



**FINANCE COMMITTEE MEETING AGENDA
MONDAY, NOVEMBER 25, 2024 AT 5:30 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.

1. CALL TO ORDER

2. REVIEW AND APPROVE MINUTES

- A. Finance Committee minutes from October 21, 2024
- B. Finance Committee minutes from November 19, 2024

3. BUSINESS

- A. Review and take action: Promotional rates of pay for Laura Bohlman to Captain, Mike Hoyt to Sergeant, Raul Nieto to Sergeant
- B. Review and take action: EMS billing write offs
- C. Review and take action: Promotional pay for Matt Pieper as Battalion Chief
- D. Review and take possible action: DNR MOU
- E. Discuss and take possible action: Mayville Training Center Student Agreement
- F. Review and take possible action: Assistance to Firefighter Grant application
- G. Update: Job description change for Strategic Initiatives and Development Coordinator
- H. Review and take action Pre-Development Agreement between the City of Watertown and Intrepid Investments LLC
- I. Review and Discuss: General Fund Income Statement through October 2024
- J. 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)
- K. Reconvene into open session
- L. Review and take possible action: Amendment to Fire Department Union Agreement
- M. 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 (MOU between the City and the Watertown Public Library)
- N. Reconvene into open session

4. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@watertownwi.gov, phone 920-262-4006

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only



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.



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.



WATERTOWN POLICE DEPARTMENT

David Brower, Chief of Police

Date: 11/20/24

To: Finance Committee

From: Chief Dave Brower

RE: Request on 11/26/24 agenda – Review and Take Action: Promotion of Laura Bohlman to Captain, Mike Hoyt to Sergeant., Raul Nieto to Sergeant; and associated pay.

Finance Committee Members,

We need to fill three positions due to resignations and retirements: two Sergeant positions and one Captain position. After competitive selection processes, these three were selected for promotion. Because the pay grade/steps exceed a particular threshold, we are coming to the Finance Committee for approval.

We are promoting Det. Sgt. Laura Bohlman to Special Operations Captain. Her Grade/Step will be P-7, 46.50, effective 12-11-24.

We are promoting Officer Mike Hoyt to Patrol Sergeant. His Grade/Step will be M-9, 42.00, effective 11-13-24.

We are promoting Officer Raul Nieto to Patrol Sergeant. His Grade/Step will be M-9, 42.00, effective 12-11-24.

Thank you for your consideration!

Dave
Police Chief

Candidate Selection Form

With the guidance of the Recruitment Policy and expectations noted in the approved Request to Fill, the candidate below has been identified to fill the need listed below for the City of Watertown.

POSITION TITLE Sergeant DEPARTMENT Police # OF APPLICANTS: 2

FT PT SALARY HOURLY Days Posted: _____ Incumbent: Mike Roehl

NEW POSITION REPLACEMENT OPENING FINANCE COMMITTEE APPROVAL REQUIRED: Y / N
(See Recruitment Policy)

Reason for Opening:

Fill open position - Separation with Mike Roehl

Justification for fill:

Patrol sergeant is a crucial role for our department; there are three, one for each patrol shift.

Top Candidate Name: Lingle, Jeremy Recommended Grade/Step/\$ M-9, 42.00

Qualifications:

Lingle is very knowledgeable in many different aspects of patrol. He performed excellently in the selection process.

First Alternate Name: Hoyt, Michael Recommended Grade/Step/\$ M-9, 42.00

Qualifications:

Hoyt is very knowledgeable in many different aspects of patrol. He performed excellently in the selection process.

Second Alternate Name: _____ Recommended Grade/Step/\$ _____

Qualifications:

Comments:

[Signature] 11-22-24

Supervisor Signature/Date

[Signature] 11-22-24

Department Head Signature/Date

Human Resources

- References Completed
- Background Check Completed
- Permission for Screening Received
- Grade, Step, and Years of Service
- Contingent Offer Drafted

HR Signature Date

Finance Director Signature Date

Mayor Signature Date

Final Approval
Grade ___ Step ___ Vacation _____
Finance Committee (as required) _____
Effective Date: _____

Candidate Selection Form

With the guidance of the Recruitment Policy and expectations noted in the approved Request to Fill, the candidate below has been identified to fill the need listed below for the City of Watertown.

POSITION TITLE Sergeant DEPARTMENT Police # OF APPLICANTS: 4

FT PT SALARY HOURLY Days Posted: _____ Incumbent: Bohlman

NEW POSITION REPLACEMENT OPENING FINANCE COMMITTEE APPROVAL REQUIRED: Y / N
(See Recruitment Policy)

Reason for Opening:

Fill open position - promotion of Laura Bohlman

Justification for fill:

Patrol sergeant is a crucial role for our department; there are three, one for each patrol shift.

Top Candidate Name: Nieto, Raul Recommended Grade/Step/\$ M-9, 42.00

Qualifications:

Nieto is very knowledgeable in many different aspects of patrol. He performed excellently in the selection process.

First Alternate Name: Miller, Ben Recommended Grade/Step/\$ M-9, 42.00

Qualifications:

Miller is very knowledgeable in many different aspects of patrol. He performed excellently in the selection process.

Second Alternate Name: _____ Recommended Grade/Step/\$ _____

Qualifications:

Comments:

[Signature] 201 11-22-24

[Signature] 0257 11-22-24

Supervisor Signature/Date

Department Head Signature/Date

Human Resources

- References Completed
- Background Check Completed
- Permission for Screening Received
- Grade, Step, and Years of Service
- Contingent Offer Drafted

HR Signature Date

Finance Director Signature Date

Mayor Signature Date

Final Approval
Grade ___ Step ___ Vacation _____
Finance Committee (as required) _____
Effective Date: _____

Candidate Selection Form

With the guidance of the Recruitment Policy and expectations noted in the approved Request to Fill, the candidate below has been identified to fill the need listed below for the City of Watertown.

POSITION TITLE Captain DEPARTMENT Police # OF APPLICANTS: 1

FT PT SALARY HOURLY Days Posted: _____ Incumbent: Meloy - Retirement

NEW POSITION REPLACEMENT OPENING FINANCE COMMITTEE APPROVAL REQUIRED: Y / N
(See Recruitment Policy)

Reason for Opening:

Retirement of Capt. Jeff Meloy

Justification for fill:

Patrol operations Captain position is an extremely vital role to our department

Top Candidate Name: Bohlman, Laura Recommended Grade/Step/\$ P-7, 46.50

Qualifications:

Highly experienced and knowledgeable, with over 20 years with our agency in increasing levels of supervisory roles.

First Alternate Name: _____ Recommended Grade/Step/\$ _____

Qualifications:

Second Alternate Name: _____ Recommended Grade/Step/\$ _____

Qualifications:

Comments:

[Signature] 261 11-22-24

[Signature] 0257 11-22-24

Supervisor Signature/Date

Department Head Signature/Date

Human Resources

- References Completed
- Background Check Completed
- Permission for Screening Received
- Grade, Step, and Years of Service
- Contingent Offer Drafted

HR Signature Date

Finance Director Signature Date

Mayor Signature Date

Final Approval

Grade ___ Step ___ Vacation _____

Finance Committee (as required) _____

Effective Date: _____

MEMO

Fire Department

To: Finance Committee

From: Andrea Peters

Date: 11/13/2024

Subject: EMS Billing Write Offs

Background

Attached to this memo is a list of accounts that I am asking for approval to be written off. On all the accounts listed, I have exhausted all collections efforts. This list explains the reason each account is no longer collectable.

Writing off uncollectible debts is a normal business practice and is a requirement by the auditors.

Request for Write-Off 11.13.24

Call Number	DOS	Balance	Write Off Reason
1501489	8/9/2015	\$861.76	Deceased - No Estate
1601098	6/17/2016	\$369.41	Deceased - No Estate
1602170	11/28/2016	\$676.90	Deceased - No Estate
1602198	12/2/2016	\$805.30	Deceased - No Estate
1700790	4/19/2017	\$1,228.03	Deceased - No Estate
1800113	1/13/2018	\$75.42	Deceased - No Estate
1800645	3/30/2018	\$704.30	Deceased - No Estate
1800700	4/8/2018	\$75.42	Deceased - No Estate
1800781	4/21/2018	\$639.80	Deceased - No Estate
1800911	5/9/2018	\$795.02	Deceased - No Estate
1801256	6/27/2018	\$770.86	Deceased - No Estate
1802067	10/14/2018	\$613.20	Deceased - No Estate
013-19-1607	8/4/2019	\$265.00	Deceased - No Estate
013-20-0235	2/20/2020	\$1,584.93	Deceased - No Estate
013-20-0669	4/12/2020	\$275.00	Deceased - No Estate
013-21-0703	4/8/2021	\$250.00	Deceased - No Estate
013-21-1693	8/17/2021	\$275.00	Deceased - No Estate
013-21-2589	12/11/2021	\$250.00	Deceased - No Estate
013-22-0122	1/15/2022	\$75.00	Deceased - No Estate
013-22-1485	7/15/2022	\$275.00	Deceased - No Estate
013-22-1730	8/16/2022	\$736.40	Deceased - No Estate
013-22-2551	11/28/2022	\$1,163.85	Deceased - No Estate
013-23-1503	7/9/2023	\$1,439.60	Deceased - No Estate
013-23-2559	11/10/2023	\$300.00	Deceased - No Estate
1500974	5/24/2015	\$625.40	Department of Revenue Determined Uncollectible
1600837	5/10/2016	\$250.00	Department of Revenue Determined Uncollectible
1601095	6/16/2016	\$916.06	Department of Revenue Determined Uncollectible
1601536	8/18/2016	\$937.03	Department of Revenue Determined Uncollectible
1601598	8/27/2016	\$611.80	Department of Revenue Determined Uncollectible
1602027	11/14/2016	\$1,439.78	Department of Revenue Determined Uncollectible
1700127	1/16/2017	\$1,006.20	Department of Revenue Determined Uncollectible
1700199	1/27/2017	\$838.92	Department of Revenue Determined Uncollectible

Request for Write-Off 11.13.24

Section 3, Item B.

1700593	3/21/2017	\$634.20	Department of Revenue Determined Uncollectible
1700683	4/3/2017	\$666.70	Department of Revenue Determined Uncollectible
1701047	5/29/2017	\$820.38	Department of Revenue Determined Uncollectible
1701804	9/11/2017	\$524.95	Department of Revenue Determined Uncollectible
1701877	9/8/2017	\$673.70	Department of Revenue Determined Uncollectible
1702220	11/1/2017	\$49.76	Department of Revenue Determined Uncollectible
1800252	2/2/2018	\$910.27	Department of Revenue Determined Uncollectible
1800381	2/21/2018	\$1,099.64	Department of Revenue Determined Uncollectible
1800474	3/6/2018	\$1,102.82	Department of Revenue Determined Uncollectible
1800600	3/24/2018	\$885.32	Department of Revenue Determined Uncollectible
180642	3/30/2018	\$250.00	Department of Revenue Determined Uncollectible
1801050	5/29/2018	\$659.01	Department of Revenue Determined Uncollectible
1801122	6/10/2018	\$627.20	Department of Revenue Determined Uncollectible
1801630	8/16/2018	\$627.20	Department of Revenue Determined Uncollectible
1801800	9/8/2018	\$685.50	Department of Revenue Determined Uncollectible
1801892	9/2/2018	\$532.80	Department of Revenue Determined Uncollectible
013-19-2384	11/21/2019	\$80.36	Department of Revenue Determined Uncollectible
013-20-1516	8/4/2020	\$696.36	Department of Revenue Determined Uncollectible
013-20-1921	9/25/2020	\$624.35	Department of Revenue Determined Uncollectible
013-20-1942	10/2/2020	\$318.45	Department of Revenue Determined Uncollectible
013-21-2324	11/6/2021	\$52.80	Department of Revenue Determined Uncollectible
013-22-1345	6/28/2022	\$355.20	Department of Revenue Determined Uncollectible
Amount for Write Offs		\$34,007.36	



MEMO

Fire Department

To: Finance Committee
From: Chief Reynen
Date: 11/13/2024
Subject: Battalion Chief Wage

Background

A promotional process was held for a recent opening in the Battalion Chief position at the Fire Department and Matt Pieper was selected by the Police and Fire Commission to fill this role. Page 18 of the employee handbook under *compensation upon promotion* states:

“If the City promotes an employee from a position covered by a Public Safety Bargaining Agreement salary schedule, the average prior year gross pay for the rank of employees from which the city is promoting will be calculated excluding outliers such as an employee with a much greater amount of overtime than others or a new Sergeant not yet at the maximum of the pay grade. The calculated average will be multiplied by 108% and the resulting calculated wage will be placed at the next closest step on the new pay range or be brought to the minimum of the new range, whichever is greater.”

According to the policy his starting wage should be \$100,378 as Lieutenant wages are \$92,897.86 as of January 1, 2025. This is not obtainable in Grade N modified. Current Battalion Chiefs will be N8 Modified (\$89,165.44) and receive compression adjustments as appropriate.

Budget Goal

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

Financial Impact

Funding is available in Salaries budget line for 2025.

Recommendation

Set wage for Battalion Chief to N8 Modified with the additional Paramedic wage supplement.

2024 Operational Goal

Recruit and retain the correct staff to eliminate vacancies and turnover within the department.

Candidate Selection Form

With the guidance of the Recruitment Policy and expectations noted in the approved Request to Fill, the candidate below has been identified to fill the need listed below for the City of Watertown.

POSITION TITLE Battallion Chief DEPARTMENT Fire # OF APPLICANTS: 2

FT PT SALARY HOURLY Days Posted: 0 Incumbent: Brad Fox

NEW POSITION REPLACEMENT OPENING FINANCE COMMITTEE APPROVAL REQUIRED: Y / N
(See Recruitment Policy)

Reason for Opening:

Previous BC resigned

Justification for fill:

Critical operational needs for the department

Top Candidate Name: Matt Pieper Recommended Grade/Step/\$ N8 Adjusted + Paramedic

Qualifications:

Lieutenant currently. Next step in promotional process.

First Alternate Name: _____ Recommended Grade/Step/\$ _____

Qualifications:

Second Alternate Name: _____ Recommended Grade/Step/\$ _____

Qualifications:

Comments:

Tanya Reynen 11-14-2024

Supervisor Signature/Date

Department Head Signature/Date

Human Resources

- References Completed
- Background Check Completed
- Permission for Screening Received
- Grade, Step, and Years of Service
- Contingent Offer Drafted

11-19-2024

HR Signature _____ Date

Finance Director Signature _____ Date

Mayor Signature _____ Date

Final Approval

Grade Step _ Vacation

Finance Committee (as required)

Effective Date:

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.

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

- 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	Date Signed
Signature of Other Authorized Representative	Date Signed

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.

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.

Administration Dept.

To: Finance Committee

From: Mayor McFarland

Date: November 21, 2024

Subject: Job description/title update

Background

I am writing to provide an update on the job description and title change of the Strategic Initiatives and Development Coordinator position. Ordinance 114-3(b) provides the responsibility to the Mayor to have direct responsibility for personnel administration, and 114-3(e) provides the responsibility of the Mayor to administer job descriptions and the compensation plan of the City with the assistance of the Finance Committee.

The practice has been that the job description changes that impact the budget are reviewed and approved by the Finance Committee, and that the job description changes that do not result in a compensation change are approved by the Mayor. Additionally, job titles are represented on the annual payroll resolution and those are approved by the Finance Committee and the Common Council.

As such, and in anticipation of the payroll resolution coming forward, I wanted to provide an update that the Strategic Initiatives and Development Coordinator job description has changed slightly, but not in a way that impacts salaries. Those changes are attached. They are mainly housekeeping and updating. For example, “managing the Town Square development” is removed, and we’ve added, “managing a revolving loan fund.” The other primary change is that both the summary and the title have been “flip-flopped” to put the primary emphasis on development, and the secondary on strategic initiatives. The new title is also replacing the word “Coordinator,” which doesn’t have much relatability in the economic development world, with “Manager.” I did consider using the word “Director” which is even more common in the economic development world, but I wanted to keep both some room for future advancement as the city needs dictate, and some continuity with phraseology we use in other city job descriptions.



MEMO

When I created this position in 2021, I knew it would evolve into what the city needed. I think this update represents the evolution of those needs and the appropriate emphasis on how the workload occurs. Further, I think it does make this position more equitable with similar positions in our municipalities.

No action here is necessary; I only wanted to provide an update because this title is quite public facing, and the payroll resolution is upcoming.

Budget Goal

2024 Budget Goals:

1. Supports employee retention and growth, and also works to address critical staffing areas
2. Promotes and fosters innovative approaches for community development and growth

Financial Impact

No financial impact.

Recommendation

No action is required; this is an update only.

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: ~~November 21, 2024~~ ~~July 27, 2020~~
~~January 11, 2022~~

Formatted: Right, Right: 0.55"

Title: ~~Strategic Initiatives and Development Coordinator~~ ~~Manager~~ of Economic Development and Strategic Initiatives **FLSA Status:** Exempt
Reports to: Mayor **Location:** City Hall

General Summary:

Under the direct supervision of the Mayor, this ~~position performs community and economic development activities for the City in order to promote business development, business retention and job creation in the City of Watertown. This position proposes and manages projects demonstrating the ability to interact with elected officials, senior staff, boards and committees, employees and community organizations in the development of and implementation of project goals and objectives. Serves as the City's primary point of contact for new and existing businesses to access City business support resources and tools. Partners with the Mayor to provide economic development services to the community.~~ This position also demands a high level of responsibility in the development and communication of strategic programs, projects, initiatives, and general information to build and sustain a strong sense of shared purpose, growth, engagement and enthusiasm across the City of Watertown. This position also serves as the Executive Director of the Redevelopment Authority (RDA) and is responsive to the directives of the RDA. This position will coordinate with key personnel, ~~primarily Building, Safety, and Zoning and the Engineering Department,~~ to increase and advance major initiatives and then increase the quality and consistency of communications, ~~in coordination with the City's Media Department,~~ across a wide spectrum of internal and external audiences. ~~The position performs community and economic development activities for the City in order to promote business development, business retention and job creation in the City of Watertown. This position proposes and manages projects demonstrating the ability to interact with elected officials, senior staff, boards and committees, employees and community organizations in the development of and implementation of project goals and objectives. Serves as the City's primary point of contact for new and existing businesses to access City business support resources and tools. Partners with the Mayor to provide economic development services to the community.~~

Principal Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Assists the Mayor in preparing and advancing strategic initiatives. Provides policy recommendations to the Mayor [and the Common Council](#).
2. Serves as Executive Director of the Redevelopment Authority (RDA) including but not limited to, facilitating RDA meetings, managing RDA properties, managing ~~the Town Square Development~~ [proposed redevelopment projects](#), managing the RDA finances, [managing a Revolving Loan Program](#), [administering grant programs](#), and furthering the goals of the RDA.
3. Create and manage marketing, communications and development plans for the City of Watertown; at times this work will be in coordination with other departments.
4. Coordinate activities relating to economic development: monitor, plan and coordinate activities relating to property acquisition, environmental assessment and remediation, demolition, land sale, requests for proposal, etc.
5. Manage City's Tax Increment Finance mechanism and other incentive tools. Develops incentive policies, evaluates incentive requests, negotiates with businesses and developers, and makes funding recommendations to Finance Committee and Common Council.
6. Respond to requests for development information from businesses, county and state partners, site selectors, etc.
7. Collaborate closely with organizations such as the Chamber of Commerce and Main Street Program, and work in coordination with local and state economic development entities [such as Thrive ED and WEDC](#).
8. Serves as City's point of contact for existing and new businesses. Complete and sustain business retention meetings with employers, assist with business attraction, marketing, incentive preparation and management of loan funds. Research, prepare, submit, administer and follow grant opportunities and reporting requirements in consultation with the Mayor and appropriate staff. Track and submit appropriate reports in a timely manner to state, federal or other agencies as required.
9. Coordinates the City's development [and collaboration with planning](#) consultants utilized for various projects and project evaluations as needed.
10. Seeks out collaborative opportunities with local, regional, and state organizations where appropriate and manages existing relationships. Provide staff support to Plan Commission applicants.
11. Supervises and participates in the development and administration of the economic development budget and the RDA budget. Recommends economic development budget to the Mayor for adoption and the RDA budget to the RDA board for adoption. [Provides requested information for annual RDA audit](#).
12. Monitors, reviews for improvement, and recommends Community and Economic Development policies and activities to the Mayor, and other boards and commissions.
13. Responsible for public outreach and engagement as it relates to Community and Economic Development activities and projects.
14. Perform other related duties as required or assigned by the Mayor or the RDA.

Job Specification:

Knowledge, Skills, and Abilities

- Effective public relations and communications skills.
- Effective strategic visioning skills.

- Must demonstrate proficient computer skills including analytical comprehension.
- Valid drivers' license required.
- While performing the duties of this job, the employee is regularly required to sit; use hands and arms; and talk or hear. The employee is occasionally required to walk, stoop, kneel, crouch or crawl. The employee must occasionally lift/and or move up to 25 pounds.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to utilize data and information using established criteria, in order to determine consequences and to identify, consider and select alternatives. Has the ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to prepare, comprehend and interpret a variety of documents such as purchase orders, reports, contracts, spreadsheets, press releases, maps, charts, grant applications, developer agreements, financial statements and site plans for economic development activities using prescribed format.
- Ability to prepare a variety of correspondence such as, reports, purchase orders, press releases using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate effectively verbally, and in writing with City employees, elected officials, organizations, businesses, and the general public to convey or exchange information.
- Ability to use social media to communicate with the professional stakeholders, elected officials and the general public. Effective public relations and communications skills and effective strategic visioning skills.

Supervisory Responsibilities

As part of this position's combined role as Executive Director of the City's Redevelopment Authority, manage contracted personnel for the RDA.

Education and Experience:

Bachelor's Degree in Political Science, Public Policy, Development, Marketing, Business, Public Administration, Regional or Urban Planning or Community Development with three plus years' experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Preferred Education and Experience:

Master's Degree in Political Science, Public Policy, Development, Marketing, Business, Public Administration, Regional or Urban Planning, or Community Development with three plus years' experience. Special preference will be given to formal project management education or project management experience.

MEMO

Administration

To: Finance Committee, CC: Mayor McFarland

From: Mason Becker, Strategic Initiatives and Development Coordinator

Date: November 25, 2024

Subject: Pre-Development Agreement w/ Intrepid Investments LLC

Background

As committee members are likely aware, the City has engaged in various negotiations over the potential development of 111 S Water St and a portion of the N First St parking lot over the past several years. Previous agreements or inquiries to develop these sites have not panned out for various reasons. The City created TID #8 in 2021, to help encourage redevelopment of such sites within the downtown area.

The City was recently approached by Intrepid Investments, a partnership between American Companies, represented by Kraig Sadownikow, and Discovery Properties, represented by Randy Schmiedel. Both developers expressed interest in developing in Watertown previously and have proposed a Pre-Development Agreement with the City for the two sites, which will grant an exclusivity window on the two properties while they conduct necessary due diligence, including a market study and development of a financial proforma.

Budget Goal

Promotes and fosters innovative approaches for community development and growth

Financial Impact

There are no financial obligations from the City in this Pre-Development Agreement, beyond staff time. If mutually agreed upon, a later full Development Agreement will outline any and all financial commitments between the City and the developer, including any TIF assistance. The redevelopment of these two sites will benefit the City long term by bringing more residents to the downtown area and bringing these currently City-owned parcels back on the property tax rolls. Preliminary site concepts and info on Intrepid Investments are included in the agenda packet.



MEMO

Recommendation

It is recommended that the Finance Committee approve the drafted Pre-Development Agreement between the City of Watertown and Intrepid Investments LLC.



October 18, 2024

Emily McFarland, Mayor
Mason Becker, SIDC
City of Watertown
106 Jones Street
Watertown, WI 53094
Re: Pre-Development Agreement

Dear Mayor McFarland and Mr. Becker,

Thank you for the opportunity to partner with the City of Watertown regarding two of the properties the City owns in Watertown’s historic downtown. The parcels are located at 111 Water Street and a portion of 204 North First Street. Conceptual site plans are attached and intended to be used as a reference. Intrepid Investments is excited to work with city staff to offer new and varied residential choices for the Watertown community.

This Pre-Development Agreement is intended to outline developer and municipal responsibilities between **November 25, 2024** and **March 1, 2025** with the goal of being able to engage in a formal developer’s agreement at that time. We envision the following to take place beginning November 25, 2024 (pending approval by the City’s Finance Committee):

- Intrepid will have exclusive rights to work with the City of Watertown on the two above-named properties during the Pre-Development time period
- At its own expense, Intrepid will engage in a formal market study including but not limited to:
 - Multi-Family facility – number of units, amenities, absorption rates, attainable rents, phasing
 - Owner Occupied – unit mix, housing types, absorption rates, sales price targets
 - Intrepid expects to have the results of the Market Study on or about December 15, 2024, pending consultant workload
- Intrepid and the City of Watertown will work together to formulate an overall project proforma, construction timeline, and phasing plan
- Intrepid will solicit preliminary civil engineering efforts and will work with consulting engineers regarding infrastructure design, lot size, and unit mix
- Using the above efforts, Intrepid will present design data, market study results, current market conditions and proformas to Watertown. This information is intended to be used as a basis for municipal incentive consideration
 - Intrepid is anticipating purchasing the properties for \$1 while also evaluating potential TID incentives, likely in a pay-go format
- The City of Watertown to provide reasonable access to its’ consulting engineers, existing data related the project and access to city staff to facilitate the developer’s agreement creation
- It is anticipated the March 1st deadline will be adequate for Intrepid and Watertown to complete the Pre-Development requirements. Intrepid and Watertown agree to utilize best efforts and operate in good faith toward the timeline and agree to extend the Pre-Development agreement in 45-day increments as needed assuming progress is being made toward the above benchmarks

Thank you again. We look forward to many successful projects together.

Sincerely,

Randy Schmiedel
Intrepid Investments, LLC

Kraig K. Sadownikow
Intrepid Investments, LLC

Emily McFarland
Mayor, City of Watertown



INTREPID INVESTMENTS DEVELOPMENT PROPOSAL



1.) INTRODUCTORY LETTER

WHO WE ARE

Intrepid Investments is a partnership between two strong development companies with decades of relevant experience in working with communities in a way that benefits all stakeholders. Intrepid is a joint venture combining the talents of American Construction Services, Inc. and Discovery Properties Management and Development to make bold, brave moves in the development world.

OVERVIEW



[American Construction Services, Inc.](#)

Kons Sadownikow founded West Bend/American Building Systems, later American Companies, in 1980 during the time of double-digit interest rates and unemployment. Beginning with the construction of pole buildings and pre-engineered metal buildings, the company has grown the construction portfolio to focus on commercial, industrial, hospitality, senior living and multi-family design, construction, management and development. Kons' motto of "Work Hard, Work Honest...what else is there" has become the marching orders for everyone at American. Although retired, he is still an integral part of who we are and who we will be as an organization.

Kraig Sadownikow joined his father in business in 1997 as the company's first full-time hire and has since become President and CEO of the organization. His entrepreneurial spirit has led American Companies to add a design and engineering firm, carpentry team, and complete project management staff. Chief Operating Officer, Todd Weyker, began overseeing construction projects at American Companies back in 2002. Since, he has grown the operations division to its current staffing and injects foresight and experience into every project.

American has earned the Biz Times Future 50 Award every year since 2019, and the Best Place to Work Award from 2022 - 2024. Please visit the American Companies website at <https://www.teamacs.net>.



[Discovery Properties Management and Development](#)

Discovery Properties Management and Development was founded in 1992 by Randy Schmiedel, at that time the company was called Tri-Star Investments, and the very first investment was a duplex purchased on the UW Oshkosh campus, where he attended college. Over the years that company went on to be the 2nd largest student housing provider, only behind the university itself. As Randy moved the company forward, he discovered other opportunities and diversified in: off-campus housing, office, retail, senior housing, hospitality, historic developments, and most recently a golf course. Therefore, the reason for the name change to Discovery Properties Management and Development. Over the years Randy has owned, managed, and developed over \$200 million dollars' worth of real estate. His expertise in his field led him and his company to three prestigious awards: the Historic Preservation Award given to him in 2018, the Congressional Commendation Award given to him by the 6th Congressional District of Wisconsin in 2024, and the Horizon Award in 2023 in recognition of his commitment to building community. Please visit the Discovery Properties Management and Development website at <https://www.discovery-properties.com>.

OVERVIEW



Kraig Sadownikow- CEO/ President of American Construction Services, Inc.



**KRAIG
SADOWNIKOW**

**AMERICAN
COMPANIES**



In addition to leading the core business, Kraig has worked to develop and coordinate multiple real estate investment groups throughout Wisconsin and the Midwest. He feels investing directly in projects with trusted equity partners has been valuable for all involved.

A West Bend native, Kraig graduated from West Bend East, UW-Madison and worked for Hershey Chocolate Corporation in Sales and Sales Management before joining Kons at American in 1997. Both he and Jo wanted their children to know “where the Christmas Tree goes” and felt raising a family in a community and state they support was critical to their mission in life. Relocating from Minneapolis back to West Bend was a decision they do not regret. Community involvement is very important to Kraig: he is a graduate of the Leadership Greater West Bend Program, a past board member of the YMCA, Boys & Girls Club, West Bend Athletic Association, West Bend School District Foundation, the West Bend Waterways Foundation, Chamber of Commerce Board and past chairman of the Urban Design Committee and the West Bend School District Private Task Force.

Kraig believes those with the ability to lead have the responsibility to do so. Kraig proudly served as the Mayor of West Bend from 2011 to 2019 with the mission of ‘asking questions that have never been asked before’.

Kraig lives in West Bend with Jo, his wife of over 25 years. Together they have 4 daughters. Kraig enjoys time with his family, the outdoors, traveling, skiing, biking, an occasional round of golf and debating politics.



Randy Schmiedel- Principal of Discovery Properties Management & Development



**RANDY
SCHMIEDEL**



DISCOVERY PROPERTIES
— MANAGEMENT & DEVELOPMENT —

In addition to leading the Discovery team Randy has been instrumental in leading numerous people into financial freedom through investing in real estate. He was born and raised in Oshkosh and graduated from Oshkosh West High School, he then attended the University of Wisconsin Oshkosh. He is also a graduate of the Oshkosh Leadership program. Randy was on the YMCA board for 13 years, 3 of those years he served as board president. During his tenure as president, he was part of a team that oversaw a new \$16 million dollar downtown YMCA. Randy was also a board of trustee for the Paine Art Center and Gardens for 17 years, a Rotarian for 19 years, and delivered meals on wheels for the aging that could not cook or obtain food. Randy was also one of twenty people that organized a highly successful community bank called Choice Bank back in 2006. He was an active part of that board and the loan committee. Since then, Choice Bank has been acquired by Nicolet Bank. Through the years at no cost or minimal cost, his company has housed many families from the Boys and Girls Club, Christine Ann Center, or the Oshkosh Area School District that have fallen on hard times until they could get back on their feet.

He believes very strongly in giving back to his community that has been so generous to him.

Randy has lived his entire life in Oshkosh and is married to the love of his life Jane and together they have 2 adorable kids Veanna and Caden. They love to hang out with their kids, travel, run, be active gym rats, and follow their kids’ sporting events wherever that may lead them.

2.) SUMMARY OF RELEVANT EXPERIENCE

TRAIL'S EDGE APARTMENTS



202,013 SQ. FT.
120 UNITS
3 FLOORS
1 OR 2 BED & 1 BATH
UNDERGROUND PARKING
COMPLETED IN 17 MONTHS

\$19 Million

Trail's Edge Apartments in West Bend, Wisconsin is a welcome home to many of West Bend's newest residents. Being in close proximity to Historic Downtown West Bend, and the Riverwalk & Eisenbahn Trail drew many new residents to the area. They enjoy the underground parking, the dog and car wash stations, the workout facility, and the spacious community room with an outdoor terrace for entertaining.

SPRINGHILL SUITES BY MARRIOTT



65,065 SQ. FT.
103 UNITS
4 FLOORS
WOOD FRAME CONSTRUCTION
COMPLETED IN 18 MONTHS

\$12.4 Million

The Springhill Suites by Marriott in Menomonee Falls, Wisconsin beckons travelers and business people to rest their heads and enjoy a home away from home. Located on a convenient frontage road, this location gives a restful stay while not being too far from entertainment or business in downtown. Equipped with a fitness center, breakfast bar, comfortable lobby, a pool, and outdoor entertainment area including grills and an outdoor firepit; it is a great and much needed addition to Menomonee Falls.

NORTH TOWN APARTMENTS



279,231 SQ. FT.
170 UNITS
4 FLOORS
1, 2, OR 3-BED & 1 OR 2 BATH
TIMELINE 19 MONTHS

\$37.8 Million

North Town Apartments in Sheboygan, Wisconsin is currently under construction. When completed, it will be much needed housing in the Sheboygan area. With 170 families able to call these apartments home, it is designed with families at the center of it, with a 'town square' of green space in the middle of the development for residents to enjoy. They will also have underground parking, a workout facility, and a multi-use community room for entertaining. The apartments are located with easy access to the highway for an efficient commute for the future North Town Apartments residents.

2.) SUMMARY OF RELEVANT EXPERIENCE

THE RIVERS SENIOR LIVING FACILITY



90,000 SQ. FT. \$12 Million
 60 UNITS
 3 FLOORS
 1 OR 2 BED & 1 OR 2 BATH
 UNDERGROUND PARKING
 TIMELINE 12 MONTHS

The Rivers Senior Living Facility for those 55 or better is uniquely situated on the Fox River in Oshkosh, Wisconsin. The residents that call The Rivers home enjoy spacious living, along with access to the river for relaxation or recreation. They also utilize the fitness room, community center, arts and crafts room, and the hair salon, all accessible to residents inside the building. They also enjoy the free underground parking.

WASHINGTON PLACE HISTORICAL FLATS



28,000 SQ. FT. \$4 Million
 20 UNITS
 3 FLOORS
 1, 2, OR 3 BED & 1 OR 2 BATH
 TIMELINE 10 MONTHS

The Washington Place Historical Flats in Oshkosh, Wisconsin is a unique home for residents of Oshkosh. This adaptive reuse project gives its residents spacious and inviting apartments, showcasing the beautiful architecture both inside and out. Historic Oshkosh is only a walk away, and offers easy access to local restaurants, the library, YMCA, and the Fox River. The residents enjoy the detached garages for parking and for storage.

LAKEVISTA ESTATES



SUBDIVISION DEVELOPMENT \$50 Million
 135 UNITS
 CURRENTLY UNDER CONSTRUCTION
 80% COMPLETE
 STARTED 3.5 YEARS AGO

Lakevista Estates in Algoma, Wisconsin is a subdivision with a mix of single family, condos, twin-condos, and townhomes that give the current and future residents of Algoma a place to call home. This subdivision allows them to decide what they would like their new home to look like, and work with builders to obtain their ideal home. This subdivision, which is now 80% complete, is sure to be a cornerstone of Algoma.



PROPOSED BUILDING
Watertown Multi-Family
 111 South Water Street
 City of Watertown, Jefferson County

Issue Date:
 10 / 03 / 2024
 NOT FOR CONSTRUCTION

Revision:

Project Number:
 24001

Sheet Title:
 CONCEPT SITE PLAN
 OPTION B AND
 PARKING GARAGE
 PLAN

Sheet Number:

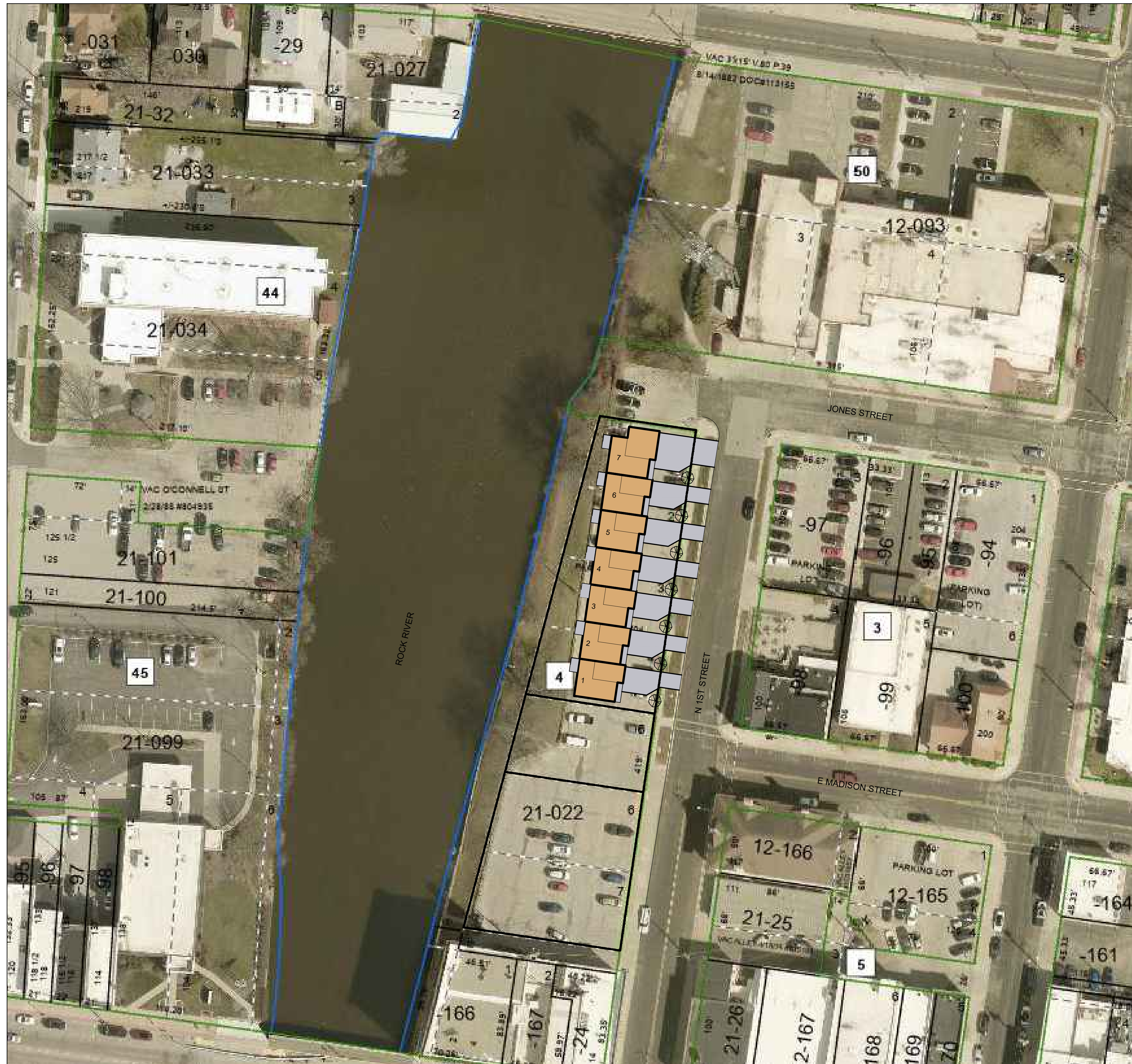
A-100



3350 SOUTH RIVER ROAD
WEST BEND, WI 53095-7884
(262) 334-3811 FAX: (262) 334-4990



3350 SOUTH RIVER ROAD
WEST BEND, WI 53095-7884
(262) 334-3811 FAX: (262) 334-4990



PROPOSED BUILDING
Watertown Townhomes
1st Avenue
City of Watertown, Jefferson County

Issue Date:
10 / 03 / 2024
NOT FOR CONSTRUCTION

Revision:

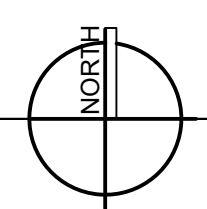
Project Number:
24001

Sheet Title:
CONCEPT SITE PLAN

Sheet Number:

A-100

CONCEPT SITE PLAN



1" = 40.00'

**City of Watertown
Income Statement - October 2024**

Section 3, Item I.

83.3%

Run Date: 241114

	2022	2023	Curr Yr	Curr Yr	Remain	%
	Actual	Actual	To-Date	Budget	Balance	Rev/Exp
Revenues						
Taxes	11,105,967	11,424,736	10,753,676	11,604,660	850,984	92.7%
Intergovt Shared Taxes	3,261,639	3,302,333	1,125,413	3,962,474	2,837,061	28.4%
Intergovt State Grants	1,298,364	1,169,435	1,169,227	1,205,349	36,122	97.0%
Licenses	67,240	69,618	68,197	69,350	1,153	98.3%
Permits	197,777	226,723	171,641	240,775	69,134	71.3%
Law & Order Violations	181,477	223,839	209,908	220,000	10,092	95.4%
Gen Govt Public Charges for Services	355,108	284,263	175,832	316,025	140,193	55.6%
Public Safety	833,120	871,440	706,369	835,000	128,631	84.6%
Health & Social Services	9,729	19,512	15,623	10,000	(5,623)	156.2%
Public Works	43,759	51,941	32,609	58,175	25,566	56.1%
Recreation	346,086	352,845	327,772	381,300	53,528	86.0%
Intergovt Township Fire Protection	287,287	286,437	325,412	304,054	(21,358)	107.0%
Interest	(151,064)	680,007	705,545	400,000	(305,545)	176.4%
Reserve Acct Revenue	159,460				-	
Miscellaneous	26,264	155,462	20,761	25,000	4,239	83.0%
Rent	25,640	26,148	84,693	25,040	(59,653)	338.2%
Total Revenues	18,047,854	19,144,737	15,892,678	19,657,202	3,764,524	80.8%
Expenditures						
Common Council	94,885	107,888	90,820	110,201	19,381	82.4%
Municipal Court	110,048	113,371	94,895	120,554	25,660	78.7%
Mayor	170,125	277,037	221,161	265,038	43,877	83.4%
Finance Department	448,127	479,275	422,162	557,363	135,201	75.7%
Elections	50,655	29,615	40,753	101,946	61,193	40.0%
Assessor	145,749	146,111	111,881	147,000	35,119	76.1%
Accounting & Auditing	61,656	78,752	67,921	70,000	2,079	97.0%
Human Resources	83,459	86,928	97,805	128,417	30,612	76.2%
City Attorney	240,825	247,647	179,067	250,940	71,874	71.4%
Municipal Building	304,482	337,599	264,599	291,533	26,934	90.8%
Other Buildings	6,947	6,496	4,372	6,500	2,128	67.3%
Miscellaneous	750	422	1,366	65,798	64,432	2.1%
Media & Communications	169,844	169,313	124,640	183,096	58,456	68.1%
Information Technology	173,744	249,582	222,353	271,497	49,144	81.9%
Property & Liability Insurance	451,430	458,477	528,241	532,999	4,758	99.1%
Employee Programs	24,093	22,010	16,581	23,065	6,484	71.9%
Other Insurance	4,235	4,416	19,544	4,400	(15,144)	444.2%
Other General Govt	-	2,325	2,382	1,000	(1,382)	238.2%
General Government	2,541,054	2,817,263	2,510,538	3,131,347	620,808	80.2%
		% of Total Exp	16.0%	15.3%		

	2022	2023	Curr Yr	Curr Yr	Rema	
	Actual	Actual	To-Date	Budget	Balance	Rev/Exp
Police	4,731,008	4,881,534	4,135,566	5,348,896	1,213,330	77.3%
Crossing Guards	27,695	28,365	22,553	40,074	17,521	56.3%
Dispatch Center	726,739	744,002	657,286	790,074	132,788	83.2%
Fire	3,066,250	3,276,048	2,753,717	3,590,481	836,764	76.7%
Building Inspection	280,826	305,985	255,019	365,561	110,542	69.8%
Emergency Govt	5,417	7,954	27,964	28,200	236	99.2%
Public Safety	8,837,936	9,243,887	7,852,105	10,163,286	2,311,181	77.3%
		% of Total Exp	50.0%	49.8%		
Health	459,524	493,343	370,364	552,099	181,735	67.1%
Environmental Health Division	19,382				-	
Other Services	61,000	62,830	62,830	62,830	-	100.0%
Health	539,906	556,173	433,194	614,929	181,735	70.4%
		% of Total Exp	2.8%	3.0%		
Planning & Development	285	12,963	17,936	6,000	(11,936)	298.9%
Engineering	363,895	265,894	134,442	316,607	182,165	42.5%
Machinery & Equipment	341,218	341,487	223,466	281,100	57,634	79.5%
Street Garages	120,020	70,790	52,388	75,000	22,612	69.9%
Street Administration	138,375	189,534	154,209	228,795	74,586	67.4%
Service to Other Departments	88,919				-	
Traffic Control	21,424	24,031	17,911	22,500	4,589	79.6%
Street Maintenance	673,108	1,154,199	973,435	1,254,760	281,325	77.6%
Snow & Ice Control	343,767	263,786	266,797	290,740	23,943	91.8%
Signs & Markings	102,571	14,622	17,047	18,600	1,553	91.6%
Street Lighting	444,500	570,176	397,375	510,000	112,625	77.9%
Airport	214,840	224,404	98,893	213,904	115,011	46.2%
Public Works	2,852,921	3,131,886	2,353,899	3,218,006	864,107	73.1%
		% of Total Exp	15.0%	15.8%		
Library	823,709	814,787	645,415	850,342	204,927	75.9%
Recreation Administration	184,495	516,745	509,875	660,476	150,601	77.2%
Recreation	116,853	137,708	95,887	98,551	2,664	97.3%
Outdoor Pool	210,126	216,618	234,184	230,968	(3,216)	101.4%
Indoor Pool	95,553	51,416	48,870	84,804	35,934	57.6%
Senior Center	267,188				-	
Park	861,873	926,618	784,131	997,694	213,563	78.6%
Park Garage	23,244				-	
Library, Leisure, & Parks	2,583,040	2,663,892	2,318,361	2,922,835	604,474	79.3%
		% of Total Exp	14.8%	14.3%		
Forestry	208,959	220,629	153,657	230,531	76,874	66.7%
Public Service Enterprises	78,000	78,000	71,000	78,000	7,000	91.0%
Reserves	320,673				-	
Transfer	60,000	82,625		45,000	45,000	0.0%
Total Expenditures	18,022,489	18,794,355	15,692,754	20,403,934	4,711,180	76.9%
Net Income	25,365	350,382	199,924	(746,732)	(946,656)	

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.

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.

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.