



FINANCE COMMITTEE MEETING AGENDA

MONDAY, MARCH 24, 2025 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

1. CALL TO ORDER

2. REVIEW AND APPROVE MINUTES

- [A.](#) Finance Committee minutes of March 10, 2025

3. BUSINESS

- [A.](#) Review and take action: Step Increase for DPW - Street Division Employees per Employee Handbook due to promotion
- [B.](#) Review and take action: approve purchase of radios for Police Department
- [C.](#) Review and take action: Modify employee handbook sections related to group health insurance changes
- [D.](#) Review and take action: Out of State Travel policy for employees
- [E.](#) Review and take action: approve UPS Parking Lot Agreement
- [F.](#) Review and take action: review confidentiality agreement with Jefferson County
- [G.](#) Review and take action: Recommend resolution to close TID 4
- [H.](#) Review and take action: allocate TID #4 City increment to various projects
- [I.](#) Review and discuss: Facilities upgrades for City Hall, Public Works, Park/Rec/Forestry, and Public Health
- [J.](#) Offer to Purchase regarding Parcel No. 291-0815-0511-003, 291-0815-0422-023, 291-0815-0422-036, 291-0815-0511-004, 291-0815-0412-182 and 291-0815-0412-185
 - 1. Review and discuss: Offer to Sell City owned Parcel No. 291-0815-0511-003, 291-0815-0422-023, 291-0815-0422-036, and 291-0815-0511-004 and purchase Parcel No. 291-0815-0412-182 and 291-0815-0412-185
 - 2. Convene into closed session per § 19.85(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 (Offer to Sell City owned Parcel No. 291-0815-0511-003, 291-0815-0422-023, 291-0815-0422-036, and 291-0815-0511-004 and purchase Parcel No. 291-0815-0412-182 and 291-0815-0412-185)
 - 3. Reconvene into open session
 - 4. Review and take action: Approve or Deny to negotiate selling of Parcel No. 291-0815-0511-003, 291-0815-0422-023, 291-0815-0422-036 and 291-0815-0511-004
 - 5. Review and take action: Approve or Deny to negotiate purchasing of Parcel No. 291-0815-0412-182 and 291-0815-0412-185

4. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

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, MARCH 10, 2025, AT 5:30 PM

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

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

Others present: Finance Director Stevens, Attorney Chesebro, Zoning Administrator Zirbes, Public Works Director Beyer, Water Systems Manager Hartz, Streets Operations Manager Winkelman, Fire Chief Reynen, Park/Rec Director Butteris, Mason Becker, Abby Kuehn, Steph Juhl (video), Melissa Songco (video; Habitat for Humanity)

1. Call to order. Mayor McFarland called the meeting to order at 5:31 p.m.
2. A motion was made by Ald. Bartz, seconded by Ald. Davis, to **approve the minutes from February 10 and 17**. Approved.
3. Zoning Administrator Zirbes presented a request to contract with **Vandewalle & Associates to rewrite the zoning code for \$90,000** as approved in the Capital Projects budget. Ald. Davis moved, supported by Ald. Lampe, to recommend approval to the Council. Approved.
4. Public Health sought permission to **hire Jennifer Zielski as RN at G/S K5**. In consideration for the time in her position, a request was also presented to increase the **step of Laci Cummings from K6 to K8**. Ald. Lampe made a motion to accept both requests, seconded by Ald. Bartz, and approved unanimously.
5. Water Systems Manager Hartz requested a **step increase for Jake Nehls** for the successful completion of a certification. Ald. Lampe moved, supported by Ald. Moldenhauer, to approve the G/S of H7 retroactive to March 5, 2025. Approved.
6. Streets Operations Manager Winkelman requested the promotion of **Vincent Riedl into the position of Light Equipment Operator at the G/S of H6 as of March 19**. Motion made by Ald. Davis, seconded by Ald. Bartz, and approved unanimously.
7. Streets Operations Manager Winkelman requested the **promotion of Daniel Kuehl into the position of Heavy Equipment Operator at the G/S of I4 as of March 19**. Motion made by Ald. Lampe, seconded by Ald. Davis, and approved unanimously.
8. Parks/Rec/Forestry Director Butteris presented a request to **modify the Town Square [Fund 26] revenue budgets, a net impact of a \$20,000 reduction** to anticipated fund balance. Ald. Lampe made a motion to approve the modification, seconded by Ald. Davis, and approved unanimously.
9. **Intrepid Investments requested a 45-day extension** of its pre-development agreement to April 15 to complete the necessary due diligence and pre-development activities outlined in its agreement. A motion was made by Ald. Davis, supported by Ald. Lampe, to approve the extension. Unanimously approved.
10. Mr. Becker sought permission to submit an **application to Dodge County Community Development Fund for a \$100,000 grant** towards the \$200,000 budget (50/50 cost share) of the Wilbur St extension project. Ald. Davis made a motion, seconded by Ald. Bartz, to approve the grant submission. Unanimously approved.

11. Finance Director Stevens provided a chart of the **mill rates for all cities in Dodge & Jefferson Counties**. In 2024, Watertown was ranked the 4th lowest out of 8 in Dodge County and 2nd lowest out of 6 in Jefferson County.
12. Finance Director Stevens provided a summary of the **financing options for the purchase of a fire department ladder truck**. His conclusion was to include the borrowing of funds for the apparatus in the annual bond issue of the year you anticipate delivery.
13. The **City's portion of the TID #4 increment** is approximately \$1,730,000. A list was compiled by city staff and presented in order for Finance Committee members to contemplate ahead of crafting allocation decisions at the March 24 meeting.
14. The police union's bargaining representative, **Labor Association of Wisconsin, has given notice that they wish to discontinue representing the Watertown police union**. No motion was offered to convene to closed session for this matter. Ald. Moldenhauer motioned, supported by Ald. Lampe, to recommend approval of the amendment to the police union agreement. Unanimously approved.
15. The City has received a request to **open negotiations for the fire union contract to be extended one year**. Ald. Bartz moved, seconded by Ald. Lampe, to convene into closed session per § 19.85(1)(c)(e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and deliberating of or negotiating union contract (contract negotiation with IAFF Local 877). Unanimously approved through roll call vote.
16. The committee reconvened into open session.
17. Ald. Bartz moved, seconded 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 (**Hart St. drainage improvements**). Unanimously approved through roll call vote.
18. The committee reconvened into open session.
19. Ald. Bartz made a motion, supported by Ald. Moldenhauer, to **enter into negotiations for acquiring land for Hart St. drainage improvements**. Unanimously approved.
20. Mr. Becker provided information on a **potential multifamily residential development to be erected at 100 & 104 E. Division St.** Ald. Davis, supported by Ald. Bartz, moved 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 (proposed multifamily residential development for 100 & 104 E. Division St.). Unanimously approved through roll call vote.
21. The committee reconvened into open session.
22. The City recently entered into a development agreement with Horizon Development Group to construct a 92-unit apartment complex south of the new YMCA. The developer has recently formed a new LLC as the owner of record, Lumin Terrace LLC. **The developer has requested an amendment to the development agreement to recognize this change**. No motion was offered to convene into closed session. Ald. Davis moved, seconded by Ald. Bartz, to recommend this change to the Council. Approved.
23. A local developer has been planning to construct multifamily housing between Mary St and Clark St. An offer to purchase a small triangle of property owned by the City has been received. Ald. Davis made a motion, seconded by Ald. Lampe, 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 (**vacant land offer to purchase for a portion of 315 Mary St.** from the City).
Unanimously approved through roll call vote.

24. The committee reconvened into open session.
25. A motion was made by Ald. Davis, seconded by Ald. Moldenhauer, to **approve the sale of a portion of 315 Mary St** with necessary legal modifications as required. Approved unanimously.
26. Finance Committee adjournment. Ald. Bartz moved, seconded by Ald. Lampe, to adjourn the Finance Committee at 7:06 p.m., and was 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.



MEMO

DPW – Street/Solid Waste Division

To: Mayor McFarland and Finance Committee Members

From: Stacy Winkelman

Date: March 19, 2025

Subject: March 24 Agenda Item

Background

There was an internal promotion of a general laborer to a light equipment operator. This employee fell into the pay chart at a Grade H Step 6. Per the Employee Handbook, the incumbents in this pay grade should get an increase to one step higher than the newly promoted employee.

Budget Goal

Payroll Account #01-54-31-10

Payroll Account #16-58-16-10

Financial Impact

01-54-31-10: Three employees under this payroll account = \$5,685.60 increase to payroll from March 19, 2025 – December 31, 2025.

16-58-16-10: One employee under this payroll account = \$1,137.12 increase to payroll from March 19, 2025 – December 31, 2025.

Recommendation

Retroactive to March 19, 2025, to be consistent with the timing of the promotion:

- Increase John Butschke from an H6 to H7
- Increase Keith Rein from an H6 to an H7
- Increase Lukas Saeger from an H5 to H7
- Increase Adam Quest from an H5 to H7

2025 Operational Goals

The purpose of our operational goals is to identify, prior to the budgeting process, what work the city intends to achieve in 2025. The goals should align with our mission. Not only will the operational goals inform budget prioritization, but they will also guide the creation of the 2025 Department Work Plans.

Present a budget that (in no particular order):

1. Invests in the strategic planning and maintenance of our city buildings
2. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
3. Supports employee retention and growth, while also evaluating operations and the associated staffing
4. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities
5. Maintains a safe and healthy community, with an eye toward future needs and trends

Step Plan

Pay ranges under the step plan are designed to advance pay within the range by increments of experience in the employees' present position and the employee receiving a successful annual performance evaluation rating. Each pay range is divided into 11 steps with the midpoint or market /control point at Step 6.

Employees who receive a performance review rating of "meeting expectations" or better may be eligible to receive a step increase on January 1 of the following year. No employee's pay shall exceed the maximum (Step 11) of the recommended pay range for the employee's present position.

Employees may also be eligible for general economic adjustment equal to that applied to the plan structure to keep it market competitive (see section on [Determining Annual Pay Structure](#)).

Existing Employees as of January 1, 2014

Employees whose pay was below the minimum of the pay range were brought to the minimum of the range on January 1, 2014. Employees whose pay was between the minimum and maximum of the pay range were placed at the next step that provided a pay increase. Employees whose pay was above the recommended maximum of their pay range as of January 1, 2014 had their pay red-circled until such time that the pay structure is adjusted to a point where the employee's pay rate falls below the maximum of the recommended pay range. At that time, the employee may then be considered as eligible for pay increases.

Compensation Policies

Compensation upon Promotion

Employees being promoted one salary grade will be considered for an increase of not less than a 5% adjustment to his/her current wage and the calculated rate will be placed at the next closest step on the new pay range or be brought to the minimum of the new pay range, whichever is greater. An employee being promoted two or more salary grades will be considered for an increase of not less than 8% of the employee's current wage and the 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. In no case will a promotional increase allow the employee to earn a salary above the established range maximum.

In addition, should the City promote an employee utilizing the 5%/8% rules and such calculations result in the newly promoted employee earning a base wage greater than an existing incumbent, the City may then increase the pay rate(s) of the incumbent(s) in the same job one rate higher than the newly promoted employee in order to maintain internal equity.

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.



David Brower, Chief of Police

Date: 03/20/25
To: Finance Committee
From: Chief Dave Brower

RE: Request on 03/24/25 agenda – Review and Take Action: Approve Purchase of Radios for Police Department

Finance Committee Members,

As part of the budget for 2025, I requested and was approved to purchase Portable radios for our department. “Portable” radios are the ones carried on the officer’s belt, and “mobile” radios are attached to the squad cars. Here’s the background story, leading to the great news at the end.

Shortly after my promotion, I was informed by Baycom that we need to replace portable and mobile radios - they were "end of life" through Motorola and would no longer be serviced. I first worked to purchase both portables and mobiles in 2025 rather than limping along without a service agreement while hoping the radio equipment did not have problems, but we had the zero-increase 2025 budget year to contend with, and I was approved for the portables only, with a price tag of \$223,469. (I was grateful to get that.) The mobiles, priced at \$110,174, would have to wait for a budget request in 2026 (but no guarantee on that price.)

After the budget was approved, I learned of a special Law Enforcement only sale on the portable radios, and contacted the rep, who confirmed the sale and gave us a revised quote of \$142,409 - an amazing sale - which would save us \$81,060. Great news! This sale and quote are only good through the end of March 2025.

As I began prepping last week to sign on the dotted line for the portables, it occurred to me that our savings of \$81,060 is only \$29,114 short of additionally purchasing the mobiles this year for the amount that was approved for the portables. I contacted the rep and asked if perhaps the mobiles had also been added to the sale in the past few months, and they had! I asked for a quote, hoping the savings might be near \$29,114, and it was close. The new quote for the mobiles is \$87,932. I am only \$6,872 shy of paying for both portables and mobiles with the amount that was approved for the portables.

Furthermore, I am told if we wait, the price for the mobile radios will likely jump significantly because of expected tariffs. And I am not buying from Motorola again, since they appear to make arbitrary “end of life” decisions on equipment that is perfectly functional.

To save significant money, I am requesting to purchase both mobiles and portables now. I will use all of the money from the 2025 budget that was approved for portable radios, and find the remaining \$6872 in my budget, using salary savings we expect this year as a result of two of our officers serving military deployments.

WATERTOWN POLICE DEPARTMENT

Section 3, Item B.

Here's the summary of the cost:

Description of Product or Service	Item #	Qty	Per Unit	Extended
Kenwood Viking Portable Radios VP8000		43		142,409.00
Kenwood Viking Mobile Radios VM8000		16	-	87,932.72
(includes 5 yr warranty, installation, etc.)			-	
			Shipping / Handling	
			TOTAL:	\$ 230,341.72

Budget approved amount: \$223,470

Salary Savings: \$6871.72

Alternate Bids/Proposals (name & amount):

Baycom Motorola APX8500 & APX-NEXT	\$410,274
Gencomm Harris XL200Mobile & XL200Portable	\$402,487

Thank you for your consideration.



Dave Brower
Police Chief

Administration Department

To: Finance Committee

From: Mayor McFarland

Date: March 17, 2025

Subject: Health Benefit Update

Background

The City of Watertown has contracted with a new health care provider beginning January 1, 2025. As a result, several sections relating to the health plan that referred to the previous provider of Employee Trust Funds (ETF) are addressed below to be updated. ETF will continue to provide pension, life insurance, and income continuation benefits. With the change of health care providers, COBRA administration will be completed by Employee Benefits Corporation (EBC) for Health, Dental, Vision, and Flex Spending programs. Retirement sections will also be affected as they relate to sick leave conversion and retirees that continue coverage through COBRA.

Current policy can be located at:

<https://cms4files.revize.com/watertownwi/Handbook%20August%202024.pdf>

Proposed Policy Changes:

Section V. Benefits

F. HEALTH INSURANCE

Wisconsin Retirement System eligible part-time employees may apply for health insurance coverage. City contributions will be prorated and will apply based on the part-time tiers that reflect the number of scheduled hours expected for the position. Find more information at www.deancare.com

All full-time employees and those part-time employees as designated in the annual payroll resolution shall be eligible to receive health insurance benefits at the expense of the City, subject to the required employee premium contribution amount, ~~applied to the least expensive plan available~~, as established in the annual payroll resolution and applicable collective bargaining agreements.

New employees shall be eligible for health insurance benefits on the first day of the month following the first day of employment. Where the first day of the month is the first day of employment, health insurance benefits will begin on the same day. Health insurance



MEMO

coverage terminates at the end of the month in which the employee terminates employment. Employees will be eligible to participate in COBRA benefits for 18 months after the last date of coverage as an employee with payments that will be administered by Employee Benefits Corporation(EBC).

Dependent Coverage Eligibility:

Employees that choose family plans must be enrolled in the plan in order to enroll additional dependents. Eligible dependents for family coverage include:

- (1) Spouse (must be legally recognized in the State of Wisconsin).
- (2) Children who include:
 - (a) Natural children.
 - (b) Stepchildren.
 - (c) Adopted children and pre-adoption placements. Coverage will be effective on the date that a court makes a final order granting adoption by the subscriber) or on the date the child is placed in the custody of the subscriber, whichever occurs first. These dates are defined by Wis. Stat. § 632.896. If the adoption of a child is not finalized, the insurer may terminate coverage of the child when the adoptive placement ends.
 - (d) Legal wards that become the subscriber’s permanent ward before age 19. Coverage will be effective on the date that a court awards permanent guardianship to either the subscriber/employee or spouse.
 - (e) Grandchild if the parent is a dependent child and under the age of 18. The grandchild ceases to be a dependent at the end of the month in which the dependent child (parent) turns 18.

Note: (i) Children, stepchildren, and legal wards may be covered until the end of the month in which they attain age 26 except for grandchildren. Their spouse and/or dependents are not eligible. Upon the child’s loss of eligibility, the child may be eligible for COBRA Continuation.

(f) Pertaining to divorce - if a court orders the subscriber/employee to insure an ex-spouse, the order does not create eligibility for the ex-spouse to remain insured under the subscriber/employee. Ex-spouse eligibility is under COBRA Continuation for 18 months after the last day of coverage

Plan Changes:

Employees wishing to make changes to enrolled health plan coverage must provide official documentation within 30 days of the event noting the effective date that coverage change takes effect as it pertains to life changing events. All other changes will be made as part of the open enrollment period.



MEMO

~~Part-time employees determined to be eligible under the rules of the Department of Employee Trust Funds, may apply for health insurance coverage. City contribution will be the minimum as determined by the Department of Employee Trust Funds based on the number of scheduled work hours.~~

Married employees who both work for the City shall be eligible for coverage under said policy in the manner least expensive to the City and shall be exempt from the required employee premium contribution up to an amount equal to the least expensive plan available in any given year as long as this does not conflict with the maximum allowable City contribution as defined by the health insurance program.

Coverage for Retired Employees

For any employee who elects to retire consistent with the terms of the Department of Employee Trust Funds and **participate in COBRA health care continuation for 18 months after the last date of coverage**, the City will establish a health insurance premium account for such employee in an amount equal to sixty dollars (\$60.00) per day of accumulated unused sick leave (for twenty-four (24) hour shift personnel, sixty dollars (\$60.00) for every twelve (12) hours of accumulated sick leave) remaining in such employee's sick leave account as of his/her retirement date (maximum value of seven thousand two hundred dollars (\$7,200.00)). Such premium account shall only be used for the purpose of making future payments of premiums towards the City's group health insurance program on behalf of the retired employee.

Payments of such premiums from said premium account will be on the basis of one-half (1/2) the premium cost per month and coordinated with the retired employee's own payment for the other half of the premium cost paid two (2) months in advance until such premium account is depleted or the retired employee is no longer a participant in the City's group health insurance program. **Payments will be administered by EBC.**

G. DENTAL INSURANCE

Find more information at <https://www.deltadentalwi.com/>

All full-time employees and those part-time employees as designated in the annual payroll resolution shall be eligible to receive dental insurance benefits at the expense of the City, subject to the required employee premium contribution amount, applied to the least expensive plan available, as established in the annual payroll resolution and applicable collective bargaining agreements.

New employees shall be eligible for dental insurance benefits on the first day of the month following the first day of employment. Where the first day of the month is the first day of employment, dental insurance benefits will begin on the same day. Dental insurance coverage terminates at the end of the month in which the employee terminates employment. **Employees will be eligible to participate in COBRA benefits for 18 months**

after the last date of coverage as an employee with payments that will be administered by EBC.

Married employees who both work for the City shall be eligible for coverage under said policy in the manner least expensive to the City and shall be exempt from the required employee premium contribution up to an amount equal to the least expensive plan available in any given year.

H. VISION INSURANCE

Find more information at <https://www.deltadentalwi.com/>

All full-time employees and those part-time employees as designated in the annual payroll resolution shall be eligible to participate voluntarily in the vision insurance benefits at the employee's expense offered by Delta Vision (a division of Delta Dental of WI). New employees shall be eligible for vision insurance benefits on the first day of the month following the first day of employment. Where the first day of the month is the first day of employment, vision insurance benefits will begin on the same day. Vision insurance coverage terminates at the end of the month in which the employee terminates employment. **Employees will be eligible to participate in COBRA benefits for 18 months after the last date of coverage as an employee with payments that will be administered by EBC.**

H. LIFE INSURANCE

Find more information at <http://etf.wi.gov/>

The City shall provide all full-time and eligible part-time employees a term life insurance policy equal to his/her Wisconsin Retirement System earnings paid during the previous calendar year rounded to the next higher one thousand dollars (\$1,000.00). The City shall also make available to the employee the option of additional term life insurance coverage to be purchased by the employee at his or her expense if such coverage is available. Life insurance policies shall be underwritten through a carrier of the City's choice.

I. PENSION

Find more information at <http://etf.wi.gov/>

Both full-time and regular part-time employees shall be covered under the Wisconsin Retirement System in accordance with Chapter 40, Wis. Stats. The City's contributions to the retirement system shall be determined as per the adoption of the annual payroll resolution and in accordance with applicable state statutes.

J. WISCONSIN DEFERRED COMPENSATION

Find more information at <https://wisconsin.gwrs.com/>

MEMO

The City participates in the Wisconsin Deferred Compensation program provided by the State of Wisconsin. Employees may elect to participate by making pre-tax or post-tax contributions towards retirement investment options of their choice.

K. SECTION 125 PLAN

Find more information at <https://www.ebcflex.com/>

The City has established a Section 125 plan which provides for reimbursement for dependent care and health care expenses as permitted by the Internal Revenue Code. Employees may elect to reduce their wages by making contributions to the Section 125 plan to the extent permitted by law. At the end of the plan year, any unused funds are forfeited by the employee and become property of the employer. **Employees will be eligible to participate in COBRA benefits with payments that will be administered by EBC.**

Budget Goal

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

Financial Impact

Health Insurance impacts all departments of the city that have benefit eligible employees and future recruitment efforts.

Recommendation

Approve the updated handbook changes.

2025 Operational Goals

Present a budget that (Department select the relevant goals, and delete those not relevant):

1. Invests in the strategic planning and maintenance of our city buildings
2. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
3. Supports employee retention and growth, while also evaluating operations and the associated staffing
4. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities
5. Maintains a safe and healthy community, with an eye toward future needs and trends

**RESOLUTION TO
AMEND THE EMPLOYEE HANDBOOK OF POLICIES AND PROCEDURES
FOR EMPLOYEE INSURANCE CHANGES**

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

WHEREAS, the City adopted the current City of Watertown Employee Handbook of Policies and Procedures on July 6, 2012 with the most recent amendment occurring on February 17, 2024; and,

WHEREAS, the City of Watertown has contracted with a new benefit provider beginning January 1, 2025 resulting in sections relating to the employee benefit plans to be updated.

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

That Article V. Benefits shall be repealed and restated to read as follows:

F. HEALTH INSURANCE

Wisconsin Retirement System eligible part-time employees may apply for health insurance coverage. City contributions will be prorated and will apply based on the part-time tiers that reflect the number of scheduled hours expected for the position. Find more information at www.deancare.com

All full-time employees and those part-time employees as designated in the annual payroll resolution shall be eligible to receive health insurance benefits at the expense of the City, subject to the required employee premium contribution amount, established in the annual payroll resolution and applicable collective bargaining agreements.

New employees shall be eligible for health insurance benefits on the first day of the month following the first day of employment. Where the first day of the month is the first day of employment, health insurance benefits will begin on the same day. Health insurance coverage terminates at the end of the month in which the employee terminates employment. Employees will be eligible to participate in COBRA benefits for 18 months after the last date of coverage as an employee with payments that will be administered by Employee Benefits Corporation(EBC).

Dependent Coverage Eligibility:

Employees that choose family plans must be enrolled in the plan in order to enroll additional dependents. Eligible dependents for family coverage include:

- (1) Spouse (must be legally recognized in the State of Wisconsin).
- (2) Children who include:
 - (a) Natural children.
 - (b) Stepchildren.
 - (c) Adopted children and pre-adoption placements. Coverage will be effective on the date that a court makes a final order granting adoption by the subscriber) or on the date the child is placed in the custody of the subscriber, whichever occurs first. These dates are defined by Wis. Stat. §

(March 31, 2025) Exhibit XXX

- 632.896. If the adoption of a child is not finalized, the insurer may coverage of the child when the adoptive placement ends.
- (d) Legal wards that become the subscriber’s permanent ward before age 19. Coverage will be effective on the date that a court awards permanent guardianship to either the subscriber/employee or spouse.
- (e) Grandchild if the parent is a dependent child and under the age of 18. The grandchild ceases to be a dependent at the end of the month in which the dependent child (parent) turns 18.
- Note: (i) Children, stepchildren, and legal wards may be covered until the end of the month in which they attain age 26 except for grandchildren. Their spouse and/or dependents are not eligible. Upon the child’s loss of eligibility, the child may be eligible for COBRA Continuation.
- (f) Pertaining to divorce - if a court orders the subscriber/employee to insure an ex-spouse, the order does not create eligibility for the ex-spouse to remain insured under the subscriber/employee. Ex-spouse eligibility is under COBRA Continuation for 18 months after the last day of coverage

Plan Changes:

Employees wishing to make changes to enrolled health plan coverage must provide official documentation within 30 days of the event noting the effective date that coverage change takes effect as it pertains to life changing events. All other changes will be made as part of the open enrollment period.

Married employees who both work for the City shall be eligible for coverage under said policy in the manner least expensive to the City and shall be exempt from the required employee premium contribution up to an amount equal to the least expensive plan available in any given year as long as this does not conflict with the maximum allowable City contribution.

Coverage for Retired Employees

For any employee who elects to retire consistent with the terms of the Department of Employee Trust Funds and participate in COBRA health care continuation for 18 months after the last date of coverage, the City will establish a health insurance premium account for such employee in an amount equal to sixty dollars (\$60.00) per day of accumulated unused sick leave (for twenty-four (24) hour shift personnel, sixty dollars (\$60.00) for every twelve (12) hours of accumulated sick leave) remaining in such employee’s sick leave account as of his/her retirement date (maximum value of seven thousand two hundred dollars (\$7,200.00)). Such premium account shall only be used for the purpose of making future payments of premiums towards the City’s group health insurance program on behalf of the retired employee.

Payments of such premiums from said premium account will be on the basis of one-half (1/2) the premium cost per month and coordinated with the retired employee’s own payment for the other half of the premium cost paid two (2) months in advance until such premium account is depleted or the retired employee is no longer a participant in the City’s group health insurance program. Payments will be administered by EBC.

G. DENTAL INSURANCE

Find more information at <https://www.deltadentalwi.com/>

All full-time employees and those part-time employees as designated in the annual resolution shall be eligible to receive dental insurance benefits at the expense of the City, subject to the required employee premium contribution amount, applied to the least expensive plan available, as established in the annual payroll resolution and applicable collective bargaining agreements.

New employees shall be eligible for dental insurance benefits on the first day of the month following the first day of employment. Where the first day of the month is the first day of employment, dental insurance benefits will begin on the same day. Dental insurance coverage terminates at the end of the month in which the employee terminates employment. Employees will be eligible to participate in COBRA benefits for 18 months after the last date of coverage as an employee with payments that will be administered by EBC.

Married employees who both work for the City shall be eligible for coverage under said policy in the manner least expensive to the City and shall be exempt from the required employee premium contribution up to an amount equal to the least expensive plan available in any given year.

H. VISION INSURANCE

Find more information at <https://www.deltadentalwi.com/>

All full-time employees and those part-time employees as designated in the annual payroll resolution shall be eligible to participate voluntarily in the vision insurance benefits at the employee's expense offered by Delta Vision (a division of Delta Dental of WI). New employees shall be eligible for vision insurance benefits on the first day of the month following the first day of employment. Where the first day of the month is the first day of employment, vision insurance benefits will begin on the same day. Vision insurance coverage terminates at the end of the month in which the employee terminates employment. Employees will be eligible to participate in COBRA benefits for 18 months after the last date of coverage as an employee with payments that will be administered by EBC.

H. LIFE INSURANCE

Find more information at <http://etf.wi.gov/>

The City shall provide all full-time and eligible part-time employees a term life insurance policy equal to his/her Wisconsin Retirement System earnings paid during the previous calendar year rounded to the next higher one thousand dollars (\$1,000.00). The City shall also make available to the employee the option of additional term life insurance coverage to be purchased by the employee at his or her expense if such coverage is available. Life insurance policies shall be underwritten through a carrier of the City's choice.

I. PENSION

Find more information at <http://etf.wi.gov/>

Both full-time and regular part-time employees shall be covered under the Wisconsin Retirement System in accordance with Chapter 40, Wis. Stats. The City's contributions to the retirement system shall be determined as per the adoption of the annual payroll resolution and in accordance with applicable state statutes.

J. WISCONSIN DEFERRED COMPENSATION

Find more information at <https://wisconsin.gwrs.com/>

The City participates in the Wisconsin Deferred Compensation program provided by the State of Wisconsin. Employees may elect to participate by making pre-tax or post-tax contributions towards retirement investment options of their choice.

K. SECTION 125 PLAN

Find more information at <https://www.ebcflex.com/>

The City has established a Section 125 plan which provides for reimbursement for dependent care and health care expenses as permitted by the Internal Revenue Code. Employees may elect to reduce their wages by making contributions to the Section 125 plan to the extent permitted by law. At the end of the plan year, any unused funds are forfeited by the employee and become property of the employer. Employees will be eligible to participate in COBRA benefits with payments that will be administered by EBC.

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

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

ADOPTED March 31, 2025

CITY CLERK

APPROVED March 10, 2025

MAYOR



Office of
THE MAYOR
106 Jones Street
P.O. Box 477
Watertown, WI 53094-0477
(920)262-4000

Memo

To: Finance Committee

From: Mayor McFarland

Date: May 30, 2022

Re: Proposed Employee Handbook Updates

Please find the following agenda items for your consideration and approval.

I am suggesting a change to the City of Watertown's handbook regarding the travel reimbursements form approval process in "Section P. Travel Reimbursement", under the section "Benefits." This section states that travel outside the State of Wisconsin shall be approved in advance of departure by the employee's department head and the Mayor using the travel request and reimbursement form. The Mayor's awareness of relevance of the job responsibilities to the training is limited and I think that decision more appropriately lies with the department heads to make independently.

Current Policy

P. TRAVEL REIMBURSEMENT

Job-related travel outside of Jefferson or Dodge County and incurrence of travel expenses shall be approved in advance of departure by the employee's department head using the travel request and reimbursement form. Travel outside the State of Wisconsin shall be approved in advance of departure by the employee's department head and the mayor using the travel request and reimbursement form.

After job-related travel is completed, claims for reimbursement of travel expenses shall be filed with each employee's supervisor using the travel request and reimbursement form no later than thirty (30) days following incurrence and must be supported by documentation including receipts for any meals or lodging.

In the event a traveler is accompanied by family members, care must be exercised to include only costs attributed to the employee.

Proposed Change

P. TRAVEL REIMBURSEMENT

Job-related travel outside of Jefferson or Dodge County and incurrence of travel expenses shall be approved in advance of departure by the employee's department head using the travel request and reimbursement form. Travel outside the State of Wisconsin shall be approved in advance of departure by the employee's department head using the travel request and reimbursement form.



Section 3, Item D.

Section 3, Item I.

Office of
THE MAYOR
106 Jones Street
P.O. Box 477
Watertown, WI 53094-0477
(920)262-4000

After job-related travel is completed, claims for reimbursement of travel expenses shall be filed with each employee's supervisor using the travel request and reimbursement form

no later than thirty (30) days following incurrence and must be supported by documentation including receipts for any meals or lodging.

In the event a traveler is accompanied by family members, care must be exercised to include only costs attributed to the employee.

Thank you for your consideration of this policy adjustment. Please let me know if you have any questions.

Thank you,
Emily McFarland, Mayor

FINANCE COMMITTEE

5:30 pm, June 16, 2022

The Finance Committee met on the above date and time. The following members were present: Mayor McFarland, Alderpersons Davis, Bartz, Lampe, Ruetten and Bartz. Also present: Finance Director Mark Stevens, Alex Allon, Asst. Fire Chief Anthony Rauterberg, Fire Chief Travis Teesch, Public Works Director Jaynellen Holloway, Streets staff Stacy Winkelman, Police Chief Kaminski, and City Attorney Steven Chesebro (via video).

Visitor: Ken Berg

NOTE: Items below are listed in order of the agenda but may not be the order by which they were taken up at the Finance meeting.

1. **Call to order:** Mayor McFarland called the meeting to order at 5:32 p.m.
2. **Review and approve:** Minutes from May 17, 2022 and May 23, 2022. Ald. Ruetten moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.
3. **Review and take action:** credit card purchases over \$10,000 for May 2022. Ald. Lampe moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.
4. **Review and take action:** EMS billing write off's. Ald. Ruetten moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.
5. **Bridge projects update:** Jaynellen Holloway provided an overview on current status of bridge projects:
 - a. Main St bridge: The City, WisDOT, and contractor met at the bridge to review project. Although no guarantee, a start of construction in 2024 is anticipated (possibly to be completed entirely in 2024 or started in 2024 and completed in 2025). The project is estimated to take 8-9 months. Work has been completed with the NW corner repair. A wooden cover was constructed and installed June 10.
 - b. Cady St bridge: The design contract (PSE- Plans, Specifications, cost Estimates) is underway for the rehabilitation project. This project is scheduled to be completed in 2023.
 - c. Tivoli Island bridge: A rehearsal of the presentation made by Andrew Beyer when the request for funding an evaluation was made.
6. **Review and take action:** hire Nauri Luna as a part-time Legal Assistant at Grade F, Step 1 (\$19.26/hr.). Ald. Lampe moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.
7. **Review and take action:** hire Jesse Bell as a part-time Fire Inspector at Grade H, Step 1 (\$23.12/hr.). Mr. Bell is currently a full-time firefighter for Edgerton. Ald. Davis moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.
8. **Review and take action:** 2022 payroll compression recommendations.

Zoning Administrator: Jacob Maas

Assigned Grade/Step = **M5** [\$36.49/hr]

New Grade/Step = **M6** [\$37.43/hr]

FD Batt Chief: Chad Butler

Assigned Grade/Step = **N5 Adj** [\$28.65/hr]

New Grade/Step = **N9 Adj** [\$31.48/hr]
(incl \$1.0484 Par Prem)

FD Batt Chief: Chad Butzine

Assigned Grade/Step = **N5 Adj** [\$27.60/hr]

New Grade/Step = **N9 Adj** [\$30.43/hr]

FD Batt Chief: Bradley Fox

Assigned Grade/Step = **N5 Adj** [\$28.65/hr]

New Grade/Step = **N9 Adj** [\$31.48/hr]
(incl \$1.0484 Par Prem)

FD Deputy Chief: Anthony Rauterberg

Assigned Grade/Step = **Q2** [\$43.09/hr]

New Grade/Step = **Q6** [\$47.71/hr]
(incl \$1.4677 Par Prem)

PD Assistant Chief: Benjamin Olsen

Assigned Grade/Step = **Q3** [\$42.77]

New Grade/Step = **Q4** [\$43.93]

Ald. Ruetten moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.

9. **Review and take action:** proposed adjustment to the City of Watertown Employee Handbook for compression (clarify calculation formula to include gross wages, not total compensation). Ald. Ruetten moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.
10. **Review and take action:** proposed adjustment to the City of Watertown Employee Handbook for sick leave (proration of earning sick leave dependent on half-time, 3/4-time, full-time work schedules). Ald. Ruetten moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.
11. **Review and take action:** proposed adjustment to the City of Watertown Employee Handbook for travel reimbursement (out-of-state travel to be approved at department level). Ald. Bartz moved to approve, seconded by Ald. Ruetten, and carried by unanimous voice vote.
12. **Review and take action:** amend the City of Watertown General Ordinances to reflect departmental restructuring for the Clerk/Treasurer and Public Works/City Engineer positions. Ald. Lampe moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.
13. **Review and take action:** budget amendment decreasing Snow & Ice Control Supplies account [01-54-35-18] by \$3,000 and increasing Street Garages Repair account [01-54-12-20] by \$3,000 to supplement Capital Fund 05 budget for the purchase of two overhead doors at the Street/Solid Waste Facility that exceeded cost estimates. Ald. Ruetten moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.
14. **Review and take action:** budget amendment increasing Occupy Street/Sidewalk Permit [01-43-51-49] by \$6,000 and increasing Engineering Review Fees [01-54-10-44] by \$6,000 for utility accommodation permit review. Ald. Ruetten moved to approve, seconded by Ald. Lampe, and carried by unanimous voice vote.
15. **Convene into closed session** per Wis. Stat. Sec. 19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session. Ald. Lampe moved to approve, seconded by Ald. Bartz, and approved with unanimous roll call vote.
16. **Reconvene to open session.** Ald. Ruetten moved to approve, seconded by Ald. Lampe, and carried by unanimous voice vote.
17. **Review and take possible action:** approve offer to purchase property. No action taken at this time.
18. **Review and take action:** ARPA Fund
 - a. Main Street: repair work. With the decision to include Main Street repair funding from ARPA, the Public Works team brainstormed through an appropriate timing of events that include Main Street bridge replacement, water main replacement between First and Market Streets, and scope of work. The recommendations to exclude certain aspects of the project provides a prudent approach to not complete work that would be torn out before the State project anticipated in 2028.
 - b. 2022 Budget Approval. A couple of modifications were discussed on the 6/9/22 revision of the FY22 budget. The recommended assignments to specific spending items totals \$1,008,418; a \$1,020,000 placeholder for ARPA Expenditures had been approved in 2021.

Ald. Lampe moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.
19. **Convene into closed Session** per Wis. Stat. Sec. 19.85(1)(g) to confer with legal counsel of the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (FLSA Policy). Ald. Bartz moved to approve, seconded by Ald. Ruetten, and approved with unanimous roll call vote.
20. **Reconvene to open session.** Ald. Bartz moved to approve, seconded by Ald. Ruetten, and carried by unanimous voice vote.

21. **Review and take possible action:** An audit of the method of calculating FLSA overtime for union firefighters from February 2021 through February 2022 was determined to be inaccurate. It is recommended that corrective overtime pay of approximately \$859 be paid to six impacted individuals and that overpayments of approximately \$3,815 not be requested to be repaid. Ald. Davis moved to approve, seconded by Ald. Lampe, and carried by unanimous voice vote.
22. **Adjournment.** Ald. Bartz moved to approve, seconded by Ald. Lampe, 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.

**RESOLUTION TO
AMEND THE EMPLOYEE HANDBOOK OF POLICIES AND PROCEDURES
FOR EMPLOYEE INSURANCE CHANGES**

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

WHEREAS, the City adopted the current City of Watertown Employee Handbook of Policies and Procedures on July 6, 2012 with the most recent amendment occurring on February 17, 2024; and,

WHEREAS, the City desires to update its policy to give authority to the department head to approve out of state travel requests.

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

That Article V. Benefits shall be repealed and restated to read as follows:

P. TRAVEL REIMBURSEMENT

Job-related travel outside of Jefferson or Dodge County and incurrence of travel expenses shall be approved in advance of departure by the employee’s department head using the travel request and reimbursement form. Travel outside the State of Wisconsin shall be approved in advance of departure by the employee’s department head using the travel request and reimbursement form.

After job-related travel is completed, claims for reimbursement of travel expenses shall be filed with each employee’s supervisor using the travel request and reimbursement form no later than thirty (30) days following incurrence and must be supported by documentation including receipts for any meals or lodging.

In the event a traveler is accompanied by family members, care must be exercised to include only costs attributed to the employee.

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

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

ADOPTED March 10, 2025

CITY CLERK

APPROVED March 10, 2025

MAYOR

UPS PARKING LOT AGREEMENT

This Parking Lot Agreement has been entered into as of this _____ day of _____, 20____ (“Effective Date”), by and between the City of Watertown, (“Owner”) and the United Parcel Service, Inc., (“UPS”).

Now therefore, in consideration of Five Hundred and 00/100 Dollars (\$500.00) per month and the mutual promises and covenants contain below, the receipt and sufficiency of which are hereby acknowledged by Owner, Owner and UPS, the Parties agree as follow:

1. **UPS PARKING LOT AGREEMENT.** Subject to the terms and condition of this Agreement, Owner agrees to permit UPS to the exclusive use of the graveled land area located at 925 South Twelfth Street, Watertown, WI 53094.
2. **PARKING LOT FEE.** UPS shall pay to Owner a monthly fee for the use of the Premises in the sum of Five Hundred and 00/100 Dollars (\$500.00) per month beginning January 1, 2025 and continuing on a month-to-month basis until either Party provides sixty (60) days written notice of their intent to terminate this Agreement. This Agreement will be reviewed in October of every year for any monetary changes.
3. **REQUIREMENTS OF LAW.** UPS shall use the Premises in accordance with all federal, state and local laws, statues, ordinances, rules, codes, regulations and requirements of the federal, state and local governments (“Laws”) which apply to UPS’s particular use of the Premises. Owner shall comply with all Laws applicable to the Premises, including but not limited to all environmental laws and waste water discharge system except otherwise stated herein.
4. **USE, CARE AND MAINTENANCE OF THE PREMISES.** UPS shall use the Premises solely for the purpose of vehicle parking within the gravel area only: UPS shall not use any of the equipment or improvements of Owner. UPS shall not be engaged in any activity which would cause UPS to be considered an owner/operator of the Premises, or a generator or transporter of Hazardous Substances. The term “Hazardous Substances” shall mean any hazardous substance, pollutant, contaminant or petroleum or any fraction thereof; as such terms are defined under applicable federal, state, or local statutes, regulations, or ordinances.

UPS shall repair or restore any portion of the Premises which is damaged to the extent such damage is directly cause by the negligent use of the Premises by UPS.

5. **UPS’ REPRESENTATIONS AND WARRANTIES.** UPS agrees with and represents and warrants to Owner that UPS shall not knowingly cause any Hazardous Substances (as herein defined) to be transported as part of its shipments across the Premises except in compliance with the Laws.
6. **LIABILITY.** During the Agreement, UPS shall be responsible to investigate and/or remediate any Environmental Condition only to the extent that the following conditions area true: (i) such Environmental Condition directly resulted from the operations of UPS on the Premises; and (ii) such investigation and/or remediation is required by applicable law and the governmental agency

having jurisdiction over such activity. "Environmental Condition" means any condition that may exist or have existed with respect to soil, surface or ground waters, stream sediments, and every other environmental media, which condition could require investigation and/or remedial action of any kind under applicable federal, state, or local statutes, regulations or ordinances or which could result in claims, demands, orders or liabilities by or to third parties, including without limitation governmental entities.

- 7. **INDEMNITY.** UPS agrees to indemnify, defend, and hold harmless Owner, its successors and assigns, against and with respect to any and all damages, claims, losses, liabilities and expenses of any kind including without limitation, reasonable legal and consulting expenses, incurred by Owner or which are asserted against or imposed upon Owner by any other party (including without limit any governmental entity). Notwithstanding anything to the contrary herein, any remediation activity required of UPS hereunder shall be deemed completed upon the delivery by UPS to Owner a written statement from an environmental consulting firm (such firm being UPS consultant) stating that no further remediation is required.

- 8. **CARRYING CHARGES.** Owner shall be solely responsible for the payment of all costs associated with owning and maintaining the Premises including but not limited to real estate taxes, utility charges, assessments and other related costs.

- 9. **QUITE ENJOYMENT.** Subject to the terms of this Agreement, UPS shall lawfully and peacefully hold, occupy and enjoy use of the Premises during the term of this Agreement.

- 10. **INSURANCE.**
 - a. **INSURANCE CARRIED BY UPS.** UPS shall maintain commercial general liability insurance covering the Premises, insuring against liability for personal injury, bodily injury, including death and property damage, for a minimum of \$1,000,000.00 per occurrence.

 - b. **CERTIFICATES.** If so, requested by a Party, the other Party shall provide the requesting Party with a certificate of insurance evidencing that the required insurance has been procured and that such insurance may not be canceled except upon thirty (30) days' notice to the requesting Party.

- 11. **NOTICE.** Whenever the Agreement requires Written Notice, the Party giving Written Notice shall transmit such notice as either by UPS Next Day Air delivery (in which case notice shall be deemed effective on the date it is delivered), or by Certified or Registered Mail, Return Receipt Requested (in which case notice shall be deemed effective on the third business day following its placement in the mail) to the following Persons at their respective addresses:

OWNER: City of Watertown
Attention: Mayor
106 Jones Street
Watertown, WI 53094

UPS: United Parcel Service, Inc.
925 South Twelfth Street
Watertown, WI 53094

- 12. **SUCCESSORS AND ASSIGNS.** This Agreement shall inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns. Neither Party may assign its rights or obligations hereunder without the prior written consent of the other Party, which consent shall not be unreasonably withheld or delayed. No assignment shall relieve the assigning Party of any of its obligations hereunder.
- 13. **ENTIRE AGREEMENT.** This document constitutes the entire Agreement between the Parties. Any modification and amendment to this Agreement must be in writing and signed by both Parties.
- 14. **GOVERNING LAWS.** This Agreement shall be governed by the laws of the state in which the Premises are located.

IN WITNESS WHEREOF, this Agreement was entered into the date first above written.

CITY OF WATERTOWN

UNITED PARCEL SERVICE, INC.

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____



JEFFERSON COUNTY CORPORATION COUNSEL

311 S Center Ave, Rm 2020
Jefferson WI 53549
(920) 674-7135
Fax (920) 674-7399

DANIELLE THOMAS
CORPORATION COUNSEL
YELENA ZARWELL
ASST. CORPORATION COUNSEL
JORDAN LIPPERT
ASST. CORPORATION COUNSEL
SARANA STOLAR
PARALEGAL

March 18, 2025

Jefferson County -All Town & Municipal Clerks

VIA EMAIL ONLY

RE: Judicial Privacy Act- Confidentiality Agreements

Dear Clerk:

As you should be aware, the Judicial Privacy Act (2023 Wisconsin Act 235) which goes into effect on April 1, 2025, prohibits the sharing of certain personal information pertaining to judicial officials or their families, including addresses, phone numbers, email addresses, license plate numbers/unique identifiers of vehicles, the identity of minor children, date of birth, marital status, etc. As currently drafted, Act 235 prohibits the County from sharing this protected information with other governmental entities without either consent of the protected individual or a confidentiality agreement.

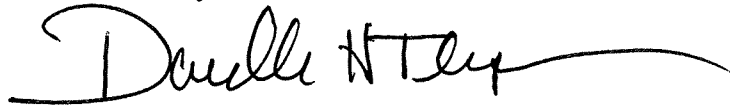
Protected personal information could be present in a multitude of records that the County currently shares with townships and municipalities, including GIS data, tax information, and land records. We believe that our data sharing relationship is beneficial to County residents and contributes significantly to the efficient and effective operation of government within Jefferson County.

In order to continue sharing unredacted data, we are asking that all townships and municipalities sign a confidentiality agreement which outlines the responsibilities and obligations of both parties in handling, storing, and using any protected information. By signing this agreement, your entity will be affirming its commitment to uphold these responsibilities and to use the shared data in a manner that is consistent with the provisions of the Judicial Privacy Act.

If your entity wishes to continue to receive unredacted data from Jefferson County, please sign and return the enclosed Confidentiality Agreement to my office as soon as possible. Upon receipt, Jefferson County will countersign the Agreement and forward you a fully executed copy for your records. Please note after April 1, 2025, Jefferson County will be unable to share any information protected by the Judicial Privacy Act with your township or municipality until a signed Confidentiality Agreement is received.

Thank you for your cooperation in this matter. If you have any questions or concerns regarding this letter or the enclosed agreement, please do not hesitate to contact my office.

Sincerely,

A handwritten signature in black ink, appearing to read "Danielle H. Thompson", with a long horizontal flourish extending to the right.

Danielle H. Thompson
Jefferson County Corporation Counsel
WI State Bar #1077276

Enc: Confidentiality Agreement

CONFIDENTIALITY AGREEMENT

THIS CONFIDENTIALITY AGREEMENT (this “Agreement”) is made and entered into as of _____, 2025, between _____, a _____ (the “Recipient”) and **JEFFERSON COUNTY**, a quasi-municipal corporation (the “Government Agency”).

1. Purpose. The Government Agency may possess “personal information” of certain “judicial officers” which is subject to a “written request” (each as defined in the hereinafter defined Act) which is protected under Wis. Stat. §§ 59.43(1r) and 757.07 (collectively, the “Act”). This Agreement is a “confidentiality agreement” within the meaning of the Act by which the Government Agency is permitted to provide access to such personal information to a 3rd party such as the Recipient. In compliance with the Act, the Government Agency desires to provide access to information which may contain personal information of a judicial officer that is subject to a written request to the Recipient and the Government Agency requires the Recipient to treat such personal information as confidential.

2. “Confidential Information” means any personal information of a judicial officer that is subject to a written request under the Act and disclosed by the Government Agency to the Recipient, either directly or indirectly, in writing or by inspection of tangible objects (including without limitation documents, records, permits, back end website access, technical data, trade secrets, services, processes, designs, drawings, and/or financial information)

3. Non-use and Non-disclosure. Recipient agrees not to disclose any Confidential Information to third parties or to Recipient’s employees, except to those employees of the Recipient who are required to have the information for a legitimate business purpose or governmental purpose.

4. Maintenance of Confidentiality.

(a) The Recipient shall not use and/or disclose Confidential Information in any manner that may violate applicable laws and regulations, including, without limitation, the Act.

(b) The Recipient shall implement safeguards to limit who has access, use, and/or the ability to disclose Confidential Information.

(c) The Recipient shall report to the Government Agency within 24 hours of the Recipient becoming aware of any use and/or disclosure of Confidential Information in violation of this Agreement or applicable laws or regulations, including, without limitation, the Act.

5. No Warranty. ALL CONFIDENTIAL INFORMATION IS PROVIDED “AS IS.” GOVERNMENT AGENCY MAKES NO WARRANTIES, EXPRESS, IMPLIED OR OTHERWISE, REGARDING ITS ACCURACY, COMPLETENESS OR PERFORMANCE.

6. No License. Nothing in this Agreement grants Recipient any rights in or to the Confidential Information of the Government Agency except as expressly set forth herein.

7. Term. This Agreement may be terminated by the Government Agency at any time upon written notice to the Recipient. Notwithstanding the foregoing, the Recipient agrees that its confidentiality, non-use and nondisclosure obligations will survive the termination of this Agreement for the period of time any such Confidential Information retains its status as personal information protected under the Act.

8. Nonliability. Notwithstanding anything to the contrary in this Agreement, whether express or by implication or construction or interpretation or otherwise, Recipient acknowledges and agrees that THE GOVERNMENT AGENCY SHALL NOT BE liable in any manner under this Agreement or otherwise for Recipient’s use or disclosure of any Confidential Information in contravention hereof, the Act, or any other laws and regulations, or incur or cause to be incurred any expense in pursuing any course of action, in connection with the Confidential Information or any other matter within the scope of or contemplated by this Agreement or be liable (directly or indirectly) for any claims, proceedings, costs or expenses of any kind for any reason in connection with or in any way related to this Agreement or the Confidential Information. THE PROVISIONS OF THIS SECTION 8 OPERATE AS A COMPLETE AND IRREVOCABLE RELEASE OF GOVERNMENT AGENCY FROM LIABILITY.

9. Indemnification and Release. The Recipient hereby fully and forever and irrevocably releases and, to the fullest extent permitted by law, agrees to defend, indemnify and hold harmless the Government Agency against any and all fees, costs and charges, losses, damages, claims, actions, liabilities and expenses of any conceivable nature, kind or character (including, without limitation, fees and expenses of attorneys, litigation and court costs, amounts paid in settlement, and amounts paid to discharge judgments) to which the Government Agency may become subject under the Act or any other statutory law or regulation or at common law or otherwise arising out of or based upon or in any way relating to Recipient’s use or disclosure of any Confidential Information, except to the extent caused by the Government Agency’s own willful misconduct.

10. Governing Law. This Agreement will be governed in all respects by the laws of the State of Wisconsin, excluding conflicts of law principles. Any action or proceeding brought by any party against another arising out of or related to this Agreement shall be brought in a state or federal court of competent subject matter jurisdiction located in the county in which the Government Agency is located.

11. Miscellaneous. This Agreement shall bind and inure to the benefit of the parties hereto and their successors and assigns. Neither party may assign and/or delegate any rights and/or obligations under this Agreement. This document contains the entire agreement between the parties with respect to the subject matter hereof. Any failure to enforce any provision of this Agreement shall not constitute a waiver thereof or of any other provision. This Agreement may not be amended, nor any obligation waived, except by a writing signed by both parties hereto.

The undersigned represent that they have the authority to enter into this Agreement on behalf of the person or entity listed above their names.

JEFFERSON COUNTY

[RECIPIENT]

By: _____
(signature)

By: _____
(signature)

Name: _____

Name: _____

Title: _____

Title: _____

**RESOLUTION TO
ENTER INTO A CONFIDENTIALITY AGREEMENT WITH JEFFERSON COUNTY**

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

WHEREAS, the Judicial Privacy Act (2023 Wisconsin Act 235) which goes into effect on April 1, 2025, prohibits the sharing of certain personal information pertaining to judicial officials or their families, including addresses, phone numbers, email addresses, license plate numbers/unique identifiers of vehicles, the identity of minor children, date of birth, marital status, etc.; and,

WHEREAS, Act 235 prohibits the County from sharing this protected information with other governmental entities without either consent of the protected individual or a confidentiality agreement; and,

WHEREAS, Protected personal information could be present in a multitude of records that the County currently shares with townships and municipalities, including GIS data, tax information, and land records.; and,

WHEREAS,. The data sharing relationship between the County and City is beneficial to County residents and contributes significantly to the efficient and effective operation of government within Jefferson County; and,

WHEREAS, In order for Jefferson County to continue sharing unredacted data the Confidentiality Agreement (EXHIBIT A) must be executed which outlines the responsibilities and obligations of both parties in handling, storing, and using any protected information.

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

That the proper City Officials be and are hereby authorized to enter into the Confidentiality Agreement with Jefferson County (EXHIBIT A) affirming the commitment to use the shared data in a manner that is consistent with the provisions of the Judicial Privacy Act.

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

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

ADOPTED Type meeting date

CITY CLERK

APPROVED Type meeting date

MAYOR



MEMO

Finance Department

To: Finance Committee
From: Mark Stevens, Finance Director
Date: March 24, 2025
Subject: TID #4 Closure – Use of Funds

Background

A resolution to close TID #4 was presented to you a few weeks ago and will be on the agenda for Council to approve next week. The City’s portion of the increment is approximately \$1,730,000; \$840,000 has already been committed to the Rock River Ridge infrastructure project.

The Leadership Team has assembled a list of possible uses, mostly from the Capital Improvements Project list, but all tied to one or more goals delineated in the 2019 Comprehensive Plan recommendations.

Budget Goal

- Invests in the assessment, strategic planning and maintenance of our city buildings
- Promotes and fosters innovative approaches for community development and growth

Financial Impact

The projects list for city improvements seems to continue to grow! The success of the tax increment in TID #4 should benefit the overall quality of life for Watertown residents while removing worthy projects from future borrowing resolutions.

Recommendation

Finance Committee members should craft allocation decisions at the March 24 meeting. I can then create a budget adjustment resolution for future approval.

City of Watertown TID #4 Closure

The City's portion of the TID #4 increment is approximately \$1.7 million.

City proceeds	1,731,512
- Rock River Ridge infrastructure	<u>(840,000)</u>
Remaining	891,512

Possible Uses: Project	Est Cost	Watertown 2019 Comprehensive Plan Recommendations (see legend below)									
		AR	NR	HCR	CCD	LU	T	UCF	HND	ED	IC
Mary/Clark St utilities extension- 1 connection	177,000	X				X	X		X		
Mary/Clark St utilities extension- 2nd connect	216,000	X				X	X		X		
Seawall additions	240,000		X		X					X	
FP Lewis boat launch	50,000		X		X			X			
FP Lewis walking path & parking lot	65,000		X					X			
Main St reconstruction: non-eligible expenses	907,200			X	X						
City-wide sign grant program	25,000			X	X					X	
Portable traffic barriers (9 plus trailer)	125,000			X	X						
Wilbur St expansion to N Votech Dr	200,000					X			X		
City Hall: north parking reconfiguration	255,000					X					
Washington Park: concessions/restroom/storage	500,000							X			
Washington Park: diamond renovations	160,000							X			
Aquatic Center: rubber surface play area	225,000							X			
Rock River Ridge infrastructure	above								X		
	2,752,200										

- AR Agricultural Resources
- NR Natural Resources
- HCR Historic & Cultural Resources
- CCD Community Character & Design
- LU Land Use
- T Transportation
- UCF Utilities & Community Facilities
- HND Housing & Neighborhood Development
- ED Economic Development
- IC Intergovernmental Cooperation

Transforming City Facilities for Tomorrow Spring 2025

As we near the completion of the fire station with the anticipated departure of the department over the next quarter, attention will center on the vacant square footage in City Hall. A study was conducted in 2024 by FEH for the city departments to look to the future and determine how to better utilize existing spaces while identifying current and future needs.

The following goals were established:

- Meet current and future needs of the community
- Provide the most efficient use of space
- Create a welcoming entrance
- Provide clear wayfinding for the public
- Provided parking for Police vehicles in fire apparatus bay
- ADA compliance
- Meet needs for dual language population
- Meet needs for additional storage
- Meet needs for more and larger meeting spaces
- Improve efficiency of service to the community at all city facilities

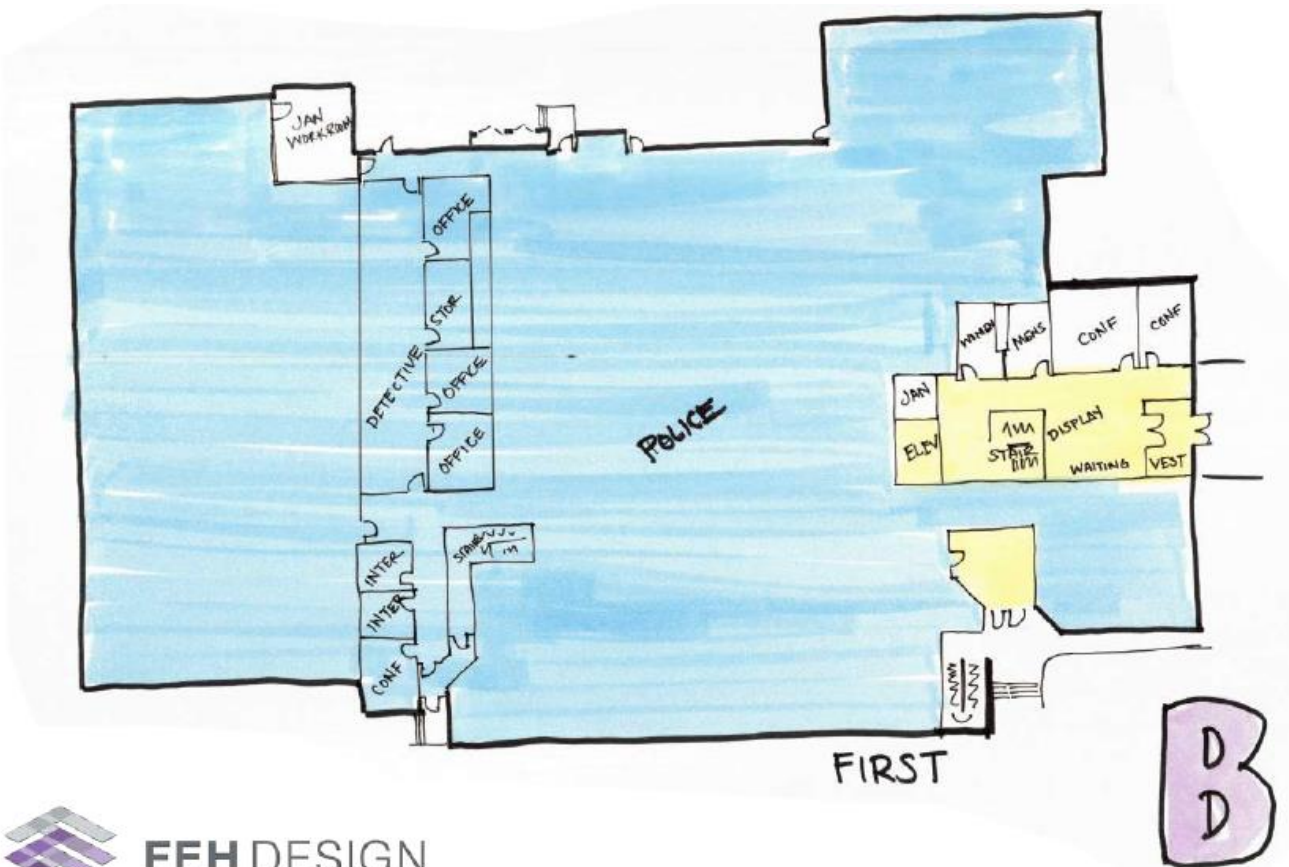
Much of the contents of this document are excerpts from the study infused with comments from department heads.

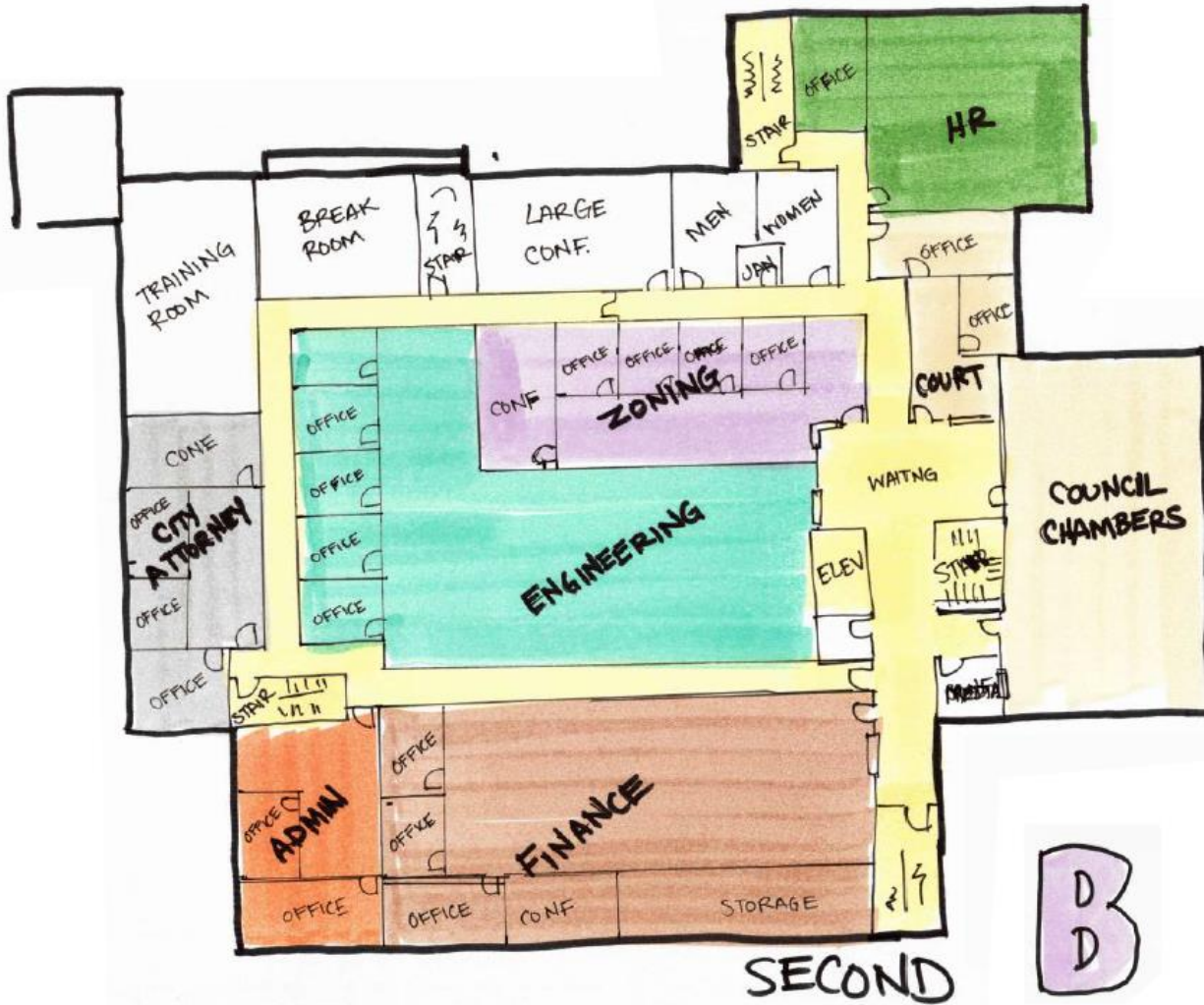
CITY HALL

Five concepts were fleshed out. Option “B” was developed to bring related spaces together, make it easier for the public to navigate the building, and create a more secure overall building environment.

- Police Department Improvements
 - ✓ Consolidate all portions of the Police Department on the First Floor to enhance operational efficiency
 - ✓ Utilize the former Fire Department apparatus bay as parking for the squad cars to respond to a call without wasting precious time clearing windows during inclement weather
 - ✓ An addition of electric outlets in the parking bay would allow squad cars to not be required to idle to ensure radios and equipment remain powered. The equipment in a vehicle that’s powered off takes up to 30 seconds of system boot time, preventing use of lights, sirens, radio, etc.
 - ✓ Maintain the public entrance facing Jones Street as the Police Department entrance
 - ✓ Keeping the Dispatch Center near the lobby ensures 24/7 public interaction and accessibility
 - ✓ The embedded County Human Services personnel could move out of secure areas to optimize their office space while maintaining safety and continuing their very important mission

- ✓ Relocating the Dispatch Center, Holding Facility, and Sally Port would be costly, complex, and impractical. The Investigations office and interview rooms are the simplest to relocate.
- Second Floor Consolidation
 - ✓ Create a new public entrance facing N 2nd Street for the remainder of the building
 - ✓ Incorporate a central staircase at this new public entrance that is more open to aid in wayfinding
 - ✓ Place all city departments routinely visited by the public on the Second Floor around a large, open waiting area at the top of the new central staircase including the City Council Chambers; Municipal Court; Building, Safety & Zoning; Engineering and Finance/Clerk.
 - ✓ Construct new fully ADA compliant restrooms on both First and Second Floors accessible from the public waiting areas





This concept site plan shows how the parking lot on the north side of City Hall could be modified to provide additional staff parking because of the Police Department squad cars moving into the former Fire Department apparatus bay. In addition to gaining some much-needed parking, this reconfiguration creates a dedicated driveway for the squad cars to access E Cady Street to the north. The current lot contains 32 parking spaces. Of those, 27 are utilized for Police and Fire vehicles with only the 5 remaining parking spaces available for other City Hall staff. With this proposed reconfiguration, all 40 parking spaces would be available for other City Hall staff.



The City Hall remodel will likely require a phased construction approach since entire departments cannot be shuttered for extended periods of time. Until a better understanding of funding availability is known, our ability to establish a phasing plan for the various projects is limited. For City Hall, FEH offers the following phasing plan for consideration:

City Hall – Phase 1

- Convert existing fire apparatus bay into Police Department squad car parking, north parking lot redevelopment, and remodel remainder of former fire department area on First Floor into offices for detectives / investigators
- Remodel portion of former Fire Department area near SW corner of Second Floor for City Attorney and Administration
- Relocate Media Productions to former daycare area in NE corner of Basement
- Create training room and break room in NW corner of former Fire Department area on Second Floor
- Construct Building, Safety & Zoning Department in area of current Council Chambers and adjacent conference rooms (this would require holding council meetings and municipal court proceedings in another large room like the training room in the SE corner of the Basement or another building in the city temporarily)

City Hall – Phase 2

- Convert break room in Basement into IT offices
- Construct storage rooms in former Media Productions in Basement
- Build Council Chambers / Municipal Court spaces in former Building, Safety & Zoning area on Second Floor
- Remodel former Engineering and Police Department spaces on Second Floor for Finance/Clerk, Administration and Engineering
- Create new primary restrooms on Second Floor

City Hall – Phase 3

- Create new public entrance and waiting area on First Floor including site improvements
- Install central staircase and elevator
- Expand Police Department into portion of former Finance/Clerk area
- Create new public waiting area on Second Floor

A complete assessment of existing mechanical, electrical, and plumbing systems is needed. Final project scope will include replacing the existing boiler system (current system is at end of life) and providing new plumbing fixtures in the two main public restrooms on the first and second floors. Project will include new electrical outlets and data ports in those areas that are reconfigured and new lighting throughout the Second Floor, about half of the First Floor and about a quarter of the Basement. Electrical service is anticipated to be sufficient but new subpanels may be required in certain areas. New parking lot lighting on the north side of the building is also anticipated.

With the imminent departure of the Fire Department, inefficient use of existing space and currently underutilized areas, City Hall has sufficient space to accommodate the current departments (including anticipated growth projections) located therein. Our recommendation is

to further develop City Hall – Option B to ensure all required spaces fit as expected and then refine the budget estimate accordingly.

Project budget (2025 bid assumptions):

Phase I	\$4,720,192
Phase II	\$5,471,245
Phase III	\$3,467,299
Total	\$13,658,736

SC 3A - CITY HALL PROJECT ONLY



City of Watertown
HYPOTHETICAL CAPITAL IMPROVEMENT FINANCING PLAN

YEAR DUE	2026 BUILDING PROJECT \$7,460,000 G.O. PROMISSORY NOTES Dated June 1, 2026 (First Interest 6/1/2027)		2027 BUILDING PROJECT \$6,205,000 G.O. PROMISSORY NOTES Dated June 1, 2027 (First Interest 6/1/2028)		FUTURE CIP BORROWINGS (d) (e)	Overall Taxpayer Impact General Fund		ESTIMATED MOODY'S LT LIABILITIES RATIO (g)	YEAR DUE
	PRINCIPAL (6/1)	NET INTEREST (c) (6/1 & 12/1) TIC= 4.45%	PRINCIPAL (6/1)	INTEREST (6/1 & 12/1) AVG= 3.75%		COMBINED DEBT SERVICE	COMBINED DEBT MILL RATE (f)		
2025					\$0	\$5,505,150	\$2.43	215%	2025
2026					\$0	\$5,838,197	\$2.53	229%	2026
2027		\$384,990			\$330,225	\$6,172,364	\$2.60	240%	2027
2028		\$362,565		\$349,031	\$825,625	\$6,507,370	\$2.68	238%	2028
2029		\$362,565		\$232,688	\$1,600,500	\$6,839,701	\$2.75	236%	2029
2030	\$285,000	\$355,440		\$232,688	\$2,045,150	\$7,173,701	\$2.82	232%	2030
2031	\$300,000	\$340,815	\$265,000	\$227,719	\$2,198,575	\$7,511,188	\$2.89	229%	2031
2032	\$315,000	\$325,440	\$275,000	\$217,594	\$3,753,675	\$7,846,879	\$2.96	224%	2032
2033	\$330,000	\$309,315	\$285,000	\$207,094	\$4,751,875	\$8,178,288	\$3.03	219%	2033
2034	\$350,000	\$291,790	\$300,000	\$196,125	\$5,863,800	\$8,514,191	\$3.09	213%	2034
2035	\$365,000	\$272,843	\$310,000	\$184,688	\$5,868,625	\$8,514,239	\$3.03	206%	2035
2036	\$385,000	\$252,968	\$320,000	\$172,875	\$5,690,475	\$8,337,739	\$2.91	200%	2036
2037	\$405,000	\$232,033	\$335,000	\$160,594	\$5,591,000	\$8,236,033	\$2.82	194%	2037
2038	\$430,000	\$209,905	\$345,000	\$147,844	\$5,503,925	\$8,148,525	\$2.73	189%	2038
2039	\$455,000	\$186,453	\$360,000	\$134,625	\$5,212,250	\$7,862,625	\$2.58	184%	2039
2040	\$480,000	\$161,675	\$375,000	\$120,844	\$5,165,525	\$7,811,918	\$2.52	180%	2040
2041	\$500,000	\$138,205	\$385,000	\$106,594	\$5,130,000	\$7,433,704	\$2.35	176%	2041
2042	\$525,000	\$116,168	\$400,000	\$91,875	\$5,130,000	\$7,437,765	\$2.30	171%	2042
2043	\$545,000	\$93,163	\$415,000	\$76,594	\$5,130,000	\$7,431,993	\$2.26	167%	2043
2044	\$570,000	\$68,478	\$435,000	\$60,656	\$5,130,000	\$7,440,296	\$2.22	162%	2044
2045	\$595,000	\$41,974	\$450,000	\$44,063	\$5,130,000	\$6,261,036	\$1.83	160%	2045
2046	\$625,000	\$14,219	\$465,000	\$26,906	\$5,130,000	\$6,261,125	\$1.79	158%	2046
2047			\$485,000	\$9,094	\$5,130,000	\$5,624,094	\$1.58	157%	2047
2048					\$5,130,000	\$5,130,000	\$1.41	156%	2048
2049					\$5,130,000	\$5,130,000	\$1.38	156%	2049
	\$7,460,000	\$4,521,000	\$6,205,000	\$3,000,188	\$100,571,225	\$177,148,119			

SC 3A - footnotes



City of Watertown
HYPOTHETICAL CAPITAL IMPROVEMENT FINANCING PLAN

- (a) The City has existing principal payments of \$5,905,000 in 2025.*
- (b) Assumes bid premium used to partially offset interest due in 2026 in the amount of \$256,467.*
- (c) Assumes bid premium used to partially offset interest due in 2027 in the amount of \$158,857.*
- (d) Assumes future CIP borrowings of \$4,500,000 beginning in 2026 and thereafter amortized over 8 years at 3.00%.*
- (e) This information is provided for information purposes only. It does not recommend any future issuances and is not intended to be, and should not be regarded as, advice.*
- (f) Mill rate based on the 2024 Equalized Valuation (TID-OUT) of \$2,263,682,600 with 2.00% annual growth thereafter.*
Assumes the following increases to equalized value (growth projections - housing development):
 - 2026: \$14,650,000*
 - 2027: \$13,500,000*
 - 2028: \$11,400,000*
 - 2029: \$4,750,000*
- (g) Represents a future estimate of Moody's Long-Term Liabilities Ratio per Moody's 2022 US Cities and Counties Methodology.*

PUBLIC WORKS

When this building was erected in 2008, it was built to house street and storm water employees. Approximately ten years ago solid waste employees were moved from their Cady Street location to the S. First Street facility. We now have 33 employees housed at this facility and approximately 75 large drivable pieces of equipment that need to be washed regularly and serviced.

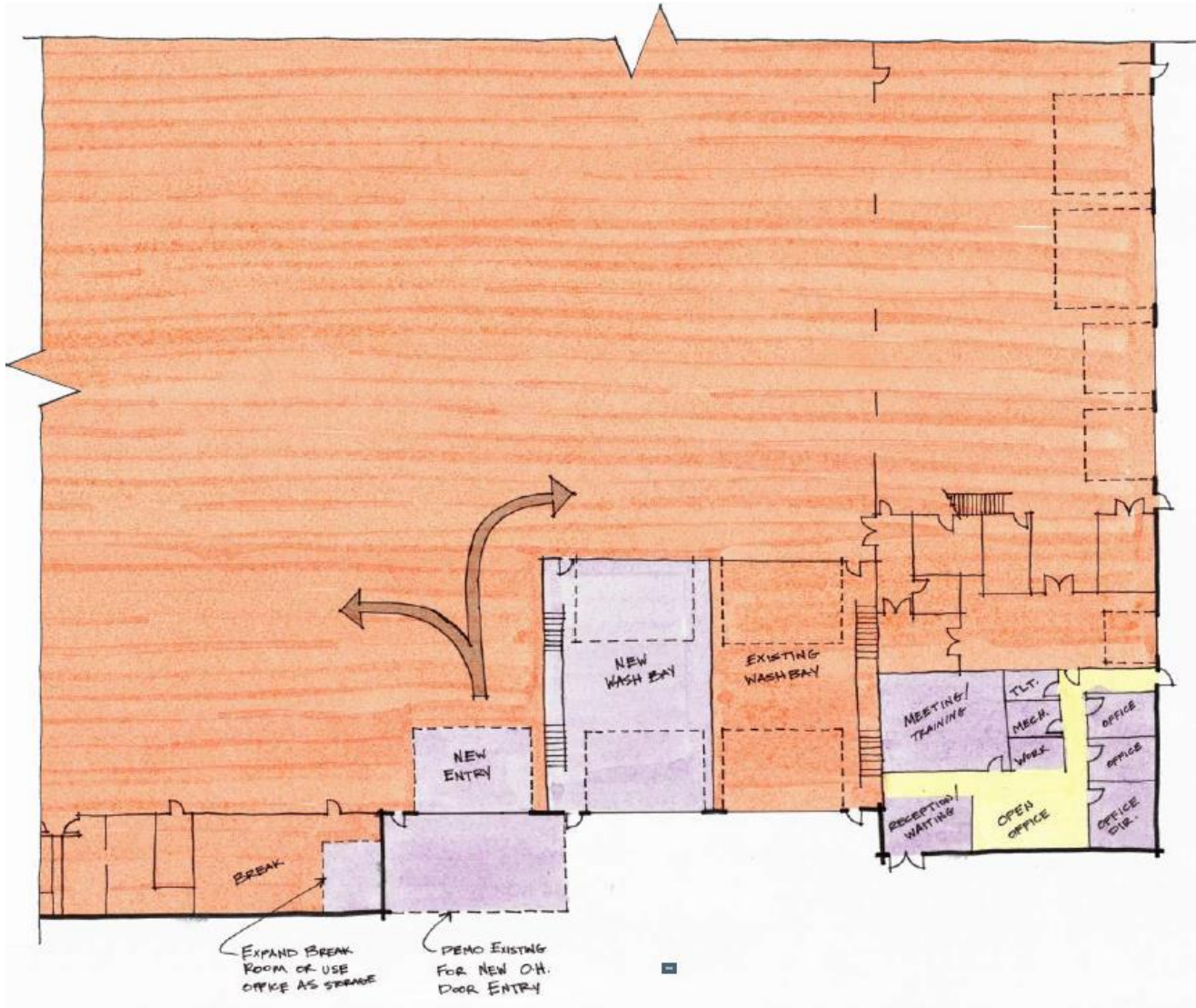
- One Wash Bay for over 75 pieces of equipment
- One lunch/break area that is not large enough for all 33 employees at one time
- One meeting room that was created from a sign storage area. Cannot seat all 33 employees at one time and does not have adequate HVAC or video conference equipment for meetings.
- One administrative area with three office spaces that currently house four people
- One storage room that was made into an office area for three foremen, but barely fits two desks

To maximize the site and utility efficiency this concept removes a portion of the existing office suite to make way for a new vehicle entry to the garage. The existing vehicle entry will be reconstructed to add a new wash bay adjacent to the existing wash bay. The office suite addition will provide a large meeting/training room with new staff toilet, mechanical room and a mixture of private and open office to accommodate the immediate space needs and that of the projected growth.

New mechanical, electrical, and plumbing systems are needed for the addition. Project scope will also include modifications to the mechanical, electrical and plumbing systems in the existing building where offices will be removed and a wash bay is added.

Project budget (2025 bid assumptions):

\$1,986,400



PARKS, RECREATION AND FORESTRY

In reviewing the three design options created for the Parks, Recreation and Forestry Department improvements, it became very clear, Option 3 (convert 514 sf ft of Conley Hall into additional offices) is not a viable solution due to the continuing use of this room. Conley Hall in the Senior and Community Center is a heavily utilized space that, in addition to regular program use, is utilized for an election polling location, health care clinics, senior dining and programming up to seven days a week, outside group rentals. This area is also a vital location for the City's emergency preparedness policies to be used as a warming/cooling center. Removing a portion of Conley Hall for office use would hinder all the above-mentioned activities.

This design concept shows a new, separate building on the lot at 404 Bonner Street to accommodate nearly all the Parks, Recreation and Forestry needs. Additional staff space, equipment storage and maintenance needs including a wash bay within the existing buildings are a part of this design. A separate building allows access to the maintenance service road that is used daily. This concept would still allow for the department to have satellite offices at other locations (including 2 staff members at the Senior Center) but would give them one centralized location for their primary needs.

New mechanical, electrical, and plumbing systems are needed for the separate building. Project scope will also include new mechanical and plumbing systems in the shop building where existing offices will be removed and a new vehicle wash bay will be added.

Project budget (2025 bid assumptions):

\$4,120,385



HEALTH DEPARTMENT

This design concept adds the space needed to the Health Department by adding a conference room and office to the northeast corner and includes a connection to a new storage building proposed to be built on the lot to the east.

A complete assessment of existing mechanical, electrical, and plumbing systems is needed. Final project scope will include new mechanical unit to handle the 720 square foot addition. Electrical will include new outlets, data ports and lighting in the new and remodeled spaces. Electrical will also include lighting in the drive-thru canopy and new parking lot lighting.

Drive Through/Storage Building

A drive through/storage building is needed to meet the needs of various programs, including offering designated areas for car seat checks, providing adequate storage space for program equipment and supplies, facilitating drive-through immunization clinics, providing Environmental Health staff space to inspect mobile food vendors, and parking department vehicles out of the elements allowing staff to respond to emergencies without delay. With the approval of the Finance Committee and Planned Commission to purchase the adjacent lot, plans for a drive through/storage building are being developed. A dedicated facility would ensure a safe, accessible space for both clients and staff, enabling programs to operate smoothly year-round and with greater safety, all while keeping families and vehicles out of the elements. This additional building is crucial for the safe delivery of services and programs.

Addition to Building

To better support our operations and enhance functionality, the following addition to the health department building is essential to meet the needs of the community:

- **Confidential Conference Space:** A designated area for private meetings with clients, ensuring confidentiality and professionalism in discussions.
- **Safe, Confidential Staff Space:** To provide a secure and private environment for staff to conduct sensitive work and discussions.
- **New Lift:** Replacing the deteriorating ramp with a modern lift, ensuring accessibility and compliance with current ADA and safety standards.
- **Additional Parking:** By parking department vehicles in the drive through/storage building, it would increase the number of parking spots to accommodate growing needs and improve convenience for community members.

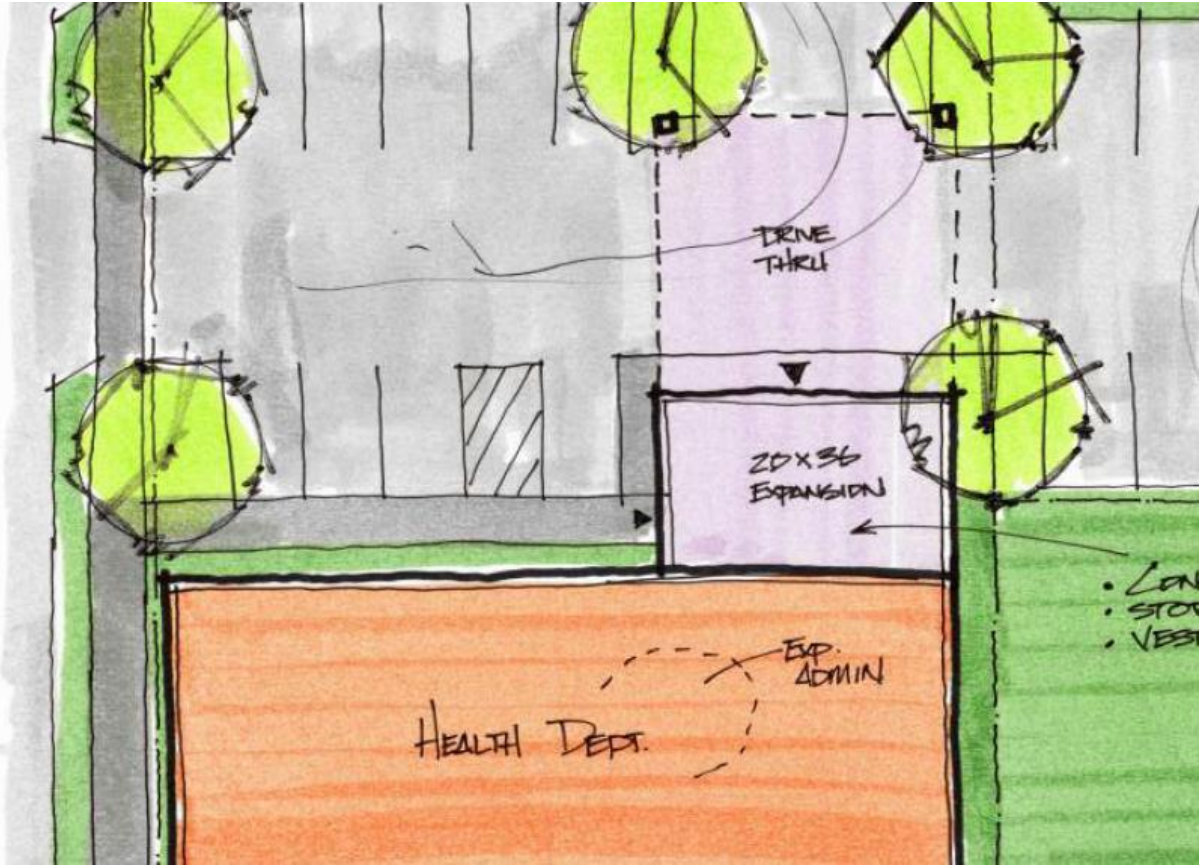
This addition is critical to the continued safe and compliant delivery of our programs, ensuring a more efficient and secure facility for both staff and clients.

Project budget (2025 bid assumptions):

\$300,000	Storage building with drive-thru [funding through DHS ARPA allocation and Environmental Health fund balance [Fund 14]
\$709,000	Addition



The diagram below shows the original orientation of the addition (expansion) to be west-east, but with the purchase of the east lot, the addition could be oriented north-south to become a connection between the existing structure and a new storage building.



SUMMARY

City Hall	13,658,736
Public Works	1,986,400
Park/Rec	4,120,385
Health	865,028
Total	20,630,549

Two borrowing models were developed that include the sum above. Both models have the following inputs/assumptions:

- The principal payments in 2025 are \$5,905,000
- The fire station borrowing of \$14 M and 2025 borrowing of \$4,250,000 will be finalized by June 1
- Future CIP borrowing of \$4,500,000 beginning in 2026 and thereafter amortized over 8 years at 3.0%
- Mill rate based on the 2024 Equalized Valuation (TID Out) of \$2,263,682,600 with a 2.0% annual growth rate thereafter
- Incorporates the following increases in equalized value (incorporating Rock River Ridge housing development schedule, but no other housing starts):
 - 2026 \$14,650,000
 - 2027 \$13,500,000
 - 2028 \$11,400,000
 - 2029 \$4,750,000

Model SC 1A

Half of the total is borrowed in two years, anticipating the work to be accomplished in three years.

This schedule adds \$412,000 annually to the debt service load over the next nine years, with the highest anticipated debt mill rate of \$3.34 in 2034.

Model SC 2A

The construction projects will be distributed over five years (2026-2030) with funding split into four subtotals (2026-2029). This model was built prior to the recent approval to move forward with the purchase of a fire ladder truck, but the schedule has a lower amount in 2028, which ties into the anticipated need to borrow for the apparatus.

This schedule adds \$395,000 annually to the debt service load over the next nine years, with the highest anticipated debt mill rate of \$3.29 in 2034.

SC 1A - ALL PROJECTS IN 3 YRS



City of Watertown HYPOTHETICAL CAPITAL IMPROVEMENT FINANCING PLAN

YEAR DUE	2026 BUILDING PROJECT \$10,320,000 G.O. PROMISSORY NOTES Dated June 1, 2026 (First Interest 6/1/2027)		2027 BUILDING PROJECT \$10,320,000 G.O. PROMISSORY NOTES Dated June 1, 2027 (First Interest 6/1/2028)		FUTURE CIP BORROWINGS (d) (e)	Overall Taxpayer Impact General Fund		ESTIMATED MOODY'S LT LIABILITIES RATIO (g)	YEAR DUE
	PRINCIPAL (6/1)	NET INTEREST (c) (6/1 & 12/1) TIC= 4.45%	PRINCIPAL (6/1)	INTEREST (6/1 & 12/1) AVG= 3.75%		COMBINED DEBT SERVICE	COMBINED DEBT MILL RATE (f)		
2025					\$0	\$5,505,150	\$2.43	215%	2025
2026					\$0	\$5,915,966	\$2.56	235%	2026
2027		\$502,876			\$197,250	\$6,329,360	\$2.67	255%	2027
2028		\$501,510		\$580,500	\$701,625	\$6,741,369	\$2.77	253%	2028
2029		\$501,510		\$387,000	\$1,672,475	\$7,153,519	\$2.87	250%	2029
2030	\$395,000	\$491,635		\$387,000	\$2,095,475	\$7,565,369	\$2.97	247%	2030
2031	\$415,000	\$471,385	\$440,000	\$378,750	\$2,144,125	\$7,976,549	\$3.07	242%	2031
2032	\$435,000	\$450,135	\$460,000	\$361,875	\$3,779,825	\$8,387,715	\$3.17	237%	2032
2033	\$455,000	\$427,885	\$475,000	\$344,344	\$4,856,225	\$8,797,000	\$3.26	231%	2033
2034	\$480,000	\$403,790	\$495,000	\$326,156	\$5,989,775	\$9,207,198	\$3.34	224%	2034
2035	\$505,000	\$377,688	\$515,000	\$307,219	\$5,990,850	\$9,208,840	\$3.28	217%	2035
2036	\$535,000	\$350,128	\$535,000	\$287,531	\$5,641,500	\$8,865,580	\$3.09	210%	2036
2037	\$565,000	\$320,978	\$555,000	\$267,094	\$5,484,275	\$8,704,753	\$2.98	203%	2037
2038	\$595,000	\$290,238	\$575,000	\$245,906	\$5,410,200	\$8,628,195	\$2.89	197%	2038
2039	\$625,000	\$257,908	\$595,000	\$223,969	\$5,293,750	\$8,509,924	\$2.80	191%	2039
2040	\$660,000	\$223,855	\$620,000	\$201,188	\$5,175,675	\$8,389,592	\$2.70	186%	2040
2041	\$695,000	\$191,423	\$645,000	\$177,469	\$5,130,000	\$8,012,796	\$2.53	181%	2041
2042	\$725,000	\$160,893	\$670,000	\$152,813	\$5,130,000	\$8,013,428	\$2.48	176%	2042
2043	\$755,000	\$129,073	\$695,000	\$127,219	\$5,130,000	\$8,008,528	\$2.43	170%	2043
2044	\$790,000	\$94,868	\$720,000	\$100,688	\$5,130,000	\$8,011,718	\$2.39	165%	2044
2045	\$825,000	\$58,126	\$745,000	\$73,219	\$5,130,000	\$6,831,345	\$1.99	161%	2045
2046	\$865,000	\$19,679	\$775,000	\$44,719	\$5,130,000	\$6,834,398	\$1.96	158%	2046
2047			\$805,000	\$15,094	\$5,130,000	\$5,950,094	\$1.67	156%	2047
2048					\$5,130,000	\$5,130,000	\$1.41	156%	2048
2049					\$5,130,000	\$5,130,000	\$1.38	156%	2049
	\$10,320,000	\$6,225,579	\$10,320,000	\$4,989,750	\$100,603,025	\$187,808,381			

SC 2A - PHASED OVER 5 YRS



City of Watertown HYPOTHETICAL CAPITAL IMPROVEMENT FINANCING PLAN

2026 BUILDING PROJECT \$7,460,000		2027 BUILDING PROJECT \$6,205,000		2028 BUILDING PROJECT \$2,855,000		2029 BUILDING PROJECT \$4,120,000			
G.O. PROMISSORY NOTES Dated June 1, 2026 (First Interest 6/1/2027)		G.O. PROMISSORY NOTES Dated June 1, 2027 (First Interest 6/1/2028)		G.O. PROMISSORY NOTES Dated June 1, 2028 (First Interest 6/1/2029)		G.O. PROMISSORY NOTES Dated June 1, 2029 (First Interest 6/1/2030)			
YEAR DUE	PRINCIPAL (6/1)	NET INTEREST (c) (6/1 & 12/1) TIC= 4.45%	PRINCIPAL (6/1)	INTEREST (6/1 & 12/1) AVG= 3.75%	PRINCIPAL (6/1)	INTEREST (6/1 & 12/1) AVG= 3.75%	PRINCIPAL (6/1)	INTEREST (6/1 & 12/1) AVG= 3.75%	YEAR DUE
2025								2025	
2026								2026	
2027		\$384,990						2027	
2028		\$362,565		\$349,031				2028	
2029		\$362,565		\$232,688	\$160,594			2029	
2030	\$285,000	\$355,440		\$232,688			\$231,750	2030	
2031	\$300,000	\$340,815	\$265,000	\$227,719	\$115,000	\$104,906	\$154,500	2031	
2032	\$315,000	\$325,440	\$275,000	\$217,594	\$120,000	\$100,500	\$165,000	2032	
2033	\$330,000	\$309,315	\$285,000	\$207,094	\$120,000	\$96,000	\$170,000	2033	
2034	\$350,000	\$291,790	\$300,000	\$196,125	\$125,000	\$91,406	\$175,000	2034	
2035	\$365,000	\$272,843	\$310,000	\$184,688	\$130,000	\$86,625	\$185,000	2035	
2036	\$385,000	\$252,968	\$320,000	\$172,875	\$135,000	\$81,656	\$190,000	2036	
2037	\$405,000	\$232,033	\$335,000	\$160,594	\$140,000	\$76,500	\$195,000	2037	
2038	\$430,000	\$209,905	\$345,000	\$147,844	\$145,000	\$71,156	\$205,000	2038	
2039	\$455,000	\$186,453	\$360,000	\$134,625	\$155,000	\$65,531	\$210,000	2039	
2040	\$480,000	\$161,675	\$375,000	\$120,844	\$160,000	\$59,625	\$220,000	2040	
2041	\$500,000	\$138,205	\$385,000	\$106,594	\$165,000	\$53,531	\$230,000	2041	
2042	\$525,000	\$116,168	\$400,000	\$91,875	\$170,000	\$47,250	\$240,000	2042	
2043	\$545,000	\$93,163	\$415,000	\$76,594	\$180,000	\$40,688	\$245,000	2043	
2044	\$570,000	\$68,478	\$435,000	\$60,656	\$185,000	\$33,844	\$255,000	2044	
2045	\$595,000	\$41,974	\$450,000	\$44,063	\$190,000	\$26,813	\$265,000	2045	
2046	\$625,000	\$14,219	\$465,000	\$26,906	\$200,000	\$19,500	\$275,000	2046	
2047			\$485,000	\$9,094	\$205,000	\$11,906	\$285,000	2047	
2048					\$215,000	\$4,031	\$300,000	2048	
2049							\$310,000	2049	
	\$7,460,000	\$4,521,000	\$6,205,000	\$3,000,188	\$2,855,000	\$1,339,125	\$4,120,000	\$1,931,063	

SC 2A - PHASED OVER 5 YRS

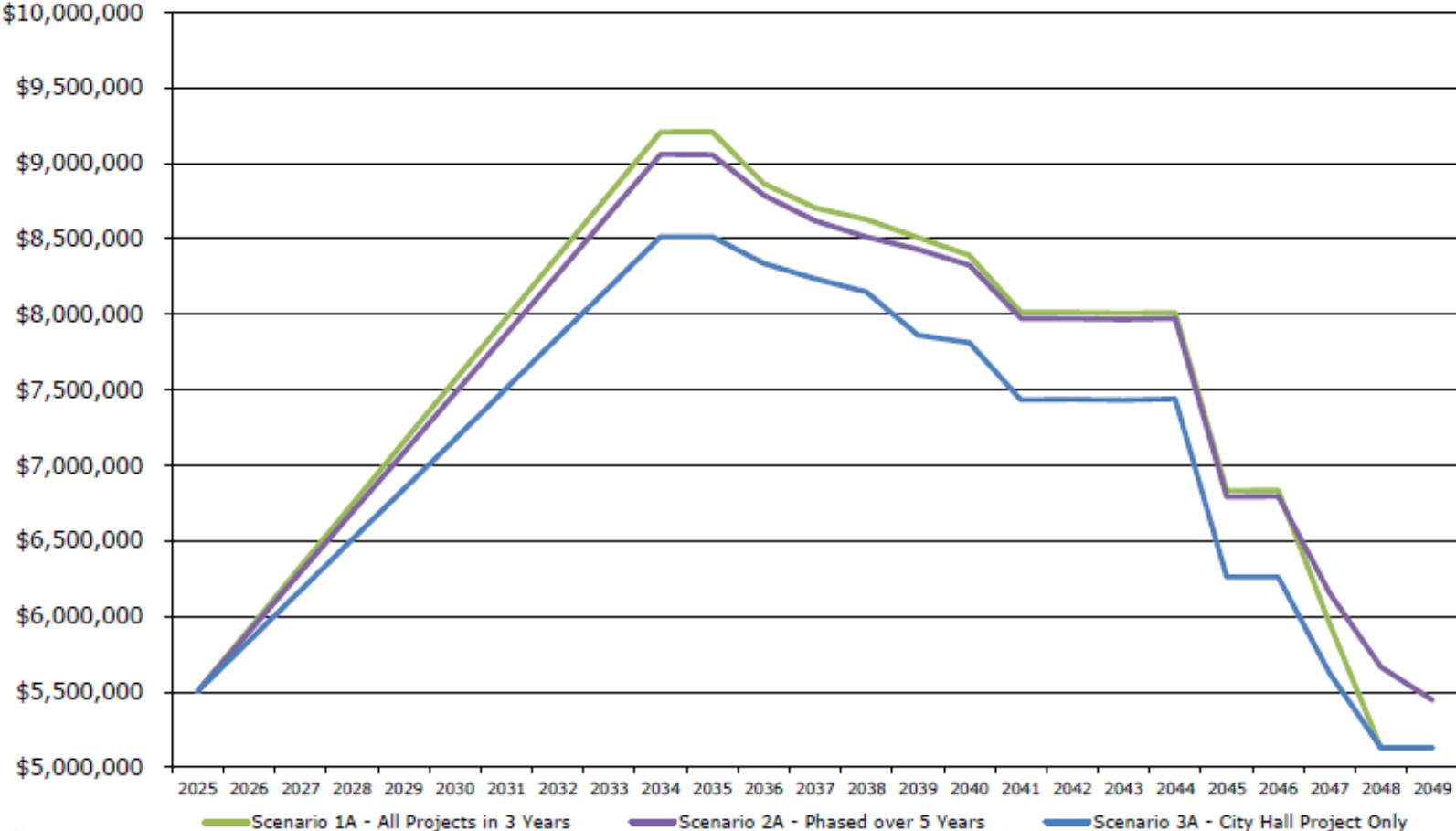


City of Watertown HYPOTHETICAL CAPITAL IMPROVEMENT FINANCING PLAN

YEAR DUE	FUTURE CIP BORROWINGS (d) (e)	<i>Overall Taxpayer Impact General Fund</i>		ESTIMATED MOODY'S LT LIABILITIES RATIO (g)	YEAR DUE
		COMBINED DEBT SERVICE	COMBINED DEBT MILL RATE (f)		
2025	\$0	\$5,505,150	\$2.43	215%	2025
2026	\$0	\$5,898,858	\$2.55	229%	2026
2027	\$492,750	\$6,292,874	\$2.66	240%	2027
2028	\$1,007,825	\$6,688,555	\$2.75	244%	2028
2029	\$1,683,425	\$7,082,205	\$2.84	249%	2029
2030	\$2,016,875	\$7,478,349	\$2.94	246%	2030
2031	\$2,190,450	\$7,871,829	\$3.03	242%	2031
2032	\$3,641,975	\$8,266,695	\$3.12	237%	2032
2033	\$4,712,125	\$8,664,530	\$3.21	231%	2033
2034	\$5,879,125	\$9,059,579	\$3.29	224%	2034
2035	\$5,878,275	\$9,057,420	\$3.22	217%	2035
2036	\$5,610,875	\$8,789,670	\$3.07	210%	2036
2037	\$5,444,550	\$8,618,739	\$2.95	203%	2037
2038	\$5,337,050	\$8,512,963	\$2.85	198%	2038
2039	\$5,247,325	\$8,430,606	\$2.77	193%	2039
2040	\$5,145,375	\$8,325,706	\$2.68	187%	2040
2041	\$5,135,075	\$7,973,185	\$2.52	182%	2041
2042	\$5,130,000	\$7,972,078	\$2.47	177%	2042
2043	\$5,130,000	\$7,965,649	\$2.42	172%	2043
2044	\$5,130,000	\$7,972,734	\$2.37	166%	2044
2045	\$5,130,000	\$6,791,693	\$1.98	163%	2045
2046	\$5,130,000	\$6,794,344	\$1.94	160%	2046
2047	\$5,130,000	\$6,154,219	\$1.73	158%	2047
2048	\$5,130,000	\$5,666,281	\$1.56	157%	2048
2049	\$5,130,000	\$5,445,813	\$1.47	156%	2049
	\$100,463,075	\$187,279,720			



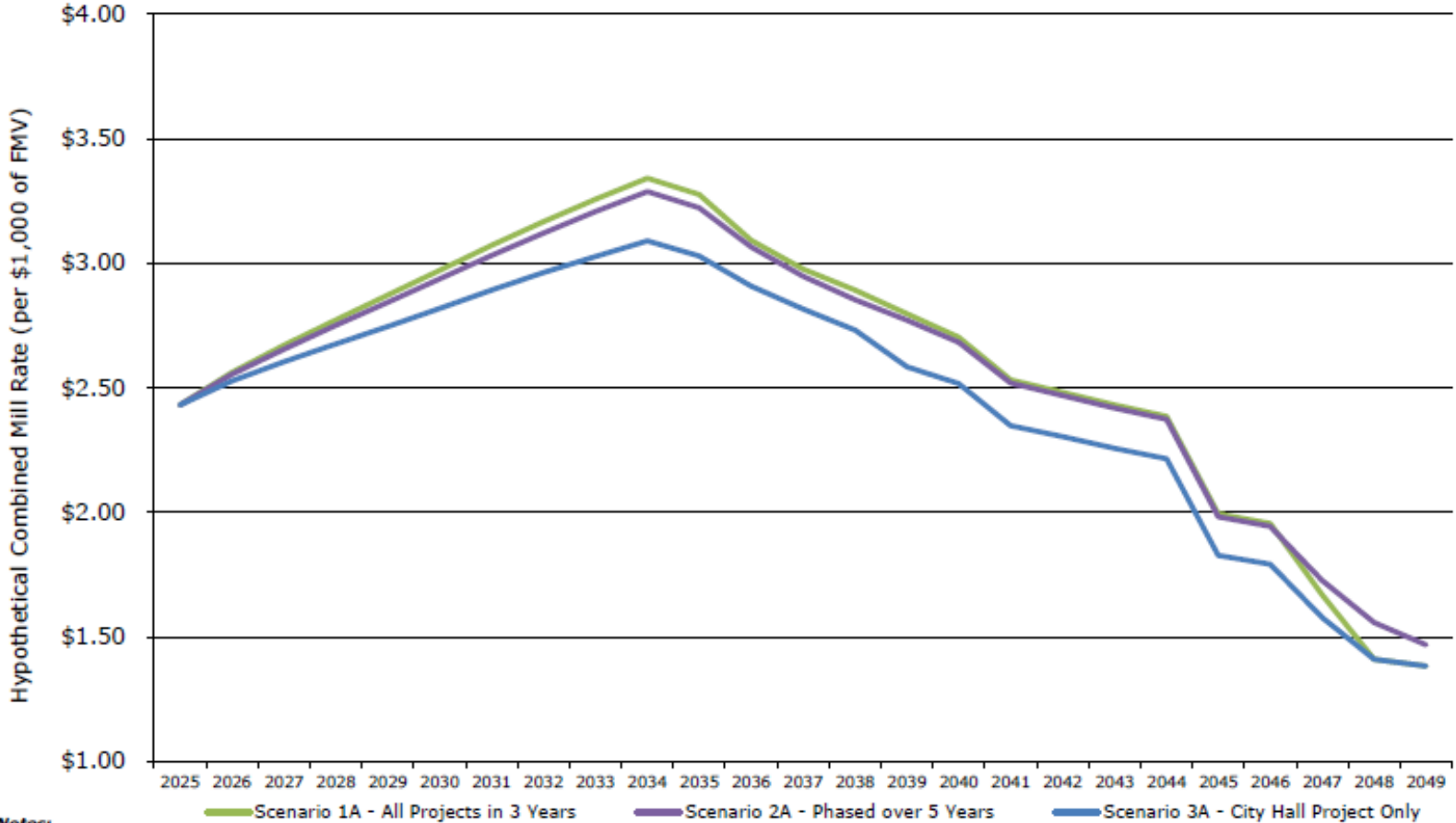
City of Watertown Hypothetical Combined Debt Service Scenarios 1A, 2A & 3A



Notes:
 Scenario 1A: \$10,320,000 in 2026, and \$10,320,000 in 2027. Level increases until 2034.
 Scenario 2A: \$7,460,000 in 2026, \$6,205,000 in 2027, \$2,855,000 in 2028, and \$4,120,000 in 2029. Level increases until 2034.
 Scenario 3A: \$7,460,000 in 2026, and \$6,205,000 in 2027. Level increases until 2034.
 Assumes future CIP borrowings of \$4,500,000 beginning in 2026 and thereafter amortized over 8 years at 3.00%.



City of Watertown Hypothetical Combined Mill Rate Scenarios 1A, 2A & 3A



Notes:
Scenario 1A: \$10,320,000 in 2026, and \$10,320,000 in 2027. Level increases until 2034.
Scenario 2A: \$7,460,000 in 2026, \$6,205,000 in 2027, \$2,855,000 in 2028, and \$4,120,000 in 2029. Level increases until 2034.
Scenario 3A: \$7,460,000 in 2026, and \$6,205,000 in 2027. Level increases until 2034.
Assumes future CIP borrowings of \$4,500,000 beginning in 2026 and thereafter amortized over 8 years at 3.00%.
Mill rate based on the 2024 Equalized Valuation (TID-OUT) of \$2,263,682,600 with 2.00% annual growth thereafter.

MEMO

Administration

To: Plan Commission and Finance Committee

From: Mason Becker, Manager of Economic Development and Strategic Initiatives

Date: March 24, 2025

Subject: Offer to purchase City-owned property

Background

The City recently received an offer to purchase City-owned property located at 721 W Cady St, 727 W Cady St, 722 O'Connell St, and 720 O'Connell St. There are some complexities to the offer that warrant review in closed session. Department head feedback was requested, given these properties include buildings currently utilized by the City.

The mayor and city attorney have both reviewed the offer and approved placing this item on the Plan Commission and Finance Committee agendas.

Budget Goal

1. Invests in the strategic planning and maintenance of our city buildings

Financial Impact

There are various financial factors to weigh, including the sale price being offered, current condition of the properties, and the opportunity cost of replacing these facilities.

Recommendation

Move into closed session to discuss the details of the offer-to-purchase.