finance Department.)

Accounts Payable - October 2024 were presented.

MISCELLANEOUS BUSINESS

Payroll Summary - October 16-29, 2024 and Cash and Investments - October 31, 2024 were presented.

LICENSES:

Ald. Smith made a motion to approve the application for a "Class A" Malt and Liquor License from Watertown Liquor Depot LLC DBA Liquor Depot (Hydn Heisel, Agent) located at 1907 Market Way Ste C conditioned on passed inspections from the Police and Fire Departments, seconded by Ald. Blanke and carried by unanimous voice vote.

Ald. Smith made a motion to approve the application for Temporary "Class B" Wine license from St. Jude Academy Inc at Watertown Moravian Church at 510 Cole St for the St. Jude Academy Benefit Event on Friday, December 6, 2024, from 6:00 pm to 9:00 pm, seconded by Ald. Blanke and carried by unanimous voice vote.

Ald. Smith made a motion to deny the application for operator's license from Jessica L Raga to Cat. I of the Licensing Guidelines, seconded by Ald. Blanke and carried by unanimous voice vote.

ORDINANCES

Ord. 24-27 - Third Party Inspections (Sponsor: Ald. Davis From: Public Safety & Welfare, Second Reading). Ald. Davis moved for adoption of ordinance 24-27 on the second reading, seconded by Ald. Board and carried by roll call vote: Yes-8; No-0; Abstain-0.

Ord. 24-28 - Amend Chapter 550: Zoning Code, through the amendments of language to Sections §550-109B, §550-109D, §550-132, §550-56C; §550-32B(2), §550-33B(2), and §550-34B(2), and §550-120C (Sponsor: Mayor McFarland From: Plan Commission, Second Reading). Ald. Smith moved for adoption of ordinance 24-28 on the second reading, seconded by Ald. Wetzel and carried by roll call vote: Yes-8; No-0; Abstain-0.

Ord. 24-30 - Adopt Chapter 550 Official Zoning Map of the City of Watertown to Rezone 1911 Gateway Drive from a Mixed Zoning to MR-10, Multi-Family Residential (Sponsor: Mayor McFarland From: Plan Commission, First Reading). Ald. Wetzel moved for adoption of ordinance 24-30 on the first reading, seconded by Ald. Bartz and carried by roll call vote: Yes-8; No-0; Abstain-0.

Ord. 24-31 - Adopt Chapter 550 Official Zoning Map of the City of Watertown (Sponsor: Mayor McFarland From: Plan Commission, First Reading). Ald. Blanke moved for adoption of ordinance 24-31 on the first reading, seconded by Ald. Board and carried by roll call vote: Yes-8; No-0; Abstain-0.

Ord. 24-32 - Adopt Amendments to the 2019 City of Watertown Comprehensive Plan (Sponsor: Mayor McFarland From: Plan Commission, First Reading). Ald. Blanke moved for adoption of ordinance 23-32 on the first reading, seconded by Ald. Bartz and carried by roll call vote: Yes-8; No-0; Abstain-0.

RESOLUTIONS

Resolutions below are listed in order of the agenda but may not be the order by which they were taken up at the Council meeting.

Exh. 9675 - Resolution to approve 2025 Budget for Funds 01 & 04 (Sponsor: Mayor McFarland, From: Finance Committee). Ald. Lampe moved to adopt resolution 9675, seconded by Ald. Davis. Ald. Lampe inquired about the change to the Town Square account that was approved, Finance Director Mark Stevens responded that this change is included in the final budget. Ald. Smith spoke praise to all involved in the budget process and thanked them for their commendable efforts. Motion carried by roll call vote: Yes-8; No-0; Abstain-0.

Exh. 9676 - Resolution to approve 2025 Budget for all Funds other than Funds 01 & 04 (Sponsor: Mayor McFarland, From: Finance Committee). Ald. Davis moved to adopt resolution 9676, seconded by Ald. Bartz and carried by roll call vote: Yes-8; No-0; Abstain-0.

Exh. 9677 - Resolution to enter into contract for web-based reporting of fire alarms (Sponsor: Mayor McFarland, From: Finance Committee). Ald. Blanke moved to adopt resolution 9677, seconded by Ald. Board and carried by roll call vote: Yes-8; No-0; Abstain-0.

Exh. 9678 - Application for Wisconsin Emergency Management – Pre-Disaster Flood Resilience Grant for Assessment of Brandt-Quirk Creek System (Sponsor: Mayor McFarland, From: Finance Committee). Ald. Lampe moved to adopt resolution 9678, seconded by Ald. Board and carried by unanimous voice vote.

Exh. 9679 - Approve Plat of Right of Way for Dewey Avenue – WisDOT Project ID 3997-01-79 (Sponsor: Mayor McFarland, From: Plan Commission). Ald. Bartz moved to adopt resolution 9679, seconded by Ald. Board. Ald. Bartz asked what the road width was being changed from,

Public Works Director Andrew Beyer informed that the right of way width was not changed, the roadway was increasing to help with traffic flow. Motion carried by roll call vote: Yes-8; No-0; Abstain-0.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Christopher Koppes – 517 N Washington – spoke on behalf of the Library Board to thank the city for their support they have provided to the library.

ADJOURNMENT

There being no further business to come before the Council at this time, Ald. Blanke moved to adjourn, seconded by Ald. Davis, and carried by unanimous voice vote at 7:27 p.m.

Respectfully Submitted,

Megan Dunneisen, City Clerk

DISCLAIMER: These minutes are uncorrected; any corrections will be noted in the proceedings at which these minutes are approved. Complete minutes are open for public inspection in the Clerk's Office. Video recording available at Watertown TV's YouTube page: <https://www.youtube.com/c/WatertownTV>

NOTICE OF PUBLIC HEARING

Section 6, Item A.

Pursuant of Section § 66.1003(4)(b) of the Wisconsin State Statutes, a notice is hereby given by the Common Council of the City of Watertown, Wisconsin, that a public hearing will be held on the 3rd day of December, 2024 in the Council Chambers of the Municipal Building, 106 Jones Street, Watertown, Wisconsin at 7:00 P.M., or shortly thereafter, to consider the request of the City of Watertown (applicant and owner), pursuant to Section § 66.1003(4) of the Wisconsin Statutes, to vacate and discontinue the following portion of Belmont Drive, further described as follows:

All that part of Certified Survey Map Number 3939 and Certified Survey Map Number 3941, located in a part of the Northwest 1/4 of the Southeast 1/4 of Section 6, Town 8 North, Range 15 East, in the City of Watertown, Jefferson County, Wisconsin, now being more particularly bounded and described as follows:

Commencing at the South 1/4 corner of said Section 6; Thence North 01°47'45" East and along the West line of the said Northwest 1/4 Section, 1644.83 feet to a point; Thence South 88°12'15" East, 482.61 feet to a point on the East line of Lot 1 of said Certified Survey Map Number 3941 and the place of beginning of lands hereinafter described;

Thence Northwesterly 176.40 feet along the said East line and the arc of a curve, whose center lies to the Northeast, whose radius is 233.00 feet, whose central angle is 43°22'38", and whose chord bears North 22°15'52" West, 172.22 feet to a point of tangency; Thence North 00°34'33" West and along the said East line, 353.47 feet to a point on the South Right-of-Way line of "Steeplechase Drive"; Thence South 88°12'15" East and along the said South Right-of-Way line, 66.06 feet to a point on the West line of said Certified Survey Map Number 3939; Thence South 00°34'33" East and along the said West line, 350.74 feet to a point of curvature; Thence Southeasterly 125.86 feet along the said West line and the arc of a curve, whose center lies to the Northeast, whose radius is 167.00 feet, whose central angle is 43°10'50", and whose chord bears South 22°09'58" East, 122.90 feet to a point; Thence South 46°14'37" West, 60.00 feet to a point; Thence South 38°38'58" West, 6.05 feet to the point of beginning of this description.

Said Parcel contains 33,189 Square Feet (or 0.7619 Acres) of land, more or less.

All persons wishing to be heard are invited to be present. Written comments may be submitted to City Clerk Megan Dunneisen, 106 Jones Street, Watertown, WI 53094.

CITY OF WATERTOWN
Brian Zirbes
Zoning & Floodplain Administrator

BZ/nmz

PUBLISH:

October 22, 2024

October 29, 2024

and

November 5, 2024

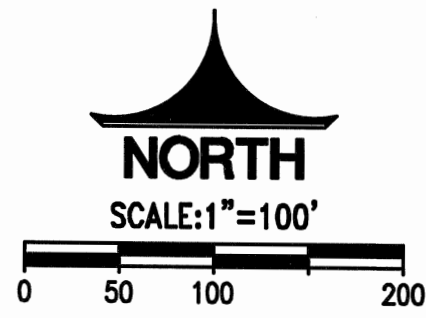
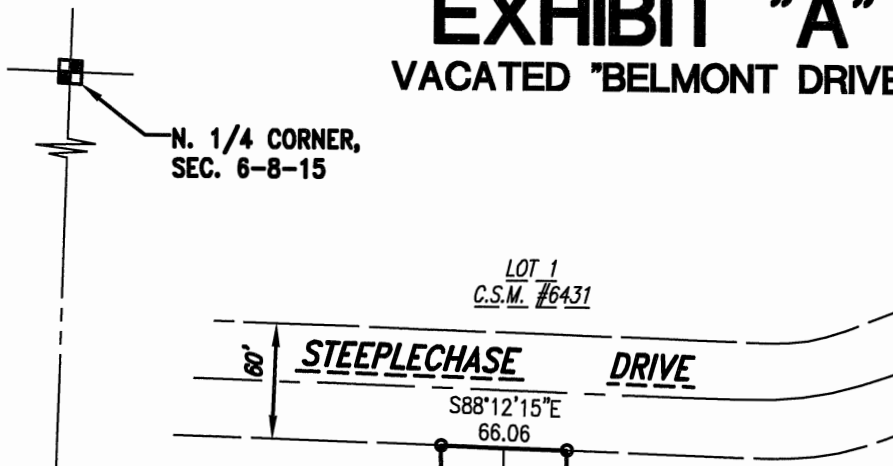
(BLOCK AD)

EXHIBIT "A"

VACATED "BELMONT DRIVE"



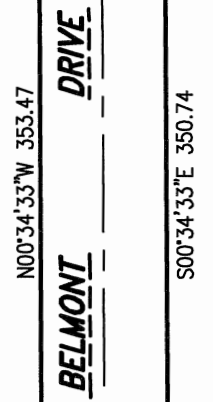
**4100 N. Calhoun Road
Suite 300
Brookfield, WI 53005**
Phone: (262) 790-1480
Fax: (262) 790-1481



W. LINE, S.E. 1/4, SEC. 6-8-15
(N01°47'45"E 5461.07)

LOT 1
C.S.M. #3941

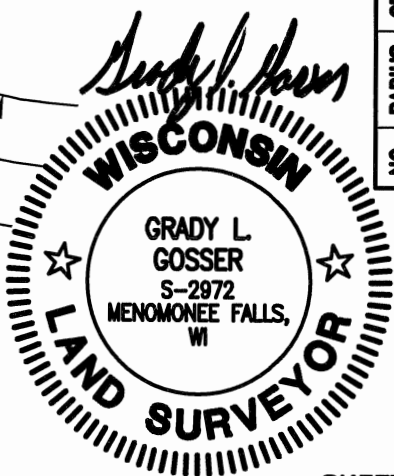
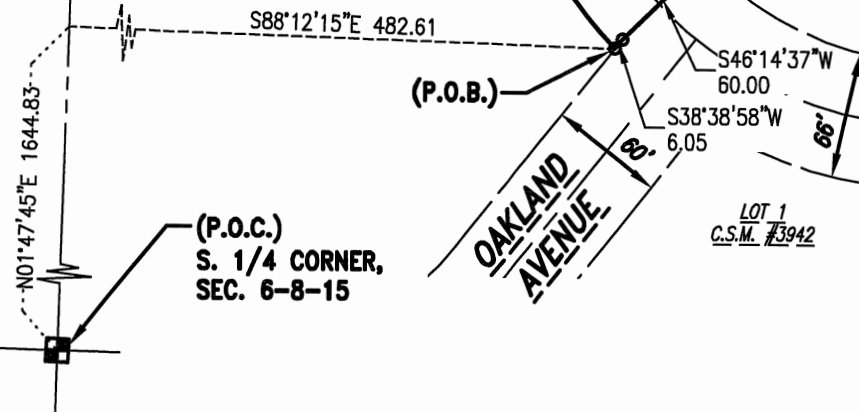
LOT 1
C.S.M. #3939



VACATED BELMONT DRIVE
33,189 S.F. (0.7619 ACRES)

CURVE TABLE:

NO.	RADIUS	CENTRAL ANGLE	ARC	CHORD	CHORD BEARING	TANGENT IN	TANGENT OUT
C1	233.00	43°22'38"	176.40	172.22	N22°15'52"W	N43°57'11"W	N00°34'33"W
C2	167.00	43°10'50"	125.86	122.90	S22°09'58"E	S00°34'33"E	S43°45'23"E



H:\c900\966\16046-01-Hunter Oaks Survey\ESMT-EXHIBITS\885DEX-ROAD VACATION02.dwg

VACATED "BELMONT DRIVE"

LEGAL DESCRIPTION:

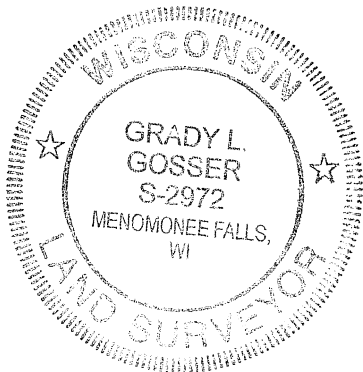
All that part of Certified Survey Map Number 3939 and Certified Survey Map Number 3941, located in a part of the Northwest 1/4 of the Southeast 1/4 of Section 6, Town 8 North, Range 15 East, in the City of Watertown, Jefferson County, Wisconsin, now being more particularly bounded and described as follows:

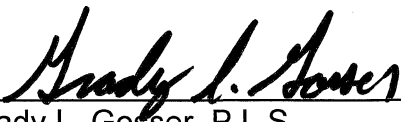
Commencing at the South 1/4 corner of said Section 6; Thence North 01°47'45" East and along the West line of the said Northwest 1/4 Section, 1644.83 feet to a point; Thence South 88°12'15" East, 482.61 feet to a point on the East line of Lot 1 of said Certified Survey Map Number 3941 and the place of beginning of lands hereinafter described;

Thence Northwesterly 176.40 feet along the said East line and the arc of a curve, whose center lies to the Northeast, whose radius is 233.00 feet, whose central angle is 43°22'38", and whose chord bears North 22°15'52" West, 172.22 feet to a point of tangency; Thence North 00°34'33" West and along the said East line, 353.47 feet to a point on the South Right-of-Way line of "Steeplechase Drive"; Thence South 88°12'15" East and along the said South Right-of-Way line, 66.06 feet to a point on the West line of said Certified Survey Map Number 3939; Thence South 00°34'33" East and along the said West line, 350.74 feet to a point of curvature; Thence Southeasterly 125.86 feet along the said West line and the arc of a curve, whose center lies to the Northeast, whose radius is 167.00 feet, whose central angle is 43°10'50", and whose chord bears South 22°09'58" East, 122.90 feet to a point; Thence South 46°14'37" West, 60.00 feet to a point; Thence South 38°38'58" West, 6.05 feet to the point of beginning of this description.

Said Parcel contains 33,189 Square Feet (or 0.7619 Acres) of land, more or less.

Date: 9/30/2024




Grady L. Gosser, P.L.S.
Professional Land Surveyor, S-2972
TRIO ENGINEERING, LLC
4100 North Calhoun Road, Suite 300
Brookfield, WI 53005
Phone: (262)790-1480

NOTICE OF PUBLIC HEARING

Pursuant of Section § 62.23(7) of the Wisconsin State Statutes and Section § 550-141 of the City of Watertown Municipal Code, a notice is hereby given by the Common Council of the City of Watertown, Wisconsin, that a public hearing will be held on the 3rd day of December, 2024 in the Council Chambers of the Municipal Building, 106 Jones Street, Watertown, Wisconsin at 7:00 P.M., or shortly thereafter, to consider the request of the City of Watertown to make amendments to several overlay zoning districts and to adopt the proposed Overlay Zoning Map as part of the official zoning map.

The proposed amendments and Overlay Zoning Map are on file at the City Clerk’s Office for review 8:00 a.m. – 4:30 p.m., Monday through Friday.

All persons wishing to be heard are invited to be present. Written comments may be submitted to City Clerk Megan Dunneisen, 106 Jones Street, Watertown, WI 53094.

CITY OF WATERTOWN
Brian Zirbes
Zoning & Floodplain Administrator

BZ/nmz

PUBLISH: November 18, 2024
and
November 26, 2024

(BLOCK AD)

Overlay Zoning Clean-Up Project (Work Order 5)
 Proposed Redline Text Changes – Final Public Hearing Draft
 November 13, 2024

Section 550-38 Planned Development ~~Standard Overlay~~ District

- A. Description and purpose. This district is intended to provide more incentives for redevelopment in areas of the community which are experiencing a lack of reinvestment, or which require flexible zoning treatment because of factors specific to the site. This district is designed to forward both aesthetic and economic objectives of the City by controlling the site design and the land use, appearance, density or intensity of development within the district in a manner that is consistent with sound land use, urban design and economic revitalization principles. The application of these standards will ensure long-term progress and broad participation toward these principles. Refer to § [550-152](#) for the procedures applicable to proposal review in this ~~standard overlay~~ zoning district.
- B. Development standards. Development standards are flexible within this ~~standard overlay~~ zoning district. Refer to § [550-152B](#) for the range of development standards potentially available in this ~~standard overlay~~ zoning district.

Section 550-152 Planned ~~Unit~~ Development Procedures

- A. Purpose.
1. The purpose of this section is to provide regulations that govern the procedure and requirements for the review and approval, or denial, of proposed planned ~~unit~~ developments and to provide for the possible relaxation of certain development standards pertaining to the underlying ~~standard overlay~~ zoning district.
 2. Planned ~~unit~~ developments are intended to provide more incentives for infill development and redevelopment in areas of the community that are experiencing a lack of significant reinvestment. Furthermore, planned ~~unit~~ developments are designed to forward both the aesthetic and economic development objectives of the City by controlling the site design and the appearance, density or intensity of development in terms of more flexible requirements for land uses, density, intensity, bulk, landscaping and parking requirements. In exchange for such flexibility, the planned ~~unit~~ development shall provide a much higher level of site design, architectural control and other aspects of aesthetic and functional excellence than normally required for other developments.
 3. Planned ~~unit~~ developments have the potential to create undesirable impacts on nearby properties if allowed to develop simply under the general requirements of this chapter. In addition to such potential, planned ~~unit~~ developments also have the potential to create undesirable impacts on nearby properties which potentially cannot be determined except with a binding site plan, landscape plan and architectural plan, and on a case-by-case basis.

In order to prevent this from occurring, all planned ~~unit~~ developments are required to meet certain procedural requirements applicable only to planned ~~unit~~ developments, in addition to the general requirements of this chapter. A public hearing process is required to review a request for a planned ~~unit~~ development. ~~This process shall essentially combine the process for a Zoning Map amendment with that required for a conditional use, with several additional requirements.~~

- B. Provision of flexible development standards for planned ~~unit~~ developments.
1. Permitted location. Planned ~~unit~~ developments shall be permitted with the approval of a Planned ~~Unit~~ Development Overlay Zoning District specific to the approved planned ~~unit~~ development.
 2. Flexible development standards. The following exemptions to the development standards of the underlying zoning district may be provided with the approval of a planned ~~unit~~ development:
 - (a) Land use requirements. All land uses listed as "residential," "institutional" or "commercial" may be permitted within a planned ~~unit~~ development. ~~Industrial land uses may only be allowed in Planned Developments that use an underlying zoning district which specifically list industrial uses as permitted or conditional uses.~~
 - (b) Density and intensity requirements. All requirements listed for residential density and nonresidential intensity may be waived within a planned ~~unit~~ development.
 - (c) Bulk requirements. All residential and nonresidential bulk requirements may be waived within a planned ~~unit~~ development.
 - (d) Landscaping requirements. All landscaping requirements may be waived within a planned ~~unit~~ development.
 - (e) Parking and loading requirements. All requirements for off-street parking, traffic circulation, and off-street loading may be waived within a planned ~~unit~~ development.
 - (f) ~~DrainagewayWaterway~~ Overlay District requirements. All ~~DrainagewayWaterway~~ Overlay District requirements may be waived within a planned unit development.
 3. Requirements to depict all aspects of development. Only development which is explicitly depicted on the required site plan approved by the Common Council as part of the approved planned ~~unit~~ development shall be permitted, even if such development (including all aspects of land use, density and intensity, bulk, landscaping, and parking and loading) is otherwise listed as permitted. Requested exemptions from these standards shall be made explicit by the applicant in the application and shall be recommended by the Plan Commission and approved explicitly by the Common Council. If not so requested and approved, such exemptions shall not be permitted. ~~Flexible development standards shall be limited to density and intensity bonuses of no greater than 25% higher than otherwise permitted by the MR-10 District, unless specifically granted by the Common Council, and shall be limited to reductions in bulk, landscaping, parking and loading requirements of no greater than 25% lower than otherwise permitted for the proposed land uses, unless specifically granted by the Common Council.~~

- C. Initiation of request for approval of a planned ~~unit~~ development. Proceedings for approval of a planned ~~unit~~ development shall be initiated by:
1. An application of the owner(s) of the subject property, lease holders or contract purchasers.
 2. A recommendation of the Plan Commission and action by the Common Council, relative to City-owned property.

~~D.—Application requirements. All applications for proposed planned unit developments, regardless of the party of their initiation per Subsection C above, shall be approved as complete by the Zoning Administrator a minimum of two weeks prior to the initiation of this procedure. The Zoning Administrator shall forward copies of said complete application to the office of the City Clerk. Said application shall apply to each of the process steps in Subsections E through H below.~~

~~[Amended 7-5-2022 by Ord. No. 22-63]~~

E.D. PUD Process Step 1: Preapplication conference.

1. The applicant shall contact the Zoning Administrator to ~~schedule a place an informat~~ discussion ~~regarding the potential PD application and to obtain informal feedback regarding the application and the PD process. item for the PUD on the Plan Commission agenda.~~
2. ~~No details beyond the name of the applicant and the identification of the discussion item as a PUD are required to be given in the agenda.~~
- 3.2. ~~At the Plan Commission meeting, the applicant shall engage in an informal discussion with the Plan Commission regarding the potential PUD.~~ Appropriate topics for discussion may include the location of the PUD, general project themes and images, the general mix of dwelling unit types and/or land uses being considered, approximate residential densities and nonresidential intensities, the general treatment of natural features, the general relationship to nearby properties and public streets, and relationship to the Comprehensive Plan. ~~The discussion should also include a review of the justification for use of the PD overlay and whether alternative options such as rezoning to a standard zoning district or amending the proposed development plans are advised.~~
- 4.3. Points of discussion and conclusions reached in this stage of the process shall in no way be binding upon the applicant or the City but should be considered as the informal nonbinding basis for proceeding to the next step.

F.E. PUD Process Step 2: ~~Optional C~~ concept plan.

1. ~~Optional review may be pursued at the request of the applicant or the Zoning Administrator.~~ The applicant shall provide the Zoning Administrator with a draft PUD concept plan submittal packet for a determination of completeness prior to placing the proposed PUD on the Plan Commission agenda for concept plan review. This submittal packet shall contain all of the following items, prior to its acceptance by the Zoning Administrator and placement of the item on a Plan Commission agenda for concept plan review:
 - (a) A location map of the subject property and its vicinity at 11 inches by 17 inches, ~~as depicted on a copy of the City of Watertown Land Use Plan Map.~~
 - (b) A general written description of the proposed PUD, including:
 1. General project themes and images;
 2. The general mix of dwelling unit types and/or land uses;

- 3. Approximate residential densities and nonresidential intensities as described by dwelling units per acre, floor area ratio and impervious surface area ratio;
- 4. The general treatment of natural features;
- 5. The general relationship to nearby properties and public streets;
- 6. The general relationship of the project to the Comprehensive Plan; and
- 7. An initial draft list of zoning standards which will not be met by the proposed PUD and the location(s) in which they apply and a complete list of zoning standards which will be more than met by the proposed PUD and the location(s) in which they apply shall be identified. ~~Essentially, t~~The purpose of this listing shall be to provide the Plan Commission with information necessary to determine the relative merits of the project in regard to private benefit versus public benefit and in regard to the mitigation of potential adverse impacts created by design flexibility.

~~(c) A written description of potentially requested exemptions from the requirements of the underlying zoning district, in the following order:~~

- ~~1.—Land use exemptions:~~
- ~~2.—Density and intensity exemptions:~~
- ~~3.—Bulk exemptions:~~
- ~~4.—Landscaping exceptions:~~
- ~~5.—Parking and loading requirements exceptions:~~

~~(d)(c) A conceptual plan drawing (at 11 inches by 17 inches) of the general land use layout and the general location of major public streets and/or private drives. The applicant may submit copies of a larger version of the "bubble plan" in addition to the 11 inches by 17 inches reduction.~~

~~2.—Within 10 working days of receiving the draft PUD concept plan submittal packet, the Zoning Administrator shall determine whether the submittal is complete. Once the Zoning Administrator has received a complete packet, the proposed PUD concept plan shall be placed on the Plan Commission agenda.~~

~~3.—At the Plan Commission meeting, the applicant shall engage in an informal discussion with the Plan Commission regarding the conceptual PUD. Appropriate topics for discussion may include the any of the information provided in the PUD concept plan submittal packet or other items as determined by the Plan Commission.~~

~~4.2. Points of discussion and conclusions reached in this stage of the process shall in no way be binding upon the applicant or the City but should be considered as the informal nonbinding basis for proceeding to the next step. The preferred procedure is for one or more iterations of Plan Commission review of the concept plan to occur prior to introduction of the formal petition for rezoning which accompanies the general development plan (GDP) application.~~

~~5.—Each application for review shall be accompanied by a check payable to the City of Watertown or cash as stated in § 550-157.~~

~~[Amended by Ord. No. 08-19]~~

G.F. PUD Process Step 3: General development plan (GDP).

1. The applicant shall provide the Zoning Administrator with a ~~draft~~ GDP plan submittal packet for a determination of completeness prior to placing the proposed GDP on the Plan Commission agenda for GDP review. This submittal packet shall contain all of the following items prior to its acceptance by the Zoning Administrator and placement of the item on a Plan Commission agenda for GDP review:
 - (a) A location map of the subject property and its vicinity at 11 inches by 17 inches, ~~as depicted on a copy of the City of Watertown Land Use Plan Map.~~
 - (b) A map of the subject property, showing all lands for which the planned infill development is proposed and all other lands within 200 feet of the boundaries of the subject property; ~~together with the names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds of Dodge and/or Jefferson County (as provided by the City of Watertown).~~ Said map shall clearly indicate the current zoning of the subject property and its environs, ~~and the jurisdiction(s) which maintains that control.~~ Said map and all its parts and attachments shall be submitted in a form which is clearly reproducible with a photocopier and shall be at a scale which is not less than one inch equals 800 feet. All lot dimensions of the subject property, a graphic scale, and a North arrow shall be provided.
 - (c) A general written description of proposed PUD, including:
 1. General project themes and images.
 2. The general mix of dwelling unit types and/or land uses.
 3. Approximate residential densities and nonresidential intensities as described by dwelling units per acre, floor area ratio and impervious surface area ratio.
 4. The general treatment of natural features.
 5. The general relationship to nearby properties and public streets.
 6. The general relationship of the project to the Comprehensive Plan.
 7. A statement of rationale as to why PUD zoning is proposed. This shall identify barriers that the applicant perceives in the form of requirements of standard zoning districts and opportunities for community betterment that the applicant suggests are available through the proposed PUD zoning.
 8. A complete list of zoning standards which will not be met by the proposed PUD and the location(s) in which they apply and a complete list of zoning standards which will be more than met by the proposed PUD and the location(s) in which they apply shall be identified. ~~Essentially, t~~The purpose of this listing shall be to provide the Plan Commission with information necessary to determine the relative merits of the project in regard to private benefit versus public benefit and in regard to the mitigation of potential adverse impacts created by design flexibility.
 9. A written description of potentially requested exemptions from the requirements of the underlying zoning district, in the following order:
 - a. Land use exemptions.
 - b. Density and intensity exemptions.
 - c. Bulk exemptions.

- d. Landscaping exceptions.
 - e. Parking and loading requirements exceptions.
- (d) A general development plan drawing at a minimum scale of one inch equals 100 feet (reduction of 11 inches by 17 inches) of the proposed project shall also be provided by the applicant), showing at least the following information in sufficient detail to make an evaluation against criteria for approval:
1. A conceptual plan drawing (at 11 inches by 17 inches) of the general land use layout and the general location of major public streets and/or private drives. ~~The applicant may submit copies of a larger version of the "bubble plan" in addition to the reduction of 11 inches by 17 inches;~~
 2. Location of recreational and open space areas and facilities, and specifically describing those that are to be reserved or dedicated for public acquisition and use;
 3. Statistical data on minimum lot sizes in the development, the approximate areas of large development lots and pads, density/intensity of various parts of the development, floor area ratio, impervious surface area ratio and landscape surface area ratio of various land uses, expected staging, and any other plans required by the Plan Commission or Common Council; and
 4. Notations relating the written information provided in Subsection [G\(1\)\(c\)\[1\]](#) to [\[6\]](#) above to specific areas on the GDP drawing.
- (e) A general conceptual landscaping plan for subject property, noting approximate locations of foundation, street, yard and paving, landscaping and the compliance of development with all landscaping requirements of this chapter (except as noted in the listing of exceptions), and the use of extra landscaping and bufferyards.
- (f) A general signage plan for the project, including all project identification signs and concepts for public fixtures and signs (such as streetlight fixtures and/or poles or street sign faces and/or poles) which are proposed to vary from City standards or common practices.
- (g) Written justification for the proposed planned ~~unit~~ development. ~~(The applicant is advised to use the requirements of the Zoning Map amendment procedure to develop said written justification.)~~
- (h) Written demonstration of financial capability to complete all public and private improvements associated with the proposed PUD.
2. The process and fees for review and approval of the GDP shall require a public hearing before the Plan Commission preceded by a Class II notice. The Plan Commission shall hold the formal public hearing, review the application, and make a recommendation for action on the application. The Mayor or Council representative on the Plan Commission may request an additional public hearing to be held by the Common Council. The Common Council shall take final action on consideration of the application. be identical to that for Zoning Map amendments per this chapter and (if land is to be divided) to that for preliminary and final plats of subdivision per the City Code.

3. All portions of an approved ~~PUD~~/GDP not fully developed within ~~three-five~~ years of final Common Council approval shall ~~expire~~~~lapse~~, and no additional PUD-based development shall be permitted. ~~Prior to the end of the five-year period, the property owner may request reapproval of the GDP for up to five additional years or shall request amendment of the GDP. Reapproval or amendment requests shall obtain a recommendation from the Plan Commission and approval from the Common Council following a public hearing held before the Plan Commission. If an application for renewal or amendment is not submitted, the zoning administrator may propose rezoning to the underlying zoning district or another standard zoning district. In the case of an expired PD, the base zoning district shall remain in effect and no development under the prior PD approvals may proceed. The Common Council may extend this three-year period by up to five additional years via a majority vote following a public hearing.~~

H.G. PUD Process Step 4: Precise implementation plan (PIP).

1. After the effective date of the rezoning to ~~PUD~~/GDP, the applicant may file an application for a proposed precise implementation plan (PIP) with the Plan Commission. ~~Alternatively, a combination GDP and PIP application may be submitted if authorized by the Zoning Administrator and if all information required for both the GDP and PIP submittal is also included. In the case of a combination GDP/PIP, a public hearing is required in accordance with GDP procedures. Any PIP~~ This submittal packet shall contain all of the following items, prior to its acceptance by the Zoning Administrator and placement of the item on a Plan Commission agenda for PUD review:
 - (a) A location map of the subject property and its vicinity at 11 inches by 17 inches, ~~as depicted on a copy of the City of Watertown Land Use Plan Map.~~
 - (b) A map of the subject property, showing all lands for which the planned infill development is proposed and all other lands within 200 feet of the boundaries of the subject property; ~~together with the names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds of Dodge and/or Jefferson County (as provided by the City of Watertown).~~ Said map shall clearly indicate the current zoning of the subject property and its environs ~~and the jurisdiction(s) which maintains that control.~~ Said map and all its parts and attachments shall be submitted in a form which is clearly reproducible with a photocopier and shall be at a scale not less than one inch equals 800 feet. All lot dimensions of the subject property, a graphic scale, and a North arrow shall be provided.
 - (c) A general written description of the proposed PIP, including:
 1. Specific project themes and images.
 2. The specific mix of dwelling unit types and/or land uses.
 3. Specific residential densities and nonresidential intensities as described by dwelling units per acre, floor area ratio and impervious surface area ratio.
 4. The specific treatment of natural features.
 5. The specific relationship to nearby properties and public streets.

- ~~6.—A statement of rationale as to why PUD zoning is proposed. This shall identify barriers that the applicant perceives in the form of requirements of standard zoning districts and opportunities for community betterment the applicant suggests are available through the proposed PUD zoning.~~
- ~~7. A complete list of zoning standards which will not be met by the proposed PIP and the location(s) in which they apply and a complete list of zoning standards which will be more than met by the proposed PIP and the location(s) in which they apply shall be identified. The purpose of this listing shall be to provide the Plan Commission with information necessary to determine the relative merits of the project in regard to private benefit versus public benefit and in regard to the mitigation of potential adverse impacts created by design flexibility.~~
- (d) A precise implementation plan drawing at a minimum scale of one inch equals 100 feet (reduction of 11 inches by 17 inches) of the proposed project shall also be provided by the applicant, showing at least the following information in sufficient detail to make an evaluation against criteria for approval:
1. A PIP site plan conforming to any and all the requirements of the site plan review and approval procedures. If the proposed planned ~~unit~~ development is a cluster development or a group development, a proposed preliminary plat or conceptual plat shall be provided in addition to the required site plan;
 2. Location of recreational and open space areas and facilities and specifically describing those that are to be reserved or dedicated for public acquisition and use;
 3. Statistical data on minimum lot sizes in the development, the precise areas of all development lots and pads, density/intensity of various parts of the development, floor area ratio, impervious surface area ratio and landscape surface area ratio of various land uses, expected staging, and any other plans required by the Plan Commission or Common Council; and
 4. Notations relating the written information provided in Subsection [G\(1\)\(c\)\[1\]](#) to [\[6\]](#) above to specific areas on the GDP drawing.
- (e) A landscaping plan for the subject property, specifying the location, species and installed size of all trees and shrubs. This plan shall also include a chart, which provides a cumulative total for each species, type and required location (foundation, yard, street, paved area or bufferyard) of all trees and shrubs.
- (f) A series of building elevations for the entire exterior of all buildings in the planned ~~unit~~ development, including detailed notes as to the materials and colors proposed.
- (g) A general signage plan for the project, including all project identification signs, concepts for public fixtures and signs (such as streetlight fixtures and/or poles or street sign faces and/or poles), and group development signage themes which are proposed to vary from City standards or common practices.
- (h) A general outline of the intended organizational structure for a property owners' association, if any; deed restrictions and provisions for private provision of common services, if any.

- (i) A written description which demonstrates the full consistency of the proposed PIP with the approved GDP.
- (j) Any and all variations between the requirements of the applicable ~~PUD~~/GDP zoning district and the proposed PIP development.
- 2. The applicant shall submit proof of financial capability pertaining to construction, ~~and~~ maintenance, and operation of all public and private improvements associated with the proposed ~~PUD~~.
- 3. The area included in a precise implementation plan may be only a portion of the area included in a previously approved general implementation plan.
- 4. The precise implementation plan (PIP) submission may include site plan and design information, allowing the Plan Commission to combine design review and review of the PIP. Design review may, at the choice of the applicant, be deferred until a later time when specific site and building developments will be brought forth.
- 5. The Plan Commission or Common Council may specify other plans, documents or schedules that must be submitted prior to consideration or approval of the PIP, as such may be relevant to review.
- 6. The process and fees for review and approval of a PIP shall be identical to that for GDP approvals per this chapter.
- ~~7.—The process and fees for review and approval of the PUD shall be identical to that for Zoning Map amendments per this chapter and (if land is to be divided) to that for preliminary and final plats of subdivision per the City Code.~~
- ~~8.7.~~ _____ All portions of an approved ~~PUD~~/PIP not fully developed within ~~three~~ five years of final Common Council approval shall ~~expire~~ lapse, and no additional ~~PUD~~-based development shall be permitted. The Common Council may extend this ~~three-year~~ period ~~by~~ up to five additional years via a majority vote following a public hearing. The applicant may also request reapproval or amendment of a previously approved PIP before the applicable five-year period lapses. In the case of an expired PIP, procedures shall be identical to that for GDP expirations per this Chapter.
- ~~9.—Approved PUDs which have not been initiated within the time limits established by Subsection H(7) above shall revert to the preexisting zoning designation.~~

Section 550-39 Natural resource protection overlay zoning

~~A.—This chapter employs overlay zoning districts to identify and regulate areas in which natural resource protection requirements apply. Each type of natural resource regulated by this chapter is represented by an overlay zoning district bearing its name.~~

~~B.—Natural resource protection overlay districts include:~~

- ~~1.—(1) Floodplain Overlay Districts.~~
- ~~2.—(2) Shoreland-Wetland Overlay District.~~
- ~~3.—(3) Drainageway Overlay District.~~
- ~~4.—(4) Woodland Overlay District.~~
- ~~5.—(5) Steep Slope Overlay District.~~

~~C. For specific natural resource protection overlay district regulations, see Article IX.~~

Section 550-39 Purpose and Mapping of Natural Resource Protection Overlays

~~A. This section introduces overlay zoning districts which regulate areas in which natural resource protection requirements apply. Each type of natural resource regulated by this chapter is represented by an overlay zoning district bearing its name. Natural resource protection overlay districts include:~~

- ~~1. Floodplain Overlay Districts.~~
- ~~2. Shoreland-Wetland Overlay District.~~
- ~~3. ~~Drainageway~~Waterway Overlay District.~~
- ~~4. Woodland Overlay District.~~
- ~~5. Steep Slope Overlay District.~~

~~B. Natural resource protection overlay zoning districts established by this chapter are shown on the Official Zoning Map of the City of Watertown which, together with all the explanatory material thereon, is hereby made part of this chapter. For specific natural resource protection overlay district designation criteria, see ~~Article IX~~Sections 550—41 through 550-43.5 of this chapter and also Chapter ~~532~~, Floodplain and Shoreland-Wetland Zoning.~~

~~C. Purpose. The purpose of this article is to set forth the requirements for the mandatory protection of natural resources and permanently protected green space areas within the jurisdiction of this chapter (see § 500-9). The provisions of this article interact closely with the provisions of § 550-58 (Natural resource disruption and required mitigation standards), § 550-73 (Required natural resources site evaluation), and §§ 550-74 and 550-75 which provide residential and nonresidential development standards. Section 550-76 provides a complete overview of the interrelationship between the above-listed sections. Appendix B provides a table of permitted land uses in permanently protected green space areas.^[1] In part, the provisions of this article are designed to ensure the implementation of the City of Watertown Comprehensive Plan and §§ 62.231 and 87.30, Wis. Stats.~~

~~[1] Editor's Note: Appendix B is **attached to this chapter**.~~

~~D. How to use this article. This article contains the standards that govern the protection, disturbance and mitigation of disruption of all natural resources and other permanently protected green space areas. The provisions of this article are intended to supplement those of the City of Watertown, Dodge and/or Jefferson County, the State of Wisconsin, and the Federal Government of the United States that pertain to natural resource protection. Prior to using the provisions of this article to determine the permitted disruption of such areas, the requirements provided below should be reviewed. This article recognizes the important and diverse benefits that natural resource features provide in terms of protecting the health, safety and general welfare of the community. Each of the following sections is oriented to each natural resource type and is designed to accomplish several objectives:~~

- ~~1. First, a definition of the natural resource is provided.~~
- ~~2. Second, the specific purposes of the protective regulations governing each natural resource type are provided.~~

3. Third, the required method of identifying and determining the boundaries of the natural resource area is given.

4. Fourth, mandatory protection requirements are identified.

Note: protection requirements for specific land uses and natural resource types designed to minimize disruption of natural resource functions are presented in § 550-58.

~~E. A.~~ Where an apparent discrepancy exists between the location of the outermost boundary of the flood-fringe district or the floodplain district shown on the Official Zoning Map and actual field conditions, the location shall be initially determined by the Zoning Administrator using the criteria described in Subsections ~~B-F~~ and ~~C-G~~ below. Where the Zoning Administrator finds that there is a significant difference between the map and the actual field conditions, the map shall be amended using the procedures established in § ~~550-141~~. Disputes between the Zoning Administrator and the applicant over the location of the district boundary line shall be settled using the procedures outlined in § ~~550-156H~~.

~~D-F.~~ ~~B.~~ Where flood profiles exist, the location of the district boundary line shall be determined by the Zoning Administrator using both the scale appearing on the map and the elevations shown on the water surface profile of the regional flood. Where a discrepancy exists between the map and actual field conditions, the regional flood elevations shall govern. A map amendment is required where there is a significant discrepancy between the map and actual field conditions. The Zoning Administrator shall have the authority to grant or deny a land use permit on the basis of a district boundary derived from the elevations shown on the water surface profile of the regional flood, whether or not a map amendment is required. The Zoning Administrator shall be responsible for initiating any map amendments required under this section within a reasonable period of time.

~~E-G.~~ Where flood profiles do not exist, the location of the district boundary line shall be determined by the Zoning Administrator using the scale appearing on the map, visual on-site inspection and any available information provided by the Department of Natural Resources. Where there is a significant difference between the map and actual field conditions, the map shall be amended. Where a map amendment has been approved by both the Common Council and the Department of Natural Resources, the Zoning Administrator shall have the authority to grant or deny a land use permit.

Section 550-40 Floodway, Flood-Fringe, and Floodplain Overlay Districts

See Chapter [532](#), Floodplain and Shoreland-Wetland [Overlay](#) Zoning.

Section 550-41 Shoreland-Wetland Overlay District

See Chapter [532](#), Floodplain and Shoreland-Wetland [Overlay](#) Zoning.

Section 550-423 DrainagewayWaterways Overlay District

- A. Definition. DrainagewayWaterways are navigable or non-navigable, aboveground watercourses, detention basins and/or their environs which are identified by the presence of one or more of the following:
1. All areas within 75 feet of the ordinary high-water mark of a "perennial stream," as shown on a detailed on-site survey prepared by the applicant [see § **550-145C(8)**].
 - (a) Where an existing development pattern exists, the drainagewaywaterway setback for a proposed principal structure may be reduced to the average drainagewaywaterway setback of the principal structure on each adjacent lot, but the drainagewaywaterway setback may not be reduced to less than 35 feet from the ordinary high-water mark of any "perennial stream."
[Added 10-17-2017 by Ord. No. 17-24]
 2. All areas within 50 feet of the ordinary high-water mark of an "intermittent stream" or "open channel drainagewaywaterway," as shown on a detailed on-site survey prepared by the applicant [see § **550-145C(8)**].
 - (a) Where an existing development pattern exists, the drainagewaywaterway setback for a proposed principal structure may be reduced to the average drainagewaywaterway setback of the principal structure on each adjacent lot, but the drainagewaywaterway setback may not be reduced to less than 35 feet from the ordinary high-water mark of an "intermittent stream" or "open channel drainagewaywaterway."
[Added 10-17-2017 by Ord. No. 17-24]
- B. Purpose of drainagewaywaterway protection requirements. DrainagewayWaterways serve in the transporting of surface runoff to downstream areas. As such, drainagewaywaterways serve to carry surface waters, supplement floodplain, wetland and lakeshore water storage functions in heavy storm or melt events, filter waterborne pollutants and sediments, promote infiltration and groundwater recharging, and provide a unique habitat at the land/water margin. DrainagewayWaterway protection requirements preserve each of these functions as well as greatly reducing the potential for soil erosion along drainagewaywaterways by protecting vegetative ground cover in areas which are susceptible to variable runoff flows and moderate-to-rapid water movement.
- C. Determination of drainagewaywaterway boundaries. General drainagewaywaterway boundaries are depicted on the Official Zoning Map. Upon the proposal of development activity on any property which contains a drainagewaywaterway depicted on the Official Zoning Map, the petitioner shall prepare a detailed site analysis per the requirements of § **550-145C(8)**. This analysis shall depict the location of all drainagewaywaterway areas on the subject property as related to the provisions of Subsection **A** above.
- D. Mandatory drainagewaywaterway protection requirements. DrainagewayWaterways shall remain in an undisturbed state except for the land uses permitted in Appendix B per the requirements in § **550-58**. Vegetation clearing to maintain drainagewaywaterway functions is permitted with the written approval of the Public Works Director/City Engineer. All areas designated as drainagewaywaterways shall be located within a public easement or dedication for maintenance purposes to preserve proper drainage flow.

[Amended 7-5-2022 by Ord. No. 22-63]

Section 550-43 Woodland Overlay District

- A. Definition. Woodlands are areas of trees whose combined canopies cover a minimum of 80% of an area of one acre or more, as shown on a detailed on-site survey prepared by the applicant [see § **550-145C(8)**].
- B. Purpose of woodland protection requirements. Woodlands provide a wide variety of environmental functions. These include atmospheric benefits such as removing airborne pollutants, carbon dioxide uptake, oxygen production, and evapotranspiration returns. Water quality benefits include substantial nutrient uptake rates (particularly for nitrogen and phosphorus) and surface runoff reduction in terms of both volumes and velocities. Woodlands provide unique wildlife habitats and food sources. Woodlands are excellent soil stabilizers, greatly reducing runoff-related soil erosion. Woodlands also serve to reduce wind velocities which further reduces soil erosion. Finally, under proper management techniques, woodlands serve as regenerative fuel sources.
- C. Determination of woodland boundaries. General woodland boundaries are depicted on the Official Zoning Map. Upon the proposal of development activity on any property which contains a woodland depicted on the Official Zoning Map, the petitioner shall prepare a detailed site analysis per the requirements § **550-145C(8)**. This analysis shall depict the location of all woodland areas on the subject property as related to the provisions of Subsection **A** above.
- D. Mandatory woodland protection requirements. Woodlands shall remain in an undisturbed state except for the land uses permitted in Appendix B per the requirements of § **550-58** and areas subject to the following mitigation requirements:
 - 1. Selective cutting operations are permitted by right in all woodland areas (per the requirements of § **550-50F**).
 - 2.** Clear-cutting is permitted as a conditional use in all woodland areas (per the requirements of § **550-50G**).

Section 550-43.1 Steep Slope Overlay District

- A. Definition. Steep slopes are areas which contain a gradient of 12% or greater (equivalent to a ten-foot elevation change in a distance of 83 feet or less), as shown on a detailed on-site survey prepared by the applicant [see § **550-145C(8)**].
- B. Purpose of steep slope protection requirements. Steep slopes are particularly susceptible to damage resulting from site disruption, primarily related to soil erosion. Such damage is likely to spread to areas which were not originally disturbed. Such erosion reduces the productivity of the soil, results in exacerbated erosion downhill, and results in increased sedimentation in **drainagewaywaterways**, wetlands, streams, ponds and lakes. Beyond adversely affecting the environmental functions of these resources areas, such sedimentation also increases flood hazards by reducing the floodwater storage capacity of hydrological system components, thus elevating the flood level of the drainage system in affected areas. Beyond these threats to the public safety, disruption of steep slopes also increases the likelihood of slippage and slumping,

unstable soil movements which may threaten adjacent properties, buildings and public facilities such as roads and utilities.

- C. Determination of steep slope boundaries. General steep slope boundaries are depicted on the Official Zoning Map. Upon the proposal of development activity on any property which contains a steep slope depicted on the Official Zoning Map, the petitioner shall prepare a detailed site analysis per the requirements of § 550-145C(8). This analysis shall depict the location of all steep slope areas on the subject property as related to the provisions of Subsection A above.
- D. Mandatory steep slope protection requirements. Steep slopes shall remain in an undisturbed state except for the land uses permitted in Appendix B^[1] per the requirements of § 550-58.

[1]Editor's Note: Appendix B is attached to this chapter.

Section 550-43.2 Downtown Historic Preservation Overlay Zoning District

This district is intended to implement the urban design recommendations of the Comprehensive Plan by preserving and enhancing the historical quality of the downtown and by attaining a consistent visually pleasing image for the downtown area. As emphasized by said plan, this district is designed to forward both aesthetic and economic objectives of the City by controlling the site design and appearance of development within the district in a manner that is consistent with sound land use, urban design and economic revitalization principles. The application of these standards will ensure long-term progress and broad participation toward these principles. Refer to § 550-149 for the procedures applicable to proposal review in this overlay district.

Section 550-43.3 Community Entry Corridor Design Overlay Zoning District

This district is intended to implement the urban design recommendations of the Comprehensive Plan by preserving and enhancing the historical quality of the STH 19 corridor west and east of the downtown, ~~CTH E corridor southeast of the downtown,~~ STH 26 south of the downtown and the STH ~~26/16~~ corridor north ~~of the downtown and east of the downtown and~~ by enhancing the economic redevelopment potential of the STH 26 corridor north and south of the downtown. As emphasized by the plan, this district is designed to forward both aesthetic and historic preservation objectives of the City by controlling the site design and appearance of development within the district in a manner that is consistent with sound land use, urban design and economic revitalization principles. The application of these standards will ensure long-term progress and broad participation toward these principles. Refer to § 550-150 for the procedures applicable to proposal review in this overlay district.

Section 550-150 Community Entry Corridor Overlay Zoning District

The following requirements shall be effective upon the date of adoption ~~of detailed neighborhood plans and upon the~~ date of depicting these overlay zoning districts on the Official Zoning Map. Any new development, other than single-family and two-family residential, ~~in this overlay zoning district shall be regulated as a conditional use, subject to the site design requirements of Article VI.~~

- A. Requirement of compatibility. Proposed site design and construction within this district, including new structures and building additions, shall be reviewed per § 550-145, Site plan

review and approval procedures, by the Plan Commission. The building setback, height, mass, roof form, exterior materials, exterior surface appurtenances, exterior colors, landscaping and lighting shall be compatible with the following general design theme, as determined by the Plan Commission.

- B. Design standards for multi-family residential development. The general design theme for multi-family residential development within the Community Entry Corridor Overlay Zoning District shall be designed to accommodate typical impacts of transportation and nearby nonresidential development, particularly through the use of building orientation, door and window location and design, and on-site landscaping and related buffering structures or berms. Above and beyond such concerns, particular attention shall be devoted to ensuring that selected multi-family residential design components complement nearby residential styles with high-quality building materials, in an attractive manner as becoming an entry corridor, and as determined by the Plan Commission. Where a detailed neighborhood plan has been adopted, it should be used to provide additional guidance in the design review process.
- C. Design standards for nonresidential development. The general design theme for nonresidential development within the Community Entry Corridor Overlay Zoning District shall be characterized by high-quality building materials, architectural design, site design and on-site landscaping. Prominent urban design elements and architectural details, which are decorative and functional, shall be considered as a required component of each site within the district. Above and beyond such concerns, particular attention shall be devoted to ensuring that selected nonresidential design components complement nearby nonresidential styles and reflect positively on the character of the community, as becoming an entry corridor, and as determined by the Plan Commission. Where a detailed neighborhood plan has been adopted, it should be used to provide additional guidance in the design review process.
1. Building exterior materials shall be of high quality on all sides of the structure, including glass, brick, decorative concrete block or stucco, Decorative architectural metal with concealed fasteners may be approved with special permission from the city.
 2. Building exterior design shall be unified in design and materials throughout the structure and shall be complementary to other structures in the vicinity. However, the development shall employ varying building setbacks, height, roof, treatments, door and window openings, and other structural and decorative elements to reduce the apparent size and scale of the structure. A minimum of 20% of the combined facades of the structure shall employ actual facade protrusions or recesses. A minimum of 20% of the combined linear roof eave or parapet lines of the structure shall employ differences in height of eight feet or more. Roofs with particular slopes may be required by the City to complement existing buildings or otherwise establish a particular aesthetic objective.
 3. Mechanical equipment, refuse containers and any permitted outdoor storage shall be fully concealed from on-site and off-site ground-level views with materials identical to those used on the building exterior.

4. Public entryways shall be prominently indicated from the building's exterior design and shall be emphasized by on-site traffic flow patterns. All sides of the building that directly face or abut a public street shall have public entrances.
5. Parking lot design shall employ interior landscaped islands with a minimum of 400 square feet at all parking islands, and in addition shall provide a minimum of one landscaped island of a minimum of 400 square feet in each parking aisle for every 20 cars in that aisle. Aisle-end islands shall count toward meeting this requirement. Landscaped medians shall be used to break large parking areas into distinct pods, with a maximum of 100 spaces in any one pod.
6. On-site landscaping shall be provided per the landscaping requirements of this chapter, except that building foundation landscaping and paved area landscaping shall be provided at 1.5 times the required landscape points for development in the zoning district.
7. The entire development shall provide for full and safe pedestrian and bicycle access within the development and shall provide appropriate connections to the existing and planned pedestrian and bicycle facilities in the community and in surrounding neighborhoods, including sidewalk connections to all building entrances from all public streets. The development shall provide secure bicycle parking and pedestrian furniture in appropriate quantities and location. A central pedestrian gathering area shall be provided.
8. The Plan Commission may waive any of the above standards by a three-fourths' vote of members in attendance, but only if supplemental design elements or improvements are incorporated into the project that compensate for the waiver of the particular standard.

Section 550-43.4 Community Gateway Design Overlay Zoning District

~~This district is intended to implement the urban design recommendations of the Comprehensive Plan by requiring that development located at and around the most important entrances to the community has a character which recognizes the City's adopted objectives of establishing an attractive and high-quality image. These important community gateways are located around the STH 26/16 interchange, the intersection of STH 16 and East Gate Drive, STH 26 near Ebenezer Road, STH 19 near Gypsy Road and CTH E/Concord Avenue near CTH D. As emphasized by the plan, this district is designed to forward both aesthetic and economic development objectives of the City by controlling the site design and appearance of development within the district in a manner that is consistent with sound land use, urban design and economic development principles. The application of these standards will ensure long-term progress and broad participation toward these principles. Refer to § 550-151 for the procedures applicable to proposal review in this overlay district.~~

Section 550-151 Community Gateway Overlay Zoning District

~~The following requirements shall be effective upon the date of adoption of detailed neighborhood plans and upon the date of depicting these overlay zoning districts on the Official Zoning Map. Any new development, other than single-family residential, in this overlay zoning~~

~~district shall be regulated as a conditional use, subject to the site design requirements of Article VI.~~

~~A. Requirement of compatibility. Proposed site design and construction within this district, including new structures and building additions, shall be reviewed per § 550-145, Site plan review and approval procedures, by the Plan Commission. The building setback, height, mass, roof form, exterior materials, exterior surface appurtenances, exterior colors, landscaping and lighting shall be compatible with the following general design theme, as determined by the Plan Commission:~~

~~B. Design standards for residential development. The general design theme for residential development within the Community Gateway Overlay Zoning District shall be designed to accommodate typical impacts of transportation and nearby nonresidential development and to assist in creating a sense of welcome to the City of Watertown, particularly through the use of building orientation, door and window location and design, and on-site landscaping and related buffering structures or berms. Above and beyond such concerns, particular attention shall be devoted to ensuring that selected residential design components complement nearby residential styles with high-quality building materials, in an attractive manner as becoming a gateway entry to the community, as determined by the Plan Commission. Where a detailed neighborhood plan has been adopted, it should be used to provide additional guidance in the design review process:~~

~~C. Design standards for nonresidential development. The general design theme for nonresidential development within the Community Gateway Overlay Zoning District shall be characterized by high-quality building materials, architectural design, site design and on-site landscaping. Prominent urban design elements and architectural details, which are decorative and functional, shall be considered as a required component of each site within the district. Above and beyond such concerns, particular attention shall be devoted to ensuring that selected nonresidential design components complement nearby nonresidential styles and reflect positively on the character of the community and assist in creating a sense of welcome to the City of Watertown, as becoming a gateway entry area to the community, and as determined by the Plan Commission. Where a detailed neighborhood plan has been adopted, it should be used to provide additional guidance in the design review process:~~

Section 550-43.4 Airport Overlay

~~This district is intended to implement height limitations for preservation of the City of Watertown Municipal Airport approach zones. The application of these standards will ensure long-term viability and safety of airport operations. Refer to Chapter 211 for procedures applicable to proposal review in this overlay district.~~

Repeal Article IX Entirely

Article IX Natural Resource Protection Regulations

550-86 Purpose

550-87 How to use this article:

550-88 Floodway, Flood-Fringe, and Floodplain Overlay Zoning District

550-89 Shoreland-Wetland Overlay Zoning District

550-90 Drainageway/Waterway Overlay Zoning District

550-91 Woodland Overlay Zoning District

550-92 Steep Slope Overlay Zoning District

Chapter 532 Floodplain and Shoreland-Wetland **Overlay** Zoning

Chapter 532 Article III **Shoreland-Wetland Overlay** Zoning District

Chapter 532 Article IV Floodplain **Overlay** Zoning District

City of Watertown Overlay Zoning Map

DRAFT

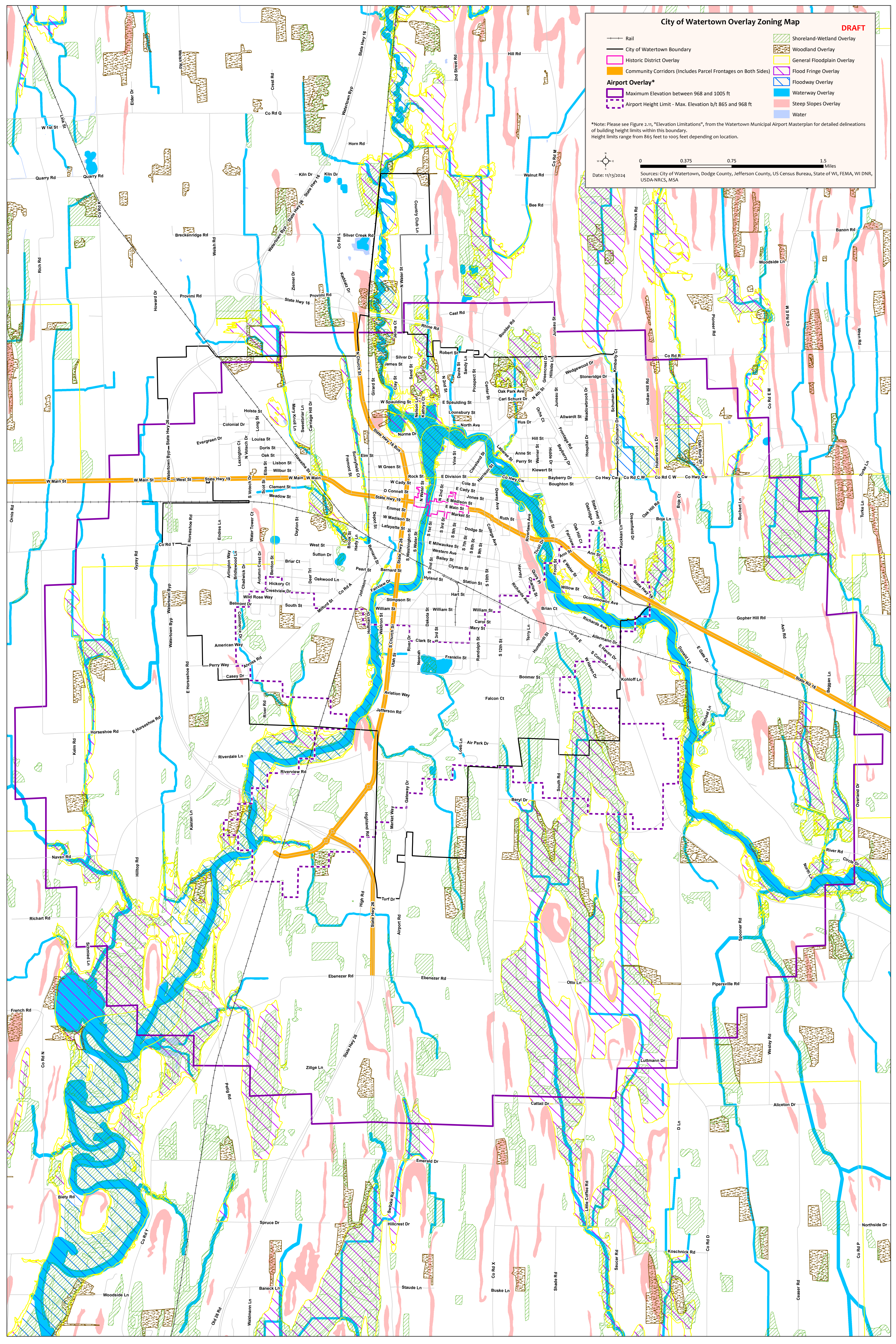
Legend:

- Rail
- City of Watertown Boundary
- Historic District Overlay
- Community Corridors (Includes Parcel Frontages on Both Sides)
- Airport Overlay***
 - Maximum Elevation between 968 and 1005 ft
 - Airport Height Limit - Max. Elevation b/t 865 and 968 ft
- Shoreland-Wetland Overlay
- Woodland Overlay
- General Floodplain Overlay
- Flood Fringe Overlay
- Floodway Overlay
- Waterway Overlay
- Steep Slopes Overlay
- Water

*Note: Please see Figure 2.11, "Elevation Limitations", from the Watertown Municipal Airport Masterplan for detailed delineations of building height limits within this boundary. Height limits range from 865 feet to 1005 feet depending on location.

Date: 11/13/2024

Sources: City of Watertown, Dodge County, Jefferson County, US Census Bureau, State of WI, FEMA, WI DNR, USDA-NRCS, MSA





**TRANSIT COMMISSION MEETING MINUTES
MONDAY, SEPTEMBER 23, 2024 AT 5:00 PM**

WATERTOWN MUNICIPAL BUILDING, 106 JONES STREET, ROOM 0041

The Transit Commission met on the above date and time in person and virtually with the following members present: Michelle Bainbridge, Tom Hahn, David Applegarth and Laurie Grosenick. Absent was Ald. Schmid. Also in attendance was City Clerk Megan Dunneisen.

1. CALL TO ORDER - Chair Hahn called the meeting to order at 5:00pm.
2. REVIEW & APPROVE MINUTES
 - A. Grosenick made a motion to approve the Transit Commission minutes from July 22, 2024, seconded by Bainbridge and carried by unanimous voice vote.
3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT - None
4. BUSINESS:
 - A. Discuss: Procurement update – Dunneisen gave an update on the 3rd transit van procurement. Waiting on DOT approval and lettering.
 - B. Grosenick made a motion to approve the 2025 Exercise of Option Year 5 with Passenger Transit Inc., seconded by Applegarth and carried by unanimous voice vote. 2025 rate will be at \$33.24 with 29900 contracted hours.
 - C. Grosenick made a motion to Enter into One-Year contract with Passenger Transit Inc for Shared-Ride Taxi Service seconded by Applegarth and carried by unanimous voice vote
 - D. Grosenick made a motion to Enter into lease with Passenger Transit Inc for Shared-Ride Taxi Service Vehicles seconded by Applegarth and carried by unanimous voice vote
 - E. Bainbridge made a motion to approve applying for Capital Grant from Department of Transportation for Fleet purchases for Shared-Ride - Purchase of 1 ADA Rear Load Minivan seconded by Grosenick and carried by unanimous voice vote.
 - F. Applegarth made a motion to approve Applying for Operating Grant from Department of Transportation for Shared-Ride Taxi Service, seconded by Bainbridge and carried by unanimous voice vote.
5. SET NEXT MEETING DATE – November 18, 2024, at 5:00pm
6. ADJOURNMENT Bainbridge made a motion to adjourn at 5:18pm, seconded by Grosenick and carried by unanimous voice vote.

Respectfully submitted,
Megan Dunneisen, City Clerk

DISCLAIMER: These minutes are uncorrected; any corrections will be noted in the proceedings at which these minutes are approved. Complete minutes are open for public inspection in the office of the Finance Department



**Watertown Board of Health
Meeting Minutes
Watertown Dept of Public Health
515 S First Street/Zoom
October 15, 2024 – 3:30 PM**

Members Present: Dr. Donene Rowe, Carol Quest, Andrea Turke, Ald. Dana Davis, Ald. Fred Smith,

Absent: Patricia Gedemer

Others in attendance: Abbigail Kuehn, Kim Hiller

1. Call to Order

Dr Rowe called the meeting to order at 3:30pm.

2. Citizens to be heard

None.

3. Review and take action: Board of Health Minutes from August 20, 2024

Reviewed minutes dated August 20, 2024.

Motion made to approve the minutes for August 20, 2024, by Fred Smith, seconded by Dana Davis.

Motion carried by unanimous voice vote.

4. Review & take action: Financial report – Preliminary September 2024

Financial report Preliminary September 2024.

The Health budget is a tax levy budget. The non-taxable revenue account will be over budget.

The mileage expense account shows an overage due to the rise in program participation and will be over budget. The overage will be covered by other accounts. This account was reduced during the COVID response due to limited staff travel. Participation in department programs has increased and has required more travel by staff.

Environmental Health is a non-levy budget. The Enviromental revenue is over the budgeted amount and has been adjusted for the 2025 budget. The agent expense account is over budget due to DATCP increased fees.

Emergency Preparedness is a non-levy budget. The revenue and supplies accounts will be adjusted to account for ARPA revenue and expenses. Some of the items that the Public Health ARPA funding has been used for including a replacement tornado siren, ambulance equipment, safety equipment for city staff, and HIPAA policy review. A quote for tuckpointing the building is being worked up and ARPA funding will also be used to fund this work.

Seal A Smile budget is a non-levy budget. The revenue and expense accounts are on track for revenue and expenses.

Motion was made by Fred Smith and seconded by Andrea Turke for approval of preliminary September 2024 financial report.

Unanimously passed.

5. Review and discuss: 2025 Budget

The 2025 budget was reviewed with the board members.

The health grant revenue will reflect a change in 2025 budget. The COVID funding has finished and grant funding will return to the normal disbursements that were seen before 2020. This revenue account will be adjusted to reflect the changes in expected funding.

Public Health Workforce funding will end in 2025, and the Public Health Infrastructure grant will continue to 2027.

Leadership has been instructed to implement a zero percent levy increase for all non-personnel related accounts. The Health budget is the only tax levy budget.

There is a projected 4% increase for personnel for 2025. There will be a change with the health insurance plan from ETF to a private plan.

Environmental Health budget will include an increase in the Agent Expenses account. This account is used to pay the required percentage of fees to the DATCP. There was an increase in the contribution which resulted in the overage in this account.

Public Health Emergency Preparedness budget will include increases in the personnel accounts. The Bilingual Communication Specialist and Program Assistant will increase hours that will be funded by the Infrastructure grant. The Infrastructure grant ends in 2027.

The Bilingual Communication Specialist position will increase from 20 to 30 hours per week that would be split between two staff.

The Program Assistant position will increase from 20 to 30 hours per week for one staff person.

These positions are split between the Health, Environmental Health and PH Emergency Preparedness budgets.

Finance has reviewed the 2025 budget, and it will be moving forward for review and approval by the Council.

6. Review and discuss: Public Health Emergency Preparedness Program updates

Final preparations are being made for the Family Assistance Center training planned for November for all of leadership. This will be held at the Senior & Community Center. The training will help each department learn their roles in the event of an emergency.

The department is continuing to work with the fire chief/emergency manager and leadership to update the Emergency Support Function plan. This work is anticipated to be completed by the end of the year.

The Hazard Vulnerability Assessment is also in the process of being updated. This is an assessment of the possible hazards for the City in the next 12 to 24 months.

Distribution of go kits that included Stop the Bleed and First Aid kits has been completed for staff in Park & Rec, Street and Water/Wastewater departments working in the field. The kit also includes personal protection, including Tyvek suits. Each department also received Stop the Bleed training. The remaining Stop the Bleed kits were provided to the Police Department for squad cars.

7. Review and discuss: Environmental Health Program updates

In 2016, the department entered a contract with DSPS to do inspections for tattoo/body art facilities. The department will no longer be doing these inspections, which amounts to seven (7) facilities.

Pool inspections. Victoria Parker does the monthly pool chemical inspections for all the pools in Jefferson County. About two years ago the department started doing monthly pool chemistry inspections in all the public pools in the City and in Jefferson County.

After reviewing pool chemistry data, a procedure change will be made for pool chemistry inspections. The procedure change is as follows:

- facilities that have never had pool issues will receive an annual facility, pool and pool chemistry inspection
- if they fail the pool chemistry inspection, they move back to monthly chemistry inspections
- facilities that continue to have problems will remain on a monthly pool chemistry inspection
- if they can maintain safe pool chemistry for six months, the facility will go back to annual inspection

There are a total of 43 pools with 18 pools that will be receiving monthly chemistry inspections.

The second and final certification was received for the water lab. A test run of the process will be completed in December with the lab becoming operational in January 2025 for transient non-community well water testing. All the operators will be notified of the upcoming change.

8. Review and discuss: Public Health Community Program updates

Vaccine clinics. Increased need for vaccines for school aged children. Additional vaccine clinics have been scheduled to accommodate families. Flu clinics have been scheduled for staff and the community.

Welcome Baby Coalition. The department has been working closely with the Greater Watertown Community Health Foundation (GWCHF) and Watertown Regional Medical Center (WRMC) to improve health equity in prenatal care for families in the community. Through the coalition is collaborating on how to work better together to provide equitable services to families.

In 2018, data showed that families of Hispanic decent were at 79% for adequate prenatal care. During COVID that number dropped drastically and has not rebounded. The department is seeing many families that are not connected to resources and are unsure where to go to get prenatal care or are concerned that it will be too expensive because they don't understand emergency BadgerCare.

The goal for the next five years is to improve adequate prenatal care for Hispanic decent families back to 79-80%. This work ensures that these families are receiving the resources that they need. It also ties into the continued work with GWCHF and WRMC with the early childhood equity strategies and ensures families are screened for Social Determinants of Health issues, connected to resources, and closes the loop on referral made.

Public Health Nurse position. We are continuing to recruit for the Public Health Nurse position. We have offered the position to several individuals and a few of them have requested a higher salary.

The department is a clinical site for Maranatha University nursing students. There will be a total of twelve students.

Seal A Smile. The Seal A Smile clinic started shortly after school started. The program is in the second school and has seen 39 students who received 63 sealants. There have been 18 students with decay and 4 that required urgent dental care. The program sees 2nd, 3rd, 6th and 7th grade students in the public schools and the first round of visits will operate through the schools until February. A second round of visits will start shortly after that.

The smoking ordinance passed the City Council. The significant change was to change the distance to 25 feet unless specified by agreement or special event permit. That includes playgrounds, sports fields, and picnic areas.

Community Health Assessment (CHA). 2025 will mark the start of the CHA process. Several groups collaborate on the CHA including all three hospitals (Watertown, Fort Atkinson, Beaver Dam), the three health departments (Watertown, Dodge & Jefferson), the Rock River Community Clinic and the Greater Watertown Community Health Foundation.

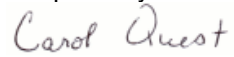
Public Health is required to complete these assessments every five years by statutes and the hospitals a required by the affordable care act to complete the assessment every three years. This assessment is done every three years to come in line with the hospitals.

9. Adjourn

Motion made to adjourn and carried by unanimous voice vote.

Next Board of Health meeting will be Tuesday, January 21, 2025, at 3:30 p.m.

Respectfully Submitted,



Carol Quest
Director/Health Officer

Note: The minutes are uncorrected. Any correction made thereto will be noted in the minutes of the proceedings at which these minutes are approved.



FINANCE COMMITTEE MEETING MINUTES

MONDAY, OCTOBER 21, 2024, AT 5:30 PM

MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094

Finance Committee members present: Mayor McFarland, Alderpersons Davis, Lampe, and Moldenhauer

Others present: Finance Director Stevens, Attorney Chesebro, Fire Chief Reynen, Park/Rec Director Butteris, Strategic Initiatives Coordinator Becker, Street Operations Manager Winkelman (video), Jody Purtell (Main St Program)

1. Call to order. Mayor McFarland called the meeting to order at 5:33 p.m.
2. Ald. Davis motioned, seconded by Ald. Lampe, to approve the **finance committee minutes from October 1-10** (2025 budget meetings). Unanimously approved.
3. Park/Rec Director Butteris announced that the City was awarded a **grant of \$3,500 from the Green Bay Packer Foundation** to enhance the artwork at the Senior and Community Center. Ald. Lampe moved to approve acceptance of the grant, supported by Ald. Davis, and unanimously approved.
4. Strategic Initiatives Coordinator Becker explained that the Main Street Program is working to request a **Back Door Accessibility Grant through WEDC** Small Business Development program for up to \$250,000. The WEDC requires the municipality to be the grant applicant, but the Main St. Program staff would be a collaborator and administrator of the program, if awarded. The Finance Committee members asked to make sure the application is formatted in a correct fashion. Ald. Moldenhauer moved, seconded by Ald. Lampe, for the grant to be submitted. Approved unanimously.
5. Chief Reynen proposed that the **fire department** contract with Life Safety Inspection Vault (LIV) to conduct **third-party inspection, testing, and maintenance** (ITM) to enforce and track the status of fire protection and life safety systems. All expenses are borne by the premise owner and not the City. A motion was made by Ald. Lampe, seconded by Ald. Davis, to approve. Unanimously approved.
6. A proposed contract to provide **EMS to Lebanon** for 2025 was presented. Ald. Lampe motioned, supported by Ald. Davis, to approve the agreement. Approved unanimously.
7. The Public Works Department is seeking permission to forward the **Water Distribution Technician** position job description to our HR consulting firm **for a market adjustment evaluation**. This position has been advertised nine times with four postings occurring since 2023. A motion was made by Ald. Lampe, seconded by Ald. Davis, to approve. Unanimously approved.
8. A **commercial drivers license (CDL) agreement** was created in 2022. Now that departments have utilized this document, Public Works staff is **recommending revisions** to align with current work practices. Ald. Davis made a motion to approve the revised document, seconded by Ald. Lampe, and approved unanimously.
9. **Change orders** totaling \$14,122.22 have been submitted by **McMullen & Pitz**, the contractor hired to complete the **stabilization work on the 2 E. Main St building**, linked to the Main St bridge replacement project. Mead & Hunt has reviewed and recommends approval of these. This will be

funded by the Bridge Reserve Account, which has sufficient funds to cover the cost. A motion to approve was made by Ald. Lampe, seconded by Ald. Moldenhauer, and unanimously approved.

10. Mr. Stevens presented a resolution to create a **new fund** in our accounting system for the administration and operation of **TID #9**. It was moved by Ald. Davis, supported by Ald. Lampe, to approve the resolution to Common Council for its approval. Approved by all.
11. Mr. Stevens provided the **General Fund income statement through September**.
12. Mr. Becker reviewed his summary of the updates with Horizon Development Group for the construction of four apartment buildings that will total 92 rental units. The project has been named "**Lumin Terrace**."
13. Ald. Moldenhauer moved, supported by Ald. Davis, to convene into closed session per §19.85(1)(e) to deliberate or negotiate 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 (**Development agreement between the City and Horizon Development Group**). This was unanimously approved by a roll call vote.
14. The Finance Committee reconvened into open session.
15. Ald. Davis, supported by Ald. Moldenhauer, moved to recommend the **development agreement for Lumin Terrace** (Horizon Development Group) to the Common Council for its approval. Approved unanimously.
16. **Finance Committee adjournment.** Ald. Moldenhauer moved, seconded by Ald. Lampe, to adjourn the Finance Committee at 6:26 p.m., and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.



JOINT REVIEW BOARD MEETING MINUTES

FRIDAY, NOVEMBER 08, 2024, AT 1:00 PM

MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094

Joint Review Board (JRB) members present: Mayor McFarland, Marc DeVries (Jefferson County), Shawna Marquardt (Madison College), Jarred Burke (WUSD) via video conf, Jim Romlein (member at large)

Others present: Finance Director Stevens, Strategic Initiatives Coordinator Mason Becker, Sonja Kruesel (Vandewalle), Scott Harrington (Vandewalle) via video conf,

1. Call to order. Mayor McFarland called the meeting to order at 1:09 pm. All taxing entities were represented.
2. Mr. Romlein moved, seconded by Mr. DeVries, to approve the **minutes of the September 17** meeting. Approved unanimously.
3. The committee discussed the modifications of the TID #9 project plan since it was introduced at the prior meeting. There was an addition to the infrastructure list as suggested at the last meeting to include sidewalk installation on Milford St extended to Commerce St. The Common Council approved TID #9 at its October 15, 2024, meeting. Ms. Kruesel noted there was an addition of the closure date of 2045, a requirement of Act 12 changes. Dr. Burke, supported by Ms. Marquardt, moved to **approve the resolution made by the Council to create TID #9**. Unanimously approved.
4. **Joint Review Board adjournment.** Mr. Romlein moved, seconded by Mr. DeVries, to adjourn the Joint Review Board meeting. Carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

**PLAN COMMISSION
MINUTES
November 12, 2024**

The Plan Commission met on the above date in the Council Chambers.

The following members were present: Mayor McFarland, Alderman Blanke, Beyer, Krueger (Virtual), Lampe, Zirbes

Also in attendance: Jim Freres, Deb Groehler, Brian & Jeanette Keller of Trackside Storage, Randy & Kristie Riedl of Ultimate Auto Body, Zack Goodrow of the Daily Times, Sonja Kruesel of Vandewalle, and Mason Becker

1. Call to order (4:32pm)

2. Approval of Minutes

A. Plan Commission minutes October 28, 2024

Motion to approve Plan Commission minutes from October 28th was made by Lampe and seconded by Blanke, passed on unanimous voice vote.

3. Business

A. Public Hearing: Continuation of Nonconforming Use Conditional Use Permits for 225 E. Arcade Avenue, 1084 Boughton Street, 540 Milford Street, and 430 S. Concord Avenue

No public comment.

B. Review and take action: Continuation of Nonconforming Use Conditional Use Permits for 225 E. Arcade Avenue, 1084 Boughton Street, 540 Milford Street, and 430 S. Concord Avenue

Brian Zirbes presented the need to grant legal conforming status to existing commercial uses at the four addresses listed. This is part of the larger Vandewalle project to correct zoning errors. The proposal would rezone these to residential use and grand a commercial CUP to continue operation.

Motion to approve with the condition that the Common Council must approve the CUPs for these properties was made by Lampe, seconded by Konz and passed on a unanimous voice vote.

C. Review and take possible action: Plat of Right of Way Required for Dewey Avenue – WisDOT Project ID 3997-01-79

Andrew Beyer shared that the City of Watertown applied for and received STP. Urban funding to reconstruct Dewey Avenue in 2026. Part of the design process is development of a right of way plat. There was discussion on if the right of way will increase and it will not, the road bed however will get wider within the existing right of way. presented the request for the CSM noting that this is mainly to correct an oversight from 2002 where the CSM was not submitted for approval at that time.

Motion to make a positive recommendation for approval of the right-of-way plat for the Dewey Avenue STP Urban project to the common council was made by Lampe, seconded by Blanke and passed on a unanimous voice vote with Beyer abstaining.

D. Review public hearing comments and make recommendation to Council: 1911 Gateway Drive – Comprehensive Plan Amendment request to change the Future Land Use to Multi-Family Residential

Brian Zirbes presented the single public comment from the adjacent land owner and the request to change the future land use for the identified area.

Motion to make a positive recommendation to the common council was made by Blanke, seconded by Lampe and passed on a unanimous voice vote.

E. Review public hearing comments and make recommendation to Council: 1911 Gateway Drive – rezoning request from Mixed Zoning to MR-10 Multi-Family Residential

Brian Zirbes presented the rezoning request that accompanies the plan amendment.

Motion to make a positive recommendation to the common council was made by Blanke, seconded by Lampe and passed on a unanimous voice vote.

F. Review public hearing comments and take action: Zoning Map Corrections - Vandewalle

Brian Zirbes and Sonja Kruesel from Vandewalle presented the zoning map corrections which exclude several parcels from the initial list of corrections. The corrections include parcels 29108151624-000,002,003,004, and 005.

Motion to make a positive recommendation to the council with the noted corrections was made by Lampe, seconded by Blanke and passed on a unanimous voice vote.

G. Initial Review and Schedule Public Hearing: Overlay Zoning Corrections - Vandewalle

Sonja Kruesel of Vandewalle was present to explain the overlay zoning corrections project from Vandewalle. The explanation of an overlay district is one that is put on top of the base zoning district i.e. floodplain or community entry corridor.

There are some changes on terminology and process to make things more streamlined for the city and developers. Only one change was met with concerns and that was having public hearings at the Plan Commission rather than the Common Council. Alder Blanke expressed concern that due to the lower profile of committee level meetings the public would be less likely to attend and express their concerns. Brian Zirbes suggested that the Mayor or Alder should have the ability to request a second public hearing at the council level for any public hearings that have controversy. Both Mayor McFarland and Alder Blanke found this to be an acceptable compromise that allows for the council to hear public comment. For the entry corridor the commission felt that requiring a CUP was not desirable. Melissa Lampe suggested removing the CUP requirement but keeping the design standards in place. It was noted that this can be addressed when rewriting the zoning code.

Motion to set a public hearing for December 3rd 2024 was made by Lampe, seconded by Blanke and passed on a unanimous voice vote.

All materials discussed at this meeting can be found at:

<https://cms4files.revize.com/watertownwi/November%2012,%202024%20PC%20Packet.pdf>

4. Adjournment

Motion to adjourn was made by Beyer and seconded by Mayor McFarland and passed on a unanimous voice vote. (5:22pm)

Respectfully Submitted,

Alderman Brad Blanke

Public Works Commission Meeting
Tuesday, November 12, 2024

Those present: Alders Board, Bartz, Smith and Wetzel, and Commissioner Thompson.
Also present: Water Systems Manager Peter Hartz, Stormwater Project Manager Maureen McBroom, Public Works Director/Engineer Andrew Beyer, Ariana Schmidt from Ehlers, Katie Hassig from Applied Technology, and Zach Goodrow.

1. Call to Order – Meeting was called to order by Chair Steve Board at 5:30 p.m. with a quorum present.
2. Comments and suggestions from citizens present.
None given.
3. Review & Approve Minutes
 - a. Public Works Minutes from October 22, 2024

Motion by Smith supported by Wetzel to approve the minutes of the October 22, 2024, Public Works Commission. Motion carried.

4. Business
 - a. Update, no action required, Stormwater Program

Stormwater Project Manager Maureen McBroom provided an update of six projects:

- i. Riverside Creek Management System
- ii. New Stormwater BMPs/Development Projects (5 total)
- iii. Watertown Waterways Improvement Program (WWIP) (Water Quality Trading). First practice completed for phosphorous reduction.
- iv. City-wide flood control plan.
- v. Wisconsin Emergency Management Pre-Disaster Flood Resilience Grant Opportunity.
- vi. Downtown Main Street reconstruction Project: Green Stormwater Infrastructure (added green infrastructure).

No action taken.

- b. Review and Take Possible Action: Summary of Phase 2 findings of water rate application prepared by Ehlers and submitted to PSC.
Peter Hartz and Ariana Schmidt presented the findings of the water rate study. Discussed water rates per Public Service Commission. Based on PSC guidelines would expect rates to increase 16.22%, and average of \$72.67 average increase/resident/year.

Motion by Bartz, supported by Thompson, to submit application to the PSC for test year 2025 at the benchmark ROR.

Motion carried unanimously.

- c. Review and Discuss: Presentation of final Wastewater Facilities Plan Engineering Report by Applied Technologies.

Katie Hassig, P.E., Applied Technologies, presented the final Wastewater Facilities Plan.

The 20-year facility plan, as required by the DNR, would require no new structures, equipment replacement, and a phased approach.

- Near-term (two years), has an estimated total expense of \$9,098,000.
- Mid-term projects have an estimated expense of \$10,261,000.
- Long-term projects have an estimated expense of \$14,063,000.

No increase in rates is anticipated because of Near-Term projects. Total budget for the new 20-year plan is \$34,000,000.

Recommendation: Approve implementation of plan recommendations as presented in option(s).

- Option A – Do nothing.
- Option B – Approve breaking out immediate process needs using cash investments from the identified Near-Term improvements to include: Engineering design and construction related services for Influent screens, grit removal system, ultraviolet disinfection, and centrifuge controls following the schedule below:
 - Verify DNR review is not needed for the immediate equipment upgrades – November 2024
 - Begin Design – November 2024
 - Bidding – December 2025
 - Award of Contract – January 2025
 - Begin Construction – March 2025
 - Final Completion/Startup of Facilities – April 2026
- Option C – Approve the remaining process improvements identified as Near-Term improvements following the schedule below.
 - Conduct public hearing – November 2024
 - Submit Facility Plan to DNR – December 2024
 - DNR Approval of Facilities Plan – March 2025
 - Near – Term Improvements
 - Begin Design – January 2025
 - Submit Plans and Specifications to the DNR – September 2025
 - Bidding – November 2025

- DNR Approval of Plans and Specifications – December 2025
- Submit Clean Water Fund Loan Application – December 2025
- Award of Contract – January 2026
- Begin Construction – March 2026
- Final Completion/Startup of Facilities – May 2027
- Option D – Approve the wastewater facilities plan improvements identified to include all immediate, near, mid- and long-term process needs following the schedule below:
 - Conduct public hearing – November 2024
 - Submit Facility Plan to DNR – December 2024
 - DNR Approval of Facilities Plan – March 2025
 - Near – Term Improvements
 - Begin Design – January 2025
 - Submit Plans and Specifications to the DNR – September 2025
 - Bidding – November 2025
 - DNR Approval of Plans and Specifications – December 2025
 - Submit Clean Water Fund Loan Application – December 2025
 - Award of Contract – January 2026
 - Begin Construction – March 2026
 - Final Completion/Startup of Facilities – May 2027
 - Mid – Term improvements – January 2028
 - Long – Term improvements – January 2030
- Option E – approve separate plan identified and discussed as follows:
 - Commissioners to include language of action item.

d. Review and Take Possible Action: Approve Wastewater Facilities Plan Implementation option(s) as discussed.

Motion by Bartz, supported by Wetzel, to proceed with Option D, with the near term and immediate work to be self-funded; and the mid-term and long-term project funding to be TBD.

Motion carried unanimously.

5. Adjournment

Motion by Bartz, supported by Smith to adjourn. Motion carried.

Meeting adjourned at 7:27 p.m.

Respectfully submitted by Steve Board, Chair.

PUBLIC SAFETY & WELFARE COMMITTEE

November 13, 2024

5:00 p.m.

1. CALL TO ORDER

Members Present	Also in Attendance	Citizens Present
<ul style="list-style-type: none"> • Dana Davis, Chair • Brad Blanke • Steve Board • Eric Schmid 	<ul style="list-style-type: none"> • Chief David Brower • Kristine Butteris (virtual) • Megan Dunneisen (virtual) 	

2. RECIEVE COMMENTS FROM THE PUBLIC

Each individual who would like to address the Committee will be permitted up to three minutes for their comments

3. APPROVAL OF MINUTES

A. Public Safety and Welfare minutes from October 2, 2024

- [Public Safety Meeting Notes 10.2.24.pdf](#) (0.02 MB)

MOTION: Motion to approve (Board/Blanke/unanimous approval)

4. BUSINESS

A. Review and take action: Special Event - CP Holiday Train

- [Memo re PSW SPECIAL EVENTS-Holiday Train.pdf](#) (0.05 MB)
- [2024-34 Application-PDF.pdf](#) (0.09 MB)
- [Holiday Train 2024 Amp Sound.pdf](#) (0.14 MB)

MOTION: Motion to approve Special Event - CP Holiday Train (Blanke/Board/unanimous approval)

B. Review and take action: Special Events - Town Square 10/31 list

- [Signed Property Management Agreement.pdf](#) (0.16 MB)
- [2025 programming special event permit.pdf](#) (0.01 MB)
- [2025 SE Non-Series Events Bulk Permit.pdf](#) (0.33 MB)
- [2025 SE Holiday and repeat events Bulk Permit.pdf](#) (0.33 MB)
- [2025 SE TNM Series Bulk Permit.pdf](#) (0.33 MB)
- [2025 SE Summer Concert Series Bulk Permit.pdf](#) (0.32 MB)

- [2025 SE FTM Series Bulk Permit.pdf](#) (0.33 MB)
- [Town Square 10-31 Email Thread 2025.pdf](#) (0.70 MB)

According to the Property Management agreement signed between the RDA and the City, individuals wishing to host a Series of Events at the Town Square can apply for reserved days by one application submitted on or before October 31 of each year for all days the event is to be held the following year.

The committee noted that the Property Management agreement does not explicitly define “series of events”. The language in that section of the property management agreement is unclear.

Kristine Butteris expressed a desire for the approval process to be streamlined for Town Square Programming. She shared that the previous two years, the dept. submitted a single list of all possible Town Square programming dates for the upcoming year.

City Clerk, Megan Dunneisen, confirmed that a single list of Town Square programming events was submitted by the Park, Rec and Forestry Dept. the previous year. She expressed that she was not comfortable with that previous approval process. She is unsure as to how the City can approve Special Events Applications without specific dates and knowledge about attendance/alcohol/road closures, etc.

The committee affirmed their desire to minimize special event approval complexity for the department. They also recognized their duty to comply with the ordinance and the property management agreement.

Blanke mentioned the need for clarity from the attorney as to a functional definition of the phrase “series of events”.

MOTION: Motion to approve Sounds of Summer Concert Series with dates indicated on the City Sponsored Special Event 2025 list. (Board/Davis/unanimous approval)

MOTION: Motion to approve Holiday Events with dates indicated on the City Sponsored Special Event 2025 list (Blanke/Board/unanimous approval)

MOTION: Motion to approve Food Truck Mondays and Thursday Night Markets with dates indicated on the City Sponsored Special Event 2025 list. (Blanke/Board/unanimous approval)

MOTION: Motion to postpone approval of the events listed on the Individual Events Application with the request that the Park, Rec and Forestry Director submit a special event application for the Badger/Packers Games Series and the Sunday Bands series at the next PS&W meeting and Attorney Chesebro provide a functional definition of

"Series of Events" found in the Property Management Agreement Between the City of Watertown and the City of Watertown Redevelopment Authority 2.2. In addition, the Park, Rec and Forestry director may decide to submit individual applications for the Scavenger Hunt, B2B Bounce, Open Mic and Homecoming events at the next meeting or later in 2025 when specific details are available.

5. ADJOURN

There being no additional business to come before the Committee, a motion was made by Blanke to adjourn and seconded by Board. The motion carried unanimously.



FINANCE COMMITTEE MEETING MINUTES

TUESDAY, NOVEMBER 19, 2024, AT 6:30 PM

MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094

Finance Committee members present: Mayor McFarland, Alderpersons Bartz, Davis, and Lampe

Others present: Finance Director Stevens, Public Works Director Beyer, Maureen McBroom (video)

1. Call to order. Mayor McFarland called the meeting to order at 6:31 p.m.
2. Mr. Beyer explained that WI Emergency Management (WEM) recently announced a new **pre-disaster flood resilience grant** to assess natural systems in conjunction with flooding in urban areas. This grant offers a 75%/25% cost sharing up to a maximum of \$300,000. The grant applications are due November 30. Due to the severe rain events of 2018 in the westside creek system from upstream of and within the City, the estimated costs for evaluating and modeling the water body will be approximately \$117,000. The City's cost share of approximately \$29,250 would be a budget modification request from Stormwater Utility Capital Outlay [16-58-16-60]. Ald Davis moved, seconded by Ald. Bartz, to recommend this grant application to Common Council. Unanimously approved.
3. Finance Committee adjournment. Ald. Davis moved, seconded by Ald. Bartz, to adjourn the Finance Committee at 6:40 p.m., and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

DOWNTOWN MAIN STREET RECONSTRUCTION TASK FORCE

Tuesday, November 19, 2024

2:30 pm IN-PERSON/VIRTUAL MEETING**Room 2044, City Hall, 106 Jones St, Watertown, WI****Virtual Meeting Info:** <https://us06web.zoom.us/join> Meeting ID: 617 065 5357 Passcode: 53094

One tap mobile +16469313860

<https://us06web.zoom.us/j/6170655357?pwd=96tcitGxXtZD4na19NqSUHQQuENC2yf.1>

1. Call to order at 2:32 pm.
 - a. Attendance- Present: Mayor McFarland, Andrew Beyer, Jody Purtell, Andy Grinwald, Ald. Board, Laurie Hoffman, Mike Trego, Maureen McBroom & Steph Mazzoni.
Virtual: Amber Smith, Michele Elias at 2:41pm, three residents
Absent: Ryan Wagner, Mason Becker, & Ald. Moldenhauer,
2. Approval of prior meeting minutes
 - a. Approval of Minutes 10.3.24
Motioned by Board, seconded by Purtell, carried unanimously
3. Opening for public comment.
 - a. None
4. Old Business
 - a. Main Street bridge closure update (Beyer/McFarland)
 - i. Beyer shared progress on the bridge. The expected date to open is still early spring.
 - b. Transportation Network Evaluation
 - i. A public meeting was held last week with 20-30 people in attendance. Should be finalized quarter 1 or 2 next year.
 - ii. **This can be removed from the agenda.**
 - c. Quarterly business meetings status update (Purtell)
 - i. Next meeting on Jan. 6th at 5pm in the Library Community Room. Topics are being assembled.
 - d. Discuss Crosswalks
 - i. Discussion occurred on making the signs engaging, but the city needs to follow the manual on signs and marking. Creative signs can be placed in off-road projects of the reconstruction. The committee decided to explore this option and not the roadway area.
5. New Business
 - a. Review and take possible action: Locations of City extras in Downtown Main Street 2028 Project Area. Task Force members discussed:
 - i. Design decisions need to go at the end of January to the state historic office for review. This is for selecting the locations of the extras such as:
 1. **Put stoplights on the drawings for the next meeting,**
 2. For discussion to potentially add something to 2ns St. intersection (stoplight signal, sign, etc.)
 3. **Andrew to check with DOT and bring to next meeting.**
 - ii. A water bottle filling station with dog access instead of a bubbler at 4th St. (pg.12)
 - iii. Remove way finder (pg.13) between 4th and 5th St.
 - iv. **For the next meeting.** Put businesses on drawings for points of reference.
 - v. **Move the way find sign to the west side of S. 8th St. Add another on the north side of the road.**

- b. Review and take possible action: City stormwater green infrastructure options for 2028
Main Street Reconstruction Project
 - i. Beyer discussed the necessary coordination with the state where we place the trees/planters and pavers so the utilities can be utilized.
 - 1. Place trees with electrical options at the ground level for lighting purposes.
 - 2. We can't rely on volunteers to maintain the plantings, so think about how many to put out that the city staff can take care of.
 - ii. **Come back with locations at the next meeting in December.**
 - iii. **Jody to take tree locations to her January meeting with business owners.**
 - c. Newsletter update Topics discussed include:
 - i. Education on the trees/pavers.
 - ii. Locations with disclaimers for extras.
 - d. Watertown Main Street WEDC Grant application
 - i. Approved by the council to apply for the \$250,000 grant for back entrances and alleys.
 - ii. Purtell also received a Leadership Watertown grant for alley work.
 - e. Photo Ops/Vistas meeting with Arts council.
 - i. **Put Jody's alleyway rendering on the agenda for January.**
6. Confirm next meeting date:
- a. Special meeting date: December 17, 2025, at 2:30 pm
 - b. Regular meeting date: January 28, 2025, at 2:30 pm
7. Adjournment at 4:03 pm
- a. **Motioned by Hoffman, seconded by Grinwald, carried unanimously**

**Public Works Commission Meeting – Special Agenda
Wednesday, November 20, 2024**

Attendees: Alders Board, Smith, Bartz, and Wetzzel and Commissioner Thompson.

Also present: Mayor Emily McFarland, City Attorney Steve Chesebro, DPW Director/Engineer Andrew Beyer, Parks and Recreation Director Kristine Butteris, Alders Davis and Lampe.

1. Call to Order – Alderman Board called the meeting to order at 4:30 p.m.
Roll call of members, with all Public Works Commission members present.
2. Business
 - A. Convene into closed session per 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Riverside Park Restroom)

***Motion by Wetzzel, supported by Thompson to move into closed session.
Motion carried unanimously by roll call vote.***

- B. Reconvene to open session.

***Motion by Thompson, supported by Bartz, to return to open session.
Motion carried unanimously.***

2. Adjournment
Motion by Wetzzel, supported by Bartz, to adjourn. Motion carried.

Meeting concluded at 5:28 p.m.

Respectfully submitted by Steve Board, Chair.



Wednesday, November 20, 2024, 6:00 pm
In-PERSON/VIRTUAL MEETING
Room 2044, City Hall

By Phone or Zoom Meeting:

<https://us06web.zoom.us/join>

For the Public, Members of the media and the public may attend by calling: (US) +1 (646)931-3860
Meeting ID: 617-065-5357
Pass Code: 959083

All public participants' phones will be muted during the meeting except during the public comment period where applicable.

RDA STRATEGIC PRIORITIES

- 1) ~~400 W. Main St. block demolition, Town Square design etc., and publicizing town square project for possible funding from sources other than the City.~~
- 2) Facilitating quality development in downtown, and
- 3) Creating an approach and working to attract development projects downtown.

1. Pledge of Allegiance
2. Roll Call
 - A. Present: Mason Becker, Ryan Nowatka, Ald. Lampe, Ald. Board, Ryan Wagner, Jacob Maas.
 - B. Virtual: Karissa Hurtgen (left at 6:45 PM), 1 resident
 - C. Absent: Dave Zimmermann
 - D. Other attendees Jess Wildes and Jay Shambeau from the City of West Bend. (virtual): RINKA & Kapur teams
3. Determination of Quorum and Call to Order at 6:03 pm
4. Approval of meeting minutes
 - A. Regular Board Minutes 10.23.24
Notwatka motioned to approve
Board seconded the motion. Motion carried unanimously.
5. **Presentation and Q&A with Jay Shambeau and Jess Wildes, City of West Bend**
 - A. Shambeau and Wildes presented on their city's downtown riverfront project and revitalization efforts. RDA members asked questions. The board thanks them for attending and presenting.
6. No public comment
7. Old Business:
 - A. **Downtown River Corridor Planning.**
 - a. Eric Mayne from RINKA gave an update on the status to the Rock River District Vision document, including some proposed nature enhancements.
 - b. **Review and possible approval:** Marketing scope of work add-on: Discussed proposed marketing/branding add-on contract from RINKA.
Nowatka motioned to approve the agreement for \$9,500.00.
Wagner seconded. Motion carried with one opposed. (Lampe)
 - B. **Beltz Grants.**
 - a. Review and possible approval of received application:
Nowatka moved to approve the application from Rafah Bowls at 120 W. Main St. which was recommended by the RDA's grant review committee.

Board seconded the motion. Motion carried unanimously.

C. 111 S. Water St.

- a. Becker shared that a Predevelopment Agreement with Intrepid Investments will be coming to the Finance Committee on November 25th. For possible approval and will cover 111 S. Water St. and the N. First St. parking lot.

D. Bentzin Family Town Square: Historic Art Wall & plaques

- a. Becker shared that the pieces for the Historic Art Wall are scheduled to be delivered on Monday, November 25th. They will be temporarily stored and hopefully installed in the spring as the bridge project wraps up.

8. New Business: None

9. Status Reports:

A. Housing Rehab Grants:

- a. Becker shared an updated grant tracker and some more checks should be ready for release in the very near future, pending appropriate document submittals.

B. Social media/messaging update:

- a. The board discussed the included update and Becker spoke about planned TID education messaging he is working on with Famularo.

C. Council update:

- a. Lampe and Board spoke about the recent budget approval and discussed the newly released projections report from the school district. Becker will email a copy to the RDA members.

D. Executive Director update:

- a. Items for next agenda: members should email Becker with ideas.
- b. Next meeting is December 18, 2024 at 6 pm.

10. Adjournment at 7:20 pm

Board motioned to adjourn.

Nowatka seconded the motion. Motion carried unanimously. Meeting adjourned.

PAYROLL SUMMARIES

For the Period of: 10/30/2024 11/12/2024

Section 8, Item A.

Department	Employees		Regular Hours	Overtime Hours	Overtime Costs this Pay Period	Y-T-D Overtime Costs	Overtime Budget	Total Payroll
	FT	PT						
Police	51	3	4,002.00	204.25	14,486.24	234,176.13	114,000.00	166,870.38
Fire	29	3	3,260.00	422.75	15,821.49	154,547.17	150,000.00	94,703.06
Municipal Court	1	1	100.00	-	-	-	-	3,204.92
Mayor	1	-	80.00	-	-	-	-	3,425.85
Bldg. Inspection	4	4	368.00	-	112.80	112.80	1,000.00	10,198.47
Attorney	2	1	220.00	-	-	-	-	7,614.40
Finance	6	-	480.00	37.00	-	1,603.99	1,500.00	14,957.61
Media	1	2	109.00	-	-	-	-	2,999.65
Administration	2	2	236.00	-	-	-	-	7,462.72
Engineering	4	2	350.00	-	-	-	-	9,989.86
Health	8	3	704.75	-	-	-	10,500.00	24,023.01
Library	9	13	1,034.45	-	-	315.29	-	25,724.06
Municipal Building	1	-	80.00	-	-	1,429.28	1,000.00	1,859.20
Solid Waste	8	-	640.00	2.00	134.70	1,096.67	3,000.00	15,802.30
Street	22	-	1,746.00	1.50	-	14,602.76	39,200.00	52,783.85
Park	9	-	720.00	4.00	292.56	6,931.07	18,000.00	18,389.37
Forestry	2	-	160.00	-	-	-	-	4,382.40
Park/Rec Admin	7	1	592.50	3.00	-	-	400.00	17,270.71
Recreation and Pools	-	32	264.00	-	-	1,674.40	500.00	3,823.78
Wastewater	10	-	800.00	23.00	548.01	10,557.33	18,000.00	23,999.46
Water Dept.	10	-	784.00	5.75	424.07	10,450.76	23,500.00	25,639.93
Crossing Guards	-	9	131.00	-	-	-	-	1,518.75
Police Reserve	-	2	3.00	-	-	-	-	640.35
Alderspersons (2nd PR)	-	9	9.00	-	-	-	-	4,756.68
TOTALS	187 FT	87 PT	16,873.70	703.25	31,819.87	437,821.79	380,600.00	542,040.77

**ORDINANCE TO
AMEND CHAPTER 550
OFFICIAL ZONING MAP OF THE CITY OF WATERTOWN**

**SPONSOR: MAYOR MCFARLAND
FROM: PLAN COMMISSION WITH POSITIVE RECOMMENDATION**

THE COMMON COUNCIL OF THE CITY OF WATERTOWN DOES ORDAIN AS FOLLOWS:

SECTION 1. The following described property, 1911 Gateway Drive, in the City of Watertown, Jefferson County, Wisconsin is hereby altered and changed from a Mixed Zoning to MR-10, Multi-Family Residential Zoning District classifications as follows:

Lot 1, Certified Survey Map Number 4319, as recorded in Volume 21 of Certified Survey Maps, on Pages 229-231, Document Number 1095342, Jefferson County Registry, and lands located in the southeast quarter of the Northwest Quarter of Section 16, Township 8 North, Range 15 East, City of Watertown, Jefferson County, Wisconsin; more fully described as follows:

Commencing at the North Quarter corner of said Section 16, thence S02°21'33"W along the East line of the Northwest Quarter of said Section 16, 1359.68 feet to the point of beginning; thence continuing along said East line, S02°21'33"W, 1294.07 feet to the center of said Section 16; thence N86°17'55"W along the South line of the Northwest Quarter of said Section 16, 1266.40 feet to the easterly right-of-way line of Gateway Drive, point also being the Southwesterly corner of said Lot 1, C.S.M. 4319; thence N02°15'41"E along the easterly right-of-way line of Gateway Drive, 150.05 feet to the Northwesterly corner of said Lot 1, C.S.M. 4319; thence N86°17'55"W, 45.01 feet to the West line of the Southeast Quarter of the Northwest Quarter of said Section 16; thence N02°15'41"E along said West line, 699.73 feet; thence S86°11'29"E, along the southerly line of Lot 1, C.S.M. 4318, Jefferson County Registry, 496.41 feet; thence N01°57'12"E, along the east line of said Lot 1, C.S.M. 4318, 479.96 feet to the North line of the Southeast Quarter of the Northwest Quarter of said Section 16; thence along said North line, S86°11'12"E, 336.48 feet; thence S02°15'39"W, 33.01 feet; thence S86°11'12"E, 483.38 feet to the point of beginning. This description contains 1,482,844 square feet or 34.0414 acres more or less. (Parcel PIN(s) 291-0815-1624-000, 291-0815-1624-002, 291-0815-1624-003, 291-0815-1624-004, 291-0815-1624-005, & 291-0815-1624-006).

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 the day after its passage and publication.

DATE:	Nov. 19, 2024		Dec. 3, 2024	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED December 3, 2024

CITY CLERK

APPROVED December 3, 2024

MAYOR

**ORDINANCE TO
AMEND CHAPTER 550
OFFICIAL ZONING MAP OF THE CITY OF WATERTOWN**

**SPONSOR: MAYOR MCFARLAND
FROM: PLAN COMMISSION WITH POSITIVE RECOMMENDATION**

THE COMMON COUNCIL OF THE CITY OF WATERTOWN DOES ORDAIN AS FOLLOWS:

SECTION 1. The City of Watertown has been working with Vandewalle & Associates to detect and amend numerous Zoning Map errors; and

SECTION 2. Said properties are evidenced in attached "Exhibit A"; and

SECTION 3. The Common Council of the City of Watertown approves the changes in the City of Watertown Zoning Map to bring the subject properties into compliance.

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.

<i>DATE:</i>	<i>November 19, 2024</i>		<i>December 3, 2024</i>	
<i>READING:</i>	<i>1ST</i>		<i>2ND</i>	
	<i>YES</i>	<i>NO</i>	<i>YES</i>	<i>NO</i>
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
<i>TOTAL</i>				

ADOPTED December 3, 2024

CITY CLERK

APPROVED December 3, 2024

MAYOR

Exhibit A

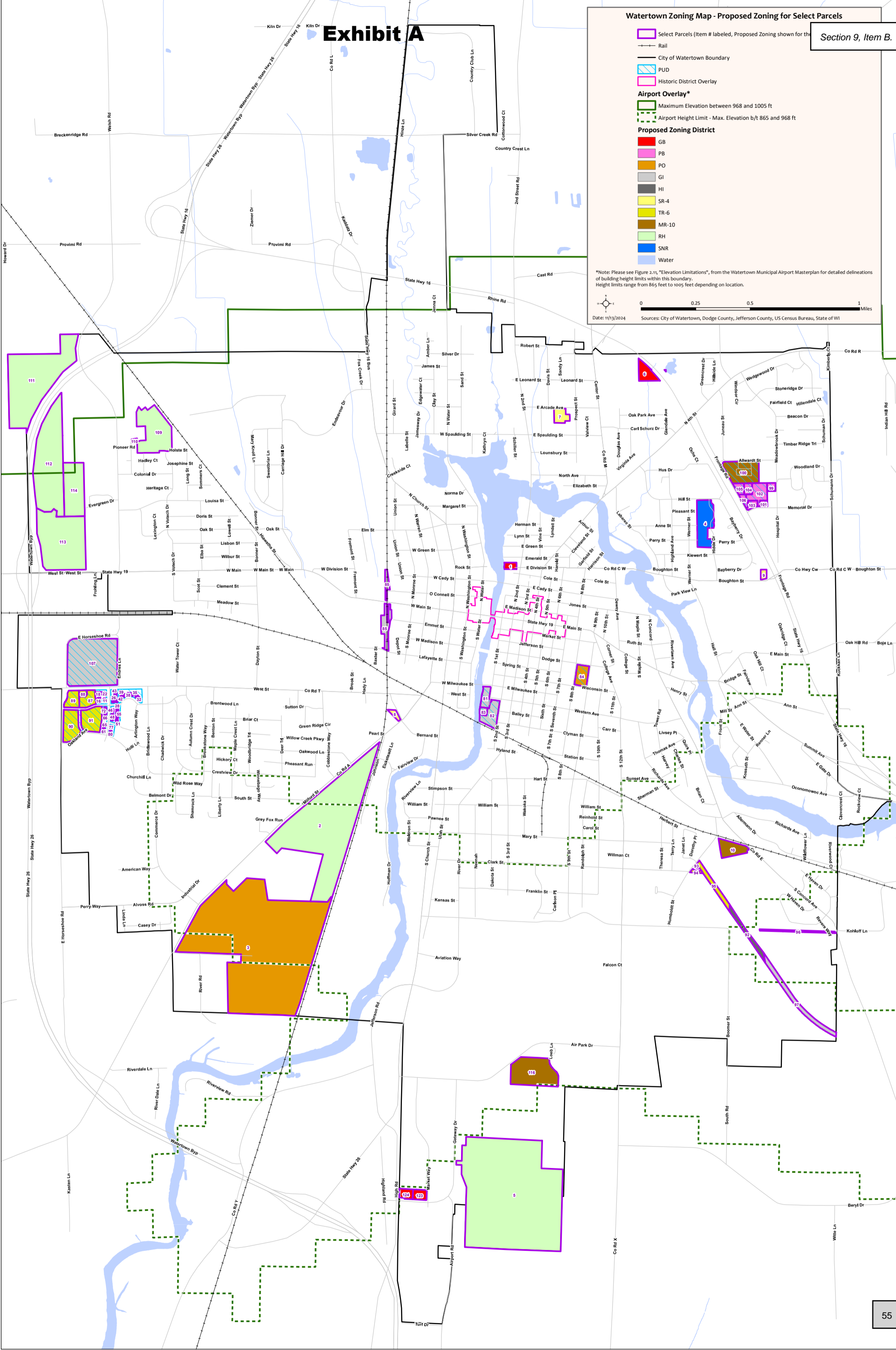
Watertown Zoning Map - Proposed Zoning for Select Parcels

Section 9, Item B.

- Select Parcels (Item # labeled, Proposed Zoning shown for the parcel)
- Rail
- City of Watertown Boundary
- PUD
- Historic District Overlay
- Airport Overlay***
 - Maximum Elevation between 968 and 1005 ft
 - Airport Height Limit - Max. Elevation b/t 865 and 968 ft
- Proposed Zoning District**
 - GB
 - PB
 - PD
 - GI
 - HI
 - SR-4
 - TR-6
 - MR-10
 - RH
 - SNR
 - Water

*Note: Please see Figure 2.11, "Elevation Limitations", from the Watertown Municipal Airport Masterplan for detailed delineations of building height limits within this boundary. Height limits range from 865 feet to 1005 feet depending on location.

Date: 11/13/2024 Sources: City of Watertown, Dodge County, Jefferson County, US Census Bureau, State of WI



**ORDINANCE
ADOPT AMENDMENTS TO THE 2019 CITY OF WATERTOWN COMPREHENSIVE
PLAN**

**SPONSOR: MAYOR MCFARLAND
FROM: PLAN COMMISSION WITH POSITIVE RECOMMENDATION**

The Common Council of the City of Watertown, Wisconsin, does ordain as follows:

WHEREAS, pursuant to sections 62.23(2) and (3) of Wisconsin Statutes, the City of Watertown is authorized to prepare and adopt a comprehensive plan as defined in sections 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes; and,

WHEREAS, the City Council adopted its comprehensive plan in 2019 entitled "City of Watertown Comprehensive Plan"; and,

WHEREAS, the City of Watertown Comprehensive Plan is silent as to the frequency or number of permissible amendments to the City of Watertown Comprehensive Plan; and,

WHEREAS, Wisconsin Comprehensive Planning law requires that a city follow the same administrative process for plan amendment adoption defined under §66.1001(4) of the Wisconsin Statutes; and,

WHEREAS, as part of the City's original adoption of a comprehensive plan the Common Council adopted and has since followed written procedures designed to foster public participation in every stage of the preparation of a comprehensive plan as required by §66.1001(4)(a) of the Wisconsin Statutes; and,

WHEREAS, the Plan Commission of the City of Watertown, by a majority vote of the entire Commission recorded in its official minutes, has positively recommended to the Common Council the adoption of a proposed amendment to change the future land use category shown for 1911 Gateway Drive, Parcel PIN(s) 291-0815-1624-000, 291-0815-1624-002, 291-0815-1624-003, 291-0815-1624-004, 291-0815-1624-005, & 291-0815-1624-006 (Exhibit "A") from "Planned Mixed Use and Planned Neighborhood" to "Multi-Family" on the Future Land Use Map of the Comprehensive Plan;

WHEREAS, the Plan Commission of the City of Watertown has ensured the amendments are in full compliance with the City of Watertown Comprehensive Plan; and,

WHEREAS, the City of Watertown has, in compliance with the requirements of section 66.1001(4)(d) of the Wisconsin Statutes, provided opportunities for public involvement per its adopted public participation plan; and,

WHEREAS, the Common Council held a public hearing on the proposed amendments on November 4, 2024, considered the public comments made and the recommendations of the Plan Commission and staff, and has determined to approve the recommended amendments;

NOW THEREFORE, THE COMMON COUNCIL OF WATERTOWN, WISCONSIN, DOES ORDAIN AS FOLLOWS:

SECTION 1. That the City's Comprehensive Plan be amended to reflect that the future land use category shown for 1911 Gateway Drive, Parcel PIN(s) 291-0815-1624-000, 291-0815-1624-002, 291-0815-1624-003, 291-0815-1624-004, 291-0815-1624-005, & 291-0815-1624-006 (Exhibit "A") change from "Planned Mixed Use and Planned Neighborhood" to "Multi-Family" on the Future Land Use Map of the Comprehensive Plan pursuant to section 66.1001(4)(c) of Wisconsin Statutes; and,

SECTION 2. That all ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed; and, in the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance.

SECTION 3. That this ordinance shall take effect and be in force the day after its passage and publication.

<i>DATE:</i>	<i>November 19, 2024</i>		<i>December 3, 2024</i>	
<i>READING:</i>	<i>1ST</i>		<i>2ND</i>	
	<i>YES</i>	<i>NO</i>	<i>YES</i>	<i>NO</i>
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MODELNHAUER				
MAYOR MCFARLAND				
<i>TOTAL</i>				

ADOPTED December 3, 2024

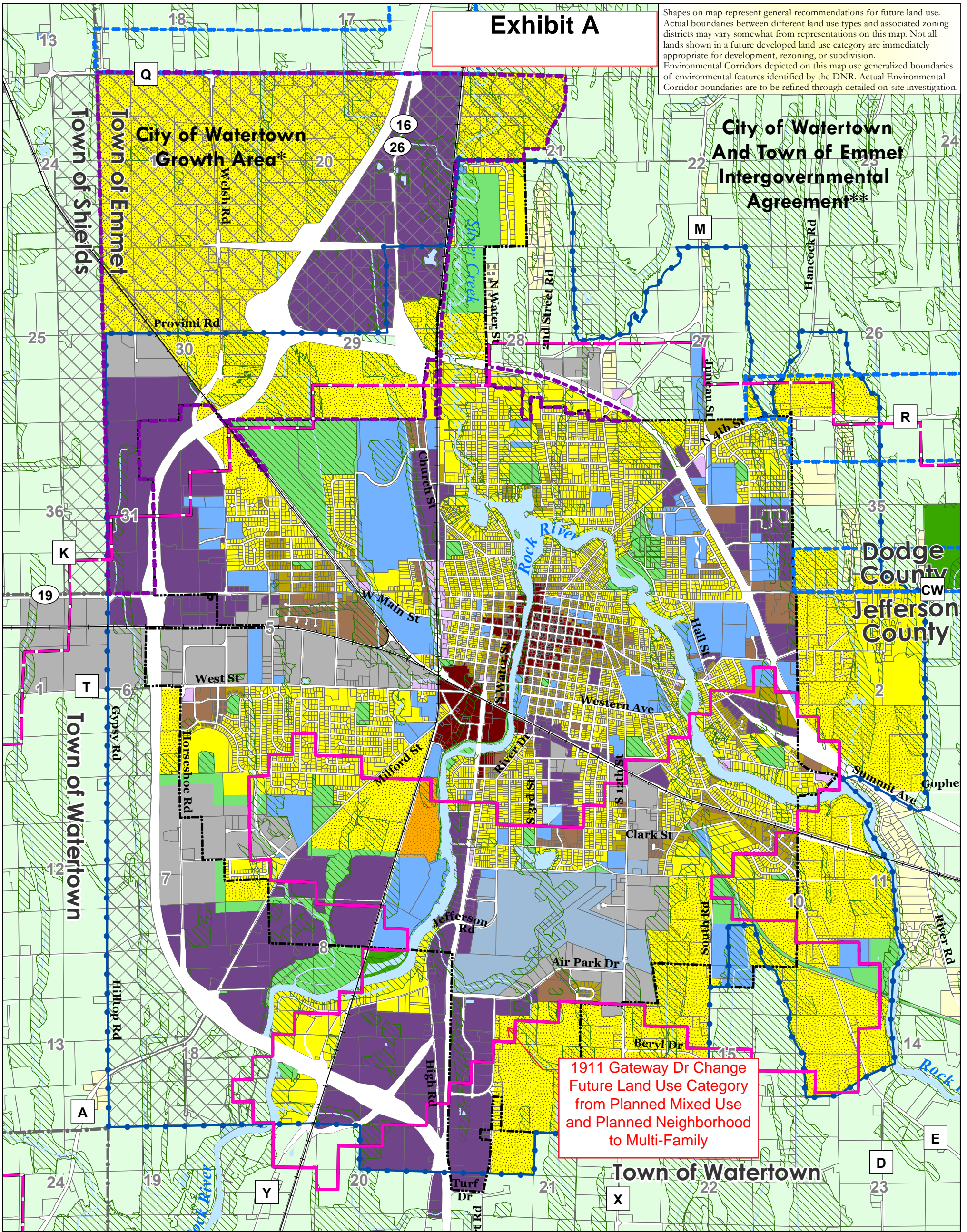
CITY CLERK

APPROVED December 3, 2024

MAYOR

Exhibit A

Shapes on map represent general recommendations for future land use. Actual boundaries between different land use types and associated zoning districts may vary somewhat from representations on this map. Not all lands shown in a future developed land use category are immediately appropriate for development, rezoning, or subdivision. Environmental Corridors depicted on this map use generalized boundaries of environmental features identified by the DNR. Actual Environmental Corridor boundaries are to be refined through detailed on-site investigation.



Future Land Use Urban Area

Map 6b

- City/Town IGA**
- City Growth Area
- City Periphery Areas

City of Watertown Comprehensive Plan

Land Use Categories

- Agricultural
- Single-Family Residential - Unsewered
- Single-Family Residential - Sewered
- Two-Family Residential
- Multi-Family Residential
- Planned Neighborhood**
- Institutional
- Airport

- Rights-of-Way
- Neighborhood Mixed Use
- Planned Mixed Use*
- Central Mixed Use
- Riverside Mixed Use***
- Mixed Industrial
- Parks & Recreation
- Environmental Corridor
- Surface Water

*Each "Planned Mixed Use Area" may include mix of:



**"Planned Neighborhoods" should include a mix of the following:



***Each "Riverside Mixed Use Area" may include mix of:



- City of Watertown
- Town Boundary
- Parcel
- Railroad
- Watertown Urban Service Area
- Watertown Long Range Growth Area

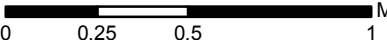
Airport Height Limitations

- Maximum Building Elevation b/t 865 and 968 ft
- Maximum Building Elevation b/t 968 and 1005 ft

Draft: August 7, 2019

Source: WisDNR, FEMA, City of Watertown, Dodge Co. LIO & Jefferson Co. LIO, V&A

VANDEWALLE & ASSOCIATES INC. Shaping places. shaping change



**RESOLUTION TO
APPLY FOR CAPITAL GRANT FROM DEPARTMENT OF
TRANSPORTATION FOR FLEET PURCHASES FOR
SHARED-RIDE TAXI SERVICE**

**SPONSOR: ALD. SCHMID
FROM: TRANSIT COMMISSION**

WHEREAS, the City of Watertown began operation of a shared-ride taxi service beginning January 1, 1994; and,

WHEREAS, the fleet used for shared-ride taxi service is in need of updated vehicles; and,

WHEREAS, the application for Federal funding for such purposes must be made on or before December 13, 2024.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE
CITY OF WATERTOWN, WISCONSIN:**

That the proper City officials be and are hereby authorized to apply for a capital grant for 2025 in the estimated amount of \$74,574 with the City’s share expected to be 20% for which the City will appropriate the level of funding necessary. The grant funds will be used to purchase one ADA Mini-Van.

	YES	NO
DAVIS		
LAMPE		
BOARD		
BARTZ		
BLANKE		
SMITH		
SCHMID		
WETZEL		
MOLDENHAUER		
MAYOR MCFARLAND		
TOTAL		

ADOPTED December 3, 2024

CITY CLERK

APPROVED December 3, 2024

MAYOR

**RESOLUTION TO
APPLY FOR OPERATING GRANT FROM DEPARTMENT OF
TRANSPORTATION FOR SHARED-RIDE TAXI SERVICE**

**SPONSOR: ALD. SCHMID
FROM: TRANSIT COMMISSION**

WHEREAS, the City of Watertown began operation of a shared-ride taxi service beginning January 1, 1994; and,

WHEREAS, it is necessary for the City of Watertown to submit a request for State and Federal funding in support of the shared-ride taxi service annually and such application is due by December 13, 2024; and,

WHEREAS, the City bid accepted proposals for a shared-ride taxi service provider in 2020 for the two-year period of January 1, 2021 through December 31, 2022 with three one-year options to follow and a resolution approving the contract for shared-ride taxi service was approved by the Common Council on December 1, 2020; and,

WHEREAS, Common Council approved the 2025 Exercise of Options Year Five agreement for a shared-ride taxi service with Passenger Transit Inc. on October 15, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

That the proper City officials be and are hereby authorized to apply for an operating assistance grant through the Wisconsin Department of Transportation for year 2025 in an amount of \$993,898.

	YES	NO
DAVIS		
LAMPE		
BOARD		
BARTZ		
BLANKE		
SMITH		
SCHMID		
MOLDENHAUER		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED December 3, 2024

CITY CLERK

APPROVED December 3, 2024

MAYOR

MEMORANDUM OF UNDERSTANDING
BETWEEN CITY OF WATERTOWN AND
LOCAL 877 OF THE INTERNATIONAL
ASSOCIATION OF FIREFIGHTERS, AFL-CIO-CLC

The City of Watertown (hereinafter “City”) and Local 877 of the International Association of Fire Fighters, AFL-CIO-CLC (hereinafter “Union”) hereby agree to the following changes to the current 2024-2025 Agreement between the parties as outlined in red below. These changes are clarifying the vacation selection process.

ARTICLE VIII – VACATION AND HOLIDAYS

8.01 – VACATIONS.

- a) Firefighting employees shall be entitled to annual vacations based on length of continuous service as provided in this Article.
- b) On January 1 of every year, each firefighting employee with at least twelve (12) months of service shall be deemed to have earned vacation awarded on that day based on the length of continuous service as specified in Section 8.03 infra. Any firefighting employee who during the course of the year reaches a new threshold for vacation award based on continuous service shall receive one (1) additional day of vacation awarded and earned on their anniversary date for that year. Firefighting employees may schedule their additional day of earned vacation at the same time as all other vacation days are scheduled provided the additional day is scheduled after their anniversary date for that year.
- c) Firefighting employees may not use unearned vacation time.
- d) ~~Vacation schedules, including the number of employees who are able to be on vacation at the same time, shall be approved by the Chief or their representatives. Vacations shall be drawn according to seniority and employees outside the bargaining unit may, at the discretion of the Chief, be included in such draw.~~

Two shift personnel, including Battalion Chiefs, shall be allowed off on any given day for vacation. Shortages in staffing due to open positions, training, or other non-vacation leave shall not prohibit the selection or moving of vacation days if the

maximum number of two-shift personnel on vacation is not exceeded. Using vacation for medical leave, approved extended leave, and/or light duty shall not count toward the two vacation days per shift. Vacations shall be selected as follows:

-Battalion Chiefs and Lieutenants shall pick their vacation for the year first; only one of the shift officers shall be permitted to be on vacation per shift.

-After Battalion Chief and Lieutenant vacation selections are completed, the line staff shall pick vacation based on seniority, starting with the most senior member. Vacations shall be picked as full work cycles. During the first round, an employee may select a “double pick” of two swings that are back-to-back; they will then forfeit their selection in round two. Double picks may only be selected during the first round and must be back-to-back cycles. Once all line personnel have selected their full cycles, the remaining days shall be selected following seniority.

-In the event of a crew transfer the member being transferred shall be allowed to pick their vacation days on their new assigned shift either the cycle before or after their original cycle of vacation their previous shift regardless of the number of people on vacation already on the new shift.

- e) Vacations must be taken within the calendar year, or they shall be considered lost. For purposes of this Section, a vacation period which starts within the calendar year but extends beyond such year shall be considered as taken within the calendar year.
- f) Continuous service shall not include any period of layoff or unpaid leave of absence, except military leave if required by law, where such layoff or leave exceeds thirty (30) consecutive calendar days.
- g) In the event a firefighting employee separates from their employment with the City for any reason, said employee shall not be required to repay or reimburse any used vacation time. Furthermore, the City shall pay any earned and unused vacation time out to the firefighting employee at their current rate of pay on the final pay check.
- h) New Hires – Beginning January 1, 2022
 - 1) New Hires shall receive no vacation hours from their start date until the end of the calendar year in which they were hired.
 - 2) On January 1 of the year following the year in which the New Hire began working full-time at the Watertown Fire Department, the New Hire will earn .5 days of vacation per two-week period from their date of hire to December 31, of the year they were hired.
 - 3) While vacation time provided in subparagraph 2 will be deemed earned on January 1, of the year following the year in which the New Hire began full-time employment, a New Hire shall not be eligible to use or be paid out vacation days upon separation until completion of their probationary period.

- 4) On January 1 of the year following the end of a New Hire's probation period, the individual shall begin earning vacation consistent with Article 8.01(b) supra.

**RESOLUTION TO
APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN THE
CITY OF WATERTOWN AND
WATERTOWN FIREFIGHTERS LOCAL 877**

**SPONSOR: MAYOR MCFARLAND
FROM: FINANCE COMMITTEE**

WHEREAS, the Common Council approved a collective bargaining agreement with Local 877 of the International Association of Firefighters for the years of 2024 and 2025 with Resolution #9566 effective on January 1, 2024; and,

WHEREAS, Watertown Firefighters Local 877 and the City of Watertown have agreed that the process for selecting vacation shall be better defined within the Union Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

That the proper City officials are hereby authorized to execute the attached memorandum of understanding to implement the change to the scheduling of vacation with an effective date of December 1, 2024.

	YES	NO
DAVIS		
LAMPE		
BOARD		
BARTZ		
BLANKE		
SMITH		
SCHMID		
WETZEL		
MOLDENHAUER		
MAYOR MCFARLAND		
TOTAL		

ADOPTED December 3, 2024

CITY CLERK

APPROVED December 3, 2024

MAYOR

MEMO

Fire Department

To: Finance Committee

From: Chief Reynen

Date: 10/16/2024

Subject: Union Contract MOU- Vacation Selection

Background

In January 2022, the city increased staffing from 8 personnel per shift to 9. Due to shift vacancies and apparatus changes, shift *minimum* staffing did not increase at that time. On December 1, 2024, the Watertown Fire Department will be adjusting minimum staffing levels from 6 personnel to 7. This allows for staffing the 4110 Command Car which will provide for officer oversight of day-to-day operations and more importantly, critical oversight and command of emergency scene operations. This position can only be staffed with a Battalion Chief or Lieutenant. The Department has allowed for 2 personnel to be off on vacation for many years but have never specified who could chose to be off on a day. To properly staff the 41140 Command Car, a Battalion Chief or Lieutenant must be on duty, thus cannot pick vacation for the same days. The current collective bargaining agreement would not allow for this as written. The officer group has worked diligently, along with union e-board members to develop a solution that meets the needs of both parties while moving the department forward, improving operations and safety for all.

In the MOU below, the only “new” or change to procedures is that the Battalion Chiefs and Lieutenants will pick their vacations for the year fist, allowing only one on vacation at a time.

The remaining language outlines long standing practices on vacation picks at Watertown Fire Department which is standard through many area fire departments. This includes the “double pick” procedure and outlining what happens with crew transfers and vacation picks.

This MOU shows the dedication of the Union and Administrations commitment to working together to achieve the common goal of improving safety and response to the community.

Budget Goal

1. Supports employee retention and growth, while also evaluating operations and the associated staffing.

Financial Impact

No additional cost. This allows for critical staffing positions to be filled while limiting risk to overtime costs.

Recommendation

Approve the attached MOU language to allow for improved staffing and safer emergency response.

2024 Operational Goal

1. Enhance community resilience and safety through proactive education, support, and adequate Fire/EMS response.

MEMO

Fire Department

To: Finance Committee & Mayor McFarland

From: Chief Reynen

Date: 11/19/2024

Subject: Mayville EMS Training Center

Background

The Watertown Fire Department has a long history of working with area EMS Training Centers and Technical Colleges in providing field locations for EMS students to get field experience and required ride time for EMS licensure.

The affiliation agreement addresses legal issues that may arise with having a student from a technical college or training center in completing field ride time with the Watertown Fire Department and City of Watertown.

Mayville EMS Training Center reached out to the Watertown Fire Department to develop an agreement for EMS student training. The agreement was presented to the City Attorney who had no legal concerns with this agreement.

The agreement is presented to the Finance Committee for approval of the agreement.

Budget Goal

- 3. Supports employee retention and growth, while also evaluating operations and the associate staffing.
- 5. Maintains a safe and health community, with an eye toward future needs and trends.

Financial Impact

No financial impact

Recommendation

Motion to allow the affiliation of Mayville EMS Training Center with Watertown Fire Department as a ride site.



MEMO

2024 Operational Goal

Meet 2025 annual training goals set internally and encourage employee growth and development by setting a solid foundation based on training.

**RESOLUTION TO
ENTER INTO AGREEMENT WITH THE CITY OF MAYVILLE
EMERGENCY MEDICAL SERVICE TRAINING CENTER
FOR FIELD SITE TRAINING**

**SPONSOR: MAYOR MCFARLAND
FROM: FINANCE COMMITTEE**

WHEREAS, The City of Watertown Fire Department has a long history of working with area EMS Training Centers and Technical Colleges in providing field locations for EMS students experience and required ride time; and

WHEREAS, this affiliation agreement addresses legal issues; and,

WHEREAS, Mayville EMS Training Center reached out to the Watertown Fire Department to develop this agreement and it was presented to the City Attorney who had no legal concerns.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

That the proper City Officials be and are hereby authorized to enter into agreement with the Mayville EMS Training Center.

That this resolution shall be in full force and effect upon its passage and adoption.

	YES	NO
DAVIS		
LAMPE		
BOARD		
BARTZ		
BLANKE		
SMITH		
SCHMID		
WETZEL		
MOLDENHAUER		
MAYOR MCFARLAND		
TOTAL		

ADOPTED December 3, 2024

CITY CLERK

APPROVED December 3, 2024

MAYOR

CITY OF MAYVILLE EMERGENCY MEDICAL SERVICE TRAINING CENTER FIELD SITE TRAINING AGREEMENT FOR MEDICAL SERVICE PROVIDERS



This Field Site Training Agreement for Emergency Medical Service Providers (“Agreement”) is entered into this 4 day of November, 2024 between the Mayville EMS Training Center Training Center (“Mayville EMS Training Center”) and Watertown Fire Department (“Service Provider”).

In consideration for access and training, Mayville EMS Training Center Training Center shall ensure that all Mayville EMS Training Center students who will be training with Service Provider will comply with state requirements for health screenings and background checks and will have a valid Mayville EMS Training Center Training Center training permit. Mayville EMS Training Center students shall be covered by a professional liability insurance policy provided to Mayville EMS Training Center, and Mayville EMS Training Center shall supply evidence of this insurance with conditions, policy limits, and coverage types approved by Service Provider. Mayville EMS Training Center shall defend, indemnify, and hold harmless Service Provider and its directors, officers, employees, and agents from and against any and all allegations, claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including without limitation attorneys’ fees and costs) which arise out of, relate to, or result from any act or omission of Mayville EMS Training Center students.

Mayville EMS Training Center students shall be advised as to proper procedures, etiquette and expectations prior to participating in clinical opportunities with Service Provider and shall adhere to all such requirements.

Service Provider shall provide students with clinical educational experience where they may be allowed to perform all skills at their state training permit license level that fall within the current Wisconsin EMS Scope of Practice protocol issued by the Wisconsin Department of Health Services. Training must occur under the supervision of an approved proctor, as pre-determined by both parties to this Agreement. At a minimum, all EMS proctors shall be an EMS provider with two or more years of experience at or above the level they are proctoring. Mayville EMS Training Center Training Center EMT students shall not count towards legal minimum crew size.

Either party may terminate this agreement upon ten days’ notice for any cause or no cause whatsoever.

Mayville EMS Training Center
By: _____
Julie Staffin Date
Deputy Director, Program Director

Service Provider _____
By: _____
Date
Title: _____

MEMO

Fire Department

To: Finance Committee & Mayor McFarland

From: Chief Reynen

Date: 11/19/2024

Subject: Assistance to Firefighter Grant Opportunity

Background

The Fire Department has identified annual training goals for 2025, in which includes NFPA 1403-Standard for Live Fire Training, Certified Emergency Vehicle Operator (CEVO), and Fire Department Incident Safety Officer Course.

Assistance to Firefighter Grant (AFG) is federally funded through Federal Emergency Management (FEMA) This year's Notice of Funding Opportunity (NOFO) outlines training as the focus, of which the courses listed above are noted as "high" priority for funding. Tuition, textbooks and wages to attend the courses are covered under the AFG NOFO with a 10% cost share requirement. This grant will cover 90% of the identified costs to the agency.

NFPA 1403 Training is required for instructors conducting live fire trainings to ensure safe training operations. Facility live fire training has an impact in safe and effective fire department operations as well as a requirement in insurance rating through third party agencies. The department intends to host this training at the new station and is writing the grant to cover tuition cost for the minimum 15 students.

The department identified Certified Emergency Vehicle Operator for Ambulances and Fire apparatus (CEVO), has a proven outcome in risk reduction efforts while improving driver awareness during emergency operations. to safe vehicle operations. Most of our department staff have under 4 years of full-time experience and investing in them for safe emergency vehicle operation training will work to reduce accidents. CEVO 4 & 5 (Certified Emergency Vehicle Operator for Ambulances and Fire apparatus)

Incident Safety Officer is a 40-hour certification course that provides training to increase awareness from a safety perspective during emergency incidents including Fire, EMS, Technical Rescue, and Hazardous Materials scenes, and report to the IC the status of conditions, hazards, and risks present. This course will also cover accident investigation and review procedures as well as how to develop and participate in a post-incident analysis and additional workplace safety programs.

We have identified reputable sources for the training and outlined a budgetary cost for the programs requested.



MEMO

- NFPA 1403 Training - 9 Watertown staff certified
- CEVO 4 & CEVO 5 Train the Trainer - 6 Watertown staff certified
- Incident Safety Officer – 3 Watertown staff certified

Total Cost of the Grant request: \$50,862.18

10% Cost share for Watertown Fire Department: \$5,086.22

The department has funding available in the training budget to cover the 10% cost share to accomplish this task.

Budget Goal

3. Supports employee retention and growth, while also evaluating operations and the associate staffing.

5. Maintains a safe and health community, with an eye toward future needs and trends.

Financial Impact

10% of overall grant cost as outlined above. \$5,086.22

Recommendation

Motion to approve for the Fire Department to apply for the Assistance to Firefighter Grant (AFG) for FY2024.

2024 Operational Goal

Meet 2025 annual training goals set internally and encourage employee growth and development by setting a solid foundation based on training.

**RESOLUTION TO
APPLY FOR THE ASSISTANCE TO FIREFIGHTER GRANT**

**SPONSOR: MAYOR MCFARLAND
FROM: FINANCE COMMITTEE**

WHEREAS, The City of Watertown Fire Department has identified annual training goals for 2025 which include NFPA Standard for Live Fire Training, Certified Emergency Vehicle Operator, and Fire Department incident Safety Officer Course; and

WHEREAS, the Assistance to Firefighter Grant (AFG) is federally funded through FEMA and will cover 90% of the costs of the training, and the 10% is in the WFD training budget already; and,

WHEREAS, these training courses will maintain safer operations and healthier community and help with employee retention and growth.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

That the proper City Officials be and are hereby authorized to apply for the Assistance to Firefighter Grant.

That this resolution shall be in full force and effect upon its passage and adoption.

	YES	NO
DAVIS		
LAMPE		
BOARD		
BARTZ		
BLANKE		
SMITH		
SCHMID		
WETZEL		
MOLDENHAUER		
MAYOR MCFARLAND		
TOTAL		

ADOPTED December 3, 2024

CITY CLERK

APPROVED December 3, 2024

MAYOR

MEMO

Fire Department

To: Finance Committee

From: Chief Reynen

Date: 11/13/2024

Subject: DNR MOU

Background

The City of Watertown Fire Department has an MOU with the DNR dated 2019. The DNR reached out requesting to update our MOU to the most current document.

These updates can be noted in separating “prescribed burning” into its own category and increased payment for staff on prescribed burns and adding 13.C which allows to consult with the Fire Department Advisory Council for increased hourly rates of pay.

The Fire Department has also elected to allow for reimbursement on initial fire response on DNR lands. This means the fire department will be paid for the 1st hour of fire attack rather than foregoing the payment we have historically.

Budget Goal

1. Maintains a safe and healthy community, with an eye toward future needs and trends.

Financial Impact

No additional cost to the city, this could increase reimbursement based on billable hours on DNR land fires.

Recommendation

Approve the attached MOU.

2024 Operational Goal

1. Enhance community resilience and safety through proactive education, support, and adequate Fire/EMS response.

**RESOLUTION TO
REVIEW AND APPROVE FIRE DEPARTMENT/DNR MEMORANDUM
OF UNDERSTANDING (MOU) FOR MUTUAL AID AND FIRE
SUPPRESSION SERVICES**

**SPONSOR: EMILY MCFARLAND
FROM: FINANCE COMMITTEE**

WHEREAS, there is a forest fire suppression agreement in place between the Department of Natural Resources (DNR) and the Watertown Fire Departments; and,

WHEREAS, the current forest fire suppression MOU in place is five (5) years old and the DNR reached out to update to the most current document; and,

WHEREAS, s 26.11, Wis Stats, vests the DNR with the power, authority, and jurisdiction in all matters relating to prevention, detection, and suppression of forest fires outside the limits of villages and cities; and,

WHEREAS, these updates can be noted in separating “prescribed burning” into its own category and increased payment for staff on prescribed burns and added 13.C which allows consult with the Fire department Advisory Council for increased hourly rates of pay. The Fire Department will also allow reimbursement for the initial fire response on DNR lands.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE
CITY OF WATERTOWN, WISCONSIN:**

Approve the Watertown Fire Department to continue an MOU with the DNR for mutual aid and fire suppression services.

That this Resolution shall be in full force and effect upon its passage and adoption.

	YES	NO
DAVIS		
LAMPE		
BOARD		
BARTZ		
BLANKE		
SMITH		
SCHMID		
WETZEL		
MOLDENHAUER		
MAYOR MCFARLAND		
TOTAL		

ADOPTED December 3, 2024

CITY CLERK

APPROVED December 3, 2024

MAYOR

Notice: Collection of this information is authorized pursuant to s. 26.145, Wis. Stats.; ch. NR 47, subch. I and VIII, Wis. Adm. Code; Cooperative Forestry Assistance Act of 1978, Section 10(b)2 as amended; and 16 U.S.C. 2101-2114. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records laws (ss. 19.32-19.39, Wis. Stats.).

Fire Department Information			
Fire Department Name Watertown Fire Department		Check one <input type="checkbox"/> In DNR Fire Protection Area <input checked="" type="checkbox"/> In Cooperative Area	
Address 106 Jones Street		Phone Number (include area code) 920-261-3610	
City Watertown	State Wi	ZIP Code 53094	Tax ID # 39-6005640

Agreement

THIS AGREEMENT is entered into by and between the above-listed fire department (the Fire Department), and the State of Wisconsin Department of Natural Resources (DNR), for the suppression of forest fires within each party's respective jurisdiction in DNR Protection Area and/or on land owned by the DNR (DNR Land) in Cooperative Area.

WHEREAS, s. 26.11, Wis. Stats., vests the DNR with the power, authority, and jurisdiction in all matters relating to prevention, detection, and suppression of forest fires outside the limits of incorporated villages and cities and s. 23.09(4), Wis. Stats., and s. NR 1.23, Wis. Adm. Code, authorize the DNR to render assistance in case of emergencies.

WHEREAS, the DNR and the Fire Department pursuant to ss. 23.09(1)(2), 23.11 and 26.11(4), Wis. Stats., desire to cooperate in the suppression of fires; it is agreed by and between the DNR and the Fire Department as follows:

1. DEFINITIONS

- a. "Cooperative Area" means the areas of the State outside the DNR Protection Areas where Fire Departments have primary forest fire initial attack responsibilities.
- b. "DNR Protection Area" are the areas of the state defined by ss. NR 30.01 and NR 30.02, Wis. Adm. Code, as intensive or extensive.
- c. "Extended Attack" occurs when resources beyond those designated for initial attack must be dispatched to an incident or when extensive mop-up is required. This is generally when suppression efforts exceed one hour.
- d. "Forest Fire" means an uncontrolled, wild or running fire occurring on a forest, marsh, field, cutover or other lands or involving farm, city, or village property and improvements incidental to the uncontrolled, wild or running fire occurring on forest, marsh, field, cutover or other lands (as defined in s. 26.01(2), Wis. Stats.).
- e. "Incident Command System" means a set of personnel, policies, procedures, facilities, and equipment, integrated into a common organizational structure designed to improve emergency response operations of all types and complexities. ICS is a subcomponent of the National Incident Management System (NIMS), as released by the U.S. Department of Homeland Security in 2004.
- f. "Initial Attack" is defined as the first hour when suppression efforts are needed.
- g. "Non-reportable Fires" include incidents involving:
 - i. Burning activity that does not spread from predetermined limits
 - ii. Fires that cannot be located
 - iii. False alarms
 - iv. Structural fires
 - v. Vehicular or equipment fires
- h. "Project fire" means an extended attack forest fire requiring state-wide resource deployment by the DNR
- i. "Reportable Fires" are all fires not listed in Section. 1.g.
- j. "Suppression" means the action of the responding agency(ies) beginning with initial attack and continuing through control of the forest fire, mop-up, and until the forest fire is out.
- k. "Unified Command" means a system of command that enables institutions and agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively
- l. "ATV" (all-terrain vehicle) and "UTV" (utility terrain vehicle) include equipment that is a manufactured motor driven device capable of off-road use. These vehicles cannot meet the federal motor vehicle safety standards.

2. RESPECTIVE RESPONSIBILITIES

- a. The DNR is responsible for the suppression of all forest fires and protection and suppression of any improvements threatened by forest fires as defined previously in s. 26.11, Wis. Stats.
- b. DNR may assist the Fire Department when resources are available, as authorized by s. NR 1.23, Wis. Adm. Code and s. 26.11(1), Wis. Stats.
- c. Within DNR Protection Areas, the DNR may request the assistance of the Fire Departments to provide forest fire suppression, as well as structural protection.
- d. Outside of DNR Protection Areas, in the Cooperative Areas, the Fire Departments may request the assistance of the DNR to provide additional resources and support in forest fire suppression and Fire Departments have been delegated the authority on DNR-owned lands for fire suppression actions by virtue of this Agreement.
- e. Structural and vehicular fires are the responsibility of the Fire Department, but the Fire Department may request DNR equipment and personnel to assist with the structural and vehicular fire or when there is danger of a forest fire being caused by the structural or vehicular fire.

3. REPORTING FIRES

- a. The Fire Department agrees to make every effort to immediately notify the DNR of forest fires, or fires which may become forest fires that are burning or threatening DNR protection areas or DNR Lands. If immediate notification cannot be made, the Fire Department shall report the location of the fires, and the action taken, to the DNR as soon as possible, but no later than 24 hours from its knowledge of the forest fires.
- b. If the Fire Department is unable to contact the DNR, it shall take immediate, independent action to effectively suppress the forest fire.
- c. If it is uncertain whether a reported forest fire is within a DNR protection area or on DNR land due to the fire's proximity to the boundary line, the Fire Department or DNR shall notify the other party. If the Fire Department or DNR is unable to contact the other party, it shall take immediate, independent action to effectively suppress the forest fire, as soon as practicable. Thereafter, it shall notify the other party and report the location of the fire and the action that was taken.
- d. The DNR agrees to notify the Fire Department through County Dispatch if they become aware of a structure or vehicular fire within the Fire Department's jurisdiction.

4. COMMAND AT FIRES

The Incident Command System will be used at all forest fires. When the Fire Department is the first to arrive at the scene of a forest fire within a DNR protection area or on DNR land, the Fire Department shall establish incident command and begin initial attack. Command of the incident may be transferred to a qualified DNR incident commander upon arrival. A Unified Command structure is encouraged when deemed appropriate. If DNR does not arrive on scene, or is called to another incident, the Fire Department shall maintain command of the forest fire until out.

5. OUTSIDE ASSISTANCE

A DNR designated employee shall be consulted when in attendance by the chief officer of the Fire Department before calling in additional crews and equipment or outside fire departments for forest fires originating and occurring in DNR protection areas or on DNR lands. The incident commander is responsible for releasing the additional crews or equipment as soon as possible.

6. EQUIPMENT AND PERSONNEL REQUIREMENTS

- a. The DNR and the Fire Department agree to have available and utilize firefighting units suitable for suppressing forest fires. Responding units should be equipped with forest fire fighting hand tools and equipment. All responding units shall be equipped with a radio that contains a common frequency with the local DNR fire units, such as "Fire-ground Blue."
- b. It is recommended that Fire Departments respond to forest fires with firefighters that have successfully completed **INTRODUCTION TO WILDLAND FIRE SUPPRESSION FOR WI FIRE DEPARTMENTS** in accordance with NFPA 1051 standards, which is an 8-hour course taught by DNR personnel and available to all Fire Departments.
- c. Firefighters shall wear protective clothing on all forest fires. It is recommended that protective clothing meets the 1977 NFPA standard on protective clothing and equipment for forest fire fighting including, as a minimum, Nomex shirts, pants or coveralls, boots, hardhat or helmet, and leather gloves. Use of web belts and fire shelters are also recommended for additional protection. Structural turnout gear should be available on each unit for every firefighter in the event there is a structural fire.

7. FIRE SUPPRESSION SERVICES AND COMPENSATION

- a. The Fire Department agrees to provide suppression services on forest fires, if its resources are available, whenever it is requested to respond by DNR or through established dispatch procedures. The DNR agrees to provide suppression services on forest fires, when resources are available, if requested by the Fire Department or through established dispatch procedures.
- b. In DNR Protection Areas, Fire Department suppression services compensation applies to all forest fires occurring outside the limits of incorporated villages and cities.
- c. In Cooperative Areas, Fire Department suppression services compensation applies **only** to forest fires originating on DNR owned lands.
- d. On all State lands and lands under DNR management, Fire Department compensation applies only when invited to assist with prescribed burning on DNR managed lands.

8. COMPENSATION

The Fire Department must choose one compensation option from each of the following response categories below. **Choose an option (for both a. initial attack and b. extended attack) and check the selected option box.**

NOTE: The person(s) responsible for causing the forest fire may be billed by DNR for all suppression costs, including those incurred by the Fire Department, that are billed to DNR:

- a. INITIAL ATTACK:
Compensation for providing **initial attack** forest fire suppression, (including building protection) on forest fires within the Fire Department's area of jurisdiction. Initial attack is defined as the first hour of forest fire suppression services (**choose option 1 or 2**).

Option 1. No payment for providing forest fire suppression on all initial attack forest fires.

Option 2. Receive payment for providing forest fire suppression on all initial attack forest fires.

- b. EXTENDED ATTACK:
Compensation for providing **extended attack** forest fire suppression, (including building protection) on forest fires either in or outside the Fire Department's own area of jurisdiction. Extended attack is defined as forest fire suppression on an incident where services exceed one hour (**choose option 1 or 2**).

Option 1. No payment for providing forest fire suppression on all extended attack forest fires.

Option 2. Receive payment for providing forest fire suppression on all extended attack forest fires.

9. PRESCRIBED BURNING

Would your fire department wish to be invited to participate in prescribed burning on DNR managed lands? (**choose option 1 or 2**).

Option 1. No, our fire department does not wish to be invited to participate in prescribed burning activities on DNR managed lands.

Option 2. Yes, our fire department would like to receive invitations to participate in prescribed burning activities on State managed lands. (**Choose one payment option below**):

No payment for participating in prescribed burns on DNR managed lands.

Receive payment for participation in prescribed burning activities on DNR managed lands. Payment includes all firefighter hours and one payment hour per day for each piece of equipment requested and used.

10. BILLING PROCEDURE

- a. The Fire Department, township, or governing body agrees not to directly bill any landowner, responsible party, or governmental body for forest fire suppression service costs paid by the DNR for services consistent with this Agreement.
- b. If the Fire Department bills the DNR for fire suppression costs: (a) the bill shall be prepared on the appropriate form, and (b) the bill shall be presented no later than 14 days following the date on which the fire suppression was completed. Failure to meet this deadline may jeopardize the payment of the bill.
- c. If the Fire Department submits a bill for services rendered in suppressing a forest fire, it shall be paid by the subject to the following limitations.

- i. No payment will be made by DNR for runs on or associated with non-reportable fires. Examples include, but are not limited to:
 - Burning activity covered by a legal burning permit.
 - Burning activity not covered by a legal burning permit, but has not escaped control.
 - Cannot be located.
 - False alarms.
 - Structural fires.
 - Vehicle fires.
 - Cooking or warming fires.
- ii. No payment will be made by DNR for forest fire suppression actions where the Fire Department provides no suppression services.

11. RECOMMENDED STAFFING

- a. The recommended staffing and equipment for initial attack forest fire suppression operations is as follows:
 - (i) 1 4x4 brush rig (ICS Type 5-7 Engine).
 - (ii) 1 engine (or a tender (tanker) with pumping capabilities, ICS Type 1-4 Engines).
 - (iii) 6 forest fire trained firefighters.
- b. During periods of very high or extreme fire danger, more personnel and equipment than listed above may be required for the initial response.
- c. Should the Fire Department respond with more than the recommended or requested dispatch, only that equipment and personnel needed and actually used for suppression will be compensated at the predetermined rate. Compensation for additional equipment and personnel may not be made to the Fire Department unless the DNR agrees it was reasonably necessary for suppression.

12. STAFFING FOR STRUCTURAL PROTECTION

Staffing and equipment dispatched for structural protection on project fires is Fire Department specific.

13. PAYMENT

- a. SCHEDULE - Payment for engines and personnel used in forest fire suppression or prescribed burning shall be made according to the following schedule:
 - (i) Engines that pumped for active forest fire suppression or prescribed burning **\$100/hour for suppression and per day for prescribed burning.**
 - (ii) ATVs, UTVs and similar equipment that pumped for active forest fire suppression or prescribed burning **\$50/hour for suppression and per day for prescribed burning.**
 - (iii) Fire Department personnel that provide suppression assistance on the forest fire or prescribed burning **\$15.00/hour.**
- b. CALCULATION OF PAYMENT - Following the first hour of suppression service, bills submitted shall be calculated to the nearest ½ hour. Service begins when the engine leaves its station and continues until it returns to its station when suppression action was taken by the Fire Department.
- c. INCREASE IN PAYMENT - After consultation with the Fire Department Advisory Council, the Department, in its discretion, may increase the hourly pay rate for Fire Department equipment and personnel for fire suppression and prescribed burning activities identified under section 13.a. at any time while this agreement is in effect. A decision by the Department to increase the pay rate, including the date by which the new pay rate will become effective, will be communicated to the Fire Department via email correspondence or letter. The latest pay rates may also be accessed on the Department website at the webpage address "dnr.wisconsin.gov" and enter key word search "FFP".

14. LIABILITY

The Fire Department, its employees, agents, and members, shall not be deemed employees or agents of the DNR for any purpose, including worker's compensation. Worker's compensation coverage for the employees, agents, and members of the Fire Department shall be provided by the Fire Department in accordance with s. 102.07(7), Wis. Stats. In addition, the DNR shall not be liable for any damage to, or destruction of, vehicles or suppression equipment beyond that liability established in ss. 893.82 or 895.46, Wis. Stats., or as otherwise established by the State Claims Board and approved in accordance with statutes.

15. COORDINATION

- a. A written outline of routine communication procedures, notification procedures, together with maps and rosters of on-call personnel, should be jointly prepared by and between the Fire Department and the DNR.
- b. A current contact list of the names, addresses, and telephone numbers of the DNR's Forestry personnel for the

area described in the Agreement shall be developed.

16. TERMINATION

This Agreement shall be binding upon the parties hereto until six months following written notice of termination by either party. Either party reserves the right to cancel this Agreement, in whole or in part, without penalty. The DNR reserves the right to cancel this Agreement, in whole or in part, without penalty, due to non-appropriation of funds or failure of the Fire Department to comply with the terms, conditions, or specifications described herein.

17. NONDISCRIMINATION

The Fire Department agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, as described in s. 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Fire Department agrees to post in conspicuous places, availability for employees and applications for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

18. ASSIGNMENT

This Agreement may not be assigned or subcontracted, in part or in whole, without written approval from the DNR and may only be changed or amended in writing.

19. PARTIES

- a. In this Agreement, the DNR and the Fire Department includes its successors, their respective officers, employees, agents, directors, subcontractors, assignees, partners, and representatives.
- b. This Agreement and its referenced parts and attachments, shall constitute the entire Agreement and previous Agreements, whether written or oral, are hereby superseded.

20. AMENDMENT

Any revisions must be made by an amendment to this Agreement or other written documentation, and signed by both parties. This Agreement shall commence upon its signing by both parties and continue until termination under paragraph 16.

21. AUTHORIZATION

Each person signing this agreement, personally warrants and represents that he or she is authorized by his or her principal to bind the party for whom he or she is signing.

DEPARTMENT OF NATURAL
RESOURCES for the Secretary

Signature of DNR Area Forestry Leader		Date Signed
Signature of Fire Chief	Fire Department	Date Signed
Signature of Other Authorized Representative		Date Signed

**FINAL RESOLUTION
TO DISCONTINUE PUBLIC WAY ON BELMONT DRIVE, NEAR AND ABOUT ITS
INTERSECTIONS WITH OAKLAND DRIVE AND STEEPLECHASE DRIVE,
CITY OF WATERTOWN, COUNTY OF JEFFERSON, WISCONSIN**

Sponsor: Mayor Emily McFarland
From: Plan Commission

WHEREAS, the Common Council of the City of Watertown, Jefferson County, Wisconsin, by this Resolution, adopted by a majority of the Common Council on a roll call vote with a quorum present and voting and proper notice having been given, resolves and declares as follows; and,

WHEREAS, it is in the public interest that the public way described below is vacated and discontinued under s. 66.1003 (4), Wis. Stats. The public way to be discontinued is described as follows:

All that part of Certified Survey Map Number 3939 and Certified Survey Map Number 3941, located in a part of the Northwest 1/4 of the Southeast 1/4 of Section 6, Town 8 North, Range 15 East, in the City of Watertown, Jefferson County, Wisconsin, now being more particularly bounded and described as follows:

Commencing at the South 1/4 corner of said Section 6; Thence North 01°47'45" East and along the West line of the said Northwest 1/4 Section, 1644.83 feet to a point; Thence South 88°12'15" East, 482.61 feet to a point on the East line of Lot 1 of said Certified Survey Map Number 3941 and the place of beginning of lands hereinafter described;

Thence Northwesterly 176.40 feet along the said East line and the arc of a curve, whose center lies to the Northeast, whose radius is 233.00 feet, whose central angle is 43°22'38", and whose chord bears North 22°15'52" West, 172.22 feet to a point of tangency; Thence North 00°34'33" West and along the said East line, 353.47 feet to a point on the South Right-of-Way line of "Steeplechase Drive"; Thence South 88°12'15" East and along the said South Right-of-Way line, 66.06 feet to a point on the West line of said Certified Survey Map Number 3939; Thence South 00°34'33" East and along the said West line, 350.74 feet to a point of curvature; Thence Southeasterly 125.86 feet along the said West line and the arc of a curve, whose center lies to the Northeast, whose radius is 167.00 feet, whose central angle is 43°10'50", and whose chord bears South 22°09'58" East, 122.90 feet to a point; Thence South 46°14'37" West, 60.00 feet to a point; Thence South 38°38'58" West, 6.05 feet to the point of beginning of this description.

Said Parcel contains 33,189 Square Feet (or 0.7619 Acres) of land, more or less.

WHEREAS, at least forty (40) days have elapsed since this Resolution in initial form was considered by the Common Council of the City of Watertown on October 15, 2024. The discontinuance of the above-described public way will not result in a landlocked property and no owner of property abutting the discontinued public way will be damaged by the discontinuance; and, a public hearing was held before the Common Council on December 3, 2024, at 7:00 p.m., and no sufficient written objection to the said discontinuance and vacation has been filed with the

City Clerk and the discontinued public way will be vacated and the land awarded to the owner or owners of real estate pursuant to Wis. Stat. § 66.1005; and,

WHEREAS, Notice of Hearing Discontinuance of a Public Way in the City of Watertown was published as a Class 3 legal notice in the Watertown Daily Times on the following dates: October 22, 2024; October 29, 2024; and November 5, 2024; and,

WHEREAS, said Notice was served and/or admitted more than 30 days prior to the hearing in the manner prescribed by law on the owners of all of the frontage of the lots and land abutting upon the portion of said street to be discontinued or a waiver of notice thereof was received; and,

WHEREAS, Lis Pendens – Notice of Discontinuance of a Public Way for the above-mentioned property was recorded with the Jefferson County Register of Deeds Office on [for requesting department to insert], as Document No. [for requesting department to insert].

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Watertown, Wisconsin pursuant to Wis. Stat. § 66.1003 (4):

Section 1. That the public way within described is hereby vacated and discontinued. It is hereby further declared that the City Street set forth herein is hereby vacated and discontinued, provided that pursuant to Section 66.1005 Wisconsin Statutes such discontinuance shall not terminate the easements acquired and the rights of the public in any of the underground structures, improvements or services as enumerated or otherwise existing in said public way and in said description of lands hereinbefore described, but such easements and rights and all rights of entrance, maintenance, construction and repair with reference thereto shall continue as if such public way had not been discontinued; and,

Section 2. That the City Clerk shall properly post or publish this Resolution as required under s. 60.80, Wis. Stats; and,

Section 3. That this Resolution shall be in full force and effect immediately upon its passage and adoption.

	YES	NO
DAVIS		
LAMPE		
BOARD		
BARTZ		
BLANKE		
SMITH		
SCHMID		
WETZEL		
MOLDENHAUER		
MAYOR MCFARLAND		
TOTAL		

ADOPTED December 3, 2024

CITY CLERK

APPROVED December 3, 2024

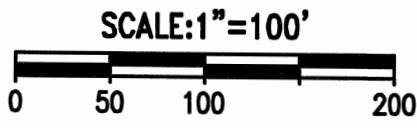
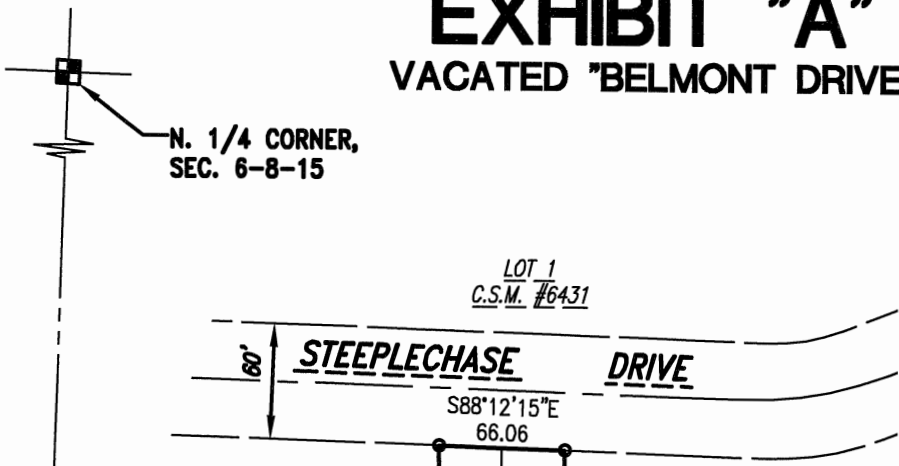
MAYOR

EXHIBIT "A"

VACATED "BELMONT DRIVE"



4100 N. Calhoun Road
Suite 300
Brookfield, WI 53005
Phone: (262) 790-1480
Fax: (262) 790-1481



W. LINE, S.E. 1/4, SEC. 6-8-15
 (N01°47'45"E 5461.07)

LOT 1 C.S.M. #3941

LOT 1 C.S.M. #3939

BELMONT DRIVE

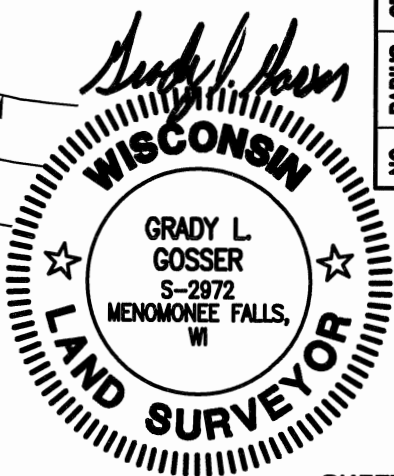
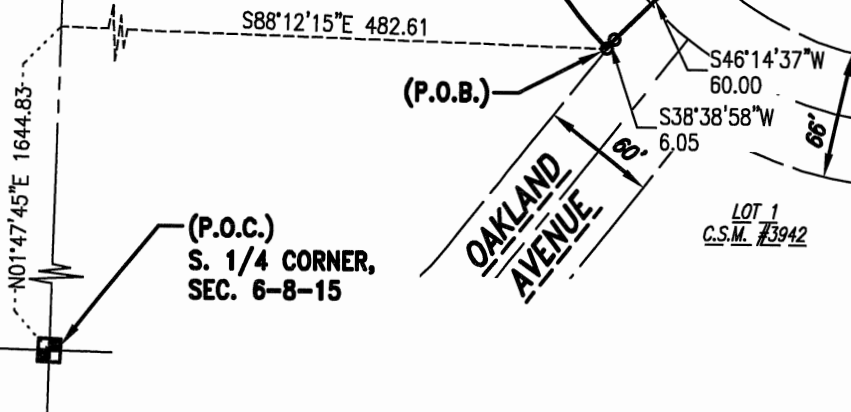
N00°34'33"W 353.47

S00°34'33"E 350.74

VACATED BELMONT DRIVE
 33,189 S.F. (0.7619 ACRES)

CURVE TABLE:

NO.	RADIUS	CENTRAL ANGLE	ARC	CHORD	CHORD BEARING	TANGENT IN	TANGENT OUT
C1	233.00	43°22'38"	176.40	172.22	N22°15'52"W	N43°57'11"W	N00°34'33"W
C2	167.00	43°10'50"	125.86	122.90	S22°09'58"E	S00°34'33"E	S43°45'23"E



H:\c900\966\16046-01-Hunter Oaks Survey\ESMT-EXHIBITS\885DEX-ROAD VACATION02.dwg

VACATED "BELMONT DRIVE"

LEGAL DESCRIPTION:

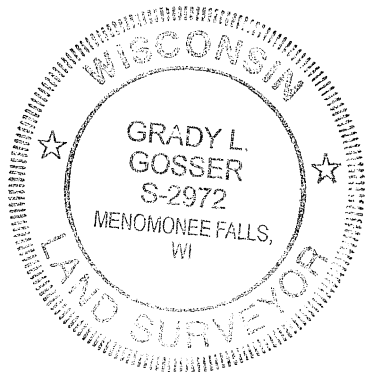
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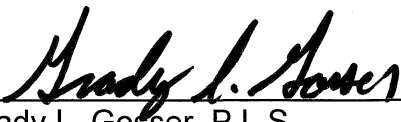
Commencing at the South 1/4 corner of said Section 6; Thence North $01^{\circ}47'45''$ East and along the West line of the said Northwest 1/4 Section, 1644.83 feet to a point; Thence South $88^{\circ}12'15''$ East, 482.61 feet to a point on the East line of Lot 1 of said Certified Survey Map Number 3941 and the place of beginning of lands hereinafter described;

Thence Northwesterly 176.40 feet along the said East line and the arc of a curve, whose center lies to the Northeast, whose radius is 233.00 feet, whose central angle is $43^{\circ}22'38''$, and whose chord bears North $22^{\circ}15'52''$ West, 172.22 feet to a point of tangency; Thence North $00^{\circ}34'33''$ West and along the said East line, 353.47 feet to a point on the South Right-of-Way line of "Steeplechase Drive"; Thence South $88^{\circ}12'15''$ East and along the said South Right-of-Way line, 66.06 feet to a point on the West line of said Certified Survey Map Number 3939; Thence South $00^{\circ}34'33''$ East and along the said West line, 350.74 feet to a point of curvature; Thence Southeasterly 125.86 feet along the said West line and the arc of a curve, whose center lies to the Northeast, whose radius is 167.00 feet, whose central angle is $43^{\circ}10'50''$, and whose chord bears South $22^{\circ}09'58''$ East, 122.90 feet to a point; Thence South $46^{\circ}14'37''$ West, 60.00 feet to a point; Thence South $38^{\circ}38'58''$ West, 6.05 feet to the point of beginning of this description.

Said Parcel contains 33,189 Square Feet (or 0.7619 Acres) of land, more or less.

Date: 9/30/2024




Grady L. Gosser, P.L.S.
Professional Land Surveyor, S-2972
TRIO ENGINEERING, LLC
4100 North Calhoun Road, Suite 300
Brookfield, WI 53005
Phone: (262)790-1480



4100 N. CALHOUN RD
SUITE 300
BROOKFIELD, WI 53005
t: (262) 790-1480
e: info@trioeng.com
www.trioeng.com

PIP SITE PLAN

EXCLUSIVE FOR

AREA Cb

"THE ENCLAVE AT HUNTER OAKS"
SINGLE FAMILY HOME SITES
City of Watertown, WI

DATA SUMMARY	
Proposed Site	AREA Cb
Parcel Area:	13.13 acres
Development:	44 lots
Density:	3.35 lots/acre
Average Lot Size:	7,090 s.f. (0.163 Ac)
Proposed Phasing:	
Phase 1:	8 lots, CSM Lots 1-4 & Plat Lots 1-4 (Fall 2024)
Phase 2:	36 lots, 5-40 (2025)
Proposed Pad Dimensions:	
	28'x48' - CSM Lots 1-4 & Plat Lots 1-4
	38'x58' - Lots 37-40
	40'x50' - Lots 5-36
Proposed Building Setbacks:	
Street (Front):	24'
Street (Corner):	20'
Rear:	25'
Side:	8'
Min. Lot Width:	45'

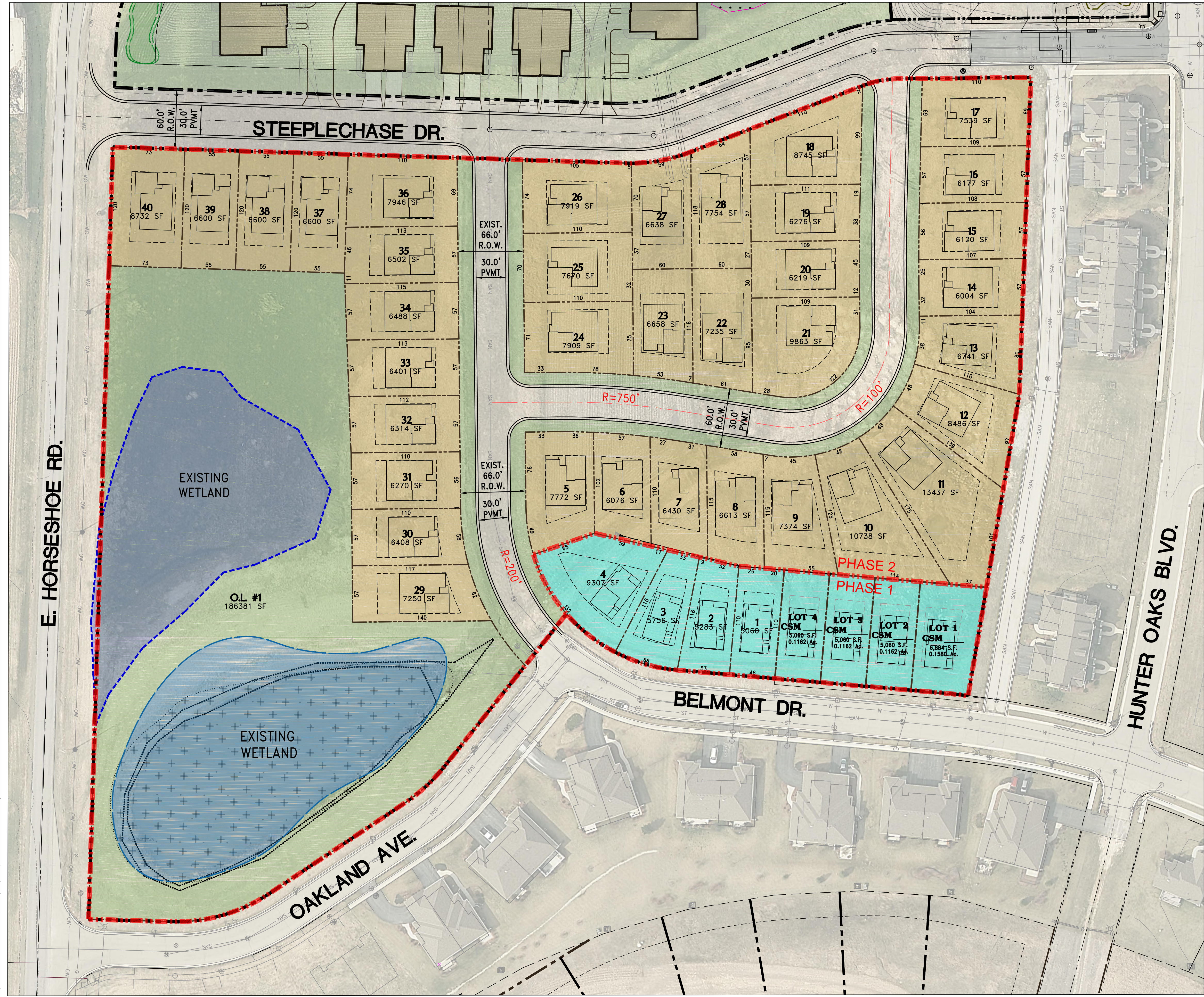


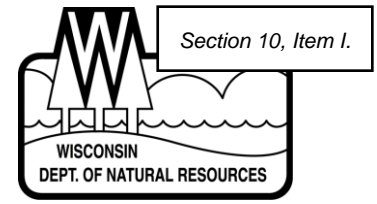
0 25 50 100

Scale: 1" = 50' (22"x34")

Scale: 1" = 100' (11"x17")

DATE: 10-30-2024





October 17, 2024

John Donovan
1830 Meadow Lane, Suite A
Pewaukee, WI
53072
[sent electronically]

EXE-SC-2024-28-03295

RE: Artificial Wetland Exemption Determination for an area described as **Wetland 1** located on parcel 291-0815-0642-006 in the City of Watertown, Jefferson County

Dear Mr. Donovan,

This letter is in response to your request for an artificial wetland exemption determination for the above mentioned wetlands.

According to 281.36 (4n), State Statutes, a landscape feature where hydrophytic vegetation may be present as a result of human modification to the landscape or hydrology and for which no definitive evidence exists showing a prior wetland or stream history before August 1, 1991, may be exempt from state wetland regulations. The following types of artificial wetlands cannot be exempted from state wetland regulation: 1) a wetland that serves as a fish spawning area or that is passage to a fish spawning area and 2) a wetland created as a result of a wetland mitigation requirement. In addition, DNR must also consider whether the artificial wetland is providing significant flood protection to adjacent or downstream properties and infrastructure, and/or significant water quality functions to adjacent or downstream water bodies.

The Department reviewed the following materials to aid in our exemption determination:

- The request narrative
- Historic Maps, including the Original Land Survey Plat, Bordner Survey, the USGS topographic Quad maps from 1959-present, and soil mapping
- Aerial photographs, including the 1937/8 era photograph, pre-construction aerials, and a post-construction photograph
- Site photographs that show different angles and views of the wetland
- The wetland delineation report

Below is a summary of our findings:

Request Narrative

According to the request narrative, **Wetland 1** “developed on the Property due to anthropogenic activities that have changed the landscape and hydrology. The basis for a determination of artificial wetlands is that wetland characteristics formed within documented upland areas due to road construction to the west and berm construction to the south and west which has caused water to impound and concentrate in the area.”

Historic Map Review

- Original Land Survey Plat. The original land survey indicates no wetland history in the location of **Wetland 1**. **Wetland 1** does have stream history as indicated in the original sketch map.
- Bordner Survey. The Bordner survey maps the area of **Wetland 1** cleared crop land.
- 1959-present USGS Topographic Quad map: The 1959 through present USGS Quad maps indicate no wetland history in the location of **Wetland 1**.
- Soil Maps. The soil maps indicate that **Wetland 1** has Lamartine silt loam and Juneau silt loam, both are classified as nonhydric soils. The delineation report found silty clay loam within 0-13 inches and silty clay within 13-24 with a thick dark surface and redox.

Aerial Photograph Review

- The 1937/38 aerial shows that **Wetland 1** is situated in what appears to be an agricultural field with a soil wetness signature.
- The 1955 aerial shows a soil wetness signature in the area of **Wetland 1**.
- The 1956 and 1957 aerials show no apparent wetland signatures in in the area of **Wetland 1**.
- The 1971 aerial shows a slight soil wetness signature in the area of **Wetland 1**.
- The 1979, 1980, and 1981 aerials show no apparent wetland signatures in in the area of **Wetland 1**.
- The 1982 aerial shows a soil wetness signature in the area of **Wetland 1**.
- The 1983 aerial shows no apparent wetland signatures in in the area of **Wetland 1**.
- The 1984 and 1985 aerials show the same signature as the 1982 aerial where there is a distinct signature shape with crop stress around it in the area of **Wetland 1**.
- The provided 1986 FSA slide shows no apparent wetland signatures in in the area of **Wetland 1**, but a historic aerial from that same year shows a stark soil wetness signature in the area of **Wetland 1**.
- The 1987 aerial shows a soil wetness signature in the area of **Wetland 1**.
- The 1988, 1989, and 1990 aerials show no apparent wetland signatures in in the area of **Wetland 1**.
- Post-1991:
 - The 1992-2005 aerials show soil wetness signatures.
 - The 2006 aerial shows that a pond has been created to the south of **Wetland 1** and there are vegetation pattern changes that area. From 2006 on, the same features and wetland signatures appear in the aerials.

Soil wetness and crop stress are types of wetland signature.

Site Photographs

The site photographs show that **Wetland 1** is a heavily vegetated area situated in a field.

Conclusion

Based upon the information provided above, the wetland identified as **Wetland 1** had a wetland history prior to August 1, 1991 and is not exempt from state wetland regulations.

This letter describes DNR's decision regarding the jurisdictional status of **Wetland 1** and is only valid for state jurisdictional purposes. For decisions regarding the federal jurisdictional status of **Wetland 1**, you will need to contact the U.S. Army Corps of Engineers.

If you have any questions, please call me at (414) 531-0305 or email francesca.sanchez@wisconsin.gov.

Sincerely,



Francesca Sanchez
Water Management Specialist

Copy to:

Jennifer Hubert, USACE Project Manager
Matthew Stangel, Heartland Ecological Group