



## COMMON COUNCIL MEETING AGENDA

TUESDAY, JUNE 04, 2024 AT 7:00 PM

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

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**Virtual Meeting Info:** <https://us06web.zoom.us/join> Meeting ID: 282 485 6600 Passcode: 53098 One tap mobile +16469313860

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

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. MINUTES OF COUNCIL MEETING HELD**

A. Meeting minutes from May 21, 2024

**5. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT**

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

**6. REPORTS**

A. Transit minutes from March 25, 2024

B. Finance Committee minutes from May 13, 2024

C. Public Works minutes from May 14, 2024

D. RDA Minutes from May 15, 2024

E. Town Square Programming Commission minutes from May 15, 2024

F. Public Safety minutes from May 21, 2024

G. Downtown Main Street Reconstruction Task Force minutes from May 22, 2024

H. Parks, Recreation, and Forestry minutes from May 20, 2024

**7. COMMUNICATION & RECOMMENDATIONS**

A. Watertown Fire Department Monthly Report for April

B. Watertown Fire Department Annual Report 2023

C. Main Street Bridge Construction Update

**8. NEW BUSINESS**

A. Review and take action: Committee Appointments

**9. MISCELLANEOUS BUSINESS**

A. Payroll Summary - May 1, 2024 through May 15, 2024

**10. LICENSES**

A. Review and take action: application for a Temporary Class "B" Beer license from the Jefferson County Tavern League Foundation for the Summer Concert Series on June 15, 2024 from 5pm - 9pm at the Bentzin Family Town Square

**11. RESOLUTIONS**

- A. Exh 9615 - Resolution for IRA Grant through the DNR (Sponsor: Mayor McFarland From: Finance Committee)
- B. Exh 9616 - Concession Agreement Kayak Rentals (Sponsor: Alderperson Jonathan Lampe From: Park, Recreation & Forestry Committee)

## **12. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT**

*Each individual who requests to address the Council will be permitted up to three minutes for their comments and must fill out the sign in sheet provided.*

## **13. ADJOURNMENT**

*Persons requiring other reasonable accommodations of the above meeting may contact the office of the City Clerk by email [mdunneisen@watertownwi.gov](mailto:mdunneisen@watertownwi.gov), or by phone 920-262-4006.*

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

**Common Council Minutes  
May 21, 2024**

Section 4, Item A.

Mayor McFarland called the regular meeting of the City of Watertown Common Council to order at 7:00 p.m. on Tuesday, May 21, 2024. 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, Board, Bartz, Blanke, Smith, Schmid, Wetzell and Moldenhauer. City staff present were City Attorney Steven T. Chesebro, Police Chief David Brower, Finance Director Mark Stevens, Park and Rec Director Kristine Butteris, Town Square Programmer Stephanie Juhl (virtual), Streets Superintendent Stacy Winkelman, and City Clerk Megan Dunneisen.

**PLEDGE OF ALLEGIANCE**

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

**MINUTES OF PRECEDING MEETING**

Mayor McFarland inquired if there were additions or corrections to minutes of the Common Council meeting held Tuesday, May 7, 2024. There being none, minutes were accepted as presented.

**COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT**

Ben Peterson of 205 Dewey Ave, Karah Pugh of Ixonia (bar owner in Watertown), Nicole and Robert Smith of 1301 Allerman Drive (bar owner in Watertown), Robert Loggans of 812 Fieldstone Way, Mary Ann Lazzell of 10 Oakridge Court, Anna Schmid of 605 Lafayette Street, and Erin Schroeder of 1411 S. 10<sup>th</sup> Street (bar owner in Watertown) all spoke against BrewFinity setting up in Watertown at Town Square events. Ian Pilak (virtual) of 208 S. 8<sup>th</sup> Street spoke in favor of BrewFinity attending Town Square events in Watertown.

**REPORTS**

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

The following reports were received and filed: Police and Fire Commission minutes from April 8, 2024, Licensing Board minutes from April 10, 2024, Public Safety and Welfare minutes from May 1, 2024, Site Plan Review Minutes from May 13, 2024, and the Senior Center Advisory Board minutes from May 14, 2024.

**COMMUNICATIONS & RECOMMENDATIONS**

Mayor McFarland gave employee recognition to Carl Schuett with Department of Public Works Street Division for thirty years, Chris Karnatz with the Police Department for twenty-five years, Ian Keats, Mike Roehl, and James Simon with the Police Department for ten years, and to Steph Mazzoni with the Fire/Administration Department for five years. Chief Brower presented Officer Keats with his recognition certificate and Streets Superintendent Stacy Winkelman presented Carl Schuett with his.

**NEW BUSINESS**

Ald. Board made a motion to approve Emily Lessner – serving her second three-year term expiring May 2027, Julie Chapman – serving her first three-year term expiring May 2027, Jennifer Clayton – serving her first three-year term expiring May 2027, Brad Clark – serving his fourth three-year term expiring May 2027 to the Park, Recreation, and Forestry Commission, Melissa Lampe – serving her first three-year term expiring May 2027 to the Planning Commission, Melissa Lampe – serving her first three-year term expiring May 2027 to the Police and Fire Commission, Conrad Talaga – serving a one-year term expiring May 2025, Cheryl Mitchell – serving a one-year term expiring May 2025, Courtney Krause – serving a one-year term expiring May 2025 to the Tourism Commission, Bonnie Hertel – serving her second one-year term expiring May 2025, Dave Zimmermann – serving his second one-year term expiring May 2025 to the Town Square Programming Commission and Jerry Kolwinska – serving a partial one-year term expiring May

2025 replacing Stephen Simpson to the Board of Review, seconded by Ald. Bartz and carried by voice vote with Ald. Lampe abstaining.

Discussion and presentation from F Street for a townhome redevelopment concept for a portion of the N. First Street municipal parking lot between Jones Street and E. Madison Street.

### **ACCOUNTS PAYABLE**

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

Accounts payable were presented.

### **MISCELLANEOUS BUSINESS**

Payroll Summary - April 17, 2024 through April 30, 2024 and Cash and Investments - April 30, 2024 were presented.

### **LICENSES:**

Ald. Lampe made a motion to approve the application for Temporary Class "B" Beer and Temporary "Class B" Wine license from Fiesta Cultural.org at Bentzin Family Town Square for the Fiesta at the Park event on Saturday, August 31, 2024, seconded by Ald. Bartz and carried by unanimous voice vote.

Ald. Lampe made a motion to approve the application for Temporary Class "B" Beer license from Watertown Main Street Program at Bentzin Family Town Square for the Summer Concert Series event on Saturday, June 8, 2024, seconded by Ald. Blanke and carried by voice vote with Ald. Board abstaining.

Ald. Blanke made a motion to approve the applications for Temporary Class "B" Beer Licenses for the Watertown Craft Beer & Seltzer Walk event hosted by Watertown Main Street Program on July 13, 2024, during the hours of 1:00 p.m. and 4:00 p.m. Locations include: 2oh!2 Salon Suites, 202 W Main St; Fuelify, 114 N Water St; Bradow Jewelers, 217 E Main St; Brown's Shoe Fit Co, 212 E Main St; Central Block Kitchen & Design, 300 E Main St; Latte Donatte, 501 E Main St; Literatus & Co, 401 E Main St; White Oak Builders, 14 E Main St; Wilder's Plants & More, 314 E Madison St; and Ava's A Posh Boutique, 209 E Main St., seconded by Ald. Blanke and carried by unanimous voice vote.

Ald. Smith made a motion to approve the application for Temporary Class "B" Beer license from Watertown Moose Lodge 830 at 1222 Juneau St for the Car Show event on Thursday, June 13, 2024, seconded by Ald. Bartz and carried by unanimous voice vote.

Ald. Blanke made a motion to approve the application for Temporary Class "B" Beer license from Whitetails Unlimited at Bentzin Family Town Square for the Summer Concert Series events on Saturday, August 17, and Saturday, August 24, 2024, seconded by Ald. Smith and carried by voice vote with Ald. Bartz abstaining.

Ald. Blanke made a motion to approve the request for a Producer Full-Service Retail Sales to sell beer and wine from BrewFinity Brewing for Thirsty Thursdays Beer Garden Series at Bentzin Family Town Square on June 13, July 11, August 15, and September 12, 2024 during the hours of 5pm - 9pm and for the Summer Concert Series on June 15, 2024 from 5pm - 9pm, seconded by Ald. Bartz. During discussion, Ald. Blanke called the question, seconded by Ald. Bartz and failed by roll call vote: Yes-4; No-5 (Davis, Smith, Schmid, Wetzel, Moldenhauer); Abstain-0. Ald. Schmid made a motion to take the item back to the Licensing Board to clarify how this falls in regard to the Special Event process and how licensing is incorporated into that along with how all the fee schedules are going to work and how it pertains to Park and Rec along with restricting BrewFinity down to only selling items that they produce (beer), seconded by Ald. Lampe and carried by roll call vote: Yes-8; No-1 (Davis); Abstain-0.



Ald. Smith made a motion to deny the application for operator's license from Brandon S due to Cat. 1 of the Watertown Licensing Guidelines, seconded by Ald. Moldenhauer and carried by unanimous voice vote.

## **ORDINANCES**

Ord. 24-13 - Ordinance to Amend Section 410-56 (A) Smoking in Prohibited Places of the City of Watertown General Ordinances (Sponsor: Ald. Lampe From: Parks, Recreation, and Forestry Commission, 1st Reading). Ald. Lampe moved for adoption of ordinance 24-13 on its 1<sup>st</sup> reading, seconded by Ald. Wetzel. After discussion Ald. Schmid made a motion to refer the ordinance back to the Parks and Recreation Commission, seconded by Ald. Smith. Ald. Davis made a motion to amend the motion to refer the ordinance back to the Parks and Recreation Commission and Board of Health, seconded by Ald. Lampe and failed by roll call vote: Yes-4; No-5 (Bartz, Blanke, Schmid, Wetzel, Moldenhauer); Abstain-0. Motion to refer ordinance back to the Parks and Recreation Commission carried by roll call vote: Yes-5; No-4 (Lampe, Boards, Blanke, Smith); Abstain-0.

Ord. 24-14 - Ordinance to amend sections 24-13 of the City of Watertown General Ordinance § 24-13 Airport Commission Membership (Sponsor: Ald. Wetzel From: Airport Commission, 2nd Reading). Ald. Wetzel moved for adoption of ordinance 24-14 on its reading 2<sup>nd</sup>, seconded by Ald. Board and carried by roll call vote: Yes-9; No-0; Abstain-0.

Ord 24-15 - Ordinance to amend Section 428-8 (A) Definition, (G) Subsection 3 - Open Container, (G) Subsection 7 - Wristbands (Sponsor: Ald. Bartz From: Bentzin Family Town Square Commission, 2nd Reading). Ald. Bartz moved for adoption of ordinance 24-15 on its 2<sup>nd</sup> reading, seconded by Ald. Blanke and carried by roll call vote: Yes-9; No-0; Abstain-0.

Ord. 24-16 - Creation of Section 247-5(D) ordinance to regulate boating upon the Rock River and prescribing penalties for violation thereof (Sponsor: Ald. Davis From: Public Safety & Welfare Committee, 1st Reading). Ald. Davis made a motion to suspend the rules to combine the 1<sup>st</sup> and 2<sup>nd</sup> readings of ordinance 24-16, seconded by Ald. Board carried by roll call vote: Yes-9; No-0; Abstain-0. Ald. Davis moved for adoption of ordinance 24-16 on its 1<sup>st</sup> and 2<sup>nd</sup> readings, seconded by Ald. Lampe 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. 9605 - Resolution to Designate Official Newspaper (Sponsor: Mayor McFarland From: Finance Committee). Ald. Lampe moved to adopt resolution 9605, seconded by Ald. Schmid and carried by unanimous voice vote.

Exh. 9606 - Resolution for Drinking water well #5 rehabilitation (Sponsor: Ald. Board From: Public Works Commission). Ald. Board moved to adopt resolution 9606, seconded by Ald. Bartz and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9607 - Resolution for West drinking water treatment plant new roof (Sponsor: Ald. Board From: Public Works Commission). Ald. Board moved to adopt resolution 9607, seconded by Ald. Moldenhauer and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9608 - Resolution for Wastewater Treatment Plant launder covers (Sponsor: Ald. Board From: Public Works Commission). Ald. Board moved to adopt resolution 9608, seconded by Ald. Blanke and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9609 - Resolution to Approve Purchase of Single Axle Truck Body (Sponsor: Ald. Board From: Public Works Commission). Ald. Board moved to adopt resolution 9609, seconded by Ald. Bartz and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9610 - Resolution to Approve Purchase of Single Axle Truck Chassis (Sponsor: Ald. Board From: Public Works Commission). Ald. Board moved to adopt resolution 9610, seconded by Ald. Blanke and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9611 - Resolution to Approve Purchase of Rubber Track Excavator (Sponsor: Ald. From: Public Works Commission). Ald. Bartz moved to adopt resolution 9611, seconded by Ald. Blanke and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9612 - Resolution to Approve Purchase of Replacement Salt Shed Doors (Sponsor: Ald. Board From: Public Works Commission). Ald. Moldenhauer moved to adopt resolution 9612, seconded by Ald. Wetzel and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9613 - Resolution to Approve Purchase of Towable Brush Chipper (Sponsor: Ald. Board From: Public Works Commission). Ald. Blanke moved to adopt resolution 9613, seconded by Ald. Board. Ald. Lampe made a motion to amend to change year from 2025 to 2024, seconded by Ald. Board and carried by unanimous voice vote. Motion carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9614 - Resolution to approve Law Enforcement Services for the RNC (Sponsor: Mayor McFarland From: Finance Committee). Ald. Lampe moved to adopt resolution 9614, seconded by Ald. Schmid 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. Schmid moved to adjourn, seconded by Ald. Moldenhauer, and carried by unanimous voice vote at 8:57 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 MINUTES

MONDAY, MARCH 25, 2024 AT 5:00 PM

WATERTOWN MUNICIPAL BUILDING, 106 JONES STREET, ROOM 0041

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

1. **CALL TO ORDER** – Tom Hahn called the meeting to order at 5:03pm
2. **REVIEW & APPROVE MINUTES**
  - A. Grosenick made a motion to approve the Transit minutes from November 27, 2023, seconded by Bainbridge and carried by unanimous voice vote.
3. **COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT** - None
4. **REVIEW RIDERSHIP / FINANCIAL STATISTICS**
  - A. Taxi Stats were presented
5. **BUSINESS:**
  - A. Dunneisen introduced new commission member, David Applegarth. Applegarth gave background about himself and welcomed by the commission.
  - B. Grosenick made a nomination to appoint Tom Hahn as Chairperson for the Commission, nomination was seconded by Bainbridge and carried by unanimous voice vote.
  - C. Dunneisen gave a status report on taxi procurements – vehicles have been delivered and are currently in the works of finalizing paperwork and getting lettered.
  - D. The new lease with Passenger Transit to include the two new minivans was presented to the commission.
6. **REVIEW CITIZEN COMMUNICATIONS AND REPORTS**
  - A. Quarterly Driver Report - No Report
  - B. Quarterly Vehicle Maintenance Report was presented.
  - C. Complaint Log – did not have any new complaints.
7. **SET NEXT MEETING DATE** – Next meeting date was set for May 20, 2024, at 5pm.
8. **ADJOURNMENT** - Grosenick made a motion to adjourn the meeting at 5:14pm, seconded by Hahn and carried by unanimous voice vote.

Respectfully submitted,  
Megan Dunneisen, City Clerk

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Complete minutes are open for public inspection in the office of the Finance Department.



## FINANCE COMMITTEE MEETING MINUTES

MONDAY, MAY 13, 2024, AT 5:30 PM

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

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

Others present: Finance Director Stevens, Attorney Chesebro, Park & Recreation Director Butteris (video), Fire Chief Reynen, Police Chief Brower, Andrea Peters

1. Call to order. Mayor McFarland called the meeting to order at 5:30 p.m.
2. Ald. Davis moved to approve the **minutes from the April 22 meeting**, seconded by Ald. Bartz, and unanimously approved.
3. Andrea Peters presented a list of **EMS billings that are considered uncollectible** with the request to write off the balances. Ald. Moldenhauer moved, seconded by Ald. Lampe, to approve the write-off list as presented. Unanimously approved.
4. Parks/Rec Director Butteris is requesting permission to initiate a resolution to authorize for the **application of a WI DNR Urban Forestry Inflation Reduction Act grant**. The award up to \$500,000 can be used to support objectives related to increasing access to the urban tree canopy and associated benefits. A motion was made by Ald. Davis, supported by Ald. Lampe, to approve the resolution to be forward to Council.
5. Chief Bower presented an **Intergovernmental Agreement from Milwaukee** for upcoming Law Enforcement Services for the RNC. Milwaukee PD is pursuing a grant to afford the event. If not received or inadequately funded, the City might not be reimbursed. The former chief had offered to participate a year ago, and we have a few officers that are trained as mobile force participants. Ald. Davis made a motion, seconded by Ald. Lampe, to proceed with presenting the agreement to the Council with the proviso that officers are volunteering to participate.
6. The PFC has selected a **candidate to fill the role of Fire Deputy Chief**. Chief Reynen presented a request for hiring at grade/step Q8. After some discussion, Ald. Davis moved to establish the pay for David Johnsen at G/S Q6 [\$47.63/hr]. Ald. Bartz seconded this motion. Ald. Lampe made a subsequent motion to change the rate of pay to G/S Q8, but no second was offered to support the motion. The original motion was unanimously approved.
7. Bids were distributed for the designation of an **official city newspaper**. The one bid received was from Watertown Daily Times with the rates equal to the WI DOA assigned rates, approximately 3.83% more than the prior period. Ald. Lampe, seconded by Ald. Moldenhauer, motioned to approve the resolution to move to Council for adoption; unanimously approved.
8. Ald. Bartz moved, seconded by Ald. Davis, to convene into **closed session** per § 19.85(e) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (K.I.) Approved unanimously via roll call vote.
9. The committee reconvened into open session.
10. A motion was made by Ald. Lampe, supported by Ald. Moldenhauer, to approve the **hiring of Kim Italiano** as Police Community Services Officer as G/S G5 [\$24.32/hr]. Approved unanimously.

**11. Finance Committee adjournment.** Ald. Bartz moved, seconded by Ald. Moldenhauer, to adjourn the Finance Committee at 6:25 p.m., and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

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

## ***Public Works Commission Meeting Tuesday, May 14, 2024***

Members Present: Ald. Board, Bartz, Wetzel, and Commissioner Thompson. City Employees present: Public Works Director Andrew Beyer, Water Systems Manager Pete Hartz, Streets Director Stacy Winkelman, and Engineering Project Manager Richie Piltz. Others present Justin Buskemper, Zack Goodrow, and two unidentified callers.

**1. Call to Order:** Chairman Board opened the meeting at 5:30 p.m. Quorum was present.

**2. Comments and Suggestions from Citizens Present:** None

**3. Review and Approve Minutes from April 29, 2024.** Motion to approve by Ald. Bartz, seconded by Ald. Wetzel. Motion carried unanimously.

### **4. Business**

*It was requested, and the commissioners concurred, to move item G to the first item of business.*

***G. Review: Update on 2024 Private Lead Service Line Replacement project professional services by Strand & Associates.***

Pete Hartz and Justin Bilskemper reviewed status to date of work on the service line replacement. All work to date funded by others. No action required.

***A. Review & Take Action: Purchase of Single Axle Truck Chassis, Body and Plow Equipment for DPW – Street/Solid Waste Division. Page 8***

Motion by Thompson, supported by Wetzel to approve the purchase a single axel truck chassis for \$154,613 from Truck Country. Motion carried unanimously.

Motion by Bartz, supported by Thompson to buy a truck body and plow from Monroe Truck Equipment for \$85,780. Motion carried unanimously.

***B. Review and take action: Purchase of Rubber Track Mid-Size Excavator for DPW – Street/Solid Waste Division.***

Motion by Thompson, supported by Bartz to purchase a rubber track mid-size excavator, including extra buckets, from Kelbe Brothers for \$172,600. Motion carried unanimously.

***C. Review and take action: Purchase of replacement Salt Shed Doors at DPW – Street/Solid Waste Division.***

Motion by Wetzel, supported by Thompson to purchase Galvanized Steel Doors from Consolidated Doors of Milwaukee for \$61,394. Motion carried unanimously.

***D. Review and take action: Purchase of Chipper for DPW – Street/Solid Waste***

Motion by Bartz, supported by Thompson to approve the purchase of a 15 XPC Bandit chipper from Brooks Tractor for \$60,424.60.

***E. Review and take possible action: Sidewalk repair orders for Repair Area No. 1, Repair Area No. 2, 821 N. Church Street, 1023 Center Street, 806 Harvey Avenue, and 121 William Street.***

Motion by Thompson, supported by Bartz that the sidewalk repair notices be sent to the impacted property owners. Carried Unanimously.

***F. Review and take possible action: award Bike and Pedestrian Master Plan Study to selected consultant.***

Mr. Beyer indicated that the study is being re-bid. No action required.

***H. Review and take possible action: 2024 Biosolids Dryer Project Department of Energy Grant and professional services by Mead-Hunt.***

Motion by Wetzel, seconded by Bartz to accept the grant opportunity from the Department of Energy IAC Implementation Grant for a 500 KW solar array to power the Biosolids dryer. Carried Unanimously.

***I. Review and take action: 2024 Compliance Maintenance Annual report (CMAR) – Wastewater Utility permit to discharge summary.***

Motion by Thompson, supported by Wetzel to submit the resolution for the 2024 Compliance Maintenance Report to the City Council. Motion carried unanimously.

***J. Review and take action: Wastewater Department purchase of Launder Covers for wastewater treatment plant final clarifiers.***

Motion by Thompson, supported by Wetzel to approve the purchase of Launder Covers from Sabel Mechanical for \$202,301.60. Motion carried unanimously.

***K. Review and take action: Water Department; City Well #5 rehab and rehabilitation project.***

Motion by Bartz, supported by Thompson to accept the bid and supplemental items from Water Well Solutions for \$60,157. Motion carried unanimously.

***L. Review and take action: Award of bid to Doyle Exteriors for 1000 West St. water building.***

Motion by Wetzel, supported by Thompson to accept the proposal from Doyle Exteriors for roofing of the 1000 West Street Water Building for \$210,000. Motion carried Unanimously.

***M. Review and take possible action: Award One-way street analysis to RA Smith for \$24,590.***

Motion by Wetzel, supported by Bartz to contract with RA Smith for the one-way street analysis in the downtown for a sum of \$24,590. Motion carried unanimously.

## **5. ADJOURNMENT**

Motion to adjourn by Wetzel, seconded by Bartz. Carried by unanimous vote.  
Meeting adjourned at 7:18 PM

Respectfully submitted,  
Steve Board  
Public Works Commission Chair

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



**Wednesday, May 15, 2024, 6:00 pm**

In-PERSON/VIRTUAL MEETING

Room 0041, City Hall

**By Phone or GoToMeeting:**

<https://global.gotomeeting.com/join/471703029>

For the Public, Members of the media and the public may attend by calling: (US) +1 (872) 240-3412

Access Code: 471-703-029

All public participants' phones will be muted during the meeting except during the public comment period where applicable.

### RDA STRATEGIC PRIORITIES

- 1) ~~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: Becker, Board, Maas, Nowatka, Lampe, Zimmermann and Wagner
  - B. Virtual: Hurtgen
  - C. Absent: None
  - D. Other attendees: Kadesh, Mayne (RINKA), Birschbach (Kapur), and an online resident (Pilak)
3. Determination of Quorum and Call to Order at 6:02 pm by Chair Ryan Wagner
4. **Review/Approve:** Minutes of Previous Meetings – April 24, 2024. Approved with note to fix the wrong meeting date listed on the public agenda. (April 4<sup>th</sup> instead of April 24<sup>th</sup>)
  - A. **Board motioned to approve.**
  - Nowatka seconded the motion. Motion carried unanimously.**
5. Public Comment: None
6. New Business:
  - A. Venessa Ineza from WEDC presented over Zoom the opportunities and programs that WEDC offers for downtown and business redevelopment. Some brief questions and answers. Ineza will send her PowerPoint presentation to Becker for future review.
7. Old Business:
  - A. Eric Mayne from RINKA presented on the current status of planning. He shared some updated maps and planning ideas gathered during the last steering committee meeting. There was a discussion on planning a public engagement event for mid-June and contacting the chairs of key committees. Lampe will send Becker a list of people to include.
8. Status Reports:
  - A. Lisa Famularo emailed out the social media report to the board earlier in the day. Famularo wants to assist further. Hurtgen and Wagner are discussing a messaging calendar. They have met once and will meet again in the near future.
  - B. Lampe and Board discussed some recent housing development discussions, and the current status of the Main St. bridge.



C. Becker mentioned the upcoming Bentzin Family Town Square “Birthday Bash” coming up this Saturday.

1. Future Agenda Items: Tom Coogan from the DNR tentatively will speak on June 19, 2024

2. Next Meeting: Wednesday, June 19, 2024, at 6 pm.

9. Adjournment at 7:30 pm

**Zimmermann motioned to adjourn.**

**Lampe seconded the motion. Motion carried unanimously.**

**Meeting adjourned.**



## TOWN SQUARE PROGRAMMING COMMISSION AGENDA MINUTES

WEDNESDAY, MAY 15, 2024 AT 12:00 PM

**WATERTOWN SENIOR & COMMUNITY CENTER - 514 S. 1ST STREET WATERTOWN, WI 53094**

Virtual Meeting Info: <https://meet.goto.com/WatertownParkRec>

### 1. Call to order at 12:05pm

Who was in attendance – Konz, Zimmerman, Bartz, Kauffman, Purtell, Schneekloth, Juhl, Butteris

### 2. Review and approval of minutes

A. Town Square minutes from March 6, 2024: approved by Kaufmann, seconded by Schneekloth

### 3. Review and approval of financial reports: Requested a bit more detailed list. Include google doc for concerts. Water costs were questioned for months of no splash pad. We explained the base cost for just having water to the square.

### 4. Citizens to be heard

*Each individual who requests to address the Council will be permitted up to three minutes for their comments.*

No one present

### 5. Business

A. No New Business

### 6. Event Coordinator's report

A. Coordinators Report

-We discussed homecoming ideas: poster making evening, photos ops, meet and greet players and mascot.

-Discussed the moving of the location of beer tent for events.

-Discussed Thursday Night Markets – accepted the area school produce as a farmer rate. Also we should check with FFA as an optional attendee. Also that we are need of 3 sponsors yet for those nights.

-Discussed Thirsty Thursday adding in DJ or acoustic music or WHS students playing for tips. Konz and Main Street Program would like to be involved. Contact them further.

-Discussed food truck Mondays and still looking for a few more vendors. Schedule to come out soon.

-Commission would like to add some picnic tables to main sitting area that match the community table. Maybe some Adirondak chairs with a table?

-Mentioned needing ideas for the July meeting for Fall 2024 and 2025

-add city selling alcohol to the next agenda to discuss options for this.

### 7. Adjournment

Zimmerman motioned to adjourn and Schneekloth seconded.

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@watertownwi.gov](mailto:mdunneisen@watertownwi.gov), phone 920-262-4006*

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

PUBLIC SAFETY & WELFARE COMMITTEE

May 21, 2024

6:45 p.m.

1. CALL TO ORDER

Members Present	Also in Attendance	Citizens Present
<ul style="list-style-type: none"><li>Dana Davis, Chair</li><li>Brad Blanke</li><li>Steve Board</li><li>Eric Schmid</li></ul>	<ul style="list-style-type: none"><li>Andrew Beyer</li><li>Steven Chesebro</li></ul>	

2.RECEIVE COMMENTS FROM THE PUBLIC

There were no comments from the public at this time.

3.BUSINESS

- A. Review and take possible action: ordinance to prohibit boating near the Main Street (Cole Memorial) Bridge during construction
- Ord #24-XX - Ordinance to Regulate Boating Upon the Rock River Reviewed by Steven as of 051424.pdf (0.02 MB)
  - 2024.0521\_Navigational Waterway Markers.pdf (0.09 MB)
  - Site Map.pdf (0.78 MB)

**MOTION:** Blanke made a motion to approve the creation of Ord. 247-5(D): Ordinance to Regulate Boating Upon the Rock River. Motion was seconded by Board and passed unanimously.

4.ADJOURN

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

**DOWNTOWN MAIN STREET RECONSTRUCTION TASK FORCE****Wednesday, May 22, 2024****2:30 pm IN-PERSON/VIRTUAL MEETING****Lower Level, Room 0041, City Hall, 106 Jones St, Watertown, WI****By Phone or GoToMeeting:** <https://global.gotomeeting.com/join/471703029>

For the Public, Members of the media and the public may attend by calling: (US)+1 (224) 501-3412

Access Code: 619-906-421

1. Call to order at 2:32 pm.
  - a. Attendance- Present: McFarland, Trego, Becker, Hoffman, Board, Beyer, Mazzoni, Moldenhauer, and Purtell. A citizen was also present. Grinwald joined at 2:39  
Virtual: Ellias, Wagner  
Absent: Smith
2. Approval of prior meeting minutes
  - a. Approval of Minutes 3.27.24 **Motioned by Hoffman, seconded by Moldenhauer, carried unanimously**
3. Public Comment
  - a. none
4. Old Business
  - a. Main St bridge closure update (Beyer/McFarland)
    - i. There are no delays. Everything is moving along nicely and on schedule.
  - b. Transportation Network Evaluation update (Beyer)
    - i. Public Works met last week. raSmith was hired to do the transportation network study, which will look at one-way streets in the downtown. Kick off meeting in one week.
  - c. Discussion on social media messaging
    - i. Hitting everything necessary that needs to be shared.
5. New Business
  - a. Introduce new Main Street Program Director
    - i. Jody Purtell introduced herself.
  - b. Discuss Quarterly Update meetings for downtown businesses
    - i. Jody will facilitate these meetings and then report back to the taskforce. Share things with the businesses but give them a place to voice their concerns and opinions. Another way to supplement communication with business owners.
  - c. Next Newsletter: electronic and print
    - i. Newsletters will be emailed to Main St. folks and Task Force members. There will be a few printed newsletters that can be put out in common areas or handed out if asked.
    - ii. Becker to put updates on the progress and timeline on the website.
    - iii. Becker sent out latest issue of newsletter for proof, should be ready to send out early June.
  - d. Bumpout and parklet discussion
    - i. Parklet defined as a seating area placed over existing on-street parking. Parklets placed on Main Street must be permanent, not temporary, per WisDOT. Parklets are permissible on side streets in the downtown. If they are to be on the side streets, the businesses are responsible for them. They can contact Public Works at any time if interested. The DOT would not participate in these at all.
    - ii. Bump out in front of the cinema between 3<sup>rd</sup> and 4<sup>th</sup> St. is the only midblock bump out. Discussion on the NE/SE corner of 3<sup>rd</sup> bump out. Decision is to mimic the SE corner on the NE corner of 3<sup>rd</sup> St.

- e. Discussions on expectations for City and private property owners
    - i. Becker made a document showing what the city is doing and what the business owners can consider. Will be sent out to business owners. Purtell will work on revising the document.
    - ii. Beyer will check with Pete Hartz to check on size of and see if water mains will be updated during the construction to accommodate sprinkler systems in the buildings.
  - f. Discussion on alleyway planning
    - i. Commercial alley conditions were checked by engineering and recommendations for repairs were made. Next year improvements will likely begin on public alleyways.
  - g. 2024 planning items discussion
    - i. Strategic plan for photo ops/vistas in Main Street District
      - 1. Jody will work on and will update at the July meeting.
      - 2. This is in the next newsletter also.
  - h. Grinwald passed along a few comments from business owners.
    - i. How to get murals on buildings? Contact Jody P and Melissa on Historic Preservation.
    - ii. Suggestions to show pictures of rear entrances after they are redone.
6. Confirm next meeting date (July 24, 2024).
7. Adjournment at 3:35 pm. **Motioned by Moldenhauer, seconded by Hoffman, carried unanimously**

## PARKS, RECREATION & FORESTRY COMMISSION

### MINUTES

Monday, May 20, 2024

#### 1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on May 20, 2024. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, Brad Clark, Emily Lessner, and Kyle Krueger. Not present was: Jennifer Clayton. Also present were: Kristine Butteris, Jeff Doyle, Andrea Draeger, Ian Pilak, and Steve Zillmer.

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

Emily Lessner motioned to approve the April 15, 2024 Parks Recreation and Forestry minutes, April 16, 2024 and May 14, 2024 Senior Center Advisory Board minutes as written. Julie Chapman seconded. Motion carried.

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

Kyle Krueger motioned to approve the March 2024 financial reports. Emily Lessner seconded. Motion carried.

#### 4. Citizens to be heard

There were none.

#### 5. Business

##### A. Review and take possible action: Concession Agreement Kayak Rentals

The same company and type of agreement established with the bike rental system at the Interurban Trailhead will be utilized for a kayak rental station at Riverside Park, thanks for a Leadership Watertown project. The department will receive all commission in order to give discounts to citizens. The department's responsibility will be the concrete pad and signage. Brad Clark motioned to approve the concession agreement for kayak rentals. Emily Lessner seconded. Motion carried.

##### B. Review and discuss: Riverside Park Streambank Restoration

Kristine discussed the restoration of the streambanks at Riverside Park from the parking lot bridge through the park. It is being funded from grants through the Stormwater Department and Jefferson County.

##### C. Review and take action: 2024 Senior Center Rental Application

Andrea described changes to the application, including increased security deposit fees and new rental guidelines, as approved by the Senior Center advisory board. Emily Lessner motioned to approve the 2024 Senior Center Rental Application pending removal of the line regarding the alcohol policy. Julie Chapman seconded. Motion carried.

##### D. Review and take action: 2024 Policies Governing the Use of the Senior & Community Center

Andrea described changes to the policies, including specifying class information, member rules, and program leader guidelines, as approved by the Senior Center advisory board. Kyle Krueger motioned to approve the 2024 policies governing the use of the Senior & Community Center. Brad Clark seconded. Motion carried.

**E. Review and take action: 2024 Senior & Community Center Alcohol Policy**

Kristine discussed that the Senior & Community Center and property falls within the city ordinance 410-52 Possession of alcohol beverages on public ways, thus this policy cannot be approved. Ald. Jonathan Lampe motioned to table the Senior & Community Center Alcohol Policy until the ordinance may be amended. Julie Chapman seconded. Motion carried.

**F. Review and discuss: Pickleball courts at Riverside**

Kristine led a discussion regarding the potential to convert tennis courts at Riverside Park into permanent pickleball courts. Right now the pickleball courts are temporary and nets only accessible to a certain group. Riverside makes the most sense as there are already lights and not as large as Brandt-Quirk. The commission would like to see leagues and lessons for pickleball to generate revenue. The potential for hybrid courts with both pickleball and tennis was discussed. Implementing a master plan for Riverside Park would be helpful in making this decision.

**G. Review and take action: fee reduction for the August 25 family fun day**

Steve Zillmer was present to ask for a fee reduction with American Legion from the \$75 concession in park fee to \$25 as they are a new event at the square. Ald. Jonathan Lampe motioned to approve the fee reduction to \$25. Emily Lessner seconded. Motion carried.

**H. Review and discuss: Riverside bandshell project**

Kristine requested feedback for bandshell options, with the recommendation to place a concrete pad as a landing pad for ramp due to rain. The Riverfest committee would cover the cost for it to be installed before August. Approval will be sought at the June meeting.

**I. Review and take action: fee reduction for Protect WI Waterways booth**

A letter was presented from the city's Stormwater Project Manager in support of the participation in the evening farmer's market and reduce the concession in park permit fee. Ald. Jonathan Lampe motioned to reduce the permit fee as requested. Kyle Krueger seconded. Motion carried.

**J. Review and take action: Buchholtz memorial bench**

This memorial bench was previously approved. The location will be past the stream at the entrance of the dog-walking path. Brad Clark motioned to approve the location of the bench. Emily Lessner seconded. Motion carried.

**K. Review and take action: rental agreement between city and ADRC**

Andrea described the rental agreement with the Aging and Disability Resource Center (ADRC) of Jefferson County regarding the senior dining program. Kyle Krueger motioned to approve the rental agreement. Emily Lessner seconded. Motion carried.

**6. Director's Report:****A. Parks Updates – Tivoli Island RFP**

Work is moving forward with engineering and stormwater to prevent island deterioration.

**B. CPSI – Eric Gutzdorf**

Eric will be certified as a playground safety inspector and will be first.

**C. Riverside Park Creek restoration**

This information was already covered.

**D. Bud Fowler Monument at Washington Park**

The monument is being worked on being placed.

**E. Forestry/Parks**

Trees are being planted, mowing has started.

The smoking ordinance will need to be tweaked again to designate 20 feet around playgrounds and buildings, and will be going back through common council tomorrow.

A UTV ordinance will be coming to the city on June 5. The RDA is working on a riverwalk plan and recommendations, with a public session on June 12.

**F. Aquatics**

No updates.

**G. Town Square**

It was asked to provide support at the common council meeting tomorrow night due to approval process for a license for Brewfinity at the square. Due to cost and requirements needed it is not feasible for many organizations to operate.

**H. Senior & Community Center – retaining wall**

The retaining wall is finished with landscaping to be completed soon.

**I. Programming: Recreation**

Jarrod Folkman was hired as the recreation program manager and began May 1.

**J. Programming: Town Square**

The next big music event is June 8. A calendar of events for the summer was provided.

**K. Programming: Senior & Enrichment**

The annual volunteer recognition event will be held tomorrow, with the luncheon supporting through fundraisers with Pizza Ranch.

**L. Programming: Aquatics**

The aquatic center is filled and water clarity is looking good. Staff are doing a great job getting everything set up. Almost all the summer swim lesson classes are filled. Summer calendars for the pools are posted on the website and printed.

Committee appointments were given; Brad Clark, Emily Lessner, Julie Chapman, and Jennifer Clayton will be reappointed.

**7. Adjournment – Next meeting date June 17, 2024**

Julie Chapman motioned to adjourn the meeting. Emily Lessner seconded. Motion carried.



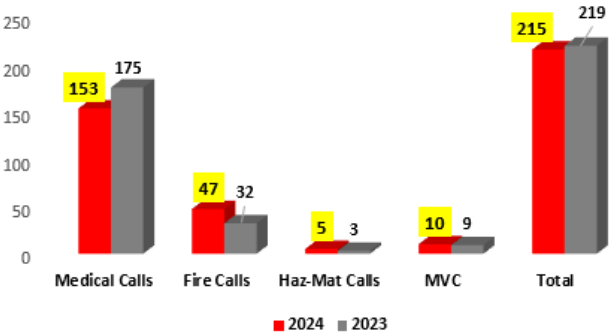
# Watertown Fire Department

April 2024

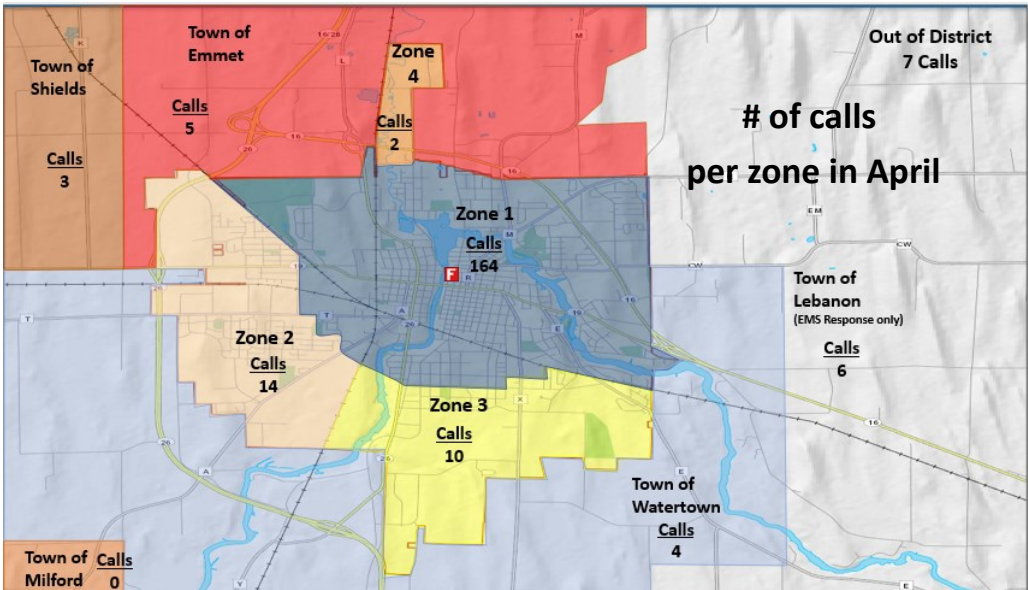
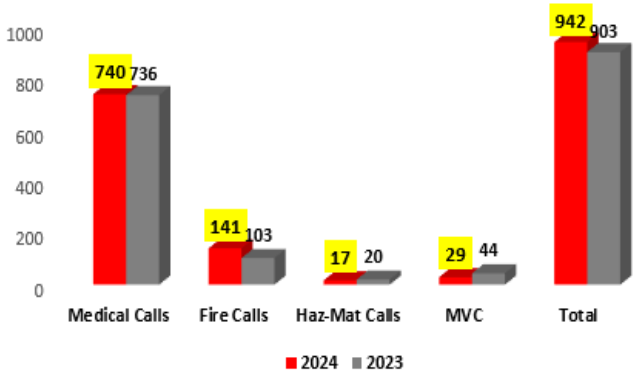


# Operational Statistics

April Calls



Year to Date Calls



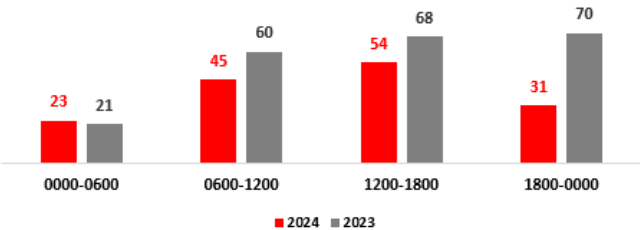
Mutual Aid Calls



■ Given ■ Received

# Operational Statistics

Number of Medical Calls  
Between the Hours of:



Simultaneous Calls			
2023		2024	
2nd out calls	34	2nd out calls	25
3rd out calls	3	3rd out calls	4
4th+ out calls	0	4th+ out calls	2
TOTAL	37	TOTAL	31
17% Multiple Calls		14% Multiple Calls	

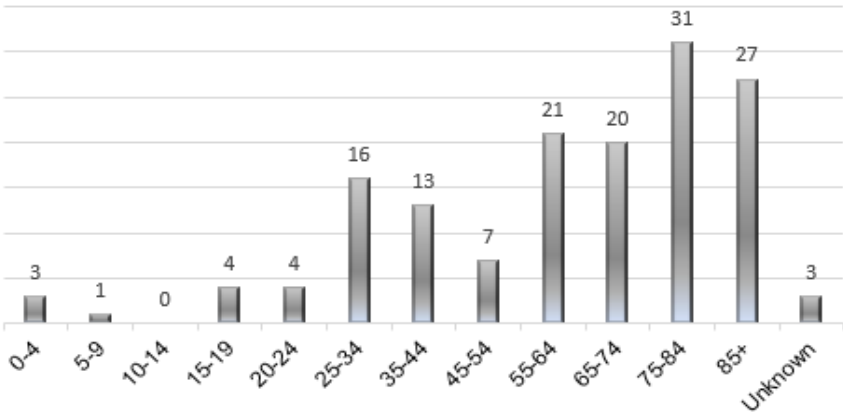
April Fire Saved vs. Loss

2023			2024		
Saved	Loss	Total Value	Saved	Loss	Total Value
\$145,000	\$10,700	\$155,700	\$240,000	\$10,000	\$250,000

YTD Fire Saved vs. Loss

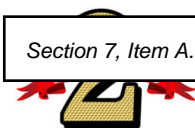
2023			2024		
Saved	Loss	Total Value	Saved	Loss	Total Value
\$1,440,000	\$43,700	\$1,483,700	\$247,650	\$77,650	\$325,300

Patient Contact by Age

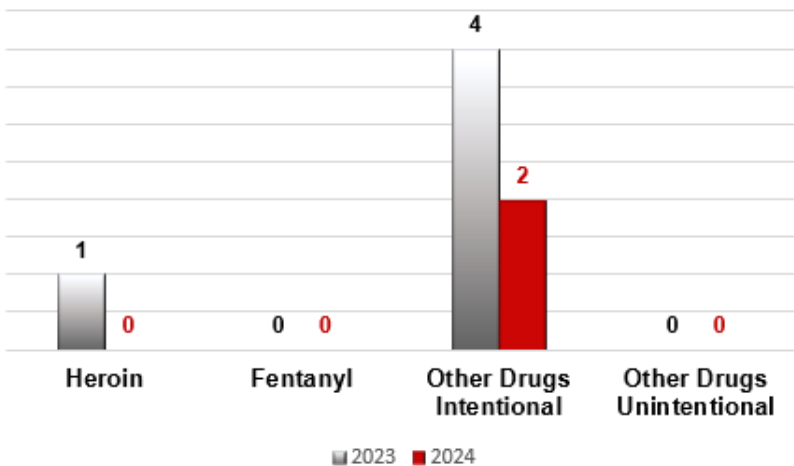


# Operational Statistics

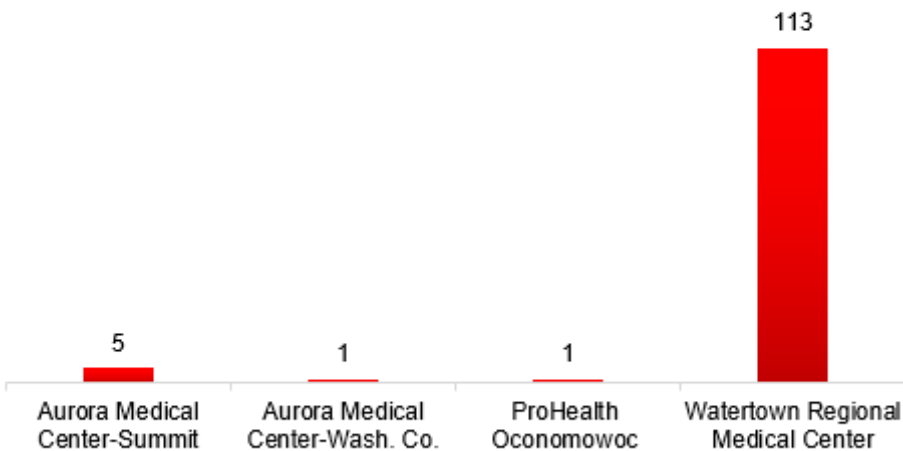
Section 7, Item A.



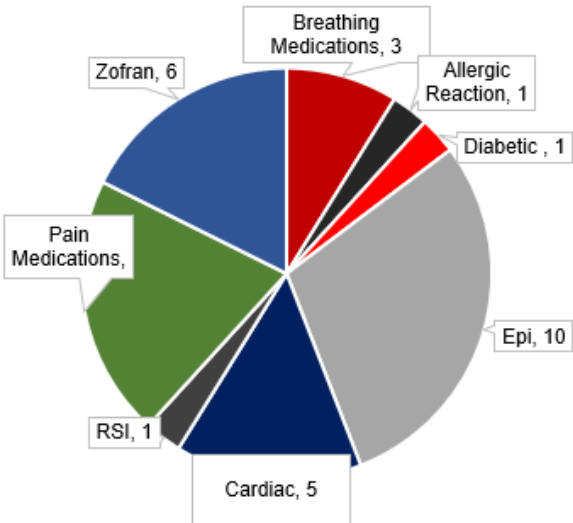
## Overdoses



## Hospital Transports



## Medications Administered





# Department Training

Section 7, Item A.

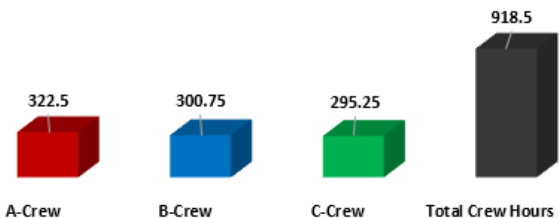


For the month of April department members trained on the following:

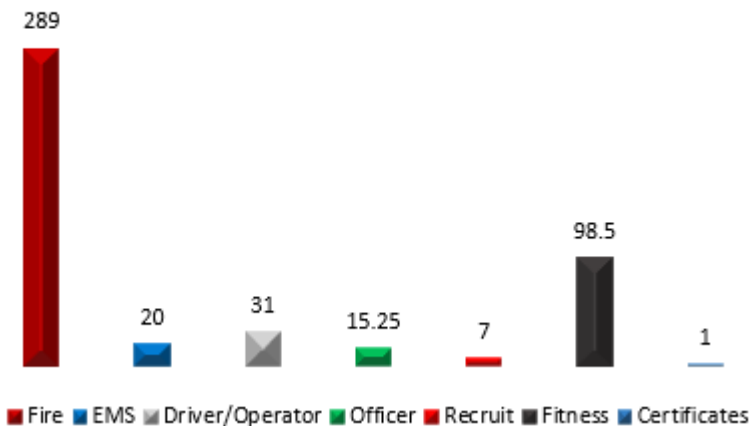
Engine Company	Truck Company	Rescue Company	EMS Training
Forward Speedlay Assessment	Aerial Driver Course with Positioning	Search and Rescue Victim Drags and Removals	Stroke Training
Forward Hydrant			

April 17th the crew trained on vehicle extrication at Emergency Starting & Towing.

Crew Training Hours



Training Hours

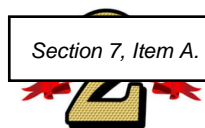


The crews had  
**381 hours of  
Station Work/Maintenance**  
in the month of April.  
This is any type of work done  
to keep up the station and  
apparatus.

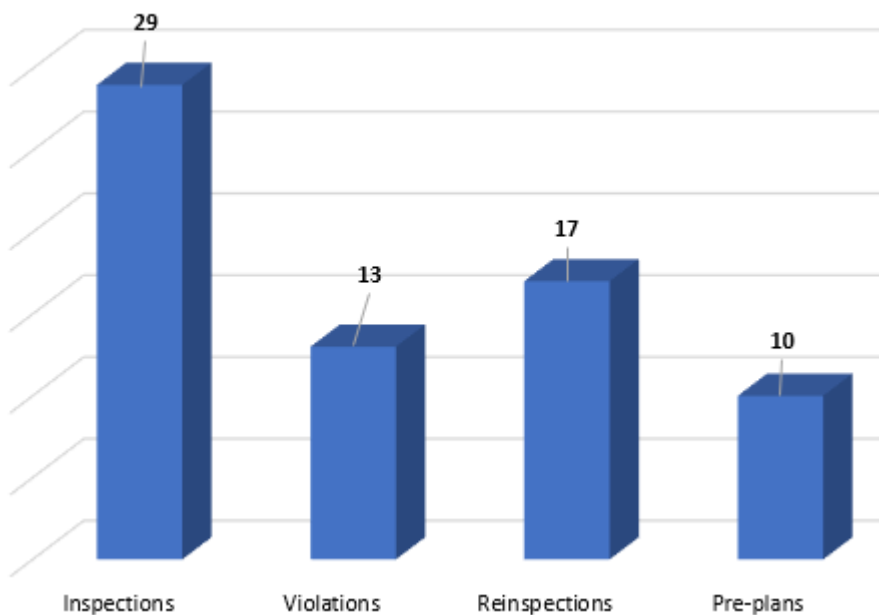
Probationary Firefighter  
Aimee Steggall was tested  
on ladder, vent enter  
isolation and search, and  
rural water supply



# Community Risk Reduction



## Code Enforcement



## Community Outreach

<b>6</b> Student & Public Riders	<b>1</b> Station Tour
<b>1</b> Smoke Detector Installations	<b>3</b> Public Relations Events

# Incidents

## April 6th– Dryer Vent Fire

N8711 High Rd., Watertown

Engine 4161, Tender 4191, 4110, and 4154 responded to a fire. Automatic Aid was received. Upon arrival, no fire was seen but there was a strong odor of smoke. The dryer vent had a significant amount of lint. Total on scene time was 1/2 hour.

## April 16th– Wood Burner Fire

N2497 Halter Ln., Watertown

Engine 4161 and Tender 4191 responded to a fire. Upon arrival the wood burner, shed, grass, and wood piles were on fire. The fire was extinguished. Total on scene time was 1/2 hour.

## April 13th– Porch Fire

1106 W Main St., Watertown

Engine 4161, Truck 4171, and 4154 responded to a fire. Automatic Aid was received and cancelled. A water can was used to extinguish the fire. Siding was removed to check for extension. The cause was a cigarette butt can on the porch. Total on scene time was 1/2 hour.

## April 24th– Structure Fire

N630 Cty. Hwy M., Watertown

Engine 4161, Tender 4191, 4154 and 4110 responded to a mobile home fire. A MABAS working still was requested. A large wood pile next to the home was on fire also. The fire was extinguished. Total on scene time was 2 hours.

## April 15th– Motor Vehicle/Pedestrian Accident

514 S 1st St., Watertown

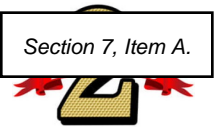
Engine 4161, Brush 4181, and 4154 responded to a report of a car in the river. It was hung up on the rocks under the bridge. A towing company was called to help lift the van out of the water over the bridge. The crew donned rescue suits and gear and entered the water to make connection with the van.



There were four separate duck rescue incidents from sewers in the month of April.

# Public Relations

Section 7, Item A.



## April 9th– First Aid Talk

River Valley Church

Fire Fighter Cory Schultz took a med unit and provided first aid training to the church.

## April 18th– City Wide Field Trip

Watertown Fire Department

The Fire Department welcomed the K-1 grades from Good Shepherd. They showed them the gear, apparatus, and talked about safety.



## April 18th– Swearing In Ceremony

Watertown Fire Department

The new Fire Chief Tanya Reynen was sworn in with a ceremony and reception afterward.

## April 19th– Groundbreaking

Bernard St., Watertown

The staff attended the ground breaking of the new station.



## April 20th– Children's Fair

Watertown High School

The crew attended a children's fair at the High School. They talked to families and showed gear and passed out swag to them.





2023  
ANNUAL  
REPORT

WATERTOWN  
FIRE  
DEPARTMENT

DUTY, PRIDE, SERVICE



# OUR VISION

The Watertown Fire Department will provide the highest level of service and excellence, and have the capabilities and confidence of equipment and personnel to deal with all emergency responses.

# OUR MISSION

The Duty of the Watertown Fire Department is to serve the public through the preservation of life, property, and the environment with the highest level of dedication, professionalism, compassion, and pride

# OUR VALUES

Dedication

Respect

Courage

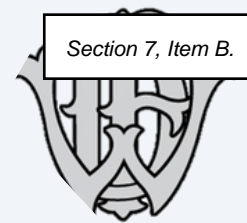
Innovation

Professionalism

Accountability



# ABOUT US



The Watertown Fire Department was organized in 1857 to provide fire protection to the citizens of the City of Watertown. In 1975, the department started providing EMS services. In 1993, the department was the first in Dodge and Jefferson counties to provide paramedic service.

We currently provide fire and EMS services to the City of Watertown, and part of the surrounding townships of Watertown, Milford, Emmet, and Shields. The coverage area is 101.1 square miles, and approximately 26,000 people.

The station is located at 106 Jones St. Watertown, WI 53094

The Watertown Fire Department would like to present the 2023 Annual Report. This report serves as a highlight of the accomplishments achieved by the dedicated professional men and women that protect this community. Their devotion makes Watertown a great place in which to live, work, and visit. A special thanks to the citizens and city leadership team for continued support, especially as we planned and executed the building of a new station over the past 3 years.

2023 was a record year for the Department. We responded to an all time record of 3027 calls for service. Eighteen percent of those calls were simultaneous. This means multiple units were responding to separate calls at the same time.

Highlights included:

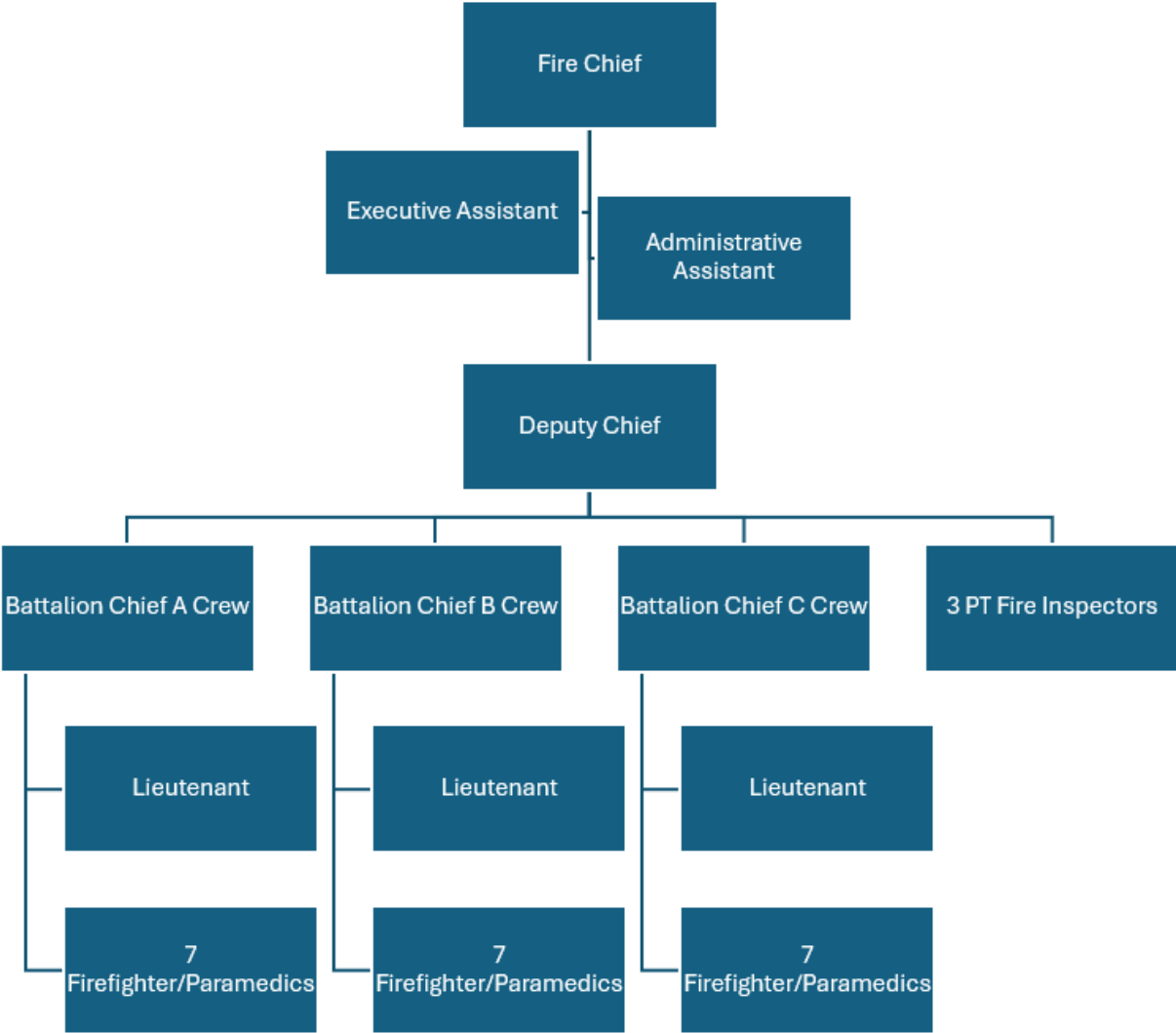
- Installed Mobil Data Terminals in apparatus. This device allows the call information to be right in front of the crew when they respond to a call.
- Purchased new extrication equipment.
- Installed lock boxes in the apparatus that provide emergency access to commercial and residential properties in the city.
- New command truck for the Battalion Chiefs
- Job description/JPR updates
- Inservice days
- Daily/Training Schedule updates



# OUR TEAM

## Administration, A Crew, B Crew, C Crew, Fire Inspectors

We operate with four daily administration staff (a Fire Chief, Deputy Fire Chief, Executive Assistant, and Administrative Assistant), and three rotating shifts consisting of a Battalion Chief, a Lieutenant, and 4-7 firefighters/paramedics. We also have three part-time fire inspectors.



We hired 11 staff members and 9 of our staff resigned. The City of Watertown recognized Brad Fox’s 15 years with the Fire Department.



# OPERATIONS REVIEW

## Fire Administration

The Administration provides leadership in coordinating efforts to ensure efficient and effective services to the public. Management policies are developed and instituted to improve all fire and life safety services as well as coordinating interactions with other city departments. An annual budget is set and administered. Operating procedures are evaluated and upgraded when necessary to improve services and to keep pace with changing conditions and technologies.

## Fire Suppression

Personnel in this division work on a 24 hour rotating basis on three shifts of nine. While on duty they are responsible for responding to the following assignments:

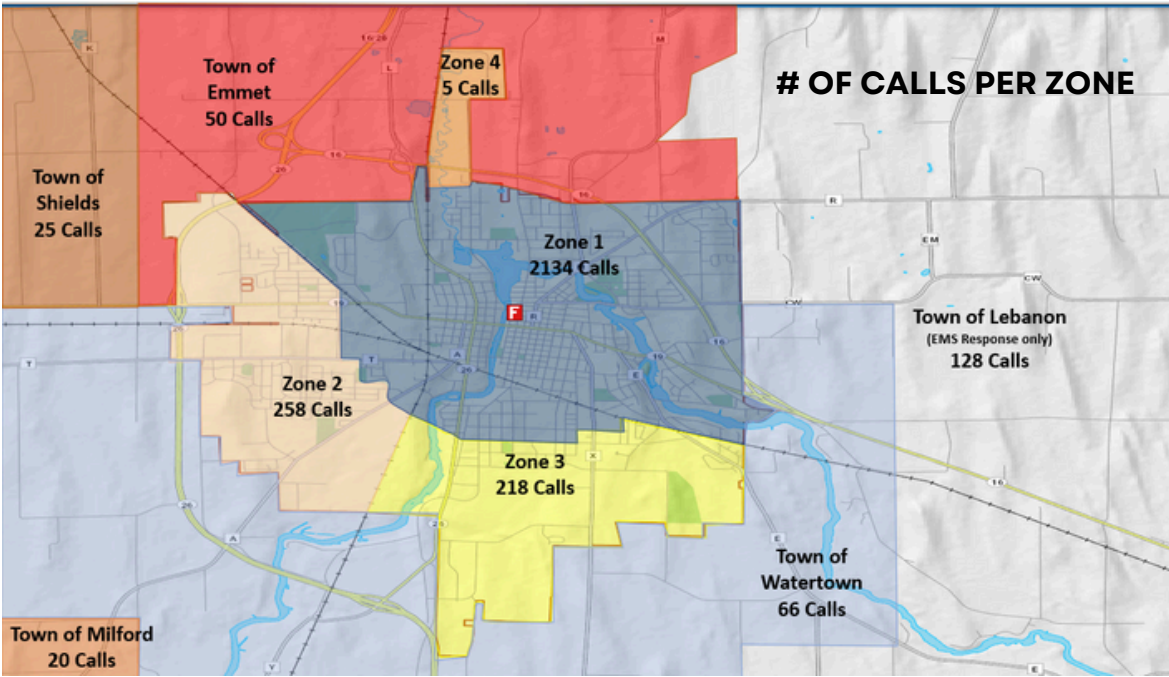
- Fires
- Medical emergencies
- Motor vehicle accidents
- Hazardous material events
- Ensuring safe and efficient operations of apparatus and equipment
- Conducting fire and EMS training
- Performing fire prevention inspections
- Fire investigations
- Public education
- Cleaning and maintaining the station

## Emergency Medical Services

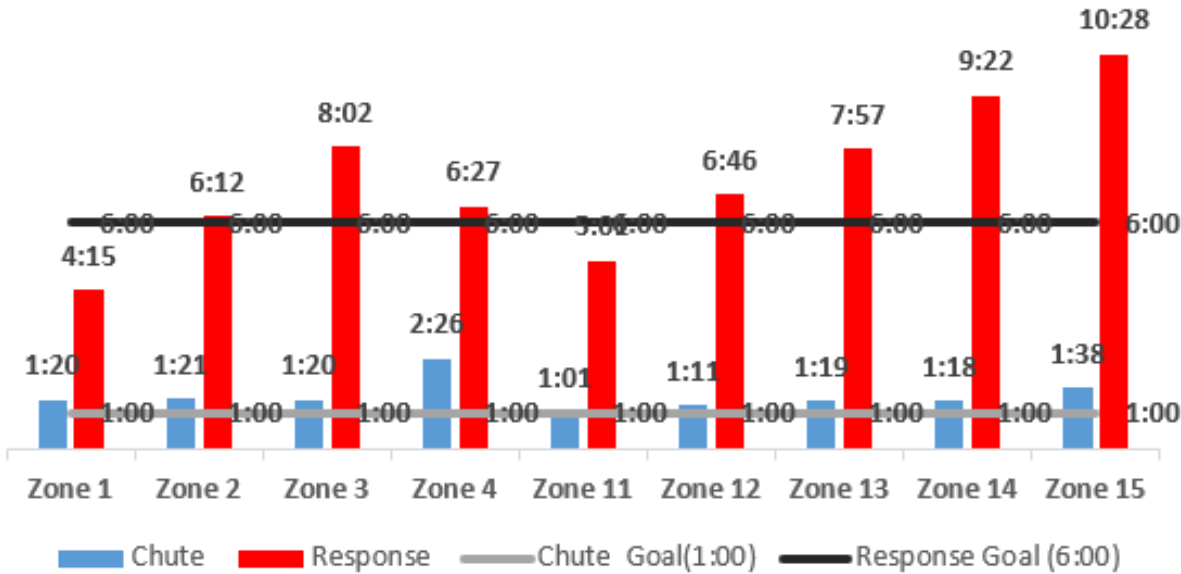
Medical calls accounted for 80% of our departments response. Department paramedics provide vital lifesaving services to the citizens and support to the department's other functions.

## Special Teams

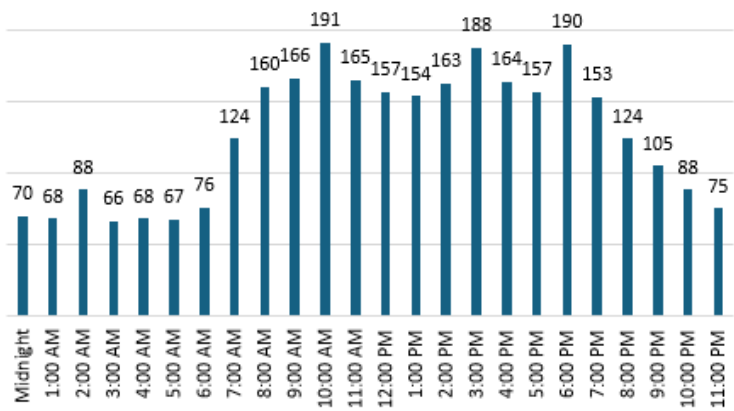
The department has training to provide high-angle rope rescue, confined space rescue, water/ice rescue and hazmat operations. While these are low frequency calls, they are very high risk operations.



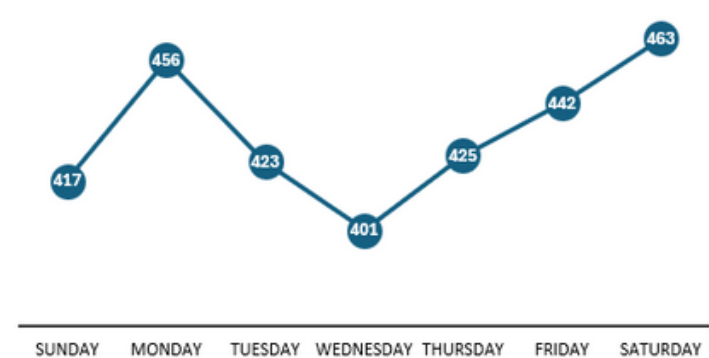
AVERAGE CHUTE/RESPONSE TIMES BY ZONE



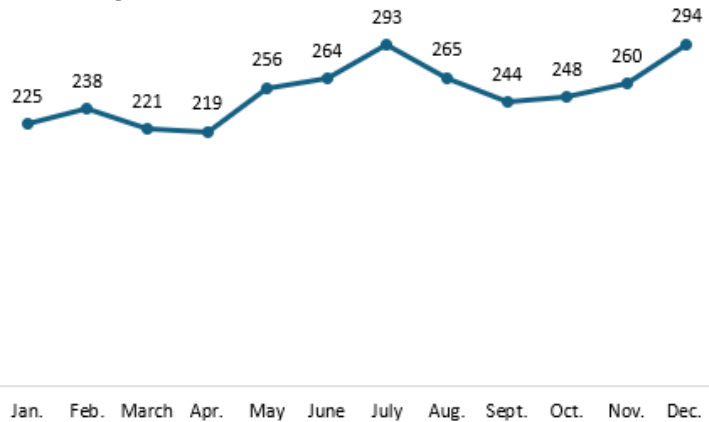
Calls by Hour of Day



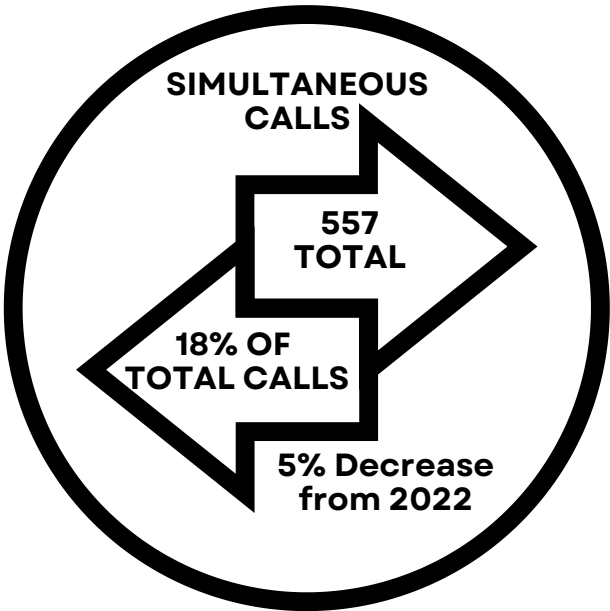
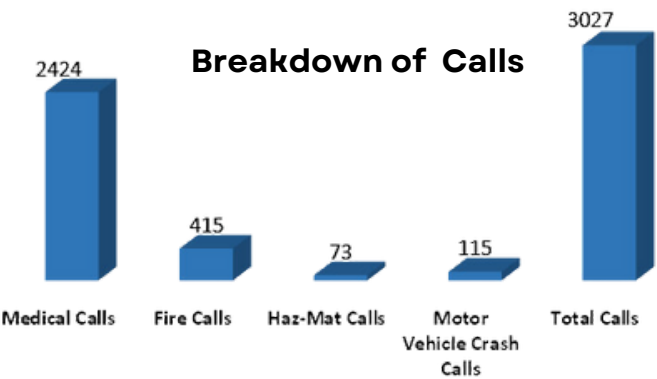
Calls by Day of the Week



Calls by Month

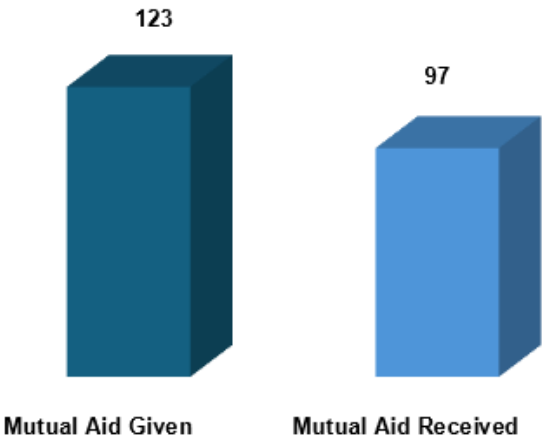


Breakdown of Calls

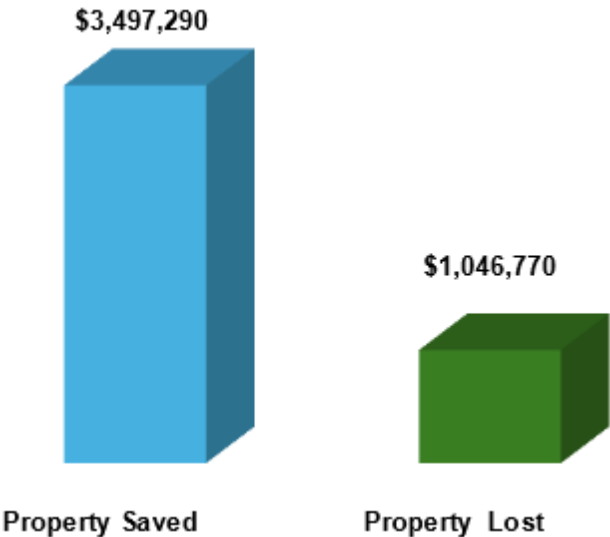


Mutual Aid Box Alarm System (MABAS) is a mutual aid measure that may be used for deploying fire, rescue and emergency medical services personnel in a multi-jurisdictional and/or multi-agency response. Equipment, personnel, or services are provided at no charge between MABAS agencies. We received or gave mutual aid in 2023 to Ashippun, Beaver Dam, Cambridge, ClymanLowellReeseville, Columbus, Fort Atkinson, Horicon, Hustisford, Ixonia, Jefferson, Johnson Creek, Juneau, Lake Mills, Lebanon, Marshall, Mayville, Palmyra, Rome, Sullivan, Waterloo, Whitewater, Western Lakes, and Flight for Life & Med Flight.

Mutual Aid Given & Received



Property Saved and Lost



The Watertown Fire Department responded to 415 fire calls and 73 Hazmat calls. The goal of the Fire division is to save lives and property to residents and visitors of Watertown. We protect over \$1.59 billion in assessed value. In 2023, Watertown Fire Department saved 76% of total property value. This amount increased from 72% in 2022. Significant Watertown fires from 2023 included: a marsh fire on May 10th; structure fires on May 22nd, July 25th, Sept. 29th, Oct. 1st, Oct. 3rd, & Dec. 8th; a plane crash/fire on June 14th; and a vehicle fire on Sept. 10th.

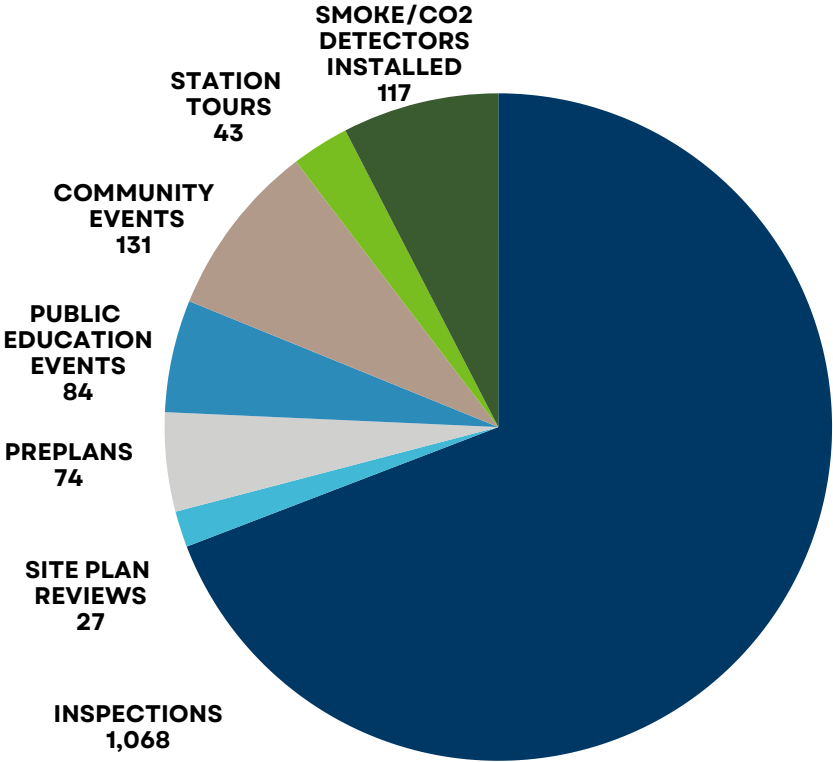


# COMMUNITY OUTREACH & FIRE PREVENTION



Fire prevention oversees all fire and life safety inspections, plan reviews, code enforcement, and public education. We have a Deputy Chief and three parttime fire inspectors that enforce fire codes in the city. Fire inspections are conducted in all city commercial buildings, four+ family residences, businesses, and public buildings. Smoke and CO2 alarm installations and battery changes, building plan reviews, and preplans help the effort of fire prevention also.

Community outreach is done through education of citizens by fire extinguisher and CPR trainings, fire safety talks, home safety checks, community events, station tours, and student or public riders.



The Watertown Fire Department (WFD) responded to 2424 medical calls in 2023 under the direction of the Medical Director, Dr. Nestor Rodriguez, at Watertown Regional Medical Center (WRMC). Communication between the WRMC Director and the WFD is critical. This communication promotes ways to improve patient care by training, staying current on medical policies and procedures, and utilizing up-to-date equipment and medical supplies. The fire department is dedicated to increasing survival in patients by providing the highest quality patient care in the pre-hospital setting.

EMS PAYOUTS

Group/Category	Calls	Percentage
Commercial Insurance		
Commercial Insurance	139	8.1%
Hospice	11	0.7%
Commercial Insurance Total	150	8.8%
Medicaid Fee for Service		
Medicaid Fee for Service	92	5.4%
Medicaid Managed Care		
Medicaid Managed Care	202	11.8%
Medicare Fee for Service		
Medicare Fee for Service	566	32.9%
Medicare Managed Care		
Medicare Managed Care	509	29.6%
Other		
Refund Payor	0	0.0%
Private		
Attorneys	0	0.0%
Private (patient self-pay)	186	10.8%
Contract - Hospital, Intercept	4	0.2%
Private Total	190	11.1%
TRICARE		
TRICARE	0	0.0%
Veteran's Health Admini		
Veteran's Health Administratio	7	0.4%
Workers Compensation		
Workers Compensation	2	0.1%
2023 Totals	1,718	100.1%
Grand Totals	1,718	100.0%



# CREW TRAINING



The Watertown Fire Department maintains their skills and community safety by training continuously in EMS and fire. This enables the crew to learn new tactics and make changes to operations if necessary. Some of the topics they train on are rescue, fire attack, ventilation, apparatus operations, hose deployment and testing, tools and equipment, SCBA, cold & hot weather emergencies, EMS protocols, and medications.

The crew also attends a monthly EMS refresher on different topics. They can also go to various hospitals; and train and sometimes holds trainings with other local businesses, city departments, and residents. This past year the staff attended an autism training to better understand how to approach and care for autistic individuals they may encounter; and management training classes.

CREW TRAINING HOURS



3437



TRAINING HOURS BY TOPIC

There were 12 new certificates earned



# APPARATUS

The Watertown Fire Department operates with a fleet of 16 vehicles, a boat, and three support trailers which require in-and out-of station maintenance.

## Fire Suppression

- Engine 61-2016 Spartan/Marion Gladiator
- Engine 62-2004 E-One Pumper
- Engine 63-1998 Pierce Pumper
- Brush 81-2012 Ford F-350
- Ladder Truck-2007 E-One

## Ambulances

- Med 54-2020 Ford/Lifeline F-450
- Med 53-2014 Ford/Lifeline F-450
- Med 52-2006 International/Braun
- Med 51-2006 International/Braun

## Tenders (Township owned)

- Tender 91-2006 Peterbilt/Welch (3,000 gal.)
- Tender 92-1987 International/3D F2554 (2,800 gal.)

## Staff Cars

- 2013 Ford Explorer Command Car
- 2013 Ford Taurus Command Car
- 2023 Ford F-150 Responder Command Truck
- 2015 Ford Escape
- 2004 GMC pickup (Jefferson County owned MCI Truck)



# NEW FIRE STATION

Progress of the new fire station continued in 2023. In February, bids were accepted for professional services for the design and construction administration of the new station and was awarded to Short, Elliot, and Hendrickson, Inc. (SEH).

The new station and training facility will be located at 621 Bernard St. Watertown, WI, on 7.6 acres of land.

There are a few main reasons for needing a new station. One of them is that the current one does not fit the needs of modern-day firefighting and EMS. Also, our vehicles today are larger, heavier, and we have a lot more of them. We also need better designed decontamination facilities for staff and gear. Separated dorm spaces for men and women are a necessity. We have females on staff now and need equitable living spaces.

We anticipate the opening of the new station and training facility in early 2025.





# 2023







Good Morning,  
Today, on International Firefighters Day, and really every day, I'm so thankful for the commitment and sacrifice each one of you chooses to make every time you step into our station. I'm grateful for the work you do and the critical services you provide our community. So on behalf of our community, thank you!

Emily McFarland  
Mayor | City of Watertown





# CONNECT WITH US



## WEBSITE

[www.watertownwi.gov](http://www.watertownwi.gov)



## PHONE

+920-261-3610

**FOR EMERGENCIES, DIAL 911**

**106 JONES ST  
WATERTOWN WI, 53094**



This report would not be possible without the diligent effort of the department's members who, on a daily basis, respond and mitigate emergencies, record incidents and dispatch information and educate the citizens of Watertown. We also acknowledge the city and county dispatch centers who answer the calls and communicate the needed information for effective and efficient response. Lastly, the mutual aid partners who respond when asked. We extend our sincere gratitude for the continued support. Thank you.





TO: MEMBERS OF THE COMMON COUNCIL

I would appreciate your consideration of the following appointments:

**Licensing Board**

Cheri Martin – serving her second three-year term expiring June 2027

Erin Schroeder – serving her second three-year term expiring June 2027

Thank you for your consideration.

Sincerely,



Emily McFarland  
Mayor

# PAYROLL SUMMARIES

For the Period of: 5/1/2024 5/14/2024

Section 9, Item A.

Department	Employees FT PT		Regular Hours	Overtime Hours	Overtime Costs this Pay Period	Y-T-D Overtime Costs	Overtime Budget	Total Payroll
Police	51	3	4,013.50	123.75	6,125.49	69,553.55	114,000.00	145,599.01
Fire	27	2	2,977.00	48.75	1,841.32	39,871.64	150,000.00	78,678.96
Municipal Court	1	1	100.00	-	-	-	-	3,190.66
Mayor	1	-	80.00	-	-	-	-	3,425.85
Bldg. Inspection	3	4	279.25	-	-	-	1,000.00	9,482.27
Attorney	2	-	160.00	-	-	-	-	6,424.00
Finance	6	-	480.00	0.50	16.84	729.67	1,500.00	14,974.44
Watertown TV	2	2	178.00	-	-	-	-	4,589.80
Administration	3	2	319.00	-	-	-	-	10,310.18
Engineering	4	2	367.50	-	-	-	-	9,812.29
Health	9	2	786.00	-	-	-	10,500.00	26,182.49
Library	7	15	1,029.25	-	-	34.87	-	23,742.55
Municipal Building	1	-	80.00	-	-	775.65	1,000.00	1,859.20
Solid Waste	7	-	560.00	4.75	159.96	482.10	3,000.00	14,087.66
Street	24	1	1,950.50	4.00	-	10,966.29	39,200.00	57,219.10
Park	9	1	728.00	9.50	347.42	2,123.79	18,000.00	18,548.23
Forestry	2	-	160.00	-	-	-	-	4,382.40
Park/Rec Admin	7	-	560.00	-	-	-	400.00	16,726.41
Recreation and Pools	-	54	433.75	-	-	-	500.00	6,309.58
Wastewater	11	-	880.00	12.50	500.17	4,507.02	18,000.00	25,901.37
Water Dept.	11	-	868.75	14.50	532.76	4,479.31	23,500.00	29,290.07
Crossing Guards	-	10	141.00	-	-	-	-	1,586.25
Police Auxiliary	-	8	44.25	-	-	-	-	621.08
Alderspersons (2nd PR)	-	9	9.00	-	-	-	-	4,822.51
<b>TOTALS</b>	<b>188 FT</b>	<b>116 PT</b>	<b>17,184.75</b>	<b>218.25</b>	<b>9,523.96</b>	<b>133,595.47</b>	<b>380,600.00</b>	<b>517,766.36</b>



Office of the  
Clerk  
106 Jones Street  
PO Box 477  
Watertown, WI 53094-0477  
(920) 262-4006

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May 31, 2024

TO: Members of the Common Council

**The following applications have been recommended for approval by the Licensing Board contingent on all necessary application items being complete:**

Application for a Temporary Class "B" Beer license from the Jefferson County Tavern League Foundation for the Summer Concert Series on June 15, 2024 from 5pm - 9pm at the Bentzin Family Town Square.

*The application in your packet states 4pm-10pm under hours of operation. This time includes 1 hour of set up and 1 hour of take down. Alcohol sales will be during the hours of 5pm-9pm.*

Respectfully Submitted,

Megan Dunneisen, City Clerk

Form  
AB-220

Temporary Alcohol Beverage License

Municipality  
City of Watertown

License(s) Requested	Fees	
<del>Temporary Class B Wine</del> Temporary Class "B" Beer JB	License Fees	\$ 10.00
	Background Check	\$
	Total Fees	\$ 10.00

**Part A: Organization Information**

1. Organization Name  
Jefferson County Tavern League Foundation

2. Organization Permanent Address  
216 N Watertown St.

3. City  
Johnson Creek

4. State  
WI

5. Zip Code  
53038

6. Mailing Address (if different from permanent address)

7. FEIN  
45-3546725

8. Date of Organization/Incorporation  
6/20/2011

9. State of Organization/Incorporation  
WI

10. Phone  
920-390-0548

11. Email  
jkproff@charter.net

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)

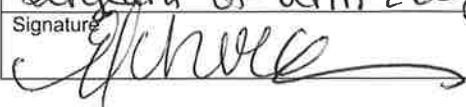
**Part B: Individual Information**

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
Bakken	Brad	President	608-977-4194
Vesper	PI	Vice president	920-723-4595
Straube	Jonelle	Secretary	262-210-3792
Proffitt	Kathy	Treasurer	920-390-0548
Carlin	Dave	3yr Trustees	920-810-5203
Rebollar	Jose	2yr Trustees	414-234-1111
MacArthur	Karen	1yr Trustee	920-285-2072
Palm	Ann	Director	920-988-8929
Pugh	Karah	Director	920-342-8057
Schroeder	Erin	Sergeant of Arms	920-342-9115

Continued →

Part C: Event Information			
1. Name of Event (if applicable) Sounds of Summer Concert Series			
2. Dates of Operation 6/15/24		3. Hours of Operation 4pm-10pm (1 hour prior and 1 hour after)	
4. Premises Address Bentley Family Town Square, 1 W Main Street			
5. City Watertown		6. State WI	7. Zip Code 53094
8. County Jefferson	9. Governing Municipality <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: Watertown		10. Aldermanic District 7
11. Organizer of Event (if not the named applicant) Steph. Juhl		12. Email and/or Phone Number for Organizer of Event	
13. Organizer Website sjuhl@watertownwi.gov		14. Event Website watertownwi.gov/departments/parkrecreation-forestry	
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. a trailer will be provided by Franks Beer on 6/14/24. It will hold all of the beer, seltzers and NA products we will provide. The trailer will be moved to BFTS on 6/15/24 around 4pm for the event starting at 5pm. @10pm after the event the trailer will be moved back to 700 N. 4th & private parking lot with security cameras. ON Monday 6/17/24 Franks Beer will pick up the trailer and any unsold items and up-opened items from Run-Inn Erin's parking lot. Goods will be consumed at BFTS during the city sponsored concert.			
<b>Part D: Attestation</b>			
Who must sign this application? • one officer or director of the nonprofit organization			
<b>READ CAREFULLY BEFORE SIGNING:</b> 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 Schroeder		First Name Erin	M.I. L
Title JCTL Foundation Sergeant of arm & agent		Email erinschroeder50@yahoo.com	Phone 920 342 9115
Signature 		Date 5/29/24	
<b>Part E: For Clerk Use Only</b>			
Date Application Was Filed With Clerk 5/29/24		License Number	
Date License Granted		Date License Issued	
Signature of Clerk/Deputy Clerk			

**RESOLUTION  
AUTHORIZING THE CITY OF WATERTOWN TO APPLY FOR THE WISCONSIN  
DEPARTMENT OF NATURAL RESOURCES 2024 URBAN FORESTRY INFLATION  
REDUCTION ACT GRANT**

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

**WHEREAS**, the City of Watertown is interested in applying for a fully funded grant from Wisconsin Department of Natural Resources for the purpose of funding projects that positively impact trees and people with in disadvantaged communities specified in **s. 23.097(1g) and (1r), Wis. Stats.;** and

**WHEREAS**, there exists an available grant award up to \$500,000 (Five Hundred Thousand Dollars) to support the foregoing objectives related to increasing access to urban tree canopy and associated human health, environmental and economic benefits and/or community engagement in disadvantaged communities within the City of Watertown in the year 2024; and

**WHEREAS**, grant funds will be designated to revenue account 01-42-73-75; and

**WHEREAS**, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

**WHEREAS**, the applicant requests a grant agreement to carry out the project;

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN**, the City of Watertown will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement;

**BE IT FURTHER RESOLVED**, the City of Watertown will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the Director of Parks, Recreation, and Forestry, its official or employee, to act on its behalf to:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

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

ADOPTED June 4, 2024

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

APPROVED June 4, 2024

\_\_\_\_\_  
MAYOR

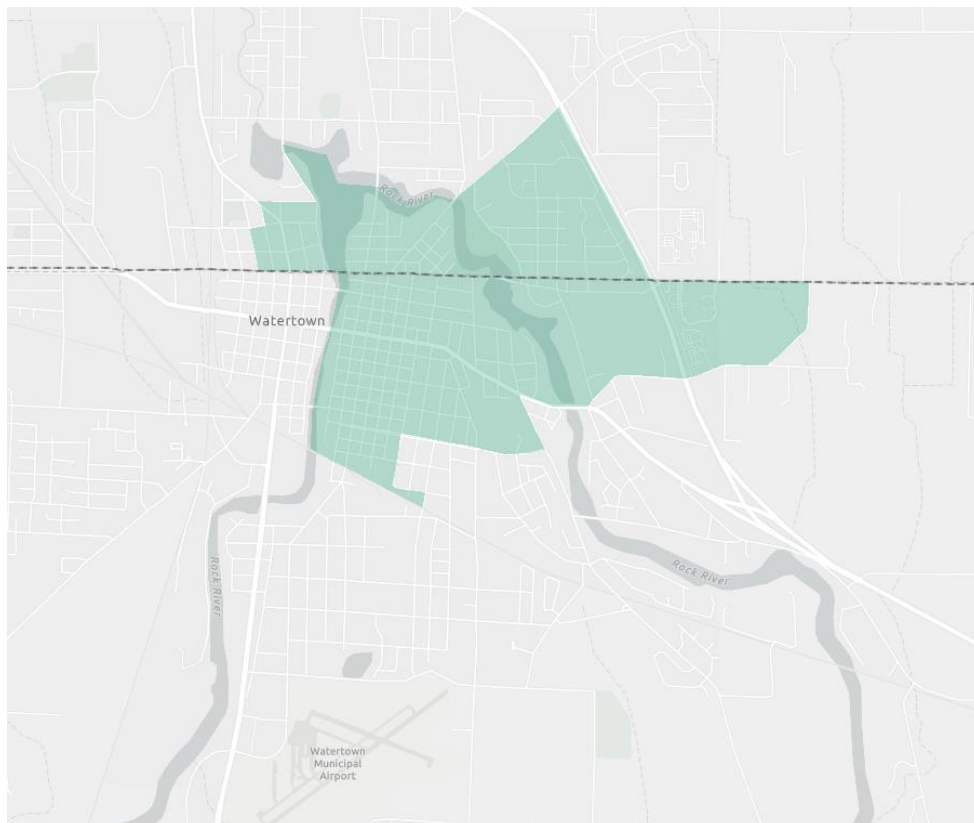
## MEMO

TO: Finance Committee  
FROM: Kristine Butteris, Director of Parks, Recreation, & Forestry  
DATE: May 9, 2024  
RE: IRA Grant Resolution

---

Committee Members,

The DNR has a one time only grant opportunity through the Inflation Reduction Act for projects that take place in or benefit people living in disadvantaged communities. Below is the map of the disadvantaged area of Watertown. This grant range is between \$1,000 and \$500,000 and requires no match. There is an area within Watertown that has been identified as disadvantaged. We are asking for approval of this resolution to apply for this grant.





**RESOLUTION TO  
ENTER INTO AGREEMENT FOR THE PURPOSE OF OPERATING A  
KAYAK RENTAL STATION WITHIN CITY OF WATERTOWN  
RIVERSIDE PARK**

Section 11, Item B.

**SPONSOR: ALDERPERSON JONATHAN LAMPE  
FROM: PARK, RECREATION & FORESTRY COMMISSION**

**WHEREAS**, the Park & Recreation Department (hereinafter referred to as Department) desires to enter into an agreement with The Surf Shack LLC (hereinafter referred to as Concessionaire) to maintain kayaks and rentals at Riverside Park, located at 916 Labaree St. Watertown, WI 53098, hereinafter referred to as the Park; and,

**WHEREAS**, Concessionaire will provide and operate a self-serve concession stand at the Park for the purpose of renting kayaks to the Park patrons; and,

**WHEREAS**, the Department is willing to permit the Concessionaire to provide and operate a concession stand at the Park in accordance with and subject to the limitations set forth in attached agreement.

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

**Section 1.** That the proper City of Watertown official(s) are hereby authorized to enter into the attached agreement effective June 4, 2024 with The Surf Shack LLC, for the leasing of green space in the City of Watertown, Jefferson County, Wisconsin, presently owned by the City;

**Section 2.** That this Resolution shall be in full force and effect upon its passage and adoption.

That this Resolution shall become effective immediately upon adoption.

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

ADOPTED June 4, 2024

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

APPROVED June 4, 2024

\_\_\_\_\_  
MAYOR

CONCESSION AGREEMENT

This Concession Agreement (hereinafter referred to as the "Agreement") is made and entered into as of this 15th day of April, 2024 by and between the **City of Watertown – Parks and Rec Department** (hereinafter referred to as the "Department") and **The Surf Shack LLC** (hereinafter referred to as the "Concessionaire"). Kristine Butteris shall be the primary representative of the Department in the management of this Agreement. The primary representative of the Concessionaire is Nathan Olson (Owner).

RECITALS

**WHEREAS**, the Department owns and operates multiple parks, including the Riverside Park, located at 916 Labaree St. Watertown, WI 53098, hereinafter referred to as the Park; and

**WHEREAS**, Concessionaire desires to provide and operate a self-serve concession stand at the Park for the purpose of renting kayaks to the Park patrons; and

**WHEREAS**, the Department is willing to permit the Concessionaire to provide and operate a concession stand at the Park in accordance with and subject to the limitations set forth in this Agreement.

**NOW, THEREFORE**, in consideration of their mutual promises, the parties agree as follows:

1. **Term:** The term of this Agreement shall be from the date of execution of this Agreement to December 31st, 2028. During this term the Department grants the Concessionaire the right to operate the concession at the Park in exchange for the concession payment provided herein. Except as provided herein, the Agreement shall terminate on the date above and the Concessionaire shall relinquish all claims and rights regarding the concession at the Park at that time. The terms of this Agreement may be renegotiated at any time by mutual consent of both parties
2. **Location:** The concession will be located on those portions of the Park described in Exhibit "A" (hereinafter identified collectively as the "Premises") which is attached and made a part of this Agreement. Exact location to be determined by the Department.
3. **Concessionaire Service:** Concessionaire shall offer for rent the use of kayaks. Concessionaire to provide all operation services required including customer service phone line and maintenance.
4. **Hours of Operation:** The concession shall be in operation on a daily basis from at least Memorial Day weekend through Labor Day weekend each year. Concessionaire will, to the best of ~~their~~ its ability, extend season operation outside these dates as weather permits. Hours of operation will be no earlier than sunrise to no later than sunset each day.
5. **Non-Competitive:** The Concessionaire agrees that the Department has the right to license, or issue permits for external concessions. Except as provided above, the Department agrees that it shall not knowingly permit any new concessions, either for-profit or non-profit, to directly compete with the Concessionaire within the Park.

6. **Signage/Advertising:** The Department must authorize in writing any use of signs or advertising or display materials relating to the concession and displayed on the Premises. All signs or advertising issued or used by the Concessionaire shall be paid for by the Concessionaire. and shall clearly identify the Park as the property of "The City of Watertown."
7. **Compliance:** Concessionaire agrees to conduct its business and to operate the same in compliance with all health codes, safety standards and other applicable laws, ordinances, and regulations, and to obtain all necessary City, State, and Federal Licenses, permits and tax numbers, as required to conduct such operations. Concessionaire further agrees to pay any and all income taxes, sales taxes and other taxes which may be due or become due in connection with Concessionaire's business. Concessionaire shall train and closely supervise all concession employees, vendors, and salespersons so they are aware of and adhere to all terms and conditions of this Agreement and all applicable laws, rules and regulations of the State of Wisconsin, City of Watertown-city, and Jefferson County.
8. **Premises Upkeep:** The Concessionaire will maintain and keep up all structures and all surrounding ground areas of the Premises, and particularly the rental areas, in good repair, and in a clean, neat, and sanitary condition at all times. The high standards of maintenance and upkeep of the Premises for a clean, neat, and sanitary condition shall include but not limited to removal of weeds, trash, and obstructions; cleaning raking of landing areas as needed of all areas of the Premises, except when such activities may be performed by the Department, at its sole discretion. The Concessionaire will not cause or allow any waste or nuisance upon the Premises.
9. **Temporary Closure:** If the Department determines that an emergency exists, the Department may order the concession to be temporarily closed. Closures for severe emergencies such as flooding, or storm damage may require that the Department close the concession for an extended period. Any closure of the concession by the Department for a period of 15 days or longer for emergency purposes during a period between Memorial Day and Labor Day shall permit the Concessionaire to request re-negotiations with the Department on the percentage fee to be paid to the Department for that calendar year. The Department shall agree to negotiate in good faith in such circumstances.
10. **Concession Payments:** The Concessionaire agrees to pay a percentage of the gross annual revenues collected from this concession to the Department. These payments shall be made on or before April 1<sup>st</sup> of the following year. For the purposes of the Agreement "gross annual revenues" are all revenues collected by the Concessionaire for sales of goods and services, rental of equipment, and booking of activities at the Park, excluding sales taxes collected and credit card transaction fees. The Department acknowledges that the Concessionaire may have operations at other locations other than the Park detailed in this Agreement and the Department is not entitled to any portion of revenues collected from those operations. The Department may choose to be paid in rental vouchers in lieu of cash payment. During the term of this Agreement the percentage of the gross annual revenues paid to the Department by check or in the form of rental vouchers as follows:

Term: 10%

11. **Independent Contractors:** Concessionaire is an independent contractor and shall not be considered an employee, officer, or agent of the Department. Concessionaire shall hire and employ such persons as Concessionaire deems necessary to provide adequate concession services and shall retain the right to exercise full control and supervision of all such persons assisting Concessionaire in the performance of services hereunder. Concessionaire shall be solely responsible for all matters relating to payment of its employees including workers' compensation, social security and income withholding, and all other regulations governing such matters.
12. **Assignment:** Concessionaire shall not sub-contract or otherwise assign, delegate, or transfer the rights, duties, and services to be performed under this Agreement, or any part hereof, without the prior written consent of the Department.
13. **Seller's Permit:** The Concessionaire shall obtain and hold a seller's permit if necessary and comply with all sales tax requirements under current Wisconsin law.
14. **Termination:** Either party shall have the right to terminate this Agreement upon 30 days prior written notice provided to the other party. Upon termination of this Agreement for any reason, the Concessionaire shall promptly remove all of Concessionaire's personal property and leave the premises in a clean and orderly condition. Any property or improvements remaining at the end of the 30-day termination period shall be considered abandoned property and shall be disposed of by the Department as it sees fit. Upon termination, Concessionaire shall be required to pay any and all amounts then due and owing to the Department under the terms of this Agreement. If Concessionaire enacts right to terminate this Agreement before the end term date of this Agreement, then the Concessionaire agrees refund any startup payments made by the Watertown Leadership Group/City of Watertown or relinquish any claim to ownership of equipment, materials, etc. paid for with said payments.
15. **Insurance:** Concessionaire agrees to obtain and maintain, at Concessionaire's sole cost and expense, comprehensive general liability insurance coverage to insure against all claims which arise from the operation or performance of Concessionaire's activities pursuant to this Agreement with single limit coverage applying to bodily and personal injury liability and property damage of not less than \$1,000,000 per occurrence. This policy shall contain an endorsement listing the Department, its officers, employees, agents, and representatives as additional insured, shall be submitted to the Department upon execution of this Agreement. Concessionaire shall also obtain worker's compensation insurance, or a waiver of such insurance, in accordance with Wisconsin law. Concessionaire shall maintain any casualty or other insurance deemed desirable by Concessionaire to protect Concessionaire's personnel, property and equipment placed or utilized at the Park.
16. **Indemnity:** Concessionaire agrees to indemnify, hold harmless and defend the Department, its officers, agents, and employees from and against any and all loss, liability, expense, claims, costs, suits, and damages, including attorney's fees, however caused, arising out of, or resulting from the operations, acts or omissions of the Concessionaire, its employees, officers and agents, in performance of Concessionaire's services and obligations under this Agreement.

17. **Included in this Agreement:** In this Agreement, the Concessionaire includes **its** respective employees, officers, members, directors, agents, servants, contractors, representatives, partners, assignees, and successors. If the Concessionaire ceases to exist in fact or by law, the Department may immediately terminate this Agreement and, without waiving any remedy available to it, perform the duties under this Agreement.
18. **Other Agreements Superseded:** This Agreement shall constitute the entire Agreement and previous Agreement communications or Agreements pertaining to this Agreement are hereby superseded. Any contractual revisions including cost adjustments and time extensions must be made by an amendment to this Agreement or other written documentation, signed by both parties at least 30 days prior to the ending date of this Agreement. The Concessionaire shall notify its insurance company and its surety, if any, of any amendment.

**IN WITNESS WHEREOF**, the parties hereby cause this Agreement to be executed as of the day and year first above written.

**Department – City of Watertown – Parks and Recreation Department**

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**Concessionaire – The Surf Shack LLC**

By: \_\_\_\_\_  
Its: \_\_\_\_\_

Exhibit A



Image 1: Map showing Riverside Park and approximate location of rental station.