



COMMON COUNCIL MEETING AGENDA

TUESDAY, JUNE 02, 2026 AT 7:00 PM

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

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 May 19, 2026

5. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Members of the public who wish to address the Council shall register their request in writing with the City Clerk prior to speaking. Speakers shall be permitted up to three minutes for their comments.

6. REPORTS

A. Transit Commission minutes from March 23, 2026

B. Plan Commission minutes from May 11, 2026

C. Board of Health minutes from May 12, 2026

D. RDA minutes from May 20, 2026

E. Public Works minutes from May 26, 2026

7. COMMUNICATION & RECOMMENDATIONS

A. Health Department 2025 Annual Report

B. Fire Department Monthly Report - April

C. Greater Watertown Community Health Foundations Presentation on Childcare ARPA Funds

8. MISCELLANEOUS BUSINESS

A. Payroll Summary - April 29 through May 12, 2026

9. LICENSES

A. Review and take action: application for a Temporary Class "B" Beer and Temporary "Class B" Wine license from Habitat for Humanity for the Dream Builders Gala at 113, 109, and 117 N. Votek Drive Watertown on June 13, 2026 during the hours of 5:30 pm and 10:00 pm

10. ORDINANCES

A. Ord. 26-15 - Ordinance to amend section 428-7(A) (Special Event Definitions) and 428-7(C) (Special Event Exemptions) (Sponsor: Ald. Davis From: Public Safety and Welfare, Second Reading)

11. RESOLUTIONS

A. Exh. 9868 - Resolution to Amend the Employee Handbook of Policies and Procedures related to Compensation Section A (Sponsor: Mayor Stocks From: Finance Committee)

B. Exh. 9869 - Resolution to Amend the Employee Handbook of Policies and Procedures related to Compensation Section B-G (Sponsor: Mayor Stocks From: Finance Committee)

- C. Exh. 9870 - Resolution for Drinking Water Well #9 Rehabilitation (Sponsor: Ald. Arnett From: Public Works Commission)
- D. Exh. 9871 - Award Contract #11-26 Emmet Utility Extension Project to Forest Landscaping and Construction, Inc. for \$1,472,309.25 (Sponsor: Ald. Arnett From: Public Works Commission)
- E. Exh. 9872 - Resolution Authorizing Borrowing from Ixonia Bank in the Amount not to exceed \$1,100,000.00 for the Emmet Utility Extension Project (Sponsor: Mayor Stocks From: Finance Committee)
- F. Exh. 9873 - Award Professional Real Estate Services Contract for the 2028 Downtown Main Street Reconstruction Project to MSA Professional Services for \$168,875 (Sponsor: Ald. Arnett From: Public Works Commission)

12. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Members of the public who wish to address the Council shall register their request in writing with the City Clerk prior to speaking. Speakers shall be permitted up to three minutes and shall confine their comments to agenda items only.

13. ADJOURNMENT

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

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

**Common Council Minutes
Tuesday May 19, 2026**

Section 4, Item A.

CALL TO ORDER

Mayor Stocks called the regular meeting of the City of Watertown Common Council to order at 7:03 p.m. on Tuesday, May 19, 2026. This meeting was open for attendance in the council chambers as well as virtually.

ROLL CALL

Roll call indicated the following Alderpersons present: Ald. Davis, Lampe, Berg, Nitecki, Blanke, Smith, Arnett, Haase and Moldenhauer. City staff present were Police Chief David Brower, City Attorney Ali Panagopoulos, Finance Director Mark Stevens, Streets Superintendent Stacy Winkelman, Public Works Director Andrew Beyer, and City Clerk Megan Dunneisen.

PLEDGE OF ALLEGIANCE

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

MINUTES OF PRECEDING MEETING

Mayor Stocks inquired if there were additions or corrections to minutes of the Common Council meeting held Tuesday, May 5, 2026. There being none, Ald. Berg moved to approve, seconded by Ald. Moldenhauer and carried by unanimous voice vote.

COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT

No comments were received.

REPORTS

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

The following reports were received and filed: Licensing Board minutes from April 9, 2026, Park, Recreation, and Forestry minutes from April 20, 2026, Senior Center Advisory Board minutes from April 21, 2026, Site Plan Review minutes from April 27, 2026, Plan Commission minutes of April 27, 2026, Finance Committee minutes from April 27, 2026, Public Safety & Welfare minutes from May 6, 2026, Public Works Commission minutes from May 12, 2026, Tourism minutes from May 14, 2026

COMMUNICATIONS & RECOMMENDATIONS

Mayor Stocks gave employee recognition to Honorable Judge Mark Sweet Elected Official for ten years of service, Cory Schultz Fire Department for five years of service, and Lisa Famularo Media Productions for five years of service. Mayor Stocks gave recognition to Alderpersons Dan Bartz and Bob Wetzel for their years of service.

NEW BUSINESS

Ald. Smith made a motion to approve the appointments of Kyle Krueger serving his third three-year term expiring May 1, 2029 to the Park, Rec & Forestry Commission and Steve Board – serving his second one-year term expiring May 1, 2027 and Courtney Krause – serving her third one-year term expiring May 1, 2027 to the Tourism Board, seconded by Ald. Lampe and carried by roll call vote: Yes-9; No-0; Abstain-0.

LICENSES:

Ald. Blanke made a motion to approve the applications for Temporary Class "B" Beer licenses from Watertown Cardinals Baseball Organization Inc for Home Game vs Lebanon Whitetails on June 26, 2026 4pm-11pm, Home Game vs Farmington Flames on July 12, 2026 10am-5pm, Home Game vs Johnson Creek Pioneers on August 1, 2026 10am - 5pm, located at Washington Park 635 S. 12th Street, seconded by Ald. Nitecki and carried by unanimous voice vote.

Ald. Moldenhauer made a motion to approve the applications for Temporary Class "B" Beer licenses from Watertown Rotary Club for Watertown Concert Series on May 30, 2026, and June

20, 2026 during the hours of 5pm-10pm, located at Bentzin Family Town Square 1 W. Main Street, seconded by Ald. Lampe and carried by unanimous voice vote.

ORDINANCES

Ord. 26-15 - Ordinance to amend section 428-7(A) (Special Event Definitions) and 428-7(C) (Special Event Exemptions) (Sponsor: Ald. Davis From: Public Safety and Welfare, First Reading). Ald. Davis moved for adoption of ordinance 26-15 on its first reading, seconded by Ald. Blanke and carried by roll call vote: Yes-9; 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. 9862 - Resolution for Wastewater Utility 2025 Compliance Maintenance Annual Report (Sponsor: Ald. Arnett From: Public Works Commission). Ald. Lampe moved to adopt resolution 9862, seconded by Ald. Berg and carried by unanimous voice vote.

Exh. 9863 - Resolution to approve State Municipal Financial Agreement between Wisconsin Department of Transportation and City of Watertown for 2033 W. Main Street Reconstruction Project (Sponsor: Mayor Stocks From: Finance Committee). Ald. Smith moved to adopt resolution 9863, seconded by Ald. Haase and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9864 - Resolution to approve Wisconsin Department of Transportation Functional Classification Map (Sponsor: Ald. Arnett From: Public Works Commission). Ald. Arnett moved to adopt resolution 9864, seconded by Ald. Lampe and carried by unanimous voice vote.

Exh. 9865 - Resolution to accept bid from Watertown Daily Times for publication of council proceedings and city advertisements and designate official city newspaper (Sponsor: Mayor Stocks From: Finance Committee). Ald. Lampe moved to adopt resolution 9865, seconded by Ald. Berg and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9866 - Resolution to waive prohibition of golf cart operation under Wis. Stat. Sec. 349.18 and 410-11(C) of the Watertown Municipal Code on May 25, 2026 (Sponsor: Mayor Robert Stocks). Ald. Moldenhauer moved to adopt resolution 9866, seconded by Ald. Davis and carried by unanimous voice vote.

Exh. 9867- Resolution to authorize the execution of a contract for senior center elevator modernization (Sponsor: Mayor Stocks From: Finance Committee). Ald. Smith moved to adopt resolution 9867, seconded by Ald. Nitecki and carried by roll call vote: Yes-9; No-0; Abstain-0.

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. Davis moved to adjourn, seconded by Ald. Blanke, and carried by unanimous voice vote at 7:37 p.m.

Respectfully Submitted,

Megan Dunneisen, City Clerk

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



TRANSIT COMMISSION MEETING AGENDA

MONDAY, MARCH 23, 2026 AT 5:00 PM

WATERTOWN MUNICIPAL BUILDING, 106 JONES STREET, UPPER LEVEL - ROOM 2044

The Transit Commission met on the above date and time in person and virtually with the following members present: Tom Hahn (virtual), David Applegarth, Laurie Grosenick, and Ald. Smith. Absent was Michelle Bainbridge. Also in attendance was City Clerk Megan Dunneisen.

1. **CALL TO ORDER** - Chair Hahn called the meeting to order at 5:04 pm.
2. **REVIEW & APPROVE MINUTES**
 - A. Ald. Smith made a motion to approve the Transit Commission minutes from November 17, 2025, second by Grosenick and carried by unanimous voice vote.
3. **COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT**

Jeff Halama of 408 Memorial Drive spoke about concerning wait times – Mr. Halama wanted to report other concerns – commission advised Mr. Halama to submit in writing to the City Clerk and for the city, Passenger Transit, and Mr. Halama to have discussion at a future meeting.
4. **REVIEW RIDERSHIP / FINANCIAL STATISTICS**
 - A. 2025 Taxi Stats were presented.
5. **BUSINESS**
 - A. Dunneisen gave an update on the PTAP Grant Application that was successfully submitted and the Transit Fare Increases that have been successfully implemented.
 - B. The commission discussed the disposal and procurement for one transit vehicle in 2026 – Dunneisen to look into trade options and or selling a bus that is not used to another municipality. The Commission gave the go ahead to put in a P.O to purchase another ADA minivan off the state's bid tab.
6. **REVIEW QUARTERLY REPORTS**
 - A. Vehicle Maintenance Report was presented and reviewed. Commission recommends additional vehicle description information added to the maintenance report.
7. **SET NEXT MEETING DATE** – May 18 at 5pm.
8. **ADJOURNMENT** – Applegarth made a motion to adjourn, second by Ald. Smith and carried by unanimous voice vote at 5:36 pm.

Respectfully Submitted,

Megan Dunneisen, City Clerk

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May 11th, 2026

The Plan Commission meeting met at 430pm in the Council Chambers with the following members present: Mayor Robert Stocks, Alderperson Ken Berg, Kerry Kneser, Tom Levi, Melissa Lampe, City Engineer Andrew Beyer, Zoning Administrator Brian Zirbes. Nick Krueger attended virtually.

Others in attendance: Bob & Tracy Johnson; Bill Nelson; Pat Kleinsteinber; Mark & Ann Schwartz; Tracy Timm; Terry Boehme.

1. Call to Order

Mayor called the meeting to order at 4:31pm

2. Approval of Minutes

A. Review and take Action: Site Review minutes dated April 27th, 2026

B. Review and take Action: Plan Commission minutes dated April 27th, 2026

Motion by Kneser, seconded by Levi to approve these minutes, which was passed unanimously.

3. Business

A. Public Hearing: 504 Brookstone Way-Request for Conditional Use Permit (CUP) for an accessory structure exceeding total of 1,000 sq ft under Section 550-56C(1)(b){1} and exceeding maximum height of 15 ft for an accessory structure under Section 550-83C

No PH comments made.

B. Review and take action: 504 Brookstone Way-Request for Conditional Use Permit (CUP) for an accessory structure exceeding total of 1,000 sq ft under Section 550-56C(1)(b){1} and exceeding maximum height of 15 ft for an accessory structure under Section 550-83C

Brian stated the applicant wants to construct a new 1280 sq ft garage. The property also contains two existing small sheds which will be removed. With the existing garage the total sq footage of the accessories will be 1,810 sq ft. Secondly, this applicant wants the proposed new garage to be 24 ft at roof peak height. Alderperson Berg had some concerns about the overall size of these accessory structures being larger than the house itself and by allowing this CUP we may be setting a precedent in doing so. Brian stated applicant otherwise meets all other requirements for a residential accessory structure and that there are two lots owned by this applicant which allows plenty of green space and distance between structures. Brian does recommend we require the maximum height of accessory structure be no more than 25 ft at the roof peak—giving them an extra foot to be safe. Mr Johnson told the Commission this garage is for personal use and not business related for its purpose. Levi noted the garage will be near the house but with plenty of distance between this new structure and house. Levi moved to approve these two CUP permit requests with the condition that the height of garage not exceed 25 ft at roof peak, seconded by Beyer and approved unanimously.

C. Review and take action: 416 College Avenue—Certified Survey Mao (CSM)**Request**

Brian stated the applicant wants to create a two lot CSM to transfer a portion of land between two existing parcels, shifting the property line to the south. In doing so each parcel will have 50 feet of frontage which is the minimum under our city code while also giving an 8 ft setback for parcels 416 & 418 College Avenue. The property owner at 416 College Avenue is initiating this CSM change in boundaries to accommodate a planned addition and deck improvement. Motion to approve the CSM request for change in property lines for 416 & 418 College Ave parcels by Beyer, seconded by Lampe without conditions. Motion approved unanimously.

D. Review and take action: N7699 Switzke Road—Extraterritorial Certified Survey Map (ET CSM) Request

A request by Patrick Kleinsteinber to create a three lot CSM within the city of Watertown 3 mile extraterritorial plat review jurisdiction. Each parcel or lot will be 2 acres in size within the town of Watertown, with access off Switzke Road. The existing 66 ft ROW is sufficient going forward with no changes contemplated in the future so all is good in that regard. Motion by Levi to approve the CSM as proposed with only requirement that signature page be corrected to add the mayor and clerk's signature lines to the page. This motion was seconded by Kneser & approved unanimously. It was noted the township has already approved this CSM.

4. Adjournment

A motion to adjourn at 4:53pm was made by Kneser, seconded by Lampe & passed unanimously

Respectfully submitted

Alderperson Ken Berg

All materials discussed at this meeting can be found at: https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/5330/Cow/99c48f67-db90-4c98-a528-b2dfed6c58e1/May-11%2C-2026-Plan-Commission-Meeting-Packet.pdf?disposition=inline.



**Watertown Board of Health
Meeting Minutes
Watertown Dept of Public Health
515 S First Street/Zoom
May 12, 2026 – 3:30 PM**

Members Present: Dr. Donene Rowe, Dr. Todd Huhn, Ald. Dana Davis, Ald. Gina Nietecki, Megan Wierschke

Others in attendance: Carol Quest, Abbigail Kuehn, Kim Hiller

1. Call to Order

Dr. Rowe called the meeting to order at 3:30pm.

2. Welcome New Board Members:

Megan Wierschke and Ald. Gina Nietecki were welcomed to the board.

3. Review and take action: Board Reorganization

Chair & Vice Chair positions are filled annually at the first meeting following Board of Health appointments.

Motion was made by Ald. Dana Davis to nominate Dr. Huhn to be Chair and was seconded by Dr. Rowe.

Motion carried by unanimous voice vote.

Motion was made by Ald. Dana Davis to nominate Dr. Rowe to be Vice Chair and was seconded by Ald. Gina Nietecki.

Motion carried by unanimous voice vote.

4. Citizens to be heard

None.

5. Review and take action: Board of Health Minutes – February 3, 2026

Minutes from the February 3, 2026, meeting were reviewed. Motion by Ald. Dana Davis to approve; second by Dr. Rowe

Motion carried by unanimous voice vote.

6. Review and take action: Finance Reports – Preliminary March 2026

The preliminary March 2026 financial report was reviewed.

Carol noted that accounts are running as expected for the year. Emergency Preparedness budget salaries show a rate of 29% of the budget spent.

Revenue accounts in the Environmental Health budget will get the majority of revenue in the months of May, June and July with license renewals.

Motion was made by Dr. Rowe to approve; second by Ald. Gina Nietecki.

Motion carried by unanimous voice vote.

7. Review & take action: Health Department – Annual Report 2025

Members commented that the annual report was very well done and they were impressed with the information that was provided within it.

Motion for approval was made by Ald. Dana Davis and seconded by Megan Wierschke.

Motion carried by unanimous voice vote.

8. Review and discussion: Public Health Emergency Preparedness Program updates

Staff participated in a tabletop exercise coordinated by Jefferson County Emergency Management.

The Community Hazard Vulnerability Assessment is under way. The survey is given to community partners including long-term care facilities, hospitals, and schools to rank the top hazards to their businesses/facilities. This survey is compiled and then sent to the State who then creates a list of the top five hazards for the state.

Review and discussion: Public Health Environmental Health Program updates

The license/inspection year for Environmental Health is July 1st to June 30th. The inspections are for hotels, motels, tourist rooming houses, restaurants, grocery stores, gas stations, pools and recreational campgrounds. License renewal notices have been mailed out for these facilities.

The department is coordinating inspections with all involved City departments to facilitate a consistent approach to facility inspections.

Special events are increasing with the warm weather. Inspectors contact event organizers to coordinate food vendor inspections/licensing.

The water lab is now available for homeowners to get private well water testing. There is a fee for this service.

9. Review and discussion: Public Health Community Health Program updates

Update on the building on the additional lot. Public Works is assisting with the RFP for design. The RFPs are due on Wednesday.

The CHA (Community Health Assessment) is completed. Work has started on the CHIP (Community Health Improvement Plan) with Dodge Jefferson Healthier Community partners.

The department had a Vaccines for Children (VFC) Wisconsin Department of Health Services program assessment/site visit on May 11, 2026. The report stated no notable corrections needed. The letter is addressed to Dr LeGrow who is the medical advisor for the department's vaccines program.

There will be a Public Health intern starting in June. They will be helping to create a template for the CHIP. The student has already started to research

The Rock River Community Clinic moved to Johnson Creek. The new site will have an integrated health approach including medical, behavioral health and dental.

Nursing staff are partnering with Watertown Family Connections to host a community baby shower next week. There are 22 families signed up; 12 Spanish speaking and 10 English speaking families. The baby shower will include resources through a vendor fair, lunch for attendees, and a raffle. Each family will receive diapers and a baby basket full of useful items for their new baby. Funds to support the baby shower are donations or grants.

The Seal A Smile program just completed the 2025/2026 school year. The program saw 218 students and provided \$51,968 worth of preventative dental care.

Two additional dental hygienists will join the program next school year this will allow for the program to see more students. The program currently has one hygienist that is available one day of the week. The addition of the two hygienists will allow the program to operate more than one day a week. The program would expand to include 9th & 10th grade students. Currently the program sees 2nd, 3rd, 6th & 7th grade students in the Watertown Unified School District. Participation rates are currently 30% for the elementary schools & 20% for the middle school.

Seal A Smile is a grant funded program through Children's Health Alliance and the State. The program is open to any child regardless of whether they have insurance or not. In addition to grant funding the program also operates on Medical Assistance revenue.

10. New business

None

11. Adjourn.

Motion made to adjourn by Ald. Dana Davis and seconded by Ald. Gina Nietecki. Carried by unanimous voice vote.

Next Board of Health meeting will be Tuesday, August 11, 2026, at 3:30 p.m.

Respectfully Submitted,



Carol Quest
Director/Health Officer

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



Wednesday, May 20, 2026, 6:00 pm

In-PERSON/VIRTUAL MEETING

Room 2044, City Hall

RDA STRATEGIC PRIORITIES

1) ~~100 W. Main St. block demolition, Town Square design etc., and publicizing town square project for possible funding from sources other than the City.~~

2) Facilitating quality development in downtown, and

3) Creating an approach and working to attract development projects downtown.

1. Pledge of Allegiance

2. Roll Call

A. Present: Ryan Wagner, Steve Board, Ald. Tony Arnett, Ald. Rita Haase, Todd Huhn, Jacob Maase, and Deb Sybell,

B. Virtual: None

C. Absent: Dave Zimmermann

Other attendees: Mayor Robert Stocks, Stefanie Broere, Linden Peacy, Robin Kaufmann, and John Kadish

3. Determination of Quorum and Call to Order at 6:03 pm.

4. Approval of meeting minutes

A. Regular board minutes 4.15.26.

Steve Board motioned to approve

Todd Huhn seconded the motion. Motion carried unanimously.

5. Public Comment

A. None

6. Business

A. Review and discuss: RDA priorities (Mayor Stocks, Chair Wagner Presentation)

Mayor Stocks and Chair Wagner highlighted three priorities: 1) building a more robust Revolving Loan Fund, both in size and scope/impact 2) exploring options for Business Continuity Funding for downtown businesses and 3) simplifying the process of starting a business in Watertown.

B. Review and take action: Beltz grant application for the Big Pop-up Event

This event is a collaborative effort between Watertown Area Chamber of Commerce, Watertown Main Street, and Watertown Tourism. The event, planned for August 8, 2026, will include local and regional vendors, family-friendly activities, and strong connections to downtown restaurants and shops. Grant dollars will help cover the costs of promotion, logistics, and event infrastructure.

Jacob Maas motioned to approve

Steve Board seconded the motion. Motion carried unanimously.

7. Updates

A. Review and discuss: Riverwalk engineering design estimates from Kapur

The Board will explore possible grant opportunities to fund engineering design.

8. Reports

A. RDA financials

B. Executive Director report

a. RDA revolving loan program

Deb discussed with the board expanding the scope, diversifying funding and promotion.

b. Industry and Innovation Tours

In partnership with Watertown Area Chamber of Commerce, the City launched what we are calling the Industry and Innovation Tours. These mayoral visits with area businesses are designed to strengthen relationships and explore ways that the city can assist with long-term stability and opportunity. Thus far the mayor has visited Madison College, Watertown Country Club, Sandra D's, Rosy-Lane Holsteins, MetalTek, Glory Global, and the Marquardt.

c. Amtrak

Hiawatha West Service Development Plan includes municipality-identified preferred station locations with intercity passenger rail service (Milwaukee-Pewaukee-Watertown-Madison). The City of Watertown has identified a preferred station location at the 1998-South Site (3rd Street). Many factors are at play for the expansion to become a reality which includes funding at the federal, state, and municipal level.

C. Communication report

9. Adjournment at 7:10 pm

Jacob Maas motioned to adjourn.

Alder Rita Haase seconded the motion. Motion carried unanimously. Meeting adjourned.

PUBLIC WORKS COMMISSION

Tuesday, May 26, 2026

5:30 p.m.

The Public Works Commission met at the above date and time. The following members were present: Alderpersons Ken Berg, Myron Moldenhauer, Gina Nitecki, and Tony Arnett. Absent: Citizen member Pete Thompson. Also present: City Staff Andrew Beyer, Tim Hayden.

1. **Call to order.** Chairperson Arnett called the meeting to order at 5:55 p.m. (Prior Finance Committee meeting ran late.)
2. **Comments and Suggestions from Citizens Present.** - None.
3. **Review and take possible action. Minutes of PWC meeting of May 12th, 2026.** Mr. Moldenhauer moved to approve the minutes as submitted, seconded by Mr. Berg. Motion carried by unanimous voice vote.
4. **Review and take possible action: Approve and award Well #9 rehabilitation project to Municipal Well & Pump** – This is standard maintenance. 2 bids were received. Mr. Berg moved to recommend the bid to Council, seconded by Ms. Nitecki. Motion carried by unanimous voice vote.
5. **Review and take possible action: Award 2028 Downtown Main Street Reconstruction Professional Real Estate Services Contract** - This contract is for services to negotiate and secure the temporary property easements required for the Main Street Reconstruction project. These costs will be reimbursed by the State. Two proposals were received. MSA Professional Services ranked higher in the Quality-Based Selection (QBS) and was also the lower cost. Mr. Moldenhauer moved to recommend the report to Council and Ms. Nitecki seconded. Motion carried by unanimous voice vote.
6. **Review and take possible action: Sidewalk Repair Orders for 404 N. Second Street, 131 Riverlawn Avenue, 139 Riverlawn Avenue, 143 Riverlawn Avenue, 210 Riverlawn Avenue, and 211 Riverlawn Avenue** – One location was based on citizen complaint. The other locations were found during tree removal. Mr. Moldenhauer moved to recommend the report to Council and Ms. Nitecki seconded. Motion carried by unanimous voice vote.
7. **Adjournment.** Mr. Arnett moved to adjourn, seconded by Mr. Berg. Motion carried by unanimous voice vote at 6:09 p.m.

Respectfully submitted,

Tony Arnett, Chairperson

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



Department of Public Health

2025 Annual Report

Letter from Health Officer/Director

Dear Board of Health, Community Partners, and Residents,

It is my honor to share this year's Annual Report for the Watertown Department of Public Health. Over the past year, our team and community partners have worked together to strengthen health, safety, connection, and public health infrastructure.

Community Health Assessment & Priority Setting

This year, we completed a comprehensive Community Health Assessment with broad community input. Mental health emerged as our region's most urgent need. The assessment also identified four key drivers within our ability to influence:

- Belonging & Connection
- Basic Needs
- Housing
- Financial Stability

These priorities form the foundation of our work moving forward and support long-term community resilience.

Strengthening Social Connection for Families

To support belonging and reduce isolation, we offered family-friendly social connection events for families with young children. With strong partner support, these events created welcoming spaces to build relationships and access resources, reinforcing the value of ongoing community building efforts.

Advancing Environmental Health Services

We updated our Environmental Health fee schedule to meet DATCP requirements and support a sustainable, high-quality inspection program. We also launched in-house testing of water samples for public well water systems, improving efficiency and ensuring timely protection of drinking water quality.

Building Mental Health Awareness & Skills

To expand our community's capacity to respond to mental health needs, we provided Mental Health First Aid training to City staff. This training helps staff recognize signs of mental health and substance use challenges, respond appropriately, and connect individuals to resources.

Enhancing Emergency Preparedness

We strengthened public health readiness by working with Emergency Management to update policies and ensure alignment with current best practices. This coordinated approach improves our preparedness for future emergencies.

These accomplishments reflect the dedication of our staff, the leadership of the Board of Health, and strong community partnerships. As we look ahead, we remain committed to advancing the priorities identified in the Community Health Assessment and investing in the conditions—connection, stability, and safety—that support long-term health.

Thank you for your continued support and commitment to a healthier community.

Carol Quest

Carol Quest, RN, BSN
Health Officer/Director



Mission, Vision and Core Values

MISSION:

Support a community where all individuals can achieve their best health.

VISION:

To work with and advocate for the community by promoting health, preparing for emergencies, and preventing disease for the health of all generations .

ORGANIZATIONAL CORE VALUES:

Accountability: We take responsibility for our actions and decisions while striving to meet goals and outcomes.

Collaboration: We work in partnership to create an environment that brings together diverse people to work collectively towards shared goals.

Community: We promote cooperative and creative approaches to common issues.

Consistency: We are committed to consistent enforcement of agency policies to ensure fair treatment and assessments that uphold the public trust.

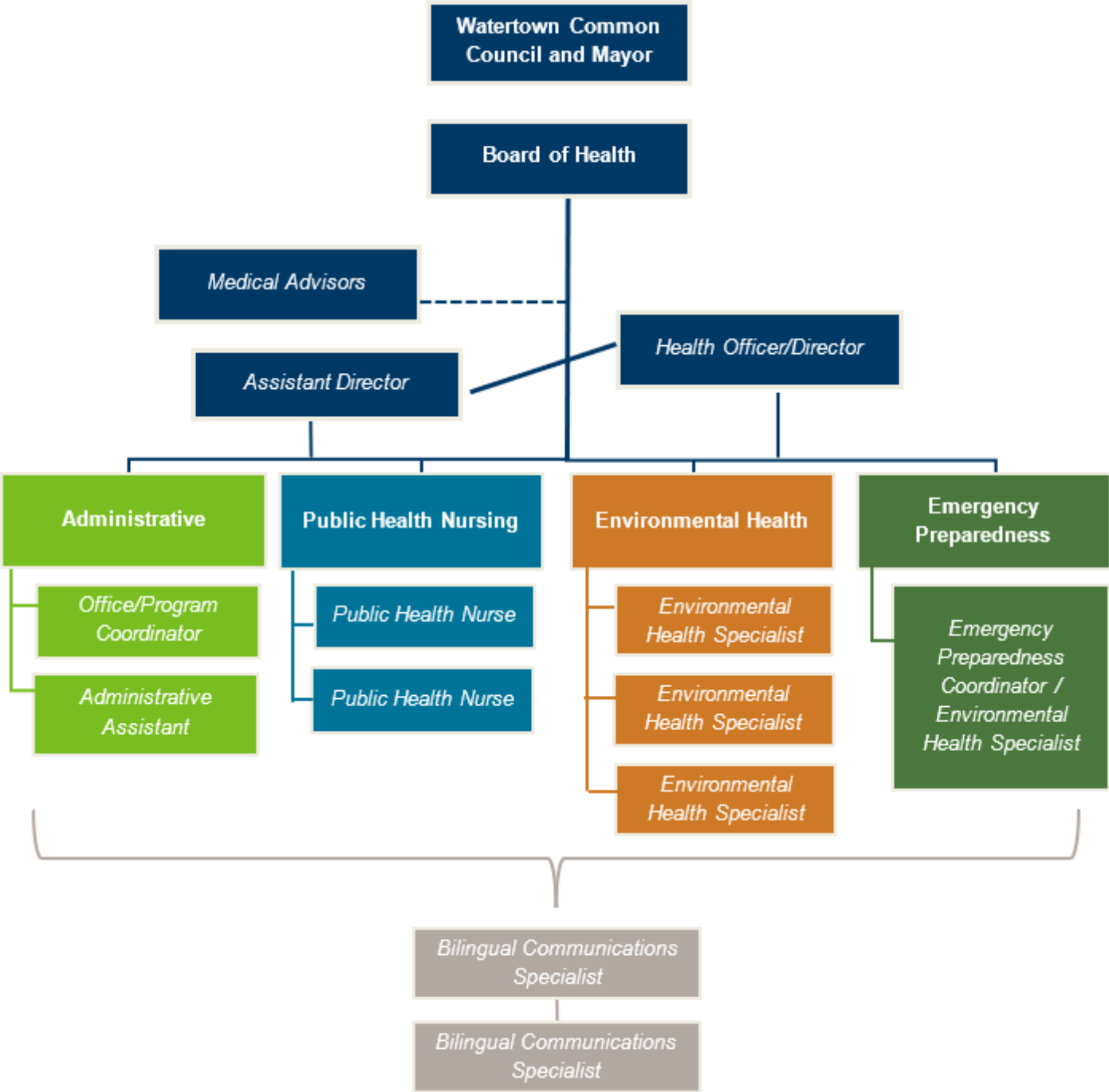
Knowledge: We foster education and implementation of best practice and evidence based strategies by educating staff, informing the community and supporting future public health professionals.

Leadership: As a team of Public Health professionals we adhere to and promote public health core functions and standards of practice, embracing responsibility and leading by example to achieve community public health goals.

Resourcefulness: We are committed to pursuing resources and the efficient use of limited assets to carry out our mission.

Responsive: We respond to the needs of the community by advocating for services that are meaningful and positively impact the health of the community.

Organizational Chart 2025

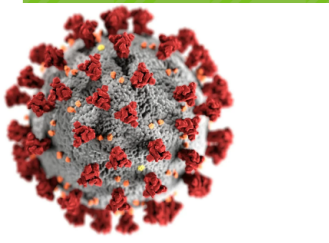


Foundational Area

Communicable Disease Control

Communicable Disease Control includes finding and responding to cases of infectious diseases like COVID-19, tuberculosis, hepatitis, or foodborne illnesses. Public health works with partners to quickly identify and report diseases, track how they spread, and take action to prevent more people from getting sick. This work helps keep schools, workplaces, and communities healthy and safe.

source: <https://phaboard.org> Communicable Disease Control Factsheet



Communicable Disease

Based on Wisconsin State Statute 252, communicable diseases are reported to the Watertown Department of Public Health (WDPH) to help stop the transmission of disease.

Communicable Disease	2023	2024	2025
Chlamydia & Gonorrhea	84	56	53
Food/Water Borne	20	17	25
Hepatitis A, B, C	46	41	53
Hospitalized Associated Influenza	28	29	44
Lyme Disease	9	*	*
Measles & Mumps	*	*	*
Pertussis	9	79	63
Invasive Streptococcal Disease	5	*	6
Tuberculosis- Latent & Active	*	7	*
Varicella	*	*	*

* Numbers less than 5 will not be reported due to privacy
Chart includes results including: "confirmed", "probable", "suspect", and "not a case" numbers



Outbreaks

Long-term care facilities and schools report outbreaks for respiratory and gastrointestinal viruses. Health department staff monitor, answer questions, and provide guidance during outbreaks.

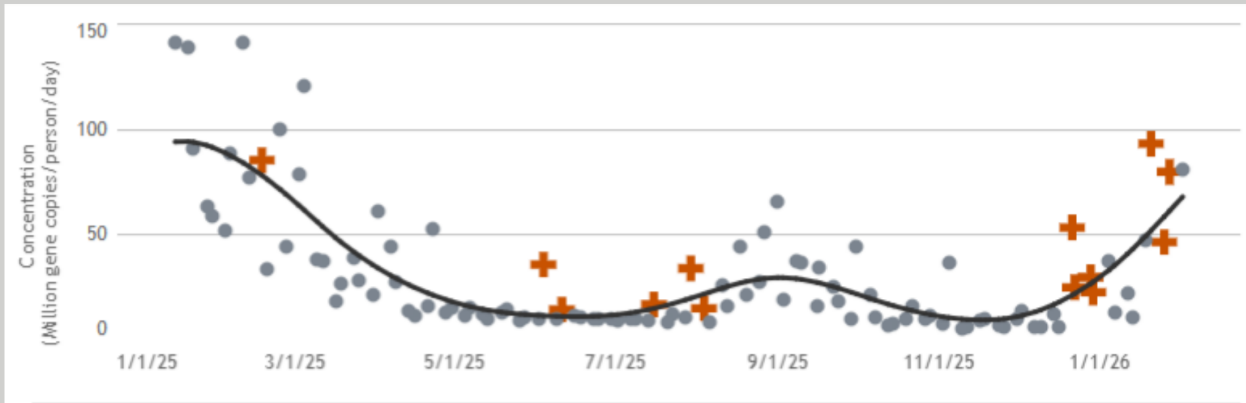


Rabies Follow-up

Staff conduct follow-up including guidance and next steps for community members with possible exposures to rabies.

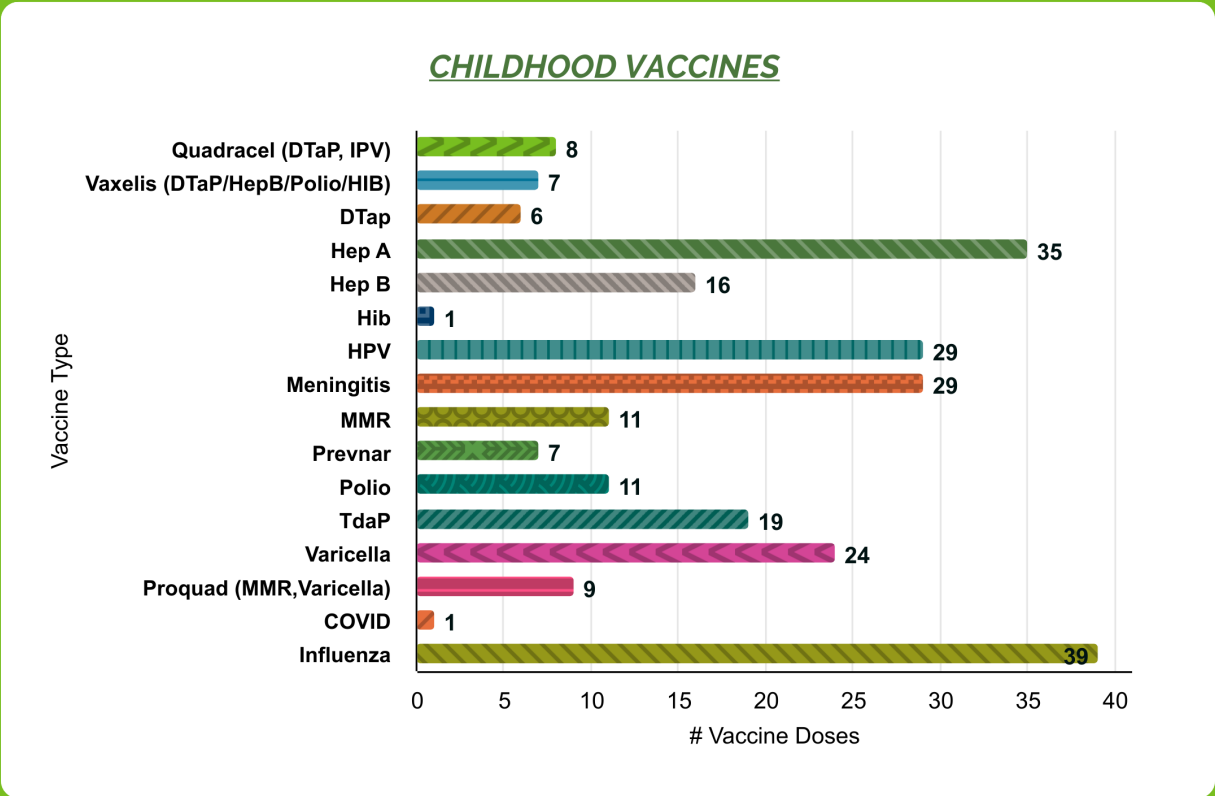
Covid-19 Wastewater Surveillance Sampling

In collaboration with the City of Watertown Water/Wastewater Department, WDPH staff submit weekly wastewater samples to the Wisconsin State Laboratory of Hygiene as part of a statewide effort to monitor COVID-19 levels. This testing helps public health officials track circulating variants and identify where the virus is spreading, allowing them to better protect the community.



2025 Immunization Report

WDPH offers immunizations to children that are on state insurance (BadgerCare), are uninsured, or are underinsured. The department provided 16 different childhood vaccines to 182 people.



Foundational Area

Chronic Disease and Injury Prevention

Chronic Disease and Injury Prevention is about helping people live longer, healthier lives by preventing conditions like heart disease, diabetes, and cancer, and reducing injuries from things like falls, car crashes, or overdoses. Public health does this by using data to identify risks, promoting habits like regular physical activity and healthy eating, and working with communities to improve access to safe housing, transportation, and healthcare.



source: <https://phaboard.org> Chronic Disease and Injury Prevention Factsheet

Childhood Lead

Lead, a naturally occurring metal, can affect almost every organ and system in the human body. Lead exposure has the potential to impact individuals of all ages, but it is especially harmful to young children because the developing brain is particularly sensitive to environmental contaminants.

People are exposed to lead by eating lead paint chips, ingesting contaminated food or water, and/or breathing in lead dust. Children younger than 6 years are more likely to be exposed due to their hand-to-mouth behavior.



450 blood lead test results

reported to WDPH



27 results high >3.5 mcg/dL

Wisconsin's defined level of "lead poisoning or lead exposure"



27

Children receiving public health nurse follow up after their blood lead level results (1 home visit, 10 phone calls, and 16 letters)



1

Home in Watertown passed lead abatement clearance. Clearance assessments are completed by Environmental Health Staff certified as lead risk assessors.

2025 Objectives



Wisconsin law requires intervention when a child's blood lead level reaches an "elevated blood lead level (EBLL)." The statutory definition of an EBLL is a venous BLL ≥ 20 $\mu\text{g/dL}$ or two venous BLLs ≥ 15 $\mu\text{g/dL}$ drawn at least 90 days apart. Local health departments are required to do environmental investigations for all children with an EBLL.



Children with results over 10 $\mu\text{g/dL}$ receive comprehensive home visits from a public health nurse.

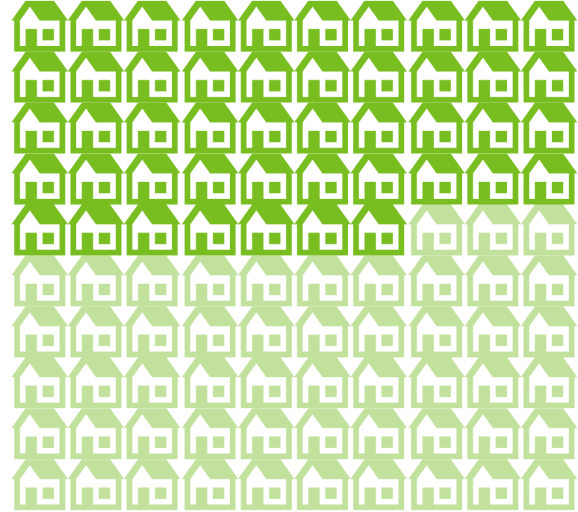
Radon Information Center

The Watertown Radon Information Center (RIC) serves as the lead contact for Radon awareness and education for the City of Watertown and Jefferson and Dodge Counties. Radon test kits are provided with paid return postage included. From October 2024 to September 2025 the kit return rate was only 55%, meaning a little more than half the citizens who picked up kits had completed the test and mailed it to the lab for analyzing.

To help increase returns, we made over 200 phone calls reminding residents who picked up kits to complete their Radon test.

Radon Information Center:

- ✓ Provides outreach to the public regarding dangers of Radon in homes
- ✓ Educates and trains health department staff on Radon 101 and test kit distribution
- ✓ Promotes National Radon Action Month in January
- ✓ Purchases short and long term Radon test kits for free distribution for RIC health departments
- ✓ Answers questions and advises general public on proper follow up after Radon testing



47%

of Radon test kits returned were over the EPA action level of 4.0 pCi/L. (262 kits returned out of 468 distributed)

Sharps Disposal



74 sharps containers

were sold to community members, further supporting safe and responsible disposal practices.

As more individuals manage their health needs at home using sharps (such as needles, syringes, and lancets), the potential risk to workers in recycling and waste management facilities also increases. When sharps are improperly disposed of in household garbage, recycling bins, or flushed down toilets, workers may face accidental needlestick injuries.

To support safe disposal and protect community and environmental health, WDPH serves as a household sharps drop-off site.



1,262 pounds of sharps

were safely collected from community members through drop-offs for disposal of used sharps.

CHILD PASSENGER SAFETY

Throughout the year, the Health Department supported **child passenger safety** by providing free car seat checks to provide education to families and caregivers.

CAR SEAT CHECKS

Certified Child Passenger Safety Technicians conducted hands-on inspections to ensure car seats were correctly installed and age-appropriate, while also educating caregivers on proper use and best practices. These efforts helped reduce injury risk for children and increase caregiver confidence.



WHAT WE CHECK

- Age-appropriateness
- Fit of child
- Correct installation
- Proper use guidelines
- Best practices



CAR SEATS CHECKED

49

CAR SEAT DISPENSE

The Health Department provided free car seats to eligible families to help ensure children are transported safely. Through this program, caregivers received age- and size-appropriate car seats along with education on proper use and safety guidelines. By reducing financial barriers to obtaining car seats, the program supported child passenger safety and promoted safer travel for children throughout the community.



ELIGIBILITY

- Parent/Guardian of child
- Live in City of Watertown
- Have a financial barrier
- One seat per child

CAR SEATS DISPENSED

17

Foundational Area

Environmental Public Health

Environmental Public Health (EPH) is about making sure our surroundings are safe and healthy. EPH checks the air we breathe, the water we drink, and the places we live and eat to make sure they meet safety standards. They also work with partners to prevent exposure to harmful substances like lead, mold, and dangerous chemicals.



source: <https://phaboard.org> Environmental Public Health Factsheet

Inland Beach Monitoring

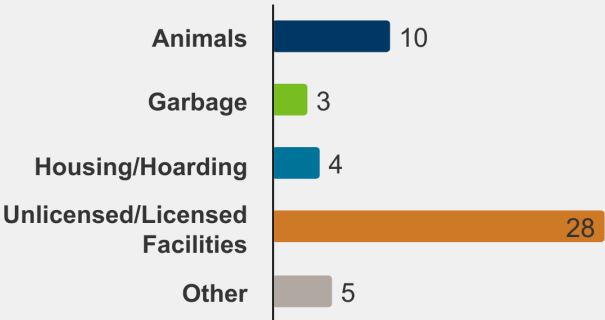
Weekly beach water monitoring is completed at three Jefferson County beaches from Memorial Day to Labor Day. Elevated E.coli advisories are required for beaches with an E.coli level of 235 parts per million (p.p.m.) or higher but below 1,000 p.p.m. Beach closure is required for results over 1,000 p.p.m. Elevated E.coli levels can be impacted by many environmental factors including geese waste, hot weather, and heavy rains.

	Lower Spring Lake, Palmyra	Rock Lake Ferry Park, Lake Mills	Lake Ripley, Cambridge
 Number of Samples	14	14	14
 Elevated E.coli Advisory	1	1	1
 Beach Closure	0	1	2

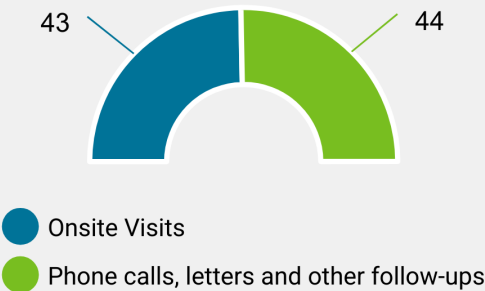
Human Health Hazards

Throughout the year, the Environmental Public Health Consortium handles a variety of complaints from citizens that require investigation and follow-up.

50 complaints in 2025, shown below by type



Follow-Up Contacts by Type



Transient Non-Community Water Program

The Transient Non-Community Water Program (TN) is a contracted program with the Department of Natural Resources. Through water sampling (for bacteria and nitrate) and onsite well water system inspections (sanitary surveys and annual site visits), staff ensure safe drinking water for the private well systems serving the public.



TN Overview	Jefferson County	Dodge County
Number of Systems	140	125
Routine Bacteria Samples	171	135
Routine Nitrate Samples	147	125
Sanitary Surveys Completed	30	31
Site Visits Completed	113	96
Level 2 Assessments Completed	2	1
Follow Up Samples	19	22

WDPH Water Analysis Laboratory

Over 500 Samples Analyzed

The WDPH Laboratory analyzed 247 bacteria and 258 nitrate samples in 2025.

These samples include routine monitoring (annual, quarterly, bi-monthly) or part of follow up sampling after an unsafe sample.

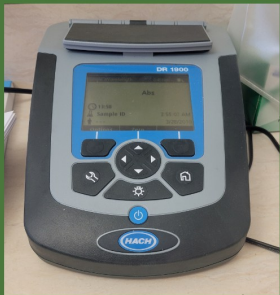
Quality Control

Quality control for bacteria and nitrate testing included calibration checks, detection and quantitation limits, method blanks, pipette verification, Colisure checks, and empty bottle verification.

Training

One new staff member joined in 2025 and successfully completed their initial competency demonstrations for both bacteria and nitrate testing.

All other laboratory staff completed their annual refresher training for both bacteria and nitrate.



Agent Inspection Program

As an agent county contracted with the Department of Agriculture Trade and Consumer Protection, the Environmental Public Health Consortium is the regulatory authority for licensing and inspecting food and recreational facilities in the City of Watertown and Jefferson County. The chart below is an overview of the types of license categories and the number of inspections completed in 2025.

License Category Type	Pre-inspection	Routine Inspection	Re-inspection	Onsite Visits	Complaints	Total
Retail Food: (Restaurants, Grocery Stores, Convenience Stores, bakeries, etc)	75	395	38	4	21	533
Recreational Business: (Recreational Water, Lodging, Rec-Ed Camps, Campgrounds)	22	126	38	90	5	281



Pre-inspections are required for any new business prior to obtaining a license. This includes newly constructed businesses or existing businesses that are changing ownership. A pre-inspection is also required for significant remodels for existing facilities.

During pre-inspections, physical features of the facility must meet most recent Food Code standards. Some facilities may require multiple pre-inspections before having their license released and opening to the public.

All licensed facilities are required to have a **routine inspection** completed every license year (July 1 through June 30).

At routine inspections, inspectors observe food safety practices and processes (e.g. cooking, cooling, hand washing, etc.), physical features of the facility (e.g. equipment, cleanliness, pest control), employee health and competency/training.

Re-inspections are chargeable inspections that are completed based on violations observed during a routine, complaint, or on-site visit that fall under the re-inspection criteria for that license type.

Re-inspections are required for imminent health hazards, an excessive number of violations or the same violation observed on three consecutive inspections.

Monthly pool chemistry onsite visits that result in closure due to non-complying chemicals will also require a re-inspection to re-open.

On-site visits can be a visit to a facility that does not fall under a pre-inspection, re-inspection, or routine inspection.

Most frequently, onsite visits occur for recreational water facilities (i.e. pools, whirlpools) monthly chemistry onsite visits. Inspectors test water chemistry to assure levels are within code required ranges.

Complaint inspections are completed when a food safety concern is reported to our department from the public or other entities.

In collaboration with the Watertown Water/Wastewater Department, inspection staff complete **grease trap inspections** for businesses in Watertown that have a grease trap (interceptor) installed in their facility.

When grease traps are not properly maintained, grease can enter city sewer lines and infrastructure, leading to build up and blockages in sewer laterals.

Inspection staff complete onsite visual inspections of the grease traps and review any service or maintenance logs.

Number of grease traps inspected in 2025

55



64 school inspections
in 2025

Schools participating in the National School Lunch and Breakfast Program receive two **school food safety inspections** per school year by our department, as required by the Department of Public Instruction.

One inspection is a routine kitchen inspection based on the Wisconsin Food Code. Second inspections are a review and audit of the school's Food Safety Plan and records, including Hazard Analysis Critical Control Points (HACCP) principles, policies and procedures, and documentation logs.

Vendors providing food and beverages during **special events**--such as fairs, festivals, and farmer's markets-- may require licenses and inspections. Inspectors are onsite during these events to ensure food safety practices are being followed. In addition to our locally licensed vendors, we also inspect vendors licensed in other jurisdictions.



Foundational Area

Maternal, Child, and Family Health

Maternal, Child, and Family Health includes core public health services that support healthy pregnancies, safe births, and strong starts for children. Health departments collect and use data to understand community needs and help families access important services like newborn screening, breastfeeding support, and safe sleep education. These efforts help prevent health problems early and support lifelong health for children and families.

source: <https://phaboard.org> Maternal, Child, and Family Health Factsheet



Prenatal Care Coordination



The Prenatal Care Coordination Program supports eligible families throughout pregnancy by providing monthly, one-on-one support tailored to their unique needs. Program staff offer education on healthy pregnancy practices, share timely information, and connect families to community resources and services. By building strong relationships and addressing medical, social, and emotional needs, the program helps promote healthy pregnancies and positive birth outcomes—supporting families on their path to welcoming a healthy baby.



35

Number of
Families
Enrolled in PNCC

19

Number of
Newborn
Visits

11

Number of
Families
transitioned to
TalkReadPlay

TalkReadPlay Home Visiting Program

The TalkReadPlay Program supports families by promoting healthy early childhood development through monthly visits with nursing staff. During these visits, nurses partner with families to talk about their child's growth and development, share simple, age-appropriate activities that encourage learning through talking, reading, and play, and provide guidance tailored to each family's needs. The program also checks in on the well-being of the family and connects them to community resources and services, helping build a strong foundation for healthy development and family success.



Families Enrolled
in TalkReadPlay



Letters sent to
Families with
Newborns Promoting
TRP

Safe Sleep & Pack 'N Play Program



2

Pack 'N Plays dispensed to
families in need of a safe sleep
environment for their child

The Safe Sleep Program promotes safe infant sleep practices by providing education to families and helping ensure infants have a safe place to sleep. Staff educate caregivers on evidence-based safe sleep guidelines during PNCC and TRP visits. Staff dispense free Pack 'N Plays to eligible families who may lack access to a safe sleep environment. By reducing sleep-related risks and supporting families with essential resources, the program helps prevent sleep-related injuries and deaths.

Community Baby Shower

In May, our department partnered with Watertown Family Connections to host a Community Baby Shower for expectant families. Staff from the Watertown Department of Public Health, Watertown Family Connections, Safe Babies/Healthy Families, and the Jefferson County Health Department invited 20 families to learn about available community resources, connect with service providers, and build supportive relationships with one another.



Families had the opportunity to socialize, ask questions, and receive essential baby items, helping reduce barriers and support a healthy start for both parents and babies.



Social Connection Events



Throughout the year, department staff hosted 4 social connection events in partnership with Watertown Family Connections Playgroups in the Park, Sandwiches in the Park, and the Watertown Fire and Police Departments. These family-friendly gatherings created welcoming spaces for parents and caregivers to socialize and connect with one another, learn about local resources, and build relationships with community partners. By reducing social isolation and fostering peer support, these events supported positive mental health, strengthened protective factors, and helped families feel more connected to their community. Creating opportunities for meaningful connections remains a key strategy in supporting the overall health and well-being of the families we serve.



Foundational Area

Access to & Linkage with Clinical Care

Public health plays a key role in helping communities connect with clinical care. This includes making sure people know how to access services, supporting health coverage enrollment, and working with local providers to improve care coordination. Health departments do not provide all clinical services themselves but ensure residents can access the care they need to stay healthy and prevent disease.



source: <https://phaboard.org> Access to & Linkage with Clinical Care Factsheet

Access to & Linkage with Clinical Care



Seal-A-Smile

249

Students screened

412

Sealants Applied

137

Students receiving sealants

50%

Students with decay

16

Urgent Cases

\$54,448

Total Value of preventative care given



2025

In November 2025, the Seal-A-Smile program participated in its scheduled on-site review, which occurs every three years. The visit, conducted by Wisconsin Department of Health, included:

- observing dental procedures during clinic in the school
- reviewing paperwork and charting processes
- interviewing school staff

The final report was very positive, noting that the program was well-organized, efficient, and operated smoothly onsite. It also highlighted the excellent chairside teaching provided by the dental hygienist.



Foundational Capability

Assessment & Surveillance

Assessment means gathering and studying information to understand a community's health and what affects it. Surveillance uses this information to spot new health trends, risks, and problems so public health can take action. Assessment and surveillance are both key components of all population health work, which rely upon strong capabilities to collect, access, analyze, interpret, and use data.



source: <https://phaboard.org> Assessment & Surveillance Factsheet

REDCap Immunization Assessment



Stage
1

School Begins & Records are Due

At the start of each school year, parents have 30 school days to provide written documentation showing that their child has received all required, age-appropriate vaccinations or to submit a signed waiver.



Stage
2

Schools Submit Reports

By the 40th school day, each school submits a School Immunization Assessment to the local health department. This report outlines the vaccination status of students by grade level.



Stage
3

WDPH Assistance

WDPH sent 4 reminder emails to three schools that had not submitted their reports, both before and after the deadline. Additional emails were sent to the State requesting that four reports—submitted on time but coded incorrectly—be recoded.



Stage
4

WDPH Tracking

With the recent rise in measles cases, WDPH is closely monitoring which students are not up to date on their MMR vaccinations. This helps ensure that, if a measles outbreak occurs, WDPH can quickly alert schools and guide them through the appropriate protocols.

Community Health Assessment

WDPH, in partnership with Dodge Jefferson Healthier Community Partnership, completed a Community Health Assessment using the Vital Conditions Framework, with mental health as the overarching priority. This approach recognizes that mental well-being is shaped by the conditions in which people live and connect.

The assessment focused on four vital conditions to better understand how these factors influence mental health across our community. Findings will inform future priorities, partnerships, and actions to support a healthier, more resilient community.

Belonging

Human beings are wired for belonging and connection. These relationships are not just “nice to have” — they are essential for health and wellbeing.

Basic Needs

Basic needs like nutritious foods, clean water, fresh air, sleep, physical activity, and routine healthcare are the foundation of health and stability.



Financial Stability

Stable families and individuals build strong communities. When people don't have to choose between rent, food, or healthcare, they contribute more and stress less.

Housing

Having a safe, stable, and affordable place to live provides the foundation for families and individuals to maintain good health, pursue education and employment, and participate fully in community life.

Foundational Capability

Community Partnership Development

Community Partnership Development brings people and organizations together to tackle health challenges and create better opportunities for everyone. By working as a team, sharing resources, and listening to the community, public health agencies and their partners can make a real, lasting difference. One important strategy is service and resource sharing, where public health departments collaborate to share staff, tools, and expertise. By working together, they can reduce costs, strengthen partnerships, and ensure that essential services reach the communities that need them most, especially in areas with limited resources

source: <https://phaboard.org> Community Partnership Development Factsheet



Food Pantry

Through a partnership with the Bread Basket Food Pantry, families enrolled in our programs are invited to attend a private event one Friday each month. During the event time, families can access food, clothing, and baby and household items in a welcoming environment while department staff are on site to answer questions, provide guidance, and connect families to additional services. This partnership helps reduce barriers to essential resources and strengthens support for families as they meet their basic needs.



243
Families
Assisted

961
Individuals
Assisted

To ensure access to nutritious food for families facing transportation barriers, our department coordinates food box deliveries for enrolled families who are unable to visit the Bread Basket Food Pantry in person. These food boxes provide essential groceries directly to families' homes, helping meet immediate needs while reducing barriers to care. This service ensures that all families enrolled in our programs can access healthy food and support, regardless of transportation challenges.



Crossroads of Watertown Rental Assistance



Welcome Baby Workgroup

WDPH collaborated with Greater Watertown Community Health Foundation, Watertown Regional Medical Center, Jefferson County Health Department, and Jefferson County WIC as part of a cross-agency workgroup dedicated to supporting parents from pregnancy through their child's first year of life. This workgroup aimed to ensure all children have a strong start in life, by implementing universal social screening, promoting early infant development and parental mental health through TalkReadPlay, connecting families to essential supports, and using data to strengthen referral systems.



In 2025



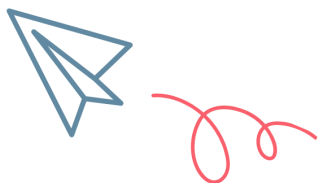
The workgroup focused on implementing a HIPAA compliant way of connecting with medical providers, using a closed-loop system to follow up on referrals for public health programming. By removing communication barriers, we can directly connect with the medical offices, and ensure all families receive the community resources they need.



Back to School Support



Our department is proud to collaborate with the Watertown Unified School District nursing team each fall as they prepare for a successful and safe school year. Our nursing staff worked closely with health room aides to strengthen back-to-school readiness efforts by ensuring school personnel are competent and confident in essential health procedures. This included training and guidance on medication administration, diabetes management, allergic reaction response, seizure management, and accurate immunization documentation and reporting. Through this partnership, we are helping create a safe, prepared, and health-focused learning environment for all students.



129 Nursing Hours Utilized



Foundational Capability

Organizational Competencies

Organizational Competencies help public health departments work well. This includes Leadership & Governance, which means making decisions, creating policies, and ensuring fairness; Information Technology, which keeps data safe and communication systems running; Workforce Development, which focuses on hiring, training, and supporting staff; and Financial Management, which handles budgets, funding, and keeping public health facilities running smoothly.



source: <https://phaboard.org> Organizational Competencies Factsheet

Workforce Development

897

Number of training hours completed by WDPH staff in 2025.

Staff participated in various webinars, online and in person trainings, and conferences regarding important ongoing education in public health.



Students and Interns

This year, our department supported the future public health and nursing workforce by precepting eight nursing students—including one RN-to-BSN student—and one Master of Public Health student. Through hands-on learning experiences, students gained exposure to local public health practice, community engagement, and population-based health initiatives. By investing in student mentorship and professional development, our department helps to build a skilled, informed workforce prepared to serve communities now and in the future.



Onboarding New EHS

In 2025 the Environmental Health program underwent the process of onboarding a new Environmental Health Specialist (EHS) for the first time in nearly a decade. Onboarding took place over the course of a roughly five-month period. During this time the new EHS spent time training under the guidance of the other department EHS in our inspection, DNR well water, water analysis laboratory, human health hazards, and all other programs of which they will be a part.



Standardization

Our Environmental Health program, operating as an agent of the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP), is required to have one standardized inspector. To become the department standard, a staff member completes a standardization process with a DATCP inspector. This process includes eight shadowed inspections using a standardized report to ensure inspections are risk-based and scored correctly. If the candidate stays within the allowed number of discrepancies, they become standardized. That standardized inspector then completes the process for the rest of our program's inspectors. Afterward, the department standard and all internally standardized staff complete maintenance standardization annually within a three-year cycle.

In 2025, both the department standard and internally standardized staff successfully completed maintenance standardization.

Foundational Capability

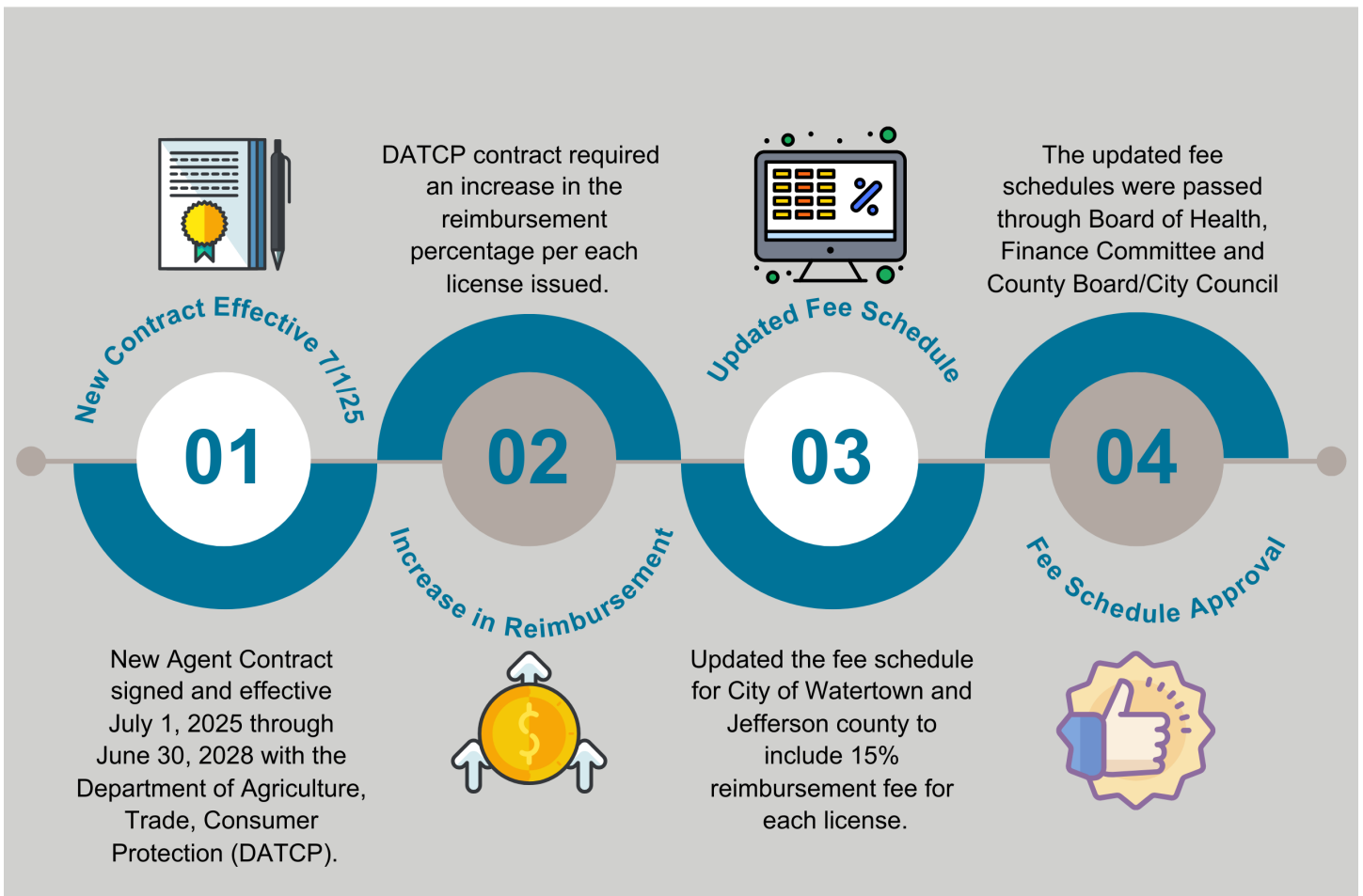
Policy Development & Support

Policy development and support means working with communities, organizations, and leaders to create and improve rules that help people stay healthy. It includes identifying health problems, helping to shape solutions, and making sure solutions are put into action effectively.



source: <https://phaboard.org> Policy Development & Support Factsheet

Update of the Environmental Public Health Consortium Fee Schedule



Health Insurance Portability and Accountability Act Policy Update



Staff conducted a comprehensive review and update of the Department's Health Insurance Portability and Accountability Act (HIPAA) policies and procedures to ensure continued compliance with federal privacy and security regulations.

The review process included partnering with Quarles and Brady LLP to complete an evaluation of administrative, technical, and physical safeguards; updates to reflect current operational practices; and alignment with evolving regulatory guidance.



Updates were made to strengthen protections for protected health information (PHI), clarify workforce responsibilities, and enhance breach response protocols.

These efforts demonstrate the Department's ongoing commitment to safeguarding sensitive health information and maintaining public trust while delivering essential public health services.

Warming/Cooling Center/Shelter

01

WDPH worked closely with the City Emergency Manager to guide the development of the City's Warming/Cooling Center and Shelter Policy—now Chapter 6 of the City of Watertown Policy Manual. Our involvement helped ensure a coordinated, community-focused approach to protecting residents during severe weather events.

**02**

This policy update was the product of extensive collaboration, including multiple meetings, tabletop discussions, and several rounds of revisions. Throughout the process, we drew on real-world experiences to identify improvements that would better serve the community.

**03**

The final policy was presented to the Common Council and approved on August 19, 2025, marking an important step in strengthening the City's overall emergency preparedness. The Warming/Cooling center was opened 3 times in 2025.

**04**

As part of this effort, the process for updating the City's policy manual also evolved, creating a more streamlined and responsive framework for future revisions.



Foundational Capability

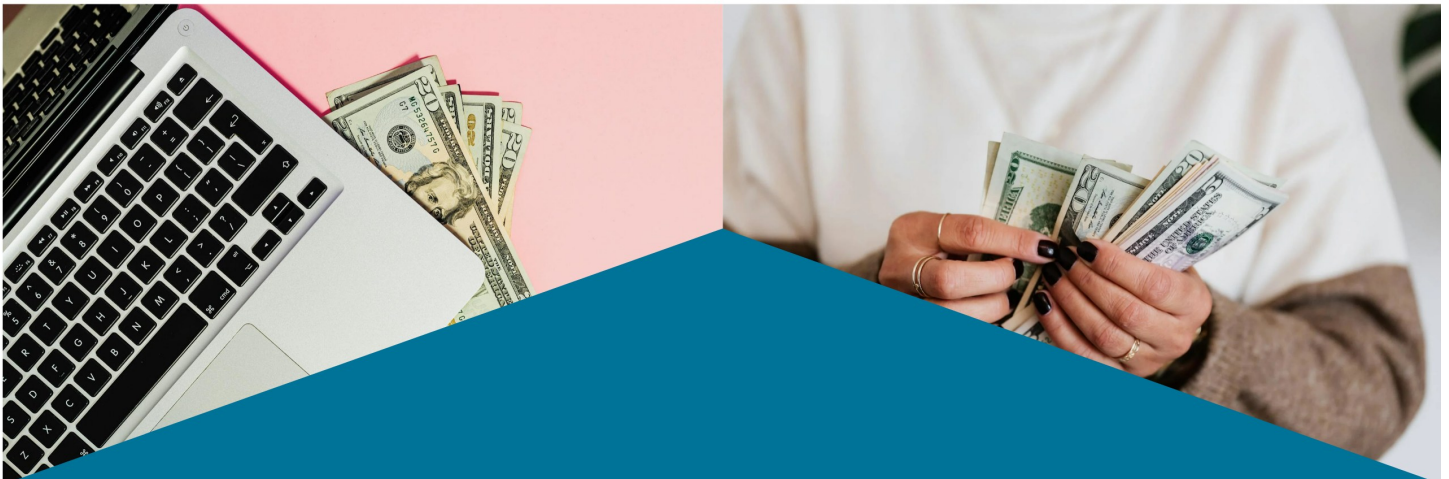
Accountability & Performance Management

Accountability and Performance Management means making sure health departments run effectively, track their progress, and keep improving their services. It helps public health teams set clear goals, measure success, and make better decisions based on data.

source: <https://phaboard.org> Accountability & Performance Management Factsheet



Administrative Quality Improvement: Cash Handling Policy



What

Our administrative team introduced a new payment-handling process to make receiving and tracking payments for all departmental programs more efficient and accurate.

This updated process helps ensure payments are recorded consistently and that program balances remain accurate and up to date.

How

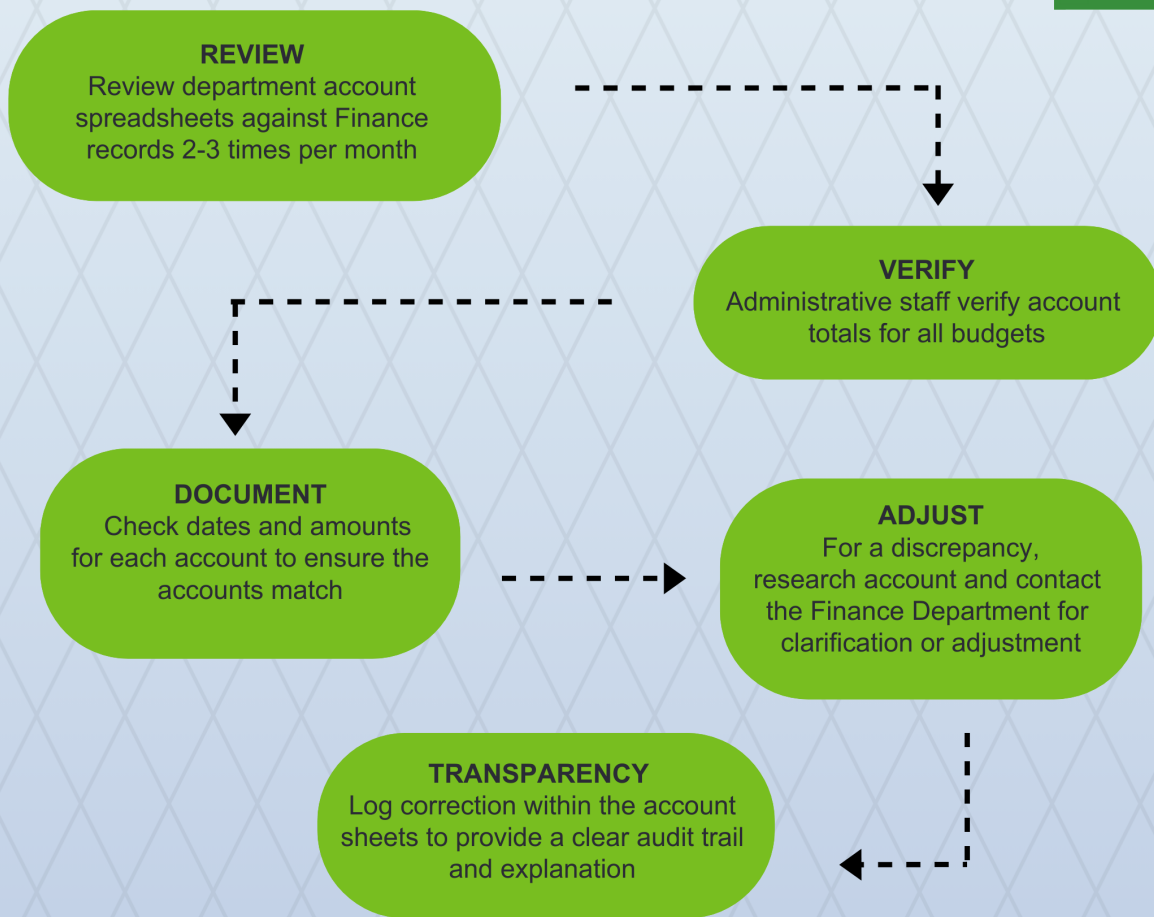
When a payment is received, the admin team records the appropriate general ledger account to ensure it is posted correctly. If the payment is for the Agent inspection program, the details are also entered into HealthSpace.

Then the payment information is entered into Caselle for City Hall and added to our department's internal Excel spreadsheet, where we monitor each program's running balance.

Administrative Quality Improvement: Budget Reconciliation

Project Improvement:

To ensure fiscal integrity and real-time accuracy, a monitoring process was created for four primary budget workbooks. Each workbook contains a spreadsheet for every account associated with each budget. Using Miview software program that is used by the Finance Department, department budget account totals are audited 2-3 times monthly against departmental spreadsheets.



This proactive oversight keeps the accounts current, minimizes month-end errors, and provides leadership with an accurate "at-a-glance" view of the department's financial health, while promoting fiscal responsibility.

Nursing Quality Improvement: Immunization Scheduling Process



Issue Identified

Nursing staff would have to leave the clinic area to bring clients to the front desk to schedule follow-up vaccine appointments. This diverted clinical resources, leading to increased wait times and reduced efficiency during clinic hours.

Improvement

Nursing and Administrative staff collaborated to develop a standardized scheduling sheet. After several revisions, a sheet was developed that meets all the needs of Administrative staff when scheduling appointments. The new sheet captures the client, vaccine type, dose, and recommended return time.



New Process

Nursing Staff complete the sheet for return vaccines. Client brings the sheet to the front desk where Administrative staff are able to schedule the follow-up appointment.

Outcome

The change in the scheduling process helped to keep the clinic running smoothly, support teamwork between staff, and make the experience easier for clients and families.



Performance Management

Local health department performance management is a continuous, data-driven approach to improving public health services and outcomes through measurement, reporting, and quality improvement.

01

Environmental Health

Environmental Health Staff passed their Annual Bacteria and Nitrate Proficiency Testing.

**02**

Public Health Nursing

Increasing community outreach and education was a key performance management goal for this year. WDPH staff expanded their presence across the community by attending 26 community events, providing health information, resources, and education directly to residents. These efforts strengthened community connections, increased awareness of available services, and supported more accessible and responsive public health outreach. At left, staff attended Lights and Sirens sharing information about poison control and Mr. Yuk.

03

Emergency Preparedness

RAVE ALERTS: This real-time emergency alert system sends messages to employees during emergencies or other situations that affect their work. RAVE alerts are sent internally every quarter to city leaders and WDPH staff. WDPH had a response rate of 100% all four quarters, while city leadership response for each quarter was: Q1 - 95%, Q2 - 86%, Q3 - 86%, and Q4 - 79%.

MONTHLY EDUCATION: Monthly education was created and posted on WDPH's Facebook page and the city's website. Topics included emergency kits, sheltering, and severe storms.

Wisconsin Emergency Assistance Volunteer Registry (WEAVR): This online volunteer sign-up system is used during major public health emergencies. Volunteers are told where to go and what role they will fill. Training is provided when they arrive. Members participate in one drill each year, with a 45% response rate in 2025.



Foundational Capability

Emergency Preparedness & Response

Public health emergency preparedness means being ready to respond to disasters, disease outbreaks, and other emergencies. Health departments plan ahead, work with partners, and make sure essential services can continue. They focus on protecting people most at risk, keeping the public informed, and helping communities stay safe before, during, and after a crisis.

source: <https://phaboard.org> Emergency Preparedness and Response Factsheet



Mental Health First Aid

Two WDPH staff members were certified to teach Mental Health First Aid (MHFA), equipping staff to recognize early signs and symptoms of mental health challenges, offer support, and connect individuals to self-help or professional resources. Three MHFA trainings were held, certifying 32 city employees, including WDPH staff, the Post Emergency Response Team (PERT), and other city personnel.

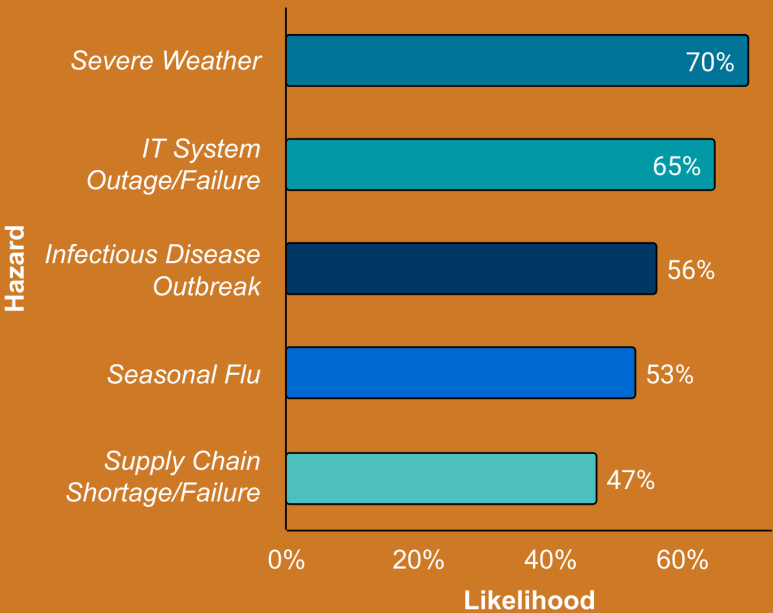


Emergency Preparedness and Response

Hazard Vulnerability Analysis Top 5 Risks

A Hazard Vulnerability Analysis (HVA) is a systematic process that identifies potential natural, man-made, and technological threats to the city, assesses their likelihood and potential severity, and evaluates the impact on operations, services, people, and infrastructure. The HVA then prioritizes emergency planning, mitigation, and response efforts.

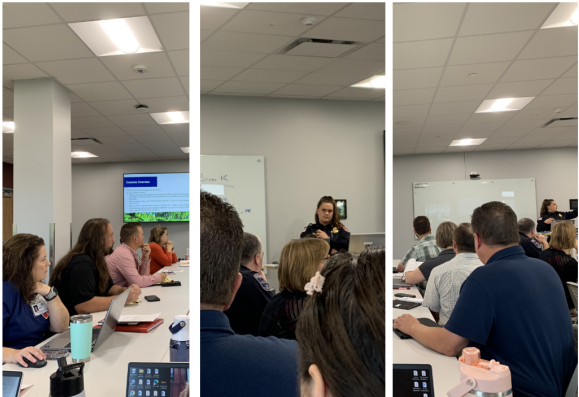
An HVA was conducted with internal and external partners to reveal the top five hazards that are most likely to have an impact on Watertown, as seen in the chart on the right.



In 2025, City Department Leadership had a workshop exercise to discuss how different departments would collaborate with each other to ensure the continuity of operations in the event an Emergency Operation Center (EOC) opened.

Continued participation with community partners was strengthened during the year through regular meetings with the Watertown Health Care Coalition and South-Central Wisconsin Healthcare Emergency Readiness Coalition.

WDPH conducted internal communication drills to ensure proper notification occurs when emergencies take place.



WDPH staff received monthly emergency preparedness training, including but not limited to a review of the National Incident Management System and Incident Command System, RAVE, WEAVR, public health's role in recovery operations, Emergency Support Functions, the City of Watertown Family Assistance Center, and the Strategic National Stockpile.



Foundational Capability

Public Health Communications

Public health communication ensures people get the right health information, at the right time, in a way they can understand and trust. This includes working with local media, using social media, providing clear updates during emergencies, and promoting health through education and outreach. Good communication helps people make informed decisions and builds trust in public health.

source: <https://phaboard.org> Public Health Communications Factsheet



Public Health Communications

City Connection Publication

WDPH took part in the city's bi-annual City Connections publication throughout the Spring and Fall seasons. In Spring 2025, the department shared helpful articles on topics such as car seat safety, 211 Wisconsin, proper sharps disposal, immunization clinic information, autism awareness, and emergency preparedness.

The Fall edition continued that community focus with updates on flu vaccines and pricing, tips for building home and car go-kits during Preparedness Month, and another reminder on safe sharps disposal.

To ensure every resident has access to this information, all WDPH articles were published in both English and Spanish, supporting clear communication across the entire community.



Color the Path 5K Run

Two staff members proudly represented WDPH at the first Color the Path 5K Run held at Brandt-Quirk Park. The event highlighted the wide range of mental health resources available throughout Jefferson County. Our department shared information about our Mental Health and Substance Abuse Resource Guide, which is available in both English and Spanish. We also introduced a new QR code that directs community members to our website, where all of our resource guides can be easily accessed. This convenient feature makes it easier for residents to keep important resources handy without needing a paper copy.

Social Media Engagement

WDPH engages the community on Facebook by sharing timely public health information and promoting healthy, safe lifestyles. Topics include food safety, immunizations, radon testing, emergency preparedness, extreme weather, and car seat safety. We also post breaking health updates and product recalls—such as infant formula, ground cinnamon, car seats, vegetables, and sandwich meat in 2025. Over 450 posts were shared this year, with the City amplifying urgent messages to expand their reach.



Reminder Recall Project

The Health Department implemented a reminder-recall project to support timely childhood immunizations and increase vaccine coverage. Letters were sent to families of children who had not met the recommended immunization benchmark by age two, as well as to families with children ages 4–6 who had not yet received two doses of the MMR vaccine.

To further support the families of children ages 4-6 who had not yet received two doses of MMR vaccine, a pharmacy student followed up with phone calls to provide education about the MMR vaccine, answer questions, and address concerns. This project strengthened communication with families, promoted informed decision-making, and supported on-time immunizations in the community.

2 Year Old Benchmark

The American Academy of Pediatrics recommends all children have the following number of vaccine doses by 2 years.

- 4 doses of DTaP (Diphtheria, Tetanus, Pertussis)
- 3 doses of Polio (IPV)
- 1 dose of MMR (Measles, Mumps, Rubella)
- 3 or 4 doses of Hib (Haemophilus influenzae type B)
- 3 doses of HepB (Hepatitis B)
- 1 dose of VZV (Varicella/Chickenpox)
- 4 doses of PCV (Pneumococcal Conjugate)

MMR Vaccine

The American Academy of Pediatrics recommends all children have the following doses of MMR by 4 years.

- 2 doses of MMR (Measles, Mumps, Rubella)

Outreach to Families

2 Year
Benchmark
Letters
49

4-6 Year
MMR
Letters
244

Financial Comparison
Watertown Department of Public Health
Financial Information 2023 to 2025

Revenue	2023	2024	2025
Maternal & Child Health Grant	\$ 10,445.00	\$ 8,571.00	\$ 9,010.00
Prevention Block Grant	\$ 8,018.00	\$ 8,000.00	\$ 11,969.00
Family Preservation Grant	\$ 24,439.00	\$ 25,497.90	\$ 23,938.00
Immunization Grant	\$ 7,393.00	\$ 6,961.00	\$ 3,646.00
Immunization Supplement			\$ 23,375.00
Emergency Preparedness Grant	\$ 72,098.00	\$ 21,615.00	\$ 21,195.00
Radon Grant	\$ 10,475.00	\$ 5,719.00	\$ 8,126.00
Childhood Lead Grant	\$ 5,932.00	\$ 4,434.00	\$ 4,675.00
Health Prevention	\$ 1,705.00	\$ 2,711.00	\$ 1,380.00
Public Health Infrastructure			\$ 9,964.00
COVID -19 - Tracing/Monitor grant	\$ 27,694.00	\$ 25,654.00	
Workforce / COVID-19	\$ 12,463.00	\$ 36,173.00	\$ 15,584.00
ARPA / COVID-19	\$ 23,362.00	\$ 70,796.00	\$ 49,681.00
Communicable Disease	\$ 3,600.00	\$ 3,540.00	\$ 3,540.00
Seal A Smile Grant & Donations	\$ 6,427.25	\$ 6,343.00	\$ 6,645.00

Fees for Service

Title 18 (Medicare)	\$ 744.83	\$ 106.00	\$ 105.85
Title 19 (HealthCheck/PNCC)	\$ 12,391.96	\$ 6,837.55	\$ 6,943.53
Seal A Smile MA	\$ 12,104.80	\$ 11,520.00	\$ 11,797.38
Jefferson Cty Consortium	\$ 35,000.00	\$ 35,003.00	\$ 35,002.00
Environmental Health Fees/Interest	\$ 40,682.57	\$ 37,664.92	\$ 25,903.31
Dept of Ag	\$ 304,277.00	\$ 311,145.00	\$ 295,736.00
Agent Program / DSPS/Body Art	\$ 1,401.00	\$ 1,826.00	\$ -
Transient Well Water Program	\$ 55,833.75	\$ 58,491.00	\$ 37,847.75
Water Lab fees			\$ 15,225.00
Emergency Prep Misc			\$ 19,611.00
General Health Revenue Tax & non-tax	\$ 6,375.16	\$ 11,312.04	\$ 14,976.96
Total Revenue	\$ 682,862.32	\$ 699,920.41	\$ 655,876.78

Expenses

Environmental Carry Over	\$ (18,235.75)	\$ (75,515.00)	\$ (47,486.00)
Emergency Prep/Pandemic Carry Over	\$ (21,995.81)	\$ (147,334.00)	\$ (13,460.00)
Seal A Smile Carry Over	\$ 7,544.56	\$ 3,172.00	\$ 3,035.00
Emergency Prep Coordinator Salary	\$ 33,141.31	\$ 34,799.00	\$ 35,231.00
Contracted Salary/SAS Hygienist & Dental Asst.	\$ 3,300.50	\$ 4,200.00	\$ 4,270.00
Personnel	\$ 873,733.00	\$ 857,537.00	\$ 902,314.00
General Supplies	\$ 161,188.27	\$ 341,744.00	\$ 208,080.00
Total Expenses	\$ 1,038,676.08	\$ 1,018,603.00	\$ 1,091,984.00
City Tax Contribution	\$ (355,813.76)	\$ (318,682.59)	\$ (436,107.22)



WDPH staff celebrating Public Health Week with a member of Wisconsin Public Health Association.



WDPH honored and bid farewell to long-time Board of Health Member Andrea Turke. We thanked her for her time and advocacy on behalf of public health.



Left: Director/Health Officer Carol Quest meets with Governor Tony Evers at a bill signing ceremony for Senate Bill 31.



Right: Public Health Nurse Laci at Children's Fair with Mr. Yuk resources and interactive game.

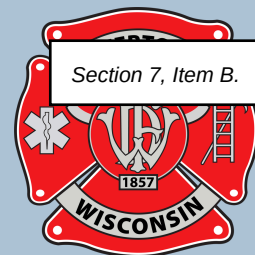


Staff participated in Wear Red Day to promote awareness of heart health.

WATERTOWN FIRE DEPARTMENT

Monthly Report / **April 2026**

**Compassion, Dedication,
Integrity, Accountability,
Trust**



Greetings!

This past month was a strong reminder of both the demands placed on the fire service and the strength of partnership that supports our community. Our recent structure fire on Spaulding Street required a significant response in the early morning hours, and I want to sincerely thank our mutual aid partners who responded to assist, along with our own staff who came in during the middle of the night to support suppression efforts, overhaul, and begin the fire investigation process. Their commitment reflects exactly why strong regional partnerships are critical. NFPA 1710 identifies an effective response force of approximately 15 personnel on scene within 8 minutes for a residential structure fire. Like many communities our size, achieving that staffing level with only on-duty personnel is difficult, and mutual aid remains critical to closing that gap.

While our first units arrived quickly and command was established early, our on-duty crews were operating with only eight personnel on scene for 25 minutes before additional mutual aid companies could arrive. This delay was not due to a lack of support, but simply the reality of travel distance, nighttime notification, and response time from neighboring departments. Mutual aid partners responded quickly and professionally, but NFPA 1710's expectation of 15 personnel within 8 minutes is difficult to achieve when surrounding resources are 15–20 minutes away. This highlights the operational reality of protecting our community with limited on-duty staffing and reinforces why effective response force discussions matter.



In addition to emergency response, the recent flooding events across the region required continued coordination and situational awareness. Our leadership team worked closely with other city departments, along with emergency management partners in both Jefferson and Dodge Counties, to assess storm impacts, support damage assessments, and gather information needed to understand community needs and potential recovery requirements. These events are a reminder that fire and EMS service extends well beyond incident response—we are part of the larger emergency management system responsible for preparedness, coordination, and resilience across the community.



Chief Tanya Reynen

Operational Statistics

Incident Count Statistics

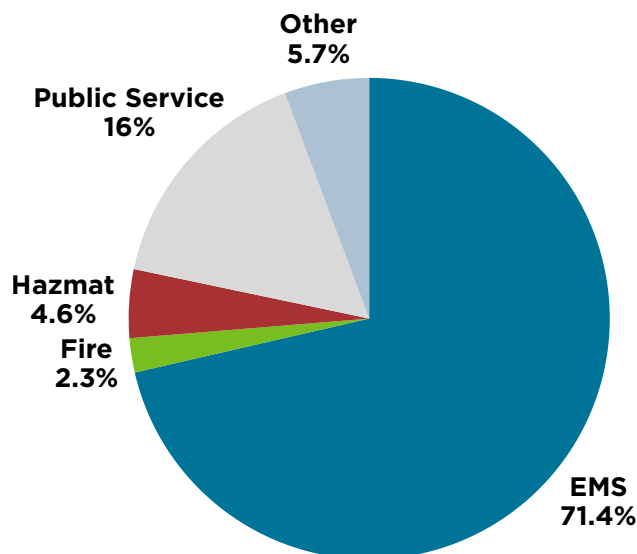
April 2026 Calls: 258

EMS	Fire	Haz-Mat	Public Service	Other
175	6	17	41	19

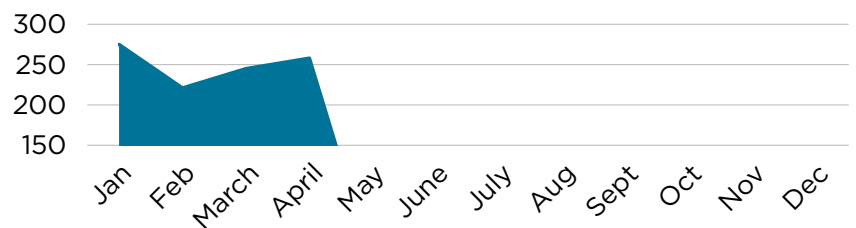
April Incidents by Year

2023	2024	2025	2026
219	221	261	258

Incident Percentages Year to Date

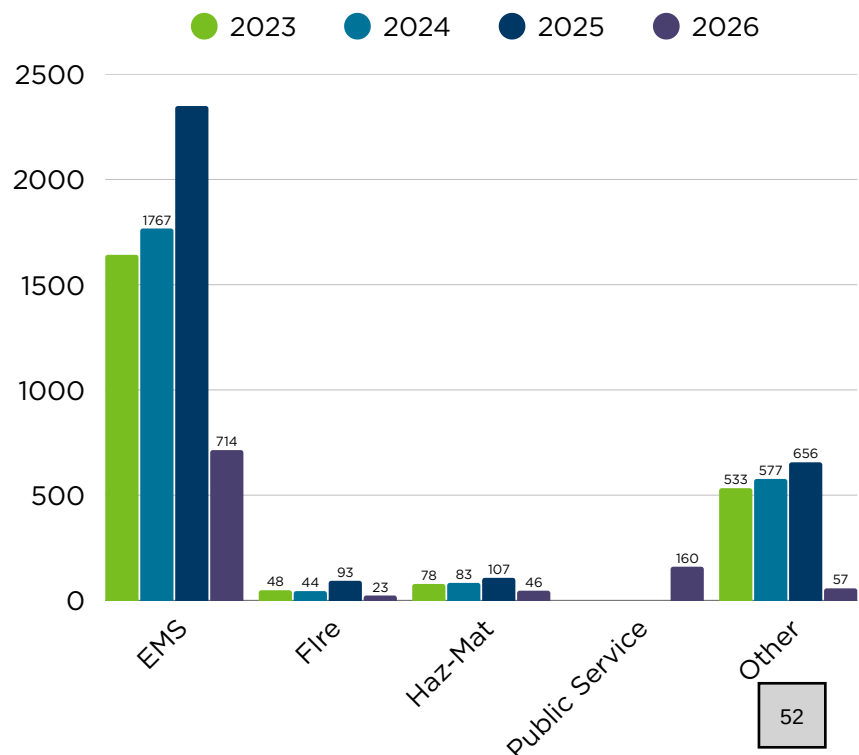


Incident count by Month



**2026
Year-to-Date
Incident Count:
999**

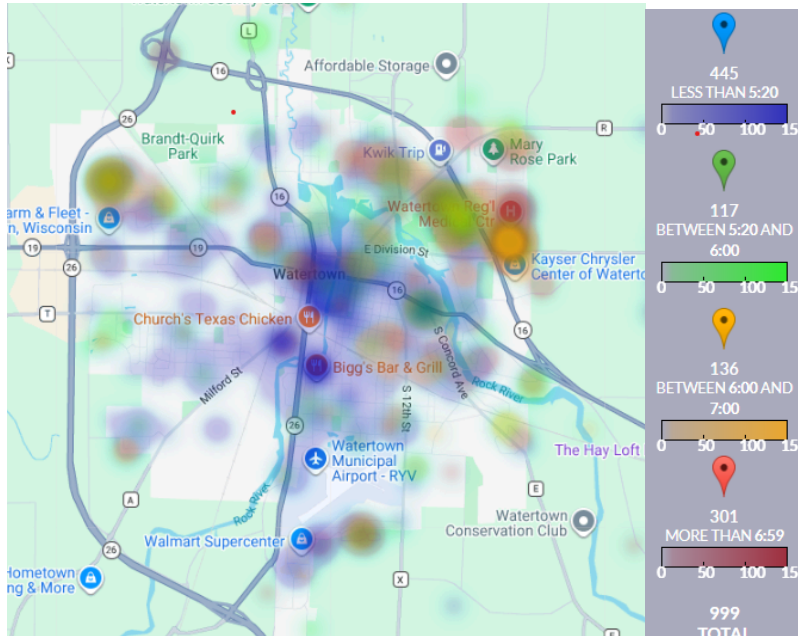
Year-to-Date Incidents by year and type



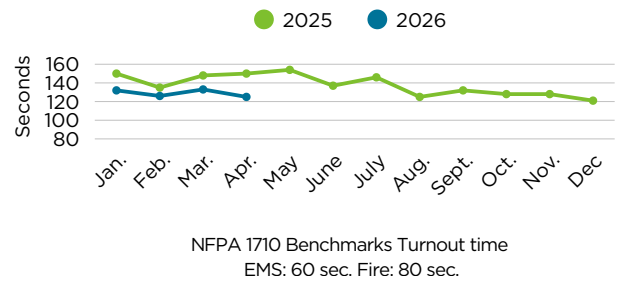
Public Service
The category Public Service is for incidents such as Lift Assist, CO and Smoke Detector alarm malfunctions

Other
Consists of Standby, Canceled calls, smoke in area, no patient found, controlled burn etc.

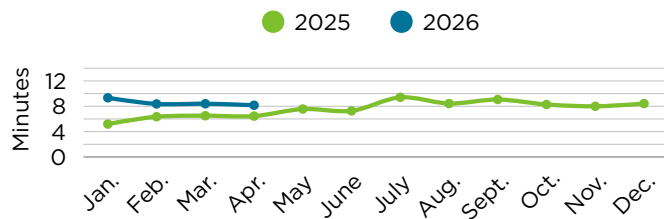
Year-to-Date Response Time Heat Map



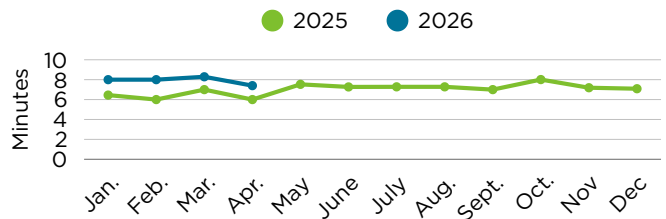
90th Percentile ALL ZONE TURN OUT TIME (Alarm>EnRoute)



90th Percentile ALL ZONE RESPONSE TIME (Alarm>First Unit Arrival)



90th Percentile CITY ZONE RESPONSE TIME (Alarm>First Unit Arrival)



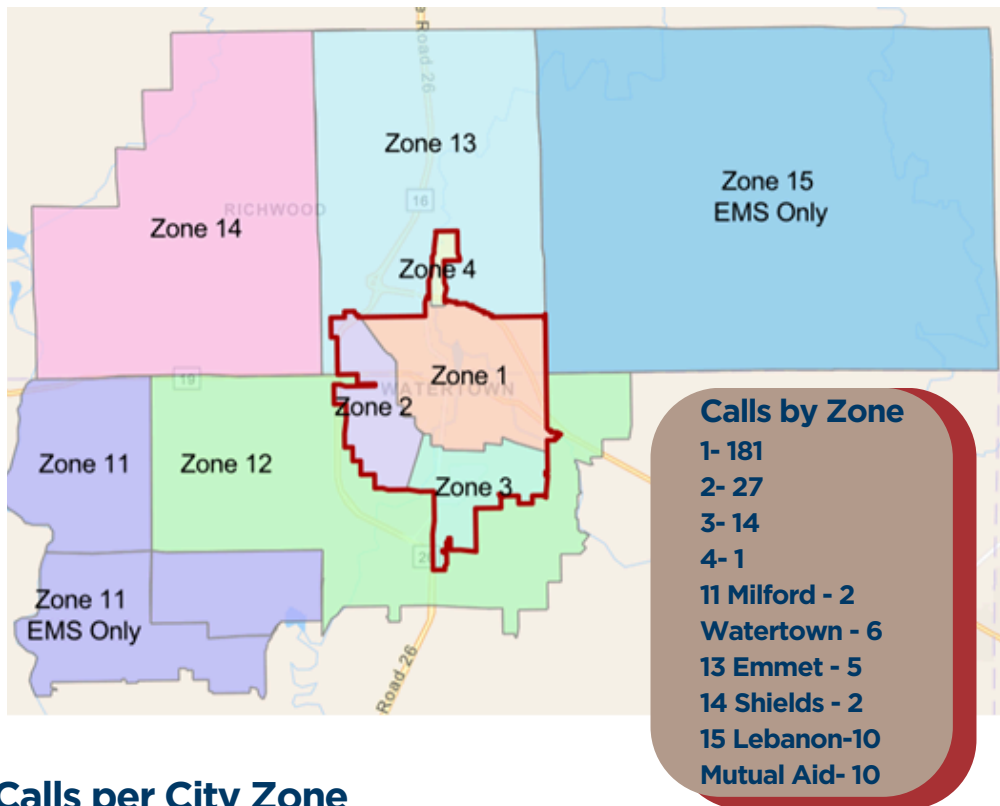
Simultaneous Calls by Month- Year to Year

This means that the crew is out on more than one call at the same time.

	2024		2025		2026	
January	52	19%	79	28%	51	25%
February	39	18%	63	28%	26	16%
March	52	22%	93	32%	44	23%
April	31	14%	74	28%	49	19%
May	47	20%	103	34%		
June	68	27%	78	27%		

	2024		2025		2026	
July	57	24%	87	30%		
August	50	22%	60	24%		
September	66	25%	89	33%		
October	57	22%	70	25%		
November	64	28%	57	24%		
December	58	28%	80	29%		

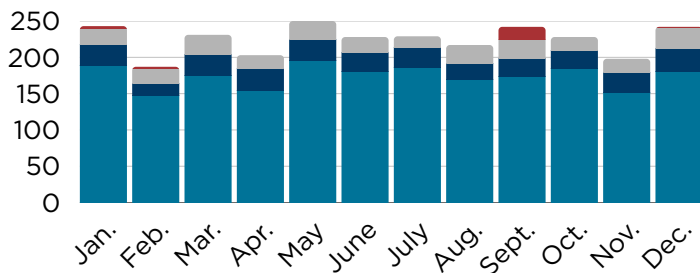
Calls per Zone This Month



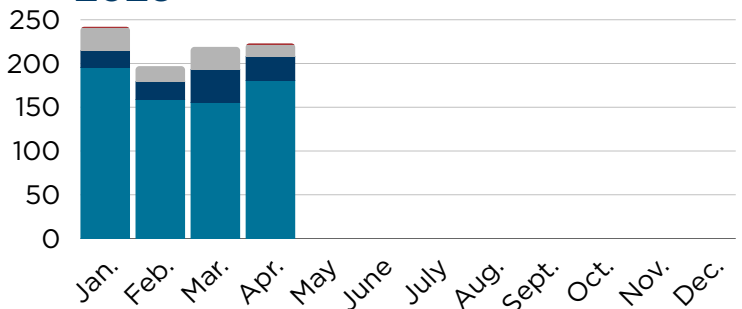
Calls per City Zone

● Zone 1 ● Zone 2 ● Zone 3 ● Zone 4

2025

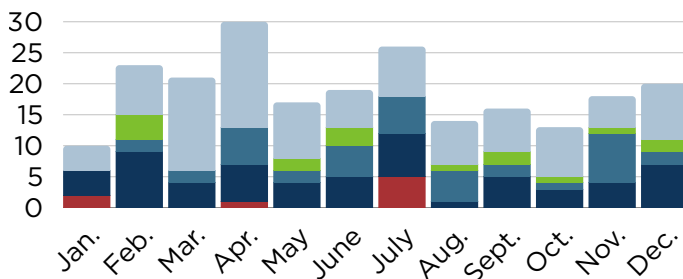


2026

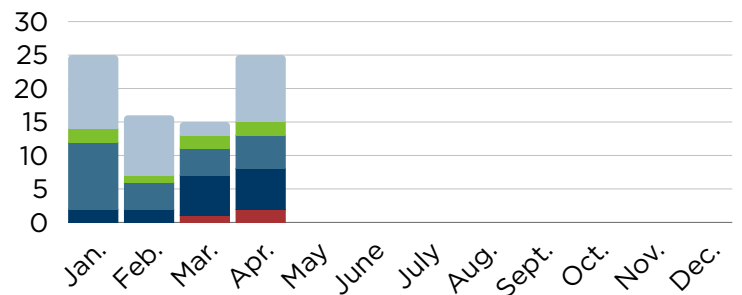


Calls per Township Zone

2025



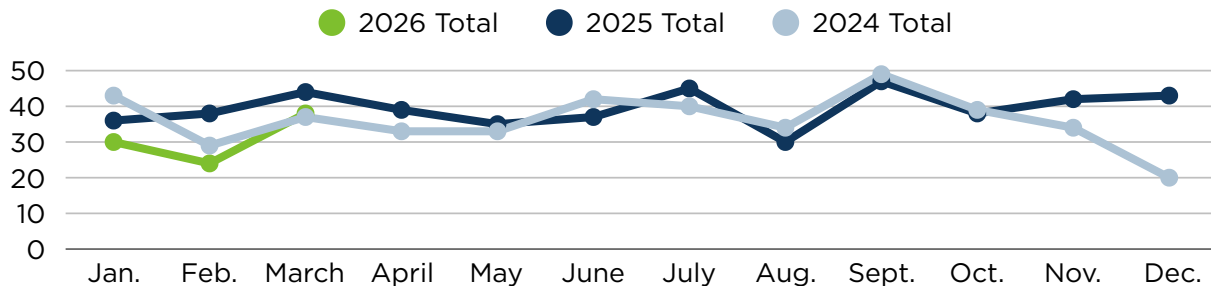
2026



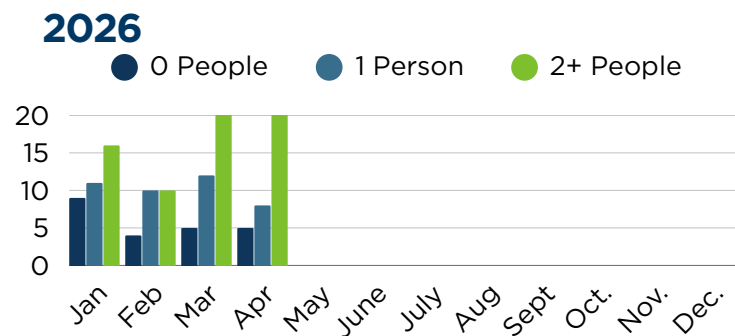
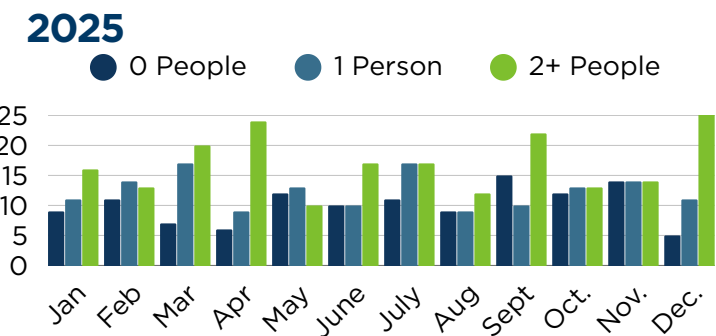
● Milford 11 ● Watertown 12 ● Emmet 13 ● Shields 14 ● Lebanon 15

Off-Duty Callback Occurrences This Month

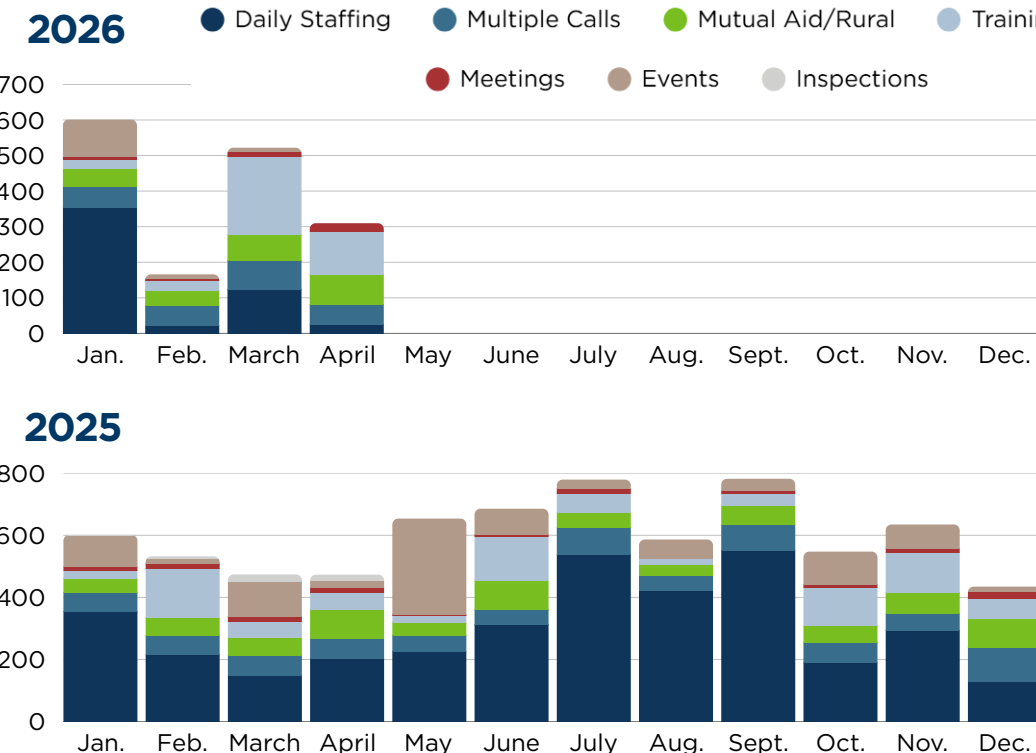
Number of People	0	1	2+	Total
Count	5	8	23	36



Off-Duty Callback Staff Trend



Total Monthly Overtime Hours



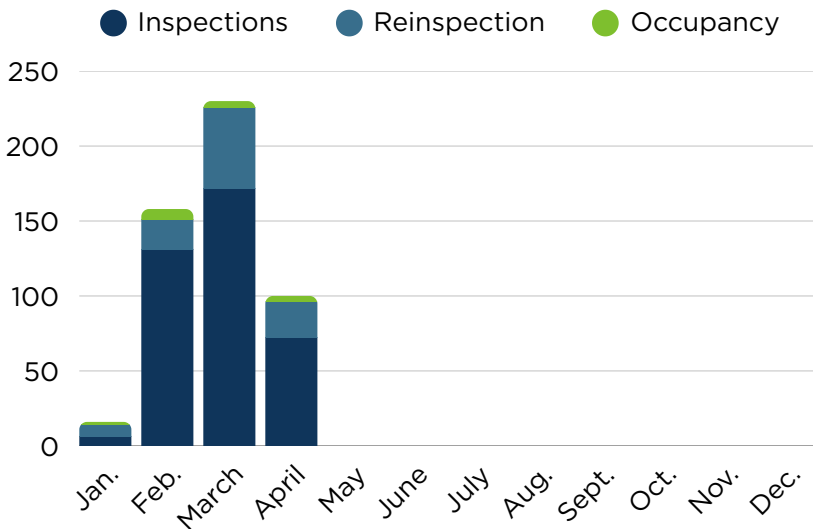
Overtime "Causes"

Two personnel are in the clinical and capstone phases of paramedic school, completing the hands-on requirements of class. Their progress strengthens our advanced life support capabilities and supports long-term service delivery for our community.

Fire Prevention Updates

May is both Water Safety Month and Electrical Safety Month, which is a good reminder of how often these hazards overlap in our community. From pool and spa pump rooms to utility spaces, water and electricity together create serious life safety risks when systems are not properly installed, maintained, or protected. Our fire prevention efforts include inspections, code enforcement, and public education focused on grounding, GFCI protection, proper equipment clearances, safe wiring practices, and reducing fire and shock hazards in these environments. Fire prevention extends well beyond fire itself; it is about reducing risk before an emergency happens and helping keep our residents, businesses, and responders safe.

Inspections Completed



Inspection Progress

Total Inspectable Properties: 1198



This Months Calls for Service

- 3- Automatic Fire Alarms
- 2- Structure Fire & Investigations

Plans Reviewed Year to Date

7

Fire & Safety Tip Electrical Safety

A simple tip for National Electrical Safety Month: test your GFCI outlets regularly, especially in bathrooms, kitchens, garages, basements, and outdoor spaces. These outlets are designed to shut off power quickly when moisture or water creates a shock hazard. Press the “test” button, confirm the outlet loses power, then press “reset” to restore it. If it does not respond properly, it should be replaced.

Training Highlights

Tender Orientation
Forward Speedlay
Pediatric Emergencies
Rogers Mental Health
Forcible Entry
Haz-Mat training with WRMC
Driver Operator EVOC Course
Saw Training
Hose Movement
Glory Global Preplan Tours

Incident Highlights

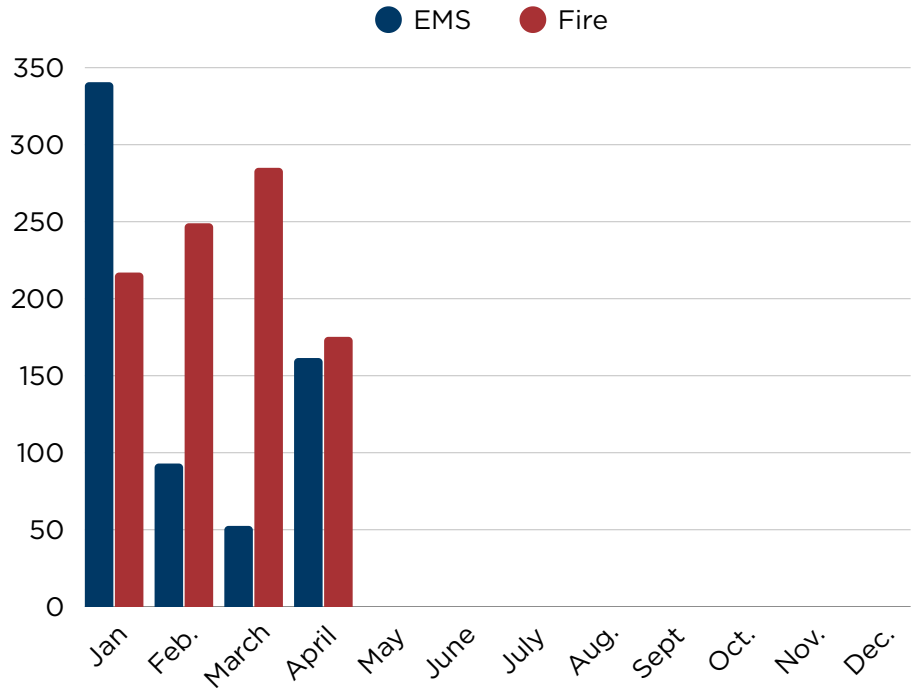
2 Structure Fires

Flood Response & Assistance to
Rock County (Emergency
Management)

Public Relation Highlights

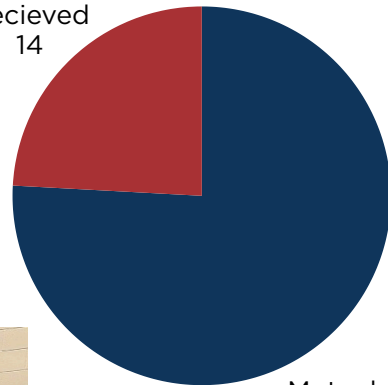
Paramedic Students Ride Along
EMT Students Ride Along
Fire Truck Ride to School
4 Station Tours
Career Day presentation at
Intermediate School

Training Hours

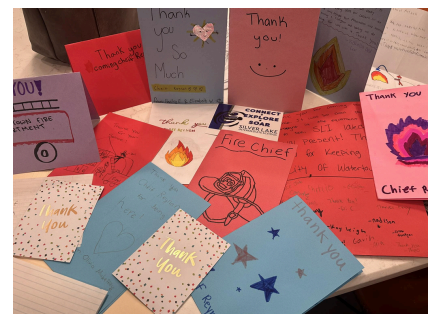


Mutual Aid Given/Received Year to Date

Mutual Aid
Received
14



Mutual Aid Given
44



Date: June 2, 2026

To: Mayor Robert Stocks, City of Watertown

From: Ben Wehmeier

Re: Employer Sponsored Care Pilot

In 2023, the City of Watertown, Maranatha University, the Watertown Area YMCA, and the Greater Watertown Community Health Foundation (GWCHF) initiated a partnership to pilot systems of Employer-Sponsored Childcare.

Goals: The pilot project goals included:

1. Offering Watertown-area employers the opportunity to provide an employee benefit that leverages matching City dollars to improve families' access to care and affordability while ultimately improving the sustainability of our local childcare businesses.
2. Provide modest financial support to reimburse childcare providers for a portion of the scholarship dollars they provide to families demonstrating financial need.

Commitments: In establishing this partnership, the following commitments were made:

- **YMCA and Kiddie Kampus:**
 - Support educator recruitment and retention by providing benefits, raising base wages and collaborating on professional development opportunities.
 - Accept Wisconsin Shares funding and provide scholarship funding to make childcare as affordable as possible for working families.
 - Developing innovative partnerships to help employers begin offering employee childcare benefits
- **Employers:** Provide an employee benefit that matches City grant dollars and supports at least 10% of the employee's childcare tuition
- **City of Watertown:** Provide a \$400,000 grant to support increased access to childcare in Watertown
- **GWCHF:** Provide additional grant funding to support start-up business planning and facility upgrades to expand the number of licensed childcare slots available. Employ Early Childhood Education Coach to provide professional development for educators across the region. Manage distribution of the City's grant dollars.

Progress Update: In its first 9 quarters, this pilot project served more than 50 families and provided stabilizing financial support for two licensed childcare centers (Kiddie Kampus and YMCA). In total, 8 employers are providing childcare benefits and funding that matches City dollars. Employer Sponsored Care funding is supporting 29 children per quarter. Since 2023-Q4, \$235,973 of the \$400,000 has been distributed (\$111,908 to the YMCA and \$124,064 to Kiddie Kampus) per the distribution schedule in Appendix A.

Additionally, a goal of this project was to ensure economically disadvantaged families are able to utilize this funding along with state WI Shares funding to access childcare. We have been successful in this regard. These Watertown providers served an average of 23 children through the WI Shares program each quarter.

Capacity Barriers: Since 2021, GWCHF has provided \$5.7 million in grants and programmatic investments to support the creation of 532 new licensed childcares slots across Dodge and Jefferson Counties. As we celebrate the success of building new childcare capacity, we acknowledge that during this time multiple childcare centers have closed. Since this pilot was initiated, Watertown added 253 new slots (YMCA 126 and Trinity St. Lukes (75) and Gingerbread (52). Over the same period, we've lost 226 slots from the closing of the YMCA (126), Lady Bug (30), and Mary Lindsmeier (70). Once Gingerbread gets its second location up to capacity, Watertown's net gain will be approximately 150 new childcare slots.

At this time, a shortage of early childhood educators is limiting providers' ability to operate at full capacity. GWCHF continues to invest in development of the early education workforce in partnership with Madison College. To date, this partnership has provided tuition scholarships to train 122 Dodge and Jefferson County residents as new early childhood educators.

Next Steps: Watertown's Gingerbread Preschool and Childcare will be opening up a second location in June, 2026, in the Collective space formerly operated by the YMCA. We recommend the remaining \$164,027 City of Watertown grant funding be used as follows with an expectation that funding will be fully dispersed by June, 2027:

- Kiddie Kampus: Continue quarterly grant payments of approximately \$16,000 per quarter to match Employer contributions and support scholarships for families in need.
- Gingerbread: Allocate \$66,000 of the City's grant funding to support start-up rent subsidy during the first year of operation.

Appendix A: City Grant Distribution Schedule

2023		
	YMCA	Kiddie Kampus
Q1	N/A	N/A
Q2	N/A	N/A
Q3	N/A	N/A
Q4	\$14,887.40	\$8,400
Agency Total	\$14,887.40	\$8,400
Total 2023		\$23,287.40
2024		
	YMCA	Kiddie Kampus
Q1	\$17,864.75	12,850.80
Q2	\$21,575.30	\$15,081.40
Q3	\$23,055.35	\$13,542.10
Q4	18,997.05	13,336.20
Agency Total	\$81,492.45	\$54,810.50
Total 2024		\$136,302.95
Cum. Total	\$96,379.85	\$63,210.50
2025		
	YMCA	Kiddie Kampus
Q1	\$15,528.90	13,474.20
Q2	N/A	\$14,859.20
Q3	N/A	\$16,344.00
Q4	N/A	\$16,176.35
Agency Total	\$15,528.90	\$60,853.75
Total 2025		\$76,382.65
Cum. Total	\$111,908.75	\$124,064.25
Total investment to date:		\$235,973.00

Employer Sponsored Childcare

June, 2026 Progress Report

Childcare is critical workforce infrastructure.



Supports Families

Reliable childcare helps families thrive.



Strengthens Employers

A stable workforce drives productivity and growth.



Builds Stronger Communities

Investing in childcare invests in our shared future.



Childcare: Broken business model

CARE IS TOO EXPENSIVE FOR WORKING FAMILIES

The Childcare Business Model Is Broken

 **WHAT FAMILIES PAY**

**\$12,000–
\$18,000**
per child / year

Avg. WI center-based tuition (2025)
= 16% of median household income

≠

 **TRUE COST OF CARE**

\$33,715
per infant / year

Average true cost — what providers need to:

- ✓ Pay staff fairly
- ✓ Cover all business expenses

 **THE GAP**

\$15,715+
shortfall per child / year

Families can't afford to pay more —
providers can't charge what care truly costs.

The business model is broken.

Regional strategy & results

-  **1 Start-up business planning** (9+ centers)
-  **2 Start-up capital** (7 centers)
-  **3 Workforce development** (122 educators)
-  **4 Employer sponsored childcare** (50+ families, 8 employers)
 - Childcare benefit matched by City grant dollars
-  **5 State policy advocacy**



Regional Strategy: Access to quality childcare



New slots (region)

532



New slots (Watertown)

253



Lost slots (Watertown)

226



New Watertown Slots w/Gingerbread Opening 150



50

Families served



8

Employers matching



122

Educators trained



Greater Watertown Community
Health Foundation

APPENDIX A — City Grant Distribution Schedule

Section 7, Item C.

2023	YMCA	Kiddie Kampus
Q4	\$14,887.40	\$8,400.00
Agency Total	\$14,887.40	\$8,400.00
2023 Total		\$23,287.40
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Q1	\$17,864.75	\$12,850.80
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2025 Total		\$76,382.65
Cumulative Total	\$111,908.75	\$124,064.25
Total Investment to Date:		\$235,973.00

WATERTOWN PAYROLL SUMMARY

For the Period of: 4/29/2026 5/12/2026

Department	Employees FT PT		Regular Hours	Regular this Pay Period	Y-T-D Regular Actual	Annual Regular Budget	Overtime Hours	Overtime this Pay Period	Y-T-D Overtime Actual	Annual Overtime Budget
Administration	2	4	298	10,706	71,856	260,025	-	-	-	-
Alderpersons (2nd PR)		9	9	-	19,394	59,303	-	-	-	-
Attorney	2	1	220	8,551	63,276	222,321	-	-	-	-
Bldg. Inspection	3	4	292	11,060	79,647	286,891	-	-	-	-
Crossing Guards	-	10	117	1,328	8,366	28,000	-	-	-	-
Engineering	5	2	436	12,896	-	27,102	-	-	-	-
Finance	6	-	480	16,245	127,829	469,248	-	-	1,415	3,000
Fire	31	1	3320	99,355	730,447	2,564,329	329	6,043	68,924	247,000
Forestry	1	-	80	2,328	24,027	134,680	-	-	-	-
Health	9	3	823	29,927	219,917	809,474	-	-	-	2,250
Library	7	15	1071	27,181	191,840	500,677	-	-	-	-
Mayor	1	-	80	3,634	29,401	94,488	-	-	-	-
Media	2	2	185	5,503	40,639	263,120	-	-	-	-
Municipal Building	-	-	0	-	12,780	51,917	-	-	150	1,500
Municipal Court	1	1	100	3,482	25,553	89,258	-	-	-	-
Park	10	-	736	19,681	123,700	458,087	9	375	2,117	11,960
Park/Rec Admin	5	1	443	10,522	93,438	422,408	-	-	-	540
Police	54	2	4282	162,308	1,247,184	4,213,498	285	15,180	52,341	236,600
Police Reserve	-	3	14	209	521	15,000	-	-	-	-
Recreation and Pools		25	148	884	24,324	187,341	-	-	-	4,500
Solid Waste	8	-	640	18,190	131,121	526,359	-	163	1,018	3,000
Street / Storm Water	25	1	1949	62,567	482,741	1,604,333	1	207	12,638	35,500
Wastewater	10	-	800	26,659	211,821	779,039	25	1,713	8,737	18,000
Water Dept.	11	-	880	32,070	242,349	839,515	12	1,207	5,693	23,500
TOTALS	193 FT	84 PT	17402	\$565,286	\$4,202,172	\$14,906,413	660	\$24,888	\$153,033	\$587,350

Temporary Alcohol Beverage License

Municipality

City of Waukesha

Section 9, Item A.

License(s) Requested	Fees	
☒ Temporary "Class B" Wine ☒ Temporary Class "B" Beer	License Fees	\$ 10.00
	Background Check	\$ 42.00
	Total Fees	\$ 52.00 (pd)

Part A: Organization Information		
1. Organization Name Habitat for Humanity Waukesha - Jefferson - Rock		
2. Organization Permanent Address 2020 Springdale Road		
3. City Waukesha	4. State WI	5. Zip Code 53186
6. Mailing Address (if different from permanent address)		
7. FEIN 39-1642114	8. Date of Organization/Incorporation 3/1/1989	9. State of Organization/Incorporation Wisconsin
10. Phone 262-309-6025	11. Email info@habitatwaukesha.org	
12. Organization type (check one) ☐ Bona Fide Club ☐ Church ☐ Fair Association/Agricultural Society ☐ Veteran's Organization ☐ Lodge/Society ☒ Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.		
13. Is this organization required to hold a Wisconsin Seller's permit? ☐ Yes ☒ No		
14. Wisconsin Seller's Permit Number (if applicable)		

Part B: Individual Information			
List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary. Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).			
Last Name	First Name	Title	Phone
Songco	Melissa	Chief Executive Officer	262-729-3962
Pelquin	Brett	Chief Operating Officer	262-309-6025
Vock	Sue	Director of Marketing & Development	262-729-3038
Greiff	Steve	Board President	262-554-3929
Mosca	Jonathan	Board Treasurer	414-852-1385

Rousseau Anna-Grace Agent

Continued →

Part C: Event Information

1. Name of Event (if applicable) Dream Builders Gala			
2. Dates of Operation 6/13/26		3. Hours of Operation 5:30 PM - 10:00 PM	
4. Premises Address 113, 109, 117 N. Votach Drive			
5. City Watertown		6. State WI	7. Zip Code 53098
8. County Dodge	9. Governing Municipality ☒ City ☐ Town ☐ Village of: Watertown		10. Aldermanic District 5
11. Organizer of Event (if not the named applicant)		12. Email and/or Phone Number for Organizer of Event	
13. Organizer Website www.habitatwjr.org		14. Event Website www.habitatwjr.org/dreambuilders	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Luxury tent will have two bars inside, no rooms or living quarters. Maps are included in application.			

Part D: Attestation

Who must sign this application? • one officer or director of the nonprofit organization			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name Vock		First Name Susan	
Title Director of Development		Email sue@habitatwaukesha	Phone 262-729-3038
Signature Susan Vock		Date 5-7-26	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk 5-15-2026	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	



COLLEGE PARK
HOME DESIGNS | LOT ASSIGNMENTS | ADDRESSES
12 LOTS – 6 HOMES
TWELVE FAMILIES



LISBON ST

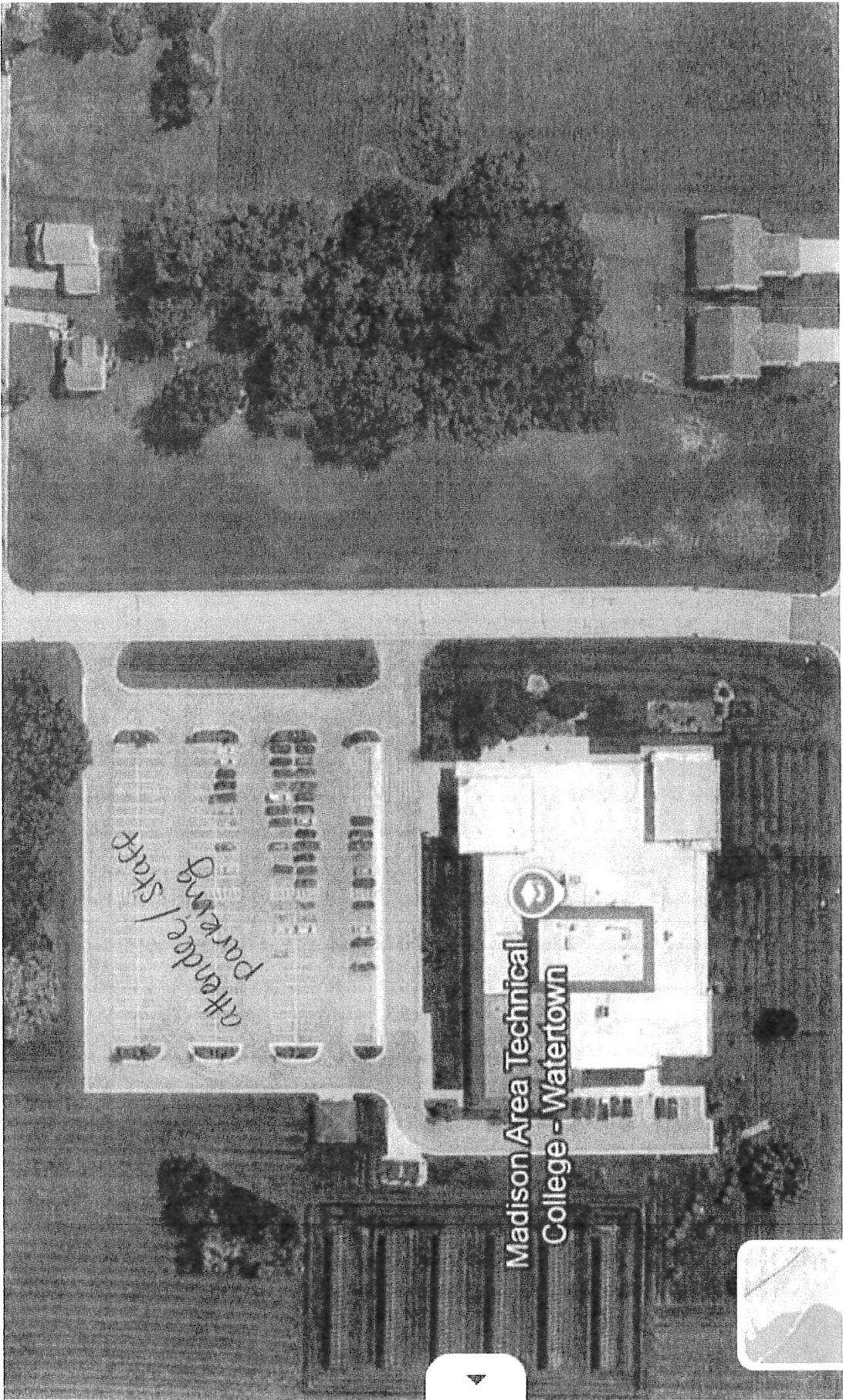
- Lot 1: 221 N Votech Drive
- Lot 2: 217 N Votech Drive
- Lot 3: 213 N Votech Drive
- Lot 4: 209 N Votech Drive
- Lot 5: 205 N Votech Drive
- Lot 6: 201 N Votech Drive
- Lot 7: 121 N Votech Drive
- Lot 8: 117 N Votech Drive
- Lot 9: 113 N Votech Drive
- Lot 10: 109 N Votech Drive
- Lot 11: 105 N Votech Drive
- Lot 12: 101 N Votech Drive

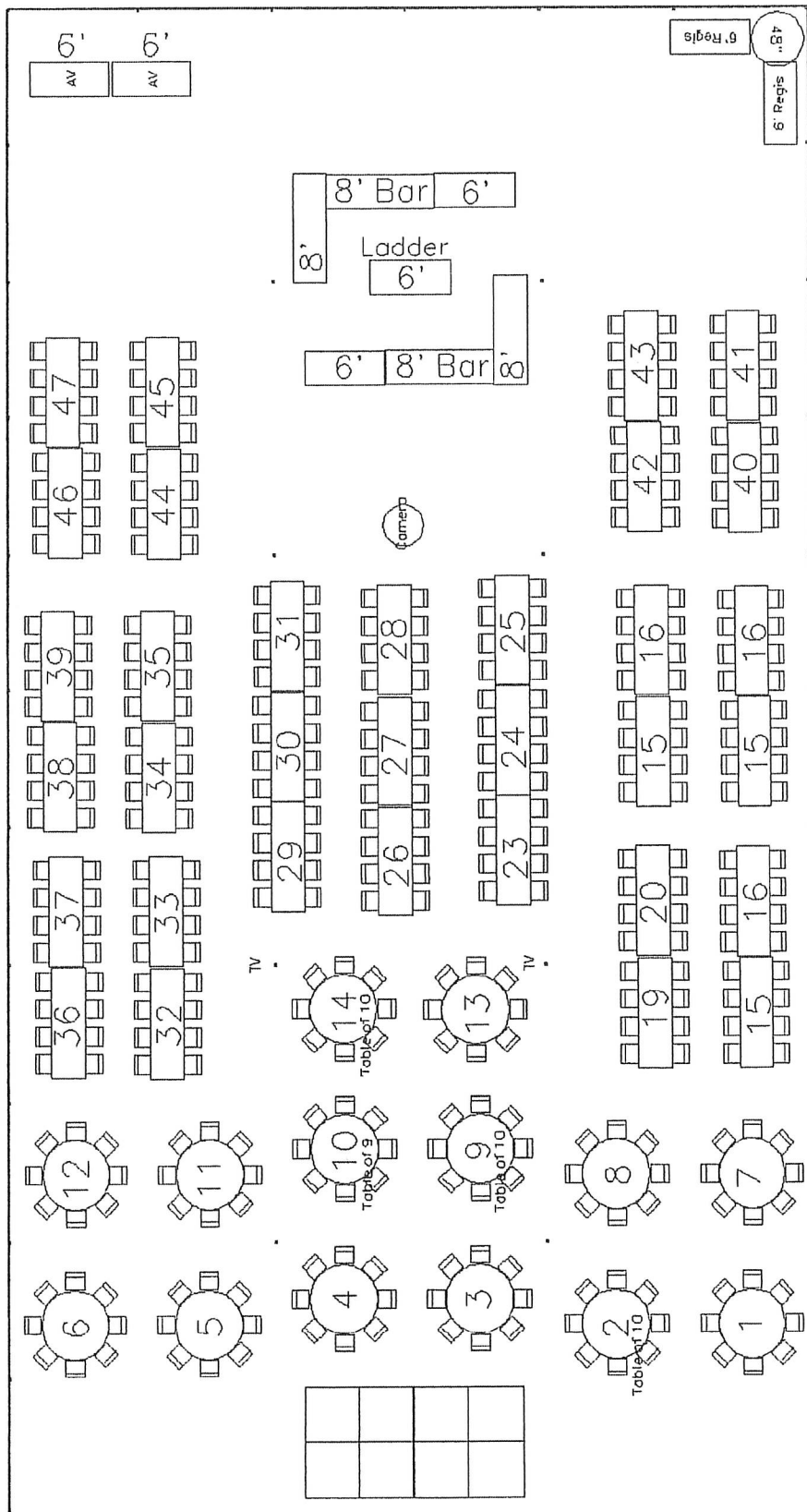
N VOTECH DR

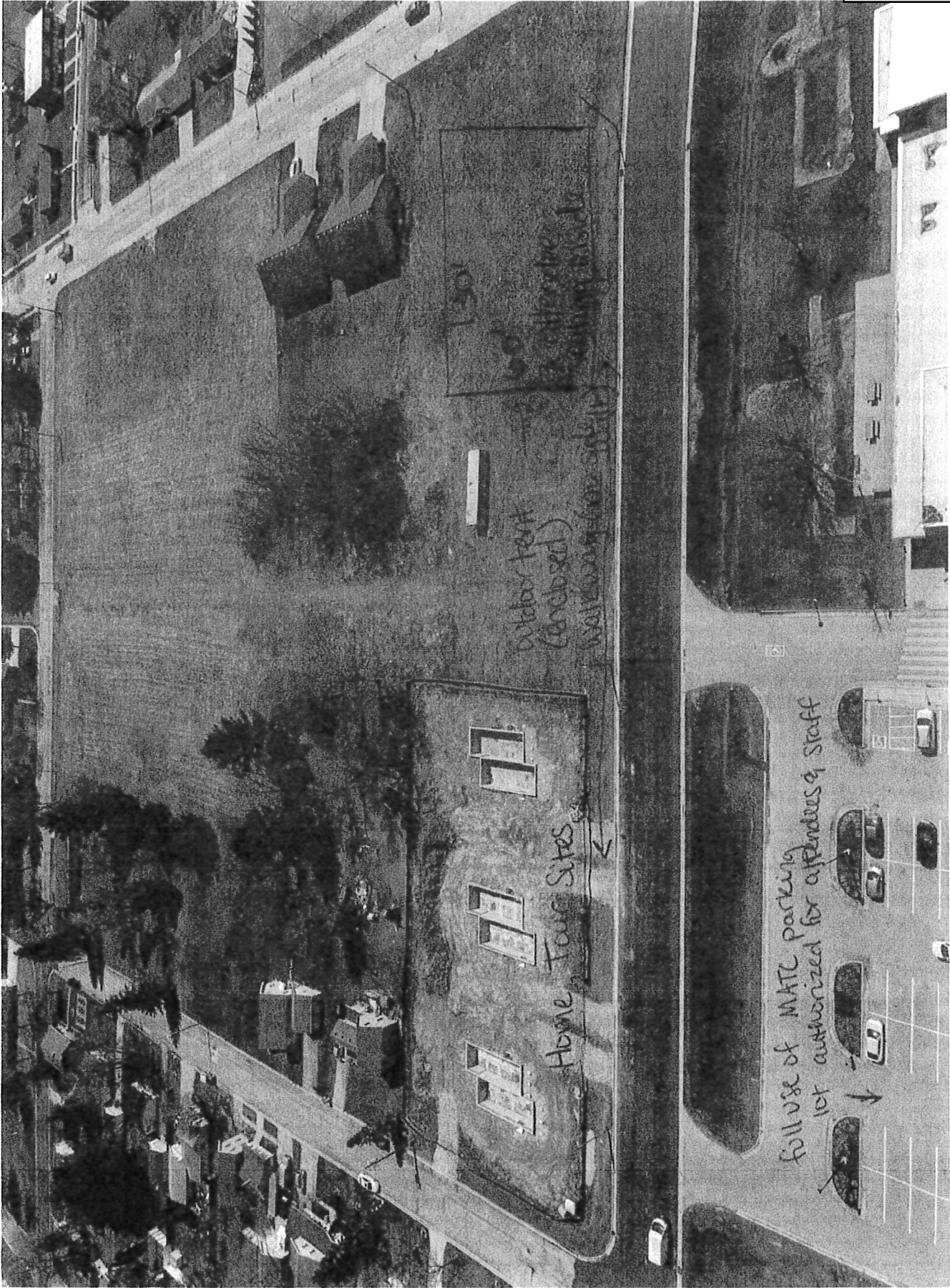
DUPLEX 3 BDRM: Side A LOT 1 221 N Votech Dr	Neighboring Property	Neighboring Property				
DUPLEX 3 BDRM: Side B LOT 2 217 N Votech Dr						
DUPLEX 3 BDRM: Side A LOT 3 213 N Votech Dr						
DUPLEX 3 BDRM: Side B LOT 4 209 N Votech Dr						
DUPLEX 3 BDRM: Side A LOT 5 205 N Votech Dr						
DUPLEX 3 BDRM: Side B LOT 6 201 N Votech Dr						
CITY ROAD (WILBUR ST): ANTICIPATED COMPLETION 2026						
DUPLEX 3 BDRM: Side A LOT 7 121 N Votech Dr						
DUPLEX 3 BDRM: Side B LOT 8 117 N Votech Dr						
DUPLEX 3 BDRM: Side A LOT 9 113 N Votech Dr						
DUPLEX 3 BDRM: Side B LOT 10 109 N Votech Dr						
DUPLEX 3 BDRM: Side A LOT 11 105 N Votech Dr					Neighboring Property	Neighboring Property
DUPLEX 3 BDRM: Side B LOT 12 101 N Votech Dr						

N VOTECH DR

W MAIN ST







ORDINANCE TO
AMEND SECTION 428-7(A) (SPECIAL EVENT DEFINITIONS) AND 428-7(C) (SPECIAL
EVENT EXEMPTIONS) OF THE CITY OF WATERTOWN GENERAL ORDINANCES

SPONSOR: ALD. DAVIS
FROM: PUBLIC SAFETY AND WELFARE

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

SECTION 1. §428-7 A. Definitions of the Watertown Code of Ordinances is hereby amended to read as follows:

SPECIAL EVENT

A temporary planned occurrence on public or private property and involves at least one of the circumstances listed below:

- (1) Produced or sponsored by a person or organization for which the event ~~is extraordinary in that it is not ordinarily conducted on a daily or regular normal average use basis as a lawful use of the premises upon which such event is to occur;~~ interferes with the normal flow of vehicular or pedestrian traffic or the normal, lawful use of public property.
- (2) Exclusive use of all or part of City-owned facilities, within the City boundaries, such as buildings, parks, open spaces, streets, parking lots, athletic fields, etc., but does not include normal park shelter rentals;
- (3) Cannot be held completely within the confines of an existing public building, or public park;
- (4) Will involve the temporary closing of a public street, alley, parking lot or public right-of-way;
- ~~(5) Will have over 300 people attending the event (or multiple events as part of a series) on private property, except those situations explained in Subsection C of this section;~~
- (65) Will require extraordinary services by any City department.

SECTION 2. §428-7(C) Special Events, Exemptions of the Watertown Code of Ordinances is hereby amended to read as follows:

C. Exemptions.

- ~~(1) The requirement under § 428-7 shall not apply to any regularly established place of worship, stadium, athletic field, arena, auditorium, coliseum or other permanently established place of assembly for special events for which it is reasonably anticipated that the number of persons attending will not exceed the maximum seating capacity of the structure where the assembly is held.~~
- (1) The requirement under § 428-7 shall not apply to:
 - [1] Any regularly established place of worship, stadium, athletic field, arena, auditorium, coliseum or other permanently established place of assembly for special events for

which it is reasonably anticipated that the number of persons attend exceed the maximum seating capacity of the structure where the assembly is held.

- [2] Events held entirely on private property that have no street closures and sufficient parking available for all anticipated attendee.
- [3] Events on property otherwise exempt from the City of Watertown permitting requirements, such as events wholly contained on property owned by the State of Wisconsin or United States federal government.
- [4] Funeral processions.

(2) — Funeral processions.

(2) The exceptions set forth in §428-7(C)(1) would not apply if the proposed event:

- [1] Would block access to the entrance to any adjacent building or driveway.
- [2] Would occupy more than half of the width of any pedestrian walkway or would obstruct the free and orderly flow of pedestrian traffic within any pedestrian walkway.
- [3] Is within an area reserved for another person by a permit for a special event, unless with the permission of the person to whom the permit has been issued.

SECTION 3. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 4. This ordinance shall take effect and be in force the day after its passage and publication.

DATE:	May 19, 2026		June 2, 2026	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BERG				
NITECKI				
BLANKE				
SMITH				
ARNETT				
HAASE				
MOLDENHAUER				
MAYOR STOCKS				
TOTAL				

ADOPTED June 2, 2026

CITY CLERK

APPROVED June 2, 2026

MAYOR

**RESOLUTION TO
AMEND THE EMPLOYEE HANDBOOK OF POLICIES AND PROCEDURES
FOR EMPLOYMENT COMPENSATION SECTION A COMPENSATION PLAN**

**SPONSOR: MAYOR ROBERT STOCKS
FROM: FINANCE COMMITTEE**

WHEREAS, the City adopted the current City of Watertown Employee Handbook of Policies and Procedures on July 6, 2012 with the most recent amendment occurring on April 15, 2025; and,

WHEREAS, the City of Watertown has completed a compensation analysis which was implemented beginning January 1, 2026 resulting in handbook sections relating to the employee compensation plan to be updated.

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

That Article IV. Employment Compensation shall be repealed and restated to read as follows:

A. COMPENSATION PLAN

The City of Watertown considers its staff to be key assets. The salary and benefits program provided to non-represented employees of the City is intended to attract, retain, and motivate highly qualified, enthusiastic, productive, and committed employees. The program is designed to assist the City in providing high quality services to the public. This objective is attained by providing compensation based on internal equity and external competitiveness within the City’s fiscal capabilities. Compensation decisions that do not meet the guidelines established herein require the approval of the Mayor and the Finance Committee. Positions graded 155 or higher will follow additional approval process as described in the recruitment policy.

Compensation Objectives

The objectives of the City’s compensation program are to:

- Attract and retain highly qualified, enthusiastic, productive, and committed employees;
- Maintain and motivate employees to help the City achieve its short- and long-term goals; and reward employees for their valued contributions;
- Communicate the City’s expectations regarding different rates of pay;
- Maintain appropriate controls for payroll costs;
- Recognize the internal worth of jobs and pay accordingly;
- Meet competitive pay levels within the City’s chosen market and within available resources;
- Ensure consistent administration and application of pay policies;
- Ensure that pay plan administration decisions are not based upon or influenced by an employee’s sex, race, color, ancestry, national origin, age, disability, marital status, sexual orientation, religion, protected veteran status or any other legally protected personal characteristic.

Pay Structure/Ranges

The pay structure has been established for all non-represented positions consisting of a set of levels of responsibility, or pay ranges, to recognize important relative differences in position responsibilities and requirements. Assignment of positions to pay ranges is accomplished through the process of job evaluation, as well as consideration of market factors. Job evaluation is a systematic application of criteria to document responsibilities in order to create logical relationships between positions based upon job responsibilities and is as independent of individual performance as possible. Each pay range is intended to be competitive with the market for positions within that grade. Pay range spread, the percentage difference between the minimum and maximum compensation payable within each range, is intended to be sufficient to recognize and reward different levels of performance and experience in each grade.

Step Plan

Pay ranges under the step plan are designed to advance pay within the range by increments of experience in the employees' present position and the employee receiving a successful annual performance evaluation rating. Employees who receive a performance review rating of "meeting expectations" or better may be eligible to receive a step increase on January 1 of the following year dependent on budgetary approval. No employee's pay shall exceed the maximum (Step K) of the recommended pay range for the employee's present position.

Compensation Policies

Compensation upon Promotion

Employees being promoted one salary grade will be considered for an increase of not less than a 5% adjustment to his/her current wage and the calculated rate will be placed at the next closest step on the new pay range or be brought to the minimum of the new pay range, whichever is greater. An employee being promoted two or more salary grades will be considered for an increase of not less than 8% of the employee's current wage and the calculated wage will be placed at the next closest step on the new pay range or be brought to the minimum of the new range, whichever is greater. In no case will a promotional increase allow the employee to earn a salary above the established range maximum. In addition, should the City promote an employee utilizing the 5%/8% rules and such calculations result in the newly promoted employee earning a base wage greater than an existing incumbent, the City may then increase the pay rate(s) of the incumbent(s) in the same job one rate higher than the newly promoted employee in order to maintain internal equity.

If the City promotes an employee from a position covered by a Public Safety Bargaining Agreement salary schedule, the average prior year gross pay for the rank of employees from which the City is promoting will be calculated excluding outliers such as an employee with a much greater amount of overtime than others or a new Sergeant not yet at the maximum of the pay grade. The calculated average will be multiplied by 10% and the resulting calculated wage will be placed at the next closest step on the new pay range or be brought to the minimum of the new range, whichever is greater.

Transfer/Laterals

Employees who transfer to a new position within the same pay range as their old position will typically not receive a compensation adjustment.

Employees assigned to an interim classification in a higher pay range for a planned period of at least sixty (60) days and who are expected to perform a majority of the higher classification's duties and responsibilities, shall receive a base compensation adjustment of five percent (5%) if additional duties are usually performed by a position one grade higher or eight percent (8%) if additional duties are usually performed by a position two or more grades higher or be brought to the minimum of the higher grade, whichever is greater. A base compensation adjustment of greater than eight percent (8%) may be approved by the Mayor and Finance Committee provided that substantial reasons are given.

Employees who are assigned additional work from a classification in the same pay grade or lower pay grade for a planned period of at least 60 days, and who are expected to perform a majority of the interim classification duties and responsibilities, shall receive a base compensation adjustment of five percent (5%) in recognition of the incumbent's additional time being spent performing additional duties. A base compensation adjustment of greater than five percent (5%) may be approved by the Mayor and Finance Committee provided that substantial reasons are given.

Upon return to the employee's original classification, the employee's pay shall revert to their base compensation prior to receiving the interim assignment adjustment, plus any additional annual pay increases and pay structure increases the employee would have received in the original classification.

Compensation upon Involuntary Demotion

An employee demoted for involuntary reasons unrelated to performance will retain his/her present pay if the base compensation exceeds the new range maximum. As long as an employee's base compensation exceeds the new range maximum, the employee will not be eligible for further base-accumulating pay increases until his/her pay is again within the range for the new position. If the present base compensation is below the new range maximum, the employee will be placed in the new range at the step closest to their current pay.

Compensation upon Voluntary Demotion

An employee who requests and is granted a voluntary demotion will receive a decrease in pay, the amount of which is to be determined given the facts and individual circumstances.

Pay Range Assignment for New and Reclassified Positions

Regular review of the department structure will take place to anticipate budgetary needs for coverage and workforce planning.

Substantial changes to positions will be discussed between the department head and the Mayor. Approved changes will be communicated during the June Finance Committee meeting where the department head will present the plan to incorporate job description changes or new positions into the organization structure. In the event of a mid-year vacancy, the position that has been vacated will be reviewed by the department head prior to posting the opening. Approved changes will go on to follow the reclassification guidelines below.

In order for a new position to be considered for approval, a Position questionnaire (PQ) outlining the major duties, responsibilities, knowledge, skills, and ability requirements, reporting relationships, and working conditions of the proposed position; and a draft job description that summarizes information from the questionnaire must be completed and signed off by the supervisor, department head, and Mayor.

The City may elect to forward the updated Position Questionnaire (PQ) to its Compensation Consultant to obtain a recommendation for classification of the new positions. The consultant will utilize the same job factor evaluation system that was used in creation of the plan, to determine placement for the new position. The consultant's recommendation will be taken by the Mayor to the Finance Committee for discussion and final approval.

Reclassification of Current Positions

When a significant change in duties and responsibilities of a position has occurred for a **minimum of six months**, a department head or employee may request that classification of the position be reviewed and adjusted. To determine placement of the position, the incumbent must review the most recent Position Questionnaire (PQ) and indicate (in a different font color) changes in major duties and responsibilities and complete a [classification review change form](#) explaining what change is being sought, why the change in responsibilities occurred, and how long the change has occurred. The PQ and [classification review change form](#) should be forwarded to the employee's supervisor for review.

The supervisor must sign the PQ confirming accuracy of the information provided and forward the review request to the department head. If the supervisor and department head agree with the incumbent's questionnaire, the questionnaire will be forwarded to the Mayor. If the supervisor and department head disagree with the questionnaire, he/she will discuss its content with the incumbent and either reach agreement on content or acknowledge disagreement on specific information prior to forwarding to the Mayor.

In either case, the Mayor shall forward the information to the Compensation Consultant to evaluate the position utilizing the same point factor evaluation system used to originally rate the job. The consultant will provide written recommendation on where the job should be placed in light of the duties explained on the PQ and classification review form. The recommendation of the consultant will be taken to the Finance Committee by the Mayor. The Committee will discuss the recommendation, make its final decision, and ultimately forward its decision to the Common Council for final action.

A third-party consultant provides the service of reviewing classification requests and making a recommendation for placement onto the existing pay schedule for both new positions and existing positions submitted for classification review at a predetermined rate per position reviewed.

Placement of Reclassified Positions onto the Pay Schedule

Positions approved for reclassification due to changes in job duties should be moved to the recommended pay grade. A five percent (5%) pay adjustment should be made to the employee's current wage and then the position should be placed in the new grade at the next highest step.

A circumstance could develop where a position may command higher pay than that which is established due to unusual market demands. Such positions will not be permanently placed in a higher pay range because market conditions may change. Market adjustments will generally be considered under only one or more of the following circumstances:

- The City has documented problems recruiting and/or selecting employees within the assigned pay range (for example, a position is advertised two or more times resulting in few or no qualified applicants).
- The City has an unacceptable rate of turnover in the position and exit interview information indicates pay as a significant issue.
- Periodic market surveys conducted by the City show that the midpoint of the pay range is more than ten percent (10%) less than the average rate of pay shown for the position in the market analysis.

In situations where the market demands higher pay rates, at the City's discretion, one of two actions will be available:

- Adjust the employee's base compensation upward in the existing pay range.
- Move the position into a higher pay range and adjust the base compensation according to the [Compensation upon Promotion](#) guidelines temporarily, only while market conditions are still causing the problem.

The City will utilize the first option whenever possible. However, when the City utilizes the second option, the appropriate pay range will be determined by the City (with consultation from a compensation expert, if possible), and the position will be placed in a higher range. Further, all documents and communications will be retained to reflect the temporary assignment of the position to a higher pay range. Market conditions should be checked every year, and if conditions change, the position will move back into its initially assigned salary range.

Because allowance of market adjustments disrupts internal equity in the City's compensation plan, the City intends to utilize market adjustments sparingly. All market adjustments must be recommended by the Mayor and receive approval from the Finance Committee. In the event that a position under a market adjustment is reclassified to the correct pay range established through job evaluation, the policy for [Compensation upon Involuntary Demotion](#) will apply in regard to compensation for the affected employee.

Positions Requiring a Compression Adjustment

Salary compression exists when there is an unacceptable difference in salary between a supervisor and a direct subordinate. Compression can exist under a base salary comparison, under a total gross earnings comparison, or both. The City will determine if the compression issue is a concern or if there are valid, acceptable reasons for the compression to exist. If the City determines the compression issue is a concern, the City must determine if the compression issue must be resolved through a pay increase or if alternative solutions need to be found to address the issue. Examples of factors, other than pay, that may contribute to pay compression issues include management/distribution of overtime

within the department, insufficient staffing levels, delegation of workload, special project spike in overtime, special skills/knowledge possessed by a subordinate, market demands and/or difficulty in recruiting for a specific skill.

Once the City has determined there is a compression issue, the City will review the differences in total gross wages between the supervisor and subordinate positions. If it is determined the gross wages of the supervisor is not sufficient to compensate for the wage compression and the City has determined the best course of action is a pay raise for the supervisor, the City will calculate an acceptable base pay differential between the exempt supervisory position and the average gross earnings of the subordinates the supervisor supervises.

Average gross earnings of subordinate employees at the top of their pay range will be calculated excluding outliers such as an employee with a much greater amount of overtime than others or an employee new to the position and not yet at the maximum of that pay grade. Using this average, a rate will be calculated as one hundred eight percent (108%) of the average gross pay and the employee will be placed at the next step that provides an increase. At the City's discretion, one of two actions will be available:

- Adjust the employee's pay upward in the range if the current pay grade range allows for sufficient earnings growth consistent with the intent of the compensation plan. If this is not possible, the City may consider the second option.
- Adjust the position up one pay grade temporarily and only while compression conditions are still causing a problem. All documents and communications are retained to reflect temporary assignment of the position and the earnings differential situation will be analyzed every year. If conditions change such that the actual pay grade provides an adequate differential and opportunity for sufficient earnings growth, these positions will be moved back to their correct grade.

Allowance of compression adjustments disrupts some of the internal equity in the compensation plan and the City intends to use compression adjustments sparingly and monitor these adjustments closely. All compression adjustments must be recommended by the Mayor and receive approval from the Finance Committee.

Determining Pay for New Hires

Placement of new hires with the minimum skills and qualifications will normally be hired at the Minimum. A new hire may be hired up to Step C with the approval of the Department Head and Mayor under the following conditions:

- The new hire has a level of experience or skill set immediately usable upon hire.
- The market conditions demand a higher starting wage.
- Funds are available in the department budget.

Requests for hiring equal to and higher than Steps D must be approved by the Mayor.

On an annual basis, the Finance Department and Mayor will present to the Finance Committee and Common Council evidence of what comparable municipalities (as defined in the compensation study) and other competitive employers (such as other governmental units and private industry) are adjusting their pay structures for the same period to maintain their competitive position.

Sources of such information could include annual published surveys; surveys of comparable municipalities; economic indicators such as CPI; planned or negotiated pay structure adjustments with the City’s unions; financial condition of the City and the City’s ability to fund increases in pay for the upcoming year.

The Finance Committee and Common Council shall consider this information in determining what, if any, salary structure adjustment is necessary so the City may maintain its competitive position. The annual increase amount for the pay structure shall be applied to the range midpoints. Adjustments to range minimums and maximums will follow according to standard practices.

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

	YES	NO
DAVIS		
LAMPE		
BERG		
NITECKI		
BLANKE		
SMITH		
ARNETT		
HAASE		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED June 2, 2026

 CITY CLERK

APPROVED June 2, 2026

 MAYOR

MEMO

Administration Department

To: Finance Committee

From: Mayor Stocks

Date: May 11, 2026

Subject: Employment Compensation Update

Background

The City of Watertown contracted to complete a compensation analysis with a third-party vendor with an implementation date of January 1, 2026. As a result, several sections relating to the analysis are addressed below to be updated.

Key Policy Changes:

- The grade and step structure have transitioned to a number letter system from a letter number system.
- The section on placement of new hires was updated to further explain the placement of experienced candidates.
- Managers can recommend new hire candidate between step A-step C based on experience of the candidate, while Step D and above are approved at Mayor discretion.
- Positions graded 155 and above will following additional approval steps (Finance and/or Council review/approval) as set forth in the Recruitment Policy.

Current policy can be located at: https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/5330/COW/5559860/Handbook_April_2025.pdf

MEMO

Proposed Policy Changes:

Section IV. Employment Compensation

A. Compensation Plan

The City of Watertown considers its staff to be key assets. The salary and benefits program provided to non-represented employees of the City is intended to attract, retain, and motivate highly qualified, enthusiastic, productive, and committed employees. The program is designed to assist the City in providing high quality services to the public. This objective is attained by providing compensation based on internal equity and external competitiveness within the City's fiscal capabilities.

Compensation decisions that do not meet the guidelines established herein require the approval of the Mayor and the Finance Committee. **Positions graded 155 or higher will follow additional approval process as described in the recruitment policy.**

Compensation Objectives

The objectives of the City's compensation program are to:

- Attract and retain highly qualified, enthusiastic, productive, and committed employees;
- Maintain and motivate employees to help the City achieve its short- and long-term goals; and reward employees for their valued contributions;
- Communicate the City's expectations regarding different rates of pay;
- Maintain appropriate controls for payroll costs;
- Recognize the internal worth of jobs and pay accordingly;
- Meet competitive pay levels within the City's chosen market and within available resources;
- Ensure consistent administration and application of pay policies;
- Ensure that pay plan administration decisions are not based upon or influenced by an employee's sex, race, color, ancestry, national origin, age, disability, marital status, sexual orientation, religion, protected veteran status or any other legally protected personal characteristic.

MEMO

Pay Structure/Ranges

The pay structure has been established for all non-represented positions consisting of a set of levels of responsibility, or pay ranges, to recognize important relative differences in position responsibilities and requirements. Assignment of positions to pay ranges is accomplished through the process of job evaluation, as well as consideration of market factors. Job evaluation is a systematic application of criteria to document responsibilities in order to create logical relationships between positions based upon job responsibilities and is as independent of individual performance as possible.

Each pay range is intended to be competitive with the market for positions within that grade. Pay range spread, the percentage difference between the minimum and maximum compensation payable within each range, is intended to be sufficient to recognize and reward different levels of performance and experience in each grade.

Step Plan

Pay ranges under the step plan are designed to advance pay within the range by increments of experience in the employees' present position and the employee receiving a successful annual performance evaluation rating.

Employees who receive a performance review rating of "meeting expectations" or better may be eligible to receive a step increase on January 1 of the following year **dependent on budgetary approval**. No employee's pay shall exceed the maximum (Step **K (44)**) of the recommended pay range for the employee's present position.

Compensation Policies

Compensation upon Promotion

Employees being promoted one salary grade will be considered for an increase of not less than a 5% adjustment to his/her current wage and the calculated rate will be placed at the next closest step on the new pay range or be brought to the minimum of the new pay range, whichever is greater. An employee being promoted two or more salary grades will be considered for an increase of not less than 8% of the employee's current wage and the calculated wage will be placed at the next closest step on the new pay range or be brought to the minimum of the new range, whichever is greater. In no case will a promotional increase allow the employee to earn a salary above the established range maximum.

In addition, should the City promote an employee utilizing the 5%/8% rules and such calculations result in the newly promoted employee earning a base wage greater than an existing incumbent, the City may then increase the pay rate(s) of the incumbent(s) in the same job one rate higher than the newly promoted employee in order to maintain internal equity.

MEMO

If the City promotes an employee from a position covered by a Public Safety Bargaining Agreement salary schedule, the average prior year gross pay for the rank of employees from which the City is promoting will be calculated excluding outliers such as an employee with a much greater amount of overtime than others or a new Sergeant not yet at the maximum of the pay grade. The calculated average will be multiplied by 10% and the resulting calculated wage will be placed at the next closest step on the new pay range or be brought to the minimum of the new range, whichever is greater.

Transfer/Laterals

Employees who transfer to a new position within the same pay range as their old position will typically not receive a compensation adjustment.

Compensation upon Interim Assignment

Employees assigned to an interim classification in a higher pay range for a planned period of at least sixty (60) days and who are expected to perform a majority of the higher classification's duties and responsibilities, shall receive a base compensation adjustment of five percent (5%) if additional duties are usually performed by a position one grade higher or eight percent (8%) if additional duties are usually performed by a position two or more grades higher or be brought to the minimum of the higher grade, whichever is greater. A base compensation adjustment of greater than eight percent (8%) may be approved by the Mayor and Finance Committee provided that substantial reasons are given.

Employees who are assigned additional work from a classification in the same pay grade or lower pay grade for a planned period of at least 60 days, and who are expected to perform a majority of the interim classification duties and responsibilities, shall receive a base compensation adjustment of five percent (5%) in recognition of the incumbent's additional time being spent performing additional duties. A base compensation adjustment of greater than five percent (5%) may be approved by the Mayor and Finance Committee provided that substantial reasons are given.

Upon return to the employee's original classification, the employee's pay shall revert to their base compensation prior to receiving the interim assignment adjustment, plus any additional annual pay increases and pay structure increases the employee would have received in the original classification.



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Compensation upon Involuntary Demotion

An employee demoted for involuntary reasons unrelated to performance will retain his/her present pay if the base compensation exceeds the new range maximum. As long as an employee’s base compensation exceeds the new range maximum, the employee will not be eligible for further base-accumulating pay increases until his/her pay is again within the range for the new position. If the present base compensation is below the new range maximum, the employee will be placed in the new range at the step closest to their current pay.

Compensation upon Voluntary Demotion

An employee who requests and is granted a voluntary demotion will receive a decrease in pay, the amount of which is to be determined given the facts and individual circumstances.

Pay Range Assignment for New and Reclassified Positions

Regular review of the department structure will take place to anticipate budgetary needs for coverage and workforce planning.

Substantial changes to positions will be discussed between the department head and the Mayor. Approved changes will be communicated during the June Finance Committee meeting where the department head will present the plan to incorporate job description changes or new positions into the organization structure. In the event of a mid-year vacancy, the position that has been vacated will be reviewed by the department head prior to posting the opening. Approved changes will go on to follow the reclassification guidelines below.

New Position

In order for a new position to be considered for approval, a ~~Position~~~~job-description~~ questionnaire (~~JDP~~Q) outlining the major duties, responsibilities, knowledge, skills, and ability requirements, reporting relationships, and working conditions of the proposed position; and a draft job description that summarizes information from the questionnaire must be completed and signed off by the supervisor, department head, and Mayor.

The City may elect to forward the updated ~~Position~~ Questionnaire (PQ) to its Compensation Consultant to obtain a recommendation for classification of the new positions. The consultant will utilize the same job factor evaluation system that was used in creation of the plan, to determine placement for the new position. The consultant’s recommendation will be taken by the Mayor to the Finance Committee for discussion and final approval.

MEMO

Reclassification of Current Positions

When a significant change in duties and responsibilities of a position has occurred for a **minimum of six months**, a department head or employee may request that classification of the position be reviewed and adjusted. To determine placement of the position, the incumbent must review the most recent **Position Questionnaire (PQ)** and indicate (in a different font color) changes in major duties and responsibilities and complete a **classification review change form** explaining what change is being sought, why the change in responsibilities occurred, and how long the change has occurred. The **PQ** and **classification review change form** should be forwarded to the employee's supervisor for review.

The supervisor must sign the **PQ** confirming accuracy of the information provided and forward the review request to the department head. If the supervisor and department head agree with the incumbent's questionnaire, the questionnaire will be forwarded to the Mayor. If the supervisor and department head disagree with the questionnaire, he/she will discuss its content with the incumbent and either reach agreement on content or acknowledge disagreement on specific information prior to forwarding to the Mayor.

In either case, the Mayor shall forward the information to the Compensation Consultant to evaluate the position utilizing the same point factor evaluation system used to originally rate the job. The consultant will provide written recommendation on where the job should be placed in light of the duties explained on the PQ and classification review form. The recommendation of the consultant will be taken to the Finance Committee by the Mayor. The Committee will discuss the recommendation, make its final decision, and ultimately forward its decision to the Common Council for final action.

A third-party consultant provides the service of reviewing classification requests and making a recommendation for placement onto the existing pay schedule for both new positions and existing positions submitted for classification review at a predetermined rate per position reviewed.

Placement of Reclassified Positions onto the Pay Schedule

Positions approved for reclassification due to changes in job duties should be moved to the recommended pay grade. A five percent (5%) pay adjustment should be made to the employee's current wage and then the position should be placed in the new grade at the next highest step.

Positions Requiring a Market Adjustment

A circumstance could develop where a position may command higher pay than that which is established due to unusual market demands. Such positions will not be permanently placed in a higher pay range because market conditions may change. Market adjustments will generally be considered under only one or more of the following circumstances:

MEMO

- The City has documented problems recruiting and/or selecting employees within the assigned pay range (for example, a position is advertised two or more times resulting in few or no qualified applicants).
- The City has an unacceptable rate of turnover in the position and exit interview information indicates pay as a significant issue.
- Periodic market surveys conducted by the City show that the midpoint of the pay range is more than ten percent (10%) less than the average rate of pay shown for the position in the market analysis.

In situations where the market demands higher pay rates, at the City's discretion, one of two actions will be available:

- Adjust the employee's base compensation upward in the existing pay range.
- Move the position into a higher pay range and adjust the base compensation according to the [Compensation upon Promotion](#) guidelines temporarily, only while market conditions are still causing the problem.

The City will utilize the first option whenever possible. However, when the City utilizes the second option, the appropriate pay range will be determined by the City (with consultation from a compensation expert, if possible), and the position will be placed in a higher range. Further, all documents and communications will be retained to reflect the temporary assignment of the position to a higher pay range. Market conditions should be checked every year, and if conditions change, the position will move back into its initially assigned salary range.

Because allowance of market adjustments disrupts internal equity in the City's compensation plan, the City intends to utilize market adjustments sparingly. All market adjustments must be recommended by the Mayor and receive approval from the Finance Committee. In the event that a position under a market adjustment is reclassified to the correct pay range established through job evaluation, the policy for [Compensation upon Involuntary Demotion](#) will apply in regard to compensation for the affected employee.

[Positions Requiring a Compression Adjustment](#)

Salary compression exists when there is an unacceptable difference in salary between a supervisor and a direct subordinate. Compression can exist under a base salary comparison, under a total gross earnings comparison, or both. The City will determine if the compression issue is a concern or if there are valid, acceptable reasons for the compression to exist. If the City determines the compression issue is a concern, the City must determine if the compression issue must be resolved through a pay increase or if

MEMO

alternative solutions need to be found to address the issue. Examples of factors, other than pay, that may contribute to pay compression issues include management/distribution of overtime within the department, insufficient staffing levels, delegation of workload, special projects causing a spike in overtime, special skills/knowledge possessed by a subordinate, market demands and/or difficulty in recruiting for a specific skill.

Once the City has determined there is a compression issue, the City will review the differences in total gross wages between the supervisor and subordinate positions. If it is determined the gross wages of the supervisor is not sufficient to compensate for the wage compression and the City has determined the best course of action is a pay raise for the supervisor, the City will calculate an acceptable base pay differential between the exempt supervisory position and the average gross earnings of the subordinates the supervisor supervises.

Average gross earnings of subordinate employees at the top of their pay range will be calculated excluding outliers such as an employee with a much greater amount of overtime than others or an employee new to the position and not yet at the maximum of that pay grade. Using this average, a rate will be calculated as one hundred eight percent (108%) of the average gross pay and the employee will be placed at the next step that provides an increase. At the City's discretion, one of two actions will be available:

- Adjust the employee's pay upward in the range if the current pay grade range allows for sufficient earnings growth consistent with the intent of the compensation plan. If this is not possible, the City may consider the second option.
- Adjust the position up one pay grade temporarily and only while compression conditions are still causing a problem. All documents and communications are retained to reflect temporary assignment of the position and the earnings differential situation will be analyzed every year. If conditions change such that the actual pay grade provides an adequate differential and opportunity for sufficient earnings growth, these positions will be moved back to their correct grade.

Allowance of compression adjustments disrupts some of the internal equity in the compensation plan and the City intends to use compression adjustments sparingly and monitor these adjustments closely. All compression adjustments must be recommended by the Mayor and receive approval from the Finance Committee.

Determining Pay for New Hires

~~New employees should be hired between the minimum and midpoint (Step) of the pay range for the position, with actual pay range step placement to be based on individual qualifications.~~

MEMO

Placement of new hires with the minimum skills and qualifications will normally be hired at the Minimum. A new hire may be hired up to Step C with the approval of the Department Head and Mayor under the following conditions:

- The new hire has a level of experience or skill set immediately usable upon hire.
- The market conditions demand a higher starting wage.
- Funds are available in the department budget.

Requests for hiring equal to and higher than Steps D must be approved by the Mayor.

Determining Annual Pay Structure Increases

On an annual basis, the Finance Department and Mayor will present to the Finance Committee and Common Council evidence of what comparable municipalities (as defined in the compensation study) and other competitive employers (such as other governmental units and private industry) are adjusting their pay structures for the same period to maintain their competitive position.

Sources of such information could include annual published surveys; surveys of comparable municipalities; economic indicators such as CPI; planned or negotiated pay structure adjustments with the City's unions; financial condition of the City and the City's ability to fund increases in pay for the upcoming year.

The Finance Committee and Common Council shall consider this information in determining what, if any, salary structure adjustment is necessary so the City may maintain its competitive position. The annual increase amount for the pay structure shall be applied to the range midpoints. Adjustments to range minimums and maximums will follow according to standard practices.

**RESOLUTION TO
AMEND THE EMPLOYEE HANDBOOK OF POLICIES AND PROCEDURES
FOR EMPLOYMENT COMPENSATION SECTION B-G COMPENSATION
PLAN**

**SPONSOR: MAYOR ROBERT STOCKS
FROM: FINANCE COMMITTEE**

WHEREAS, the City adopted the current City of Watertown Employee Handbook of Policies and Procedures on July 6, 2012 with the most recent amendment occurring on April 15, 2025; and,

WHEREAS, the City of Watertown has completed a compensation analysis which was implemented beginning January 1, 2026 resulting in handbook sections relating to the employee compensation plan to be updated.

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

That Article IV. Employment Compensation shall be repealed and restated to read as follows:

B. PERFORMANCE REVIEWS

The public expects high quality service from employees that is delivered in a manner in the best interests of the City of Watertown, the public, and the efficient and effective use of resources. The City of Watertown expects all employees to perform their job duties at a high-quality level that exceeds the expectations of our citizens. As the City has limited resources available, it must only employ individuals who are committed to and capable of providing high quality services. Therefore, apathy, an inability to work as a member of a team, attitudinal issues, and marginal or unacceptable work performance are inconsistent with the interests and expectations of the City of Watertown and the public.

Periodic evaluations are an important part of ensuring the City is employing the right people to work for its citizens. Periodic evaluations are an opportunity to let each employee know how he or she is performing, how performance may be improved and to receive input from the employee concerning training, supervision or any job difficulties that may be occurring. The Employer will evaluate employee performance. Some of the job factors that are reviewed include: accuracy, quality of work, quantity of work, dependability, adaptability, job knowledge, organization, judgment, initiative, cooperation, ability to get along with others, public service mindset, attitude, and attendance. It is the employee’s responsibility to improve his or her performance level. The practices of departments for the evaluation process may vary. City employees who may be eligible for a pay increase are required to have a performance review confirming the employee is, at a minimum, meeting the expectations of the job.

C. PERSONNEL FILES

Employee personnel records are maintained in our Human Resources department. As required by law, some records pertaining to employees are maintained in separate files relating to medical issues and internal investigations. Employees, or their representative, may request access to their basic

personnel file. Depending upon the circumstances, employees may be provided access to records pertaining to internal investigations, with appropriate redactions to protect the rights of others. All requests for access to your personnel file must be provided in writing to Human Resources. Upon receipt of your written request, Human Resources will schedule an appointment for you to view your file during normal office hours. For purposes of this policy, your personnel file includes documents which are used, or which have been used, to determine qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, and medical records. It will not include any reference checks, possible criminal investigations, testing documents, materials used for staff management planning, information of a personal nature about a person other than the employee, records relevant to a pending claim between the employer and the employee that may be discovered in a judicial proceeding. Employees are not permitted to remove any documents from the personnel file but may provide a written response to any document in the personnel file. Written responses will be attached to the original document in the personnel file.

Employees may request copies of documents in their personnel file. Requests for copies must also be made in writing to Human Resources.

Note: please be advised that City policy is subject to the requirements of Wisconsin State law.

D. HOURS OF WORK

Daily Hours

All City departments, as prescribed by the Mayor, shall be open to conduct City business. Work time missed due to inclement weather is without regular pay for non-exempt employees. Non-exempt employees may request to use vacation or comp time, but in the event of severe weather or other emergency circumstance, as determined by the Employer, the Employer’s need for the employee’s attendance to perform his or her duties will prevail. If work is not available to non-exempt employees due to an involuntary temporary closure of City offices, Wisconsin Law shall apply. Supervisors are encouraged to allow employees to telecommute or flex their schedules when inclement weather arises during that same pay period.

Telecommuting

The City of Watertown recognizes the value of telecommuting for certain employees and situations. Telecommuting is a cooperative agreement based on the needs of the position and department staffing. Telecommuting is not appropriate for all employees of the City of Watertown and is not an entitlement of employees. Telecommuting is approved on a case-by- case basis and is limited to not more than twenty-four (24) hours per week.

The telecommuting policy shall apply to non-represented employees of the City. The application of this policy to represented employees may be the subject of collective bargaining between the City of Watertown and the bargaining agents for those employees.

Telecommuters will be as accessible as their on-site counterparts during their scheduled work hours, regardless of their work location. Employees who telecommute may, at the discretion of their department head, be called to work at their worksite on a regular telecommuting workday to meet workload requirements.

All telecommuting agreements must meet the criteria in this policy and may be terminated at any time by either the employee or the department head. An employee wishing to request a telecommuting agreement shall submit a written request to their department head, or in the case of department heads such request shall be submitted to the Mayor. After an employee begins a

telecommuting agreement, the department head should conduct periodic reviews of such agreement to evaluate the success of the arrangement.

Department heads should consult with IT in advance if an employee requires remote access or technology support in order to telecommute. The City will not purchase or reimburse employees for the cost of an internet service provider or internet use at home. It is the responsibility of the employee to maintain the confidentiality of City information and documents in accordance with applicable laws and regulations, prevent unauthorized access to any City system or information, and dispose of work-related documents in a manner that will not jeopardize the interests of the City.

Work Schedule

The normal workweek for all fulltime employees will be forty (40) hours but may vary by job classification. The workweek starts on Wednesday and ends on the following Tuesday. The specific work schedules for all full-time and part-time employees shall be established by each department head to meet the needs of the department. Employees may trade scheduled workdays and hours or work flexible schedules that are not in violation of the Fair Labor Standards Act subject to the approval of the department head.

Each employee is responsible for and required to accurately record his or her work time, break time, compensation time, sick time and vacation time and will be held accountable for failing to record completely and accurately his or her time. Time shall not be modified after submission to payroll without documentation regarding an entry error. No change will be made to reported time, unless both the employee and their supervisor confirm in writing that an error was made within 28 days of the pay date for the period during which the alleged error occurred. Any request for modification of reported time made more than 28 days after the pay date during which the alleged error occurred will require additional documentation to confirm an error was made.

Direct Deposit

Wages will be paid by direct deposit at no cost to you. You can designate up to three (3) accounts for receipt of direct deposit wages. Each employee is required to provide an account for direct deposit. Paper checks will not be issued.

Break Time and Lunch

Employees shall be entitled to two (2) paid fifteen (15) minute breaks during their regularly scheduled workday.

Non-exempt employees are entitled to a thirty (30) minute unpaid lunch break. This shall be taken at a time mutually agreed upon with the employee’s supervisor. Non-exempt employees cannot perform any work during their unpaid lunch period without specific authorization from a supervisor on a case-by-case basis; this shall be used sparingly. It is the expectation of the City that supervisors attempt to be amenable to such requests. If work is authorized, then the entire lunch period must be included as hours worked on your timecard.

E. OVERTIME AND COMPENSATORY TIME

It is the City’s policy to provide a consistent system for distributing overtime in compliance with the overtime pay provisions of the Fair Labor Standards Act. It is the policy of the City, wherever possible, to avoid the necessity of overtime. No overtime shall be performed without the approval of the department head or his/her representative. Employees shall be required to work any overtime when requested by their department head or his/her representative. Department heads and other supervisory employees may also be required to work over forty (40) hours per week.

- Work Week: A week shall be considered to start on Wednesday and end on the following Tuesday.
- Computation: For the purpose of computing overtime for full-time employees, hours worked in excess of an employee's regularly scheduled workweek will be considered for overtime purposes.

Non-Exempt Employees

All non-exempt employees of the City are to receive overtime compensation for all hours worked in excess of their regularly scheduled workweek. Compensation may be in the form of compensatory time off at the rate of one and one-half (1-½) hours for each hour of overtime worked or in the form of pay at the rate of one and one-half (1-½) times the employee's normal hourly rate. Holidays, vacations, compensatory time, and sick leave shall be included in the calculation of hours worked. The employee may elect to take compensatory time in lieu of monetary payment. Use of compensatory time off shall be at the discretion of and with the approval of the department head.

Compensatory time off may be accumulated to a maximum balance of eighty (80) hours during the calendar year. Compensatory time shall not be allowed to be carried over at year end. The compensatory account balance cannot exceed the eighty (80) hours maximum balance but can be refilled up to eighty (80) hours at any point in the year. Unused compensatory time may be exchanged for the cash equivalent payable on the last pay check of December of each year. Any compensatory time prior to the last pay period end date of the year thorough the last day of the year shall be recorded and paid as overtime.

Exempt Employees

Exempt employees are generally expected to work more than forty (40) hours as necessary beyond the regular workweek to assure that a complete and adequate job is done. Additionally, all exempt employees may alter their attendance during regular work hours. Such altered attendance will be at the discretion of the employee's department head and will be granted if the needs of the department allow for such alteration. There shall be no compensatory time off or overtime payments for this category of employees.

Fire Department Battalion Chiefs and Police Sergeants

Fire Department Battalion Chiefs who work a platoon schedule may trade duty hours or shifts on the same basis as represented employees covered by a collective bargaining agreement, with all such trades being subject to established Fire Department Policy. Battalion Chiefs may accumulate Compensatory time off up to a maximum balance of one hundred twenty (120) hours during the calendar year. Compensatory time shall not be allowed to be carried over at year end. The compensatory account balance cannot exceed the one hundred twenty (120) hours maximum balance but can be refilled up to one hundred twenty (120) hours at any point in the year. Unused compensatory time may be exchanged for the cash equivalent payable on the last pay date of December of each year. Any compensatory time prior to the last pay period end date of the year thorough the last day of the year shall be recorded and paid as overtime.

Police Sergeants working overtime will receive the same compensation as represented police employees.

F. CALL-IN/CALL BACK TIME

All employees shall respond to a call to work outside of their regular schedule of hours. The City recognizes that unscheduled call-ins are an inconvenience to its employees. Therefore, if a non-exempt employee is called in and physically reports to work, other than her/his normal time, she/he will receive a minimum of two (2) hours pay or compensation time at time and a half (1 ½) for such work or pay or compensation for the actual time worked, whichever is greater. Call in pay shall not be granted when the call-in is within two (2) hours of the start of the employee’s assigned shift. This provision does not apply to employees subject to a collective bargaining agreement.

This section of the handbook does not preclude a supervisor from changing the employee’s start or end time for a shift. The employee shall be given reasonable notice of such a change. No call-in pay shall be granted and the Overtime and Compensation rules in Section E shall apply.

All employees responding to alarms from remote locations or other remote on call work shall receive one (1) hour of pay for each event, however, if the employee is required, by the nature of the work, to return to the worksite, the employee shall receive full call-back as described above. Employees that get called back to work a second time and the call back falls into the two (2) hours that they received for the first call back, will be compensated at time and one-half (1 ½) for the additional time that may extend beyond the original two (2) hours. Example is that employee is called at 12:00 a.m., employee fixes problem and leaves, employee gets called back at 2:00 a.m. and must work until 4:00 a.m. will be compensated for four (4) hours at time and one-half (1 ½).

G. ADDITIONAL JOB COMPENSATION

Communications Training Officer

Non-supervisory employees functioning as a communications training officer will receive an additional two dollars (\$2.00) per hour compensation for that period of time when they are performing training officer duties.

Water/Wastewater Cell Phone Compensation

Employees assigned to on-call duty will be compensated on the following basis: Eighteen dollars (\$18.00) for each workweek day so assigned; twenty-seven dollars (\$27.00) for each weekend day and thirty dollars (\$30.00) for each holiday so assigned. Cell phones will continue to be assigned in the present manner and employees may continue to either trade or relinquish duty in the current manner, provided sufficient coverage is maintained. Employees that receive pager pay will drink no alcohol for the entire time they are being compensated (complies with Federal CDL law) and will not be more than sixty (60) minutes from the main facility depending on which department they work for. In addition, employees must respond to alarms immediately upon receiving a call/text.

Certifications

Employees who complete professional certifications and/or professional licensing related to their job description maybe eligible for a step placement review to be recommended by the Department Head and determined by the Mayor and Finance Committee. Certifications included in the job description as part of the requirements of the role and routine training and/or conferences will not qualify for certification pay. Certification and licensing courses must be approved by the Department Head and Mayor prior to the employee’s enrollment. Once certification has been obtained by the employee, the Department Head will submit the completed certification for step approval by the Mayor and Finance Committee.

Non-Union Paramedics

Non-union paramedics will receive the paramedic add-on pay as listed in the union contract.

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

	YES	NO
DAVIS		
LAMPE		
BERG		
NITECKI		
BLANKE		
SMITH		
ARNETT		
HAASE		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED June 2, 2026

CITY CLERK

APPROVED June 2, 2026

MAYOR

MEMO

Administration Department

To: Finance Committee

From: Mayor Stocks

Date: May 11, 2026

Subject: Employment Compensation Update

Background

The City of Watertown contracted to complete a compensation analysis with a third-party vendor with an implementation date of January 1, 2026. As a result, several sections relating to the analysis are addressed below to be updated.

Key Policy Changes:

- The grade and step structure have transitioned to a number letter system from a letter number system.
- The section on placement of new hires was updated to further explain the placement of experienced candidates.
- Managers can recommend new hire candidate between step A-step C based on experience of the candidate, while Step D and above are approved at Mayor discretion.
- Positions graded 155 and above will following additional approval steps (Finance and/or Council review/approval) as set forth in the Recruitment Policy.

Current policy can be located at: https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/5330/COW/5559860/Handbook_April_2025.pdf

MEMO

Proposed Policy Changes:

Section IV. Employment Compensation

A. Compensation Plan

The City of Watertown considers its staff to be key assets. The salary and benefits program provided to non-represented employees of the City is intended to attract, retain, and motivate highly qualified, enthusiastic, productive, and committed employees. The program is designed to assist the City in providing high quality services to the public. This objective is attained by providing compensation based on internal equity and external competitiveness within the City's fiscal capabilities.

Compensation decisions that do not meet the guidelines established herein require the approval of the Mayor and the Finance Committee. **Positions graded 155 or higher will follow additional approval process as described in the recruitment policy.**

Compensation Objectives

The objectives of the City's compensation program are to:

- Attract and retain highly qualified, enthusiastic, productive, and committed employees;
- Maintain and motivate employees to help the City achieve its short- and long-term goals; and reward employees for their valued contributions;
- Communicate the City's expectations regarding different rates of pay;
- Maintain appropriate controls for payroll costs;
- Recognize the internal worth of jobs and pay accordingly;
- Meet competitive pay levels within the City's chosen market and within available resources;
- Ensure consistent administration and application of pay policies;
- Ensure that pay plan administration decisions are not based upon or influenced by an employee's sex, race, color, ancestry, national origin, age, disability, marital status, sexual orientation, religion, protected veteran status or any other legally protected personal characteristic.

MEMO

Pay Structure/Ranges

The pay structure has been established for all non-represented positions consisting of a set of levels of responsibility, or pay ranges, to recognize important relative differences in position responsibilities and requirements. Assignment of positions to pay ranges is accomplished through the process of job evaluation, as well as consideration of market factors. Job evaluation is a systematic application of criteria to document responsibilities in order to create logical relationships between positions based upon job responsibilities and is as independent of individual performance as possible.

Each pay range is intended to be competitive with the market for positions within that grade. Pay range spread, the percentage difference between the minimum and maximum compensation payable within each range, is intended to be sufficient to recognize and reward different levels of performance and experience in each grade.

Step Plan

Pay ranges under the step plan are designed to advance pay within the range by increments of experience in the employees' present position and the employee receiving a successful annual performance evaluation rating.

Employees who receive a performance review rating of "meeting expectations" or better may be eligible to receive a step increase on January 1 of the following year **dependent on budgetary approval**. No employee's pay shall exceed the maximum (Step **K (44)**) of the recommended pay range for the employee's present position.

Compensation Policies

Compensation upon Promotion

Employees being promoted one salary grade will be considered for an increase of not less than a 5% adjustment to his/her current wage and the calculated rate will be placed at the next closest step on the new pay range or be brought to the minimum of the new pay range, whichever is greater. An employee being promoted two or more salary grades will be considered for an increase of not less than 8% of the employee's current wage and the calculated wage will be placed at the next closest step on the new pay range or be brought to the minimum of the new range, whichever is greater. In no case will a promotional increase allow the employee to earn a salary above the established range maximum.

In addition, should the City promote an employee utilizing the 5%/8% rules and such calculations result in the newly promoted employee earning a base wage greater than an existing incumbent, the City may then increase the pay rate(s) of the incumbent(s) in the same job one rate higher than the newly promoted employee in order to maintain internal equity.

MEMO

If the City promotes an employee from a position covered by a Public Safety Bargaining Agreement salary schedule, the average prior year gross pay for the rank of employees from which the City is promoting will be calculated excluding outliers such as an employee with a much greater amount of overtime than others or a new Sergeant not yet at the maximum of the pay grade. The calculated average will be multiplied by 10% and the resulting calculated wage will be placed at the next closest step on the new pay range or be brought to the minimum of the new range, whichever is greater.

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Employees who transfer to a new position within the same pay range as their old position will typically not receive a compensation adjustment.

Compensation upon Interim Assignment

Employees assigned to an interim classification in a higher pay range for a planned period of at least sixty (60) days and who are expected to perform a majority of the higher classification's duties and responsibilities, shall receive a base compensation adjustment of five percent (5%) if additional duties are usually performed by a position one grade higher or eight percent (8%) if additional duties are usually performed by a position two or more grades higher or be brought to the minimum of the higher grade, whichever is greater. A base compensation adjustment of greater than eight percent (8%) may be approved by the Mayor and Finance Committee provided that substantial reasons are given.

Employees who are assigned additional work from a classification in the same pay grade or lower pay grade for a planned period of at least 60 days, and who are expected to perform a majority of the interim classification duties and responsibilities, shall receive a base compensation adjustment of five percent (5%) in recognition of the incumbent's additional time being spent performing additional duties. A base compensation adjustment of greater than five percent (5%) may be approved by the Mayor and Finance Committee provided that substantial reasons are given.

Upon return to the employee's original classification, the employee's pay shall revert to their base compensation prior to receiving the interim assignment adjustment, plus any additional annual pay increases and pay structure increases the employee would have received in the original classification.

MEMO

Compensation upon Involuntary Demotion

An employee demoted for involuntary reasons unrelated to performance will retain his/her present pay if the base compensation exceeds the new range maximum. As long as an employee's base compensation exceeds the new range maximum, the employee will not be eligible for further base-accumulating pay increases until his/her pay is again within the range for the new position. If the present base compensation is below the new range maximum, the employee will be placed in the new range at the step closest to their current pay.

Compensation upon Voluntary Demotion

An employee who requests and is granted a voluntary demotion will receive a decrease in pay, the amount of which is to be determined given the facts and individual circumstances.

Pay Range Assignment for New and Reclassified Positions

Regular review of the department structure will take place to anticipate budgetary needs for coverage and workforce planning.

Substantial changes to positions will be discussed between the department head and the Mayor. Approved changes will be communicated during the June Finance Committee meeting where the department head will present the plan to incorporate job description changes or new positions into the organization structure. In the event of a mid-year vacancy, the position that has been vacated will be reviewed by the department head prior to posting the opening. Approved changes will go on to follow the reclassification guidelines below.

New Position

In order for a new position to be considered for approval, a ~~Position~~~~job-description~~ questionnaire (~~JDP~~Q) outlining the major duties, responsibilities, knowledge, skills, and ability requirements, reporting relationships, and working conditions of the proposed position; and a draft job description that summarizes information from the questionnaire must be completed and signed off by the supervisor, department head, and Mayor.

The City may elect to forward the updated ~~Position~~ Questionnaire (PQ) to its Compensation Consultant to obtain a recommendation for classification of the new positions. The consultant will utilize the same job factor evaluation system that was used in creation of the plan, to determine placement for the new position. The consultant's recommendation will be taken by the Mayor to the Finance Committee for discussion and final approval.

MEMO

Reclassification of Current Positions

When a significant change in duties and responsibilities of a position has occurred for a **minimum of six months**, a department head or employee may request that classification of the position be reviewed and adjusted. To determine placement of the position, the incumbent must review the most recent **Position Questionnaire (PQ)** and indicate (in a different font color) changes in major duties and responsibilities and complete a **classification review change form** explaining what change is being sought, why the change in responsibilities occurred, and how long the change has occurred. The **PQ** and **classification review change form** should be forwarded to the employee's supervisor for review.

The supervisor must sign the **PQ** confirming accuracy of the information provided and forward the review request to the department head. If the supervisor and department head agree with the incumbent's questionnaire, the questionnaire will be forwarded to the Mayor. If the supervisor and department head disagree with the questionnaire, he/she will discuss its content with the incumbent and either reach agreement on content or acknowledge disagreement on specific information prior to forwarding to the Mayor.

In either case, the Mayor shall forward the information to the Compensation Consultant to evaluate the position utilizing the same point factor evaluation system used to originally rate the job. The consultant will provide written recommendation on where the job should be placed in light of the duties explained on the PQ and classification review form. The recommendation of the consultant will be taken to the Finance Committee by the Mayor. The Committee will discuss the recommendation, make its final decision, and ultimately forward its decision to the Common Council for final action.

A third-party consultant provides the service of reviewing classification requests and making a recommendation for placement onto the existing pay schedule for both new positions and existing positions submitted for classification review at a predetermined rate per position reviewed.

Placement of Reclassified Positions onto the Pay Schedule

Positions approved for reclassification due to changes in job duties should be moved to the recommended pay grade. A five percent (5%) pay adjustment should be made to the employee's current wage and then the position should be placed in the new grade at the next highest step.

Positions Requiring a Market Adjustment

A circumstance could develop where a position may command higher pay than that which is established due to unusual market demands. Such positions will not be permanently placed in a higher pay range because market conditions may change. Market adjustments will generally be considered under only one or more of the following circumstances:

MEMO

- The City has documented problems recruiting and/or selecting employees within the assigned pay range (for example, a position is advertised two or more times resulting in few or no qualified applicants).
- The City has an unacceptable rate of turnover in the position and exit interview information indicates pay as a significant issue.
- Periodic market surveys conducted by the City show that the midpoint of the pay range is more than ten percent (10%) less than the average rate of pay shown for the position in the market analysis.

In situations where the market demands higher pay rates, at the City's discretion, one of two actions will be available:

- Adjust the employee's base compensation upward in the existing pay range.
- Move the position into a higher pay range and adjust the base compensation according to the [Compensation upon Promotion](#) guidelines temporarily, only while market conditions are still causing the problem.

The City will utilize the first option whenever possible. However, when the City utilizes the second option, the appropriate pay range will be determined by the City (with consultation from a compensation expert, if possible), and the position will be placed in a higher range. Further, all documents and communications will be retained to reflect the temporary assignment of the position to a higher pay range. Market conditions should be checked every year, and if conditions change, the position will move back into its initially assigned salary range.

Because allowance of market adjustments disrupts internal equity in the City's compensation plan, the City intends to utilize market adjustments sparingly. All market adjustments must be recommended by the Mayor and receive approval from the Finance Committee. In the event that a position under a market adjustment is reclassified to the correct pay range established through job evaluation, the policy for [Compensation upon Involuntary Demotion](#) will apply in regard to compensation for the affected employee.

[Positions Requiring a Compression Adjustment](#)

Salary compression exists when there is an unacceptable difference in salary between a supervisor and a direct subordinate. Compression can exist under a base salary comparison, under a total gross earnings comparison, or both. The City will determine if the compression issue is a concern or if there are valid, acceptable reasons for the compression to exist. If the City determines the compression issue is a concern, the City must determine if the compression issue must be resolved through a pay increase or if

MEMO

alternative solutions need to be found to address the issue. Examples of factors, other than pay, that may contribute to pay compression issues include management/distribution of overtime within the department, insufficient staffing levels, delegation of workload, special projects causing a spike in overtime, special skills/knowledge possessed by a subordinate, market demands and/or difficulty in recruiting for a specific skill.

Once the City has determined there is a compression issue, the City will review the differences in total gross wages between the supervisor and subordinate positions. If it is determined the gross wages of the supervisor is not sufficient to compensate for the wage compression and the City has determined the best course of action is a pay raise for the supervisor, the City will calculate an acceptable base pay differential between the exempt supervisory position and the average gross earnings of the subordinates the supervisor supervises.

Average gross earnings of subordinate employees at the top of their pay range will be calculated excluding outliers such as an employee with a much greater amount of overtime than others or an employee new to the position and not yet at the maximum of that pay grade. Using this average, a rate will be calculated as one hundred eight percent (108%) of the average gross pay and the employee will be placed at the next step that provides an increase. At the City's discretion, one of two actions will be available:

- Adjust the employee's pay upward in the range if the current pay grade range allows for sufficient earnings growth consistent with the intent of the compensation plan. If this is not possible, the City may consider the second option.
- Adjust the position up one pay grade temporarily and only while compression conditions are still causing a problem. All documents and communications are retained to reflect temporary assignment of the position and the earnings differential situation will be analyzed every year. If conditions change such that the actual pay grade provides an adequate differential and opportunity for sufficient earnings growth, these positions will be moved back to their correct grade.

Allowance of compression adjustments disrupts some of the internal equity in the compensation plan and the City intends to use compression adjustments sparingly and monitor these adjustments closely. All compression adjustments must be recommended by the Mayor and receive approval from the Finance Committee.

Determining Pay for New Hires

~~New employees should be hired between the minimum and midpoint (Step) of the pay range for the position, with actual pay range step placement to be based on individual qualifications.~~

MEMO

Placement of new hires with the minimum skills and qualifications will normally be hired at the Minimum. A new hire may be hired up to Step C with the approval of the Department Head and Mayor under the following conditions:

- The new hire has a level of experience or skill set immediately usable upon hire.
- The market conditions demand a higher starting wage.
- Funds are available in the department budget.

Requests for hiring equal to and higher than Steps D must be approved by the Mayor.

Determining Annual Pay Structure Increases

On an annual basis, the Finance Department and Mayor will present to the Finance Committee and Common Council evidence of what comparable municipalities (as defined in the compensation study) and other competitive employers (such as other governmental units and private industry) are adjusting their pay structures for the same period to maintain their competitive position.

Sources of such information could include annual published surveys; surveys of comparable municipalities; economic indicators such as CPI; planned or negotiated pay structure adjustments with the City's unions; financial condition of the City and the City's ability to fund increases in pay for the upcoming year.

The Finance Committee and Common Council shall consider this information in determining what, if any, salary structure adjustment is necessary so the City may maintain its competitive position. The annual increase amount for the pay structure shall be applied to the range midpoints. Adjustments to range minimums and maximums will follow according to standard practices.

RESOLUTION
DRINKING WATER WELL #9 REHABILITATION

SPONSOR: ALDERPERSON ARNETT
FROM: PUBLIC WORKS COMMISSION

WHEREAS, the City of Watertown water utility owns and operates nine different drinking water wells used in the supply and production of clean drinking water for the City of Watertown; and,

WHEREAS, City Well #9 is due for rehabilitation in the planned maintenance program that includes this type of maintenance work, and other work as needed; and,

WHEREAS, Water Department staff solicited 3 contractors, and posted an RFP for quotes to rehab and rehabilitate City Well #9 with a defined scope and received qualified quotes from two local contractors which are listed; and,

<u>Contractor</u>	<u>Well #5 Base Price</u>	<u>Well #5 Supplemental items</u>	<u>Total Cost</u>
Municipal Well & Pump	\$22,390	\$57,955	\$80,345
Water Well Solutions	\$15,600	\$66,679+	\$82,279+

WHEREAS, Municipal Well and Pimp has provided similar work on our well rehabilitation projects in the past and is qualified for this work for total cost of the base bid, and supplemental items; and,

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN: that the proper City Official be and are hereby authorized to approve an agreement with Municipal Well & Pump of Waupun, Wisconsin not to exceed \$80,345.

The funding for said project to come from account #03-99-99-98

	YES	NO
DAVIS		
LAMPE		
BERG		
NITECKI		
BLANKE		
SMITH		
ARNETT		
HAASE		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED June 2, 2026

CITY CLERK

APPROVED June 2, 2026

MAYOR

**RESOLUTION TO AWARD CONTRACT #11-26
EMMET UTILITY EXTENSION PROJECT**

**SPONSOR: ALDERPERSON ARNETT
FROM: PUBLIC WORKS COMMISSION**

WHEREAS, the following sealed bid was received for the 2026 Emmet Utility Extension Contract; and,

BID SECTION	Forest Landscaping & Construction, Inc.	Dorner, Inc.
Street Construction Base Bid A: N. Second Street	\$278,957.00	\$290,143.10
Water & Sanitary Sewer Extension Base Bid B: N. Second Street	\$381,000.00	\$444,090.00
Street Construction Base Bid C: Prospect Street	\$96,575.75	\$95,507.40
Water & Sanitary Sewer Extension Base Bid D: Prospect Street	\$137,955.00	\$159,433.00
Street Construction Base Bid E: Center Street	\$69,956.50	\$72,571.60
Water & Sanitary Sewer Extension Base Bid F: Center Street	\$144,850.00	\$168,430.00
Street Construction Base Bid G: Boulder Road	\$157,340.00	\$165,091.30
Water & Sanitary Sewer Extension Base Bid H: Boulder Road	\$139,825.00	\$170,490.00
Mobilization, Traffic Control, & Pavement Marking Base Bid I	\$65,850.00	\$84,290.00
Base Bid Total:	\$1,472,309.25	\$1,650,046.40

WHEREAS, Forest Landscaping & Construction, Inc. was the lowest responsive & responsible bidder and accepting the bid received from Forest Landscaping & Construction, Inc. appears to be in the best interest of the City of Watertown; and,

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Watertown that the proper City Officials be and are hereby authorized to enter into an agreement for the 2026 Emmet Utility Extension Contract with Forest Landscaping & Construction, Inc. for the Total Base Bid Amount of \$1,472,309.25. Funding for the project shall include approximately \$290,000 from available Street Reserve funds, approximately \$120,000 from available Storm Water Utility funds, and authorized interim borrowing and utility funding sources for the remaining project costs.

	YES	NO
DAVIS		
LAMPE		
BERG		
NITECKI		
BLANKE		
SMITH		
ARNETT		
HAASE		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED June 2, 2026

CITY CLERK

APPROVED June 2, 2026

MAYOR

**RESOLUTION TO
AUTHORIZE INTERIM BORROWING FROM IXONIA BANK FOR
CONTRACT #11-26 EMMET UTILITY EXTENSION PROJECT**

**SPONSOR: MAYOR STOCKS
FROM: FINANCE COMMITTEE**

WHEREAS, the City of Watertown is proceeding with Contract #11-26 Emmet Utility Extension Project associated with the extension of municipal water and sanitary sewer infrastructure to the Highway 16 Residential Area attached from the Town of Emmet pursuant to the intergovernmental cooperative boundary agreement; and,

WHEREAS, the project includes construction of sanitary sewer and water main extensions and associated roadway, drainage, and restoration improvements along Boulder Drive, Center Street, Prospect Street, and N. Second Street; and,

WHEREAS, the Public Works Commission approved the contract awarded for Contract #11-26 contingent upon securing necessary project funding; and,

WHEREAS, available 2026 funding is insufficient to cover the full upfront construction costs associated with the project pending repayment through the special assessment process; and,

WHEREAS, City staff solicited financing information from local lending institutions and reviewed available borrowing options for interim project financing; and,

WHEREAS, the Finance Committee reviewed the proposed borrowing and financing options at its May 26, 2026 meeting and recommends proceeding with interim borrowing from Ixonia Bank.

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

That the Mayor and designated City staff are hereby authorized to execute all documents necessary to secure interim financing from Ixonia Bank for Contract #11-26 Emmet Utility Extension Project in the amount not to exceed \$1,100,000.

BE IT FURTHER RESOLVED that the borrowing shall be at a fixed interest rate not to exceed 4.96% together with associated underwriting, legal, recording, title, and related financing costs as applicable.

BE IT FURTHER RESOLVED that borrowed funds shall be used to provide interim financing for construction and associated project costs related to the Emmet Utility Extension Project, with repayment anticipated through special assessments to benefiting properties and/or future refinancing as determined appropriate by the City.

	YES	NO
DAVIS		
LAMPE		
BERG		
NITECKI		
BLANKE		
SMITH		
ARNETT		
HAASE		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED June 2, 2026

CITY CLERK

APPROVED June 2, 2026

MAYOR

**RESOLUTION TO AWARD PROFESSIONAL REAL ESTATE SERVICES
CONTRACT FOR THE 2028 DOWNTOWN MAIN STREET
RECONSTRUCTION PROJECT TO MSA PROFESSIONAL SERVICES, INC.**

**SPONSOR: ALDERPERSON ARNETT
FROM: PUBLIC WORKS COMMISSION**

WHEREAS, the City of Watertown, in coordination with the Wisconsin Department of Transportation (WisDOT), is proceeding with plan development of the 2028 Downtown Main Street Reconstruction Project from Church Street to Market Street along Main Street/STH 19, a connecting highway; and,

WHEREAS, WisDOT requires local project sponsors to obtain necessary real estate interests for connecting highway projects, including Temporary Limited Easements (TLEs), as part of project delivery; and,

WHEREAS, the City of Watertown prepared and advertised a Request for Proposals for professional real estate acquisition services associated with the project and received two (2) proposals from qualified firms; and,

WHEREAS, the project includes approximately 89 Temporary Limited Easements and permanent property acquisition is not anticipated at this time; and,

WHEREAS, the Public Works Department Review Team evaluated and ranked the proposals using a qualifications-based selection process, considering project understanding, WisDOT acquisition experience, qualifications, and cost; and,

WHEREAS, MSA Professional Services, Inc. is the top ranked firm for said real estate acquisition project, and contract award is recommended; and,

WHEREAS, staff has confirmed that eligible acquisition related professional services and acquisition costs are anticipated to be reimbursable through the State Municipal Financial Agreement (SMFA) for the project; and,

WHEREAS, the Public Works Commission has reviewed the proposal and supports awarding the contract to the recommended firm; and,

WHEREAS, funding for the professional services contract will be initially provided through the Annual Street Reserve Account and is anticipated to be reimbursed through the project SMFA; and,

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

That the City of Watertown Common Council hereby authorizes the proper City officials to enter into an agreement for Professional Real Estate Services for the 2028 Downtown Main Street Reconstruction Project with MSA Professional Services, Inc. in an amount not to exceed \$168,875. Funding for said project shall be from the Annual Street Reserve Account, 05-58-11-69, with reimbursement anticipated through the State Municipal Financial Agreement (SMFA).

	YES	NO
DAVIS		
LAMPE		
BERG		
NITECKI		
BLANKE		
SMITH		
ARNETT		
HAASE		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED June 2, 2026

CITY CLERK

APPROVED June 2, 2026

MAYOR