



FINANCE COMMITTEE MEETING AGENDA

MONDAY, MAY 11, 2026 AT 5:30 PM

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

1. CALL TO ORDER

2. REVIEW AND APPROVE MINUTES

A. Finance Committee minutes from April 27, 2026

3. OPENING FOR PUBLIC COMMENT

Each individual who would like to address the Committee will be permitted up to three minutes for their comments on agenda items only

4. BUSINESS

A. Review and take action: Modify employee handbook sections related to Employment Compensation section a

B. Review and take action: Modify employee handbook sections related to Employment Compensation section b-g

C. Review & take action: Fire Department MOU - Sick Leave & FLSA

D. Review and take action: Hiring of Police Captain

E. Review & take possible action: State Municipal Financial Agreement for WI Department of Transportation W. Main Street 2033 project

F. Review and take possible action: Authorize borrowing for Contract #11-26 Emmet Utility Extension Project

G. Review and take action: Accept bid from Watertown Daily Times for publication of council proceedings and city advertisements and designate official city newspaper

H. Convene into closed session per Sec. 19.85(1)(c), Wis. Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (2026 Compression Pay Methodology and Payments)

I. Reconvene into open session

J. Review and take action: 2026 Compression Payments

5. ADJOURNMENT

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

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



FINANCE COMMITTEE MEETING MINUTES

MONDAY, APRIL 27, 2026, AT 5:15 PM

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

Finance Committee members present: Mayor Stocks, Alderpersons Arnett, Blanke, Moldenhauer, Smith (5:28 arrival)

Others present: Finance Director Stevens, Fire Chief Reynen, Police Chief Brower, Ryan Thurow (video)

1. Mayor Stocks called the meeting to order at 5:20 p.m.
2. The Finance Committee **minutes from April 13** were presented. Ald. Arnett moved, seconded by Ald. Blanke, to approve. Unanimously approved.
3. As requested by the Finance Committee in a prior meeting, Chief Reynen, followed by Chief Brower, each provided a **description of their department's use of overtime** over the prior year.
4. Bids were received for the **modernization of the Senior Center elevator**, as the existing unit contains outdated components and requires mechanical and electrical upgrades to meet current code. Mr. Thurow recommended that the Finance Committee forward to the Council a contract award to Schindler Elevator Corp. in the amount of \$103,548 as the lowest responsible bid. The approved 2026 budget for the project is \$105,000. Ald. Arnett moved, seconded by Ald. Smith, to approve the recommendation. Motion carried unanimously.
5. A **water rescue boat** was purchased for \$29,063 in 2019 by the Dodge County Fire Chiefs Association (DCFCA) and is currently housed at the Watertown Fire Station. The boat is used for both local water rescue operations and mutual aid responses. The DCFCA now wishes to transfer full ownership of the boat to the City of Watertown at no cost, thereby shifting responsibility for maintenance, insurance, and registration to the City. A motion was made by Ald. Arnett, seconded by Ald. Blanke, to accept the **transfer of ownership of the 2017 SeaArk MV1872**. Motion unanimously approved.
6. **Non-EMS fire reports** have been shared with the Townships of Shields, Emmet, Watertown, and Milford. The Fire Department has recently created an intergovernmental agreement (IGA) for each town to review and sign. The Townships of Emmet and Shields have returned their IGA. Ald. Smith, seconded by Ald. Moldenhauer, moved to approve the IGAs for all four townships upon their receipt. Unanimously approved.
7. Ald. Arnett, seconded by Ald. Smith, moved to adjourn the Finance Committee at 6:36 p.m., and the motion was carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

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

Administration Department

To: Finance Committee

From: Mayor Stocks

Date: May 11, 2026

Subject: Employment Compensation Update

Background

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

Key Policy Changes:

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

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

Proposed Policy Changes:

Section IV. Employment Compensation

A. Compensation Plan

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

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

Compensation Objectives

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

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



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Pay Structure/Ranges

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

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

Step Plan

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

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

Compensation Policies

Compensation upon Promotion

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

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

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

Transfer/Laterals

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

Compensation upon Interim Assignment

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

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

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

Compensation upon Involuntary Demotion

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

Compensation upon Voluntary Demotion

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

Pay Range Assignment for New and Reclassified Positions

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

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

New Position

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

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

Reclassification of Current Positions

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

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

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

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

Placement of Reclassified Positions onto the Pay Schedule

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

Positions Requiring a Market Adjustment

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



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

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

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

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

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

Positions Requiring a Compression Adjustment

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

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

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

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

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

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

Determining Pay for New Hires

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



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

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

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

Determining Annual Pay Structure Increases

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

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

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

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

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

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

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

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

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

A. COMPENSATION PLAN

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

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

Compensation Objectives

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

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

Pay Structure/Ranges

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

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

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

Compensation Policies

Compensation upon Promotion

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

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

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

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changes or new positions into the organization structure. In the event of a mid-year vacancy, the position that has been vacated will be reviewed by the department head prior to posting the opening. Approved changes will go on to follow the reclassification guidelines below.

New Position

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

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

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

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

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

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

Placement of Reclassified Positions onto the Pay Schedule

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

Positions Requiring a Market Adjustment

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

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

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

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

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

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

Positions Requiring a Compression Adjustment

Salary compression exists when there is an unacceptable difference in salary between a supervisor and a direct subordinate. Compression can exist under a base salary comparison, under a total gross earnings comparison, or both. The City will determine if the compression issue is a concern or if there are valid, acceptable reasons for the compression to exist. If the City determines the compression issue is a concern, the City must determine if the compression issue must be resolved through a pay increase or if alternative solutions need to be found to address the issue. Examples of factors, other than pay, that may contribute to pay compression issues include management/distribution of overtime within the department, insufficient staffing levels, delegation of workload, special projects causing a spike in overtime, special skills/knowledge possessed by a subordinate, market demands and/or difficulty in recruiting for a specific skill.

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

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

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

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

Determining Pay for New Hires

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

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

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

Determining Annual Pay Structure Increases

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

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

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

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

	YES	NO	
DAVIS			ADOPTED <u>May 19, 2026</u>
LAMPE			
BERG			
NITECKI			CITY CLERK
BLANKE			APPROVED <u>May 19, 2026</u>
SMITH			
ARNETT			
HAASE			MAYOR
MOLDENHAUER			
MAYOR STOCKS			
TOTAL			

MEMO

Administration Department

To: Finance Committee

From: Mayor Stocks

Date: May 11, 2026

Subject: Employment Compensation Update B-G Certification section

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

Key Policy Changes:

- The certification section has been updated as a result of progressive qualifications for tiered experience being included in the job descriptions. The new pay table incorporated qualifications into job descriptions and allows positions requiring additional training related to the job to be granted grade increases when the requirements have been completed. EX, Building Inspector I, Building Inspector II.
- The updated certification section incorporates the approval process which is also used as part of the tuition reimbursement policy. The request is made prior to attendance and is approved by both the department head and the mayor before registration in the course.
- Certifications that are not part of the job description but are related to the position can be considered for step increases. EX. Professional Engineer, PE.

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

Proposed Policy Changes:

Section IV. Employment Compensation

B. PERFORMANCE REVIEWS

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

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

C. PERSONNEL FILES

Employee personnel records are maintained in our Human Resources department. As required by law, some records pertaining to employees are maintained in separate files relating to medical issues and internal investigations. Employees, or their representative, may request access to their basic personnel file. Depending upon the circumstances, employees may be provided access to records pertaining to internal investigations, with appropriate redactions to protect the rights of others.

All requests for access to your personnel file must be provided in writing to Human Resources. Upon receipt of your written request, Human Resources will schedule an appointment for you to view your file during normal office hours. For purposes of this policy, your personnel file includes documents which are used, or which have been used, to determine qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, and medical records. It will not include any reference checks, possible criminal investigations, testing documents, materials used for staff management planning, information of a personal nature about a person other than the employee, records relevant to a pending claim between the employer and the



MEMO

employee that may be discovered in a judicial proceeding. Employees are not permitted to remove any documents from the personnel file but may provide a written response to any document in the personnel file. Written responses will be attached to the original document in the personnel file.

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

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

D. HOURS OF WORK

Daily Hours

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

Telecommuting

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

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

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

All telecommuting agreements must meet the criteria in this policy and may be terminated at any time by either the employee or the department head. An employee wishing to request a telecommuting agreement shall submit a written request to their department

MEMO

head, or in the case of department heads such request shall be submitted to the Mayor. After an employee begins a telecommuting agreement, the department head should conduct periodic reviews of such agreement to evaluate the success of the arrangement.

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

Work Schedule

The normal workweek for all 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.

Direct Deposit

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

Break Time and Lunch

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

Non-exempt employees are entitled to a thirty (30) minute unpaid lunch break. This shall be taken at a time mutually agreed upon with the employee's supervisor. Non-exempt employees cannot perform any work during their unpaid lunch period without specific

MEMO

authorization from a supervisor on a case-by-case basis; this shall be used sparingly. It is the expectation of the City that supervisors attempt to be amenable to such requests. If work is authorized, then the entire lunch period must be included as hours worked on your timecard.

E. OVERTIME AND COMPENSATORY TIME

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

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

Non-Exempt Employees

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

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

Exempt Employees

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

Fire Department Battalion Chiefs and Police Sergeants

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

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

F. CALL-IN/CALL BACK TIME

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

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

All employees responding to alarms from remote locations or other remote on call work shall receive one (1) hour of pay for each event, however, if the employee is required, by the nature of the work, to return to the worksite, the employee shall receive full call-back

as described above. Employees that get called back to work a second time and the call back falls into the two (2) hours that they received for the first call back, will be compensated at time and one-half (1 ½) for the additional time that may extend beyond the original two (2) hours. Example is that employee is called at 12:00 a.m., employee fixes problem and leaves, employee gets called back at 2:00 a.m. and must work until 4:00 a.m. will be compensated for four (4) hours at time and one-half (1 ½).

G. ADDITIONAL JOB COMPENSATION

Communications Training Officer

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

Water/Wastewater Cell Phone Compensation

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

Certifications

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

Non-Union Paramedics

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

**CITY OF WATERTOWN
TUITION REIMBURSEMENT/CERTIFICATION APPROVAL**

Section 4, Item B.

Staff Name _____ Date _____

Name of Organization _____

Location _____

Fully explain how this coursework relates to your work and if appropriate, towards what degree these courses will apply:

Name of Course	Dates From/To	Fees	Approved	Denied
		TOTAL x .25=		

 Employee Signature Date

 Supervisor Signature Date

NOTE: The City of Watertown will reimburse up to 25% of the cost of tuition up to \$500 per year for any educational courses related to a degree program pertaining to their present job or for potential promotion as approved by their department.

Professional Certifications required for the position may be eligible for step consideration. Approval is required by the Mayor and Finance Committee.

Date certification obtained: _____ (Attach completed certification to this form)

This professional certification may be eligible for step increase: Y N

 Supervisor Signature Date

 Mayor Signature Date

Date Step Increase approved _____

Return Original to Human Resources Department
 4/2026

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

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

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

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

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

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

B. PERFORMANCE REVIEWS

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

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

C. PERSONNEL FILES

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

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

D. HOURS OF WORK

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

The telecommuting policy shall apply to non-represented employees of the City. The application of this policy to represented employees may be the subject of collective bargaining between the City of Watertown and the bargaining agents for those employees. Telecommuters will be as accessible as their on-site counterparts during their scheduled work hours, regardless of their work location. Employees who telecommute may, at the discretion of their department head, be called to work at their worksite on a regular telecommuting workday to meet workload requirements.

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should conduct periodic reviews of such agreement to evaluate the success of the arrangement.

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

Work Schedule

The normal workweek for all 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.

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E. OVERTIME AND COMPENSATORY TIME

It is the City's policy to provide a consistent system for distributing overtime in compliance with the overtime pay provisions of the Fair Labor Standards Act. It is the policy of the City, wherever possible, to avoid the necessity of overtime. No overtime shall be performed

without the approval of the department head or his/her representative. Employees be required to work any overtime when requested by their department head or his/her representative. Department heads and other supervisory employees may also be required to work over forty (40) hours per week.

- Work Week: A week shall be considered to start on **Wednesday and end on the following Tuesday.**
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Non-Exempt Employees

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

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

Exempt Employees

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

Fire Department Battalion Chiefs and Police Sergeants

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

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

F. CALL-IN/CALL BACK TIME

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

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

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

G. ADDITIONAL JOB COMPENSATION

Communications Training Officer

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Certifications

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

Non-Union Paramedics

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

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

	YES	NO	
DAVIS			ADOPTED <u> May 19, 2026 </u>
LAMPE			
BERG			
NITECKI			_____ CITY CLERK
BLANKE			APPROVED <u> May 19, 2026 </u>
SMITH			
ARNETT			
HAASE			_____ MAYOR
MOLDENHAUER			
MAYOR STOCKS			
TOTAL			

MEMO

TO: Finance Committee
FROM: Chief Tanya Reynen
DATE: May 11, 2026
RE: Union MOU- Sick Leave & FLSA

Background

The attached Memorandum of Understanding (MOU) between the City of Watertown and IAFF Local 877 modifies the Fair Labor Standards Act (FLSA) work period and adjusts the method of sick leave accrual for Fire Department shift personnel.

This MOU is being initiated as part of the department's continued effort to streamline and automate City payroll and scheduling systems, particularly within Staffworks and payroll processing. Currently, sick leave accrual for Fire Department personnel requires manual calculation and entry due to the existing monthly accrual structure and the department's previous 27-day FLSA work period. This creates unnecessary administrative work, increases the opportunity for error, and creates inconsistency compared to how other City employees are managed.

The proposed change moves the Fire Department from a 27-day FLSA work period to a 28-day work period, consistent with Section 7(k) of the Fair Labor Standards Act. This aligns the FLSA cycle directly with the City's regular pay period structure, improving transparency for employees and simplifying overtime calculation, payroll review, and administrative oversight.

Additionally, sick leave accrual would change from twenty-four (24) hours per month to twelve (12) hours per pay period. This does increase the sick leave accrual by 24 hours for fire department personnel, however it adjusts the accrual method to match City-wide sick leave accrual practices and allows for automatic system calculation rather than manual entry.

This change affects all Fire Department shift personnel, including bargaining unit members and Battalion Chiefs, not solely union staff. Aligning these calculations across all shift personnel creates consistency in payroll practices, improves transparency, and supports more efficient workflows for Fire Department administrative staff as well as the Finance Department.

Financial Impact

There is no direct financial increase associated with this MOU. The annual sick leave benefit remains unchanged, and no additional compensation is created through the FLSA work period adjustment.

The primary impact is improved administrative efficiency through reduced manual payroll processing, more accurate FLSA calculations, fewer payroll errors, and clearer transparency for employees and supervisors. This also improves workflow for Fire Department administrative staff and the Finance Department by reducing manual corrections and aligning payroll practices with the rest of the City workforce.

Long-term, this creates better consistency across City departments and strengthens payroll oversight and compliance.

Recommendation

Recommend approval of the attached Memorandum of Understanding between the City of Watertown and IAFF Local 877 regarding the FLSA work period adjustment and sick leave accrual method.

**MEMORRANDUM
OF UNDERSTANDING**

**BETWEEN THE CITY OF WATERTOWN AND
LOCAL 877 OF THE INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, AFL-
CIO-CLC**

Subject: FLSA Work Period and Sick Leave Accrual

This Memorandum of Understanding (MOU) is entered into by and between the City of Watertown ("Employer") and Local 877 of the International Association of Fire Fighters, AFL-CIO-CLC ("the Union").

PURPOSE

The purpose of this Memorandum of Understanding (“MOU”) is to modify the Fair Labor Standards Act (FLSA) work period utilized by the Fire Department and to revise the method of sick leave accrual, to match current city practices, while maintaining the overall intent and structure of the existing collective bargaining agreement (CBA).

1. FLSA WORK PERIOD

Effective _____, the parties agree to change the Fire Department’s FLSA work period from a 27-day work period to a 28-day work period, consistent with Section 7(k) of the Fair Labor Standards Act.

2. SICK LEAVE ACCRUAL

Effective _____, sick leave accrual for bargaining unit members under Article IX, Section 9.01 shall be modified as follows:

- Employees shall accrue twelve (12) hours of sick leave per pay period, rather than twenty-four (24) hours per month.
- This change is intended to be an administrative adjustment that more closely aligns with city wide practice.
- All other sick leave provisions shall remain unchanged unless otherwise specified in the CBA.

3. DURATION

This MOU shall remain in effect unless modified by mutual written agreement or superseded by a successor collective bargaining agreement.

4. NON-PRECEDENT SETTING. This MOU is agreed to solely for the purpose of addressing FLSA compliance during the 48/96 Trial Schedule and shall not establish a binding precedent for future negotiations.

8. ENTIRE AGREEMENT. This MOU constitutes the full and complete agreement between the parties regarding the subject matter and supersedes all prior discussions.

In witness thereof, this Memorandum of Understanding is effective as of the last date signed.

Dated this ___ day of _____, 2026.

LOCAL 877, INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS AFL-CIO-CLC

Union President

Dated this ___ day of _____, 2026.

CITY OF WATERTOWN

Mayor Robert Stocks

MEMO

Engineering Division of the Public Works Department

To: Mayor Stocks and Committee Members
From: Andrew Beyer, P.E., Public Works Director
Date: May 5, 2026
Subject: Finance Committee Meeting of May 11, 2026

Review and take possible action: State Municipal Financial Agreement for Wisconsin Department of Transportation W. Main Street 2033 Project

Background

In 2033, the Wisconsin Department of Transportation (WisDOT) is planning to reconstruct STH 19 (Main Street) from approximately 0.03 miles east of Welsh Road to Church Street in the City of Watertown. The proposed project includes replacement of the existing pavement, updates to curb ramps to meet current ADA standards, installation of a proposed shared-use path, and associated roadway improvements.

The existing roadway is a two-lane principal arterial and connecting highway with an urban cross section and parking lanes. The concrete roadway is deteriorated with corner breaks, spalled joints and corners, and faulting. The roadway segment from Izaak Walton Street to Church Street has previously been overlaid with asphalt and is deteriorated with cracking and raveling.

As part of the proposed reconstruction project, the City of Watertown Water and Wastewater Divisions are proposing replacement of aging water main and sanitary sewer infrastructure within the project corridor. A shared-use path within the project area was also recommended as part of the City-Wide Bike & Pedestrian Plan and is currently included in the initial project scope.

Additionally, WisDOT will be reviewing potential traffic signal installation at the intersection of Dayton Street and Main Street during project development to determine whether a signal is warranted at the time of construction. Under WisDOT policy, roadway improvements associated with the state highway are eligible for State and Federal participation; however, water main and sanitary sewer improvements, and non-participating roadway costs, are the responsibility of the City of Watertown.



MEMO

The proposed State/Municipal Financial Agreement establishes the funding responsibilities between WisDOT and the City for project development and construction. The agreement also outlines the City's participation requirements for design engineering, parking lane construction costs, sidewalk/shared-use path costs, and all utility-related improvements.

The agreement is required for WisDOT to proceed with project design and future construction programming.

Financial Impact

The estimated total project cost is approximately \$18,108,900, with approximately \$11,750,000 funded through State and Federal transportation funding sources and approximately \$6,358,900 funded by the City of Watertown.

Estimated City participation includes:

- \$250,000 for preliminary engineering/design engineering participation.
- \$2,536,000 for parking lane and sidewalk/shared-use path related costs.
- \$3,067,900 for water main replacement.
- \$505,000 for sanitary sewer replacement.


Final project costs will be refined as the project advances through design and may be amended through future revisions to the agreement.

Funding for the utility-related improvements is anticipated to be incorporated into future utility capital planning and borrowing discussions consistent with the project schedule.

Recommendation

Staff recommends approval of the Wisconsin Department of Transportation State/Municipal Financial Agreement for the STH 19 Reconstruction Project from Welsh Road to Church Street, contingent upon review by the City Attorney's Office.

Enclosed: State Municipal Financial Agreement

	<p align="center">STATE/MUNICIPAL FINANCIAL AGREEMENT FOR A STATE- LET HIGHWAY PROJECT</p>	<p>Date: April 13, 2026 I.D.: 3050-04-03/ -73/ -74 Road Name: STH 19 Title: C Watertown, Main Street Limits: 0.03 E of Welsh Rd to Church Street County: Jefferson Roadway Length: 1.60 miles</p>
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The signatory **City of Watertown**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: The existing roadway is a two-lane principal arterial, connecting highway with an urban cross section and parking lanes. The concrete roadway is deteriorated with corner breaks, spalled joints and corners, and faulting. The roadway from Izaak Walton Street to Church Street has been overlaid with asphalt and is deteriorated with cracking and raveling.

Proposed Improvement - Nature of work: Replace existing pavement. Update curb ramps to current ADA standards as needed.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: Construction costs for the addition of sidewalk or a shared-use path, including excavation, granular backfill, and base aggregate. All construction costs associated with lanes utilized for parking. Replacement of water main and sanitary sewer, including design, construction costs, mobilization, oversight, and acceptance of the work. Backfill necessary for the replacement of the Municipality-owned utilities. Removal and replacement of sidewalk necessary for the replacement of the Municipality-owned utilities.

This project is currently scheduled for 2033 construction.

TABLE 1: SUMMARY OF COSTS

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
Preliminary Engineering: Plan Development 3050-04-03	\$ 1,000,000	\$ 750,000	75%	\$ 250,000	25%
Real Estate Acquisition:		\$ -	100%	\$ -	
¹ Construction:					
Roadway	\$ 11,000,000	\$ 11,000,000	100%	\$ -	
Parking	\$ 800,000	\$ -		\$ 800,000	100%
Sidewalk/ Shared-use Path	\$ 1,736,000	\$ -		\$ 1,736,000	100%
subtotal 3050-04-73:	\$ 13,536,000	\$ 11,000,000		\$ 2,536,000	
¹ Non-Participating:					
Water Main	\$ 3,067,900	\$ -	100%	\$ 3,067,900	100%
Sanitary Sewer	\$ 505,000	\$ -		\$ 505,000	100%
subtotal 3050-04-74:	\$ 3,572,900	\$ -		\$ 3,572,900	
Total Cost Distribution	\$ 18,108,900	\$ 11,750,000		\$ 6,358,900	

1. Estimates include construction engineering.

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages 2 – 5); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State, and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and in behalf of the City of Watertown (please sign in blue ink)	
Name (print)	Title
Signature	Date
Signed for and in behalf of the State (please sign in blue ink)	
Name Michelle Ellias	Title WisDOT Southwest Region Planning Chief
Signature	Date

TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by roadway construction.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
 - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and bridge width in excess of standards.
 - (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
 - (f) Parking lane costs.

- (g) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (h) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage
 - (i) Conditioning, if required, and maintenance of detour routes.
 - (j) Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
4. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
 5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
 6. The work will be administered by the State and may include items not eligible for federal/state participation.
 7. The Municipality shall assume general responsibility for all public information and public relations for the project and to make a fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
 8. Basis for local participation:

(a) Design Engineering (3050-04-03)

The Municipality is responsible for 25% of the design engineering costs for improvements on a Connecting Highway. The Municipality may be responsible for the design of decorative street lighting or other enhancement items.

(b) Real Estate Acquisition

- i. The State will reimburse the Municipality for real estate and all eligible acquisition costs necessitated by the roadway construction if the real estate is being acquired where roadway improvements are needed.
- ii. It shall be the responsibility of the Municipality to provide all payments necessary for acquisition and relocation benefits. The Municipality will be given reimbursement for the approved real estate costs of the project based on the project cost share. Reimbursement will be limited to quarterly payment requests in the amount of \$250,000 or greater, up to the final payment. Final payment may be less than \$250,000. Approved real estate costs are those actual costs appropriately documented by the Municipality and further approved by the Department for reimbursement.
- iii. When State or Federal dollars are to be used to reimburse the Municipality for any real estate acquisitions or relocations related costs, all real estate activities are subject to reviews and approvals by the State. Required State reviews and approvals are identified in the Local Public Agency manual.
- iv. All municipal lands, owned by the Municipality, required for this improvement project shall be dedicated/donated as right-of-way by specific resolution of the municipal governing body at no cost to the State. Exceptions to this dedication are those lands held by the Municipality under 4F and 6F Park lands, which will follow standard acquisition process.
- v. Real Estate Remnant Parcels: Any remnant properties created by partial acquisitions and acquired as part of this public improvement project, or any additional lands deemed unnecessary for the project will be acquired by the Municipality. Title to any such remnant parcels to remain the name of the Municipality.

- vi. Consultant real estate contractors engaged by Municipality to deliver real estate services must be members in good standing of the State approved roster of approved consultants. No substitutions shall be permitted without prior written consent of the State.
- vii. The Municipality shall bear, at Municipality expense, all costs of litigation arising out of the acquisition of the real estate for the Project.

(c) Roadway Construction (3050-04-73)

The construction estimate is preliminary for program scheduling only. As items are identified in design phase that require cost participation or are ineligible for Federal/ State funding, this agreement will be amended to reflect those costs.

Parking: In accordance with Wisconsin Statutes 86.32(4) and WisDOT policy, the Municipality is required to pay 100% of the construction costs for that part of the state trunk highway on which parking is permitted. Payment will be actual cost for the parking lane area and will be made by the Municipality at the time of construction.

Sidewalk/ Shared-use Path: Costs of sidewalk or a shared-use path installed at the time of project construction is 100% the responsibility of the Municipality, including excavation, granular backfill, and base aggregate. Payment will be actual cost for the sidewalk or shared-use path and will be made by the Municipality at the time of construction.

(d) Non-participating Construction (3050-04-74)

Construction costs were provided by the Municipality. The Municipality is responsible for 100% of the costs for improvements to the water main and sanitary sewer. The Municipality is responsible for all construction costs associated with the utility project, including mobilization. The Municipality is responsible for 100% of the costs of backfill and base course necessary for the replacement or addition of the Municipality-owned utilities. The Municipality is responsible for the removal and replacement of sidewalk necessary for the replacement of the Municipality-owned utilities.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.

MEMO

Engineering Division of the Public Works Department

To: Mayor Stocks and Committee Members
From: Andrew Beyer, P.E., Public Works Director
Date: May 5, 2026
Subject: Finance Committee Meeting of May 11, 2026

Review and take possible action: Authorize borrowing for Contract #11-26 Emmet Utility Extension Project

Background

The Emmet Utility Extension Project originates from the intergovernmental cooperative boundary agreement between the City of Watertown and the Town of Emmet, which required the attachment of the Highway 16 Residential Area, shown as Area 4 on the attached site map, to the City in 2024. Under the terms of the agreement, properties within this area are required to connect to municipal water and sanitary sewer within a defined timeframe following attachment.

In June 2024, the Public Works Commission reviewed servicing options for this area and directed staff to proceed with design of public water and sanitary sewer extensions, with the intent of utilizing the special assessment process to recover project costs. In May 2025, the Commission approved a design contract with SEH, Inc. Design was completed for utility extensions along Boulder Drive, Center Street, Prospect Street, and N. Second Street, along with associated roadway and drainage improvements due to existing infrastructure conditions.

The project was publicly bid in early 2026, with two bids received. Forest Landscaping and Construction, Inc. was the lowest responsible bidder. The Public Works Commission approved the contract award at its most recent meeting, contingent upon securing necessary project funding.

Borrowing Consideration

Available 2026 funding is not sufficient to cover the full construction cost and pay the contractor prior to recovery through the special assessment process. In order to proceed with construction, interim financing is required.

It is anticipated that approximately \$1.1 million will need to be borrowed to fund upfront construction costs. These funds would be used to pay the contractor during construction, with repayment to occur

MEMO

over time through special assessments to benefiting properties. Borrowed funds would be tracked separately and replenished as assessment payments are received.

Consistent with past practice, it is proposed that new improvements be assessed to benefiting property owners. This includes sanitary sewer and water main extensions, along with associated restoration costs within the utility trench limits. Existing infrastructure improvements, including storm sewer, drainage facilities, curb and gutter, and pavement outside of utility trench limits, would be funded through available City funds and/or borrowed 2026 funds. This approach is consistent with historical practice where reconstruction of existing facilities within a roadway and utility project is funded through City budgets, while new roadway or utility infrastructure is assessed to benefiting properties.

Staff has been coordinating with the Finance Director to evaluate borrowing options, including potential terms and interest rates. A proposed assessment repayment period of 5, 8, or 10 years is being considered, with 8 years preferred as it lines up with the City's typical borrowing payback schedule.

Next Steps

Following Finance Committee review and recommendation, the borrowing authorization and final project award will be brought to the Common Council for consideration. Upon approval, staff will proceed with project implementation and initiation of the special assessment process.

Financial Impact

Approximately \$410,000 in 2026 funding has been identified to support portions of the project related to replacement of existing infrastructure, including \$290,000 from the Annual Street Reserve and \$120,000 from the Stormwater Utility. These funds are intended to cover costs associated with storm sewer, drainage facilities, curb and gutter, and pavement outside of utility trench limits.

The remaining project costs, estimated at approximately \$1.1 million, would require borrowing to fund construction upfront. These borrowed funds are anticipated to be repaid over time through special assessments to benefiting properties for sanitary sewer and water main extensions and associated restoration, including design costs.

Recommendation

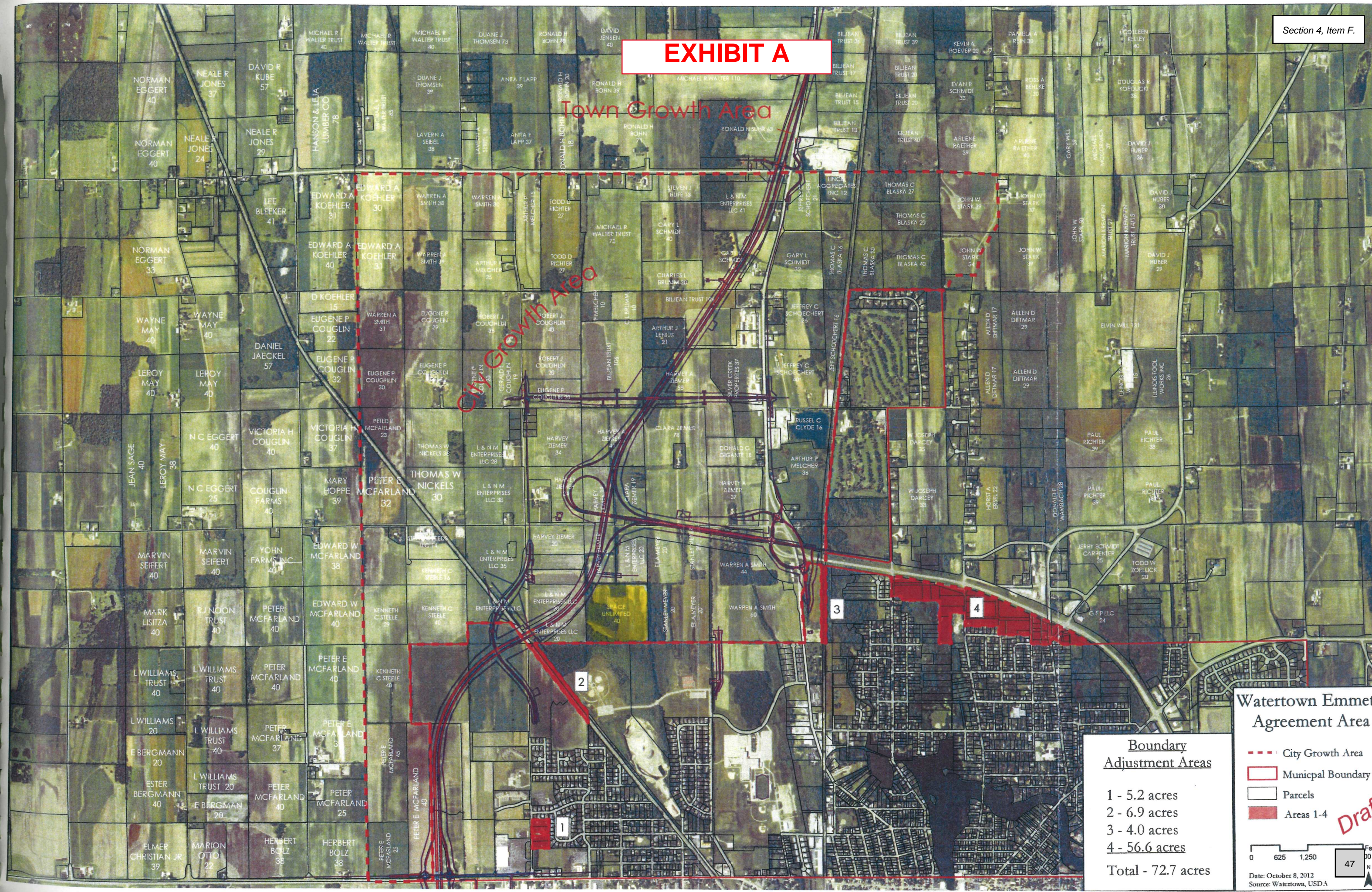
Public Works Department staff recommends that the Finance Committee review and recommend approval of borrowing in an amount not to exceed \$1.1 million to support the Emmet Utility Extension Project. Borrowed funds would be repaid through the special assessment process over a proposed term of 5, 8, or 10 years, with 8 years preferred.

Following Finance Committee recommendation, the borrowing authorization will be forwarded to the Common Council for consideration in conjunction with final project award.

EXHIBIT A

Town Growth Area

City Growth Area



Watertown Emmet Agreement Area

- Boundary Adjustment Areas**
- 1 - 5.2 acres
 - 2 - 6.9 acres
 - 3 - 4.0 acres
 - 4 - 56.6 acres
- Total - 72.7 acres**

- City Growth Area
- Municipal Boundary
- Parcels
- Areas 1-4

0 625 1,250 47 Feet

Date: October 8, 2012
Source: Watertown, USD.A

Draft

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

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

WHEREAS, a publication was placed in the Watertown Daily Times on April 14, 2026, 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 - \$0.6245 first insertion, \$0.4671 second/third insertion
 - 2 Col. Line - \$1.3033 first insertion, \$0.9748 second/third insertion
 - 3 Col. Line - \$1.9821 first insertion, \$1.4825 second/third insertion
 - 4 Col. Line - \$2.6609 first insertion, \$1.9902 second/third insertion
 - 5 Col. Line - \$3.3397 first insertion, \$2.4979 second/third insertion
 - 6 Col. Line - \$4.0185 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 2027.

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

ADOPTED May 19, 2026

CITY CLERK

APPROVED May 19, 2026

MAYOR



May 1, 2026

Megan Dunneisen, City Clerk
City of Watertown
Watertown, WI 53094

Dear Megan Dunneisen

In response to the Notice of Sealed Bids for Official Newspaper which was published on April 14, 2026, please receive for consideration this proposal on behalf of The Watertown Daily Times, 218 S. First Street, Watertown, WI 53094.

Wis. Stats. 985.06 require that an official newspaper may not charge in excess of the State of Wisconsin Department of Administration assigned rates. I have enclosed a copy of those rates.

The official bid for legal notices and council proceedings would be:

COST PER INSERTION

- 1 Col. Line – \$0.6245 first insertion, \$0.4671 second/third insertion
 - 2 Col. Line – \$1.3033 first insertion, \$0.9748 second/third insertion
 - 3 Col. Line – \$1.9821 first insertion, \$1.4825 second/third insertion
 - 4 Col. Line – \$2.6609 first insertion, \$1.9902 second/third insertion
 - 5 Col. Line – \$3.3397 first insertion, \$2.4979 second/third insertion
 - 6 Col. Line – \$4.0185 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. The calculation is available on page 2 of the State of Wisconsin document attached.

All legal notices should be e-mailed to legals@wdtimes.com. Also, the Wis.Stats. 985.01(5) defines “published” by certain mailing criteria. Enclosed is a copy of Watertown Daily Times most recent Statement of Ownership which is on file with the U.S. Post Office in Watertown.

If you have any questions or additional requirements, please contact me.

Sincerely,

Megan Vergenz
Operations Director, Adams MultiMedia/Watertown Daily Times
920-691-3637
mvergenz@apg-sw.com

Enclosures: 2