



## FINANCE COMMITTEE MEETING AGENDA

MONDAY, FEBRUARY 09, 2026 AT 5:30 PM

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

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**Virtual Meeting Info:** <https://us06web.zoom.us/join> Meeting ID: 965 279 3780 Passcode: 53094 One tap mobile

+16469313860 <https://us06web.zoom.us/j/9652793780?pwd=0gIWdtrdiJJHznZXyVgAb9U8pNOstl.1>

All public participants' devices will be muted during the meeting except during the public comment period.

**1. CALL TO ORDER**

**2. REVIEW AND APPROVE MINUTES**

A. Finance Committee minutes from January 26, 2026

B. Finance Committee minutes from February 3, 2026

**3. OPENING FOR PUBLIC COMMENT**

*Each individual who would like to address the Committee will be permitted up to three minutes for their comments on agenda items only*

**4. BUSINESS**

A. Review and take action: Environmental Health Lodging license & pool monitoring fees

B. Discuss and take possible action: Municipal Building boiler system replacement steps

**5. ADJOURNMENT**

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

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



## FINANCE COMMITTEE MEETING MINUTES

MONDAY, JANUARY 26, 2026 AT 5:30 PM

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

Finance Committee members present: Mayor Stocks, Alderpersons Berg, Davis, Lampe, and Smith

Others present: Finance Director Stevens, Attorney Panagopoulos, Park/Rec Director Butteris, Street Operations Manager Winkelman (video), Alder Arnett (video)

1. Mayor Stocks called the meeting to order at 5:35 pm.
2. Ald. Berg moved, seconded by Ald. Smith, to approve the **Finance Committee minutes from January 12, 2026**; unanimously approved.
3. Mr. Stevens provided historical comparisons of the **2025 and 2026 Watertown tax rates** (broken down by the four taxing entities) and the **2023-2025 mill rates for all cities in Dodge and Jefferson counties**. The equalized rates provide the best comparison. In 2025, Watertown ranks the third lowest city in Dodge and the lowest city in Jefferson. Both rankings have lowered in their positions from the prior year.
4. Park/Rec Director Butteris recommended a promotion for **Ryan Thurow to be hired as the Parks Project Supervisor** at g/s 155C. Ald. Smith made the motion, seconded by Ald. Lampe, to approve this recommendation with an effective date of 2/4/26. Unanimously approved.
5. A **development agreement (DA) between the City and Habitat for Humanity of Waukesha County** was presented for approval for the construction of six zero-lot line twin homes (twelve units) east of Madison College. The City's participation is limited to the infrastructure work extending Wilbur Street one additional block west. It is estimated that each unit will be sold for approximately \$250K - \$275K. A motion to approve the DA was offered by Ald. Berg, supported by Ald. Lampe, and approved unanimously.
6. Ald. Lampe moved, seconded by Ald. Smith, to convene into closed session per §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (**Walgreens vs. City of Watertown** [excessive tax claim]). Unanimously approved via roll call vote.
7. After the committee reconvened into open session, Ald. Smith, seconded by Ald. Davis, to adjourn the Finance Committee at 6:35 p.m., and was carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

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



**FINANCE COMMITTEE MEETING MINUTES**

**MONDAY, FEBRUARY 03, 2026 AT 5:30 PM**

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

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Finance Committee members present: Mayor Stocks, Alderpersons Berg, Davis, Lampe, and Smith

Others present: Finance Director Stevens, Attorney Panagopoulos

1. Mayor Stocks called the meeting to order at 5:32 pm.
2. Ald. Lampe moved, seconded by Ald. Davis, to convene into closed session per §19.85(1)(e) to deliberate or negotiate other specified public business, whenever competitive or bargaining reasons require a closed session and per §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (**JCEDC**). Unanimously approved via roll call vote.
3. After the committee reconvened into open session, Ald. Davis, seconded by Ald. Berg, to adjourn the Finance Committee at 6:00 p.m., and was carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

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

**Environmental Health Fee Schedule**

<b><u>Type</u></b>	<b><u>Current 2025</u></b>
<b>1. Retail Food Establishments - Serving Meals (includes mobile retail food establishment - serving meals)</b>	
<b>(a) Retail Food Serving Meals - Prepackaged TCS</b>	
1. License Fee	\$127.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$134.00
Pre-inspection Fee for Change of Owner	\$100.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$175.00
5. Late Fee	\$21.00
<b>(b) Retail Food Serving Meals - Simple</b>	
1. License Fee	\$276.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$332.00
Pre-inspection Fee for Change of Owner	\$249.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$326.00
5. Late Fee	\$46.00
<b>(c) Retail Food Serving Meals - Moderate</b>	
1. License Fee	\$397.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$488.00
Pre-inspection Fee for Change of Owner	\$366.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$479.00
5. Late Fee	\$66.00
<b>(d) Retail Food Serving Meals - Complex</b>	
1. License Fee	\$649.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$798.00
Pre-inspection Fee for Change of Owner	\$598.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$785.00
5. Late Fee	\$108.00
<b>(e) Mobile Retail Food Establishment Base - No Food Preparation or Processing Activities</b>	
1. License Fee	\$52.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$0.00
Pre-inspection Fee for Change of Owner	\$0.00
3. Re-inspection Fee	\$45.00
4. Re-inspection 2 Fee	\$45.00

<u>Type</u>	<u>Current 2025</u>
5. Late Fee	\$9.00
(f) Transient Retail Food - TCS	
1. License Fee	\$205.00
(g) Transient Retail Food - Non-TCS	
1. License Fee	\$81.00
(h) Transient Retail Food - Prepackaged TCS	
1. License Fee	\$52.00
2. Bed and Breakfast	
1. License Fee	\$133.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00
Pre-inspection Fee for Change of Owner	\$229.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
3. Hotel/Motel/Tourist Rooming House/Specialty Lodging	
(a) Hotel/Motel 05-30 Sleeping Rooms	
1. License Fee	\$248.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$489.00
Pre-inspection Fee for Change of Owner	\$366.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$295.00
5. Late Fee	\$85.00
(b) Hotel/Motel 31-99 Sleeping Rooms	
1. License Fee	\$337.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$678.00
Pre-inspection Fee for Change of Owner	\$508.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$408.00
5. Late Fee	\$85.00
(c) Hotel/Motel 100—199 Sleeping Rooms	
1. License Fee	\$428.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$810.00
Pre-inspection Fee for Change of Owner	\$607.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$515.00
5. Late Fee	\$85.00

<u>Type</u>	<u>Current 2025</u>
<b>(d) Hotel/Motel 200 or more Sleeping Rooms</b>	
1. License Fee	\$589.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,208.00
Pre-inspection Fee for Change of Owner	\$906.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$714.00
5. Late Fee	\$85.00
<b>(e) Tourist Rooming House (1-4 rooms)</b>	
1. License Fee	\$133.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00
Pre-inspection Fee for Change of Owner	\$229.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(a.) Tourist Rooming House (1)</b>	
1. License Fee	\$310.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00
Pre-inspection Fee for Change of Owner	\$229.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(b.) Tourist Rooming House (2 to 4)</b>	
1. License Fee	\$518.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$406.00
Pre-inspection Fee for Change of Owner	\$305.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(c.) Tourist Rooming House (5 to 9)</b>	
1. License Fee	\$633.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$506.00
Pre-inspection Fee for Change of Owner	\$380.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(d.) Tourist Rooming House (10 to 19)</b>	
1. License Fee	\$690.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,200.00

<u>Type</u>	<u>Current 2025</u>
Pre-inspection Fee for Change of Owner	\$900.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(e.) Tourist Rooming House (20 to 39)	
1. License Fee	\$805.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,400.00
Pre-inspection Fee for Change of Owner	\$1,050.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(f.) Tourist Rooming House (40 to 99)	
1. License Fee	\$920.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,600.00
Pre-inspection Fee for Change of Owner	\$1,200.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(g.) Tourist Rooming House (100 to 299)	
1. License Fee	\$1,035.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,800.00
Pre-inspection Fee for Change of Owner	\$1,350.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(h.) Tourist Rooming House (300 to 599)	
1. License Fee	\$1,150.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$2,000.00
Pre-inspection Fee for Change of Owner	\$1,500.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(i.) Tourist Rooming House (600+)	
1. License Fee	\$1,265.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$2,200.00
Pre-inspection Fee for Change of Owner	\$1,650.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00

<u>Type</u>	<u>Current 2025</u>
<b>(j.) Hotel/Motel 05-30 Rooms</b>	
1. License Fee	\$403.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$700.00
Pre-inspection Fee for Change of Owner	\$525.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(k.) Hotel/Motel 31-99 Rooms</b>	
1. License Fee	\$518.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$900.00
Pre-inspection Fee for Change of Owner	\$675.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(l.) Hotel/Motel 100 – 249 Rooms</b>	
1. License Fee	\$633.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,100.00
Pre-inspection Fee for Change of Owner	\$825.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(m.) Hotel/Motel 250 to 499 Rooms</b>	
1. License Fee	\$748.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,300.00
Pre-inspection Fee for Change of Owner	\$975.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(n.) Hotel/Motel 500 to 749 Rooms</b>	
1. License Fee	\$863.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,500.00
Pre-inspection Fee for Change of Owner	\$1,125.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(o.) Hotel/Motel 750 to 1000 Rooms</b>	
1. License Fee	\$978.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,700.00



<u>Type</u>	<u>Current 2025</u>
Pre-inspection Fee for Change of Owner	\$1,275.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(p.) Hotel/Motel 1000+ Rooms	
1. License Fee	\$1,093.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,900.00
Pre-inspection Fee for Change of Owner	\$1,425.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(q.) Specialty Lodging (1)	
1. License Fee	\$341.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$592.00
Pre-inspection Fee for Change of Owner	\$444.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(r.) Specialty Lodging (2 to 4)	
1. License Fee	\$518.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$900.00
Pre-inspection Fee for Change of Owner	\$675.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(s.) Specialty Lodging (5 to 9)	
1. License Fee	\$634.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,100.00
Pre-inspection Fee for Change of Owner	\$825.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(t.) Specialty Lodging (10 to 19)	
1. License Fee	\$690.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,200.00
Pre-inspection Fee for Change of Owner	\$900.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00

<u>Type</u>	<u>Current 2025</u>
<b>(u.) Specialty Lodging (20 to 39)</b>	
1. License Fee	\$805.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,400.00
Pre-inspection Fee for Change of Owner	\$1,050.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(v.) Specialty Lodging (40 to 99)</b>	
1. License Fee	\$920.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,600.00
Pre-inspection Fee for Change of Owner	\$1,200.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>5. Campground</b>	
<b>(a) Campgrounds (1-25 sites)</b>	
1. License Fee	\$211.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$387.00
Pre-inspection Fee for Change of Owner	\$290.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$244.00
5. Late Fee	\$85.00
<b>(b) Campground (26-50 sites)</b>	
1. License Fee	\$302.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$576.00
Pre-inspection Fee for Change of Owner	\$432.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$357.00
5. Late Fee	\$85.00
<b>(c) Campground (51-100 sites)</b>	
1. License Fee	\$367.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$714.00
Pre-inspection Fee for Change of Owner	\$535.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$433.00
5. Late Fee	\$85.00
<b>(d) Campground (101 - 199 sites)</b>	

<u>Type</u>	<u>Current 2025</u>
1. License Fee	\$428.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$846.00
Pre-inspection Fee for Change of Owner	\$634.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$510.00
5. Late Fee	\$85.00
(e) Campground (200 or more sites)	
1. License Fee	\$494.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$984.00
Pre-inspection Fee for Change of Owner	\$738.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$591.00
5. Late Fee	\$85.00
Recreational/Education Camps- Simple	
1. License Fee	\$587.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,020.00
Pre-inspection Fee for Change of Owner	\$738.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$102.00
Recreational/Education Camps - Simple w/ Hospitality	
1. License Fee	\$647.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,124.00
Pre-inspection Fee for Change of Owner	\$843.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$112.00
Recreational/Education Camps- Moderate	
1. License Fee	\$639.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,110.00
Pre-inspection Fee for Change of Owner	\$833.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$111.00
Recreational/Education Camps - Moderate w/ Hospitality	
1. License Fee	\$761.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,322.00
Pre-inspection Fee for Change of Owner	\$992.00
3. Re-inspection Fee	\$200.00

<u>Type</u>	<u>Current 2025</u>
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$132.00
<b>Recreational/Education Camps- Complex</b>	
1. License Fee	\$682.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,186.00
Pre-inspection Fee for Change of Owner	\$890.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$119.00
<b>Recreational/Education Camps - Complex w/ Hospitality</b>	
1. License Fee	\$856.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,488.00
Pre-inspection Fee for Change of Owner	\$1,116.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$149.00
<b>6. School Inspections (no state reimbursement, not a license)</b>	
(a) Full Service Kitchen	\$460.00
(b) Full Service Pre-Inspection Fee	
(c) Satellite Kitchen	\$157.00
(d) Satellite Kitchen pre-Inspection	
<b>7. Retail Food Establishments - Not Serving Meals (includes mobile retail food establishment - not serving meals)</b>	
<b>(a) Retail Food Not Serving Meal - Complex</b>	
1. License Fee	\$1,154.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,020.00
Pre-inspection Fee for Change of Owner	\$765.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$459.00
5. Late Fee	\$137.00
<b>(b) Retail Food Not Serving Meals - Moderate</b>	
1. License Fee	\$447.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$408.00
Pre-inspection Fee for Change of Owner	\$306.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$193.00
5. Late Fee	\$53.00

<u>Type</u>	<u>Current 2025</u>
<b>(c) Retail Food Not Serving Meals - Simple-TCS</b>	
1. License Fee	\$320.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00
Pre-inspection Fee for Change of Owner	\$229.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$193.00
5. Late Fee	\$38.00
<b>(d) Retail Food Not Serving Meals - Simple - Non-TCS</b>	
1. License Fee	\$102.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$91.00
Pre-inspection Fee for Change of Owner	\$68.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$175.00
5. Late Fee	\$12.00
<b>(e) Retail Food Not Serving Meals - Prepackaged TCS</b>	
1. License Fee	\$55.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$0.00
Pre-inspection Fee for Change of Owner	\$0.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$175.00
5. Late Fee	\$9.00
<b>(f) Mobile Retail Food Establishment Base - No Food Preparation or Processing Activities</b>	
1. License Fee	\$52.00
2. Pre-Inspection Fee For New Buildings or Change of Use	\$0.00
Pre-Inspection Fee for Change of Owner	\$0.00
3. Re-Inspection Fee	\$45.00
4. Re-Inspection 2 Fee	\$45.00
5. Late Fee	\$9.00
<b>(g) Micro Markets - Single Location</b>	
1. License Fee	\$46.00
2. Late Fee	\$85.00
<b>(h) Micro Markets - Multiple Locations (on the same premises)</b>	
1. License Fee	\$69.00
2. Late Fee	\$12.00
<b>(i) Inspection fee for mobile retail food stands (no state reimbursement, not a license)</b>	\$50.00

<u>Type</u>	<u>Current 2025</u>
<b>8. Recreational Water</b>	
<b>Simple Pool</b>	
1. License Fee	\$240.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$208.00
Pre-inspection Fee for Change of Owner	\$156.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
5. Late Fee	\$42.00
<b>Simple Pool w/ features</b>	
1. License Fee	\$397.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$345.00
Pre-inspection Fee for Change of Owner	\$259.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
<b>Special Re-inspection for Non-Compliance</b>	<b>\$500.00</b>
5. Late Fee	\$69.00
<b>Moderate Pool</b>	
1. License Fee	\$359.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$312.00
Pre-inspection Fee for Change of Owner	\$234.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
<b>Special Re-inspection for Non-Compliance</b>	<b>\$500.00</b>
5. Late Fee	\$62.00
<b>Moderate Pool w/ features</b>	
1. License Fee	\$518.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$450.00
Pre-inspection Fee for Change of Owner	\$338.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
<b>Special Re-inspection for Non-Compliance</b>	<b>\$500.00</b>
5. Late Fee	\$90.00
<b>Complex Pool</b>	
1. License Fee	\$449.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$390.00
Pre-inspection Fee for Change of Owner	\$293.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
<b>Special Re-inspection for Non-Compliance</b>	<b>\$500.00</b>

<u>Type</u>	<u>Current 2025</u>
5. Late Fee	\$78.00
Complex Pool w/ features	
1. License Fee	\$607.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$527.00
Pre-inspection Fee for Change of Owner	\$396.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
Special Re-inspection for Non-Compliance	\$500.00
5. Late Fee	\$78.00

# MEMO

## Watertown Department of Public Health

**To: Mayor Stocks & Finance Committee**

**From: Carol Quest, Health Officer/Director**

**Date: February 3, 2026**

**Subject: Fee update for Lodging & Recreational Water License  
Chemistry Inspection**

### Background

#### ***2026 DATCP Lodging License Fee Update***

As an agent health department of the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP), our local fees are affected by contractual requirements set forth by DATCP.

The updated fee schedule reflects the addition of new license categories and adjustments to fees for DATCP lodging facilities.

#### ***UPDATED CATEGORIES AND FEES:***

The legislature approved the updated ATCP 72 Hotels, Motels, and Tourist Rooming Houses in October 2025. The new code will have an effective date of January 25, 2026.

The revised ATCP 72 includes increased fees and new and updated license categories. The categories are divided into three different types and leveled by number of keyed units.

The Health Department is required to provide and include the same license categories as provided by ATCP 72. Attached is an updated fee schedule based on ATCP 72 fees and categories. Pre-inspection fees for Tourist Rooming House(s) were adjusted based on internal evaluation of actual cost of staff time and resources. A 15% reimbursement fee will be applied to base fees to have accurate funds to reimburse DATCP as required by contract.

New fees will be in effect starting April 1, 2026 as cited in ATCP 72.



# MEMO

## ***2026 Monthly Recreational Water License Chemistry Inspections Update***

Per Health Department policy, chemistry inspections of recreational water licenses are conducted monthly to ensure safe recreational water operations for the public.

Recreational water licenses that complete six consecutive months without a chemistry-related closure are removed from monthly chemistry inspections. These licenses return to the annual routine inspection schedule. Monthly chemistry inspections are resumed only if chemistry levels are found to be out of range during a subsequent routine inspection.

Since this change, 21 of the 27 recreational water licenses have been removed from monthly chemistry inspections. Six licenses have remained on monthly chemistry inspections for 18 months or longer.

Currently, if a recreational water license is ordered to close during a monthly chemistry inspection, a Temporary Order to Cease Operations is issued. A re-inspection is conducted and a \$100 re-inspection fee is assessed. If chemistry levels remain out of range during the re-inspection, a second re-inspection is required and a \$150 fee is assessed. This cycle continues until the Temporary Order to Cease Operations is terminated once the chemistry has been corrected.

### ***RECOMMENDED UPDATED FEES AND PROCEDURE:***

Effective July 1, 2026, recreational water facilities on monthly chemistry inspection that are closed due to a chemistry violation will be assessed a special reinspection fee. The fee will be \$500 per closure and is consistent with the proposed fee schedule.

A recreational water license will be placed on monthly chemistry inspection if water quality standards in ATCP 76.14 are not met during an annual routine inspection. Licenses currently on increased chemistry inspection will remain on increased chemistry inspection. Licenses that fail to correct water chemistry within the timeframe specified in a Temporary Order will be suspended.

Recreational water licenses will remain on monthly chemistry inspection until six consecutive months of compliant chemistry results. If six consecutive months are not achieved within 12 months of the annual inspection date, the license will be suspended. If the conditions of the suspension order are not met by June 30<sup>th</sup> of that license year, the license will not be renewed. The fine for operating a recreational water facility without a license is \$500.00 per day.

# MEMO

These fee changes do **not** apply to re-inspections for violations and closure criteria that are **not** related to chemistry. Those fees will remain \$100.00 for the first, and \$150.00 for the second and subsequent re-inspections.

## Budget Goal

Encourage community growth by assessing opportunities, involving all stakeholders, environmental needs, modern code and policy priorities.

## Financial Impact

The financial impact will be neutral. The increased cost will cover increased staff time required to meet the inspections requirements and the increased reimbursement to the Department of Agriculture, Trade and Consumer Protection.

## Recommendation

The Department respectfully requests your approval of this updated fee schedule, which will ensure that we continue to meet our contractual obligations and provide essential inspection services without disruption.

**RESOLUTION TO  
UPDATE LICENSE FEE SCHEDULE  
WATERTOWN DEPARTMENT OF PUBLIC HEALTH**

**SPONSOR: ALD DANA DAVIS AND ALD FRED SMITH  
FROM: WATERTOWN BOARD OF HEALTH**

**WHEREAS, Use the whereas clauses to describe the reason and background for this resolution;**  
**and, LEFT IN INCASE WE NEED TO ADD**

**WHEREAS**, as an agent of the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP), the Department's local licensing fees are directly impacted by contractual requirements established by DATCP; and,

**WHEREAS**, in October 2025, the Wisconsin Legislature approved revisions to Wisconsin Administrative Code ATCP 72 governing Hotels, Motels, and Tourist Rooming Houses; and,

**WHEREAS**, the revised ATCP 72 includes increased licensing fees and establishes new and updated license categories, which are divided into three category types and further tiered based on the number of keyed units; and,

**WHEREAS**, as an agent health department, the Department is required to adopt and utilize the same license categories as those established under ATCP 72, and an updated fee schedule based on the ATCP 72 fees and categories has been prepared and attached; and,

**WHEREAS**, pre-inspection fees for Tourist Rooming House licenses have been adjusted based on an internal evaluation of the actual costs associated with staff time and departmental resources; and,

**WHEREAS**, a fifteen percent (15%) reimbursement fee has been added to base license fees to reimburse DATCP, as required under the Department's contractual agreement; and,

**WHEREAS**, the revised licensing fees shall take effect on April 1, 2026, as specified in ATCP 72; and,

**WHEREAS**, monthly chemistry inspections of recreational water facilities are conducted to ensure the safe operation of recreational water attractions for public health protection; and,

**WHEREAS**, Department policy provides that recreational water licenses which experience six consecutive months without a chemistry-related closure shall be removed from monthly chemistry inspections and returned to the routine annual inspection schedule, with monthly inspections to resume only if chemistry results are found to be out of range during a subsequent routine inspection; and,

**WHEREAS**, under this policy, twenty-one (21) of the twenty-seven (27) recreational water licenses have been removed from monthly chemistry inspections, while six (6) recreational water

licenses have remained on monthly chemistry inspection status for eighteen (18) months or longer; and,

**WHEREAS**, when a recreational water license is ordered closed due to a chemistry violation identified during a monthly chemistry inspection, a Temporary Order to Cease Operations is issued along with a re-inspection fee of one hundred dollars (\$100.00), and if a second re-inspection is required due to continued chemistry noncompliance, an additional re-inspection fee of one hundred fifty dollars (\$150.00) is assessed; and,

**WHEREAS**, effective July 1, 2026, any recreational water facility subject to monthly chemistry inspections that is ordered closed during an inspection due to a chemistry violation shall be assessed a special re-inspection fee for noncompliance in the amount of five hundred dollars (\$500.00) per closure, in accordance with the proposed fee schedule provided.

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

That the proper City Officials be and are hereby authorized to approve the Environmental Health Fee Schedule.

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

	YES	NO
DAVIS		
LAMPE		
BERG		
BARTZ		
BLANKE		
SMITH		
ARNETT		
WETZEL		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED Type meeting date

CITY CLERK

APPROVED Type meeting date

MAYOR

To: Finance Committee  
From: Mark Stevens  
Date: February 9, 2026  
RE: Municipal Building Boiler Replacement Plan

One of the two 2-MMBTU boilers in the tandem system has failed and cannot be repaired. To address continuous leakage from failed valves on that unit, the entire heating system had to be shut down and fully drained. While the system was offline, the repair contractor also replaced similar failing valves on the remaining operational boiler.

The original system was designed as a simple primary-loop configuration—continuously circulating water through both boilers without the isolation valves needed to separate components during maintenance. This design limitation complicates repairs and increases downtime. In addition, many of the aging gaskets used at piping connections have become dependent on consistently high water temperatures (160° or more) to remain sealed. With only one boiler in service—and undersized for the building’s heating load, which the contractor estimates at approximately 2.75 MMBTU—maintaining those temperatures is increasingly difficult.

In short, the system is operating on borrowed time. Requests to replace the boiler plant have been deferred across multiple budget cycles, but replacement is now unavoidable. A preliminary cost estimate was obtained several years ago and has been adjusted annually to reflect rising construction costs; the current estimate is \$322,000. The approved 2026 Capital Improvements budget includes \$652,426 for this project. Ongoing reliability issues, obsolete controls, and deteriorating piping now pose significant operational and financial risks to the City.

### **Project Overview**

The project includes four major components:

- 1. Immediate Repairs (Short-Term Stabilization)**

Limited repairs are required to keep the current system operational during the design and bidding period. These include leak fixes, circulator replacements, and safety-device updates.

- 2. Engineering & Design**

Full mechanical, electrical, and controls design will define the new boiler plant, venting, pumps, piping, and integration with the Building Automation System (BAS). This phase produces bid-ready construction documents.

- 3. Boiler Plant Replacement**

Installation of new high-efficiency boilers, pumps, venting, expansion tanks, air/dirt separation, near-boiler piping, and updated electrical service. The project also includes hydronic balancing and replacement of failing valves or piping sections discovered during construction.

- 4. Controls & BAS Integration**

Modern boiler controls and full BAS integration will improve efficiency, reliability, and monitoring. New sensors, control valves, and updated sequences of operation are included.

## Additional Required Components

To ensure a complete and code-compliant project, the following items may be necessary:

- Temporary heat during construction
- Asbestos/lead abatement if disturbed
- Rigging and access modifications for equipment removal
- Commissioning and functional performance testing
- Staff training and O&M documentation
- Contingency for unforeseen conditions in the existing mechanical room

## Phasing Plan

### Phase 1 – Stabilization

Perform essential repairs to maintain heat and begin system assessment.

### Phase 2 – Engineering & Design

Develop construction documents, conduct structural and venting reviews, and prepare bid package.

### Phase 3 – Bidding & Procurement

Public bidding, contractor selection, and ordering of long-lead equipment.

### Phase 4 – Construction & Replacement

Temporary heat setup, demolition, installation of new boilers and piping, electrical and controls work, and commissioning.

### Phase 5 – Training & Closeout

Staff training, documentation, warranty activation, and seasonal system optimization.

## Expected Outcomes

- Reliable, efficient heating for the next 25–30 years
- Reduced energy and maintenance costs
- Improved comfort and control throughout City Hall
- Modernized infrastructure aligned with municipal facility standards

## Request:

To proceed responsibly and without delay, the City must engage a qualified mechanical engineering firm to complete the design, prepare construction documents, and support the expedited replacement of the heating plant. The urgency of the situation, combined with the technical complexity of the system, makes a qualifications-based selection both necessary and in the City’s best interest.

## Requested Action:

Authorize City staff to solicit and contract with a qualified engineering firm for design and related professional services for the boiler plant replacement project, **waiving the low-bid procurement requirement due to the urgent need to protect City facilities and maintain uninterrupted operations**. The low-bid procurement requirement will continue to apply for the boiler system replacement.

**Contingency Plan**

The second boiler in the current tandem system is the same age and condition as the one that failed. If it were to fail during this heating season, and if temperatures drop below 10 degrees for several days, there is a significant risk of ruptured water pipes throughout the building. This could damage computer and electrical systems and disrupt essential services, including Law Enforcement operations. Such an event could result in substantial repair costs and extended service interruptions. In an emergency of this nature, time would be critical, and the standard bid process—which typically takes weeks or months—would likely need to be bypassed, even if this results in higher installation costs.