



COMMON COUNCIL MEETING - AMENDED AGENDA

TUESDAY, JANUARY 16, 2024 AT 7:00 PM

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

*For the public: Members of the media and the public may attend **by calling:** (571) 317-3122*

***Access Code:** 153-925-469 or <https://www.gotomeet.me/EMcFarland>*

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

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. MINUTES OF COUNCIL MEETING HELD

A. Minutes from January 2, 2024

5. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

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

6. PUBLIC HEARING

A. Public hearing to amend the City of Watertown's Comprehensive Plan

7. REPORTS

A. Board of Health minutes from November 14, 2023

B. Park, Recreation, and Forestry minutes from November 20, 2023

C. Finance Committee minutes from December 11, 2023

D. Police and Fire Commission minutes from December 11, 2023

E. Finance Committee minutes from December 19, 2023

F. Redevelopment Authority minutes from December 20, 2023

G. Public Works minutes from January 9, 2024

H. Public Safety minutes from January 10, 2024

8. COMMUNICATION & RECOMMENDATIONS

A. SEH Fire Department Update

B. Employee Recognitions

C. 2023 Construction Information

D. Watertown Fire Department Monthly Report December 2023

9. NEW BUSINESS

A. Emmet Boundary Agreement Amendments Update

10. ACCOUNTS PAYABLE

A. Accounts Payable

11. MISCELLANEOUS BUSINESS

A. Payroll Summary - December 13, 2023 through December 26, 2023

B. Cash and Investments - December 31, 2023

12. ORDINANCES

- A. Ord. 24-01 - Amend Chapter 76, Article II, Section 76-13 of the City of Watertown General Ordinances - Increase room tax (Sponsor: Mayor McFarland From: Finance Committee, 2nd reading)
- B. Ord. 24-02 - Amend Section 500-9 A. Parking Prohibited in Specified Places of the City of Watertown General Ordinances (Sponsor: Ald. Davis From: Public Safety and Welfare, 1st reading)
- C. Ord. 24-03 - Repeal and Recreate Section 428-7 Special Events of the City of Watertown General Ordinances (Sponsor: Ald. Davis From: Public Safety & Welfare Committee, 1st reading)
- D. Ord. 24-04 - Amend the 2019 City of Watertown Comprehensive Plan to change the future land use category for 1110 S. Tenth Street and 1111 S. Tenth Street and to change the text in Figure 7.7 (Sponsor: Mayor McFarland From: Plan Commission with Positive Recommendation, 1st reading)
- E. Ord. 24-05 - Amend Chapter 550: Zoning Code, through the addition of language to sections § 550-53D(1)(b) (Sponsor: Mayor McFarland From: Plan Commission with Positive Recommendation, 1st reading)

13. RESOLUTIONS

- A. Exh. 9576 - Resolution to Approve County Library Services (Sponsor: Ald. Wetzel From: Library Board)

14. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

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

15. ADJOURNMENT

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

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

**Common Council Minutes
January 2, 2024**

Section 4, Item A.

Mayor McFarland called the regular meeting of the City of Watertown Common Council to order at 7:00 p.m. on Tuesday, January 2, 2024. This meeting was open for attendance in the council chambers as well as virtually.

ROLL CALL

Roll call indicated the following Alderpersons present: Ald. Davis, Lampe, Bartz, Smith, Schmid, Wetzel and Moldenhauer. Absent was Ald. Board and Blanke. City staff present were City Attorney Steven T. Chesebro, Deputy Fire Chief Rauterberg, Police Chief David Brower, Finance Director Mark Stevens, Assistant Engineer Andrew Beyer, Utilities Superintendent Pete Hertz, and City Clerk Megan Dunneisen.

PLEDGE OF ALLEGIANCE

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

MINUTES OF PRECEDING MEETING

Mayor McFarland inquired if there were additions or corrections to minutes of the Common Council meeting held Tuesday, December 19, 2023. There being none, minutes were accepted as presented.

COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT

Representative Penterman gave a legislative update on shared revenue, personal financial literacy class at the high school level, housing rehabilitation loans, unanimous option for lottery winners, and increase in fines for illegally passing a school bus.

PUBLIC HEARING

Mayor McFarland opened the public hearing to Amend section § 550-53D Junkyard or Salvage Yard to allow the Plan Commission to adjust setbacks through a Conditional Use Permit at 7:09 p.m., there being no comments Mayor McFarland closed the public hearing at 7:09 p.m.

REPORTS

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

The following reports were received and filed: Plan Commission Minutes from December 11, 2023.

NEW BUSINESS

Ald. Smith made a motion to approve Michael Trego - serving first three-year term ending January 2027, Tim Little - serving first three-year term ending January 2027, Jill Nadeau – serving third three-year term ending January 2027, Jaynellen Holloway – serving first three-year term ending January 2027 (replacing Melissa Lampe) to the Historic Preservation and Downtown Design Commission and Andrea Truke - serving second three-year term ending January 2027, Dr. Donene Rowe - serving second three-year term ending January 2027 to the Health Board, seconded by Ald. Moldenhauer and carried by unanimous voice vote.

ACCOUNTS PAYABLE

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

Certified accounts were presented. Ald. Moldenhauer moved to pay all certified accounts, seconded by Ald. Bartz, and carried by unanimous voice vote.

MISCELLANEOUS BUSINESS

Payroll Summary - November 29, 2023 through December 12, 2023 was presented.

ORDINANCES

Ord. 24-01 - Amend Chapter 76, Article II, Section 76-13 of the City of Watertown General Ordinances - Increase room tax (Sponsor: Mayor McFarland From: Finance). Ald. Lampe moved for adoption of ordinance 24-01 on its 1st reading, seconded by Ald. Davis and carried by roll call vote: Yes-6; No-1 (Schmid); Abstain-0.

RESOLUTIONS

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

Exh. 9573 - Resolution to recognize the retirement of Waste/Water Building and Grounds Supervisor Jeffrey DeWitt (Sponsor: Mayor McFarland). Ald. Bartz moved to adopt resolution 9573, seconded by Ald. Schmid and carried by unanimous voice vote.

Exh. 9574 - Resolution to enter into an Intergovernmental Agreement between Jefferson County and the City of Watertown regarding Geographic Information System (GIS) Services (Sponsor: Mayor McFarland From: Finance Committee). Ald. Wetzel moved to adopt resolution 9574, seconded by Ald. Smith and carried by unanimous voice vote.

Exh. 9575 - Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid (Sponsor: Ald. Wetzel From: Airport Commission). Ald. Wetzel moved to adopt resolution 9575, seconded by Ald. Moldenhauer and carried by unanimous voice vote.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

No comments were received.

ADJOURNMENT

There being no further business to come before the Council at this time, Ald. Schmid moved to adjourn, seconded by Ald. Wetzel, and carried by voice vote at 7:31 p.m.

Respectfully Submitted,

Megan Dunneisen, City Clerk

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

City of Watertown
Public Hearing on Amendments to Comprehensive Plan

Section 6, Item A.

Notice is hereby given by the Common Council of the City of Watertown, Wisconsin, that a public hearing will be held on January 16, 2024 in the Council Chambers of the Municipal Building, 106 Jones Street, Watertown, Wisconsin at 7:00 p.m. or shortly thereafter.

The public hearing will be held to gather public input on a proposed amendment to the “City of Watertown Comprehensive Plan”. The Comprehensive Plan sets the policy for the growth, development, and preservation of the community. The proposed amendments would affect the Future Land Use Map and a Figure within the Plan document. The proposed amendments involve changing the future land use category shown for 1110 S. Tenth Street (Parcel No. 291-0815-0444-013) and 1111 S. Tenth Street (Parcel No. 291-0815-0444-006) from Planned Mixed Use to Mixed Industrial, changing the future land use category for 1310 Allwardt Street (Parcel No. 291-0915-3413-014) from Institutional to Multi-Family Residential, and changing text in Figure 7.7.

The Comprehensive Plan and amendment are available for review at City Hall in the Building, Safety & Zoning Department located at 106 Jones Street, Watertown, WI. They may also be viewed online at https://www.ci.watertown.wi.us/development/document_centers/comprehensive_plan/index.php.

A copy of the Comprehensive Plan and amendments may be obtained from the Building, Safety & Zoning Department.

Questions regarding the proposed Comprehensive Plan Amendments may be directed to Zoning & Floodplain Administrator Brian Zirbes at 920-262-4060.

Written comments on the proposed amendments to the Comprehensive Plan should be submitted before the public hearing date to City Clerk Megan Dunneisen, 106 Jones Street, Watertown, WI 53094.

All persons wishing to be heard are invited to be present.

CITY OF WATERTOWN
Brian Zirbes
Zoning & Floodplain Administrator

BZ/nmz

PUBLISH: December 4, 2023

(BLOCK AD)

Main Office
920-262-4060

Brian Zirbes
920-262-4041

Mark Hady
920-342-0986

Nikki Zimmerman
920-262-4045

Dell Zwieg
920-262-4042

Doug Zwieg
920-262-4062

Dennis Quest
920-262-4061

TO: Plan Commission
DATE: November 27, 2023
SUBJECT: Initial Review - Comprehensive Plan Amendments

A Comprehensive Plan Amendment to change the Future Land Use designation on parcels located at 1110 and 1111 S 10th St. Parcel PIN(s): 291-0815-0444-013 & 291-0815-0444-006.

A Comprehensive Plan Amendment to change the Future Land Use designation on a parcel located at 1310 Allwardt St. Parcel PIN: 291-0915-3413-014.

A Comprehensive Plan Amendment to change text in Figure 7.7.

SITE DETAILS - 1110 and 1111 S 10th St.:

Acres: 0.52 & 2.98

Current Zoning: Heavy Industrial

Existing Land Use: Vacant

Future Land Use Designation: Planned Mixed Use

BACKGROUND & APPLICATION DESCRIPTION:

A proposed Plan Amendment to change the Future Land Use designation of two parcels from Planned Mixed Use to Mixed Industrial. A Zoning Ordinance Text Amendment related to the Comprehensive Plan Amendment is also pending. This Comprehensive Plan Amendment will run concurrently with the Zoning Ordinance Text Amendment. If both the Plan Amendment and the Zoning Ordinance Text Amendment are approved a Conditional Use Permit will also be required for the proposed use (Recycling Center).

STAFF EVALUATION:

Land Use and Zoning:

Nearby Future Land Use designations include Single Family Residential and Institutional directly adjacent to the north, as well as Single Family Residential across the railroad tracks to the southwest. Mixed Industrial Future Land Use exists to the southeast and to the west.

Nearby Zoning includes General Industrial Zoning to the northwest and to the east, with Heavy Industrial Zoning to the southeast. Single Family Residential Zoning exists to the southwest and Two-Family Residential Zoning is adjacent to the north.

SITE DETAILS - 1310 Allwardt St:

Acres: 20

Current Zoning: Single Family Residential

Existing Land Use: Vacant

Future Land Use Designation: Institutional

106 Jones Street • P.O. Box 477 • Watertown, WI 53094-0477 • Phone 920.262.4060

Opportunity Runs Through It

BACKGROUND & APPLICATION DESCRIPTION:

A proposed Plan Amendment to change the Future Land Use designation of a parcel from Institutional to Multi-Family. This parcel was previously planned for a new school. The school district has since changed plans and is in the process of selling the parcel to a developer that is planning a multi-family development.

STAFF EVALUATION:

Land Use and Zoning:

Nearby Future Land Use designations include Single Family Residential to the north and west. Multi-Family Future Land Use exists to the south and Institutional Future Land Use exists to the west.

Nearby Zoning includes Single-Family Residential Zoning to the west, north, and east. Multi-Family Residential Zoning with a PUD exists to the south and Planned Office and Institutional Zoning exists to the southeast.

DETAILS - Comprehensive Plan Figure 7.7:

BACKGROUND & APPLICATION DESCRIPTION:

A proposed Plan Amendment to change text in Figure 7.7 of the Comprehensive Plan. The current table does not accurately address the relationship between Future Land Use Designations and Overlay Zoning Districts. The proposed change removes the references to the Planned Development District from specific Future Land Use Categories and replaces that with a blanket statement that all Overlay Zoning Districts can be associated with all Future Land Use Categories where appropriate.

Figure 7.7 Future Land Use and Existing Zoning District Translation	
Future Land Use Category	Associated Zoning District
Agriculture	Outside of the City Limits
Single-Family-Exurban	Countryside Residential-10, Exurban Residential-1, Outside of the City Limits
Single-Family-Urban	Single Family Residential-4
Two-Family	Two Family Residential-6
Multi-Family	Multi-Family Residential-8, Multi-Family Residential-10, and Senior Residential
Planned Neighborhood	All Residential Districts, Neighborhood Office, and Neighborhood Business
Neighborhood Mixed-Use	Neighborhood Office, Neighborhood Business, and all Residential Districts
Planned Mixed-Use	All Office, Commercial, Institutional, and Multi-Family Residential Districts, plus the Planned Industrial and Planned Development Districts
Riverside Mixed-Use	All Office, Commercial, Institutional, and Residential Districts, plus the Planned Development District
Central Mixed-Use	Central Business
Mixed Industrial	Planned Industrial, General Industrial, and Heavy Industrial
Institutional	All Districts
Airport	Planned Industrial
Parks and Recreation	All Districts
Environmental Corridor	All Districts
<u>All Overlay Zoning Districts can be associated with all Future Land Use Categories where appropriate, subject to the standards, rules, and regulations of the Overlay Zoning District.</u>	

Per the Wisconsin Statutes it is the role of the Plan Commission prepare a Comprehensive Plan Amendment and recommend the amendment to Council.

Per Wis. Stat. § 66.1001(4)(b):

(b) *The plan commission or other body of a local governmental unit that is authorized to prepare or amend a comprehensive plan may recommend the adoption or amendment of a comprehensive plan only by adopting a resolution by a majority vote of the entire commission. The vote shall be recorded in the official minutes of the plan commission or other body. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of a comprehensive plan.*

Comprehensive Plan Goals, Objectives, and General Policies:

The 2019 Watertown Comprehensive Plan includes goals, objectives, and general policies for the Plan Commission to consider when reviewing Comprehensive Plan amendments.

Land Use Goals, Objectives, and General Policies

Goal:

1. *Promote a future land use pattern that is harmonious with the natural landscape, features visually attractive development, and is economically viable.*

Objectives:

1. *Ensure that a desirable balance and distribution of land uses is achieved.*
2. *Maintain high standards in the Zoning Ordinance for buildings, landscaping, signage, building materials, and parking lots.*
3. *Ensure that conflicts between neighboring land uses are minimized with logical land use transitions and bufferyards.*
4. *Utilize existing public facilities to serve new development whenever possible.*
5. *Coordinate land development with transportation system improvements.*
6. *Encourage City landowners to open up suitable undeveloped areas for new development as the need arises.*

Policies:

1. *Prioritize infill and redevelopment opportunities, especially downtown and along the river, before new greenfield development along the City's boundaries.*
2. *Direct new housing development in locations with convenient access to commercial and recreational facilities, transportation systems, schools, employment opportunities, and other necessary facilities and services.*
3. *Require all new development within Watertown's long-term growth area to be served with the full array of municipal services (e.g. sanitary sewer, storm sewer, municipal water, police, fire, etc.) unless covered by an intergovernmental agreement.*
4. *Encourage the strengthening of existing neighborhoods through maintenance of the existing housing stock, creative reuse of vacant or under-utilized buildings, and infill on vacant parcels.*
5. *Require all proposed residential developments to dedicate land, or pay a fee in lieu thereof, for public park, recreation, and open space acquisition and development.*
6. *Strive for compatibility of adjacent land uses by requiring site plan review for all multi-family residential, commercial, office, industrial, recreational, and institutional land uses.*
7. *Buffer incompatible land uses from each other through the strategic use of plant materials, decorative fences, walls, or berms.*
8. *Require new development and redevelopment projects to include high quality building design, landscaping, stormwater best management practices, and signage and to meet at least the minimum landscaping and performance standards as codified in the City's Zoning Ordinance.*
9. *Encourage that new residential development within the Planned Neighborhood designation comply with the City's historic housing mix. The desired mix of residential uses in any neighborhood should be mostly single-family (approximately 50 percent), generally with no more than 20 percent of dwelling units being duplex units and not more than 30 percent being multi-family units.*
10. *Require detailed development plans that include: (1) proposed land use pattern of the area; (2) recommended zoning for the area; (3) recommended lot pattern; (4) location of necessary municipal utilities; (5) locations of parks, open space, and civic or institutional buildings; (6) proposed street system that will serve the area; and (7) a development phasing timetable so the City can coordinate capital improvements with the development of the area.*
11. *Factor public health into the site plan review process through the addition of specific criteria in which new development, redevelopment, and infill development must address in order to integrate land use planning, transportation, and public health.*
12. *Work with Jefferson and Dodge Counties, in addition to all surrounding Townships on future land use planning within the City's Extraterritorial Jurisdiction to promote intergovernmental cooperation and a unified future planning of development and services. Seek intergovernmental agreements with all surrounding Townships.*
13. *Reevaluate the City's supply and demand for industrial land every 5 years.*
14. *Develop detailed neighborhood plans for the Bethesda campus between Milford Street and the Rock River in order to foster high-quality and well-planned future development.*

PLAN COMMISSION OPTIONS:

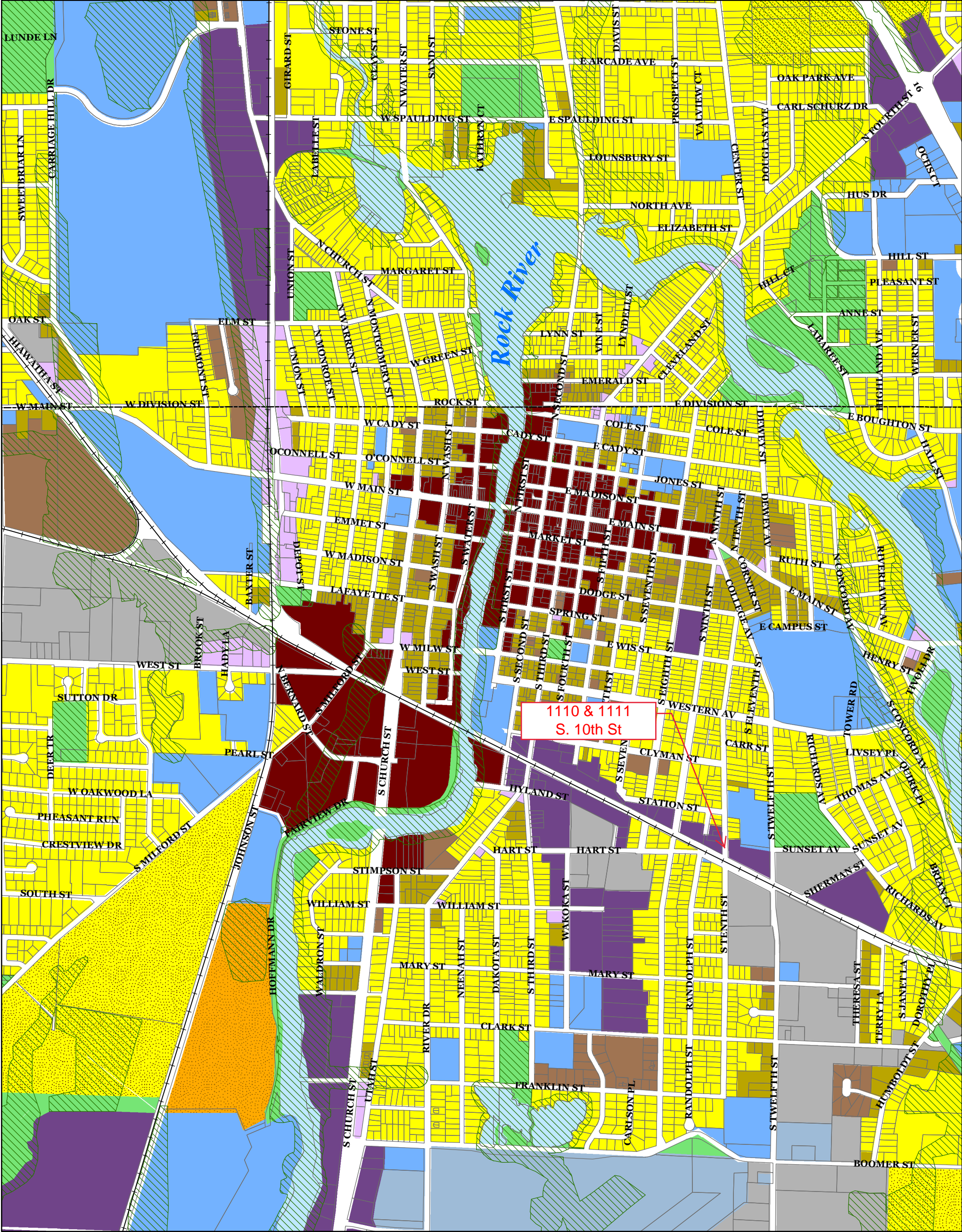
Section 6, Item A.

The following possible options for the Plan Commission:

1. Set public hearing date for January 16th, 2024
2. Set public hearing to a later date.

ATTACHMENTS:

- Application materials.



Future Land Use Downtown Area

Map 6a

City of Watertown Comprehensive Plan

Land Use Categories

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

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

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

- Office
- Multi-Family Residential
- Mixed Industrial
- Commercial Services/Retail
- Institutional
- Parks & Recreation



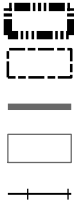
***"Planned Neighborhoods" should include a mix of the following:

- Single-Family - Sewered (predominant land use)
- Two-family Residential
- Multi-Family Residential
- Institutional
- Neighborhood Mixed Use
- Parks & Recreation



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

- Office
- Single-Family - Sewered
- Two-Family Residential
- Multi-Family Residential
- Commercial Services/Retail
- Institutional
- Parks & Recreation



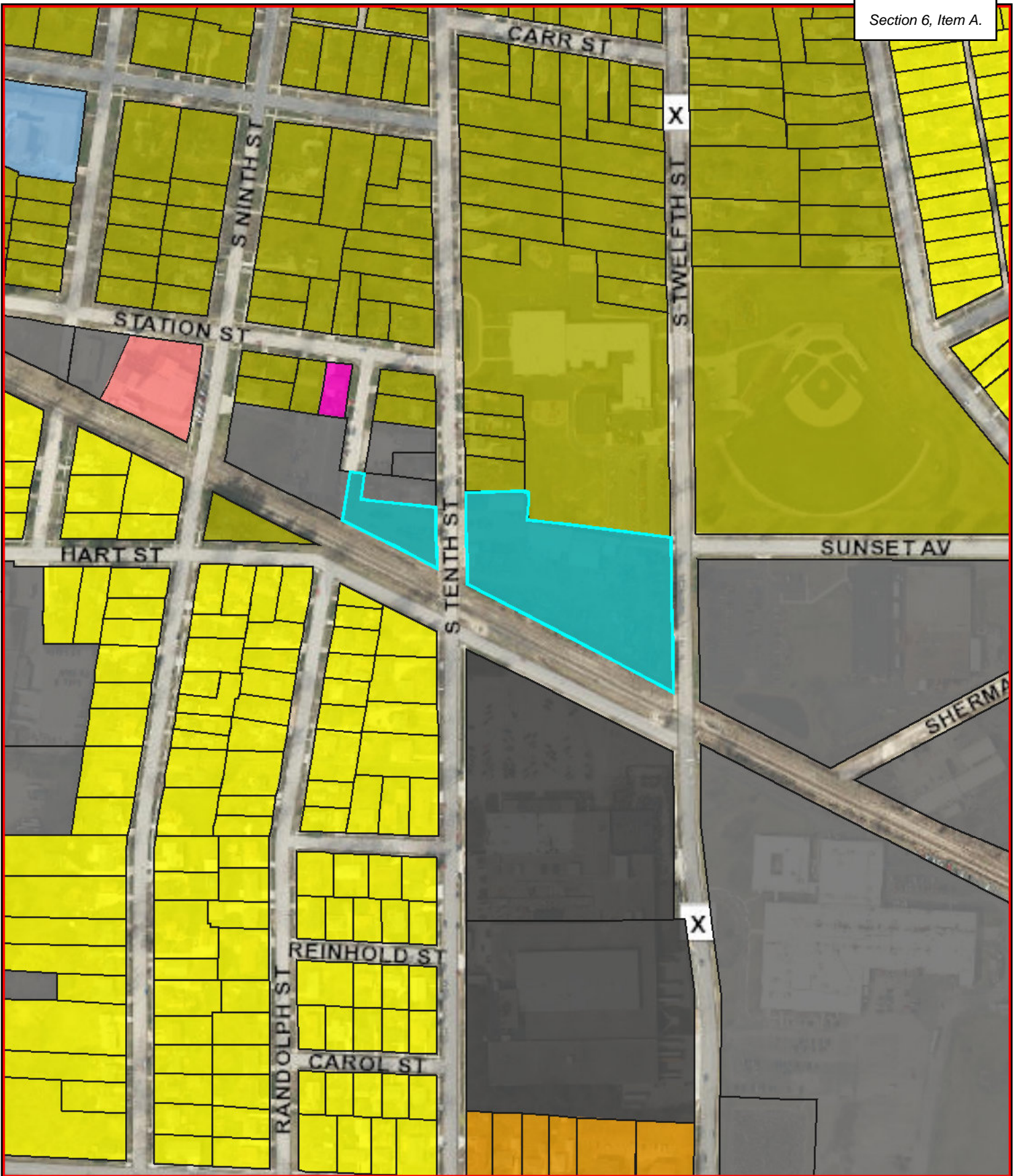
City of Watertown
County Boundary
Town Boundary
Parcel
Railroad



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



VANDEWALLE & ASSOCIATES INC.
Shaping places, shaping change

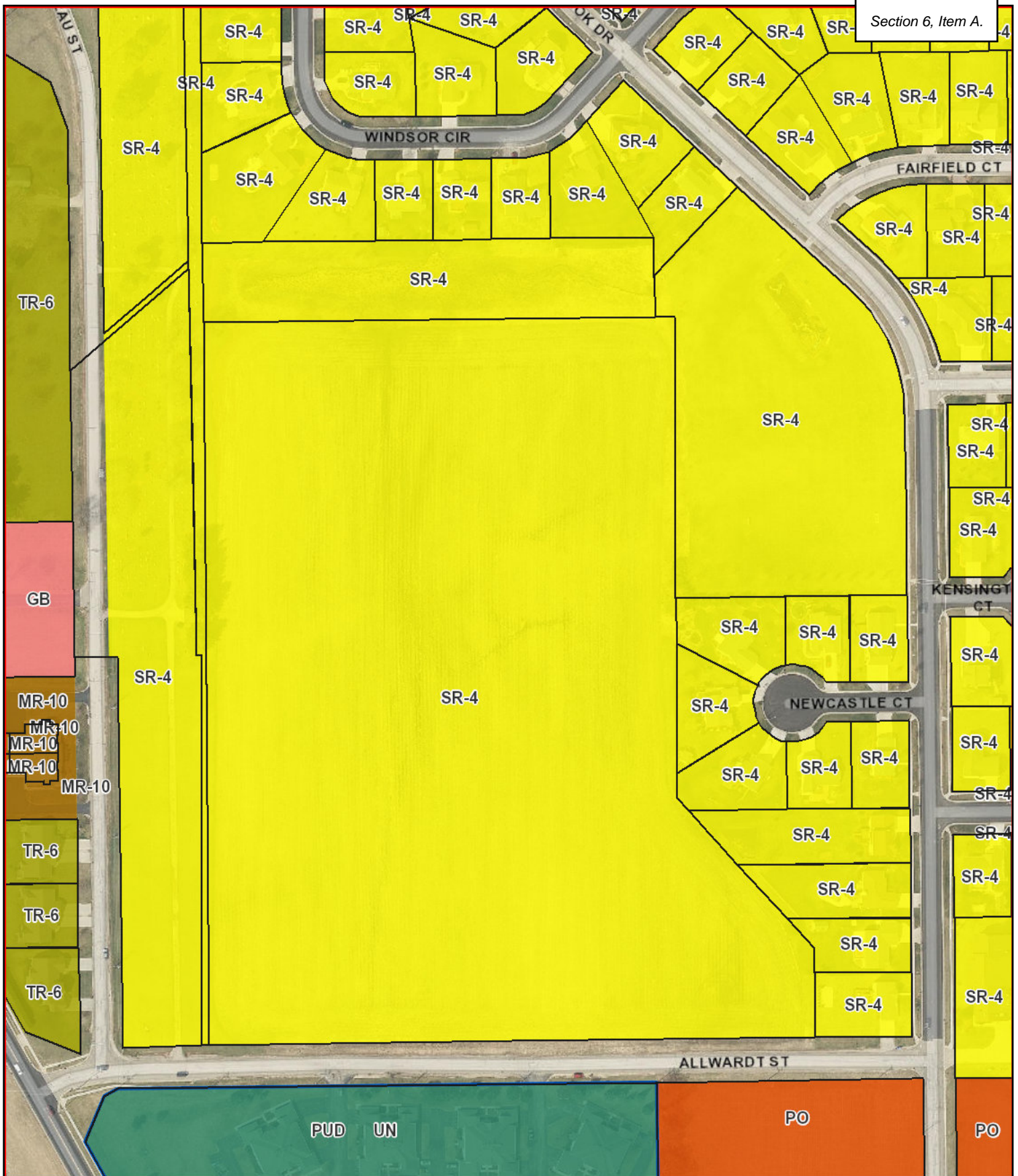


Parcels Override 1 Parcels City Limits Zoning Single-Family Residential (SR-4)		Two-Family Residential (TR-6) Multi-Family Residential-8 (MR-8) Multi-Family Residential-10 (MR-10) Senior Residential (SNR) Rural Holding (RH) Planned Office and Institutional (PO)	Neighborhood Office (NO) Neighborhood Business (NB) Planned Business (PB) General Business (GB) Central Business District (CB) Planned Industrial (PI)	General Industrial (GI) Heavy Industrial (HI) Planned Unit Development (PUD) Conditional Zoning / Mixed Uses (COND) Multiple / Mixed Zoning (MULTI) Unknown (UN)
---	--	--	---	---

THE CITY OF WATERTOWN
Opportunity runs through it.
City of Watertown Geographic Information System
 Scale: 1 inch = 300 feet
 SCALE BAR = 1"
 Printed on: November 11, 2014
 Author: Private User

DISCLAIMER: This map is not a substitute for an actual field survey or on-site investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.

11



Parcels

City Limits



THE CITY OF
WATERTOWN
Opportunity runs through it.

City of Watertown Geographic Information System

Scale: 1 inch = 200 feet

SCALE BAR = 1"

Printed on: November 13, 2013

Author: Private User
DISCLAIMER: This map is not a substitute for an actual field survey or on-site investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.



**Watertown Board of Health
Meeting Minutes
Watertown Dept of Public Health
515 S First Street/ Go To Meeting/phone
November 14, 2023 – 3:30 PM**

Members Present: Carol Quest, Dr. Donene Rowe, Andrea Turke, Ald. Dana Davis,
Members in attendance via Go to Meeting: Patricia Gedemer

Excused: Ald. Fred Smith

Others in attendance: Kim Hiller, Abbey Kuehn

1. Call to Order

Dr. Rowe called the meeting to order.

2. Citizens to be heard.

None

3. Review and take action: Board of Health Minutes September 5, 2023

Reviewed minutes dated September 5, 2023.

Motion made to approve the minutes of September 5, 2023, by Dana Davis, seconded by Dr. Rowe.

Motion carried by unanimous voice vote.

4. Review & take action: Financial report – Preliminary September 2023

Reviewed the preliminary September 2023 financial report.

The financial reports will look different at the end of the year. Accounts have been reviewed and adjustments have been made to some expenses, redirecting to applicable accounts. These moves will change some account balances. An example given was Health Grants. This account is currently over budget but with the reallocation of expenses it will bring it back into a positive balance.

The Health Maintenance & Supplies account is over budget. This is due to the sharps disposal costs increasing significantly over the year. Kim has contacted several sharps disposal companies, and the information was reviewed to find a more economical option for 2024. This information has been sent to the City Attorney for review.

Carol noted that the sharps containers collected by the department are from the community and disposal is free of charge to the community members. This service is provided to prevent used sharps from being disposed in the garbage which is a safety hazard for City employees as well as the public. This is an important program for the community. The department is a registered sharps disposal site with the DNR and has been for many years.

Sharps containers in the public park bathrooms. The department wrote for a grant through the Brandt Quirk foundation a year ago to fund sharps containers in the bathrooms of the public parks. We received that grant funding and now each bathroom in the parks have a metal container containing a sharps container. The grant covered the metal containers as well as one or two refill containers for each cabinet. This keeps the sharps out of the playgrounds.

A motion was made by Dr. Rowe and seconded by Andrea Turke to approve the Preliminary September 2023 financials.

Motion carried by unanimous voice vote.

5. Review and take possible action: Updated- Ordinance to amend section 410-56(a) Smoking in Prohibited Places, of the City of Watertown General Ordinances

The City Attorney updated the ordinance to include specific language discussed at previous committee and council meetings including:

- a. Specific definition of designation of smoking areas
- b. Allowing special events to designate smoking areas

Motion made by Ald Davis to forward to Park & Rec Commission with the amendments as discussed. Seconded by Andrea Turke.

Unanimously passed.

6. Review and discuss: Program updates.

- a. The department recently received a grant from Walmart to purchase pack and plays for young families. We will be purchasing at least 24 depending on unit pricing. Requirements to qualify include living inside the city limits, being the parent of the child, having a financial burden to be unable to purchase a safe sleep space (Badgercare or WIC) and limited to one pack and play per family for lifetime. There is a large population that co-sleeps with their children.
- b. Emergency Preparedness – a table-top exercise was held with City leadership last week. It was a great opportunity to educate new leadership on processes during a city-wide emergency.
- c. Susan Wollin, who has been with the department for 25 years, is retiring January 2nd. Her retirement recognition is on January 2nd. An invitation will be sent out to those who have worked with her.
- d. A request to fill Susan's position has been sent to the mayor for review. The position is currently for an LPN (licensed practical nurse), but after reviewing the responsibilities and increased need for capacity in programs, the department will be seeking an RN (registered nurse) to fill the position.
- e. COVID Vaccine. Previously, anyone was able to receive the COVID vaccine regardless of insurance status and without cost. The commercializing of the vaccine has changed who the department can give the vaccine to. The department can give to adults who have no insurance through the bridge access program. There are currently 10 doses available for this group.

The other group that the department can give the vaccine to is children who fall into the VFC (vaccines for children) requirements. Requirements include children to the age of 18, no insurance, underinsured, have state insurance (forward health/Badgercare), or are Alaskan native/American Indian. There are currently 10 doses for this group available.

- f. The department is working with the state lab to do wastewater testing for COVID monitoring. The last two weeks have shown an increase. There has been a rise in COVID cases in the community and the local nursing homes are in an outbreak status. This testing helps predict an increase in cases which helps with staffing response.
- g. CHIP (Community Health Improvement Plan) work groups. The mental health and transportation groups meet monthly and are working to develop the outcome of the groups as well as performance measures and indicators.

The mental health work group will be pausing until February. Carol and Tina Crave attended a conference at Harvard and received information on the social impact of isolation and other data that will be reviewed and shared with the group. The goal is that families are connected and stable.

The transportation work group is focusing on transportation to non-emergency medical appointments. The group is currently looking at how to better get data and who they can partner with to collect the data. Once data collection points have been established, the group will look at what the baseline is and work towards developing outcomes, performance measures, indicators, and strategies to move the work forward. The group will continue to meet monthly with the next meeting in December.

- h. Social connection events for PNCC (prenatal care coordination) and TalkReadPlay families. These events bring families together to network as well as learn about the different resources in the community. The department has had several of these events at the library. The families get a tour of the library, learn how to check out and find items as well as learn about the TalkReadPlay area and the different programs offered by the library. These events have been in Spanish where the Bilingual Communication Specialist interprets for the families. Many of the families have never been to our library and do not know how to use the library and how to get a library card. During the tour, they also meet the Watertown Family Connections staff and hear about their programs and activities.

In July, the social connections event was held in cooperation with Park & Rec which introduced families to their activities through their Kart Park program. The event was held at Clark Park when Sandwiches in the Park was also at the location allowing families to learn about the resource and get a free lunch after playing.

Families attending the July event were given a pre and post survey to learn about their connection with Kart Park and Sandwiches in the Park and the likelihood that they would use those resources in the future. The survey also asks families how likely they would be to attend another event in the future and if they felt the event helped to improve their mental health. Survey results showed the families that attended the July event had never used these resources and were now more likely to continue to use them.

Four events have been held this year. Next year the department is hoping to open these events up to the full community.

Transportation was an issue for the families to attend these events, so the department worked together with the Greater Watertown Community Health Foundation (GWCHF) to offer gas cards and taxi vouchers to reduce transportation barriers.

- i. The Environmental Health Program has a contract with the DNR to do transient water sampling in both Dodge & Jefferson Counties. There are two systems left to collect for routine monitoring and four systems that require a Level 2 Assessment due to the presence of coliform bacteria being confirmed within the water system. The Level 2 Assessment will be able to identify corrective actions to help eliminate the coliform bacteria contamination in the water system and these systems will also be required to chlorinate the well and water piping to disinfect the system. This then initiates follow up sampling protocol which could span multiple months.

The Environmental Health staff conduct inspections at some private and public schools that receive USDA food supplements. One inspection is completed in the fall to observe safe food handling practices and a second inspection is completed in the spring to review food safety plans and policies. This is a requirement from the Department of Public Instruction.

The Environmental Health staff are continuing to work on setting up the water analysis laboratory. The incubator was purchased and tested, and it is anticipated to have the water lab set up and certified by the end of 2024 to bring it into full operation by 2025. Staff are also working on numerous policies and quality manuals for the new laboratory.

January is Radon action month. The Towne Cinema will be featuring information about radon before movies are shown. Free kits are available for residents in Dodge and Jefferson Counties. Watertown is the Radon Information Center (RIC) for Dodge and Jefferson Counties and works closely with both health departments.

There is a recall for several brands of cinnamon applesauce for lead contamination. Brands are WanaBana Apple Cinnamon Fruit Puree pouches, Schnucks cinnamon-flavored applesauce pouches, Schnucks applesauce variety pack, and Weis cinnamon applesauce pouches.

7. Adjournment

Motion made to adjourn and carried by unanimous voice vote.

Carol will send out an email to the members to set the date for the next Board of Health meeting.

Respectfully Submitted,



Carol Quest
Director/Health Officer

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

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, November 20, 2023

1. Call to order

The Watertown Parks, Recreation & Forestry Commission in person on November 20, 2023. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, and Kyle Krueger. Not present were: Brad Clark, Emily Lessner and Jennifer Clayton. Also present were: Kristine Butteris, Jeff Doyle, Ali Nicholson, and Stephanie Juhl.

2. Review and approval of minutes:

Ald. Jonathan Lampe motioned to approve the October 16, 2023 Parks, Recreation & Forestry Commission meeting minutes as written. Julie Chapman seconded. Motion carried.

Julie Chapman motioned to approve the August 15, 2023 Senior Center Advisory Board meeting minutes as written. Ald. Jonathan Lampe Chapman seconded. Motion carried.

3. Review and approval of financial reports

Kyle Krueger motioned to approve the October financial reports. Julie Chapman seconded. Motion carried.

4. Citizens to be heard

There were none.

5. Business

A. Discuss and recommend ordinance change 398-20 concession permits in parks

Discussion began by Director Kristine Butteris to remove fees based on percentage of the total gross sales of the concessionaire as well as the timeline for payment and replace percentage with a flat fee of \$75 per visit to Watertown or \$300 for the year to vend in Watertown. Ald. Jonathan Lampe discussed item from safety committee.

Kyle Krueger motioned to push this change in ordinance to Common Council. Seconded by Julie Chapman. Motion carried.

B. Review and approve early park reservation request for Mike Oberbrunner

Stephanie discussed wanting to pair event on August 23rd (movie night) and 24th (child's market) planned by Oberbrunner. Brian Konz wants clarification on whether it is wanting to approve early reservation. Kristine clarified that it is to grant him access to the early reservation application which would allow him to get information into the department prior to December 15th and, so long as another organization does not also ask for same dates, date would be locked in for event prior to start of public request.

Julie Chapman motioned to grant early part reservation request. Kyle Krueger seconded. Motion carried.

C. Review and approve revised department vision and mission statement

This item was unintentionally skipped and will be reviewed at the December meeting.

D. Review and approve 2024 Park Reservation Application

Kristine discussed updates to dates, alterations of certain parks shelters (Lower pavilion, Dancefloor, Bandshell), refund policies. Ald. Jonathan Lampe gave some additional clarification regarding ordinances.

Julie Chapman motioned to approve changes to application. Ald. Jon seconded.

Section 7, Item B.

E. Review and approve park reservation policies

Kristine began discussion of changes to park policies. Changes addressed to look at early reservation times for groups. Changes were made to allow parks and recreation staff to be the ones to approve on Mondays. This would allow some additional oversight of programs. Fees are to be paid up front at locations like the Aquatic Center.

Alderman Lampe motioned to approve park reservation policies. Kyle Krueger seconded. Motion carried.

6. Director's Report:

A. Project updates:

i. Parks Updates - Washington Park - Memorial for Bud Fowler

An additional memorial for Bud Fowler at Washington Park was reviewed. Discussed potentially adding a sign that would be able to be 'rented' by programs or organizations.

I. Senior & Community Center Updates

None were given at this time.

B. Update on programming:

i. Recreation programming

HS boys basketball helping with little dunkers. Volleyball and men's basketball

ii. Town Square Programming

Had tree lighting this weekend. 350-400 people in attendance, weather was great, evening was great. Chick-fil-a is coming on November 27th. Jingle bell on the Rock, water street will be reopening after event. Santa house got moved into park on sidewalk and Tree will be moved before road reopens.

iii. Senior and enrichment programming

Potentially need volunteers for Holiday event. Over 70 participants at the vet lunch events. Joy Tree is still available at senior center. Advertising for winter break programming will come shortly.

iv. Aquatics programming

Programming dates may change for Spring break. Will be adding some additional lifeguard classes and water fitness classes. Ald. John Lampe asked about update on lifeguard wage increase. Kristine and Ali clarified that wage increase discussions will resume after approval of 2024 budget.

v. Parks programming

Parks was quite busy setting up for tree lighting event.

7. Adjournment – Next meeting date December 18, 2023

Alderman Lampe motioned to adjourn the meeting. Kyle Krueger seconded. Motion carried.



FINANCE COMMITTEE MEETING MINUTES

MONDAY, DECEMBER 11, 2023, AT 5:30 PM

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

Members present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, and Moldenhauer

Others present: Finance Director Stevens, Attorney Chesebro, Fire Chief Teesch, Park/Rec Director Butteris, Public Health Director Quest, Street Operations Manager Winkelman (video), Assistant Engineer Beyer, Zoning Administrator Zirbes, Tony Rauterberg, Mason Becker, Tim Hayden (video), J Doyle

1. Call to order. Mayor McFarland called the meeting to order at 5:30 p.m.
2. Ald. Davis made a motion, seconded by Ald. Bartz, to **accept the minutes** of Finance Committee meetings on **November 13 and 27**. Unanimously approved.
3. Zoning Administrator Zirbes explained the value of entering into an **agreement with Jefferson County to provide the GIS services**. Both the County and City utilize the same system, and many of the contents layers are provided through the County. The costs are included within the approved 2024 budget. The term date should be listed as January 1, 2024. Ald. Davis, supported by Ald. Lampe, approved the agreement with the alteration of the start date. Unanimously approved.
4. Mr. Becker explained a **request for the purchase of .83 acres of undeveloped land owned by the City** adjacent to the former Ablelight adult care facilities at 761 Milford St. The prospective buyer would be eligible for an Idle Sites Redevelopment Program grant (WEDC) that requires a minimum of 4.0 acres. The staff is suggesting that the sale price be set at \$11,000/acre, which is the same price that the City paid for it. A certified survey map would be completed and paid for by the buyer. Although not necessary, Attorney Chesebro suggested a developer agreement be drafted for a return of the property if a pursuit of the grant is not finalized. The consensus of the committee was to move ahead with this request.
5. Assistant Engineer Beyer presented a **second amendment to the State/Municipal Financial Agreement (SMFA) for the Main St bridge** that includes preliminary/final design and bid document preparation in the summary of costs table and verbiage regarding award and completion dates. Ald. Lampe moved, supported by Ald. Bartz, to approve as presented. Unanimously approved.
6. Public Health Director Quest is requesting that the **upcoming vacancy of an LPN position be changed to a RN** due to the increasing health complexity of the community and will allow for a more equal distribution of workload in programs and better coverage for services in the department. The increased cost in moving from a long-term employee paid at G/S H9 to a higher G/S of K1 or K2 would be able to be afforded with the cost savings due to the gap in time between the retirement date and hiring of a replacement. A motion was made by Ald. Bartz, seconded by Ald. Moldenhauer, to approve this request. Unanimously approved.
7. HR Generalist Schwartz provided an **update on the recruitment efforts for a public works director**, including the costs for hiring a staffing agency. Mayor McFarland will ask the former director whether the removal of the Professional Engineer (PE) credential is a possibility to broaden the potential pool of applicants. It was determined that the posting should continue with another update in the first meeting of January.

8. Park/Rec Director Butteris requested permission to **submit a JDQ review** to Carlson Dettmann for a change in position from **Assistant Forester to Arborist (lower than forester)/Bucket Truck Operator**. Ald. Lampe moved, seconded by Ald. Bartz, to allow the submission. Unanimously approved.
9. Negotiated changes in the **2024-2026 agreement between City of Watertown and the fire fighter union** have been finalized by Attorney Chesebro, and both parties are prepared to sign the contract. A motion made by Ald. Lampe, supported by Ald. Bartz, to accept the contract was unanimously approved.
10. Attorney Chesebro presented a policy amendment to revise the **candidate selection procedure of extending offers**. Currently, all new hires are presented to the Finance Committee for review. The change would limit the presentation to only positions mandated by state statute, assigned a grade N-Z, or any proposals for a beginning step of 4 or higher. Others would be submitted on a Candidate Selection Form, routed to HR and Finance Director, and provided to the Mayor for approval. Committee input was to alter the proposal to only recommend to Common Council those positions mandated to be approved by this body in state statute. Ald. Lampe, seconded by Ald. Davis, moved to recommend the amended resolution to the Council. Unanimously approved.
11. The **2024 payroll resolution** was presented for approval. Ald. Bartz, supported by Ald. Lampe, approved the corrected presentation (typo in Section 2, removal of Accounting Clerk from Grade G.) Unanimously approved.
12. Development Coordinator Becker presented a draft copy of an **RFP for the development opportunity at 111 S. Water Street** (parcel adjacent to Town Square). Recommendations were offered to add "quality of fit" to evaluation criterion and to verify accuracy of population trend statement.
13. Finance Director Stevens provided a **Fund 01 income statement through November 2023**.
14. Finance Director Stevens compiled a list of accounts with both available funds from spending less than anticipated and other accounts where expenses exceeded the original budget. The anticipated net result is a reduction of spending by approximately \$130,000. Ald. Lampe moved, seconded by Ald. Davis, to recommend the **2023 budget modifications** be approved by the Common Council. Unanimously approved.
15. Finance Director Stevens presented an updated iteration of the **proposed purchasing policy revision**. A department head provided a verbal correction to him after the packet was sent: Public Works Committee should be Public Works Commission throughout the document. A motion was made by Ald. Moldenhauer, seconded by Ald. Bartz, to approve the new policy. Unanimously approved.
16. Ald. Davis moved, supported by Ald. Moldenhauer, to 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. (**MHQ Worker's Compensation Decision**). The committee unanimously approved to move to closed session per roll call vote.
17. The committee reconvened into open session.
18. Adjournment. Ald. Davis moved to adjourn at 6:50 pm, seconded by Ald. Bartz, 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.

Police and Fire Commission

Regular Meeting Minutes

December 11, 2023 4:00 PM

Present: Jim Schildbach, Kelly Kwapil, Nikki Salas, Cassandra Wagner

Also Present: : Deputy Fire Chief Tony Rauterberg,

Police Chief David Brower, Fire Chief Travis Teesch

Meeting was called to order at 4:00 PM

The Minutes of the meeting on October 9 and November 13 were reviewed. **Ms Wagner moved to approve the minutes of the meetings as printed, second by Ms Salas, motion carried all aye**

Police

Chief Brower Discussed the status of employees and the probationary officer.

The monthly activity in the Police department was reviewed. There have been a few successful drug seizures in the area by the drug task force.

The Sergeant open position has been posted.

The Chief has discussed with the City HR department the hiring process and the HR department is agreeing to take more responsibility with the hiring of support staff.

Fire

Fire Chief Rauterberg Gave the monthly review with run calls and training statistics

The New Fire Station is moving along and looking toward Spring for the project to begin

One Department employee has resigned, stating family reasons

Lieutenant promotion process is underway.

Ms Salas moved to promote Assistant Chief Rauterberg to acting Chief effective December 27th, 2023 second by Ms Wagner, motion carried

Motion to adjourn was made at 4:35 by Ms Wagner, second by Ms Salas, motion carried.

Next Regular meeting is scheduled for January 8, 2024

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

Submitted by,

Kelly Kwapil, Secretary



FINANCE COMMITTEE MEETING MINUTES

TUESDAY, DECEMBER 19, 2023, AT 6:15 PM

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

Members present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, and Moldenhauer

Others present: Finance Director Stevens, Attorney Chesebro, Assistant Engineer Beyer, Water Systems Manager Hartz

1. Call to order. Mayor McFarland called the meeting to order at 6:15 p.m.
2. Water Systems Manager Hartz presented a request to pursue a **grant application from US DOE/ENERGYWERX for up to \$300,000** (at 50% match requirement) to fund the use of biogas for energy. He is requesting the help of Mead-Hunt to complete the application. An amount of \$5,000 remains unused and available from a past grant. Ald. Moldenhauer, supported by Ald. Davis, approved moving forward with the application. Unanimously approved.
3. City staff presented a **driver policy** for approval. We haven't had a city-wide policy to ensure a safe and responsible use of city-owned vehicles. Ald. Lampe moved, supported by Ald. Bartz, to approve as presented. Unanimously approved.
4. The Tourism Commission has reviewed the agreement between the Watertown Area Chamber of Commerce and the City for **2024-2026 tourism promotion services**. The agreement has no changes from the prior agreement with the exception that the new one has a three-year term. A motion was made by Ald. Lampe, seconded by Ald. Davis, to approve this agreement. Unanimously approved.
5. Finance Director Stevens summarized procedural improvements that have been implemented to assure better collection **processes for short-term rental room taxes**. Marketplace providers are a growing source of revenue but are difficult to interact with these nationwide companies. As part of this review, the Finance staff had presented a summary of 2022 room tax rates from the surrounding communities and completed what-if calculations for potential increases in our room tax rate of 5% to higher rates. The Tourism Commission agreed to an increase in the room tax rate to 8% to match what most of the area charges. A motion was made by Ald. Davis, supported by Ald. Lampe, to recommend an **increase in the room tax to 8%** to the Common Council. Unanimously approved.
6. Finance Director Stevens presented a list of four customer accounts that have become delinquent, collection efforts have been unsuccessful, and the amounts do not qualify to be turned over to the State for collection. The **write-off from the collection process** was made as a motion by Ald. Bartz, followed with a second from Ald. Moldenhauer, and unanimously approved.
7. Ald. Moldenhauer moved, supported by Ald. Davis, to convene into **closed session** per Wis. Stat. Sec. 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. (**Masonic Temple Easement**). The committee unanimously approved to move to closed session per roll call vote.
8. The committee reconvened into open session.

9. Adjournment. Ald. Lampe moved to adjourn at 6:45 pm, seconded by Ald. Bartz, 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.



Wednesday, December 20, 2023

6:00 pm

In-PERSON/VIRTUAL MEETING

Room 0041, City Hall

By Phone or GoToMeeting:

<https://global.gotomeeting.com/join/471703029>

For the Public, Members of the media and the public may attend by calling: (US) +1 (872) 240-3412

Access Code: 471-703-029

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

RDA STRATEGIC PRIORITIES

- 1) ~~100 W. Main St. block demolition, Town Square design etc., and publicizing town square project for possible funding from sources other than the City.~~
- 2) Facilitating quality development in downtown, and
- 3) Creating an approach and working to attract development projects downtown.

AGENDA

1. Pledge of Allegiance
2. Roll Call
 - A. Present: Becker, Bartz, Mass, Nowatka, Zimmermann, and Wagner
 - B. Absent: Hurtgen and Lampe,
3. Determination of Quorum and Call to Order at 6:01 pm by Chair Ryan Wagner
4. **Review/Approve:** Minutes of Previous Meetings – November 29, 2023
 - A. **Noted correction:** Mention of the Public Safety Welfare Committee re-opening block of S. Water St. was incorrect, this was done by the mayor.
 - B. **Nowatka motioned to approve with corrections.**
Bartz seconded the motion. Motion carried unanimously.
5. Public Comment: None
6. New Business:
 - A. Updated Downtown River Corridor RFP draft will be sent to RDA board prior to distribution.
TIMELINE: RFP sent out for bid in mid January 2024.
 - B. Bentzin Family Town Square 1st Annual Birthday Bash: Steph Juhl has asked if the RDA would wish to participate financially or otherwise in the event. The board gives consensus that are interested, would like a firm dollar amount request from Juhl.
7. Old Business:
 - A. Update on fund status: Becker gave a brief update on the state of the RDA's finances. Noted that December will be last month of monthly consultant expenses.
8. Status Reports:
 - A. Community Support/Communication
 1. Social media/web strategy update: Brief discussion on social media strategy pivot and calendar creation for 2024. Wagner asked for Becker to schedule time for he and Hurtgen to meet with Lisa Famularo to discuss further coordination.

2. RDA Impact Report update: Draft was included in packet. Final revised draft will be given to the RDA board to review before publishing in spring 2024. Becker thanked Jeanne Mueller for working on this before leaving.

B. Common Council Update

1. Bartz – Ald. Bartz ran down some recent City business, including hiring process for new Fire Chief and upcoming temporary Main Street bridge closure for disconnect work.
2. Lampe – Excused absence.

C. Executive Director Update

1. Town Square Update

- a. History Wall Update: New target date for Historic Art Wall production is February 2024. Becker has been in contact with Luke Severson from Sign Art Studio, who was apologetic for various delays, mainly due to staff turnover. Becker also updated the donor on the wall status.

2. 111 S. Water Street update. RFP status: RFP was released last week, several firms and individuals requested the RFP. Due date for submissions is January 18, 2024.

3. Revolving Loan Fund:

- a. Application Update: RLF will be re-publicized in early 2024. A little over \$100,000 available to loan out. Two latest loan borrowers have completed their paperwork.

4. Update on Beltz Grants

1. Photo op was held for the recent donation to the Jingle Bell on the Rock event. Two commercial projects in the downtown nearly completed (Pine Hill Farm and Central Block).

5. Future Agenda Items: Please submit future requested items to Mason Becker

6. Next Meeting: Wednesday, January 17, 2024 at 6pm.

9. Adjournment at 6:34 pm

Zimmermann motioned to adjourn

Nowatka seconded the motion. Motion carried unanimously.

Meeting adjourned.

PUBLIC WORKS COMMISSION MEETING AGENDA
TUESDAY, JANUARY 9, 2024

Commission members present: Alds Bartz, Board, Smith, Wetzel, Comm'r Thompson
City Employees present: Assistant Engineer Andrew Beyer

1. CALL TO ORDER

Meeting called to order at 5:30

2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

3. REVIEW AND APPROVE MINUTES

A. Public Works Commission meeting December 12, 2023

Motion to approve Comm'r Thompson

2nd Ald Board

Carried by unanimous voice vote

4. BUSINESS

A. Review and take possible action: petition to repair Willman Court

Funds for City street repairs are already allocated for 2024 and 2026. Comm'r Thompson expressed concern about safety issues for residents as Beyer stated that Willmon Court has a passer rating of 1. Comm'r Thompson expressed concern of a safety issue since the passer rating is so low. Is there some way to "limp" this along until 2026?

Beyer stated that the city has purchased a hot box so that hot patch can be used to fill holes rather than the less effective cold patch.

Motion by Ald Board to deny the repair request at Willmon Court since the design for the street has not been done, there are no funds allocated in the 24-25 budget and Willmon is scheduled to be repaired in 2026 along with the 12th Street repair. He also desired that the Street Department patch the street as needed until construction is complete.

2nd Ald Bartz

Motion carried by unanimous voice vote

B. Review and take possible action: request to discharge clear or unpolluted water into sanitary sewer during winter months on Willman Court.

The resident at 1002 Willmon Court asked to discharge his sump pump into the sanitary sewer. Public Works must approve such requests and the resident must comply with Waste Water Department requirements.

Motion by Ald Smith to approve this request for discharge into the sanitary sewer in the inclusive months that are included.

2nd Commr Thompson

Carried by unanimous voice vote

5. ADJOURNMENT

Motion to adjourn Ald Bartz

2nd Ald Wetzel

Motion carried by unanimous vote

Meeting adjourned at 5:40 p.m.

Respectfully submitted,
Bob Wetzel
Public Works Commission Chair

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

PUBLIC SAFETY & WELFARE COMMITTEE

January 10, 2024

5:00 p.m.

1. CALL TO ORDER

Members Present	Also in Attendance	Citizens Present
<ul style="list-style-type: none"> Dana Davis, Chair Brad Blanke Steve Board Eric Schmid 	<ul style="list-style-type: none"> Chief Brower Assistant City Engineer Andrew Beyer Stacy Winkelman Mason Becker (virtual) 	Stacey Estudillo Lance Dopke Robert Stocks Bentley Ouwneel

3. APPROVAL OF MINUTES**A. Public Safety minutes from December 6, 2023**

- o [12.06.23 Public safety minutes.pdf](#) (0.67 MB)
- o Motion to approve by Board. Seconded by Blanks. Motion passed unanimously.

4. BUSINESS**1. Review and take possible action: parking on north side of West Main Street from east of Elba Street to Votech Drive**

- o [2024.0104 W. Main Street Parking @ Elba & Votech.pdf](#) (0.08 MB)
- o [Email.pdf](#) (0.46 MB)
- o [Site Map.pdf](#) (0.74 MB)

MOTION: Blanke made a motion to instruct city staff to paint 15 ft. curb painting on the NW and NE intersection of Votech and W. Main, the SW and SE intersection of Votech and W. Main and the NW and NE intersection of Elba and W. Main and the S side as well as applicable by state law. Seconded by Board. Motion passed unanimously.

2. Review and discuss: drone use within City limits

- o [2024.0104 Drone use within City Limits.pdf](#) (0.08 MB)
- o [Scan_2023_12_28_07_29_32_712.pdf](#) (0.16 MB)

Mr. Dopke presented his concerns about drones being flown around his residence and following members of his household. He would like the City of Watertown to consider writing a zone ordinance. The committee discussed the state laws that are already in place. Chief Brower said that there isn't necessarily a reason to write local drone laws that replicate state drone laws. Mr. Dopke said that he is waiting on some information from a contact and that he hopes that information will be of value to the committee when he receives it. The committee was also informed that new drone laws will be in place March 1.

MOTION: Mr. Board made a motion to table the matter until the April PS.&W meeting to allow the committee time to do further research on drones and drone laws. Motion seconded by Blanke and passed unanimously.

3. Review and take possible action: lighting upgrades on E. Horseshoe Road

- o [2024.0104 E. Horseshoe Road Street Lighting.pdf](#) (0.08 MB)
- o [Site Map.pdf](#) (0.73 MB)
- o [Street Light Request Checklist of 111022 with Emily's Comments.pdf](#) (0.01 MB)

- The committee discussed the company's requests for LED lights in a minimum of 2 light posts. The light posts are owned by WE Energies. Money in the 24 budget has not been allocated for upgrading LED lights. The current funds are intended to repair and replace city owned lights.

MOTION: Schmid made a motion to direct city staff to determine the cost for LED bulbs from WE Energies. The staff should then inform Clasen that there is no money allocated in the 24 Budget to replace the bulbs, but the company may pay for the LED bulb replacement if they would like the bulbs replaced this year. Motion was seconded by Blanke and passed unanimously.

4. Review and take possible action: Special Event Ordinance draft
 - [Special Event Permit Ordinance - Redlined 1.2.23.pdf](#) (0.29 MB)\
 - [DRAFT EXTRAORDINARY SERVICES.pdf](#) (0.12 MB)
 - [Park and Rec 2024 FEES CHARGES 2024.pdf](#) (0.10 MB)
 - [Health Department Facility Fee Schedule Effective Fall 2023.pdf](#) (0.28 MB)
 - [DRAFT RESOLUTION FOR SPECIAL EVENT EXTRAORDINARY CHARGES.pdf](#) (0.02 MB)
- Davis: Atty. Chesebro had suggested the "organizer" term in the current draft.
- Personal data section removes "board member" reference.
- Looking to approve draft tonight and advance to council. Will review Extraordinary Fee Schedule, then would go to Finance Comm.
- Blanke: p.27 of packet. Appeal process for application denial/modification and involvement of PS&W comm. Davis clarifies how the comm. would be involved.
- Board: Asks about some edit clarifications and numbering. Davis states will get fixed before the next meeting.
- Board asks about "any other individual" part of organizer description. Davis states this could include members of an "organizing committee" defined by the application. Davis mentions clerk is working on the application form.
- Board asks about what City would do about pursuing charges under item K.
 - Discussion of City's quiet hours. Board mentions "open to the public" wording in the draft.
 - Schmid feels "sound" language needs to be fleshed out. "How sound travels and different types of sound" should be looked at.
 - Mention of existing sound ordinance.
 - Brower clarifies that tickets can be issued for noise violations based on sound ordinance.
 - Schmid mentions use of decibel meters for events at the Town Square. Wants to keep things defined and objective.
 - Davis says that sound ordinance could be referenced in the SEP draft.

Public comment:

- Stacy Estudillo: Past meeting, chain of command was mentioned. Says that in past, police chief had asked for an event cancellation and request was turned down. Would like clarification on who has authority.
- Blanke: Says he sees both sides of this issue. Understands desire to give police chief authority, but there are downsides to that and then facing criticism...says having elected official make decision makes sense.

- Resident asks if event descriptions could be specific on agendas.
- Davis states that she expects each event would be listed individually on agenda packets.

MOTION: Board moves to repeal and recreate section 428-7 Special Event ordinance with changes made this evening. Blanke seconds. Motion passes unanimously. Draft advances to council.

Special Event fees: Extraordinary fees are laid out. Clerk has talked to other cities. 15% admin fee is added onto extraordinary fees. Every organizer will pay fee. Small percentage of events require extraordinary services. These fees are for that small amount of events that require such services. Reason for 15% fee covers staff work, etc. Meetings with organizer.

Current special event fee is \$25. Recommend change to \$50. The increase in costs will cover the extra staff work required by the new ordinance and will also be used to pay for the background checks for Event Organizers.

MOTION: Davis made a motion to increase the Special Event Application fee from \$25 to \$50. Blanke seconded. Motion passes 3 to 1 (Schmid). Special Event Application fee advances to Finance Committee.

MOTION: Blanke makes motion to pass the proposed fee schedule including the 15% admin fee. Board seconds. Motion passes unanimously. Proposed Extraordinary Services Fee schedule advances to Finance Committee.

5. ADJOURN

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

Respectfully Submitted - Dana Davis, Chairperson

2024
YEARS OF SERVICE
RECOGNITION FOR
JANUARY

MATT PIEPER
LIEUTENANT, FIRE DEPARTMENT
20 YEARS



2023 Construction Report Recap

2023 brought some exciting additions to the city. Some highlights of building permits that were issued include the following:

- *14 new single-family homes and 2 new duplexes
- *A new addition for Griffin Armament at 801 S. Twelfth Street
- *A significant renovation for Glory Global at 705 S. Twelfth Street
- *A double drive-thru at Culver's restaurant on S. Church Street
- *An office buildout for TDS on S. Church Street
- *A 1,040 sf grounds garage for the St. Bernard Cemetery
- *Self-storage buildings on N. Church Street
- *A deck for over the existing stairwell at 200 W. Main Street
- *A buildout for Toppers Pizza at 1602 S. Church Street
- *A batch plant alteration, addition, and aggregate storage facility at W6911 Silver Creek Road
- *Installations of solar panels at 24 residential locations throughout the city

The documentation included in the 2023 Construction Report will break down the various numbers showing particular construction areas, construction values for the past 5 years, specifics on residential construction, and the demolition permits issued this year.

If you have any questions or should you like to discuss additional construction/permit information, please contact the Building, Safety & Zoning Department at 920-262-4060. Questions/comments may also be forwarded to nzimmerman@watertownwi.gov.



YEARLY CONSTRUCTION TOTALS - 2023

Type of Bldgs.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Single Family (#101) & Single Family Attached (#102)	3	0	2	1	0	1	0	1	3	1	2	2	16
Estimated Cost	\$724,220.00		\$492,100.00	\$420,000.00		\$227,780.00		\$230,300.00	\$788,080.00	\$175,000.00	\$520,660.00	\$558,000.00	\$4,136,140.00
Fees Collected	\$3,264.25		\$2,158.75	\$1,300.50		\$1,099.50		\$1,116.50	\$3,290.25	\$945.75	\$2,179.75	\$2,114.25	\$17,469.50
Duplex #103													0
Estimated Cost													\$0.00
Fees Collected													\$0.00
3-4 Family #104													0
Estimated Cost													\$0.00
Fees Collected													\$0.00
5 + Family #105													0
Estimated Cost													\$0.00
Fees Collected													\$0.00
Amusement #318										1			1
Estimated Cost										\$6,000.00			\$6,000.00
Fees Collected										\$80.00			\$80.00
Industrial #320													0
Estimated Cost													\$0.00
Fees Collected													\$0.00
Hospitals & Institutional #323													0
Estimated Cost													\$0.00
Fees Collected													\$0.00
Professional Bldgs. #324													0
Estimated Cost													\$0.00
Fees Collected													\$0.00
Stores/Customer Services #327									1	1	1	1	4
Estimated Cost									\$70,000.00	\$300,000.00	\$400,000.00	\$100,000.00	\$870,000.00
Fees Collected									\$510.00	\$2,032.75	\$1,372.25	\$771.75	\$4,686.75
Sheds/Nonres. #328		2	3	8	6	2	4	7	4	6	2		44
Estimated Cost		\$88,000.00	\$7,100.00	\$19,300.00	\$23,700.00	\$12,162.00	\$9,630.00	\$46,200.00	\$11,000.00	\$26,600.00	\$8,470.00		\$252,162.00
Fees Collected		\$742.60	\$256.25	\$675.00	\$538.00	\$198.00	\$347.00	\$731.00	\$356.50	\$549.00	\$194.00		\$4,587.35
Gazebos/Shelter #329				1				1		1			3
Estimated Cost				\$40,000.00				\$700,000.00		\$15,000.00			\$755,000.00
Fees Collected				\$0.00				\$0.00		\$378.00			\$378.00
Residential Add. & Alts. #434	14	8	6	14	16	14	15	11	11	14	2	3	128
Estimated Cost	\$201,986.00	\$184,426.00	\$111,500.00	\$414,300.00	\$298,400.00	\$210,750.00	\$170,787.00	\$166,600.00	\$167,350.00	\$338,615.00	\$7,000.00	\$50,000.00	\$2,321,714.00
Fees Collected	\$2,022.90	\$946.00	\$1,289.80	\$2,264.50	\$2,609.65	\$1,912.10	\$1,965.95	\$1,332.00	\$1,257.38	\$1,727.65	\$360.00	\$459.00	\$18,146.93
Nonres. Addns & Alts. #437	2	2	3	2	4	3	1	2		1	5		25
Estimated Cost	\$44,000.00	\$5,180,000.00	\$1,805,000.00	\$270,000.00	\$1,058,000.00	\$230,307.00	\$4,000.00	\$606,392.00		\$64,000.00	\$536,200.00		\$9,797,899.00
Fees Collected	\$575.00	\$4,657.65	\$2,805.00	\$2,288.65	\$1,226.00	\$1,075.00	\$400.00	\$1,117.75		\$350.00	\$2,875.10		\$17,370.15
Res. Garages #438			1	3	3	1	1	1		2	1		13
Estimated Cost			\$50,000.00	\$84,500.00	\$32,500.00	\$6,500.00	\$10,000.00	\$30,000.00		\$80,000.00	\$122,000.00		\$415,500.00
Fees Collected			\$369.30	\$724.00	\$487.50	\$154.00	\$247.00	\$187.00		\$470.00	\$262.50		\$2,901.30
O/S	1	4	2	1	5	5	2	1	1	4	15	1	42
Estimated Cost	\$4,096.00	\$464,940.00	\$28,400.00	\$28,163.00	\$86,486.00	\$129,594.00	\$30,500.00	\$7,500.00	\$19,220.00	\$70,896.00	\$250,318.00	\$28,225.00	\$1,148,338.00
Fees Collected	\$80.00	\$1,449.00	\$205.20	\$80.00	\$1,025.00	\$595.00	\$160.00	\$80.00	\$120.00	\$320.00	\$1,395.00	\$80.00	\$5,589.20
TOTAL-EST. COST	\$974,302.00	\$5,917,366.00	\$2,494,100.00	\$1,276,263.00	\$1,499,086.00	\$817,093.00	\$224,917.00	\$1,786,992.00	\$1,055,650.00	\$1,076,111.00	\$1,844,648.00	\$736,225.00	\$19,702,753.00
TOTAL-FEES	\$5,942.15	\$7,795.25	\$7,084.30	\$7,332.65	\$5,886.15	\$5,033.60	\$3,119.95	\$4,564.25	\$5,534.13	\$6,853.15	\$8,638.60	\$3,425.00	\$71,209.18
TOTAL # OF PERMITS													275

EXTRA NOTES: *February 2023 Nonres. Addns & Alts #437 = \$5,000,000 project - Griffin Armament Addition, Bldg Permit #23-034 02/28/2023

 *Permit #23-024 dated 02/07/2023 voided- This permit is not included in the above numbers.

 *March 2023 Nonres. Addns & Alts #437 = \$1,230,000 project - Glory Global Renovation, Bldg Permit #23-049 03/17/2023

 *Building Permit #23-079 dated 04/27/2023 voided - project not moving forward. Numbers above do not include said permit.

 *The Gazebo/Shelter in April was a City project. Permits are still issued for city projects but there are no charges incurred.

 *Permit #23-124 was voided- This permit is not included in the above numbers.

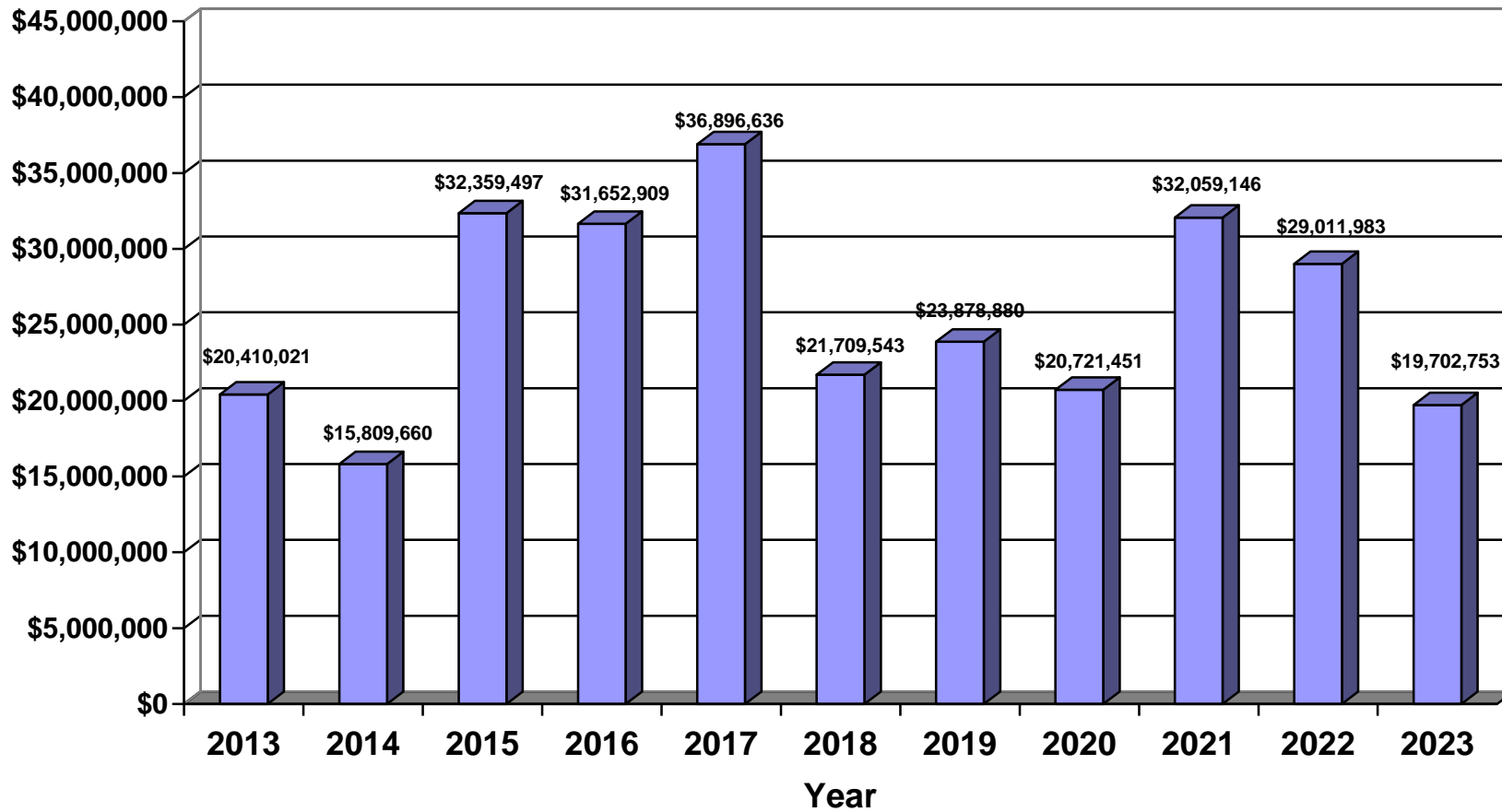
 *Permit #23-055 was voided on 08/14/23 due to work not occurring this year. This permit is not included in the above numbers.

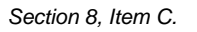
 *Permit #23-197 was voided on 09/12/2023 due to it being a duplicate permit. This permit is not included in the above numbers.



CONSTRUCTION DOLLAR VALUE 2013-2023

Information provided by the Building Safety & Zoning Dept.





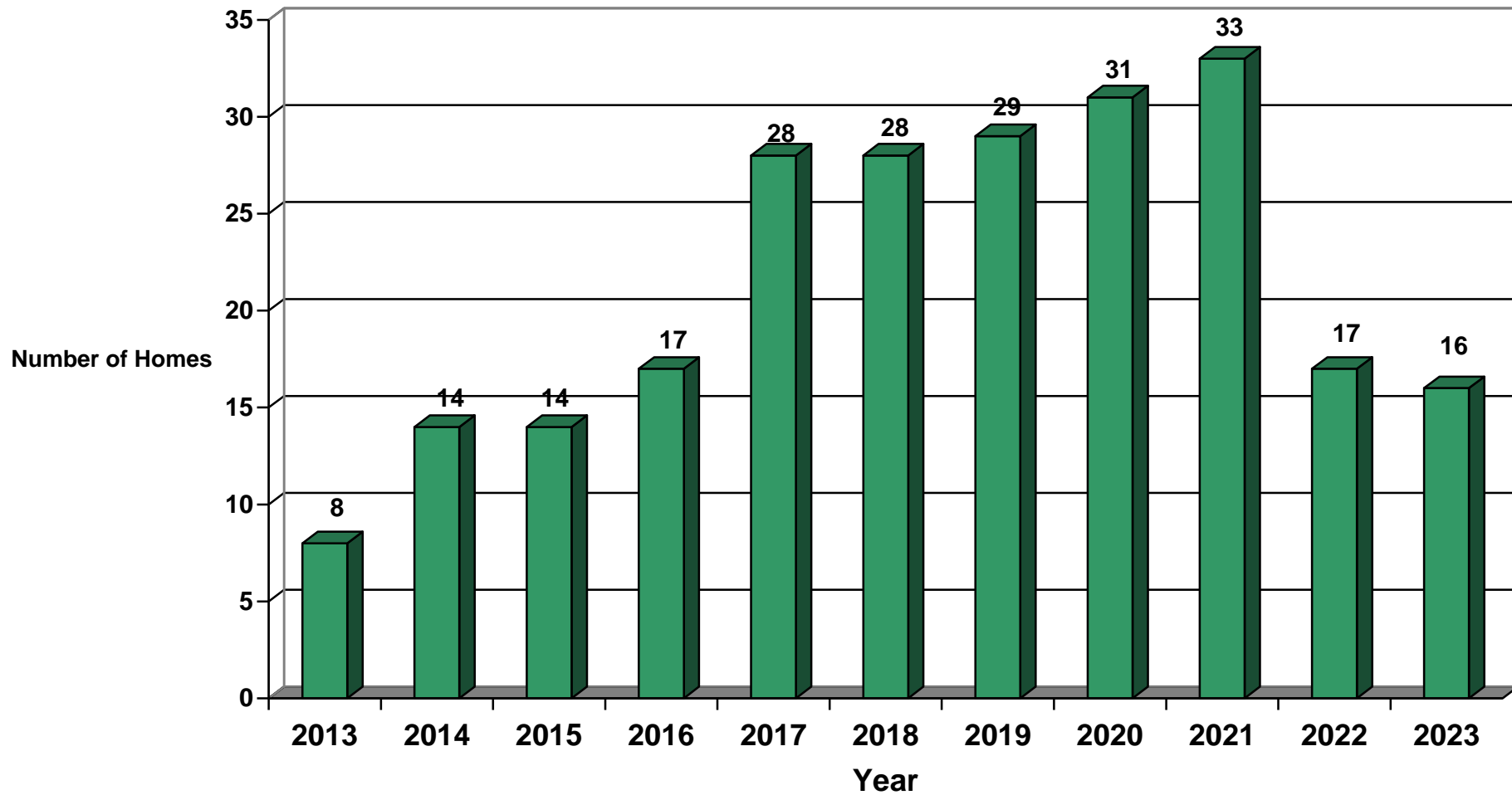
2023 LARGE PROJECTS (IN EXCESS OF \$1 MILLION)

[illegible]



SINGLE FAMILY HOMES CONSTRUCTED 2013-2023

Information provided by the Building Safety & Zoning Dept.



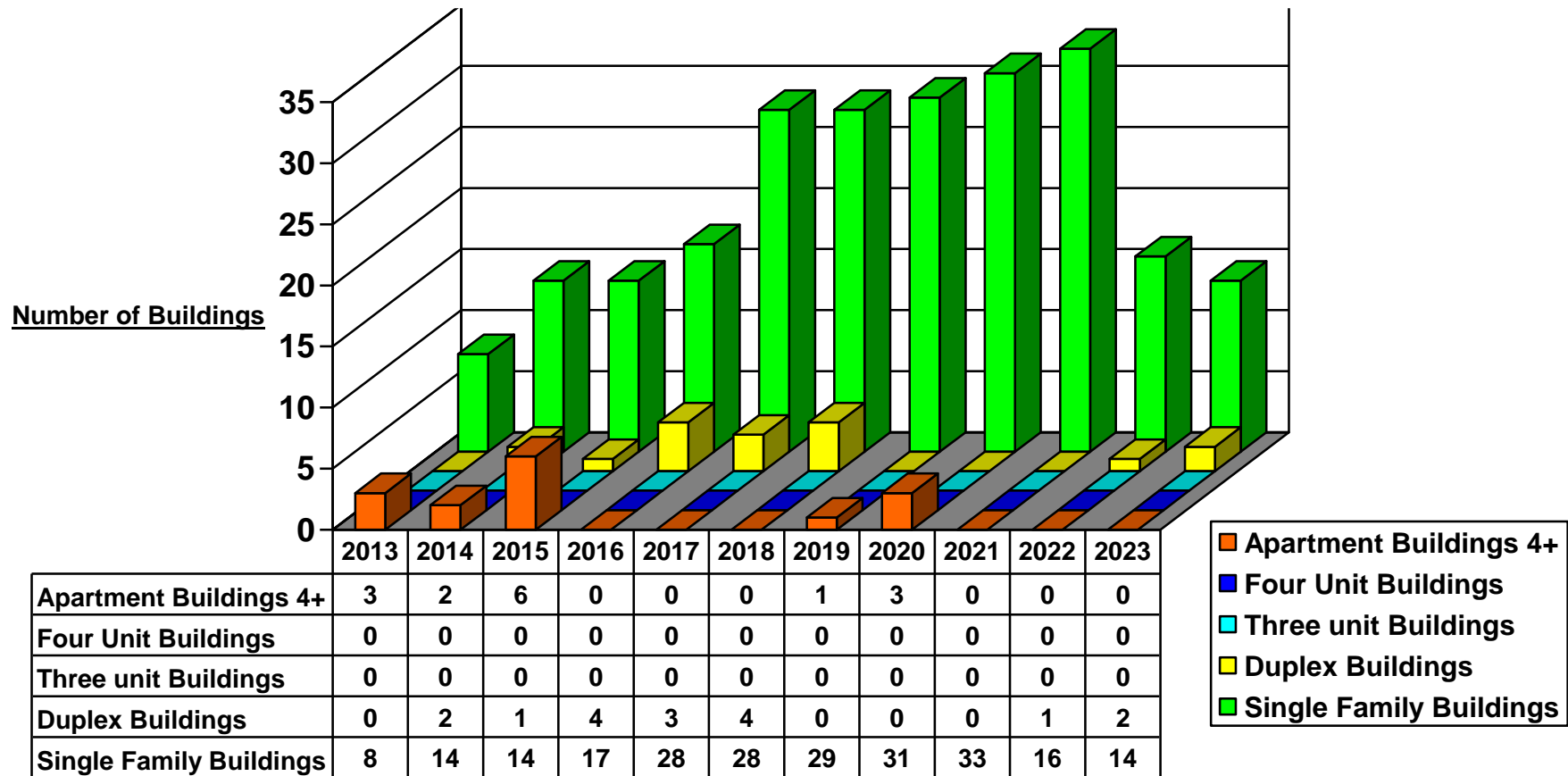


THE CITY OF
WATERTOWN

Section 8, Item C.

TYPES OF RESIDENTIAL CONSTRUCTION 2013-2023

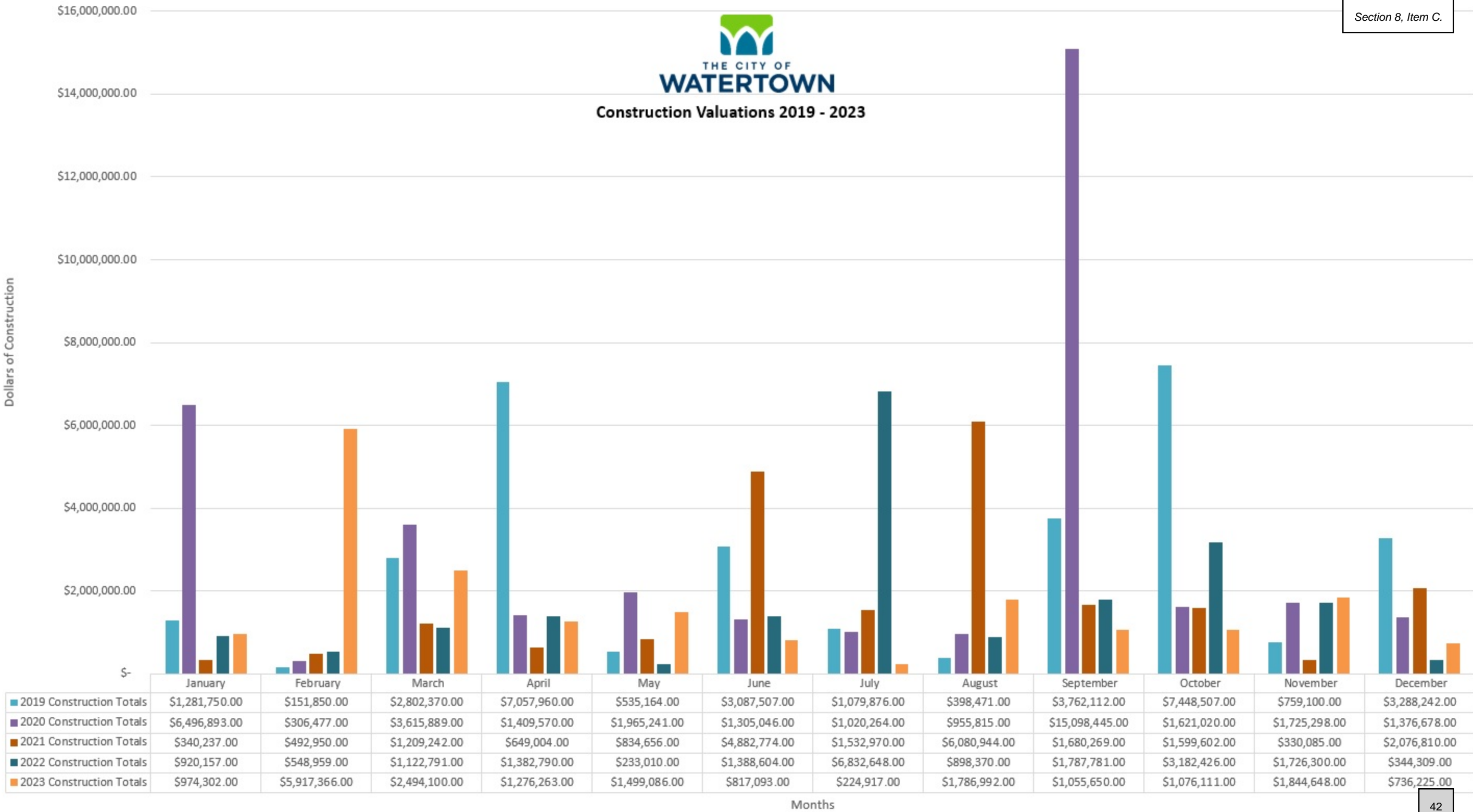
Information provided by the Building Safety & Zoning Dept.





Construction Valuations 2019 - 2023

Dollars of Construction



2019 Construction Totals 2020 Construction Totals 2021 Construction Totals 2022 Construction Totals 2023 Construction Totals



THE CITY OF WATERTOWN

2023 Demolition Permits

Permit #	Permit Date	Site Address	Parcel #	Contractor	Owner	Permit Type	Fee
23-006	12/14/2023	1206 W. MAIN STREET	291-0915-3233-038	Hector Hinojosa	R&H RENTAL LLC	Demolition	175.00
23-005	11/30/2023	N864 County Road L & N876 County Road L	291-0915-3441-007	Robinson Brothers Environmental, Inc.	Lycon, Inc.	Demolition	175.00
23-004	10/16/2023	125A Hospital Drive	291-0915-3441-007	Robinson Brothers Environmental, Inc.	Illuminus	Demolition	175.00
23-003	10/10/2023	426 S. Montgomery Street	291-0815-0423-058	D&H Demolition	JH Properties (James Haim)	Demolition	175.00
23-002	9/14/2023	100 Western Avenue	291-0815-0424-088	City of Watertown	City of Watertown	Demolition	0.00
23-001	9/5/2023	745 W. Main Street (806 Lafayette Street)	291-0815-0511-034	Maranatha Baptist University	Maranatha Baptist University	Demolition	175.00

Total Records: 6

12/27/2023



Watertown Fire Department

Monthly Report December 2023

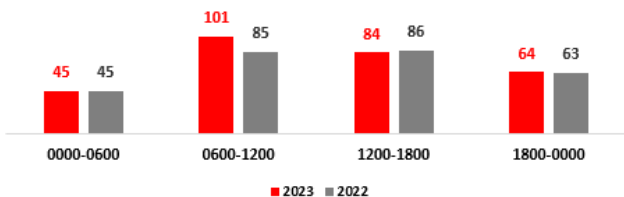




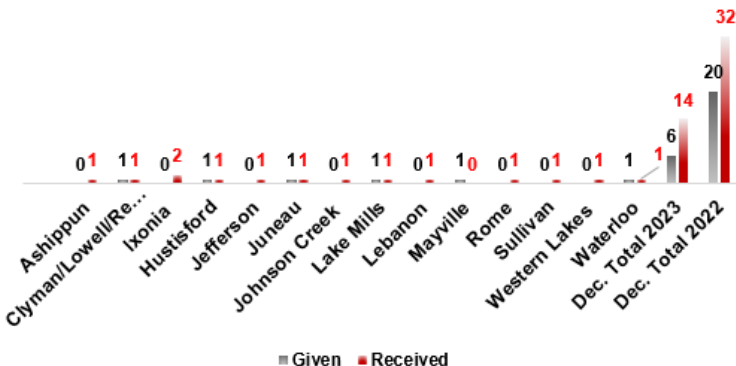
Watertown Fire Department Monthly Report

Operational Statistics

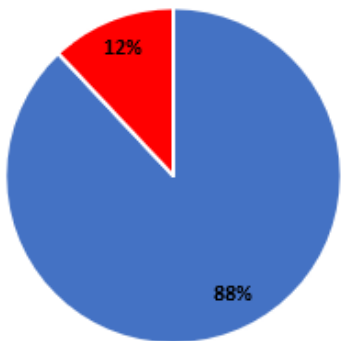
December Number of Calls
Between the Hour of:



December Mutual Aid Calls



December Simultaneous
Calls Breakdown



■ Medical ■ Fire

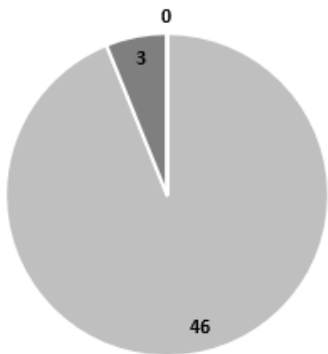
17% of the time we had
multiple calls

2022 Simultaneous Calls

2 nd out calls	62
3 rd out calls	10
4 th out calls	2
Total	74

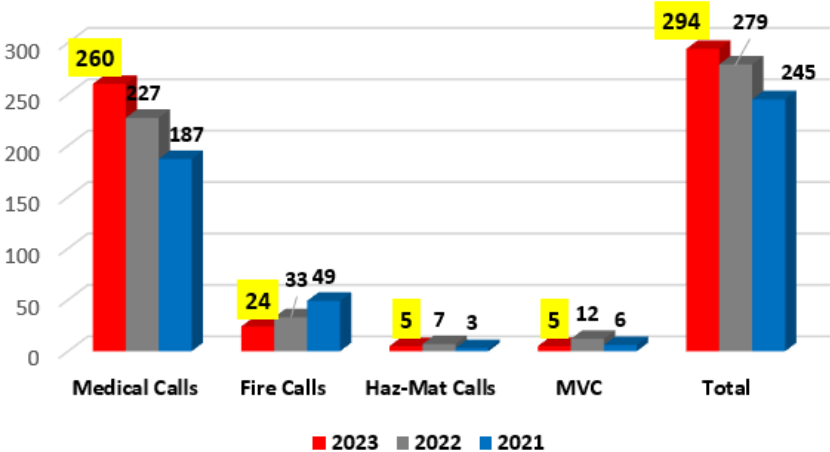
27% of the time we had
multiple calls

December Simultaneous Calls



■ 2nd outs ■ 3rd outs ■ 4th outs

3-year Comparison of December Calls





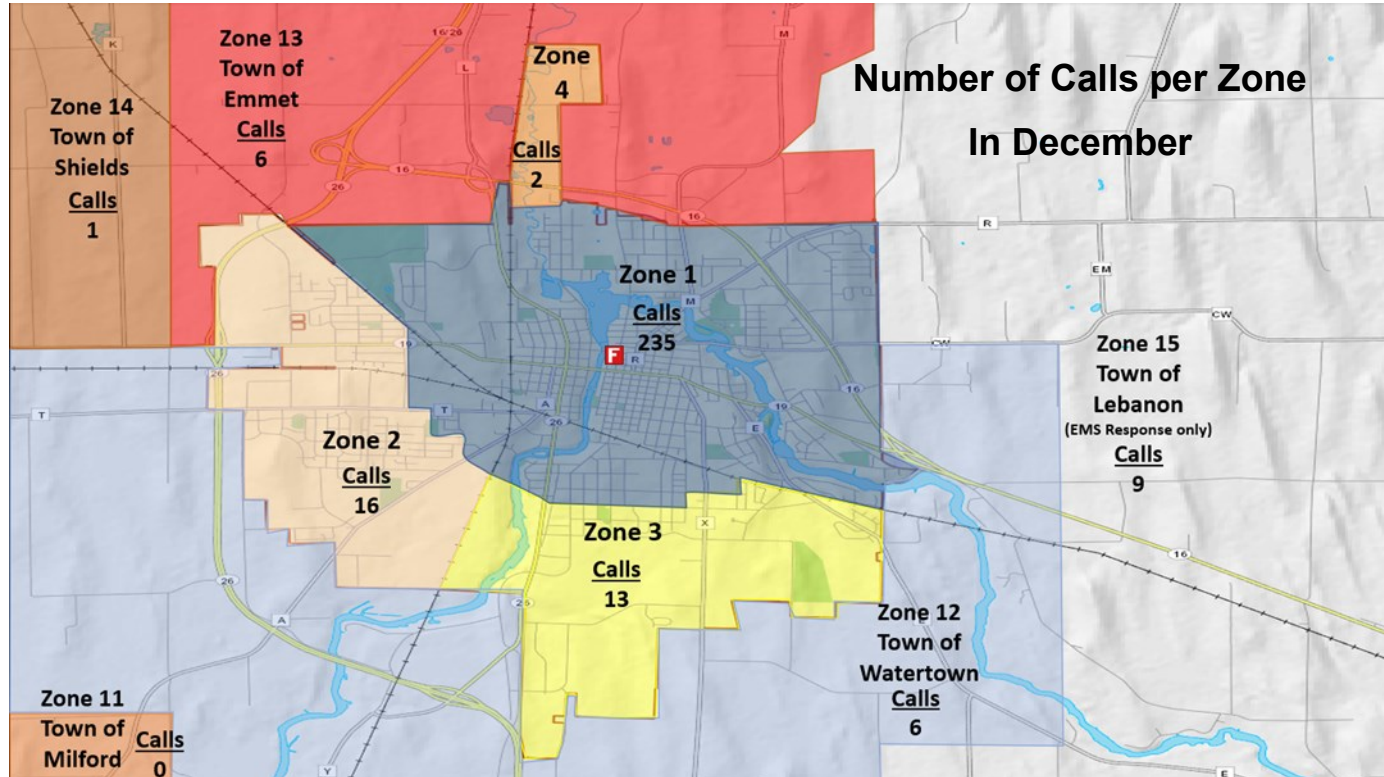
Watertown Fire Department Monthly Report

Operational Statistics

Section 8, Item D.

December Response Times

Zone	Turnout Time			Response Times		
	Time from alarm to out the door			Time from alarm to arrival		
	EMS	Fire	Combined	EMS	Fire	Combined
Zone-1	1:21	:39	1:18	5:11	2:30	4:58
Zone-2	1:17	-	-	6:31	-	-
Zone-3	1:26	-	-	6:01	-	-
Zone-4	:45	-	-	3:43	-	-
Zone- 11 Milford	-	-	-	-	-	-
Zone- 12 Town of Watertown	2:23	-	-	7:14	-	-
Zone- 13 Emmet	:26	1:00	:34	7:37	7:57	7:42
Zone- 14 Shields	:25	-	-	8:01	-	-
Zone- 15 Lebanon	1:54	N/A	N/A	10:04	N/A	N/A
Delay due to Simultaneous Calls	2:27			8:39		
Department Standards- Turnout - 60 sec EMS/80 Sec Fire- Response- Fire & EMS 6 minutes						

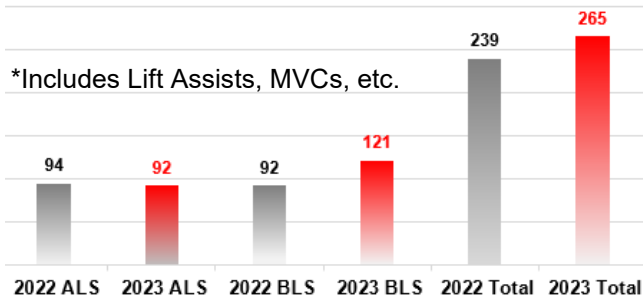




Watertown Fire Department Monthly Report

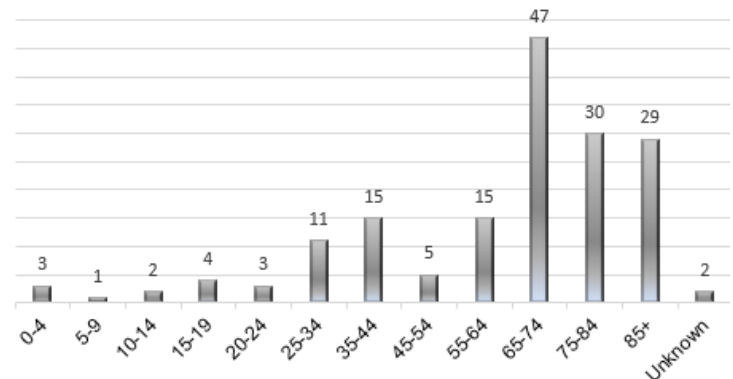
Emergency Medical Services

December Emergency Medical Advanced/Basic Life Saving Calls

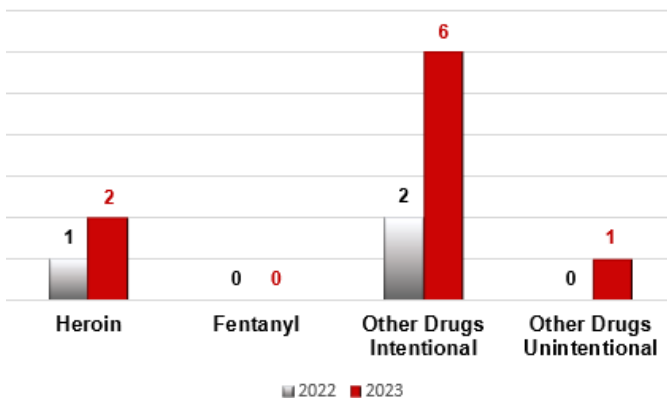


*Total includes patients and non-patients

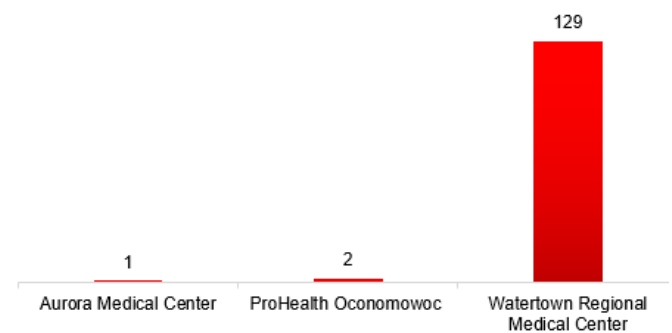
December Patient Contact by Age



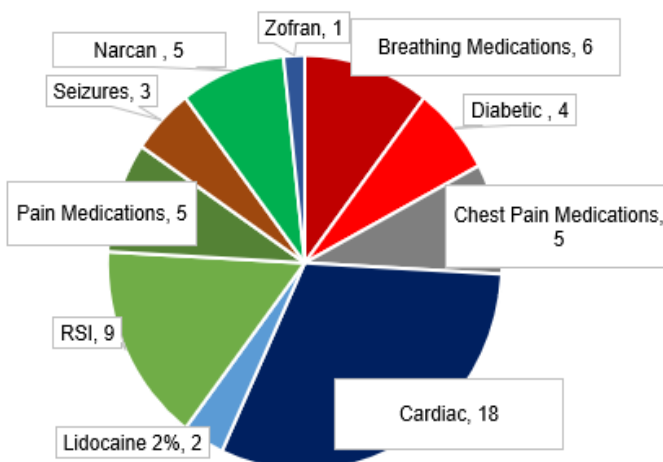
December Overdoses



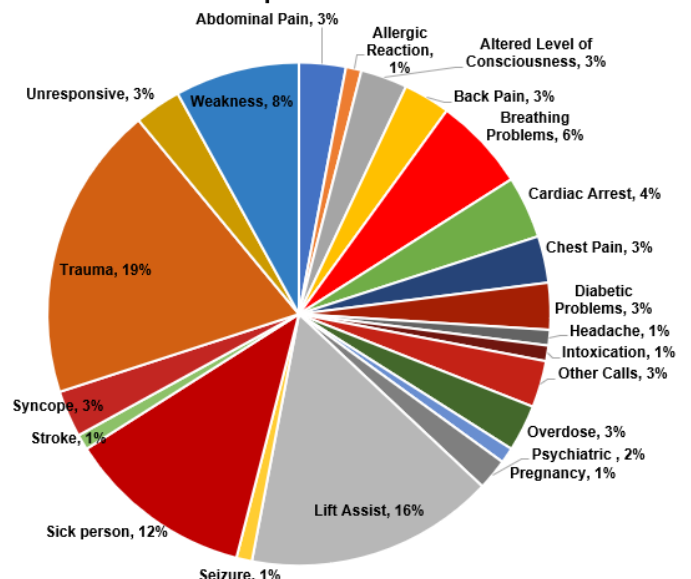
December Hospital Transports



December Medications Administered

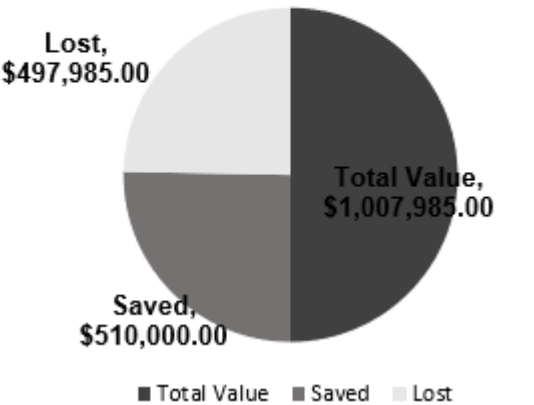


December EMS Call Purpose by Provider Primary Impression





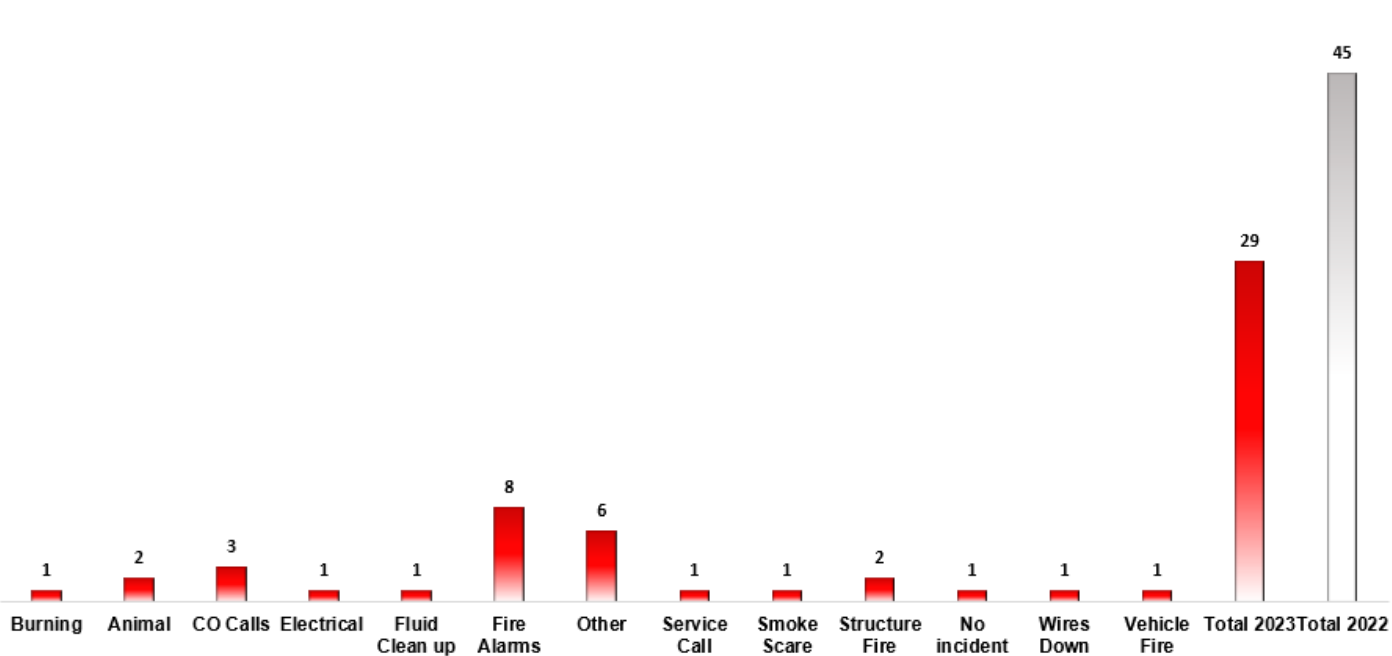
December 2022
Fire Dollar Saved vs. Loss



December 2023
Fire Dollar Saved vs. Loss



December Fire/Haz-Mat Calls





Watertown Fire Department Monthly Report

Department Training

For the month of December department members trained on the following:

Engine Company

Reading Smoke, Building Construction,
Scene Sizeup

Truck Company

RIT Review-FF Down

Rescue Company

Haz-Mat Review

EMS Training

EMS Refresher CPR/Operations

Total A Shift Training Hours - 71
Total B Shift Training Hours - 129.25
Total C Shift Training Hours - 180
Total Shift Training Hours - 380.25

**Total Department
Training Hours
518.75**



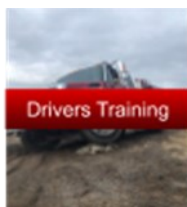
.50 Hours



44.5 Hours



45 Hours



18.5 Hours



333.25 Hours



77 Hours



0 Hours



1

On December 14th WFD Staff attended an EMS refresher in-service including CPR recertifications, crew resource teamwork, safety, and pediatric transport.

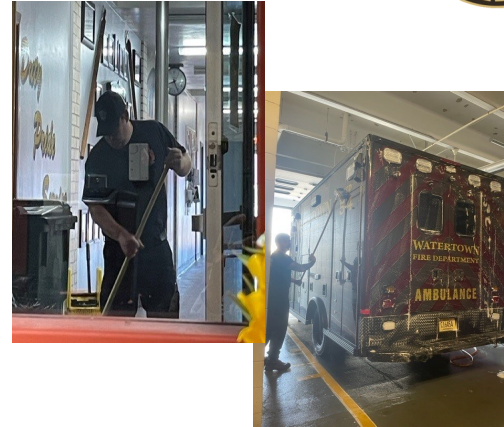
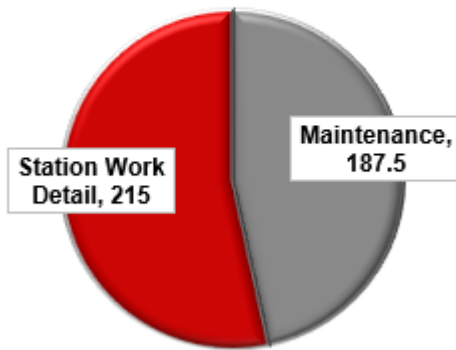


Watertown Fire Department Monthly Report

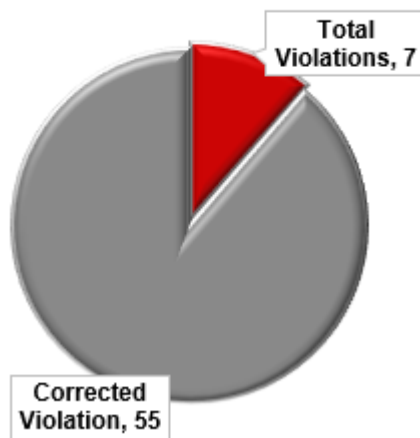
Community Risk Reduction



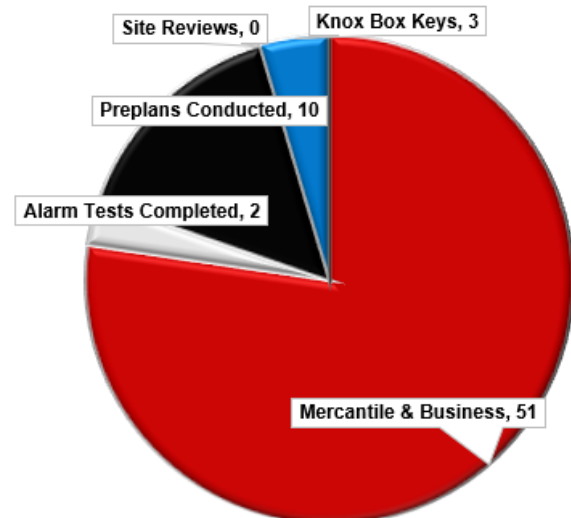
December Maintenance & Station Work Hours



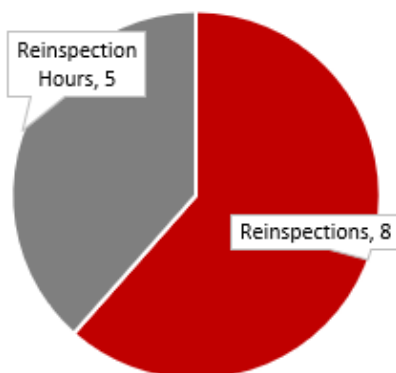
December Violations



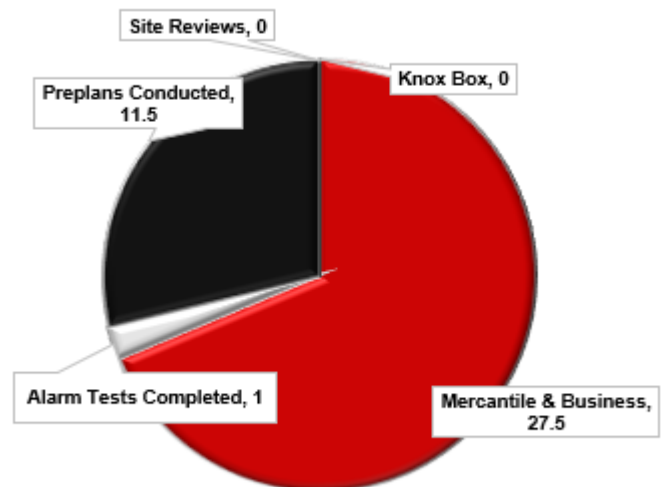
December Inspections/Alarm Tests



December Reinspections



December Inspection/Test Hours





Watertown Fire Department Monthly Report

Community Risk Reduction



**9 Public
Relations
Events**



**3 Smoke
Detector
Installations**



**2 Fire Drills
Conducted**



**2 Smoke
Detector
Battery
Changes**



**2 Station/
On- location
Tours**



**1 CO
Detectors
Installed**

2022	2023	December
1281	1350	Outreached Citizens
21	14	Contact Hours



Watertown Fire Department Monthly Report

Department Incidents

December 8th-Structure Fire

N2197 Sawmill Rd., Watertown

Car 4102, Med 4154, Engine 4161 & Tender 4191 responded to a structure fire. Mutual aid was requested. Fire was out on arrival but smoke was found. Crews used water on smoldering items and the electrical was shut off. Total on scene time was around a half hour.

December 23rd-Vehicle Fire

208 Hillside Ln., Watertown

Med 4154 & Engine 4161 responded to a vehicle fire in front of a garage. The fire was knocked down, but the car was a loss. Total on scene time was approximately 45 min.

December 16th-Motor Vehicle Crash

631 S. Church St., Watertown 2894

Med 4153 & Engine 4161 responded to a call for a car that crashed into a building. A patient was transported.

December 23rd-Chimney Fire

N6671 Upper Shorewood Hills, Lake Mills

Engine 4161 responded to an auto aid request for a chimney fire. They were responsible for fire extinguishment and checked for extension. Total on scene time was 1 1/2 hours.



December 4th– Holiday Train

Brandt Quirk Park, Watertown

The Watertown Fire Department crew provided stand-by at the Holiday Train visit to Watertown.

December 12th, 15th, & 16th– Bell Ringing

Pick N Save, Watertown

The Watertown Fire Department crew rang the bell collecting for the Salvation Army.

December 14th– Swearing In

Fire Department, Watertown

The Watertown Fire Department swore in two new firefighter/paramedics. Autumn Steggall and Josh Archibald. Congrats!



December – Door Decorating Contest

Fire Department, Watertown

The Watertown Fire Department participated in a city-wide building door decorating contest and received the most votes among city staff.



December 7th– Holiday Breakfast

Senior Center, Watertown

The Watertown Fire Department crew attended the city holiday breakfast with the other city departments.



December 26th– Staff Lunch

Fire Department, Watertown

The Watertown Fire Department staff held a lunch to send off the Fire Chief and wish him well in his new position at Neenah.

December – Holiday Videos

Senior Center, Watertown

The Watertown Fire Department crew participated in making the city holiday videos.



December – Gingerbread Contest

Fire Department, Watertown

The Watertown Fire Department crews participated in a gingerbread house contest. B-crew had the most Facebook likes.



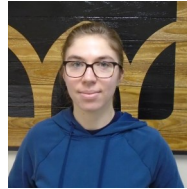


Watertown Fire Department Monthly Report

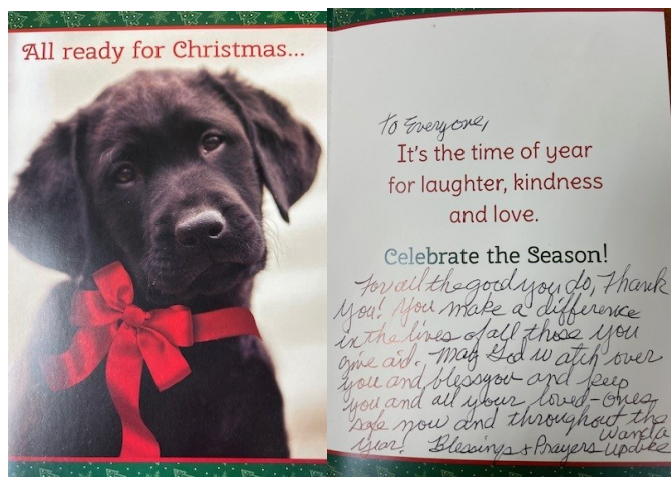
Department Happenings, & Public Relations

Section 8, Item D.

The Watertown Fire Department welcomed new firefighter/paramedic Aimee Steggall to B-Crew. Welcome Aimee! We are so glad to have you here.



You've Been Caught Doing an Outstanding Job!



To:
All the Fire Fighters
and Paramedic's

Merry Christmas and
best wishes for a joyful new year.

Thank You [Signature]

PAYROLL SUMMARIES

For the Period of: 12/13/2023 12/26/2023

Section 11, Item A.

Department	Employees FT PT		Regular Hours	Overtime Hours	Overtime Costs this Pay Period	Y-T-D Overtime Costs	Overtime Budget	Total Payroll
Police	55	2	4,252.37	300.00	13,571.98	184,436.00	114,000.00	183,295.44
Fire	30	1	3,160.50	129.00	4,269.89	185,254.74	150,000.00	101,296.51
Municipal Court	1	1	100.00	-	-	-	-	3,024.88
Mayor	1	-	80.00	-	-	-	-	3,294.08
Bldg. Inspection	3	3	275.00	-	-	(47.44)	1,000.00	8,754.68
Attorney	2	1	192.00	-	-	-	-	6,812.32
Finance	5	-	400.00	3.00	113.71	1,764.93	1,500.00	12,700.12
Watertown TV	2	1	175.00	-	-	-	-	4,371.50
Administration	3	1	280.00	-	-	-	-	8,907.86
Engineering	6	1	502.25	-	-	-	-	12,267.63
Health	9	2	803.50	-	-	334.43	10,500.00	25,264.10
Library	8	16	1,055.25	1.00	27.14	292.78	-	22,597.63
Municipal Building	1	-	80.00	3.00	100.53	1,518.39	1,000.00	1,887.73
Solid Waste	7	-	560.00	1.00	33.42	1,709.69	3,000.00	12,989.42
Street	22	1	1,840.00	0.75	-	20,150.05	39,200.00	54,791.48
Park	9	-	720.00	4.00	237.99	13,452.34	18,000.00	17,657.22
Forestry	2	-	160.00	2.00	-	-	-	4,416.00
Park/Rec Admin	6	1	520.00	3.00	-	-	400.00	14,400.10
Recreation and Pools	-	24	161.75	-	-	1,623.81	500.00	2,141.99
Wastewater	10	-	800.00	20.50	962.96	13,478.97	18,000.00	23,721.77
Water Dept.	10	-	800.00	17.00	625.88	14,027.17	23,500.00	25,318.28
Crossing Guards	-	10	113.00	-	-	-	-	1,271.25
Police Auxiliary	-	2	1.00	-	-	-	-	15.76
Alderspersons (2nd PR)	-	-	-	-	-	-	-	-
TOTALS	192 FT	67 PT	17,031.62	484.25	19,943.50	438,015.47	380,600.00	551,197.75

CITY OF WATERTOWN

Cash & Investment Summary
12/31/23

Available Cash on Hand		
12/1/2023	\$	1,172,551.58
December Receipts		<u>8,424,178.96</u>
Total Cash	\$	9,596,730.54
Disbursements		
Total Disbursements		<u>(4,467,023.88)</u>
TOTAL AVAILABLE CASH	\$	5,129,706.66
Cash on Hand (in bank) 12/31/23	\$	5,388,419.66
Less Outstanding Checks		<u>(258,713.00)</u>
TOTAL AVAILABLE CASH	\$	5,129,706.66

Total Invested Funds:

Local Government Investment Pool	\$	37,820,048.76
Ehlers Investment Partners		<u>11,757,537.18</u>
TOTAL INVESTED FUNDS	\$	49,577,585.94

Breakdown:

General	\$	16,321,104.03
Capital Projects		3,446,103.80
Library		53,953.45
TID #4		3,416,995.69
TID #5		1,445,240.70
ARPA		1,304,482.92
Developer Park Fees		153,581.75
Riverfest		0.02
Envrionmental Health		616,377.42
Wastewater Utility		11,284,100.12
Water Utility		7,429,949.56
Storm Water Utility		3,310,321.94
Solid Waste		<u>795,374.54</u>
TOTAL INVESTED FUNDS	\$	49,577,585.94

Interest YTD (net of fees)

Local Government Investment Pool	\$	1,695,809.33
Ehler's (does not include market depreciation/appreciation)		<u>271,441.48</u>
TOTAL INTEREST YTD (all funds)	\$	1,967,250.81

**ORDINANCE TO
AMEND CHAPTER 76, ARTICLE II, SECTION 76-13
OF THE CITY OF WATERTOWN GENERAL ORDINANCES**

**SPONSOR: MAYOR MCFARLAND, MAYOR
FROM: FINANCE**

Whereas, an amendment is required to Chapter 76 Finance and Taxation, Article II Room Tax, Section 76-13 Rate of the City of Watertown General Ordinances to reflect a market increase in room tax rates; and,

Whereas, the Tourism Commission reviewed the proposed Chapter 76, Article II, Section 76-13 room tax rate increase at its December 14, 2023 meeting and is in agreement with the adoption of said increase.

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

SECTION 1. Section 76-13 “Rate” is hereby amended to read as follows:

§ 76-13 Rate. The tax imposed shall be at the rate of ~~5%~~ **8%** of the gross proceeds billed or received for furnishing accommodations to the public.

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

SECTION 3. This ordinance shall take effect and be in force beginning April 1, 2024 after its passage and publication.

DATE:	January 2, 2024		January 16, 2024	
READING:	1st		2nd	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED: January 16, 2024_____

CITY CLERK

APPROVED: January 16, 2024_____

MAYOR

**ORDINANCE TO
AMEND SECTION 500-9 A. PARKING PROHIBITED IN SPECIFIED
PLACES OF THE CITY OF WATERTOWN GENERAL ORDINANCES**

**SPONSOR: ALDERPERSON DANA DAVIS
FROM: PUBLIC SAFETY AND WELFARE COMMITTEE**

WHEREAS, the Cady Street Bridge and abutting pavement width is 26 feet to 28 feet; and,

WHEREAS, Cady Street is categorized as a minor arterial roadway in this area; and,

WHEREAS, existing pavement width in said area cannot safely accommodate a parking lane per engineering standards for minor arterial roadways; and,

WHEREAS, on December 6, 2023, the Public Safety & Welfare Committee agreed that on-street parking should be prohibited on portions of Cady Street between North Water Street and North Second Street.

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

SECTION 1. Section 500-9. Parking prohibited in specified places, is hereby amended to add the following;

Name of Street	Side	Location
Cady Street	North	From a point 300 feet east of the eastern curb line of North Water Street to a point 190 feet further east thereof.

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

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

DATE:	January 16, 2024		February 6, 2024	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED February 6, 2024

CITY CLERK

APPROVED February 6, 2024

MAYOR



The Name of the Street shown on the Ordinance is listed as Cady Street as the Cady Street Bridge is neither West nor East Cady Street.

**ORDINANCE TO
REPEAL AND RECREATE SECTION 428-7 SPECIAL EVENTS OF THE
CITY OF WATERTOWN GENERAL ORDINANCES**

**SPONSOR: ALD. DAVIS
FROM: PUBLIC SAFETY & WELFARE COMMITTEE**

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

SECTION 1. Section 428-7 Special Events of the City of Watertown Code of Ordinances is hereby repealed and recreated as follows:

§ 428-7 Special events.

Purpose. The City of Watertown recognizes that special events organized by individuals, private organizations and nonprofits serve an important role in enhancing the City’s quality of life and can provide benefits to the community. To treat all persons and groups uniformly, to facilitate the successful staging of these special events and to be mindful of the efficient use of available facilities and resources, the City will commit staff time and facilities to ensure that special events have an overall positive effect upon the community and its resources. The purpose of this section is to provide reasonable restrictions for special events, in order to protect the public health, safety and welfare from the potential adverse effects which may arise from such special events, or the large number of persons attracted to such events upon premises not regularly used for or developed to regularly accommodate such events or gatherings. Such regulations are intended to protect against traffic congestion, the overcrowding of lands, the potential for fires, explosion, riot or disorder or other dangers to persons or property, the diversion of public health, safety and emergency services from regular necessary duties, and the additional cost to the community of providing public services necessary to protect the public health, safety and welfare arising from such temporary special events; and to promote the preservation of public peace and order, the furtherance of sanitation and the safeguarding of the public health.

A. Definitions

1. **Applicant** – The person or authorized representative of the event organizer who signs an application for a special event and who will be responsible under the permit, if issued, for ensuring that the event will be conducted in accordance with the provisions of this Chapter. Where a purported application is not a legal entity or organization, the applicant will be the individual signing the permit application.
2. **City Property** – All municipal buildings, parks, athletic fields and complexes, streets, and other rights-of-way, parking lots, boating and docking facilities and any other property owned, leased or controlled by the City of Watertown.
3. **Extraordinary Services** – Reasonable and necessary services provided by the City which specifically result from the special event. Extraordinary services result in measurable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day. Extraordinary services will normally be those services requiring City employees to be specifically assigned to tasks in support of the special event and/or those services resulting in

(January 16, 2024) Ord. #24-03

overtime pay or similar costs which result from the event. Examples of extraordinary services include police protection, traffic control, fire monitoring, dedicated paramedic service, parks services, and other services necessary to ensure the protection of participants and citizens, the proper functioning of City services, and the proper administration of this ordinance and policy.

4. **Organizer** – The applicant and any other individual who assists in the planning arrangement or organization of any Special Event.
5. **Special Event** – A temporary planned occurrence on public or private property and involves at least one of the circumstances listed below:
 - (a) Produced or sponsored by a person or organization for which the event is extraordinary in that it is not ordinarily conducted on a daily or regular normal average use basis as a lawful use of the premises upon which such event is to occur;
 - (b) Exclusive use of all or part of City-owned facilities, within the City boundaries, such as buildings, parks, open spaces, streets, parking lots, athletic fields, etc., but does not include normal park shelter rentals;
 - (c) Cannot be held completely within the confines of an existing building, park;
 - (d) Will involve the temporary closing of a public street, alley, parking lot or public right-of-way;
 - (e) Will have over 300 people attending the event (or multiple events as part of a series) on private property, except those situations explained in section C of this chapter;
 - (f) Will require extraordinary services by any City Department;

B. Permit required. No person or entity acting as an event organizer shall set up for, hold or conduct a special event as defined in Subsection A within the municipal boundaries of the City of Watertown without first obtaining a special event permit.

C. Exemptions

1. The requirement under Section 428-7 shall not apply to any regularly established place of worship, stadium, athletic field, arena, auditorium, coliseum or other permanently established place of assembly for special events for which it is reasonably anticipated that the number of persons attending will not exceed the maximum seating capacity of the structure where the assembly is held.
2. Funeral processions.
3. Special events for which the sole purpose is to celebrate a federally recognized holiday must comply with the requirements under Section 428-7 however all fees will be waived and insurance for the event will be provided by the City of Watertown's General Liability Policy.
4. Events organized solely by the City must apply, but all fees are waived.

D. Extraordinary services.

1. In addition to permit and license fees, applicant is responsible for reimbursement of extraordinary services including, but not limited to, personnel services, equipment and

facilities provided for the event when municipal services were increased or disrupted of the event. The Common Council will approve by resolution each year a list of standard fees and charges by department which will be used to determine the amount of charges attributed to extraordinary services provided to special events by the City. The resolution may provide for standard hourly charges or flat-fee charges for services provided and may specify tasks that may or may not be subject to extraordinary services charges.

2. Applicant is liable for and must pay to the City Clerk the actual cost of all extraordinary services provided by the City. If the special event has more than one person or entity organizer, then each of the organizers are liable to the City for the total amount due, regardless of how the multiple organizers may separately agree to divide these expenses. If the City is a co-organizer of a Special Event, the cost of the extraordinary services the City is responsible for will be based upon the level of City involvement, and that amount will be deducted from the total cost for the extraordinary services provided by the City. The costs for extraordinary services charged to event organizers must not exceed the actual costs of providing these services.
3. Prior to any approval of a special event permit, the Police and Fire Departments, along with all other departments potentially affected by the proposed special event, will review the application and report to the City Clerk their respective findings as to an estimate of the costs reasonably expected to be incurred by the City for providing extraordinary services at or for the special event. Department Estimates will be provided to the Clerk's office within 30 days of the Clerk providing notice of the event to the Department Heads. The City will make reasonable efforts to adjust the schedules of employees to minimize the requirement for overtime pay or other costs for extraordinary services where sufficient advanced notice of the event is provided, a minimum of 60 days. The Special Event application is required to provide enough detail to allow the City departments and to determine the level of extraordinary services required and their associated costs for the special event. The estimates provided by City departments will provide enough detail to allow the event organizer to reasonably understand the extraordinary services that are expected to be necessary.
4. The Applicant(s) is required to pay 50% of the estimated extraordinary services prior to the Special Event. An itemized invoice will be sent to the applicant(s) and such amount will be due to the City Clerk on or before 10 business days prior to the Special Event. Failure to pay 50% of the estimated extraordinary services voids the Applicant's Special Event Permit.
5. Final cost incurred for extraordinary services, less the amount of services already paid, will be itemized, invoiced, and mailed to the applicant(s) within 30 days of the conclusion of the Event with net 30-day terms. Failure to pay the final extraordinary services amount will result in future Special Event applications being denied.

E. Regulations.

1. Duration and hours of operation. The duration of any special event must not exceed four consecutive days and any permit issued under this section must specify the days upon which the event shall occur. No special event is to be open to the public except between the hours of 7:00 a.m. and 11:00 p.m. on any day of the week, occurring within the duration of the special event. Such permit must also specify the hours during which pre-event setup and post-event takedown operations may occur and no such operations may be conducted other than as so specified.
2. Maximum attendance. A special event permit will specify the maximum peak number of people to attend the special event. The permit holder must not sell tickets to nor allow the attendance of

(January 16, 2024) Ord. #24-03

more people at the special event at any time than as specified in the permit. Any tickets advertisement made prior to the grant of a permit under this section and the satisfaction of all conditions of such permit will include therein in like medium, a statement that "the occurrence of the [special event] remains subject to the approval of the City of Watertown."

3. Parking on park property. Any special event that requires parking on park property, other than a public roadway or parking area, must apply to the Parks and Recreation Director as provided in Watertown Municipal Code § **398-5B**.

4. Sanitary facilities and potable water. All sanitary facilities and potable water facilities will be provided for the special event by the event organizer.

5. Solid waste. The event organizer is responsible for the holding, collection and disposing of solid waste material.

6. Illumination. If the special event is to continue during hours of darkness, illumination must be sufficient to light the entire area of the event at the rate of at least five lumens, without the spillage of such illumination unreasonably beyond the boundaries of the special event premises.

7. Noise. No permit holder is to permit any sound created by the special event activity to carry unreasonably beyond the boundaries of the special event premises in accordance with Watertown Municipal Code § **410.40E**. Applicants must obtain necessary amplified sound permits from the Parks and Recreation Department.

8. Fire protection. A permit holder must provide all fire protection applicable to the special event activities and premises as required by the municipal Fire Prevention Code (Chapter **303**) and the Wisconsin Administrative Code (DSPS 314), including alarms, extinguishing devices, fire lanes and fire escapes.

9. Compliance with other Code provisions. No special event is to occur unless all other necessary municipal permits, licenses and approvals applicable to the special event activities have been granted and any permit granted under this subsection must be conditioned upon the applicant obtaining all such other licenses, permits and approvals.

10. Application submission. Submission of an application for a Special Event permit is not a guarantee of approval for either the date or location, nor is it automatic approval for the event.

F. Permitting Procedures

1. Filing

a. Event organizers must complete a special event permit and file the application and associated nonrefundable fee as set forth in the Watertown Fee Schedule with the office of the City Clerk. The permit application fee is separate from other fees, licenses and from any requirement to reimburse the City for the actual cost of extraordinary services required for the permitted event or for damage or destruction resulting from the event.

b. The application must be filed with the City Clerk, on forms provided, no less than 45 days prior to the proposed event including application for all other necessary permits and/or licenses related to the event. If a complete application is not received before the deadline, the application fee will double, and the City may deny the permit. Applicants are encouraged to submit applications as far in advance of an event as possible, but no application shall be accepted more than one year prior to the proposed date of the event.

c. Applications will be filed in order of their receipt. Special events must comply with applicable City ordinances and requirements and event organizers must use a reasonable efforts to ensure compliance of participants/attendees with all applicable City ordinances.

Section 12, Item C.

d. Application Contents and Disclosures: The applicant shall submit the Special Event application form which shall set forth the following information:

- (1) The full name, address, telephone number and email address of the applicant; or if the applicant is an organization, group, or association, the name, address, home and business telephone numbers, and email addresses of the authorized representatives of the organization who will be responsible for the event.
- (2) The full name, address, telephone number and email address of the event coordinator, if different from the applicant.
- (3) The nature of the event.
- (4) The date(s), hours of operation, and hours of set-up and clean-up for the event.
- (5) The location of the proposed event, including proposed parking locations, and streets to be used, if applicable.
- (6) Mapped routes. All permit applications for special events, including road closures, runs, rides, walks, or parades, shall include a detailed map of the proposed route. Routes for annual events must be submitted with the application regardless of whether previously submitted. Alteration of proposed routes may be made by the City prior to approval of the permit. In the event that the organizers or sponsors of any special event deviate from the route submitted without approval from the City, the organizers or sponsors of such special events may be denied a permit for the following calendar year.
- (7) Any plans for fencing the location of the special event and the gates contained in such fence. Include a diagram, subject to change by recommendation of the Police Department and Streets Department; applicant must make arrangements with the appropriate departments for services needed.
- (8) The maximum number of persons which the applicant will permit to attend at any time, not to exceed the maximum number which can reasonably assemble at the location of the special event in consideration of the nature of the special event.
- 9) If selling or providing food or beverages at the event, the applicant and/or food or beverage vendor must contact the Health Department for food/beverage licensing.
- (10) If alcoholic beverages will be sold or served at the event, the event must comply with the requirements laid out in Wisconsin Statutes Chapter **125** and Section 428—8 and Chapter **220** of the Watertown Municipal Code.
- (11) Personal Data. Each organizer must provide personal data information. The Police Chief or designee will review to determine if the applicant(s) pose a risk to the public. Upon receipt of the results of such investigation, the City Clerk will report the findings to the Public Safety and Welfare Committee.

(12) Food Vendors. A list of all food vendors must be included along with vendor's contact information, Food Permit ID and Wisconsin Seller Permit number. A final list of food vendors must be submitted to the City Clerk 10 business days prior to the event.

(13) Transient Merchants. A list of all merchandise vendors must be included along with contact information, Wisconsin Seller Permit and type of goods for sale. A final list of transient merchants must be submitted to the City Clerk 10 business days prior to the event.

(14) Health, Safety and Security. - Applicants must submit an Emergency Action Plan. The plan will include response to Fire, Medical, Severe Weather, Lost Child, Crowd Control, Pedestrian Safety, and other emergency situations. Applicants must submit a list of the legal names of all employees, volunteers, and hired/volunteer entertainers who are responsible for the supervision or care of minors, or whose duties would require close contact and/or alone time with minors at the event. The Applicant will verify that names on the list have been checked against the online national sex offender public website and disqualify anyone who is listed in the registry. The verified list must be submitted to the City Clerk no later than 10 days before the event.

(15) If the event involves any show or exhibition of animals, a special use permit (550-52J) and Health Department animal permit (228-10) may be required.

(16) If applying for a space rental at any City Park, including the Bentzin Family Town Square, the designated process and application form for that venue must be filled out by the applicant through the Parks, Recreation, and Forestry Department.

e. No application shall be accepted as filed until the City Clerk's Office determines that the information in the application is complete and sufficient for filing purposes as required under this Subsection F. Upon filing, the City Clerk's Office will distribute copies of the application to the Police, Fire, Health, Street and Recreation Departments.

f. Review: The City's review of any permit application and/or its subsequent issuance of a permit will not be construed as acceptance by the City or its representatives of any liability or responsibility for any injury or damage relating to the special event. Special event permits are temporary in nature and do not vest any permanent rights.

6. Approval or denial of application. Applications for Special Event permits will be processed in the order of their receipt.

a. Upon receiving an application for a Special Events permit, the City Clerk will forward the application to the City Departments for review. The City Departments may schedule a meeting or meetings involving the applicant and any of the other affected City departments. The purpose of the meeting will be to discuss the Special Event and its potential impacts, the City services requested, and the City services which may be required. Such a meeting will be held as soon as practical after the application has been submitted.

b. As soon as practical after the Special Event permit application is submitted, the City Clerk will present the Special Event Application, estimated Extraordinary Fees and supporting documents to the Public Safety and Welfare Committee for review. After

reviewing, the Public Safety and Welfare Committee will move to approve, cond

approve or deny the application.

c. Public Safety and Welfare Committee may consult with City departments as necessary and consider any other such information obtained by or provided prior to acting on the application.

d. The Public Safety and Welfare Committee will approve all special event applications submitted to them, unless by a 2/3 vote the members vote to deny the permit.

e. To the extent permitted by law, the Public Safety and Welfare Committee may deny an application for a permit if the applicant has on prior occasions made material misrepresentations regarding the nature or scope of any event or activity previously permitted, has held prior special events without proper permitting or licensing, or has violated the terms of a prior permit issued to or on behalf the applicant. A permit may be denied, or conditions placed thereon, based upon considerations of the health, safety, and welfare of the community, and of the anticipated costs of holding such an event. Additionally, the Public Safety and Welfare Committee may base their decision on one or more of the following grounds:

- (1) The application is not fully completed and/or fails to include necessary attachments;
- (2) The applicant asserts that they cannot or will not pay the application fee.
- (3) The applicant asserts that they cannot or will not pay the cost for Extraordinary Services.
- (4) The application for permit contains misleading statements, material falsehoods, or misrepresentations;
- (5) The applicant is not legally competent to sign a contract, or to be held responsible for its actions;
- (6) The applicant has, on prior occasions, been required to pay for extraordinary expenses or damages to City property and has not paid in full for such expenses or damages;
- (7) A special event permit application for the same time and place, or utilizing extraordinary City resources, has previously been received, and a permit for such previous application has been or will be granted which will authorize uses or activities which does not reasonably permit the multiple occupancy of City facilities or would result in a utilization of City resources which would adversely affect the health, safety, and welfare of the community;
- (8) The special event use or activities intended by the applicant would conflict with previously planned events and programs which have been organized by others either through the use of City facilities or the unavailability of sufficient City resources for the proposed event;
- (9) The conduct of the proposed special event will likely substantially interrupt normal flow of vehicular and/or pedestrian traffic in the proposed location and cannot be reasonably accommodated by the City;
- (10) The proposed special event is of such a size or nature requiring the diversion of so great a number of police officers or other emergency services as to deny reasonable emergency services to the City as a whole;
- (11) The intended Special Event use or activity would present a grave or unreasonable danger to the health or safety of the persons expected to participate in the event, the neighborhood in which the event will occur, the community as a whole, or City property and resources required to be involved with the proposed event;
- (12) The number of persons expected to participate in the Special Event would result in a concentration of persons, vehicles, or things which cannot be

supported at the requested time or location due to a lack of sufficient open streets, offsite parking, or traffic controls;

Section 12, Item C.

(13) Activities reasonably expected to occur at the intended Special Event are prohibited by law;

(14) Upon receipt of the results of the investigation from the Police Chief deeming the applicant(s) a risk to the public.

3. Issuance. The Public Safety and Welfare Committee will approve or deny special event permit applications and place conditions upon any permit. Applicants will be notified of the decision within 10 business days.

G. Indemnity. The special event permit application will contain a statement that: "The applicant agrees to indemnify and hold harmless the City from and against all liabilities, claims, demands, judgments, losses and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, arising in any way as a consequence of the granting of a permit for a special event." No permit may be issued unless the applicant has agreed to the terms of this statement on the written application.

H. Insurance. Each applicant for a special event permit that includes at least one of the following: alcohol, more than 200 people per day or involves a road closure must furnish to the City, no later than 10 days prior to the special event, a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The certificate must provide that the company will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance must be written in comprehensive form and must protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance must provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate. **[Amended 7-6-2021 by Ord. No. 21-26]**

I. Event cancellation. The Mayor, or in their absence the Police Chief and Fire Chief jointly, may cancel a special event, regardless of whether or not a permit has been issued, without prior notice for any significant change in conditions which would or may adversely affect the public health or safety of the community, such as Act of God, War or pandemic, or if applicant's proposed activities would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

J. Appeal of application denial or modification. Any applicant who has been denied a special event permit or has been granted a permit which has been modified may seek review of the decision by the Common Council by filing a request for review of the denial with the City Clerk within 30 days of the Public Safety and Welfare Committee's decision. Any applicant can seek a judicial review of the denial in the form of certiorari review to the Jefferson or Dodge County Circuit Court within 30 days of the Common Council's decision.

K.-Enforcement. Any person who violates any provision of this section or who violates any condition upon which a special event permit is granted will be subject to a forfeiture of not less than \$500 nor more than \$1,000. Each day of violation will be considered a separate offense. In addition, the City may enforce this section by way of injunctive relief and all other remedies available at law and in equity.

1. **Definition.** In this Subsection City Sponsored Parades shall mean:
 - a. Fourth of July Parade
 - b. Watertown Parade of Lights
 - c. Watertown Unified School District (WUSD) Homecoming Parade
2. **Application.** An applicant for a parade that is organized solely for the purpose of celebrating a federally recognized holiday may apply to become a City Sponsored Parade subject to Section 428-7(M).
3. **Waiver of Fees.** All fees for a special event permit for a City Sponsored Parade will be waived.
4. **Insurance Coverage.** The City will provide insurance coverage for all City Sponsored Parades, provided the parade organizers comply with all requirements from City Departments.
5. **City Department Services.** At least 90 days prior to the date of a City Sponsored Parade the parade organizers must meet with any City Department they would like to request to provide services for the City Sponsored Parade. City Departments will confirm what services are available at least 45 days prior to the date of the Parade. No City Department will charge City Sponsored Parades for services provided.

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

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

DATE:	January 16, 2024		February 6, 2024	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED February 6, 2024

CITY CLERK

APPROVED February 6, 2024

MAYOR

ORDINANCE
ADOPT AMENDMENTS TO THE 2019 CITY OF WATERTOWN COMPREHENSIVE
PLAN

SPONSOR: MAYOR MCFARLAND
FROM: PLAN COMMISSION WITH POSITIVE RECOMMENDATION

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

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

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

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

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

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

WHEREAS, the Plan Commission of the City of Watertown, by a majority vote of the entire Commission recorded in its official minutes, has positively recommended to the Common Council the adoption of a proposed amendment to change the future land use category shown for 1110 S. Tenth Street and 1111 S. Tenth Street (Exhibit "A") from "Planned Mixed Use" to "Mixed Industrial" on the Future Land Use Map of the Comprehensive Plan;

WHEREAS, the Plan Commission of the City of Watertown, by a majority vote of the entire Commission recorded in its official minutes, has positively recommended to the Common Council the adoption of a proposed amendment to change the text in Figure 7.7 of the Comprehensive Plan to accurately address the relationship between Future Land Use Designations and Overlay Zoning Districts (Exhibit "C").

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

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

WHEREAS, the Common Council held a public hearing on the proposed amendments on January 16, 2024, considered the public comments made and the recommendations of the Plan Commission and staff, and has determined to approve the recommended amendments;

NOW, THEREFORE, the Common Council of Watertown, Wisconsin, does ordain that the proposed amendments are hereby adopted as amendments to the City's Comprehensive Plan pursuant to section 66.1001(4)(c) of Wisconsin Statutes; and,

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

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

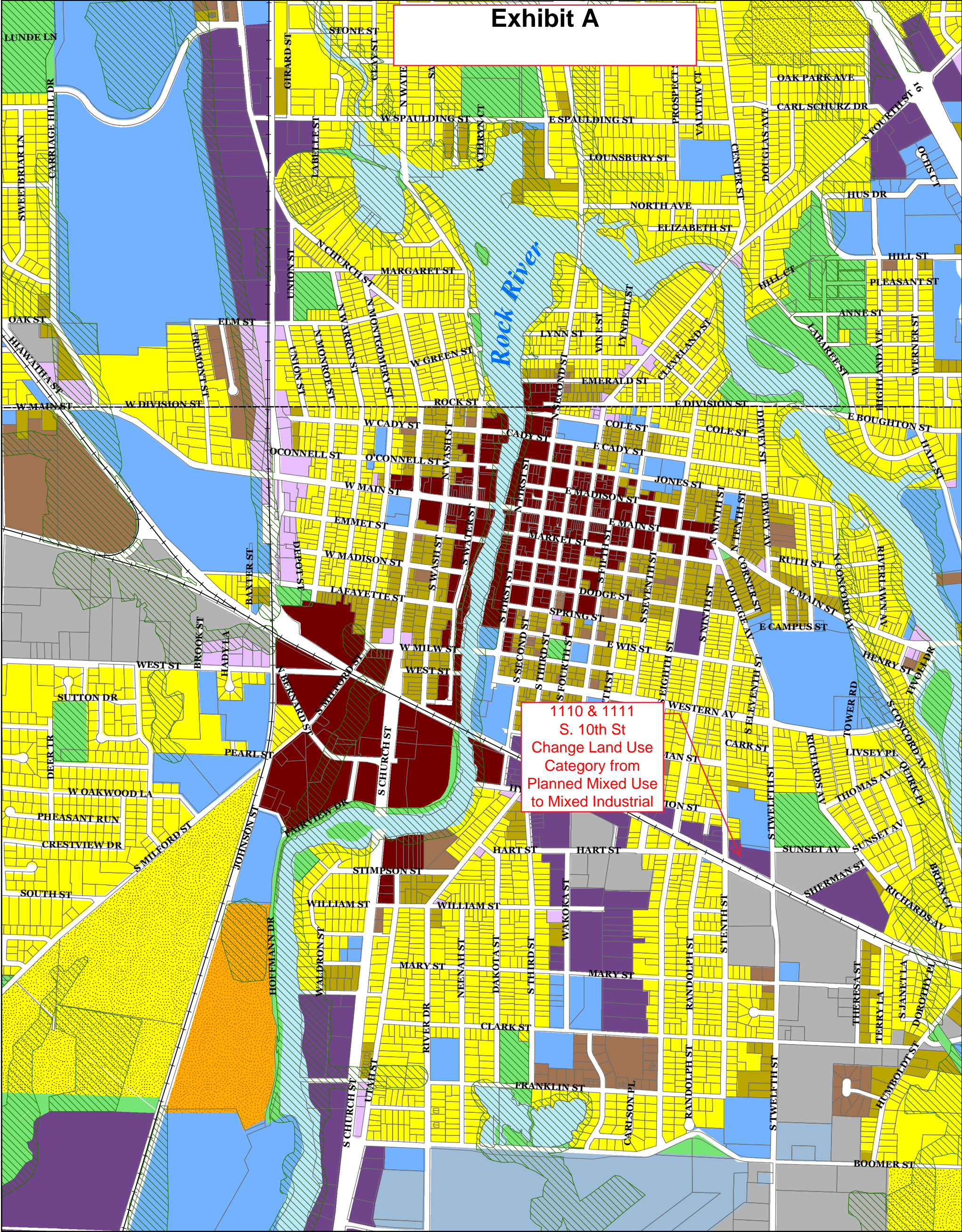
DATE:	January 16, 2024		February 6, 2024	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MODELNHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED February 6, 2024

CITY CLERK

APPROVED February 6, 2024

MAYOR



Future Land Use Downtown Area

Map 6a

City of Watertown Comprehensive Plan

Land Use Categories

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

Rights-of-Way

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

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

- Office
- Multi-Family Residential
- Mixed Industrial
- Commercial Services/Retail
- Institutional
- Parks & Recreation

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

- Single-Family - Sewered (predominant land use)
- Two-family Residential
- Multi-Family Residential
- Institutional
- Neighborhood Mixed Use
- Parks & Recreation

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

- Office
- Single-Family - Sewered
- Two-Family Residential
- Multi-Family Residential
- Commercial Services/Retail
- Institutional
- Parks & Recreation

City of Watertown

County Boundary

Town Boundary

Parcel

Railroad

THE CITY OF
WATERTOWN
Opportunity runs through it.

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

0 500 1,000 2,000 Feet

VANDEWALLE & ASSOCIATES INC.
Shaping places, shaping change

N
W E
S

Exhibit C

Figure 7.7 Future Land Use and Existing Zoning District Translation

Future Land Use Category	Associated Zoning District
Agriculture	Outside of the City Limits
Single-Family-Exurban	Countryside Residential-10, Exurban Residential-1, Outside of the City Limits
Single-Family-Urban	Single Family Residential-4
Two-Family	Two Family Residential-6
Multi-Family	Multi-Family Residential-8, Multi-Family Residential-10, and Senior Residential
Planned Neighborhood	All Residential Districts, Neighborhood Office, and Neighborhood Business
Neighborhood Mixed-Use	Neighborhood Office, Neighborhood Business, and all Residential Districts
Planned Mixed-Use	All Office, Commercial, Institutional, and Multi-Family Residential Districts, plus the Planned Industrial and Planned Development Districts
Riverside Mixed-Use	All Office, Commercial, Institutional, and Residential Districts, plus the Planned Development District
Central Mixed-Use	Central Business
Mixed Industrial	Planned Industrial, General Industrial, and Heavy Industrial
Institutional	All Districts
Airport	Planned Industrial
Parks and Recreation	All Districts
Environmental Corridor	All Districts
<u>All Overlay Zoning Districts can be associated with all Future Land Use Categories where appropriate, subject to the standards, rules, and regulations of the Overlay Zoning District.</u>	

**AN ORDINANCE
TO AMEND CHAPTER 550: ZONING CODE, THROUGH THE ADDITION OF
LANGUAGE TO SECTIONS § 550-53D(1)(b)**

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

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

SECTION 1. Section § 550-53D(1)(b) is hereby amended as follows:

* * *

(b) All buildings, structures, outdoor storage areas, and any other activity areas shall be located a minimum of 100 feet from all lot lines. Adjustments to the required 100-foot setback for buildings, structures, outdoor storage areas, or any other activity areas from all property lines may be approved by the Plan Commission through a Conditional Use Permit (CUP) subject to the following:

- [1] The applicant can demonstrate, to the satisfaction of the Plan Commission, that the proposed setback adjustment will not create undesirable impacts on nearby properties, the environment, or the community as a whole.
- [2] The use of the property as a salvage yard or junk yard is consistent with the City of Watertown Comprehensive Plan.

* * *

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

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

DATE:	January 16, 2024		February 6, 2024	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED February 6 2024

CITY CLERK

APPROVED February 6, 2024

MAYOR

**RESOLUTION TO
APPROVE THE CONTRACT FOR
COUNTY LIBRARY SERVICES WITH JEFFERSON COUNTY**

**SPONSOR: ALD. WETZEL
FROM: LIBRARY BOARD OF TRUSTEES**

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

That the attached Contract for County Library Services, between the City of Watertown and Jefferson County for the period of January 1, 2024 through December 31, 2024.

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

ADOPTED January 16, 2024

CITY CLERK

APPROVED January 16, 2024

MAYOR

CONTRACT FOR COUNTY LIBRARY SERVICES

This agreement made this 20th day of November, 2023, by and between the County of Jefferson, hereinafter called "County," and **Watertown Public Library** hereinafter called "Municipal Library," witnesseth:

I. PURPOSE

The Jefferson County Board of Supervisors has, by resolution, stated the intent to provide public library services for the inhabitants of the County and has levied a tax to provide funds for such services. It is the intention of the parties to implement such County-wide public library services through the use of existing municipal libraries.

II. TERM

The monetary payment and the services hereinafter stated shall be for a term commencing January 1, 2024 and ending December 31, 2024.

III. MUNICIPAL LIBRARY SERVICES

1. The Municipal Library shall serve all residents of Jefferson County equally.
2. The Municipal Library shall direct the librarian or other representative to attend periodic County meetings with the Jefferson County Library Council to coordinate and improve County library services.
3. The Municipal Library shall furnish such statistical information as may be requested by the County pertaining to the use of said library by persons residing beyond the municipal boundaries.

IV. MONETARY PAYMENT

In consideration of the Municipal Library services, the County shall pay to the Municipal Library, for the term of this agreement, the total sum of **\$205,407** payable in one sum not later than March 1, 2024.

V. LOCAL AUTONOMY

The Municipal Library shall in all respects remain an independent legal entity and not an agent or an employee of the County of Jefferson. The governing board or body of the Municipal Library shall retain all of the existing powers and duties related to the operation and maintenance of said Municipal Library.

VI. LOCAL USE OF FUNDS

It is mutually agreed by the County and the Municipal Library that the funds paid by the County are to cover the additional labor, material, capital outlay, and other expenses reasonably related to the County-wide services as set forth herein, and that the Municipal Library will not use said funds for the purpose of reducing the local tax levy.

COUNTY OF JEFFERSON

By:

County Administrator-----
Date-----
County Clerk-----
Date

MUNICIPAL LIBRARY

By:



Library Board President, Christopher John Koppes-----
Date

Financial Agent of Library Thomas Kolts-----
Date-----
Municipal Representative-----
Date

Note: The 2024 payment is contingent on having a signed contract returned no later than February 1, 2024. Please scan and email the signed contract to:

Audrey McGraw – Jefferson County Clerk
audreym@jeffersoncountyi.gov

and

Marc DeVries – Jefferson County Finance Director
MarcD@jeffersoncountyi.gov