



COMMON COUNCIL MEETING AGENDA

TUESDAY, MAY 16, 2023 AT 7:00 PM

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

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

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

All public participants' phones will be muted during the meeting except during the public comment period. This meeting will be streamed live on YouTube, streamed live on WatertownTV.com (via YouTube), and aired live on Charter Channel 984. Watertown TV's YouTube page:

<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 2, 2023

5. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

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

6. PUBLIC HEARING

[A.](#) Hunter Oaks Planned Unit Development (PUD) General Development Plan (GDP)

7. REPORTS

[A.](#) Plan Commission Minutes from March 13, 2023

[B.](#) Watertown Housing Authority meeting minutes from March 16, 2023

[C.](#) Plan Commission Minutes from March 27, 2023

[D.](#) Board of Health Minutes from April 4, 2023

[E.](#) Plan Commission Minutes from April 10, 2023

[F.](#) Licensing Board minutes from April 12, 2023

[G.](#) Site Plan Review Minutes from April 24, 2023

[H.](#) Plan Commission Minutes from April 24, 2023

[I.](#) Site Plan Review Minutes from May 8, 2023

[J.](#) Public Works meeting minutes from May 9, 2023

8. COMMUNICATION & RECOMMENDATIONS

[A.](#) May Employee Recognitions

[B.](#) Watertown Fire Department April Report

[C.](#) Main Street Program Update

D. Reminder Southwest Side Neighborhood Plan Community Information Session

9. NEW BUSINESS

[A.](#) Review and take action: Committee Appointments

10. ACCOUNTS PAYABLE

- A. Accounts Payable

11. MISCELLANEOUS BUSINESS

- A. Payroll Summary - April 19, 2023 through May 2, 2023
- B. Cash and Investments - April 30, 2023

12. LICENSES

- A. Licensing Memo to Council
- B. Review and take action: application for Temporary Class "B" License from Moose Lodge 830 for the Car Show Special Event on June 8, 2023
- C. Review and take action: application for Temporary Class "B" License for Tour Da Goose Bike Ride on June 24, 2023
- D. Review and take action: application for Temporary Class "B" License for the Downtown Watertown Craft Beer Walk hosted by the Main Street Program on July 13, 2023 from 5pm-8pm for the following locations - 2oh! 2 Salon, Anthony's 511, Blush Hair Beautique, Bradow Jewelers, Brown Shoe Fir Co., Central Block, Literatus & Co., Latte Donatte, and White Oak Builders
- E. Review and take action: application for operator's license from Amanda Medina

13. ORDINANCES

- A. Ord. 23-15 - Ordinance to Amend Chapter 428 Article IV Annual Riverfest Celebration of the City of Watertown General Ordinances (Sponsor: Mayor Emily McFarland From: Finance Committee, 2nd Reading)
- B. Ord. 23-16 - Ordinance to Amend Section 428-7(C) and Create Section 428-7(M) of the City of Watertown General Ordinances (Sponsor: Mayor Emily McFarland From: Finance Committee, 2nd Reading)

14. RESOLUTIONS

- A. Exh 9510 - Resolution to accept bid for publication of council proceedings and city advertising and designate official city newspaper (Sponsor: Mayor McFarland From: Finance Committee)
- B. Exh. 9511 - Resolution for Adjustment to EMS Billing Rates (Sponsor: Mayor Emily McFarland From: Finance Committee)
- C. Exh. 9512 - Resolution for Wastewater Utility 2022 Compliance Maintenance Annual Report (Sponsor: Alderperson Wetzels From: Public Works Commission)
- D. Exh. 9513 - Resolution to Amend the Employee Handbook of Policies and Procedures Regarding Reasonable Accommodations, Timeline for Reviewing New and Changed Positions, Correcting Time Entry (Sponsor: Mayor Emily McFarland From: Finance Committee)
- E. Exh. 9514 - Resolution to Amend the Employee Handbook of Policies and Procedures regarding General Updates (Sponsor: Mayor Emily McFarland From: Finance Committee)
- F. Exh. 9515 - Resolution to Enter into the Amendment to the MOU Between the City of Watertown and Local 877 of the International Association of Firefighters, AFL-CIO-CLC (Sponsor: Mayor Emily McFarland From: Finance Committee)
- G. Exh. 9516 - Resolution to Allow Replacement of Airport Perimeter Bridge (Sponsor: Mayor Emily McFarland From: Plan Commission)
- H. Exh. 9517 - Resolution to Approve Replacement of Airport Perimeter Bridge Agreement (Sponsor: Mayor Emily McFarland From: Plan Commission)

15. 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.

16. ADJOURNMENT

Persons requiring other reasonable accommodations of the above meeting may contact the office of the City Clerk by email mdunneisen@cityofwatertown.org, or by phone 920-262-4006.

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

**Common Council Minutes
Tuesday May 2, 2023**

Section 4, Item A.

Mayor McFarland called the regular meeting of the City of Watertown Common Council to order at 7:00 p.m. on Tuesday, May 2, 2023. This meeting was open for attendance in the council chambers as well as virtually.

ROLL CALL

Roll call indicated the following Alderpersons present: Ald. Davis, Lampe (virtual), Bartz, Blanke, Smith, Schmid, Wetzel and Moldenhauer. City staff present were City Attorney Steven T. Chesebro, Fire Chief Travis Teesh, Deputy Fire Chief Rauterberg, Police Chief Robert Kaminski, Assistant Police Chief Ben Olsen, Finance Director Mark Stevens, Streets Superintendent Stacy Winkelman, Public Works Director Jaynellen Holloway, 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, April 18, 2023. There being none, minutes were accepted as presented.

COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT

Nick McGriff of 301 E. Water St. spoke on the vacancy of District 3.

REPORTS

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

The following reports were received and filed: Watertown Public Library Board Minutes from February 9, 2023, Senior Center Advisory Board Meeting Minutes from February 21, 2023, Historic Preservations and Downtown Design Commission meeting minutes from March 15, 2023, Watertown Public Library Meeting Minutes from March 9, 2023, Park, Recreation, and Forestry Meeting Minutes from March 20, 2023, Watertown Public Library Board Minutes from April 13, 2023, RDA meeting minutes from April 20, 2023, Public Works meeting minutes from April 25, 2023.

COMMUNICATIONS & RECOMMENDATIONS

A presentation was given by the Greater Watertown Community Health Foundation on the Watertown Southwest Side Conceptual Neighborhood Plan. The Watertown Fire Department 2022 Annual Report, Watertown Public Library First Quarter Review, and 2022 RDA Impact Report were presented. Discussion on Recusing and Abstaining was given by City Attorney Chesebro.

NEW BUSINESS

Motion by Ald. Wetzel, second by Ald. Bartz to approve Jason Culotta to the Board of Review for a three-year term ending in May 2026, carried by unanimous voice vote.

District 3 Alderperson Vacancy - Motion by Ald. Blanke, second by Ald. Moldenhauer to select option 1- to fill the vacancy by majority vote of the Common Council at the next council meeting (May 16) with applications due by May 9. Ald. Schmid made a motion to amend the original motion to extend the time to a May 26 application due date with council voting at the June 6 meeting, second by Ald. Wetzel. During the discussion Ald. Schmid called the question. Ald. Blanke called point of order to vote on calling the question, motion to end discussion carried by roll call vote: Yes-5; No-3 (Blanke, Smith, Moldenhauer); Abstain-0. Ald. Blanke called point of order to clarify voting on the amended motion. Amended motion carried by roll call vote: Yes-5; No-3 (Blanke, Smith, Moldenhauer); Abstain-0. Motion to select option 1- to fill the vacancy by majority vote of the Common Council at the June 6 Common Council meeting with applications due by May 26 carried by roll call vote: Yes-5; No-3 (Blanke, Smith, Moldenhauer); Abstain-0.

ACCOUNTS PAYABLE

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

Certified accounts were presented. Ald. Moldenhauer moved to pay all certified accounts, seconded by Ald. Wetzel and carried by roll call vote: Yes-8; No-0; Abstain-0.

MISCELLANEOUS BUSINESS

Payroll Summary - April 5, 2023, through April 18, 2023 and March 2023 and Credit Card Over \$10k were presented.

ORDINANCES

Ord. 23-09 Ordinance to Create Article XIII of Chapter 24 Town Square Programming Commission of the City of Watertown General Ordinances (Sponsor: Mayor Emily McFarland From: Park, Recreation and Forestry Commission, 2nd Reading). Ald. Lampe moved for adoption of ordinance 23-09 on its 2nd reading, seconded by Ald. Davis and carried by roll call vote: Yes-5; No-4 (Blanke, Smith, Schmid, Moldenhauer); Abstain-0. (Mayor breaking tie vote)

Ord. 23-10 to Amend Chapter 550 Official Zoning Map of the City of Watertown (Sponsor: Mayor McFarland From: Plan Commission, 2nd Reading) - Rezoning of 713 Milford Street. Ald. Bartz moved for adoption of ordinance 23-10 on its 2nd reading, seconded by Ald. Blanke and carried by roll call vote: Yes-8; No-0; Abstain-0.

Ord. 23-11 to Adopt Amendments to the 2019 City of Watertown Comprehensive Plan (Sponsor: Mayor McFarland From: Plan Commission, 2nd Reading) - 407 S. Washington Street. Ald. Blanke moved for adoption of ordinance 23-11 on its 2nd reading, seconded by Ald. Bartz and carried by roll call vote: Yes-8; No-0; Abstain-0.

Ord. 23-12 to Amend Chapter 550 Official Zoning Map of the City of Watertown (Sponsor: Mayor McFarland From: Plan Commission, 2nd Reading) - Rezoning of 407 S. Washington Street. Ald. Wetzel moved for adoption of ordinance 23-12 on its 2nd reading, seconded by Ald. Davis and carried by roll call vote: Yes-8; No-0; Abstain-0.

Ord. 23-13 Amend Section 500-7 C. Temporary Restricted Parking Of The City Of Watertown General Ordinances (Sponsor: Ald. Smith From: Public Safety And Welfare Committee, 2nd Reading). Ald. Smith moved for adoption of ordinance 23-13 on its 2nd reading, seconded by Ald. Schmid and carried by roll call vote: Yes-8; No-0; Abstain-0.

Ord. 23-14 to Amend Section 410-56 (A) Smoking in Prohibited Places, of the City of Watertown General Ordinances (Sponsor: Ald. Lampe From: Board of Health, 1st Reading). Ald. Wetzel moved for adoption of ordinance 23-14 on its 1st reading, seconded by Ald. Davis. Ald. Smith made a motion to table this ordinance to a later date, second by Ald. Blanke and carried by roll call vote: Yes-2; No-2 (Lampe, Smith); Abstain-0.

Ord. 23-15 - Ordinance to Amend Chapter 428 Article IV Annual Riverfest Celebration of the City of Watertown General Ordinances (Sponsor: Mayor Emily McFarland From: Finance Committee, 1st Reading). Ald. Bartz moved for adoption of ordinance 23-15 on its 1st reading, seconded by Ald. Wetzel, and carried by roll call vote: Yes-7; No-0; Abstain-1(Lampe).

Ord. 23-16 - Ordinance to Amend Section 428-7(C) and Create Section 428-7(M) of the City of Watertown General Ordinances (Sponsor: Mayor Emily McFarland From: Finance Committee, 1st Reading). Ald. Weztel moved for adoption of ordinance 23-16 on its 1st reading, seconded by Ald. Moldenhauer, and carried by roll call vote: Yes-8; No-0; Abstain-0.

RESOLUTIONS

Resolutions below are listed in order of the agenda but may not be the order by which they were taken up at the Council meeting.

Exh. 9508 - Resolution for a budget amendment for design of repair for the West Side Industrial Park west most stormwater ponds (Sponsor: Mayor Emily McFarland From: Finance Committee). Ald. Moldenhauer moved to adopt resolution 9508, seconded by Ald. Wetzel and carried by roll call vote: Yes-8; No-0; Abstain-0.

Exh. 9509 - Resolution to authorize write off of uncollectible delinquent personal property taxes (Sponsor: Mayor Emily McFarland From: Finance Committee). Ald. Moldenhauer moved to adopt resolution 9509, seconded by Ald. Davis and carried by roll call vote: Yes-8; 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. Wetzel moved to adjourn, seconded by Ald. Schmid, and carried by voice vote at 8:40 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 office the Finance Department. Video recording available at Watertown TV's YouTube page: <https://www.youtube.com/c/WatertownTV>

NOTICE OF PUBLIC HEARING

Section 6, Item A.

Pursuant of Section § 62.23(7) of the Wisconsin State Statutes and Sections § 550-141, § 550-152G(2), & § 550-152H(6) of the City of Watertown Municipal Code, a notice is hereby given by the Common Council of the City of Watertown, Wisconsin, that a public hearing will be held on the 16th day of May, 2023 in the Council Chambers of the Municipal Building, 106 Jones Street, Watertown, Wisconsin at 7:00 P.M., or shortly thereafter, to consider the request of Bielinski Development, Inc. (applicant and owner) for a Planned Unit Development – General Development Plan (GDP) as described below:

Area A-D

Lot 2 of Certified Survey Map No. 3936, being a part of the Northwest ¼ of the Southeast ¼ of Section 6, T8N, R15E, in the City of Watertown, County of Jefferson, State of Wisconsin, recorded in the Office of the Register of Deeds for Jefferson County on April 11, 2000 in Volume 19 of Certified Survey Maps at Pages 45 to 47 inclusive, as Document No. 1035213. (Parcel No. 291-0815-0642-003)

Lot 1 of Certified Survey Map No. 3936, being a part of the Northwest ¼ of the Southeast ¼ of Section 6, T8N, R15E, in the City of Watertown, County of Jefferson, State of Wisconsin, recorded in the Office of the Register of Deeds for Jefferson County on April 11, 2000 in Volume 19 of Certified Survey Maps at Pages 45 to 47 inclusive, as Document No. 1035213. (Parcel No. 291-0815-0642-004)

Lot 1 of Certified Survey Map No. 3937, being a part of the Northwest ¼ of the Southeast ¼ of Section 6, T8N, R15E, in the City of Watertown, County of Jefferson, State of Wisconsin, recorded in the Office of the Register of Deeds for Jefferson County on April 11, 2000 in Volume 19 of Certified Survey Maps at Pages 48 to 50 inclusive, as Document No. 1035214. Excepting therefrom those lands conveyed to the City of Watertown in a Warranty Deed recorded on April 16, 2007 as Document No. 1218040. (Parcel No. 291-0815-0642-005)

Area C(b)

Lot 1 of Certified Survey Map No. 3941, being a part of the Northwest ¼ of the Southeast ¼ of Section 6, T8N, R15E, in the City of Watertown, County of Jefferson, State of Wisconsin, recorded in the Office of the Register of Deeds for Jefferson County on April 11, 2000 in Volume 19 of Certified Survey Maps at Pages 60 to 62 inclusive, as Document No. 1035218. (Parcel No. 291-0815-0642-006)

Lot 1 of Certified Survey Map No. 3939, being a part of the Northwest ¼ of the Southeast ¼ of Section 6, T8N, R15E, in the City of Watertown, County of Jefferson, State of Wisconsin, recorded in the Office of the Register of Deeds for Jefferson County on April 11, 2000 in Volume 19 of Certified Survey Maps at Pages 54 to 56 inclusive, as Document No. 1035218. (Parcel No. 291-0815-0642-007)

Area G (Condos)

Legal Description Phase I:

Being a part of Lot 1 of Certified Survey Map 3942 located in the Northwest ¼ and Southwest ¼ of the Southeast ¼ of Section 6, T8N, R15E, City of Watertown, Jefferson County, Wisconsin, more fully described as follows:

Beginning at the Northeast corner of said Lot 1; thence 149.93 feet along the east line of said Lot 1 and along the arc of a curve to the right, whose radius is 2,970.00 feet, and whose chord bears S13°16'26"W, 146.61 feet to the south line of said Lot 1; thence along the south line of said Lot 1 the following 4 courses; thence N75°18'32"W, 110.17 feet; thence N87°27'57"W, 89.08 feet; thence S85°49'08"W, 88.68 feet; thence S79°07'40", 88.45 feet; thence N06°30'50"W, 176.70 feet to the north line of said Lot 1; thence along the north line of said Lot 1 the following 2 courses; thence S86°29'30"E, 261.73 feet; thence 165.59 feet along the arc of a curve to the right, whose radius is 896.81 feet and whose chord bears S81°12'70"E, a distance of 165.36 feet to the point of beginning. Said lands contain 59,479 square feet (1.37 acres).

Expansion Real Estate Legal Description:

Being a part of Lot 1 of Certified Survey Map 3942 located in the Northwest ¼ and Southwest ¼ of the Southeast ¼ of Section 6, T8N, R15E, City of Watertown, Jefferson County, Wisconsin, more fully described as follows:

Beginning at the Northwest corner of said Lot 1; thence along the north line of said Lot 1 the following six courses;

thence S89°36'37"E, 83.00 feet; thence 142.87 feet along the arc of a curve to the left, whose radius is 230.00 feet and whose chord bears N72°35'41.5"E, a distance of 140.58 feet; thence N54°48'00"E, a distance of 70.20 feet; thence N37°14'36"E, 132.14 feet; thence 107.10 feet along the arc of a curve to the left, whose radius is 233.00 feet and whose chord bears S73°19'23"E, a distance of 106.16 feet; thence S06°30'50"E, 176.70 feet to the south line of said Lot 1; thence along the south line of said Lot 1 the following six courses; thence S72°26'44"W, 88.45 feet; thence S65°45'48"W, 88.45 feet; thence S59°04'52"W, 88.45 feet; thence S52°24'02"W, 88.41 feet; thence S45°36'57"W, 91.20 feet; thence N89°36'37"W, 229.23 feet to the east line of said Lot 1; thence N00°23'23"E, along the east line of said Lot 1, 140.00 feet to the point of beginning. Said lands contain 105,561 square feet (2.42 acres).

Areas H and I

That part of Lot 1 of Certified Survey Map No. 3822, being a part of the Northeast ¼ and Southeast ¼ of the Southeast ¼ of Section 6, T8N, R15E, City of Watertown, Jefferson County, Wisconsin, and recorded in the Office of the Register of Deeds for Jefferson County, Wisconsin on May 18, 1999, in Volume 18 of Certified Survey Maps at Pages 102 to 105 inclusive, as Document No. 1018437, and lands being a part of the Southeast ¼ of Section 6, T8N, R15E, in the City of Watertown, Jefferson County, State of Wisconsin, bounded and described as follows:

Beginning at the Northeast corner of Lot 142 of Hunter Oaks Phase VI; thence North 89°22'45" West, along the North line of said Lot 142, a distance of 321.40 feet; thence North 06°10'08" West, a distance of 136.77 feet; thence North 16°56'32" West, a distance of 132.25 feet; thence North 27°32'36" West, a distance of 148.14 feet; thence North 37°44'22" West, a distance of 121.56 feet; thence North 48°21'48" West, a distance of 159.42 feet; thence North 58°30'54" West, a distance of 109.08 feet; thence North 66°55'31" West, a distance of 113.49 feet; thence 138.55 feet along the Easterly right-of-way of Hunter Oaks Boulevard and the arc of a curve to the left, whose radius is 3,030.00 feet and whose chord bears North 13°14'57" East, a distance of 138.55 feet; thence 143.95 feet along the Southerly right-of-way of Belmont Drive and the arc of a curve to the right, whose radius is 896.80 feet and whose chord bears South 67°28'11" East, a distance of 143.80 feet; thence North 08°39'44" East, along the right-of-way of Belmont Drive and Easterly line of Lot 3 of Certified Survey Map No. 3940, a distance of 205.52 feet; thence South 62°59'28" East, along the Southerly line of Hunter Oaks Phase VII, a distance of 260.58 feet; thence South 41°55'46" East, along the Southerly line of said Hunter Oaks Phase VII, a distance of 156.35 feet; thence South 44°09'44" East, along the Westerly line of Hunter Oaks Phase V, a distance of 59.67 feet; thence South 36°09'53" East, along the Westerly line of Hunter Oaks Phase V, a distance of 147.46 feet; thence South 40°44'51" East, along the Westerly line of Hunter Oaks Phase V, a distance of 111.50 feet; thence South 54°16'16" East, along the Westerly line of Hunter Oaks Phase V, a distance of 89.43 feet; thence South 05°37'38" East, along the Westerly line of Hunter Oaks Phase IV and VI, along the Westerly line of Hunter Oaks Phase IV, a distance of 301.80 feet; thence South 00°37'15" West, along the Westerly line of Hunter Oaks Phase VI, a distance of 150.22 feet to the point of beginning. (Parcel Nos. 291-0815-0643-001 and 291-0815-0644-022)

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

CITY OF WATERTOWN
Brian Zirbes
Zoning & Floodplain Administrator

BZ/nmz

PUBLISH:

May 2, 2023
and
May 9, 2023

(BLOCK AD)



Planned Unit Development General Development Plan

(Remaining Undeveloped Parcels)

City of Watertown

April 14th, 2023
(Revised)

BIELINSKI™
— H O M E S —

PROJECT NARRATIVE

In 1999, Bielinski Homes, Inc. ("Bielinski") and the City of Watertown ("City") reached an agreement for a mixed-use neighborhood at the corner of Horseshoe Road and West Street in the City. The project comprises approximately 170 acres and is commonly known as the Hunter Oaks neighborhood. Over the years, several phases of the project have been improved with public utilities, roads, parks, private homes, and condominiums pursuant to a General Development Plan dated October 6, 1999. As new phases advance from the conceptual stages outlined in this General Development Plan to construction, subject to any applicable development agreement, Bielinski has continued to find ways to refine and improve the project.

Most recently, Bielinski received approval from the City to develop the westerly portion of Area B, known as Hunter Oaks Villas Phase II, to construct 6 additional individual condominium buildings, consisting of 12 units, which construction is estimated to begin in Summer 2023. Currently, Bielinski is evaluating all remaining undeveloped parcels as identified on this General Development Plan dated February 1, 2023, and proposing some changes to the uses of Area C(b), which now consist of 13.1 acres and is designed to feature two-family ranch style condominiums named "The Sabrina 1302" condominium, and which includes updated architecture design standards. Further, consistent with this 2023 GDP for Hunter Oaks, Bielinski and City acknowledge that Bielinski will be petitioning for Belmont Dr. from Steeplechase Dr. on the north to the southern intersection of Oakland Ave. and Belmont Dr, running directly through Area C(b), to be vacated. As the marketplace continues to shift, Bielinski recognizes changing lifestyles and the demand for different housing options. The intent of the Hunter Oaks Neighborhood continues to offer mixed land uses, providing housing opportunities for a wide range of people, incomes, and preferences.

From a planning perspective, the subject site is ideally situated for a mix of residential housing because of the surrounding attached residential/condominium buildings, existing industrial land use to the north, and the agricultural use to the west. The proposed concept will improve the overall vision and intent of Hunter Oaks Neighborhood and help blend land uses in this area for the City's future housing needs.

PROPOSALS AND COMMITMENTS

The Petitioner, Bielinski, respectfully requests that the City Planning Commission and Common Council approve this updated General Development Plan in substantial conformance with the enclosed Site Plan. The site has been redesigned, with extensive input from the city staff, to offer a common architectural theme, inter-connected green space, and an overall better plan. Bielinski is very excited to implement this plan and begin providing the city with high-quality and innovative housing products.

Specifically, this new GDP includes:

- Areas A-D, C(b), G, H, and I, which remain subject to Bielinski and the City entering into development agreements.
- As a part of the terms of a Developers Agreement, Bielinski shall dedicate the Neighborhood Park (Area I), and the City shall take ownership of the existing Detention Pond located in Area K upon the completion of certain improvements, such as the installation of utilities, sidewalks, curbing, and the binder course, during Bielinski's development of Area H-2 (Phase I). Bielinski plans to develop the 26 lots within Area H-2 (Phase I) in 2024. Development of Area H-2 (Phase I) will include restoration work for the existing Detention Pond located in Area K.

VISION

- To continue with creating high quality residential neighborhood that responds to the needs of changing household sizes and lifestyles.
- To offer future housing solutions for the City of Watertown. This group includes young professionals, empty-nesters and single-person and family households.
- Provide a memorable place that features high quality construction and extensive landscaping and open spaces.

RATIONALE

- The Hunter Oaks Plan is based on market demand for newly constructed housing options that are high quality, low maintenance and are close proximity to work, shopping and recreation.
- Due to the lack of an off ramp from the new highway bypass, the market for commercial development in this area has decreased.
- The revisions are consistent with the intent and purpose of the Planned Unit Development.
- The proposed uses are more compatible with the surrounding land uses and is a more efficient use of land with existing public utilities.
- The PUD district provides the flexibility to offer greater open space and greater City design control while creating a neighborhood that is compatible with the adjacent and proposed land uses.

PUBLIC BENEFITS

- High quality housing that is priced for the marketplace.
- Logical and adaptive land use for a unique property.
- Provides a compatible transition between the future commercial, existing industrial and residential areas.
- Project requires public infrastructure (sewer, water, roadway, etc.); that should have minimal impact on City services.
- Project will create a significant increase in taxable value for the city without creating a burden for the Watertown School District or other public entities.
- Project creates construction jobs that will support residents and families living in the area.
- Pedestrian friendly environment and Dedication of the Neighborhood Park and surrounding rights-of-way sooner.
- Bielinski Homes will provide any irrevocable letter of credit that is necessary for the public and private improvements for each individually constructed phase of this project.

ESTIMATED HOUSING VALUES (Per Area)

| | |
|--|-----------------|
| Areas A-D & B: Hunter Oaks Villas Phase I, II and III (54 Units) | \$16,200,000.00 |
| Area C(b): Condominium Project with "The Sabrina" (68 Units) | \$20,740,000.00 |
| Area H2: Phases 1-4 Single Family Homes (91 Lots) | \$36,400,000.00 |
| Total Estimated Value | \$73,340,000.00 |

PROPERTY LOCATION

The Hunter Oaks Neighborhood development is located within the City of Watertown on the south side of West Street and east of Horseshoe Road.



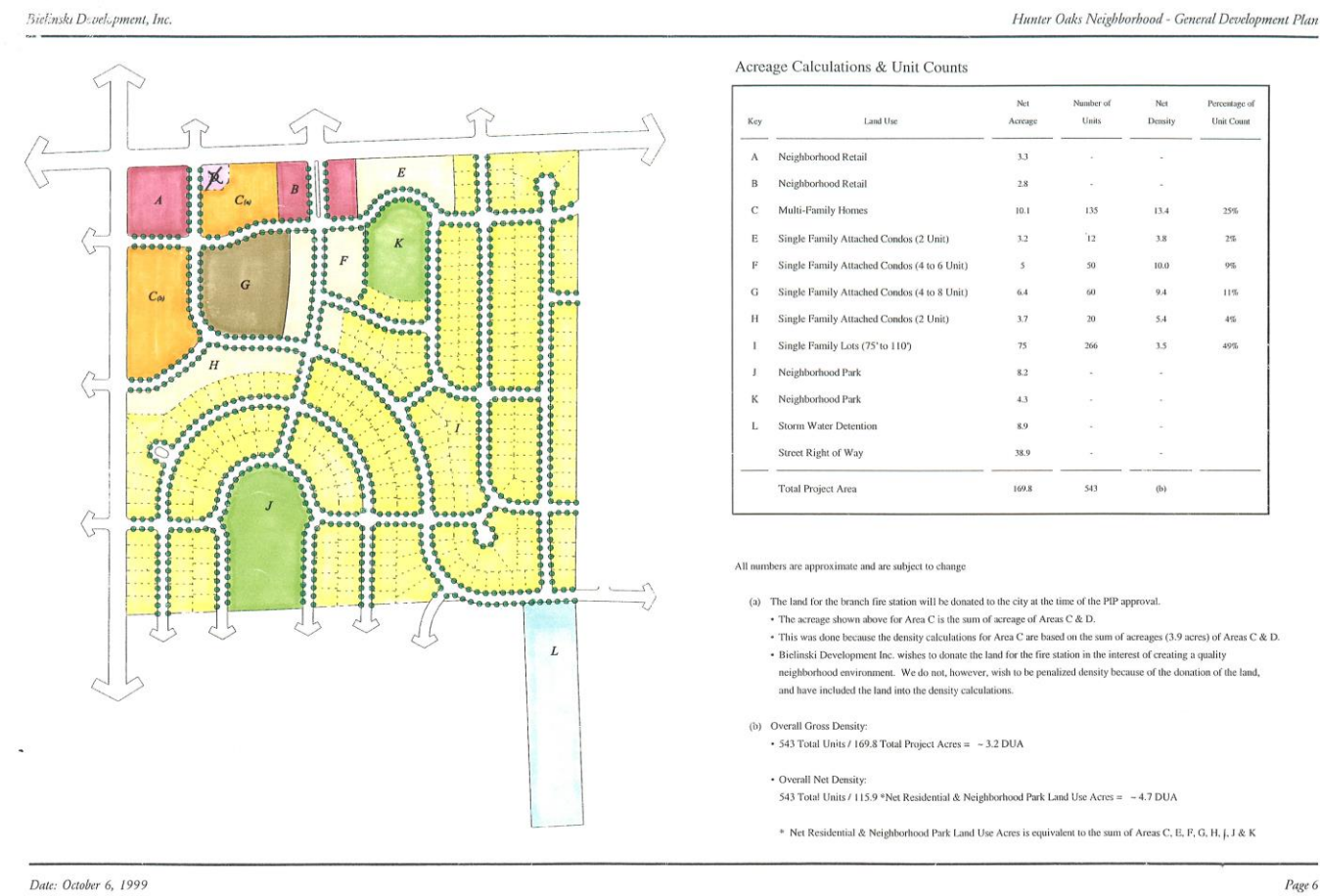
Surrounding Zoning

Hunter Oaks Neighborhood
North: General Industrial
South: PUD
East: PUD
West: PUD

Surrounding Land Use

Hunter Oaks Neighborhood
North: Industrial/Business Park
South: Vacant Farmland and Single Family
East: Developed Condominiums, a Park and Single-Family Homes
West: Vacant Farmland & HWY 26 bypass

EXPIRED GENERAL DEVELOPMENT PLAN – for reference only



UPDATED GENERAL DEVELOPMENT PLAN

See next page for proposed General Development Plan Site Map

General Mix of Dwelling Unit Types and Land Uses

This General Development Plan will consist of changes to the originally approved and expired GDP with an additional 27 Two-family Ranch Style Condominiums known as "Hunter Oaks Villas" and Condominium Area C(b) with 34 Two-family 1302 Sabrina Ranch Style condominium buildings and 91 single family home lots with revised site layouts and architecture design standards.

Relationship to Nearby Properties / Public Streets

The subject property is located amongst a variety of land uses which makes the area unique. Directly north of Hunter Oaks Neighborhood is an existing industrial/business park served by West Street. West and South of the property are currently farmland and then HWY 26 bypass. East of the property is fully developed as condominiums, single family lots and a park.

RELATIONSHIP TO MASTER PLAN

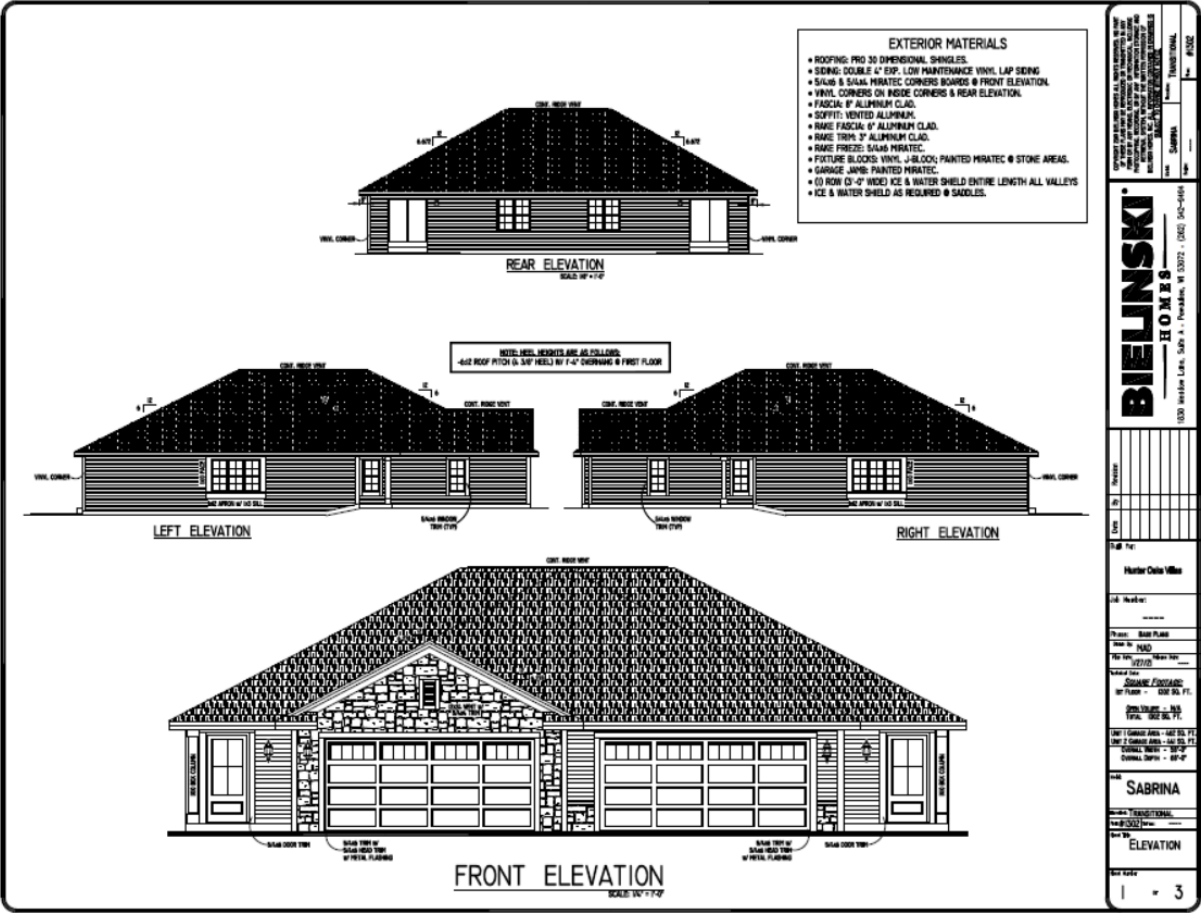
The comprehensive land use plan for the City of Watertown currently designates this property as Planned Neighborhood. According to the Plan, this land use category is designed for a careful mixed use of residential development with active recreation nearby.

Hunter Oaks has been granted entitlements and zoning approval for a mix use neighborhood. The requested amendments reflect an adjustment in the use, site design, architectural and modifications on unit counts.

ARCHITECTURAL THEMES & IMAGES

Bielinski Homes strives to upgrade architecture and curb appeal designs by developing popular distinct Ranch Style condominium building to enhance the internal streetscape on all sites. The buildings utilize traditional styles which incorporate other warm character elements into the design to create a sense of place and neighborhood. The proposed Sabrina 1302 buildings for Areas A-D (Phase III) and Area C(b) will be 2-unit ranch style condominium buildings arranged with 2-bedroom configurations and designed to attract young professionals, retirees, single and small family households. The buildings feature individual garages for each unit and efficient living spaces. Below is the proposed condominium building for the 2-unit areas.

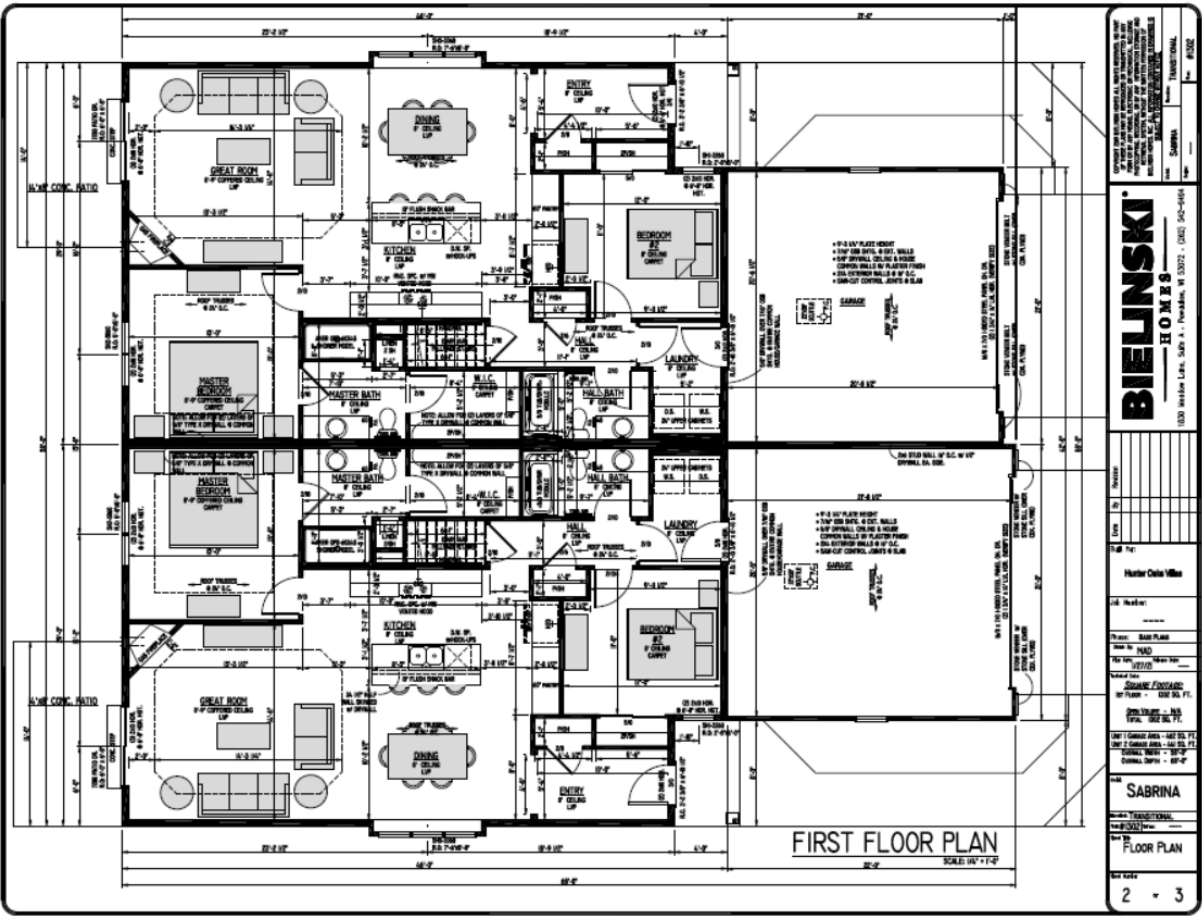
Sabrina 1302 Elevations



AMENITIES

- A Ranch Style Condominium
- Private Entry
- 2 Bedroom and 2 Full Baths
- Master Bedroom with Coffered Ceiling
- Great Room with Coffered Ceiling and Corner Gas Fireplace
- First Floor Laundry
- 2 car garage
- Concrete Patio
- Quality Interior Finishes
- Washer & Dryer in Each Unit
- Individually Metered Utilities
- Individual HVAC Units & Hot Water Heaters

Sabrina 1302 Floor Plan



Initial List of Zoning Standards Which Will Not Meet the PUD

Bielinski Homes is seeking the flexibility allowed by the Planned Unit Development with respect to land use and zoning. The requested amendment does not require any relief from the bulk zoning requirements, however the proposed use, layouts and densities calculations are proposed to change.

Areas A-D, B and C(b) Two-Family Ranch Style Condominiums

| General Requirement | Baseline Multi-Family District | Proposed PUD |
|-------------------------------|---------------------------------|---------------------------------|
| Minimum Lot Area | 4,350 Sq. Ft. per dwelling unit | 2,600 Sq. Ft. per dwelling unit |
| Minimum Lot Width | 100' | SAME |
| Minimum Street Frontage | 50' | SAME |
| Minimum Street Yard | 40' | 25' |
| Minimum Side Yard | 10' Lot Width or 8' minimum | SAME |
| Minimum Rear Yard | 25' | SAME |
| Minimum Paved Surface Setback | 3' : rear/side, 10' : street | SAME |
| Minimum Between Buildings | 20' | SAME |
| Maximum Building Height | 35' | SAME |
| Required Off-Street Parking | 2 spaces per unit | SAME |

Written Description of potentially requested exemptions from the requirements of the underlying zoning district.

| | |
|-----------------------|---|
| Land Use Exemptions: | The applicant seeks to amend the use in areas: A-D, B and C(b). |
| Density Exemptions: | from Neighborhood Commercial to Multifamily |
| Bulk Exemptions: | None Requested. |
| Landscape Exemptions: | None Requested. |
| Parking Exemptions: | None Requested. |
| Public Roads: | The applicate is seeking to amend that all roadways be private with a minimum width of 27' and a maximum width of 30' within areas A-D, B and C(b). |

Area H-2 Phase 1-4: Single Family Home Sites (Standard R1 Zoning)

| Single Family Zoning | AREA H-2 | |
|----------------------------------|---------------------|---------------|
| General Required Setbacks | R1 Zoning Standards | Proposed PUD |
| Minimum Lot Area | 8,000 Sq. Ft. | 8,000 Sq. Ft. |
| Minimum Lot Width | 75' | 75' |
| Minimum Front Yard (2 Story) | 25' | SAME |
| Minimum Front Yard (Corner Lot) | 25' | SAME |
| Minimum Side Yard (1 to 2 Story) | 8' | SAME |
| Minimum Rear Yard | 25' | SAME |
| Minimum Paved Surface Setback | NA | NA |
| Minimum Between Buildings | 16' | SAME |
| Maximum Building Height | 35' | SAME |
| Required Off-Street Parking | 2 Spaces per unit | SAME |

Written Description of potentially requested exemptions from the requirements on the underlying zoning district.

| | |
|-----------------------|--|
| Land Use Exemptions: | The applicant seeks to amend the use in areas: H-2, Phases 1-4 (91 single family home sites) |
| Density Exemptions: | from Multifamily to Single Family |
| Bulk Exemptions: | None Requested. |
| Landscape Exemptions: | None Requested. |
| Parking Exemptions: | None Requested. |



EXPIRED GDP SITE CALCULATIONS

Site Data Table (Original)

| Acreage Calculations & Unit Counts | | | | | |
|------------------------------------|---|-------------|-----------------|-------------|--------------|
| Area | Land Use | Net Acreage | Number of Units | Net Density | % Unit Count |
| A | Neighborhood Retail | 3.3 | | | |
| B | Neighborhood Retail | 2.8 | | | |
| C(a) | Multi-Family Homes | 3.8 | 54 | 14.2 | 9.0% |
| C(b) | Multi-Family Homes | 6.2 | 81 | 13.1 | 16.7% |
| D | Branch Fire Station | | | | |
| E | Single-Family Attached Condos (2-Unit) | 3.2 | 12 | 3.8 | 2.0% |
| F | Single-Family Attached Condos (4 to 6 Unit) | 5 | 50 | 10 | 9.0% |
| G | Single-Family Attached Condos (4 to 8 Unit) | 6.4 | 60 | 9.4 | 11.0% |
| H | Single-Family Attached Condos (2-Unit) | 3.7 | 20 | 5.4 | 4.0% |
| I | Single-Family Lots (75'w to 110'w) | 3.8 | 294 | 3.9 | 51.0% |
| J | Neighborhood Park | 8.2 | N/A | N/A | |
| K | Neighborhood Park | 4.3 | N/A | N/A | |
| L | Storm Water Detention | 8.9 | N/A | N/A | |
| | Street Right-of-Way | 38.9 | | | |
| | | | | | |
| | Total Project Area | 169.7 | 571 | | |



PROPOSED GDP SITE CALCULATIONS

(Lands Owned & Developed by Bielinski Homes, Inc.)

Site Data Table (Revised)

| Acreage Calculations & Unit Counts | | | | | |
|------------------------------------|--|---------------|-----------------|-------------|--------------|
| Area | Land Use | Net Acreage | Number of Units | Net Density | % Unit Count |
| A-D | Two-Family Ranch Condos (2) | 6.5 | 34 | 5.23 | 6.8% |
| B | Two-Family Ranch Condos (2) | 3.5 | 20 | 5.71 | 4.0% |
| C(b) | Two-Family Ranch Condos (2) | 13.1 | 68 | 5.20 | 13.7% |
| E | Two-Family Attached Condos (2-Unit) | 3.3 | 12 | 3.64 | 2.4% |
| F | Multi-Family Attached Condos (4 to 6 Unit) | 5.1 | 50 | 9.80 | 10.1% |
| G | Two-Family Condos (2-Unit) | 3.8 | 20 | 5.26 | 4.0% |
| H-1 | Single-Family Lots | 55.3 | 202 | 3.60 | 40.8% |
| H2-P1 | Single-Family Lots | 8.5 | 26 | 3.06 | 5.2% |
| H2-P2 | Single-Family Lots | 5.3 | 18 | 3.39 | 3.6% |
| H2-P3 | Single-Family Lots | 7.8 | 20 | 2.56 | 4.0% |
| H2_P4 | Single-Family Lots | 8.1 | 27 | 3.33 | 5.4% |
| I | Neighborhood Park | 7.1 | N/A | N/A | |
| J | Neighborhood Park | 4.4 | N/A | N/A | |
| K | Storm Water Detention Pond | 8.9 | N/A | N/A | |
| | Street Right-of-Way | 32.5 | | | |
| | Total Project Area | 173.20 | 497 | | |

Overall Gross Density:

- 497 Total Units / 173.20 Total Project Acres = 2.86 DUA

Overall Net Density:

- 497 Total Units / 140.70 = 3.53 DUA
- *Net Residential & Neighborhood Park Land Use Acres is Equal to Areas A-D, B, C(b), E, F, G, H-1, H2 (P1-4), I, J,

TREATMENT OF NATURAL AREAS

The site design for this neighborhood offers plentiful green and open space for the residents to enjoy. Lawn areas or “common greens” are an important feature of the project. These areas are intended for the residents to enjoy as common space. The abundance of pervious areas improves water quality and promotes infiltration for groundwater recharge.

LANDSCAPING

Detailed landscaping plans for each condominium area will be completed by a landscape designer as part of the individual Precise Implementation Plans (PIP) for each project or phases move forward. The plans will include an overall plan with individual building landscape designs in accordance with the City of Watertown Ordinance requirements.

COMMUNITY AMENITIES

To command a higher standard of living and attract quality residents, this project has been enhanced by the addition of several site amenities including common areas and pedestrian connections.

Hunter Oaks includes sidewalks that provide pedestrian circulation through the site and connects the various phases to one another, an important feature in a mixed-use planned development.

PARK

Area I is identified on the GDP as the second Neighborhood Park in Hunter Oaks Subdivision and is located on the highest point of the site and preserves a mature wooded area. It will add more common space with limited parking, accommodate smaller gatherings and allow for more recreational use for the surrounding residents.

DEDICATIONS

The City of Watertown has requested that the Neighborhood Park (Area I) and certain adjacent rights-of-way be dedicated to the city earlier than what is required by the expired General Development Plan and Bielinski Homes is willing to cooperate with that request. Bielinski Homes shall cause the dedication of the Neighborhood Park (Area I) to the City of Watertown along with the dedication of the required rights-of-way which will be further defined in the Developers Agreement for the Single - Family H2-PH1.

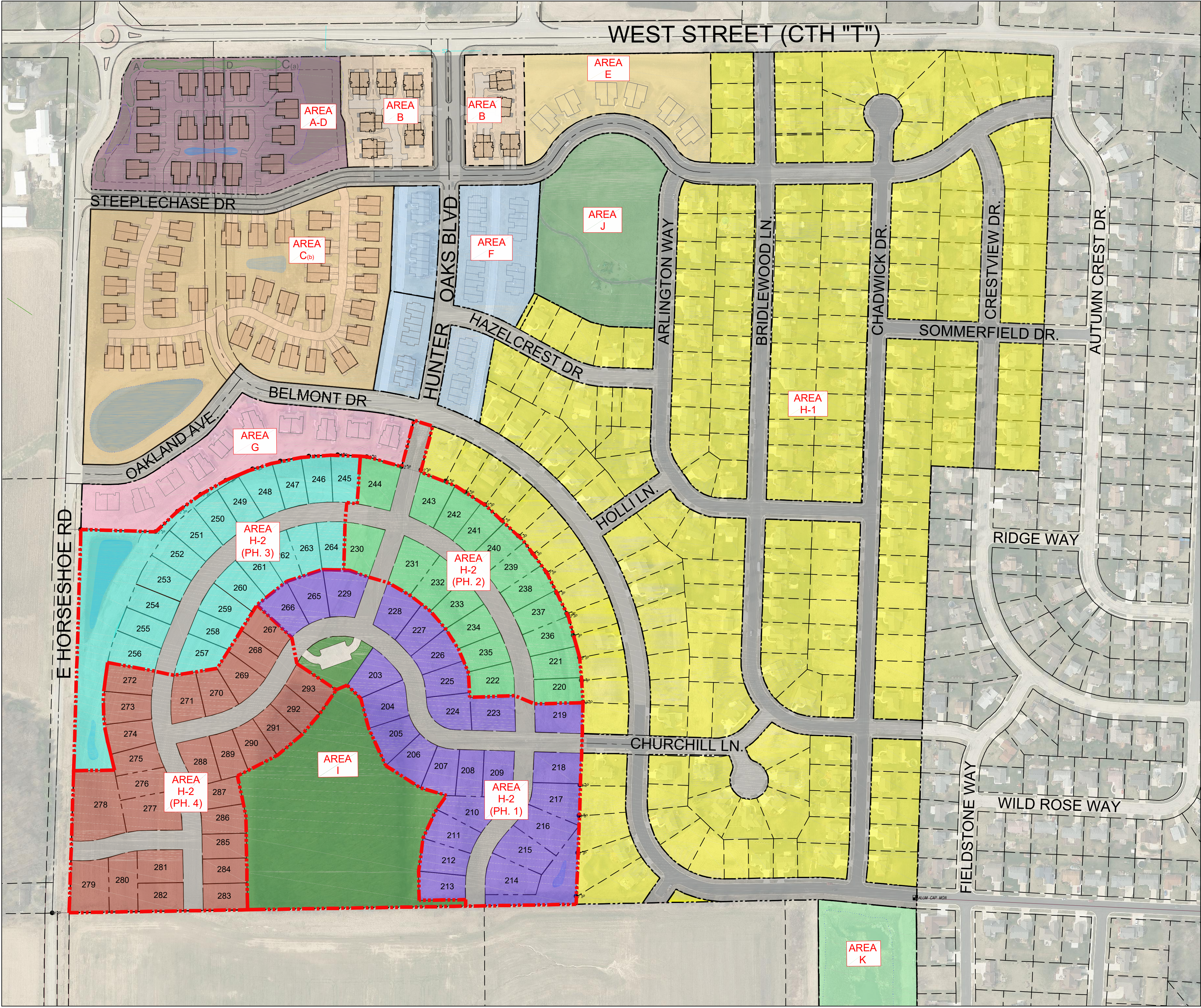
Bielinski Homes shall make improvements to the +/-300’ right-of-way located in H2-PH1 (Phase 1) prior to park & pond dedications. Improvements would be included but not be limited to grading, utility installation, asphalt roads and sidewalks. Any improvements needed for future phases of the Hunter Oaks Neighborhood will be addressed at the time a Precise Implementation Plan for that area is approved and development of said area occurs.

FINANCIAL CAPIBILITIES

Bielinski Homes Inc. has been in business for over 60 years and will finance each individual project with local, state or national lending institutions and will provide any irrevocable letter of credit that is necessary for the public and private improvements for each project.

LIST OF EXHIBITS

- **Location Map**
- **General Development Plan Exhibits**
- **Site Plans: Revised General Development Plan Dated April 14th, 2023**
Areas A-D, B, C(b), H-2 (Phases 1-4) and I (Park)
- **Architectural Plans with Elevation Perspectives**
Areas:
A-D (Phase III): Sabrina 1302 Condominium
B (Phase I & II): Adalyn 1300 Condominium
C(b): Sabrina 1302 Condominium



GENERAL DEVELOPMENT PLAN
"Hunter Oaks Neighborhood"
City of Watertown, Wisconsin

Site Data Table (Original)

| Acreage Calculations & Unit Counts | | | | | |
|------------------------------------|---|-------------|-----------------|-------------|-----------------|
| Area | Land Use | Net Acreage | Number of Units | Net Density | % of Unit Count |
| A | Neighborhood Retail | 3.3 | | | |
| B | Neighborhood Retail | 2.8 | | | |
| C(a) | Multi-Family Homes | 3.8 | 54 | 14.2 | 9.0% |
| C(b) | Multi-Family Homes | 6.2 | 81 | 13.1 | 16.7% |
| D | Branch Fire Station | | | | |
| E | Single-Family Attached Condos (2-Unit) | 3.2 | 12 | 3.8 | 2.0% |
| F | Single-Family Attached Condos (4 to 6 Unit) | 5 | 50 | 10 | 9.0% |
| G | Single-Family Attached Condos (4 to 8 Unit) | 6.4 | 60 | 9.4 | 11.0% |
| H | Single-Family Attached Condos (2-Unit) | 3.7 | 20 | 5.4 | 4.0% |
| I | Single-Family Lots (75'w to 110'w) | 3.8 | 294 | 3.9 | 51.0% |
| J | Neighborhood Park | 8.2 | - | - | |
| K | Neighborhood Park | 4.3 | - | - | |
| L | Storm Water Detention | 8.9 | - | - | |
| | Street Right of Way | 38.9 | | | |
| Total Project Area | | 169.7 | 571 | | |

Site Data Table (Revised)

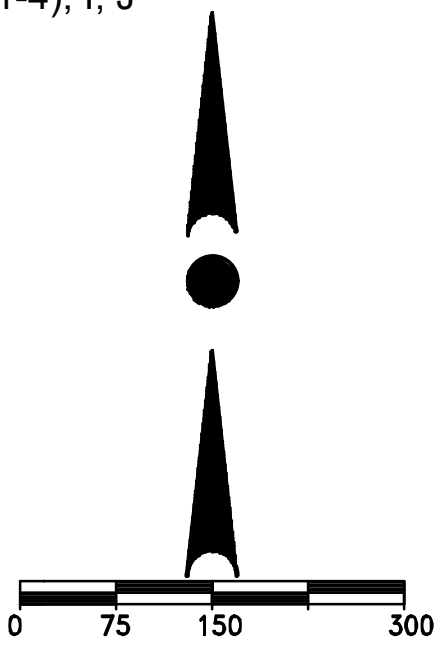
| Acreage Calculations & Unit Counts | | | | | |
|------------------------------------|---|-------------|-----------------|-------------|-----------------|
| Area | Land Use | Net Acreage | Number of Units | Net Density | % of Unit Count |
| A-D | Multi-Family Condos (2-Unit) | 6.5 | 34 | 5.23 | 6.8% |
| B | Single-Family Attached Condos (2-Unit) | 3.5 | 20 | 5.71 | 4.0% |
| C(b) | Multi-Family Homes | 13.1 | 68 | 5.2 | 13.7% |
| E | Single-Family Attached Condos (2-unit) | 3.3 | 12 | 3.64 | 2.4% |
| F | Single-Family Attached Condos (4 to 6 Unit) | 5.1 | 50 | 9.80 | 10.1% |
| G | Single-Family Attached Condos (2-Unit) | 3.8 | 20 | 5.26 | 4.0% |
| H-1 | Single-Family Lots | 55.3 | 202 | 3.60 | 40.8% |
| H-2 (P1) | Single-Family Lots | 8.5 | 26 | 3.06 | 5.2% |
| H-2 (P2) | Single-Family Lots | 5.3 | 18 | 3.39 | 3.6% |
| H-2 (P3) | Single-Family Lots | 7.8 | 20 | 2.56 | 4.0% |
| H-2 (P4) | Single-Family Lots | 8.1 | 27 | 3.33 | 5.4% |
| I | Neighborhood Park | 7.1 | - | - | |
| J | Neighborhood Park | 4.4 | - | - | |
| K | Storm Water Detention | 8.9 | - | - | |
| | Street Right of Way | 32.5 | | | |
| Total Project Area | | 173.2 | 497 | | |

Overall Gross Density:
• 497 Total Units / 173.2 Total Project Acres = 2.87 DUA
Overall Net Density:
• 497 Total Units / 140.7 = 3.53 DUA
*Net Residential & Neighborhood Park Land Use Acres

*Net Residential & Neighborhood Park Land Use Acres is Equal to Areas A-D, B, C(b), E, F, G, H-1, H-2(P1-4), I, J



4100 North Calhoun Road
Brookfield, WI 53005
PHONE: (262) 790-1480
FAX: (262) 790-1481
EMAIL: info@trioeng.com



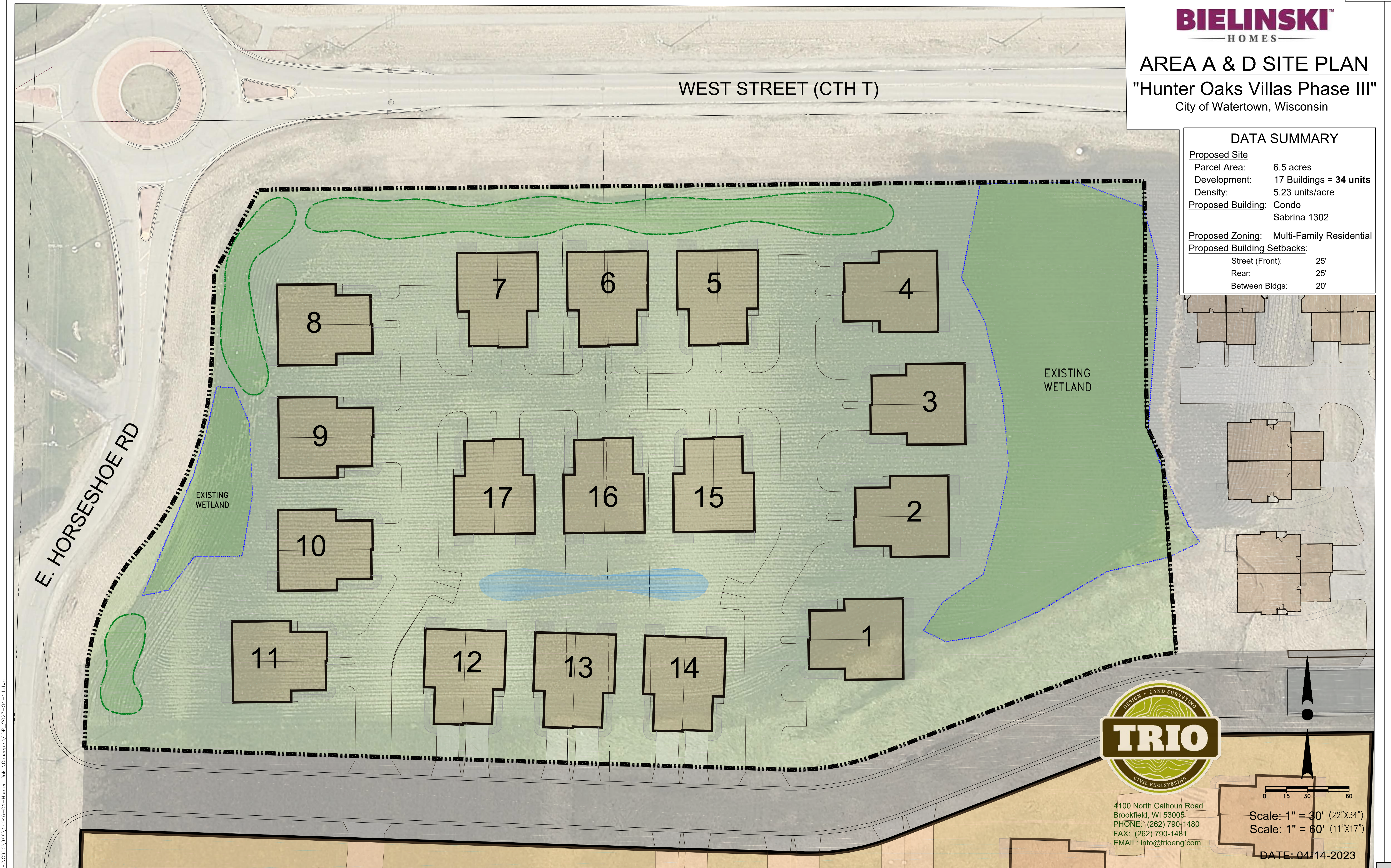
Scale: 1" = 150' (22"x34")
Scale: 1" = 300' (11"x17")

DATE: 04-14-2023



AREA A & D SITE PLAN
"Hunter Oaks Villas Phase III"
City of Watertown, Wisconsin

| DATA SUMMARY | |
|--|--------------------------------|
| <u>Proposed Site</u> | |
| Parcel Area: | 6.5 acres |
| Development: | 17 Buildings = 34 units |
| Density: | 5.23 units/acre |
| <u>Proposed Building:</u> Condo | |
| Sabrina 1302 | |
| <u>Proposed Zoning:</u> Multi-Family Residential | |
| <u>Proposed Building Setbacks:</u> | |
| Street (Front): | 25' |
| Rear: | 25' |
| Between Bldgs: | 20' |



4100 North Calhoun Road
Brookfield, WI 53005
PHONE: (262) 790-1480
FAX: (262) 790-1481
EMAIL: info@trioeng.com

Scale: 1" = 30' (22"x34")
Scale: 1" = 60' (11"x17")

DATE: 04/14/2023



AREA B SITE PLAN
"Hunter Oaks Villas Phase II"
City of Watertown, Wisconsin

DATA SUMMARY

| | |
|---|--------------------------------|
| Proposed Site | |
| Parcel Area: | 3.5 acres |
| Development: | 10 Buildings = 20 units |
| Density: | 5.71 units/acre |
| Proposed Building: | |
| Phase 1: | Condo (Existing) |
| Phase 2: | Condo |
| | Adalyn 1300 |
| Proposed Zoning: Multi-Family Residential | |
| Proposed Building Setbacks: | |

EXISTING
WETLAND

PHASE II

PHASE I
(EXISTING)

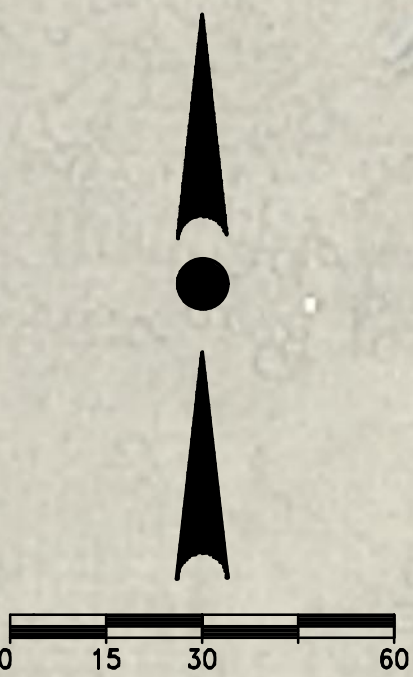
HUNTER OAKS BLVD

STEEPLECHASE

DRIVE



4100 North Calhoun Road
Brookfield, WI 53005
PHONE: (262) 790-1480
FAX: (262) 790-1481
EMAIL: info@trioeng.com



Scale: 1" = 30' (22"x34")
Scale: 1" = 60' (11"x17")

DATE: 04-14-2023

AREA C(b) SITE PLAN

"Hunter Oaks Cottages"

City of Watertown, Wisconsin

SITE PLAN 3



DATA SUMMARY

| | |
|---|-----------------|
| Proposed Site | |
| Parcel Area: | 13.13 acres |
| Development: | 68 Units |
| Density: | 5.18 units/acre |
| Proposed Building: Condo | |
| Sabrina 1302 | |
| Proposed Zoning: Multi-Family Residential | |
| Proposed Building Setbacks: | |
| Street (Front): | 25' |
| Rear: | 25' |
| Between Bldgs: | 20' |



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FAX: (262) 790-1481
EMAIL: info@trioeng.com



0 20 40 80

Scale: 1" = 50' (22"x34")

Scale: 1" = 100'(11"x17")

DATE: 04-14-2023

AREA H & I SITE PLAN

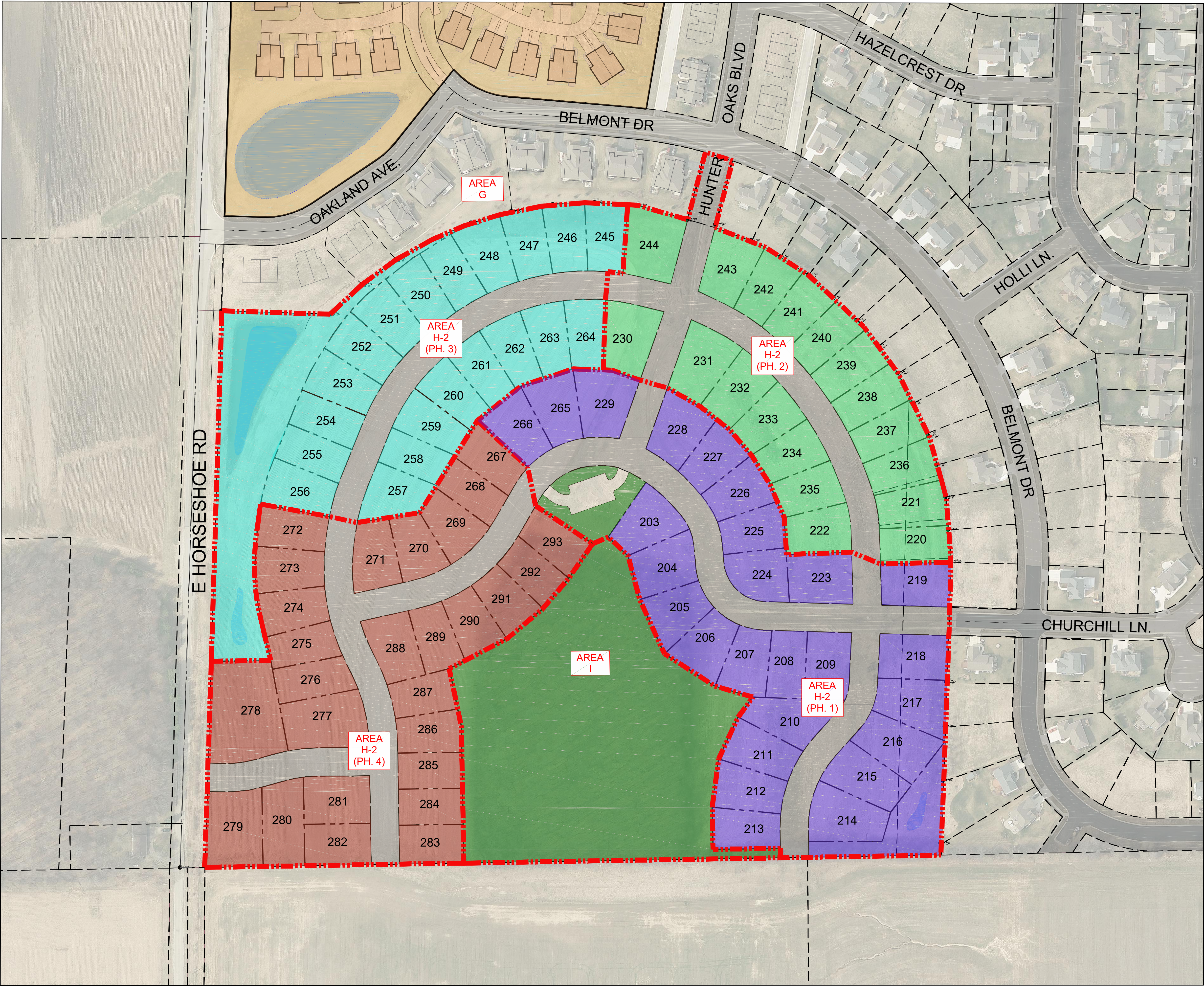
"Hunter Oaks"
Neighborhood

City of Watertown, Wisconsin

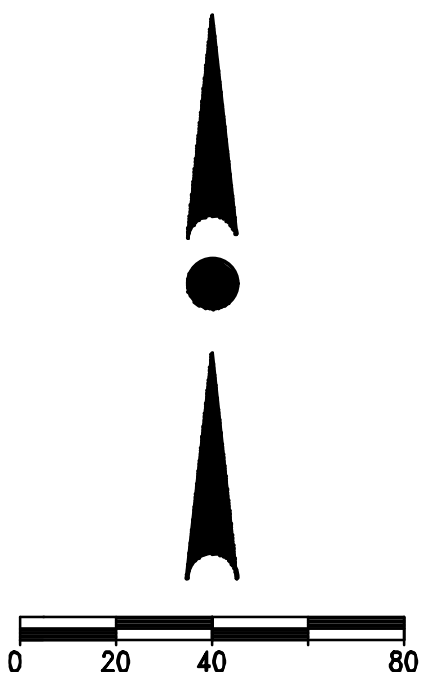


DATA SUMMARY

| Proposed Site | |
|---|---|
| Area H-2: | |
| Phase 1 | 26 Single Family Lots Area = 8.5 Acres |
| Phase 2 | 18 Single Family Lots Area = 5.3 Acres |
| Phase 3 | 20 Single Family Lots Area = 7.8 Acres |
| Phase 4 | 27 Single Family Lots Area = 8.1 Acres |
| Total Lots: 91 Single Family Lots Total Area: 29.7 Acres Density: 3.06 units/acre | |
| Area I: | Neighborhood Park Net Area = 7.1 acres |
| Proposed Single Family Lot Requirements: | |
| Min. Lot Area: 8,000 s.f. | |
| Min. Lot Width: 75' | |
| Setbacks: | Street (Front): 25' |
| | Rear: 25' |
| | Side: 8' |
| Total Street Length: 5,580.0 ft. | |



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Scale: 1" = 100' (22"x34")

Scale: 1" = 200' (11"x17")

DATE: 04-14-2023

PLAN COMMISSION

Minutes

March 13, 2023 | 4:30 p.m.

Section 7, Item A.

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

The following members were present: Mayor Emily McFarland (Chair), Andrew Beyer PE (Assistant City Engineer), Brian Zirbes (Zoning Administrator), Alyse Talaga (Citizen Member), Brian Konz (Park & Rec. Rep), Melissa Lampe (Citizen Member), Nick Krueger (Citizen Member), and James Romlein PE (Recording Secretary).

Others Present: Steven T. Chesebro City Attorney, Alderperson Wetzels, Mr. Wehmeyer and Mr. Russell (on-line).

Citizens Present: John Donovan, Nathan Peters

1. CALL TO ORDER

Mayor McFarland called the Commission to Order and opened item 2 A.

2. APPROVAL OF MINUTES

A. Review and take action: Site Plan Review minutes dated February 27, 2023

Mayor McFarland called for discussion or a motion.

No Discussion

Motion to approve Krueger, Second by Lampe

Unanimous by voice vote.

B. Review and take action: Plan Commission minutes dated February 27, 2023

Mayor McFarland called for discussion or a motion.

Motion to approve Krueger, noting that the minutes reflected his participation online when in fact,

Mr. Krueger was present in the meeting and asked that the minutes be amended.

Second by Lampe for the minutes as amended.

Unanimous by voice vote.

3. BUSINESS

A. Conduct public hearing: 713 Milford Street- Conditional Use Permit (CUP) request for **Institutional Residential under Section 550-30B(2)(d)**

Mayor McFarland opened the public hearing and called any person wishing to speak on this matter to come to the microphone and address the Commission.

Hearing none -

Mayor McFarland closed the public hearing and opened the associated action item 3 B.

B. Mayor McFarland called on Mr. Zirbes to provide the summary of issues to be considered by the Commission for approval or other actions.

Mr. Zirbes detailed the information in the communications shown below.

TO: Plan Commission

DATE: March 13, 2023

SUBJECT: 713 Milford Street, Conditional Use Permit - CUP

SITE DETAILS:

Acres: 32.5

Current Zoning: Planned Office and Institutional
Existing Land Use: Institutional
Future Land Use Designation: Planned Mixed Use & Planned Neighborhood.

BACKGROUND AND APPLICATION DESCRIPTION:

Applicant is seeking approval of a conditional use permit to utilize an existing 6,700 sq ft building to house a Youth Crisis Mental Health Facility. The facility will have 12 beds and provide treatment services for boys and girls ages 10 to 17. The facility will operate 24/7, 365 days a year with the average youth stay being 3 to 5 days. Staffing will consist of a minimum of 2 full-time employees but will increase as necessary to maintain a 1 to 3 ratio of staff to children. Light renovation of the building is planned prior to the opening of the facility at the end of June 2023.

STAFF EVALUATION:

Site Plan Review Committee:

See Minutes of February 27, 2023.

Land Use and Zoning:

1. Within the Planned Office and Institutional (PO) Zoning District 'Institutional Residential' is a principal land use permitted as a Conditional Use [per § 550-30B(2)(d)]. 'Institutional Residential' includes limited care facilities, rehabilitation centers, and similar land uses among the allowed uses [per § 550-51F]. The existing 32.5 acre parcel exceeds the requirement of having at least 800 sq. ft. of gross site area per occupant and exceeds the requirement that a minimum of 30% of the gross site area be held as permanent green space [per § 550-51F].

Applicable regulations for 'Institutional Residential' land uses include the following:

- The proposed site shall be located so as to avoid disruption of an established or developing office area. Within the Neighborhood Office (NO) and the Planned Office and Institutional (PO) Districts, institutional residential developments shall be designed so as to maintain the character of the adjacent properties. [per § 550-51F(1)(a)].
 - Shall be located with primary vehicular access on a collector or arterial street [per § 550-51F(1)(b)].
 - No access shall be permitted to a local residential street [per § 550-51F(1)(c)].
 - Applicant shall provide off-street passenger loading area at a minimum of one location within the development [per § 550-51F(1)(d)].
 - All structures shall be located a minimum of 50 feet from any residentially zoned property which does not contain an institutional residential land use [per § 550-51F(1)(e)].
2. The Planned Office and Institutional (PO) Zoning District requires 'Institutional Residential' uses to follow the regulations of the Multifamily Residential – 10 Zoning District [per § 550-30F]. The proposal meets or exceeds all the residential density, intensity, and bulk requirements of the Multifamily Residential – 10 Zoning District [per § 550-27F].
 3. Parking and traffic circulation requirements for the facility will be met by utilizing existing driveways and parking areas. Access to the facility is provided by a driveway from Milford Street.
 4. Lighting of structures, parking areas, and traffic circulation areas will utilize existing lighting fixtures as well as new lighting along the driveway from Milford St. Lighting fixtures existing prior to the effective date of the zoning code are considered legal conforming uses [per § 550-110D(6)].
 5. A required off-street passenger loading area has been designated by the applicant.

WISCONSIN STATUTES:

All Conditional Use Permits are subject to the requirements of Wisconsin Act 67.

Under 2017 Wisconsin Act 67: Section 16. 62.23 (7) (de) Conditional Use Permits.

1. 62.23 (7) (de)(1) In this paragraph:

- a. "Conditional use" means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a city, but does not include a variance.
- b. "Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

2. 62.23 (7) (de)(2)

- a. *If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the city zoning board, the city shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence.*
- b. *The requirements and conditions described under subd. 2. a. must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the city relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The city's decision to approve or deny the permit must be supported by substantial evidence.*

3. 62.23 (7) (de)(3)

Upon receipt of a conditional use permit application and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.

3. 62.23 (7) (de)(4)

Once granted, a conditional use permit shall remain in effect as long as the conditions upon which the permit was issued are followed, but the city may impose conditions such as the permit's duration, transfer, or renewal, in addition to any other conditions specified in the zoning ordinance or by the city zoning board.

4. 62.23 (7) (de)(5)

If a city denies a person's conditional use permit application, the person may appeal the decision to the circuit court under the procedures contained in par. (e) 10.

TO: Plan Commission

DATE: March 13, 2023

SUBJECT: 713 Milford Street, Conditional Use Permit - CUP

SITE DETAILS:

Acres: 32.5

Current Zoning: Planned Office and Institutional

Existing Land Use: Institutional

Future Land Use Designation: Planned Mixed Use & Planned Neighborhood.

BACKGROUND AND APPLICATION DESCRIPTION:

Applicant is seeking approval of a conditional use permit to utilize an existing 6,700 sq ft building to house a Youth Crisis Mental Health Facility. The facility will have 12 beds and provide treatment services for boys and girls ages 10 to 17. The facility will operate 24/7, 365 days a year with the average youth stay being 3 to 5 days. Staffing will consist of a minimum of 2 full-time employees but will increase as necessary to maintain a 1 to 3 ratio of staff to children. Light renovation of the building is planned prior to the opening of the facility at the end of June 2023.

STAFF EVALUATION

Site Plan Review Committee:

See Minutes of February 27, 2023.

Land Use and Zoning:

1. Within the Planned Office and Institutional (PO) Zoning District 'Institutional Residential' is a principal land use permitted as a Conditional Use [per § 550-30B(2)(d)]. 'Institutional Residential' includes limited care facilities, rehabilitation centers, and similar land uses among the allowed uses [per § 550-51F]. The existing 32.5 acre parcel exceeds the requirement of having at least 800 sq. ft. of gross site area per occupant and exceeds the requirement that a minimum of 30% of the gross site area be held as permanent green space [per § 550-51F].

Applicable regulations for 'Institutional Residential' land uses include the following:

- The proposed site shall be located so as to avoid disruption of an established or developing neighborhood. Within the Neighborhood Office (NO) and the Planned Office and Institutional (PO) Districts, institutional residential developments shall be designed so as to maintain the character of the adjacent properties. [per § 550-51F(1)(a)].
 - Shall be located with primary vehicular access on a collector or arterial street [per § 550-51F(1)(b)].
 - No access shall be permitted to a local residential street [per § 550-51F(1)(c)].
 - Applicant shall provide off-street passenger loading area at a minimum of one location within the development [per § 550-51F(1)(d)].
 - All structures shall be located a minimum of 50 feet from any residentially zoned property which does not contain an institutional residential land use [per § 550-51F(1)(e)].
2. The Planned Office and Institutional (PO) Zoning District requires 'Institutional Residential' uses to follow the regulations of the Multifamily Residential – 10 Zoning District [per § 550-30F]. The proposal meets or exceeds all the residential density, intensity, and bulk requirements of the Multifamily Residential – 10 Zoning District [per § 550-27F].
 3. Parking and traffic circulation requirements for the facility will be met by utilizing existing driveways and parking areas. Access to the facility is provided by a driveway from Milford Street.
 4. Lighting of structures, parking areas, and traffic circulation areas will utilize existing lighting fixtures as well as new lighting along the driveway from Milford St. Lighting fixtures existing prior to the effective date of the zoning code are considered legal conforming uses [per § 550-110D(6)].
 5. A required off-street passenger loading area has been designated by the applicant.

WISCONSIN STATUTES:

All Conditional Use Permits are subject to the requirements of Wisconsin Act 67.

Under 2017 Wisconsin Act 67: Section 16. 62.23 (7) (de) Conditional Use Permits.

1. 62.23 (7) (de)(1) In this paragraph:

- a. *"Conditional use" means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a city, but does not include a variance.*
- b. *"Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.*

2. 62.23 (7) (de)(2)

- a. *If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the city zoning board, the city shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence.*
- b. *The requirements and conditions described under subd. 2. a. must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the city relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The city's decision to approve or deny the permit must be supported by substantial evidence.*

3. 62.23 (7) (de)(3)

Upon receipt of a conditional use permit application and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.

3. 62.23 (7) (de)(4)

Once granted, a conditional use permit shall remain in effect as long as the conditions upon which the permit was issued are followed, but the city may impose conditions such as the permit's duration, transfer, or renewal, in addition to any other conditions specified in the zoning ordinance or by the city zoning board.

4. 62.23 (7) (de)(5)

PLAN COMMISSION DECISIONS:

| Institutional Residential Land Use Criteria | Applicant Provided Substantial Evidence | | Opponent Provided Substantial Evidence | | PC Finds Standards Met | |
|--|---|----|--|----|------------------------|----|
| | Yes | No | Yes | No | Yes | No |
| 1. The proposed site shall be located so as to avoid disruption of an established or developing office area. Within the Neighborhood Office (NO) and Planned Office and Institutional (PO) District, institutional residential developments shall be designed so | Yes | No | Yes | No | Yes | No |
| 2. Shall be located with primary vehicular access on a collector or arterial street. | Yes | No | Yes | No | Yes | No |
| 3. No access shall be permitted to a local residential street. | Yes | No | Yes | No | Yes | No |
| 4. Applicant shall provide off-street passenger loading area at a minimum of one location within the development. | Yes | No | Yes | No | Yes | No |
| 5. All structures shall be located a minimum of 50 feet from any residentially zoned property which does not contain an institutional residential land use. | Yes | No | Yes | No | Yes | No |

denies a person’s conditional use permit application, the person may appeal the decision to the circuit court under the procedures contained in par. (e) 10.

If Commission answers “no” to any of the questions, above, the CU permit must be denied. Otherwise, proceed to the conditions of approval.

PLAN COMMISSION OPTIONS:

- The following are possible options for the Plan Commission:
- Deny the Conditional Use Permit, based on failure to provide substantial evidence to meet one or more of the regulatory standards.
 - Approve the Conditional Use Permit without conditions, based on successfully providing substantial evidence of regulatory compliance.
 - Approve the Conditional Use Permit with conditions as identified by the Plan Commission.

ATTACHMENTS:

- Application materials

After a brief offline discussions Mayor McFarland, seeing that a consensus had developed called for a motion.

**Motion to approve without conditions Lampe, Second Talaga
Unanimous by voice vote.**

Mayor McFarland expressed a strong conviction and support for this initiative to support youth in need with this project and noted that the same support was shown by the members of the Commission and community at large.

Mayor McFarland also expressed her thanks to The Foundation and The County for their partnership and valued support.

Mayor McFarland summarized the support of all parties including Fire and Police departments.

C. Pre-application Conference and Concept Plan: Hunter Oaks Planned Unit Development Plan (PUD) General Development Plan (GDP)

Mayor McFarland opened the item and asked Mr. Zirbes to provide the item specifics.

Mr. Zirbes presented the information in the Plan Commission document shown below.

TO: Plan Commission
DATE: March 13, 2023
SUBJECT: Hunter Oaks PUD Pre-Application and Concept Review

Pre-Application and Concept Review for a Planned Unit Development (PUD) requested by John Donovan, agent for Bielinski Homes Inc., Hunter Oaks Subdivision, West Street, Watertown, WI. Parcel PIN(s): 291-0815-0642-005, 291-0815-0642-004, 291-0815-0642-003, 291-0815-0642-006, 291-0815-0642-007, 291-0815-0643-001 & 291-0815-0644-022

SITE DETAILS:

Acres: 58.89
Current Zoning: PUD Overlay
Existing Land Use: Undeveloped

Future Land Use Designation(s): Neighborhood Mixed Use, Multi-Family, Two Family, & Single-Family

BACKGROUND AND APPLICATION DESCRIPTION:

Applicant is seeking review and discussion before the Plan Commission regarding a conceptual Planned Unit Development (PUD). The properties are currently zoned Planned Unit Development (PUD), however, they have no current General Development Plan. The proposal looks to revise a now expired General Development Plan from 2017. The proposal consists of 27 two-family Ranch Style Condominiums, 34 two-family Sabrina Ranch Style condominiums, and 91 single-family home lots. A developer's agreement is also being drafted which will dedicate a neighborhood park and transfer a detention pond to the City.

STAFF EVALAUATION:

Site Plan Review Committee:
See Minutes of March 13, 2023.

Land Use and Zoning:

The proposed PUD General Development Plan is requesting flexibilities to Zoning Standards as allowed under Section § 550-152B of the Zoning Code. For the proposed condominiums, the applicant seeks to reduce the Minimum Lot Area requirements from 4,350 sq. ft. per dwelling unit to 2,600 sq. ft. per dwelling unit and reduce the Minimum Street Yard from 40 ft to 25 ft. For the single-family homes, the applicant seeks to reduce the Minimum Lot Width from 75 ft to 50 ft.

An additional flexibility requested by the applicant is the use of condominium plats for a few areas of the proposed development. Approval of this flexibility would allow multiple principal structures per lot and private streets.

Flexibilities allowed by a Planned Unit Development under Section § 550-152B:

B. Provision of flexible development standards for planned unit developments.

- (1) Permitted location. Planned unit developments shall be permitted with the approval of a Planned Unit Development Overlay Zoning District specific to the approved planned unit development.*
- (2) Flexible development standards. The following exemptions to the development standards of the underlying zoning district may be provided with the approval of a planned unit development:*
 - (a) Land use requirements. All land uses listed as "residential," "institutional" or "commercial" may be permitted within a planned unit development.*
 - (b) Density and intensity requirements. All requirements listed for residential density and nonresidential intensity may be waived within a planned unit development.*
 - (c) Bulk requirements. All residential and nonresidential bulk requirements may be waived within a planned unit development.*
 - (d) Landscaping requirements. All landscaping requirements may be waived within a planned unit development.*
 - (e) Parking and loading requirements. All requirements for off-street parking, traffic circulation, and off-street loading may be waived within a planned unit development.*
 - (f) Drainageway Overlay District requirements. All Drainageway Overlay District requirements may be waived within a planned unit development.*

(3) *Requirements to depict all aspects of development. Only development which is exempt from the required site plan approved by the Common Council as part of the approved planned unit development shall be permitted, even if such development (including all aspects of land use, density and intensity, bulk landscaping, and parking and loading) is otherwise listed as permitted. Requested exemptions from these standards shall be made explicit by the applicant in the application and shall be recommended by the Plan Commission and approved explicitly by the Common Council. If not so requested and approved, such exemptions shall not be permitted. Flexible development standards shall be limited to density and intensity bonuses of no greater than 25% higher than otherwise permitted by the MR-10 District, unless specifically granted by the Common Council, and shall be limited to reductions in bulk, landscaping, parking and loading requirements of no greater than 25% lower than otherwise permitted for the proposed land uses, unless specifically granted by the Common Council.*

Per Sections § 550-152F(3) & § 550-152F(4), the Concept Review step is non-binding:

(3) *At the Plan Commission meeting, the applicant shall engage in an informal discussion with the Plan Commission regarding the conceptual PUD. Appropriate topics for discussion may include the any of the information provided in the PUD concept plan submittal packet or other items as determined by the Plan Commission.*

(4) *Points of discussion and conclusions reached in this stage of the process shall in no way be binding upon the applicant or the City but should be considered as the informal nonbinding basis for proceeding to the next step. The preferred procedure is for one or more iterations of Plan Commission review of the concept plan to occur prior to introduction of the formal petition for rezoning which accompanies the general development plan (GDP) application.*

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

- i. No action required, non-binding discussion.

ATTACHMENTS:

- Application materials.

Mayor McFarland observed that this is a pre-application conference as an opportunity for the Commission members to see the conceptual plans, ask any questions and in short, provide input to the developer in the early stages of the process.

Mayor McFarland introduce Mr. John Donovan of Bielinski Homes Inc.

Mr. Donovan provided a comprehensive overview of the project which included graphics of the stages and an explanation of the land use, lot size, utility considerations, and issues that affect the desirability of the complex.

There was an extensive question and reply session where many aspect of the project were discussed, except for the type of grass seed.

At the end of review, Commission members were very appreciative of the congenial effort by Mr. Donovan and expressed their anticipation for the future action on this development.

Mayor McFarland thanked Mr. Donovan and closed the item as no action was needed.

D. Discussion: Town of Emmet Boundary Agreement

Mayor McFarland opened the item advising that this is a discussion, and no action is required.

Mr. Zirbes provided a summary of the status of the Town Boundary Agreement.

For the next twenty-seven minutes, the members discussed a most convoluted challenge. The members of the Commission will need to come to grips with in the near future in order to resolve this boundary agreement, considering the impact on the existing and future resident's matters, needs of the city, cost options available, and many other weighty items.

Mayor McFarland closed the discussion recommending that Commissioners drive the area to become more familiar with the landscape and stand prepared for this future action.

Mayor McFarland asked for a motion to adjourn.

4. ADJOURNMENT

Motion to Adjourn by Romlein, Second by Lampe

Unanimous approval by Voice Vote

Meeting closed at 5:43 pm

**Respectfully Submitted,
James W. Romlein Sr. PE
Recording Secretary**

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

PLAN COMMISSION
Minutes
March 27, 2023 | 4:30 p.m.

The Plan Commission met on the above date in Room 0041.

The following members were present: Jaynellen Holloway (Director of Public Works/City Engineer) (Acting Chair), Andrew Beyer PE (Deputy City Engineer), Brian Zirbes (Zoning Administrator), Alyse Talaga (Citizen Member), Melissa Lampe (Citizen Member), Nick Krueger (Citizen Member), and James Romlein PE (Recording Secretary)

Others Present: Rick & Sara Knutson, Jerry Keeser, Steve Anders, John Donovan

1. Call to order

2. Approval of Minutes

A Review and take action: Site Plan Review minutes dated March 13, 2023

Motion to approve Krueger, Second Lampe
Unanimous by voice vote

B Review and take action: Plan Commission minutes dated February 13, 2023

Motion to approve Romlein, Second Lampe
Unanimous by voice vote

C Review and take action: Plan Commission minutes dated March 13, 2023

Correction by Holloway, Minutes record Holloway as seconding the motion to adjourn, however Holloway did not attend the meeting.

Action needed to remove Holloway and, with concurrence, replace with Lampe as the Second.

Motion to approve the minutes as revised Lampe, Second Talaga
Unanimous by voice vote

3. Business

A Conduct public hearing: 1400 W. Main Street- Conditional Use Permit (CUP) request for outdoor display and sales of portable sheds under Section 550-33B(2)(e)

Chairperson Holloway opened Item 3 A and announced the matter and invited interested persons to speak:

Chairperson Holloway called for questions or comments - hearing none, closed the public hearing and opened the associated action item 3 B.

B Review and take action: 1400 W. Main Street- Conditional Use Permit (CUP) request for outdoor display and sales of portable sheds under Section 550-33B(2)(e)

Chairperson Holloway asked Admin. Zirbes to present the issue:

TO: Plan Commission
 DATE: March 27, 2023
 SUBJECT: 1400 W Main Street, Conditional Use Permit - CUP

A request by Rick and Sara Knutson, agents for Marten Portable Buildings, for a Conditional Use Permit (CUP) for Outdoor Display. Parcel PIN: 291-0915-3143-001

SITE DETAILS:

Acres: 14.15
 Current Zoning: General Business
 Existing Land Use: Commercial
 Future Land Use Designation: Planned Mixed Use

PLAN COMMISSION
Minutes
March 27, 2023 | 4:30 p.m.

The Plan Commission met on the above date in Room 0041.

The following members were present: Jaynellen Holloway (Director of Public Works/City Engineer) (Acting Chair), Andrew Beyer PE (Deputy City Engineer), Brian Zirbes (Zoning Administrator), Alyse Talaga (Citizen Member), Melissa Lampe (Citizen Member), Nick Krueger (Citizen Member), and James Romlein PE (Recording Secretary)

Others Present: Rick & Sara Knutson, Jerry Keeser, Steve Anders, John Donovan

1. Call to order

2. Approval of Minutes

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Motion to approve Krueger, Second Lampe
Unanimous by voice vote

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Motion to approve Romlein, Second Lampe
Unanimous by voice vote

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Correction by Holloway. Minutes record Holloway as seconding the motion to adjourn, however Holloway did not attend the meeting.

Action needed to remove Holloway and, with concurrence, replace with Lampe as the Second.

Motion to approve the minutes as revised Lampe, Second Talaga
Unanimous by voice vote

3. Business

A Conduct public hearing: 1400 W. Main Street- Conditional Use Permit (CUP) request for outdoor display and sales of portable sheds under Section 550-33B(2)(e)

Chairperson Holloway opened Item 3 A and announced the matter and invited interested persons to speak:

Chairperson Holloway called for questions or comments - hearing none, closed the public hearing and opened the associated action item 3 B.

B Review and take action: 1400 W. Main Street- Conditional Use Permit (CUP) request for outdoor display and sales of portable sheds under Section 550-33B(2)(e)

Chairperson Holloway asked Admin. Zirbes to present the issue:

TO: Plan Commission
DATE: March 27, 2023
SUBJECT: 1400 W Main Street, Conditional Use Permit - CUP

A request by Rick and Sara Knutson, agents for Marten Portable Buildings, for a Conditional Use Permit (CUP) for Outdoor Display. Parcel PIN: 291-0915-3143-001

SITE DETAILS:
Acres: 14.15
Current Zoning: General Business
Existing Land Use: Commercial
Future Land Use Designation: Planned Mixed Use

MEETING OF THE BOARD OF COMMISSIONERS
OF THE WATERTOWN HOUSING AUTHORITY

The Commissioners of the Watertown Housing Authority (WHA) met in regular session at 201 N. Water St., Watertown WI on Thursday, March 16, 2023.

- Call to Order**
The Vice-Chairman, R. Stocks called the meeting to order at 4:00 p.m.
Present: R. Stocks, M. Malmstrom, J. Bear & W. Kehl. Also, present was Secretary T. Kasten.
Absent: J. Braughler
- Agenda Review**
The Commissioners approved the agenda as presented.
- Tenant/Citizen Comments**
Resident Commissioner M. Malmstrom informed the commissioners of the social events that have taken place at the Johnson Arms building.
- Approval of Minutes**
A motion to accept the minutes of the regular meeting held on Thursday, January 19, 2023, was made by M. Malmstrom and seconded by J. Bear. The motion carried.
- Approval of Monthly Expenditures and Financial Report**
A motion to accept the payment of bills which included checks (#22800-22845) and ACH debit transactions from 1/14/2023-3/10/2023 totaling \$138,583.88 was made by J. Bear and seconded by M. Malmstrom. The motion carried. January and February 2023 financials were discussed and will be placed on record, subject to audit.
- Review and possible action on Emotion Support Animal Policy**
T. Kasten presented to the board a draft copy of the Service/Assistance/Emotional Support Animal Policy. This policy has gotten the approval from our attorney. After a discussion, a motion to accept the Service/Assistance/Emotional Support Animal Policy was made by J. Bear and seconded by M. Malmstrom and on a roll call was adopted with the following vote:

| | AYES | NAYS | ABSENT |
|-----------|------|------|--------|
| Bear | X | | |
| Braughler | | | X |
| Kehl | X | | |
| Malmstrom | X | | |
| Stocks | X | | |

The motion carried.

- Review and possible action on the Admissions & Continued Occupancy Policy (ACOP)**
T. Kasten presented Section II, sub-chapters 1-3 of the proposed ACOP. After a discussion, a motion to accept Section II, Eligibility Determination and Denial of Assistance, sub-chapters 1-3 was made by M. Malmstrom and seconded by W. Kehl.
- Executive Director’s Report**
Public Housing Overview
 - T. Kasten informed the commissioners that all recertifications have been completed for the Johnson Arms building tenants. March rental income will see a 9% increase due to the recertifications.

- HUD has developed a web portal for directors and accountants to submit their housing authority documentation that is needed to complete the operating subsidy application. For the 2023 calendar year we are applying for \$38,366.
- T. Kasten has completed the request form to take our 5-bdrm unit offline while modernization work is being done. This is allowable per HUD and doing this will help our monthly vacancy score.
- For reasons beyond our control, 3 applicants have denied renting our vacant units.
- The Milwaukee HUD field office has reorganized their staff. As a result of this we were assigned a new project manager specialist, Rich.
- Wisconsin Association of Housing Authorities (WAHA) is in charge of hosting the annual NAHRO/NCRC conference. As a member of that board, I have been involved with the planning process. The conference takes place April 18-20th in LaCrosse.

Occupancy Update

- **Johnson Arms** – T. Kasten reported we have 3 vacant units; 2 are ready to be rented and the other one is in unit turnaround time.
- There are 2 cases of bedbugs currently being treated.
- Average rent is \$347, and we have 10 tenants paying the flat rent of \$550.
- **Family Sites** – T. Kasten reported the only vacant unit is the 5-bdrm unit.
- The average rent for our family units is:
 - 2-bdrm is \$529 with 3 tenants paying the flat rent of \$650
 - 3-bdrm is \$601 with 3 at the flat rent of \$916
 - 4-bdrm is \$616 with 2 at the flat rent of \$962
 - 5-bdrm is vacant
- T. Kasten reported a tenant is behind in rent, water utility and has not moved their abandoned vehicle. A 30-day was served and expires tonight.
- Another tenant was served a 5-day for outstanding rent and water utility.

Maintenance/Systems Overview

- Work Orders are completed in a timely manner when parts are available. There have been approximately 19 non-emergency work orders completed since we last met.
- After Hour Calls: 6 – all were tags not being put out or taken off.
- **Future Possible Agenda Items**
 - ACOP – review and approve Section 3-Waiting List & Tenant Selection, sub-chapters 1-4
- **Next Meeting Date/Time**
 - The Board of Commissioners next regular session will be on Thursday, May 18, 2023 at 4:00 pm.
- **Adjournment**
 - Being no further regular meeting business to come before the Board, a motion to adjourn the meeting was made by J. Bear and seconded by M. Malmstrom. The motion carried and the meeting was adjourned at 5:40 pm.

Tammy Kasten

Secretary

Chairperson

(DISCLAIMER: These minutes are uncorrected, and any corrections made to them will be noted in the proceedings at which these minutes are approved.)

**PLAN COMMISSION
Minutes
March 27, 2023 | 4:30 p.m.**

Section 7, Item C.

The Plan Commission met on the above date in Room 0041.

The following members were present: Jaynellen Holloway (Director of Public Works/City Engineer) (Acting Chair), Andrew Beyer PE (Deputy City Engineer), Brian Zirbes (Zoning Administrator), Alyse Talaga (Citizen Member), Melissa Lampe (Citizen Member), Nick Krueger (Citizen Member), and James Romlein PE (Recording Secretary)

Others Present: Rick & Sara Knutson, Jerry Keeser, Steve Anders, John Donovan

1. Call to order

2. Approval of Minutes

A Review and take action: Site Plan Review minutes dated March 13, 2023

**Motion to approve Krueger, Second Lampe
Unanimous by voice vote**

B Review and take action: Plan Commission minutes dated February 13, 2023

**Motion to approve Romlein, Second Lampe
Unanimous by voice vote**

C Review and take action: Plan Commission minutes dated March 13, 2023

Correction by Holloway, Minutes record Holloway as seconding the motion to adjourn, however Holloway did not attend the meeting.

Action needed to remove Holloway and, with concurrence, replace with Lampe as the Second.

**Motion to approve the minutes as revised Lampe, Second Talaga
Unanimous by voice vote**

3. Business

A Conduct public hearing: 1400 W. Main Street- Conditional Use Permit (CUP) request for outdoor display and sales of portable sheds under Section 550-33B(2)(e)

Chairperson Holloway opened Item 3 A and announced the matter and invited interested persons to speak:

Chairperson Holloway called for questions or comments - hearing none, closed the public hearing and opened the associated action item 3 B.

B Review and take action: 1400 W. Main Street- Conditional Use Permit (CUP) request for outdoor display and sales of portable sheds under Section 550-33B(2)(e)

Chairperson Holloway asked Admin. Zirbes to present the issue:

TO: Plan Commission
DATE: March 27, 2023
SUBJECT: 1400 W Main Street, Conditional Use Permit - CUP

A request by Rick and Sara Knutson, agents for Marten Portable Buildings, for a Conditional Use Permit (CUP) for Outdoor Display. Parcel PIN: 291-0915-3143-001

SITE DETAILS:

Acres: 14.15
Current Zoning: General Business
Existing Land Use: Commercial
Future Land Use Designation: Planned Mixed Use

BACKGROUND AND APPLICATION DESCRIPTION:

The applicant is seeking approval of a conditional use permit for Outdoor Display for a storage shed display and sales area on a portion of the Farm and Fleet Property. The dimensions of the Outdoor Display area will be approximately 111' x 213' (23,643 sq ft) and be located in the southeast corner of the Farm and Fleet Property. The storage sheds will be displayed year-round and there will be between 15 and 25 sheds on display at any given time.

STAFF EVALUATION:

Site Plan Review Committee:

See Minutes of March 27, 2023.

Land Use and Zoning:

1. Within the General Business (GB) Zoning District 'Outdoor Display' is a principal land use permitted as a Conditional Use [per § 550-33B(2)(e)]. 'Outdoor Display' includes all land uses which conduct sales or display sales outside of an enclosed building. The applicant has defined an area for outdoor sales on the site plan within which all displayed materials will be kept [per § 550-52D].

Applicable regulations for 'Outdoor Display' land uses include the following: [per § 550-52D(1)]

- The display of items shall not be permitted in permanently protected green space areas, required landscaped areas, or required bufferyards.
 - The display of items shall not be permitted within required setback areas for the principal structure.
 - In no event shall the display of items reduce or inhibit the use or number of parking stalls provided on the property below the requirement established by the provisions of § 550-107. If the number of provided parking stalls on the property is already less than the requirement, such display area shall not further reduce the number of parking stalls already present.
 - Display areas shall be separated from any vehicular parking or circulation area by a minimum of 10 feet. This separation shall be clearly delimited by a physical separation such as a greenway, curb, fence or line of planters, or by a clearly marked paved area.
 - Signs, screening, enclosures, landscaping or materials being displayed shall not interfere in any manner with either on-site or off-site traffic visibility, including potential traffic/traffic and traffic/pedestrian conflicts.
 - Outdoor display shall be permitted during the entire calendar year; however, if goods are removed from the display area, all support fixtures used to display the goods shall be removed within 10 calendar days of the goods' removal.
 - Inoperative vehicles or equipment, or other items typically stored or displayed in a junkyard or salvage yard, shall not be displayed for this land use.
 - Facility shall provide a bufferyard with a minimum opacity of 0.60 along all borders of the display area abutting residentially zoned property, except per Subsection D(1)(e) above (see § 550-99).
2. Parking requirements of one space per 300 square feet of gross floor area will be met by utilizing the adjacent parking lots on the property [per § 550-52D(2)].
 3. Lighting for the site will utilize lights from the adjacent parking areas.

WISCONSIN STATUTES:

All Conditional Use Permits are subject to the requirements of Wisconsin Act 67.

Under 2017 Wisconsin Act 67: Section 16. 62.23 (7) (de) Conditional Use Permits.

1. 62.23 (7) (de)(1) In this paragraph:

- a. "Conditional use" means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a city, but does not include a variance.
- b. "Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

1. 62.23 (7) (de)(2)

- a. If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed

the city zoning board, the city shall grant the conditional use permit imposed must be related to the purpose of the ordinance and be based on substantial evidence.

b. The requirements and conditions described under subd. 2. a. must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the city relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The city's decision to approve or deny the permit must be supported by substantial evidence.

a. 62.23 (7) (de)(3)

Upon receipt of a conditional use permit application and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.

a. 62.23 (7) (de)(4)

Once granted, a conditional use permit shall remain in effect as long as the conditions upon which the permit was issued are followed, but the city may impose conditions such as the permit's duration, transfer, or renewal, in addition to any other conditions specified in the zoning ordinance or by the city zoning board.

b. 62.23 (7) (de)(5)

If a city denies a person's conditional use permit application, the person may appeal the decision to the circuit court under the procedures contained in par. (e) 10.

PLAN COMMISSION DECISIONS:

| Outdoor Storage Land Use Criteria | Applicant Provided Substantial Evidence | | Opponent Provided Substantial Evidence | | PC Finds Standards Met | |
|---|--|----|---|----|---------------------------|----|
| | Yes | No | Yes | No | Yes | No |
| 1.The display of items shall not be permitted in permanently protected green space areas, required landscaped areas, or required bufferyards. | Yes | No | Yes | No | Yes | No |
| 2.The display of items shall not be permitted within required setback areas for the principal structure. | Yes | No | Yes | No | Yes | No |
| 3.In no event shall the display of items reduce or inhibit the use or number of parking stalls provided on the property below the requirement established by the provisions of § 550-107. If the number of provided parking stalls on the property is already less than the requirement, such display area shall not further reduce the number of parking stalls already present. | Yes | No | Yes | No | Yes | No |
| 4.Display areas shall be separated from any vehicular parking or circulation area by a minimum of 10 feet. This separation shall be clearly delimited by a physical separation such as a greenway, curb, fence or line of planters, or by a clearly marked paved area. | Yes | No | Yes | No | Yes | No |
| 5.Signs, screening, enclosures, landscaping or materials being displayed shall not interfere in any manner with either on-site or off-site traffic visibility, including potential traffic/traffic and traffic/pedestrian conflicts. | Yes | No | Yes | No | Yes | No |
| 6.Outdoor display shall be permitted during the entire calendar year; however, if goods are removed from the display area, all support fixtures used to display the goods shall be removed within 10 calendar days of the goods' removal. | Yes | No | Yes | No | Yes | No |

| | | | | | | |
|--|-----|----|-----|----|-----|----|
| 7. Inoperative vehicles or equipment, or other items typically stored or displayed in a junkyard or salvage yard, shall not be displayed for this land use. | Yes | No | Yes | No | Yes | No |
| 8. Facility shall provide a bufferyard with a minimum opacity of 0.60 along all borders of the display area abutting residentially zoned property, except per Subsection D(1)(e) above (see § 550-99). | Yes | No | Yes | No | Yes | No |

If Plan Commission answers "no" to any of the questions, above, the CU permit must be denied. Otherwise, proceed to the conditions of approval.

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

1. Deny the Conditional Use Permit, based on failure to provide substantial evidence to meet one or more of the regulatory standards.
2. **Approve the Conditional Use Permit without conditions, based on successfully providing substantial evidence of regulatory compliance.**
3. Approve the Conditional Use Permit with conditions as identified by the Plan Commission.

Holloway and Lampe initiated a brief discussion to confirm several issues to which Ms. Sara Knutson and Zirbes provided confirmation

Romlein - All conditions met? Zirbes Yes.

**Motion by Romlein to approve without conditions, Second by Krueger
Unanimous Approval by voice vote.**

C Conduct public hearing: 701 S. Church Street- Conditional Use Permit (CUP) request for outdoor display and sales of portable sheds under Section 550-33B(2)(e)

Chairperson Holloway opened Item 3 C and announced the matter and invited interested persons to speak:

Chairperson Holloway called for questions or comments - hearing none, closed the public hearing and opened the associated action item 3 D.

D Review and take action: 701 S. Church Street- Conditional Use Permit (CUP) request for outdoor display and sales of portable sheds under Section 550-33B(2)(e)

Chairperson Holloway opened Item 3 D and asked Admin. Zirbes to present the issue:

TO: Plan Commission

DATE: March 27, 2023

SUBJECT: 701 S Church Street, Conditional Use Permit - CUP

A request by Secure Storage of Watertown LLC for a Conditional Use Permit (CUP) for Outdoor Display. Parcel PIN: 291-0815-0431-052

SITE DETAILS:

Acres: 7.88

Current Zoning: General Business

Existing Land Use: Commercial

Future Land Use Designation: Central Mixed Use

BACKGROUND AND APPLICATION DESCRIPTION:

The applicant is seeking approval of a conditional use permit for Outdoor Display for a storage shed display and sales area on a portion of the Secure Storage of Watertown property. The Outdoor Display area will be approximately 7,200 sq ft and be located in the northwest corner of the property. The storage sheds will be displayed year-round and there will be between 10 and 12 sheds on display at any given time. Pavement markings will be installed to delineate the display areas from the vehicular parking and circulation areas. Hours of operation will be 9am to 5pm Monday thru Friday and 9am to 1pm on Saturdays.

STAFF EVALUATION:

Site Plan Review Committee:
See Minutes of March 27, 2023.

Land Use and Zoning:

4. Within the General Business (GB) Zoning District 'Outdoor Display' is a principal land use permitted as a Conditional Use [per § 550-33B(2)(e)]. 'Outdoor Display' includes all land uses which conduct sales or display sales outside of an enclosed building. The applicant has defined an area for outdoor sales on the site plan within which all displayed materials will be kept [per § 550-52D].

Applicable regulations for 'Outdoor Display' land uses include the following: [per § 550-52D(1)]

- The display of items shall not be permitted in permanently protected green space areas, required landscaped areas, or required bufferyards.
 - The display of items shall not be permitted within required setback areas for the principal structure.
 - In no event shall the display of items reduce or inhibit the use or number of parking stalls provided on the property below the requirement established by the provisions of § 550-107. If the number of provided parking stalls on the property is already less than the requirement, such display area shall not further reduce the number of parking stalls already present.
 - Display areas shall be separated from any vehicular parking or circulation area by a minimum of 10 feet. This separation shall be clearly delimited by a physical separation such as a greenway, curb, fence or line of planters, or by a clearly marked paved area.
 - Signs, screening, enclosures, landscaping or materials being displayed shall not interfere in any manner with either on-site or off-site traffic visibility, including potential traffic/traffic and traffic/pedestrian conflicts.
 - Outdoor display shall be permitted during the entire calendar year; however, if goods are removed from the display area, all support fixtures used to display the goods shall be removed within 10 calendar days of the goods' removal.
 - Inoperative vehicles or equipment, or other items typically stored or displayed in a junkyard or salvage yard, shall not be displayed for this land use.
 - Facility shall provide a bufferyard with a minimum opacity of 0.60 along all borders of the display area abutting residentially zoned property, except per Subsection D(1)(e) above (see § 550-99).
5. Parking requirements of one space per 300 square feet of gross floor area will be met by utilizing the adjacent parking lots on the property [per § 550-52D(2)].
 6. Lighting for the site will utilizes lights from the adjacent parking areas.

WISCONSIN STATUTES:

All Conditional Use Permits are subject to the requirements of Wisconsin Act 67.

Under 2017 Wisconsin Act 67: Section 16. 62.23 (7) (de) Conditional Use Permits.

1. 62.23 (7) (de)(1) In this paragraph:

- a. "Conditional use" means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a city, but does not include a variance.*
- b. "Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.*

ii. 62.23 (7) (de)(2)

- a. If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the city zoning board, the city shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence.*
- b. The requirements and conditions described under subd. 2. a. must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the city relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The city's decision to approve or deny the permit must be supported by substantial evidence.*

iii.62.23 (7) (de)(3)

Upon receipt of a conditional use permit application and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.

iii.62.23 (7) (de)(4)

Once granted, a conditional use permit shall remain in effect as long as the conditions upon which the permit was issued are followed, but the city may impose conditions such as the permit's duration, transfer, or renewal, in addition to any other conditions specified in the zoning ordinance or by the city zoning board.

iv. 62.23 (7) (de)(5)

If a city denies a person's conditional use permit application, the person may appeal the decision to the circuit court under the procedures contained in par. (e) 10.

PLAN COMMISSION DECISIONS:

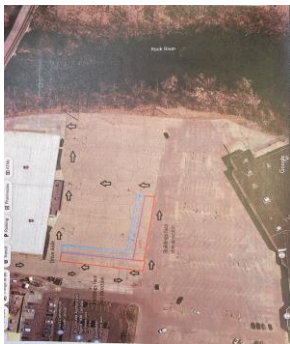
| Outdoor Storage Land Use Criteria | Applicant Provided Substantial Evidence | | Opponent Provided Substantial Evidence | | PC Finds Standards Met | |
|---|--|----|---|----|---------------------------|----|
| 1.The display of items shall not be permitted in permanently protected green space areas, required landscaped areas, or required bufferyards. | Yes | No | Yes | No | Yes | No |
| 2.The display of items shall not be permitted within required setback areas for the principal structure. | Yes | No | Yes | No | Yes | No |
| 3.In no event shall the display of items reduce or inhibit the use or number of parking stalls provided on the property below the requirement established by the provisions of § 550-107. If the number of provided parking stalls on the property is already less than the requirement, such display area shall not further reduce the number of parking stalls already present. | Yes | No | Yes | No | Yes | No |
| 4.Display areas shall be separated from any vehicular parking or circulation area by a minimum of 10 feet. This separation shall be clearly delimited by a physical separation such as a greenway, curb, fence or line of planters, or by a clearly marked paved area. | Yes | No | Yes | No | Yes | No |
| 5.Signs, screening, enclosures, landscaping or materials being displayed shall not interfere in any manner with either on-site or off-site traffic visibility, including potential traffic/traffic and traffic/pedestrian conflicts. | Yes | No | Yes | No | Yes | No |
| 6.Outdoor display shall be permitted during the entire calendar year; however, if goods are removed from the display area, all support fixtures used to display the goods shall be removed within 10 calendar days of the goods' removal. | Yes | No | Yes | No | Yes | No |
| 7.Inoperative vehicles or equipment, or other items typically stored or displayed in a junkyard or salvage yard, shall not be displayed for this land use. | Yes | No | Yes | No | Yes | No |
| 8.Facility shall provide a bufferyard with a minimum opacity of 0.60 along all borders of the display area abutting residentially zoned property, except per Subsection D(1)(e) above (see § 550-99). | Yes | No | Yes | No | Yes | No |

If Plan Commission answers "no" to any of the questions, above, the CU permit must be denied. Otherwise, proceed to the conditions of approval.

PLAN COMMISSION OPTIONS:

- The following are possible options for the Plan Commission:
4. Deny the Conditional Use Permit, based on failure to provide substantial evidence to meet one or more of the regulatory standards.
 5. **Approve the Conditional Use Permit without conditions, based on successfully providing substantial evidence of regulatory compliance.**
 6. Approve the Conditional Use Permit with conditions as identified by the Plan Commission.

Lampe initiated a brief discussion on the orderly arrangement of property objects in the public vista.



Lampe asked a question on the perpetuity of conditions within a CUP. Holloway and Zirbes provided the information.

Applicant provided a picture of the area in question to assist the discussion.

The petitioner and commission members also discussed other security concerns and related issues which are not detailed in these minutes.

The petitioner agreed to provide security capabilities and will coordinate with the appropriate Municipal entities. This action is not a condition of the CPU, it is a pledge by the participant.

Motion by Krueger to approve without conditions, Second Talaga
Unanimous by voice vote

E Review public hearing comments and make recommendation to Common Council: 713 Milford Street - rezoning request for a portion of the property from SR-4, Single-Family Residential to PO, Planned Office and Institutional

Chairperson Holloway opened Item 3 E and asked Admin. Zirbes to present the issue:

TO: Plan Commission
DATE: March 27, 2023
SUBJECT: Recommendation to Council – 713 Milford St Street Rezoning

A rezoning requested by Hoffman Matz LLC to change the zoning on a portion of a parcel located at 713 Milford Street from Single-Family Residential Zoning to Planned Office and Institutional Zoning. Parcel PIN: 291-0815-0813-000

SITE DETAILS:

Acres: 32.54
Current Zoning: Planned Office and Institutional & Single-Family Residential
Existing Land Use: Institutional
Future Land Use Designation: Planned Neighborhood & Planned Mixed Use

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to change the zoning designation of a strip of land along the northern edge of the property from Single-Family Residential Zoning to Planned Office and Institutional Zoning. The purpose of the rezoning is to align the Planned Office and Institutional Zoning District boundary with the north property line. The property line changed due to a Certified Survey Map adopted last year. The rezoning would put the entire parcel under the Planned Office and Institutional Zoning District.

STAFF EVALUATION:

Land Use and Zoning:

Nearby Future Land Use designations include Planned Neighborhood to the north and Planned Mixed Use to the south. The parcel itself exists partially in both the Planned Neighborhood & Planned Mixed Use Future Land Use Categories.

Nearby Zoning includes Single-Family Residential Zoning to the north and Planned Office and Institutional Zoning to the south.

Zoning Code

The zoning code requires the Plan Commission to review rezoning requests and make a recommendation to the Common Council.

Per Section § 550-141G:

G. Review and recommendation by the Plan Commission. The Common Council shall not make an amendment to the Official Zoning Map without allowing for a recommendation from the Plan Commission per the provisions of this subsection.

- (1)** Within 60 days after the public hearing (or within an extension of said period requested in writing by the applicant and granted by the Plan Commission), the Plan Commission shall make a written report to the Common Council stating its findings regarding Subsection **D** above and its recommendations regarding the application as a whole. Said report shall include a formal finding of facts developed and approved by the Plan Commission concerning the requirements of Subsection **D(3)(a)** through **(c)**.
- (2)** If the Plan Commission fails to make a report within 60 days after the filing of said complete application [and in the absence of an applicant-approved extension per Subsection **G(1)** above], then the Common Council may act on the application within 30 days after the expiration of said sixty-day period. Failure to receive said written report from the Plan Commission per Subsection **G(1)** above shall not invalidate the proceedings or actions of the Common Council.
- (3)** If the Plan Commission recommends approval of an application, it shall state in the minutes or in a subsequently issued written decision its conclusion and any finding of facts supporting its conclusion as to the following: that the potential public benefits of the proposed amendment outweigh any and all potential adverse impacts of the proposed amendment, as identified in Subsection **D(3)(a)** through **(c)** above, after taking into consideration the proposal by the applicant

PUBLIC HEARING COMMENT:

Public comments from the March 21, 2023 Public Hearing before the Common Council, if any, are attached.

OPTIONS:

The following are possible options for the Plan Commission:

- 1. Negative recommendation of the Rezoning to Common Council.
- 2. Positive recommendation of Rezoning to Common Council.**
- 3. Positive recommendation of the Rezoning to Common Council, with conditions identified by the Plan Commission.

**Motion by Lampe to approve with a positive recommendation to Council, Second Krueger
Unanimous by voice vote**

F Review public hearing comments and make recommendation: 407 S. Washington Street rezoning request from TR-6, Two Family Residential to CB, Central Business

Chairperson Holloway opened Item 3 F and asked Admin. Zirbes to present the issue:

TO: Plan Commission
DATE: March 27, 2023
SUBJECT: Recommendation to Council - 407 S Washington Street Rezoning

A rezoning requested by Jerome Keeser to change the zoning on a portion of a parcel located at 407 S Washington Street from Two Family Residential Zoning to Central Business District Zoning. Parcel PIN: 291-0815-0424-059

SITE DETAILS:

Acres: 0.32
Current Zoning: Two-Family Residential
Existing Land Use: Single Family Residential & Commercial
Future Land Use Designation: Two-Family Residential

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to change the zoning designation of the eastern 6,514 sq ft of the parcel from Two-Family Residential Zoning to Central Business District Zoning. A Plan

Amendment and Certified Survey Map related to the rezoning are also pending. This re will run concurrently with the Comprehensive Plan Amendment. The parcel cannot be rezoned without adoption of the associated Comprehensive Plan Amendment.

STAFF EVALUATION:

Land Use and Zoning:

Nearby Future Land Use designations include Central Mixed Use directly adjacent to the south, as well as, across the street to the east and to the north. Two-Family Residential Future Land Use exists to the west.

Nearby Zoning includes Central Business District Zoning directly adjacent to the south, Neighborhood Business Zoning directly adjacent to the north, and Central Business District Zoning with a Planned Unit Development Overlay across the street to the east. Two-Family Residential Zoning exists to the west.

Zoning Code

The zoning code requires the Plan Commission to review rezoning requests and make a recommendation to the Common Council.

Per Section § 550-141G:

G. Review and recommendation by the Plan Commission. *The Common Council shall not make an amendment to the Official Zoning Map without allowing for a recommendation from the Plan Commission per the provisions of this subsection.*

(1) *Within 60 days after the public hearing (or within an extension of said period requested in writing by the applicant and granted by the Plan Commission), the Plan Commission shall make a written report to the Common Council stating its findings regarding Subsection D above and its recommendations regarding the application as a whole. Said report shall include a formal finding of facts developed and approved by the Plan Commission concerning the requirements of Subsection D(3)(a) through (c).*

(2) *If the Plan Commission fails to make a report within 60 days after the filing of said complete application [and in the absence of an applicant-approved extension per Subsection G(1) above], then the Common Council may act on the application within 30 days after the expiration of said sixty-day period. Failure to receive said written report from the Plan Commission per Subsection G(1) above shall not invalidate the proceedings or actions of the Common Council.*

(3) *If the Plan Commission recommends approval of an application, it shall state in the minutes or in a subsequently issued written decision its conclusion and any finding of facts supporting its conclusion as to the following: that the potential public benefits of the proposed amendment outweigh any and all potential adverse impacts of the proposed amendment, as identified in Subsection D(3)(a) through (c) above, after taking into consideration the proposal by the applicant*

PUBLIC HEARING COMMENT:

Public comments from the March 21, 2023 Public Hearing before the Common Council, if any, are attached.

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

1. Negative recommendation of the Rezoning to Common Council.
2. Positive recommendation of Rezoning to Common Council.
3. **Positive recommendation of the Rezoning to Common Council, with conditions identified by the Plan Commission.**

Chairperson Holloway called for comments:

Motion by Lampe to approve.

Zirbes recommended a Positive recommendation of the Rezoning to Common Council, with conditions identified by the Plan Amendment.

Lampe moved for approval as recommended, Second by Krueger

Unanimous by voice vote

G Review public hearing comments and make recommendation: 407 S. Washington Street Comprehensive Plan Amendment.

TO: Plan Commission
DATE: March 27th, 2023
SUBJECT: Recommendation to Council - 407 S Washington Street Comprehensive Plan Amendment

A Comprehensive Plan Amendment requested by Jerome Keeser to change the Future Land Use designation on a portion of parcel located at 407 S Washington Street. Parcel PIN: 291-0815-0424-059

SITE DETAILS:

Acres: 0.32

Current Zoning: Two-Family Residential

Existing Land Use: Single Family Residential & Commercial

Future Land Use Designation: Two-Family Residential

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to change the Future Land Use designation of the eastern 6,514 sq ft of the parcel from Two-Family Residential to Central Mixed Use. A rezoning and Certified Survey Map related to the Comprehensive Plan Amendment are also pending. This Comprehensive Plan Amendment will run concurrently with the rezoning. The parcel cannot be rezoned without adoption of the associated Comprehensive Plan Amendment.

STAFF EVALUATION:

Land Use and Zoning:

Nearby Future Land Use designations include Central Mixed Use directly adjacent to the south, as well as, across the street to the east and to the north. Two-Family Residential Future Land Use exists to the west.

Nearby Zoning includes Central Business District Zoning directly adjacent to the south, Neighborhood Business Zoning directly adjacent to the north, and Central Business District Zoning with a Planned Unit Development Overlay across the street to the east. Two-Family Residential Zoning exists to the west.

Wisconsin Statutes

Per the Wisconsin Statutes it is the role of the Plan Commission to prepare a Comprehensive Plan Amendment and recommend the amendment to Council.

Per Wis. Stat. § 66.1001(4)(b):

*(b) The plan commission or other body of a local governmental unit that is authorized to prepare or amend a comprehensive plan **may** recommend the adoption or amendment of a comprehensive plan only by adopting a resolution by a majority vote of the entire commission. The vote shall be recorded in the official minutes of the plan commission or other body. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of a comprehensive plan.*

Comprehensive Plan Goals, Objectives, and General Policies:

The 2019 Watertown Comprehensive Plan includes goals, objectives, and general policies for the Plan Commission to consider when reviewing Comprehensive Plan amendments.

Land Use Goals, Objectives, and General Policies

Goal:

- i. Promote a future land use pattern that is harmonious with the natural landscape, features visually attractive development, and is economically viable.*

Objectives:

- 1. Ensure that a desirable balance and distribution of land uses is achieved.*
- 2. Maintain high standards in the Zoning Ordinance for buildings, landscaping, signage, building materials, and parking lots.*
- 3. Ensure that conflicts between neighboring land uses are minimized with logical land use transitions and bufferyards.*
- 4. Utilize existing public facilities to serve new development whenever possible.*
- 5. Coordinate land development with transportation system improvements.*

6. *Encourage City landowners to open up suitable undeveloped areas development as the need arises.*

Policies:

- i. *Prioritize infill and redevelopment opportunities, especially downtown and along the river, before new greenfield development along the City's boundaries.*
- ii. *Direct new housing development in locations with convenient access to commercial and recreational facilities, transportation systems, schools, employment opportunities, and other necessary facilities and services.*
- iii. *Require all new development within Watertown's long-term growth area to be served with the full array of municipal services (e.g. sanitary sewer, storm sewer, municipal water, police, fire, etc.) unless covered by an intergovernmental agreement.*
- iv. *Encourage the strengthening of existing neighborhoods through maintenance of the existing housing stock, creative reuse of vacant or under-utilized buildings, and infill on vacant parcels.*
- v. *Require all proposed residential developments to dedicate land, or pay a fee in lieu thereof, for public park, recreation, and open space acquisition and development.*
- vi. *Strive for compatibility of adjacent land uses by requiring site plan review for all multi-family residential, commercial, office, industrial, recreational, and institutional land uses.*
- vii. *Buffer incompatible land uses from each other through the strategic use of plant materials, decorative fences, walls, or berms.*
- viii. *Require new development and redevelopment projects to include high quality building design, landscaping, stormwater best management practices, and signage and to meet at least the minimum landscaping and performance standards as codified in the City's Zoning Ordinance.*
- ix. *Encourage that new residential development within the Planned Neighborhood designation comply with the City's historic housing mix. The desired mix of residential uses in any neighborhood should be mostly single-family (approximately 50 percent), generally with no more than 20 percent of dwelling units being duplex units and not more than 30 percent being multi-family units.*
- x. *Require detailed development plans that include: (1) proposed land use pattern of the area; (2) recommended zoning for the area; (3) recommended lot pattern; (4) location of necessary municipal utilities; (5) locations of parks, open space, and civic or institutional buildings; (6) proposed street system that will serve the area; and (7) a development phasing timetable so the City can coordinate capital improvements with the development of the area.*
- xi. *Factor public health into the site plan review process through the addition of specific criteria in which new development, redevelopment, and infill development must be addressed in order to integrate land use planning, transportation, and public health.*
- xii. *Work with Jefferson and Dodge Counties, in addition to all surrounding Townships on future land use planning within the City's Extraterritorial Jurisdiction to promote intergovernmental cooperation and a unified future planning of development and services. Seek intergovernmental agreements with all surrounding Townships.*
- xiii. *Reevaluate the City's supply and demand for industrial land every 5 years.*
- xiv. *Develop detailed neighborhood plans for the Bethesda campus between Milford Street and the Rock River in order to foster high-quality and well-planned future development.*

PUBLIC HEARING COMMENT:

Public comments at the March 21, 2023 Public Hearing before the Common Council, if any, are attached.

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

- i. Negative recommendation of the Comprehensive Plan Amendment to Common Council.
- ii. Positive recommendation of Comprehensive Plan Amendment to Common Council.
- iii. Positive recommendation of the Comprehensive Plan Amendment to Common Council, with conditions identified by the Plan Commission

Chairperson Holloway asked if any conditions should be incorporated in the motion.

Zirbes advised that the motion should include the condition that the associated rezoning action be approved.

**Motion by Lampe to approve as recommended, Second by Krueger
Unanimous by voice vote.**

H Review and take action: 407 S. Washington Street Certified Survey Map (CSM)

Chairperson Holloway opened Item 3 H and asked Admin. Zirbes to present the issue:

TO: Plan Commission
DATE: March 27th, 2023
SUBJECT: 407 S Washington Street - Preliminary Certified Survey Map

A Certified Survey Map (CSM) requested by Jerome Keeser to split a parcel located at 407 S Washington Street. Parcel PIN: 291-0815-0424-059

SITE DETAILS:

Acres: 0.32
Current Zoning: Two-Family Residential
Existing Land Use: Single Family Residential & Commercial
Future Land Use Designation: Two-Family Residential

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to create a two lot Certified Survey Map. Lot 1 will consist of the western 8,051 sq ft of the current parcel and Lot 2 will consist of the eastern 6,514 sq ft of that parcel. A Comprehensive Plan Amendment and rezoning related to this CSM are also pending.

STAFF EVALUATION:

There are no right-of-way issues, the preliminary CSM divides an existing platted lot. The parcel is not within the Airport Approach Protection Zone. If approved, this CSM must be adopted concurrently with the pending Comprehensive Plan Amendment and rezoning.

PLAN COMMISSION OPTIONS:

The following possible options for the Plan Commission:

1. Deny the preliminary CSM.
2. Approve the preliminary CSM without conditions.
3. Approve the preliminary CSM on the condition that the related Comprehensive Plan Amendment and rezoning are approved by the Common Council.
4. Approve the preliminary CSM with other conditions as identified by the City of Watertown Plan Commission.

Chairperson Holloway asked for discussion or a motion. Hearing no discussion, asked for a motion to approve on the condition that the related Comprehensive Plan Amendment and rezoning are approved by the Common Council.

**Motion by Romlein to approve as requested, Second by Lampe
Unanimous by voice vote.**

I Initial review and schedule public hearing: Hunter Oaks Planned Unit Development Plan (PUD) General Development Plan (GDP)

Chairperson Holloway opened Item 3 and asked Admin. Zirbes to present the issue:

TO: Plan Commission
DATE: March 27, 2023
SUBJECT: Hunter Oaks PUD Initial Review and Set Public Hearing Date

Initial Review and Setting of a Public Hearing Date for a Planned Unit Development (PUD) General Development Plan (GDP) requested by John Donovan, agent for Bielinski Homes Inc., Hunter Oaks Subdivision, West Street, Watertown, WI. Parcel PIN(s): 291-0815-0642-005, 291-0815-0642-004, 291-0815-0642-003, 291-0815-0642-006, 291-0815-0642-007, 291-0815-0643-001 & [291-0815-0644-022](#)

SITE DETAILS:

Acres: 58.89
Current Zoning: PUD Overlay
Existing Land Use: Undeveloped

BACKGROUND AND APPLICATION DESCRIPTION:

Applicant is seeking an initial review and the setting of a public hearing date by the Plan Commission for a Planned Unit Development (PUD) General Development Plan (GDP). The proposal looks to revise a now expired General Development Plan from 2017. The proposal consists of 27 two-family Ranch Style Condominiums, 34 two-family Sabrina Ranch Style condominiums, and 91 single-family home lots. Changes to the GDP proposal as a result of comments from Plan Commission and Site Plan Review Committee have been incorporated into the attached GDP and are highlighted. These changes include clarification of the park dedication and access, as well as private roadway widths.

STAFF EVALUATION:

Land Use and Zoning:

The proposed PUD General Development Plan is requesting flexibilities to Zoning Standards as allowed under Section § 550-152B of the Zoning Code. For the proposed condominiums, the applicant seeks to reduce the Minimum Lot Area requirements from 4,350 sq. ft. per dwelling unit to 2,600 sq. ft. per dwelling unit and reduce the Minimum Street Yard from 40 ft to 25 ft.

An additional flexibility requested by the applicant is the use of condominium plats for a few areas of the proposed development. Approval of this flexibility would allow multiple principal structures per lot and private streets.

Flexibilities allowed by a Planned Unit Development under Section § 550-152B:

B. Provision of flexible development standards for planned unit developments.

- (1) Permitted location. Planned unit developments shall be permitted with the approval of a Planned Unit Development Overlay Zoning District specific to the approved planned unit development.*
- (2) Flexible development standards. The following exemptions to the development standards of the underlying zoning district may be provided with the approval of a planned unit development:*
 - (a) Land use requirements. All land uses listed as "residential," "institutional" or "commercial" may be permitted within a planned unit development.*
 - (b) Density and intensity requirements. All requirements listed for residential density and nonresidential intensity may be waived within a planned unit development.*
 - (c) Bulk requirements. All residential and nonresidential bulk requirements may be waived within a planned unit development.*
 - (d) Landscaping requirements. All landscaping requirements may be waived within a planned unit development.*

Chairperson Holloway opened discussion with a question to the nature of the vacant adjacent property.

Mr. Donovan provided the information requested and also noted items that may possibly be presented in the next plan revision.

Motion to set the Public Hearing date to 3 April 2023 by Lampe, Second by Talaga.

Unanimous by voice vote.

4. Adjournment

Chairperson Holloway opened Item 4 and asked for a motion to adjourn.

Motion to Adjourn by Romlein, Second by Lampe. Unanimous approval by Voice Vote

Meeting closed at 5:07 pm

**Respectfully Submitted,
James W. Romlein Sr. PE
Recording Secretary**

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



**Watertown Board of Health
Meeting Minutes
Watertown Dept of Public Health
515 S First Street/ Go To Meeting/phone
April 4, 2023 – 4:00 PM**

Members Present: Dr. Donene Rowe, Carol Quest, Andrea Turke, Ald. Fred Smith, Ald. Jonathan Lampe,

Others in attendance: Kim Hiller

Absent: Patricia Gedemer

1. Call to Order

Dr. Rowe called the meeting to order.

2. Citizens to be heard

None

3. Review and take action: Board of Health Minutes January 31, 2023

Reviewed minutes dated January 31, 2023

Motion to approve by Fred Smith, seconded by Andrea Turke.

Motion carried by unanimous voice vote.

4. Review & take action: Financial reports- Preliminary January 2023, Final December 2022

Reviewed final December 2022 financial report.

- a. The Health budget returned \$18,000 to the general fund.
- b. The Environmental Health budget had \$5,581 fund balance account. This is a non-tax levy budget.
- c. The Emergency Preparedness budget had a fund balance of \$29,876. This is a non-tax levy budget.
- d. The Seal A Smile budget had a fund balance of \$4,624.00. This is a non-tax levy budget.

Reviewed preliminary January 2023 financial report.

The January financials are tracking as expected.

A motion was made by Fred Smith and seconded by Andrea Turke to approve the December 2022 financial report.

Motion carried by unanimous voice vote.

A motion was made by Fred Smith and seconded by Dr Rowe to approve the preliminary January 2023 financial report.

Motion carried by unanimous voice vote.

5. Review and take action: 2022 Annual Report

Reviewed 2022 Annual Report.

Board of Health members recognized the significant amount of programming and services that were provided by the Public Health department in 2022.

Motion was made by AndreaTurke and seconded by Dr Rowe to approve the 2022 Annual Report.

Motion carried by unanimous voice vote.

The annual report will be presented to the Common Council.

6. Review and take action: Ordinance to amend section 410-56(a) Smoking in Prohibited Places, of the City of Watertown General Ordinances

This is to amend Ordinance 410.56(a) Smoking in prohibited places. This will prohibit smoking in public parks and designate an area where smoking is allowed in public parks. The designated areas will be designated by the City of Watertown Health Director and approved by the Director of Park, Recreation & Forestry within each public park.

Formatting in the document was also updated by City Attorney Chesebro.

This ordinance will be sent to the Park & Recreation Commission and then onto the Council for review approval.

The board members suggested corrections:

- a. Strike the "g" in the word "within" in 3b.
- b. It is suggested to reword the designated space sentence in A1(a) to make it clear where the designated area with smoking is allowed.
- c. It was suggested to add an effective date of September 1, 2023, in Section 3 to allow for community education.

A motion was made by Andrea Turke, seconded by Jonathan Lampe to approve the ordinance with the changes suggested.

Motion carried by unanimous voice vote.

7. Review and discuss: Program updates

- a. Two documents were sent to the members that outline public health budget & policies priorities created by Wisconsin Association of Local Health Departments and Boards and Wisconsin Public Health Association. Public Health leaders across the State will be participating in discussions at the Joint Finance budget hearings. Currently, the state budget does not include an increase in local public health funding. Wisconsin currently ranks 42nd out of 50 in the U.S. for public health funding.

Public Health Budget and Policy priorities for 2023-2024 were shared with the board members. The policies will support the public health priorities that align with the public health budget requests.

- b. Promote Healthy Communities design - [Promote Healthy Communities.pdf](#) is an initiative the Health Department is working on with Engineering/Public Works to learn more about the role built environments have in shaping the health of the community
- c. Home visitation report. Collaborating closely with community partners including Dodge County Health Department, Jefferson County Health Department, and the Greater Watertown Community Foundation. The department is utilizing the library space for home visits and young families.

Abbey and Vilma worked to set up a library tour with a small group of non-English speaking families to help them feel welcome in the library and show them the different family-friendly areas and items that could be checked out from the library. The visit went very well and it generated requests to have other friends and families come to another event touring the library and its resources. Another tour of the library to welcome more non-English speaking families to the space and provide the opportunity to connect with other families will be planned.

- d. Emergency Preparedness. Victoria has been working with the Fire Chief to provide monthly preparedness messages to the community.

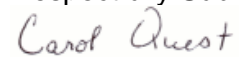
Emergency Preparedness training is being coordinated for the city leadership group. Planning has started for a tabletop exercise for late summer or early fall.

8. Adjournment

Motion made to adjourn and carried by unanimous voice vote.

Next Board of Health meeting is set for Tuesday, May 23rd 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.

PLAN COMMISSION
Minutes
April 10, 2023 | 4:30 p.m.

Section 7, Item E.

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

The following members were present: Jaynellen Holloway (Director of Public Works/City Engineer and Acting Chair), Andrew Beyer PE (Deputy City Engineer), Brian Zirbes (Zoning Administrator) Alyse Talaga (Citizen Member), Melissa Lampe (Citizen Member), Rian Konz On Line and James Romlein PE (Recording Secretary)

The following are attending remotely: Nick Krueger (Citizen Member), two members from the Foundation, and Mary Truman.

Others Present: Rick & Sara Knutson, Jerry Keeser, Steve Anders, and John Donovan.

Mayor McFarland opened the meeting at 4:30 pm calling the meeting to order.

1. CALL TO ORDER

2. APPROVAL OF MINUTES

A. Reveiw and take action: Site Plan Review minutes dated March 27, 2023

Mayor McFarland opened the item and asked for comments or a motion.

Motion to accept the minute as published by Konz, Second by Lampe.
Unanimous by voice vote.

3. BUSINESS

A. Conduct public hearing: 760 N. Church Street– Conditional Use Permit (CUP) request for a personal storage facility under Section 550-33B(2)(o)

**Request by Michael Rogers, agents for KKR Real Estate LLC,
for a Conditional Use Permit (CUP) for a Personal Storage Facility.
Parcel PIN: 291-0915-3214-001**

Mayor McFarlan opened the public hearing and invited any interested parties to approach the microphone, and comment.

Donald Klecker, 704 N. Church Street: Mr. Klecker's property shares a property line with the property under review.

Prior to this initiative, others have, over many occasions, disposed of yard waste, soil, and other materials including a buried truck engine and other materials that are buried. This land is adjacent to the creek.

Mr. Klecker has no objection to this proposed project.

Mayor McFarland initiated an action item to coordinate with Mr. Klecker towards a solution to his concerns.

Mr. Zirbes advised that there is a written comment from Mr. Ryan Jones who is opposed to the project.

Mayor McFarland, hearing no further comments, closed the public hearing and opened the associated action item

B. Review and take action: 760 N. Church Street– Conditional Use Permit (CUP) request for a personal storage facility under Section 550-33B(2)(o)

**A request by Michael Rogers, agents for KKR Real Estate LLC, for a Condition
(CUP) for a Personal Storage Facility. Parcel PIN: 291-0915-3214-001**

Section 7, Item E.

Mayor McFarland read the charge and asked Administrator Zirbes to delineate the issue.



BUILDING, SAFETY & ZONING DEPARTMENT

Section 3, Item B.

| | | |
|---------------------------------|------------------------------|---------------------------|
| Main Office 920-262-4060 | Brian Zirbes 920-262-4041 | Mark Hady 920-342-0986 |
| Nikki Zimmerman 920-262-4045 | Dell Zwieg 920-262-4042 | |
| Doug Zwieg 920-262-4062 | Dennis Quest 920-262-4061 | |

TO: Planning Commission

Section 3, Item B.

3. Parking requirements of one space for each employee on the largest work shift are met by the submitted site plan. The facility has no regularly scheduled employees *[per § 550-53C(2)]*.
4. Lighting for the site will follow the submitted lighting plan which meets exterior lighting standards *[per § 550-110]*.
5. Landscaping for the property will follow the submitted landscaping plan which meets and exceeds the required landscaping points and requirements *[per § 550-95 & § 550-96]*. The applicant has proposed to place the required building foundation plantings along the south property line rather than within the required 10 ft of the building foundation. This is due to the asphalt drive and overhead doors being located directly adjacent to the south side of building #4.
6. Exterior Construction Material Standards applicable in the General Business Zoning District include the requirement of only high-quality decorative exterior construction materials on the visible exterior of buildings. In particular, this requirement applies to any portion of the building or structure visible from adjacent residentially zoned property and to any portion of the building or structure located within 50 feet of a public right-of-way *[per § 550-121(C)]*. The applicant has met these requirements.

WISCONSIN STATUTES:

All Conditional Use Permits are subject to the requirements of Wisconsin Act 67.

Under 2017 Wisconsin Act 67: Section 16. 62.23 (7) (de) Conditional Use Permits.

1. 62.23 (7) (de)(1) In this paragraph:
 - a. "Conditional use" means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a city, but does not include a variance.
 - b. "Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.
2. 62.23 (7) (de)(2)
 - a. If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the city zoning board, the city shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence.
 - b. The requirements and conditions described under subd. 2. a. must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the city relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The city's decision to approve or deny the permit must be supported by substantial evidence.
3. 62.23 (7) (de)(3)

Upon receipt of a conditional use permit application and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.
4. 62.23 (7) (de)(4)

Once granted, a conditional use permit shall remain in effect as long as the conditions upon which the permit was issued are followed, but the city may impose conditions such as the permit's duration, transfer, or renewal, in addition to any other conditions specified in the zoning ordinance or by the city zoning board.
5. 62.23 (7) (de)(5)

If a city denies a person's conditional use permit application, the person may appeal the decision to the circuit court under the procedures contained in par. (e) 10.

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Opportunity Runs Through It

PLAN COMMISSION DECISIONS:

| Personal Storage Facility Land Use Criteria | Applicant Provided Substantial Evidence | | Opponent Provided Substantial Evidence | | PC Finds Standards Met | |
|--|--|----|---|----|---------------------------|----|
| | Yes | No | Yes | No | Yes | No |
| 1. Facility shall be designed so as to minimize adverse visual impacts on nearby developments. The color, exterior materials, and orientation of proposed buildings and structures shall complement surrounding development. | Yes | No | Yes | No | Yes | No |
| 2. Facility shall provide a bufferyard with a minimum opacity of 0.80 along all property borders abutting residentially zoned property. | Yes | No | Yes | No | Yes | No |
| 3. Shall comply with § 550-142, standards and procedures applicable to all conditional uses. | Yes | No | Yes | No | Yes | No |

If Plan Commission answers "no" to any of the questions, above, the CU permit must be denied. Otherwise, proceed to the conditions of approval.

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

1. Deny the Conditional Use Permit, based on failure to provide substantial evidence to meet one or more of the regulatory standards.
2. Approve the Conditional Use Permit without conditions, based on successfully providing substantial evidence of regulatory compliance.
3. Approve the Conditional Use Permit with conditions as identified by the Plan Commission.

Mayor McFarland asked for questions or comments from Commissioners.

Mr. Konz asked if one would speak to outside storage.

Administrator Zirbes replied that outside storage is a different CUP, and no outside storage is incorporated in this proposal.

Ms. Lampe asked if the recommendation by Ms. Kruesel had been incorporated in this proposal.

A discussion ensued about the recommendations that had been incorporated in the submittal.

Engineer Holloway advised that, if this action is approved, she will have some conditions to be incorporated into the final document that include site plan erosion control and storm water management plan into recycled asphalt is not an approved item and a note is to be added to the final plan specifying Hot Mix Asphalt. The Photometric plan is also required (HMA).

The proposed planter was discussed, and Mayor McFarland expressed her satisfaction with the quantity of planting along the highway.

Ms. Lampe raised the question of the notification to the nearby residents and Mr. Zirbes advised that residents within the notification zone, if any, were notified.

Mayor McFarland summarized the requirements for incorporation in a motion to include: Erosion Control Plan, Storm Water Management Plan and Permit, the use of hot mix asphalt, and the Photometric Plan.

A City representative will follow up with the Petitioner to ensure that these requirements are understood.

**Motion by Romlein to approve with the listed conditions, Second by Krueger.
Unanimous by voice vote.**

Mayor McFarland advised that she was going to amend the order and move to item H.

H. Review and make recommendation: Replacement Airport Perimeter Bridge Agreement

Section 7, Item E.

Mayor McFarland delineated the matter under consideration:

Mr. Wiseman with Jefferson County is attending remotely and can address questions.

Item H is to review and make a recommendation on the replacement of the Airport Bridge Agreement.

As members of the Plan Commission our job is to make a recommendation on the use of City Land. There once was a bridge at this crossing. The County had done a lot of work through the State and the FAA to restore this crossing. Because this crossing is on Airport Land the County will do all the work and own the bridge.

It is incumbent on us as a Plan Commission to approve or disapprove of that use.

Our objective is to make a recommendation to the Council to Approve or Disapprove this use.

Admin. Zirbes presented the issues. A discussion on the use of this ground floating snowmobile bridge followed.

Engineer Holloway listed two conditions to be incorporated in a motion: The bridge shall be labeled as "Replacement Airport Perimeter Bridge".

Admin Zirbes listed other operational and procedural details to comply with FAA protocols.

After a further brief discussion Mayor McFarland formulated her request as follows:

Motion to provide a positive recommendation to Council with the terminology change to "Replacement Airport Perimeter Bridge".

Motion by Romlein, Second by Konz.
Majority yes, one No vote

G. Review public hearing comments and make recommendation to Common Council: Hunter Oaks Planned Unit Development Plan (PUD) General Development Plan (GDP)

Mayor McFarland opened item 3 G and requested Admin Zirbes to provide the specifics.



| | | |
|---------------------------------|------------------------------|---------------------------|
| Main Office 920-262-4060 | Brian Zirbes 920-262-4041 | Mark Hady 920-342-0986 |
| Nikki Zimmerman 920-262-4045 | Dell Zwieg 920-262-4042 | |
| Doug Zwieg 920-262-4062 | Dennis Quest 920-262-4061 | |

TO: Plan Commission
DATE: April 10, 2023
SUBJECT: Hunter Oaks PUD – Recommendation to Council

Recommendation to Council for a Planned Unit Development (PUD) General Development Plan (GDP) requested by John Donovan, agent for Bielinski Homes Inc., Hunter Oaks Subdivision, West Street, Watertown, WI. Parcel PIN(s): 291-0815-0642-005, 291-0815-0642-004, 291-0815-0642-003, 291-0815-0642-006, 291-0815-0642-007, 291-0815-0643-001 & 291-0815-0644-022

SITE DETAILS:

Acres: 58.89
Current Zoning: PUD Overlay
Existing Land Use: Undeveloped

Future Land Use Designation(s): Neighborhood Mixed Use, Multi-Family, Two Family, & Single-Family

BACKGROUND AND APPLICATION DESCRIPTION:

Applicant is seeking a Recommendation to Council by the Plan Commission for a Planned Unit Development (PUD) General Development Plan (GDP). The proposal looks to revise a now expired General Development Plan from 2017. The proposal consists of 27 two-family Ranch Style Condominiums, 34 two-family Sabrina Ranch Style condominiums, and 91 single-family home lots. Changes to the GDP proposal as a result of comments from Plan Commission, Site Plan Review Committee, and a public hearing before the Common Council have been incorporated into the attached GDP dated March 28, 2023 and are highlighted. These changes include minor text edits, clarification of the park dedication and access, and additional information on private roadway widths.

STAFF EVALUATION:

Land Use and Zoning:

The proposed PUD General Development Plan is requesting flexibilities to Zoning Standards as allowed under the Zoning Code [per § 550-152B]. For the proposed condominiums, the applicant seeks to reduce the Minimum Lot Area requirements from 4,350 sq. ft. per dwelling unit to 2,600 sq. ft. per dwelling unit and reduce the Minimum Street Yard from 40 ft to 25 ft.

An additional flexibility requested by the applicant is the use of condominium plats for a few areas of the proposed development. Approval of this flexibility would allow multiple principal structures per lot and private streets.

Flexibilities allowed by a Planned Unit Development under Section § 550-152B:

B. Provision of flexible development standards for planned unit developments.

- (1) Permitted location. Planned unit developments shall be permitted with the approval of a Planned Unit Development Overlay Zoning District specific to the approved planned unit development.*
- (2) Flexible development standards. The following exemptions to the development standards of the underlying zoning district may be provided with the approval of a planned unit development:*

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Opportunity Runs Through It

- (a) Land use requirements. All land uses listed as "residential," "institutional" or "commercial" may be permitted within a planned unit development.
 - (b) Density and intensity requirements. All requirements listed for residential density and nonresidential intensity may be waived within a planned unit development.
 - (c) Bulk requirements. All residential and nonresidential bulk requirements may be waived within a planned unit development.
 - (d) Landscaping requirements. All landscaping requirements may be waived within a planned unit development.
 - (e) Parking and loading requirements. All requirements for off-street parking, traffic circulation, and off-street loading may be waived within a planned unit development.
 - (f) Drainageway Overlay District requirements. All Drainageway Overlay District requirements may be waived within a planned unit development.
- (3) Requirements to depict all aspects of development. Only development which is explicitly depicted on the required site plan approved by the Common Council as part of the approved planned unit development shall be permitted, even if such development (including all aspects of land use, density and intensity, bulk landscaping, and parking and loading) is otherwise listed as permitted. Requested exemptions from these standards shall be made explicit by the applicant in the application and shall be recommended by the Plan Commission and approved explicitly by the Common Council. If not so requested and approved, such exemptions shall not be permitted. Flexible development standards shall be limited to density and intensity bonuses of no greater than 25% higher than otherwise permitted by the MR-10 District, unless specifically granted by the Common Council, and shall be limited to reductions in bulk, landscaping, parking and loading requirements of no greater than 25% lower than otherwise permitted for the proposed land uses, unless specifically granted by the Common Council.

Per Sections § 550-152G(2), the GDP step shall be identical to that for Zoning Map amendments:

- (2) The process and fees for review and approval of the GDP shall be identical to that for Zoning Map amendments per this chapter and (if land is to be divided) to that for preliminary and final plats of subdivision per the City Code.

PUBLIC HEARING COMMENTS:

Comments from the April 3, 2023 public hearing include concern over the vacation of a portion of Belmont Dr in Area A-D. Concerns over the street vacation included limited exits from the development, traffic congestion, and Fire and EMS access.

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

1. Negative recommendation of the General Development Plan (GDP) to Common Council.
2. Positive recommendation of General Development Plan (GDP) to Common Council.
3. Positive recommendation of the General Development Plan (GDP) to Common Council, with conditions identified by the Plan Commission.

ATTACHMENTS:

- Application materials.

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Opportunity Runs Through It

At the Request of Mayor McFarland, Mr. Donovan spoke to concerns raised at the public hearing.

After an extended discussion on the details of many elements, Mayor McFarland expressed provide a positive recommendation to Council acknowledging that the final dedication language can be ironed out and firmed up, but City is looking for the park and roadway to be complete.

There was more discussion on date changes and other procedural matters and a consensus evolved whereby:

Mayor McFarland requested a motion to provide a positive recommendation to the Council with the Dedication language to be finalized between Engineering and Beilinski and in general that the dedicated language would include a completed 300 feet right of way and the parking lot to the park.

**Motion to approve as requested by Lampe, Second by Holloway
Unanimous by voice vote.**

After discussing some coordination matters with Mr. Donovan, Mayor McFarland opened the next item

C. Conduct public hearing: 672 Johnson Street – Conditional Use Permit (CUP) request for Indoor Institutional under Section 550-30B(2)(b)

Mayor McFarland opened the public hearing and invited any interested parties to approach the microphone, and comment.

A request by Nathan Peters, agent for the Greater Watertown Community Health Foundation, for a Conditional Use Permit (CUP) for an 'Indoor Institutional' use in the Planned Office and Institutional (PO) Zoning District.
Parcel PIN: 291-0815-0544-004

Mayor McFarland, hearing no further comments, closed the public hearing and opened the associated action item

D. Review and take action: 672 Johnson Street – Conditional Use Permit (CUP) request for Indoor Institutional under Section 550-30B(2)(b)

Mayor McFarland opened item 3 D and asked Administrator Zirbes to provide the background and application description.

Administer Zirbes presented the information.

Mayor McFarland opened the comments with a discussion on a discussion on the Primary Vehicular

Access with input from Engineer Holloway, Administrator Zirbes, and Attorney Chesebro. The discussion concluded with a consensus that the requirements for Primary Vehicular Access have been met.

Mayor McFarland, observing that all conditions were met, asked for approval of the Conditional Use Permit without conditions.

**Motion by Holloway to approve as requested, Second by Lampe.
Unanimous by voice vote.**

**E. Conduct public hearing: 672 Johnson Street – Conditional Use Permit (CUP) request for Group
Mayor McFarland opened item 3 E, the public hearing, and invited any interested parties to approach the microphone, and comment.**

Mayor McFarland, hearing no comments, closed the public hearing and opened the action item.

F. Review and take action: 672 Johnson Street – Conditional Use Permit (CUP) request for Group Daycare (nine or more children) under Section 550-30B(2)(k)

Mayor McFarland called for Administrator Zirbes to present the matter.

Motion to convene in closed session by Lampe, Second by Konz
Mayor McFarland asked for a roll call vote.
Unanimous by voice vote.

I. Convene into closed session per Wis. Stat. Sec. 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Main Street Watertown, LLC n/k/a Riverhouse on the Rock, LLC First Amendment of Development Agreement)

J. Reconvene into open session

Mayor McFarland opened item 3 K

K. Review and take possible action: Main Street Watertown, LLC n/k/a Riverhouse on the Rock, LLC First Amendment of Development Agreement

Administrator Zirbes commented to the nature of the agreement and Mayor McFarland asked for a motion.

Motion by Lampe, Second Holloway.
Unanimous by voice vote.

4. ADJOURNMENT

Motion to Adjourn by Lampe, Second by Konz
Unanimous approval by Voice Vote
Meeting closed at 5:04 pm

Respectfully Submitted,
James W. Romlein Sr. PE
Recording Secretary

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



LICENSING BOARD MEETING MINUTES

WEDNESDAY, APRIL 12, 2023 AT 4:15 PM

WATERTOWN MUNICIPAL BUILDING - 106 JONES STREET, ROOM 0041

The Licensing Board met on the above date and time in person at the Municipal Building 106 Jones St. in Room 0041 and via GoToMeeting. The following members were present: Mayor McFarland, Ald. Bartz, Ald. Smith, and Erin Schroeder. Absent was Cheri Martin. Staff present were: Police Chief Robert Kaminski, City Attorney Steven T. Chesebro, and City Clerk Megan Dunneisen.

1. CALL TO ORDER Mayor McFarland called the meeting to order at 4:15 p.m.
2. REVIEW AND APPROVE MINUTES
 - A. Ald. Smith moved to approve the Licensing Board meeting minutes from March 8, 2023, seconded by Ald. Bartz and carried by unanimous voice vote.
3. BUSINESS
 - A. Review and take action: application for Temporary Class "B" License for the Town Square Grand Opening by Watertown Rotary Club on May 20, 2023. Motion by Ald. Smith to approve the Temp "B" License, second by Schroeder and carried by unanimous voice vote.
 - B. Review and take action: application for Temporary Class "B" License for Watertown Riverfest by Watertown Riverfest Inc. on August 10, 2023 - August 13, 2023. Ald. Smith made a motion to approve the Temp "B" License, second by Ald. Bartz and carried by unanimous voice vote.
 - C. Review and take action: Temporary Premises Amendment application by Erin Schroeder for Run-Inn Erin's 700 N 4th St. for the dates May 8, 15, 22, 2023, June 5, 12, 18, 26 2023, July 10, 17, 24, 31, 2023, and August 7, 14, 21, 2023 during the hours of 6:00 pm - 10:00 pm – Discussion on fencing? Ald. Smith made a motion to approve the temp premises amendment for the above-listed dates and times, seconded by Ald. Bartz. Schroeder presented reasoning for adding in this league night and how it is important for her business sales, fencing was discussed and that a league night would not fall under the Outdoor Entertainment restrictions. Motion carried by voice vote of Yes: McFarland, Bartz, Smith, Abstain: Schroeder.
 - D. Review Special Events from Clerk's Office – report was presented.
 - E. Review Operator's List from Clerk's Office – report was presented.
 - F. Review Police Report from Police Department – report was presented.
4. ADJOURNMENT motion by Ald. Bartz, second by Schroeder to adjourn, motion carried by unanimous voice vote at 4:40 pm.

Respectfully submitted,

Megan Dunneisen, City Clerk

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

SITE PLAN REVIEW COMMITTEE
April 24, 2023

Section 7, Item G.

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers on the second floor of City Hall. The following members were present: Brian Zirbes of Building, Safety & Zoning; Doug Zwieg of Building, Safety & Zoning; Maureen McBroom of Stormwater Utility and Engineering; Kristine Butteris of Park & Rec; Jeff Meloy of the Police Department; and Anthony Rauterberg of the Fire Department. Also in attendance were: Recording Secretary Nikki Zimmerman; and James Songhurst.

1. Call to Order

The meeting was called to order by Chairperson Brian Zirbes.

2. Review and take action: Site Plan Review Minutes Dated April 10, 2023

Motion was made by Doug Zwieg and seconded by Anthony Rauterberg to approve the April 10, 2023 Site Plan Review minutes as submitted. Unanimously approved.

3. Review and take action: 1309 River Drive – New single-family home with detached garage with a living space above

Applicant James Songhurst was present. He stated the proposal is to build a single-family home on the property with a detached garage. A living space would be added above the garage area.

The following was discussed by staff:

| | |
|--------------------|---|
| Building: | More detail will be needed in drawings for the permits. |
| Fire Department: | No comments. |
| Police Department: | No comments |
| Stormwater/Eng: | No comments |
| Parks: | No comments. |

Motion was made by Maureen McBroom and seconded by Anthony Rauterberg to recommend approval of this proposal to Plan Commission.

Unanimously approved.

4. Adjournment

Motion was made by Doug Zwieg and seconded by Kristine Butteris to adjourn. Unanimously approved.

Respectfully submitted,
Nikki Zimmerman, Recording Secretary

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

**PLAN COMMISSION
MINUTES
APRIL 24, 2023**

Section 7, Item H.

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

The following members were present: Mayor McFarland, Ald. Blanke, Holloway, Konz, Lampe, Talaga, Zirbes, (Krueger joined the meeting virtually and left at 5pm).

Also in attendance were: Steven Hill from That Guy Fabrication, Tina Crave CEO of Greater Watertown Health Foundation, Ben Rohr and Brian Munson of Vandewalle & Associates.

1. Call to order

2. Approval of Minutes

A. Site Plan Review minutes April 10, 2023

Motion to approve made by Holloway and seconded by Konz, passed on unanimous voice vote.

B. Revised Plan Commission minutes March 13, 2023

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

C. Plan Commission minutes March 27, 2023

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

3. Business

A. Conduct public hearing: 107 S. Fifth Street – Conditional Use Permit (CUP) request for Light Industrial Incidental to Indoor Sales under Section 550-34C(2)(c)

Mayor McFarland opened the public hearing at 4:32pm and invited public comment.

Hearing none the public hearing was closed.

B. Review and take action: 107 S. Fifth Street – Conditional Use Permit (CUP) request for Light Industrial Incidental to Indoor Sales under Section 550-34C(2)(c)

Brian Zirbes (Zoning Administrator) presented the request for a CUP for 107 S. Fifth Street. Steven Hill from That Guy Fabrication was present to answer questions.

Motion to approve with the condition that the interior wall be completed was made by Konz and seconded Talaga, passed on a unanimous voice vote.

C. Initial review and schedule public hearing: Hunter Oaks Planned Unit Development Plan (PUD) General Development Plan (GDP)

Update to plan to provide access to the park.

Motion to set public hearing date made by Holloway and seconded by Lampe, passed on a unanimous voice vote.

D. Presentation: Greater Watertown Community Health Foundation Watertown Southwest Side Conceptual Neighborhood Plan

Tina Crave CEO of Greater Watertown Health Foundation was present along with Ben Rohr and Brian Munson of Vandewalle & Associates to present the Conceptual Neighborhood Plan for Watertown's Southwest side (an area from Bernard St. and Milford St. to the Rock River and the city limits)

This plan will be presented to the common council on May 2, 2023 and there will be a public information meeting at 5:30pm on May 18, 2023 at the Watertown Country Club.

All materials discussed at this meeting can be found at:

4. Adjournment

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

Respectfully Submitted,

Alderman Brad Blanke

SITE PLAN REVIEW COMMITTEE
May 8, 2023

Section 7, Item I.

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers on the second floor of City Hall. The following members were present: Brian Zirbes of Building, Safety & Zoning; Doug Zwieg of Building, Safety & Zoning; Maureen McBroom of Stormwater Utility and Engineering; Mayor Emily McFarland; Strategic Initiatives and Development Coordinator Mason Becker; Kristine Butteris of Park & Rec; Stacy Winkelman of Streets; and John Duvernell of the Fire Department. Also in attendance were: Recording Secretary Nikki Zimmerman. Joining virtually were Chris McGuire and Emily Bublit of McCON Building Corporation.

1. Call to Order

The meeting was called to order by Chairperson Brian Zirbes.

2. Approval of Minutes

A. Review and take action: Site Plan Review Minutes Dated April 24, 2023

Motion was made by Doug Zwieg and seconded by Emily McFarland to approve the April 24, 2023 Site Plan Review minutes as submitted. Unanimously approved.

3. Business

Due to a representative not being present for 1748 River Drive, the order was changed to discuss 1722 S. Church Street first.

B. Review and take action: 1722 S. Church Street – Culver's second drive thru

Representative Chris McGuire was present virtually to discuss a proposed second drive thru at Culver's. The second drive thru will hopefully assist with a better flow of traffic.

The following was discussed by staff:

| | |
|------------------|--|
| Fire Department: | Contact the Fire Department for an inspection before officially opening the second drive thru for public use. |
| Parks: | No comments |
| Stormwater/Eng: | No comments |
| Mayor: | Excited about the project and believes this will assist in alleviating current traffic flow issues on the frontage road and Highway 26. |
| Zoning: | <p>The following needs to be clearly shown on the site plan:</p> <ul style="list-style-type: none">-The pedestrian crosswalks must be clearly marked.-The overhead canopy specs must be added (shall not exceed 20 feet in height).-The concrete/paved surface must be appropriate for a minimum of a four-ton axle load.-The drive-up lane shall have a minimum stacking length of 100 feet behind the pass-through window and 40 feet beyond the pass-through window.-The parking requirements must still be met which is one space per every three patron seats or one space per three persons at the maximum capacity of the establishment (whichever is greater). |
| Building: | Stamped architectural plans must be submitted with the building permit. |
| Streets: | No comments |

Motion was made by Doug Zwieg and seconded by Kristine Butteris to recommend approval of this proposal to Plan Commission with the conditions of the Fire Department, Zoning Department, and Building Department stated above.

Unanimously approved.

A. Review and take action: 1748 River Drive – new airplane hangar

A representative was not present to discuss this matter. The proposal is for a 64-foot x 84-foot hangar at the Watertown Municipal Airport for private use by the local EAA Chapter #320.

The following was presented by staff:

| | |
|------------------|---|
| Fire Department: | The Fire Department needs to know which Group Number (1, 2, or 3) the hangar will be so the correct code requirements (i.e. sprinklers, etc.) are clear. In addition, the Fire Department shall be contacted for an inspection before official use. |
| Parks: | No comments |
| Stormwater/Eng: | An erosion control permit will be required for this project. For notation in the future for the airport, though a stormwater BMP will not be required for this project, it will be needed in the future once the threshold has been reached. |

Mayor: Typically, there is a lease that is submitted with this information.

Section 7, Item I.

Zoning: No comments

Building: Stamped architectural plans must be submitted with the building permit.

Streets: No comments

Motion was made by Emily McFarland and seconded by Doug Zwieg to recommend approval of this proposal to Plan Commission with the conditions of the final inspection by the Fire Department, the erosion control permit through the Engineering Department, and stamped plans to the Inspection Department.

Unanimously approved.

4. Adjournment

Motion was made by Doug Zwieg and seconded by Kristine Butteris to adjourn. Unanimously approved.

Respectfully submitted,
Nikki Zimmerman, Recording Secretary

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

**PUBLIC WORKS COMMISSION MEETING AGENDA
TUESDAY, MAY 9, 2023**

Commission members present: Alders. Bartz, Wetzel, Comm'r. Thompson
City employees present:
Public Works Director/City Engineer Jaynellen Holloway
Assistant City Engineer Andrew Beyer
City Attorney Steven Chesebro
Strategic Initiatives Director Mason Becker

1. CALL TO ORDER

Meeting called to order at 5:36 p.m.

2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

None present

3. REVIEW AND APPROVE MINUTES

Public Works Commission meeting minutes from April 27, 2023

Motion to approve Ald. Bartz

2nd Commr. Thompson

Motion carried by unanimous voice vote

4. BUSINESS

(Since Jason Becker was present to speak in favor of agenda item 4.E. the item was moved to the beginning of the agenda).

E. Review and take possible action: transfer up to 58.996 acres of land from the Wastewater Department to General City Fund

Mason Becker spoke in favor of the transfer.

Ald. Bartz spoke in favor and put forth a motion to proceed with the transfer of acreage/funds requesting that Attorney Chesbro follow up on whether the transfer can or should be legally completed.

Motion to approve Ald Bartz

2nd Comm'r Thompson

Motion carried by unanimous voice vote

A. Review and take action on agreement with Hydro-Corp Inc., for the industrial and commercial cross connection control program inspections. Pete Hartz shared that this is a two year agreement.

Motion to approve Comm'r Thompson

2nd Ald. Bartz

Motion carried by unanimous voice vote

B. Review and approve: Wastewater Utility 2022 Compliance Maintenance Annual Report (CMAR)

Motion to approve Ald Bartz

2nd Comm'r Thompson

C. Review and take action: on GIS license and maintenance agreement with Environmental Systems Research Institute (ESRI) software support system for the City's geographical information system (GIS) mapping.

Motion to approve Comm'r Thompson

2nd Ald Bartz

Carried by unanimous voice vote

D. Review and take action: Review preliminary report and set public hearing for Edgewater Court curb and gutter assessment. Per engineering's request to seek more information this item was tabled.

Motion to approve Comm'r Thompson

2nd Ald Bartz

Motion carried by unanimous voice vote

5. ADJOURNMENT

Motion to adjourn Ald. Bartz

2nd Ald. Wetzel

Motion carried by unanimous voice vote at 6:40 p.m.

Respectfully submitted,

Bob Wetzel

Public Works Commission Chair

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

2023
YEARS OF SERVICE
RECOGNITION

MAY

CHRISTINA PEERENBOOM
LIBRARY

5



Watertown Fire Department

Monthly Report April 2023

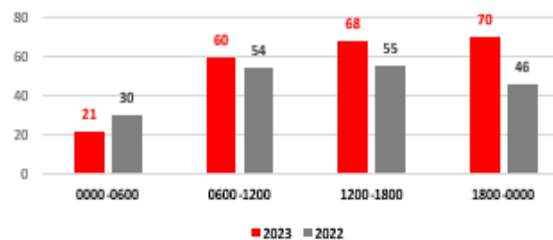




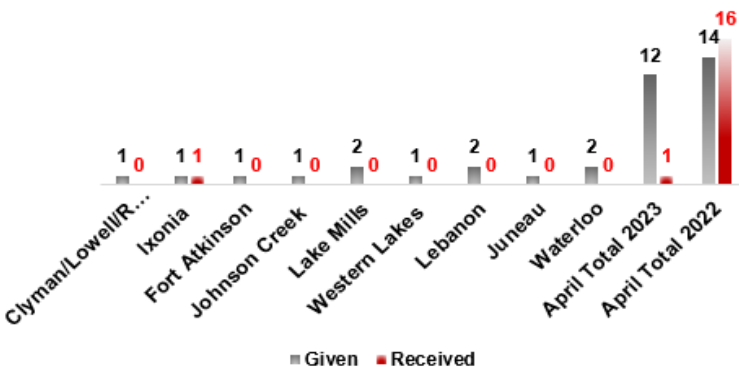
Watertown Fire Department Monthly Report

Operational Statistics

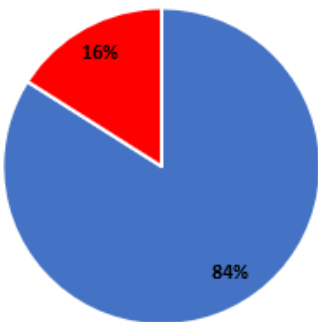
April Number of Calls
Between the Hour of:



April Mutual Aid Calls



April Simultaneous
Calls Breakdown



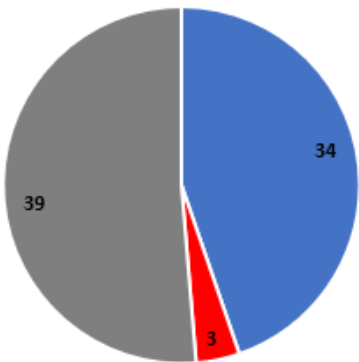
■ Medical ■ Fire

17% of the time we had multiple calls

| 2022 Simultaneous Calls | |
|---------------------------|----|
| 2 nd out calls | 24 |
| 3 rd out calls | 2 |
| 4 th out calls | 2 |
| Total | 28 |

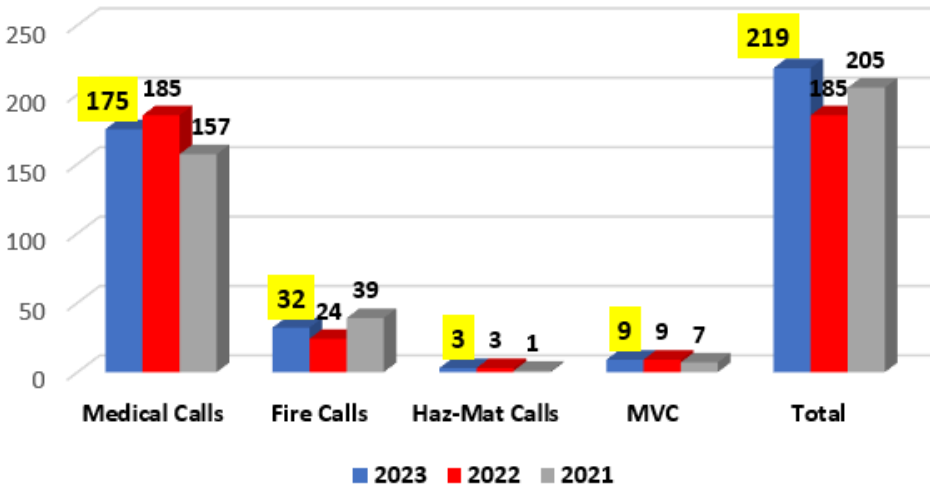
15% of the time we had multiple calls

April Simultaneous Calls



■ 2nd outs ■ 3rd outs ■ Total

3-year Comparison of April Calls



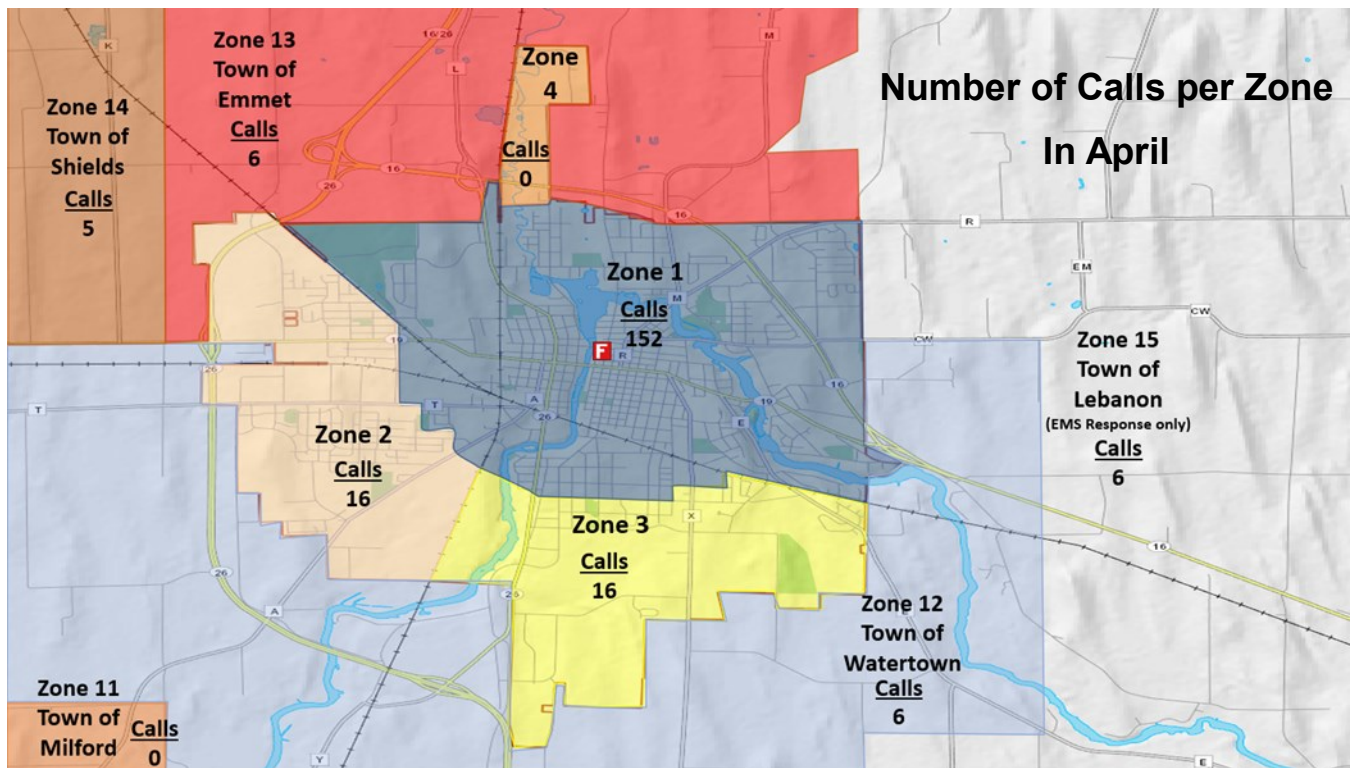


Watertown Fire Department Monthly Report

Operational Statistics

Section 8, Item B.

| April Response Times | | | | | | |
|--|---------------------------------|------|---------------|----------------------------|-------|----------|
| Zone | Turnout Time | | | Response Times | | |
| | Time from alarm to out the door | | | Time from alarm to arrival | | |
| | EMS | Fire | Com- bined | EMS | Fire | Combined |
| Zone-1 | 1:08 | 1:14 | 1:09 | 5:07 | 4:12 | 5:00 |
| Zone-2 | 1:25 | 2:00 | 1:27 | 7:16 | 6:46 | 7:13 |
| Zone-3 | :59 | 1:49 | 1:07 | 7:00 | 6:12 | 6:51 |
| Zone-4 | - | - | - | - | - | - |
| Zone- 11 Milford | - | - | - | - | - | - |
| Zone- 12 Town of Watertown | 1:02 | :03 | :52 | 6:13 | 7:29 | 6:26 |
| Zone- 13 Emmet | :54 | 2:12 | 1:10 | 9:10 | 5:55 | 8:31 |
| Zone- 14 Shields | 1:26 | :04 | 1:06 | 8:19 | 13:31 | 9:37 |
| Zone- 15 Lebanon | 1:10 | N/A | N/A | 9:19 | N/A | N/A |
| Delay due to Simultaneous Calls | 2:26 | | | 7:00 | | |
| *Department Standards- Turnout - 60 sec EMS/80 Sec Fire- Response- Fire & EMS 6 minutes* | | | | | | |





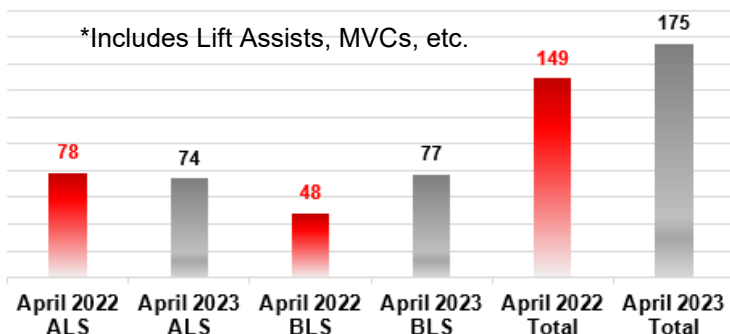
Watertown Fire Department Monthly Report

Emergency Medical Services

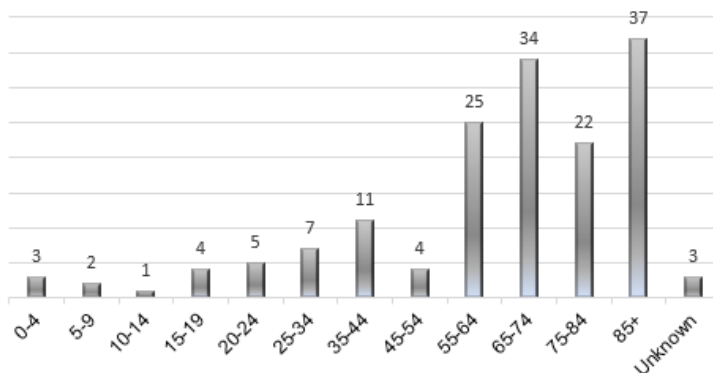
Section 8, Item B.

April Emergency Medical Advanced/Basic Life Saving Calls

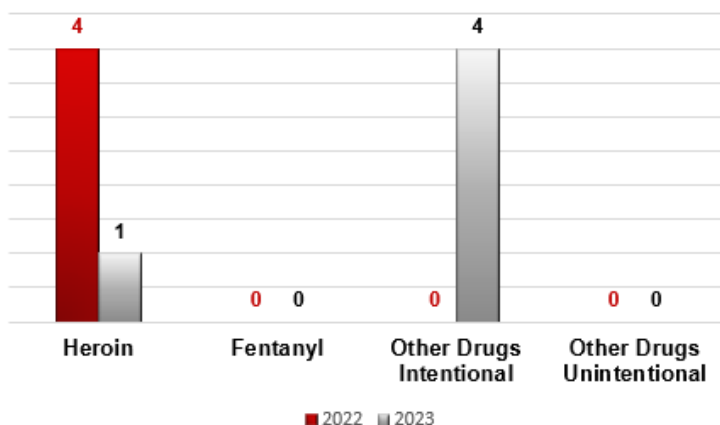
*Includes Lift Assists, MVCs, etc.



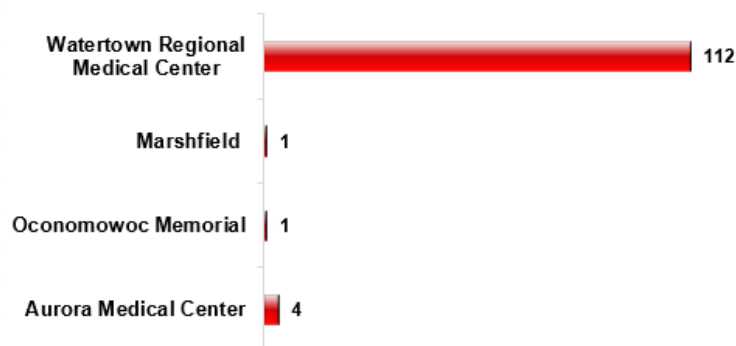
April Patient Contact by Age



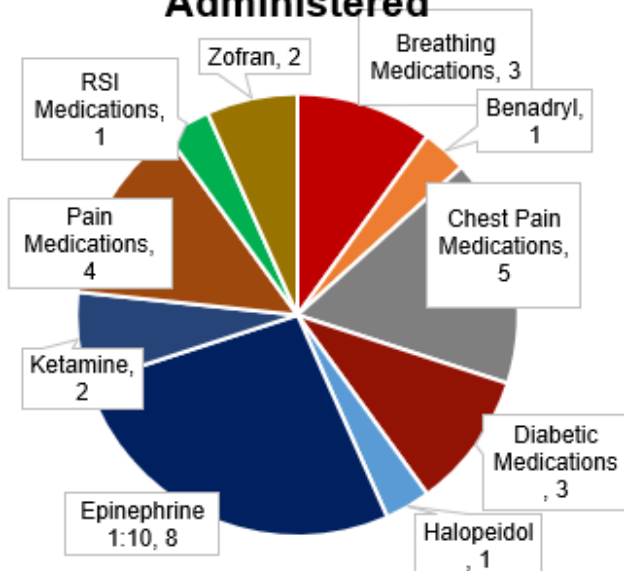
April Overdoses



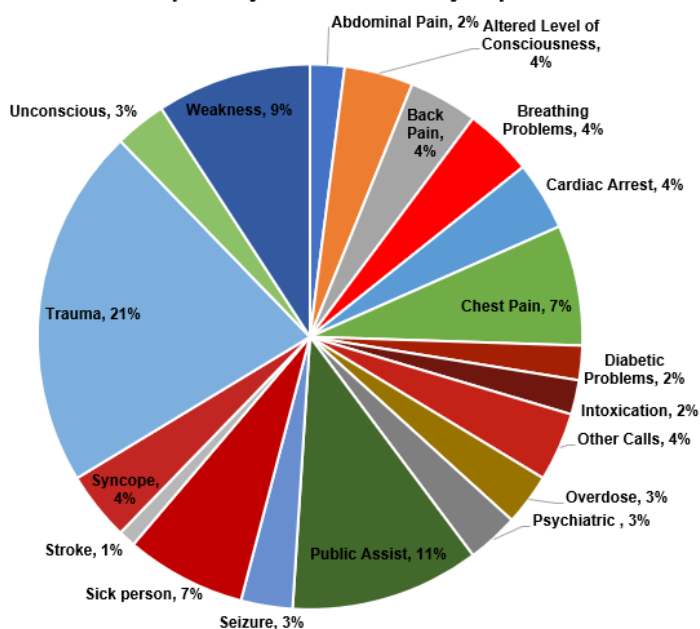
April Hospital Transports



April Medications Administered



EMS Call Purpose by Provider Primary Impression





Watertown Fire Department Monthly Report

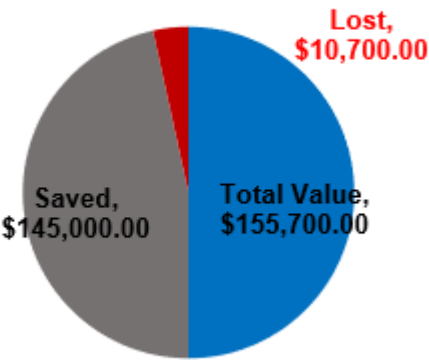
Fire Incidents

April 2022 Fire Dollar Saved vs. Loss



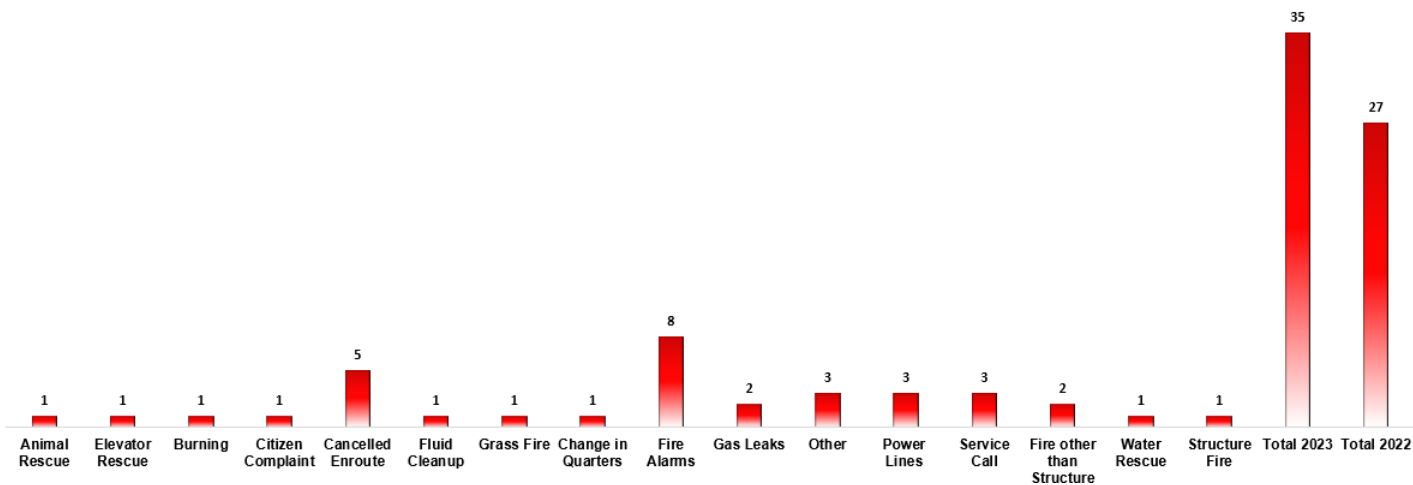
■ Total Value ■ Saved ■ Lost

April 2023 Fire Dollar Saved vs. Loss



■ Total Value ■ Saved ■ Lost

April Fire/Haz-Mat Calls





Watertown Fire Department Monthly Report

Department Training

Section 8, Item B.

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

Engine Company

Forward Hydrant Evolution
Forward Speedlay Deployments

Rescue Company

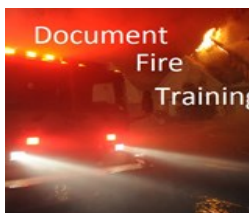
Search & Rescue
Victim Drags and Removal

Truck Company

Aerial Driver Training Course

EMS Training

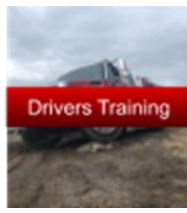
Review of Trauma Protocols



358.15 Hours



78 Hours



79.5 Hours



3.5 Hours



62.5 Hours



38 Hours

Total A Shift Training Hours - 148.9

Total B Shift Training Hours - 149

Total C Shift Training Hours - 211

Total Shift Training Hours - 508.90

Total Department
Training Hours

619.65

The crew received training on a tracheostomy and ventilator and possible emergencies that may arise with this equipment from former firefighter/paramedic Alexa, her husband Tim and daughter Elsie.



The crew along with hospital personnel trained with the Webster Elementary School Medical Response Team on cardiac arrest.



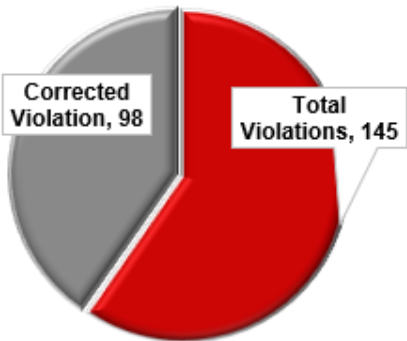


Watertown Fire Department Monthly Report

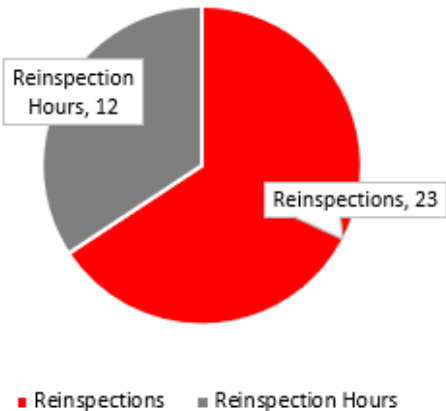
Community Risk Reduction



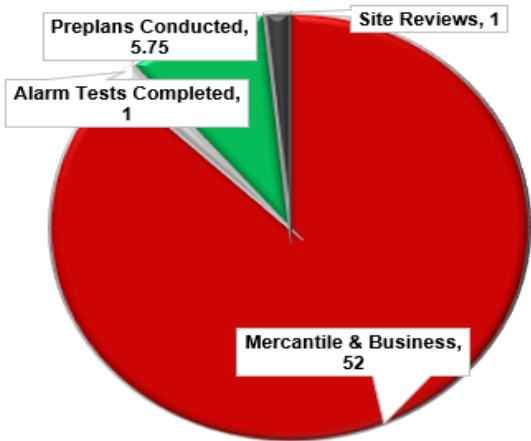
April Violations



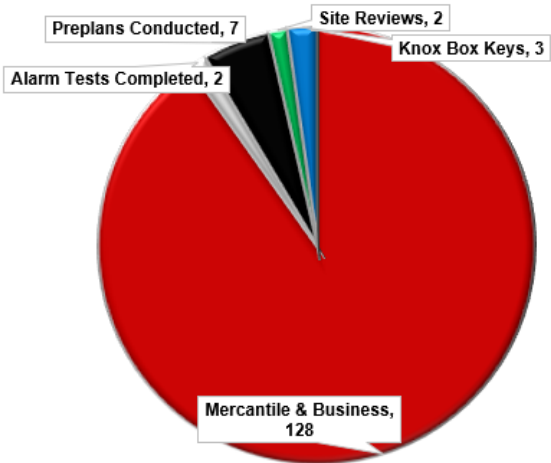
April Reinspections



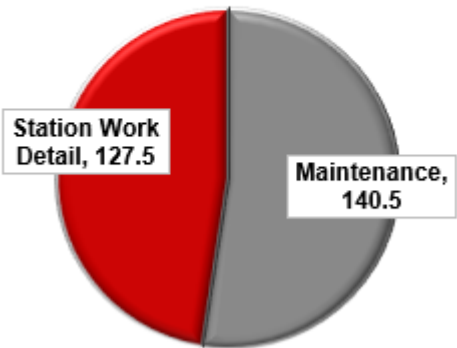
April Inspection/Test Hours



April Inspections/Alarm Tests



April Maintenance & Station Work Hours





Watertown Fire Department Monthly Report

Community Risk Reduction



| 2022 | 2023 | April |
|-------|-------|---------------------|
| 2,341 | 2,430 | Outreached Citizens |
| 150.5 | 38.5 | Contact Hours |

No Community Resource Referrals

No Unsafe Assessments



**2 Smoke
Detector
Installations**



**2 Smoke
Detector
Battery
Changes**



**1 CO
Detector
Installed**



**2 Home
Safety
Checks**



**4 Fire Drills
Conducted**



**1 CPR
Class**



**2 Student &
Public Riders**



**8 Public
Relations
Events**



**5 Station
Tours**



Watertown Fire Department Monthly Report

Department Incidents, Happenings, & Public Relations

April 11—Fox Valley Tech Career Fair

Fox Valley Technical College, Appleton



Chief Teesch set up a booth to recruit firefighters and paramedics at the FVTC Career Fair.

April 19 – Nursing and EMT Spotlight Tour

Madison Area Technical College, Watertown

Staff from Watertown Fire Department toured the new simulation labs, observed live demonstrations, and presentations at the MATC Watertown Campus. Chief Teesch spoke about the impact this will have for the FD hiring process.



April 12-Career Talk

Watertown High School

The crew visited the Skills USA Middle School Chapter in Watertown to talk about career exploration in the Fire Service and the technical aspect of this career.

April 21– Statewide Tornado Drill

Along with City Staff, the Watertown Fire Department participated in the Statewide Tornado Drill

April 22-Children's Fair

Watertown High School

The crew attended the Children's Fair at Watertown High School.





Watertown Fire Department Monthly Report

Section 8, Item B.

You've Been Caught Doing an Outstanding Job!

THANKS

Dear fire department team,
We enjoyed the visit to
the fire station very much.

Thank you so much.

Dankeschön!)

Kind regards,

the students and teachers of the
student exchange Watertown
Haupt - Werkstatthalle Hestingen /
Germany

Fabienne

R. Schirer

Charlotte

Muriel

Lynn

Charleen

Lukas

Alicia

Noel

Amara

Maggie

Jonas

Alia

Chiara

Lisamarie

responded to a call to my
house for me being
unconscious outside. I
woke up on Tuesday hearing
multiple times that I was
a living / talking miracle.
I just wanted to give a
BIG "THANK YOU" to all
involved for saving my
life and to let you know
that I was told by someone
at Froedent Hospital that
whoever started CPR did
an amazing job. Here is
a small token of my
appreciation.

THANKS!



This Acknowledges a Gift to the

Lake Mills Area Community Foundation

From: Watertown Firefighters

in the amount of \$ 300.00

The Lake Mills Area Community Foundation Inc. is a non-profit 501(C)3 agency.
Your contribution is tax-deductible to the full extent allowed by the tax laws.

No goods or services were exchanged for this donation.

Thank you for your generosity in giving back to the community

Jim Smith
Foundation President

3-13-2023
Date

Library expansion, White Oak Builders earn state Main Street awards

LA CROSSE — The Watertown Public Library renovation and expansion along with White Oak Builders’ design showroom earned high praise as the Wisconsin Economic Development Corporation recognized the best downtown revitalization projects of 2022.

The awards were presented late last month at the 32nd Wisconsin Main Street Awards ceremony at the La Crosse Center in downtown La Crosse.

Watertown was recognized in two major categories with the Watertown Public Library renovation and expansion winning Best Public-Private Partnership in Revitalization, and Dan and Maggie Wegner of White Oak Builders winning the award for best interior renovation over \$50,000 for their new design showroom, 14 E. Main St.

In addition, Candy Stramara was recognized at the event as the volunteer of the year from Watertown for her many years of service coordinating downtown flower planting, serving on the city’s Historic Preservation and Downtown Design Commission, and assisting in the development of the new history wall at the Bentzin Family Town Square.

“I am so proud of how far our downtown has come in recent years in terms of revitalization and beautification,” said Melissa Lampe, executive director of the Watertown Main Street Program. “It’s an incredible team effort that involves dedicated volunteers, city commitment and most importantly, the private business and building owners who have made, and continue to make, significant financial investments in their property.

“We welcomed 11 new businesses to our downtown in 2022 that likely would not have happened without these significant public and private improvements taking place,” Lampe added.

Watertown Public Library Renovation and Expansion

Discussion to renovate and expand the Watertown Public Library began in 2014 with the release of a new downtown revitalization plan. In 2016, an advisory referendum overwhelmingly supported the library expansion project at the \$7M level, with a city of Watertown bonding contribution capped at \$4.38M. The project, however, remained in flux due to disagreement on scope and cost.

In 2018, the Watertown Library Board of Trustees took a new approach, presenting the community with a \$10M target, promising the city it would accept its bond offer, and started a \$5.6M private fundraising campaign led by The Sweeney Group. The library then developed a key partnership with the Greater Watertown Community Health Foundation, which was looking for impactful opportunities to connect underserved families with educational and social support opportunities through the Watertown Family Center (now Watertown Family Connections).

Miron Construction was hired to build the library, and groundbreaking occurred in August 2020. To avoid a disruption of services, the library moved three times within its expanding footprint. The project was completed in January 2022, with a grand opening in May. The historically sensitive renovation and expansion of the library greatly improved the appearance of West Main Street, it serves as a catalyst for nearby building improvement, and furthers the library’s mission to engage, enrich and entertain all members of the greater Watertown community.

White Oak Builders’ Design Showroom

Originally the Bank of Watertown, this historic building contributed to the overall development of commerce on Watertown’s Main Street as either a financial institution or retail location since 1911. In 1854, the first Bank of Watertown was constructed on this site, but later replaced with the Neoclassical structure that stands today. White Oak Builders’ overall project scope was to remediate years of water

damage and neglect by restoring the original features that made the building unique, thereby creating a functional, modern and light-filled space for future commercial use.

During the interior restoration phase, consideration was taken to preserve the original plaster detailing, replace missing decorative column elements and uncover the massive exterior windows that had been drywalled over during past unsympathetic remodeling attempts. Improperly run HVAC was relocated and replaced, all electrical was upgraded and all add-on wall and ceiling structures were removed. In addition, the original front door opening that had been converted to a large bay window, was restored and reactivated as the main entrance — a crucial part of the restoration and overall interior design plan. Among the original interior architectural features is the thick rope-like carved ceiling plasterwork. Before restoration, extensively water damaged acoustic ceiling tiles filled the space within the plasterwork frames. Today, classic dark wood panels fill this space, accentuated by the plaster framing, now painted bright white.

With an interior renovation project of this magnitude, funding assistance was sought and provided by the Watertown Redevelopment Authority. A façade grant was also provided by the Watertown Main Street Program.

Emily McFarland

TO: MEMBERS OF THE COMMON COUNCIL

I would appreciate your consideration of the following appointments:

Park, Rec, and Forestry

Kyle Krueger – Serving second three-year term ending May 2026

Police and Fire Commission

Jim Schildbach – serving third five-year term ending May 2028

Thank you for your consideration.

Sincerely,



Emily McFarland
Mayor

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 05/16/2023

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|--------------------------------------|---------------------------|----------------|----------------------------|--------------|-----------------------|----------------------------------|
| ACUITY SPECIALTY PRODUCTS INC | | | | | | |
| 26300 | ACUITY SPECIALTY PRODUCTS | 9008499475 | ZEP ACCLAIM, GOODFTUF AND | 04/25/2023 | 338.53 | 01-54-11-20 REPAIRS |
| Total 26300: | | | | | 338.53 | |
| ADAM KOPECKY | | | | | | |
| 554785 | ADAM KOPECKY | AKOPECKY - | PD-DARE ESSAY-KOPECKY | 05/04/2023 | 50.00 | 24-58-11-13 POLICE DEPT. DONATIO |
| Total 554785: | | | | | 50.00 | |
| ALEXIS GARDNER | | | | | | |
| 554743 | ALEXIS GARDNER | F48007D74P | WITNESS FEES | 05/10/2023 | 6.00 | 01-51-61-42 WITNESS FEES |
| Total 554743: | | | | | 6.00 | |
| ALSCO INC | | | | | | |
| 1512 | ALSCO INC | IMIL1907260 | MATT SERVICE AT CITY HALL | 04/28/2023 | 67.22 | 01-51-71-18 SUPPLIES & EXPENSE |
| 1512 | ALSCO INC | IMIL1907260 | SHIRTS AND COVERALLS MEC | 04/28/2023 | 69.95 | 01-54-31-59 SAFETY EQUIPMENT |
| 1512 | ALSCO INC | IMIL1907260 | COVERALLS STORM WATER T | 04/28/2023 | 34.97 | 16-58-16-41 SAFETY EQUIPMENT |
| 1512 | ALSCO INC | IMIL1907260 | COVERALL SERVICE FOR SOLI | 04/28/2023 | 5.06 | 17-58-17-59 SAFETY EQUIPMENT |
| Total 1512: | | | | | 177.20 | |
| 1512 | ALSCO INC | IMIL1909307 | MATT SERVICE AT CITY HALL | 05/05/2023 | 67.22 | 01-51-71-18 SUPPLIES & EXPENSE |
| 1512 | ALSCO INC | IMIL1909307 | SHIRTS AND COVERALLS MEC | 05/05/2023 | 69.63 | 01-54-31-59 SAFETY EQUIPMENT |
| 1512 | ALSCO INC | IMIL1909307 | COVERALLS STORM WATER T | 05/05/2023 | 34.81 | 16-58-16-41 SAFETY EQUIPMENT |
| 1512 | ALSCO INC | IMIL1909307 | COVERALL SERVICE FOR SOLI | 05/05/2023 | 5.06 | 17-58-17-59 SAFETY EQUIPMENT |
| Total 1512: | | | | | 176.72 | |
| ANIMAL HEALTH CENTER | | | | | | |
| 1571 | ANIMAL HEALTH CENTER | 95492 | PD - K9 CARE | 04/03/2023 | 110.36 | 24-58-11-12 POLICE CANINE UNIT |
| Total 1571: | | | | | 110.36 | |
| APPLIED TECHNOLOGIES INC | | | | | | |
| 1589 | APPLIED TECHNOLOGIES INC | 36403 | 6552-UV DISINFECTION RPLMN | 05/04/2023 | 6,095.00 | 02-97-30-12 REPAIR OR REPLACE |
| Total 1589: | | | | | 6,095.00 | |
| AT&T MOBILITY-FIRSTNET | | | | | | |
| 552664 | AT&T MOBILITY-FIRSTNET | 287310587104 | PD - TELEPHONES | 12/02/2022 | 1,237.15 | 01-52-11-32 TELEPHONE |
| Total 552664: | | | | | 1,237.15 | |
| BADGER WELDING SUPPLIES INC | | | | | | |
| 2043 | BADGER WELDING SUPPLIES I | 3767244 | CYLINDER RENTAL | 04/30/2023 | 6.00 | 01-52-31-54 EMS SUPPLIES |
| Total 2043: | | | | | 6.00 | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|---------------------------------|--------------------------|----------------|-----------------------------|--------------|-----------------------|----------------------------------|
| BAKER TILLY US LLP | | | | | | |
| 2051 | BAKER TILLY US LLP | BT2404042 | AUDIT SERVICES - APRIL 2023 | 04/29/2023 | 5,274.00 | 01-51-57-42 ACCOUNTING & AUDIT |
| Total 2051: | | | | | 5,274.00 | |
| 2051 | BAKER TILLY US LLP | BT2407569 | AUDIT SERVICES - STORM WAT | 04/30/2023 | 1,194.00 | 16-58-16-28 AUDIT FEES |
| 2051 | BAKER TILLY US LLP | BT2407569 | AUDIT SERVICES - WW | 04/30/2023 | 2,388.00 | 02-84-00-10 ACCOUNTING & AUDIT |
| 2051 | BAKER TILLY US LLP | BT2407569 | AUDIT SERVICES - WTR | 04/30/2023 | 4,379.00 | 03-99-23-18 OUTSIDE SERVICES EXP |
| Total 2051: | | | | | 7,961.00 | |
| BAYCOM INC | | | | | | |
| 552736 | BAYCOM INC | SRVCE000000 | PAGER REPAIRS | 04/30/2023 | 33.75 | 01-52-31-26 RADIO MAINTENANCE |
| Total 552736: | | | | | 33.75 | |
| BROOKS TRACTOR INC | | | | | | |
| 2775 | BROOKS TRACTOR INC | \$34088 | SENSOR | 04/25/2023 | 190.11 | 01-54-11-20 REPAIRS |
| Total 2775: | | | | | 190.11 | |
| BUCKLIN TREE SERVICE LLC | | | | | | |
| 554753 | BUCKLIN TREE SERVICE LLC | 101033 | TUB GRINDING | 04/11/2023 | 29,125.00 | 16-58-16-19 MISC. STREET SUPPLIE |
| Total 554753: | | | | | 29,125.00 | |
| CENTURYLINK | | | | | | |
| 3301 | CENTURYLINK | 640362466 | PHONE SERVICE - LONG DISTA | 05/01/2023 | 7.26 | 01-51-71-32 TELEPHONE |
| Total 3301: | | | | | 7.26 | |
| CHARTER COMMUNICATIONS | | | | | | |
| 3417 | CHARTER COMMUNICATIONS | 004148304302 | PHONE - CITY HALL | 04/30/2023 | 128.06 | 01-51-71-32 TELEPHONE |
| 3417 | CHARTER COMMUNICATIONS | 004148304302 | PHONE - POLICE | 04/30/2023 | 189.43 | 01-52-11-32 TELEPHONE |
| 3417 | CHARTER COMMUNICATIONS | 004148304302 | PHONE - FIRE | 04/30/2023 | 60.66 | 01-52-31-32 TELEPHONE AND CELLU |
| 3417 | CHARTER COMMUNICATIONS | 004148304302 | PHONE - HEALTH | 04/30/2023 | 43.81 | 01-53-12-32 TELEPHONE |
| 3417 | CHARTER COMMUNICATIONS | 004148304302 | PHONE - STREET | 04/30/2023 | 47.18 | 01-54-21-32 TELEPHONE |
| 3417 | CHARTER COMMUNICATIONS | 004148304302 | PHONE - LIBRARY | 04/30/2023 | 57.29 | 11-58-12-32 TELEPHONE |
| 3417 | CHARTER COMMUNICATIONS | 004148304302 | PHONE - SENIOR CENTER | 04/30/2023 | 43.81 | 01-55-20-32 TELEPHONE |
| 3417 | CHARTER COMMUNICATIONS | 004148304302 | PHONE - WASTEWATER | 04/30/2023 | 53.92 | 02-82-00-32 TELEPHONE |
| 3417 | CHARTER COMMUNICATIONS | 004148304302 | PHONE - WATER | 04/30/2023 | 50.55 | 03-99-21-18 SUPPLIES & EXPENSE |
| 3417 | CHARTER COMMUNICATIONS | 004148304302 | PHONE - ENVIRO HEALTH | 04/30/2023 | 13.48 | 14-53-13-32 TELEPHONE |
| Total 3417: | | | | | 688.19 | |
| CORE & MAIN LP | | | | | | |
| 3784 | CORE & MAIN LP | S718049 | 2023 PROJECT MATERIAL - WT | 04/26/2023 | 2,200.00 | 03-99-99-99 CAPITAL OUTLAY |
| Total 3784: | | | | | 2,200.00 | |
| 3784 | CORE & MAIN LP | S765998 | 2023 PROJECT MATERIAL - WT | 05/02/2023 | 2,607.00 | 03-99-99-99 CAPITAL OUTLAY |
| Total 3784: | | | | | 2,607.00 | |
| 3784 | CORE & MAIN LP | S774892 | 2023 PROJECT MATERIAL - WT | 05/02/2023 | 895.00 | 03-99-99-99 CAPITAL OUTLAY |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|--|---------------------------|----------------|----------------------------|--------------|-----------------------|-----------------------------------|
| Total 3784: | | | | | 895.00 | |
| COREY OIL LTD | | | | | | |
| 3786 | COREY OIL LTD | 502603 | THERMACOOL HD ELC 50/50 (C | 04/25/2023 | 370.13 | 01-54-11-40 GASOLINE |
| 3786 | COREY OIL LTD | 502603 | THERMACOOL HD ELC 50/50 (C | 04/25/2023 | 370.13 | 17-58-17-40 FUEL |
| 3786 | COREY OIL LTD | 502603 | THERMACOOL HD ELC 50/50 (C | 04/25/2023 | 370.13 | 16-58-16-40 EQUIPMENT FUEL |
| Total 3786: | | | | | 1,110.39 | |
| 3786 | COREY OIL LTD | 502746 | DIESEL EXHAUST FLUID (DEF) | 04/26/2023 | 228.20 | 17-58-17-40 FUEL |
| 3786 | COREY OIL LTD | 502746 | DIESEL EXHAUST FLUID (DEF) | 04/26/2023 | 228.20 | 16-58-16-40 EQUIPMENT FUEL |
| 3786 | COREY OIL LTD | 502746 | DIESEL EXHAUST FLUID (DEF) | 04/26/2023 | 228.19 | 01-54-11-40 GASOLINE |
| Total 3786: | | | | | 684.59 | |
| CORNERSTONE ENVIRONMENTAL GROUP LLC | | | | | | |
| 3785 | CORNERSTONE ENVIRONMEN | 52062913 | OLD LANDFILL MONITORING | 05/04/2023 | 3,359.30 | 17-58-17-26 OLD LANDFILL EXPENSE |
| Total 3785: | | | | | 3,359.30 | |
| CORPORATE BUSINESS SYSTEMS | | | | | | |
| 3794 | CORPORATE BUSINESS SYSTE | 339046 | COPIER MAINT FEE | 04/19/2023 | 14.09 | 01-54-21-18 SUPPLIES & EXPENSE |
| 3794 | CORPORATE BUSINESS SYSTE | 339046 | COPIER MAINT FEE | 04/19/2023 | 14.09 | 17-58-17-18 SUPPLIES |
| Total 3794: | | | | | 28.18 | |
| 3793 | CORPORATE BUSINESS SYSTE | 33932680 | COPIER LEASE FEE HR | 04/26/2023 | 100.80 | 01-51-60-18 SUPPLIES & EXPENSE |
| 3793 | CORPORATE BUSINESS SYSTE | 33932680 | COPIER LEASE FEE IT | 04/26/2023 | 14.40 | 01-51-86-18 IT SUPPLIES & EXPENSE |
| 3793 | CORPORATE BUSINESS SYSTE | 33932680 | COPIER LEASE FEE SIDC | 04/26/2023 | 14.40 | 60-51-05-18 SUPPLIES SIDC COORD |
| 3793 | CORPORATE BUSINESS SYSTE | 33932680 | COPIER LEASE FEE MAYOR | 04/26/2023 | 14.40 | 01-51-31-18 SUPPLIES & EXPENSE |
| Total 3793: | | | | | 144.00 | |
| 3793 | CORPORATE BUSINESS SYSTE | 33955211 | COPIER LEASE FEE-CA | 05/01/2023 | 146.43 | 01-51-61-18 SUPPLIES & EXPENSE |
| Total 3793: | | | | | 146.43 | |
| 3794 | CORPORATE BUSINESS SYSTE | 339913 | COPIER MAINT FEE HR | 05/04/2023 | 7.48 | 01-51-60-18 SUPPLIES & EXPENSE |
| 3794 | CORPORATE BUSINESS SYSTE | 339913 | COPIER MAINT FEE MAYOR | 05/04/2023 | 6.90 | 01-51-31-18 SUPPLIES & EXPENSE |
| 3794 | CORPORATE BUSINESS SYSTE | 339913 | COPIER MAINT FEE MAYOR AD | 05/04/2023 | 22.70 | 01-51-31-18 SUPPLIES & EXPENSE |
| 3794 | CORPORATE BUSINESS SYSTE | 339913 | COPIER MAINT FEE IT | 05/04/2023 | .60 | 01-51-86-18 IT SUPPLIES & EXPENSE |
| 3794 | CORPORATE BUSINESS SYSTE | 339913 | COPIER MAINT FEE SIDC | 05/04/2023 | 4.04 | 60-51-05-18 SUPPLIES SIDC COORD |
| Total 3794: | | | | | 41.72 | |
| 3793 | CORPORATE BUSINESS SYSTE | 34002336 | COPIER LEASE FEE | 05/08/2023 | 69.50 | 01-54-21-18 SUPPLIES & EXPENSE |
| 3793 | CORPORATE BUSINESS SYSTE | 34002336 | COPIER LEASE FEE | 05/08/2023 | 69.50 | 17-58-17-18 SUPPLIES |
| Total 3793: | | | | | 139.00 | |
| CRANE ENGINEERING SALES INC | | | | | | |
| 3875 | CRANE ENGINEERING SALES I | 423804-00 | RAS PUMP PARTS-IMPLR,SLV,G | 04/28/2023 | 7,280.00 | 02-97-30-12 REPAIR OR REPLACE |
| Total 3875: | | | | | 7,280.00 | |
| 3875 | CRANE ENGINEERING SALES I | 431109-00 | RAS PUMP #2 REPAIR - WW | 04/28/2023 | 10,464.00 | 02-97-30-12 REPAIR OR REPLACE |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|--|--------------------------|----------------|-----------------------------|--------------|-----------------------|----------------------------------|
| Total 3875: | | | | | 10,464.00 | |
| DAVID NINMANN | | | | | | |
| 554802 | DAVID NINMANN | BH265656-6 | REFUND OF BOND | 05/10/2023 | 98.80 | 01-43-61-00 COURT PENALTIES & CO |
| Total 554802: | | | | | 98.80 | |
| DODGE CO CLERK | | | | | | |
| 4542 | DODGE CO CLERK | 7432 | APR ELECTION SUPPLIES/PRO | 04/21/2023 | 768.01 | 01-51-41-18 SUPPLIES & EXPENSE |
| Total 4542: | | | | | 768.01 | |
| DRYDON EQUIPMENT INC | | | | | | |
| 4750 | DRYDON EQUIPMENT INC | 0000561 | PARTS-BAR SCREEN PRMRY B | 05/01/2023 | 1,054.23 | 02-83-10-42 PROCESSING EQUIPME |
| Total 4750: | | | | | 1,054.23 | |
| EMERGENCY COMMUNICATION SYSTEM | | | | | | |
| 5555 | EMERGENCY COMMUNICATIO | 3896 | SIREN REPAIR | 05/03/2023 | 886.50 | 01-52-51-02 SIREN MAINTENANCE |
| Total 5555: | | | | | 886.50 | |
| ENTRANCE SYSTEMS | | | | | | |
| 5625 | ENTRANCE SYSTEMS | 46051 | PREVENTATIVE MAINTENANCE | 03/15/2023 | 410.78 | 01-54-12-20 REPAIRS |
| Total 5625: | | | | | 410.78 | |
| 5625 | ENTRANCE SYSTEMS | 46055 | PREVENTATIVE MAINTENANCE | 03/15/2023 | 315.00 | 01-54-31-18 SUPPLIES & EXPENSE |
| Total 5625: | | | | | 315.00 | |
| ENVIROTECH EQUIPMENT | | | | | | |
| 5635 | ENVIROTECH EQUIPMENT | 22-0021240 | NEUWAY WELDMENT ARM ADJ | 04/27/2023 | 98.33 | 17-58-17-20 REPAIRS |
| Total 5635: | | | | | 98.33 | |
| ESSENTIAL DETAILS LLC | | | | | | |
| 554803 | ESSENTIAL DETAILS LLC | 51123 | TOWN SQUARE BAND DOWN P | 05/11/2023 | 2,625.00 | 26-55-43-41 EVENTS EXPENSES |
| Total 554803: | | | | | 2,625.00 | |
| FIRE SERVICE INC | | | | | | |
| 6371 | FIRE SERVICE INC | WI-6478 | ENGINE 61 FRAME & EXHAUST | 04/28/2023 | 2,999.19 | 01-52-31-42 APPARATUS MAINTENAN |
| Total 6371: | | | | | 2,999.19 | |
| 6371 | FIRE SERVICE INC | WI-6480 | ENGINE 61 REPAIRS | 04/28/2023 | 2,000.35 | 01-52-31-42 APPARATUS MAINTENAN |
| Total 6371: | | | | | 2,000.35 | |
| 6371 | FIRE SERVICE INC | WI-6538 | EINGINE 61 FENDER REPAIRS | 05/02/2023 | 1,212.16 | 01-52-31-42 APPARATUS MAINTENAN |
| Total 6371: | | | | | 1,212.16 | |
| FOREST LANDSCAPING & CONSTRUCTION INC | | | | | | |
| 6647 | FOREST LANDSCAPING & CON | 5364-23-01 PR | 5364-23-01 4TH ST WTRMN IMP | 05/03/2023 | 404,666.75 | 03-99-99-99 CAPITAL OUTLAY |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|---------------------------------------|----------------------------|----------------|-----------------------------------|--------------|-----------------------|-----------------------------------|
| 6647 | FOREST LANDSCAPING & CON | 5364-23-01 PR | 5364-23-01 CO#1 TRAFFIC CTR | 05/03/2023 | 4,900.00 | 05-58-11-69 STREETS |
| Total 6647: | | | | | 409,566.75 | |
| 6647 | FOREST LANDSCAPING & CON | 8-23PR1 | #8-23 UTILITY & STREET RECO | 05/03/2023 | 98,610.00 | 24-58-11-75 SANITARY SEWER |
| Total 6647: | | | | | 98,610.00 | |
| FOX VALLEY TECHNICAL COLLEGE | | | | | | |
| 6697 | FOX VALLEY TECHNICAL COLL | BRESSER-700 | TRAINING - BRESSER | 04/26/2023 | 295.00 | 01-52-11-56 TRAINING |
| Total 6697: | | | | | 295.00 | |
| FRAWLEY OIL COMPANY INC | | | | | | |
| 6728 | FRAWLEY OIL COMPANY INC | 7755743 | 33420-B CITGO ANTIWEAR HYD 46 BUL | 04/05/2023 | 990.18 | 01-54-11-40 GASOLINE |
| 6728 | FRAWLEY OIL COMPANY INC | 7755743 | 33420-B CITGO ANTIWEAR HYD 46 BUL | 04/05/2023 | 495.07 | 16-58-16-40 EQUIPMENT FUEL |
| 6728 | FRAWLEY OIL COMPANY INC | 7755743 | 33420-B CITGO ANTIWEAR HYD 46 BUL | 04/05/2023 | 495.08 | 17-58-17-40 FUEL |
| Total 6728: | | | | | 1,980.33 | |
| GRAEF | | | | | | |
| 554795 | GRAEF | 0126227 | ADA RAMP - DOWNTOWN MAIN | 04/27/2023 | 820.00 | 05-58-11-26 DOWNTOWN/MAIN ST IM |
| Total 554795: | | | | | 820.00 | |
| GRAINGER | | | | | | |
| 7628 | GRAINGER | 9677953656 | BOTTLE FILLER - PARK SHOP | 04/18/2023 | 381.46 | 01-55-41-20 REPAIRS |
| Total 7628: | | | | | 381.46 | |
| HYDROCORP | | | | | | |
| 8994 | HYDROCORP | 0072151-IN | CROSS CONNECTION PROGRA | 04/28/2023 | 1,207.00 | 03-99-23-18 OUTSIDE SERVICES EXP |
| Total 8994: | | | | | 1,207.00 | |
| INSIGHT FS | | | | | | |
| 9415 | INSIGHT FS | 1540551 | OATS OGLE STANDARD 50 LB BAG | 04/30/2023 | 135.00 | 01-54-31-18 SUPPLIES & EXPENSE |
| Total 9415: | | | | | 135.00 | |
| 9415 | INSIGHT FS | 16015410 | GASOLINE - WW | 04/28/2023 | 2,065.35 | 02-82-00-40 GASOLINE |
| Total 9415: | | | | | 2,065.35 | |
| INTERSTATE BILLING SERVICE INC | | | | | | |
| 9490 | INTERSTATE BILLING SERVICE | X101065554:0 | HOSE CLIPS | 04/17/2023 | 26.20 | 01-54-11-20 REPAIRS |
| Total 9490: | | | | | 26.20 | |
| J&L TIRE INC | | | | | | |
| 10009 | J&L TIRE INC | 108414 | SQUAD REPAIRS-POLICE | 04/07/2023 | 747.11 | 01-52-11-44 VEHICLE REPAIRS & MAI |
| Total 10009: | | | | | 747.11 | |
| 10009 | J&L TIRE INC | 108658 | SQUAD REPAIRS-POLICE | 04/24/2023 | 760.00 | 01-52-11-44 VEHICLE REPAIRS & MAI |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|---|---------------------------|----------------|----------------------------|--------------|-----------------------|-----------------------------------|
| Total 10009: | | | | | 760.00 | |
| 10009 | J&L TIRE INC | 108659 | SQUAD REPAIRS-POLICE | 04/24/2023 | 130.00 | 01-52-11-44 VEHICLE REPAIRS & MAI |
| Total 10009: | | | | | 130.00 | |
| 10009 | J&L TIRE INC | 108745 | MOWER TIRES | 04/25/2023 | 80.38 | 01-55-41-42 EQUIPMENT REPAIRS |
| Total 10009: | | | | | 80.38 | |
| 10009 | J&L TIRE INC | 108846 | TORO TIRES | 05/03/2023 | 37.08 | 01-55-41-42 EQUIPMENT REPAIRS |
| Total 10009: | | | | | 37.08 | |
| JANI-KING OF MILWAUKEE | | | | | | |
| 10100 | JANI-KING OF MILWAUKEE | MIL05230159 | CLEANING SERVICE AT AIRPOR | 05/01/2023 | 642.75 | 01-54-53-18 SUPPLIES & EXPENSE |
| Total 10100: | | | | | 642.75 | |
| JAYNELLEN HOLLOWAY | | | | | | |
| 8557 | JAYNELLEN HOLLOWAY | TRAVEL REQU | REIMBURSEMENT - MEAL | 04/27/2023 | 17.72 | 01-54-10-24 TRAVEL |
| Total 8557: | | | | | 17.72 | |
| JEFFERSON FIRE AND SAFETY INC | | | | | | |
| 10300 | JEFFERSON FIRE AND SAFETY | IN301809 | TURNOUT GEAR | 04/17/2023 | 6,308.00 | 24-58-11-05 FIRE 2% DUES |
| Total 10300: | | | | | 6,308.00 | |
| 10300 | JEFFERSON FIRE AND SAFETY | IN302021 | TURNOUT GEAR | 04/21/2023 | 8,373.00 | 24-58-11-05 FIRE 2% DUES |
| Total 10300: | | | | | 8,373.00 | |
| JEREMY LINGLE | | | | | | |
| 12380 | JEREMY LINGLE | LINGLE-ICAC | PD - TRAINING-LINGLE | 05/09/2023 | 48.33 | 01-52-11-56 TRAINING |
| Total 12380: | | | | | 48.33 | |
| JESUS ARTZ & PRODUCTIONS LLC | | | | | | |
| 552517 | JESUS ARTZ & PRODUCTIONS | 2798 | ENGINE 61 GRAPHICS | 04/30/2023 | 3,812.50 | 01-52-31-42 APPARATUS MAINTENAN |
| Total 552517: | | | | | 3,812.50 | |
| JILL ROBERS | | | | | | |
| 18680 | JILL ROBERS | F480T32KV4 | WITNESS FEES | 05/10/2023 | 6.00 | 01-51-61-42 WITNESS FEES |
| Total 18680: | | | | | 6.00 | |
| JOHNSONS NURSERY INC | | | | | | |
| 10504 | JOHNSONS NURSERY INC | MO-11916-1 | TREES FOR ROESLER PLANTI | 05/03/2023 | 6,948.50 | 05-58-11-10 PARK REC FORESTRY D |
| Total 10504: | | | | | 6,948.50 | |
| 10504 | JOHNSONS NURSERY INC | MO-11917-1 | URBAN FORESTRY GRANT | 05/03/2023 | 8,226.50 | 01-56-11-19 UF GRANT EXP: TREES/ |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|--------------------------------------|---------------------------|----------------|----------------------------|--------------|-----------------------|-----------------------------------|
| Total 10504: | | | | | 8,226.50 | |
| 10504 | JOHNSONS NURSERY INC | MO-12067-1 | MEMORIAL TREE | 05/03/2023 | 165.00 | 05-58-11-20 PARK EXPANSION |
| Total 10504: | | | | | 165.00 | |
| 10504 | JOHNSONS NURSERY INC | MO-12390-1 | MEMORIAL TREE | 05/03/2023 | 390.00 | 05-58-11-20 PARK EXPANSION |
| Total 10504: | | | | | 390.00 | |
| KWIK TRIP EXTENDED NETWORK | | | | | | |
| 11971 | KWIK TRIP EXTENDED NETWO | NP64298568 | PD - FUEL / CAR WASH | 05/01/2023 | 64.74 | 01-52-11-40 FUEL |
| Total 11971: | | | | | 64.74 | |
| KWIK TRIP-LA CROSSE | | | | | | |
| 54264 | KWIK TRIP-LA CROSSE | 2900068847 | SENIOR CENTER SCRIP CARD | 04/24/2023 | 475.00 | 24-58-11-07 SR. CENTER FUNDRAISI |
| Total 54264: | | | | | 475.00 | |
| LAKESIDE INTERNATIONAL TRUCKS | | | | | | |
| 12048 | LAKESIDE INTERNATIONAL TR | 5173104P | INTERNATIONAL PARTS | 04/26/2023 | 763.65 | 17-58-17-20 REPAIRS |
| Total 12048: | | | | | 763.65 | |
| 12048 | LAKESIDE INTERNATIONAL TR | 8268000P | CHAMBER BRAK B30107 2 | 04/24/2023 | 305.00 | 01-54-11-20 REPAIRS |
| Total 12048: | | | | | 305.00 | |
| 12048 | LAKESIDE INTERNATIONAL TR | CM5173104P | CORE RETURN | 04/26/2023 | 44.00- | 01-54-11-20 REPAIRS |
| Total 12048: | | | | | 44.00- | |
| LANGUAGE LINE SERVICES | | | | | | |
| 12115 | LANGUAGE LINE SERVICES | 10990145 | OVER THE PHONE INTERPRET | 04/30/2023 | 895.47 | 01-52-11-17 OUTSIDE SERVICES |
| Total 12115: | | | | | 895.47 | |
| LESLIE CRUZ CASTILLO | | | | | | |
| 554742 | LESLIE CRUZ CASTILLO | F48007D74P | WITNESS FEES | 05/10/2023 | 6.00 | 01-51-61-42 WITNESS FEES |
| Total 554742: | | | | | 6.00 | |
| LISA SCHAMENS | | | | | | |
| 554801 | LISA SCHAMENS | F480T32KV4-1 | WITNESS FEES | 05/10/2023 | 6.00 | 01-51-61-42 WITNESS FEES |
| Total 554801: | | | | | 6.00 | |
| LRS | | | | | | |
| 554437 | LRS | 0003652805 | AIRPORT TRASH DISPOSAL - M | 04/30/2023 | 91.80 | 01-54-53-18 SUPPLIES & EXPENSE |
| Total 554437: | | | | | 91.80 | |
| LYCON INC | | | | | | |
| 553951 | LYCON INC | 0985339-IN | FLOW FILL FOR CISTERN | 05/07/2023 | 11,495.00 | 16-58-16-46 EXCAVATE/REPAIR/INSTA |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|---------------------------------------|---------------------------|----------------|---------------------------------|--------------|-----------------------|-----------------------------------|
| Total 553951: | | | | | 11,495.00 | |
| 553951 | LYCON INC | 0985340-IN | 5-6 B F3/4 AE | 05/07/2023 | 952.00 | 05-58-11-20 PARK EXPANSION |
| 553951 | LYCON INC | 0985340-IN | 5-6 B F3/4 AE | 05/07/2023 | 884.00 | 16-58-16-46 EXCAVATE/REPAIR/INSTA |
| Total 553951: | | | | | 1,836.00 | |
| MARTELLE WATER TREATMENT | | | | | | |
| 13099 | MARTELLE WATER TREATMEN | 24998 | CHEMICALS - WTR | 04/21/2023 | 4,138.25 | 03-64-41-40 OPERATION CHEMICALS |
| Total 13099: | | | | | 4,138.25 | |
| MEGAN DUNNEISEN | | | | | | |
| 554094 | MEGAN DUNNEISEN | 050823 | ELECTION MILEAGE | 05/08/2023 | 333.07 | 01-51-41-18 SUPPLIES & EXPENSE |
| Total 554094: | | | | | 333.07 | |
| MENARDS INC | | | | | | |
| 13384 | MENARDS INC | 50703 | TREATED LUMBER PARKS | 04/18/2023 | 418.40 | 01-55-41-20 REPAIRS |
| Total 13384: | | | | | 418.40 | |
| 13384 | MENARDS INC | 51010 | FIELD PAINT=PARKS | 04/24/2023 | 1,439.28 | 01-55-41-18 SUPPLIES & EXPENSE |
| Total 13384: | | | | | 1,439.28 | |
| 13384 | MENARDS INC | 51615 | SUMP PUMPS FOR PLANT - W | 05/04/2023 | 536.68 | 02-83-10-40 GENERAL PLANT STRUC |
| Total 13384: | | | | | 536.68 | |
| NICOLE HESPE | | | | | | |
| 8378 | NICOLE HESPE | SASNH 53202 | SAS - HYGIENIST - 3 HRS 4/5/23 | 05/03/2023 | 120.00 | 18-53-18-17 CONTRACTED STAFF |
| 8378 | NICOLE HESPE | SASNH 53202 | SAS - HYGIENIST - 3 HRS - 4/12/ | 05/03/2023 | 120.00 | 18-53-18-17 CONTRACTED STAFF |
| 8378 | NICOLE HESPE | SASNH 53202 | SAS HYGIENIST - 2.5 HRS 4/19/ | 05/03/2023 | 100.00 | 18-53-18-17 CONTRACTED STAFF |
| 8378 | NICOLE HESPE | SASNH 53202 | SAS HYGIENIST - 3 HRS - 4/26/2 | 05/03/2023 | 120.00 | 18-53-18-17 CONTRACTED STAFF |
| 8378 | NICOLE HESPE | SASNH 53202 | SAS HYGIENIST - 2.5 HRS 5/3/2 | 05/03/2023 | 100.00 | 18-53-18-17 CONTRACTED STAFF |
| Total 8378: | | | | | 560.00 | |
| PARKSON CORPORATION | | | | | | |
| 554781 | PARKSON CORPORATION | AR1/51036926 | LINER(2)-GRIT KING PRMRY BL | 05/03/2023 | 1,207.60 | 02-83-10-42 PROCESSING EQUIPME |
| Total 554781: | | | | | 1,207.60 | |
| PASSENGER TRANSIT INC | | | | | | |
| 16165 | PASSENGER TRANSIT INC | 1326 | CAB SERVICE-EXPENSE | 05/09/2023 | 75,452.32 | 13-57-11-46 PURCHASED TRANSPOR |
| 16165 | PASSENGER TRANSIT INC | 1326 | CAB SERVICE-REVENUE | 05/09/2023 | 32,443.50- | 13-42-73-75 CAB REVENUE |
| Total 16165: | | | | | 43,008.82 | |
| R&R INSURANCE SERVICES INC | | | | | | |
| 18005 | R&R INSURANCE SERVICES IN | 2819554 | WORK COMP INS 2022 AUDIT R | 03/31/2023 | 20,097.00- | 01-51-94-46 WORKMAN'S COMPENS |
| Total 18005: | | | | | 20,097.00- | |
| 18005 | R&R INSURANCE SERVICES IN | 2834306 | WORK COMP INSURANCE | 05/02/2023 | 26,000.00 | 01-51-94-46 WORKMAN'S COMPENS |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|--------------------------------------|---------------------------|----------------|------------------------------|--------------|-----------------------|----------------------------------|
| Total 18005: | | | | | 26,000.00 | |
| 18005 | R&R INSURANCE SERVICES IN | 2834307 | LIABILITY PACKAGE - LWMMI | 05/02/2023 | 17,539.00 | 01-51-94-40 PUBLIC LIABILITY |
| Total 18005: | | | | | 17,539.00 | |
| REDFORD DATA SERVICES LLC | | | | | | |
| 18371 | REDFORD DATA SERVICES LLC | 385 | SCADA-WELL 6 MATRIX/WIMS | 05/01/2023 | 282.38 | 03-99-23-18 OUTSIDE SERVICES EXP |
| 18371 | REDFORD DATA SERVICES LLC | 385 | SCADA-RAS CTRL/EMAIL USAG | 05/01/2023 | 517.69 | 02-85-00-20 OUTSIDE SERVICES EM |
| Total 18371: | | | | | 800.07 | |
| RHYME BUSINESS PRODUCTS | | | | | | |
| 4092 | RHYME BUSINESS PRODUCTS | 33754076 | COPIER MAINT FEE- | 03/31/2023 | 192.21 | 01-54-10-26 MAINTENANCE CONTRA |
| Total 4092: | | | | | 192.21 | |
| 4092 | RHYME BUSINESS PRODUCTS | 33955210 | COPIER MAINT FEE- | 05/01/2023 | 633.76 | 01-52-11-20 MAINTENANCE CONTRA |
| Total 4092: | | | | | 633.76 | |
| RICHARD JIRSA III | | | | | | |
| 554196 | RICHARD JIRSA III | 1555042 | WSID SAFETY SHOE REIMBURSEME | 05/07/2023 | 85.44 | 02-82-00-18 SUPPLIES & EXPENSE |
| Total 554196: | | | | | 85.44 | |
| ROBERT E LEE & ASSOCIATES | | | | | | |
| 12297 | ROBERT E LEE & ASSOCIATES | 84146 | PROJ 15364083 4TH ST. RESUR | 05/02/2023 | 879.75 | 05-58-11-69 STREETS |
| Total 12297: | | | | | 879.75 | |
| 12297 | ROBERT E LEE & ASSOCIATES | 84147 | ARPA PROJECT 2023 - WW | 05/02/2023 | 2,310.44 | 24-58-11-75 SANITARY SEWER |
| Total 12297: | | | | | 2,310.44 | |
| 12297 | ROBERT E LEE & ASSOCIATES | 84148 | ARPA PROJECT 2023 - WTR | 05/02/2023 | 1,463.08 | 24-58-11-77 WATER MAINS |
| Total 12297: | | | | | 1,463.08 | |
| 12297 | ROBERT E LEE & ASSOCIATES | 84149 | ARPA PROJECT 2023 - WTR | 05/02/2023 | 509.62 | 24-58-11-77 WATER MAINS |
| 12297 | ROBERT E LEE & ASSOCIATES | 84149 | ARPA PROJECT 2023 - WW | 05/02/2023 | 509.63 | 24-58-11-75 SANITARY SEWER |
| Total 12297: | | | | | 1,019.25 | |
| RUEKERT MIELKE INC | | | | | | |
| 18891 | RUEKERT MIELKE INC | 145435 | PROJ 79-10037 FLOOD CONTR | 02/17/2023 | 30,406.50 | 16-58-16-60 CAPITAL OUTLAY |
| Total 18891: | | | | | 30,406.50 | |
| 18891 | RUEKERT MIELKE INC | 145436 | PROJ 79-10042 MS4 MODELING | 02/17/2023 | 10,155.40 | 16-58-16-47 OUTSIDE SERVICES EM |
| Total 18891: | | | | | 10,155.40 | |
| 18891 | RUEKERT MIELKE INC | 146144 | PROJ 79-10042 MS4 MODELING | 04/14/2023 | 1,391.54 | 16-58-16-47 OUTSIDE SERVICES EM |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|--|----------------------------|----------------|-----------------------------|--------------|-----------------------|----------------------------------|
| Total 18891: | | | | | 1,391.54 | |
| SAFETY KLEEN SYSTEMS INC | | | | | | |
| 19061 | SAFETY KLEEN SYSTEMS INC | 91532868 - 23 | BULK QLFILTER SRVUNCRUSH | 05/02/2023 | 450.50 | 17-58-17-41 OUTSIDE RECYCLING S |
| Total 19061: | | | | | 450.50 | |
| SEILER INSTRUMENT & MFG CO INC | | | | | | |
| 19459 | SEILER INSTRUMENT & MFG C | INV4834 | TRIMBLE S6 | 04/13/2023 | 1,615.78 | 01-54-10-26 MAINTENANCE CONTRA |
| Total 19459: | | | | | 1,615.78 | |
| SHORT ELLIOTT HENDRICKSON INC | | | | | | |
| 19563 | SHORT ELLIOTT HENDRICKSO | 444980 | PROJ 170152 WTTN PERMIT RE | 04/17/2023 | 295.95 | 24-54-10-44 435149 OUTSOURCE RE |
| Total 19563: | | | | | 295.95 | |
| SYMBIONT | | | | | | |
| 19979 | SYMBIONT | 56640 | 22PS37812-AERATION IMPRVM | 05/05/2023 | 3,621.00 | 02-97-30-12 REPAIR OR REPLACE |
| Total 19979: | | | | | 3,621.00 | |
| UNITED INDUSTRIAL AUTOMATION | | | | | | |
| 21496 | UNITED INDUSTRIAL AUTOMATI | 1980 | HEALTH - GENERATOR MAINT | 04/26/2023 | 280.86 | 01-53-12-26 MAINTENANCE CONTRA |
| 21496 | UNITED INDUSTRIAL AUTOMATI | 1980 | ENVIRO - GENERATOR MAINT - | 04/26/2023 | 280.86 | 15-53-14-18 SUPPLIES |
| Total 21496: | | | | | 561.72 | |
| UNIVERSAL RECYCLING TECHNOLOGIES LLC | | | | | | |
| 21538 | UNIVERSAL RECYCLING TECH | ARINV200457 | TELEVISION AND APPLIANCER | 05/04/2023 | 1,045.46 | 17-58-17-41 OUTSIDE RECYCLING S |
| Total 21538: | | | | | 1,045.46 | |
| US POSTAL SERVICE-WATERTOWN | | | | | | |
| 21522 | US POSTAL SERVICE-WATERT | SF050223 | PRE-PMT FOR MAILING WATER | 05/04/2023 | 2,500.00 | 03-90-30-18 SUPPLIES-CUSTOMER R |
| Total 21522: | | | | | 2,500.00 | |
| USIC LOCATING SERVICES LLC | | | | | | |
| 553098 | USIC LOCATING SERVICES LLC | 583235 | DIGGERS HOTLINE TICKET LO | 04/30/2023 | 2,103.41 | 16-58-16-32 DIGGER'S LOCATE FEES |
| 553098 | USIC LOCATING SERVICES LLC | 583235 | DIGGERS HOTLINE TICKET LO | 04/30/2023 | 37.92 | 01-54-31-18 SUPPLIES & EXPENSE |
| 553098 | USIC LOCATING SERVICES LLC | 583235 | DIGGERS HOTLINE TICKET LO | 04/30/2023 | 2,103.41 | 03-99-23-18 OUTSIDE SERVICES EXP |
| 553098 | USIC LOCATING SERVICES LLC | 583235 | DIGGERS HOTLINE TICKET LO | 04/30/2023 | 2,103.40 | 02-85-00-20 OUTSIDE SERVICES EM |
| Total 553098: | | | | | 6,348.14 | |
| VISU-SEWER INC | | | | | | |
| 22540 | VISU-SEWER INC | 33923A | 2022 CIPP CONTRACT #7-22 FI | 05/03/2023 | 11,222.64 | 02-97-30-11 SEWER REHABILITATION |
| Total 22540: | | | | | 11,222.64 | |
| WATERTOWN REGIONAL MEDICAL CENTER LLC | | | | | | |
| 23400 | WATERTOWN REGIONAL MEDI | HOLLAND, NIC | DRUG COLLECTION AND BREA | 04/17/2023 | 85.00 | 01-54-31-59 SAFETY EQUIPMENT |
| Total 23400: | | | | | 85.00 | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|--|----------------------------|----------------|-----------------------------|--------------|-----------------------|---------------------------------|
| 23400 | WATERTOWN REGIONAL MEDI | WEGNER, GE | NEW HIRE DRUG SCREEN WE | 05/02/2023 | 40.00 | 17-58-17-59 SAFETY EQUIPMENT |
| Total 23400: | | | | | 40.00 | |
| WAUKESHA CTY TECHNICAL COLLEGE | | | | | | |
| 23498 | WAUKESHA CTY TECHNICAL C | S0799141 | PD - TRAINING - NIETO | 04/27/2023 | 85.00 | 01-52-11-56 TRAINING |
| 23498 | WAUKESHA CTY TECHNICAL C | S0799141 | PD - TRAINING - THIES | 04/27/2023 | 440.00 | 01-52-11-56 TRAINING |
| Total 23498: | | | | | 525.00 | |
| WAUPUN EQUIPMENT CO INC | | | | | | |
| 23506 | WAUPUN EQUIPMENT CO INC | 2535F | OIL ENGIN VEH 105 | 04/24/2023 | 187.50 | 01-54-11-20 REPAIRS |
| Total 23506: | | | | | 187.50 | |
| 23506 | WAUPUN EQUIPMENT CO INC | 2943F | COUPLING FIR 105 | 05/08/2023 | 116.00 | 01-54-11-20 REPAIRS |
| Total 23506: | | | | | 116.00 | |
| WELDERS SUPPLY COMPANY | | | | | | |
| 23581 | WELDERS SUPPLY COMPANY | 10357795 | RENTAL -GASSES FOR WELDIN | 04/29/2023 | 40.75 | 01-54-11-20 REPAIRS |
| Total 23581: | | | | | 40.75 | |
| WI DEPT OF JUSTICE | | | | | | |
| 23731 | WI DEPT OF JUSTICE | G3488 202305 | BACKGROUND RECORDS CHE | 05/01/2023 | 14.00 | 01-55-20-22 DUES, FEES & SUBS |
| 23731 | WI DEPT OF JUSTICE | G3488 202305 | BACKGROUND RECORDS CHE | 05/01/2023 | 7.00 | 01-55-41-59 SAFETY EQUIPMENT |
| 23731 | WI DEPT OF JUSTICE | G3488 202305 | BACKGROUND RECORDS CHE | 05/01/2023 | 14.00 | 17-58-17-18 SUPPLIES |
| Total 23731: | | | | | 35.00 | |
| WI DEPT OF TRANSPORTATION | | | | | | |
| 23795 | WI DEPT OF TRANSPORTATION | 395-00003033 | PROJ ID 39530500108 MAIN ST | 05/01/2023 | 558.64 | 16-58-16-60 CAPITAL OUTLAY |
| 23795 | WI DEPT OF TRANSPORTATION | 395-00003033 | PROJ ID 39530500108 MAIN ST | 05/01/2023 | 1,675.92 | 05-58-11-69 STREETS |
| Total 23795: | | | | | 2,234.56 | |
| 23795 | WI DEPT OF TRANSPORTATION | 395-00003034 | CADY ST BRIDGE PROJ 395399 | 05/01/2023 | 2,233.47 | 05-58-11-40 BRIDGES |
| Total 23795: | | | | | 2,233.47 | |
| WI MUNICIPAL JUDGES ASSOCIATION | | | | | | |
| 23668 | WI MUNICIPAL JUDGES ASSOCI | 2023 | MEMBERSHIP-MUNI JUDGE | 05/10/2023 | 100.00 | 01-51-21-22 DUES, FEES & SUBS |
| Total 23668: | | | | | 100.00 | |
| WISCONSIN AVIATION INC | | | | | | |
| 23646 | WISCONSIN AVIATION INC | RYV23-193700 | AIRPORT SUPPLIES-PAINT,HAR | 04/30/2023 | 84.32 | 01-54-53-18 SUPPLIES & EXPENSE |
| 23646 | WISCONSIN AVIATION INC | RYV23-193700 | CONFERENCE MILEAGE, HOTE | 04/30/2023 | 362.97 | 01-54-53-24 TRAVEL |
| Total 23646: | | | | | 447.29 | |
| 23646 | WISCONSIN AVIATION INC | RYV23-194091 | AIRPORT MANAGER FEE - MAY | 04/30/2023 | 4,536.00 | 01-54-53-10 AIRPORT MANAGERS FE |
| Total 23646: | | | | | 4,536.00 | |
| 23646 | WISCONSIN AVIATION INC | RYV23-194218 | AIRPORT GENERAL LABOR - R | 04/30/2023 | 1,428.00 | 01-54-53-18 SUPPLIES & EXPENSE |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|------------------------------------|---------------------------|----------------|----------------------------|--------------|-----------------------|-----------------------------------|
| 23646 | WISCONSIN AVIATION INC | RYV23-194218 | AIRPORT MOWING | 04/30/2023 | 231.00 | 01-54-53-36 MOWING |
| 23646 | WISCONSIN AVIATION INC | RYV23-194218 | AIRPORT DAILY LIGHT CHECKS | 04/30/2023 | 1,155.00 | 01-54-53-38 NAVIGATIONAL AIDS |
| 23646 | WISCONSIN AVIATION INC | RYV23-194218 | AIRPORT SNOW REMOVAL | 04/30/2023 | 336.00 | 01-54-53-39 SNOWPLOWING-AIRPOR |
| Total 23646: | | | | | 3,150.00 | |
| 23646 | WISCONSIN AVIATION INC | RYV23-194298 | AIRPORT ELECTRIC GATE, AW | 04/30/2023 | 95.37 | 01-54-53-30 ELECTRIC |
| Total 23646: | | | | | 95.37 | |
| WW ELECTRIC MOTORS INC. | | | | | | |
| 23023 | WW ELECTRIC MOTORS INC. | K112114 | WAC PUMP KIT | 02/20/2023 | 6,713.00 | 01-55-22-60 CAPITAL OUTLAY |
| Total 23023: | | | | | 6,713.00 | |
| ZBM INC | | | | | | |
| 26005 | ZBM INC | 28894 | PAPER PRODUCTS & CLEASIN | 04/28/2023 | 82.58 | 01-54-53-18 SUPPLIES & EXPENSE |
| Total 26005: | | | | | 82.58 | |
| ZUERN BUILDING PRODUCTS INC | | | | | | |
| 26900 | ZUERN BUILDING PRODUCTS I | 463538 | INSULATION FOR WATERMAIN - | 04/26/2023 | 90.52 | 03-66-73-18 SUPPLIES-MAINT. T & D |
| Total 26900: | | | | | 90.52 | |
| 26900 | ZUERN BUILDING PRODUCTS I | 465066 | INSULATION FOR WATERMAIN - | 05/02/2023 | 316.82 | 03-66-73-18 SUPPLIES-MAINT. T & D |
| Total 26900: | | | | | 316.82 | |
| Grand Totals: | | | | | 833,830.44 | |

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 05/16/2023

PAYROLL SUMMARIES

For the Period of: 4/19/2023 5/2/2023

Section 11, 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 | 44 - | 3,464.00 | 154.50 | 7,641.68 | 37,244.91 | 83,000.00 | 122,198.90 |
| Police Dispatch | 8 2 | 682.00 | 27.75 | 1,050.33 | 13,768.60 | 31,000.00 | 18,571.93 |
| Fire | 24 - | 2,624.00 | 172.50 | 5,922.41 | 61,384.40 | 150,000.00 | 73,234.62 |
| Municipal Court | 1 1 | 100.00 | - | - | - | - | 3,024.88 |
| Mayor | 1 - | 80.00 | - | - | - | - | 3,294.08 |
| Bldg. Inspection | 3 3 | 273.50 | - | - | (47.44) | 1,000.00 | 11,526.73 |
| Attorney | 2 1 | 220.00 | - | - | - | - | 7,375.40 |
| Finance | 6 - | 480.00 | 8.13 | 284.75 | 699.28 | 1,500.00 | 14,613.55 |
| Watertown TV | 2 2 | 190.00 | - | - | - | - | 4,657.40 |
| Administration | 3 1 | 280.00 | - | - | - | - | 8,858.00 |
| Engineering | 5 2 | 488.50 | - | - | - | - | 11,949.05 |
| Health | 9 2 | 798.00 | - | - | - | 10,500.00 | 25,147.66 |
| Library | 8 17 | 1,139.50 | - | - | 75.40 | - | 24,165.78 |
| Municipal Building | 1 - | 80.00 | 1.25 | 41.89 | 740.10 | 1,000.00 | 1,829.09 |
| Solid Waste | 7 - | 560.00 | - | - | 814.73 | 3,000.00 | 11,038.40 |
| Street | 23 - | 1,784.00 | - | 3.58 | 24,359.06 | 39,200.00 | 52,790.56 |
| Park | 8 - | 640.00 | 14.00 | 644.54 | 4,357.82 | 18,000.00 | 22,469.35 |
| Forestry | 2 - | 160.00 | - | - | - | - | 4,416.00 |
| Park/Rec Admin | 6 1 | 459.00 | 4.50 | - | - | 400.00 | 6,488.48 |
| Recreation and Pools | - 24 | 288.25 | - | - | 450.00 | 500.00 | 5,421.63 |
| Wastewater | 11 - | 880.00 | 12.25 | 488.95 | 3,545.48 | 18,000.00 | 24,845.26 |
| Water Dept. | 11 - | 880.00 | 32.75 | 1,262.47 | 6,666.18 | 23,500.00 | 27,725.28 |
| Crossing Guards | - 10 | 135.00 | - | - | - | - | 1,518.75 |
| Police Auxiliary | - 2 | 12.50 | - | - | - | - | 197.00 |
| Alderpersons (2nd PR) | - - | - | - | - | - | - | - |
| TOTALS | 185 FT 68 PT | 16,698.25 | 427.63 | 17,340.60 | 154,058.52 | 380,600.00 | 487,357.78 |

CITY OF WATERTOWN

Cash & Investment Summary
04/30/2023

| | | | |
|-----------------------------------|----|--------------|----------------|
| Available Cash on Hand | | | |
| 4/1/2023 | \$ | 2,215,326.92 | |
| April Receipts | \$ | 6,675,120.71 | |
| Total Cash | | \$ | 8,890,447.63 |
| Disbursements | | | |
| Total Disbursements | | \$ | (5,753,383.50) |
| TOTAL AVAILABLE CASH | | \$ | 3,137,064.13 |
| | | | |
| Cash on Hand (in bank) 04/30/2023 | \$ | 3,281,859.76 | |
| Less Outstanding Checks | \$ | (144,795.63) | |
| TOTAL AVAILABLE CASH | | \$ | 3,137,064.13 |

Total Invested Funds:

| | | |
|----------------------------------|----|---------------|
| Local Government Investment Pool | \$ | 39,830,299.20 |
| Ehlers Investment Partners | \$ | 11,386,290.76 |
| TOTAL INVESTED FUNDS | \$ | 51,216,589.96 |

Breakdown:

| | | |
|----------------------|----|---------------|
| General | \$ | 15,847,154.82 |
| Capital Projects | \$ | 5,942,036.35 |
| Library | \$ | 89,500.73 |
| TID #4 | \$ | 3,942,404.18 |
| TID #5 | \$ | 1,761,333.90 |
| ARPA | \$ | 2,074,562.44 |
| Developer Park Fees | \$ | 157,664.52 |
| Riverfest | \$ | 5.53 |
| Envrionmental Health | \$ | 594,353.41 |
| Wastewater Utility | \$ | 9,536,939.50 |
| Water Utility | \$ | 6,771,759.48 |
| Storm Water Utility | \$ | 3,762,298.55 |
| Solid Waste | \$ | 736,576.55 |
| TOTAL INVESTED FUNDS | \$ | 51,216,589.96 |

Interest YTD (net of fees)

| | | |
|---|----|------------|
| Local Government Investment Pool | \$ | 566,062.92 |
| Ehler's (does not include market depreciation/appreciation) | \$ | 59,767.93 |
| TOTAL INTEREST YTD (all funds) | \$ | 625,830.85 |



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

May 16, 2023

TO: Members of the Common Council

The following applications have been recommended for approval by the Licensing Board:

Temporary Class "B" License from Moose Lodge 830 for the Car Show Special Event on June 8, 2023.

Temporary Class "B" License for Tour Da Goose Bike Ride on June 24, 2023.

Temporary Class "B" Licenses for the Downtown Watertown Craft Beer Walk hosted by the Main Street Program on July 13, 2023 from 5pm-8pm for the following locations: 2oh! 2 Salon, Anthony's 511, Blush Hair Beautique, Bradow Jewelers, Brown Shoe Fit Co., Central Block, Literatus & Co., Latte Donatte, and White Oak Builders.

The following application has been recommended for denial by the Licensing Board:

Operator's license from Amanda Medina – recommendation based on Cat. V in the Watertown Licensing Guidelines and due to omission on application.

Respectfully submitted,

Megan Dunneisen, City Clerk

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00 pd 5/2/23

Application Date: 5/2/23

☐ Town ☐ Village ☒ City of WATERTOWN

County of Dodge

The named organization applies for: (check appropriate box(es).)

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 5pm and ending 8pm and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☐ Church ☒ Lodge/Society
☐ Chamber of Commerce or similar Civic or Trade Organization
☐ Veteran's Organization ☐ Fair Association

(a) Name MOOSE LODGE 830

(b) Address 1222 JUNEAU ST
(Street)

☐ Town ☐ Village ☒ City

(c) Date organized JUNE 8

(d) If corporation, give date of incorporation

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President AL VANDYKE

Vice President KELLY JESKE

Secretary SCOTT MORAN

Treasurer TOM GARTHER

(g) Name and address of manager or person in charge of affair TOM GARTHER
213 PALM DR WATERTOWN WI 53094

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 1222 JUNEAU ST

(b) Lot Block

(c) Do premises occupy all or part of building?

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. Name of Event

(a) List name of the event CAR SHOW

(b) Dates of event JUNE 8 2023

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer [Signature] (Signature/date)

Officer [Signature] (Name of Organization)
Tom Garther (Signature/date)

Officer (Signature/date)

Officer (Signature/date)

Date Filed with Clerk 5/2/23

Date Reported to Council or Board

Date Granted by Council

License No.

* Send LB Agenda via mail to Tom

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10 Application Date: 4-14-23
☐ Town ☐ Village ☒ City of Watertown County of _____

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 6-24-23 and ending 6-24-23 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) → ☐ Bona fide Club ☐ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Carol Quest
(b) Address 1220 Allermann Dr Watertown
(Street) ☐ Town ☐ Village ☒ City

(c) Date organized 6-24-23

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:
President Carol Quest
Vice President Dr. Donene Rouse
Secretary Elizabeth Chilsen
Treasurer Roberta Farnham

(g) Name and address of manager or person in charge of affair: Carol Quest

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Riverside Park

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event Town Day Goose Bike Ride

(a) List name of the event

(b) Dates of event 6-24-23

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Carol Quest 4-14-23 Rock River Community Clinic
(Signature / Date) (Name of Organization)

Date Filed with Clerk 4-14-23 Date Reported to Council or Board _____

Date Granted by Council _____ License No. _____

Receipt No: 1.219489

Apr 28, 2023

Section 12, Item D.

LICENSES
CLASS "B" MALT-SPECIAL 90.00
EVENTS

Total: 90.00

CHECK
Check No: 3453 90.00
Total Applied: 90.00

Change Tendered: .00

Duplicate Copy
04/28/2023 3:18 PM

Special event

City of Watertown
106 Jones Street
Watertown WI 53094 920-262-4000

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 4-26-2023

☐ Town ☐ Village ☒ City of Watertown

County of Jefferson

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Watertown Main Street Program

(b) Address 519 E. Main St. Watertown, WI 53094

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 2000

(d) If corporation, give date of incorporation 2000

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President Ron Counsell, 1319 W. Main St. Watertown

Vice President Kevin Clifford, 108 S. 6th St. Watertown

Secretary Melissa Lampe, 519 E. Main St. Watertown

Treasurer Brian Konz, 118 W. Main St. Watertown

(g) Name and address of manager or person in charge of affair:

Melissa Lampe, 519 E. Main St. Watertown

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 202 W. Main St. 204! 2 Salon Suites

(b) Lot Watertown, WI 53094 Block _____

(c) Do premises occupy all or part of building? part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Event limited to first floor retail space

3. Name of Event

(a) List name of the event Downtown Watertown Craft Beer Walk

(b) Dates of event Thursday, July 13, 2023 5-8 pm

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Melissa Lampe
(Signature / Date)

Watertown Main Street Program
(Name of Organization)

Date Filed with Clerk 4/28/23

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Application for Temporary Class "B" / "Class B" Retailer's License

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(g) Name and address of manager or person in charge of affair:

Melissa Lampe, 519 E. Main St. Watertown**2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:**(a) Street number 511 E. Main St. Anthony's 511(b) Lot Watertown, WI 53094 Block _____(c) Do premises occupy all or part of building? Part(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Event limited to first floor retail space**3. Name of Event**(a) List name of the event Downtown Watertown Craft Beer Walk(b) Dates of event Thursday, July 13, 2023 5-8 pm**DECLARATION**

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Officer Melissa Lampe
(Signature / Date)Watertown Main Street Program
(Name of Organization)Date Filed with Clerk 4/28/23

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

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Secretary Melissa Lampe, 519 E. Main St. Watertown

Treasurer Brian Konz, 118 W. Main St. Watertown

(g) Name and address of manager or person in charge of affair:

Melissa Lampe, 519 E. Main St. Watertown

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 207 E. Main St. Blush Hair Boutique

(b) Lot Watertown, WI 53094 Block _____

(c) Do premises occupy all or part of building? Part

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Officer Melissa Lampe
(Signature / Date)

Watertown Main Street Program
(Name of Organization)

Date Filed with Clerk 4/28/23

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

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Secretary Melissa Lampe, 519 E. Main St. Watertown

Treasurer Brian Konz, 118 W. Main St. Watertown

(g) Name and address of manager or person in charge of affair:

Melissa Lampe, 519 E. Main St. Watertown

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 217 E. Main St. Bradlow Jewelers

(b) Lot Watertown, WI 53094 Block _____

(c) Do premises occupy all or part of building? All

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100

Application for Temporary Class "B" / "Class B" Retailer's License

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(g) Name and address of manager or person in charge of affair:

Melissa Lampe, 519 E. Main St. Watertown**2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:**(a) Street number 212 E. Main St Brown's Shoe Fit Co.(b) Lot Watertown, WI 53094 Block _____(c) Do premises occupy all or part of building? Part(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Event limited to first floor retail space**3. Name of Event**(a) List name of the event Downtown Watertown Craft Beer Walk(b) Dates of event Thursday, July 13, 2023 5-8 pm**DECLARATION**

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(Signature / Date)Watertown Main Street Program
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Treasurer Brian Konz, 118 W. Main St. Watertown

(g) Name and address of manager or person in charge of affair:

Melissa Lampe, 519 E. Main St. Watertown

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 900 E. Main Central Block kitchen + Design

(b) Lot Watertown, WI 53094 Block _____

(c) Do premises occupy all or part of building? All

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(g) Name and address of manager or person in charge of affair:

Melissa Lampe, 519 E. Main St. Watertown

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 401 E. Main St. Literatus & Co.

(b) Lot Watertown, WI 53094 Block _____

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Melissa Lampe, 519 E. Main St. Watertown**2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:**(a) Street number 500 E. Main St Latte Donuts(b) Lot Watertown, WI 53094 Block _____(c) Do premises occupy all or part of building? All(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Event limited to first floor retail space**3. Name of Event**(a) List name of the event Downtown Watertown Craft Beer Walk(b) Dates of event Thursday, July 13, 2023 5-8 pm**DECLARATION**

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Officer

Melissa Lampe

(Signature / Date)

Watertown Main Street Program

(Name of Organization)

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Melissa Lampe, 519 E. Main St. Watertown**2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:**(a) Street number 14 E. Main St. White Oak Builders(b) Lot Watertown, WI 53094 Block _____(c) Do premises occupy all or part of building? All(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Event limited to first floor retail space**3. Name of Event**(a) List name of the event Downtown Watertown Craft Beer Walk(b) Dates of event Thursday, July 13, 2023 5-8 pm**DECLARATION**

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Officer

Melissa Lampe

(Signature / Date)

Watertown Main Street Program

(Name of Organization)

Date Filed with Clerk

4/28/23

Date Reported to Council or Board

Date Granted by Council

License No.

105

**ORDINANCE TO
AMEND CHAPTER 428 ARTICLE IV
ANNUAL RIVERFEST CELEBRATION OF THE CITY OF
WATERTOWN GENEREAL ORDINANCES**

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

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

SECTION 1. Watertown General Ordinance Chapter 428 Article IV Annual Riverfest Celebration is hereby amended to provide a new title for Article IV as follows:

§ 428 Article IV ~~Annual Riverfest Celebration~~ **Special Event Regulations**

SECTION 2. Watertown General Ordinance Section 428-13 Annual festival is hereby repealed.

SECTION 3. Watertown General Ordinance Section 428-14 Riverfest Celebration Commission is hereby repealed.

SECTION 4. Watertown General Ordinance Section 428-15 Location is hereby repealed.

SECTION 5. Watertown General Ordinance Section 428-16 Traffic control is hereby amended to read as follows:

§ 428-16 **Traffic control.**

- A. The Police Department will be authorized to close Riverside Park for through traffic for up to three days prior to and one day after **any annual festival with an approved special event permit which is expected to utilize all of Riverside Park. The Police Department may further close the scheduled event on** Labaree Street from Anne Street to Short Street **during the same time period.** Alternate route around the park shall be from Hus Drive to North Fourth Street to Hill Street to Werner Street to Boughton Street. Barricades shall be used to control traffic on Labaree Street between North Fourth Street and Boughton Street as necessary for vehicle and crowd safety.
- B. The area just east of the barricade at Perry and Labaree Streets shall be designated for police/emergency vehicles.
- C. At the intersection of Perry and Labaree Streets on the south side of Labaree Street, up to two parking spaces shall be marked as a "loading zone" for the discharge and pickup of passengers only.

- D. The south side of Labaree Street from the loading zone at Perry and Labaree Streets shall be marked and designated for handicapped parking from Perry Street to Boughton Street.
- E. The police shall be authorized to post "no parking" signs on one side of all the narrow streets in the Riverfest Grounds area in the interest of crowd safety, traffic control or an emergency vehicle route.

SECTION 6. Watertown General Ordinance Section 428-17 Fermented malt beverages is hereby repealed.

SECTION 7. Watertown General Ordinance Section 428-18 Regulation of commercial activities is hereby amended to read as follows:

§ 428-18 Regulation of commercial activities.

- A. The purpose of the ~~Annual Riverfest Celebration Special Event Licenses~~ is to provide first-class entertainment, high-quality food, and a congenial atmosphere for the enjoyment of the citizens of the City and surrounding communities; to attract visitors and tourists to the City; and to further the economic interests of the businesspersons of the City. It is the purpose of this article to reduce or minimize the dangers or hazards to vehicular or pedestrian traffic on or about ~~the Riverfest Grounds Licensed Special Events~~; to reduce or minimize the possibility of damage to public or private property and the liability of the City therefor; to reduce or minimize the proliferation of trash, garbage and litter arising out of ~~the Riverfest Celebration Licensed Special Events~~; to reduce or minimize the risks to public safety in the crowds and control of the crowds on or about ~~the Riverfest Celebration Licensed Special Events~~; and to promote ~~the Riverfest Celebration Licensed Special Events~~ in furtherance of and in a manner consistent with the public health, safety, welfare, tranquility and interest.
- B. It shall be unlawful for any person, firm or organization to vend, sell, dispose or offer to vend, sell, dispose or display any goods, wares or merchandise on any public sidewalk, public way, street, alley or within the public right-of-way upon ~~the Riverfest Celebration a Licensed Special Events~~, as defined in ~~this section an Application for Special Event~~, or within 500 feet of any of the primary entrances to ~~the Riverfest Celebration a Licensed Special Event~~, without first having obtained a permit from the ~~Riverfest Commission Organization licensed for the Special Event~~ for that purpose and having paid a permit fee therefor, as set by said ~~Commission Organization~~.
- C. Application for the permit to vend, sell, dispose or display merchandise, goods or wares shall be made in writing to the City Clerk/Treasurer at least two weeks prior to the beginning of ~~the Riverfest Celebration a Licensed Special Event~~. The application shall contain the name of the applicant, if an individual; the names of partners, if a copartnership; or the names of principal officers, if a corporation, ~~LLC, LC, LP, LLP~~, church, club or charitable institution, and shall include the location of the place or places where such merchandise, goods or wares are to be so displayed and sold. The ~~Riverfest Commission Organization licensed for the Special Event~~ shall be authorized to designate where such merchandise, goods or wares are to be so displayed and sold, if at all.

SECTION 8. Watertown General Ordinance Section 428-19 Regulation of Noncommercial Activities is hereby amended to read as follows:

§ 428-19 **Regulation of noncommercial activities.**

- A. No person shall operate, ride or use for transportation or recreation any wheeled device while on the grounds ~~defined in this section of a Licensed Special Event~~, other than law enforcement officers in the normal course of their duties on the grounds, ~~without permission from the Organization licensed for the Special Event~~. A "wheeled device" shall include but not be limited to the following: roller skates, in-line skates, skateboards, bicycles, scooters and roller skis.
- B. No person shall fail to obey any official sign or warning erected on the ~~grounds premises of a Special Event~~ to control pedestrian or vehicular traffic, which includes all entrance and exit signs at all ~~concession~~ stands on the ~~celebration grounds premises of a Special Event~~.

SECTION 9. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 10. This ordinance shall take effect and be in force the day after its passage and publication.

| DATE: | May 2, 2023 | | May 16, 2023 | |
|--------------------|-------------|----|--------------|----|
| READING: | 1ST | | 2ND | |
| | YES | NO | YES | NO |
| DAVIS | | | | |
| LAMPE | | | | |
| VACANT | | | | |
| BARTZ | | | | |
| BLANKE | | | | |
| SMITH | | | | |
| SCHMID | | | | |
| WETZEL | | | | |
| MOLDENHAUER | | | | |
| MAYOR MCFARLAND | | | | |
| TOTAL | | | | |

ADOPTED May 2, 2022

CITY CLERK

APPROVED May 2, 2022

MAYOR

**ORDINANCE TO
AMEND SECTION 428-7(C) AND CREATE SECTION 428-7(M) OF THE
CITY OF WATERTOWN GENERAL ORDINANCES**

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

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

SECTION 1. Section 428-7(C) is hereby amended as follows:

C. Exemptions. ~~The requirement under Subsection C shall not apply to the following:~~

- 1) ~~The requirement under Section 428-7 shall not apply to any~~ ~~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.
- 2) Special events that sole purpose is to celebrate a federally recognized holiday must ~~comply with the requirements under Section 428-7 however~~ ~~apply but~~ all fees will be waived ~~and insurance for the event will be provided by the City of Watertown's General Liability Policy.~~

SECTION 2. Section 428-7(M) is hereby created as follows:

M. City Sponsored Parades.

- 1) **Definition.** In this Subsection City Sponsored Parades shall mean:
 - a) Fourth of July Parade
 - b) Watertown Parade of Lights
- 2) **Application.** An applicant for a parade that is organized solely for the purpose of celebrating a federally recognized holiday may apply to become a City Sponsored Parade subject to Section 428-7(M).
- 3) **Waiver of Fees.** All fees for a special event permit for a City Sponsored Parade will be waived.
- 4) **Insurance Coverage.** The City will provide insurance coverage for all City Sponsored Parades, provided the parade organizers comply with all requirements from City Departments.
- 5) **City Department Services.** At least 90 days prior to the date of a City Sponsored Parade the parade organizers must meet with any City Department they would like to request to provide services for the City Sponsored Parade. City Departments will confirm what services are available at least 45 days prior to the date of the Parade. No City Department will charge City Sponsored Parades for services provided.

SECTION 2. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect and be in force the day after its passage and publication.

| | | | | |
|--------------------|-------------|----|--------------|----|
| DATE: | May 2, 2023 | | May 16, 2023 | |
| READING: | 1ST | | 2ND | |
| | YES | NO | YES | NO |
| DAVIS | | | | |
| LAMPE | | | | |
| VACANT | | | | |
| BARTZ | | | | |
| BLANKE | | | | |
| SMITH | | | | |
| SCHMID | | | | |
| WETZEL | | | | |
| MOLDENHAUER | | | | |
| MAYOR MCFARLAND | | | | |
| TOTAL | | | | |

ADOPTED May 2, 2023

CITY CLERK

APPROVED May 2, 2023

MAYOR

**RESOLUTION TO
ACCEPT BID FOR PUBLICATION OF COUNCIL PROCEEDINGS AND CITY
ADVERTISING AND DESIGNATE OFFICIAL CITY NEWSPAPER**

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

WHEREAS, a publication was placed in the Watertown Daily Times on April 11, 2023, for the publication of the Council Proceedings and City advertising; and,

WHEREAS, the only bid submitted was from Watertown Daily Times, Watertown, WI, as follows:

1 Col. Line - \$0.5913 first insertion, \$0.4671 second/third insertion
2 Col. Line - \$1.2339 first insertion, \$0.9748 second/third insertion
3 Col. Line - \$1.8766 first insertion, \$1.4825 second/third insertion
4 Col. Line - \$2.5193 first insertion, \$1.9902 second/third insertion
5 Col. Line - \$3.1619 first insertion, \$2.4979 second/third insertion
6 Col. Line - \$3.8046 first insertion, \$3.0056 second/third insertion
(Lines run as Arial Bold – 6.5 font)

2-6 Col. Box notice will be charged at a flat \$17.80 per column inch

Sample ballots are charged based on lines and overall size.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Watertown that the bid of the Watertown Daily Times, Watertown, WI is hereby accepted and that the Watertown Daily Times is hereby designated the official City newspaper as provided in Section 985.06(1) of the Wisconsin Statutes until the third Tuesday of May 2024.

| | YES | NO |
|-----------------|-----|----|
| DAVIS | | |
| LAMPE | | |
| VACANT | | |
| BARTZ | | |
| BLANKE | | |
| SMITH | | |
| SCHMID | | |
| WETZEL | | |
| MOLDENHAUER | | |
| MAYOR MCFARLAND | | |
| TOTAL | | |

ADOPTED May 16, 2023

CITY CLERK

APPROVED May 16, 2023

MAYOR

RESOLUTION TO ADJUST EMS RATES

Sponsor: Mayor Emily McFarland
From: Finance Committee

WHEREAS, the City of Watertown provides an Emergency Medical Service (EMS) care and transport; and

WHEREAS, the rates for this service have not kept up with the expenses and have not been adjusted since January 1, 2021; and

WHEREAS, the City of Watertown has the lowest rates in the area and our EMS billing company has recommended raising the current EMS billing.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Watertown that the proper city officials be and hereby authorized TO adjust EMS billing rates starting June 1, 2023 as follows:

| <u>Resident Base Rate</u> | <u>Current Fee</u> | <u>New Rate</u> |
|-------------------------------|--------------------|-----------------|
| BLS Base Rate | \$700.00 | \$1,100.00 |
| BLS On Scene Care | \$525.00 | \$500.00 |
| ALS 1 Base Rate | \$825.00 | \$1,300.00 |
| ALS 2 Base Rate | \$1,250.00 | \$1,500.00 |
| ALS On Scene Care | \$550.00 | \$900.00 |
| <u>Non-Resident Base Rate</u> | | |
| BLS Base Rate | \$800.00 | \$1,200.00 |
| BLS On Scene Care | \$525.00 | \$600.00 |
| ALS 1 Base Rate | \$925.00 | \$1,400.00 |
| ALS 2 Base Rate | \$1,325.00 | \$1,600.00 |
| ALS On Scene Care | \$650.00 | \$1,000.00 |
| <u>Mileage</u> | | |
| Resident Mileage | \$18.00 | \$22.00 |
| Non-Resident | \$20.00 | \$22.00 |

| | YES | NO |
|--------|-----|----|
| DAVIS | | |
| LAMPE | | |
| VACANT | | |
| BARTZ | | |
| BLANKE | | |
| SMITH | | |
| SCHMID | | |

ADOPTED May 16, 2023

CITY CLERK

APPROVED May 16, 2023

| | | |
|-----------------|--|--|
| WETZEL | | |
| MOLDENHAUER | | |
| MAYOR MCFARLAND | | |
| TOTAL | | |

MAYOR

**RESOLUTION FOR
WASTEWATER UTILITY
2022 COMPLIANCE MAINTENANCE ANNUAL REPORT**

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

WHEREAS, it is a requirement under the Wisconsin Pollutant Discharge Elimination System permit issued by the Wisconsin Department of Natural Resources (WDNR) to complete the Compliance Maintenance Annual Report (CMAR), referenced in Wisconsin Administrative Code NR 208; and,

WHEREAS, the CMAR is a yearly report which evaluates the physical condition, treatment performance, remaining capacity, financial stability, and the sanitary collection system of the City of Watertown’s Wastewater Treatment Plant; and,

WHEREAS, by completing the CMAR for 2022, problems within the entire wastewater treatment system are identified and action can be taken to address these problems; and,

WHEREAS, the WDNR requires that the City of Watertown governing body has acknowledged and reviewed the CMAR by resolution prior to the final submission of the report; and,

WHEREAS, the Public Works Commission has recommended the following action regarding the influent BOD design exceedance for loading. To reach out to our engineering consultant and review the plant design parameters for BOD. And the following action regarding the storm-related sanitary overflow bypass. To continue supporting the wastewater utility staff with equipment and infrastructure improvements when and where necessary, pending available funding.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN that the proper City Officials be and are hereby authorized to approve and adopt a resolution so staff can complete the submission of the CMAR to the Wisconsin Department of Natural Resources.

| | YES | NO |
|-----------------|-----|----|
| DAVIS | | |
| LAMPE | | |
| VACANT | | |
| BARTZ | | |
| BLANKE | | |
| SMITH | | |
| SCHMID | | |
| WETZEL | | |
| MOLDENHAUER | | |
| MAYOR MCFARLAND | | |
| TOTAL | | |

ADOPTED 05/16/2023

CITY CLERK

APPROVED 05/16/2023

MAYOR

Compliance Maintenance Annual Report

Watertown Wastewater Treatment Facility

Last Updated: Reporting Per.

5/2/2023

Section 14, Item C.

2022

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

| Influent No. 701 | Influent Monthly Average Flow, MGD | x | Influent Monthly Average BOD Concentration mg/L | x | 8.34 | = | Influent Monthly Average BOD Loading, lbs/day |
|---------------------|---------------------------------------|---|---|---|------|---|---|
| January | 2.3962 | x | 383 | x | 8.34 | = | 7,658 |
| February | 2.2715 | x | 302 | x | 8.34 | = | 5,717 |
| March | 3.1976 | x | 233 | x | 8.34 | = | 6,215 |
| April | 4.7796 | x | 154 | x | 8.34 | = | 6,121 |
| May | 3.5657 | x | 235 | x | 8.34 | = | 6,977 |
| June | 4.6130 | x | 199 | x | 8.34 | = | 7,661 |
| July | 3.0749 | x | 279 | x | 8.34 | = | 7,146 |
| August | 2.8248 | x | 303 | x | 8.34 | = | 7,136 |
| September | 4.0113 | x | 223 | x | 8.34 | = | 7,456 |
| October | 2.7924 | x | 299 | x | 8.34 | = | 6,955 |
| November | 3.1309 | x | 268 | x | 8.34 | = | 6,992 |
| December | 3.0506 | x | 269 | x | 8.34 | = | 6,845 |

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

| Design | Design Factor | x | % | = | % of Design |
|----------------------------|---------------|---|-----|---|-------------|
| Max Month Design Flow, MGD | 8.8 | x | 90 | = | 7.92 |
| | | x | 100 | = | 8.8 |
| Design BOD, lbs/day | 6600 | x | 90 | = | 5940 |
| | | x | 100 | = | 6600 |

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

| | Months of Influent | Number of times flow was greater than 90% of | Number of times flow was greater than 100% of | Number of times BOD was greater than 90% of design | Number of times BOD was greater than 100% of design |
|-------------------------------|--------------------------|--|---|--|---|
| January | 1 | 0 | 0 | 1 | 1 |
| February | 1 | 0 | 0 | 0 | 0 |
| March | 1 | 0 | 0 | 1 | 0 |
| April | 1 | 0 | 0 | 1 | 0 |
| May | 1 | 0 | 0 | 1 | 1 |
| June | 1 | 0 | 0 | 1 | 1 |
| July | 1 | 0 | 0 | 1 | 1 |
| August | 1 | 0 | 0 | 1 | 1 |
| September | 1 | 0 | 0 | 1 | 1 |
| October | 1 | 0 | 0 | 1 | 1 |
| November | 1 | 0 | 0 | 1 | 1 |
| December | 1 | 0 | 0 | 1 | 1 |
| Points per each | | 2 | 1 | 3 | 2 |
| Exceedances | | 0 | 0 | 11 | 9 |
| Points | | 0 | 0 | 33 | 18 |
| Total Number of Points | | | | | 51 |

51

Compliance Maintenance Annual Report

Section 14, Item C.

Watertown Wastewater Treatment Facility

Last Updated: 5/2/2023
Reporting For: 2022

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- ☒ Yes

Enter last calibration date (MM/DD/YYYY)

2022-10-04

- ☐ No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

- ☒ Yes

- ☐ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

- ☒ Yes

- ☐ No

If Yes, please explain:

The city of Watertown Wastewater has four (4) active industrial pre-treatment permits issued to industrial facilities with target limits in place. One (1) of which has a federal pre-treatment program requirement and must meet all limits listed in the discharge permit.

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks Holding Tanks Grease Traps

- ☒ Yes

- ☒ Yes

- ☒ Yes

- ☐ No

- ☐ No

- ☐ No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

☐ Yes gallons

- ☒ No

Holding Tanks

☒ Yes 1,079,543 gallons

- ☐ No

Grease Traps

☐ Yes gallons

- ☒ No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

The plant performance does not appear to be negatively impacted, however we are unable to verify with certainty as the plant operations are adjusted daily by operators due to the waste stream fluxuations.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

- ☐ Yes

- ☒ No

Compliance Maintenance Annual Report

Watertown Wastewater Treatment Facility

Last Updated: 5/2/2023
Reporting For: 2022

Section 14, Item C.

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?
☐ Yes
☒ No
If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

| | |
|--------------------------------------|----|
| Total Points Generated | 51 |
| Score (100 - Total Points Generated) | 49 |
| Section Grade | F |

Compliance Maintenance Annual Report

Watertown Wastewater Treatment Facility

Last Updated: Reporting Per.

5/2/2023

Section 14, Item C.

2022

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

| Outfall No. 001 | Monthly Average Limit (mg/L) | 90% of Permit Limit > 10 (mg/L) | Effluent Monthly Average (mg/L) | Months of Discharge with a Limit | Permit Limit Exceedance | 90% Permit Limit Exceedance |
|--------------------|------------------------------------|---------------------------------------|------------------------------------|--|----------------------------|-----------------------------------|
| January | 30 | 27 | 5 | 1 | 0 | 0 |
| February | 30 | 27 | 4 | 1 | 0 | 0 |
| March | 30 | 27 | 4 | 1 | 0 | 0 |
| April | 30 | 27 | 4 | 1 | 0 | 0 |
| May | 30 | 27 | 4 | 1 | 0 | 0 |
| June | 16 | 14.4 | 5 | 1 | 0 | 0 |
| July | 12 | 10.8 | 4 | 1 | 0 | 0 |
| August | 10 | 10 | 5 | 1 | 0 | 0 |
| September | 10 | 10 | 4 | 1 | 0 | 0 |
| October | 12 | 10.8 | 5 | 1 | 0 | 0 |
| November | 25 | 22.5 | 5 | 1 | 0 | 0 |
| December | 29 | 26.1 | 6 | 1 | 0 | 0 |

* Equals limit if limit is ≤ 10

| | | | |
|--|----|---|----------|
| Months of discharge/yr | 12 | | |
| Points per each exceedance with 12 months of discharge | | 7 | 3 |
| Exceedances | | 0 | 0 |
| Points | | 0 | 0 |
| Total number of points | | | 0 |

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

- ☒ Yes Enter last calibration date (MM/DD/YYYY)

2022-10-04

- ☐ No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

Daphnia Magna

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

- ☐ Yes

- ☒ No

Compliance Maintenance Annual Report

Section 14, Item C.

Watertown Wastewater Treatment Facility

Last Updated: 5/2/2023
Reporting For: 2022

If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

☐ Yes

☒ No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

☐ Yes

☐ No

☒ N/A

Please explain unless not applicable:

| | |
|---|----------|
| Total Points Generated | 0 |
| Score (100 - Total Points Generated) | 100 |
| Section Grade | A |

Compliance Maintenance Annual Report

Watertown Wastewater Treatment Facility

Last Updated: 5/2/2023
Reporting For: 2022

Section 14, Item C.

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

| Outfall No. 001 | Monthly Average Limit (mg/L) | 90% of Permit Limit >10 (mg/L) | Effluent Monthly Average (mg/L) | Months of Discharge with a Limit | Permit Limit Exceedance | 90% Permit Limit Exceedance |
|--------------------|------------------------------------|--------------------------------------|------------------------------------|--|----------------------------|-----------------------------------|
| January | 30 | 27 | 4 | 1 | 0 | 0 |
| February | 30 | 27 | 4 | 1 | 0 | 0 |
| March | 30 | 27 | 4 | 1 | 0 | 0 |
| April | 30 | 27 | 4 | 1 | 0 | 0 |
| May | 30 | 27 | 4 | 1 | 0 | 0 |
| June | 16 | 14.4 | 9 | 1 | 0 | 0 |
| July | 12 | 10.8 | 7 | 1 | 0 | 0 |
| August | 10 | 10 | 8 | 1 | 0 | 0 |
| September | 10 | 10 | 7 | 1 | 0 | 0 |
| October | 12 | 10.8 | 4 | 1 | 0 | 0 |
| November | 25 | 22.5 | 6 | 1 | 0 | 0 |
| December | 29 | 26.1 | 4 | 1 | 0 | 0 |

* Equals limit if limit is ≤ 10

| | | | |
|--|----|----------|----------|
| Months of Discharge/yr | 12 | | |
| Points per each exceedance with 12 months of discharge: | | 7 | 3 |
| Exceedances | | 0 | 0 |
| Points | | 0 | 0 |
| Total Number of Points | | 0 | |

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

| | |
|---|----------|
| Total Points Generated | 0 |
| Score (100 - Total Points Generated) | 100 |
| Section Grade | A |

Compliance Maintenance Annual Report

Watertown Wastewater Treatment Facility

Last Updated: Reporting Per.

5/2/2023

2022

Section 14, Item C.

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

| Outfall No. 001 | Monthly Average NH3 Limit (mg/L) | Weekly Average NH3 Limit (mg/L) | Effluent Monthly Average NH3 (mg/L) | Monthly Permit Limit Exceed ance | Effluent Weekly Average for Week 1 | Effluent Weekly Average for Week 2 | Effluent Weekly Average for Week 3 | Effluent Weekly Average for Week 4 | Weekly Permit Limit Exceed ance |
|--|--|---|---|--|--|--|--|--|---|
| January | 20 | | .114 | 0 | | | | | |
| February | 20 | | .054 | 0 | | | | | |
| March | 20 | | .047 | 0 | | | | | |
| April | | | | | | | | | |
| May | | | | | | | | | |
| June | 17 | | .133 | 0 | | | | | |
| July | 9 | | .071 | 0 | | | | | |
| August | 6.4 | | .118 | 0 | | | | | |
| September | 8.9 | | .083 | 0 | | | | | |
| October | 9.3 | | .065 | 0 | | | | | |
| November | 20 | | .064 | 0 | | | | | |
| December | 20 | | .067 | 0 | | | | | |
| Points per each exceedance of Monthly average: | | | | | | | | | 10 |
| Exceedances, Monthly: | | | | | | | | | 0 |
| Points: | | | | | | | | | 0 |
| Points per each exceedance of weekly average (when there is no monthly average): | | | | | | | | | 2.5 |
| Exceedances, Weekly: | | | | | | | | | 0 |
| Points: | | | | | | | | | 0 |
| Total Number of Points | | | | | | | | | 0 |

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

| | |
|---|----------|
| Total Points Generated | 0 |
| Score (100 - Total Points Generated) | 100 |
| Section Grade | A |

Compliance Maintenance Annual Report

Watertown Wastewater Treatment Facility

Last Updated: Reporting For:

5/2/2023

Section 14, Item C.

2022

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

| Outfall No. 001 | Monthly Average phosphorus Limit (mg/L) | Effluent Monthly Average phosphorus (mg/L) | Months of Discharge with a Limit | Permit Limit Exceedance |
|--|---|--|----------------------------------|-------------------------|
| January | .8 | 0.347 | 1 | 0 |
| February | .8 | 0.277 | 1 | 0 |
| March | .8 | 0.315 | 1 | 0 |
| April | .8 | 0.418 | 1 | 0 |
| May | .8 | 0.346 | 1 | 0 |
| June | .8 | 0.502 | 1 | 0 |
| July | .8 | 0.298 | 1 | 0 |
| August | .8 | 0.395 | 1 | 0 |
| September | .8 | 0.329 | 1 | 0 |
| October | 1 | 0.413 | 1 | 0 |
| November | 1 | 0.345 | 1 | 0 |
| December | 1 | 0.254 | 1 | 0 |
| Months of Discharge/yr | | | 12 | |
| Points per each exceedance with 12 months of discharge: | | | | 10 |
| Exceedances | | | | 0 |
| Total Number of Points | | | | 0 |

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

| |
|--|
| |
|--|

| | |
|---|----------|
| Total Points Generated | 0 |
| Score (100 - Total Points Generated) | 100 |
| Section Grade | A |

Compliance Maintenance Annual Report

Watertown Wastewater Treatment Facility

Last Updated: Reporting Per.

5/2/2023

Section 14, Item C.

2022

Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- ☒ Land applied under your permit
- ☐ Publicly Distributed Exceptional Quality Biosolids
- ☐ Hauled to another permitted facility
- ☐ Landfilled
- ☐ Incinerated
- ☐ Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

1960.1 acres

2.1.2 How many acres did you use?

137.4 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

o Yes (30 points)

● No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

● Yes

o No (10 points)

o N/A

0

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 004 - CAKE SLUDGE

| Parameter | 80% of Limit | H.Q. Limit | Ceiling Limit | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 80% Value | High Quality | Ceiling |
|------------|--------------|------------|---------------|------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----------|--------------|---------|
| Arsenic | | 41 | 75 | 18 | | | 25 | | | | 37 | | 25 | | | | 0 | 0 |
| Cadmium | | 39 | 85 | .27 | | | .4 | | | | .51 | | .52 | | | | 0 | 0 |
| Copper | | 1500 | 4300 | 300 | | | 300 | | | | 330 | | 330 | | | | 0 | 0 |
| Lead | | 300 | 840 | 17 | | | 20 | | | | 27 | | 28 | | | | 0 | 0 |
| Mercury | | 17 | 57 | <.26 | | | .39 | | | | .3 | | <.23 | | | | 0 | 0 |
| Molybdenum | 60 | | 75 | 6.3 | | | 7.3 | | | | 8.6 | | 9.6 | | | 0 | | 0 |
| Nickel | 336 | | 420 | 39 | | | 35 | | | | 46 | | 55 | | | 0 | | 0 |
| Selenium | 80 | | 100 | <11 | | | <16 | | | | <22 | | <18 | | | 0 | | 0 |
| Zinc | | 2800 | 7500 | 470 | | | 530 | | | | 620 | | 580 | | | | 0 | 0 |

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Outfall No. 002 - LIQUID SLUDGE

| Parameter | 80% of Limit | H.Q. Limit | Ceiling Limit | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 80% Value | High Quality | Ceiling |
|------------|--------------|------------|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------|--------------|---------|
| Arsenic | | 41 | 75 | | | | | | | | | | | | | | 0 | 0 |
| Cadmium | | 39 | 85 | | | | | | | | | | | | | | 0 | 0 |
| Copper | | 1500 | 4300 | | | | | | | | | | | | | | 0 | 0 |
| Lead | | 300 | 840 | | | | | | | | | | | | | | 0 | 0 |
| Mercury | | 17 | 57 | | | | | | | | | | | | | | 0 | 0 |
| Molybdenum | 60 | | 75 | | | | | | | | | | | | | 0 | | 0 |
| Nickel | 336 | | 420 | | | | | | | | | | | | | 0 | | 0 |
| Selenium | 80 | | 100 | | | | | | | | | | | | | 0 | | 0 |
| Zinc | | 2800 | 7500 | | | | | | | | | | | | | | 0 | 0 |

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)
- 1-2 (10 Points)
- > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- Yes
- No (10 points)

- N/A - Did not exceed limits or no HQ limit applies (0 points)
- N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- 0 (0 Points)
- 1 (10 Points)
- > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes (20 Points)
- No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

| | |
|------------------------------|--|
| Outfall Number: | 002 |
| Biosolids Class: | B |
| Bacteria Type and Limit: | Fecal Coliform |
| Sample Dates: | 10/01/2022 - 12/31/2022 |
| Density: | 76,000 |
| Sample Concentration Amount: | CFU/G TS |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Process: | Anaerobic Digestion |
| Process Description: | Anaerobic digestion is utilized to meet list 3 requirements prior to land application. Operated mesophilic 95 to 98 degrees Fahrenheit, sample origin is on conveyor after the centrifuge. |

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| | |
|------------------------------|--|
| Outfall Number: | 004 |
| Biosolids Class: | B |
| Bacteria Type and Limit: | Fecal Coliform |
| Sample Dates: | 01/01/2022 - 12/31/2022 |
| Density: | 76,000 |
| Sample Concentration Amount: | CFU/G TS |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Process: | Anaerobic Digestion |
| Process Description: | Anaerobic digestion is utilized to meet list 3 requirements prior to land application. Operated mesophilic 95 to 98 degrees Fahrenheit, sample origin is on conveyor after the centrifuge. |

| | |
|------------------------------|--|
| Outfall Number: | 004 |
| Biosolids Class: | B |
| Bacteria Type and Limit: | Fecal Coliform |
| Sample Dates: | 01/01/2022 - 12/31/2022 |
| Density: | 79,000 |
| Sample Concentration Amount: | CFU/G TS |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Process: | Anaerobic Digestion |
| Process Description: | Anaerobic digestion is utilized to meet list 3 requirements prior to land application. Operated mesophilic 95 to 98 degrees Fahrenheit, sample origin is on conveyor after the centrifuge. |

| | |
|------------------------------|--|
| Outfall Number: | 004 |
| Biosolids Class: | B |
| Bacteria Type and Limit: | Fecal Coliform |
| Sample Dates: | 01/01/2022 - 12/31/2022 |
| Density: | 100,000 |
| Sample Concentration Amount: | CFU/G TS |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Process: | Anaerobic Digestion |
| Process Description: | Anaerobic digestion is utilized to meet list 3 requirements prior to land application. Operated mesophilic 95 to 98 degrees Fahrenheit, sample origin is on conveyor after the centrifuge. |

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| | |
|------------------------------|--|
| Outfall Number: | 004 |
| Biosolids Class: | B |
| Bacteria Type and Limit: | Fecal Coliform |
| Sample Dates: | 01/01/2022 - 12/31/2022 |
| Density: | 37,000 |
| Sample Concentration Amount: | CFU/G TS |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Process: | Anaerobic Digestion |
| Process Description: | Anaerobic digestion is utilized to meet list 3 requirements prior to land application. Operated mesophilic 95 to 98 degrees Fahrenheit, sample origin is on conveyor after the centrifuge. |

| | |
|------------------------------|--|
| Outfall Number: | 004 |
| Biosolids Class: | B |
| Bacteria Type and Limit: | Fecal Coliform |
| Sample Dates: | 01/01/2022 - 03/31/2022 |
| Density: | 79,000 |
| Sample Concentration Amount: | CFU/G TS |
| Requirement Met: | Yes |
| Land Applied: | No |
| Process: | Anaerobic Digestion |
| Process Description: | Anaerobic digestion is utilized to meet list 3 requirements prior to land application. Operated mesophilic 95 to 98 degrees Fahrenheit, sample origin is on conveyor after the centrifuge. |

| | |
|------------------------------|---|
| Outfall Number: | 004 |
| Biosolids Class: | B |
| Bacteria Type and Limit: | Fecal Coliform |
| Sample Dates: | 04/01/2022 - 06/30/2022 |
| Density: | 100,000 |
| Sample Concentration Amount: | CFU/G TS |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Process: | Anaerobic Digestion |
| Process Description: | Anaerobic digestion is utilized to meet list 3 requirements prior to land application. Operated mesophilic 95-98 degrees Fahrenheit, sample origin is on conveyor after the centrifuge. |

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| | |
|------------------------------|--|
| Outfall Number: | 004 |
| Biosolids Class: | B |
| Bacteria Type and Limit: | Fecal Coliform |
| Sample Dates: | 07/01/2022 - 09/30/2022 |
| Density: | 37,000 |
| Sample Concentration Amount: | CFU/G TS |
| Requirement Met: | Yes |
| Land Applied: | No |
| Process: | Anaerobic Digestion |
| Process Description: | Anaerobic digestion is utilized to meet list 3 requirements prior to land application. Operated mesophilic 95 to 98 degrees Fahrenheit, sample origin is on conveyor after centrifuge. |

0

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

☐ Yes (40 Points)

☒ No

If yes, what action was taken?

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

| | |
|-------------------------------------|---------------------------|
| Outfall Number: | 002 |
| Method Date: | 10/11/2022 |
| Option Used To Satisfy Requirement: | Volatile Solids Reduction |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Limit (if applicable): | >= 38 |
| Results (if applicable): | 55.7 |

| | |
|-------------------------------------|---------------------------|
| Outfall Number: | 004 |
| Method Date: | 10/11/2022 |
| Option Used To Satisfy Requirement: | Volatile Solids Reduction |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Limit (if applicable): | >= 38 |
| Results (if applicable): | 55.7 |

| | |
|-------------------------------------|---------------------------|
| Outfall Number: | 004 |
| Method Date: | 01/04/2022 |
| Option Used To Satisfy Requirement: | Volatile Solids Reduction |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Limit (if applicable): | >= 38 |
| Results (if applicable): | 53.2 |

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| | |
|-------------------------------------|---------------------------|
| Outfall Number: | 004 |
| Method Date: | 06/07/2022 |
| Option Used To Satisfy Requirement: | Volatile Solids Reduction |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Limit (if applicable): | >=38 |
| Results (if applicable): | 40 |

| | |
|-------------------------------------|---------------------------|
| Outfall Number: | 004 |
| Method Date: | 08/17/2022 |
| Option Used To Satisfy Requirement: | Volatile Solids Reduction |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Limit (if applicable): | >=38 |
| Results (if applicable): | 45.4 |

| | |
|-------------------------------------|---------------------------|
| Outfall Number: | 004 |
| Method Date: | 01/04/2022 |
| Option Used To Satisfy Requirement: | Volatile Solids Reduction |
| Requirement Met: | Yes |
| Land Applied: | No |
| Limit (if applicable): | >=38 |
| Results (if applicable): | 53.2 |

| | |
|-------------------------------------|---------------------------|
| Outfall Number: | 004 |
| Method Date: | 06/07/2022 |
| Option Used To Satisfy Requirement: | Volatile Solids Reduction |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Limit (if applicable): | >=38 |
| Results (if applicable): | 40.4 |

| | |
|-------------------------------------|---------------------------|
| Outfall Number: | 004 |
| Method Date: | 08/17/2022 |
| Option Used To Satisfy Requirement: | Volatile Solids Reduction |
| Requirement Met: | Yes |
| Land Applied: | No |
| Limit (if applicable): | >=38 |
| Results (if applicable): | 45.4 |

5.2 Was the limit exceeded or the process criteria not met at the time of land application?

o Yes (40 Points)

● No

If yes, what action was taken?

6. Biosolids Storage

0

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| | |
|---|-----------------|
| <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <ul style="list-style-type: none">● <input checked="" type="radio"/> >= 180 days (0 Points)○ 150 - 179 days (10 Points)○ 120 - 149 days (20 Points)○ 90 - 119 days (30 Points)○ < 90 days (40 Points)○ N/A (0 Points) <p>6.2 If you checked N/A above, explain why.</p> <div></div> | <p>0</p> |
| <p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div>Concerns with undetermined future use due PFOS/PFAS</div> | |

| | |
|---|----------|
| Total Points Generated | 0 |
| Score (100 - Total Points Generated) | 100 |
| Section Grade | A |

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Staffing and Preventative Maintenance (All Treatment Plants)

| | |
|--|---|
| <p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div></div> <p>Could use more help/staff for:</p> <div></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div></div> | |
| <p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none">● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/>○ No (40 points) <input type="checkbox"/><input type="checkbox"/> <p>If No, please explain, then go to question 3:</p> <div></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none">● Yes○ No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none">● Yes<ul style="list-style-type: none">○ Paper file system○ Computer system● Both paper and computer system○ No (10 points) | 0 |
| <p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none">● Yes○ No | |
| <p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none">○ Excellent● Very good○ Good○ Fair○ Poor <p>Describe your rating:</p> | |

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I visit and tour other wastewater facilities, when I am on tours I talk to other plant operators and I find that our maintenance program is better than most. I think that most others are good, some are fair, a few are poor, and a couple may be better than ours.

| | |
|--------------------------------------|-----|
| Total Points Generated | 0 |
| Score (100 - Total Points Generated) | 100 |
| Section Grade | A |

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

PETER A HARTZ

Certification No:

32167

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

| Sub Class | SubClass Description | WWTP | OIC | | |
|-----------|-------------------------------|----------|-----|-------|----------|
| | | Advanced | OIT | Basic | Advanced |
| A1 | Suspended Growth Processes | X | | | X |
| A2 | Attached Growth Processes | | | | X |
| A3 | Recirculating Media Filters | | | | |
| A4 | Ponds, Lagoons and Natural | | | | X |
| A5 | Anaerobic Treatment Of Liquid | | | | |
| B | Solids Separation | X | | | X |
| C | Biological Solids/Sludges | X | | | X |
| P | Total Phosphorus | X | | | X |
| N | Total Nitrogen | | | | |
| D | Disinfection | X | | | X |
| L | Laboratory | X | | | X |
| U | Unique Treatment Systems | | | | |
| SS | Sanitary Sewage Collection | X | X | NA | NA |

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- Yes (0 points)
- No (20 points)

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- ☒ One or more additional certified operators on staff
- ☐ An arrangement with another certified operator
- ☐ An arrangement with another community with a certified operator
- ☐ An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- ☐ A consultant to serve as your certified operator
- ☐ None of the above (20 points)

If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

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| | |
|--|--|
| OIT and Basic Certification: <ul style="list-style-type: none">○ Averaging 6 or more CECs per year.○ Averaging less than 6 CECs per year. Advanced Certification: <ul style="list-style-type: none">● Averaging 8 or more CECs per year.○ Averaging less than 8 CECs per year. | |
|--|--|

| | |
|--------------------------------------|-----|
| Total Points Generated | 0 |
| Score (100 - Total Points Generated) | 100 |
| Section Grade | A |

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Financial Management

1. Provider of Financial Information

Name:

Peter Hartz

Telephone:

920-262-4085

(XXX) XXX-XXXX

E-Mail Address
(optional):

phartz@watertownwi.gov

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

● Yes (0 points) ☐

○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?
Year:

2022

● 0-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A (private facility)

2.3 Did you have a special account (e.g., CWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

● Yes (0 points)

○ No (40 points)

0

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year:

2022

● 1-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 1,478,300.07

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

\$ 0.00

3.2.3 Adjusted January 1st Beginning Balance

\$ 1,478,300.07

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

+ \$ 378,350.00

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 280,401.25

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 1,576,248.82

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

New sludge dewatering pump, rebuild of sludge dewatering pump, RAS pump rebuilds, Grit pump rebuilds, new multi-purpose tractor, new air compressor and dryer for primary sludge pumps, new flow meter installation for primary sludge to digester line, sanitary sewer engineering design, CIPP pipe lining, new emergency standby generator for Spaulding lift station, new sludge dewatering conveyor liners, dewatering control electrical upgrades

0

3.3 What amount should be in your Replacement Fund? \$ 1,567,248.82

Please note: If you had a CWWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

● Yes

○ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

○ No

| Project # | Project Description | Estimated Cost | Approximate Construction Year |
|-----------|--|----------------|-------------------------------|
| 1 | Install new interceptor sewer for highway 26 bypass - west side interceptor | \$25,000,000 | 2026 |
| 2 | Add control through Scada at 2nd of 5 lift station panels. | \$35,000 | 2023 |
| 3 | Annual CIPP and sewer rehab work on collection System | \$250,000 | 2023 |
| 4 | GIS enhancements | \$30,000 | 2023 |
| 5 | Continuance of hydraulic study for the sanitary sewer service area. Model updates anticipated in 2023. | \$15,000 | 2023 |
| 6 | Bio-gas utilization study - review dryer technologies. | \$2,225,000 | 2025 |
| 7 | Alerman lift station rehab - controls and pumps | \$55,000 | 2024 |

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

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COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

| | Electricity Consumed (kWh) | Natural Gas Consumed (therms) |
|-----------|-------------------------------|----------------------------------|
| January | 13,949 | |
| February | 14,069 | |
| March | 12,054 | |
| April | 13,183 | |
| May | 13,677 | |
| June | 11,964 | |
| July | 13,298 | |
| August | 10,031 | |
| September | 9,497 | |
| October | 11,014 | |
| November | 10,519 | |
| December | 12,676 | |
| Total | 145,931 | 0 |
| Average | 12,161 | 0 |

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

☒ No

☐ Yes

Year:

By Whom:

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Describe and Comment:

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

New stand-by emergency generator for the Spaulding LS.

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

| | Electricity Consumed (kWh) | Total Influent Flow (MG) | Electricity Consumed/Flow (kWh/MG) | Total Influent BOD (1000 lbs) | Electricity Consumed/Total Influent BOD (kWh/1000lbs) | Natural Gas Consumed (therms) |
|-----------|----------------------------|--------------------------|------------------------------------|-------------------------------|---|-------------------------------|
| January | 256,233 | 74.28 | 3,450 | 237.40 | 1,079 | 8,226 |
| February | 221,618 | 63.60 | 3,485 | 160.08 | 1,384 | 9,858 |
| March | 210,873 | 99.13 | 2,127 | 192.67 | 1,094 | 11,608 |
| April | 236,898 | 143.39 | 1,652 | 183.63 | 1,290 | 2,074 |
| May | 259,229 | 110.54 | 2,345 | 216.29 | 1,199 | 3,604 |
| June | 299,390 | 138.39 | 2,163 | 229.83 | 1,303 | 1,128 |
| July | 311,709 | 95.32 | 3,270 | 221.53 | 1,407 | 1,000 |
| August | 286,801 | 87.57 | 3,275 | 221.22 | 1,296 | 1,140 |
| September | 272,212 | 120.34 | 2,262 | 223.68 | 1,217 | 2,403 |
| October | 288,618 | 86.56 | 3,334 | 215.61 | 1,339 | 4,078 |
| November | 227,733 | 93.93 | 2,424 | 209.76 | 1,086 | 3,611 |
| December | 221,928 | 94.57 | 2,347 | 212.20 | 1,046 | 4,654 |
| Total | 3,093,242 | 1,207.62 | | 2,523.90 | | 53,384 |
| Average | 257,770 | 100.64 | 2,678 | 210.33 | 1,228 | 4,449 |

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☐ Aerobic Digestion
- ☒ Anaerobic Digestion
- ☐ Biological Phosphorus Removal
- ☐ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☐ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☒ Influent Pumping
- ☒ Mechanical Sludge Processing
- ☒ Nitrification

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- ☒ SCADA System
- ☒ UV Disinfection
- ☒ Variable Speed Drives
- ☐ Other:

7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

New Turbo Blowers for aeration, biogas use for sludge dryer upgrade

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

☐ No

☒ Yes

If Yes, how is the biogas used (Check all that apply):

- ☒ Flared Off
- ☒ Building Heat
- ☐ Process Heat
- ☐ Generate Electricity
- ☐ Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

☒ No

☐ Yes

☐ Entire facility

Year:

By Whom:

Describe and Comment:

☐ Part of the facility

Year:

By Whom:

Describe and Comment:

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| | |
|--|--|
| | |
|--|--|

| | |
|--------------------------------------|-----|
| Total Points Generated | 0 |
| Score (100 - Total Points Generated) | 100 |
| Section Grade | A |

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- ☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Attempts to pass a private lateral replacement program to pair with our annual streets and utilities projects received moderate success. We did not pass a new ordinance but we did convince the city to replace the sanitary laterals within the street right of way with new projects. It's not a new lateral up to home, but only the portion in the road - it's a start so a win.

Did you accomplish them?

- ☐ Yes
- ☒ No

If No, explain:

We continue to struggle with a comprehensive program that will address all the issues, funding is an issue - if we remove the foundation tiles from the sanitary sewer the homes will need a sump pump in addition to perhaps an entirely new lateral. The water then may flood neighbors or low lying areas and inundate the undersized storm water conveyance system.

- ☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

- ☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Watertown Municipal Code 508

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2015-06-05

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection
- ☒ Rehabilitated sewer and lift station installation, testing and inspection
- ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

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☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- ☒ Equipment and replacement part inventories
- ☒ Up-to-date sewer system map
- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☐ Capacity assessment program
- ☒ Basement back assessment and correction
- ☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☐ Others:

0

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☒ Public notification protocols
- ☒ Training
- ☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

☒ Special Studies Last Year (check only those that apply):

- ☒ Infiltration/Inflow (I/I) Analysis
- ☐ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
- ☐ Lift Station Evaluation Report
- ☐ Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

| | | |
|-------------------------|-----------------------------------|------------------------|
| Cleaning | <input type="text" value="32.6"/> | % of system/year |
| Root removal | <input type="text" value="5"/> | % of system/year |
| Flow monitoring | <input type="text" value="10"/> | % of system/year |
| Smoke testing | <input type="text" value="0"/> | % of system/year |
| Sewer line televising | <input type="text" value="7.5"/> | % of system/year |
| Manhole inspections | <input type="text" value="32.6"/> | % of system/year |
| Lift station O&M | <input type="text" value="18"/> | # per L.S./year |
| Manhole rehabilitation | <input type="text" value="0.5"/> | % of manholes rehabbed |
| Mainline rehabilitation | | |

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| | | |
|---|-----|---|
| Private sewer inspections | 1.3 | % of sewer lines rehabbed |
| Private sewer I/I removal | 1 | % of system/year |
| River or water crossings | 0 | % of private services |
| | 100 | % of pipe crossings evaluated or maintained |
| Please include additional comments about your sanitary sewer collection system below: | | |
| | | |

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

| | |
|--------|--|
| 41.17 | Total actual amount of precipitation last year in inches |
| 36.02 | Annual average precipitation (for your location) |
| 120 | Miles of sanitary sewer |
| 18 | Number of lift stations |
| 0 | Number of lift station failures |
| 0 | Number of sewer pipe failures |
| 0 | Number of basement backup occurrences |
| 12 | Number of complaints |
| 3.3086 | Average daily flow in MGD (if available) |
| 13.118 | Peak monthly flow in MGD (if available) |
| | Peak hourly flow in MGD (if available) |

3.2 Performance ratios for the past year:

| | |
|------|--|
| 0.00 | Lift station failures (failures/year) |
| 0.00 | Sewer pipe failures (pipe failures/sewer mile/yr) |
| 0.01 | Sanitary sewer overflows (number/sewer mile/yr) |
| 0.00 | Basement backups (number/sewer mile) |
| 0.10 | Complaints (number/sewer mile) |
| 4.0 | Peaking factor ratio (Peak Monthly:Annual Daily Avg) |
| 0.0 | Peaking factor ratio (Peak Hourly:Annual Daily Avg) |

4. Overflows

| LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED ** | | | | |
|---|---|--------------------|----------------|------------------|
| | Date | Location | Cause | Estimated Volume |
| 0 | 6/16/2022 12:15:00 AM - 6/16/2022 12:45:00 AM | 800 Hoffmann Drive | Rain, Flooding | 41,400 |

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

What actions were taken, or are underway, to reduce or eliminate SSO or TFO occurrences in the future?

| |
|---|
| Treatment Plant control training to better understand the blending operation setpoints. |
| Praying to GOD for less intense precipitation events. |

5. Infiltration / Inflow (I/I)

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5.1 Was infiltration/inflow (I/I) significant in your community last year?

- ☒ Yes
- ☐ No

If Yes, please describe:

During normal or dry times of the year we average approximately 1,000,000 gallons per day of clear water infiltration into the sanitary sewer system. This number is derived from the daily drinking water pump records vs the daily wastewater treated recorded from the influent flow meter.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- ☒ Yes
- ☐ No

If Yes, please describe:

The sanitary sewer overflow this past year was a direct result of clear water entering the sanitary sewer system and overwhelming the ability of the plant to pump and treat all the wastewater. Clear water also dilutes the wastewater strength and makes operational corrections necessary to balance the F:M ratio for optimal plant performance.

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

No changes - discussions continue internally as to best approach the drain tile disconnections from the sanitary sewer system.

5.4 What is being done to address infiltration/inflow in your collection system?

Not much other than discussion on the drain tile connections within the city on homes constructed prior to 1970. There are concerns that this groundwater may overwhelm the storm water conveyance system or neighbors yards and cause more surface flooding.

| | |
|---|----------|
| Total Points Generated | 0 |
| Score (100 - Total Points Generated) | 100 |
| Section Grade | A |

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Grading Summary

WPDES No: 0028541

| SECTIONS | LETTER GRADE | GRADE POINTS | WEIGHTING FACTORS | SECTION POINTS |
|---|--------------|--------------|-------------------|----------------|
| Influent | F | 0 | 3 | 0 |
| BOD/CBOD | A | 4 | 10 | 40 |
| TSS | A | 4 | 5 | 20 |
| Ammonia | A | 4 | 5 | 20 |
| Phosphorus | A | 4 | 3 | 12 |
| Biosolids | A | 4 | 5 | 20 |
| Staffing/PM | A | 4 | 1 | 4 |
| OpCert | A | 4 | 1 | 4 |
| Financial | A | 4 | 1 | 4 |
| Collection | A | 4 | 3 | 12 |
| TOTALS | | | 37 | 136 |
| GRADE POINT AVERAGE (GPA) = 3.68 | | | | |

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing
Body or Owner:

City of Watertown Public Works Commission

Date of Resolution or
Action Taken:

2023-05-16

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = F

We will reach out to our engineering consultant and review the plant design parameters for BOD. We do not believe this is an issue for permit compliance as the effluent plant performance has been very good. We tend to look at the quality of the BOD in the effluent as an indicator of the wastewater treatment plant. With our trained staff and dedicated employees, we do not believe this is an issue - the plant effluent is very good.

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

To continue supporting the wastewater treatment facility staff with equipment and infrastructure improvements when and where necessary; pending available funding.

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 3.68

Compliance Maintenance Annual Report

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| |
|--|
| |
|--|

**RESOLUTION TO
AMEND THE EMPLOYEE HANDBOOK OF POLICIES AND
PROCEDURES FOR REASONABLE ACCOMMODATIONS,
COMPENSATION PLAN TIMELINE DETAIL, TIMECARD CHANGES**

**SPONSOR: MAYOR EMILY MCFARLAND
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 February 7, 2023; and,

WHEREAS, the clarification of process of Reasonable Accommodation for Disabilities section will assist employees by providing guidelines regarding the request of workplace accommodations for performed duties.

WHEREAS, the addition to the Compensation Plan section the detail of a timeline for presentation of position changes or new positions to the Finance Committee for review. This addition will memorialize the process of presenting staff changes to the governing body to be located in Article IV. Employment Compensation Section A. Compensation Plan; and,

WHEREAS, the change in the Work Schedule section will allow for two pay periods after a payroll for employees to request corrections be made time previously submitted for pay. This change will be located in Article IV. Employment Compensation Section D. Hours of Work; and,

WHEREAS, the Finance Committee has reviewed the proposed policy changes and has recommended adoption of such as shown on the attached Exhibit A; and,

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

That Article II. Employment Practices and Policies Section B. Americans with Disabilities Act (ADA)/WI Fair Employment Act be amended to read:

B. AMERICANS WITH DISABILITIES ACT (ADA)/WI FAIR EMPLOYMENT ACT

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the City to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the City's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement,

(May 16, 2023) Exhibit #9513

discharge, compensation, training or other terms, conditions, and privileges of employment.

Reasonable Accommodations for Disabilities: The City is committed to full compliance with applicable federal and state disability laws. An employee who is a qualified individual as defined by state or federal law will be provided a reasonable accommodation if one exists that allows the employee to perform the functions of the employee's job unless such accommodation creates an undue burden or poses a direct threat to the safety of the employee or others. Employees should submit a request for workplace accommodation to your supervisor. The form is located on the city website. Any supervisor who receives a request for workplace accommodation will communicate with the employee where the employee will provide detail regarding the requested accommodation. After receipt of the request, a meeting will be scheduled with the Human Resources Office to discuss all the facts and circumstances necessary to make an accommodation determination.

BE IT FURTHER RESOLVED Article IV. Employment Compensation Section A. Compensation Plan Subsection Pay Range Assignment for New and Reclassified Positions shall be created to read:

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.

BE IT FURTHER RESOLVED Article IV. Employment Compensation Section D. Hours of Work Subsection Work Schedule shall be amended to read:

Work Schedule

The normal workweek for all full-time 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.

BE IT FURTHER RESOLVED

that the proper City Officials be and are hereby authorized to inform employees of such changes.

| | YES | NO |
|-----------------|-----|----|
| DAVIS | | |
| LAMPE | | |
| VACANT | | |
| BARTZ | | |
| BLANKE | | |
| SMITH | | |
| SCHMID | | |
| WETZEL | | |
| MOLDENHAUER | | |
| MAYOR MCFARLAND | | |
| TOTAL | | |

ADOPTED May 16, 2023

CITY CLERK

APPROVED May 16, 2023

MAYOR

**RESOLUTION TO
AMEND THE EMPLOYEE HANDBOOK OF POLICIES AND
PROCEDURES FOR GENERAL UPDATES**

**SPONSOR: MAYOR EMILY MCFARLAND
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 February 7, 2023; and,

WHEREAS, updates of the verbiage City Clerk/Treasurer on pages 22, 44, 61, 77, and 78 need to be adjusted due to reorganization; and,

WHEREAS, the dispatcher work schedule needs to be updated to reflect 80 hours rather than ninety and three quarters hours officially; and,

WHEREAS, the inclusion of the mental health definition and addition of “mental health” to the definition of workplace safety restates the City’s commitment to a safe workplace; and,

WHEREAS, the addition of the vision plan description which was approved in 2022; and,

WHEREAS, the removal of the Emergency Leave Section speaking to Coronavirus Response Act based upon its expiration on December 31, 2022; and,

WHEREAS, the removal of alternate 8.25 hour vacation schedule provision regarding dispatch center; and,

WHEREAS, the Finance Committee has reviewed the proposed policy change and has recommended adoption of such changes at the Finance Committee meeting on April 24; and,

BE IT FURTHER RESOLVED THAT Article IV. Employment Compensation Section A. Compensation Plan shall be amended to read:

Determining Annual Pay Structure Increases

On an annual basis, the ~~Finance Department City Clerk/Treasurer~~ 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.

BE IT FURTHER RESOLVED THAT Article VI. Leaves Section B. Jury Duty shall be amended to read:

B. JURY DUTY

Full-time employees required to perform jury duty shall be paid their regular wages during such period and shall turn over to the ~~Finance Department City Clerk~~ any monies, excluding mileage allowance that the employee receives as a result of such jury duty. Employees on jury duty shall report for work on any workday as soon as possible after being released from such jury duty for that day. This shall also apply to subpoenas issued by a court of competent jurisdiction.

BE IT FURTHER RESOLVED THAT Article VII Personal Conduct Section D. Grievance Procedure Subsection Definition of Workplace Safety be amended to read:

Definition of Workplace Safety Committee - Committee appointed by the Mayor to review workplace safety grievances consisting of the following department heads (or their designees): Police Chief, Fire Chief, Park and Recreation Director, Health Officer, ~~Finance Director City Clerk/Treasurer~~, Director of Public Works, and Human Resources representative or any of the persons named designees.

BE IT FURTHER RESOLVED THAT Article VIII. Appendix of Forms Employee Acknowledgement Unionized Public Safety Employees shall be amended to read:

After you have read and signed this page, please detach the page from the Handbook and return to your department head, who will submit this to the ~~Human Resources City Clerk~~ office to be placed in your personnel file.

BE IT FURTHER RESOLVED THAT Article VIII. Appendix of Forms Employee Acknowledgement shall be amended to read:

After you have read and signed this page, please detach the page from the Handbook and return to your department head, who will submit this to the ~~Human Resources City Clerk~~ office to be placed in your personnel file.

BE IT FURTHER RESOLVED THAT Article V. Benefits Section D. Holidays Subsection Dispatch Center shall be amended to read:

Employees shall be granted ~~eighty (80) ninety and three quarters (90.75)~~ hours off with pay at a time mutually agreed upon between the employee and the Police Chief or his/her representative in lieu of the above listed holidays. Dispatch shall receive holiday pay for any holidays actually worked.

BE IT FURTHER RESOLVED THAT Article VII Personal Conduct Section D. Grievance Procedure Subsection Definition of Workplace Safety be amended to read:

Definition of Workplace Safety - For purposes of this provision, workplace safety includes any practice or condition, affecting an employee's physical health, ~~mental health~~, or safety, the safe operation of workplace equipment or tools, safety of the physical work environment, personal protective equipment, workplace violence and training related to the same.

BE IT FURTHER RESOLVED THAT Article VII Personal Conduct Section D. Grievance Procedure Subsection Definition of Mental Health be created to read:

Definition of Mental Health - For purposes of this provision, mental health is regarding mental stresses and tensions which exceed those day-to-day mental stresses and tensions which employees of similar positions experience within their position.

BE IT FURTHER RESOLVED THAT Article V. Benefits Section V. Vision Insurance is hereby created to read:

H. VISION INSURANCE

All full-time employees and those part-time employees as designated in the annual payroll resolution shall be eligible to participate voluntarily in the vision insurance benefits at the employee's expense offered by Delta Vision (a division of Delta Dental of WI).

New employees shall be eligible for vision insurance benefits on the first day of the month following the first day of employment. Where the first day of the month is the first day of employment, vision insurance benefits will begin on the same day. Vision insurance coverage terminates at the end of the month in which the employee terminates employment.

Find more information at <https://www.deltadentalwi.com/>

BE IT FURTHER RESOLVED THAT Article VI. Leaves Section F. City of Watertown Emergency Leave Superseding Families First Compliance Policy is hereby repealed.

BE IT FURTHER RESOLVED THAT Article V. Benefits Section B. Vacation Subsection Dispatch/Communications Center is hereby repealed.

BE IT FURTHER RESOLVED THAT the proper City Officials be and are hereby authorized to inform employees of such changes.

| | YES | NO |
|-----------------|-----|----|
| DAVIS | | |
| LAMPE | | |
| BLANKE | | |
| BARTZ | | |
| VACANT | | |
| SMITH | | |
| SCHMID | | |
| WETZEL | | |
| MOLDENHAUER | | |
| MAYOR MCFARLAND | | |
| TOTAL | | |

ADOPTED May 16, 2023

CITY CLERK

APPROVED May 16, 2023

MAYOR

**RESOLUTION TO
ENTER INTO THE AMENDMENT TO THE MOU BETWEEN THE CITY
OF WATERTOWN AND LOCAL 877 OF THE INTERNATIONAL
ASSOCIATION OF FIREFIGHTERS, AFL-CIO-CLC**

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

WHEREAS, the City of Watertown Employee Handbook of Policies and Procedures update of December 6, 2022 was related to vacation and final pay; and,

WHEREAS, a representative of Local 877 of the International Association of Firefighters, AFL-CIO-CLC requested changes to clarify the vacation calculation and award process; and,

WHEREAS, the membership of the Local 877 of the International Association of Firefighters, AFL-CIO-CLC voted to accept the changes in the attached Amendment to the Memorandum of Understanding at its Union meeting; and,

WHEREAS, the changes clarify the vacation calculation and award process; and,

WHEREAS, the changes will be effective the date this Memorandum of Understanding is signed and will be retroactive to January 1, 2023; and,

WHEREAS, the changes shall be incorporated into the Collective Bargaining Agreement when it is renegotiated.

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

SECTION 1. That the proper City Officials be and are hereby authorized to enter into the attached Amendment to the Memorandum of Understanding between the City of Watertown and Local 877 of the International Association of Firefighters, AFL-CIO-CLC.

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

| | YES | NO |
|-----------------|-----|----|
| DAVIS | | |
| LAMPE | | |
| VACANT | | |
| BARTZ | | |
| BLANKE | | |
| SMITH | | |
| SCHMID | | |
| WETZEL | | |
| MOLDENHAUER | | |
| MAYOR MCFARLAND | | |
| TOTAL | | |

ADOPTED May 16, 2023

CITY CLERK

APPROVED May 16, 2023

MAYOR

**MEMORANDUM OF UNDERSTANDING
BETWEEN CITY OF WATERTOWN AND
LOCAL 877 OF THE INTERNATIONAL
ASSOCIATION OF FIREFIGHTERS, AFL-CIO-CLC**

The City of Watertown (hereinafter “City”) and Local 877 of the International Association of Fire Fighters, AFL-CIO-CLC (hereinafter “Union”) hereby agree to the following changes to the 2021-2023 Collective Bargaining Agreement between the parties as outlined in red below. These changes clarify the vacation calculation and award process.

The following changes will be effective the date this MOU is signed and will be retroactive to January 1, 2023. All days of vacation as defined below were/are available for use in 2023.

These changes shall be incorporated into the Collective Bargaining Agreement when it is renegotiated.

7.01 – Vacations.

- a) Firefighting employees shall be entitled to annual vacations based on length of continuous service as provided in this Article.
- b) On January 1 of every year, each firefighting employee with at least twelve (12) months of service shall be deemed to have earned vacation awarded on that day based on the length of continuous service as specified in Section 7.03 infra. Any firefighting employee who during the course of the year reaches a new threshold for vacation award based on continuous service shall receive one (1) additional day of vacation awarded and earned on their anniversary date for that year. Firefighting employees may schedule their additional day of earned vacation at the same time as all other vacation days are scheduled provided is the additional day is scheduled after their anniversary date for that year.
- c) Firefighting employees may not use unearned vacation time.
- d) Vacation schedules, including the number of employees that are able to be on vacation at the same time, shall be approved by the Chief or his representatives. Vacations shall be drawn according to seniority and employees outside the bargaining unit may, at the discretion of the Chief, be included in such draw.
- e) Vacations must be taken within the calendar year they are awarded ~~for~~ or they shall be considered lost. For purposes of this Section, a vacation period which starts within the calendar year but extends beyond such year shall be considered as taken within the calendar year.
- f) Continuous service shall not include any period of layoff or unpaid leave of absence, except military leave if required by law, where such layoff or leave exceeds thirty (30) consecutive calendar days.
- g) In the event a firefighting employee separates from their employment with the City for any reason, said employee shall not be required to repay or reimburse any used vacation time. Furthermore, the City shall pay any earned and unused vacation time out to the firefighting employee at their current rate of pay on the final pay check.
- h) New Hires – Beginning January 1, 2022
 - 1. New Hires shall receive no vacation hours from their start date until the end of the calendar year in which they were hired.

- 2. On January 1 of the year following the year in which the New Hire began working full-time at the Watertown Fire Department, the New Hire will earn .5 days of vacation per two week period from their date of hire to December 31, of the year they were hired.
- 3. While vacation time provided in subparagraph 2 will be deemed earned on January 1, of the year following the year in which the New Hire began full-time employment, a New Hire shall not be eligible to use or be paid out vacation days upon separation until completion of their probationary period.
- 4. On January 1 of the year following the end of a New Hire’s probation period, the individual shall begin earning vacation consistent with Article 7.01(b) supra.

City of Watertown

Local 877 of the International Association
of Firefighters, AFL-CIO, CLC

Emily McFarland, Mayor

Greg Wellach, President Local 877

Date: _____

Date: _____

**RESOLUTION TO ALLOW
REPLACEMENT OF AIRPORT PERIMETER BRIDGE**

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

WHEREAS, Jefferson County wishes to replace an airport perimeter snowmobile bridge on city owned airport property; and

WHEREAS, the bridge is funded through the Wisconsin DNR Snowmobile Grant Program with no cost to the City; and

WHEREAS, Jefferson County will be the sole owner of the bridge and be responsible for all maintenance; and

WHEREAS, Jefferson County will indemnify the City of Watertown against any liability regarding the bridge.

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

The Common Council of the City of Watertown resolves to approve the placement of the airport perimeter snowmobile bridge.

| | YES | NO |
|-----------------|-----|----|
| DAVIS | | |
| LAMPE | | |
| VACANT | | |
| BARTZ | | |
| BLANKE | | |
| SMITH | | |
| SCHMID | | |
| WETZEL | | |
| MOLDENHAUER | | |
| MAYOR MCFARLAND | | |
| TOTAL | | |

ADOPTED May 16, 2023

CITY CLERK

APPROVED May 16, 2023

MAYOR

**RESOLUTION TO
APPROVE REPLACEMENT AIRPORT PERIMETER BRIDGE
AGREEMENT**

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

WHEREAS, an agreement has been prepared between Jefferson County, the Jefferson County Snowmobile Alliance, the Watertown Snowmobile Association, and the City of Watertown to replace a bridge on City owned property; and,

WHEREAS, the County has applied for and received an Outdoor Recreation Aids Grant and entered into an agreement with the State of Wisconsin Department of Natural Resources to purchase and construct a replacement bridge on property owned by the CITY OF WATERTOWN located east of HWY 26, north of Airport Drive, south of Jefferson Road, and west of the Watertown Municipal Airport, in Jefferson County Wisconsin, and

WHEREAS, the replacement bridge will serve as and be maintained as part of the Jefferson County snowmobile trail system and be constructed on City property for use by the general public, and

WHEREAS, the bridge will be a wood fabricated bridge with Jefferson County being the sole owner of the bridge.

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

That the proper City Officials be and are hereby authorized to enter into an agreement for the airport perimeter snowmobile bridge.

| | YES | NO |
|-----------------|-----|----|
| DAVIS | | |
| LAMPE | | |
| VACANT | | |
| BARTZ | | |
| BLANKE | | |
| SMITH | | |
| SCHMID | | |
| WETZEL | | |
| MOLDENHAUER | | |
| MAYOR MCFARLAND | | |
| TOTAL | | |

ADOPTED May 16, 2023

CITY CLERK

APPROVED May 16, 2023

MAYOR

**AGREEMENT BETWEEN
JEFFERSON COUNTY
and
THE JEFFERSON COUNTY SNOWMOBILE ALLIANCE
and
THE WATERTOWN SNOWMOBILE ASSOCIATION
and
THE CITY OF WATERTOWN**

This agreement is entered into by and between JEFFERSON COUNTY, a municipal corporation, through the Jefferson County Parks Department (hereinafter “the County”), the JEFFERSON COUNTY SNOWMOBILE ALLIANCE (hereinafter “the Alliance”), the WATERTOWN SNOWMOBILE ASSOCIATION (hereinafter “the Association”), and THE CITY OF WATERTOWN (hereinafter “Landowners” or “City”).

WHEREAS, the County has applied for and received an Outdoor Recreation Aids Grant and entered into an agreement with the State of Wisconsin Department of Natural Resources to purchase and construct a replacement bridge on property owned by the CITY OF WATERTOWN located east of HWY 26, north of Airport Drive, south of Jefferson Road, and west of the Watertown Municipal Airport, in Jefferson County Wisconsin, and

WHEREAS, the replacement bridge will serve as and be maintained as part of the Jefferson County snowmobile trail system and be constructed on City property for use by the general public, and

WHEREAS, this bridge project has been designated as the Jefferson County Trail 16 Airport bridge replacement with an approximate location of 43.165963771 – 88.733557842, and

WHEREAS, the bridge will be a wood fabricated bridge with Jefferson County being the sole owner of the bridge.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties agree to the following:

1. That they have received, read, and understand the Outdoor Recreation Aids Grant Agreement, and agree to be bound by the conditions set forth therein, which is attached hereto and incorporated herein by reference.
2. That the Jefferson County Snowmobile Alliance and its agents, officers and employees, including, but not limited to, the WATERTOWN SNOWMOBILE ASSOCIATION shall be solely responsible for maintaining the bridge to ensure that it is in good working order at all times and will hold the Landowner and County harmless, defend and indemnify the Landowner and County and all of their employees, officers and agents, against any and all liability claims, costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the performance of this agreement due to the negligence or omissions of the Jefferson County Snowmobile Alliance or its agents, officers and employees, or the negligence of the WATERTOWN SNOWMOBILE ASSOCIATION's employees, agents, officers, elected officials, or representatives.

- 3. That the current Landowner, including any successor landowner, of the land upon which the bridge described herein is or will be located, hereby recognizes Jefferson County as the sole owner of such bridge. If Landowner, or its successors in interest, either withdraws permission for such bridge to remain on the property or the bridge is used in a manner inconsistent with the type of use for which the grant was awarded, Landowner hereby grants County permission to immediately enter upon the property and remove the bridge.
- 4. That all of the terms and conditions set forth in the existing Snowmobile Trail Maintenance and Grooming Services Contract which are attached to this Agreement and shall be incorporated into this Agreement by reference. If there are any terms and conditions that are inconsistent, the terms and conditions set forth in the Snowmobile Trail Maintenance and Grooming Services Contract shall control.

JCSA President

JCSA Trail Coordinator

Watertown Snowmobile Association

Watertown Snowmobile Association
Trail Representative

Jefferson County

City of Watertown
Landowner/Agent