



## COMMON COUNCIL MEETING-AMENDED AGENDA

TUESDAY, MAY 07, 2024 AT 7:00 PM

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

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

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

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

### 1. CALL TO ORDER

### 2. ROLL CALL

### 3. PLEDGE OF ALLEGIANCE

### 4. MINUTES OF COUNCIL MEETING HELD

A. Meeting minutes from April 16, 2024

### 5. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

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

### 6. REPORTS

A. Site Plan Review Minutes from March 11, 2024 - REVISED

B. Police and Fire minutes from March 12, 2024

C. Public Safety and Welfare Committee minutes from April 3, 2024

D. Plan Commission Minutes of April 8, 2024

E. Tourism Commission minutes from April 11, 2024

F. Parks, Recreation, and Forestry Commission minutes from April 15, 2024

G. Senior Center Advisory Board minutes from April 16, 2024

H. Finance Committee minutes from April 22, 2024

I. Plan Commission minutes from April 22, 2024

J. RDA minutes from April 24, 2024

### 7. COMMUNICATION & RECOMMENDATIONS

A. 2023 City Annual Report

B. TDS Fiber Update

C. Quarter 2 Newsletter

### 8. NEW BUSINESS

A. Review and take action: Committee Appointments

### 9. MISCELLANEOUS BUSINESS

A. Payroll Summary - April 3, 2024 through April 16, 2024

### 10. ORDINANCES

A. Ord. 24-13 - Ordinance to Amend Section 410-56 (A) Smoking in Prohibited Places, of the City of Watertown General Ordinances (Sponsor: Ald. Lampe From: Parks, Recreation, and Forestry Commission, 1st Reading)

- B. Ord. 24-14 - Ordinance to amend sections 24-13 of the City of Watertown General Ordinance § 24-13 Airport Commission Membership (Sponsor: Ald. Wetzel From: Airport Commission, 1st reading)
- C. Ord 24-15- Review and recommend: Amend Section 428-8 (A) Definition, (G) Subsection 3 - Open Container, (G) Subsection 7 - Wristbands (Sponsor: Ald. Bartz From: Bentzin Family Town Square Commission, 1st reading)

## **11. RESOLUTIONS**

- A. Exh. 9602 - Resolution to approve the nomination of the Masonic Temple (2 East Main Street) as a locally designated landmark (Sponsor: Mayor McFarland From: Historic Preservations & Downtown Design Commission)
- B. Exh. 9603 - Resolution to Adopt a Right-of Way Dedication for 672 Johnson Street, PIN #291-0815-0544-004 (Sponsor: Mayor McFarland From: Plan Commission)
- C. Exh. 9604 - Resolution to modify Purchasing Policy (Sponsor: Mayor McFarland From: Finance)

## **12. 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.*

## **13. ADJOURNMENT**

*Persons requiring other reasonable accommodations of the above meeting may contact the office of the City Clerk by email [mdunneisen@watertownwi.gov](mailto: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**  
**April 16, 2024**

Mayor McFarland called the regular meeting of the City of Watertown Common Council to order at 7:00 p.m. on Tuesday, April 16, 2024. This meeting was open for attendance in the council chambers as well as virtually.

**INTRODUCE RE-ELECTED OFFICIALS AND OATH OF OFFICES GIVEN**

Introductions and the Oath of Office was given to Jonathan Lampe, District 2, Dan Bartz, District 4, Fred Smith, District 6, and Bob Wetzal, District 8.

**ROLL CALL**

Roll call indicated the following Alderpersons present: Ald. Davis, Lampe, Board, Bartz, Blanke, Smith, Wetzal and Moldenhauer. Absent was Ald. Schmid. City staff present were City Attorney Steven T. Chesebro, Police Chief David Brower, Finance Director Mark Stevens, Public Works Director Andrew Beyer (virtual), Zoning Administrator Brian Zirbes (virtual), and City Clerk Megan Dunneisen.

**PLEDGE OF ALLEGIANCE**

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

**ELECTION OF COUNCIL PRESIDENT**

Mayor McFarland opened the floor for Council President nominations. Ald. Moldenhauer nominated Ald. Smith and Ald. Bartz nominated Ald. Lampe for Council President. Ballot vote was taken resulting in Ald. Smith receiving 5 votes and Ald. Lampe receiving 3. Ald. Smith was re-elected as Council President.

**ELECTION OF PLAN COMMISSION MEMBER**

Mayor McFarland opened the floor for Plan Commission member nominations. Ald. Smith nominated Ald. Blanke as Plan Commission member. There being no other nominations received, Mayor McFarland closed the floor. Ald. Blanke was re-elected as Plan Commission member by unanimous voice vote.

**MINUTES OF PRECEDING MEETING**

Mayor McFarland inquired if there were additions or corrections to minutes of the Common Council meeting held Monday April 1, 2024. There being none, minutes were accepted as presented.

**COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT**

No comments were received.

**PUBLIC HEARING**

Mayor McFarland opened the public hearing on the proposed designation of the Masonic Temple building located at 2 East Main Street as a locally Designated Landmark at 7:11pm, Melissa Lampe spoke in favor of the designation, there being no further comment Mayor McFarland closed the public hearing at 7:12pm.

**REPORTS**

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

The following reports were received and filed: Licensing Board minutes from March 13, 2024, Finance Committee Minutes from March 25, 2024, Plan Commission Minutes from March 25, 2024, Downtown Main St. Task Force Minutes 3.27.24, Finance Committee & Public Works Commission Minutes from March 28, 2024, Town Square Programming Commission Minutes from April 3, 2024, RDA Minutes from April 3, 2024, Finance Committee minutes from April 8, 2024, Public Works minutes for April 9, 2024.

**COMMUNICATIONS & RECOMMENDATIONS**

Mayor McFarland gave recognition to Mike Zitelman with the Waste/Water Department for thirty years and Mark Pitterle in the Department of Public Works Street Division for twenty-five years. Mayor McFarland gave recognition to Melissa Lampe and presented her with a Distinguished Service Award. The council thanked Lampe for all that she has done for the community. JCEDC/ThriveED presentation was given, Watertown Fire Department Monthly Report for March 2024 was presented, and Jody Purtell was introduced as the new Main Street Director. Jody gave an update on recent Main Street program activities.

**NEW BUSINESS**

Ald. Lampe made a motion to approve Jacob Mass – serving first three-year term ending May 2027 – replacing Paul Dettman, Mike Rollert – serving third three-year term ending May 2027, Aari Roberts—serving first three-year term ending May 2027 as alternate, to the Zoning Board of Appeals, Jody Purtell – replacing Melissa Lampe as the Main Street Director to the Downtown Main Street Reconstruction Task Force, and Jody Purtell – serving partial term ending May 2025 – replacing Melissa Lampe to the Town Square Programming Commission, seconded by Ald. Davis and carried by unanimous voice vote.

Ald. Smith made a motion to approve the Common Council Committee appointments presented by the mayor, seconded by Ald. Moldenhauer, and carried unanimous by voice vote.

**ACCOUNTS PAYABLE**

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

**MISCELLANEOUS BUSINESS**

Payroll Summary - March 20 to April 2, 2024, and Cash and Investments - March 31, 2024 were presented.

**LICENSES:**

Ald. Blanke made a motion to approve the application for a "Class B" Malt and Liquor license from Saldivar Food Services LLC DBA Jordy's Steak House and Bar located at 1632 S. Church Street and to appoint Luis Saldivar as agent contingent on required inspections being passed, seconded by Ald. Bartz and carried by unanimous voice vote.

Ald. Smith made a motion to approve the application for a "Class A" Malt and Liquor license from KK Grewal 2 Inc DBA Watertown Wine and Liquor Store located at 1668 S. Church Street and to appoint Kulwant Grewal as agent contingent on all required inspections being met, seconded by Ald. Blanke and carried by unanimous voice vote.

Ald. Blanke made a motion to approve the application for Temporary Class "B" Beer license from Watertown Rotary Club at Bentzin Family Town Square for the Sounds of Summer Concert Series event on the following days: Friday, June 21, 2024 from 6pm - 10pm; Saturday, July 13, 2024 from 6pm - 9pm; and Saturday, July 20, 2024 from 6pm - 9pm, seconded by Ald. Bartz and carried by unanimous voice vote.

Ald. Bartz made a motion to approve the application for Temporary Class "B" Beer and Temporary "Class B" Wine license from Watertown Rotary Club at Bentzin Family Town Square for the Sounds of Summer Concert Series event on the following days: Saturday, May 18, 2024 from 11am to 7:30pm and Saturday, September 7, 2024 from 6pm to 9pm, seconded by Ald. Blanke and carried by unanimous voice vote.

Ald. Smith made a motion to approve the application for Temporary Class "B" Beer license from Rock River Community Clinic at Riverside Park for the Tour Da Goose event on Saturday, June 22, 2024, from 12pm - 5pm. Seconded by Ald. Bartz and carried by unanimous voice vote.

Ald. Bartz made a motion to approve the application for Temporary Class "B" Beer and Temporary "Class B" Wine license from Watertown Athletic Booster Club at Bentzin Family Town Square for the Summer Concert Series - Music on the Square event on Saturday, September 14, 2024, seconded by Ald. Blanke and carried by unanimous voice vote.

Ald. Blanke made a motion to deny the application for operator's license from Michelle R A due to Cat III and Cat V of the C. of Watertown licensing guidelines, seconded by Ald. Bartz and carried by unanimous voice vote.

**ORDINANCES**

Ord. 24 – 12 - Amend Chapter 550: through the removal and addition of language to § 550-25F(1)(a)[2], § 550-25F(2)(b), § 550-25F(2)(c), § 550-32C(2), § 550-33C(2), § 550-15, and § 550-126A (Sponsor: Mayor McFarland From: Plan Commission, 2nd Reading). Ald. Blanke moved for adoption of ordinance 24-12on its 2nd reading, seconded by Ald. Board and carried by roll call vote: Yes-8; No-0; 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. 9600 - Resolution to Recognize Melissa Lampe- Main St. Program service (Sponsor: Mayor McFarland). Ald. Board moved to adopt resolution 9600, seconded by Ald. Bartz and carried by unanimous voice vote.

Exh. 9601 - Resolution to approve State Municipal Financial Agreement for Highway 16 Roundabout and Resurfacing Project (Sponsor: Mayor McFarland From: Finance Committee). Ald. Lampe moved to adopt resolution 9601, seconded by Ald. David and carried by unanimous voice vote.

**COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT**

No comments were received.

**ADJOURNMENT**

There being no further business to come before the Council at this time, Ald. Moldenhauer moved to adjourn, seconded by Ald. Wetzel, and carried by unanimous voice vote at 7:51p.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>*

**SITE PLAN REVIEW COMMITTEE**  
**March 11, 2024 REVISED**

Section 6, Item A.

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: Mayor Emily McFarland; Brian Zirbes of Building, Safety & Zoning; Doug Zwiieg of Building, Safety & Zoning; Andrew Beyer of Engineering; Maureen McBroom of Stormwater Utility; Stacy Winkelman of the Street Department; Mike Zitelman of the Water/Wastewater Department; Kristine Butteris of Park & Rec; Strategic Initiatives and Development Coordinator Mason Becker; and Jeff Meloy of the Police Department. Also in attendance were Nikki Zimmerman, Ritchie Piltz, Jon Lange of YMCA, Ken Krahe of MSI General, Brad Seubert of Harwood, Mark Natzke of Zimmerman Architectural Studios, and Nathan Peters of GWCHF.

**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 February 12, 2204**

Motion was made by Maureen McBroom and seconded by Doug Zwiieg to approve the February 12, 2024 Site Plan Review minutes as submitted. Unanimously approved.

**3. Business**

**A. Review and take action: 672 Johnson Street – Group Development**

Nate Peters of the Collective was present to explain the project. This project will include 2 units and a common place. There will be roughly 110,000 square feet total. A new YMCA with a new aquatic center will be part of this development. There will be multiple phases of this project.

The following was presented by staff:

- |                          |  |
|--------------------------|--|
| Building:                | The building plans will have to be approved at state.  |
| Engineering:             | Requested clarification of Phase 1 and Phase 2. This was answered in conjunction with the stormwater clarification.  |
| Stormwater:              | The stormwater will be Phase 1 will be the replacement of the old high school facilities, Phase 2 will be the aquatic center. The stormwater facilities will be separated between these 2 phases. Approval will be contingent upon submission and approval of the erosion control and stormwater permit <u>and will be considered in future comprehensive park improvements instead.</u> |
| Streets and Solid Waste: | City does not provide garbage services for commercial properties.  |
| Water/Wastewater:        | No comments.   |
| Police:                  | No comments.   |
| Zoning:                  | No comments.   |
| Parks:                   | No comments.   |

Motion was made by Doug Zwiieg and seconded by Emily McFarland to recommend approval of this proposal to Plan Commission contingent upon feedback from the Fire Department and contingent upon approval of building plans at state and submission and approval of the erosion control and stormwater permit.

Unanimously approved.

**B. Review and take action: 1207 Boomer Street – proposed 1,086 sf building addition**

Ken Krah from MSI General was present to explain the proposed project. This will be for an addition for additional blasting medium.

The following was presented by staff:

- |                          |   |
|--------------------------|---|
| Building:                | Provide architectural, stamped drawings when submitting the building permit.                                    |
| Engineering:             | Coordinate with the airport during construction.  |
| Stormwater:              | If the project gets to be 3,000 square feet or more, an erosion control and stormwater permit will be required. |
| Police:                  | No comments.  |
| Streets and Solid Waste: | No comments.  |

Water/Wastewater: No comments.

Zoning: No comments.

Parks: No comments.

Mayor: The Fire Department should provide their feedback.

Motion was made by Kristine Butteris and seconded by Maureen McBroom to recommend approval of this proposal to Plan Commission contingent upon feedback from the Fire Department.

Unanimously approved.

**C. Review and take action: 916 Labaree Street – Architectural and location review of Riverside Park restrooms**

Andrew Beyer came before in 2022 as a larger project. This has now been revised to have 8 stalls on the women’s side, 4 stalls and 5 urinals, as well as a Mother’s Room and a Family restroom.

This has been approved by the Finance Committee and the hope is to begin the project in April 2024 with an end in late summer.

The following was presented by staff:

Building: Be sure to contact the Inspection Department for inspections. A demolition permit will not need to be submitted for the current structure since it’s an accessory structure.

Engineering: No comments.

Stormwater: There was an erosion control and stormwater permit that was submitted and covers all of the phases. Be sure to submit updated plans for each phase to Maureen McBroom. Post construction stormwater controls will not be a part of this project.

Police: No comments.

Mayor: No comments.

Streets and Solid Waste: No comments.

Water/Wastewater: No comments.

Zoning: No comments.

Parks: No comments.

Motion was made by Doug Zwieg and seconded by Mike Zitelman to recommend approval of this proposal to Plan Commission with inclusion of the above items.

Unanimously approved with Kristine Butteris abstaining.

**4. Adjournment**

Motion was made by Andrew Beyer and seconded by Kristine Butteris 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.**

Police and Fire Commission  
Regular Meeting Minutes  
March 12, 2024 4:30 PM

Present: Jim Schildbach, Cassandra Wagner, Kelly Kwapil

Also Present: : Police Chief Brower, Assistant Chief Olsen, Acting Fire Chief Tony Rauterberg by phone and Assistant Chief Chad Butler.

Meeting was called to order at 4:00 PM

The Minutes of the meeting on February 12 and 21, were reviewed. **Mr Schieldbach moved to approve the minutes of the meetings as printed, second by Ms Wagner, motion carried all aye**

Fire

Deputy Fire Chief Rauterberg Gave the monthly review with run calls and training statistics also passed out the report for review.

employee update and a review of the probationary employees. Acting Chief Rauterberg informed the commission that he was resigning his position with the WFD.

Bids for the new station are being submitted, construction is planned to begin May 2024.

There was discussion with Chad Butler regarding the ongoing hiring process and the current openings at the department.

Police

Assistant Chief Olson Gave the monthly training and activity report.

Probationary Officers are progressing as expected. Currently hiring for dispatcher and Community service officer

.At 4:30 **Ms Wagner made a motion to move to closed session to discuss personal matters. This was 2<sup>nd</sup> by Mr Kwapil (19.85)1 (c) motion carried. carried on roll call vote, all aye.**

**Back in open at 4:45**

**Motion to adjourn was made at 4:50 by Ms Wagner, second by Mr Kwapil, motion carried.**

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

Submitted by,

Kelly Kwapil, Secretary







**PUBLIC SAFETY & WELFARE COMMITTEE**

April 3, 2024

5:00 p.m.

**1. CALL TO ORDER**

Members Present	Also in Attendance	Citizens Present
<ul style="list-style-type: none"> <li>• Dana Davis, Chair</li> <li>• Brad Blanke</li> <li>• Steve Board</li> <li>• Eric Schmid</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Brower</li> <li>• Kristine Butteris (virtual)</li> </ul>	

**1. CALL TO ORDER**

**2. RECEIVE COMMENTS FROM THE PUBLIC**

There were no comments from the public at this time.

**3. APPROVAL OF MINUTES**

Public Safety Minutes from March 6, 2024

- o [Public Safety Meeting Notes 3.6.24.pdf](#) (0.02 MB)
- o Motion to approve by Board. Seconded by Blanke. Motion passed unanimously.

**4. BUSINESS**

A. Review and discuss: Special Events at Bentzin Family Town Square

- o [2024 Schedule of Events \(1\).pdf](#) (0.17 MB)
- o [Event Gap Memo.pdf](#) (0.08 MB)

Kristine Butteris provided information about the upcoming Town Square special events and explained that the events were approved prior to the adoption of the new Special Event Ordinance. The committee asked Kristine to provide an update at the May Public Safety meeting about measures that will be taken to protect the safety of Town Square event goers while the Main St. Bridge is under construction.

B. Review and take action: Amend Section 428-8(g) Subsections 3 & 7 Open Container

- o [2023 Ordinance - 428-8-G-3.pdf](#) (0.08 MB)
- o [428\(g\) Memo.pdf](#) (0.08 MB)

MOTION: Board made a motion to positively recommend the changes to Ordinance section 428-8(g) Subsections 3 & 7 Open Container with the stipulation that the City attorney provide clarification about Section 2 and the definition of “event licensed premise”. Motion was approved by Blanke and approved unanimously.

C. Review: Special event list for 2024

- o [Special Event Department Approval.pdf](#) (0.10 MB)
- o [NEW 2024-SPECIAL EVENT DEPT APPROVAL.pdf](#) (0.07 MB)

Special Event information provided for information only. No action taken.

**5. ADJOURN**

**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

The Plan Commission met on the above date in the Council Chambers.

The following members were present: Mayor McFarland, Alderman Blanke, Beyer, Konz, Krueger (Virtual), Lampe, Talaga(Virtual) Zirbes.

Also in attendance: Richard Jaeger of St. Paul’s Church, Karl Zaring of Shorewest Realtors, Dan Maki, Nick Jung of F Street, Mike Duffek of Duffek Construction, Joe Galbraith of GCA, Peter McFarland of McFarlandale Dairy, Christine Bender of McFarlandale Dairy, Mason Becker

**1. Call to order**

**2. Approval of Minutes**

**A. Plan Commission minutes March 25, 2024**

Motion to approve Site Plan Review and Plan Commission minutes was made by Konz and seconded by Blanke, passed on unanimous voice vote.

**3. Business**

**A. Review and take action: N9276 County Road SC – Extraterritorial Certified Survey Map (CSM)**

The property is looking to add a mound system, playground and combine some existing lots.

Motion was made to approve the CSM with no conditions was made by Lampe and seconded by Beyer, passed on a unanimous voice vote.

**B. Review and take action: N302 County Road K – Extraterritorial Certified Survey Map (CSM)**

The owners requested that no expanded right of way be required with this CSM. There is an issue with the setback required by county conflicting with future construction plans if the right of way is expanded per city policy. Mayor McFarland suggested to the commission suggested the possibility to have the right of way be increased on the West side of the road more than the East side in order to accommodate the construction plans if the county will not allow an exemption to the setback requirement. Since the owners and city need to communicate with the county on the setback, no action was taken at this time and this item will return at a future meeting.

**C. Preapplication conference (PUD): 1508 Doctors Court**

The applicant is requesting a PUD to add a commercial apartment to the existing building. The plan would convert a little over half of the building to an apartment and have a live/work scenario. Several commissioners expressed concerns with the long-term implication of a PUD on this property and what would happen should the current applicant choose to move on from this property. There was further discussion on the possibility of restrictions on the PUD to what can be in the outdoor yard.

**D. Presentation: F Street Townhomes**

Mason Becker introduced Nick Jung of F Street to present the townhome proposal for N. 1<sup>st</sup> Street.

All materials discussed at this meeting can be found at:

<https://cms4files.revize.com/watertownwi/April%208,%202024%20Plan%20Commission%20Meeting%20Packet.pdf>

**4. Adjournment**

Motion to adjourn was made by Lampe and seconded by Beyer and passed on a unanimous voice vote.

Respectfully Submitted,

Alderman Brad Blanke

The following Tourism Commission members were present via Zoom Meeting or in person at Watertown City Hall. Aaron David, Cheryl Mitchell, Conrad Talaga, Amanda Kostroski, and Peter Wright  
 Also, present; Chamber of Commerce Executive Director Bonnie Hertel, City Council Member Steven Board, Tourism Manager Robin Kaufmann, Main Street Executive Director Jody Purtell and Mayor Emily McFarland

1. The meeting was called to order by Aaron David at 8:00 am.
2. Review & Approve March minutes. Motion to approve the minutes was made by Peter Wright and Conrad Talaga. The Commission voted to approve the minutes.
3. Introduction of new Main Street Executive Director, Jody Purtell  
 Jody is a 1999 Gosling graduate and has been working for Non-Profits and marketing of events for 12 years. The Main Street program holds more events than any other city organization and Jody is looking forward to the collaboration with the Tourism Commission.
4. Discuss Watertown Tourism Commission composition with guest Mayor Emily McFarland  
 Mayor McFarland is managing the standardization of the appointment structure for City Commissions. The Tourism Commission is unique in that members are appointed on a yearly basis. Committees and Commissions should represent varied and relevant industries and include advocacy of tourism related events and initiatives.  
 Current structure of the Tourism Commission is 6 voting members and a non-voting alderman representative. Mayor McFarland would like to update the structure to consist of 5 voting members and change the assigned alderman to a voting member to match other city commissions. One current voting member will change to a non-voting member. The Tourism Commission will notify the mayor's office which member's status will change by April 26. The matter will then be discussed at the May 7<sup>th</sup> council meeting.
5. Old Business:
  - a. Approve Financial Report: Motion to approve the April financials was made by Conrad Talaga and seconded by Amanda Kostroski. The Commission moved to approve the financials.
  - b. Marketing Plan – review and act on marketing plan.
    1. Visitor Guides – 1500 guides have been distributed in the area. Robin Kaufmann is trying to get our guide placed in Travel Wisconsin's rest stops on the I-94 corridor to Illinois.
    2. Ad opportunities – Nothing new to present
  - c. Review and take possible action on mural restoration projects – nothing new to report.
  - d. Discuss and take possible action on Watertown Riverfest objectives - The entertainment launch has begun. Announcements are made at 7pm every night. The event will be heavily marketed between now and August.
  - e. Discuss Hotel stay updates -  
 Final February occupancy is as follows: National occupancy 58.9% (down 1.8% from 2023). Wisconsin Occupancy 43.8% (down 7.3 % from 2023). Wisconsin South occupancy 39.3% (down 10.7% from 2023). Local hotel market occupancy is approximately 34-34%.  
 Approximate (not final) March occupancy is as follows: National occupancy 49.46% / Local Market 34.27%
6. New Business
  - a. Robin will report on the 2024 Wisconsin Governor's Conference on Tourism  
 900 Tourism representatives were in attendance. Panel discussion members included reps from Top Chef RNC and the 2025 NFL draft in Green Bay. Watertown will benefit from the national exposure of Top Chef, and is on the route to both the RNC and the 2025 Draft. Networking opportunities proved valuable.

- b. Discuss and take possible action on purchase of digital billboard displays.  
An opportunity for a digital billboard contract is available on Highway 26 between Johnson Creek and Jefferson or on I-94. A one-year contract is \$693/month. The 8 second ad appears 800 times per day. The contract allows the Tourism Commission to sell/give the space to another entity to promote city events. Robin will present the offer at a future meeting for discussion.
- c. Review Manager’s report of previous month’s tasks: Attached
- d. Commission members’ report.  
March Luther Prep tournaments. Maranatha will have a play this weekend. 21 tickets remain available for the Whiskey and Wine Walk. Jefferson Car show is on April 26 weekend. Maranatha Graduation is May 3<sup>rd</sup> weekend. Wisconsin Aviation will host a Fly-in event on 5/15.

Adjournment – Motion to adjourn the meeting at 9:00 am was made by Conrad Talaga and seconded by Peter Wright.

Agenda items:

A reminder from Robin to have all requests for additions to the next meeting’s agenda to her by Tuesday, the week before the meeting.

The next meeting will be at 8:00 am May 9th, 2024, via Zoom or you may attend in person at Watertown City Hall

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

Submitted by,  
Cheryl Mitchell, Secretary

Manager’s Report – March

Social Media Report

Facebook: 80 new followers (Post reach 131,822)

Visitwatertownwi.com: 1360 Users - 2783 views

Instagram: 1102 followers

- Regularly posted to social media (Watertown, Jefferson County, Riverfest)
- Represented Tourism at Wake up Watertown
- Updated event dates on visitwatertownwi.com
- Attended Wisconsin Governor’s Conference on Tourism-WIGCOT
- Attended Bentzin Family Town Square Committee meeting
- Represented Tourism on WBEV Radio morning show
- Coordinated check passing for Octagon House billboard and BFTS Summer Concert

Series

- Volunteer for Beach Party BINGO
- Continued planning Watertown Riverfest 2024
- Visited businesses/events to take photos for future promos:
  - o Ava’s Confectionery
  - o Main Street Morning Mixer

## PARKS, RECREATION & FORESTRY COMMISSION

### MINUTES

Monday, April 15, 2024

#### 1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on April 15, 2024. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, Brad Clark, Emily Lessner, and Jennifer Clayton. Not present was: Kyle Krueger. Also present were: Kristine Butteris, Jeff Doyle, Andrea Draeger, Ali Nicholson, Stephanie Juhl, Ian Pilak, Carol Quest, Steve Zillmer, and Robert Stocks.

#### 2. Review and approval of minutes:

Brad Clark motioned to approve the March 18, 2024 Parks Recreation and Forestry minutes as written. Julie Chapman seconded. Motion carried.

#### 3. Review and approval of financial reports

Julie Chapman motioned to approve the January 2024 financial reports. Ald. Jonathan Lampe seconded. Motion carried.

#### 4. Citizens to be heard

There were none.

#### 5. Business

Due to an emergency at the Senior and Community Center, Ald. Jonathan Lampe motioned to begin reviewing the director's report and return to business, in order, when all members of the commission were available. Julie Chapman seconded. Motion carried.

##### A. Review and potentially approve: 4<sup>th</sup> of July event fee reduction

Steve Zillmer spoke about the 4<sup>th</sup> of July event and requested a reduction in fees to \$500. He also spoke on the many organizations with benefit from this event as well as the parks crew's work to make it possible. Ald. Jonathan Lampe motioned to reduce the 4<sup>th</sup> of July event fee to \$500 for 2024. Jennifer Clayton seconded. Motion carried.

##### B. Review and potentially approve: Windmill tournament fee reduction

No representative from Windmill attended this meeting or submitted information for a memo. Brad Clark motioned to table this item until more information is available. Julie Chapman seconded. Motion carried.

##### C. Review and potentially approve: Protect WI Waterways market fee reduction

Protect WI Waterways submitted a request to waive the \$25/market fees, totally \$100 for the Thursday night market season. They will only be giving out information. Ald. Jonathan Lampe motioned to send this item back to the organization to solicit a recommendation from a city department in order to waive fees. Jennifer Clayton seconded. Motion carried.

##### D. Review and approve: smoking in parks maps

Kristine and Carol Quest presented revised maps for smoking areas in community parks and suggested no smoking in the neighborhood parks. These maps can provide policy and ordinance language especially for special events, though difficult to enforce on a regular basis. Signs could potentially be made through the city. Ald. Jonathan Lampe provided information regarding what he believes would be more favorable to Common Council, such as drawing no-smoking circles around playgrounds. Ald. Jonathan Lampe motioned to

approve the smoking in parks maps as written and forward to Common Chapman seconded. Motion carried.

**E. Review and p approve: facility reservation policies**

Kristine and Andrea reviewed changes to a previous draft-only version of a facility reservation policy document, as well as the reason to implement the document, including the need to specify policies regarding park shelter rentals, tent permits, and driving/parking permits. Julie Chapman motioned to approve the facility reservation policy document. Jennifer Clayton seconded. Motion carried.

**F. Review and discuss: Riverside Park bandshell life**

Kristine discussed the historical bandshell and that it is near end of life, and opened the meeting for discussion. There are concerns about the structural integrity of the building, however, since the Riverside Park master plan was denied in the last budget cycle, it must be decided if this need is immediate or can be delayed. Discussion occurred regarding the historical significance of the building as well as options to demolish and utilize temporary structures instead. Questions were raised regarding other organizations, besides Riverfest, which may want to utilize a permanent structure. More discussion will occur at the May meeting.

**G. Review and approve: Senior & Community Center generator quotes**

Kristine provided two quotes from United Electric (\$77,743) and Generac (\$118,218) for an emergency generator to be installed at the Senior & Community Center due to the building being designated as a warming/cooling shelter. Funds will be coming from a budget capital project fund and ARPA along with funds from the Health Department’s budget, which totals \$78,000. Brad Clark motioned to approve the generator quote from United Electric. Emily lessner seconded. Motion carried.

**6. Director’s Report:**

**A. Project updates:**

- i. Parks Updates – Riverside Restrooms**  
Construction began last week. A well was found and had to be removed and work has now resumed.
  
- ii. Forestry**  
The Right Tree, Right Spot program began this spring and will end May 1 for citizens to receive free trees to plant on private property. The Tree Planting Program also began and will end October 1 for citizens to cost share trees to be planted on boulevards.
  
- iii. Aquatics**  
The indoor pool was closed in April due to annual maintenance. The Aquatic Center will open June 1. The filtration system installation has been bumped to the end of the season. The prior concrete work is currently being corrected.
  
- iv. Town Square**  
Nine new light poles were added with extra electrical. New chairs, tables, and shade umbrellas were also purchased. New concrete will be put in place for a new advertising sign.



**v. Senior & Community Center**

Work is being done to move the reception desk in front of the front door. The retaining wall (both sections) are being rebuilt; work began last week. A conduit was hit and a drain tile was found to be capped which needed to be addressed.

**B. Update on Parks & Forestry**

Restrooms are all open, swings are being installed, and portable toilets will be placed soon. Docks will be put out soon and mowing has started.

**C. Update on programming:**

**i. Recreation programming**

An offer will be extended this week to a Recreation Programmer candidate to hopefully start the first week of May. Soccer, baseball, and tournaments are all being coordinated to begin.

**ii. Town Square Programming**

We are working to change event layouts and move the alcohol tent to a different area.

**iii. Senior and enrichment programming**

The 2<sup>nd</sup> annual Senior Care Fair is happening on May 1. The senior center volunteer recognition program is happening May 21 with a new caterer. The Senior Center base is growing with new programs and interests, like chess.

**iv. Aquatics programming**

The Aquatic Center will have different themes every week. Lesson registration began last week and almost all are full. Hiring has gone well and have reposted the lifeguard position.

**7. Adjournment – Next meeting date May 20, 2024**

Jennifer Clayton motioned to adjourn the meeting. Brad Clark seconded. Motion carried.

**Watertown Senior Center  
Advisory Board Minutes  
April 16, 2024**

**1. Call to Order**

The Senior Center Advisory Board met in person on April 16, 2024, at 9:00 am. The meeting was called to order by director Andrea Draeger. Present: Beth Beckett, Betty Jimenez, and Kerry Kneser. Not present was: Cathie Wallen, Kimberly Henze, Justin Munzel, and Kathleen Gillingham. Also present was Andrea Draeger.

**2. Review and Approve the February Minutes**

A quorum of four was not met for this meeting; all items needing approval will be moved to a special meeting in May (date TBD).

**3. Review and Approve the Monthly Financial Report**

A quorum of four was not met for this meeting; all items needing approval will be moved to a special meeting in May (date TBD).

**4. Citizens to be Heard**

None.

**5. Business**

**a. Review and approve: Senior Center Advisory Board By-Laws**

A quorum of four was not met for this meeting; all items needing approval will be moved to a special meeting in May (date TBD).

**b. Review and approve: policies governing the use of the senior and community center**

A quorum of four was not met for this meeting; all items needing approval will be moved to a special meeting in May (date TBD).

**6. Chairperson's Committee Report**

**a. Update Fundraising Committee on Current Efforts**

A raffle license is still being explored as well as upcoming grants. The bake sale fundraiser raised over \$500. It was suggested to make sure thank you letters are sent to bingo and other sponsors and to acknowledge them at the annual meeting in May, invite to senior citizen day, add to newsletter, etc. Pizza Ranch donations are being accepted and round-up cards are being sold as a fundraiser to support the upcoming volunteer recognition event.

**b. Update Membership Committee on Current Memberships and Renewals**

A new member packet has been finished. It includes a welcome letter, flier, application, current newsletter, and will include the policies governing the use of the center when it has been approved. Renewals and new memberships are growing.

**c. Update Community Services Committee on Projects/Efforts**

AARP tax appointments have finished. Andrea followed up on barrel donations for assisted living locations with lists of potential items and is currently live. A volunteer will be needed to deliver these items.

**d. Update Program Committee on Program Attendance & New Programs**

Chess has started as a new activity twice a month.

**7. Director's Report**

**a. Updates**

The Senior Care Fair is set for May 1 and will need assistance with managing vendors and donors. The hall furniture has arrived and been put together. The next board election is here and ballots are due by Friday, April 19. Candidates will be notified and results approved at the May 21 annual meeting.

**8. Adjournment**

Next meeting is scheduled for Tuesday, June 18, 2024 at 9:00 am. A special meeting will be scheduled for the beginning of May. Kerry Kneser motioned to adjourn. Beth Beckett seconded. Motion carried.



## FINANCE COMMITTEE MEETING MINUTES

MONDAY, APRIL 22, 2024, AT 5:30 PM

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

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

Others present: Finance Director Stevens (video), Attorney Chesebro, Park & Recreation Director Butteris (video), Fire Chief Reynen, Mason Becker, Nate Peters (GWCHF), Scott Harrington (Vandewalle & Assoc), additional representatives from GWCHF and building developers

1. Call to order. Mayor McFarland called the meeting to order at 5:31 p.m.
2. Ald. Davis moved to **approve the minutes from the April 8 meetings**, seconded by Ald. Lampe, and unanimously approved.
3. Attorney Chesebro explained that a **typographical mistake in the recent Local 877 Fire Fighters agreement** listed a wage increment incorrectly taking place as of June 1, 2024 instead of July 1, 2024. A MOU was presented and approved by the union president to correct the date to July 1, 2024.
4. Park & Recreation Director Butteris presented two bids for a **backup generator to be installed at the Senior Center** which is earmarked as the City's warming/cooling shelter if needed for extreme weather conditions. An allocation of \$70,800 was included in the 2024 ARPA spending plan; the remainder can be afforded from the Public Health Emergency fund (also an ARPA allocation through WI DHS). Ald. Davis moved, seconded by Ald. Lampe, to award the purchase to United Electric Inc for cost of \$77,743 with the potential addition of \$788.10 for a 5-year extended warranty. Motion passed (1 dissent).
5. At the request of a committee member, a **revision of the purchasing policy** was crafted to add a step of approval for any contract presented to Public Works Commission or Finance Committee over a certain dollar amount to be sent to Common Council for its approval. Ald. Moldenhauer moved, supported by Ald. Davis, to add the amount of \$50,000 as the required amount. Motion passed (1 dissent).
6. Nate Peters (Greater Watertown Community Health Foundation [GWCHF]) an update of the **neighborhood plans for the former Bethesda property**. The north end includes four apartment buildings with 96 rental units (1, 2, and 3-bedroom options), and the southern part has 18 for-sale twin homes and 80 single-family homes (1600 SF to 2400 SF). Three different builders will construct one of each of the housing types. The apartments would be constructed for completion in 2026. The southern part is scheduled to be built in three phases over the period of 2025 through 2029.

Planner Scott Harrington (Vandewalle and Associates) reviewed what **tax incremental financing (TIF)** provides for economic development to a community. Vandewalle has assisted in suggesting a mixed-use tax incremental district (TID) that would include the apartment complex and some surrounding properties to aid in revitalizing certain vacant buildings on Church St. Mr. Harrington has been working with city staff to draft two term sheets, the basic parameters of development agreements that outline the expectations of housing products to be created, for the apartment complex with Horizon, a building developer, and the remainder of the property with the GWCH Foundation.

7. Ald. Davis moved, seconded by Ald. Moldenhauer, to convene into **closed session** per § 19.85(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (review **financial term sheets for Southwest Neighborhood development**).  
Approved unanimously via roll call vote.
8. The committee reconvened into open session.
9. A motion was made by Ald. Davis, supported by Ald. Moldenhauer, to **approve the term sheets** for two separate developer agreements to be created for Horizon Develop Build Manage and GWCHF as presented in the closed session. Approved unanimously.
10. **Finance Committee adjournment.** Ald. Moldenhauer moved, seconded by Ald. Davis, to adjourn the Finance Committee at 8:25 p.m., and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

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

**PLAN COMMISSION**

**MINUTES**

**April 22, 2024**

Section 6, Item 1.

**The Plan Commission met on the above date in the Council Chambers.**

**The following members were present:** Mayor McFarland, Alderman Blanke, Beyer, Konz, Krueger, Lampe, Talaga, Zirbes.

**Also in attendance:** Jon Lange of Watertown Area YMCA, Brad Hayes of Hayes Family Auto, Brad Seubert of Harwood, Nathan Peters CFO GWCHF, Dan Maki of Facility Engineering, Inc.

**1. Call to order (4:30pm)**

**2. Approval of Minutes**

**A. Plan Commission minutes April 8, 2024**

Motion to approve made by Krueger and seconded by Lampe, passed on unanimous voice vote.

**3. Business**

**A. Review and take action: 672 Johnson Street Certified Survey Map (CSM)**

Motion was made to approve the CSM with the conditions that the airport elevation and signature page be added by Krueger and seconded by Lampe, passed on a unanimous voice vote.

**B. Review and take action: 672 Johnson Street Condominium Plat**

This proposal is to split the current office into two separate condominium units, one for the collective and one for the YMCA.

Motion was made to approve with the conditions that the airport elevation and signature page be added and the YMCA will need to obtain a separate address upon completion by Lampe and seconded by Talaga, passed on a unanimous voice vote.

**C. Review and take action: 717 W. Main Street Condominium Plat**

This proposal will create four separate condominium plats at this address.

Motion was made by Lampe and seconded by Blanke to approve with the condition that upon completion the developer obtain the correct addresses for the units, passed on a unanimous voice vote.

**D. Preapplication Conference/Concept Review: 1508 Doctors Court Planned Unit Development (PUD)**

Dan Maki was present to answer questions about the proposal for the PUD zoning for 1508 Doctors Court. He made several changes to his proposal to address the concerns the commission had at the previous meeting.

**E. Review and Discussion: Town of Emmet Update**

Mayor McFarland has drafted a letter that will be sent out to the property owners that will be impacted by this annexation. The letter will inform them of what the city has done, what steps are next, what the impact on them will be, and what the timeframe for the process is.

All materials discussed at this meeting can be found at:

<https://cms4files.revize.com/watertownwi/April%202022,%202024%20PC%20Packet.pdf>

**4. Adjournment (4:47pm)**

Motion to adjourn was made by Blanke and seconded by Konz and passed on a unanimous voice vote.

Respectfully Submitted,

Alderman Brad Blanke



Wednesday, April 24, 2024, 6:00 pm  
In-PERSON/VIRTUAL MEETING  
Room 0041, City Hall

**By Phone or GoToMeeting:**  
<https://global.gotomeeting.com/join/471703029>  
For the Public, Members of the media and the public may attend by calling: (US) +1 (872) 240-3412  
Access Code: 471-703-029  
All public participants' phones will be muted during the meeting except during the public comment period where applicable.

**RDA STRATEGIC PRIORITIES**

- 1) ~~400 W. Main St. block demolition, Town Square design etc., and publicizing town square project for possible funding from sources other than the City.~~
- 2) Facilitating quality development in downtown, and
- 3) Creating an approach and working to attract development projects downtown.

1. Pledge of Allegiance
2. Roll Call
  - A. Present in-person: Becker, Zimmerman, Board, Wagner, & Nowatka. Guests: Kristine Butteris, Stephanie Juhl, Jeff Stone & Ryan Birschbach (Kapur), and Eric Mayne & Steve Morales (RINKA).
  - B. Present-virtual: Hurtgen and guests: Zach Goodrow (Watertown Daily Times)
  - C. Absent: Lampe and Maas
3. Determination of Quorum and Call to Order at 6:07 pm by Chair Ryan Wagner
4. Approval of Prior Meeting Minutes 3.13.24, 3.27.24, and 4.3.24
  - A. **Motioned by Nowatka, seconded by Zimmerman. Motioned carried unanimously to approve all three.**
5. Public Comment: none
6. New Business:
  - A. Eric Mayne from RINKA led a presentation about planning for the Downtown River Corridor Planning Study. The idea of a steering committee was discussed, and some names mentioned as participants.
  - B. Approve Beltz Grants as recommended for the Main Street program. **Motioned by Nowatka, seconded by Wagner, Board abstained. Motion carried.** Approve grants for the Bentzin Family Town Square and Amber Yelk. **Motioned by Wagner, seconded by Board, motion carried unanimously.**
7. Status Reports:
  - A. Community Support/Communication
    1. Noted that the RDA Impact Report was included in the packets and is now posted online.
  - B. Executive Director update
    1. Items for next agenda- Tom Coogan, Wisconsin DNR will be the guest speaker on May 15, 2024.
    2. Confirm next meeting time: May 15, 2024, at 6pm.
8. Adjournment at 7:15 pm
 

**Wagner motioned to adjourn**  
**Zimmermann seconded the motion. Motion carried unanimously.**  
**Meeting adjourned.**

# INSIGHT

## 2023

City of Watertown  
Annual Report



**2 A WORD FROM THE  
MAYOR**

**3-4 DEPARTMENT OF  
PUBLIC WORKS**

**5 PARKS,  
RECREATION, &  
FORESTRY**

**5 FIRE DEPARTMENT**

**6 POLICE  
DEPARTMENT**

**6 DEPARTMENT OF  
PUBLIC HEALTH**

**7 LIBRARY**

**7 MEDIA  
PRODUCTIONS**

**8 FINANCE  
DEPARTMENT**

**8 ADMINISTRATION/  
CITY ATTORNEY**



# 2023 ALDERS

# LEADERSHIP TEAM

## DISTRICT 1

Ald. Dana Davis

## DISTRICT 2

Ald. Jon Lampe

## DISTRICT 3

Ald. Steve Board

## DISTRICT 4

Ald. Dan Bartz

## DISTRICT 5

Ald. Brad Blanke

## DISTRICT 6

Ald. Fred Smith

## DISTRICT 7

Ald. Eric Schmid

## DISTRICT 8

Ald. Bob Wetzel

## DISTRICT 9

Ald. Myron Moldenhauer

## DPW - BUILDING, SAFETY, AND ZONING

Brian Zirbes

## DPW - ENGINEERING

Jaynellen Holloway/Andrew Beyer

## DPW - STREETS AND SOLID WASTE

Stacy Winkelman

## DPW - WATER SYSTEMS

Peter Hartz

## PARKS, RECREATION, & FORESTRY

Kristine Butteris

## FIRE DEPARTMENT

Travis Teesch

## POLICE DEPARTMENT

Robert Kaminski/Dave Brower

## DEPARTMENT OF PUBLIC HEALTH

Carol Quest

## LIBRARY

Peg Checkai

## MEDIA PRODUCTIONS

Lisa Famularo

## FINANCE DEPARTMENT

Mark Stevens

## ADMINISTRATION DEPARTMENT

Emily McFarland, Mayor

## CITY ATTORNEY

Steven Chesebro



# A WORD FROM YOUR MAYOR

Dear Community Friends and Neighbors,

I am proud to present to you the Insight Annual Report for 2023. It is with great pride that I share these highlights, showcasing our collective efforts towards progress and prosperity.

One of the most monumental achievements of the past year was the inauguration of the Bentzin Family Town Square in May. After a decade of planning, this vibrant space became a focal point for our town, hosting 36 events throughout the summer, with an impressive total of 7,200 attendees.

Our community saw growth and development in 2023, evidenced by over \$2.3 million in residential property improvements and \$9.7 million in commercial property enhancements. These investments reflect the confidence and commitment of our residents and businesses towards building a thriving future for Watertown.

In addition to infrastructure improvements, critical rehabilitation work was successfully completed on the Cady Street bridge, laying the groundwork for the replacement of the Main Street (Cole) Bridge in 2024. This proactive approach ensures the safety and accessibility of vital transportation routes for years to come, and the continued prosperity and vibrancy of our Main Street businesses.

Furthermore, Watertown Public Library continues to be a beacon of knowledge and enrichment for all ages. In 2023, the total circulation of physical materials reached an impressive 286,748, with a significant portion dedicated to children’s materials, totaling 150,232 items. This underscores our dedication to fostering a culture of lifelong learning and literacy within our community.

As we reflect on the accomplishments of 2023, let us embrace the opportunities that lie ahead with optimism and enthusiasm. I am confident that we will make 2024 an even better year for Watertown. Together, we will continue to build a vibrant community that we can all be proud to call home.

With Warm Regards,

EMILY MCFARLAND, MAYOR



**“As we reflect on the accomplishments of 2023, let us embrace the opportunities that lie ahead with optimism and enthusiasm.”**

## Specific Projects

- Griffin Armament Addition
- Glory Global Renovation
- Culvers Renovation
- MATC Renovation/Addition
- Self-storage Buildings on N. Church St.
- Toppers Pizza
- Aggregate Storage Facility
- Batch Plant Alteration and Addition



Over \$9.7 million in commercial property improvements

Processed 215 new code enforcement files



Over \$2.3 million in residential property improvements

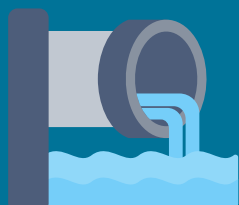


## DPW- ENGINEERING

Reconstructed the north end of Water Tower Ct. including a new stormwater biofilter system

Cleaned and televised over 40,000 linear feet of storm sewer pipe

Permeable pavement stormwater treatment system constructed as part of the Senior Center Parking Lot Project



3



3.5 miles of roadway construction and maintenance work completed



Critical rehabilitation work completed on the Cady Street bridge



# DPW-STREET & SOLID WASTE



Curbside collection of 2,767 tons of recycling



Curbside collection of 5,338 tons of garbage and solid waste



14 salting operations for snow and ice control

4 plowing operations for snow and ice control

## Construction Projects



- Senior Center Parking lot reconstruction
- Mill, overlay, & storm sewer work on city roads
- curb replacement & new cross walk ramps on N 4th St.
- Assisted in the construction of Refection Park
- Repaired 57 manholes and inlets
- Dug and prepped 28 water main breaks and patches

# DPW-WATER SYSTEMS



### Water:

- Replaced 104 private lead services
- Replaced 6,215 feet of vintage watermain
- Added 1,150 feet of new watermain for future development on West Main Street
- Rehabilitated city drinking water well #4



### Wastewater

- Added 1,150 feet of new sanitary sewer for future development on West Main Street
- Rehabilitated 622 feet of undersized sanitary sewer on West Main Street
- Installed the new emergency generator for the Spaulding Lift Station area
- Began the wastewater treatment plant facilities needs evaluation





**Senior and Community Center**

- 758 members with 126 new members
- 15 enrichment programs totaling over 300 individual and family participants



**Rentals/Programs**

- 23,539 total attendees at rentals & programs administered by Park and Recreation
- 32 community programs with 10,000+ attendees



**Bentzin Family Town Square**

- Grand opening held May 20th
- 36 events with 7,200 attendees



**Aquatics**

- Attendance 20,724
- Sold 375 (individual and family) passes for the year.
- 72 aquatic programs with 882 participants



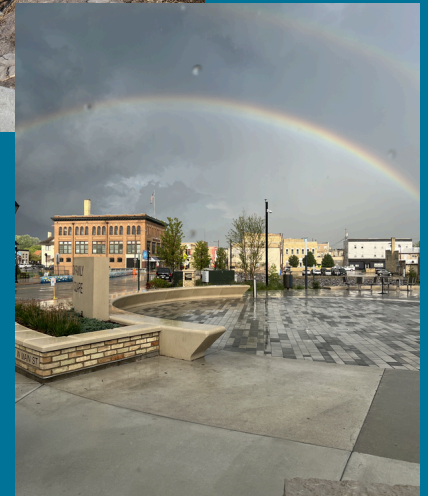
**Park Division**

- Maintained 330 acres of parks in the city
- Reflection Park, a greenspace renovation was completed in August
- Bentzin Family Town Square event props and maintenance



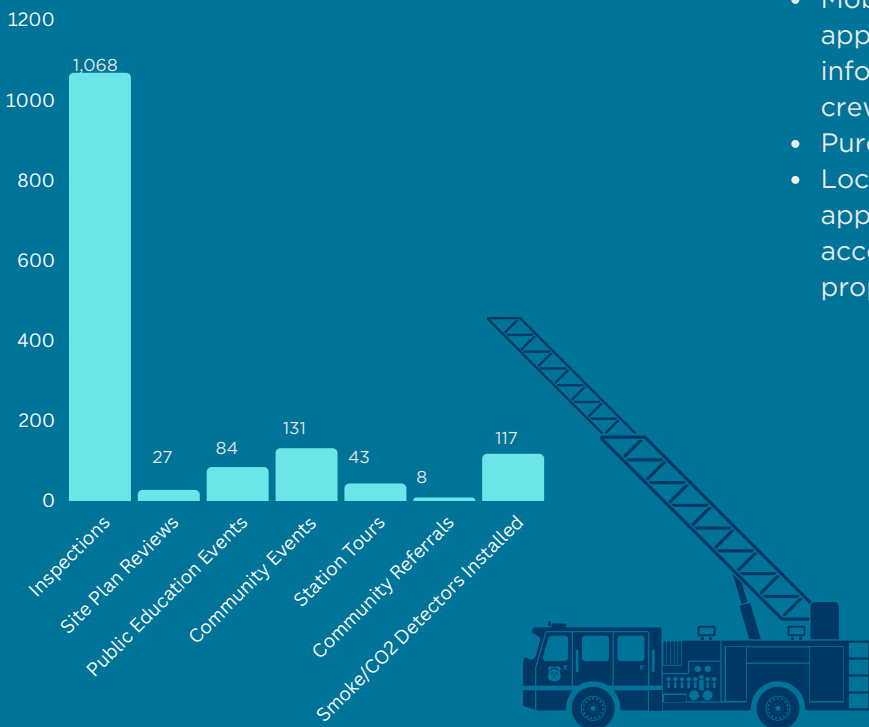
**Forestry Division**

- Removed, planted, pruned city trees and cleaned up tree/branch storm damage
- 154 total trees planted and 59 in the Tree Planting Program



## FIRE DEPARTMENT

### PREVENTION AND COMMUNITY OUTREACH



- Mobil Data Terminal's were placed in the apparatus. This device allows the call information to be right in front of the crew when they are responding to a call.
- Purchased new extrication equipment
- Lockboxes securely installed in the apparatus that provide emergency access to commercial and residential properties.

An increase of 750 calls from 2013 to 2023



557 (18% of total) simultaneous calls

Responded to 3,027 calls for fire and EMS service



# POLICE DEPARTMENT

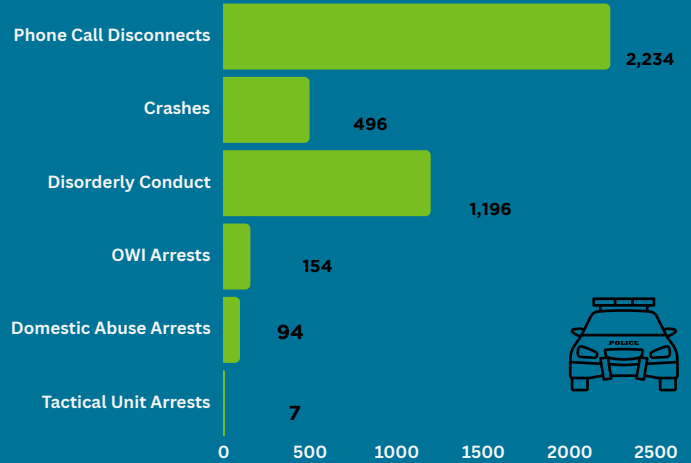


- 18 DARE classes with 350 students
- Hosted the Bicycle Rodeo, Donut Dash, Lights and Sirens, Shop with a Cop, Citizen Police Academy
- Implemented the Cellebrite software (downloads information from cell phones and computers when evidence is needed from them) with help from the Watertown Health Foundation



There were 3 retirements, 5 resignations, 6 promotions, and 11 new hires within the department

## 19,393 TOTAL SERVICE CALLS



# DEPARTMENT OF PUBLIC HEALTH



176 pounds of produce came from the community garden

Held three engagement events at the library for expecting or families with young children



28 Pack and Plays purchased with a grant from Walmart



40 car seats dispensed and 78 car seat checks



1264 lbs. of sharps collected and disposed of

Instituted online credit card payment option for licensed facilities to make it easier to pay for licenses and inspections.



# PUBLIC LIBRARY

1,000 Books Before Kindergarten finishers



Completed donor recognition areas such as the outside paver area, the 100 extraordinary women display in the Main St. hallway, and the donor wall by the south library entrance



47,543 e-books, e-audio, and e-video were accessed.

Total circulation of physical materials was 286,748; 150,232 of those items were children's materials

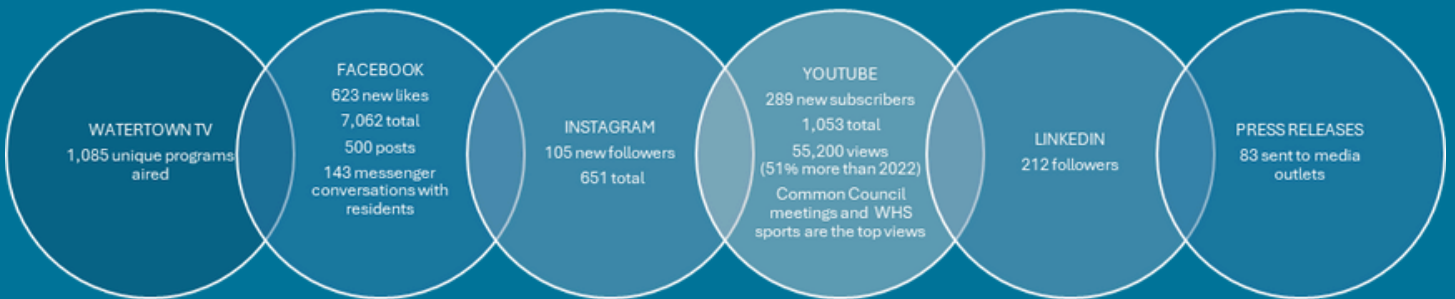
Loaned 24,144 items to other libraries

Borrowed 42,424 items from other libraries

Outdoor signage was added on the west, south, and north sides of the building



# MEDIA PRODUCTIONS



## City Website

96,852 users  
(301,003 total views)

### Top 5 pages were

- Home page (67,515)
- Aquatics (14, 026)
- Parks/Rec/Forestry (12,602)
- Solid Waste and Recycling (9,986)
- Police Department (6,883)



# FINANCE DEPARTMENT



Updated the City of Watertown purchasing policy

Moved departments needing credit card transaction readers to one merchant processor



Budget process added a personnel additions request procedure as a preliminary building block for budget creation



Full implementation of Badger Books for elections

27.7% of registered voters in the city voted in the February election

51.5% of registered voters in the city voted in the April election

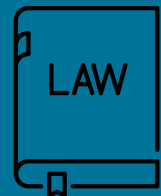
# ADMINISTRATION DEPARTMENT & CITY ATTORNEY'S OFFICE



191 full-time employees in 13 departments

65 part-time crossing guards, library staff, & election workers

146 seasonal staff for indoor/outdoor pools, parks, and recreation



Opened 378 citations and closed out 406 citations, 36 of them were OWI

Harassment Training was completed for all city departments

After a decade of planning, the **Bentzin Family Town Square** opened.

Reopened the **RDA Revolving Loan Fund**. This helps downtown building owners update and repair their buildings.

The **Beltz Foundation Downtown Watertown Grant Program** launched in summer. This is a three-year program that helps businesses relocate or expand in the downtown area.

Currently, eleven housing development projects are in the works in the city.





# 2023





April 16, 2024

City of Watertown  
106 Jones Street  
Watertown, WI 53094

Thank you for your willingness to collaborate and partner to bring expanded, competitive broadband options to your community. It has been a pleasure getting to know you and learning more about the community you serve. We value the relationships we have built and the insights we have gained about your municipality's communications needs and expectations.

As we start 2024, from a construction planning perspective, given our exceptional growth and results in 2023, TDS has made the difficult but financially prudent decision to moderate its construction pace.

We remain committed to our long-term goal to bring broadband options to underserved and unserved communities across the U.S. Further, we will continue to service and support your community with the network we have constructed and customers we are serving.

We value your understanding and support during this time.

Please reach out if you have any questions or require further clarification.

With gratitude,

Joshua Worrell  
Sr. Manager-Business Development  
Josh.Worrell@tdstelecom.com

# EMPLOYEE UPDATES

Quarter 2 / 2024

In this issue

Page 1  
New Employees  
Resources

Page 2  
Employee Recognitions/  
Retirements  
Calendar/Events  
Orange Light Awards

Page 3  
ETFWell Wisconsin  
Payroll Information

Page 4  
EAP Resources

## Resource Corner:

Current openings:  
<https://ciwatertownwi.applicantpro.com/jobs/>

ETF WRS or Health Resources:  
[etf.wi.gov/health](http://etf.wi.gov/health)

Quick access to City policies affecting employees:  
[Employee Handbook](#)

For City Happenings:  
<http://www.ci.watertown.wi.us/>  
or like our pages on Facebook

## WELCOME NEW CITY TEAM MEMBERS!

We are glad to have you here!



Chad Kosmal  
Dept. of Public Works  
Water/Wastewater Division  
January



Evan Rodriguez  
Media Department  
January



Alyssa Brooks  
Media Department  
January



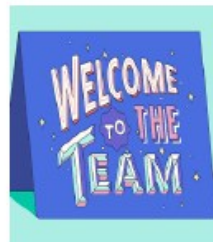
Dottie Cox  
Finance Department  
February



Hailey Rayome  
Department of Public Health  
February



Tammy Newberry  
Human Resources Administration  
February



Tim Hodel  
Recreation, Park, & Forestry Dept.



**CITY & COMMUNITY EVENTS**

**Events**

- \* Whiskey & Wine Walk downtown Watertown on Saturday, April 27th from 1-4:30.
- \* City-wide Rummage Sale throughout Watertown on Saturday, May 18th.
- \* 1st Annual Birthday Bash at Bentzin Family Town Square on Saturday, May 18th.
- \* Fridays (5-8pm) or Saturdays (7-9pm) in June will feature summer concert music at the Town Square.
- \* YMCA Zumba at the Town Square at 6pm on June 19th.

Please see the City, Town Square, Chamber, and Tourism Facebook pages for more events.



The Orange Light Award is an award created by, and is being circulated among, the City of Watertown staff members. It is presented to an individual for being a “beacon of light” in our organization. The recipient is able to keep the award for 30 days and then passes it on to the next person.

Recipients from the past few months include:

- January-Cari Gunderson, Library
- February-Tony Rauterberg, Fire
- March-Wanda Fredrick, Engineering

Who will receive it next?



**January-March**

**25 Years**

- Jim Frey, Park, Recreation, & Forestry Department
- Dan Kuehl, Department of Public Works, Street Division
- Doug Zwieg, Department of Public Works, Building, Safety, & Zoning Division

**20 Years**

- Matt Pieper, Fire Department

**10 Years**

- Mark Hady, Department of Public Works, Building, Safety, & Zoning Division

**5 Years**

- Charles Schroeder, Park, Recreation, & Forestry Department
- Dakota Lenske, Police Department
- Nathan Zubke, Police Department
- Julie Jacobson, Library

Thank you for everything you give to the City!  
We couldn't do it without you.



**We recognize these retirements**

**January**

- Assistant City Forester, Randy Busler
- Public Health Nurse Susan Wollin



To see current webinar offerings visit:  
[https://etf.wi.gov/events?field\\_event\\_type\\_target\\_id=8351](https://etf.wi.gov/events?field_event_type_target_id=8351)

### WRS Effective Rates and Annuity Adjustments.

### Nutrition and Digestive Health with Cooking Demo

### How to Use ETF Online Retirement Calendar

### Additional Contributions

### Beneficiary Designations

**Managing Stress through the Lifetime**  
 The difference between reacting and responding to stress and learn about stress management.

**Sustainable Health**  
 Identify ways to reduce your carbon footprint through sustainable transportation, food, housing and consumption.

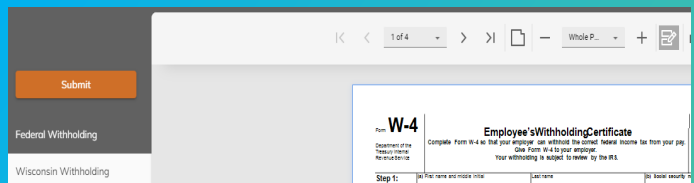
**Explore Well WI Mental Health Resources**  
 Recognizing Mental Health Awareness Month

**Hidden Gems Across the State**  
 Ideas for celebrating national Fitness Day in a state park

**2024 WRS Annual Statement of Benefits**  
 Will be delivered soon to active employees with WRS contributions. Please carefully review your statement and the supporting web resources.

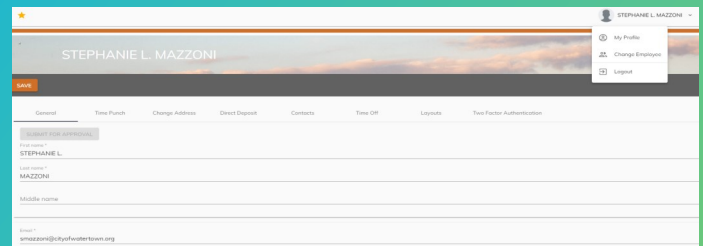
#### -Updating your W4 in miPay-

Please log into miPay and check your exemptions for 2024. There is a calculator that can help at <https://www.irs.gov/individuals/tax-withholding-estimator> . There was some concern from individuals this past year when taxes were done.



#### -Updating your information in miPay-

Please log into miPay, and go to your name in the upper right hand corner. Click on “my profile” and under the general tab you can change your email. You can also change your address and direct deposit information under the corresponding tabs.



#### -Important Payroll Information-

Reminder that in the months with three pay periods (July & December) health, dental, and life insurance are only deducted on the first and third check of the month. WRS, FSA, Deferred Comp, and any other wage attachments are deducted on all three checks.



Hope and optimism are similar but distinct concepts. Both are positively correlated to health and resilience, but while hope is more directly related to personal belief, optimism is more directly connected to expectations.

- **Hope:** Hope typically refers to a feeling often connected to motivation. A hopeful individual is more likely to believe they have the power to reach their goals. Hope is the belief that your future will be better than the present and that you have the ability to make it happen. It involves both optimism and a can-do attitude.
- **Optimism:** Optimism refers to a person's expectations for the future. It is a tendency to look on the more favorable side of events or conditions and to expect the most favorable outcome. When someone is optimistic, they are likely to believe that what they hope for will eventually come to pass.

Although hope and optimism are two different things, one isn't nearly as beneficial without the other. Optimism is a mental attitude that heavily influences physical and mental health, as well as coping with everyday social and working life. Optimism can also promote a sense of well-being during difficult times. Likewise, while hope certainly involves our emotions, hope itself is not an emotion. Hope is a way of thinking or a state of being that is more directly connected to goals and personal motivation. People with higher levels of optimism and hope have been found to be better at withstanding uncertainty and have less fear of the unknown. They cope and adapt better in challenging or stressful times and tend to be more personally resilient.

While many people look forward to the warmer temperatures and the longer days of summer, studies show that extended periods in the heat can cause sluggishness, sleeplessness and dehydration all of which can lead to increased anxiety and aggressive behaviors. The Mental Health First Aid Curriculum identifies 8 areas of well-being and offers the following tips to attend to every aspect of your mental well-being as the weather warms up.

1. **Emotional** – Emotional well-being can be achieved by practicing self-care and coping skills. This summer, that may mean that you work to set healthy boundaries, so you don't over commit or, practice deep breathing and mindfulness exercises.
2. **Environmental** – Safe environments lead to well-being. Therefore, it is important to choose people and places that bring you peace and make you feel safe and happy. Making healthy choices in this area will lessen your stress and anxiety.
3. **Financial** – Having a clear sense of your financial picture both current and future, will give you a sense of how much you can splurge on vacations and other outings. Making a plan to put a little money away will allow you to still have fun, but to do so without added stress.
4. **Intellectual** – Keeping your mind sharp and your children's minds sharp can be easy to do in summer. Taking trips to the zoo or museum, learning a new hobby or working on an outdoor project together can be a fun way to keep your mind engaged and bring the whole family together at the same time.
5. **Occupational** – Occupational well-being can come from one's job, but it can also come from volunteering or giving back in some way. This is another great opportunity to do something together as a family and at the same time do something meaningful for those around you.
6. **Physical** – Exercise benefits both your physical and emotional well-being. It's important to find an exercise that you enjoy and will do on a regular basis. Taking a walk or a bike ride can be relaxing, educational and exercise all at the same time.
7. **Social** – Summer can be a great time to reconnect with friends or to make new ones. Volunteering or participating in neighborhood or community events can be opportunities to help your community and meet others with similar interests.
8. **Spiritual**- Participating in activities that bring meaning and a sense of purpose to your life can bring you spiritual well-being. Practicing gratitude and giving of yourself to those less fortunate are just a couple of ways to experience spiritual well-being.

TO: MEMBERS OF THE COMMON COUNCIL

I would appreciate your consideration of the following appointments:

**Downtown Main Street Reconstruction Task Force**

Ald. Steve Board – serving his second term expiring April 2025

**Board of Review**

Nick Krueger- serving a partial term expiring May 2026 replacing Jason Culotta

Thank you for your consideration.

Sincerely,



Emily McFarland  
Mayor

## PAYROLL SUMMARIES

For the Period of: 4/3/2024 4/16/2024

Section 9, Item A.

Department	Employees		Regular Hours	Overtime Hours	Overtime Costs this Pay Period	Y-T-D Overtime Costs	Overtime Budget	Total Payroll
	FT	PT						
Police	50	3	3,863.79	113.00	5,723.94	48,636.21	114,000.00	140,317.23
Fire	27	1	2,935.00	117.00	4,327.04	26,854.04	150,000.00	77,695.80
Municipal Court	1	1	100.00	-	-	-	-	3,142.13
Mayor	1	-	80.00	-	-	-	-	3,425.85
Bldg. Inspection	3	3	273.50	-	-	-	1,000.00	9,244.68
Attorney	2	1	160.02	-	-	-	-	6,424.42
Finance	6	51	1,306.75	-	-	392.92	1,500.00	24,462.11
Watertown TV	2	2	180.25	-	-	-	-	4,617.93
Administration	3	2	316.00	-	-	-	-	10,238.72
Engineering	4	2	393.50	-	-	-	-	9,419.91
Health	9	2	786.00	-	-	-	10,500.00	26,182.49
Library	8	12	1,023.50	0.75	26.15	8.72	-	24,061.48
Municipal Building	1	-	80.00	-	-	479.34	1,000.00	1,859.20
Solid Waste	6	-	473.00	-	-	423.16	3,000.00	11,967.84
Street	24	1	1,951.00	4.50	-	9,624.41	39,200.00	57,594.73
Park	9	-	720.00	6.50	237.71	1,447.24	18,000.00	18,334.52
Forestry	1	-	80.00	-	-	-	-	2,476.80
Park/Rec Admin	6	1	521.25	-	-	-	400.00	15,179.26
Recreation and Pools	-	12	65.00	-	-	-	500.00	1,070.50
Wastewater	11	-	880.00	10.75	540.19	3,873.95	18,000.00	25,941.39
Water Dept.	11	-	880.00	15.75	632.20	2,591.17	23,500.00	28,273.00
Crossing Guards	-	10	139.00	-	-	-	-	1,563.75
Police Auxiliary	-	6	16.50	-	-	-	-	220.64
Alderspersons (2nd PR)	-	9	9.00	-	-	-	-	4,666.68
<b>TOTALS</b>	<b>185 FT</b>	<b>119 PT</b>	<b>17,233.06</b>	<b>268.25</b>	<b>11,487.23</b>	<b>94,331.16</b>	<b>380,600.00</b>	<b>508,381.06</b>



**ORDINANCE TO  
AMEND SECTION 410-56(A) SMOKING IN PROHIBITED PLACES, OF  
THE CITY OF WATERTOWN GENERAL ORDINANCES**

**SPONSOR: ALD. JONATHAN LAMPE  
FROM: PARKS, RECREATION, AND FORESTRY COMMISSION**

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

SECTION 1. Section 410-56(A), Smoking in Prohibited Places is hereby amended to read and include as follows:

A. Definitions. As used in this section, the following terms shall have the meanings indicated:

**(1) DESIGNATED AREA**

- (a) An area designated by Park, Recreation, & Forestry Commission within each public park where smoking is permitted and which shall meet the following criteria:
  - a. The designated area must be clearly designated and marked with smoking permitted signs.
  - b. The area must be at least 20 feet from any picnic areas, sports fields or improvements used for recreational activity, food vendors, lines for recreational activities in the recreational area, any structure or any heating and air condition intakes or vents.
  - c. The area cannot be capable of being completely enclosed.
  - d. The agreement or special event permit between the City and a private entity permits the designation of a smoking area.

**(2) PERSON IN CHARGE**

- (a) The person, or his or her agent, who ultimately controls, governs or directs the activities aboard a public conveyance or at a location where smoking is prohibited or regulated under this section.

**(3) PROHIBITED PLACE**

- (a) Any place or location in the City of Watertown as described in § 101.123(2)(a), (d) and (e), Wis. Stats.
- (b) Within a City Park, unless within a Designated Area.

**(4) SMOKING**

(a+) "Smoking" includes burning or holding, or inhaling or exhaling smoke from, any of the following items containing tobacco:

- (ia) A lighted cigar.
- (iib) A lighted cigarette.
- (iiie) A lighted pipe.
- (ived) Any other lighted smoking equipment.

(b2) "Smoking" also includes using an electronic smoking device. "Electronic smoking device" means an electronic device that can be used to deliver an inhaled dose of nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. It includes any such device whether manufactured, distributed, marketed or sold as an electronic cigarette, commonly known as e-cigarettes; an electronic cigar; an electronic cigarillo; an electronic pipe; an electronic hookah; vape pen; or any other product name or descriptor.

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 June 1<sup>st</sup> 2024.

DATE:	May 7, 2024		May 21, 2024	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
VACANT				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED \_\_\_ May 21, 2024 \_\_\_\_\_

\_\_\_\_\_

CITY CLERK

APPROVED \_May 21, 2024\_\_\_\_\_

\_\_\_\_\_

MAYOR



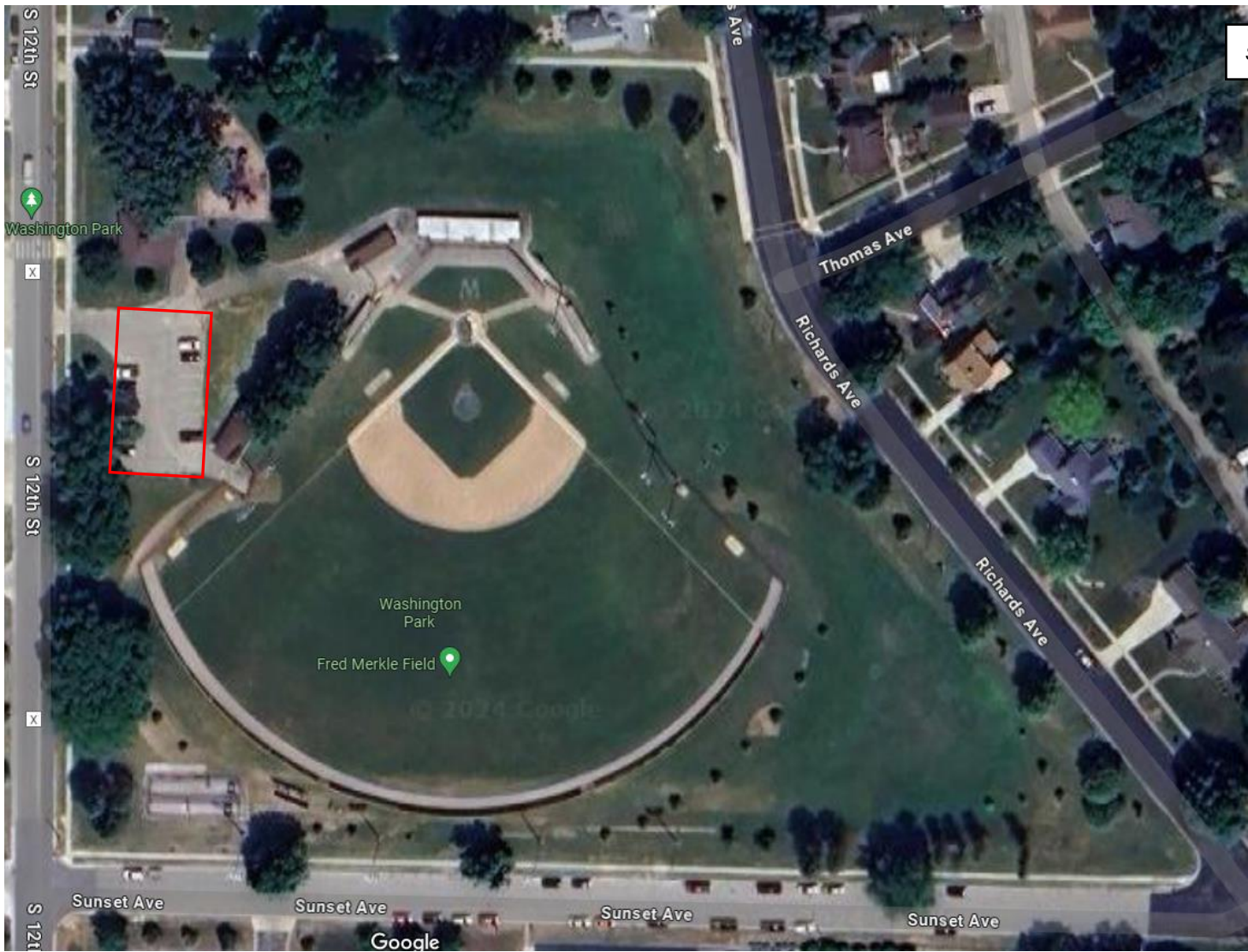
Proposed smoking area

Brandt Quirk Park



Proposed smoking area

Riverside Park – Volleyball



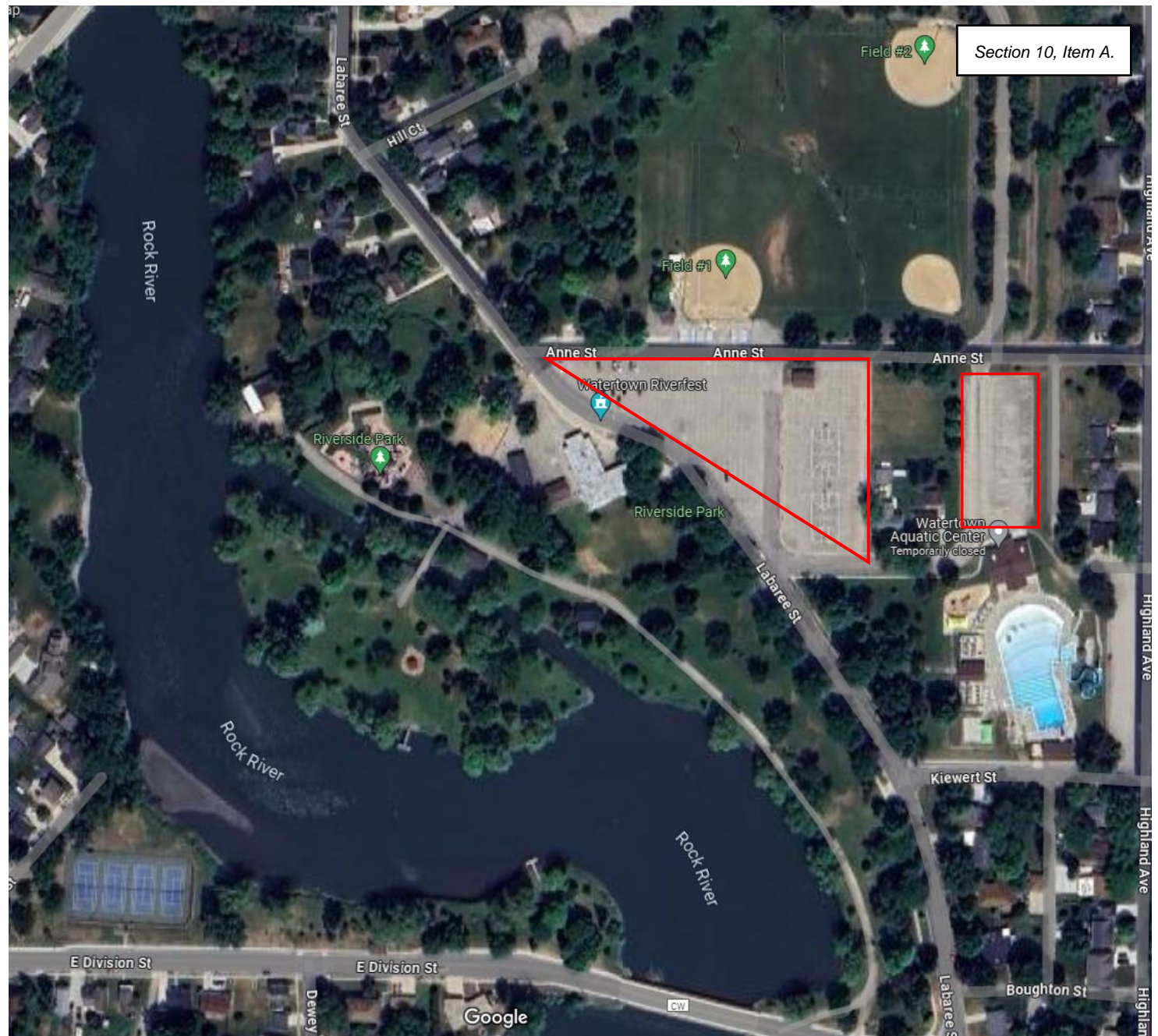
Proposed smoking area

Washington Park



Proposed smoking area

Grinwald Park



Proposed smoking area

Riverside Park – Main and AC

# ORDINANCE TO AMEND SECTION 24-13 OF THE CITY OF WATERTOWN GENERAL ORDINANCES

**SPONSOR: ALDERPERSON WETZEL  
FROM: AIRPORT COMMISSION**

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

SECTION 1. §24-13 shall be amended to read as follows:

**§ 24-13 Membership.**

The Airport Commission shall be comprised of seven members, **consisting of one individual who utilizes the airport or has knowledge of aeronautics regardless of if they are residents of the City**, the remaining six members shall be residents of the City and at least one Alderperson of the City. The appointment of the citizen members shall be on a basis so that no more than one term of the citizen members will expire in any one year.

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:	May 7, 2024		May 21, 2024	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED May 21, 2024

\_\_\_\_\_  
CITY CLERK

APPROVED May 21, 2024

\_\_\_\_\_  
MAYOR



**ORDINANCE TO  
AMEND SECTIONS 428-8(A) DEFINITIONS, 428-8(G) SUBSECTION 3  
OPEN CONTAINER, & 428-8(G) SUBSECTION 7 WRISTBANDS OF THE  
CITY OF WATERTOWN GENERAL ORDINANCES**

**SPONSOR: ALDERPERSON DAN BARTZ  
FROM: BENTZIN FAMILY TOWN SQUARE COMMISSION**

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

SECTION 1. § 428-8(A) is here by amended to read:

- A. Definitions. All terms or phrases for the purposes of this section shall have the meanings provided in Wis. Stats., § 125.02, except as described below:
  - (1) **EVENT LICENSED PREMISES or EVENT LICENSEE**  
A premises identified in the "outdoor open container entertainment event permit" application that has been issued a temporary Class "B"/temporary "Class B" license pursuant to Chapter 220 of the City of Watertown Municipal Code of Ordinances and Ch. 125, Wis. Stats.
  - (2) **OPEN CONTAINER**  
A paper or plastic cup which does not exceed 16 fluid ounces in size, ~~bearing the "outdoor open container entertainment event's" printed name and/or logo,~~ located within the "outdoor open container entertainment event" boundaries.
  - (3) **OUTDOOR OPEN CONTAINER ENTERTAINMENT EVENT**  
A special event in a defined area of the City which, because of adjacent zoning, includes, but is not limited to, any combination of retail shops, galleries, bars, restaurants, entertainment venues and related businesses, located in any public area, including the streets, sidewalks and rights-of-way located within the City of Watertown, where the possession and consumption of "fermented malt beverages" and/or "wine" from an open container is permitted subject to an approved application, the regulations contained within this section and Chapter 125 of the Wisconsin State Statutes.
    - 1. Outdoor open container entertainment events are excluded from § 220-3B(2), Picnic license.

SECTION 2. § 428-8(G)(3) is here by amended to read:

- (3) Open container. No container in which a fermented malt beverage is dispensed and removed from the event licensed premises shall exceed 16 fluid ounces in size. No container in which wine is dispensed and removed from an event licensed premises shall contain more than 6.5 fluid ounces of wine. ~~The container shall bear the outdoor open container entertainment event's printed name and/or logo.~~

~~(a) Nonalcoholic beverage containers shall bear the outdoor open container entertainment event's printed name and/or logo. The nonalcoholic beverage container shall be a different hue (color) than the open container for fermented malt beverages and/or wine.~~

SECTION 3. § 428-8(G)(7) is here by amended to read:

(7) Possession or consumption of alcoholic beverages by an underage person within an outdoor open container entertainment event is prohibited at all times except as otherwise permitted by law. All individuals wishing to possess or consume a fermented malt beverage and/or wine within an outdoor open container event must have a wristband ~~with the outdoor open container entertainment event's printed name and/or logo~~ issued by an authorized event licensee which sold the fermented malt beverage and/or wine to the individual.

SECTION 4. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 5. This ordinance shall take effect and be in force the day after its passage and publication.

DATE:	May 7, 2024		May 21, 2024	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED May 21, 2024


\_\_\_\_\_  
CITY CLERK

APPROVED May 21, 2024

\_\_\_\_\_  
MAYOR

**From:** David Brower <[DBrower@watertownwi.gov](mailto:DBrower@watertownwi.gov)>  
**Sent:** Thursday, January 18, 2024 4:07 PM  
**To:** Stephanie Juhl <[SJuhl@watertownwi.gov](mailto:SJuhl@watertownwi.gov)>  
**Subject:** Re: Meeting request

Does an email suffice?  
If so, I am on board with the recommended changes to 428-8(g) Subsections 3 & 7, to allow for non-  
logoed 16 oz containers and wristbands.  
Thanks,  
Dave

  
Dave Brower  
Police Chief  
Watertown Police Department  
106 Jones St  
Watertown, WI 53094  
920-261-6660 dispatch center  
[dbrower@watertownwi.gov](mailto:dbrower@watertownwi.gov)



MEMO

TO: Public Safety and Welfare  
FROM: Kristine Butteris, Director of Parks, Recreation, & Forestry  
DATE: January 24, 2024  
RE: Amend Section 428-8(A) and (G)(3) & (7) Open Container

Committee Members,

The Parks, Recreation, & Forestry Department has put together an amendment to ordinance 428-8. This amendment will remove the need for logoed 16 oz. containers and logoed wristbands, when serving alcoholic beverages, allowing generic options to these items at a reduced cost. Logoed items are very expensive and removing the strikeout verbiage would help reduce costly expenditures.

This comes to you with a positive recommendation from the Parks, Recreation, & Forestry Commission and Chief Brower, Chief of Police.

We are looking for a recommendation to move to common council.

**RESOLUTION TO  
APPROVE THE NOMINATION OF THE MASONIC TEMPLE (2 EAST  
MAIN STREET) AS A LOCALLY DESIGNATED LANDMARK**

**SPONSOR: MAYOR EMILY McFARLAND  
FROM: HISTORIC PRESERVATION & DOWNTOWN DESIGN  
COMMISSION**

**WHEREAS**, the City of Watertown’s Historic Preservation & Downtown Design Commission has reviewed the Masonic Temple building, located at 2 East Main Street; and,

**WHEREAS**, the City of Watertown’s Historic Preservation & Downtown Design Commission has determined that the historic Masonic Temple building meets the following nomination criteria as defined in Chapter 325, the Historic Preservation Code, of the City of Watertown Municipal Code as a historic site eligible for designation as a Locally Designated Landmark:

- 1. It has character or interest as part of the heritage of the City
- 2. It embodies the distinguishing characteristics of an architectural type of specimen.
- 3. It has a relationship to other distinctive buildings, structures, improvements or areas which are eligible for preservation according to an historic design or motif;

and,

**WHEREAS**, the City of Watertown Common Council unanimously approved the preliminary resolution nominating the Masonic Temple, 2 East Main Street, a locally designated landmark at the March 19, 2024 Common Council meeting; and,

**WHEREAS**, pursuant to Section § 325-6C of the City of Watertown Municipal Code, a public hearing was held before the April 16, 2024, meeting of the City of Watertown Common Council.

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

That the Masonic Temple at 2 East Main Street be considered approved as a Locally Designated Landmark that meets all nomination criteria per the attached documents.

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

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

ADOPTED May 7, 2024

\_\_\_\_\_

CITY CLERK

APPROVED May 7, 2024

\_\_\_\_\_

MAYOR

**INTRODUCTORY RESOLUTION TO  
PRELIMINARY APPROVE THE NOMINATION OF THE MASONIC  
TEMPLE (2 EAST MAIN STREET) AS A LOCALLY DESIGNATED  
LANDMARK**

**SPONSOR: MAYOR EMILY MCFARLAND  
FROM: HISTORIC PRESERVATION & DOWNTOWN DESIGN  
COMMISSION**

**WHEREAS**, the City of Watertown’s Historic Preservation & Downtown Design Commission has reviewed the Masonic Temple building, located at 2 East Main Street; and,

**WHEREAS**, the City of Watertown’s Historic Preservation & Downtown Design Commission has determined that the historic Masonic Temple building meets the following nomination criteria as defined in Chapter 325, the Historic Preservation Code, of the City of Watertown Municipal Code as a historic site eligible for designation as a Locally Designated Landmark:

1. It has character or interest as part of the heritage of the City
2. It embodies the distinguishing characteristics of an architectural type of specimen.
3. It has a relationship to other distinctive buildings, structures, improvements or areas which are eligible for preservation according to an historic design or motif:

and,

**WHEREAS**, pursuant to Section § 325-6C, upon preliminary approval of a nomination by the Common Council, the City Clerk shall schedule a public hearing on the nomination before the Common Council, published notice of which shall be given at least two weeks in advance of the hearing. In addition, the Commission shall provide the City Clerk with a list of names and addresses of all owners of real property located, in whole or in part, in the nominated historic site or historic district and, in the case of a nominated historic district, all owners of real property located, in whole or in part, within 200 feet of the nominated historic district. A letter shall be mailed to each individual or party listed, informing them of the nomination and date of the public hearing. A copy of the nominating resolution, including all appendages and attachments, shall be maintained in the office of the City Clerk for inspection by the general public.

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

That the Masonic Temple at 2 East Main Street be considered preliminary approved as a Locally Designated Landmark that meets all nomination criteria per the attached documents.

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

That the City Clerk shall set a public hearing and meet the requirements prescribed in Section § 325-6(c) of the City of Watertown Municipal Code.

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

	YES	NO
DAVIS	✓	
LAMPE	✓	
BOARD	Absent	
BARTZ	Absent	
BLANKE	✓	
SMITH (1)	✓	
SCHMID	✓	
WETZEL	✓	
MOLDENHAUER (2)	✓	
MAYOR MCFARLAND	—	
TOTAL	7	0

ADOPTED March 19, 2024

*Meghan Durr*  
CITY CLERK

APPROVED March 19, 2024

*Jm*  
MAYOR



City of Watertown Historic Preservation  
& Downtown Design Commission  
Meeting Minutes  
June 21, 2023

Members present: Melissa Lampe, Mike Trego, Jill Nadeau, Barry Ashenfelter, Jacob Maas and Tim Little. Members not present: Steven Board

1. Call to Order.

Vice-Chair Ashenfelter called the meeting to order at 6 p.m.

2. Review and approve minutes from May 24, 2023 meeting.

Motion by Nadeau, second by Little, to approve as presented. Motion carried.

3. BUSINESS:

A. Discuss and approve as appropriate signage – 112 N. Third St.

No action taken as signage would be applied to interior glass storefront.

B. Review and approve as appropriate proposed seating platform at 200 W. Main St.

Motion by Nadeau, second by Little, to issue a Certificate of Appropriateness for the project as presented. Motion carried.

C. Discussion regarding update of citywide intensive survey of Historic Properties

The commission is planning to apply for a Certified Local Government grant this fall to hire a consultant to update the 1987 intensive survey of historic properties in the city. The grant is administered through the Wisconsin Historical Society and there is a clearly defined process to follow. Little volunteered to be the point-person for the project and will work with Lampe to begin the application process.

D. Review draft of local landmark designation for 2 E. Main St.

Lampe presented the resolution for the nomination of this property. Motion by Ashenfelter, second by Nadeau to approve draft and forward to Mayor McFarland for City Council review and approval. Motion carried.

E. Election of Officers

With Board's appointment to the City Council, the commission held an election to select a new chairperson and vice-chairperson. Motion by Lampe, second by Little, to elect Maas as commission chair. Motion carried. Motion by Ashenfelter, second by Lampe, to elect Nadeau as vice-chair. Motion carried.

4. Adjournment

Motion by Trego, second by Maas to adjourn. Motion carried.

Respectfully submitted,  
Melissa Lampe  
Commission Secretary

City of Watertown Historic Preservation  
& Downtown Design Commission  
Meeting Minutes  
April 26, 2023

Members present: Steven Board, Melissa Lampe, Barry Ashenfelter, Mike Trego, Jill Nadeau, and Tim Little. Members not present: Jacob Maas. Also present: April Chandler and Charity Chandler.

1. Call to Order.  
Chairperson Board called the meeting to order at 6 p.m.
2. Review and approve minutes from March 15, 2023 meeting.  
Motion by Trego, second by Ashenfelter, to approve as presented. Motion carried.
3. Election of officers for 2023 – Chair, Vice-Chair, and Recording Secretary  
Board called for nominations for Chair, Vice-Chair, and Recording Secretary. Motion by Trego, second by Ashenfelter to elect Board as Chair - motion carried. Motion by Lampe, second by Trego, to elect Ashenfelter as Vice-Chair - motion carried. Motion by Trego, second by Little, to elect Lampe as Recording Secretary - motion carried.
4. Conduct design review of 2023 Façade Grant Projects and make recommendations.  
Lampe presented the façade and sign grant projects for 2023. She explained that while a sub-committee of the Main Street Program would make funding determinations for each project, the commission’s role is to ensure the work proposed meets current design standards.

Far Horizons Imports, 413 E. Main St.  
Installation of new storefront awning. Motion by Nadeau, second by Trego, to approve as presented.

Tri-Star Co., 222 W. Main St.  
Installation of three new commercial storefront doors. Motion by Trego, second by Ashenfelter, to approve as presented. Motion carried.

Ernest Inn, 11 E. Main St.  
Tuck-pointing of second-story brick façade. Motion by Nadeau, second by Little, to approve as presented. Motion carried.

Pine Hill Farm, 200 W. Main St.  
Creation and installation of new mural to hang on N. Water Street side of building. Mural will depict the Octagon House and America’s First Kindergarten with children playing. Motion by Nadeau, second by Ashenfelter, to approve the mural in concept. Motion carried.

American Family Insurance, 114 W. Main St.  
Installation of new storefront. Motion by Trego, second by Little, to approve as presented. Motion carried.

Deerfield Properties, 118 N. Water St.  
Installation of two historically accurate replacement windows facing O’Connell Street. One window opening will be reduced and filled in with brick to match opening on other side of entranceway. Motion by Little, second by Trego, to approve as presented. Motion carried.

Chandler House Bakery, 411 E. Main St.  
Creation/installation of new exterior projecting sign. Motion by Nadeau, second by Trego, to approve as presented. Motion carried.

Pine Hill Farm, 200 W. Main St.

## **Proposal to Designate the Masonic Temple/Former Fischer’s Department Store Building, 2 E. Main St. as an Individually Listed Local Landmark**

June 20, 2023

Dear Mayor McFarland and the Common Council,

The Watertown Historic Preservation & Downtown Design Commission is requesting that the historic Masonic Temple/Fischer’s Department Store building, 2 E. Main St., be designated as an individually listed Local Landmark through Chapter 325-4 of the Municipal Code. The Commission voted unanimously on April 26 to move forward with the nomination and to send the request to the Mayor and Common Council for approval.

As you are aware, the Main Street Commercial Historic District was established as a Local Landmark district via a resolution adopted Nov. 15, 1988. In addition, the Main Street Commercial Historic District is listed in both the State of Wisconsin Register of Historic Places and the National Register of Historic Places. The local landmark designation provides protection to properties within this district. Any changes proposed to properties within this district that would alter the appearance and character of a building facade (aside from basic paint and awning selections), require approval from the Historic Preservation & Downtown Design Commission.

Bill Lindborg is the owner of 2 E. Main St. He has requested the commission designate the Masonic Temple/Fischer’s Department Store building as a locally designated landmark “on its own merits” as it did for the Schempf Building (207-209 E. Main St.) in 2014. While all properties downtown are locally landmarked as part of a district by ordinance, this request is to apply a higher level of distinction to this particular property. For a property to qualify as a local landmark, it must meet at least two of six criteria as outlined in the ordinance. Based on the ordinance language for local landmark designation, the Masonic Temple/Fischer’s Department Store building qualifies for individual listing under criterion:

- A. It has character or interest as part of the heritage of the city.
- D. It embodies distinguishing characteristics of an architectural type or specimen.
- F. It has a relationship to other distinctive buildings, structures, improvements or areas which are eligible for preservation according to a historic design or motif.

The Masonic Temple/Fischer’s Department Store building was constructed in 1906 in the Romanesque Revival style. It was designed by H.C. Koch and Sons. With the exception of alterations to the first-floor storefront, the exterior of the building has remained relatively unchanged since its construction. This building has been home to a fraternal order of Masons and multiple retail and office uses throughout the years. The building is most commonly known as the former Fischer’s Department Store. Today the building is home to the Blue Butterfly Thrift Store.

It is at the request of Lindborg and the commission that the official designation read: The Masonic Temple/Fischer’s Department Store Building. Thank you for your consideration of this request.

Sincerely,

Melissa Lampe  
Secretary

Watertown Historic Preservation & Downtown Design Commission

City of Watertown Historic Preservation  
& Downtown Design Commission  
Meeting Minutes  
June 21, 2023

Members present: Melissa Lampe, Mike Trego, Jill Nadeau, Barry Ashenfelter, Jacob Maas and Tim Little. Members not present: Steven Board

1. Call to Order.  
Vice-Chair Ashenfelter called the meeting to order at 6 p.m.
2. Review and approve minutes from May 24, 2023 meeting.  
Motion by Nadeau, second by Little, to approve as presented. Motion carried.
3. BUSINESS:
  - A. Discuss and approve as appropriate signage – 112 N. Third St.  
No action taken as signage would be applied to interior glass storefront.
  - B. Review and approve as appropriate proposed seating platform at 200 W. Main St.  
Motion by Nadeau, second by Little, to issue a Certificate of Appropriateness for the project as presented. Motion carried.
  - C. Discussion regarding update of citywide intensive survey of Historic Properties  
The commission is planning to apply for a Certified Local Government grant this fall to hire a consultant to update the 1987 intensive survey of historic properties in the city. The grant is administered through the Wisconsin Historical Society and there is a clearly defined process to follow. Little volunteered to be the point-person for the project and will work with Lampe to begin the application process.
  - D. Review draft of local landmark designation for 2 E. Main St.  
Lampe presented the resolution for the nomination of this property. Motion by Ashenfelter, second by Nadeau to approve draft and forward to Mayor McFarland for City Council review and approval. Motion carried.
  - E. Election of Officers  
With Board’s appointment to the City Council, the commission held an election to select a new chairperson and vice-chairperson. Motion by Lampe, second by Little, to elect Maas as commission chair. Motion carried. Motion by Ashenfelter, second by Lampe, to elect Nadeau as vice-chair. Motion carried.
4. Adjournment  
Motion by Trego, second by Maas to adjourn. Motion carried.

Respectfully submitted,  
Melissa Lampe  
Commission Secretary

City of Watertown Historic Preservation  
& Downtown Design Commission  
Meeting Minutes  
April 26, 2023

Members present: Steven Board, Melissa Lampe, Barry Ashenfelter, Mike Trego, Jill Nadeau, and Tim Little. Members not present: Jacob Maas. Also present: April Chandler and Charity Chandler.

1. Call to Order.  
Chairperson Board called the meeting to order at 6 p.m.
2. Review and approve minutes from March 15, 2023 meeting.  
Motion by Trego, second by Ashenfelter, to approve as presented. Motion carried.
3. Election of officers for 2023 – Chair, Vice-Chair, and Recording Secretary  
Board called for nominations for Chair, Vice-Chair, and Recording Secretary. Motion by Trego, second by Ashenfelter to elect Board as Chair - motion carried. Motion by Lampe, second by Trego, to elect Ashenfelter as Vice-Chair - motion carried. Motion by Trego, second by Little, to elect Lampe as Recording Secretary - motion carried.
4. Conduct design review of 2023 Façade Grant Projects and make recommendations.  
Lampe presented the façade and sign grant projects for 2023. She explained that while a sub-committee of the Main Street Program would make funding determinations for each project, the commission’s role is to ensure the work proposed meets current design standards.

Far Horizons Imports, 413 E. Main St.  
Installation of new storefront awning. Motion by Nadeau, second by Trego, to approve as presented.

Tri-Star Co., 222 W. Main St.  
Installation of three new commercial storefront doors. Motion by Trego, second by Ashenfelter, to approve as presented. Motion carried.

Ernest Inn, 11 E. Main St.  
Tuck-pointing of second-story brick façade. Motion by Nadeau, second by Little, to approve as presented. Motion carried.

Pine Hill Farm, 200 W. Main St.  
Creation and installation of new mural to hang on N. Water Street side of building. Mural will depict the Octagon House and America’s First Kindergarten with children playing. Motion by Nadeau, second by Ashenfelter, to approve the mural in concept. Motion carried.

American Family Insurance, 114 W. Main St.  
Installation of new storefront. Motion by Trego, second by Little, to approve as presented. Motion carried.

Deerfield Properties, 118 N. Water St.  
Installation of two historically accurate replacement windows facing O’Connell Street. One window opening will be reduced and filled in with brick to match opening on other side of entranceway. Motion by Little, second by Trego, to approve as presented. Motion carried.

Chandler House Bakery, 411 E. Main St.  
Creation/installation of new exterior projecting sign. Motion by Nadeau, second by Trego, to approve as presented. Motion carried.

Pine Hill Farm, 200 W. Main St.

Installation of new sign for The Wellness Spa with entrance along N. Water Street. Motion Nadeau, second by Trego, to approve as presented while noting the lettering proposed may be difficult to read from a distance. Motion carried.

- 5. Discuss creation of local landmark designation for the Masonic Temple building, 2. E. Main St. Lampe shared that building owner Bill Lindborg has requested the commission designate the Masonic Temple building as a locally designated landmark “on its own merits” as it did for the Schempf Building several years ago. While all properties downtown are locally landmarked as part of a district by ordinance, this request is to apply a high level of distinction to this particular property. Based on the ordinance language for local landmark designation, the Masonic Temple building would qualify for individual listing. Lampe said she would prepare the nomination paperwork.
- 6. Discuss and review the design for commercial building historical markers. The commission reviewed the design and color options for the proposed historical markers. Motion by Ashenfelter, second by Trego, to approve as presented with the recommendation to move forward with the background color in back or navy blue. Motion carried.
- 7. Adjournment  
Motion by Ashenfelter to adjourn, second by Nadeau. Motion carried.

Respectfully submitted,  
Melissa Lampe  
Commission Secretary

## **Proposal to Designate the Masonic Temple/Former Fischer’s Department Store Building, 2 E. Main St. as an Individually Listed Local Landmark**

June 20, 2023

Dear Mayor McFarland and the Common Council,

The Watertown Historic Preservation & Downtown Design Commission is requesting that the historic Masonic Temple/Fischer’s Department Store building, 2 E. Main St., be designated as an individually listed Local Landmark through Chapter 325-4 of the Municipal Code. The Commission voted unanimously on April 26 to move forward with the nomination and to send the request to the Mayor and Common Council for approval.

As you are aware, the Main Street Commercial Historic District was established as a Local Landmark district via a resolution adopted Nov. 15, 1988. In addition, the Main Street Commercial Historic District is listed in both the State of Wisconsin Register of Historic Places and the National Register of Historic Places. The local landmark designation provides protection to properties within this district. Any changes proposed to properties within this district that would alter the appearance and character of a building facade (aside from basic paint and awning selections), require approval from the Historic Preservation & Downtown Design Commission.

Bill Lindborg is the owner of 2 E. Main St. He has requested the commission designate the Masonic Temple/Fischer’s Department Store building as a locally designated landmark “on its own merits” as it did for the Schempf Building (207-209 E. Main St.) in 2014. While all properties downtown are locally landmarked as part of a district by ordinance, this request is to apply a higher level of distinction to this particular property. For a property to qualify as a local landmark, it must meet at least two of six criteria as outlined in the ordinance. Based on the ordinance language for local landmark designation, the Masonic Temple/Fischer’s Department Store building qualifies for individual listing under criterion:

- A. It has character or interest as part of the heritage of the city.
- D. It embodies distinguishing characteristics of an architectural type or specimen.
- F. It has a relationship to other distinctive buildings, structures, improvements or areas which are eligible for preservation according to a historic design or motif.

The Masonic Temple/Fischer’s Department Store building was constructed in 1906 in the Romanesque Revival style. It was designed by H.C. Koch and Sons. With the exception of alterations to the first-floor storefront, the exterior of the building has remained relatively unchanged since its construction. This building has been home to a fraternal order of Masons and multiple retail and office uses throughout the years. The building is most commonly known as the former Fischer’s Department Store. Today the building is home to the Blue Butterfly Thrift Store.

It is at the request of Lindborg and the commission that the official designation read: The Masonic Temple/Fischer’s Department Store Building. Thank you for your consideration of this request.

Sincerely,

Melissa Lampe  
Secretary

Watertown Historic Preservation & Downtown Design Commission

**§ 325-4. Nomination of historic sites and districts.**

- A. Historic sites. The Commission may nominate any property within the City of particular historic significance for designation as a historic site by the Common Council.
- B. Historic districts. The Commission may nominate certain geographic areas within the City which are distinct in their historic significance for designation as a historic district by the Common Council.



**§ 325-5. Nomination criteria.**

A historic site or historic district nomination may be given for any site, building, improvement, structure or geographic area of particular historic significance for which two or more of the following concerns can be substantiated:

- A. It has character or interest as part of the heritage of the City.
- B. It is a site of a significant historical event.
- C. It can be identified with a person or persons who significantly contributed to the culture and heritage of the City.
- D. It embodies distinguishing characteristics of an architectural type or specimen.
- E. It can be identified as the work of an architect or master builder whose individual work has influenced the development of the City.
- F. It has a relationship to other distinctive buildings, structures, improvements or areas which are eligible for preservation according to a historic design or motif.

**§ 325-6. Nomination and designation procedures.**

- A. Form of nomination. Each historic site or historic district nomination shall be forwarded to the Common Council through the office of the City Clerk in the form of an introductory resolution, which shall include: **[Amended 7-5-2022 by Ord. No. 22-63 ]**
- (1) An analysis of the historic significance;
  - (2) A statement of the specific nomination criteria met;
  - (3) A statement of preservation objectives; and
  - (4) Preservation guidelines and requirements for alteration, restoration and rehabilitation efforts unique to the nominated historic site or historic district which are in addition to those set forth in this chapter. Owner-imposed guidelines and requirements which are consistent with the purpose and policy of this chapter may also be incorporated.
- B. Initial Council action. Within 30 days of receipt of the nomination by the City Clerk, the Common Council shall, by motion, deny the nomination; refer the nomination back to the Commission or to any other appropriate City department, committee or commission for further deliberation; or give preliminary approval of the nomination. **[Amended 7-5-2022 by Ord. No. 22-63 ]**
- C. Public hearing. In the event of a preliminary approval of a nomination by the Common Council, the City Clerk shall schedule a public hearing on the nomination before the Common Council, published notice of which shall be given at least two weeks in advance of the hearing. In addition, the Commission shall provide the City Clerk with a list of names and addresses of all owners of real property located, in whole or in part, in the nominated historic site or historic district and, in the case of a nominated historic district, all owners of real property located, in whole or in part, within 200 feet of the nominated historic district. A letter shall be mailed to each individual or party listed, informing them of the nomination and date of the public hearing. A copy of the nominating resolution, including all appendages and attachments, shall be maintained in the office of the City Clerk for inspection by the general public. **[Amended 7-5-2022 by Ord. No. 22-63 ]**
- D. Designation. Subsequent to the public hearing and upon the further recommendation of the Commission, the Common Council shall either affirm or deny the nomination by passage or rejection of the nominating resolution. Passage shall be by a two-thirds vote of the whole Council. In the event of passage, the nominated site, building, improvement, structure or geographic area shall be officially designated as a historic site or historic district within the City, in accordance with and subject to the terms and provisions of the nominating resolution and this chapter, said designation to be effective as of the date of passage of the nominating resolution.
- E. Repeal of designation. Any action to repeal or amend any prior historic site or historic district designation may be commenced only if the subject property has lost the historic or architectural features for which it was originally listed and shall be subject to the public hearing and notification requirements of Subsection C above and shall require a two-thirds vote of the whole Common Council. **[Amended by Ord. No. 08-04 ]**

**RESOLUTION TO  
ADOPT A RIGHT-OF-WAY DEDICATION FOR  
672 JOHNSON STREET (PIN 291-0815-0544-004)**

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

**WHEREAS,** The Watertown Collective presented a Certified Survey Map for 672 Johnson Street, Parcel PIN: 291-0815-0544-004 (hereafter the “associated CSM”, attached hereto as Exhibit “A”) to the City of Watertown Plan Commission as prepared by Michael J. Berry, a registered land surveyor; and,

**WHEREAS,** the City of Watertown Plan Commission met on April 22, 2024 and did review and determine the associated CSM met the requirements of Chapter 545: Subdivision Regulations, Chapter 550: Zoning Code, and the City of Watertown Comprehensive Plan; and,

**WHEREAS,** at this same meeting, the City of Watertown Plan Commission approved said associated CSM and the following dedication: 21,524 Sq. Ft. Dedicated to the Public for Road Purposes (Johnson Street); and,

**WHEREAS,** a majority of the full City of Watertown Common Council find the associated CSM right-of-way dedication to be in the public interest.

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

The City of Watertown Common Council hereby accepts the dedication of the right-of-way to include 21,524 Sq. Ft. Dedicated to the Public for Road Purposes (Johnson Street) as shown on Exhibit A.

**BE IT FURTHER RESOLVED:**

The property owner or the property owner’s agent shall file one copy of the recorded associated CSM with the City of Watertown’s Building, Safety, & Zoning Department within thirty (30) days of recording at the County Register of Deeds.

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

ADOPTED May 7, 2024

\_\_\_\_\_

CITY CLERK

APPROVED May 7, 2024

\_\_\_\_\_

MAYOR

EXHIBIT A

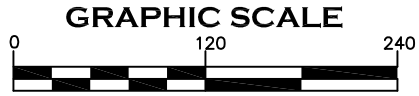
# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

PART OF OUTLOT 25 AND OUTLOT 27 OF THE TWELFTH WARD, BEING PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 5, TOWNSHIP 8 NORTH, RANGE 15 EAST, IN THE CITY OF WATERTOWN, JEFFERSON COUNTY, WISCONSIN

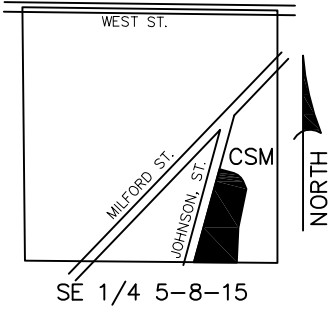


**CAPITOL SURVEY ENTERPRISES**  
2015 LA CHANDELLE CT.  
BROOKFIELD, WI 53045  
PH: (262) 786-6600  
FAX: (262) 786-6608  
WWW.CAPITOLSURVEY.COM

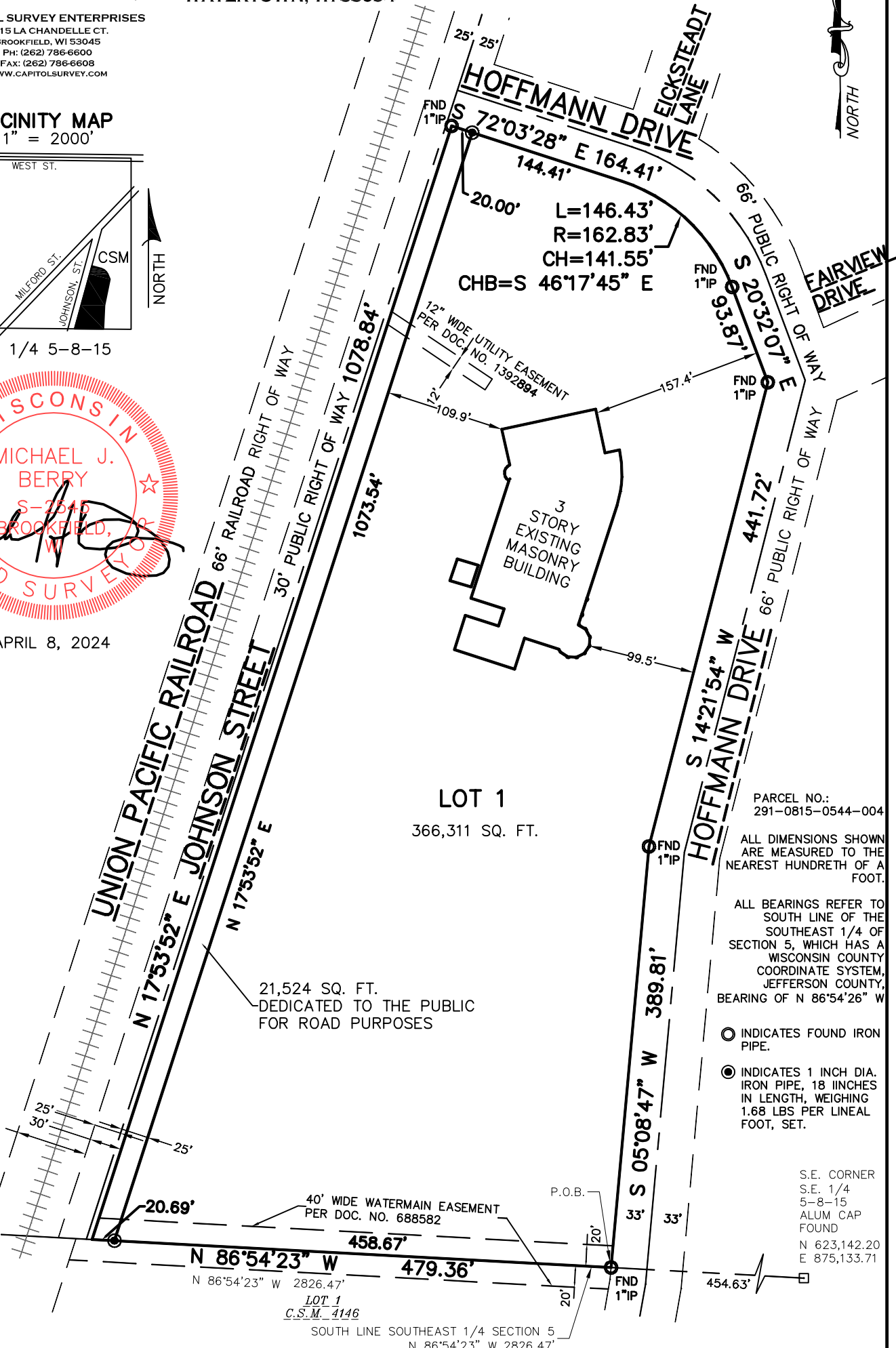
PREPARED FOR:  
**WATERTOWN COLLECTIVE, LLC**  
672 JOHNSON ST., STE 300  
WATERTOWN, WI 53094



**VICINITY MAP**  
1" = 2000'



APRIL 8, 2024



**LOT 1**  
366,311 SQ. FT.

PARCEL NO.:  
291-0815-0544-004

ALL DIMENSIONS SHOWN  
ARE MEASURED TO THE  
NEAREST HUNDRETH OF A  
FOOT.

ALL BEARINGS REFER TO  
SOUTH LINE OF THE  
SOUTHEAST 1/4 OF  
SECTION 5, WHICH HAS A  
WISCONSIN COUNTY  
COORDINATE SYSTEM,  
JEFFERSON COUNTY,  
BEARING OF N 86°54'26" W

○ INDICATES FOUND IRON  
PIPE.

● INDICATES 1 INCH DIA.  
IRON PIPE, 18 INCHES  
IN LENGTH, WEIGHING  
1.68 LBS PER LINEAL  
FOOT, SET.

S.E. CORNER  
S.E. 1/4  
5-8-15  
ALUM CAP  
FOUND  
N 623,142.20  
E 875,133.71

S.W. CORNER  
S.E. 1/4  
5-8-15  
ALUM CAP  
FOUND  
N 623,294.74  
E 872,311.36

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

PART OF OUTLOT 25 AND OUTLOT 27 OF THE TWELFTH WARD, BEING PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 5, TOWNSHIP 8 NORTH, RANGE 15 EAST, IN THE CITY OF WATERTOWN, JEFFERSON COUNTY, WISCONSIN

## SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN)  
WAUKESHA COUNTY) SS

I, MICHAEL J BERRY, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY:

THAT I HAVE SURVEYED, DIVIDED AND MAPPED A REDIVISION OF PART OF OUTLOT 25 AND OUTLOT 27 OF THE TWELFTH WARD, BEING PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 5, TOWNSHIP 8 NORTH, RANGE 15 EAST, IN THE CITY OF WATERTOWN, JEFFERSON COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF THE SOUTHEAST 1/4 OF SECTION 5, THENCE N 86°54'23" W ALONG THE SOUTH LINE OF SAID 1/4 SECTION 454.63 FEET TO THE POINT OF BEGINNING OF LANDS TO BE DESCRIBED; THENCE CONTINUING N 86°54'23" W 479.36 FEET TO A POINT ON THE EASTERLY LINE OF JOHNSON STREET; THENCE N 17°53'52" E ALONG SAID EASTERLY LINE 1078.84 FEET TO A POINT OF INTERSECTION WITH THE SOUTHERLY LINE OF HOFMANN DRIVE; THENCE S 72°03'28" E ALONG SAID SOUTH LINE 164.41 FEET; THENCE SOUTHEASTERLY 146.43 FEET ALONG A CURVE TO THE RIGHT, WHOSE CENTER LIES TO THE SOUTHWEST, WHOSE RADIUS IS 162.83 FEET AND WHOSE CHORD BEARS S 46°17'45" E 141.55 FEET; THENCE S 20°32'07" E 93.87 FEET TO A POINT NOW ON THE WESTERLY LINE OF SAID DRIVE; THENCE S 14°21'54" W ALONG SAID WESTERLY LINE 441072 FEET; THENCE S 05°08'47" W 389.81 FEET TO THE POINT OF BEGINNING.

CONTAINING: 366,311 SQAURE FEET OR 8.4093 ACRES.

THAT I HAVE MADE SUCH SURVEY, LAND DIVISION AND MAP BY THE DIRECTION OF WATERTOWN COLLECTIVE LLC, OWNERS OF SAID LAND.

THAT SUCH MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF MADE.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE STATUTES OF THE STATE OF WISCONSIN, THE ORDINANCES OF THE CITY OF WATERTOWN, AND THE ORDINANCES OF JEFFERSON COUNTY IN SURVEYING, DIVIDING, AND MAPPING THE SAME.

DATED THIS 8TH DAY OF APRIL, 2024.

  
\_\_\_\_\_  
PROFESSIONAL LAND SURVEYOR,  
S-2545  
STATE OF WISCONSIN



APRIL 8, 2024



### 3.0 PURCHASING PROCESS REQUIREMENTS

The process for making purchases varies depending on the total cost of the purchase. The intentional staggering of purchases as well as dividing purchases and/or contracts to consciously evade this policy is strictly prohibited. Any employee found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

<b>Purchase Cost</b>	<b>Authority Required</b>	<b>Purchasing Process</b>	<b>Competitive Requirement</b>
Less than \$2,000	Department Head or Designee	Department Approval	Periodic Quotes or 2 Informal Quotes
Over \$2,000 and less than \$10,000	Department Head or Designee	Department Approval	3 Informal Quotes
Over \$10,000 and less than \$50,000	Finance Director	Purchase Requisition	3 Formal Quotes
Public Construction Over \$25,000	Public Works Commission	Memo	Formal Bid Process
\$50,000 and more	Finance Committee	Committee Presentation and Contract or Purchase Requisition	3 Formal Quotes or Formal Bid Process
All contracts greater than \$50,000	Common Council	Recommendation from Public Works Comm or Finance Committee	

#### 3.1 PURCHASES LESS THAN \$2,000

Purchases under \$2,000 may be made with the approval of City Department Heads or their designees. When possible, at least two informal price quotations must be obtained prior to making the purchase. Quotations are not required for items purchased from a vendor that has offered the best price and quality on a category of items based on periodic bids/proposals solicited by the City at least biennially.

#### 3.2 PURCHASES OF AT LEAST \$2,000 AND LESS THAN \$10,000

Purchases of at least \$2,000 and less than \$10,000 may be made with the approval of City Department Heads or their designees. Department staff are responsible for obtaining and documenting at least three informal price quotations for the proposed purchase. This information is provided to the Department Head. The Department Head reviews the request to determine compliance with the budget and purchasing policy. If the selected vendor does not offer the lowest price, the request should include an explanation of why another vendor is recommended.



**Capital Outlay:** non-recurring purchases in General Fund [01] that aren't part of ongoing regular expenses (e.g. laptop, furnishings, facilities repair).

Equipment, supplies, or repairs more than \$5,000 per item/event will be considered a potential capital asset and should be budgeted as part of a departments' Capital Outlay budget (account ending in -60).

**Capital Improvement:** additions, improvements, modifications, or renovations of a property that increases its value or prolongs its useful life; buildings, equipment, machinery, vehicles.

Assets with an acquisition cost of at least \$20,000 and an expected useful life of at least five years are typically acquired through the Capital Borrow Fund [05].

### **3.3 PURCHASES OF AT LEAST \$10,000 AND UNDER \$50,000**

Purchases of at least \$10,000 and less than \$50,000 require the prior approval of the Finance Director or his or her designee. The Finance Director may also require that the purchase go through a Request for Proposal (RFP) process or a formal bid process.

Department Heads or their designees are responsible for obtaining and documenting at least three formal (written) price quotations for the proposed purchase. This information is provided to the Finance Director along with a Purchase Requisition that should include the vendor selected, a description of the item, and the account number where it was budgeted. If the selected vendor does not offer the lowest price, the request should include an explanation of why another vendor was chosen.

The Finance Director reviews the request to determine compliance with the City's budget and purchasing policy. If approved, the Finance Department will issue a purchase order to the department. This purchase order should be used when making the purchase and the purchase order number must be entered into miViewPoint when it is submitted for payment.

### **3.4 PUBLIC CONSTRUCTION PROJECTS OF \$25,000 AND OVER**

Public construction projects with an estimated cost between \$5,000 and \$25,000 require a class 1 notice prior to execution of the contract.

Public construction projects with an estimated cost greater than \$25,000 require approval of the Public Works Commission and must be let by contract to the lowest responsible bidder as required in Wisconsin State Statute 62.15(1). Also, per statute 62.15, the Common Council may by a three-fourths vote provide by ordinance that any class of public construction project may be done directly by the City without submitting the project for bids.

The Mayor may waive the bid or RFP requirement for professional services if he or she determines that it is in the City's best interest. The justification for waiving the bid or RFP process should be presented to the Public Works Commission prior to their action to approve or deny the purchase.

Department Heads or their designees are responsible for conducting the public bid (prepare bid package, provide public notice and advertisement, conduct public bid opening, prepare bid tabulation report) or RFP process and providing the results to the Public Works Commission. If a contract is required, the department will work with the City Attorney to draft a contract for signature by the Mayor. The Finance Director will review the information to ensure compliance with the City's budget and purchasing policy. **The Public Works Commission will forward any recommended contracts totaling \$50,000 or more to Council for approval.**

### **3.5 PURCHASES OF \$50,000 AND OVER**

All purchases of materials, equipment, and services more than \$50,000 require the approval of the Finance Committee prior to completing the purchase or signing the contract. The City requires an RFP or bid process for purchases of this size.

The Mayor may waive the RFP or bid requirement for professional services if he or she determines that it is in the City's best interest. The justification for waiving the bid or RFP process should be presented to the Finance Committee prior to their action to approve or deny the purchase.

Department Heads or their designees are responsible for conducting the public bid (prepare bid package, provide public notice and advertisement, conduct public bid opening, prepare bid tabulation report) or RFP process and providing the results to the appropriate standing committee. The department is required to prepare a memo listing the proposals received, which vendor is recommended and why, the budgeted amount for the item and any additional costs that may be incurred. If the selected vendor does not offer the lowest price, the request should include an explanation of why another vendor was chosen.

With a positive recommendation from the standing committee, the Department Head will place the item on an upcoming Finance Committee agenda and prepare a Purchase Requisition that includes the vendor selected, a description of the item, and the account number where it was budgeted. The Finance Director will review the information to ensure compliance with the City's budget and purchasing policy. If approved by the Finance Committee, the Finance Department will issue a purchase order to the department. This purchase order should be used when making the purchase and the purchase order number must be entered into miViewPoint when it is submitted for payment.

If a contract is required, the department will work with the City Attorney to draft a contract (see Section 7) for signature by the Mayor. **The Finance Committee will forward any recommended contracts totaling \$50,000 or more to Council for approval.**

## **4.0 PURCHASE CHARGES AND METHODS**

### **4.1 SHIPPING AND FREIGHT CHARGES**

It is the policy of the City to avoid paying shipping charges whenever possible. If the City is to pay shipping charges, it must be billed at the time of invoicing. Department Heads, when obtaining price quotations, should inquire into applicable freight charges. Any charges to be paid by the City will be regarded as part of the price quotation when selecting the successful bidder. Unless otherwise stated in the "notice of call for bids", all formal bid proposals shall include freight and delivery charges, if any.

**RESOLUTION TO  
UPDATE PURCHASING POLICY**

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

**WHEREAS**, the City’s purchasing policy was revised in February 2024; and,

**WHEREAS**, members of the Finance Committee asked for a review of a section of the revised policy.

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

That the attached purchasing process requirements (Sections 3.0, 3.4, 3.5) are hereby amended effective May 8.

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

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

ADOPTED May 7, 2024

\_\_\_\_\_  
CITY CLERK

APPROVED May 7, 2024

\_\_\_\_\_  
MAYOR