



COMMON COUNCIL MEETING AGENDA

TUESDAY, DECEMBER 05, 2023 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 November 21, 2023

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.](#) Request by Rolf C. & Sandra J. Thornquist for Attachment of Real Estate by Boundary Adjustment for 1523 Prospect Street from the Town of Emmet to the City of Watertown

7. REPORTS

[A.](#) Senior Center Advisory Board minutes from August 15, 2023

[B.](#) Transit Commission minutes from September 25, 2023

[C.](#) Park, Recreation, and Forestry minutes from October 16, 2023

[D.](#) Bentzin Family Town Square Commission minutes from November 1, 2023

[E.](#) Site Plan Review minutes from November 13, 2023

[F.](#) Public Safety minutes from November 16, 2023

[G.](#) Public Works minutes from November 28, 2023

8. COMMUNICATION & RECOMMENDATIONS

[A.](#) Retirement Recognition of Public Works Director Jaynellen Holloway

[B.](#) Presentation from Melissa Lampe for Main Street Program updates

[C.](#) Vandewalle & Associates Presentation on Landscape Architect Design Work for 2028 Main Street Reconstruction

9. NEW BUSINESS

[A.](#) Appointment of Election Inspectors for the 2024-2025 Election Term

[B.](#) Committee Appointments

10. ACCOUNTS PAYABLE

[A.](#) Accounts Payable

11. MISCELLANEOUS BUSINESS

- A. Credit Card Purchases Over \$10,000
- B. Payroll Summary - November 1, 2023 - November 14, 2023

12. ORDINANCES

- A. Ord. 23-25 - Attachment of Real Estate by Boundary Adjustment from the Town of Emmet to the City of Watertown (Sponsor: Mayor McFarland From: Plan Commission, 1st and 2nd reading)
- B. Ord. 23-26 - Repeal and recreate Chapter 545, Subdivision of Land, of the City of Watertown General Ordinances (Sponsor: Mayor McFarland From: Plan Commission, 1st Reading)

13. RESOLUTIONS

- A. Exh. 9561 - Resolution to apply for Capital Grant from Department of Transportation for Fleet Purchases for Shared-Ride Taxi Service (Sponsor: Ald. Schmid From: Transit Commission)
- B. Exh. 9562 - Resolution to apply for Operating Grant from the Department of Transportation for Shared-Ride Taxi Service (Sponsor: Ald. Schmid From: Transit Commission)
- C. Exh. 9563 - Resolution to enter into lease with Passenger Transit Inc. for Shared-Ride Taxi Service Vehicles (Sponsor: Ald. Schmid From: Transit Commission)
- D. Exh. 9564 - Resolution to approve Fire and EMS Contract with the Watertown Rural Fire Department representing the Town of Emmet, Town of Milford, Town of Shields, and Town of Watertown.(Sponsor: Mayor McFarland From: Finance Committee)

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
Tuesday November 21, 2023**

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, November 21, 2023. 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 (virtual), Lampe, Board, Bartz, Blanke, Smith, Schmid, Wetzel (virtual) and Moldenhauer. City staff present were City Attorney Steven T. Chesebro, Fire Chief Travis Teesch, Deputy Fire Chief Rauterberg, Assistant Police Chief Ben Olsen, Finance Director Mark Stevens (virtual), Streets Superintendent Stacy Winkelman, Assistant Engineer Andrew Beyer (virtual), Stormwater Engineer Maureen McBroom (virtual), Deputy Treasurer/Clerk Sheri Rohr, 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, November 7, 2023. There being none, minutes were accepted as presented.

COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT

Linda Kauffeld of W8370 Long Rd spoke on the great job the Public Safety and Welfare committee is doing with the special event ordinance and Brad Fox, Battalion Chief for the Watertown Fire Department, spoke on the need for the new fire station and the need for the training facility to keep the improvement of the station going forward.

PUBLIC HEARING

Mayor McFarland opened the public hearing for the Repeal and Create Chapter 545, Subdivision of Land at 7:12pm, there being no comment, Mayor McFarland closed the public hearing at 7:13pm.

REPORTS

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

The following reports were received and filed: Park, Rec & Forestry minutes from September 18, 2023, Public Safety minutes from November 2, 2023, Public Works minutes from November 14, 2023

COMMUNICATIONS & RECOMMENDATIONS

Mayor McFarland gave recognition to Lori Bachler with the Water Department for 30 years and to Heidi Zipfel with the Library for 5 years. Peg Checkai also gave recognition to Heidi Zipfel. The October Fire Department report was presented.

NEW BUSINESS

Ald. Board moved to approve Jacob Maas to the Redevelopment Authority serving first partial term ending in January 2025 (replacing Matt Zastrow), seconded by Ald. Blanke and carried by unanimous voice vote.

Ald. Moldenhauer made a motion 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. (Baron v. City of Watertown)(Byers v. City of Watertown) (Claim for Refund/Adjustment of 2022 Property Taxes re: Wis-Pak, Inc. (401 Dayton St and 860 West St), seconded by Ald. Schmid and carried by roll call vote: Yes-9 (Moldenhauer, Davis, Lampe, Board, Bartz, Blanke, Smith, Schmid, Wetzel); No-0; Abstain-0.

Ald. Schmid made a motion to Reconvene into open session, 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 roll call vote: Yes-9; No-0; Abstain-0.

LICENSES:

Ald. Lampe made a motion to approve the Application for a "Class B" Malt and Liquor License from Saldivar Food Service LLC (Luis Saldivar, Agent) located at 1727 S. Church Street with conditions of providing documentation of rights to the property and that all necessary inspections approved, seconded by Ald. Blanke and carried by unanimous voice vote.

Ald. Blanke made a motion to approve the application for operator's license from Rebecca L Kieffer (with no conditions), seconded by Ald. Lampe and carried by unanimous voice vote.

Ald. Lampe made a motion to deny the application for operator's license from Sally M Samano due to false or missing information, either intentional or unintentional, on the Beverage Operator License application, seconded by Ald. Bartz and carried by unanimous voice vote.

ORDINANCES

Ord. 23-24 - Amend Section 500-9(A) Parking Prohibited in Specified Places of the City of Watertown General Ordinances (Sponsor: Alderperson Davis From: Public Safety & Welfare, 1st Reading) Ald. Schmid moved for adoption of ordinance 23-24 on its 1st reading, seconded by Ald. Smith. Ald. Blanke made a motion to refer this ordinance back to committee (table) until such police reports or traffic incidents in that area can be presented by the police department, seconded by Ald. Lampe, and carried by roll call vote: Yes-7; No-2 (Davis, Board); 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. 9551 - Resolution to approve 2024 Budget for Funds 01 & 04 (Sponsor: Mayor McFarland, From: Finance Committee). Ald. Lampe moved to adopt resolution 9551, seconded by Ald. Blanke and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9552 - Resolution to approve 2024 Budget for all Funds other than Funds 01 & 04 (Sponsor: Mayor McFarland, From Finance Committee). Ald. Board moved to adopt resolution 9552, seconded by Ald. Bartz and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9553 - Resolution to approve 2024 Budget for Fund 05 (Sponsor: Mayor McFarland, From Finance Committee). Ald. Lampe moved to adopt resolution 9553, seconded by Ald. Bartz. Ald. Lampe made a motion to amend the resolution to increase the budget for the Note Anticipation Note to \$14,740,000 (\$14 million project fund) [\$14,000,000 in Capital Borrowing account 05-48-20-20] and \$9,100,000 [in Fire Capital Exp account 05-52-31-70], motion carried by roll call vote: Yes-7; No-2 (Smith, Moldenhauer); Abstain-0. Motion carried by roll call vote: Yes-7; No-2 (Smith, Moldenhauer); Abstain-0.

Exh. 9554 - Resolution to approve 2024 EMS contract with the Town of Milford (Sponsor: Mayor McFarland From: Finance Committee). Ald. Blanke moved to adopt resolution 9554, seconded by Ald. Board and carried by unanimous voice vote.

Exh. 9555 - Resolution to accept public improvements for Hepp Heights Phase III Subdivision located in the City of Watertown (Sponsor: Mayor McFarland From: Plan Commission). Ald. Board moved to adopt resolution 9555, seconded by Ald. Blanke and carried by unanimous voice vote.

Exh. 9556 - Resolution to accept public improvements for Grandview Heights Addition No. 7 Subdivision located in the City of Watertown (Sponsor: Mayor McFarland From: Plan Commission). Ald. Bartz moved to adopt resolution 9556, seconded by Ald. Blanke and carried by unanimous voice vote.

Exh. 9557 - Resolution to approve water quality trade protocol and approval methods (Sponsor: Alderperson Wetzel From: Public Works Commission). Ald. Wetzel moved to adopt resolution 9557, seconded by Ald. Bartz and carried by unanimous voice vote.

Exh. 9558 - Resolution to amend formation of City-wide Bicycle and Pedestrian Path Plan Task Force (Sponsor: Alderperson Wetzel From: Public Works Commission). Ald. Board moved to adopt resolution 9558, seconded by Ald. Wetzel and carried by unanimous voice vote.

Exh. 9559 - Resolution to Authorize a Joint Powers Agreement County 911 Emergency System with Jefferson County (Sponsor: Mayor McFarland). Ald. Bartz moved to adopt resolution 9559, seconded by Ald. Blanke and carried by unanimous voice vote.

Exh. 9560 - Resolution to Authorize a Joint Powers Agreement County 911 Emergency System with Dodge County (Sponsor: Mayor McFarland). Ald. Moldenhauer moved to adopt resolution 9560, seconded by Ald. Schmid and carried by unanimous voice vote.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Jerilyn Fredrick of 1302 Randolph St. spoke on the closing of Water Street.

ADJOURNMENT

There being no further business to come before the Council at this time, Ald. Moldenhauer moved to adjourn, seconded by Ald. Schmid, and carried by voice vote at 8:01p.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>

NOTICE OF PUBLIC HEARING

Section 6, Item A.

In compliance with §8.05(a) of Intergovernmental Cooperative Plan Agreement between the City of Watertown and the Town of Emmet, notice is hereby given by the Common Council of the City of Watertown, Wisconsin, that a public hearing will be held on the 5th day of December 2023 in the Council Chambers of the Municipal Building, 106 Jones Street, Watertown, Wisconsin at 7:00 P.M., or shortly thereafter, for request by Rolf C. & Sandra J. Thornquist for Attachment of Real Estate by Boundary Adjustment from the Town of Emmet to the City of Watertown, Dodge County, Wisconsin. The property is further described as follows:

A part of Lots 3 and 4, in Block 14 of Schnasse & Bonner's Addition to Watertown lying in the South East ¼ of the South East ¼ of Section 28, Township 9 North, of Range 15 East, in the Town of Emmet, bounded and described as follows:

Commencing at the intersection of the South line of said Lot 4 with the East line of Prospect Street, thence North 4° 33' 10" West along the East line of said street, 173.15 feet; thence North 87° 20' East, 186.76 feet; thence South 4° 33' 10" West, 173.15 feet to a point in the South line of said Lot 4; thence South 87° 20' West along the South line of said Lot 4 a distance of 187.02 feet to the place of beginning. (PIN: 016-0915-2844-012; 1523 Prospect Street)

Also, the easterly 33ft of the Prospect Street Right-of-Way immediately adjacent to and lying to the West of and abutting 1523 Prospect Street as described above.

A copy of the proposed ordinance is on file at the City Clerk's Office for review 8:00 a.m. to 4:30 p.m., Monday through Friday.

All persons wishing to be heard are invited to be present. Written comments may be submitted to City Clerk Megan Dunneisen, 106 Jones Street, Watertown, WI 53094.

CITY OF WATERTOWN
Brian Zirbes
Zoning Administrator

PUBLISH:

November 3, 2023

(BLOCK AD)

**ORDINANCE TO
ATTACHMENT OF REAL ESTATE BY BOUNDARY ADJUSTMENT
FROM THE TOWN OF EMMET TO THE CITY OF WATERTOWN,
DODGE COUNTY, WISCONSIN**

**SPONSOR: MAYOR EMILY MCFARLAND, CHAIR
FROM: PLAN COMMISSION**

WHEREAS, the City of Watertown and Town of Emmet adopted a Cooperative Plan consistent with § 66.0307, Wisconsin Statutes, and which was approved by the Wisconsin Department of Administration, which identifies areas within the Town of Emmet as expansion areas to attach to the City of Watertown; and,

WHEREAS, the proposed territory to be attached is located within the Highway 16 Residential Area under Section 3.02(d) of the Cooperative Plan, the parcel is furthermore located within the City Growth Area further defined in Section 3.01 of the Cooperative Plan; and,

WHEREAS, Rolf C. & Sandra J. Thornquist have filed a Petition for Attachment of Real Estate by Boundary Adjustment from the Town of Emmet to the City of Watertown, Dodge County, Wisconsin; and,

WHEREAS, a copy of said Petition has been reviewed and positively recommended by the Watertown Plan Commission on April 25, 2022 under Section 8.05(a); and,

WHEREAS, the City of Watertown Under Section 8.05(a) of the City of Watertown and Town of Emmet adopted a Cooperative Plan consistent with § 66.0307, Wisconsin Statutes, has given a minimum of ten (10) days advanced, written notice to the Town of Emmet Clerk; and,

WHEREAS, the Town of Emmet waives it's right to oppose attachment under Section 8.05(e) of the Cooperative Plan; and,

WHEREAS, the property owners have requested temporary zoning to wit, Single-Family Residential – 4 (SR-4) District.

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF WATERTOWN DOES ORDAIN AS FOLLOWS:

SECTION 1. That the following described real estate be, and the same is, hereby detached from the Town of Emmet, Dodge County, Wisconsin, and, for the attachment of same to the City of Watertown, Dodge County, Wisconsin, *to wit*:

A part of Lots 3 and 4, in Block 14 of Schnasse & Bonner's Addition to Watertown lying in the South East ¼ of the South East ¼ of Section 28, Township 9 North, of Range 15 East, in the Town of Emmet, bounded and described as follows:

Commencing at the intersection of the South line of said Lot 4 with the East line of Prospect Street, thence North 4° 33' 10" West along the East line of said street, 173.15 feet; thence North 87° 20' East,

186.76 feet; thence South 4° 33' 10" West, 173.15 feet to a point in the South line of said Lot 4; thence South 87° 20' West along the South line of said Lot 4 a distance of 187.02 feet to the place of beginning. (PIN: 016-0915-2844-012; 1523 Prospect Street)

Also, the easterly 33ft of the Prospect Street Right-of-Way immediately adjacent to and lying to the West of and abutting 1523 Prospect Street as described above.

SECTION 2. Pursuant to Section 8.05(i) of the Cooperative Plan, the Right-of-Way abutting 1523 Prospect Street as described above, be located within the City Limits of the City of Watertown, lying to the West of 1523 Prospect Street and immediately adjacent to.

SECTION 3. That the above-described real estate shall be made part of the Fourth (4th) Ward of the Sixth (6th) Aldermanic District of the City of Watertown, Dodge County, Wisconsin.

SECTION 4. That a future zoning classification on the parcel described above shall be designated as Single-Family Residential – 4 (SR-4) District, under the City of Watertown Zoning Code.

SECTION 5. That the property address for the parcel be established as “1523 Prospect Street, Watertown, Wisconsin 53098.”

SECTION 6. That the City’s official map shall be so amended consistent with and pursuant to the alteration to corporate limits resulting by passage and adoption of this Ordinance.

SECTION 7. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 8. This ordinance shall take effect and be in force the day after its passage and publication.

DATE:	First meeting date		Second meeting date	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				

ADOPTED Type meeting date

CITY CLERK

APPROVED Type meeting date

MAYOR

MAYOR MCFARLAND				
TOTAL				

**Watertown Senior Center
Advisory Board Minutes
August 15, 2023**

1. Call to Order

The Senior Center Advisory Board met in person on August 15, 2023, at 9:00 am. The meeting was called to order by director Andrea Draeger. Present: Beth Beckett, Kathleen Gillingham (phone), Betty Jimenez, Teddi Flahive, Cathie Wallen, and Justin Munzel. Not present was Kimberly Henze. Also present was Andrea Draeger.

2. Review and Approve the June Minutes

Beth Beckett motioned to approve the minutes from the June 20, 2023. Betty Jimenez seconded. Motion carried.

3. Review and Approve the Monthly Financial Report

None are available at this time.

4. Citizens to be Heard

None.

5. Business

a. Review and possible action for purchase of patio accessories and supplies

A bench, accessible picnic table, sun shade, and new trash receptacle were discussed. Sponsorship, memorial, and donations opportunities should be considered before funds from the fundraising account are utilized. Teddi Flahive motioned to approve the purchase of patio accessories and supplies. Beth Beckett seconded. Motion carried.

6. Chairperson's Committee Report

a. Update Fundraising Committee on Current Efforts

Upcoming events include the annual rummage sale which will encompass the book sale this year. Upcoming fundraising activities will include the soup sale as well as reviewing grant opportunities.

b. Update Membership Committee on Current Memberships and Renewals

We have seen many new members at the center since the beginning of the year. A new member packet is being developed and will be available soon.

c. Update Community Services Committee on Projects/Efforts

Most recently we have collected can tabs and shoes for a local church. Discussion occurred around continuing food and school supply drives.

d. Update Program Committee on Program Attendance & New Programs

New programs and activities are always welcome (considering pickleball, disc golf, etc.)

7. Director's Report**a. Update on Upcoming Events**

National Senior Citizen Day will be celebrated again this year on Monday, August 21. A Halloween party will be held on Tuesday, October 31, Veteran's Day will be celebrated on Thursday, November 9, and the Holiday Party on Thursday, December 21. Tabling opportunities include upcoming Dementia Awareness Event. A virtual senior center seminar will occur on September 29.

b. Update on Committee Meetings

Follow up with all committee chairs occurred over the summer. Responsibilities were discussed along with potential ideas for areas to improve. Discussion occurred regarding Senior Center-branded clothing, an ugly sweater contest for the holidays, a fall craft wreath with Teddi, monthly or quarterly meet and greets with new members, and a potential parking lot celebration.

c. Update on Parking Lot

The parking lot is set to be complete by the beginning of September for the start of the rummage sale.

8. Adjournment

Next meeting is scheduled for Tuesday, October 17 at 9:00 am. Teddi Flahive motioned to adjourn. Kathleen Gillingham seconded. Motion carried.

TRANSIT COMMISSION**September 25, 2023****5:30 pm**

The Transit Commission met on the above date and time in person and virtually with the following members present: Michelle Bainbridge, Ald. Schmid, Laurie Grosenick, Tom Hahn, and Cathy Egan. Also in attendance was City Clerk Megan Dunneisen.

- 1. CALL TO ORDER** – Egan called the meeting to order at 5:30pm.
- 2. REVIEW & APPROVE MINUTES** - Motion was made by Hahn to approve minutes of July 31, 2023, with the name spelling correction of Bainbridge throughout document and correction of the word propose in item A, seconded by Grosenick, and carried by unanimous voice vote.
- 3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT** – None
- 4. BUSINESS:**
 - A. Dunneisen gave an update on the School Bus/Corner stop from PTI, all has been running smoothly apart from one rainy day that resulted in more calls for drop off at the high school. Dunneisen will continue to get updates to report to the commission.
 - B. Dunneisen gave an update on vehicle procurements. Changed purchase order to the vendor TESCO in hopes of receiving 2 ADA Mini Vans in 2023.
 - C. Dunneisen gave information on vehicle disposals and provided a schedule of current projects. PTI informed that there are 2 buses that require CDL drivers that do not get used a lot that could be sold. Going to keep to the same schedule for now – no action taken.
 - D. Hahn made a motion to approve the Exercise of Options year four with Passenger Transit, seconded by Egan and carried by unanimous voice vote.
- 5. REVIEW CITIZEN COMMUNICATIONS AND REPORTS**
 - A. No complaints to report from Clerk. Ald. Schmid gave information on a conversation he recently had with a resident with a personnel complaint at Watertown Transit. Discussion on Watertown's transit system helping many people in the city and being a great service.
(Commissioners gave thanks to City Staff)
- 6. SET NEXT MEETING DATE** – November 27, 2023 at 5:30pm
- 7. ADJOURNMENT** - Motion was made by Hahn to adjourn meeting, seconded by Ald. Schmid, and carried by unanimous voice vote at 5:59 pm.

(Egan appointment to end next month)

Respectfully submitted,
Megan Dunneisen, City Clerk

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PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, October 16, 2023

1. Call to order

The Watertown Parks, Recreation & Forestry Commission in person on October 16, 2023. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, Kyle Krueger, Emily Lessner and Jennifer Clayton. Not present was: Brad Clark. Also present were: Kristine Butteris, Andrea Draeger, Jeffy Doyle, Ali Nicholson, and Stephanie Juhl.

2. Review and approval of minutes:

Jennifer Clayton motioned to approve the September 18, 2023 Parks, Recreation & Forestry Commission meeting minutes as written. Julie Chapman seconded. Motion carried.

3. Review and approval of financial reports

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

4. Citizens to be heard

There were none.

5. Business

A. Review and approve - 2024 fees and charges

Kyle Krueger motioned to approve 2024 fees and charges pending any legal changes. Julie Chapman seconded. Motion carried.

B. Review and discuss – NR Volleyball Player Fee

Kristine discussed numerous accounting issues with sponsors and the difficulty to enforce this rule. Kyle Krueger motioned to waive the non-resident fee across all adult leagues. Julie Chapman seconded. Motion carried.

C. Review and discuss – Am Vets – Easter Egg Hunt Plaque

Two Am Vet representatives were present to advocate for a plaque on a quarry rock at Riverside Park. Discussion occurred and it was suggested for Kristine to create a list of wants/needs in park system for memorials, donations, etc.

6. Director's Report:

Ald. Jonathan Lampe gave background information on finance proceedings so far and an update on the status of full-time recreation programmer at 75% of year, beginning in April 2024, a \$2/hr lifeguard increase, and the transfer of the town square salary and benefits to the town square accounts. Also on budget this year is a new rec vehicle, mechanic vehicle, and WAC filtration system. The five-year capital plan will be reviewed again in May 2024.

A. Project updates:

i. Parks Updates

- a. **Restroom/Shelter Upgrades** – we received some ARPA funds to upgrade plumbing, electrical, and doors at our facilities at Timothy Johnson, Lincoln, Union and Clark. We will be doing the work in November. We do have additional funds to use next year for roofing and ventilation for the restrooms. Some funds were added to the Riverside

restroom account to help offset, with a January 2024 bid process set.

Section 7, Item C.

b. Retaining Wall – no update at this time.

B. Update on programming:

i. Recreation programming

Starting in April 2024 a full-time Rec Programmer will be hired to manage all youth and adult sports, etc. Volleyball is starting tonight. Wrestling and Little Dunkers will begin soon. Winter fitness classes and sports are being planned.

ii. Town Square Programming

Pumpkin Palooza will occur on October 28, Tree Lighting on November 16, Jingle Bell on the Rock on December 2. Water St will be closed from November 13-January 3 for the winter festivities.

iii. Senior and enrichment programming

Dance classes, music classes, art classes, and fitness classes are being planned or are underway. The Senior Center Veteran's Day Event is planned for November 9 and Holiday Party for December 21. School break weeks are being planned with enrichment activities such as family bingo and puzzle contest, including both of those for Thanksgiving week. Halloween Hoopla is being retooled as a family night. Senior Center use policies are currently being updated.

iv. Aquatics programming

Session 1 current and session 2 upcoming of swim lessons are mostly full. Registration begins November 13. Lifeguard class numbers are looking better than before and more training opportunities will be planned. Additional aqua fitness classes are being explored.

7. Adjournment – Next meeting date November 20, 2023

Ald. Jonathan Lampe motioned to adjourn the meeting. Jennifer Clayton seconded. Motion carried.

Bentzin Family Town Square COMMISSION

MINUTES

Wednesday, November 1, 2023

1. Call to order

The Bentzin Family Town Square Commission in person on November 1, 2023. The meeting was called to order by Brian Konz. Members present were: Melissa Lampe, David Zimmerman, Brian Konz, Bonnie Hertel, Robin Kauffman, Katie Keepman. Not present: Dan Bartz. Also present were: Kristine Butteris, Stephanie Juhl.

2. Review and approval of minutes:

Melissa made motion to approve. Dave seconded. So moved.

3. Review and approval of financial reports

Steph to check on payment received by RDA for grand opening funds. Robin made motion to approve financial report. Melissa seconded. So moved.

4. Citizens to be heard

No one present – someone mentioned for Steph to check into Sugar Island on food truck vendors and rates.

5. Business

a. Discuss and Approve: final reservation packet

Melissa made a motion to approve the packet as presented with the option to re-evaluate in November 2024. Bonnie seconded. All approved.

b. Discuss and Approve: potential groups exempt from fees

Policy is to have group wanting fees waived to write a letter to the commission for fees to be waived or adjusted. Dave made a motion. Melissa seconded. All approved.

c. Discuss event banners at BFTS – Banners can go up the day of the event or day prior to event. Steph to approve design. Discussion on size requirements but the topic was tabled for next meeting or when Steph puts together a policy to review.

d. Discuss priorities from year to year

Parks receive first choice on all dates, then open to everyone else. New reservations open October 31 for the following year. Steph reserves the right to stagger “like” events. Policy to be made.

e. Discuss Winter programming ideas from members: Send event ideas to Steph. Snow machine, snow person contest, ice skating, curling lessons, cocoa and smores pop up event, traveling light show, globes, dog sled pulling race.

6. Event Coordinator's Report:

*Review and discuss report.

7. Adjournment – Next meeting date December 4, 2023

Brian motioned to adjourn the meeting. Bonnie 1st, Melissa seconded. All approved.

**SITE PLAN REVIEW COMMITTEE
November 13, 2023**

Section 7, Item E.

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers on the second floor of City Hall. The following members were present: Brian Zirbes of Building, Safety & Zoning; Maureen McBroom of Engineering and Stormwater Utility; Stacy Winkelman of the Street Department; Mike Zitelman of the Water/Wastewater Department; Strategic Initiatives and Development Coordinator Mason Becker; Doug Zwieg of Building, Safety & Zoning; and Anthony Rauterberg of the Fire Department. Also in attendance were Nikki Zimmerman, and G. R. Lyons of Lycon, Inc.

1. Call to Order

The meeting was called to order by Chairperson Brian Zirbes.

2. Approval of Minutes

A. Review and take action: Site Plan Review Minutes Dated September 11, 2023

Motion was made by Doug Zwieg and seconded by Anthony Rauterberg to approve the September 11, 2023 Site Plan Review minutes as submitted. Unanimously approved.

3. Business

A. Review and take action: W6911 Silver Creek Road – Remodel of redi-mix plant and construction of aggregate storage building

G. R. Lyons was present to explain the proposal to the committee members. The current plant is old and needs to be updated. The updates and the addition of an aggregate storage area will assist in meeting DNR standards, keeping items more easily accessible throughout the year, cut down on noise and dust, and will make the site more aesthetically pleasing.

The following was presented by staff:

Building:	Submit a building permit with plans.
Fire:	Ensure a Knox Box is installed.
Eng/Stormwater:	With no new impervious area, there are no requirements that have to be met. Be sure to adhere to post construction stormwater practices.
Streets:	No comments.
Water/Wastewater:	No comments.
Zoning:	Lighting and landscaping plans have been submitted.

Motion was made by Doug Zwieg and seconded by Anthony Rauterberg to recommend approval of this proposal to Plan Commission with inclusion of the above comments.

Unanimously approved.

4. Adjournment

Motion was made by Maureen McBroom and seconded by Mike Zitelman to adjourn. Unanimously approved.

Respectfully submitted,
Nikki Zimmerman
Recording Secretary

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

November 16, 2023

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"> Attorney Steven Chesebro Mason Becker 	Shelley Kassabe Darlene Mondl Louise Genge Stacy Estudillo Pat Forehand Steve Kauffeld Sue Chrisian Linda Kauffeld Sarana Stolar Christine Wishart Lori Rue Laurence Adams Mary Schultz The names of those attending online were not recorded.

2. RECEIVE COMMENTS FROM THE PUBLIC

There were no comments from the public at this time.

3. BUSINESS**A. Review and take possible action: Special Event Permit Ordinance Draft**

Changed to 50% of cost of Extraordinary Services up front.

Board: Asks if staff feels 30-day timeline is realistic for staff.

Schmid: Asks about how fees will be totaled. Feels fee schedule should accompany ordinance. Debate if that should be included.

City Atty suggests a separate fee schedule could be drafted, but could be adopted alongside this ordinance. Could go on parallel paths to council.

- Consensus seems to be to keep separate but run parallel.

Blanke: Feels that if applicant doesn't pay, it should automatically be cancelled. Change "may" to "shall".

Board suggests changing from 10 calendar days to 10 business days.

City Atty suggests using "voids".

Discussion on Page 6 and public health provisions:

- Board asks about point 9. Carol Quest had asked this be included.
- Second sentence could be struck.
- Consensus seems to be to strike second sentence.
- Blanke: "shall" should be changed to "will"
- City Atty suggests using "must"

Re: Background Checks:

- Davis: explains intent of these provisions.

- Board suggest providing information at time of application. Info on personal data of board members, etc.
- City Atty clarifies that is already required.
- Blanke: "shall" appears often. Change wording to "must" or "will".
 - o For applicant "must", for city staff "will"

Re: Vendor contact info:

- Davis: Explains much of these recommendations came from the city clerk.
- No other questions on these.

Re: Child protection plan

- This was largely struck through, and replaced with overall Emergency Action Plan
 - o Fire, emergencies, lost child, etc.
 - o Davis explains check against national sex offender registry.
 - o Applicant should consider anyone who has duties relating to contact with children.
 - o Schmid: Should we swap "child" for "minor". Should be kept consistent with state definitions etc.
 - o Board: Brings up Lampe comments re background checks. Revise timing piece?
 - Davis agrees that can be looked at.

Re: Animal permits

- Had been added by Health Department.
- Board asks about use of horse drawn wagons, etc.
 - o Look into animals provision, proximity to food. Would be tough at BFTS.

Re: denial by police chief after results of investigation

Blanke: Should be sent by certified mail

Schmid: What is appeal process for something similar, like denial of liquor license

- Atty explains that ordinance later covers appeal process. Potential circuit court review.
- Board: concerned about open-endedness of 14. Seems "onerous" to police department. Effectively giving strongest authority to policy chief.
 - o Blanke feels this is fine
 - o Schmid feels there needs to be checks and balances. Needs to be risk assessment or reasoning for cancellation.
 - o Atty points out this point specifically applies to the applicant(s)
 - Some info may need to be withheld if relating to an ongoing investigation
 - o Blanke asks about outside threats

Public comment:

- Linda Kauffeld(missed name of resident): Who pays for cost of extraordinary services if applicant fails to pay?
- Stacy Estudillo: Who would designee be? Which events would go to PS&W committee?
- Mike Cederberg: re: 14.2 page 7: Maybe switch last two sentences? Also, may want to expand police chief threat assessment to cover any other participants, etc.
- Dr. Dave Madenberg: If applicants pass background checks, what if org. itself is known for harming children, child grooming, etc.

2.c., page 8:

- Davis explains rationale for having PS&W review. May require some short notice committee meetings to address timing issues for events.

Schmid: Asks about 2/3 board to deny permit. Atty Chesebro clarifies.

Blanke feels short notice meetings aren't an issue.

Board feels this may cause unnecessary delays to special events and approval process.

Davis notes application window is 45 days before event and fee doubles if they don't get in within time frame.

Blanke asks for clerk to provide special event report detailing list of events, time frames. Feels most give ample time to approve.

Schmid notes some events will need to get more punctual.

Davis says most events generate no additional costs/assistance from city.

- Davis says she will follow up with clerk.

Schmid: we may need to make sure points are not too open ended with time frames.

- Blanke agrees

Re: list of reasons for denial, 2.e.

- Blanke: notes this only mentions applicants and not outside threats

I. Event Cancellation page 10

- Regarding who should have authority to cancel event.
- Davis not sure if realistic to mobilize council on short notice.
- Mentions Madion provisions about cancelling ahead of time and middle of an event.
- Give authority to clerk or mayor or police chief?

Blanke goes back to denial of permit

- Feels should be able to deny on grounds that possible threat
- Schmid: Feels like we shouldn't be able to deny before completed plan has been returned re: environmental impact.
 - o An antagonistic group could cause event of a group they don't like to be canceled
 - o Atty: discourages City to have official policy to cancel a threat to cancel threat because of a third party.
 - Heckler Veto: can be seen govt acting on intent of a speech etc which could be violation of First Amendment.
 - o Board concerned about possible inconsistent application.

Re: cancellation of event

- Schmid feels burdensome to have council meet on short notice to cancel an event.
- Blanke: Three separate categories seem to exist: Acts of God, blatant violation of agreement before event, and same day cancellations due to health department violations, etc.
 - o Could designate different authorities under each situation.
 - o Davis: seems like should agree this goes back to the drawing board. Come up with a different approach.
 - o Schmid feels we need to insert clause regarding war, natural disasters, etc
 - o Board: Mayor or mayor's designee should be designated
 - o Atty: there are certain events where fire chief is highest official in certain triggering events, or in some instances possibly the police chief
 - o Schmid: Would we have prorated refunds for canceled events.
 - o Davis: We can revisit this.
 - o Blanke: we need to make sure we understand differences between weather and natural disasters

J. Appeal of application denial or modification

- Board asks about appeal process
- Atty: Initial decision was that it would go to PS&W instead of Common Council
 - Blanke: Why not have it start at PS&W, and then could be appealed to Common Council
- Schmid: Feels appeal should go directly to full Common Council. Avoids going to court right away.

Blanke: A four-person board is more flexible than full Council.

Atty. Clarifies licensing board appeal process.

- There are instances where a modification over a denial would be appropriate.

K. Enforcement

- Language from previous ordinance
- Schmid: Is this civil or criminal forfeiture?
 - Atty: Civil. Tied to ordinance that would create civil forfeiture amount.

Schmid: Concerned about high amount...should be tied to unpaid bill amount.

Parades, etc.

- Can be created as a separate chapter.
- Davis: We can review organization.
- Blanke: Prefer it be parallel, not part of same ordinance
- Noted this applies to city sponsored parades
- Blanke: not necessarily practical for parade organizer to supply handwashing stations, etc.

Public comments:

- Stacy Estudillo: question on cancellation process. Re: police chief asked for cancellation five days before event.
- Mike Cederberg: Page 7, para 14. Suggests inserting list of legal given and surnames including any all aliases. E.g. Bozo the Clown, Capt. Kangaroo
- Mike Powers: Page 7. When entity is providing type of event. Under Public Peace and Order ordinance, regulation of sexually oriented conduct. Feels this should be covered. Concerned about proximity to minors.
- Molly Kopplin: Would like links to websites of other communities being referenced. Likes idea of having one point person, likes idea of the mayor being able to make that decision. Concerned about incentive for antagonistic groups online being able to get events cancelled. Re: Background checks, what level of criminality is being covered? What standard is being used?
- Steve Kauffeld: serves as a Dodge Co. Supervisor. Speaks about children being like sponges. What is purpose of a drag queen event and what are they teaching?
- Tienn: Pointed comments toward Pride in the Park. Threats to public safety, etc. Having an event for a queer group of people is not inherently a threat. Opposing protests, etc are common right now. Not controlled by event organizers.

MOTION: Board moves to make necessary revisions and table to next meeting. Seconded by Blanke.

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

Respectfully Submitted - Dana Davis, Chairperson

PUBLIC WORKS COMMISSION MEETING AGENDA
TUESDAY, NOVEMBER 28, 2023 AT 5:30 PM

Section 7, Item G.

Commission members present: Alders Bartz, Board, Smith, Wetzel, Comm'r Thompson
City employees present: Wastewater Treatment Manager Pete Hartz; Strategic Initiatives and Development Coordinator Mason Becker. City Attorney Steve Chesebro

1. CALL TO ORDER

5:43 pm

2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

NONE

3. REVIEW AND APPROVE MINUTES

Public Works minutes from November 14, 2023

Motion to approve Ald. Board

2nd Ald. Bartz

Carried by unanimous voice vote

4. BUSINESS

A. Review and take possible action: Dupont class action lawsuit settlement participation to establish eligibility for compensation from settlement funds

Currently drinking water tests show that the city of Watertown's treated drinking water is safe and has zero detects for 29 different PFAS / PFOS chemical parameters, which were required to be tested for under the Federal Environmental Protection Agency's Unregulated Contaminant Monitoring Rule #5 in 2023. However, the future of the water quality related to PFAS / PFOS is unknown. Joining in this settlement impacts Watertown's future rights regarding the unknown and possible contamination from PFAS / PFOS. This settlement provides public water systems with access to funding that can transform their infrastructure by establishing and maintaining state-of-the-art water treatment facilities equipped with advanced technology for effectively removing PFAS / PFOS. This settlement coincides with a shifting regulatory landscape and the likely adoption of new, enforceable standards for PFAS content in drinking water, including the Environmental Protection Agency's proposed maximum contaminant levels for PFOA / PFOS; if the public water system opts out it will receive no funds to pay for compliance efforts and obligations, but would preserve legal rights for future claims.

Both Hartz and Chesebro concurred that the best option for the City is to opt. Into the lawsuit.

This lawsuit is nationwide

Motion by Ald. Board to opt. into a class action lawsuit with Dupont to establish eligibility for compensation from settlement funds

2nd Ald. Bartz

Carried by unanimous voice vote

B. Review and take possible action: 3M class action lawsuit settlement participation to establish eligibility for compensation from settlement funds

Can insert paragraph 4.A. "Currently...claims" can be inserted here as it is a duplicate.

Motion by Ald. Board to opt. into a class action lawsuit with 3M to establish eligibility for compensation from settlement funds

2nd Comm'r Thompson

Carried by unanimous voice vote

C. Review: Downtown River Corridor Opportunity Analysis RFP

Mason Becker appeared before the Plan Commission seeking ideas and thoughts and appeared before the Public Works Commission for the same.

Smith asked what the expected cost to the RDA for the study. Becker \$20-50k. Smith asked if the RDA has money available in the RDA and that the study could be completed in 2024 and that the project should be completed in 9 months.

Smith suggested partnerships along the corridor between public and private sector

Unsure of the scope of the study, but Smith spoke of the misuse of land south of the Milwaukee Street bridge. Board asked that design standards be given to the developers in the corridor and broadening the scope along the entire commercial face of the Rock River i.e. fromer Shopko/Pic n Save, east side of river from the former Pizza Hut property south.

5. ADJOURNMENT

Motion to adjourn at Ald. Bartz at 6:39 pm

2nd Ald. Board

Carried by unanimous voice vote

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.

RESOLUTION
JAYNELLEN HOLLOWAY’S RETIREMENT
DIRECTOR OF PUBLIC WORKS

SPONSOR: MAYOR MCFARLAND

WHEREAS, Jaynellen Holloway has served as an employee in the Public Works Department, Engineering Division of the City of Watertown since August 12, 2013, and,

WHEREAS, Jaynellen Holloway has dedicated 10 years of her career to serving the citizens of the City of Watertown; and,

WHEREAS, Jaynellen Holloway has demonstrated integrity, knowledge, and professionalism in her work for the City of Watertown; and,

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

That the Common Council of the City of Watertown extends sincere gratitude to Jaynellen Holloway for her years of public service and wishes her many happy and rewarding years of retirement.

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

ADOPTED December 5, 2023

CITY CLERK

APPROVED December 5, 2023

MAYOR

DISTINGUISHED
SERVICE AWARD

PRESENTED TO
DIRECTOR OF PUBLIC WORKS

JAYNELLEN HOLLOWAY

IN RECOGNITION OF YOUR 10 YEARS
OF DEDICATED SERVICE
TO THE CITY OF WATERTOWN
AND ITS CITIZENS

PRESENTED BY THE MAYOR
AND COMMON COUNCIL

"THERE IS NO GREATER CHALLENGE AND THERE IS NO GREATER
HONOR THAN TO BE IN PUBLIC SERVICE."
CONDOLEEZZA RICE

EMILY MCFARLAND
MAYOR



MAIN STREET DESIGN

STREETSCAPE

DOWNTOWN SPACES

WAYFINDING

A vision for the future and the tools to make the most of a rare opportunity to refresh, enliven, and enhance Watertown's Main Street and downtown



WATERTOWN DOWNTOWN VISION & MAIN STREET RECONSTRUCTION

WATERTOWN, WISCONSIN NOVEMBER 2023

ACKNOWLEDGEMENTS

Watertown Main Street Task Force

- Mayor Emily McFarland
- Mason Becker, Strategic Initiatives and Development Coordinator
- Alderperson Myron Moldenhauer
- Melissa Lampe, Watertown Main Street
- Amber Smith, Downtown Business Owner
- Jaynellen Holloway, City Engineer
- Andrew Beyer, Assistant City Engineer
- Steve Board, Watertown Historic and Downtown Design Commission
- Michelle Ellias, Wisconsin DOT
- Andy Grinwald, Watertown Chamber of Commerce Member
- Laurie Hoffmann, Citizen at Large

Watertown Main Street Working Group

- Mayor Emily McFarland
- Mason Becker, Strategic Initiatives and Development Coordinator
- Jaynellen Holloway, City Engineer
- Andrew Beyer, Assistant City Engineer
- Melissa Lampe, Watertown Main Street
- Vandewalle & Associates, Design Consultant

Plan Commission Members

- Mayor Emily McFarland, Chair
- Jaynellen Holloway, Engineering
- Brian Zirbes, Zoning
- Brad Blanke, Alderperson
- Alyse Talaga, Citizen Member
- Brian Konz, Park & Rec Rep
- Melissa Lampe, Citizen Member
- Nick Krueger, Citizen Member

Common Council Members

- Dana Davis, District 1 Alderperson
- Jonathan Lampe, District 2 Alderperson
- Steve Board, District 3 Alderperson
- Dan Bartz, District 4 Alderperson
- Brad Blanke, District 5 Alderperson
- Fred Smith, Council President
- Eric Schmid, District 7 Alderperson
- Bob Wetzel, District 8 Alderperson
- Myron Moldenhauer, District 9 Alderperson

Design Assistance

Vandewalle & Associates | Eye Level Studio
120 East Lakeside Street, Suite 300
Madison, WI 53715

- Dean Proctor, AIA, Principal Designer
- Elona Bartnick, Lead Associate Designer
- Susan Hansen, Marketing Communications
- Sonja Kruesel, AICP, Associate Planner
- Nicole Anderson, Project Assistant



Ruekert & Mielke, Inc.
W233 N2080 Ridgeview Pkwy
Waukesha, WI 53188



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CONTEXT & BACKGROUND

Project Context

The City of Watertown, in partnership with the Wisconsin Department of Transportation, anticipates a full reconstruction of eleven blocks of the City's Main Street and replacement of the Cole Bridge between 2025 and 2030.

As a precursor to these major construction projects, the City commissioned a Downtown Main Street Reconstruction Task Force in early 2021. This public body was created to guide early planning and design efforts and to engage the community well in advance of final design and construction. Creation of the Task Force kicked-off a series of strategic planning efforts to inform this historic and impactful project.

The Task Force published a "Recommendations Report" which was built upon existing City planning documents, WisDOT regulatory requirements, considerations regarding the City's Main Street Program and Historic Preservation and Downtown Design Commission and early public feedback and ideas. In 2023, the City hired consultants Vandewalle & Associates, Eye Level Studio, and Ruekert Mielke to produce formal design recommendations and to coordinate efforts with WisDOT.

Project Background

Watertown's historic Main Street has served the community as a central hub of business and social gathering for over 150 years. Main Street is simultaneously a downtown corridor and State Highway 19. The corridor has seen numerous transformations and is embarking on a rare opportunity to refresh its appearance and shape the future of Watertown for decades to come. Age and functional deterioration now require a full reconstruction of Main Street and its underlying infrastructure.

The City is coordinating the replacement of the Cole Street Bridge with the eleven-block corridor project and collaborating with WisDOT, business owners, historic preservation groups, and the community at large. The last time Main Street underwent a comprehensive reconstruction of this nature was in 1967. This project is more than simply an engineering effort or infrastructure design challenge.

The "new" Main Street can transform Watertown into a vibrant city ready to stake its claim as a top place to live and do business. The design efforts for this project were completed with this important impact in mind.



GUIDING OBJECTIVES

Welcome visitors
to a unique **place**

Portray, create, and
strengthen the unique
downtown Watertown
Identity

Create **spaces** for visitors
to pause, rest, gather,
socialize, read

Increase visitor **comfort**
and enhance the visitor
experience



DESIGN CONCEPTS AND TACTICS

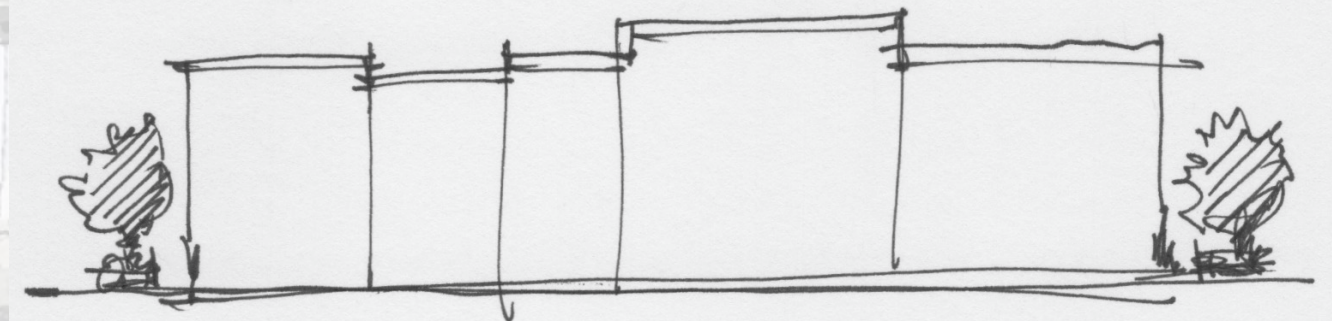
1. Maintain a functional downtown

2. Create downtown gateways and a central focal point

3. Create a low-stress, continuous pedestrian Main Street experience with enhanced east-west sidewalk and crosswalks



4. Let the historic facades shine!
Do not clutter Main Street



5. Frame history!
Bookend historic facades
with street trees

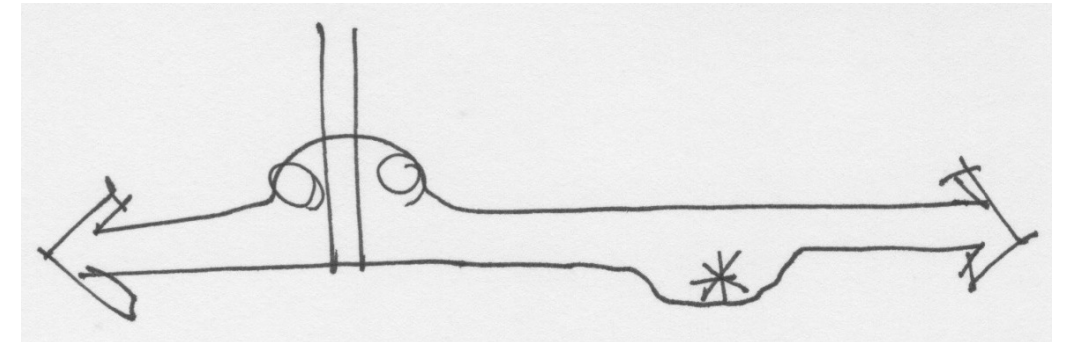




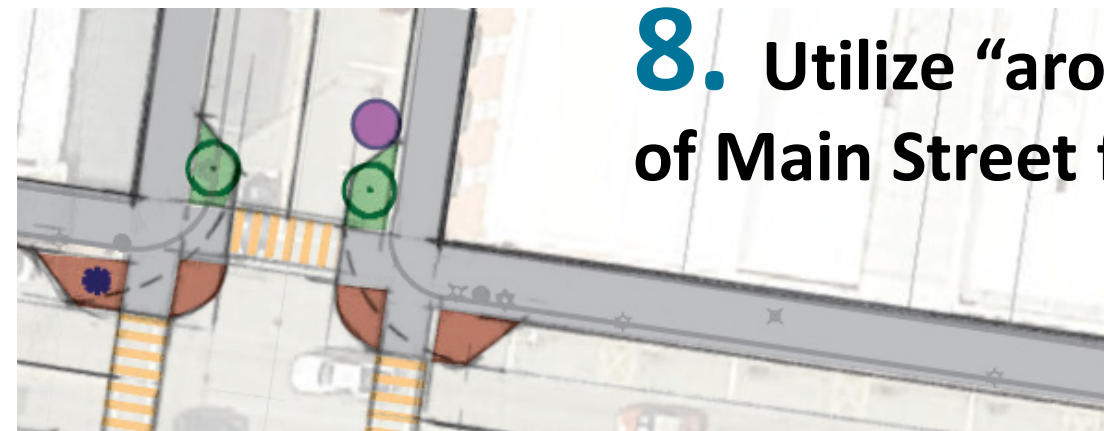
6. Combine unique elements with defined spaces to create a sense of place

7. Create spaces along and connections between, pedestrian pathways

Section 8, Item C.



9. Create locations for parklets and other flexible future uses



8. Utilize “around the corner” area off of Main Street for supportive amenities

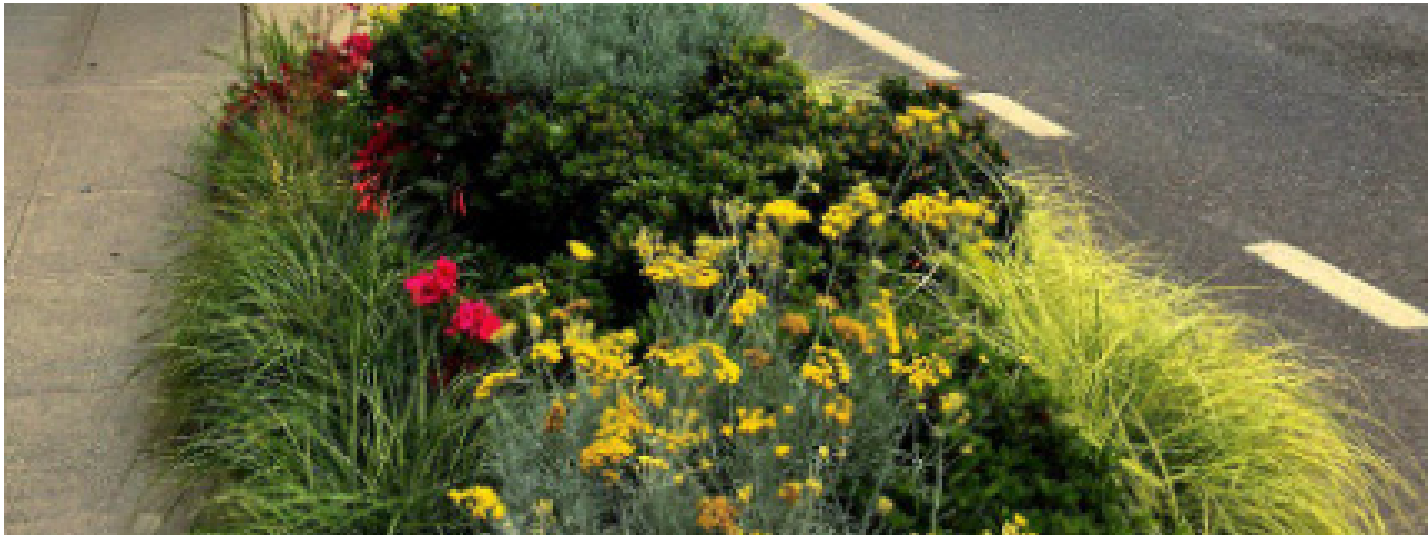
10. Reveal the uniqueness of Watertown via the use of history + story



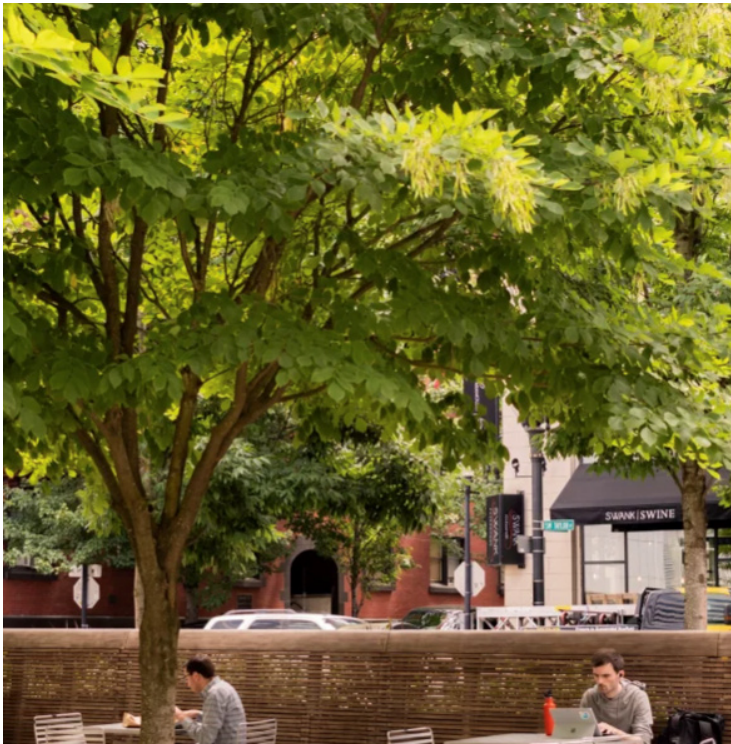


11. Add elements that reflect a forward spirit and play off historic background

12. Utilize plantings to soften a very hard environment



13. Add Shade to a very exposed environment



14. Add color to a neutral backdrop



OVERVIEW OF SECTIONS

This vision for downtown Watertown and the enhancement of the reconstruction of Main Street includes developing the City's preferred configuration of Main Street, identifying the components of the new streetscape, activating the public spaces near Main Street, enhancing the appearance of downtown, and getting people to Main Street and nearby destinations.

Main Street Design

The Main Street Design section communicates the City's preferences for curb configuration, bump-out locations and types, vehicle and pedestrian flow, traffic calming, small gathering place, and locations for features, street trees, benches and trash receptacles, block identification, and planters. These proposed enhancements reflect the City's vision for a pedestrian-friendly and attractive Main Street.

Streetscape Components

The Streetscape Components section shows what will inhabit the new Main Street and pedestrian areas - a consistent palette of features and "street furniture" that will reflect the desired aesthetic of downtown, the spirit of Watertown, and its history.

Public Spaces

The Public Spaces section reaches beyond Main Street and its components and identifies opportunities, in the core blocks of downtown, to create public spaces for gathering, pedestrian connections, and enhance the experience for all users of downtown Watertown.

Wayfinding System

The Wayfinding System section lays out plans for new wayfinding system that includes the most significant destinations, primary routes, and locations for wayfinding signage for both the downtown heart of the City as well as prominent destinations outside of downtown.



MAIN STREET DESIGN

Imagine the future Watertown Main Street that is not only a functional and fresh street and highway but is full of pedestrians using safe crosswalks, gathering, socializing, resting, and people watching in small areas with seating, planters, other features, street trees and shade.

Curb configurations (including bump-outs)

Plans show the complete 11-block extent of Main Street including curb configuration, truck and traffic flow analysis, crosswalks, amenity areas, and the location of special features and repeated street furniture and amenities.

Crosswalks

Plans indicate pedestrian crosswalks on Main Street and side streets at all primary intersections and auto-oriented portions where there is limited need for crosswalks.

Amenity areas

Plans show areas created by bump-outs that create space for amenities and street furniture.

Street furniture and feature locations

Plans show locations for all the streetscape components including major features (entry feature and kiosk) and street furniture as indicated in the legend.

Truck and traffic flow

Plan indicates truck routes and intends to accommodate required turning radii.





Main Street Reconstruction and Enhancements
Watertown, Wisconsin
Schematic Design Plan

Section 8, Item C.

Draft Pending WisDOT Review



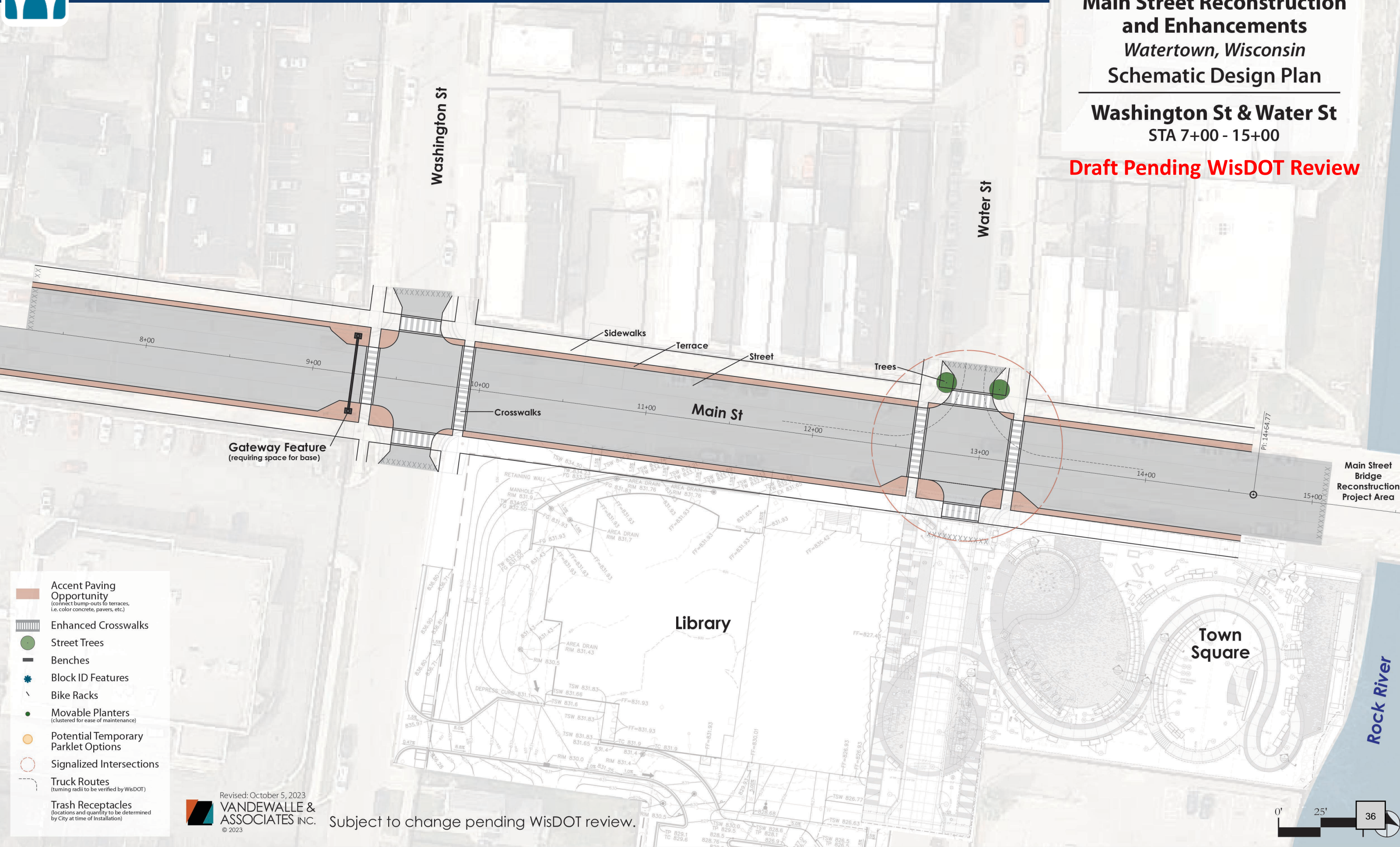
Revised: October 5, 2023



Main Street Reconstruction and Enhancements
Watertown, Wisconsin
Schematic Design Plan

Washington St & Water St
STA 7+00 - 15+00

Draft Pending WisDOT Review



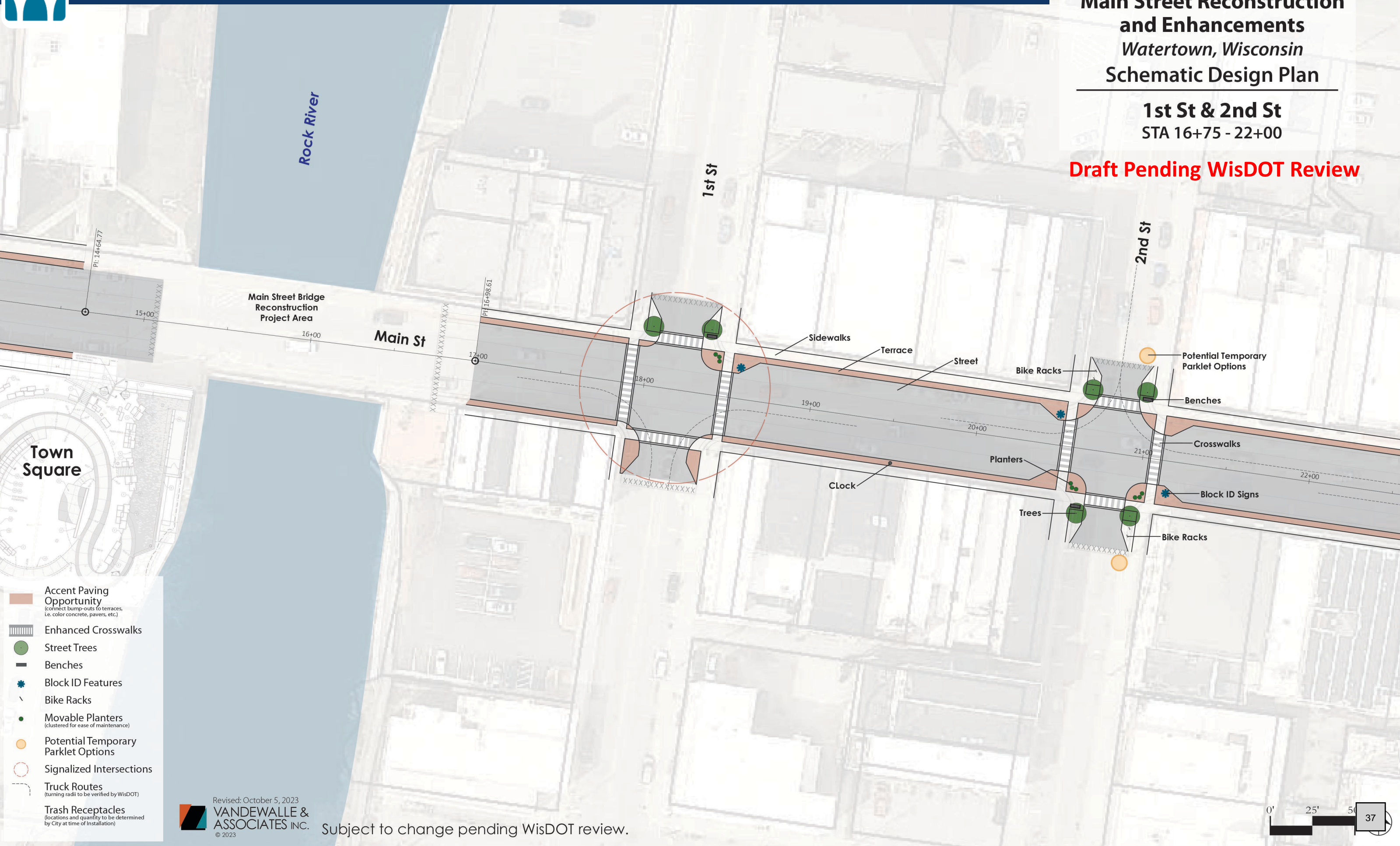
- Accent Paving Opportunity
(connect bump-outs to terraces, i.e. color concrete, pavers, etc.)
- Enhanced Crosswalks
- Street Trees
- Benches
- Block ID Features
- Bike Racks
- Movable Planters
(clustered for ease of maintenance)
- Potential Temporary Parklet Options
- Signalized Intersections
- Truck Routes
(turning radii to be verified by WisDOT)
- Trash Receptacles
(locations and quantity to be determined by City at time of installation)



Main Street Reconstruction
and Enhancements
Watertown, Wisconsin
Schematic Design Plan

1st St & 2nd St
STA 16+75 - 22+00

Draft Pending WisDOT Review



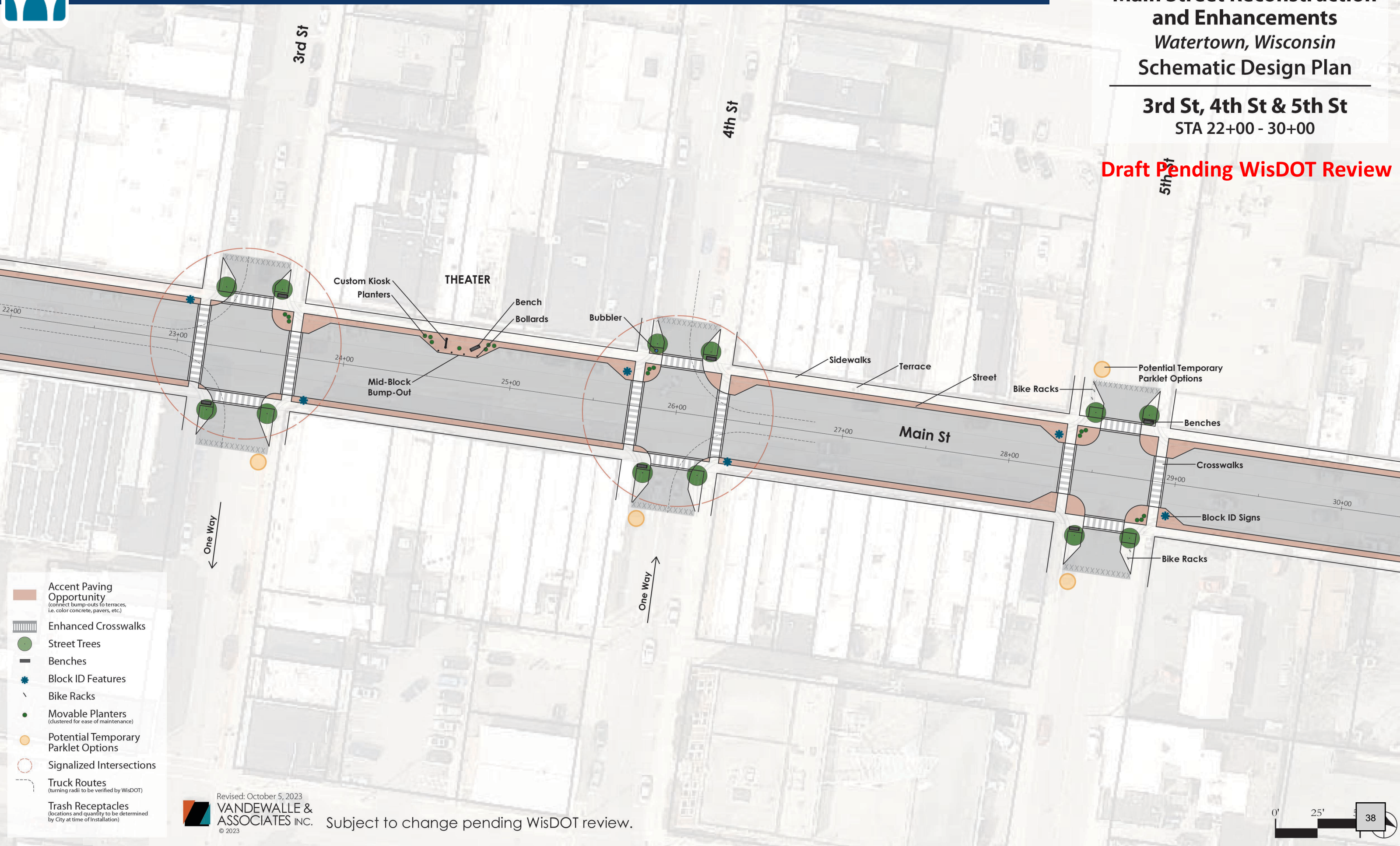
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(locations and quantity to be determined
by City at time of installation)



Main Street Reconstruction
and Enhancements
Watertown, Wisconsin
Schematic Design Plan

3rd St, 4th St & 5th St
STA 22+00 - 30+00

Draft Pending WisDOT Review

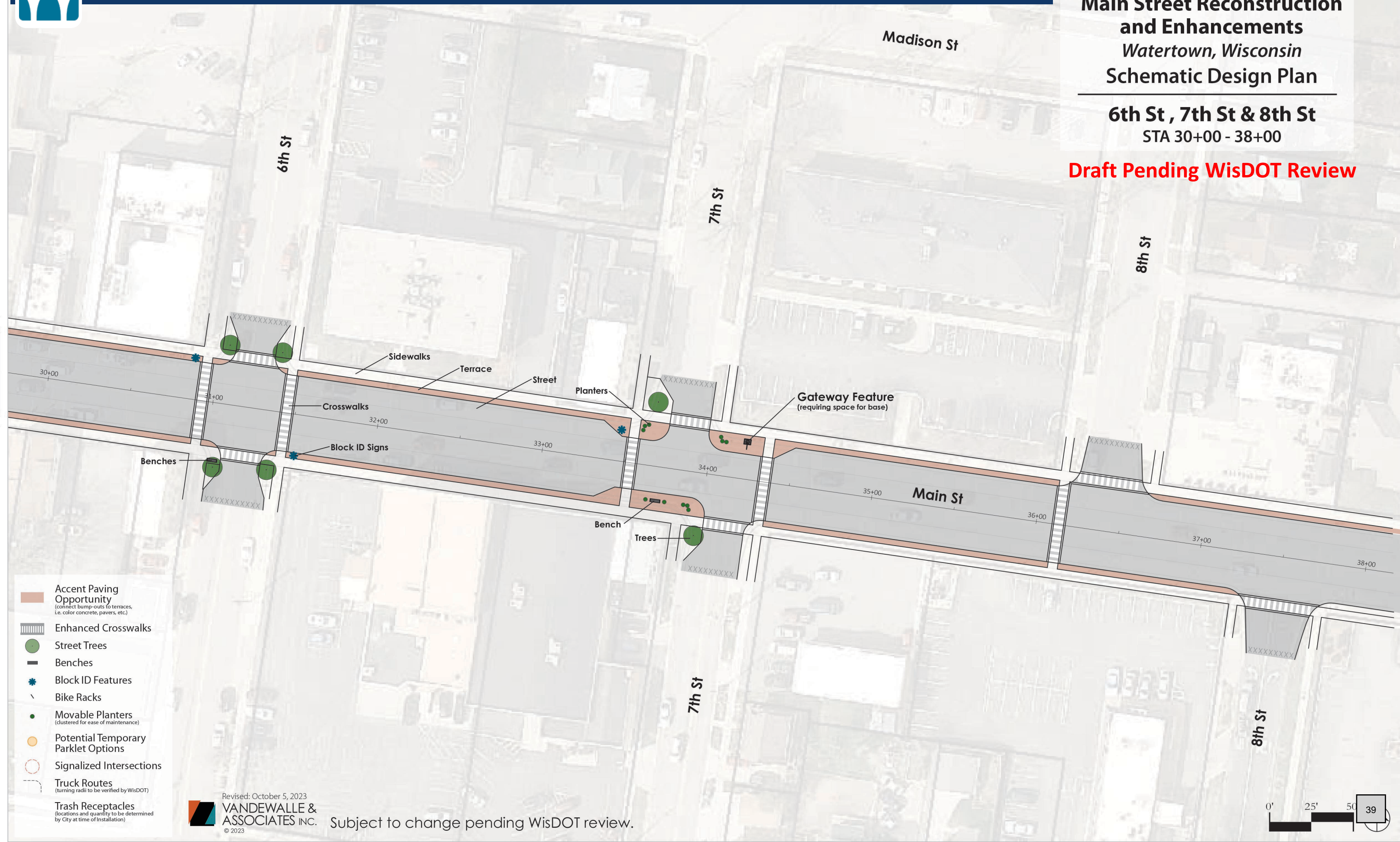




Main Street Reconstruction
and Enhancements
Watertown, Wisconsin
Schematic Design Plan

6th St , 7th St & 8th St
STA 30+00 - 38+00

Draft Pending WisDOT Review



- Accent Paving Opportunity
(connect bump-outs to terraces,
i.e. color concrete, pavers, etc.)
- Enhanced Crosswalks
- Street Trees
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(turning radii to be verified by WisDOT)
- Trash Receptacles
(locations and quantity to be determined
by City at time of installation)

STREETSCAPE COMPONENTS

Imagine Main Street and its intersections, sidewalks and pedestrian areas, with coordinated and classic-looking features and amenities that reflect the desired aesthetic of downtown, the spirit of Watertown, and its history.

Entry features

Two major features marking the entries to the heart of downtown (at Main /Washington and Seventh Streets).

Lighting

Roadway and pedestrian light poles and fixtures located along the length of Main Street reconstruction.

Kiosk

Primary identity piece located at the mid-downtown bump-out providing directional, business, and event info to visitors.

Block identity feature

A unique feature, identifying the blocks of Main Street, located at intersections and the beginning of each block.

Wayfinding signage

Three types of signage directing visitors to parking, downtown, and community destinations located on major routes.

Parking lot identity features

Small, but visually prominent, features located at the corner of or at the entry to all downtown public parking lots.

Benches

Primary street furniture providing rest and comfort, located in sunny and shady locations at intersections.

Trash receptacles

Provide convenient locations and adequate quantities.

Street trees

Urban street trees that provide shade, visually soften, and cool, located at most intersection corners, just off of Main Street.

Planters

Low planters that accommodate annual colorful plantings located at corners and mid-block bump-out.

Bike racks

Pairs of Watertown-themed racks located just off of Main Street in strategic locations.



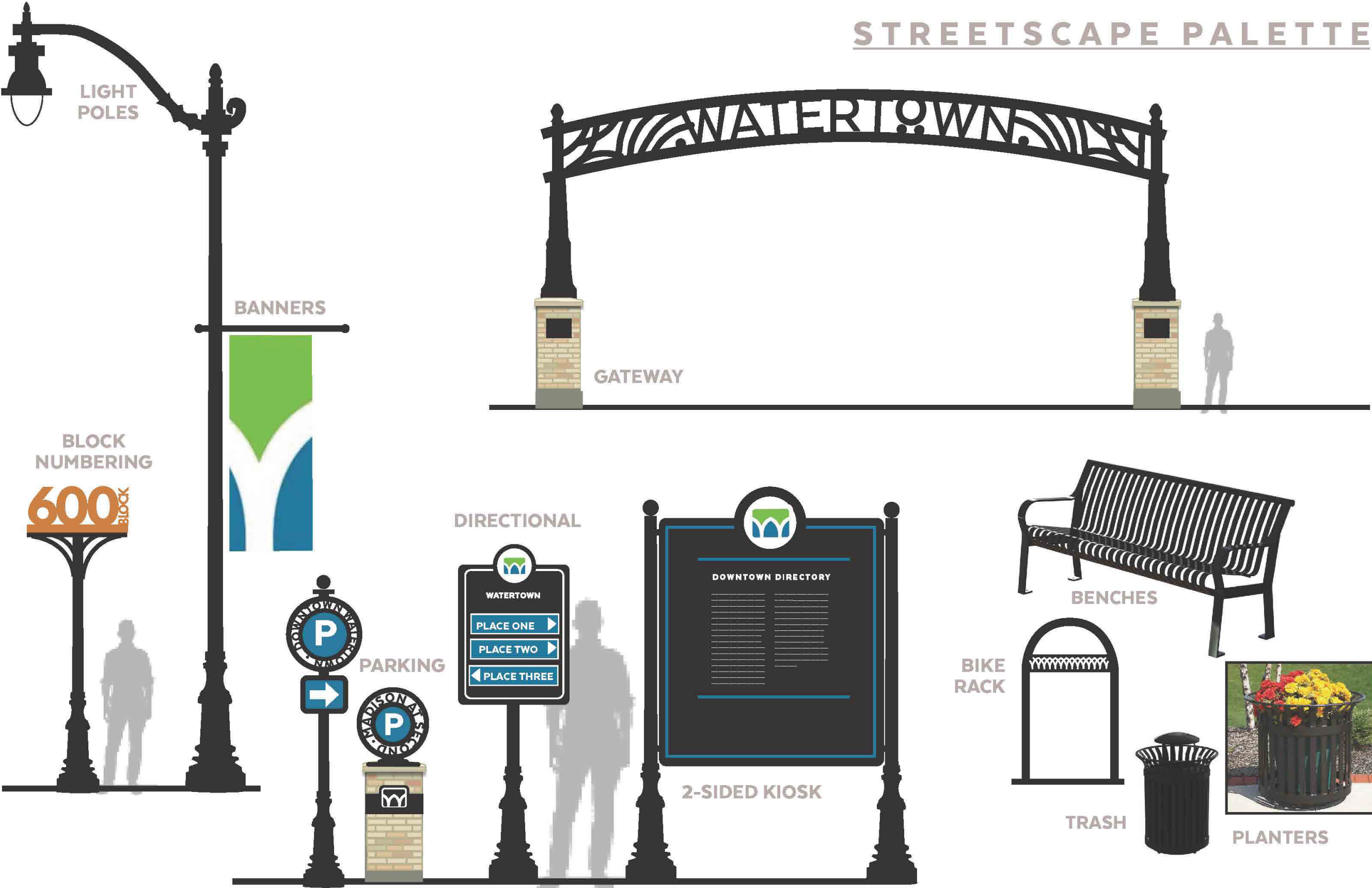
Enhanced Main
Street Streetscape
Watertown, Wisconsin



Existing Conditions



STREETSCAPE PALETTE

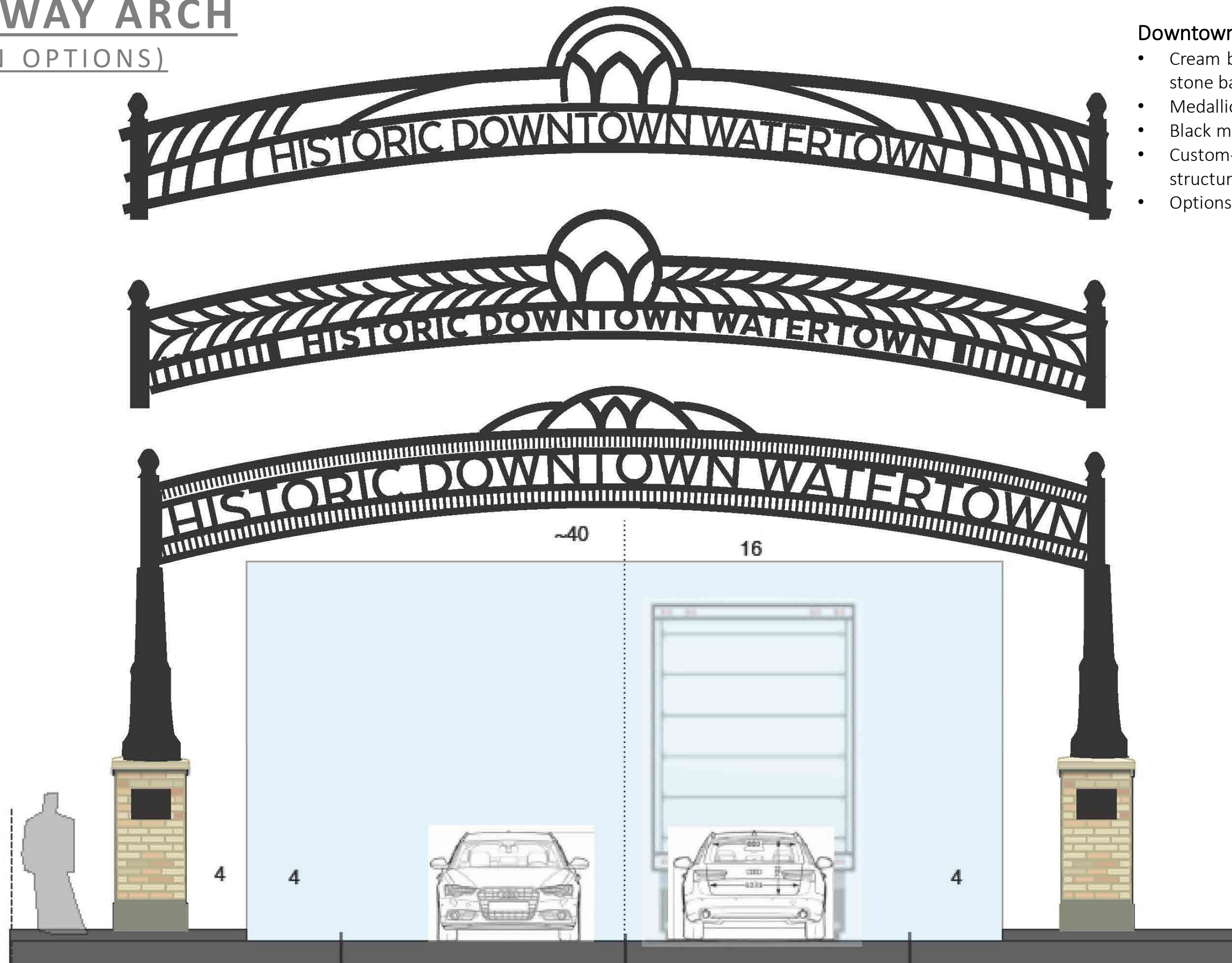


GATEWAY ARCH

(DESIGN OPTIONS)

Downtown Entry Feature - Arch

- Cream brick pedestal with cast stone base trim
- Medallion inset in brick pedestals
- Black metal structural columns
- Custom-designed black metal structural and ornamental arch
- Options for text content

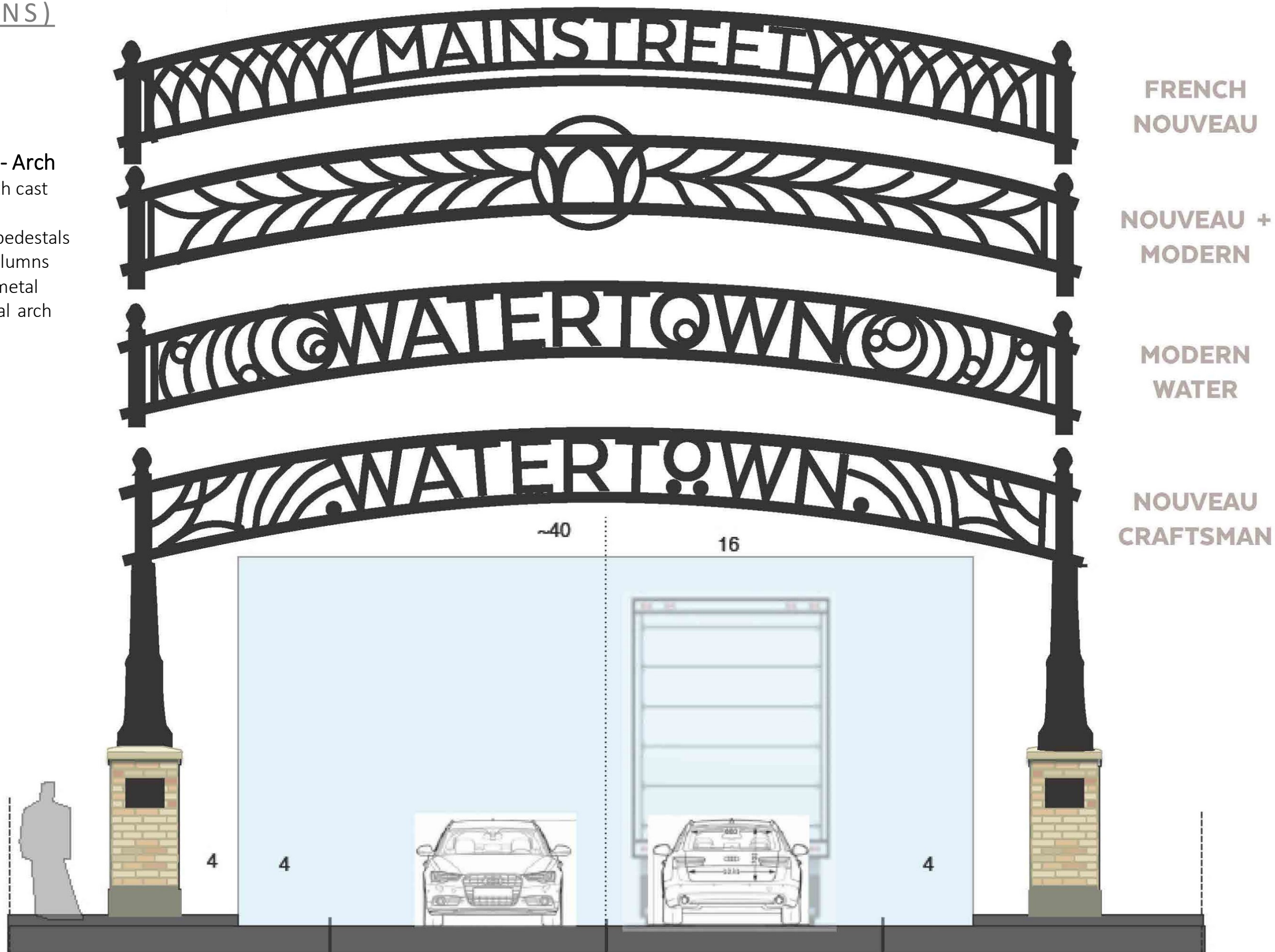


GATEWAY ARCH

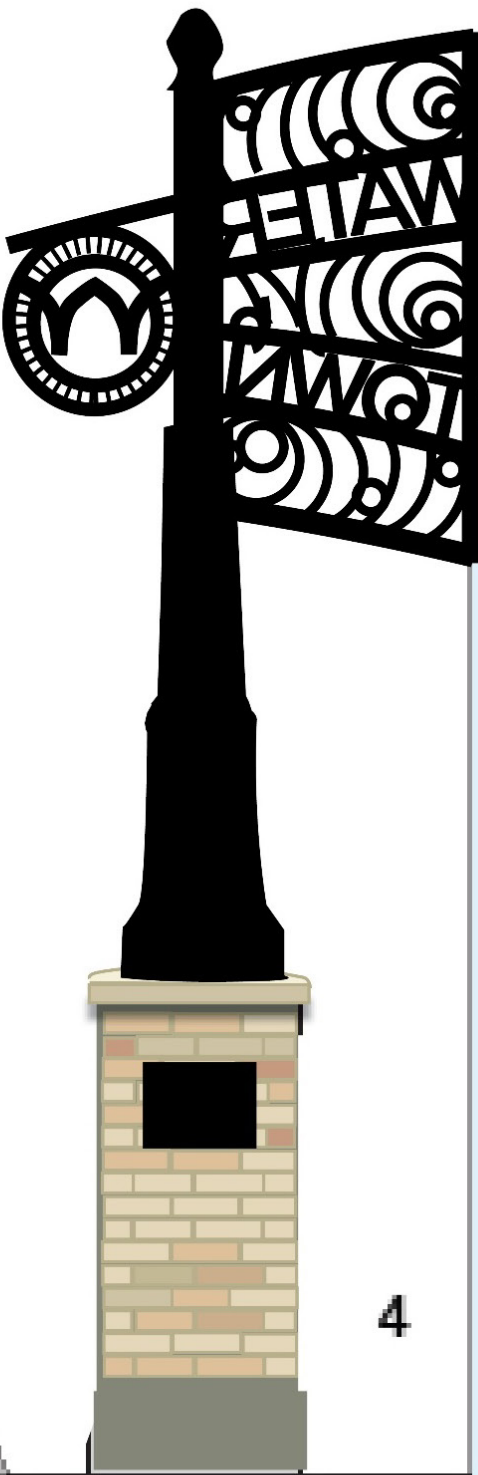
(DESIGN OPTIONS)

Downtown Entry Feature - Arch

- Cream brick pedestal with cast stone base trim
- Medallion inset in brick pedestals
- Black metal structural columns
- Custom-designed black metal structural and ornamental arch
- Options for text content

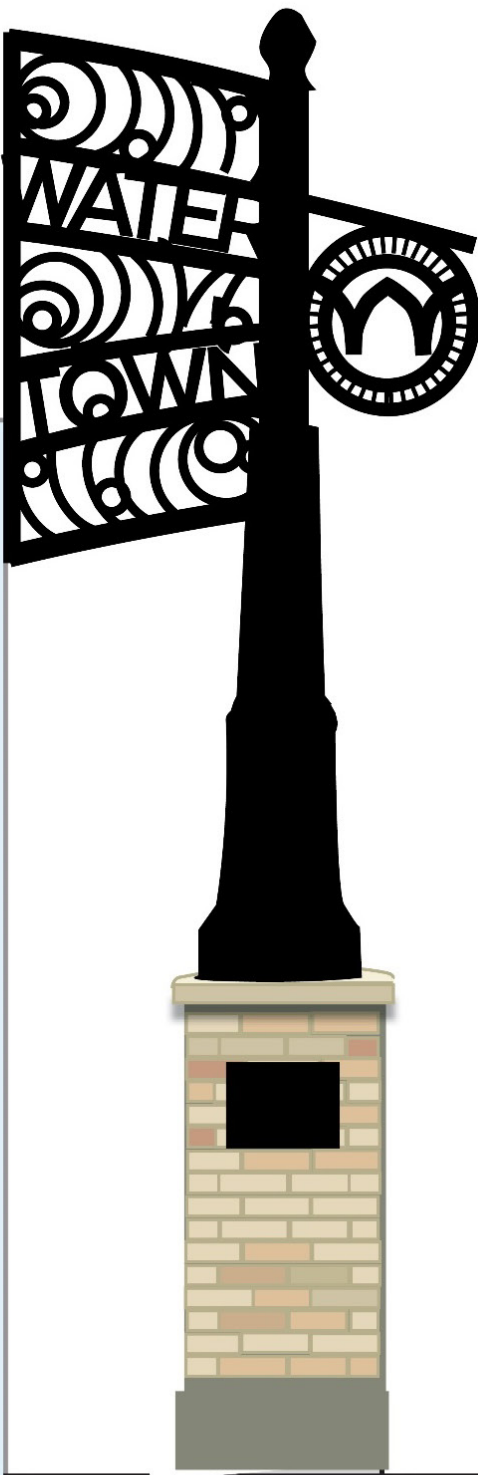
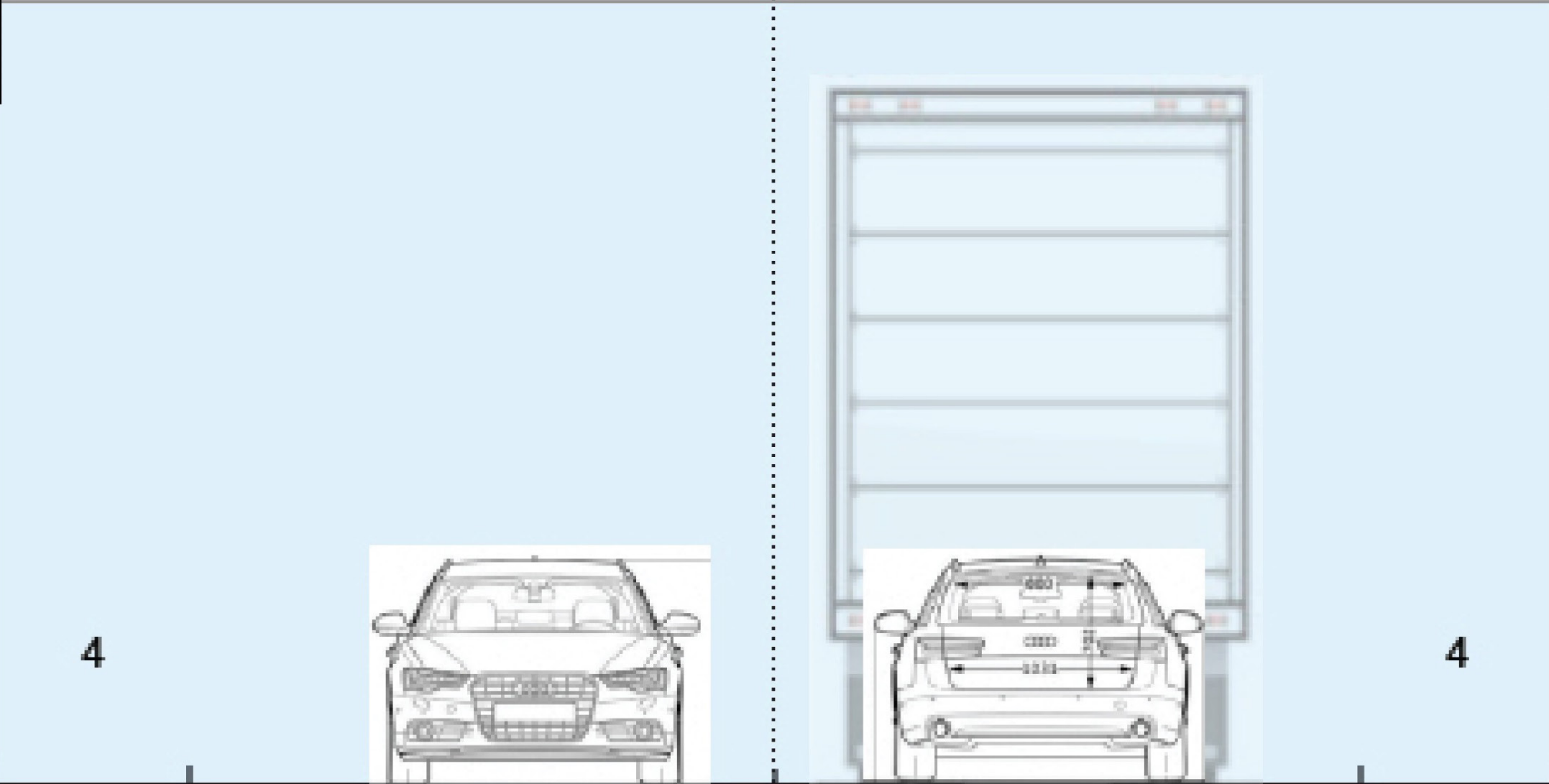


GATEWAY PYLON FEATURE



Downtown Entry Feature – Pylon/s

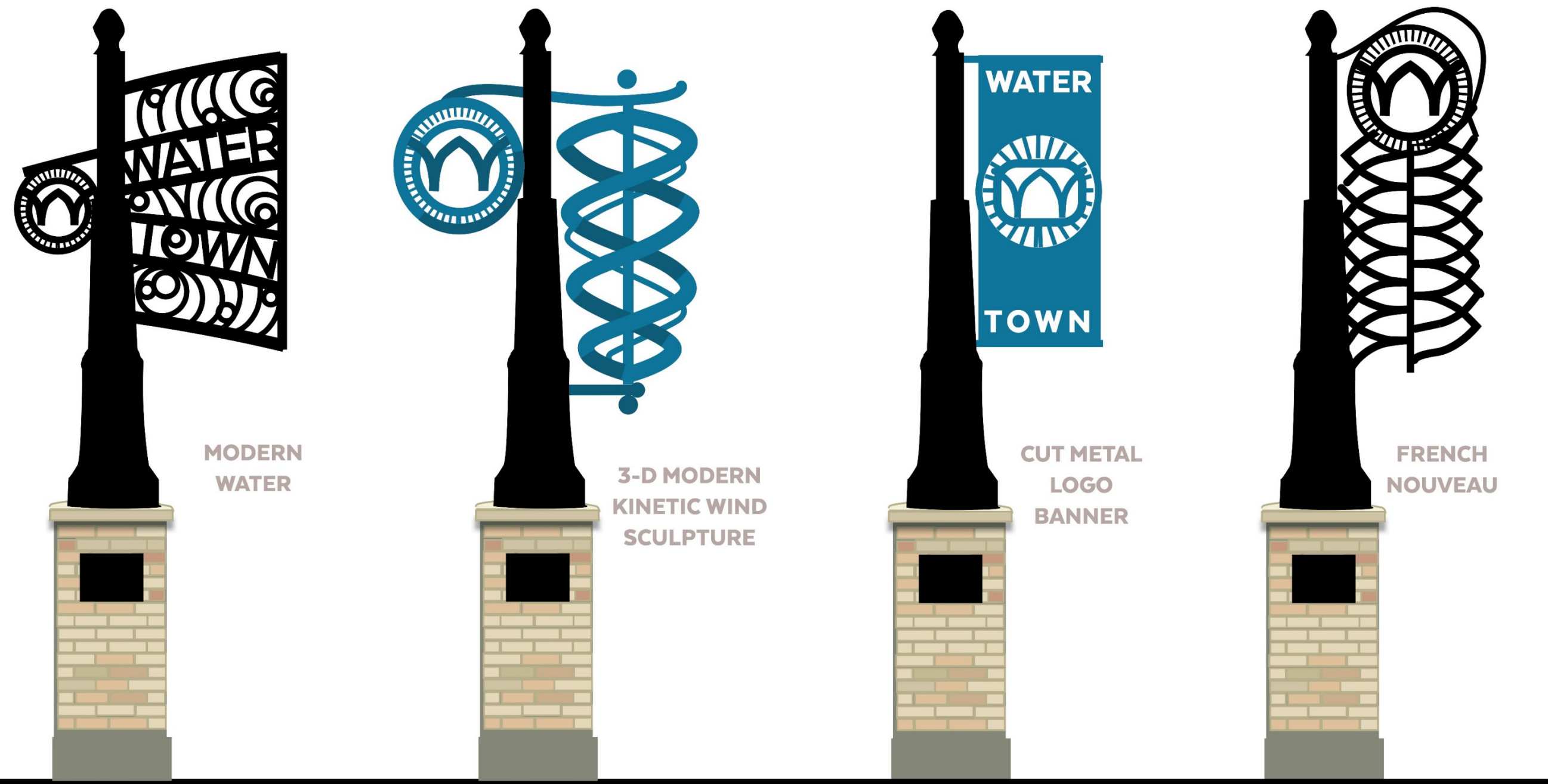
- Cream brick pedestal/s with cast stone base trim
- Medallion inset in brick pedestal/s
- Black metal structural column/s
- Custom-designed ornamental panel
- Watertown medallion on some options



GATEWAY PYLON FEATURE (DESIGN OPTIONS)

Downtown Entry Feature – Pylon/s

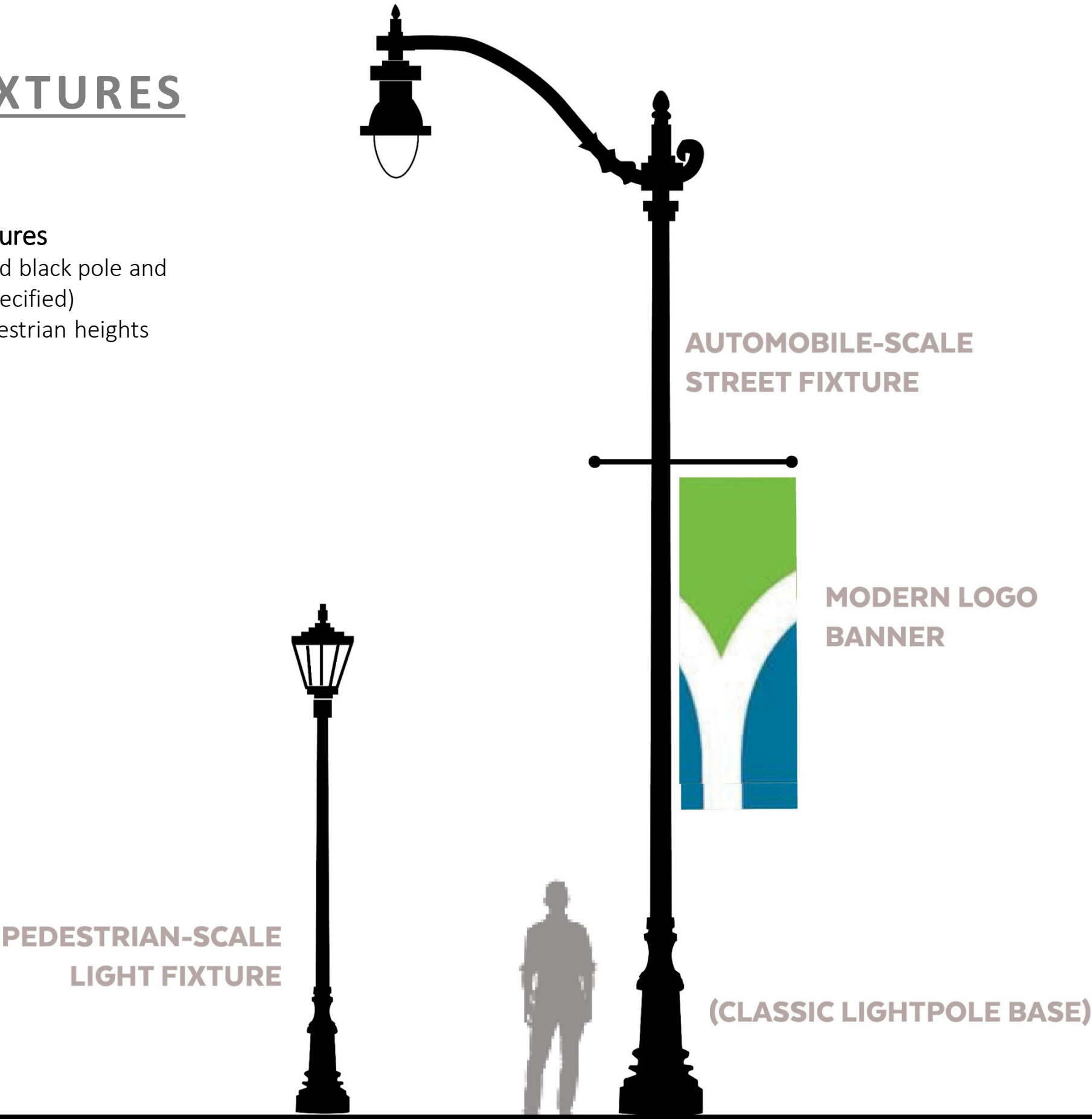
- Cream brick pedestal/s with cast stone base trim
- Medallion inset in brick pedestal/s
- Black metal structural column/s
- Custom-designed ornamental panel
- Watertown medallion on some options



LIGHT FIXTURES

Light Poles and Fixtures

- Historic-referenced black pole and fixture (already specified)
- Roadway and pedestrian heights and models



TWO-SIDED KIOSK

Kiosk

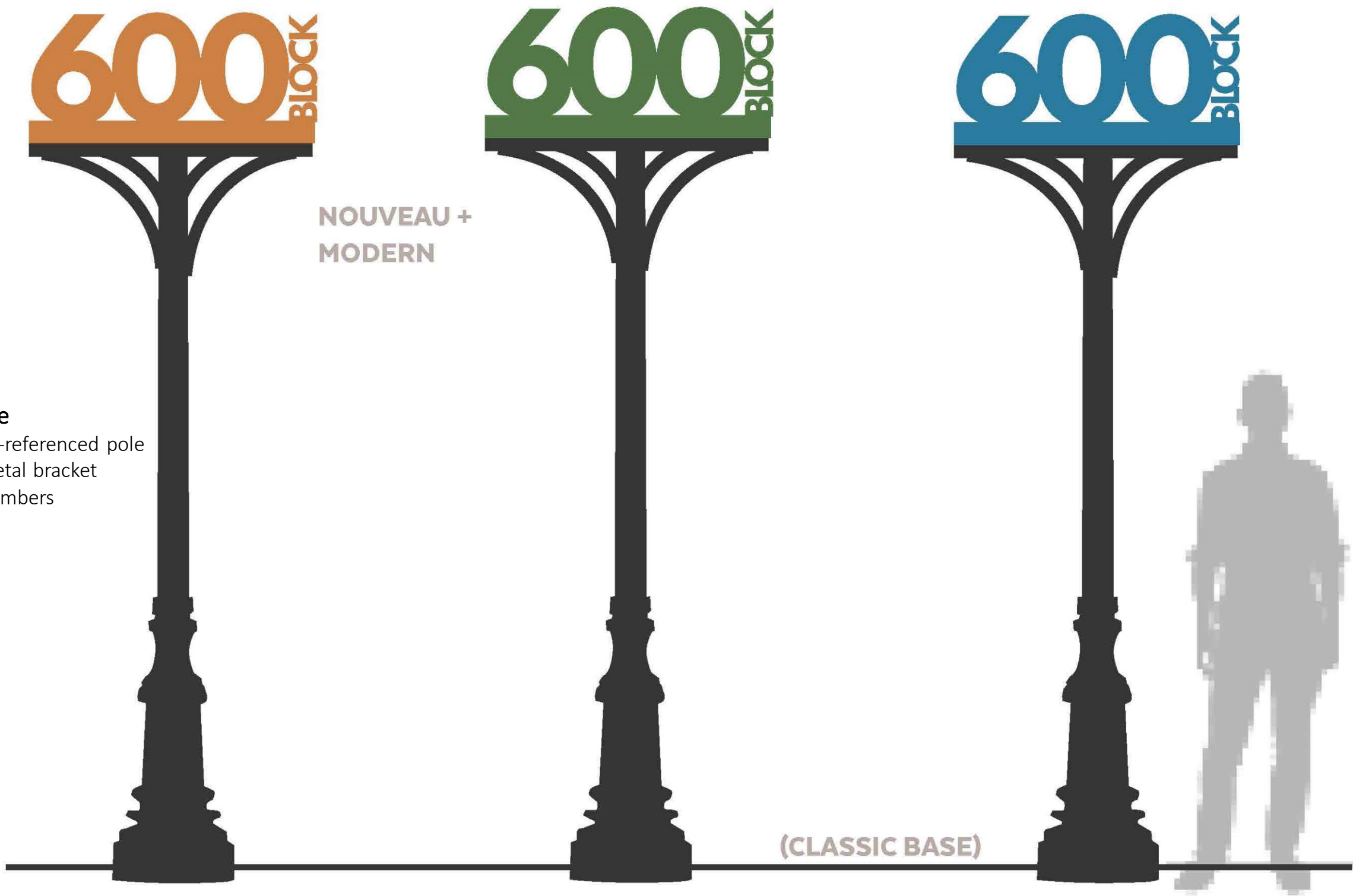
- Black metal support poles
- Two-sided panel
- Watertown logo cap at top/middle
- Side 1: Downtown orientation information
- Side 2: Event information and announcements
- Secured and sealed case, both sides

MODERN

CUTWORK METAL
LOGO SURROUND



BLOCK NUMBERING SYSTEM



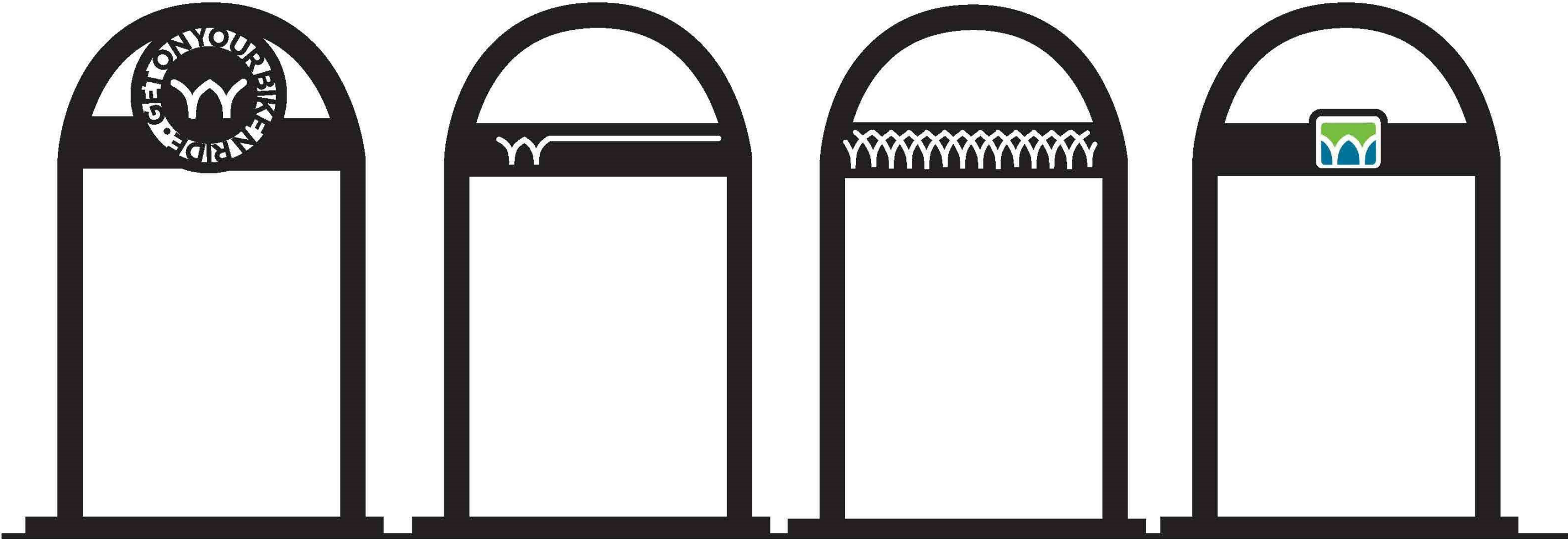
- Block Identity Feature**
- Black metal historic-referenced pole
 - Decorative black metal bracket
 - Branded colored numbers



BIKE RACKS

Bike Racks

- Standard semi-circle free-standing rack
- Black
- Black decorative band options (removable color element possible)



INDUSTRIAL
OPENWORK

MODERN

FRENCH
NOUVEAU

MODERN WITH
COLOR LOGO



DIRECTIONAL SIGNAGE

(ROUND AND RECTANGLE
LOGO OPTIONS)

CUTWORK

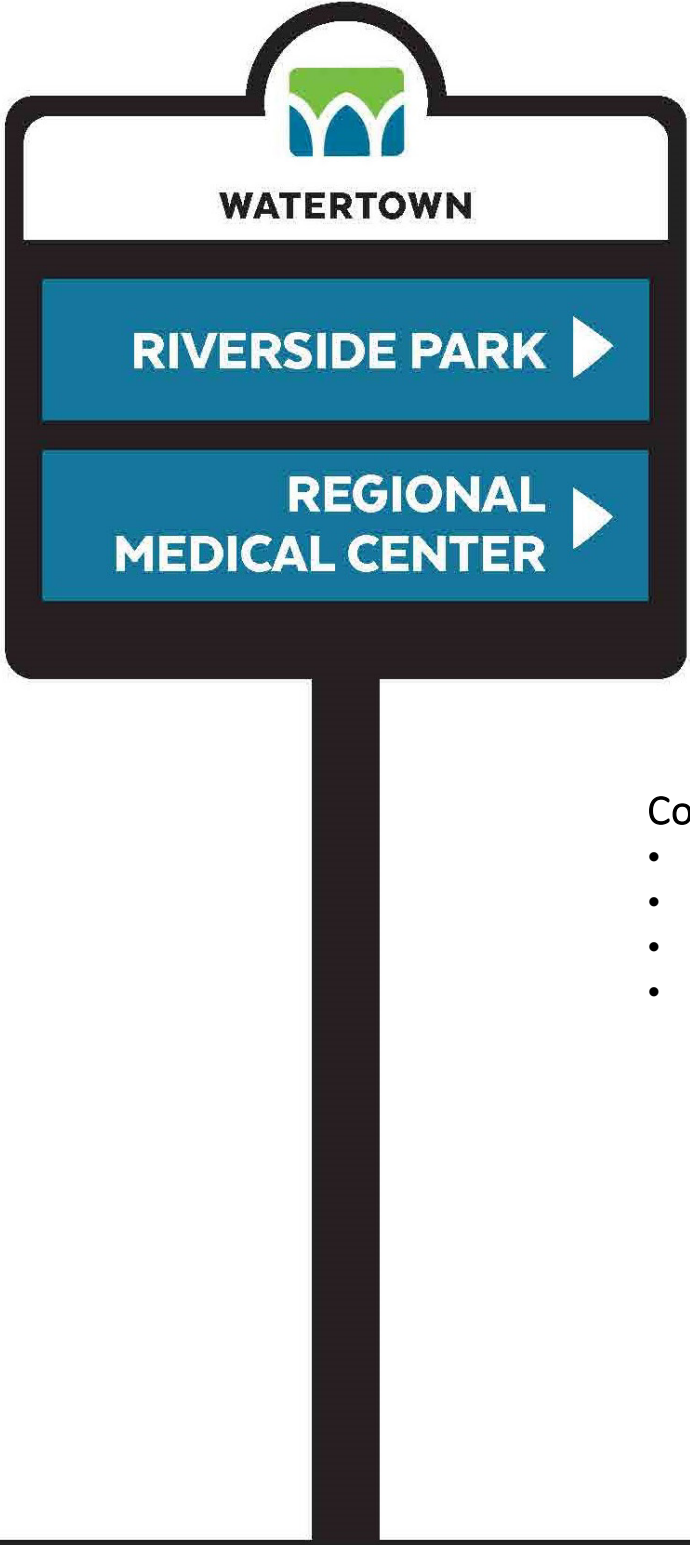


Downtown Wayfinding Signage

- Historic-referenced black poles
- Watertown logo "cap" and City name
- Three destinations
- High contrast to black background

(CLASSIC BASE)

COMMUNITY WAYFINDING SIGNAGE



- Community Wayfinding Signage
- Standard pole mounted
 - Watertown logo "cap" and City name
 - Two destinations.
 - High contrast with branded colors



PARKING LOT SIGNAGE

Parking Lot identity Sign

- Cream brick pedestal
- Black metal band and logo
- Black metal “medallion” on top of pedestal
- Blue parking “P” and parking lot name



INDUSTRIAL OPENWORK
METAL + BRICK PEDESTAL



Parking Lot Directional Sign

- Historic-referenced black poles
- Black metal “medallion” with “Downtown Watertown”
- Blue parking “P”
- Directional sign

INDUSTRIAL OPENWORK
METAL + CLASSIC BASE
PEDESTAL



STREET FURNITURE



BENCHES

Benches, Trash Receptacles, and Planters

- Matched or similar style to existing benches
- Black metal banding style



PLANTERS



TRASH
RECEPTACLE

PUBLIC SPACES AND ENHANCEMENTS

Imagine a downtown activated with public spaces where business owners and the City team up to create gathering spaces. Imagine numerous venues for large special events and growing number of features that enhance the downtown with art and lighting. Imagine clearly identified public parking lots where people find their way easily with wayfinding.

Public Spaces

Three types of spaces created on Main Street and in adjacent alleyways that support visitor gathering and connect pedestrians with public spaces, parking, and businesses.

Event Venues and Street Closures

While the spaces and streets of downtown are most often used by people doing their daily business, there are special occasions when a few closed streets can create a venue, a place for gathering, entertainment, events, fairs, and markets.

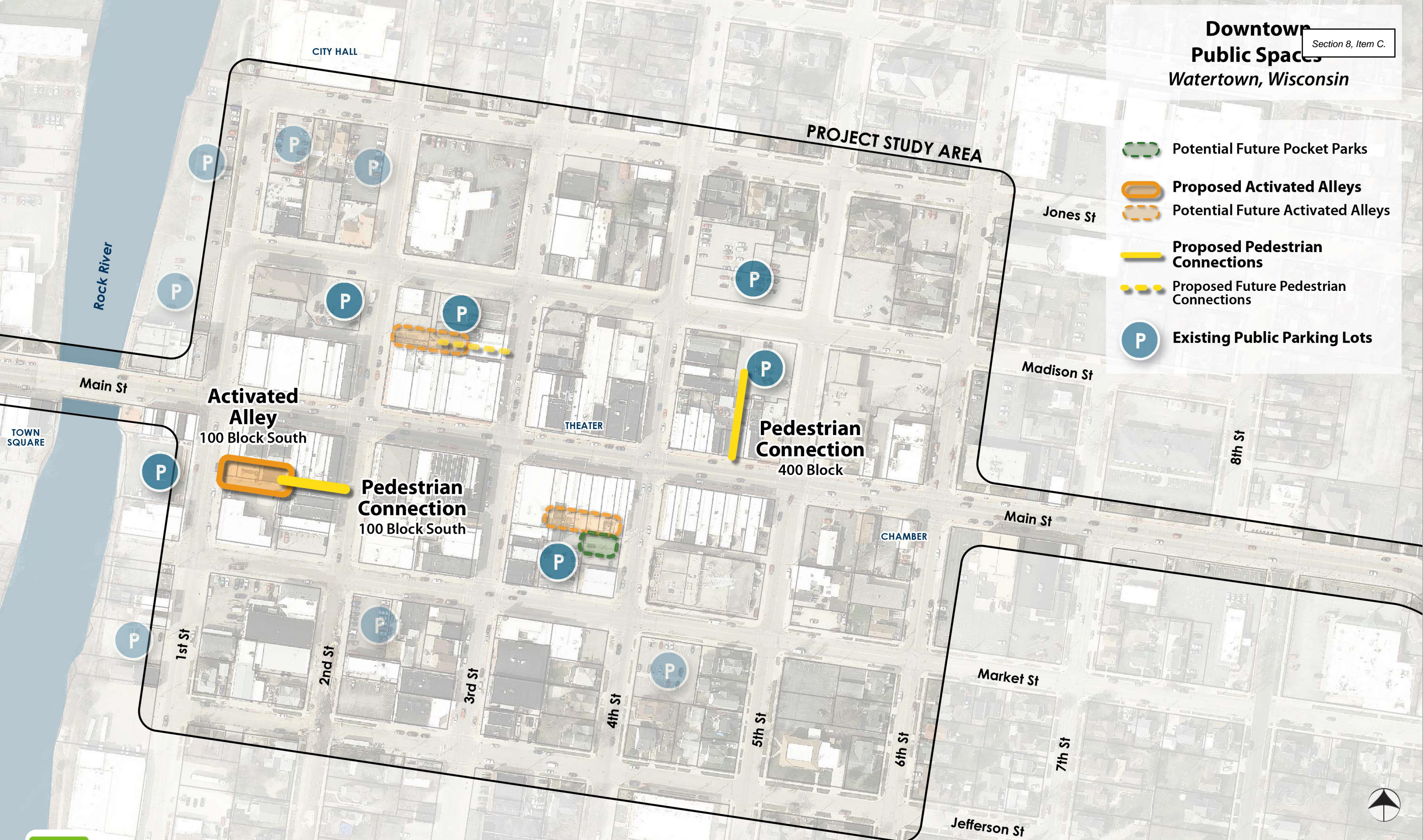
Art and Enhancements

On the riverfront, at the end of views up streets, and in the corner of large parking lots, there are opportunities for art and other features to add visual interest. From a major entry feature to a subtle, unique art piece.

Names for Public Parking Lots

Clearly identified individual parking lots that make the downtown public parking system easily discernible and accessible.





Pedestrian Connection Example Main Street Watertown, Wisconsin

Section 8, Item C.



Pedestrian
connection
between
Main Street and
parking lots

Seating

Landscaped areas

New mural on
exposed wall

Lighting

Revised: November 23, 2023
VANDEWALLE &
ASSOCIATES INC.
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**Activated Alley
Example**
Watertown, Wisconsin

Section 8, Item C.

Pedestrian friendly

Flexible alley drive

Rear entry to businesses

Small event space

Creative lighting and signage

Outdoor dining

Existing Conditions

Revised: October 5, 2023

VANDEWALLE &
ASSOCIATES INC.

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**Pedestrian Connection
Example**
Watertown, Wisconsin



Pedestrian connection between street and activated alley

Creative branding and signage

Creatively lit passageway

Streetscape amenities

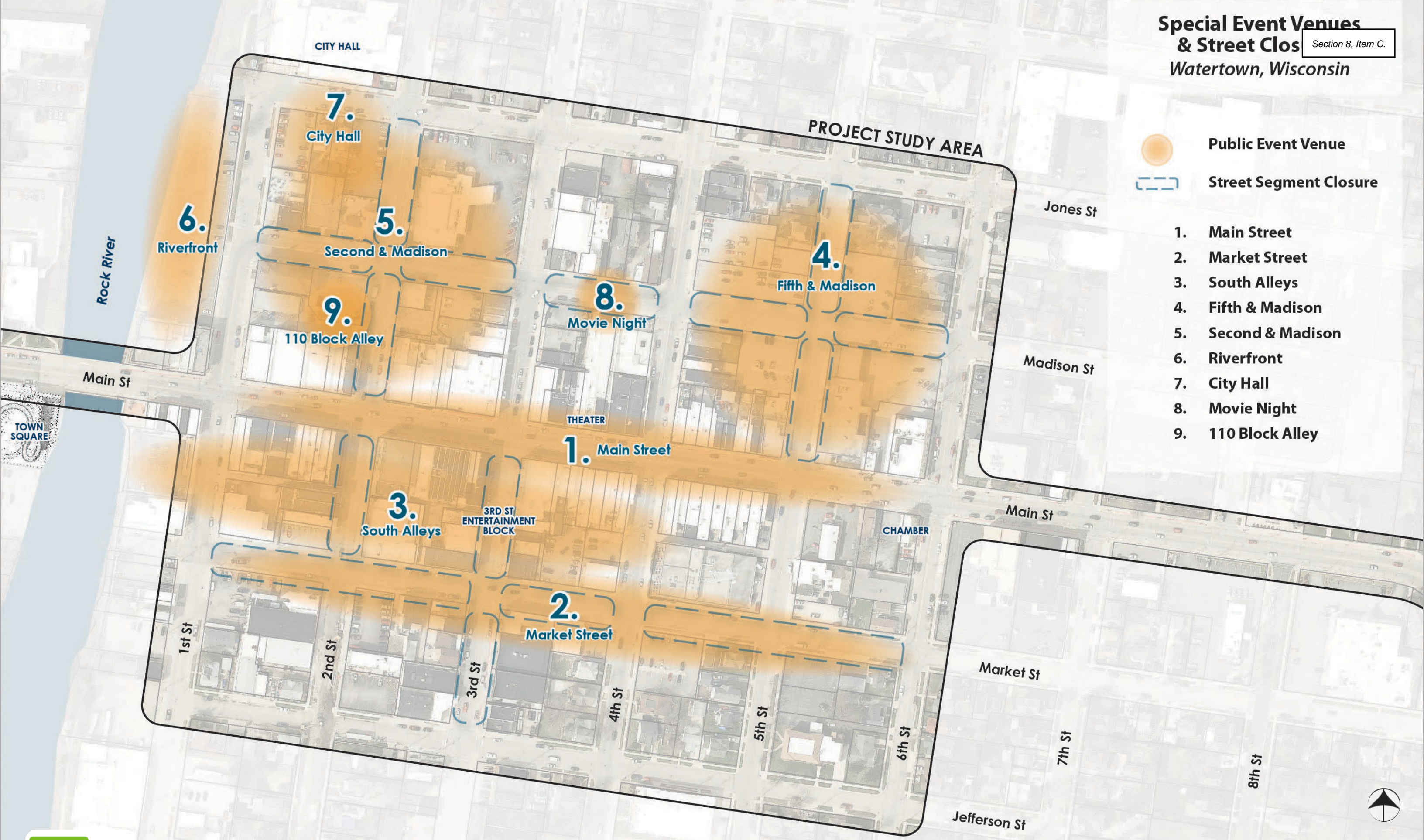
Existing Conditions



Special Event Venues & Street Clos

Section 8, Item C.

Watertown, Wisconsin



Art Feature Lighting Enhancements Watertown, Wisconsin

Section 8, Item C.



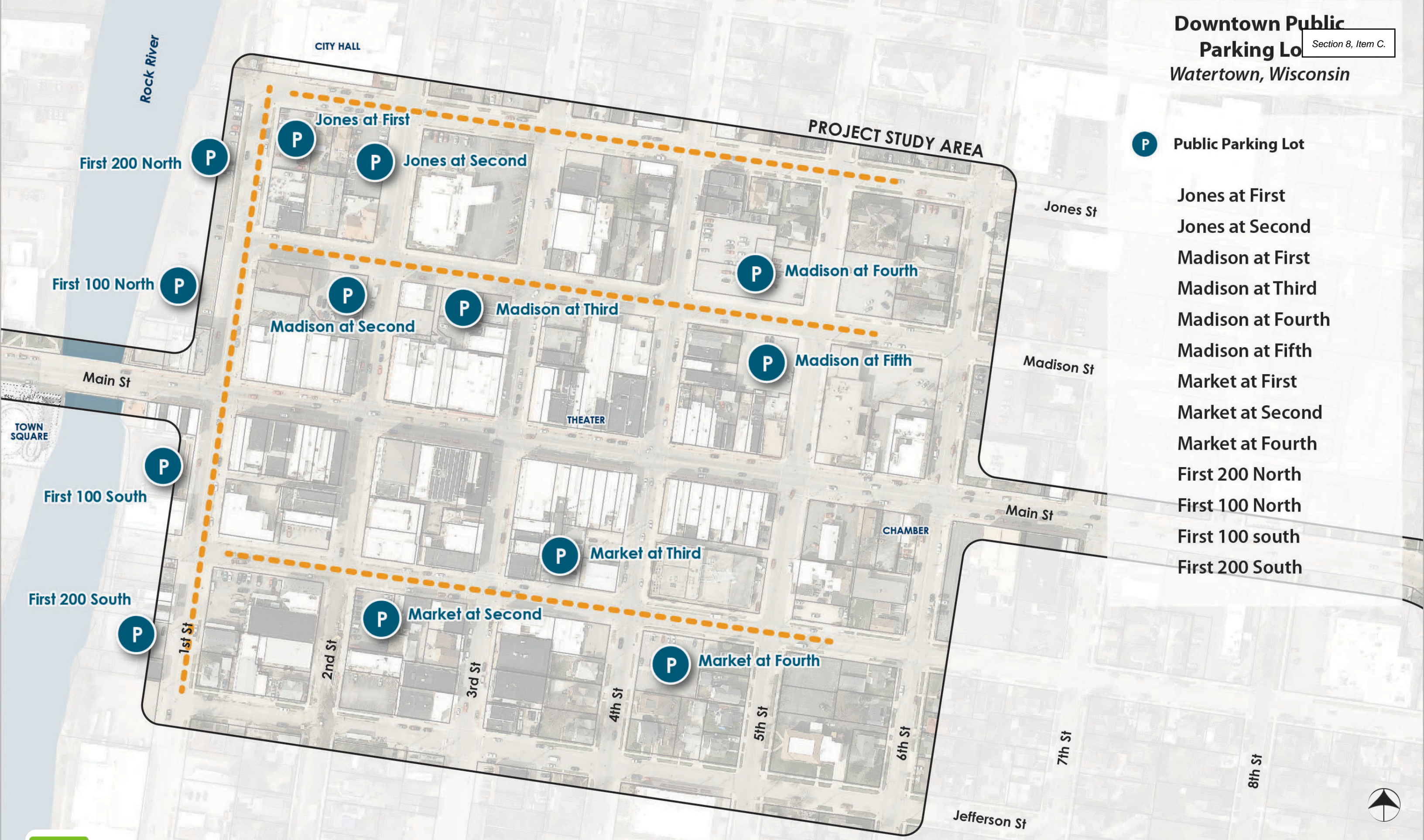
Lighting of historic facades



SENIOR CENTER

HEALTH DEPARTMENT





- P** Public Parking Lot
- Jones at First
 - Jones at Second
 - Madison at First
 - Madison at Third
 - Madison at Fourth
 - Madison at Fifth
 - Market at First
 - Market at Second
 - Market at Fourth
 - First 200 North
 - First 100 North
 - First 100 south
 - First 200 South





Existing Conditions

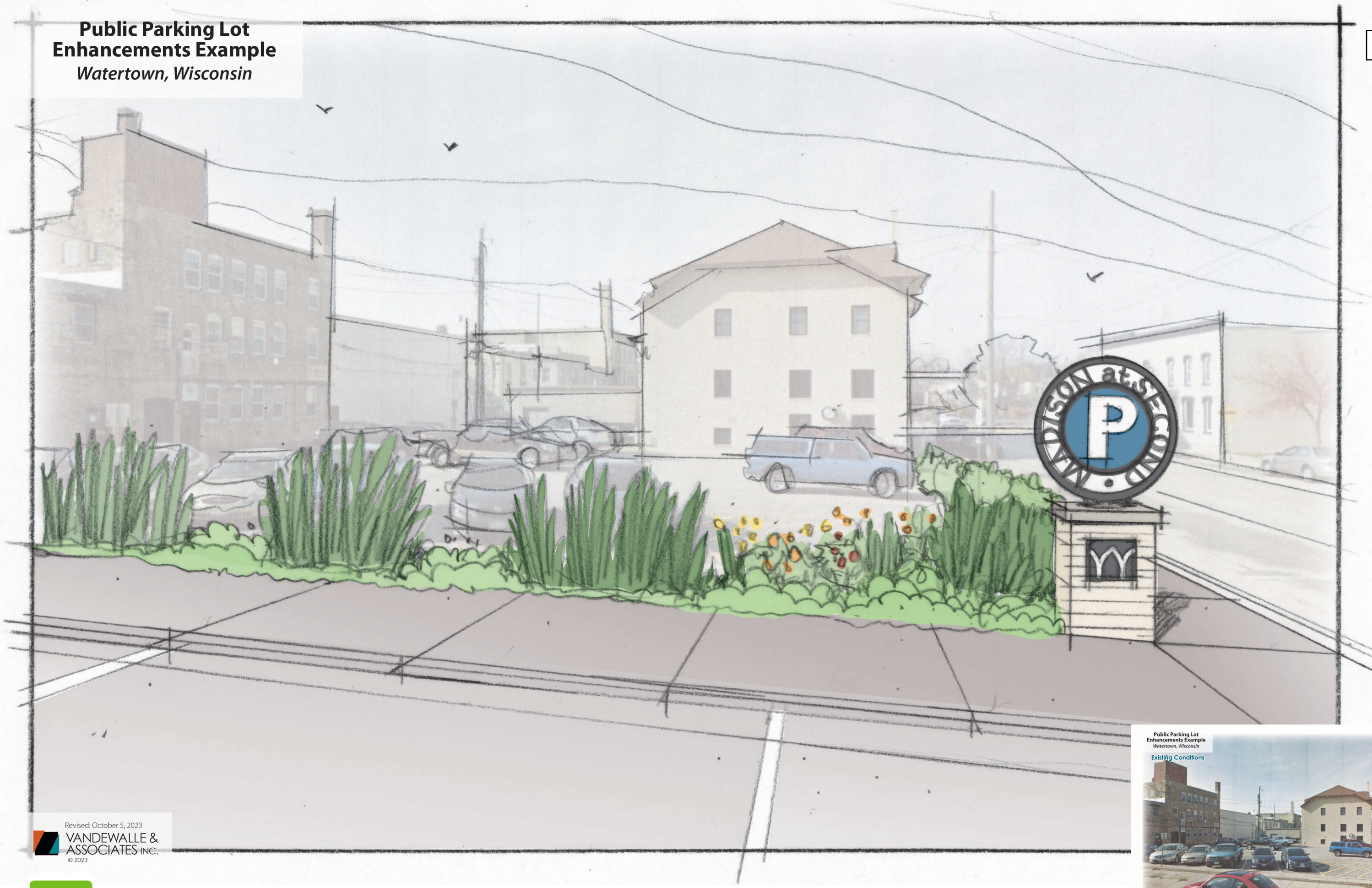
Opportunities to add:

- Identity and signage
- Aesthetic and softening
- Stormwater



Public Parking Lot
Enhancements Example
Watertown, Wisconsin

Section 8, Item C.



Revised: October 5, 2023
VANDEWALLE &
ASSOCIATES INC.
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WAYFINDING SYSTEM

Imagine a comprehensive and coordinated system of routes and directional signage that reflects the image of Watertown, increases awareness of downtown and community destinations, and directs visitors and citizens to parking and destinations.

Downtown Wayfinding Plan

Directional signage on primary downtown routes directing travelers to parking lots and major downtown destinations.

Community Wayfinding Plan

Directional signage on primary routes outside of downtown directing travelers to major community destinations outside of the downtown.




Wayfinding Signage

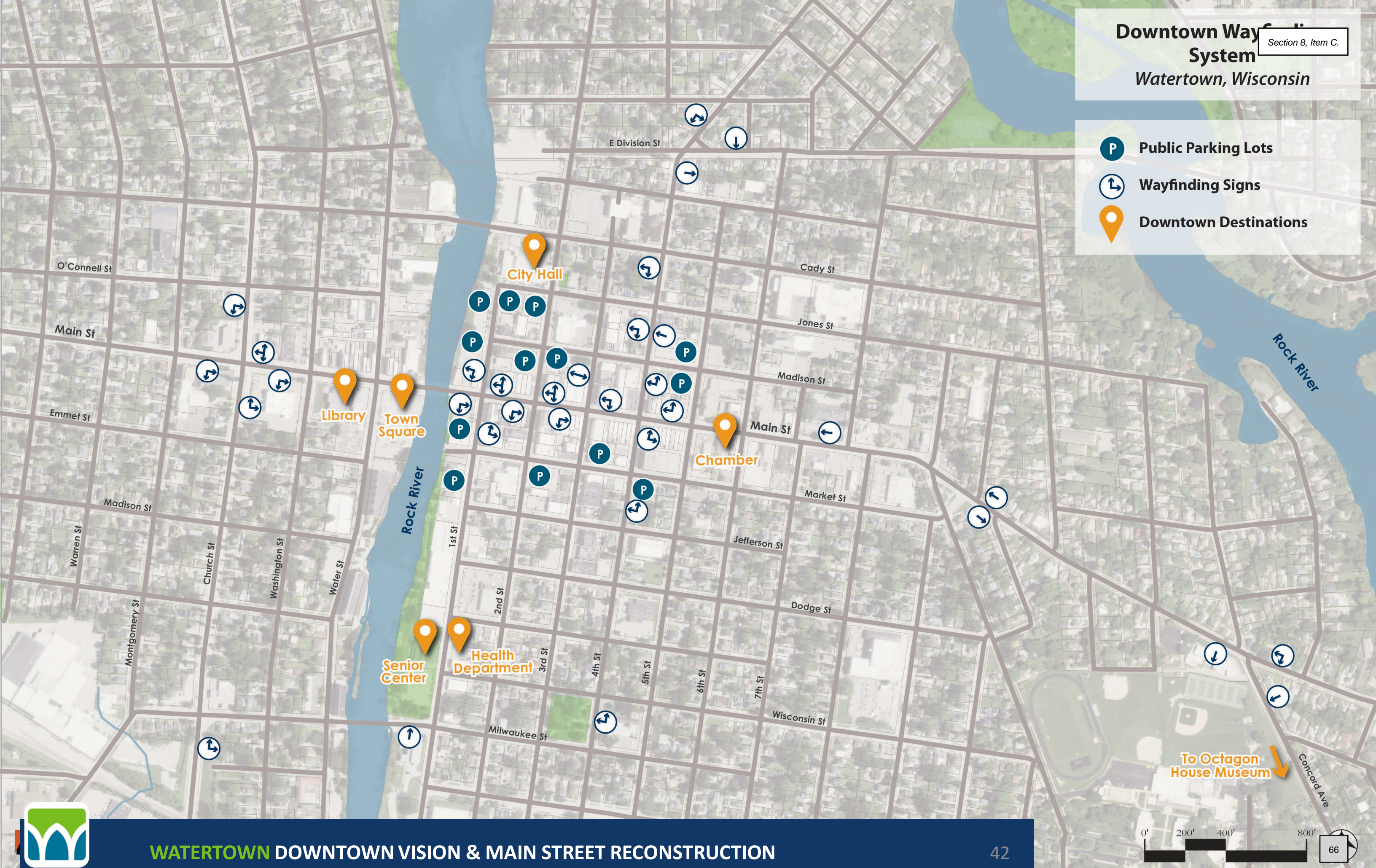
Downtown Directional Sign

Community Directional Sign

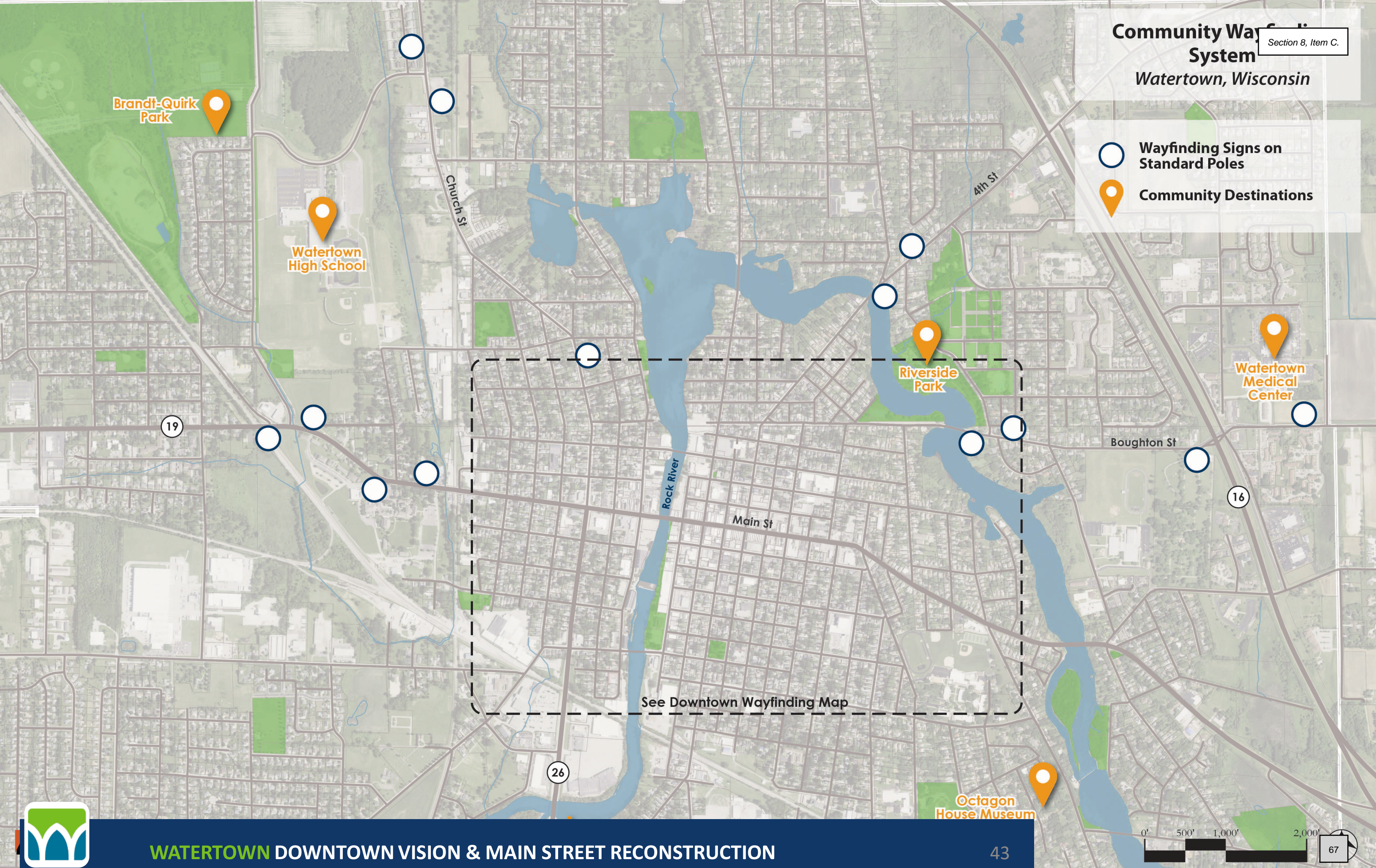
Directional Sign to Parking



-  **Public Parking Lots**
-  **Wayfinding Signs**
-  **Downtown Destinations**



- Wayfinding Signs on Standard Poles
- Community Destinations



WAYFINDING SIGNAGE

Sign options for three wayfinding signage types using Watertown branding colors and typefaces.

Downtown Directional Sign

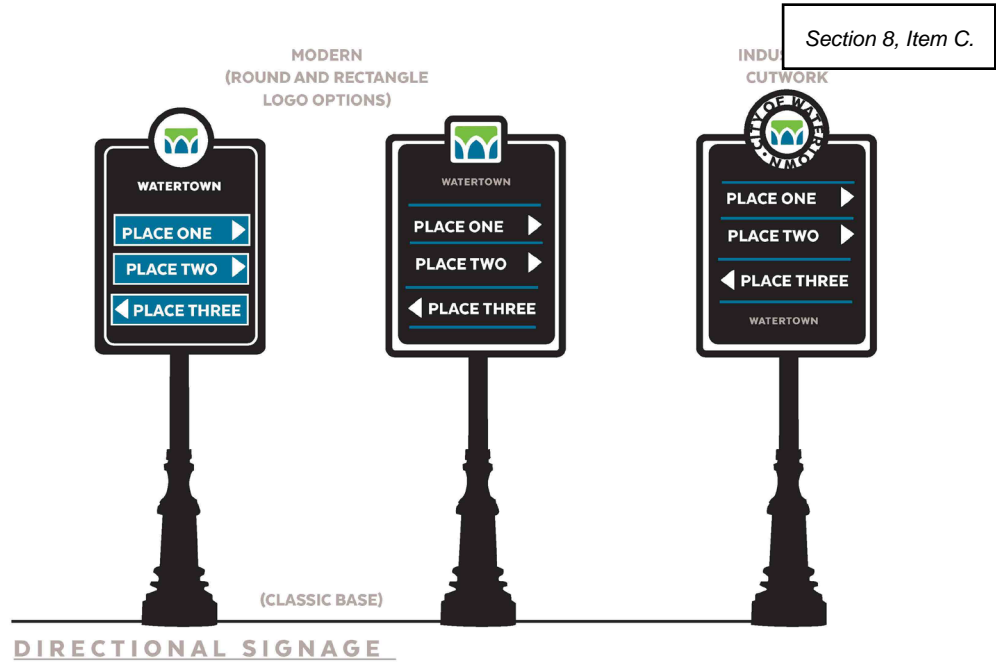
- Historic-referenced black poles
- Watertown logo "cap" and City name
- Three destinations. High contrast to black background

Directional Sign to Parking

- Historic-referenced black poles
- "Medallion" shape and style with "Downtown Watertown"
- Universal parking "P"
- Direction arrow toward public parking lots

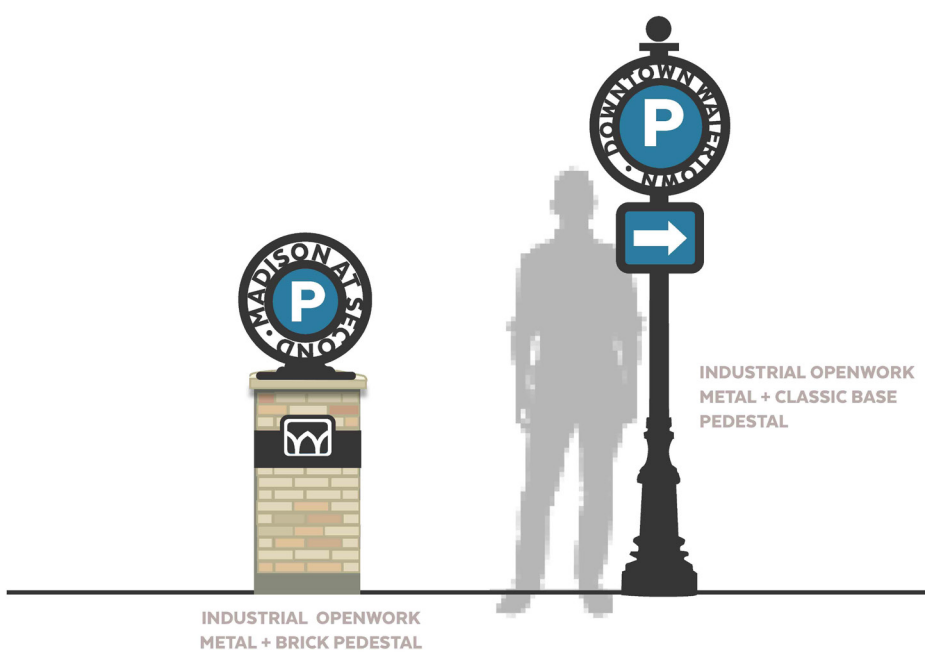
Community Directional Sign

- Standard pole mounted
- Watertown logo "cap" and City name
- Two destinations. High contrast with branded colors

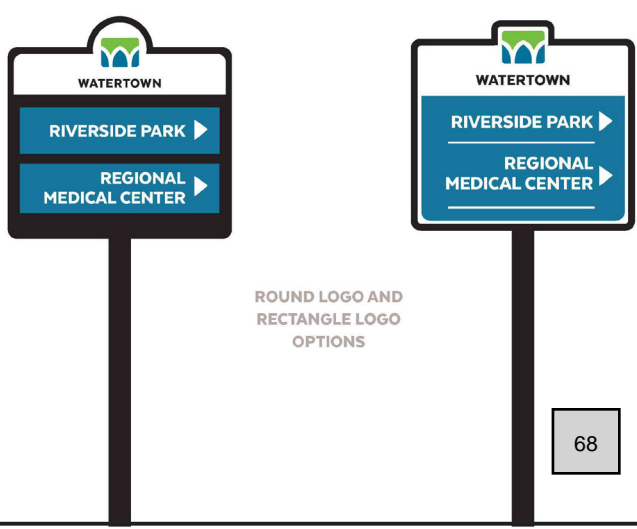


DIRECTIONAL SIGNAGE

PARKING SIGNAGE



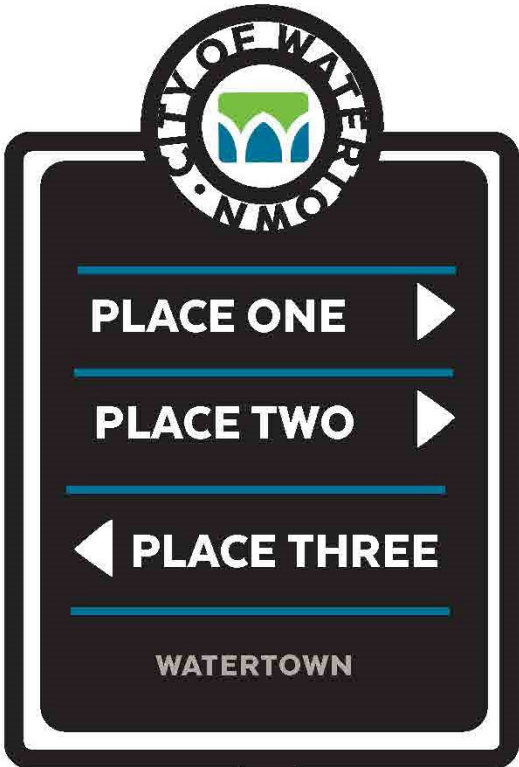
OUTLYING AREA SIGNAGE



DIRECTIONAL SIGNAGE

(ROUND AND RECTANGLE
LOGO OPTIONS)

CUTWORK



Downtown Wayfinding Signage

- Historic-referenced black poles
- Watertown logo "cap" and City name
- Three destinations
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(CLASSIC BASE)

PARKING LOT SIGNAGE

Parking Lot identity Sign

- Cream brick pedestal
- Black metal band and logo
- Black metal “medallion” on top of pedestal
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INDUSTRIAL OPENWORK
METAL + BRICK PEDESTAL



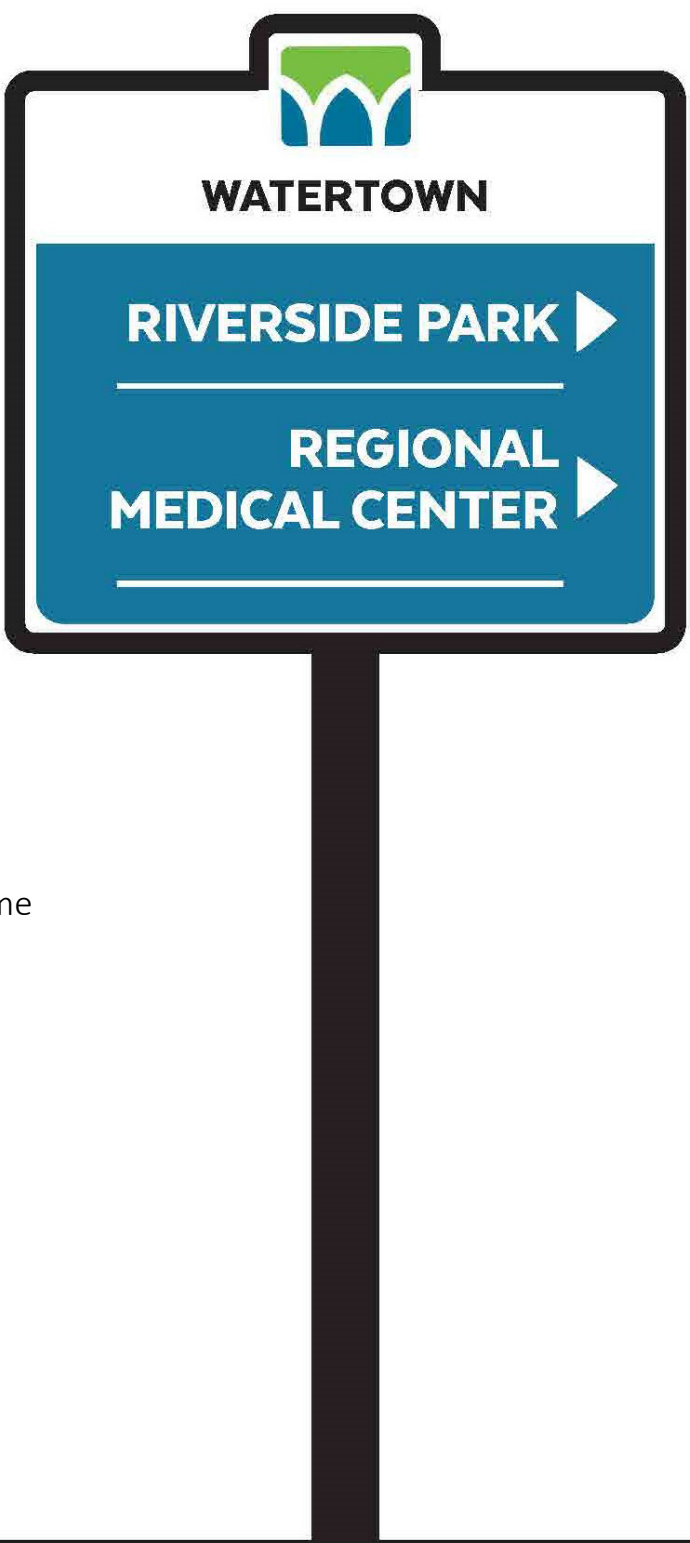
Parking Lot Directional Sign

- Historic-referenced black poles
- Black metal “medallion” with “Downtown Watertown”
- Blue parking “P”
- Directional sign

INDUSTRIAL OPENWORK
METAL + CLASSIC BASE
PEDESTAL



COMMUNITY WAYFINDING SIGNAGE



- Community Wayfinding Signage
- Standard pole mounted
 - Watertown logo "cap" and City name
 - Two destinations.
 - High contrast with branded colors



TO: COMMON COUNCIL
FROM: Megan Dunneisen, City Clerk
December 1, 2023

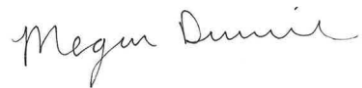
I would appreciate your consideration to appoint the following Election Inspectors, Chief Inspectors, Special Voting Deputies, and Municipal Board of Canvassers for a term to expire December 31, 2025. Special Voting Deputies are indicated by an asterisk*, Chief Inspectors are indicated by double asterisk**, Municipal Board of Canvassers are indicated by triple asterisk***

Jason	Demet	Tom	Hahn	Tom	Kohls
Chandra	Aschenbrener	Arlene	Zielsdorf	Judy	Cornell* **
Gloria	Melvin	Laurie	Hoffman	Lois	Kobleske**
Linda	Sylva	John	Gerloff	David	Applegarth
Marie	Furrer	Joel	Jaeger **	Patricia	Kuerschner
Kimberly	Farley	Randy	Gajewsky **	Deb	Gerstner
Dorothy	Stienhorst	Bev	Ebert	Kathy	Wagner**
Julie	Janowak*	Sue	Trepte	Pauline	Held * **
Martin	Ruder	Carol	Erickson	Debra	Polensky
Rita	Haase	John	Schommer **	Rich	Wagner
Carlos	Villa-Rivera	Pamela	Wilke **	Beth	Beckett
Roberta	Neitzel	Rose	Menzia	Kris	Zuehlke
Barb	Schaefer	Michelle	Schwantes**	Thomas	Levi
Peter	Loniello	Robert	Loggans	Kim	Brunner* **
Linda	Blaser	RoxAnne	Witte* **	Jean	Goodrich
John	Grinwald	Patricia	Ellenbecker	John	Goodrich
Debbie	Koeck	Mary Jo	Olecniczak*	Cathy	Houchin
Linda	Buss	Arlene	Zielsdorf	Neal	Mundt
Chad	Bailey	Debra	Kneser	Ron	Bartles**
Jennifer	Hamann	Marilyn	Schultz	Nathan	Yaun**
Rita	Lueck	Kate	Lapin **	Donna	Rantanen
Keeleigh (Keels)	Wagner	Mary	Patzer *	Don	Coleman
John	Rohr* **	Miranda	Kube**	Bill	Rantanen
Angela	Woerishofer **	Rose	Coisman	Kenneth	Polcyn
Judy	Halfman	Theresa	Lublin(FL)	Rita	Polcyn

Kathie	Hillmann
Doris	Wegner
Shirley	Zubke
Edward	Zubke
Sheryl	Rupnow* ** ***
Mark	Stevens***
Sheri	Rohr ***
Becky	Wegner***

Thank you for your consideration.

Sincerely,



Megan Dunneisen, City Clerk

TO: MEMBERS OF THE COMMON COUNCIL

I would appreciate your consideration of the following appointments:

Airport Commission

Tom Finnel – second six-year term ending June 2029

Jerry Hepp- first six-year term ending November 2029

Sincerely,



Emily McFarland
Mayor

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 12/05/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
10-33 VEHICLE SERVICES LLC						
910	10-33 VEHICLE SERVICES LLC	2999	PD - SQUAD SET UP	11/28/2023	5,367.11	05-52-11-70 CAPITAL PROJECTS
Total 910:					5,367.11	
910	10-33 VEHICLE SERVICES LLC	3000	PD - SQUAD SET UP	11/28/2023	6,131.32	05-52-11-70 CAPITAL PROJECTS
Total 910:					6,131.32	
ADRIAN'S TOOL CRIB						
555068	ADRIAN'S TOOL CRIB	D 2066	SOFTWARE RENEW	11/21/2023	3,987.88	01-54-11-20 REPAIRS
Total 555068:					3,987.88	
ALICYN NICHOLSON						
554662	ALICYN NICHOLSON	112023	REIMBURSE FOR WII SPORTS	11/20/2023	24.24	24-58-11-07 SR. CENTER FUNDRAISI
Total 554662:					24.24	
ALSCO INC						
1512	ALSCO INC	IMIL1965216	MATT SERVICE AT CITY HALL	11/17/2023	67.22	01-51-71-18 SUPPLIES & EXPENSE
1512	ALSCO INC	IMIL1965216	SHIRTS AND COVERALLS MEC	11/17/2023	160.31	17-58-17-18 SUPPLIES
1512	ALSCO INC	IMIL1965216	COVERALLS STORM WATER T	11/17/2023	75.10	16-58-16-41 SAFETY EQUIPMENT
Total 1512:					302.63	
1512	ALSCO INC	IMIL1967064	NEW UNIFORMS/COVERALL SE	11/24/2023	301.95	17-58-17-18 SUPPLIES
Total 1512:					301.95	
1512	ALSCO INC	IMIL1967215	COVERALL SERVICE	11/24/2023	67.22	01-51-71-18 SUPPLIES & EXPENSE
1512	ALSCO INC	IMIL1967215	RAG AND COVERALL SERVICE	11/24/2023	52.41	16-58-16-41 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1967215	RAG AND COVERALL SERVICE	11/24/2023	114.95	17-58-17-18 SUPPLIES
Total 1512:					234.58	
ANTHONY LENIUS						
12320	ANTHONY LENIUS	83258	SAFETY SHOE REIMBURSEME	11/24/2023	100.00	03-99-21-18 SUPPLIES & EXPENSE
Total 12320:					100.00	
AT&T MOBILITY-FIRSTNET						
552664	AT&T MOBILITY-FIRSTNET	287310587104	PD - MODEMS	11/07/2023	1,352.51	01-52-11-32 TELEPHONE
Total 552664:					1,352.51	
AYRES ASSOCIATES INC						
1990	AYRES ASSOCIATES INC	211563	PROJ 37-0140.00 LOWER DAM	11/28/2023	1,500.00	05-58-11-42 DAMS
Total 1990:					1,500.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
BADGER CHEVROLET LLC						
555070	BADGER CHEVROLET LLC	3222	VEHICLE PER BUDGET	11/28/2023	37,500.00	05-54-11-70 CAPITAL PROJECTS
555070	BADGER CHEVROLET LLC	3222	VEHICLE PER BUDGET	11/28/2023	43,100.00	17-58-17-60 CAPITAL OUTLAY
555070	BADGER CHEVROLET LLC	3222	VEHICLE TITLE, LICENSE AND	11/28/2023	394.50	17-58-17-60 CAPITAL OUTLAY
Total 555070:					80,994.50	
BEAR GRAPHICS INC						
2191	BEAR GRAPHICS INC	0925203	ABSENTEE BALLOT CERTIFICA	09/28/2023	371.12	01-51-41-18 SUPPLIES & EXPENSE
Total 2191:					371.12	
BUSS ELECTRICAL CONTRACTING LLC						
2963	BUSS ELECTRICAL CONTRACTI	5071	DISCONNECT DUE TO ACCIDE	11/14/2023	230.00	01-54-42-20 REPAIRS
Total 2963:					230.00	
CORE & MAIN LP						
3784	CORE & MAIN LP	T907067	PARTS FOR SOLIDS BLDG WTR	11/08/2023	859.74	02-83-10-40 GENERAL PLANT STRUC
Total 3784:					859.74	
3784	CORE & MAIN LP	T959837	PIPE-W MAIN ST EXT PROJECT	11/16/2023	120.00	03-99-99-99 CAPITAL OUTLAY
Total 3784:					120.00	
CORPORATE BUSINESS SYSTEMS						
3794	CORPORATE BUSINESS SYSTE	350956	COPIER MAINT FEE	11/21/2023	40.25	17-58-17-18 SUPPLIES
Total 3794:					40.25	
3793	CORPORATE BUSINESS SYSTE	35288026	COPIER USAGE FIRE	11/13/2023	151.65	01-52-31-44 OFFICE SUPPLIES
Total 3793:					151.65	
3793	CORPORATE BUSINESS SYSTE	35377413	COPIER LEASE FEE HR	11/27/2023	100.80	01-51-60-18 SUPPLIES & EXPENSE
3793	CORPORATE BUSINESS SYSTE	35377413	COPIER LEASE FEE IT	11/27/2023	14.40	01-51-86-18 IT SUPPLIES & EXPENSE
3793	CORPORATE BUSINESS SYSTE	35377413	COPIER LEASE FEE MAYOR	11/27/2023	14.40	01-51-31-18 SUPPLIES & EXPENSE
3793	CORPORATE BUSINESS SYSTE	35377413	COPIER LEASE FEE SIDC	11/27/2023	14.40	60-51-05-18 SUPPLIES SIDC COORD
Total 3793:					144.00	
CW TREE FARM LLC						
555044	CW TREE FARM LLC	112023	TREES FOR TOWN SQUARE	11/20/2023	264.60	26-55-43-41 EVENTS EXPENSES
Total 555044:					264.60	
DIRTY DUCTS CLEANING AND ENVIRONMENTAL						
555052	DIRTY DUCTS CLEANING AND	48259	WESTERN AVENUE DEMO	11/02/2023	3,145.00	01-52-41-41 NEGLECTED BUILDINGS
555052	DIRTY DUCTS CLEANING AND	48259	WESTERN AVENUE DEMO	11/02/2023	17,352.49	17-58-17-42 LANDFILL RENTAL
Total 555052:					20,497.49	
EMERGENCY STARTING & TOWING LLC						
5560	EMERGENCY STARTING & TOW	33374	TOWING PARK DEPT	11/20/2023	125.00	01-55-41-42 EQUIPMENT REPAIRS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 5560:					125.00	
ERIC NIELSON						
554235	ERIC NIELSON	112723	SECURITY DEPOSIT REFUND	11/27/2023	100.00	01-27-19-70 SR. CENTER SECURITY
Total 554235:					100.00	
FIRE SERVICE INC						
6371	FIRE SERVICE INC	WI-10234	E61 TORQUE ARM REPAIR FIRE	11/13/2023	370.96	01-52-31-42 APPARATUS MAINTENAN
Total 6371:					370.96	
6371	FIRE SERVICE INC	WI-10360	E61OIL/ FUEL FILTER CHANGE,	11/18/2023	1,200.00	01-52-31-42 APPARATUS MAINTENAN
Total 6371:					1,200.00	
6371	FIRE SERVICE INC	WI-10426	INSTALL KNOX LOCK AND CRD	11/22/2023	1,852.50	01-52-31-42 APPARATUS MAINTENAN
Total 6371:					1,852.50	
6371	FIRE SERVICE INC	WI-10427	E61 FRONT FENDERS, REAR A	11/22/2023	1,630.29	01-52-31-42 APPARATUS MAINTENAN
Total 6371:					1,630.29	
GLENN SCHROEDL						
555067	GLENN SCHROEDL	112723	REFUND SECURITY DEPOSIT	11/27/2023	100.00	01-27-19-70 SR. CENTER SECURITY
Total 555067:					100.00	
GRINWALD FORD INC						
7675	GRINWALD FORD INC	84858	OIL CHANGE, AIR FILTER, CABI	11/21/2023	167.22	01-52-31-42 APPARATUS MAINTENAN
Total 7675:					167.22	
H&H FIRE PROTECTION LLC						
8009	H&H FIRE PROTECTION LLC	19696	MUNI BLDG - FIRE INSP	11/14/2023	105.00	01-51-71-26 MAINTENANCE CONTRA
Total 8009:					105.00	
8009	H&H FIRE PROTECTION LLC	19697	FIRE EXT MAINT	11/14/2023	26.00	17-58-17-59 SAFETY EQUIPMENT
8009	H&H FIRE PROTECTION LLC	19697	FIRE EXT MAINT	11/14/2023	26.00	16-58-16-41 SAFETY EQUIPMENT
8009	H&H FIRE PROTECTION LLC	19697	FIRE EXT ANNUAL MAINT	11/14/2023	156.00	01-54-31-59 SAFETY EQUIPMENT
Total 8009:					208.00	
8009	H&H FIRE PROTECTION LLC	19698	ANNUAL FIRE EXT INSP & REPA	11/14/2023	201.38	17-58-17-59 SAFETY EQUIPMENT
8009	H&H FIRE PROTECTION LLC	19698	ANNUAL FIRE EXT INSP & REPA	11/14/2023	33.56	16-58-16-41 SAFETY EQUIPMENT
8009	H&H FIRE PROTECTION LLC	19698	ANNUAL FIRE EXT INSP & REPA	11/14/2023	33.56	01-54-31-59 SAFETY EQUIPMENT
Total 8009:					268.50	
HACH COMPANY						
8060	HACH COMPANY	13811588	CL2 CNT MNTRG REAGENTS -	11/13/2023	862.00	03-64-41-40 OPERATION CHEMICALS
Total 8060:					862.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
HENRY DEGRANDT						
555065	HENRY DEGRANDT	112723	REIMBURSE SAFETY SHOES-P	11/27/2023	89.99	01-55-41-59 SAFETY EQUIPMENT
Total 555065:					89.99	
HOTSY CLEANING SYSTEMS INC						
8693	HOTSY CLEANING SYSTEMS IN	0001706-IN	WASH BAY REPAIRS	11/20/2023	95.64	01-54-12-20 REPAIRS
Total 8693:					95.64	
HYDRAULIC COMPONENT SERVICES INC						
553246	HYDRAULIC COMPONENT SER	28033	NEW CYLINDER	11/07/2023	3,480.03	01-54-11-20 REPAIRS
Total 553246:					3,480.03	
553246	HYDRAULIC COMPONENT SER	28196	RECONDITION TIPPER CYLIND	11/21/2023	2,965.45	01-54-11-20 REPAIRS
Total 553246:					2,965.45	
553246	HYDRAULIC COMPONENT SER	28197	RECONDITION CYLINDER	11/21/2023	554.19	01-54-11-20 REPAIRS
Total 553246:					554.19	
J&L TIRE INC						
10009	J&L TIRE INC	368091	TIRES FIRE	10/30/2023	2,093.84	01-52-31-41 TIRES
Total 10009:					2,093.84	
10009	J&L TIRE INC	368490	TIRE DISPOSAL	11/15/2023	20.80	17-58-17-42 LANDFILL RENTAL
Total 10009:					20.80	
JAKE NEHLS						
555071	JAKE NEHLS	JN112823SS	SAFETY SHOE REIMBURSEME	11/28/2023	100.00	02-85-00-44 OFFICE SUPPLIES & EX
Total 555071:					100.00	
JEFFERSON COUNTY SHERIFF						
10290	JEFFERSON COUNTY SHERIFF	111023	OCTOBER BOARD BILL	11/10/2023	960.00	01-51-21-45 PRISONER EXPENSES
Total 10290:					960.00	
JERRY HEPP EXCAVATING INC						
8356	JERRY HEPP EXCAVATING INC	31329	SEAWALL STREAMBANK GRADI	11/15/2023	18,420.00	05-58-11-41 SEAWALL
Total 8356:					18,420.00	
JOEL HASELEU						
8201	JOEL HASELEU	112-3597271-7	SAFETY BOOT REIMBURSEME	11/13/2023	100.00	16-58-16-41 SAFETY EQUIPMENT
Total 8201:					100.00	
JOHNS RECYCLING INC						
10496	JOHNS RECYCLING INC	23797	SINGLE STREAM MIX RECYCLI	10/31/2023	5,983.92	17-58-17-41 OUTSIDE RECYCLING S
Total 10496:					5,983.92	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
JULIE KULKE KRUEGER						
11866	JULIE KULKE KRUEGER	112823	REIMBURSE SAFETY BOOTS-P	11/28/2023	100.00	01-55-41-59 SAFETY EQUIPMENT
Total 11866:					100.00	
JX ENTERPRISES INC						
1094	JX ENTERPRISES INC	12251271P	KIT SEAL, NUT AND LOCKTITE	11/28/2023	83.99	17-58-17-20 REPAIRS
Total 1094:					83.99	
1094	JX ENTERPRISES INC	13219812P	KIT SEAL, NUT AND LOCKTITE	11/16/2023	83.99	17-58-17-20 REPAIRS
Total 1094:					83.99	
K & K MASONRY						
11005	K & K MASONRY	4-2023	RIVERSIDE PARK STONE WALL	11/27/2023	22,743.50	05-55-41-70 CAPITAL PROJECTS
11005	K & K MASONRY	4-2023	RIVERSIDE PARK STONE WALL	11/27/2023	87,514.72	05-58-11-06 PARK FACILITY IMPROV
Total 11005:					110,258.22	
KEITH REIN						
18393	KEITH REIN	111-7040775-8	SAFETY BOOTS REIMBURSEM	10/28/2023	100.00	16-58-16-41 SAFETY EQUIPMENT
Total 18393:					100.00	
KIMBALL MIDWEST						
11383	KIMBALL MIDWEST	101642150	STOCK SHOP SMALL PARTS	11/15/2023	492.14	01-54-11-20 REPAIRS
Total 11383:					492.14	
11383	KIMBALL MIDWEST	101666381	STOCK SHOP SMALL PARTS	11/22/2023	181.86	01-54-11-20 REPAIRS
Total 11383:					181.86	
KRISTINE BUTTERIS - PETTY CASH						
555069	KRISTINE BUTTERIS - PETTY C	112823	FOOT/TOE PULLS-SENIOR CEN	11/28/2023	20.00	01-55-20-18 SUPPLIES & EXPENSE
555069	KRISTINE BUTTERIS - PETTY C	112823	TOOL FOR SENIOR CENTER	11/28/2023	6.00	01-55-20-18 SUPPLIES & EXPENSE
555069	KRISTINE BUTTERIS - PETTY C	112823	4 CT ENVELOPES	11/28/2023	5.97	01-55-20-18 SUPPLIES & EXPENSE
555069	KRISTINE BUTTERIS - PETTY C	112823	SPECIAL PAPER FOR TS GRAN	11/28/2023	12.63	01-55-21-18 SUPPLIES & EXPENSE
555069	KRISTINE BUTTERIS - PETTY C	112823	DECORATIONS-SENIOR CENTE	11/28/2023	1.00	24-58-11-07 SR. CENTER FUNDRAISI
555069	KRISTINE BUTTERIS - PETTY C	112823	DECORATIONS-SENIOR CENTE	11/28/2023	6.27	24-58-11-07 SR. CENTER FUNDRAISI
555069	KRISTINE BUTTERIS - PETTY C	112823	DECORATIONS-SENIOR CENTE	11/28/2023	10.14	24-58-11-07 SR. CENTER FUNDRAISI
Total 555069:					62.01	
KWIK TRIP-LA CROSSE						
54264	KWIK TRIP-LA CROSSE	10369204	SENIOR CENTER SCRIP CARD	11/20/2023	475.00	24-58-11-07 SR. CENTER FUNDRAISI
Total 54264:					475.00	
LAFORCE						
12028	LAFORCE	1234930	DOOR OPENINGS FOR TJ, LINC	11/08/2023	15,999.99	24-55-41-20 ARPA Parks Repairs & Upg
Total 12028:					15,999.99	
LAKESIDE INTERNATIONAL TRUCKS						
12048	LAKESIDE INTERNATIONAL TR	5180481P	DRIVERS AND PURGE VALVES	11/17/2023	1,191.25	01-54-11-20 REPAIRS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 12048:					1,191.25	
12048	LAKESIDE INTERNATIONAL TR	5180481PX1	VALVE KITS	11/18/2023	640.92	01-54-11-20 REPAIRS
Total 12048:					640.92	
12048	LAKESIDE INTERNATIONAL TR	5180481PX2	AIR DRYER STOCK	11/18/2023	83.90	01-54-11-20 REPAIRS
Total 12048:					83.90	
12048	LAKESIDE INTERNATIONAL TR	5180481PX3	VALVE KIT, AIR PUR	11/20/2023	880.19	01-54-11-20 REPAIRS
Total 12048:					880.19	
12048	LAKESIDE INTERNATIONAL TR	5180578P	AUX SPRINGS	11/24/2023	219.84	01-54-11-20 REPAIRS
Total 12048:					219.84	
MACQUEEN EQUIPMENT						
13035	MACQUEEN EQUIPMENT	P22485	SCBA FLOW TEST ANNUAL FIR	11/22/2023	2,319.00	01-52-31-59 SAFETY EQUIPMENT TE
Total 13035:					2,319.00	
MAIRE CLEMENT						
555066	MAIRE CLEMENT	112723	SECURITY DEPOSIT REFUND	11/27/2023	100.00	01-27-19-70 SR. CENTER SECURITY
Total 555066:					100.00	
MCMAHON ASSOCIATES INC						
555063	MCMAHON ASSOCIATES INC	00932953	PROJ 09-23-00641 YARD WAST	11/10/2023	4,917.24	16-58-16-47 OUTSIDE SERVICES EM
Total 555063:					4,917.24	
MEAD AND HUNT INC						
554744	MEAD AND HUNT INC	357388	PROJ R4666751-231066.01 GIS	11/09/2023	827.64	16-58-16-20 SOFTWARE MAINTENAN
Total 554744:					827.64	
554744	MEAD AND HUNT INC	358145	PROJ R4667475-231187.01 MAS	11/15/2023	2,633.53	05-58-11-40 BRIDGES
Total 554744:					2,633.53	
MENARDS INC						
13384	MENARDS INC	61333	TOWN SQUARE DECORATIONS	11/06/2023	160.17	26-55-43-41 EVENTS EXPENSES
Total 13384:					160.17	
MIDDLETON FARMERS COOPERATIVE COMPANY						
554035	MIDDLETON FARMERS COOPE	628	ROADMASTER FUEL	11/20/2023	24,615.58	01-54-11-40 GASOLINE
Total 554035:					24,615.58	
MOTOROLA SOLUTIONS INC						
13745	MOTOROLA SOLUTIONS INC	8281761333	CAPITAL RADIO PROJECT FIRE	11/18/2023	7,051.22	24-52-31-60 FIRE DEPT CAPITAL OUT

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 13745:					7,051.22	
13745	MOTOROLA SOLUTIONS INC	8281763448	1 APX8500 RADIO AND SETTIN	11/22/2023	7,768.08	24-52-31-60 FIRE DEPT CAPITAL OUT
Total 13745:					7,768.08	
13745	MOTOROLA SOLUTIONS INC	8281766110	19 NEW RADIOS & SET UP APX	11/25/2023	151,326.83	24-52-31-60 FIRE DEPT CAPITAL OUT
Total 13745:					151,326.83	
MULCAHY SHAW WATER INC						
13870	MULCAHY SHAW WATER INC	325508	PARTS FOR UV SYSTEM - WW	11/17/2023	112.94	02-83-10-42 PROCESSING EQUIPME
Total 13870:					112.94	
NESTOR RODRIGUEZ						
555064	NESTOR RODRIGUEZ	1	EMS DEA LICENSE FIRE	11/16/2023	888.00	01-52-31-54 EMS SUPPLIES
Total 555064:					888.00	
PATRICIA WERNER						
554509	PATRICIA WERNER	112023	SECURITY DEPOSIT REFUND	11/20/2023	100.00	01-27-19-70 SR. CENTER SECURITY
Total 554509:					100.00	
PIGGLY WIGGLY						
52643	PIGGLY WIGGLY	F4804SFB1M	RESTITUTION	11/28/2023	20.45	01-43-61-00 COURT PENALTIES & CO
Total 52643:					20.45	
PUBLIC SERVICE COMMISSION OF						
16900	PUBLIC SERVICE COMMISSION	2310-I-06230	DIRECT ASSIST-FIN ASST PRG	11/16/2023	124.12	03-99-28-18 REGULATORY COMMISS
Total 16900:					124.12	
QUILL CORPORATION						
17500	QUILL CORPORATION	35649352	OFFICE SUPPLIES	11/13/2023	393.57	01-51-21-18 SUPPLIES & EXPENSE
Total 17500:					393.57	
RHYME BUSINESS PRODUCTS						
4092	RHYME BUSINESS PRODUCTS	35202177	COPIER MAINT FEE-ENG	10/31/2023	222.94	01-54-10-26 MAINTENANCE CONTRA
Total 4092:					222.94	
4092	RHYME BUSINESS PRODUCTS	35317272	COPIER MAINT FEE-BS&Z	11/16/2023	175.96	01-52-41-26 MAINTENANCE CONTRA
Total 4092:					175.96	
RNOW INC						
552807	RNOW INC	2023-68078	ACTUATOR FOR #22	11/03/2023	3,326.80	17-58-17-20 REPAIRS
Total 552807:					3,326.80	
RUEKERT MIELKE INC						
18891	RUEKERT MIELKE INC	149170	PROJ 79-00000 GENERAL SERV	11/09/2023	129.75	16-58-16-47 OUTSIDE SERVICES EM

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 18891:					129.75	
18891	RUEKERT MIELKE INC	149172	PROJ 79-10051 HART STREET	11/09/2023	6,680.00	16-58-16-60 CAPITAL OUTLAY
Total 18891:					6,680.00	
SCOTT BLASING						
52377	SCOTT BLASING	SB102623TES	REIMBURSE MILEAGE - WW	10/26/2023	45.65	02-82-00-24 TRAVEL
52377	SCOTT BLASING	SB102623TES	REIMBURSE WW EXAM FEES -	10/26/2023	105.00	02-85-00-23 TRAINING
Total 52377:					150.65	
SHERI ROHR						
553268	SHERI ROHR	112723	POSTAGE REIMBURSEMENT	11/27/2023	17.66	01-54-10-18 SUPPLIES & EXPENSE
553268	SHERI ROHR	112723	MILEAGE	11/27/2023	20.96	01-51-40-24 TRAVEL & TRAINING
Total 553268:					38.62	
SILVER LAKE AUTO & TIRE CENTER						
19572	SILVER LAKE AUTO & TIRE CEN	P-29067	TOWING-PD	11/27/2023	130.00	01-52-11-49 TOWING
Total 19572:					130.00	
STEVE NAATZ						
14015	STEVE NAATZ	02327794	SAFETY SHOE REIMBURSEME	11/28/2023	100.00	03-99-21-18 SUPPLIES & EXPENSE
Total 14015:					100.00	
TANIA GUZMAN						
555045	TANIA GUZMAN	102023	REFUND SECURITY DEPOSIT	11/20/2023	100.00	01-27-19-70 SR. CENTER SECURITY
555045	TANIA GUZMAN	102023	REFUND ROOM RENTAL	11/20/2023	280.00	01-44-62-36 SR. CENTER RENTAL FE
Total 555045:					380.00	
THE EXPEDITERS INC						
554090	THE EXPEDITERS INC	3743	CLN SNTRY SWR TRBLSPT-FIS	11/13/2023	1,875.00	02-85-00-20 OUTSIDE SERVICES EM
Total 554090:					1,875.00	
TOM NICKELS						
14412	TOM NICKELS	100705619	SAFETY BOOT REIMBURSEME	10/31/2023	100.00	16-58-16-41 SAFETY EQUIPMENT
Total 14412:					100.00	
TRANE US INC						
20735	TRANE US INC	15615689	MUNI BLDG - REPAIR	11/10/2023	569.98	01-51-71-20 REPAIRS
Total 20735:					569.98	
20735	TRANE US INC	314082116	SERVICE CALL	11/03/2023	1,091.00	01-51-71-20 REPAIRS
Total 20735:					1,091.00	
20735	TRANE US INC	314115010	MUNI BLDG - CHILLER	11/16/2023	129,586.19	05-51-71-70 CAPITAL OUTLAY

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 20735:					129,586.19	
UNITED INDUSTRIAL AUTOMATION						
21496	UNITED INDUSTRIAL AUTOMATI	2171	PLC REPAIR - WW	11/20/2023	4,771.97	02-85-00-20 OUTSIDE SERVICES EM
Total 21496:					4,771.97	
UNIVERSAL RECYCLING TECHNOLOGIES LLC						
21538	UNIVERSAL RECYCLING TECH	ARINV208108	APPLIANCE AND ELECTRONIC	11/13/2023	833.00	17-58-17-41 OUTSIDE RECYCLING S
Total 21538:					833.00	
VANDEWALLE & ASSOCIATES						
22160	VANDEWALLE & ASSOCIATES	202310075	MAIN ST REMAKE - ARPA DOW	10/18/2023	15,491.25	24-58-11-26 DOWNTOWN/MAIN ST IM
Total 22160:					15,491.25	
WAUPUN EQUIPMENT CO INC						
23506	WAUPUN EQUIPMENT CO INC	6884F	HYDRO HOSES, FITTINGS	11/14/2023	75.35	01-55-41-42 EQUIPMENT REPAIRS
Total 23506:					75.35	
WISCONSIN LOTTERY						
23659	WISCONSIN LOTTERY	112023	PULL TABS SR CTR FUNDRAISI	11/20/2023	111.00	24-58-11-07 SR. CENTER FUNDRAISI
Total 23659:					111.00	
ZUERN BUILDING PRODUCTS INC						
26900	ZUERN BUILDING PRODUCTS I	504176	HEALTH - SUPPLIES FOR DOO	10/03/2023	434.37	01-53-12-20 REPAIRS
Total 26900:					434.37	
26900	ZUERN BUILDING PRODUCTS I	77711	HEALTH - CREDIT FOR SUPPLI	10/17/2023	353.52-	01-53-12-20 REPAIRS
Total 26900:					353.52-	
Grand Totals:					664,960.88	

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 12/05/2023

OCTOBER CREDIT CARD PURCHASES OVER \$10,000

Date	Amount	Expense Account	Vendor	Cardholder	Description
9/28/2023	\$10,906.19	02-82-00-60	KEMIRA WATER SOLUTIONS	HARTZ	FERRIC CHLORIDE SOLUTION - WW
10/24/2023	\$10,720.75	02-82-00-60	KEMIRA WATER SOLUTIONS	HARTZ	FERRIC CHLORIDE SOLUTION - WW
10/2/2023	\$25,542.52	17-58-17-42	WASTE MANAGEMENT	WINKELMAN	AUGUST SOLID WASTE COLLECTION: 510.34 TON @ \$50.05/TON
10/17/2023	\$22,912.00	17-58-17-42	WASTE MANAGEMENT	WINKELMAN	SEPTEMBER SOLID WASTE COLLECTION: 450.02 TON @ \$50.05/TON

PAYROLL SUMMARIES

For the Period of: 11/1/2023 11/14/2023

Section 11, Item B.

Department	Employees FT PT		Regular Hours	Overtime Hours	Overtime Costs this Pay Period	Y-T-D Overtime Costs	Overtime Budget	Total Payroll
Police	54	2	4,302.00	198.25	9,280.11	153,927.63	114,000.00	149,107.61
Fire	29	1	3,194.00	161.75	5,337.37	165,062.52	150,000.00	84,009.65
Municipal Court	1	1	100.00	-	-	-	-	3,024.88
Mayor	1	-	80.00	-	-	-	-	3,294.08
Bldg. Inspection	3	3	269.00	-	-	(47.44)	1,000.00	11,417.75
Attorney	2	1	219.00	-	-	-	-	7,355.29
Finance	6	-	480.00	-	-	1,686.13	1,500.00	14,328.80
Watertown TV	2	1	175.00	-	-	-	-	4,371.50
Administration	3	1	280.00	-	-	-	-	8,934.00
Engineering	6	-	468.00	-	-	-	-	11,725.44
Health	9	2	800.00	-	-	334.43	10,500.00	25,208.02
Library	8	17	1,102.75	-	-	75.40	-	23,853.42
Municipal Building	1	-	80.00	-	-	1,518.39	1,000.00	1,787.20
Solid Waste	7	-	560.00	2.75	97.43	1,348.61	3,000.00	13,391.44
Street	23	1	1,866.00	2.50	-	15,765.85	39,200.00	51,883.41
Park	9	1	740.00	2.25	79.18	10,978.31	18,000.00	17,758.38
Forestry	2	-	160.00	-	-	-	-	4,416.00
Park/Rec Admin	6	1	520.00	-	-	-	400.00	14,309.61
Recreation and Pools	-	21	183.25	-	-	1,623.81	500.00	2,518.74
Wastewater	10	-	730.25	23.50	1,118.64	9,500.74	18,000.00	24,159.07
Water Dept.	10	-	800.00	13.00	462.74	12,376.11	23,500.00	25,131.14
Crossing Guards	-	10	137.25	-	-	-	-	1,544.06
Police Auxiliary	-	7	10.00	-	-	-	-	158.35
Alderspersons (2nd PR)	-	9	9.00	-	-	-	-	4,666.68
TOTALS	192 FT	79 PT	17,265.50	404.00	16,375.47	374,150.49	380,600.00	508,354.52

**ORDINANCE TO
ATTACHMENT OF REAL ESTATE BY BOUNDARY ADJUSTMENT
FROM THE TOWN OF EMMET TO THE CITY OF WATERTOWN,
DODGE COUNTY, WISCONSIN**

**SPONSOR: MAYOR EMILY MCFARLAND, CHAIR
FROM: PLAN COMMISSION**

WHEREAS, the City of Watertown and Town of Emmet adopted a Cooperative Plan consistent with § 66.0307, Wisconsin Statutes, and which was approved by the Wisconsin Department of Administration, which identifies areas within the Town of Emmet as expansion areas to attach to the City of Watertown; and,

WHEREAS, the proposed territory to be attached is located within the Highway 16 Residential Area under Section 3.02(d) of the Cooperative Plan, the parcel is furthermore located within the City Growth Area further defined in Section 3.01 of the Cooperative Plan; and,

WHEREAS, Rolf C. & Sandra J. Thornquist have filed a Petition for Attachment of Real Estate by Boundary Adjustment from the Town of Emmet to the City of Watertown, Dodge County, Wisconsin; and,

WHEREAS, a copy of said Petition has been reviewed and positively recommended by the Watertown Plan Commission on April 25, 2022 under Section 8.05(a); and,

WHEREAS, the City of Watertown Under Section 8.05(a) of the City of Watertown and Town of Emmet adopted a Cooperative Plan consistent with § 66.0307, Wisconsin Statutes, has given a minimum of ten (10) days advanced, written notice to the Town of Emmet Clerk; and,

WHEREAS, the Town of Emmet waives it's right to oppose attachment under Section 8.05(e) of the Cooperative Plan; and,

WHEREAS, the property owners have requested temporary zoning to wit, Single-Family Residential – 4 (SR-4) District.

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF WATERTOWN DOES ORDAIN AS FOLLOWS:

SECTION 1. That the following described real estate be, and the same is, hereby detached from the Town of Emmet, Dodge County, Wisconsin, and, for the attachment of same to the City of Watertown, Dodge County, Wisconsin, *to wit*:

A part of Lots 3 and 4, in Block 14 of Schnasse & Bonner's Addition to Watertown lying in the South East ¼ of the South East ¼ of Section 28, Township 9 North, of Range 15 East, in the Town of Emmet, bounded and described as follows:

Commencing at the intersection of the South line of said Lot 4 with the East line of Prospect Street, thence North 4° 33' 10" West along the East line of said street, 173.15 feet; thence North 87° 20' East,

186.76 feet; thence South 4° 33' 10" West, 173.15 feet to a point in the South line of said Lot 4; thence South 87° 20' West along the South line of said Lot 4 a distance of 187.02 feet to the place of beginning. (PIN: 016-0915-2844-012; 1523 Prospect Street)

Also, the easterly 33ft of the Prospect Street Right-of-Way immediately adjacent to and lying to the West of and abutting 1523 Prospect Street as described above.

SECTION 2. Pursuant to Section 8.05(i) of the Cooperative Plan, the Right-of-Way abutting 1523 Prospect Street as described above, be located within the City Limits of the City of Watertown, lying to the West of 1523 Prospect Street and immediately adjacent to.

SECTION 3. That the above-described real estate shall be made part of the Fourth (4th) Ward of the Sixth (6th) Aldermanic District of the City of Watertown, Dodge County, Wisconsin.

SECTION 4. That a future zoning classification on the parcel described above shall be designated as Single-Family Residential – 4 (SR-4) District, under the City of Watertown Zoning Code.

SECTION 5. That the property address for the parcel be established as “1523 Prospect Street, Watertown, Wisconsin 53098.”

SECTION 6. That the City’s official map shall be so amended consistent with and pursuant to the alteration to corporate limits resulting by passage and adoption of this Ordinance.

SECTION 7. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 8. This ordinance shall take effect and be in force the day after its passage and publication.

DATE:	December 2, 2023		December 2, 2023	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED December 2, 2023

CITY CLERK

APPROVED December 2, 2023

MAYOR

**DRAFT ORDINANCE TO
REPEAL AND RECREATE CHAPTER 545, SUBDIVISION OF LAND, OF
THE CITY OF WATERTOWN GENERAL ORDINANCES**

**SPONSOR: MAYOR MCFARLAND
FROM: PLAN COMMISSION**

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

SECTION 1. Chapter 545, Subdivision of Land, is hereby repealed and recreated to read as follows:

**Chapter 545
Subdivision of Land**

[HISTORY: Adopted by the Common Council of the City of Watertown as §§ 20.01 to 20.15 of the former City Code. Amendments noted where applicable.]
GENERAL REFERENCES

- General penalty — See § 1-4.
- Construction codes — See Ch. 253.
- Erosion and sediment control — See Ch. 288.
- Impact fees — See Ch. 341.
- Restoration and maintenance of vegetation — See Ch. 446, Art. III.
- Stormwater management — See Ch. 453.
- Wastewater facilities — See Ch. 508.
- Water and sewers — See Ch. 512.
- Zoning — See Ch. 550.

**Article I
General Provisions**

§ 545-1 Title.

This chapter shall be known as the "Subdivision Regulations, City of Watertown, Wisconsin."

§ 545-2 Statutory Authority.

These regulations are adopted under the authority granted by Sections 236.45 and 703.115 of the Wisconsin Statutes.

§ 545-3 Intent and purpose.

[Amended by Ord. No. 98-63]

This chapter is intended to regulate and control the division and subdivision of land within the corporate limits and the extraterritorial plat approval jurisdiction of the City of Watertown in order to promote the public health, safety, and general welfare; to encourage the most appropriate use of land; to provide the best possible living environment for people; and to conserve the value of buildings placed upon the land by furthering the orderly layout and use of land; ensuring proper

legal description and proper monumenting of land; preventing overcrowding of land and avoiding undue concentration of population; lessening congestion in the streets and highways; securing safety from fire, flooding, water pollution, and other hazards; providing adequate light and air; facilitating adequate provisions for transportation, water, sewerage, schools, parks, playgrounds, open space, stormwater drainage, the conservation of land, natural resources, scenic and historic sites, energy, and other public requirements; facilitating further re-subdivision of larger parcels into smaller parcels of land; furthering the sustainability of the city by accommodating green development and infrastructure; providing adequate affordable housing; restricting building in areas of unsuitable soils or other areas poorly suited for development; providing for proper ingress to and egress from development sites; ensuring enforcement of the development concepts, policies, and standards delineated in the Comprehensive Plan and related components, the Official Map, the Parks and Open Space Plan, the Transportation Plan, the Zoning Code, the Erosion Control and Stormwater Runoff Codes, and the Building Code of the City of Watertown.

§ 545-4 **General requirements.**
[Amended by Ord. No. 98-63]

- A. Conformance with policies. It is the intent of the City of Watertown that land be developed in harmony with the following policies agreed to in the Comprehensive Plan, Plan for Parks and Open Space, Official Map, and the Jefferson County or Dodge County Land Use Plan as adopted by the City of Watertown:
- (1) To plan the location and/or timing of new development to make it efficient, to reduce public costs, and to encourage separation and distinction between municipalities.
 - (2) To direct and stage new growth only to those areas planned and programmed for development and capable of providing a full range of urban services, including transportation and schools.
 - (3) To discourage scattered development and urban sprawl.
 - (4) To ensure that development complements rather than conflicts with natural features such as rolling topography, trees, creeks, ponds, and rock formations.
 - (5) To develop a system of interior open spaces within existing environmental corridors to delineate neighborhoods, control stormwater drainage, and provide circulation for pedestrian and bicycle traffic.
 - (6) To ensure that development locates and coordinates safely and efficiently with transportation facilities.
 - (7) To encourage preservation of open space and aesthetic quality in development through the use of planned development districts.
 - (8) To favor development intensities and patterns that are supportive of alternative modes of transportation.
 - (9) To promote and maintain balanced commercial activity that is viable and responsive to the needs of the community and the surrounding market area.
 - (10) To preserve the quality of the water and the air and to prevent extreme noise and visual blight.

- (11) To preserve prime agricultural land through the design and location of development.
 - (12) To encourage development in the City with balanced residential, commercial, industrial, and open space patterns and public services.
- B. Land suitability. No land shall be divided or subdivided for development which is held unsuitable by the Plan Commission for reason of flooding or potential flooding, soil limitations, adverse rock formation, inadequate drainage, steep topography, incompatible surrounding development, inadequate public services, or any other condition likely to be harmful to the health, safety, or welfare of the future residents or users of the area or harmful to the community.
- (1) Except as provided herein, the Plan Commission shall determine land suitability prior to the time the preliminary plat or certified survey map is considered for approval, following review and recommendations by the appropriate City commissions and committees. The Plan Commission may impose special conditions on the plat or certified survey map deemed necessary to protect the health, safety, or welfare of future residents of the area. Those areas found to be environmentally sensitive shall be considered for preservation as open space. The determination of land suitability will be evaluated through the site assessment procedures. The subdivider shall furnish such maps, data, and information as may be necessary to make determine land suitability.
 - (2) Should the Plan Commission determine that the land is unsuitable for the intended development, it shall state its reasons in writing to the subdivider within thirty days of initial Plan Commission action. The subdivider may present additional evidence to support the proposed plat or certified survey map. Upon review of the additional evidence, the Plan Commission shall affirm, modify, or withdraw its determination of unsuitability.
 - (3) The subdivider may appeal the determination of unsuitability as provided in § **545-48**, Appeals.
- C. Determination of adequacy of public facilities and services.
- (1) A certified survey map, preliminary plat, or final plat shall not be approved unless the Plan Commission and the Common Council determine that adequate public facilities and public services are available to meet the needs of the proposed land division.
 - (2) The applicant shall furnish any data requested by the City Engineer, who shall transmit this information to appropriate City commissions, committees, and boards for review and shall act as coordinator for their reports to the Plan Commission and the Common Council on the adequacy of water; sanitary and storm sewers; fire service; police; parks, open space, recreation, and transportation facilities.
 - (3) Public facilities and public services for a proposed plat or certified survey map may be found to be adequate when the following conditions exist:

- (a) Where the proposed land division is located in an urban service area or planned future urban service area where mainline interceptor sewer service is available, presently under construction, or designated by the Common Council for extension of sewer service, the Plan Commission and the Common Council also shall consider the recommendations of the City Engineer and the Public Works Commission on the capacity of trunk lines, sewage treatment facilities, and any other information presented. Where the proposed land division is not located in an urban service area or planned future urban service area where mainline interceptor sewer service is available, presently under construction, or designated by the Common Council for extension of sewer service, the Plan Commission and the Common Council shall consider the site-specific and overall impact of such development on the public health, safety, and welfare of the immediate area and the community as a whole.
- (b) Where the proposed land division is located within an urban service area or planned urban service area where arterial transmission water main service and adequate capacity are available, presently under construction, or designated by the Common Council for extension of public water service, the Plan Commission and the Common Council shall consider the recommendations of the City Engineer and the Public Works Commission on line capacities, water sources, storage facilities, and any other information presented. Where the proposed land division is located within an urban service area or planned urban service area where arterial transmission water main service and capacity are not available, presently under construction, or designated by the Common Council for extension of public water service, the Plan Commission and the Common Council shall consider the site-specific and overall impact of such development on the public health, safety, and welfare of the immediate area and the community as a whole.
- (c) The City Engineer and Public Works Commission shall recommend to the Plan Commission and the Common Council that adequate facilities are available to ensure the proper stormwater management.
- (d) The Parks, Recreation and Forestry Commission shall recommend that future residents of the proposed land division can be assured park, recreation, and open space areas, facilities, and services which meet the standards of the Park and Open Space Plan.
- (e) The appropriate Police Department and Fire District shall verify that timely and adequate service can be provided to the residents.
- (f) The proposed land division shall be accessible by existing publicly-maintained, all-weather roads adequate to accommodate both existing traffic and that traffic to be generated by the proposed land division, necessary additional roads and road improvements shall be budgeted for construction with public or private financing, or public transportation service shall be deemed sufficient to serve the land division in combination with the

foregoing available or programmed for the area. The Plan Commission and the Common Council shall consider the recommendations of other commenting agencies and jurisdictions and such factors as level of service, average and peak use, and any other information presented.

- (g) Where the Plan Commission and the Common Council determine that one or more public facilities or services are not adequate for the proposed development but that a portion of the area could be served adequately or that careful phasing of the development could result in all public facilities and public services being adequate, conditional approval may include only such portions or may specify appropriate phasing of the development.

D. In the case of all land divisions, including all plats and certified survey maps, lot sizes shall conform to the area and width requirements of Chapter **550**, Zoning, unless otherwise modified by the provisions of this chapter.

E. Dedication and reservation of land.

- (1) Whenever a tract of land to be divided within the jurisdiction of this chapter encompasses all or any part of a street, highway, bikeway, pedestrian way, greenway, environmental corridor, waterway, or a drainage or utility easement designated in the Comprehensive Plan or Official Map, the subdivider shall plat said public way in the locations and dimensions indicated on said Comprehensive Plan or Official Map. The Plan Commission shall determine whether said public way should be dedicated to the public or reserved by the subdivider.
- (2) Whenever a tract of land to be divided within the jurisdiction of this chapter encompasses all or part of a park site, open space, or other recreation area or school site designated in the Comprehensive Plan, Park and Open Space Plan, or Official Map, said public sites shall be platted and dedicated or reserved by the subdivider at the discretion of the Plan Commission in the locations and dimensions indicated on said plans or map according to the requirements of this chapter.
- (3) Once a preliminary plat or certified survey map is approved, any lands proposed for public use above shall not be altered without the written approval of the Plan Commission, the Park, Recreation and Forestry Commission, and the Public Works Commission.

F. Penalties.

- (1) Failure to comply with the requirements of this chapter shall invalidate purported transfers of titles at the option of the purchaser according to the provisions of § **236.31(3)**, Wis. Stats.
- (2) Any subdivider or agent of the same who violates or fails to comply with this chapter shall be subject to penalties prescribed in the enforcement provisions of the Code of the City of Watertown.
- (3) A building permit shall be refused for any site violation of this chapter.

G. Exceptions. The provisions of this chapter shall not apply to:

- (1) Transfers of interests in land by will or pursuant to court order.
- (2) Leases for a term not to exceed ten years, mortgages, or easements.
- (3) The sale or exchange of parcels of land between owners of adjoining property, if additional lots are not thereby created and the lots resulting are not reduced below the minimum sizes required by the Zoning Code in Chapter **550** or other applicable laws or ordinances, unless the parcels have been part of a prior recorded land division or subdivision plat.
- (4) Where sale or exchange of parcels involves only a change of lot lines, the land division may be approved by the Zoning Administrator after a staff review to determine conformance with City of Watertown ordinances.
- (5) Cemetery plats made under Section **157.07** of the Wisconsin Statutes.
- (6) Assessor's plats made under Section **70.27** of the Wisconsin Statutes; assessors' plats, however, shall comply with Sections **236.15(1)(a)** through **(g)** and **236.20(1)** and **(2)(a)** through **(e)** of the Wisconsin Statutes, unless waived under Section **236.20(2)(L)**.
- (7) Public transportation project plats made under Section **84.095** of the Wisconsin Statutes.
- (8) Sale or exchange of parcels of public utilities or railway rights-of-way to adjoining property owners if the City Common Council and the Plan Commission approve such sale or exchange on the basis of applicable local ordinances or the provisions of Chapter **236** of the Wisconsin Statutes.

H. Homeowner or Condominium Associations. Common areas or facilities within a land division or condominium shall be held in common ownership as undivided proportionate interests by members of a homeowners or condominium association, subject to the provisions set forth herein. The homeowners or condominium association shall be governed according to the following:

- (1) The subdivider shall provide the City with a description of the homeowners or condominium association, including its bylaws and all documents governing maintenance requirements and use restrictions for common areas and facilities. These documents shall be subject to review by the Plan Commission.
- (2) The association shall be established by the owner or applicant and shall be operating prior to the sale of any lots or units in the subdivision or condominium.
- (3) Membership in the association shall be mandatory for all purchasers of lots or units therein and their successors and assigns.
- (4) The association shall be responsible for maintenance and insurance of common areas and facilities.

- (5) A land stewardship plan for any common open space to be retained in a natural state shall be included in the submittal of association documents.
- (6) The members of the association shall share equally the costs of maintaining, insuring, and operating common areas and facilities.
- (7) The association shall have or hire adequate staff to administer, maintain, and operate common areas and facilities.
- (8) The subdivider shall arrange with the City assessor a method of assessing any common areas and facilities that will allocate to each lot, parcel, or unit within the land division or condominium a share of the total assessment for such common areas and facilities.

§ 545-5 – 545-10 Reserved.

Article II Procedures

§ 545-11 **Pre-Application Consultation.**

Prior to filing an application for approval of a comprehensive development plan, preliminary subdivision plat, condominium plat, or certified survey map, the subdivider shall consult with the Plan Commission and/or its staff in order to obtain their advice and assistance. A conceptual plan of the proposed subdivision, condominium, or certified survey map shall be brought by the applicant to the meeting. This consultation is intended to inform the subdivider of the purpose and objectives of these regulations, the comprehensive plan or components thereof, and duly adopted plan implementation ordinances of the City and otherwise to assist the subdivider in planning the development. In doing so, both the subdivider and Plan Commission may reach mutual conclusions regarding the general objectives of the proposed development and its possible effects on the neighborhood and community, and the subdivider will gain a better understanding of the subsequent required procedures. The subdivider or agent shall pursue the following course for pre-application consultation.

- A. The subdivider or agent shall prepare a Site Assessment Checklist. The purpose of this site assessment checklist is to provide the basis for an orderly, systematic review of the effects of all new subdivisions upon the community environment according to the principles and procedures of § 236.45(1), Wis. Stats. The Plan Commission will use the assessment in determining compatibility with the Intent and Purpose of this ordinance and land suitability under § 545-4B. The site assessment checklist shall apply to all land divisions, including minor subdivisions. The Plan Commission may waive the requirement for filing of a site assessment checklist for minor subdivisions of less than five acres total area.
- B. The subdivider or agent shall prepare a Concept Plan prior to the pre-application consultation. The purpose of this concept plan is to depict the general intent of the subdivider in terms of general layout of the land division and its relationship to nearby properties, utilities, and other public facilities. In conjunction with the site assessment checklist, the concept plan provides an opportunity to review the general intent and impact of the proposed land division without the need for detailed engineering, surveying, and other time-consuming and costly processes associated with the preliminary plat. The concept plan requirement shall apply to all land divisions, including minor subdivisions. The Plan Commission may

waive the requirement for the filing of a concept plan for minor subdivisions of less than five acres total area. The concept plan also shall include written request to the Public Works Commission for any water main and sanitary sewer extensions necessary to serve the proposed plat.

- C. The applicant shall provide a signed statement listing development projects for which the applicant has received City approval in the last five years and indicating any outstanding performance or financial obligations on such projects that derive from application of City land use regulations. If this statement is found to contain information contrary to fact, to omit the listing of such projects or obligations, or to describe obligations on which performance or payment is delinquent, the application may be dismissed without prejudice until the application is corrected and/or the delinquency is cured.
- D. On completion of the Site Assessment Checklist and Concept Plan, a preapplication meeting shall be held with the Department of Public Works and Zoning Administrator to assist the subdivider in appraising the objectives of this chapter, the Comprehensive Plan, the Official Map, and any pertinent ordinances and to reach conclusions regarding the objectives and general program for the development. The subdivider is advised to consider revision of the submitted documents per the direction of the Department of Public Works and the Zoning Administrator prior to formal application submittal for any comprehensive development plan, preliminary subdivision plat, condominium plat, or certified survey map.

§ 545-12. Comprehensive development plan review.

- A. When the subdivider has eighty acres or more of land under his/her control, he or she may, where authorized by the Plan Commission, elect to file a comprehensive development plan (CDP) in lieu of a preliminary plat for that land not to be included in the first phase of the final plat.
- B. The process for review of the CDP shall be identical to and shall coincide with review of the preliminary plat submitted for the remaining portion of the property.
- C. The Plan Commission shall approve, conditionally approve, or reject the CDP within the same review period as required for the preliminary plat. One copy shall be returned to the applicant, including notification in writing of any conditions of approval or reasons for rejection.
- D. Any subsequent change to the CDP and exhibits shall require filing with the Secretary of the Plan Commission. Within thirty days of filing, the Plan Commission shall approve, conditionally approve, or reject the revised CDP.
- E. Regarding comprehensive development plan requirements, the CDP shall be submitted in twenty copies at a scale of not more than 200 feet to one inch and shall show all lands under the control of the applicant that are contiguous or separated only by existing public roads or railroad rights-of-way. The plan shall show:
 - (1) The items under required preliminary plat data in Subsection **B**.
 - (2) All proposed collector and arterial streets.

- (3) All proposed stormwater drainage facilities.
- (4) Projected population broken down by single-family and multifamily units.
- (5) A further breakdown of multifamily units by the number of bedrooms on a percentage basis.
- (6) The development schedule, indicating the approximate timing of the proposed development.
- (7) A draft preliminary plat meeting the requirements of this chapter may be submitted after a minimum of twenty days after submitting the comprehensive development plan for that portion of land to be developed in the first stage.

§ 545-13 **Preliminary plat review.**

Prior to submitting a final plat for approval, the subdivider shall prepare a preliminary plat and complete a site assessment checklist. The preliminary plat shall be prepared in accordance with this Ordinance, and the subdivider shall file an adequate number of copies and an electronic copy in a digital format as determined by the City Clerk.

A. Preliminary plat procedure.

- (1) The preliminary plat shall include the entire area owned or controlled by the subdivider. The Plan Commission may waive this requirement to allow the subdivider to submit a comprehensive development plan (CDP) for that portion of the land which is not to be included in the final plat when the subdivider owns or controls eighty acres or more. The subdivider shall in all cases submit a preliminary plat for the lands to be included in the first phase of the final plat.
- (2) Prior to Plan Commission review of a formal application for a preliminary plat, the subdivider shall meet with the Site Plan Review Committee to obtain feedback.
- (3) The request for approval by the Plan Commission shall be submitted at least thirty days prior to the date of the meeting of the Plan Commission at which the request is to be considered and shall include all data required by this chapter.
- (4) Within two normal working days after filing, the City Clerk shall transmit an electronic copy of the preliminary plat to the Dodge or Jefferson County Planning Agency for review and comment.
- (5) Pursuant to Section **236.12(2)** of the Wisconsin Statutes, the subdivider shall submit an electronic or paper copy of the preliminary plat to the Director of Plat Review at the Wisconsin Department of Administration, who will prepare and forward copies of the plat at the subdivider's expense to the objecting agencies.
- (6) Within twenty days of the date of receiving their copies of the preliminary plat, the objecting agencies shall notify the subdivider and all other approving and objecting agencies of any objections. If there are no objections, they shall certify that on the face of the copy of the plat and shall return that copy to the Wisconsin Department of Administration. The Department of Administration shall notify promptly the City

Clerk if such certification is submitted by an objecting agency. If any objecting agency fails to act within twenty days and the Department of Administration fails to act within thirty days from the date on which they received the plat, they shall be deemed to have no objection to the plat and, upon demand, the Department of Administration shall certify that on the face of the plat.

- (7) The Plan Commission shall review promptly the preliminary plat, after objections and comments have been received by the objecting and reviewing agencies and officials, for conformance with the intent and provisions of this chapter, all related plans and ordinances, and the recommendations of appropriate City committees and commissions. The Plan Commission shall recommend approval, denial, or approval with conditions.
- (8) Within ninety days from the date submitted, the Common Council shall approve, approve conditionally, or reject the preliminary plat and, when included, the comprehensive development plan, based on its determination of conformance with the intent and provisions of this chapter, all related plans and ordinances, and the recommendations of appropriate City committees and commissions. Such time may be extended by a written agreement with the subdivider. Failure of the Common Council to act within such ninety days or extension thereof shall constitute an approval of the preliminary plat and comprehensive development plan. The reasons for conditional approval or rejection shall be stated in the minutes of the meeting, and a letter stating such reasons shall be sent to the applicant. Approval of a preliminary plat shall be valid for thirty-six months from the date of the last required approval of the preliminary plat.
- (9) Replats are to be processed according to the provisions of § 236.36, Replats, of the Wisconsin Statutes.
- (10) If the preliminary plat or certified survey map contains private road(s), the following note shall be added to the plat or CSM when it is presented for approval as a final plat:

Notice of Possible Limitation of Public Services

This plat or certified survey map contains private road(s) and, as a result, certain City services may be limited. The extent of these limitations is spelled out in a document called a City/developer agreement or, if this is a condominium plat, in a document called a general development plan (GDP), which directly relates to this plat or CSM and is filed as a public document in the offices of both the Watertown City Clerk/Treasurer and the Director of Public Works for the City of Watertown.

- (11) The subdivider shall provide a copy of the approved preliminary plat to the following utility providers or their successor company(ies) for their comments prior to the drawing of the final plat: We Energies Electric, We Energies Gas, AT&T, Spectrum, and TDS.
- B. Preliminary plat requirements. The preliminary plat shall be submitted in twenty copies at a scale of not more than 100 feet to one inch and shall show correctly on its face:

(1) Description.

- (a) Name of the proposed subdivision.
- (b) Name, address, and telephone number of the owner, subdivider, engineer, land surveyor, and land planner.
- (c) Date, graphic scale, and North point.
- (d) Location of the proposed subdivision by government lot, quarter section, township, range and county, and a location map showing the relationship between the plan and its surrounding area.

(2) Existing conditions.

- (a) Contours at vertical intervals of not more than two feet for a slope less than five percent and five feet for a slope of five percent or more.
- (b) A scaled drawing of the exterior boundaries of the proposed subdivision referenced to a corner established by the United States Public Land Survey and the total acreage encompassed thereby.
- (c) Location of existing property lines, buildings, drives, streams and watercourses, dry runs, lakes, marshes, rock outcrops, wooded areas, environmental corridors, and other similar significant features within the parcel being subdivided.
- (d) Location, right-of-way width, and names of any adjacent existing streets, alleys, or other public ways, easements, and railroad and utility rights-of-way within or adjacent to the proposed subdivision.
- (e) Type, width, and elevation of any adjacent existing street pavements together with any legally established center-line elevations for streets located outside the City limits.
- (f) Water elevations of adjoining lakes or streams at the date of the survey and known or determined high- and low-water elevations and boundaries of the one-hundred-year floodplain and floodway.
- (g) Subsurface soil, rock, and water conditions, including depth to bedrock and average depth to groundwater table.
- (h) Location, size, and invert elevation of any existing sanitary and storm sewers, culverts, or drainpipes and the location and size of any existing water and gas mains on or adjacent to the plat and proposed for use in the development. If sewers and water mains are not present on or adjacent to the preliminary plat, the distance to and the size of those nearest and the invert elevations of sewers shall be indicated.
- (i) Location and names of adjacent subdivisions, parks, and cemeteries.
- (j) Existing land use and zoning included within or adjacent to the proposed subdivision.

(3) Proposed conditions.

- (a) Location, width, and name of all proposed streets and walkways.
- (b) Layout and scale dimensions of all lots and proposed lot and block numbers.
- (c) Draft of proposed covenants (if any) to be imposed.
- (d) Location and approximate dimensions of any sites to be reserved or dedicated for parks, playgrounds, greenways, or other public uses or which are to be used for group housing, shopping centers, church sites, or other nonpublic uses.
- (e) Plans showing the proposed locations for streets, walkways, drainageways, and public easements showing the existing ground surface, including extensions for reasonable distance beyond the limits of the proposed subdivision, when requested, shall be submitted with the preliminary plat. The subdivider also shall provide a statement from a licensed engineer representing the project that certifies that the technical requirements of this chapter will be met when final engineering design plans (including plans and profiles for public improvements and grading, erosion control, and stormwater management plans) are submitted. Such final engineering design plans shall be submitted and approved by the City Engineer prior to approval of the final plat.
- (f) When requested by the City Engineer, because of concern about drainage, groundwater, and tree cover, a lot grading plan showing proposed contours at vertical intervals of not more than two feet.

§ 545-14 **Final plat.**

A final plat shall not be submitted for approval before approval of the preliminary plat as required in § 545-13. A final plat shall be prepared according to this Ordinance and the subdivider shall file an adequate number of copies and/or an electronic copy, as determined by the City Clerk, of the plat for distribution according to this section.

A. Final plat procedure.

- (1) The subdivider shall file a written request for approval of the final plat with the Secretary of the Plan Commission and the State of Wisconsin according to § 236.12, Wis. Stats. Such written request and filing of final plats shall be submitted at least thirty days prior to the date of the meeting of the Plan Commission at which the request is to be considered and shall include all data required by this chapter. The Plan Commission may forward a copy of the final plat to Dodge or Jefferson County for review and comment. The proposed plat may constitute only that portion of the approved preliminary plat which the subdivider proposes to record at that time.
- (2) The final plat shall include the entire area owned or controlled by the subdivider within the phase of development for which final approval is sought.
- (3) The Plan Commission shall recommend approval, denial, or approval with conditions, and the Common Council shall, within sixty days from the date submitted, approve, approve conditionally, or reject the final plat, based on its

determination of conformance with the intent and provisions of this chapter and all related plans and ordinances and recommendations of appropriate City committees and commissions. Such time may be extended by a written agreement with the subdivider. The Common Council shall review the final plat for conformity with all conditions of approval, if any, and § 545-4 of this chapter, and shall base approval or disapproval on these requirements. If the final plat meets the requirements of this chapter and has been submitted within thirty-six months from the approval date of the preliminary plat and the conditions have been met in the case of a preliminary plat given conditional approval, the Council shall approve the final plat.

- (4) Prior to signing an approved final plat by the City Clerk, the developer shall enter into a contract for improvements as required by Article III below. Prior to signing said contract by the Mayor and the City Clerk/Treasurer, the developer shall pay to the City all required fees, area charges, and deposits and provide any required financial guarantee.
- (5) The final plat shall be recorded with the Dodge or Jefferson County Register of Deeds only after certificates of the Wisconsin Department of Administration, of the Common Council, of the surveyor, and those certificates required by § 236.21, Wis. Stats., are placed on the face of the plat. The developer shall record the final plat with the proper County Register of Deeds within twelve months after the date of the last approval of the plat and within thirty-six months after the first approval. All required fees shall be due and payable prior to the proper City officials' signing of the approved final plat except for utility impact, parkland dedication, and park impact fees, which shall be paid prior to issuance of any building permits. Failure to record any Plat within the required timeframes shall be deemed withdrawn, and a new certification is required.
- (6) If the Common Council fails to act within sixty days, the time has not been extended by agreement, and no unsatisfied objections have been filed within that period, the plat shall be deemed approved and, upon demand, a certificate to that effect shall be made on the face of the plat by the Clerk/Treasurer of the City.
- (7) Recordation. After the final plat has been approved by the Common Council and required improvements either installed or a contract and sureties insuring their installation is filed, the City Clerk shall cause the certificate inscribed upon the plat attesting to such approval to be executed duly and the plat returned to the subdivider for recording with the County Register of Deeds at the subdivider's expense. The Register of Deeds shall not record the plat unless it is offered for recording within twelve months after the date of the last approval and within thirty-six months after the date of first approval, as required by Section 236.25(2)(b) of the Wisconsin Statutes.

B. Final plat requirements. The final plat of the proposed subdivision shall comply with the requirements of Ch. 236, Wis. Stats., and Subsection A of this section.

§ 545-15 Minor subdivision (certified survey map).

No person, firm or corporation shall divide any land located within the corporate limits of

the City of Watertown that shall result in a minor subdivision as defined by this chapter without first filing an application and a certified survey map for approval by the Plan Commission (and the Common Council when dedication of land is involved) and subsequently recording said map with the Dodge or Jefferson County Register of Deeds. The certified survey map shall comply fully with § 236.34, Wis. Stats. and with all applicable requirements of this chapter.

A. Procedure:

- (1) Before filing an application for approval of a certified survey, the subdivider shall follow the pre-application consultation procedures outlined in § 545-11.

B. Certified survey map requirements.

- (1) The certified survey map shall be prepared by a professional land surveyor and shall comply with the provisions of § 236.34, Wis. Stats., and of this chapter.
- (2) The certificate of approval shall be placed on the face of the map.
- (3) When a dedication of land is required, the Common Council resolution accepting the dedication and approving the map shall be placed on the face of the map.
- (4) The applicant shall comply with the provisions of § 545-4 (General requirements) and Article III (Required Improvements and Design Standards) of this chapter.
- (5) Where streets or other areas are dedicated to the public, the certified survey map shall contain an owner's and a mortgagee's certificate that are in substantially the same form as required by § 236.21(2)(a), Wis. Stats. (C) Plan Commission action. Within ninety days, the Plan Commission shall, or where there is dedication of land, the Common Council shall approve, approve conditionally, or reject the certified survey map. The reason for conditional approval or for rejection shall be recorded in the minutes, and a letter detailing the action taken shall be sent to the applicant. Before an approved certified survey map is recorded, the applicant must pay to the City or other unit of government any accrued real estate taxes and special assessments owing on any land dedicated by the survey and to the Dodge or Jefferson County Treasurer any delinquent taxes on the dedicated land. Upon recording by the developer, two copies of the recorded document shall be furnished to the City.

§ 545-16 **Extraterritorial land divisions.**

[Amended by Ord. No. 98-64]

- A. Extraterritorial land division policies. The following policies shall govern the City Plan Commission in approving division of land within the extraterritorial area in order to promote those purposes set forth in § 545-3, if the City of Watertown elects to formally apply its extraterritorial land division approval authority through Council resolution.
 - (1) No land divisions (subdivisions or minor subdivisions) as defined in this chapter will be permitted within the formally adopted extraterritorial limits of the City of Watertown without approval of the City, per the procedures in this chapter as applicable to land divisions within the City.
 - (2) The minimum lot size within the formally adopted extraterritorial limits of the City of

Watertown shall be one acre. A smaller lot size may be allowed if also approved by the respective town board.

- (3) The City of Watertown will attempt to seek consistency of the City's plans and locally adopted town plans. To the extent that the policies of the City of Watertown are more restrictive in regard to the protection of the public health, safety, welfare, or environmental quality or in terms of implementing the City's Official Map, the City's policies shall prevail. All land divisions within the formally adopted extraterritorial limits will be subject to the land reservation or dedication requirements of this chapter. This specifically means the following:
 - (a) Any public right-of-way area identified on the City Comprehensive Plan or Official Map shall be dedicated conforming with requirements of this chapter.
 - (b) Any waterway or stormwater management area identified on the City Comprehensive Plan or Official Map shall be dedicated conforming with requirements of this chapter.
 - (c) Any land falling within the limits of an environmental corridor, as mapped by the City of Watertown or Jefferson County or Dodge County, will be required to record a public open space easement specifying that the development shall be consistent with conservancy area zoning in Chapter **550**, Zoning.
- (4) All land divisions within the formally adopted extraterritorial limits shall be required to meet all of the development layout design standards contained in this chapter.
- (5) All land divisions within the formally adopted extraterritorial limits shall be required to follow erosion control plans complying with this chapter.
- (6) All land divisions within the formally adopted extraterritorial limits shall pay the required review fees contained in this chapter prior to initial placement on the Plan Commission agenda.
- (7) The Plan Commission may require placement of covenants or deed restrictions deemed necessary and appropriate by the City Plan Commission to protect environmental quality, public health, safety, and welfare or otherwise implement the City's Official Map. Any such restrictions shall be placed on the face of the plat or certified survey map.
- (8) If a modification is granted to the above provision, the resulting division of land shall conform to all of the pertinent regulations of this chapter.

B. Extraterritorial land division procedures.

- (1) In all cases, the time period within which action is required shall not begin until the town board, the staff serving the Jefferson County or Dodge County Zoning Committee, and the City of Watertown have received all maps, drawings, and data required for plat or certified survey map approval.

- (a) No person, firm, or corporation shall divide any land located within the formally adopted land division approval jurisdiction of the City of Watertown without first filing an application and paying the City's standard land division review fee.
- (b) Preapplication procedure. Before filing an application for approval of a plat or certified survey, the subdivider shall consult with the Department of Public Works and shall prepare the following:
 - i. Prepare a preliminary sketch for review.
 - ii. Complete a site assessment checklist.
- C. Extraterritorial land division requirements. Submittal requirements for land divisions within the extraterritorial land division jurisdiction enacted by Common Council resolution shall be identical to those required for land divisions within the City limits. Preliminary plats and certified survey maps shall pay a fee as set by the Common Council and provided under separate fee schedule to defray the administrative cost of review.

§ 545-17 **Fee and dedication schedule.**

The following schedule is established to ensure that each land division, subdivision, planned development and development project pays its share of costs for public facilities and services. The fees in Subsection B also shall apply to extraterritorial approval jurisdiction of the City of Watertown.

- A. Park and open space fee or dedication. A dedication of land and/or the payment of a fee according to the provisions of § **545-42** of this chapter is required for each dwelling unit planned for development.
- B. Fees to defray administrative expenses. The subdivider of land divisions within the City shall reimburse the City for its actual cost of design, inspection, inventorying, mapping, and collecting attribute information for infrastructure features for the GIS database, testing, construction, and associated legal and real estate fees for the required public improvements for the land division unless otherwise recovered through other fees. The subdivider shall pay to the City of Watertown fees as set by the Common Council and provided under separate fee schedule. Site Plan Review Committee review fees applicable to zoning and development-related issues shall not be applied to land divisions. The City's costs shall be determined as follows:
 - (1) The cost of City equipment employed;
 - (2) The actual costs of City materials incorporated into the work, including transportation costs, plus a restocking and/or handling fee not to exceed ten percent of the cost of the materials;
 - (3) All consultant fees associated with the public improvements at the invoiced amount complying with § **66.0628(3)**, Wis. Stats.
- C. (Reserved)

- D. Area charge for stormwater management facilities. The subdivider shall pay to the City of Watertown the apportioned cost for development of an area-wide stormwater drainage system where such a facility has been designed to serve the proposed subdivision.
- E. Sewerage fee. The subdivider shall pay to the City of Watertown the apportioned cost, determined by the City, for sanitary sewer connection fees.

§ 545-18 **Condominium projects.**

Each condominium project shall be reviewed on the basis of a condominium plat prepared pursuant to § 703.11, Wis. Stats., and other applicable statutes and these land division and subdivision regulations as a plat or certified survey map for the land development or subdivision elements of the project. Minor subdivision procedures in § 545-15 above shall apply to City review of condominium plats.

§ 545-19 Reserved.

Article III **Required Improvements and Design Standards**

§ 545-20 **Statement of intent.**

- A. It is the intent of the City to ensure the quality in land development and to ensure that each development pays its share of the cost of public facilities and services. The City will encourage the use of planned developments employing innovative techniques for the design of functional and aesthetic neighborhoods that maximize open space and preserve the natural environment. Subdivisions shall be served by public water and sanitary sewers and by public streets.
- B. Prior to final approval and acceptance of improvements and prior to the issuance of any building permits in a subdivision located within the corporate limits and extraterritorial plat approval jurisdiction of the City of Watertown, the subdivider shall install public improvements as hereinafter provided. These improvements may be installed in plat phases approved by the Plan Commission and public improvement phases approved by the Public Works Commission. No building permit may be issued for construction outside of phases of the plat that have not had plans fully approved by the City. Building permits may be issued upon substantial completion of public improvements as defined in Wis. Stats. **236.13(2)(am)(2)**. Occupancy permits shall not be issued prior to the completion, inspection, and acceptance of all requirement improvements.

§ 545-21 **Early Start Permits.**

- A. Pursuant to Wis. Stats. **236.13(2)(am)3.c**, upon application signed by the subdivider and subject to the requirements below, the zoning administrator may authorize the issuance of early start permits if all public improvements related to public safety are complete and the subdivider has posted the necessary security required.
 - (1) The early start permit may authorize only site grading, utilities, footings, and foundation installation. Other noncombustible construction such as steel may be authorized only if no heat source is required for construction. Combustible materials shall not be stored on site.

- (2) The public improvements related to public safety may be deemed to be complete only if all of the following conditions have been met:
- (a) The subdivider shall provide and at all times maintain adequate road access for public safety, including a minimum of road base course, that meets the requirements of the fire department and accommodates the weight, width, and turning radius of the fire apparatus and sufficiently permits access by emergency vehicles.
 - (b) The subdivider's engineer has assigned the top of foundation wall elevation. After completing foundation and prior to issuing additional building permits for vertical construction, the subdivider's or builder's engineer shall certify with their professional license stamp that the top of foundation wall elevation has been constructed according to the approved subdivision drainage plan.
 - (c) Erosion control for each applicable building site has been designed and installed.
 - (d) Lot corner monuments have been installed for each applicable site.
 - (e) Street name signs have been installed, and reflective address plates are present at the building site.
- (3) All fees and charges due to the city, including but not limited to park fees and impact fees, shall be paid, proper security posted, and barricades provided prior to issuing any permit including early start permit for constructing foundations and other noncombustible structure.

§ 545-22 **Monuments.**

- A. The subdivision shall be monumented according to the requirements of § **236.15**, Wis. Stats. If the topography is such that extensive grading is required, the subdivider may place the monuments after the grading is completed with the permission of the Director of Public Works/City Engineer, and provided the subdivider executes a surety bond in an amount required by the Director of Public Works/City Engineer to insure that the monuments will be placed within the required time.
- B. Where the plat is located within a United States Public Land Survey quarter section, the corners of which have been relocated, monumented, and placed on the Wisconsin State Plane Coordinate System by Dodge or Jefferson County or the City, the plat shall be tied directly to two or more of the sections or quarter corners so relocated, monumented, and coordinated. The exact grid bearing and distance of such tie shall be determined by field measurements, and the type of monument and Wisconsin State Plane Coordinates of the monument marking the relocated section or quarter corners to which the plat is tied shall be indicated on the plat. All distances and bearings shall be referenced to the Wisconsin Coordinate System, South Zone. The grid bearing and distance of the tie shall be determined by a closed survey meeting the error of closure herein specified for the survey of the exterior boundaries of the subdivision and as adjusted to the City's control survey.

§ 545-23 **Conformity with adopted plans.**

All proposed development shall conform to the Comprehensive Plan, Plan for Parks and Open Space, Transportation Plan, Utility Plans, and the Official Map of the City as they relate to utilities and transportation facilities. The classification and location of all streets shall conform to the Official Map and shall be considered in their relationship to existing and planned streets, to topographic conditions, to natural features, to public convenience and safety, and in their appropriate location to the proposed uses of the land to be served.

§ 545-24 **Relationship to existing and future development.**

- A. The arrangement of streets in new subdivisions shall make provision for continuing existing streets in adjoining areas.
- B. Where adjoining areas are not subdivided or developed and the Comprehensive Plan indicates development is desired, the arrangement of streets in the proposed development shall provide for proper projection of streets to the boundary of the proposed development.

§ 545-25 **Blocks.**

- A. The lengths, widths, and shapes of blocks shall be compatible with the planned use of the land, zoning requirements, need for convenient access, control and safety of street traffic, and the limitations and opportunities of topography.
- B. Block lengths in residential areas shall not be less than 600 feet nor more than 1,000 feet between street lines unless dictated by exceptional topography or other limiting factors of good design.
- C. Blocks shall be sufficient width to provide for two tiers of lots of appropriate depth except where otherwise required to separate residential development from through traffic and railroad rights-of-way or to protect natural resources.
- D. Pedestrian ways or crosswalks not less than ten feet in width shall be provided near the center and entirely across any block 900 feet or more in length or elsewhere where deemed essential to provide convenient pedestrian circulation or access to parks, schools, shopping centers, churches, or transportation facilities.

§ 545-26 **Lots.**

- A. The size, shape, and orientation of the lots shall be appropriate for the location of the subdivision and for the type of development and use contemplated.
- B. Lot dimensions and setback lines shall conform to the requirements of Chapter **550**, Zoning.
- C. Excessive depth in relation to width shall be avoided, and a proportion of two to one shall be considered normally as a desirable maximum for lots.
- D. Whenever possible, side lot lines shall be right angles to straight lines or radial to curved street lines on which the lots face.
- E. Corner lots shall have sufficient width to permit adequate building setbacks from side streets to conform with Chapter **550**, Zoning.

- F. Every lot shall front or abut a public street for a minimum distance of fifty feet. The minimum lot width may be reduced if authorized by specific zoning districts under Chapter **550**, Zoning.
- G. Lot lines shall follow municipal boundary lines.
- H. Double frontage and reverse frontage lots shall be prohibited except where necessary to provide separation of residential development from through traffic or to overcome specific disadvantages of topography and orientation.
- I. Residential lots fronting or backing on arterial streets shall be platted with extra depth as required in § **545-29**.
- J. Substandard Lots. According to Section **66.10015(2)(e)** of the Wisconsin Statutes, a property owner of a legal nonconforming (substandard) lot that existed at the time of the effective date of this Ordinance may:
 - (1) Convey an ownership interest in a substandard lot.
 - (2) Use the substandard lot as a building site if all of the following apply:
 - (a) The substandard lot or parcel has never been developed with one or more of its structures placed partly upon an adjacent lot or parcel.
 - (b) The substandard lot or parcel is developed to comply with all other requirements of this Ordinance except the minimum lot dimensional requirement unless otherwise specified.
 - (3) The City may not require one or more lots to be merged with another lot for any purpose without the consent of the owners of the lots to be merged.

§ 545-27 Building setback lines.

- A. Where they are not controlled by the Zoning Code, building setback lines appropriate to the location and type of development shall be established by the Plan Commission but shall in no instance be less than typically required by Chapter **550**, Zoning. Examples of the application of this provision would include requiring greater setbacks for lots on cul-de-sacs or curved streets to achieve the necessary lot width at the setback line, conform to setbacks of existing adjacent development, accommodate a coving or other unique design, avoid placing buildings within buffers, easements, or vision clearance triangles, protect natural resources, or conform to greater setbacks along arterial streets and highways to meet the requirements of Chapter Trans **233** of the Wisconsin Administrative Code.
- B. Where lots abut floodplains, wetlands, navigable waters, or other waters of the State, all improvements shall meet requirements of Chapter **550** and Chapter **532** of the City of Watertown Municipal Code of Ordinances.

§ 545-28 Railroads and limited access highways.

Whenever the proposed subdivision contains or is adjacent to a railroad right-of-way or

limited access highway, the subdivider shall proceed as follows:

- A. In residential districts a buffer strip at least thirty feet in depth in addition to the normal lot depth required shall be provided adjacent to the right-of-way of a railroad or limited access highway. This strip shall be part of the platted lots, but the following restriction shall be written on the plat: "This strip reserved for the planting of trees or shrubs by the owner. The building of structures hereon is prohibited, and this strip shall not be counted as any required yard. Maintenance of this strip is a responsibility of the lot owner."
- B. The Plan Commission may require a street approximately parallel to and on each side of such right-of-way at a distance suitable for the appropriate use of the intervening land.
- C. Location of local streets immediately adjacent and parallel to railroad rights-of-way shall be avoided.

§ 545-29 **Streets.**

All streets must meet the design standards in Table 1 and the following requirements:

- A. Additional right-of-way on existing streets. Developments that adjoin existing streets which have rights-of-way less than the minimum standard than the roadway as classified in the Comprehensive Plan and/or Official Map shall dedicate additional right-of-way to meet those minimum standards.
- B. Temporary roadway termination. Where a street is terminated temporarily at the edge of a development and the street is longer than 240 feet or two lot widths, a temporary turnaround shall be provided by one of the following methods:
 - (1) If the adjacent land is owned by the subdivider, a temporary turnaround can be provided through a restriction (temporary easement) on said land. Such a turnaround shall be constructed to City standards.
 - (2) The subdivider may provide the required turnaround on one of the last lots fronting on the temporary dead-end street through the use of a temporary easement running to the City. Such a turnaround shall be constructed to City standards.
- C. Reserve strips. There shall be no reserve strips controlling access to streets except where control of such strips is placed in the City under conditions recommended by the Plan Commission and approved by the Common Council.
- D. Half streets. Where an existing dedicated or platted half street is adjacent to a tract being subdivided, the other half of the street shall be dedicated by the subdivider. In new plats, the creation of half streets is prohibited.
- E. Street jogs. Street jogs with center-line offsets of less than 150 feet shall not be allowed. On collectors and arterials, offsets of less than 600 feet shall not be allowed.
- F. Intersections.
 - (1) No more than two streets shall intersect at one point.

- (2) Such intersection shall be laid out so that the angle of intersection is as nearly as possible a right angle.
 - (3) No street shall intersect another street at less than a seventy-five-degree angle.
 - (4) Intersections along arterial streets and highways shall be held to a minimum, and, whenever feasible, the minimum distance between intersections shall be 1,200 feet.
- G. Restriction of access (protection of arterial streets and highways). Whenever a proposed subdivision contains or is adjacent to an arterial street or highway, adequate protection of residential property, limitation of access, and the separation of through and local traffic shall be provided by:
 - (1) Reversed frontage with screen planting contained in a nonaccess reservation along the rear property line; or
 - (2) Marginal access street (frontage road).
- H. Street names. A proposed street that aligns with or joins an existing and named street shall bear the name of the existing street. In no other case shall the proposed name of the street duplicate the name of an existing street within the Watertown Fire Department Service District. The use of the suffix "street," "avenue," "boulevard," "drive," "place," or "court" or similar description shall not be sufficient distinction to constitute compliance with this subsection.
- I. Alleys. Alleys shall not be allowed in residential districts except as approved as part of a planned unit development. In commercial, office, and industrial districts, alleys or other definite and assured provisions shall be made for off-street parking, loading, and service access consistent with and adequate for the uses proposed but not inconsistent with the operation and use of the abutting street. No dead-end alleys shall be allowed, nor shall any alley have its point of connection on an arterial street.
- J. Cul-de-sac streets. No more than twenty percent of the lots within a final plat may abut a cul-de-sac except where necessary to provide a development solution (as determined by the City Engineer) to a portion of the subject property otherwise undevelopable because of surrounding existing development or natural feature such as floodplain, wetland, or steep slope. All cul-de-sac streets shall terminate in a circular turnaround meeting the dimension standards in Table 1.
- K. Parkways, greenways, and environmental corridors. When parkways, greenways, and environmental corridors are to be provided within the proposed plat or certified survey and are not officially mapped in enough detail to determine exact dimensions, their width shall be determined by the City Engineer.
- L. Grades. The maximum street grades shall be those in Table 1. Pedestrian ways shall have a maximum grade of eight percent. Changes in street grades shall provide such sight distances as the City Engineer determines are required. Wherever possible, street grades shall be established to avoid excessive grading, removal of ground cover and trees, and leveling of the topography.

M. Pedestrian ways and bikeways. In the design of the plat, the developer shall make provisions for pedestrian ways and bikeways for transport and recreation as required by the Plan Commission on recommendation of the Park, Recreation and Forestry Commission and the Public Works Commission, based upon recommendations contained with the Comprehensive Plan and formally adopted subplans and policies. Required pedestrian ways and bikeways shall adhere to city specifications as required in Chapter **545**.

N. Street grading.

- (1) With the submittal of the preliminary plat, the subdivider shall furnish standard drawings that indicate the existing and proposed grades of streets shown on the plat. After completing design engineering work on the streets and approving street grades by the Director of Public Works/City Engineer and approving erosion control measures by the City Engineer, the subdivider shall grade as required within the right-of-way of the streets proposed to be dedicated, including the vision clearance triangle on corner lots as required in Chapter **550**, Zoning. In cases where an existing street right-of-way is made part of the plat or abuts the plat, the subdivider shall grade that portion of the right-of-way between the existing pavement and the property line.
- (2) The bed for the roadways in the street rights-of-way shall be graded to subgrade elevation. The City Engineer shall approve all grading within rights-of-way, and said grading shall extend for a sufficient distance beyond the right-of-way to ensure that the established grade will be preserved. The grading of rights-of-way for principal and primary arterials shall be required only where necessary to provide access to the streets or lots in the plat. Where lots abut principal and primary arterials, they shall be graded to proposed street grade or to a grade approved by the Director of Public Works/City Engineer prior to sale.

O. Street construction. **[Amended by Ord. No. 01-10]**

- (1) After sanitary sewer and water utilities, storm sewer trunk lines, manholes, and catch basins have been installed, the subdivider shall construct and dedicate as part of the subdivision streets and sidewalks, including those adjacent to platted lots in existing street rights-of-way abutting the plat, curbs and gutters, local storm sewer inlets, leads, manholes, catch basins, and lines as deemed necessary by the Public Works Commission and required by the Common Council. The subdivider shall surface roadways to the widths prescribed by the Public Works Commission and the Director of Public Works/City Engineer. Construction shall be to City standard specifications for street improvements. Sidewalks shall be installed as per the requirements in § **545-37**.
- (2) All required installations of sanitary sewer, water main, stormwater facilities, bikeways, gravel, binder course of asphalt pavement, curb and gutter, and related improvements shall be made by the subdivider prior to issuing building permits. The final lift of asphalt shall be installed in the construction season following these improvements to permit settling associated with the winter freeze-thaw cycle. Any required installation of curbs and gutters shall be completed by October 15 of any given year, and any required placement of asphalt pavement shall be completed by

November 1 of any given year, unless inclement, unseasonable, or marginal weather conditions exist prior to these respective dates. In that case, the Director of Public Works/City Engineer shall determine under what circumstances either installation may be allowed. If not completed by these dates, no building permits shall be issued until the required work is completed during the next construction season. Sidewalks shall be installed for each lot prior to occupancy, except that the entire required sidewalk network shall be installed within two years of final plat recordation.

- (3) Street and sidewalk construction must comply with City standard specifications and be inspected by the Director of Public Works/City Engineer. The maintenance responsibility for pedestrian ways and bikeways that are not located in the public street right-of-way shall go to abutting property owners in the same manner as those in the public right-of-way.

§ 545-30 **Water.**

The subdivider shall install water facilities necessary to serve the subdivision as designated and approved by the Public Works Commission. These improvements are subject to City of Watertown Standard Specifications and inspection and may be required offsite to ensure appropriate service as determined by the Water Division. The developer shall guarantee the functional operation of all system parts for one year from date of acceptance. Acceptance by the City shall be contingent upon the developer meeting all conditions, including approved design, installation, regulatory approvals, payment of all costs for the total project, and any special provisions indicated for a particular project. Upon inspection and acceptance, all water system improvements become the property of the City of Watertown.

§ 545-31 **Sanitary sewer.**

The subdivider shall install sanitary sewer facilities necessary to serve the subdivision as designated and approved by the Public Works Commission. These improvements are subject to the City of Watertown Standard Specifications and inspection. The developer shall guarantee the functional operation of all system parts for one year from date of acceptance. Acceptance by the City shall be contingent upon the developer meeting all conditions, including approved design, installation, regulatory approvals, payment of all costs for the total project, and any special provisions indicated for a particular project. Upon inspection and acceptance, all sewer system improvements become the property of the City of Watertown.

§ 545-32 **Utility easements.**

A. Underground requirements.

- (1) All new electric distribution lines, all new telephone lines from which individual lots are served, community antenna television cables and services, and gas utility services shall be underground unless the Plan Commission shall find upon study that:
 - (a) The placing of such facilities underground would not be compatible with the development; or
 - (b) Location, topography, soil, swamp, solid rock, boulders, stands of trees, rows of trees, hedges, or other physical conditions would make underground installation unreasonable or impracticable.

- (2) Associated equipment and facilities, such as but not limited to substations, pad-mounted transformers, pad-mounted sectionalizing switches, and pedestal-mounted terminal boxes may be located above ground, provided that they are located in an inconspicuous manner, screened from public view, and fit into the development plans for the subdivision.
- (3) The subdivider or his agent shall furnish proof to the Plan Commission that such arrangements as may be required under applicable rates and rules filed with the Public Service Commission of the State of Wisconsin have been made with the owners of such lines or services for placing their respective facilities underground as required by this section as a condition preceding approval of the final plat, development plan, or certified survey map.
- (4) Temporary overhead facilities may be installed to serve a construction site or where necessary because of severe weather conditions. In the latter case, within a reasonable time after weather conditions have moderated or upon completion of installation of permanent underground facilities, such temporary facilities shall be replaced by underground facilities and the temporary facilities removed.

B. Easement conditions.

- (1) Adequate easements shall be provided and dedicated on each side of all rear lot lines and on side lot lines, across lots, or along front lot lines where necessary for the installation of storm and sanitary sewers, gas, water, electric lines, and communication lines. Such easements shall be noted as “utility easements” on the final plat or certified survey map. Prior to approval of the final plat, the specific implementation plan for a planned unit development (PUD), the comprehensive development plan, or the certified survey map, concurrence of the appropriate electric and gas communications companies as to the location and width of the utility easements shall be noted on the final plat, specific implementation plan for the PUD, comprehensive development plan, or certified survey map. All easements for storm and sanitary sewers, water mains, pedestrian walks, and other public purposes shall be noted thereon as “public easements for” followed by reference to the use for which they are intended.
- (2) Where the electric and gas communications facilities are to be installed underground, the utility easements shall be graded to within six inches of final grade by the subdivider prior to the installation of such facilities, and earth fill and piles or mounds of dirt shall not be stored on such easement areas. When installed on utility easements, whether overhead or underground, utility facilities shall not disturb any monumentation in the plat. In cases where monumentation is disturbed, the utility shall bear the cost of replacement. Failure to comply will be subject to penalty as provided in § 236.32, Wis. Stats.
- (3) Where the electric and gas communications facilities are to be installed underground, a plat restriction shall be recorded with the final plat or certified survey map, stating that the final grade established by the subdivider on the utility easements shall not be altered by more than six inches by the subdivider, his agent, or subsequent owners of the lots except with written consent of the utility or utilities involved. The purpose of this restriction shall be to:
 - (a) Notify initial and future lot owners of the underground facilities at the time of purchase;
 - (b) Establish responsibility in the event of damage to such facilities; and

- (c) Establish the need to alter such facilities. When the utility company uses a service application, said application also should notify the initial and subsequent lot owners of their responsibility regarding such underground facilities.

§ 545-33 Drainage and environmental corridor easements.

- A. Greenways and environmental corridors included within land to be divided shall receive the following prescribed treatment by the owner of the subdivision. Where a subdivision is traversed by a waterway, drainageway, channel or stream, or mapped greenway/environmental corridor, an adequate drainageway or easement granted to the City of Watertown shall be provided as required by the Plan Commission conforming substantially with the line of such watercourse. The location, width, alignment, and improvement of such drainageway or easement shall be subject to the approval of the Plan Commission. Parallel streets or parkways may be required. Stormwater drainage shall be maintained by landscaped open channels of adequate size and grade to accommodate the flow resulting from the one-hundred-year rainfall event of any duration with such sizes and design details subject to review and approval by the Director of Public Works/City Engineer.
- B. The subdivider shall be responsible for an acceptable continuous drainageway through the proposed plat as determined by the Director of Public Works/City Engineer. The subdivider shall furnish the Director of Public Works/City Engineer with a plan outlining the greenway/environmental corridor boundaries and the location of existing drainageways. Such areas shall be dedicated or reserved as required by § 545-4E. In addition, the subdivider shall furnish to the Director of Public Works/City Engineer a set of cross sections (on fifty-foot stations) of the greenway based on City datum oriented upon a base line as prescribed by the Director of Public Works/City Engineer. Where a natural drainageway exists with acceptable hydraulic capacities, including alignment and grade as determined by the Director of Public Works/City Engineer, construction will not be required, and the existing natural growth shall be preserved. Where such natural growth is not preserved by action of the subdivider or his agents, the subdivider shall be responsible for repairing the disturbed areas by returning them to the original condition by methods approved by the Director of Public Works/City Engineer. When it is determined by the Director of Public Works/City Engineer that the hydraulic capacities including alignment and grade are not acceptable, then such alignment, grade, and slopes shall be improved by the subdivider to the cross section specified by the Director of Public Works/City Engineer.
- C. The subdivider shall install permanent pipes or culverts at a grade approved by the Director of Public Works/City Engineer under all streets crossing a greenway or drainageway. Said installation shall be according to the State of Wisconsin Specifications for Road and Bridge Construction. Culverts required across intersections for temporary street drainage shall be furnished and installed by the developer. All temporary culverts installed by the developer shall be completely removed when the streets are constructed to City standards and the area restored to as nearly original condition as possible as determined by the Director of Public Works/City Engineer.
- D. In order to assure proper drainage, the ground elevation along any lot line common with the boundary of a greenway/environmental corridor shall be to an elevation approved by the Director of Public Works/City Engineer. All lot grading and building elevations shall provide for positive drainage. Grading or filling within the greenway/environmental corridor limits is prohibited.
- E. Greenways/environmental corridors shall be limited to public uses.

§ 545-34 **Intrablock drainage and foundation design.**

- A. Two weeks prior to submitting the preliminary plat for review and approval, the subdivider shall submit to the City Engineer a surface water drainage plan for the plat. This plan may be a part of the erosion control plan. The plan shall indicate but not be limited to the following: elevation of streets, existing topography of the block, proposed drainage swales, proposed yard swale, proposed lowest finished floor elevation range, and indication of the direction of drainage.
- B. Upon approval of the plan, the developer shall place on the preliminary plat arrows to indicate the direction of drainage swales required for intra-block drainage and the following note: "Arrows indicate direction of drainage swale construction during grading and said swales shall be maintained by the lot owner unless modified with approval of the Director of Public Works/City Engineer."
- C. A minimum ten-foot-wide drainage easement (five feet on each side of the property line) shall be retained along all joint property lines on the plat. Such easement shall be designated as a stormwater drainage easement and shall conform to the drainage plan.
- D. Where a subdivider's subsoil investigation indicates potential for groundwater less than ten feet from the proposed street center-line elevation, the subdivider shall note that on the face of the plat and indicate the lots affected.
- E. Basement floor surfaces shall be built a minimum of one foot above the highest groundwater table elevation as documented in the submitted soil evaluations according to City Standards. On sloped sites, basements may be allowed partially below the highest groundwater table only on the upslope side if they meet City drainage system standards for design, discharge, engineering oversight, and long-term maintenance. For these sites, the one-foot groundwater separation will be enforced at the farthest downslope point of the basement.

§ 545-35 **Erosion control.**

- A. The subdivider shall install all temporary and permanent erosion control and sediment control structural aid works as outlined in approved plans required by Chapter **288**, Erosion and Sediment Control, of this Code.
- B. The subdivider shall employ erosion control measures to prevent erosion, siltation, sedimentation, and washing and blowing of dirt and debris from excavation, grading, open cuts, side slopes, and related activities of the subdivider or the contractors. Such measures shall include but not be limited to seeding, sodding, mulching, watering, ponding, and constructing berms. Erosion control plans shall meet the requirements of the Municipal Code relating to land grading and Chapter **288**, Erosion and Sediment Control Guidelines, standards, and specifications contained in the Wisconsin Department of Natural Resources Conservation Standards, current edition, shall provide a framework for developing, reviewing, and implementing the erosion control plan.

§ 545-36 **Stormwater management.**

All proposed development shall comply with Chapter **288**, Erosion and Sediment Control, and Chapter **453**, Stormwater Management, of this Code. Specifically, the subdivider shall install storm sewers and all other facilities necessary for the management of all stormwater deriving from the lands being developed according to the requirements of said policy and related provisions of this chapter.

§ 545-37 **Sidewalks and bikeways.**
[Amended by Ord. No. 98-6]

As used in this Chapter, the following definitions shall apply:

ARTERIAL STREETS

Arterial streets serve trips of moderate length and provide intracommunity continuity and access to major streets. They provide more emphasis on land access than major streets.

BIKEWAYS

Bikeways shall serve both pedestrian and bicycle traffic in areas where the majority of the adjoining lots do not have frontage or access to a street. In general, those lots which do not front or have access on the street in question are not the generating or terminating point for the pedestrian or bicycle traffic. Bikeways shall be designed to transport the majority of pedestrian or bike traffic through the area as opposed to serving the adjoining lots as a sidewalk does. Bikeways shall be constructed of bituminous pavement at least eight feet in width according to City specifications.

LOCAL STREETS

Local streets provide both land access service and traffic circulation within residential neighborhoods and commercial and industrial areas.

LOW USE STREETS

Low use streets comprise all facilities not classified to a higher use. These streets serve small traffic volume and a limited number of properties and provide access to the higher ordered streets. Cul-de-sacs and short streets are included in this classification.

MAJOR STREETS

Major streets serve the major centers of community activity, contain the highest traffic volume corridors, and are through streets for long distances within the City. They shall include all state trunk highways and county trunk highways and their in-town extensions.

SIDEWALKS

Sidewalks shall be constructed of concrete, usually five feet in width, with the thickness to be determined by City specifications. Sidewalks shall be located as far from the traffic lane as is possible but not closer than six inches within the right-of-way line.

- A. Required sidewalk location. The subdivider shall be required to install sidewalks on both sides of all major streets and arterial streets and those local streets where access needs to be obtained to and from uses such as but not limited to business establishments, schools, churches, neighborhood parks, shopping districts, restaurants, and high-density multifamily residential developments. Cul-de-sac streets need not have sidewalks except where access is necessary to and from uses such as but not limited to business establishments, schools, churches, neighborhood parks, shopping districts, restaurants, and high-density multifamily residential developments.
- B. Construction standards.
 - (1) Sidewalks shall be constructed of concrete, usually five feet in width, according to City specifications. Sidewalks shall be four inches thick except at driveway locations, where they shall be six inches thick. If at the time of installation the driveway location is not known, the four-inch slabs shall be replaced with six-inch slabs by the developer or owner once the driveway is located.
 - (2) Bikeways shall be constructed of bituminous pavement or concrete at least eight feet in width according to City specifications.

- (3) Sidewalks and bikeways constructed at street intersections or within five feet of a legal crosswalk shall include provisions for curb ramping as required by § 66.0909, Wis. Stats. and according to City specifications. Sidewalks and bikeways are to be laid to the established grade of the street. The street edge of the sidewalk or bikeway pavement shall be at an elevation above the top of the curb as determined by the Director of Public Works/City Engineer.
- (4) Bikeways shall be reviewed by the Public Works Commission on a case-by-case basis. Maintenance of these bikeways shall be incorporated into the developer's agreement.
- (5) Sidewalks shall be installed for each lot prior to occupancy, except that the entire required sidewalk network shall be installed within two years of final plat recordation.

§ 545-38 **Streetlighting.**

The developer shall pay to the City of Watertown the costs for installing streetlights along all streets proposed to be dedicated. The Plan Commission shall approve the design and location of all streetlamps, which shall meet the City's standard specifications and shall be compatible with the neighborhood and type of development proposed. Payment for streetlights shall be made prior to issuing building permits. In areas where underground electric facilities are installed, poles for lighting may be ornamental. The subdivider shall provide street, pedestrian way and bikeway lighting systems within the area being developed upon consultation with the appropriate electric utility and as approved by the Public Works Commission. All streetlighting will be installed by the electric utility serving the City of Watertown. Shielded luminaries with downward reflection, luminaries with cutoff optics, LED or similar energy-saving luminaries, and careful fixture placement may be required by the Plan Commission.

§ 545-39 **Street signs.**

The developer shall pay to the City of Watertown the costs for installing all street name signs, temporary street dead-end barricades and signs, all no-parking signs, all traffic control signs, and pavement markings as required by City standards prior to accepting the subdivision or submitting a fee deposit in lieu thereof, per City direction.

§ 545-40 **Street trees.**

The subdivider shall plant street trees of a species approved by the City Forester of at least two inches in diameter and abide by the American Standard for Nursery Stock, ANSI Z60.1. The total number of trees to be planted shall be based on one tree for every fifty feet of frontage on all streets proposed to be dedicated and be spaced on average about fifty feet apart. The required trees shall be planted in the area between the sidewalk and curb according to plans and specifications approved by the Director of Public Works/City Engineer. Contractors shall submit a Tree Planting Permit and follow proper planting procedures along with the approval of tree species from the Boulevard Tree List on file with the City Engineering Department.

§ 545-41 **Buffer strips.**

Where a plat, certified survey, or planned development project contains a buffer strip required by this chapter, prior to recording of a final plat or certified survey or prior to the issuance of a certificate of occupancy for a development project, the developer shall install plantings conforming to this Code or shall file with the City Clerk a contract guaranteed by bond in an amount

determined by the Director of Public Works/City Engineer, in which the developer agrees to provide such plantings. The plantings are to be trees and shrubs of the required varieties and shall be of sufficient density to accomplish visual screening.

§ 545-42 **Dedication and improvement of public parks and other public sites.**

[Amended by Ord. No. 97-63; Ord. No. 99-13; Ord. No. 02-60; Ord. No. 05-2; Ord. No. 06-22A; Ord. No. 09-21A]

The requirements of this section are established to ensure that adequate parks, open spaces, and sites for other public uses are properly developed, located, and preserved as the City grows and that the cost of providing the park and recreation sites and facilities necessary to serve the additional people brought into the community by land development may be apportioned equitably on the basis of the additional needs created by the development. The requirements shall apply to all lands proposed for all residential development, including those which do not involve an additional land division.

A. Parkland dedication and fees in lieu of land dedication.

- (1) Any development approval which enables the creation of additional dwelling units shall require compliance with this parkland dedication fee and land dedication requirement. This would include any land division that creates new lots. It also would include any building permit for any dwelling unit per existing lot (single-family, duplex, or other multifamily building). Except for developments submitted to the City for approval after June 14, 2006, and before September 7, 2016, each new development within the corporate limits of the City shall be required to comply with the parkland dedication requirements here stated, including the parkland dedication fee imposed in lieu of the mechanism authorized under this chapter (as applicable) and the subsections following hereto. **[Amended 6-20-2017 by Ord. No. 17-17]**
- (2) In the design of a subdivision, including minor subdivisions or planned developments, provision shall be made for suitable sites of adequate area for parks, playgrounds, open spaces, schools, drainageways, stormwater management or treatment facilities, and other public purposes. Such sites as are shown on the Official Map, Comprehensive Plan, or Parks and Open Space Plan shall be made a part of the design. Where such are not shown on said plans or map, consideration shall be given to the preservation of scenic and historic sites, stands of trees, marshes, ponds, streams, and woodland, prairie, and wetland plant and animal communities. **[Amended 6-20-2017 by Ord. No. 17-17]**
- (3) The subdivider shall dedicate suitable land for the park, recreation, and open space needs of the development according to standards and recommendations contained in the Plan for Parks and Open Space. This shall include the provision of pedestrian and bikeway linkages necessary to provide access to park, recreation, and open space areas as determined by the Plan Commission and the Park, Recreation and Forestry Commission. All required land dedications under this subsection are in addition to the dedications or reservations required in § 545-32.
- (4) The subdivider shall dedicate sufficient land area to provide adequate park, playground, recreation, and open space to meet the needs to be created by and provided for the subdivision, minor subdivision, or planned development project. At least 1,005 square feet of land shall be dedicated for each proposed residential

dwelling unit within the approved final subdivision, minor subdivision, or planned development project and 402 square feet of land for each institutional residential unit.

- (5) Where a definite commitment is made by the subdivider with respect to the number of dwelling units to be constructed on any parcel of land, the land dedication shall be based on that number. Where no such commitment exists, the land dedication shall be based on the maximum number of dwelling units permitted in the zoning district, and the Plan Commission shall require additional land dedications for the allowed increase in dwelling units based on the following criteria:
 - (a) If the number of lots in the plat or survey is increased;
 - (b) If zoning classification is changed to increase the number of dwelling units allowed; or
 - (c) If the committed number of dwelling units is increased by the subdivider, developer, or landowner.
- (6) All subdivisions, minor subdivisions, and planned development projects are required to provide convenient pedestrian and bicycle linkages to park and recreation sites. Where such linkages are required outside the public street right-of-way in the opinion of the Plan Commission, they shall be reserved by easement and developed as an obligation of the subdivider or developer. The development of linkages shall be counted toward the parkland dedication requirements in Subsection **A(4)** above.
- (7) Whenever a park site, recreation site, or other public site that is designated in the Park and Open Space Plan, Comprehensive Plan, or Official Map is of a larger area than the required dedication established herein, the required dedication shall occur at the same time as final plat approval. The remaining lands may be reserved by the Common Council for a period not to exceed three years unless extended by mutual agreement. During such time period, the City at its discretion may agree to purchase the reserved lands at the fair market value established at the time of the final plat approval plus any real estate taxes accrued from the date of reservation.
- (8) Any land to be dedicated as a requirement of this section shall be reasonably adaptable for the intended park and recreation uses and shall be at a location convenient to the people to be served. Factors used in evaluating the adequacy of a proposed park and recreation area shall include but not be limited to size, shape, topography, geography, tree cover, access, and location. The determination of land suitability will be at the sole discretion of the Plan Commission acting on the recommendation of the Park, Recreation and Forestry Commission. All lands dedicated under this section shall have at least 100 feet of frontage on a public street. The Plan Commission and Park, Recreation and Forestry Commission may adjust this frontage requirement if better alternatives for access are provided.
- (9) At the discretion of the Plan Commission acting on the recommendation of the

Park, Recreation and Forestry Commission, the Plan Commission may require the developer to pay a parkland dedication fee in lieu of making the required land dedication as the parties may agree to by mutual consent, which has been reduced to writing in a developer's agreement, when the following findings have been made:

- (a) There is no land suitable for parks within the proposed subdivision or planned development project;
 - (b) The dedication of land is not feasible;
 - (c) The dedication of land would not be compatible with the City's Comprehensive Plan and Park and Open Space Plan; or
 - (d) The Commission determines that a cash contribution or combination of land and fees will better serve the public interest.
- (10) The Plan Commission and the Park, Recreation and Forestry Commission may permit the subdivider to satisfy the dedication requirements of this section by combining land dedication with a parkland dedication fee payment as the parties may agree to by mutual consent, which has been reduced to writing in a developer's agreement.
- (11) Needs Assessment. For the purposes of the fee in lieu of land dedication imposed under this section, a Parks Needs Assessment has been prepared on a city-wide basis and is available for inspection at the Clerk's Office. The Needs Assessment provides the rationale and basis for the impact fees and land dedication created under this Section.
- (12) The amount of any parkland dedication fee imposed in lieu of land dedication shall be made in accordance with this Section and the Needs Assessment in the amount as specified in the City's Fee Schedule.
- (13) All dedicated parklands shall be graded, topsoiled, seeded, and prepared by the subdivider per the direction and satisfaction of the Park, Recreation and Forestry Commission or its designee. The costs for this work shall be reimbursed to the subdivider at the time of inspection and acceptance by the City. The reimbursement shall be at a rate of \$2,000 per acre.
- (14) All dedicated parklands shall front a public street and be sited per the direction and satisfaction of the Park, Recreation and Forestry Commission or its designee.

B. Recreation facilities improvement impact fees.

- (1) The subdivider, developer or landowner shall pay a recreation facilities improvement fee as set forth herein. "Recreation facilities" means improvement of land for public parks, including grading, seeding and landscaping, installing utilities, constructing sidewalks, purchasing and installing playground and other recreational equipment, and constructing or installing restroom facilities on land intended for public park purposes.

- (2) Needs Assessment. For the purposes of the recreation facilities improvement impact fees imposed under this section, a Parks Needs Assessment has been prepared on a city-wide basis and is available for inspection at the Clerk's Office. The Needs Assessment provides the rationale and basis for the impact fees and land dedication created under this Section.
 - (3) The recreation facilities improvement fee shall be made in accordance with this Section and the Needs Assessment in the amount as specified in the City's Fee Schedule. This fee shall be additional to the requirement for parkland dedication or a fee payment in lieu of dedication. **[Amended 1-20-2015 by Ord. No. 15-3]**
- C. Fee revenue administration. **[Amended 10-4-2016 by Ord. No. 16-18; 12-20-2016 by Ord. No. 16-23]**
- (1) All monies collected from fee revenues and interest earned thereon imposed under Subsection **A** or **B** above shall be used solely for the purpose of paying the proportionate costs of providing public parks, playgrounds, open spaces, and athletic fields together with the supporting recreation facilities to expand or improve them that may become necessary because of increased land development within the City. These capital costs may include the cost of land acquisition, debt service on bonds, or similar debt instruments when the debt has been incurred for proceeding with designated public projects before the collection of all anticipated fees for that project, legal, engineering, and design costs to reimburse the City for advances of other funds or reserves as from time to time approved by the Common Council.
 - (2) The Common Council shall place any fee collected pursuant to the provisions of Subsection **A** in a separate interest-bearing, segregated fund to be used for land acquisition of adequate park, playground, recreation, athletic fields, and open space. The Common Council shall place any fee collected pursuant to the provisions of Subsection **B** in a separate, interest-bearing, segregated fund to be used for recreation facilities improvements. The collected fees shall be utilized to construct park facilities for the plat, survey, or development.
 - (3) Revenues derived from funds collected from impact fees imposed and collected but not used as statutorily required within the applicable statutory period from the date of payment of the impact fee as prescribed in § **66.0617(9)**, Wis. Stats. shall be refunded on a prorated, proportional basis, as determined by the Common Council, to the payer of the fees for the property with respect to which the impact fee was imposed. **[Amended 6-20-2017 by Ord. No. 17-17]**
 - (4) The payment of an impact fee imposed under this section as a condition of a permit for new construction or issuing a zoning permit, conditional use permit, or land division may be contested as to the amount, collection, refund, or use of the impact fee to the Watertown Public Works Commission, provided that the applicant files a written notice of appeal in the office of the City Clerk-Treasurer within fifteen days of the approval of the full building permit by the office of the Building Inspector for new construction or issuing any other permit or land division permit upon which the impact fee is imposed. Such notice of appeal shall be titled "Notice of Appeal of

Impact Fee" and shall state the applicant's name, address, telephone number, address if available, legal description of the land development upon which the impact fee is imposed, and a statement of the nature of and reasons for the appeal. Said notice of appeal of impact fee shall be forwarded immediately by the Clerk/Treasurer of the City to the Watertown Public Works Commission Chairperson. The Chairperson shall schedule the appeal for consideration by the Watertown Public Works Commission at a regular meeting as soon as reasonably practicable under the circumstances and shall notify the applicant of the time, date, and place of such meeting in writing by regular mail, deposited in the mail no later than at least three days before the date of such meeting. Upon review of such appeal, the Watertown Public Works Commission may adjust the amount, collection, refund, or use of the impact fee upon just and reasonable cause shown. On and after June 14, 2006, and before September 7, 2016, all impact fees imposed under this chapter not otherwise required to be paid by the developer or land owner as provided above in this subsection shall be imposed upon each buildable lot in a development and shall be payable in full, at the annually adjusted rate then in effect, within fourteen days of issuing any zoning, conditional use, or building permit. After September 7, 2016, all impact fees imposed under this chapter not otherwise required to be paid by the developer or land owner as provided above in this subsection shall be imposed upon each buildable lot in a development and shall be payable in full at the annually adjusted rate then in effect at the time of issuing any zoning, conditional use, or building permit under this chapter or any other controlling authority. **[Amended 6-20-2017 by Ord. No. 17-17]**

- (5) The fees imposed under Subsection **A** and **B** above shall be paid in full by the subdivider, developer, or owner of record of the land development unless expressly excepted under this section at the time of issuing a full building permit by the office of the Building Inspector for any new construction. If the total amount of impact fees due for a development shall be more than \$75,000, a developer may defer payment of the impact fees for a period of four years from the date of issuing the building permit or until six months before the municipality incurs the costs to construct, expand, or improve the public facilities related to the development for which the fee was imposed, whichever is earlier. If the developer elects to defer payment under this paragraph, the developer shall maintain in force a bond or irrevocable letter of credit in the amount of the unpaid fees executed in the name of the municipality. At the time the municipality collects an impact fee, it shall provide the developer from which it received the fee an accounting of how the fee will be spent.
- (6) If the subdivider, developer, or owner of record fails to make the entire payment when due, the Building Inspector of the City shall issue a stop order, pursuant to the City of Watertown Building Code, as from time to time amended, and shall refuse to approve any plans or to perform any further inspections until the fees are paid in full. The Building Inspector also may revoke the entire building permit, pursuant to the City of Watertown Building Code, if such fees remain unpaid for longer than three months after the due date. The unpaid balance of fees shall bear interest at the rate of one percent per month from the date of the full building permit issuance by the office of the Building Inspector through the date of payment. No

certificate of occupancy may be issued for buildings on any parcel for which there are unpaid fees. Unpaid fees shall be billed as special charges to the property owner at the time of permit issuance and, if not so paid, shall become a lien as provided in § **66.0627(4)**, Wis. Stats. and Chapter **76**, Article **III**, of the Code as of the date of such delinquency and automatically shall be extended upon the current or next tax roll as a delinquent tax against that real property parcel. Alternately, developers or landowners at their own option may elect to pay either any or all of the imposed fees at the time of recording or any or all of the imposed fees or special charges at any other time before the issuance of the zoning, conditional use, or building permit.

- (7) For all unplatted lands requiring a plat and for all land divisions, rezonings, or conditional use permits requiring a certified survey map, no final plat or certified survey map shall be certified approved for recording unless the parkland dedication fee is calculated and noticed on the face of the instrument to be recorded for collection under this section. A notation shall be placed upon the face of the plat, map, survey, or other document to be recorded, advising of the fees to be imposed on all buildable lots or developments containing institutional residential housing units. For all land divisions not requiring a plat or certified survey map, no rezoning permit, conditional use permit, or building permit shall be issued for land development unless the fees imposed under this section are calculated and invoiced for collection.
- (8) No subdivider, developer, or owner of record of a vacant parcel, single-family residence, condominium, duplex, or multifamily housing development may transfer, sell, or convey such property interest to any person or entity without first providing such person or entity actual written notice of the amount of the unpaid fees imposed under this section and time schedule for payment of such fees pursuant to this Subsection **C**, unless the subdivider, developer, or owner of record previously has paid the parkland dedication fees and recreation facilities improvement fees. Inclusion of the notice under this subsection in the real estate condition report furnished to a prospective purchaser of a vacant parcel, single-family residence, condominium, duplex, or multifamily housing development shall be sufficient compliance with this requirement.
- (9) The timing of parkland acquisition and recreation facilities development shall be at the discretion of the City as recommended by the Park, Recreation and Forestry Commission. Where parkland improvement fees and recreation facility improvement fees, however, have been acquired to enable the substantial development of planned park and recreation facilities, the City shall make said improvements within eight years of the date of fee collection.
- (10) Credit for private park and recreation areas.
 - (a) Where private park and recreation areas are provided in a proposed planned development district and such space is to be privately owned and maintained by the future residents of the development, such areas may be credited toward but not to exceed twenty-five percent of the requirement of land dedication for park and recreation purposes as set forth in Subsection

A and **B** above provided the City Plan Commission, acting upon the recommendation of the Park, Recreation and Forestry Commission, finds that it is in the public interest to do so and that the following standards are met:

- i. That yards, court areas, setbacks, and other open areas required to be dedicated or maintained by this section and Chapter **550**, Zoning, shall not be included in computing such private open spaces;
 - ii. That the private ownership and maintenance of the open space is provided for adequately by written agreement;
 - iii. That the use of the private open space is restricted for park and recreational purposes by recorded covenants that run with the land in favor of the future owners of property within the tract and that cannot be defeated or eliminated without the consent of the Common Council;
 - iv. That the proposed private open space is reasonably adaptable for use for park and recreational purposes, taking into consideration such factors as size, shape, topography, geology, access, and location of the private open space land; and
 - v. That facilities proposed for the open space are in substantial accordance with the recommendations of the adopted Park and Open Space Plan. If the proposed private park is in the service area of a park site designated in the park plan or a site dedicated and/or developed as a public park, then no credits will be given for private facilities.
- (b) In making the evaluation of the credit for private recreation facilities, the Plan Commission may retain independent professional services agreed upon by both parties to determine the amount of credit, if any, that should be allowed. The fees for such independent evaluations shall be paid by the developer.
- (11) The current owner of a property on which an impact fee has been paid may apply for a refund of such fee if the City has not used such impact fee within the applicable statutory period from the date of payment of the impact fee as prescribed in § 66.0617(9), Wis. Stats, or the building permit for which the impact fee has been paid has lapsed for non-commencement of construction, or the project for which a building permit has been issued has been altered in a manner resulting in a decrease in the amount of the impact fee due, or as otherwise authorized in this chapter. **[Added 6-20-2017 by Ord. No. 17-17]**

§ 545-43 Contract requirements for installation of improvements.

- A. Before final approval of any plat located within the corporate limits of the City of Watertown, the subdivider shall be required to enter into a contract with the City agreeing to install all required improvements. The subdivider shall file with said contract subject to the approval of

the City Attorney a bond, certificate of deposit, irrevocable letter of credit, certified check, or other security in an amount equal to the estimate of the cost approved or prepared by the Director of Public Works/City Engineer as a guarantee that such improvements will be completed by the subdivider or his contractors not later than eighteen months from the date of recording of the plat. As a further guarantee that all obligations for work on the improvements are satisfied, the contractor and subcontractors who are to be engaged in the construction of utilities or street improvements on dedicated street rights-of-way shall be listed as qualified for such work by the Public Works Commission. In lieu of said contract or instrument of guarantee, governmental units to which these bond and guarantee provisions apply may file a letter from officers authorized to act on its behalf agreeing to comply with the provisions of this section. The contract also shall require the subdivider to pay all outstanding assessments for public improvements previously installed and all area charges for stormwater drainage facilities, sanitary sewer and water mains, force mains, and pumping stations previously installed by the City. The subdivider shall provide for connecting with water and sanitary sewer mains, stormwater drainage facilities, curb and gutter, sidewalk and street improvements, and walkways and bikeways on all abutting streets and on any streets in the plat not included in the contract that are located in previously approved and developed phases of the plat.

- B. In those cases where the Common Council determines it is in the interest of the City to install improvements by City contract and at such time as the City may designate, the subdivider shall petition the City for water, sanitary sewer main, sanitary sewer laterals, stormwater drainage facilities, curb and gutter, and sidewalk and street improvements. The cost of such improvements shall be paid by assessments to the benefitted properties. When improvements are installed partially by City contract in lieu of the preceding contract, the subdivider shall provide a contract and bond for all other required improvements.

§ 545-44 **Documentation.**

[Amended by Ord. No. 05-17]

The subdivider shall furnish the City with a reproducible "as built" file in digital AutoCad format (.dwg or .dxf file format) and geographic information system (GIS) format (.shp or geodatabase format) showing all improvements for the plat prior to issuing any building permits. This file shall be tied to the Wisconsin State Plane Coordinate System, NAD83 South Zone, U.S. Foot. The subdivider also shall furnish an itemized cost for the infrastructure improvements in the plat before issuing any building permits.

§ 545-45 **Compliance with City of Watertown Specifications**

All improvements shall comply with the requirements of City of Watertown Specifications, on file at the office of the Director of Public Works/City Engineer, and all other requirements of the City of Watertown.

§ 545-46 **Restoration of disturbed areas; vegetation.**

[Added by Ord. No. 03-7]

- A. The subdivider shall stabilize all areas disturbed by mass site grading and utility and infrastructure installation within two weeks of completion of same or as soon as conditions allow.
- B. The subdivider shall cut all vegetation within all platted subdivisions once by each and every June 10 and August 25 or any other time when vegetation exceeds eight inches in height according to Chapter **446**, Article **III**, of the City's Code. This requirement shall apply to all lands still owned by the subdivider. **[Amended 10-4-2016 by Ord. No. 16-18; 12-20-2016 by Ord. No. 16-23; 5-2-2017 by Ord. No. 17-11]**
- C. After review by the Weed Commissioner, if vegetation is not cut by those dates stated above

or as required by Chapter **446**, Article **III**, the Weed Commissioner shall notify the Building, Safety and Zoning Department, and the subdivider, contractor, or subcontractors shall not be issued any new permits until vegetation is cut.

Article IV Modifications and Appeals

§ 545-47 **Modifications.**

- A. In cases where a subdivision or minor subdivision is part of a planned unit development for which a specific implementation plan containing revised design standards is recommended by the Plan Commission and approved by the Common Council and recorded with the Dodge or Jefferson County Register of Deeds, the waiver of or modification in the design standards required by this section shall be considered to have been granted.
- B. Modifications not related to a planned unit development may be granted by the Common Council so that substantial justice may be done and that the public interest is secured when, in its judgment, it would be inappropriate to apply a provision of this chapter or when such application would cause extraordinary hardship.
- C. A Modification may be granted by the Plan Commission to permit a parcel to be created by a proposed land division in the extraterritorial review area when it is shown that the application satisfies the following standards:
 - (1) A finding of fact must be made that the purpose of the proposed parcel is to be a lot for a dwelling unit to be occupied by a person who, or a family at least one member of which, earns a substantial part of his or her livelihood from farm operations on the parcel and/or contributes work which is substantially needed in the farm operation and is the parent or child of the farm operator or the spouse of the farm operator; and
 - (2) A finding of public interest must be made that the proposed parcel and development design is reasonable upon consideration of these factors:
 - (a) The potential for conflict with agricultural use.
 - (b) The need of the proposed development for a location in an agricultural area.
 - (c) The availability of alternate locations.
 - (d) Compatibility with existing or permitted development on adjacent lands.
 - (e) The productivity of the lands involved.
 - (f) The location of the proposed development so as to reduce to a minimum the amount of productive agricultural land converted.
 - (g) The need for public services created by the proposed development.
 - (h) The availability of adequate public services and the ability of affected local units of government to provide them without a reasonable burden.
 - (i) The effect of the proposed development on water or air pollution, soil erosion, and rare or irreplaceable natural resources.

- (3) When the site is zoned Exclusive Agricultural (A-1) under the Dodge or Jefferson County Zoning Ordinance, the Commission shall defer to the county conditional use decision on the standards of Subsection **C2** where such a county decision is needed to establish the dwelling unit.
 - (4) The minimum parcel size allowable under this Subsection **C** by modification is one acre, excluding any area dedicated to the public.
 - (5) If a modification is granted under this subsection, the division of land shall be subject to all other pertinent provisions of this and related ordinances.
- D. Reasons and conditions for any waiver or modification granted shall be entered in the minutes of the Common Council.

§ 545-48 **Appeals.**

- A. The following decisions of the Plan Commission may be appealed to the Common Council:
- (1) Rejection of a preliminary plat, a final plat, or a certified survey map.
 - (2) A determination that land is unsuitable for subdivision.
 - (3) The requirement of a preliminary plat for a land division.
- B. The procedure for the filing and handling of the appeal shall be that outlined in § **550-156** of the Zoning Code.

§ 545-49 Reserved.

Article V
Definitions

§ 545-50 **Definitions of terms.**

The following terms, whenever they occur in this chapter, are defined as follows. All other pertinent terms shall be as defined in Chapter **550**, Zoning, of the Code of the City of Watertown and in Ch. **236**, Wis. Stats.

ACT OF DIVISION

The division of a lot or parcel of land into two or more parcels.

BIKEWAY

A general term describing any or all of the following defined types of facilities used for bikes. A network of bikeways constitutes a bike route system. Class designations are those in the Long Range Bikeway Program:

- A. **BIKE PATH (Class I)** A bike route completely apart from a street used by motor vehicles and restricted to bicycles unless designated otherwise.
- B. **BIKE LANE (Class II)** A designated lane of a street restricted to bicycle usage and separated from motor vehicles by a painted line, raised divider, or curb.
- C. **MIXED TRAFFIC ROUTE (Class III)** A route designated by signs along streets used by motor vehicles and bicycles.

CERTIFIED SURVEY MAP

A map or plan of record of a minor subdivision meeting all the requirements of § 236.34, Wis. Stats. and of this chapter.

CLOSED DRAINAGE BASIN

A drainage basin which has no surface outlet during periods of normal rainfall.

COMMON COUNCIL

The City of Watertown Common Council.

COMPREHENSIVE DEVELOPMENT PLAN

A total site plan for an area of land eighty acres or more in size under the control of a developer(s) at the time of submission for review. Said plan specifies and illustrates the location, relationship, and nature of all uses, easements, streets, pedestrian paths, bikeways, and common open space.

COMPREHENSIVE PLAN

The comprehensive plan for guiding and shaping the growth and development of the Watertown community, including all of the component parts, as prepared by the Plan Commission and certified to the Common Council.

CONDOMINIUM DEVELOPMENT

A real estate development, redevelopment, or ownership regime conversion project involving establishment or alteration of the condominium form of ownership for all or part of the development.

DEVELOPER

See "subdivider."

DIVISION OF LAND

The division of a lot or parcel of land into two or more parcels.

DRIVEWAY

A vehicle access from private property to a public street.

ENVIRONMENTAL CORRIDORS

Continuous open space systems based on natural resources and environmentally important lands. The corridors are based primarily on streams, lakes, shorelands, floodplains, waterways, and wetlands.

EXTRATERRITORIAL PLAT APPROVAL JURISDICTION

As defined in § 236.02(5), Wis. Stats. (three miles from corporate limits).

FINAL PLAT

The map or plan of record of a subdivision and any accompanying material as required in § 545-14.

GOVERNING BODY

The City of Watertown Common Council.

GREENWAY

An open area of land included under the definition of "parkway," the primary purpose of which is to carry stormwater on the surface of the ground in lieu of an enclosed storm sewer. Greenways may serve the following multiple public purposes in addition to their principal use, including but not limited to vehicular and/or pedestrian traffic, sanitary sewers, water mains, storm sewers, stormwater retention basins, waterways, conservancy areas, environmental corridors, and park development.

LAND DIVISION

The division of a lot or parcel of land into two or more parcels. Also referred to as

"division of land."

LAND IN ITS NATURAL UNDEVELOPED STATE

Land which has runoff characteristics equivalent to runoff curve number (CN) 70 as used in the runoff methodology promulgated by the United States Natural Resources Conservation Service National Engineering Handbook.

LOT

A parcel of land having frontage on a public street occupied or intended to be occupied by a principal structure or use and sufficient in size to meet the minimum lot width, lot frontage, lot area, setback, yard, parking, or other requirements of the City zoning ordinance.

LOT, CORNER

A lot abutting two or more streets at their intersection, provided that the corner of such intersection shall have an angle of 135 degrees or less.

LOT, DOUBLE OR REVERSE FRONTAGE

A lot other than a corner lot with frontage on more than one street. Such lots normally shall be deemed to have two front yards, two side yards, and no rear yard.

LOT, FLAG

A lot not fronting on or abutting a public street and where access to the public street system is by a narrow strip of land (sometimes called a "neck," "narrow leg," or "flag staff"), easement, or private right-of-way. Flag lots generally are not considered to conform to sound planning principles.

MINOR SUBDIVISION

The division of a lot or parcel of land for the purpose of transfer of ownership or building development where the act of division creates four or fewer parcels, lots, or building sites, any one of which is thirty-five acres or less in area. A minor subdivision of a lot or parcel shall occur not more than once in five years.

OFFICIAL MAP

The map indicating the location, width, and/or extent of existing and proposed streets, highways, parkways, parks, waterways, and playgrounds as adopted by the Common Council pursuant to § 62.23(6), Wis. Stats.

OUTLOT

A parcel of land other than a buildable lot or block, so designated on the plat, which is used to convey or reserve parcels of land. Outlots may be created to restrict a lot that is unbuildable because of high groundwater, steep slopes, or other physical constraints or to create common open space that may accommodate certain recreational amenities and stormwater management facilities. Outlots also may be parcels of land intended to be re-divided into lots or combined with lots or outlots in adjacent land divisions in the future for the purpose of creating buildable lots. An outlot may be further created if a lot fails to meet requirements for a POWTS but may be buildable if a public sewer is extended to the lot or land division. Section 236.13(6) of the Wisconsin Statutes prohibits using an outlot as a building site unless it complies with all the requirements imposed for buildable lots. The City generally will require that any restrictions related to an outlot be included on the face of the plat.

PARCEL

Contiguous lands under the control of a subdivider(s) not separated by streets, highways, or railroad rights-of-way.

PARKWAY

Any right-of-way for vehicular traffic including bicycles or pedestrian traffic or both with full or partial control of access and usually located within a park or a ribbon of park-like development. Said parkway may include greenways required for stormwater drainage purposes where the drainage improvement is to include park-like treatment and where pedestrian or vehicular travel including bicycles may be permitted.

PLAN COMMISSION

The City of Watertown Plan Commission.

PLANNED UNIT DEVELOPMENT

Any zoning district which allows diversification and variation in land development to achieve an improved living environment and to preserve open space.

PLAT

A map of a subdivision.

POWTS

Private Onsite Wastewater Treatment System.

PRELIMINARY PLAT

A map delineating the features of a proposed subdivision as described herein, submitted to the Plan Commission for preliminary consideration prior to the final plat.

PRIME AGRICULTURE LAND

Lands containing Class I, II, and III soils and other lands having a history of agricultural production.

REPLAT and RESUBDIVISION

The process of changing or the map that changes the boundaries of a recorded plat or part thereof. The legal division of a larger block, lot, or outlot within a recorded plat that does not change the exterior boundaries of said block, lot, or outlot, is not a replat. See § 236.36, Wis. Stats.

STREET

A public way for vehicular and pedestrian traffic, whether designated as a street, highway, thoroughfare, parkway, thruway, road, avenue, boulevard, lane, place, or however otherwise designated.

- A. Arterial streets and highways. Those streets providing for rapid movement of concentrated volumes of traffic over relatively long distances.
 - (1) Principal arterials. Streets serving the major interstate and interregional traffic corridors and providing the highest mobility level and a high degree of access control.
 - (2) Primary arterials. Streets serving major regions or connecting important cities and major intracommunity corridors in the metropolitan area. These routes provide high mobility and a high degree of access control.
 - (3) Standard arterials. Those streets that more commonly provide for intermediate length trips, thus serving through traffic movement in trade areas or feeding traffic to the principal and primary arterial streets from lower activity areas not served by such routes.
- B. Collector streets. Streets which provide moderate-speed movement of persons and goods between major arterials and/or activity centers. These are basically local streets that because of directness of routing and higher capacity receive higher volumes of traffic to be distributed from or collected toward nearby arterial streets.
- C. Local streets. Streets designed for low speeds and low volumes which provide access from low traffic-generating areas to collector and arterial systems.
 - (1) Industrial street. A local street serving an industrial, office, or commercial area as defined in Chapter 550, Zoning.

- (2) Residential streets.
 - (a) Residential, typical. A standard residential street.
 - (b) Residential, major. A street located within and/or between plats or other residential development that serves to connect local streets to collector or arterial streets.
- D. Marginal access streets (frontage roads). Streets parallel and adjacent to arterial streets and highways that provide access to abutting properties and separation from through traffic.
- E. Alley. A public right-of-way which affords a secondary means of access to abutting property.
- F. Cul-de-sac streets. Streets closed at one end with turnarounds.
- G. Dead-end streets. Streets closed at one end without turnarounds. These are prohibited.

STRUCTURE
Anything constructed or erected, the use of which requires more or less permanent location on the ground or attached to something having permanent location on the ground, excepting public utility facilities and appurtenances attached thereto.

SUBDIVIDER
Any person, firm, partnership, corporation, association, estate, trust, or other legal entity requesting review or action on a plat, minor subdivision, or condominium.

SUBDIVISION
The division of a lot or parcel of land for the purpose of transfer of ownership or of building development where:

- A. The act of division creates five or more parcels or building sites of thirty-five acres each or less in area; or
- B. The act of division creates five or more parcels or building sites of thirty-five acres each or less in area by successive divisions within a period of five years.

SUBSTANDARD LOT
A lot, the area, dimensions, or location that existed at the time of the effective date of this Ordinance or an amendment thereto that does not conform to current regulations of this Ordinance. Substandard lots are also referred to as nonconforming lots.

URBAN SERVICE AREA
That area which the City of Watertown that the Common Council has designated as the area within which it expects the provision of the full range of urban facilities and services. For purposes of this chapter, the full range of services includes but is not limited to sanitary sewer, storm sewer, water supply and distribution, fire service and police, parks and open space, recreation, schools, and transportation. The designated urban service area may include areas in which other local governments will provide these services consistent with the land use plans for Dodge and Jefferson Counties and policies of the City of Watertown.

WATERWAYS
Rivers, streams, creeks, ditches, drainage channels, watercourses, lakes, bays, ponds, impoundment reservoirs, retention and detention basins, marshes, and other surface water areas, regardless of whether the areas are natural or artificial.

ZONING CODE

Chapter **550**, Zoning, of the Code of the City of Watertown.

Attachments:

Attachment 1 - Site Assessment Checklist

SUBDIVISION OF LAND

545 Attachment 1

City of Watertown

Site Assessment Checklist

NOTE: All "yes" answers must be explained in detail by attaching maps and supportive documentation describing the impacts of the proposed development.

Item No.	Item of Information	Yes	No
I.	Land Resources. Does the project site involve?		
A.	Changes in relief and drainage patterns (attach a topographical map showing, at a minimum, two-foot contour intervals)		
B.	A landform or topographical feature, including perennial streams and hills over 50 feet in elevation		
C.	A floodplain (If "yes" attach two copies of the one-hundred-year floodplain limits and the floodway limits - if officially adopted)		
D.	An area of soil instability — greater than 18% slope and/or organic soils, peats or mucks at or near the surface as depicted in the applicable County Soils Atlas		
E.	An area of bedrock within 6 feet of the soil surface as depicted in the applicable County Soils Atlas		
F.	An area with groundwater table within 10 feet of the soil surface as depicted in the applicable County Soils Atlas		
G.	An area with fractured bedrock within 10 feet of the soil surface as depicted in the applicable County Soils Atlas		
H.	Prevention of gravel extraction		
I.	A drainageway for 5 or more acres of land		
J.	Lot coverage of more than 50% impermeable surfaces		
K.	Prime agricultural land as depicted in adopted farmland preservation plans		
L.	Wetlands as depicted on wetland inventory maps		
M.	Area within the airport height limitations or noise impact zone		
N.	Officially mapped environmental corridors		
II.	Water Resources. Does the project involve?		
A.	Location in an area traversed by a navigable stream or dry run		
B.	Impact on the capacity of a stormwater storage system or flow of a waterway within 1 mile		
C.	The use of septic tank for on-site waste disposal		
D.	Lowering of water table by pumping or drainage		

545 Attachment 1:1

08 - 01 - 2016

WATERTOWN CODE			
Item No.	Item of Information	Yes	No
E.	Raising of water table by altered drainage		
F.	Lake or river frontage		
III.	Biological Resources. Does the project site involve?		
A.	Critical habitat for plants and animals of community interest per DNR inventory		
B.	Endangered, unusual or rare species of:		
1.	Land animals per DNR inventory		
2.	Birds per DNR inventory		
3.	Plants per DNR inventory		
C.	Removal of over 30% of the present trees on the site		
IV.	Human and Scientific Interest per State Historical Society Inventory. Does the project site involve?		
A.	An area of archaeological interest		
B.	An area of historical interest		
1.	Historic buildings or monuments		
V.	Energy, Transportation and Communications.		
A.	Does the development increase traffic flow on any arterial or collector street by more than 10% based upon the most recent traffic counts and trip generation rates provided by the ITE?		
B.	Is the development traversed by an existing or planned utility corridor (gas, electrical, water, sewer, storm, communications)?		
VI.	Population.		
A.	Which public school service areas (elementary, middle and high) are affected by the proposed development, and what is their current available capacity?	E: _____ Cap.: _____ M: _____ Cap.: _____ H: _____ Cap.: _____	
VII.	Comments on any of the above which may have significant impact.		
VIII.	Appendixes and Supporting Material.		

545 Attachment 1:2

08 - 01 - 2016

Attachment 2 - Table 1, Minimum Roadway Design Standards

SUBDIVISION OF LAND

545 Attachment 2

City of Watertown

Table 1
Minimum Roadway Design Standards Revised

Description	Right-of-Way (feet)	Pavement Width ¹ E-E (feet)	Lane Width (feet)	Parking	Sidewalks	Minimum Return Radius (feet)	Minimum Radius (feet)	Minimum Reverse Curve Tangent (feet)	Maximum Grade ⁴	Cul-De-Sac			
										Maximum Length (feet)	Right- of-Way (feet)	Diameter (feet)	Pavement Width ¹ E-E (feet)
Arterials	To be designed in accordance with standard engineering design practices based on regional criteria												
Collectors ²	80	36	12	2 sides	2	20	450	150	6%	—	—	—	—
Local													
1. Industrial ³	70	40	12	Optional ³	Optional ³	30	320	150	6%	1,000	120	94	40
2. Residential (major)	66	32	12	2 sides	2	20	200	100	7%	N/A	N/A	N/A	N/A
3. Residential (typical)	66	30	10	2 sides	2	20	200	100	8%	700	120	82	30
Marginal access (frontage)	50	24	12	None	1	25	200	—	6%	—	—	—	—
Alleys	24	20	—	None	None	10							

NOTES:
¹ Pavement width without curb and gutter (E-E = edge of pavement to edge of pavement).
² If a vertical curve is under 500 feet in radius, the maximum grade allowed is 3% minus 0.5% for each 50 feet of radius under 500 feet.
³ Requirement to be determined by the Plan Commission.
⁴ Minimum street grade is 0.5%.

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:	December 5, 2023		December 19, 2023	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED December 19, 2023

CITY CLERK

APPROVED December 19, 2023

MAYOR

**RESOLUTION TO
APPLY FOR CAPITAL GRANT FROM DEPARTMENT OF
TRANSPORTATION FOR FLEET PURCHASES FOR
SHARED-RIDE TAXI SERVICE**

**SPONSOR: ALD. SCHMID
FROM: TRANSIT COMMISSION**

WHEREAS, the City of Watertown began operation of a shared-ride taxi service beginning January 1, 1994; and,

WHEREAS, the fleet used for shared-ride taxi service is in need of updated vehicles; and,

WHEREAS, the application for Federal funding for such purposes must be made on or before December 15, 2023.

**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 apply for a capital grant for 2024 in the estimated amount of \$75,000 with the City’s share expected to be 20% for which the City will appropriate the level of funding necessary. The grant funds will be used to purchase one one ADA Mini-Van.

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

ADOPTED December 5, 2023

CITY CLERK

APPROVED December 5, 2023

MAYOR

**RESOLUTION TO
APPLY FOR OPERATING GRANT FROM DEPARTMENT OF
TRANSPORTATION FOR SHARED-RIDE TAXI SERVICE**

**SPONSOR: ALD. SCHMID
FROM: TRANSIT COMMISSION**

WHEREAS, the City of Watertown began operation of a shared-ride taxi service beginning January 1, 1994; and,

WHEREAS, it is necessary for the City of Watertown to submit a request for State and Federal funding in support of the shared-ride taxi service annually and such application is due by December 15, 2023; and,

WHEREAS, the City bid accepted proposals for a shared-ride taxi service provider in 2020 for the two-year period of January 1, 2021 through December 31, 2022 with three one-year options to follow and a resolution approving the contract for shared-ride taxi service was approved by the Common Council on December 1, 2020; and,

WHEREAS, Common Council approved the 2024 Exercise of Option Year Four agreement for a shared-ride taxi service with Passenger Transit Inc. on October 18, 2023.

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 apply for an operating assistance grant through the Wisconsin Department of Transportation for the year 2024 in an amount of \$969,657.

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

ADOPTED December 5, 2023

CITY CLERK

APPROVED December 5, 2023

MAYOR

**RESOLUTION TO
ENTER INTO LEASE WITH PASSENGER TRANSIT, INC. FOR
SHARED-RIDE TAXI SERVICE VEHICLES**

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

WHEREAS, the City of Watertown operates a shared-ride taxi service; and,

WHEREAS, the City of Watertown purchases vehicles needed to operate the shared-ride taxi service; and,

WHEREAS, an annual lease is necessary to allow the use of such vehicles by the company contracted to provide shared-ride taxi service in the City of Watertown.

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 execute the attached one-year lease agreement with Passenger Transit, Inc. for the period of January 1, 2024 through December 31, 2024 for the lease of vehicles for the purpose of operating a shared-ride taxi service.

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

ADOPTED December 5, 2023

CITY CLERK

APPROVED December 5, 2023

MAYOR

PUBLIC TRANSIT LEASE AGREEMENT

Between

City of Watertown

and

Passenger Transit, Inc.

This Agreement specifies terms under which City of Watertown hereinafter referred to as Lessor, leases one or more vehicles to Passenger Transit, Inc., hereinafter referred to as Lessee. This lease is effected by virtue of Lessor’s public transit service operating contract with Lessee.

“Department” herein means the Wisconsin Department of Transportation. “Leased vehicle” herein means a vehicle covered by this lease.

SECTION 1. TERM

Lessor hereby leases the following vehicle(s) to Lessee starting on January 1, 2024, and ending exactly one year later, or on the end date of the Lessor’s current public transit service contract with the Lessee, whichever comes first. This list is subject to changes as vehicles are purchased or sold.

SECTION 2. VEHICLE INFORMATION

Address where vehicles are stored: 309 William Street, Watertown WI 53094

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Vin</u>	<u>Fleet #</u>
2005	Ford	Van	1FTSS34L05HB11911	82
2010	Supreme	Bus	1FDDE3FL8ADA79123	86
2010	Starcraft	Bus-ADA	1FDEE3FL9ADA38147	83
2012	Dodge	Minivan	2C4RDGBG8CR292263	52
2015	Starcraft	Bus	1FDFE4FS8FDA03270	85
2015	Dodge	Minivan	2C4RDGB7FR731635	53
2015	Dodge	Minivan	2C4RDGB9FR731636	54
2017	Starcraft	Bus	1FDFE4FS7HDC07528	87
2017	Dodge	Minivan	2C4RDGBG9HR831156	55
2017	Dodge	Minivan ADA	2C7WDGBG5HR838658	56
2018	Dodge	Minivan ADA	2C7WDGBG3JR210085	57
2019	Dodge	Minivan	2C4RDGBGXKR779575	59
2020	Dodge	Minivan	2C4RDGBG5LR189978	60
2020	Dodge	Minivan ADA	2C4RDBGBXLR231464	61

SECTION 3. EXECUTION OF LEASE

IN WITNESS WHEREOF this Agreement shall become effective upon its complete execution by Lessor and Lessee.

SECTION 4. CONDITIONS

This Agreement is one of leasing only, and the Lessee shall not acquire any right, title or interest to vehicle(s) leased other than that of Lessee. The Lessee acknowledges that the Lessor owns (subject to any Department liens) the vehicle(s) subject to this Agreement. Nothing herein shall affect Lessor’s absolute ownership of any title or interest to said vehicle(s).

The Lessee shall lease and operate the vehicle(s) in accordance with the service characteristics described in the Lessor’s operating assistance grant agreement with the Department.

Department approval is required for incidental use of the leased vehicle(s), and any such use must be compatible with the original purposes of the grant. The incidental use must not in any way interfere with the Lessor’s continuing control over the use of the vehicle(s) or the Lessee’s continued ability to carry out the service described in its shared ride taxi operating contract with Lessor.

The Lessee will comply with the terms, conditions and obligations included in the grant agreement executed between the Lessor and the Department so as not to impair the Lessor’s relationship with the Department, nor cause Lessor to be in default of any agreement with the Department. Any breach of this Agreement shall be considered a default by the Lessee.

The Lessee agrees that it will not use or permit the use of the leased vehicle(s) in any negligent or improper manner, or in violation of any statute, law or ordinance, or so as to void any insurance or warranty covering the vehicle(s), or permit any vehicle(s) to become subject to any lien, charge or encumbrance which may affect the Lessor’s title to the vehicle(s).

The Lessee shall not mortgage, pledge, sell, or otherwise encumber or dispose of the vehicle(s) provided under the terms and conditions of this Agreement.

Both parties agree to abide by the relevant rules and regulations provided by the Federal Transit Administration (FTA), specifically the most current FTA Master Agreement. The most recent version of the FTA Master Agreement is found at the FTA’s website (<http://fta.dot.gov>).

Lessee agrees to review and comply with the annual FTA Certification and Assurances signed by the Lessor, the most recent version of which can be found at FTA’s website (<http://fta.dot.gov>).

Both parties agree to abide by the relevant rules and regulations provided by the Department, (including those of the Division of Motor Vehicles), and regulating authorities in any State or County in which the vehicle(s) are operated under the terms and conditions of this Agreement.

SECTION 5. REPRESENTATION AND WARRANTIES

In consideration of the Lessor entering into this Agreement, the Lessee represents and warrants:

- A. The Lessee is in good standing under the laws of the State of Wisconsin and has the power and authority to carry on its business as now conducted; to own, lease and operate its property and assets; and to execute this Agreement and any other agreements and instruments referred to in this Agreement.
- B. The Lessee has and will continue to have during the term of this Agreement, all necessary licenses, certifications, or other documents required by any federal, state or local governmental agency,

which authorize or empower the services to be performed by the Lessee.

SECTION 6. REGISTRATION

The leased vehicle(s) shall bear the proper license plate(s) in accordance with the governing grant. The title to such vehicle(s) is to be registered in the name of the Lessor, subject to the lien rights of the Department. All annual registration, license fees, and safety inspection costs shall be paid by the Lessee.

The Lessor will maintain ownership of the vehicle(s) obtained through the grant program. The Lessor shall have full authority to exercise its responsibilities as owner of the vehicle(s) provided under the terms and conditions of this lease.

SECTION 7. INSURANCE

Insurance levels, categories and premium payments for all leased vehicles shall be the responsibility of the Lessee.

Insurance shall include such coverage as required by the grant agreement between the Lessor and the Department, and shall meet the requirements of applicable local, state and federal laws. The Lessor must be named as the payee for all payments relating to vehicle damage or loss.

The insurance shall be primary, and not excessive or contributory, with respect to any accident involving such vehicle(s), and shall at minimum afford the following coverage:

- A. Bodily injury liability, each person: \$1,000,000
- B. Bodily injury liability, each accident: \$1,000,000 + \$1,000,000 umbrella
- C. Property damage liability, each accident: \$250,000
- D. General liability, bodily injury and property damage:\$1,000,000 + \$1,000,000 umbrella

The Lessee shall bear all risks of damage or loss of the leased vehicle(s), or any portion of damage or loss not covered by insurance. All replacements, repairs, or substitutions of leased vehicle parts or equipment shall be at the cost and expense of the Lessee and shall be accessions to the vehicle(s).

SECTION 8. VEHICLE MAINTENANCE

The Lessee shall, at all times and at Lessee’s expense, maintain the leased vehicle(s) in working order and at a high level of cleanliness, safety, and mechanical soundness. The Lessee shall take all reasonable efforts to insure against theft and vandalism. The Lessee agrees to return each leased vehicle in the condition in which it was received, except for reasonable wear and tear.

The Lessee agrees to adhere to all provisions of the Lessor’s vehicle maintenance plan on file with the Department, and to any changes or addendums made to the plan.

The Lessee shall be responsible for scheduling, completing and documenting all preventative maintenance. All such maintenance shall be consistent with manufacturer specifications, the Lessor’s vehicle maintenance plan, and Department guidelines. The Lessee shall be responsible for ensuring the completion of, and payment for, all necessary repairs.

SECTION 9. VEHICLE OPERATION

The Lessee shall ensure that only properly trained and licensed drivers operate the leased vehicle(s). The Lessee shall provide the Lessor with the names of all individuals whom it authorizes to operate the vehicle(s), and shall provide the name of each before said individual may operate the vehicle(s).

The leased vehicle(s) shall not be used in violation of any federal, state or municipal statutes, laws, ordinances, rules or regulations. The Lessee shall not use any leased vehicle, nor allow any such vehicle to be used, for any unlawful purpose or for the transportation of any property or material deemed hazardous. Respirators, concentrators, or portable oxygen used by individuals are not considered hazardous materials.

The Lessee shall operate the leased vehicle(s) only on designated roads, and shall not subject the vehicle(s) to use under such road conditions as may result in damage to the vehicle(s).

SECTION 10. CIVIL RIGHTS

The Lessee shall comply with all federal statutes relating to nondiscrimination that apply, including, but not limited to:

- A. The prohibitions against discrimination on the basis of race, color, or national origin, as provided in Title VI of the Civil Rights Act, 42 U.S.C. 2000d;
- B. The prohibitions against discrimination on the basis of sex, as provided in: (a) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 – 1683, and 1685 – 1687, and (b) U.S. DOT regulations, “Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance,” 49 CFR part 25;
- C. The prohibitions against discrimination on the basis of age in federally funded programs, as provided in the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 – 6107;
- D. The prohibitions against discrimination on the basis of disability in federally funded programs, as provided in section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794; and
- E. The prohibitions against discrimination on the basis of disability, as provided in the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 *et seq.*

The Lessee agrees to comply with all terms of the Lessor’s approved Title VI Plan and of any changes or addenda thereupon. The Lessee is responsible for proper posting of a valid Title VI public notice in each leased vehicle at all times.

SECTION 11. ADDITIONAL FEES

The Lessee shall pay any and all storage charges, parking fees, and fines which are levied against Lessee as a result of the improper acts of Lessee or its employees.

The Lessee shall pay any fees (including vehicle registration and inspection fees) and/or taxes which may be imposed with respect to the leased vehicle(s) by any duly constituted governmental authority as the result of Lessee’s use or intended use of the vehicle(s).

SECTION 12. AUDITS, INSPECTIONS, AND REPORTING

The Lessee shall be responsible for providing any and all data pertaining to services provided using the leased vehicle(s) as requested upon reasonable notice by the Lessor. The data required may include, but is not limited to, vehicle maintenance records, trip logs, and ridership data.

The Lessee agrees to complete all reports and documents required by the Lessor and/or the Department in a timely fashion. Such reports will be sent to the Lessee on or before specified deadlines.

The Lessor, Department or FTA, or any designee thereof, may at any time audit and/or inspect the leased vehicle(s) and attendant records for compliance with the provisions of this Agreement. The Lessee agrees to comply with all requests to make equipment available as requested by the aforementioned parties for completion of audits.

The Lessee agrees to preserve all reports, insurance policies, trip sheets, and other data pertaining to compliance with any and all terms of the Agreement for a period of six (6) years after the termination of the Agreement, or one year after the DOT program year audit is completed, whichever is longer.

The Lessee is responsible to arrange for and obtain inspections of motor buses and human service vehicles leased under this Agreement as required by federal and state law. In all such cases, Lessee shall send a copy of the inspection report to the Lessor.

SECTION 13. LIABILITY

The Lessee agrees to hold harmless the Lessor and the State of Wisconsin from any and all claims, losses, causes of action, and expense, for whatever reason, including legal expenses and reasonable attorney fees, arising from the use, maintenance, and operations of the vehicle(s) leased under this Agreement.

SECTION 14. LEASE MANAGEMENT

The overall supervision and monitoring of compliance with lease specifications shall be the responsibility of the Lessee. The Lessee will address and resolve concerns or questions regarding this Agreement or operation of the leased vehicles with the Lessor.

This Agreement or any part thereof may be renegotiated in circumstances where changes are required by federal law or regulations, state law or regulations, court orders or actions, or when the parties agree that a new lease would better meet their needs than existing terms and conditions of this lease.

Any revisions to this lease must be agreed to by both parties, as evidenced by an addendum signed by the authorized representative of each party and approved by the Department.

SECTION 15. TERMINATION

If so directed by the Department or other state agency, the Lessee must return the leased vehicle(s) within five (5) days of notice to the Lessor, and at such time, lease provisions are terminated. Otherwise, the Lessor may terminate this Agreement by giving thirty (30) days written notice, at which time the Agreement is terminated.

Immediately upon termination, the Lessee agrees to turn over all maintenance records and histories

to the Lessor at no additional cost to the Lessor.

Failure to comply with any provisions of this Agreement by any party shall be considered due cause for termination of the lease.

SECTION 16. SUBLEASE RESTRICTIONS

Subleasing or renting the leased vehicle(s) is prohibited.

For City of Watertown

For Passenger Transit, Inc.

Signature

Emily McFarland
Mayor
Date:

Signature

Richard Running
President
Date:

**RESOLUTION TO
APPROVE THE 2024 CONTRACT FOR FIRE AND EMS COVERAGE
FOR PORTIONS OF THE TOWNSHIPS OF EMMET, SHIELDS,
MILFORD, AND WATERTOWN**

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

WHEREAS, the Watertown Fire Department provides contracted fire and EMS coverage to portions of the Townships of Emmet, Milford, Shields, and Watertown; and,

WHEREAS, the fire and EMS coverage agreement for the four townships is attached and have been deemed appropriate; and,

**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 go into agreement with the Townships of Emmet, Milford, Shields, and Watertown to allow the Watertown Fire Department to provide fire and EMS coverage to portions of the four Townships starting January 1, 2024, in the amount of \$262,372.11 a year for a period of two years.

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

ADOPTED December 5, 2023

CITY CLERK

APPROVED December 5, 2023

MAYOR



Watertown Fire Department

Section 13, Item D.

106 Jones Street, Watertown, WI 53094 • 920-261-3610 • 920-261-7527 fax
www.watertownfiredept.com

MEMO

TO: Finance Committee

FROM: Fire Chief

DATE: November 27, 2023

RE: Review & Approve Fire EMS Contract with the Watertown Rural Fire Department representing the Town of Emmet, Town of Milford, Town of Shields, and Town of Watertown.

The Watertown Fire Department currently provides Fire & Emergency Medical Services (EMS) to surrounding areas. In 2023 we provided Fire & EMS service to the Watertown Rural Fire Department primary service area. The attached successor agreement increases the contract amount the City of Watertown charges the Watertown Rural Fire Department representing the Town of Emmet, Town of Milford, Town of Shields, and Town of Watertown for this service by \$32,835.09 to a total of \$ 262,372.11

2024 FIRE PROTECTION & EMS AGREEMENT

This is a two-year agreement commencing the 1st day of January 2024 between the City of Watertown, a Wisconsin Municipal Corporation, situated in the counties of Dodge and Jefferson, Wisconsin, hereinafter called the "City", and the Watertown Rural Fire Department representing the Town of Emmet, Town of Milford, Town of Shields, and Town of Watertown, hereinafter referred to as the "Townships".

WITNESSETH:

1 . That for and in consideration of the City providing fire protection and EMS services to the Townships through its fire department during the year 2024 the Townships hereby agree to pay the City the following amounts:

A) The townships will pay \$262,372.11 each year based on applying the same mill rate paid by residents and businesses of the City of Watertown on the total assessed value of the area described below in Section 8 for all types of responses including all fires, all EMS, all vehicle accidents, and all hazardous materials incident requests for incidents occurring in the areas described below in Section 8. This payment shall be in lieu of any payment for paramedic training and in lieu of contributions to specific capital equipment expenditures. A breakdown of the individual township's costs is listed in I-D of this contract.

B)The Watertown Water Department, per Wisconsin Administrative Code PSC 185.15 and Municipal Utilities 17.02 (42), must bill for all water used for extinguishing fires outside the utility's service area. Therefore, any township or village under contract with the Watertown Fire Department will be billed by the Watertown Water Department, for hydrant service charge(s) and the amount of water used to extinguish fires, each time the Watertown Fire Department responds to the township or village for a fire call. The bill is payable to the Watertown Water Department upon receipt. A late payment charge of 1 percent per month will be added to bills not paid within 45 days of issuance.

C)The payments referred to in paragraph 1 shall be made by the Townships on or before the deadlines set in paragraph 12.

D)	Shields	\$47,178.59
	Emmet	\$79,760.35
	Milford	\$34,762.57
	Watertown	\$100,670.59

2. It is expressly agreed that in the event several calls are received by the City’s Fire Department, that the initial response shall be to fires occurring within the City limits of the City and then they shall respond to fires in the Townships. If calls are received from more than one Town, the City agrees that it shall respond to the first call received. If the City’s Fire Department is unable to immediately respond to the second fire, the City will notify a mutual aid municipality to respond and provide needed coverage in the second Township,
3. In the event there are two fires in the Townships at the same time, the city agrees that it will do its best to aid both fires and will provide all equipment then available to fight both fires while maintaining adequate resources for City emergencies.

4. The Townships agree that they will use their best effort to keep its roads passable and to provide an adequate supply of water in an amount determined necessary in the opinion of the officer in charge of said fire.
5. It is expressly agreed that the personnel of the City's Fire Department shall be in full charge of fighting any fire to which it responds in the Townships.
6. This agreement may be terminated by the written notice of either party given at least ninety days prior to the expiration of the term, and may be further terminated at anytime upon ninety days written notice given by the City to the Townships in the event the Townships are delinquent in its payments as called for by this contract or are in default under any of the enforcement provisions of Paragraph 9 of this Agreement.
7. This agreement is subject to the City approving the size of the fire district within the Townships which shall be serviced by the City's Fire Department. The district shall include:

A TOWN OF MILFORD: Sections 4, 5, 8, 9, 16, 17, (east of the river), 22, 23, 24, 6 East of Crawfish River, 7 -East of Crawfish River, 18-East of Crawfish River, 25-Northern portion, 26-Northern portion, and 27-Northern portion.

B. TOWN OF SHIELDS: Sections 10*, 11, 12, 13, 14, 15, 16*, 20*, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30*, 31*, 32, 33, 34, 35 and 36. * = east of Beaver Dam River only.

c. TOWN OF EMMET: Sections 3, 4, 5, 6, 7, 8, 9, 10, 15, 16, 17, 18, 19, 20, 21, 22, 27, 28, 29, 30, 31, W6246, W6050, W6082 (Apple Road), VV6298, W6045, W6048 (Oak Road), but does not include N1332, N1370, N1418, N1476, N1530, N1254, N1465, N1477 (Hwy. E).

D. TOWN OF WATERTOWN: Sections Range 10, 11, 12, 13, 14, 15. Range 15, 2, 6, 7, 11, 14, 15, 16, 17, 18, 19, 20, 21, 22 and the entire intersection of HWY 26 & Ebenezer Road

8. The townships will be responsible for the costs of operating their two tender units including items such as fuel, firefighting equipment, maintenance labor costs, insurance coverage, and excluding the salary benefit package of city fire department employees who operate the units. These charges would be billed monthly for the costs incurred for previous month.
9. Each of the Townships shall allow and does hereby designate the City Fire Chief, or his/her designees, full authority to enforce the Wisconsin Fire Protection Code, as codified in DSPS 314 of the Wisconsin Administrative Code, adopting by reference the National Fire Protection Association (NFPA) 1, within the boundaries of the Township Fire District, outlined in Paragraph 7 above. To that end, each Township, which is a party to this Agreement, shall adopt by ordinance by their respective Town Boards the proposed Town Fire Protection Code within sixty (60) days of the execution of this Agreement. A certified copy of that adopted ordinance shall be forwarded to the Clerk-Treasurer of the City, immediately after its passage and publication by the Town Board. The proposed Town Fire Protection Code shall be enacted by the Town Board in the same format and without variation from that document as rendered, unless any such changes are specifically granted in writing by the City. The proposed Fire Protection Code shall remain in full force

and effect and shall be enforced throughout the term of this Agreement, as well as any such subsequent Agreement negotiated between the parties. Each of the Townships shall cooperate with the Fire Marshal and otherwise act in good faith with the implementation and enforcement of the Town Fire Protection Code.

- 10. The City's Fire Department will bill separately for emergency medical transport and paramedic services rendered under this contract in the same manner as are billed to City of Watertown residents, and any other recovery costs as allowed by law.
- 11. The townships agree to pay the fire department the percentage of their 2% Dues from the State for conducting fire inspections in the townships. It shall be based upon a percentage of the area of the township covered. Payment is to be received in August of the contract year.
- 12. The townships shall make payments for the contract year referenced above as follows: fifty percent (50%) of the contract price shall be paid on or before February 28th of the contract year and the remaining fifty percent (50%) of the contract price shall be paid on or before August 31st of the contract year. Invoices requesting payment by the townships shall be provided by the City by February 1 and August 1 of the contract year.
- 13. Contracts shall be signed and returned to the Watertown Fire Department by November 30, 2023

IN WITNESS WHEREOF, the parties have set their hands and seals _____ this
day of, 2023.

CITY OF WATERTOWN

_____Emily McFarland, Mayor

_____Megan Dunneisen, City Clerk

TOWNSHIPS

_____Town of Emmet

_____Town of Shields

_____Town of Milford

_____Town of Watertown

[illegible]