



## FINANCE COMMITTEE MEETING AGENDA

MONDAY, APRIL 21, 2025 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: 9178580897 Passcode: 53094 One tap mobile +16469313860

<https://us06web.zoom.us/j/9178580897?pwd=eUOpCUyvIV65zIPMYImMdPU1LVLx5L1>

### 1. CALL TO ORDER

### 2. REVIEW AND APPROVE MINUTES

- A. Finance Committee minutes from April 7, 2025

### 3. BUSINESS

- A. Review and take action: EMS Billing write offs
- B. Review and take action: Environmental Health fees
- C. Review and take possible action: Review Rock River District Vision plan and draft of revised CIP
- D. 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 (2024 Riverfest extraordinary services billing)
- E. Reconvene into open session
- F. Review and take possible action: settlement of 2024 Riverfest extraordinary services billing

### 4. ADJOURNMENT

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [cityclerk@watertownwi.gov](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, APRIL 07, 2025, AT 5:30 PM

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

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

Others present: Finance Director Stevens, Attorney Chesebro, Streets Ops Manager Winkleman, Public Health Director Quest, Fire Chief Reynen, Tim Hayden, Lisa Schwartz, Park/Rec Director Butteris (video), Media Coordinator Famularo (video), Stephanie Juhl (video), Mason Becker (video), Malayna Halvorson-Maes (McGrath Consultants via video)

1. Call to order. Mayor McFarland called the meeting to order at 5:30 p.m.
2. A motion was made by Ald. Bartz, seconded by Ald. Davis, to **approve the minutes from March 24**. Approved.
3. The current vending machine company has informed the City that they will be removing services at City Hall. It is recommended that **WTCH Lake Country Vending** be allowed to install a replacement service at no cost to the City. Ald. David moved to approve, seconded by Ald. Bartz, and approved by all.
4. Several modifications to the employee **handbook section on health insurance** were necessary because of the transition from the WI ETF program to Dean Healthcare as of January 1. Administrative staff updated the contents and presented for approval. Ald. Davis made the motion, supported by Ald. Moldenhauer, to recommend the changes to Council. Approved unanimously.
5. The 2025 budget included funding for an updated **pay study**. McGrath Human Resources Group was contracted to complete this study over the last few months. The report located in the meeting packet was reviewed by the lead consultant, Malayna Maes. External market data was solicited from 28 comparable public organizations. The recommendation was for Watertown to establish its compensation philosophy to the average market comparison. Several recommendations have been presented for both the wages and benefits sides of compensation. Mayor McFarland recommended that the Finance Committee implement the pay study into the 2026 budget (approximately \$339K) and work to implement the additional in-range adjustments (total additional cost of approximately \$654K).
6. A motion was made by Ald. Moldenhauer, supported by Ald. Bartz, 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 (**status of claims against the City**). Unanimously approved on roll call vote.
7. After convening into open session, Ald. Moldenhauer moved, seconded by Ald. Davis, to recommend that Council deny an **insurance claim of Christopher O'Brien**. Approved by all.
8. Finance Committee adjournment. Ald. Moldenhauer moved, seconded by Ald. Lampe, to adjourn the Finance Committee at 7:03 p.m., and was carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

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

# MEMO

## Fire Department

**To:** Finance Committee

**From:** Andrea Peters

**Date:** 04/09/2025

**Subject:** Request for Approval to Write Off Uncollectible EMS Billing Accounts

## Background

Attached to this memo is a list of EMS billing accounts that I am requesting approval to write off. All accounts listed have been through the full collections process, and despite all reasonable efforts, they remain uncollectible.

Each account on the list includes the reason it is no longer considered collectible—whether due to bankruptcy, deceased patients with no estate, returned mail with no forwarding address, or accounts deemed uncollectible by the State of Wisconsin Department of Revenue.

Writing off uncollectible debts is a standard business practice and is also required by auditors to ensure our financial records remain accurate and compliant with accounting standards. Approval of this write-off request will help us maintain proper financial reporting and recordkeeping.

Please let me know if you have any questions or need further information regarding any of the accounts listed.

Thank you for your consideration.

# Request for Write-Off - 2nd Quarter 2025

Section 3, Item A.

Call Number	DOS	Balance	Write Off Reason
013-13-1585	9/17/2013	\$430.60	Deceased - No Estate
1700036	1/5/2017	\$220.00	Deceased - No Estate
1801461.1	7/23/2018	\$745.26	Deceased - No Estate
013-21-1426	7/20/2021	\$250.00	Deceased - No Estate
013-22-0242	2/1/2022	\$265.00	Deceased - No Estate
013-22-0307	2/8/2022	\$1,160.89	Deceased - No Estate
013-22-2036	9/24/2022	\$770.83	Deceased - No Estate
013-22-2073	9/29/2022	\$617.99	Deceased - No Estate
013-22-2638	12/8/2022	\$971.00	Deceased - No Estate
013-22-2771	12/23/2022	\$510.81	Deceased - No Estate
013-22-2279	10/27/2022	\$746.00	Deceased - No Estate
013-23-0250	2/3/2023	\$280.00	Deceased - No Estate
013-23-2016	9/4/2023	\$1,500.00	Deceased - No Estate
013-23-2354	10/16/2023	\$1,108.80	Deceased - No Estate
013-23-2403	10/23/2023	\$1,108.80	Deceased - No Estate
013-24-0159	1/18/2024	\$1,333.00	Deceased - No Estate
013-24-0216	1/24/2024	\$290.00	Deceased - No Estate
013-24-0372	2/15/2024	\$1,133.00	Deceased - No Estate
013-24-0378	2/16/2024	\$1,133.00	Deceased - No Estate
013-24-0453	2/24/2024	\$300.00	Deceased - No Estate
013-24-0552	3/7/2024	\$290.00	Deceased - No Estate
1800903	5/8/2018	\$108.74	Unable to Locate - No SSN available
013-22-2019	9/22/2022	\$887.00	Unable to Locate - No SSN available
1401949	10/28/2014	\$1,087.14	Department of Revenue Determined Uncollectible
1600258	2/10/2016	\$766.12	Department of Revenue Determined Uncollectible
1601945	10/20/2016	\$685.47	Department of Revenue Determined Uncollectible
1700332	2/15/2017	\$740.55	Department of Revenue Determined Uncollectible
1700430	3/10/2017	\$52.83	Department of Revenue Determined Uncollectible
1700724	4/8/2017	\$780.09	Department of Revenue Determined Uncollectible
1700957	5/15/2017	\$947.61	Department of Revenue Determined Uncollectible
1702130	10/18/2017	\$866.17	Department of Revenue Determined Uncollectible
1702221	11/1/2017	\$825.81	Department of Revenue Determined Uncollectible

# Request for Write-Off - 2nd Quarter 2025

Section 3, Item A.

1702498	12/11/2017	\$896.50	Department of Revenue Determined Uncollectible
1800271	2/5/2018	\$632.02	Department of Revenue Determined Uncollectible
1800502	3/10/2018	\$675.10	Department of Revenue Determined Uncollectible
1801010	5/23/2018	\$1,279.92	Department of Revenue Determined Uncollectible
1801580	8/9/2018	\$1,063.72	Department of Revenue Determined Uncollectible
1801616	8/13/2018	\$831.33	Department of Revenue Determined Uncollectible
013-19-1535	7/24/2019	\$70.36	Department of Revenue Determined Uncollectible
013-19-1739	8/21/2019	\$100.00	Department of Revenue Determined Uncollectible
013-20-0205	1/29/2020	\$726.86	Department of Revenue Determined Uncollectible
013-21-2051	10/2/2021	\$1,061.89	Department of Revenue Determined Uncollectible
013-23-0969	5/7/2023	\$964.96	Department of Revenue Determined Uncollectible
<b>Amount for Write Offs</b>		<b>\$31,215.17</b>	

# MEMO

## Watertown Department of Public Health- Environmental Health Division

To: Watertown Board of Health

From: Carol Quest

Date: 4/7/2025

Subject: 2025 DATCP (Wisconsin Department of Agriculture, Trade and Consumer Protection) License Fee Update

### Background

Watertown Department of Public Health is an agent of Wisconsin Department of Agriculture Trade and Consumer Protection (DATCP) to conduct inspections and licensing of retail food, lodging, and recreational establishments. As an agent of DATCP, our local fees are directly impacted by contractual requirements set forth by DATCP.

At the end of each license year, our department is required to reimburse DATCP a defined percentage of each license fee issued during the license year July 1<sup>st</sup> through June 30<sup>th</sup>. The reimbursement fee was previously set at 12% of each license issued. DATCP recently updated the annual reimbursement schedule for 07/01/2025 through 06/30/2028. The contract indicated an increase in reimbursement during upcoming license years:

Per the contract:

*Starting July 1, 2025, A fee equal to 13% of the applicable state license fee, regardless of the license fee actually charged by the local Agent, if the Agent prepares and submits to the DATCP, by September 30 of that year, an annual self-assessment as required by Wis. Stat. §§ 97.41 and 97.615.*

*Starting July 1, 2026, A fee equal to 14% of the applicable state license fee, regardless of the license fee actually charged by the local Agent, if the Agent prepares and submits to the DATCP, by September 30 of that year, an annual self-assessment as required by Wis. Stat. §§ 97.41 and 97.615.*

*Starting July 1, 2027, A fee equal to 15% of the applicable state license fee, regardless of the license fee actually charged by the local Agent, if the Agent prepares and submits to the DATCP,*

# MEMO

*by September 30 of that year, an annual self-assessment as required by Wis. Stat. §§ 97.41 and 97.615.*

We have applied a 15% reimbursement fee to our base fees to have accurate funds to reimburse DATCP and adjusted the license fees on the following fee schedule.

In September 2024, after internal time and fiscal analysis, it was decided that we would no longer continue our agent contract with the Department of Professional Services for body art licensing and inspection. The following fee schedule has now been updated to remove those license categories.

## Budget Goal

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

## Financial Impact

License fees are paid directly by facilities and are passed through to DATCP. The fiscal impact on the Environmental Health operating budget will be neutral.

## Recommendation

The Department respectfully request 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.

**Environmental Health Fee Schedule**

Wording in red font are updates to names of categories or additional categories found in the Wisconsin Food Code  
Fees highlighted in yellow indicate proposed change

<b>Type</b>	<b>Current</b>	<b>Current</b>	<b>Current Permit</b>	<b>Proposed Permit</b>
	<b>2020</b>	<b>2020 + 12%</b>	<b>Fee</b>	<b>Fee Beginning 7/1/2025</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	\$110.00	\$123.20	\$124.00	\$126.50
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	\$240.00	\$268.80	\$269.00	\$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	\$345.00	\$386.40	\$387.00	\$396.75
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	\$564.00	\$631.68	\$632.00	\$648.60
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	\$45.00	\$50.40	\$51.00	\$51.75
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>(f) Transient Retail Food - TCS</b>				
1. License Fee	\$178.00	\$199.36	\$200.00	\$204.70
<b>(g) Transient Retail Food - Non-TCS</b>				
1. License Fee	\$70.00	\$78.40	\$80.00	\$80.50
<b>(h) Transient Retail Food - Prepackaged TCS</b>				
1. License Fee	\$45.00	\$50.40	\$50.00	\$51.75
<b>2. Bed and Breakfast</b>				
1. License Fee	\$115.00	\$128.80	\$129.00	\$132.25
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>3. Hotel/Motel/Tourist Rooming House</b>				
<b>(a) Hotel/Motel 05-30 Sleeping Rooms</b>				
1. License Fee	\$215.00	\$240.80	\$241.00	\$247.25
2. Pre-inspection Fee For New Buildings or Change of Use	\$489.00			

Type	Current		Current Permit		Proposed Permit Fee Beginning 7/1/2025
	2020	2020 + 12%	Fee	2020+15%	
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>(b) Hotel/Motel 31-99 Sleeping Rooms</b>					\$337.00
1. License Fee	\$293.00	\$328.16	\$329.00	\$336.95	
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				
<b>(c) Hotel/Motel 100 – 199 Sleeping Rooms</b>					
1. License Fee	\$372.00	\$416.64	\$417.00	\$427.80	\$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				
<b>(d) Hotel/Motel 200 or more Sleeping Rooms</b>					
1. License Fee	\$512.00	\$573.44	\$574.00	\$588.80	\$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	\$115.00	\$128.80	\$129.00	\$132.25	\$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>5. Campground</b>					
<b>(a) Campgrounds (1-25 sites)</b>					\$211.00
1. License Fee	\$183.00	\$204.96	\$205.00	\$210.45	
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	\$262.00	\$293.44	\$294.00	\$301.30	\$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	\$319.00	\$357.28	\$358.00	\$366.85	\$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>					
1. License Fee	\$372.00	\$416.64	\$417.00	\$427.80	\$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				

Type	Current	Current Permit			Proposed Permit
	2020	2020 + 12%	Fee	2020+15%	Fee Beginning 7/1/2025
<b>(e) Campground (200 or more sites)</b>					
1. License Fee	\$429.00	\$480.48	\$481.00	\$493.35	\$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				
<b>Recreational/Education Camps- Simple</b>					
1. License Fee	\$510.00	\$571.20	\$572.00	\$586.50	\$587.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,020.00				
Pre-inspection Fee for Change of Owner					
3. Re-inspection Fee	\$200.00				
4. Re-inspection 2 Fee	\$300.00				
5. Late Fee	\$102.00				
<b>Recreational/Education Camps - Simple w/ Hospitality</b>					
1. License Fee	\$562.00	\$629.44	\$630.00	\$646.30	\$647.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,124.00				
Pre-inspection Fee for Change of Owner					
3. Re-inspection Fee	\$200.00				
4. Re-inspection 2 Fee	\$300.00				
5. Late Fee	\$112.00				
<b>Recreational/Education Camps- Moderate</b>					
1. License Fee	\$555.00	\$621.60	\$622.00	\$638.25	\$639.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,110.00				
Pre-inspection Fee for Change of Owner					
3. Re-inspection Fee	\$200.00				
4. Re-inspection 2 Fee	\$300.00				
5. Late Fee	\$111.00				
<b>Recreational/Education Camps - Moderate w/ Hospitality</b>					
1. License Fee	\$661.00	\$740.32	\$741.00	\$760.15	\$761.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,322.00				
Pre-inspection Fee for Change of Owner					
3. Re-inspection Fee	\$200.00				
4. Re-inspection 2 Fee	\$300.00				
5. Late Fee	\$132.00				
<b>Recreational/Education Camps- Complex</b>					
1. License Fee	\$593.00	\$664.16	\$665.00	\$681.95	\$682.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,186.00				
Pre-inspection Fee for Change of Owner					
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	\$744.00	\$833.28	\$834.00	\$855.60	\$856.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,488.00				
Pre-inspection Fee for Change of Owner					
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		\$460.00		
(b) Full Service Pre-Inspection Fee					
(c) Satellite Kitchen	\$157.00		\$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	\$1,003.00	\$1,123.36	\$1,124.00	\$1,153.45	\$1,154.00

Type	Current		Current Permit		Proposed Permit Fee Beginning 7/1/2025
	2020	2020 + 12%	Fee	2020+15%	
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>					\$447.00
1. License Fee	\$388.00	\$434.56	\$435.00	\$446.20	
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				\$320.00
5. Late Fee	\$53.00				
<b>(c) Retail Food Not Serving Meals - Simple-TCS</b>					
1. License Fee	\$278.00	\$311.36	\$312.00	\$319.70	
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				\$102.00
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	\$88.00	\$98.56	\$99.00	\$101.20	
2. Pre-inspection Fee For New Buildings or Change of Use	\$91.00				\$55.00
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>					\$52.00
1. License Fee	\$47.00	\$52.64	\$53.00	\$54.05	
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				\$46.00
5. Late Fee	\$9.00				
<b>(f) Mobile Retail Food Establishment Base - No Food Preparation or Processing Activities</b>					
1. License Fee	\$45.00	\$50.40	\$51.00	\$51.75	
2. Pre-Inspection Fee For New Buildings or Change of Use	\$0.00				
Pre-Inspection Fee for Change of Owner	\$0.00				\$69.00
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	\$40.00	\$44.80	\$45.00	\$46.00	
2. Late Fee	\$85.00				
<b>(h) Micro Markets - Multiple Locations (on the same premises)</b>					
1. License Fee	\$60.00	\$67.92	\$68.00	\$69.00	
2. Late Fee	\$12.00				
(i) Inspection fee for mobile retail food stands (no state reimbursement, not a license)	\$50.00		\$20.00		
<del>8- Tattoo and Body Piercing</del>					
<del>(a) Tattoo or body piercing establishment</del>					
<del>1- License Fee</del>	<del>\$141.00</del>	<del>\$157.92</del>	<del>\$158.00</del>		
<del>2- Pre-inspection Fee For New Buildings or Change of Use</del>	<del>\$260.00</del>				
<del>Pre-inspection Fee for Change of Owner</del>	<del>\$195.00</del>				
<del>3- Re-inspection Fee</del>	<del>\$100.00</del>				
<del>4- Re-inspection 2 Fee</del>	<del>\$100.00</del>				
<del>5- Late Fee</del>	<del>\$85.00</del>				
<del>(b) Combined tattoo and body piercing establishment</del>					
<del>1- License Fee</del>	<del>\$230.00</del>	<del>\$257.60</del>	<del>\$258.00</del>		

Type	Current		Current Permit		Proposed Permit Fee Beginning 7/1/2025
	2020	2020 + 12%	Fee	2020+15%	
<b>2. Pre-inspection Fee For New Buildings or Change of Use</b>	<del>\$408.00</del>				
<b>Pre-inspection Fee for Change of Owner</b>	<del>\$306.00</del>				
<b>3. Re-inspection Fee</b>	<del>\$100.00</del>				
<b>4. Re-inspection 2 Fee</b>	<del>\$100.00</del>				
<b>5. Late Fee</b>	<del>\$85.00</del>				
<b>(c) Temporary License</b>	<del>\$105.00</del>		<del>\$115.00</del>		
<b>8. Recreational Water</b>					
<b>Simple Pool</b>					
<b>1. License Fee</b>	\$208.00	\$232.96	\$232.00	\$239.20	\$240.00
<b>2. Pre-inspection Fee For New Buildings or Change of Use</b>	\$208.00				
<b>Pre-inspection Fee for Change of Owner</b>					
<b>3. Re-inspection fee</b>	\$100.00				
<b>4. Re-inspection 2 Fee</b>	\$150.00				
<b>5. Late Fee</b>	\$42.00				
<b>Simple Pool w/ features</b>					
<b>1. License Fee</b>	\$345.00	\$386.40	\$387.00	\$396.75	\$397.00
<b>2. Pre-inspection Fee For New Buildings or Change of Use</b>	\$345.00				
<b>Pre-inspection Fee for Change of Owner</b>					
<b>3. Re-inspection fee</b>	\$100.00				
<b>4. Re-inspection 2 Fee</b>	\$150.00				
<b>5. Late Fee</b>	\$69.00				
<b>Moderate Pool</b>					
<b>1. License Fee</b>	\$312.00	\$349.44	\$350.00	\$358.80	\$359.00
<b>2. Pre-inspection Fee For New Buildings or Change of Use</b>	\$312.00				
<b>Pre-inspection Fee for Change of Owner</b>					
<b>3. Re-inspection fee</b>	\$100.00				
<b>4. Re-inspection 2 Fee</b>	\$150.00				
<b>5. Late Fee</b>	\$62.00				
<b>Moderate Pool w/ features</b>					
<b>1. License Fee</b>	\$450.00	\$504.00	\$505.00	\$517.50	\$518.00
<b>2. Pre-inspection Fee For New Buildings or Change of Use</b>	\$450.00				
<b>Pre-inspection Fee for Change of Owner</b>					
<b>3. Re-inspection fee</b>	\$100.00				
<b>4. Re-inspection 2 Fee</b>	\$150.00				
<b>5. Late Fee</b>	\$90.00				
<b>Complex Pool</b>					
<b>1. License Fee</b>	\$390.00	\$436.80	\$437.00	\$448.50	\$449.00
<b>2. Pre-inspection Fee For New Buildings or Change of Use</b>	\$390.00				
<b>Pre-inspection Fee for Change of Owner</b>					
<b>3. Re-inspection fee</b>	\$100.00				
<b>4. Re-inspection 2 Fee</b>	\$150.00				
<b>5. Late Fee</b>	\$78.00				
<b>Complex Pool w/ features</b>					
<b>1. License Fee</b>	\$527.00	\$590.24	\$591.00	\$606.05	\$607.00
<b>2. Pre-inspection Fee For New Buildings or Change of Use</b>	\$527.00				
<b>Pre-inspection Fee for Change of Owner</b>					
<b>3. Re-inspection fee</b>	\$100.00				
<b>4. Re-inspection 2 Fee</b>	\$150.00				
<b>5. Late Fee</b>	\$78.00				

# MEMO

## Administration

To: Finance Committee

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

Date: April 21, 2025

Subject: Rock River District

## Background

Since at least 1982, when the Watertown Daily Times published work done by Steve Groth, then an architecture student who proposed a Watertown Cultural Center with a riverwalk, the concept of redevelopment of the City's downtown riverfront and creation of a continuous riverwalk has been a topic of public discussion.

- In 2007, Vandewalle & Associates worked with the City to create the *Watertown Riverwalk Arts and Interpretation Plan*, which called for creating a riverwalk.
- Building on that, in 2014, Redevelopment Resources worked with the City and released the *Watertown Riverfront and Downtown Development Initiative*. Much of the work called for in that document has been completed, including transitioning the previous CDA to the RDA, building the Bentzin Family Town Square, creating a Downtown Revolving Loan Fund, and more. That document also called for a riverwalk along the Rock River.
- In 2016, the City engaged with Ayres Associates to conduct design work for the riverwalk, though that design work was never acted on and no construction occurred due to other pressing needs.
- In 2019, the City's updated Comprehensive Plan also mentions expanding and completing the riverwalk in multiple sections of that document.

In the later part of 2023, following the successful completion and opening of the Bentzin Family Town Square, the Redevelopment Authority (RDA) board decided to pursue what was originally called the "*Downtown River Corridor Opportunity Analysis and Strategic Development Plan*," later renamed the "*Rock River District Vision*." More than just renewing plans for the riverwalk, the RDA also wanted to evaluate sites for targeted redevelopment and revitalization.

# MEMO

A public Request for Proposal (RFP) was released in January 2024, and eight submissions from qualified firms were received. After review and scoring, the RDA board selected the proposal from RINKA and Kapur to begin work on this planning project.

The gathering of public feedback and data included two well-advertised Community Open House events, held at the Watertown Public Library, where ideas and feedback were gathered. Part of this process also included online polling. Further, RINKA and Kapur facilitated a series of “steering committee meetings” with RDA board members and key City staff to further refine concepts.

Following approval by the RDA board, on October 28, 2024, the Rock River District Vision concept plan was presented to the City’s Plan Commission. The consensus from the Plan Commission was support for the project moving forward.

Since that meeting, the RDA has engaged with RINKA to work on cost estimating for the project. RINKA utilized a third-party firm, ADK Design, who have experience conducting cost estimating for similar public projects. After several sessions of review with members of City staff and the RDA board, the following cost breakdown and project sequencing is proposed.

The finalized version of the Rock River District Vision is available for review on the RDA website.

The plan document covers subjects such as activation of vacant and underutilized sites, and amenities enhancements. The purpose of this meeting’s agenda item is to discuss some of the major riverwalk infrastructure components that are called for in the plan.

Implementation of the proposed infrastructure components of the project (riverwalk additions, electrical lighting) are proposed to be included in the City’s Capital Improvement Plan (CIP). While recognizing that the CIP can change on a year-to-year basis, and items can be added, subtracted, or moved within it, we feel it is important to establish a timeline for implementation.

## Budget Goal

- Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
- Maintains a safe and healthy community, with an eye toward future needs and trends

## Financial Impact

Costs of these components, if placed in the City’s Capital Improvement Plan, would likely need to be borrowed for. Note that the following placeholder figures already exist for this project (these were based on the 2016 Ayres design estimates, and indexed for inflation):

2026: \$3,120,000

2027: \$2,450,000

# MEMO

2028: \$2,400,000

The RDA intends to pursue fundraising and grants to offset some of these costs, and increment funds from TID #8 could also be utilized, if available. We recognize that the CIP can change, and adjustments will occur during the City's annual budget process.

At the March 25, 2025 Public Works Commission meeting, the Commission reviewed the proposal, as well as the PowerPoint Presentation that will also be presented at this meeting. The Public Works Commission moved to request staff integrate the Rock River District infrastructure components into the City's CIP as a draft for review by the Finance Committee.

## Recommendation

Direct City staff to place the Rock River District infrastructure components into the City's Capital Improvement Plan (CIP).

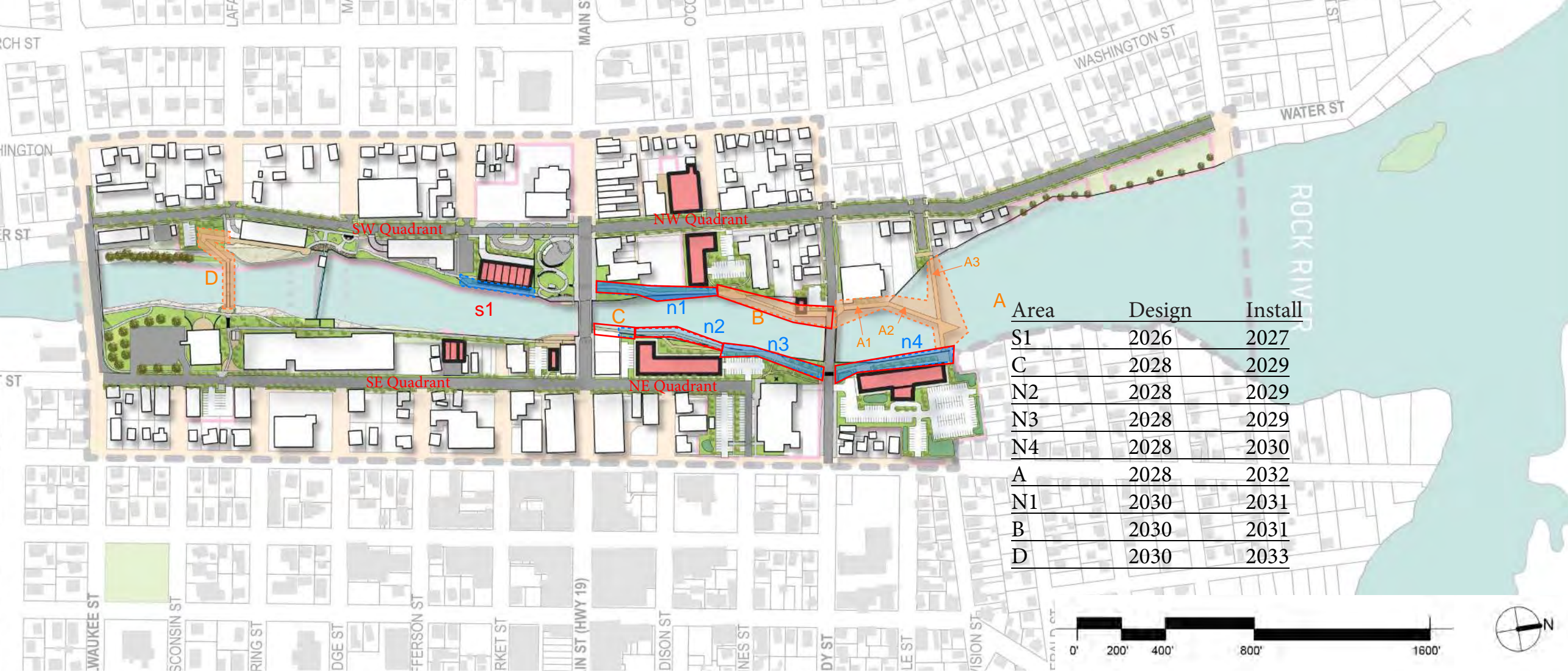
Item	Map Area	Year Planned	Cost estimate	Notes
Current boardwalk area: brush cleanup etc	SE Quadrant	2025	1,600	Already budgeted for.
<a href="#">Design and permitting</a> : Repair work by the Globe	SW Quadrant	2025	N/A	Already budgeted for.
Install ADA ramp at the Plaza	SE Quadrant	2025	450,000	Already budgeted for.
Repair work on existing riverwalk by the Globe	SW Quadrant	2026	41,000	Add \$141,000 if third-party contractor needed
Install riprap at Fannie Lewis Park	NW Quadrant	2026	162,775	DNR grant covering 70% of this cost
<a href="#">Design work</a> for riverwalk by Bentzin Family T.S.	S1	2026	65,988	
<a href="#">Design/planning</a> repair work near Senior Center	SE Quadrant	2026	50,000	
Install riverwalk by Bentzin Family T.S.	S1	2027	549,900	
Repair work near Senior Center	SE Quadrant	2027	471,000	
<a href="#">Design work</a> walkway Masonic Temple bldg.	C	2028	78,540	Might need to be higher if they need boring samples
<a href="#">Design work</a> riverwalk along N First St parking lot	N2	2028	93,906	This is the "onshore" option
<a href="#">Design work</a> for riverwalk adjacent to City Hall	N3	2028	62,730	
<a href="#">Design work</a> for riverwalk fmr Breselow's etc	N4	2028	77,160	
<a href="#">Design work</a> for Pedestrian Bridge North	A	2028	506,625	
Install riverwalk by City Hall	N3	2029	522,750	
Install riverwalk along N First St parking lot	N2	2029	782,550	This is the "onshore" option
Install walkway along Masonic Temple bldg	C	2029	654,500	
Install riverwalk fmr Breselow's etc	N4	2030	643,000	
<a href="#">Design work</a> for riverwalk by Bank First/Firehouse Ln	N1	2030	77,016	
<a href="#">Design work</a> for riverwalk by Johnson Arms	B	2030	224,775	
<a href="#">Design work</a> for Pedestrian Bridge South	D	2030	548,925	
Install riverwalk by Bank First/fmr Firehouse Lanes	N1	2031	641,800	
Install riverwalk by Johnson Arms	B	2031	1,498,500	
Install Pedestrian Bridge North	A	2032	3,377,500	This piece may need to be scaled back to gain DNR approvals
Install Pedestrian Bridge South	D	2033	3,659,500	Elevation changes make this piece more costly
<b>Subtotal:</b>			15,242,040	
General Conditions:			1,233,000	
Fees:			610,335	
Insurance:			141,733	
Contingency (5%):			715,753	
<b>Total est.:</b>			17,942,861	

[Design work estimates are based on 12-15% of estimated construction costs.](#)

[Total Estimated Design Costs:](#)

1,785,665

City of Watertown - Capital Improvements 2025-2029										Section 3, Item C.
		Rev: 250328								
LINE		DEPARTMENT	PROJECT/PURCHASE DESCRIPTION	2025	2026	2027	2028	2029	Future	REASON/NEED
221	58-11	Infrastructure	River Plaza: Phase II ADA Ramp	450,000						Plaza including ramp, sidewalk, lighting (Source: Funds 05 & 09)
222	58-11	Infrastructure	Rock Rvr Dstrct: SE quadrant design	100,000						
223	58-11	Infrastructure	Rock Rvr Dstrct: rpr existing riverwalk by Globe		41,000					
224	58-11	Infrastructure	Rock Rvr Dstrct: riprap at Fannie Lewis Park		162,775					
225	58-11	Infrastructure	Rock Rvr Dstrct: design work		115,988					West side near Town Square & east side near Sr. Ctr.
226	58-11	Infrastructure	Rock Rvr Dstrct: install & rpr work			1,020,900				Install west side near Town Square & rpr east side near Sr. Ctr.
227	58-11	Infrastructure	Rock Rvr Dstrct: design work				818,961			East side from Main to north of Cady, pedestrian bridge north
228	58-11	Infrastructure	Rock Rvr Dstrct: install work					1,959,800		East side from Main to Cady
229	58-11	Infrastructure	Rock Rvr Dstrct: install work						643,000	East side from north of Cady north (2030)
230	58-11	Infrastructure	Rock Rvr Dstrct: design work						850,716	West side from Main to Cady, pedestrian bridge south (2030)
231	58-11	Infrastructure	Rock Rvr Dstrct: install work						641,800	West side from Main to 50% of way to Cady (2031)
232	58-11	Infrastructure	Rock Rvr Dstrct: install work						1,498,500	West side near Johnson Arms (2031)
233	58-11	Infrastructure	Rock Rvr Dstrct: install work						3,377,500	Pedestrian bridge north (2032)
234	58-11	Infrastructure	Rock Rvr Dstrct: install work						3,659,500	Pedestrian bridge south (2033)
235				550,000	319,763	1,020,900	818,961	1,959,800	10,671,016	



Area	Design	Install
S1	2026	2027
C	2028	2029
N2	2028	2029
N3	2028	2029
N4	2028	2030
A	2028	2032
N1	2030	2031
B	2030	2031
D	2030	2033