



## COMMON COUNCIL MEETING AGENDA

TUESDAY, AUGUST 01, 2023 AT 7:00 PM

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

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

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

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

*<https://www.youtube.com/c/WatertownTV>*

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. MINUTES OF COUNCIL MEETING HELD**

A. Minutes from July 18, 2023

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

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

**6. PUBLIC HEARING**

A. Amend Section 550-131.1A(2) to allow for the number of permitted electronic message signs shall be in accordance with § 550-132 Permitted Sign Rules

B. Amend Section 550-131.1A(3)(a) to clarify the size of electronic message sign allowed

C. Amend Section §550-132 – Table 550-132A(1) to clarify the amendments to Sections 550-131.1A(2) and 550-131.1A(3)(a) in the table

D. 621 Bernard Street rezoning request from GB, General Business Zoning District and TR-6 Two-Family Residential Zoning District to CB, Central Business Zoning District for a proposed new fire station

**7. REPORTS**

A. Housing Authority Minutes for May 18, 2023

B. Board of Health Minutes from May 23, 2023

C. Finance Committee minutes from July 10, 2023

D. Public Works Minutes July 25, 2023

**8. ACCOUNTS PAYABLE**

A. Accounts Payable

**9. MISCELLANEOUS BUSINESS**

A. Payroll Summary - June 28 - July 11, 2023

B. June Credit Card Purchases Over \$10,000

**10. ORDINANCES**

- A. Ord. 23-18 - Ordinance to Amend Section 410-52(C)(1), Possession of Alcohol Beverages on Public Ways of the City of Watertown General Ordinances (Sponsor: Ald. Davis From: Public Safety & Welfare Committee, Second Reading)
- B. Ord. 23 - 19 Ordinance to Amend Sections 550-25F(2)(b), 550-53C(1)(d), 550-105J(1) and 550-132 Table 550-132A(3) of the City of Watertown General Ordinances (Sponsor: Mayor McFarland From: Plan Commission with positive recommendation, First Reading)

## **11. RESOLUTIONS**

- A. Exh. 9524 - Resolution to approve Watertown Southwest Side Conceptual Neighborhood Plan (Sponsor: Mayor McFarland From: Plan Commission with positive recommendation)
- B. Exh. 9525 - Resolution to adopt updated Title VI Plan (Sponsor: Ald. Schmid From: Transit Commission)
- C. Exh. 9526 - Resolution to endorse an updated highway functional classification system map for the City of Watertown Urban Area (Sponsor: Ald. Wetzel From: Public Works Commission)
- D. Exh. 9527 - Resolution to enter a Memorandum of Understanding with the Wisconsin Election Commission for the 2023 absentee ballot envelope subgrant program (Sponsor: Mayor McFarland From: Finance Committee)

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

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

## **13. ADJOURNMENT**

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

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



**Common Council Minutes  
Tuesday July 18, 2023**

Section 4, Item A.

Mayor McFarland called the regular meeting of the City of Watertown Common Council to order at 7:00 p.m. on Tuesday, July 18, 2023. This meeting was open for attendance in the council chambers as well as virtually.

**ROLL CALL**

Roll call indicated the following Alderpersons present: Ald. Davis, Lampe, Board, Bartz, Smith, Schmid, Wetzel and Moldenhauer. Absent was Ald. Blanke. City staff present were City Attorney Steven T. Chesebro, Fire Chief Travis Teesch, Deputy Fire Chief Rauterberg, Police Chief Robert Kaminski, Assistant Police Chief Ben Olsen, Finance Director Mark Stevens, Park and Rec Director Kristine Butteris (virtual), Town Square Programming Stephanie Juhl (virtual), and City Clerk Megan Dunneisen.

**PLEDGE OF ALLEGIANCE**

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

**MINUTES OF PRECEDING MEETING**

Mayor McFarland inquired if there were additions or corrections to minutes of the Common Council meeting held Wednesday July 5, 2023. There being none, minutes were accepted as presented.

**COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT**

Ken Berg of 1201 Richards Ave, Joe Kallas of 1217 Douglas St., and Bill Maron of 701 Crestview Dr. spoke about the Fire Station.

**REPORTS**

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

The following reports were received and filed: Licensing Board meeting minutes from June 6, 2023, Tourism meeting minutes from June 8, 2023, Library Board of Trustees meeting minutes from June 8, 2023, Special Licensing Board meeting minutes from June 12, 2023, Police and Fire Commission meeting minutes from June 12, 2023, Finance Committee meeting minutes from June 26, 2023, Special Licensing Board meeting minutes from July 5, 2023, Public Safety & Welfare meeting minutes from July 5, 2023, Public Works Commission meeting minutes from July 11, 2023.

**COMMUNICATIONS & RECOMMENDATIONS**

Mayor McFarland gave recognition to Bradley Bettin with the Police Auxiliary for five years, Raul Nieto Salas with the Police Department for five years, Pamela Capin with the Police Auxiliary for ten years, and Holly Hisel with the Health department for fifteen years. Chief Kaminski and Assistant Chief Olsen also gave recognition to Bettin, Neito, and Caplin.

The Watertown Fire Department Monthly Report for June was presented.

**NEW BUSINESS**

Ald. Lampe moved to approve the appointment of Andi Merfeld – serving first three-year term ending July 2026 – replacing Kim Rahfeldt and Tom Kohls – serving first three-year term ending July 2026 – replacing Kate Lapin to the Library Board, seconded by Ald. Bartz and carried by unanimous voice vote.

**ACCOUNTS PAYABLE**

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

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

**MISCELLANEOUS BUSINESS**

Payroll Summary from June 14, 2023 - June 27, 2023, and Cash & Investments from June 30, 2023 were presented.

**LICENSES:**

Ald. Moldenhauer moved to approve applications for Temporary "Class B" Licenses from Watertown Area Chamber of Commerce for the 7th Annual Downtown Watertown Wine Walk located at Wepco 108 S. Sixth Street, Bradow Jewelers 217 E. Main Street, Ava's A Posh Boutique 209 E. Main Street, Oswald Insurance 118 W. Main Street, Elegant Arrangements 116 W. Main Street, Brown's Shoes Co 212 E. Main Street, Draeger's Floral 618 E. Main Street, Rock River Chimney & Fireplace 216 South 3rd Street, White Oak Builders 14 E. Main Street, Central Block 300 E. Main Street, Morgan Ashley Photography 202 South 3rd Street on September 7, 2023 from 4:30pm - 8pm (all other locations are licensed establishments), seconded by Ald. Smith and carried by voice vote with Ald. Board abstaining.

Ald. Bartz moved to approve the Temporary Premises Amendment application by Karah Pugh for Local Waters located at 109 South 3rd St. on September 23, 2023 during the hours of 12pm – 11pm (for Blocktoberfest), with conditions of documented approval from the front facing neighboring businesses/building owners that they do not object to the event provided to the City Clerk, approval of the special event with road closure from city administration, having the entrance to the event be through the back of Local Waters premises, the City providing an exemption to the maximum outside area size, and that there is only one outside exit for safety that is monitored by the event organization, seconded by Ald. Lampe and carried by unanimous voice vote.

Ald. Smith moved to approve the application for Temporary Class "B" License for the Marine Corps League Annual Picnic by Bartelme-Schwefel Detachment #349 located at 907 Boomer St. On August 26, 2023, during the hours 12pm-8pm, seconded by Ald. Moldenhauer and carried by unanimous voice vote.

Ald. Board moved to approve the application for Temporary Class "B" License for the Sounds of Summer Concert Series by Watertown Rotary located at 1 West Main Street (Town Square) on July 29, 2023 during the hours 6pm-9pm, seconded by Ald. Bartz and carried by unanimous voice vote.

Ald. Smith moved to approve the application for Temporary Class "B" License for the Sounds of Summer Concert Series from the Watertown Main Street Program located at 1 West Main Street (Town Square) on July 20, 2023 during the hours 6pm-10pm, seconded by Ald. Moldenhauer and carried by unanimous voice vote.

Ald. Lampe moved to approve the application for Temporary Class "B" and Temporary "Class B" License for Fiesta in the Park from Fiesta Cultural Latino Americana Inc. on September 16, 2023 Located at 1 West Main Street (Town Square) during the hours 10am-6pm, seconded by Ald. Bartz and carried by unanimous voice vote.

Ald. Moldenhauer moved to approve the application for "Class B" Malt and Liquor from Gasthaus LLC DBA Gasthaus (Tiffany Rhodes, Agent) located at 1500 Bridge Street, Watertown, WI 53094, Seconded by Ald. Bartz and carried by unanimous voice vote.

**ORDINANCES**

Ord. 23-18 - Ordinance to Amend Section 410-52(C)(1), Possession of Alcohol Beverages on Public Ways of the City of Watertown General Ordinances (Sponsor: Ald. Davis From: Public Safety & Welfare Committee, First Reading). Ald. Davis moved for adoption of ordinance 23-18 on its 1<sup>st</sup> reading, seconded by Ald. Lampe and carried by roll call vote: Yes-8; No-0; Abstain-0.

**RESOLUTIONS**

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

Exh. 9523 - Resolution providing for the sale of approximately \$13,080,000 Note Anticipation Notes for public purposes, including paying the cost of constructing and equipping a new fire station (Sponsor: Mayor McFarland From: Finance Committee). Ald. Lampe moved to adopt resolution 9523, seconded by Ald. Bartz. Discussion by councilmembers inquiring about previous studies done, other options/locations that were previously considered, response times, location of new building, and next steps in the planning. Brad Veigut with Baird spoke on the anticipated note including, note terms, and payoff amounts. Motion carried by roll call vote: Yes-6; No-2 (Smith, Moldenhauer); Abstain-0.

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

Ken Berg of 1201 Richards Ave spoke about the Fire Station.

### **ADJOURNMENT**

There being no further business to come before the Council at this time, Ald. Schmid moved to adjourn, seconded by Ald. Davis, and carried by voice vote at 8:44 p.m.

Respectfully Submitted,

Megan Dunneisen, City Clerk

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

## NOTICE OF PUBLIC HEARING

Section 6, Item A.

In compliance with Wis. Admin. § NR 116.05(4) & Wis. Admin. § NR 116.21(6), notice is hereby given by the Common Council of the City of Watertown, Wisconsin, that a public hearing will be held on the 1<sup>st</sup> day of August 2023 in the Council Chambers of the Municipal Building, 106 Jones Street, Watertown, Wisconsin at 7:00 P.M., or shortly thereafter, for the amending of Chapter 550, Zoning Code. The proposed amendments will be as follows:

- 1) Amend Sections 550-131.1A(2) & §550-131.1A(3)(a) to clarify the number of electronic message signs allowed per site and the size of electronic message sign allowed.
- 2) Amend Section §550-132 – Table 550-132A(1) to clarify the amendments in the table.

A copy of the proposed amendments are on file at the City Clerk's Office for review 8:00 a.m. to 4:30 p.m., Monday through Friday.

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

CITY OF WATERTOWN  
Brian Zirbes  
Zoning & Floodplain Administrator

BZ/nmz

PUBLISH:

July 18, 2023  
and  
July 25, 2023

(BLOCK AD)

**Amendment #1: Amend Sections §550-131.1A(2) & § 550-131.1A(3)(a) to read:**

Section 6, Item A.

**§ 550-131.1 Electronic message signs.**

**A.** Electronic message sign. A type of sign that displays a message which may be changed electronically to provide different information, and which includes computer signs, electronic reader boards, video screens, LCD signs, electronic time and temperature signs, and other signs with electronically-controlled changing or moving displays.

(1) Electronic message signs shall be permitted only with a nonresidential land use.

(2) ~~No more than one electronic message sign shall be permitted per site.~~ The number of permitted electronic message signs shall be in accordance with § 550-132 Permitted Sign Rules.

(3) Electronic message signs may be integrated into the design of the following sign types:  
monument signs, wall signs, or drive-through signs.

~~(a) Drive-through signs: no more than 33% of a sign's actual area shall contain an electronic message sign.~~

~~(b)~~ (a) Electronic message signs shall count toward the site's maximum permitted signage.

**Amendment #2: Amend Section § 550-132 - Table 550-132A(1) to read:**

Section 6, Item A.

Table 550-132A(1): Permanent Sign Group <sup>1</sup>								
D. Permanent Changeable Sign Category:*						Sign Area and Height Maximums for Zoning Districts		
Sign Categories and Sign Types	Sign Permit Needed	Number of Signs Allowed	Sign Area Formula (each side)	Sign Location Requirements	Sign Lighting Allowed	ER, CR, SR, TR	MR, SNR, RH, NO, NB	PO, PB, GB, CB, PI, GI, HI
1. Wall- <a href="#">M</a> ounted <a href="#">C</a> hangeable <a href="#">S</a> ign	Sign permit required for each new sign.	Limit of 1 permanent <a href="#">Wall-Mounted</a> <a href="#">C</a> hangeable <a href="#">S</a> ign for each tenant.	None needed. Use max area limit.	On-building. Maximum 4 inches from wall.	Ambient only	Not allowed.	8 feet maximum area per sign.	
2. Freestanding <a href="#">C</a> hangeable <a href="#">S</a> ign		<a href="#">Limit of 1 permanent Freestanding Changeable Sign for each tenant unless used in conjunction with a Drive- Through.  Drive-Through use limit of 1 permanent Freestanding Changeable Sign per Drive- Through lane.</a>		Freestanding. Within 10 feet of public entrance.  <a href="#">When used in conjunction with a Drive- Through per C.U.P.</a>	<a href="#">Standard</a>		<del>8 feet maximum height per sign.</del>  <del>12</del> <a href="#">15</a> square feet maximum area per sign.  <a href="#">8 feet maximum height per sign.</a>	
3. Drive- <a href="#">T</a> hrough <a href="#">S</a> ign		<a href="#">Limit of 1 Drive-Through Sign per Drive- Through lane.</a>		Per C.U.P.		Not allowed.		<del>24</del> <a href="#">40</a> square feet maximum area per sign.  8 feet maximum height per sign.

## NOTICE OF PUBLIC HEARING

Section 6, Item B.

In compliance with Wis. Admin. § NR 116.05(4) & Wis. Admin. § NR 116.21(6), notice is hereby given by the Common Council of the City of Watertown, Wisconsin, that a public hearing will be held on the 1<sup>st</sup> day of August 2023 in the Council Chambers of the Municipal Building, 106 Jones Street, Watertown, Wisconsin at 7:00 P.M., or shortly thereafter, for the amending of Chapter 550, Zoning Code. The proposed amendments will be as follows:

- 1) Amend Sections 550-131.1A(2) & §550-131.1A(3)(a) to clarify the number of electronic message signs allowed per site and the size of electronic message sign allowed.
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Amendment #2: Amend Section § 550-132 - Table 550-132A(1) to read:

Section 6, Item B.

Table 550-132A(1): Permanent Sign Group <sup>1</sup>								
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1. Wall- <u>M</u> ounted <u>C</u> hangeable <u>S</u> ign	Sign permit required for each new sign.	Limit of 1 permanent <u>Wall-Mounted</u> <u>C</u> hangeable <u>S</u> ign for each tenant.	None needed. Use max area limit.	On-building. Maximum 4 inches from wall.	Ambient only	Not allowed.	8 feet maximum area per sign.	
2. Freestanding <u>C</u> hangeable <u>S</u> ign		<u>Limit of 1</u> <u>permanent</u> <u>Freestanding</u> <u>C</u> hangeable <u>S</u> ign for each tenant unless used in conjunction with a Drive- Through.  <u>Drive-Through</u> use limit of 1 <u>permanent</u> <u>Freestanding</u> <u>C</u> hangeable <u>S</u> ign per Drive- Through lane.		Freestanding. Within 10 feet of public entrance.  <u>When used in</u> <u>conjunction</u> <u>with a Drive-</u> <u>Through per</u> <u>C.U.P.</u>	<u>Standard</u>		<del>8 feet maximum</del> <del>height per sign.</del>  <del>12</del> <u>15</u> square feet maximum area per sign.  <u>8 feet maximum</u> <u>height per sign.</u>	
3. Drive- <u>T</u> hrough <u>S</u> ign		<u>Limit of 1</u> <u>Drive-Through</u> <u>S</u> ign per Drive- Through lane.		Per C.U.P.		Not allowed.		<del>24</del> <u>40</u> square feet maximum area per sign.  8 feet maximum height per sign.

## NOTICE OF PUBLIC HEARING

Section 6, Item C.

In compliance with Wis. Admin. § NR 116.05(4) & Wis. Admin. § NR 116.21(6), notice is hereby given by the Common Council of the City of Watertown, Wisconsin, that a public hearing will be held on the 1<sup>st</sup> day of August 2023 in the Council Chambers of the Municipal Building, 106 Jones Street, Watertown, Wisconsin at 7:00 P.M., or shortly thereafter, for the amending of Chapter 550, Zoning Code. The proposed amendments will be as follows:

- 1) Amend Sections 550-131.1A(2) & §550-131.1A(3)(a) to clarify the number of electronic message signs allowed per site and the size of electronic message sign allowed.
- 2) Amend Section §550-132 – Table 550-132A(1) to clarify the amendments in the table.

A copy of the proposed amendments are on file at the City Clerk's Office for review 8:00 a.m. to 4:30 p.m., Monday through Friday.

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CITY OF WATERTOWN  
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Section 6, Item C.

Table 550-132A(1): Permanent Sign Group <sup>1</sup>								
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Sign Categories and Sign Types	Sign Permit Needed	Number of Signs Allowed	Sign Area Formula (each side)	Sign Location Requirements	Sign Lighting Allowed	ER, CR, SR, TR	MR, SNR, RH, NO, NB	PO, PB, GB, CB, PI, GI, HI
1. Wall- <a href="#">M</a> ounted <a href="#">C</a> hangeable <a href="#">S</a> ign	Sign permit required for each new sign.	Limit of 1 permanent <a href="#">Wall-Mounted</a> <a href="#">C</a> hangeable <a href="#">S</a> ign for each tenant.	None needed. Use max area limit.	On-building. Maximum 4 inches from wall.	Ambient only	Not allowed.	8 feet maximum area per sign.	
2. Freestanding <a href="#">C</a> hangeable <a href="#">S</a> ign		<a href="#">Limit of 1 permanent Freestanding Changeable Sign for each tenant unless used in conjunction with a Drive- Through.  Drive-Through use limit of 1 permanent Freestanding Changeable Sign per Drive- Through lane.</a>		Freestanding. Within 10 feet of public entrance.  <a href="#">When used in conjunction with a Drive- Through per C.U.P.</a>	<a href="#">Standard</a>		<del>8 feet maximum height per sign.</del>  <del>12</del> <a href="#">15</a> square feet maximum area per sign.  <a href="#">8 feet maximum height per sign.</a>	
3. Drive- <a href="#">T</a> hrough <a href="#">S</a> ign		<a href="#">Limit of 1 Drive-Through Sign per Drive- Through lane.</a>		Per C.U.P.		Not allowed.		<del>24</del> <a href="#">40</a> square feet maximum area per sign.  8 feet maximum height per sign.

## NOTICE OF PUBLIC HEARING

Section 6, Item D.

Pursuant of Section § 62.23(7) of the Wisconsin State Statutes and Section § 550-141 of the City of Watertown Municipal Code, a notice is hereby given by the Common Council of the City of Watertown, Wisconsin, that a public hearing will be held on the 1<sup>st</sup> day of August, 2023 in the Council Chambers of the Municipal Building, 106 Jones Street, Watertown, Wisconsin at 7:00 P.M., or shortly thereafter, to consider the request of City of Watertown (applicant and owner), pursuant to Section § 550-141B(2), to rezone the parcel from GB, General Business Zoning District and TR-6 Two-Family Residential Zoning District to CB, Central Business Zoning District. The applicant is proposing to develop the property into a new fire station for the City of Watertown. 621 Bernard Street is further described as follows:

PART OF OUTLOT 25, PART OF OUTLOT 7 AND PART OF OUTLOT 2 OF THE TWELFTH WARD, FORMERLY THE THIRD WARD IN THE CITY OF WATERTOWN BEING PART OF THE NE 1/4 AND THE SE 1/4 OF THE SE 1/4 OF SECTION 5, AND PART OF THE SW 1/4 AND NW 1/4 OF THE SW 1/4 OF SECTION 4, TOWN 8 NORTH, RANGE 15 EAST, CITY OF WATERTOWN, JEFFERSON COUNTY, WISCONSIN DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SECTION 5, TOWN 8 NORTH, RANGE 15 EAST; THENCE N 01°33'08" W, ALONG THE EAST LINE OF THE SOUTHEAST 1/4 OF SECTION 5, 942.39 FEET TO THE NORTH RIGHT-OF-WAY OF FAIRVIEW DRIVE; THENCE N 61°21'10" E, ALONG THE NORTH RIGHT-OF-WAY OF FAIRVIEW DRIVE, 11.19 FEET; THENCE N 01°33'08" W, ALONG THE EAST LINE OF OUTLOT 25, 162.35 FEET TO THE POINT OF BEGINNING; THENCE S 88°26'52" W, 191.48 FEET TO THE NORTHEAST CORNER OF LOT 4 OF CSM 5745; THENCE N 66°36'25" W, ALONG THE NORTH LINE OF LOT 4 OF CSM 5745, 135.00 FEET, TO THE EAST RIGHT-OF-WAY OF EICKSTEADT LANE; THENCE N 23°23'35" E, ALONG THE EAST RIGHT-OF-WAY OF EICKSTEADT LANE 140.74 FEET TO THE NORTH RIGHT-OF-WAY OF EICKSTEADT LANE; THENCE N 66°36'25" W, ALONG THE NORTH RIGHT-OF-WAY OF EICKSTEADT LANE AND NORTH LINE OF LOT 2 OF CSM 5745, 224.60 FEET TO THE EAST RIGHT-OF-WAY OF JOHNSON STREET; THENCE ALONG THE EAST RIGHT-OF-WAY OF JOHNSON STREET ALONG A CURVE TO THE LEFT HAVING AN ARC LENGTH OF 300.58 FEET, A RADIUS OF 3893.82 FEET, A DELTA ANGLE OF 04°25'23", AND A CHORD BEARING N 14°56'56" E, 300.51 FEET TO THE SOUTHERLY RIGHT-OF-WAY OF MILFORD STREET; THENCE N 50°49'08" E, ALONG THE SOUTHERLY RIGHT-OF-WAY OF MILFORD STREET, 22.79 FEET TO THE NORTHWEST CORNER OF LOT 1 OF CSM 5745; THENCE S 39°10'52" E, ALONG THE WEST LINE OF LOT 1 OF CSM 5745, 132.70 FEET; THENCE N 40°46'48" E, ALONG THE EASTERLY LINE OF LOT 1 OF CSM 5745, 87.92 FEET TO THE NORTH LINE OF OUTLOT 25 OF MAP OF OUTLOTS AND SUBDIVISION OF LOTS 3RD AND 4TH WARD; THENCE N 88°16'08" E, ALONG SAID LINE, 214.65 FEET TO THE MOST SOUTHERLY POINT OF PARCEL 4 OF CSM 2112; THENCE N 01°29'26" W, ALONG THE EAST LINE OF PARCEL 4 OF CSM 2112, 136.76 FEET TO THE MOST SOUTHERLY POINT OF PARCEL 3 OF CSM 2112; THENCE N 50°28'35" E, ALONG THE SOUTH LINE OF PARCEL 3 OF CSM 2112, 118.55 FEET TO THE SOUTH RIGHT-OF-WAY OF BERNARD STREET; THENCE S 39°12'29" E, ALONG THE SOUTH RIGHT-OF-WAY OF BERNARD STREET, 168.85 FEET; THENCE CONTINUING ALONG THE SOUTH RIGHT-OF-WAY OF BERNARD STREET, ALONG A CURVE TO THE LEFT HAVING AN ARC LENGTH OF 105.84 FEET, A RADIUS OF 260.00 FEET, A DELTA ANGLE OF 23°19'23", AND A CHORD BEARING S 50°06'14" E, 105.11 FEET; THENCE S 27°30'35" W, 161.42 FEET; THENCE S 17°57'35" W, 127.00 FEET; THENCE S 87°38'34" W, 154.82 FEET TO THE EAST LINE OF OUTLOT 25 OF MAP OF OUTLOTS AND SUBDIVISION OF LOTS 3RD AND 4TH WARD; THENCE S 01°33'08" E, ALONG THE EAST LINE OF OUTLOT 25, 285.35 FEET TO THE POINT OF BEGINNING.

DESCRIBED LANDS HAVING AN AREA OF 278,154 SQUARE FEET OR 6.386 ACRES. (Parcel Number 291-0815-0432-019).

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

CITY OF WATERTOWN  
Brian Zirbes  
Zoning & Floodplain Administrator

BZ/nmz

PUBLISH: July 18, 2023  
and  
July 25, 2023

(BLOCK AD)

## MEETING OF THE BOARD OF COMMISSIONERS OF THE WATERTOWN HOUSING AUTHORITY

The Commissioners of the Watertown Housing Authority (WHA) met in regular session at 201 N. Water St., Watertown WI on Thursday, May 18, 2023.

- **Call to Order**

The Chairman, J. Braugher called the meeting to order at 4:00 p.m.

**Present:** J. Braugher, R. Stocks, M. Malmstrom & J. Bear. Also, present was Secretary T. Kasten.

**Absent:** W. Kehl

- **Agenda Review**

The Commissioners approved the agenda as presented.

- **Tenant/Citizen Comments**

Resident Commissioner M. Malmstrom informed the commissioners of the social events that have taken place at the Johnson Arms building.

- **Approval of Minutes**

A motion to accept the minutes of the regular meeting held on Thursday, March 16, 2023, was made by M. Malmstrom and seconded by J. Bear. The motion carried.

- **Approval of Monthly Expenditures and Financial Report**

A motion to accept the payment of bills which included checks (#22846-22886) and ACH debit transactions from 3/11/2023-5/12/2023 totaling \$82,240.37 was made by R. Stocks and seconded by M. Malmstrom. The motion carried. March & April 2023 financials were discussed and will be placed on record, subject to audit.

- **Executive Director's Report**

Public Housing Overview

- T. Kasten informed the commissioners that for the past 2 months the office has been dealing with tenant litigation and computer/email issues. We have received 2 quotes for IT services.
- There has been a tenant in the Johnson Arms building sleep walking. As a result of this, locks were installed on the doors of the generator, boiler, and maintenance inventory room.
- T. Kasten reported to run this public housing program more efficiently, an assistant is needed. I will be networking with other housing authorities to complete a job description and draft salary ranges for all positions.
- The WAHA/NCRC conference I attended was educational. HUDs Housing Opportunity Through Modernization (HOTMA) will bring changes for the public housing program.

Occupancy Update

- **Johnson Arms** – T. Kasten reported we currently have 2 vacant units with 2 more on the way. One will be effective May 31<sup>st</sup> and the second on June 30<sup>th</sup>.
- On May 4<sup>th</sup>, inspections were conducted. One unit will need to be re-inspected
- T. Kasten reported 1 unit is being treated for bedbugs, 2 others were inspected with nothing found.
- T. Kasten gave 5 tours to applicants, mailed or emailed 10+ applications which only 3 were returned. Messages have been left to those that have not returned their applications.
- Average rent is \$380, and we have 11 tenants paying the flat rent of \$550.
- **Family Sites** – T. Kasten reported the only vacant unit is the 5-bdrm unit.
- The housing authority was granted the eviction of unit #1132 at the May 11<sup>th</sup> trial. However, the judge has scheduled a phone conference tomorrow (5/19) with both attorneys.



- T. Kasten reported a tenant claimed zero income but when all was said and done this tenant actually owed the housing authority back rent. This tenant has entered in to a re-payment agreement with the housing authority.
- Another tenant was served a 5-day for adopting a cat without follow policy. This tenant cured within the time frame.
- The 5-bedroom unit was taken offline for modernization work. We will keep this unit a 5-bedroom. There is a qualified family ready to move in when the work is completed.
- The average rent for our family units is:
  - 2-bdrm is \$529 with 3 tenants paying the flat rent of \$650
  - 3-bdrm is \$588 with 3 at the flat rent of \$916
  - 4-bdrm is \$616 with 2 at the flat rent of \$962
  - 5-bdrm is vacant/temporarily taken offline

Maintenance/Systems Overview

- Lawn care and landscape cleanup work has started.
- M. Kasten is busy with unit turnarounds and doing most of the modernization work at the 5-bedroom.
- Work Orders are completed in a timely manner when parts are available. There were approximately 53 non-emergency work orders completed since we last met. Twenty-six of them were from the inspections.
- After Hour Calls: 17 – 16 were tags not being put out or taken off and 1 leaky kitchen sink.

- **Future Possible Agenda Items**

- Anticipated Operating Budget FYE 9/2024

- **Next Meeting Date/Time**

- The Board of Commissioners next regular session will be on Thursday, July 20, 2023 at 4:00 pm.

- **Adjournment**

- Being no further regular meeting business to come before the Board, a motion to adjourn the meeting was made by R. Stocks and seconded by M. Malmstrom. The motion carried and the meeting was adjourned at 5:00 pm.



Secretary

Chairperson

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



**Watertown Board of Health  
Meeting Minutes  
Watertown Dept of Public Health  
515 S First Street/ Go To Meeting/phone  
May 23, 2023 – 4:00 PM**

**Members Present:** Dr. Donene Rowe, Carol Quest, Andrea Turke, Ald. Fred Smith, Ald. Dana Davis, Patricia Gedemer via GoToMeeting

**Others in attendance:** Kim Hiller

**1. Call to Order**

Dr. Rowe called the meeting to order.

**2. Nominations**

Dr. Rowe called for board nominations.

Motion to nominate Dr. Rowe for Chair is made by Fred Smith & seconded by Andrea Turke.

Motion carried by unanimous voice vote.

Motion to nominate Andrea Turke for Vice Chair made by Fred Smith and seconded by Dr. Rowe.

Motion carried by unanimous voice vote.

**3. Member Orientation**

Carol reviewed Board of Health statutory responsibilities.

**4. Citizens to be heard.**

None

**5. Review and take action: Board of Health Minutes April 4, 2023**

Reviewed minutes dated April 4, 2023

Motion made to approve the minutes of April 4, 2023, by Fred Smith, seconded by Andrea Turke.

Motion carried by unanimous voice vote.

**6. Review & take action: Financial reports- Final March 2023, Preliminary April 2023**

Reviewed final March 2023 & preliminary April 2023

- a. It was noted that facility license renewals went out approximately two weeks ago.
- b. The Environmental Health budget is non-tax levy. The carryover funding from 2022 is used for expenses in 2023 until license fees are received later in the year.
- c. Inspections and licenses cover inspections for Watertown and Jefferson County.

- d. It was noted that the year is tracking as expected.

A motion was made by Fred Smith and seconded by Dr. Rowe to approve the final March 2023 and preliminary April 2023 financial reports.

Motion carried by unanimous voice vote.

## **7. Review and take action: 2023-2028 Strategic Plan**

Reviewed 2023-2028 Strategic Plan.

The Strategic Plan is updated every five (5) years. This was conducted with a consultant with Catchafire that was funded through the Wisconsin Partnership Program with UW Madison. The consultant assisted in setting goals for the plan.

The three (3) areas identified were:

- Increase our ability to meet and execute our legislated responsibilities.
- Maintain quality standards in the delivery of programs utilizing best practice.
- Expand partnerships and collaboration (very important for programs)

Motion to approve by Dana Davis and seconded by Patricia Gedemer.

Unanimously passed.

## **8. Review and discuss: Ordinance to amend section 410-56(a) Smoking in Prohibited Places, of the City of Watertown General Ordinances**

This Ordinance 410.56(a) Smoking in prohibited places went to Council and was tabled and sent back to committee.

The board members reviewed the City of La Crosse Smoking ordinance. The ordinance provides specific criteria for designated areas where smoking is permitted.

Criteria includes:

- The designated area must be clearly designated and marked with smoking permitted signs.
- The area must be at least fifty feet from any picnic areas, sports fields or improvements used for recreational activity, food vendors, lines for recreational activities in the recreational area and heating and air conditioning intakes or vents.
- The area must be completely unenclosed.
- The agreement or special event permit between the City and a private entity permits the designation of a smoking area.
- The Director of Parks and Recreation or their designee may designate locations where smoking is permitted pursuant to this section. No city official is required to designate a smoking area and may consider the uses in the recreation area, fire hazards, proximity to fields, elderly, children and employees and other factors in her/her discretion.

Criteria for designated smoking areas were discussed including using 20 feet away from park areas and prohibited in any structure.

Ordinance development will be reviewed with the City Attorney and brought back for Board review.

## **9. Review and discuss: Program updates.**

- a. Emergency Preparedness. An emergency preparedness training tabletop exercise will be held with the city leadership team in June.
- b. City leadership staff are completing Incident Command System (ICS) training.
- c. The department is also working on increasing volunteer capacity through the state database Wisconsin Emergency Assistance Volunteer Registry (WEAVR).
- d. Review of immunization program performance management. The department is working with the providers in the community to increase immunization access for individuals and families.
- e. License renewals were mailed out approximately two weeks ago. The license year expires on June 30<sup>th</sup>. If the renewals are not paid by August 15<sup>th</sup> the facility will be closed.

## 10. Adjournment

Motion made to adjourn and carried by unanimous voice vote.

Next Board of Health meeting is set for Tuesday, September 5<sup>th</sup> at 3:30 p.m.

Respectfully Submitted,



Carol Quest  
Director/Health Officer

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



## FINANCE COMMITTEE MEETING MINUTES

MONDAY, JULY 10, 2023, AT 5:30 PM

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

Members present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, and Moldenhauer

Others present: Finance Director Mark Stevens, Fire Chief Travis Teesch, Streets Operations Manager Stacy Winkelman, Water Manager Pete Hartz, Rec/Parks Director Kristine Butteris, Police Chief Robert Kaminski, Lisa Schwartz, Tony Rauterberg, Lisa Famularo (video), Brad Viegut (Baird), Ken Berg

1. **Call to order.** Mayor McFarland called the meeting to order at 5:30 p.m.
2. **Minutes** from the meeting of **June 26** were presented. Ald. Lampe, seconded by Ald. Davis, moved to approve. Unanimous voice vote.
3. As requested at June 24 meeting, Peter Hartz updated appropriate job description language and met with the mayor for the possible submission for **review to Carlson Dettmann for Water: business office manager**. Ald. Bartz, seconded by Ald. Lampe, made a motion to move forward with submissions to Carlson Dettmann. The committee unanimously approved by voice vote.
4. Mark Stevens updated the finance committee as to current **payroll time entry processes** and an advertised relief of department time sheet submissions which will be announced in tomorrow's leadership team meeting.
5. Fire Chief Teesch presented two environmental **sustainability features** proposed by SEH, the design architects of the fire station: **geothermal heating/cooling system** and a **photovoltaic system (solar panels)**. Although the recommendations were appreciated, the projected savings to break-even points did not warrant the additional up-front costs. Ald. Moldenhauer, supported by Ald. Lampe, made the motion to not pursue either proposal, and the vote carried unanimously.
6. Brad Viegut was present to answer any questions regarding the sale of Note Anticipation Notes as a construction loan approach for the fire station. His earlier presentation to Council was an assumption of \$3M borrowing in future years. As requested, he presented alternate scenarios with assumptions of \$3.5M and \$4M borrowing. Both show that the projected mill rate (taking into consideration debt retirement) will not exceed an increase of more than \$0.01 to the mill rate, but this increase would continue for longer than the four years shown on the original analysis.  
  
Mr. Viegut explained that this resolution intentionally includes the word "approximately" to indicate the amount of \$13,080,000 is likely to be altered up or down once the actual costs have been determined. The project cost is projected at \$12.5M with financing/admin fees of approximately \$580,000. The Council will have the opportunity and requirement to approve an actual borrowing amount closer to the need for funds distribution.  
  
Ald. Lampe, seconded by Ald. Bartz, recommended a resolution be forwarded to the Council for the **sale of approximately \$13,080,000 Note Anticipation Notes for fire department construction**. This motion was approved unanimously.
7. Chief Teesch indicated that we're at an appropriate point in the design of the fire station to seek the help of a construction manager for the project. An RFP has been developed. City staff will be greatly helped by securing an outside firm to have the project management role, and we look forward to a firm knowledgeable of cost-savings methods and materials to move forward through all

phases of pre-construction, construction, and post-construction. It is estimated that the cost of these services is approximately 3%-5% of construction costs. Ald. Lampe moved, seconded by Ald. Davis, to allow Chief Teesch to release the **RFP for construction management services**. The committee agreed unanimously.

8. The City was presented a **donation of \$160,000** from the Watertown Area Community Foundation **to allow the full repair of the Riverside Park stone walls/bridges**. Ald. Moldenhauer moved, supported by Ald. Davis, to accept this donation acknowledging the conditions (install donation recognition plaque, keep bridge closest to city shed, leave Division St entrance undisturbed). The committee unanimously and gladly accepted the donation.
9. Parks Director Butteris reviewed the latest revisions of the **Riverside Park restroom project** with the committee. The revised plans (reduction in plumbing fixtures, flat ceiling, cupola listed as alternate) are ready for release for a rebidding, but the required steps would have the project starting in fall and would not likely have as many bidders at this time of the year. The work could begin in the fall, but would then stop over the winter season. Alternatively, bidding could be initiated in late 2023/early 2024 with a more favorable possibility of offers. Ald. Davis, seconded by Ald. Bartz, opted to **wait for bidding in January**, and the committee agreed unanimously.
10. Mark Stevens provided the latest iteration of the **Capital Improvements**. Recent additions of River Plaza: Phase II and Riverside restroom supplemental funds brings the Capital Funds request for **2024 to \$4,773,000**, approximately \$1.7M above a targeted \$3M amount.
11. The finance committee had asked to have the **emergency vehicle preemption solution** presented again. Assistant Fire Chief Rauterberg provided information and a quote. Committee members asked a few questions, but were reminded that this project stalled when a prospective grant was not awarded. Mr. Rauterberg and Mr. Stevens offered to meet with the firm to understand what options exist. Ald. Lampe moved, supported by Ald. Moldenhauer, to move this to the 2024 column in the CIP. The committee agreed unanimously.
12. Adjournment. Ald. Moldenhauer moved to approve adjournment, seconded by Ald. Lampe, and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

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PUBLIC WORKS COMMISSION MEETING AGENDA  
TUESDAY, JULY 25, 2023 AT 5:30 PM

Section 7, Item D.

Commission Members present Ald's. Bartz, Wetzel Comm'r Thompson  
City Employees Present  
Public Works Director/City Engineer Jaynellen Holloway  
Engineering Project Manager Ritchie Piltz (Online)  
Street Department Operations Manager Stacy Winkelman (Online)

1. CALL TO ORDER

Chairman Wetzel called the meeting order at 5:33 p.m.

2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

NONE present

3. REVIEW AND APPROVE MINUTES Public Works Commission meeting minutes from July 11, 2023

Move to approve Ald Board

2nd Comm'r Thompson

Carried by unanimous voice vote

4. BUSINESS

As no constituents were present, agenda items D and E were moved to the beginning of the agenda to accommodate Winkelman.

D. Review and take action: Request for garbage and recycling service at W6874 Silver Creek Rd E. at a cost of \$19.08 per month

Move to approve Ald Smith

2nd Ald Bartz

Carried by unanimous voice vote

E. Review and take action: Approve 2023 equipment rates for DPW - Street/Solid Waste Division

Ald Smith asked what is the main factor in the increase in cost. SDOM Winkelman stated that fuel costs appear to be the driving factor.

Winkelman said she would be provide last year's rate sheet per Ald Board's request before the next Council meeting

This sharing of equipment is designed for disaster relief, FEMA requirements, etc.

DPWCEHolloway shared that these are statewide rates

Motion to approve Comm'r Thompson

2nd Ald Smith

Carried by unanimous voice vote

A. Review and take possible action: approve revised Watertown Functional Classification Street Map

The State of Wisconsin Department of Transportation (WisDOT) maintains functional classification maps for communities throughout the State showing which roads are classified as arterial streets, collector streets, and local streets. Typically, every decade these maps are updated. The Public Works Commission reviewed the draft updated functional classification map in February of 2022 and approved proposed map changes suggested by WisDOT and the City Engineering Division. Following the passage of a resolution by the Common Council further approving the functional classification map (included in the Public Works Packet dated July 25, 2023 and emailed to members on July 21, 2023. WisDOT forwarded the map to the Federal Highway Administration (FHWA) for final approval. FHWA suggested Gypsy Road in the Town of Watertown and West Street between E. Horseshoe Road and Gypsy Road be classified as local roads vs. collectors. After an extensive review of Watertown's functional classification map with WisDOT and FHWA, the City's Engineering Division is recommending the approval of the revision which reclassifies Gypsy Road as a local road but maintains collector roadway status of West Street between E. Horseshoe Road and Gypsy Road.



PWDCE Holloway answered that Gypsy Road could be reclassified as a truck route in the future per Comm question

Move to approve Comm'r Thompson revised highway functional classification map for the City of Watertown  
It was asked if Gypsy Road is outside the city limits and JEH shared that is true but the road falls within the city's jurisdictional area

2nd Ald Board

Carried by unanimous voice vote

B. Review and take possible action: Sidewalk repair orders for 308 N Monroe St, 311 N Monroe St, 326 N Warren St, 400 N Warren St, 406 N Warren St, 408 N Warren St, 417 N Warren St, 420 N Warren St, and 503 N Warren St.

Move to approve Ald Bartz

2nd Ald Board

Carried by unanimous voice vote

C. Review and take possible action: Riverside Park Stone Walls Rehabilitation Project Change Order No. 1 for \$150,775.00 to K & K Masonry. The original scope of work to repair the public areas of stone walls and foot bridges minus the three end sections of stone walls either side of the Boughton Street entrance to the park was \$291,000 with the cost of insurance and bonds. One of the requirements to receive funding assistance from the Watertown Area Community Foundation was to restore the three end sections of stone walls either side of the Boughton Street entrance to the park. The city sought a quote from K & K Masonry to restore those six sections and he did submit a quote of \$22,175.00. Additionally, extra stones most likely will be needed to replace missing ones in the walls. City crews attempted to salvage some stones by removing an approximate 20' section of existing stone wall at the east most area of the Park. However, the stones retrieved were limestone and were whole, not split face. The stones needed in the repair work should be granite and split face. Engineering has sought a quote to have granite stones split in half. Engineering has located a free source of said stones. It is the inside face of a split stone that is placed outward facing in the stone wall repair as that is the face that sparkles and is showy. Depending on the cost to split stones, we would have the remaining approximately \$9K to work with.

Ald Smith asked how much work has been done

JEH stated that 0%, but all PPW is signed and delivered

Work will begin the week before Riverfest and continue after Riverfest with work to be completed from the maintenance shop to Labaree

Ald Smith also asked if property owners have been notified and JEH said "yes"

Move to approve Ald Board Change order No. 1 for \$150,775.00 to K & K Masonry and to spend up to \$6K to split stones to create a stockpile of spare stones for K & K Masonry to use in wall repair.

2nd Ald Smith

## 5. ADJOURNMENT

Motion to adjourn Ald Bartz

2nd Ald Smith

Carried by unanimous voice vote.

Meeting adjourned at 5:57 p.m.

Respectfully submitted,

Bob Wetzel

Public Works Commission Chair

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

## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 08/01/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>10-33 VEHICLE SERVICES LLC</b>						
910	10-33 VEHICLE SERVICES LLC	2809	E61 ANTENNA SHARKEE FIRE	07/12/2023	258.75	01-52-31-42 APPARATUS MAINTENAN
Total 910:					258.75	
910	10-33 VEHICLE SERVICES LLC	2821	COMMAND TRUCK ADD ON ITE	07/20/2023	14,963.41	05-52-31-70 CAPITAL PROJECTS
Total 910:					14,963.41	
<b>AG ENTERTAINMENT</b>						
554811	AG ENTERTAINMENT	1062	TOWN SQUARE ENTERTAINME	04/27/2023	1,300.50	26-55-43-41 EVENTS EXPENSES
Total 554811:					1,300.50	
554811	AG ENTERTAINMENT	1065	TOWN SQUARE ENTERTAINME	04/27/2023	1,525.75	26-55-43-41 EVENTS EXPENSES
Total 554811:					1,525.75	
<b>ALSCO INC</b>						
1512	ALSCO INC	IMIL1929455	MATT SERVICE AT CITY HALL	07/14/2023	67.22	01-51-71-18 SUPPLIES & EXPENSE
1512	ALSCO INC	IMIL1929455	SHIRTS AND COVERALLS MEC	07/14/2023	47.99	01-54-31-59 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1929455	COVERALLS STORM WATER T	07/14/2023	23.99	16-58-16-41 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1929455	COVERALL SERVICE FOR SOLI	07/14/2023	5.06	17-58-17-59 SAFETY EQUIPMENT
Total 1512:					144.26	
1512	ALSCO INC	IMIL1931410	MATT SERVICE AT CITY HALL	07/21/2023	67.22	01-51-71-18 SUPPLIES & EXPENSE
1512	ALSCO INC	IMIL1931410	SHIRTS AND COVERALLS MEC	07/21/2023	62.27	01-54-31-59 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1931410	COVERALLS STORM WATER T	07/21/2023	31.13	16-58-16-41 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1931410	COVERALL SERVICE FOR SOLI	07/21/2023	5.06	17-58-17-59 SAFETY EQUIPMENT
Total 1512:					165.68	
<b>AMERICAN LEGION POST #189</b>						
1528	AMERICAN LEGION POST #189	072123	MEMORIAL DAY CELEBRATION/	07/21/2023	1,250.00	22-55-12-14 MEMORIAL DAY CELEBR
1528	AMERICAN LEGION POST #189	072123	JULY 4TH 2023	07/21/2023	9,000.00	22-55-12-16 JULY 4TH FIREWORKS
Total 1528:					10,250.00	
<b>ANIMAL HEALTH CENTER</b>						
1571	ANIMAL HEALTH CENTER	97254	PD - K9 CARE	07/18/2023	71.44	24-58-11-12 POLICE CANINE UNIT
Total 1571:					71.44	
<b>APPLIED TECHNOLOGIES INC</b>						
1589	APPLIED TECHNOLOGIES INC	36476	PROJECT 6573-WWTP FACILITI	07/05/2023	9,681.35	02-85-00-20 OUTSIDE SERVICES EM
Total 1589:					9,681.35	
<b>AT&amp;T MOBILITY-FIRSTNET</b>						
552664	AT&T MOBILITY-FIRSTNET	287310587104	PD - TELEPHONES	07/07/2023	1,351.58	01-52-11-32 TELEPHONE

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 552664:					1,351.58	
<b>AUMANN'S SERVICE INC</b>						
1857	AUMANN'S SERVICE INC	WM000142910	PD-SQUAD 604 CRASH/REPAIR	07/18/2023	2,685.00	01-52-11-44 VEHICLE REPAIRS & MAI
Total 1857:					2,685.00	
<b>AXLEY BRYNELSON LLP</b>						
1985	AXLEY BRYNELSON LLP	938936	QUINT DEATH BENEFIT CLAIM	06/28/2023	2,847.50	01-51-61-16 ADDITIONAL LEGAL EXP
Total 1985:					2,847.50	
<b>BARBARA DASSOW</b>						
4081	BARBARA DASSOW	071923	BOARD OF REVIEW COURT RE	07/19/2023	250.00	01-51-40-18 SUPPLIES & EXPENSE
Total 4081:					250.00	
<b>BRAVO 1-105 CAV</b>						
554889	BRAVO 1-105 CAV	71723	PARK RENTAL REFUND	07/17/2023	50.00	01-44-62-64 RENTAL OF PARKS & FO
Total 554889:					50.00	
<b>BROOKS TRACTOR INC</b>						
2775	BROOKS TRACTOR INC	S36911	FUEL PUMP AND CAPS	07/14/2023	1,346.83	01-54-11-20 REPAIRS
Total 2775:					1,346.83	
2775	BROOKS TRACTOR INC	S36912	BREATHING AND PRESSURE S	07/14/2023	184.48	16-58-16-22 MAINTENANCE
Total 2775:					184.48	
<b>BUSS ELECTRICAL CONTRACTING LLC</b>						
2963	BUSS ELECTRICAL CONTRACTING	4850	UNDERGROUND WIRING, FLAG	07/20/2023	496.00	01-55-20-60 CAPITAL OUTLAY
Total 2963:					496.00	
<b>CON-COR COMPANY INC</b>						
3714	CON-COR COMPANY INC	115425	WET DIAMOND ASPHALT BLAD	07/17/2023	1,387.79	01-54-31-19 SAW BLADES
Total 3714:					1,387.79	
<b>CONSTRUCTION FABRICS &amp; MATERIALS CORP</b>						
3755	CONSTRUCTION FABRICS & MATERIALS	204888	SENIOR CENTER PARKING LOT	06/23/2023	705.60	05-58-11-69 STREETS
Total 3755:					705.60	
<b>DEB WHOLESALE AND DISTRIBUTING</b>						
4190	DEB WHOLESALE AND DISTRIBUTING	953410	CONCESSIONS-AQUATIC CENT	07/11/2023	988.05	01-55-22-46 CONCESSION SUPPLIES
Total 4190:					988.05	
4190	DEB WHOLESALE AND DISTRIBUTING	953642	CONCESSIONS-AQUATIC CENT	07/17/2023	297.98	01-55-22-46 CONCESSION SUPPLIES
Total 4190:					297.98	
4190	DEB WHOLESALE AND DISTRIBUTING	953907	CONCESSIONS-AQUATIC CENT	07/20/2023	371.56	01-55-22-46 CONCESSION SUPPLIES

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 4190:					371.56	
<b>DIGGERS HOTLINE INC</b>						
4466	DIGGERS HOTLINE INC	230 7 60501 P	LOCATE TICKET FEES - WTR	07/12/2023	2,187.20	03-66-65-18 SUPPLIES-TRANSMISSIO
Total 4466:					2,187.20	
<b>DIGICORP INC</b>						
4468	DIGICORP INC	346937	FORTIGATE, FORTIANALYZER,	06/30/2023	13,660.36	01-51-86-44 SOFTWARE SUPPORT/S
Total 4468:					13,660.36	
4468	DIGICORP INC	346973	SERVER UPGRADE-ARCGIS UP	06/30/2023	91.50	16-58-16-20 SOFTWARE MAINTENAN
4468	DIGICORP INC	346973	SERVER UPGRADE-ARCGIS UP	06/30/2023	91.50	03-99-21-18 SUPPLIES & EXPENSE
4468	DIGICORP INC	346973	SERVER UPGRADE-ARCGIS UP	06/30/2023	91.50	02-85-00-60 COMPUTER MAINTENAN
Total 4468:					274.50	
4468	DIGICORP INC	347162	PROVIDED FORTIGATE CREDE	07/18/2023	61.00	02-85-00-60 COMPUTER MAINTENAN
Total 4468:					61.00	
<b>DLT SOLUTIONS INC</b>						
4009	DLT SOLUTIONS INC	5177553	SOFTWARE ANNUAL RENEWAL	06/26/2023	1,922.85	16-58-16-20 SOFTWARE MAINTENAN
4009	DLT SOLUTIONS INC	5177553	SOFTWARE ANNUAL RENEWAL	06/26/2023	1,922.85	01-54-10-40 COMPUTER SOFTWARE
Total 4009:					3,845.70	
<b>DORNER INC</b>						
4666	DORNER INC	APPLICATION	CONTRACT 4-23-ANN STREET&	07/25/2023	401,117.20	05-58-11-69 STREETS
4666	DORNER INC	APPLICATION	CONTRACT 4-23-ANN STREET&	07/25/2023	59,396.55	16-58-16-60 CAPITAL OUTLAY
4666	DORNER INC	APPLICATION	CONTRACT 4-23-ANN STREET&	07/25/2023	34,891.46	03-99-99-99 CAPITAL OUTLAY
4666	DORNER INC	APPLICATION	CONTRACT 4-23-ANN STREET&	07/25/2023	4,440.79	02-97-30-11 SEWER REHABILITATION
4666	DORNER INC	APPLICATION	CONTRACT 4-23-ANN STREET&	07/25/2023	231,454.19	02-97-30-11 SEWER REHABILITATION
Total 4666:					731,300.19	
<b>EMILY MCFARLAND</b>						
13218	EMILY MCFARLAND	070523 MCFA	REIMBURSEMENT FOR TRAVEL	07/19/2023	47.16	01-51-31-24 TRAVEL
Total 13218:					47.16	
<b>ENVIROTECH EQUIPMENT</b>						
5635	ENVIROTECH EQUIPMENT	22-0021624-1	INTAKE FLAP STOCK FOR VEH	07/19/2023	403.28	16-58-16-22 MAINTENANCE
Total 5635:					403.28	
<b>ESSENTIAL DETAILS LLC</b>						
554803	ESSENTIAL DETAILS LLC	72523	TOWN SQUARE BAND FINAL PA	07/25/2023	2,625.00	26-55-43-41 EVENTS EXPENSES
Total 554803:					2,625.00	
<b>FIRE SERVICE INC</b>						
6371	FIRE SERVICE INC	WI 7849	E62 EXHAUST REPAIR FIRE	07/14/2023	1,164.97	01-52-31-42 APPARATUS MAINTENAN

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 6371:					1,164.97	
6371	FIRE SERVICE INC	WI-7844	E63 AC REPAIR	07/14/2023	1,055.52	01-52-31-42 APPARATUS MAINTENAN
Total 6371:					1,055.52	
6371	FIRE SERVICE INC	WI-7847	TK 71 AC REPAIR FIRE	07/14/2023	1,405.01	01-52-31-42 APPARATUS MAINTENAN
Total 6371:					1,405.01	
<b>GOLLON BAIT &amp; FISH FARM</b>						
554008	GOLLON BAIT & FISH FARM	51088	MINNOWS-DAPHNIA CNTRL - W	07/20/2023	800.00	02-82-00-18 SUPPLIES & EXPENSE
Total 554008:					800.00	
<b>IFM EFECTOR</b>						
554872	IFM EFECTOR	41341630	WIRING AND HOUSING FOR VA	06/20/2023	864.21	17-58-17-20 REPAIRS
Total 554872:					864.21	
554872	IFM EFECTOR	50038335	WIRING RETURN FOR VEH 23	07/19/2023	234.00-	17-58-17-20 REPAIRS
Total 554872:					234.00-	
<b>INSIGHT FS</b>						
9415	INSIGHT FS	16016153	GASOLINE - WW	07/20/2023	2,148.44	02-82-00-40 GASOLINE
Total 9415:					2,148.44	
9415	INSIGHT FS	57039739	WEED SPRAY	07/19/2023	489.56	01-54-31-18 SUPPLIES & EXPENSE
Total 9415:					489.56	
<b>INTERSTATE BILLING SERVICE INC</b>						
9490	INTERSTATE BILLING SERVICE	X101072125:0	STOCK PARTS FOR SHOP	07/14/2023	129.05	01-54-11-20 REPAIRS
Total 9490:					129.05	
<b>JESUS ARTZ &amp; PRODUCTIONS LLC</b>						
552517	JESUS ARTZ & PRODUCTIONS	2838	PD - SQUAD DECALS - 604	07/14/2023	555.00	01-52-11-44 VEHICLE REPAIRS & MAI
Total 552517:					555.00	
<b>JOHNS RECYCLING INC</b>						
10496	JOHNS RECYCLING INC	21945	SINGLE STREAM MIX RECYCLI	06/30/2023	6,100.21	17-58-17-41 OUTSIDE RECYCLING S
Total 10496:					6,100.21	
<b>JOSE RAMIREZ</b>						
554890	JOSE RAMIREZ	71723	REUND SECURITY DEPOSIT	07/17/2023	100.00	01-27-19-70 SR. CENTER SECURITY
Total 554890:					100.00	
<b>JULIE CLEMENTI</b>						
554791	JULIE CLEMENTI	71723	ENTERTAINMENT FOR SENIOR	07/17/2023	225.00	24-58-11-07 SR. CENTER FUNDRAISI

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 554791:					225.00	
<b>JX ENTERPRISES INC</b>						
1094	JX ENTERPRISES INC	13202614P	BAR FOR SOLID WASTE DOOR	06/15/2023	74.12	17-58-17-20 REPAIRS
Total 1094:					74.12	
1094	JX ENTERPRISES INC	13206618P	WASHER PUMP VEH 19	07/21/2023	31.99	17-58-17-20 REPAIRS
Total 1094:					31.99	
<b>KELLIS&amp;KIND KREATIVELY KRAZY</b>						
553322	KELLIS&KIND KREATIVELY KRA	2326	PD - BIKE RODEO SUPPLIES	07/17/2023	101.27	24-58-11-13 POLICE DEPT. DONATIO
Total 553322:					101.27	
<b>KIMBALL MIDWEST</b>						
11383	KIMBALL MIDWEST	101224908	STOCK SMALL PARTS SUPPLY	07/10/2023	597.27	01-54-11-20 REPAIRS
Total 11383:					597.27	
<b>KOPLIN EXCAVATING &amp; GRADING INC</b>						
11624	KOPLIN EXCAVATING & GRADI	125990	PEA STONE	06/30/2023	371.35	05-58-11-69 STREETS
Total 11624:					371.35	
<b>LAFORCE</b>						
12028	LAFORCE	1225074	SC DOOR REPAIR	07/11/2023	630.00	01-55-20-18 SUPPLIES & EXPENSE
Total 12028:					630.00	
<b>LAKESIDE INTERNATIONAL TRUCKS</b>						
12048	LAKESIDE INTERNATIONAL TR	5175831P	GASKETS FOR VEH 17	07/12/2023	26.47	17-58-17-20 REPAIRS
Total 12048:					26.47	
12047	LAKESIDE INTERNATIONAL TR	8120203C	VEH 22 SENSOR AND SWITCH I	05/24/2023	521.01	17-58-17-20 REPAIRS
Total 12047:					521.01	
<b>LWMMI</b>						
12009	LWMMI	WM001429103	LIABILITY CLAIM REIMBURSEM	07/10/2023	1,015.65	01-55-41-42 EQUIPMENT REPAIRS
Total 12009:					1,015.65	
<b>MARTELLE WATER TREATMENT</b>						
13099	MARTELLE WATER TREATMEN	25538	CHEMICALS - WTR	07/24/2023	2,250.00	03-64-41-40 OPERATION CHEMICALS
Total 13099:					2,250.00	
<b>MEAD AND HUNT INC</b>						
554744	MEAD AND HUNT INC	348678	R4666751-222874.01-SWR &WT	05/16/2023	4,787.50	03-99-99-98 CAPITAL OUTLAY ITEMS
554744	MEAD AND HUNT INC	348678	R4666751-222874.01-SWR &WT	05/16/2023	4,069.50	02-97-30-00 CAPITAL OUTLAY
Total 554744:					8,857.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
554744	MEAD AND HUNT INC	351226	PROJ R4667475-231187.01 MAS	07/12/2023	8,345.80	05-58-11-40 BRIDGES
	Total 554744:				8,345.80	
554744	MEAD AND HUNT INC	351321	R4666751-222127.01-SLUDGE D	07/13/2023	4,997.00	02-85-00-20 OUTSIDE SERVICES EM
	Total 554744:				4,997.00	
554744	MEAD AND HUNT INC	351355	R4666751-222874.01-SEWER &	07/13/2023	4,911.00	03-99-99-98 CAPITAL OUTLAY ITEMS
554744	MEAD AND HUNT INC	351355	R4666751-222874.01-SEWER &	07/13/2023	3,674.00	02-97-30-00 CAPITAL OUTLAY
	Total 554744:				8,585.00	
<b>MENARDS INC</b>						
13384	MENARDS INC	55355	SUPPLIES-RBR WSHRS/BRASS	07/14/2023	137.71	02-82-00-18 SUPPLIES & EXPENSE
	Total 13384:				137.71	
<b>MERCYHEALTH PHYSICIAN SERVICES</b>						
554905	MERCYHEALTH PHYSICIAN SE	21725	DRUG SCREEN PIZZURRO FIR	07/05/2023	42.00	01-52-31-19 HIRING EXPENSES
	Total 554905:				42.00	
<b>METRON FARNIER LLC</b>						
553985	METRON FARNIER LLC	38286	WATER METERS - WTR	07/11/2023	54,104.45	03-66-63-18 SUPPLIES-METERS
	Total 553985:				54,104.45	
<b>MSA PROFESSIONAL SERVICES INC</b>						
13015	MSA PROFESSIONAL SERVICE	R00069055.0-2	OLD LANDFILL MONITORING-S	07/17/2023	1,362.84	17-58-17-26 OLD LANDFILL EXPENSE
	Total 13015:				1,362.84	
<b>NEENAH FOUNDRY COMPANY</b>						
14325	NEENAH FOUNDRY COMPANY	119424	INLET FRAME AND GRATE (4 E	07/10/2023	2,237.39	01-54-31-18 SUPPLIES & EXPENSE
	Total 14325:				2,237.39	
<b>OFFICE PRO</b>						
15275	OFFICE PRO	0486078-001	SHRED SERVICES	07/27/2023	50.00	01-51-40-18 SUPPLIES & EXPENSE
	Total 15275:				50.00	
<b>PASSENGER TRANSIT INC</b>						
16165	PASSENGER TRANSIT INC	1380	TAXI RIDES-SR CTR	07/10/2023	36.00	24-58-11-07 SR. CENTER FUNDRAISI
	Total 16165:				36.00	
<b>PITNEY BOWES BANK INC RESERVE ACCOUNT</b>						
18450	PITNEY BOWES BANK INC RES	20774378	POSTAGE FOR RESERVE ACCT	06/06/2023	4,000.00	01-21-21-18 FINANCE POSTAGE MAC
	Total 18450:				4,000.00	
<b>POWERSPORTS COMPANY LLC</b>						
552524	POWERSPORTS COMPANY LLC	292474	KUBOTA 2350 REPAIRS	05/02/2023	181.78	01-55-41-42 EQUIPMENT REPAIRS



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 552524:					181.78	
<b>PRECISIONCHEM LLC</b>						
16707	PRECISIONCHEM LLC	16384	QRTLY CONTRACT BOILER SV	07/10/2023	175.00	02-85-00-20 OUTSIDE SERVICES EM
Total 16707:					175.00	
<b>PROLINE ENTERTAINMENT LLC</b>						
16841	PROLINE ENTERTAINMENT LLC	22357	TOWN SQUARE ENTERTAINME	07/25/2023	2,500.00	26-55-43-41 EVENTS EXPENSES
Total 16841:					2,500.00	
16841	PROLINE ENTERTAINMENT LLC	22359	TOWN SQUARE ENTERTAINME	07/25/2023	1,200.00	26-55-43-41 EVENTS EXPENSES
Total 16841:					1,200.00	
<b>PUBLIC SERVICE COMMISSION OF</b>						
16900	PUBLIC SERVICE COMMISSION	2306-I-06230	DIRECT ASSIST-FIN ASST PRG	07/18/2023	1,729.77	03-99-28-18 REGULATORY COMMISS
Total 16900:					1,729.77	
<b>REGISTRATION FEE TRUST</b>						
18383	REGISTRATION FEE TRUST	072023 CERTS	DUPLICATE REG CERTS FOR FI	07/20/2023	18.00	01-52-31-42 APPARATUS MAINTENAN
Total 18383:					18.00	
<b>RHYME BUSINESS PRODUCTS</b>						
4092	RHYME BUSINESS PRODUCTS	34469376	COPIER MAINT FEE-BS&Z	07/17/2023	180.68	01-52-41-26 MAINTENANCE CONTRA
Total 4092:					180.68	
<b>RIVER CITY TRUCK REPAIR INC</b>						
18522	RIVER CITY TRUCK REPAIR INC	39892	PARK TRUCK REPAIRS	07/07/2023	622.76	01-55-41-42 EQUIPMENT REPAIRS
Total 18522:					622.76	
<b>RNOW INC</b>						
552807	RNOW INC	2023-66714	WTR PRESSURE GAUGE-CAME	07/13/2023	126.17	02-83-10-45 TV/CLEANING EQUIPME
Total 552807:					126.17	
552807	RNOW INC	2023-66725	COIL AND VALVES FOR PACKE	07/14/2023	1,674.84	17-58-17-20 REPAIRS
Total 552807:					1,674.84	
552807	RNOW INC	2023-66743	LEADER HOSE(6)-CAMEL TRK -	07/17/2023	539.44	02-83-10-45 TV/CLEANING EQUIPME
Total 552807:					539.44	
552807	RNOW INC	2023-66752	FRONT PUMP FOR VEH 20	07/18/2023	3,800.00	17-58-17-20 REPAIRS
Total 552807:					3,800.00	
552807	RNOW INC	CM11126	WARRANT WORK CREDIT	07/19/2023	787.26-	17-58-17-20 REPAIRS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 552807:					787.26-	
<b>ROBERT E LEE &amp; ASSOCIATES</b>						
12297	ROBERT E LEE & ASSOCIATES	84546	PROJECT 15364087 WELSH RO	07/20/2023	15,351.06	05-58-11-69 STREETS
Total 12297:					15,351.06	
12297	ROBERT E LEE & ASSOCIATES	84547	PROJECT 15364088 DEWEY AV	07/20/2023	11,497.60	05-58-11-69 STREETS
12297	ROBERT E LEE & ASSOCIATES	84547	PROJECT 15364088 DEWEY AV	07/20/2023	11,497.61	16-58-16-60 CAPITAL OUTLAY
Total 12297:					22,995.21	
<b>RODS DOORS</b>						
18698	RODS DOORS	11927	MUNI BLDG - FIRE DEPT GARA	07/11/2023	1,540.00	01-51-71-20 REPAIRS
Total 18698:					1,540.00	
<b>SANDY CARAVELLA</b>						
55085	SANDY CARAVELLA	72423	REIMB WESTERN AVE FLOWER	07/24/2023	186.51	01-55-41-18 SUPPLIES & EXPENSE
Total 55085:					186.51	
<b>SCOTT BLASING</b>						
52377	SCOTT BLASING	7464	SAFETY SHOE REIMBURSEME	07/05/2023	100.00	02-85-00-20 OUTSIDE SERVICES EM
Total 52377:					100.00	
<b>SCOTT CONTRUCTION INC</b>						
19401	SCOTT CONTRUCTION INC	APPLICATION	SEAL COATING STREETS 2023	07/20/2023	66,585.00	05-58-11-92 SEAL COATING
Total 19401:					66,585.00	
<b>SHORT ELLIOTT HENDRICKSON INC</b>						
19563	SHORT ELLIOTT HENDRICKSO	449596	WATERTOWN FIRE STATION PR	07/13/2023	11,992.00	05-52-31-70 CAPITAL PROJECTS
Total 19563:					11,992.00	
19563	SHORT ELLIOTT HENDRICKSO	449705	PROJECT 160390-WATRN SPRI	07/13/2023	417.88	03-99-23-18 OUTSIDE SERVICES EXP
Total 19563:					417.88	
19563	SHORT ELLIOTT HENDRICKSO	450343	PROJ 170152 TDS WTTN PERMI	07/20/2023	3,832.32	24-43-51-49 OCCUPY STREET/SIDEW
Total 19563:					3,832.32	
<b>ST. PAUL'S LUTHERAN CHURCH</b>						
554909	ST. PAUL'S LUTHERAN CHURC	070423	JULY 4TH 2023 FLOAT AWARD	07/07/2023	100.00	24-58-11-09 4TH OF JULY PARADE
Total 554909:					100.00	
<b>STRAND ASSOCIATES INC</b>						
19850	STRAND ASSOCIATES INC	0198993	1550.007 ON-DEMAND WATER	07/12/2023	4,598.87	03-99-23-18 OUTSIDE SERVICES EXP
Total 19850:					4,598.87	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>SYMBIONT</b>						
19979	SYMBIONT	56956	22PS37812-AERATION IMPV FD	07/13/2023	10,000.00	02-97-30-12 REPAIR OR REPLACE
Total 19979:					10,000.00	
<b>TAPCO INC</b>						
20135	TAPCO INC	I755981	TRAFFIC SIGNAL ANNUAL MAIN	06/15/2023	1,330.00	01-54-24-20 REPAIRS
20135	TAPCO INC	I755981	TRAFFIC SIGNAL ANNUAL MAIN	06/15/2023	1,330.00	01-54-31-18 SUPPLIES & EXPENSE
Total 20135:					2,660.00	
<b>TERRACON CONSULTANTS, INC</b>						
20349	TERRACON CONSULTANTS, IN	TJ57589	SENIOR CTR RETAINING WALL	06/19/2023	3,600.00	05-55-24-70 CAPITAL OUTLAY
Total 20349:					3,600.00	
<b>THE OBRION AGENCY LLC</b>						
15175	THE OBRION AGENCY LLC	88373	PD-COPY PAPER	07/12/2023	382.50	01-52-11-18 OFFICE SUPPLIES & MIS
Total 15175:					382.50	
<b>Thomas Poff</b>						
554906	Thomas Poff	POFF 07-12-20	POFF CDL LEARNERS PERMIT	07/12/2023	30.00	17-58-17-59 SAFETY EQUIPMENT
Total 554906:					30.00	
<b>THRIVE ARCHITECTS LLC</b>						
554137	THRIVE ARCHITECTS LLC	22005-A	RIVERSIDE BATHROOM ARCHI	07/12/2023	16,210.00	05-55-41-70 CAPITAL PROJECTS
Total 554137:					16,210.00	
<b>TOP NOTCH AWARDS LLC</b>						
20630	TOP NOTCH AWARDS LLC	2023-112	PARADE FLOAT PLAQUES	07/03/2023	302.58	24-58-11-09 4TH OF JULY PARADE
Total 20630:					302.58	
<b>TRUCK COUNTRY OF WI</b>						
20845	TRUCK COUNTRY OF WI	X201824094:0	THERMOSTAT AND SENSOR FO	07/14/2023	79.73	16-58-16-22 MAINTENANCE
Total 20845:					79.73	
<b>UNILOCK CHICAGO INC</b>						
554185	UNILOCK CHICAGO INC	SIN2538165	PAVERS SENIOR CENTER PAR	07/17/2023	3,529.24	05-58-11-69 STREETS
Total 554185:					3,529.24	
<b>UNITED ELECTRIC INC</b>						
21526	UNITED ELECTRIC INC	80890	LOCATES IN PARKS	06/29/2023	380.00	01-55-41-20 REPAIRS
Total 21526:					380.00	
21526	UNITED ELECTRIC INC	81034	POWER LOCATE	07/07/2023	95.00	01-55-41-20 REPAIRS
Total 21526:					95.00	
<b>VERMEER-WISCONSIN INC</b>						
22325	VERMEER-WISCONSIN INC	20271078	VERMEER CHIPPER REPAIRS	07/07/2023	251.10	01-55-41-42 EQUIPMENT REPAIRS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 22325:					251.10	
<b>VILLAGE OF MENOMONEE FALLS</b>						
554907	VILLAGE OF MENOMONEE FAL	2300001132	CLERK LLMC CONF TRAINING/	05/24/2023	265.11	01-51-40-24 TRAVEL & TRAINING
Total 554907:					265.11	
<b>WATERTOWN DAILY TIMES</b>						
23189	WATERTOWN DAILY TIMES	71723	ANNUAL SUBSCRIPTION	07/17/2023	243.20	01-55-20-22 DUES, FEES & SUBS
Total 23189:					243.20	
<b>WATERTOWN MAIN STREET PROGRAM</b>						
23221	WATERTOWN MAIN STREET PR	Q3 2023	CONTRACT QUARTER 3 2023	07/26/2023	7,500.00	01-51-31-51 MAIN STREET PGM CON
Total 23221:					7,500.00	
<b>WATERTOWN MUNICIPAL BAND</b>						
23240	WATERTOWN MUNICIPAL BAND	072123	TOURISM ALLOCATION	07/21/2023	4,500.00	22-55-12-12 MUNICIPAL BAND CONC
Total 23240:					4,500.00	
<b>WELDERS SUPPLY COMPANY</b>						
23581	WELDERS SUPPLY COMPANY	10372892	WELDING GASES	07/12/2023	407.29	01-54-11-20 REPAIRS
Total 23581:					407.29	
<b>WI DEPT OF JUSTICE - TIME</b>						
23730	WI DEPT OF JUSTICE - TIME	455TIME-0000	BADGERNET LINE-POLICE	07/10/2023	2,511.75	01-52-13-18 SUPPLIES
Total 23730:					2,511.75	
<b>WI DEPT OF NATURAL RESOURCES</b>						
23770	WI DEPT OF NATURAL RESOUR	128115570-202	MS4 CITY-WIDE 2023	07/13/2023	3,000.00	16-58-16-24 STORM WATER PERMIT
Total 23770:					3,000.00	
<b>WI DEPT OF TRANSPORTATION</b>						
23795	WI DEPT OF TRANSPORTATION	395-000031211	PROJ ID 39530500108 MAIN ST	07/03/2023	1,558.64	05-58-11-69 STREETS
23795	WI DEPT OF TRANSPORTATION	395-000031211	PROJ ID 39530500108 MAIN ST	07/03/2023	519.55	16-58-16-60 CAPITAL OUTLAY
Total 23795:					2,078.19	
<b>WISCNET</b>						
553173	WISCNET	20964	WISCNET ANNUAL MEMBERSHI	07/06/2023	2,000.00	01-51-86-44 SOFTWARE SUPPORT/S
553173	WISCNET	20964	WISCNET NETWORK ACCESS S	07/06/2023	6,600.00	01-51-86-44 SOFTWARE SUPPORT/S
Total 553173:					8,600.00	
<b>WOLF PAVING COMPANY INC</b>						
23910	WOLF PAVING COMPANY INC	44638	COLD MIX FOR PATCH	07/17/2023	2,419.50	01-54-31-18 SUPPLIES & EXPENSE
Total 23910:					2,419.50	
<b>WP BEVERAGES LLC</b>						
554281	WP BEVERAGES LLC	90117460	WAC CONCESSIONS	07/17/2023	208.30	01-55-22-46 CONCESSION SUPPLIES

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 554281:					208.30	
<b>ZBM INC</b>						
26005	ZBM INC	29053	MUNI BLDG - CLEANING	07/10/2023	2,300.00	01-51-71-26 MAINTENANCE CONTRA
Total 26005:					2,300.00	
Grand Totals:					1,130,118.71	

## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 08/01/2023

# PAYROLL SUMMARIES

For the Period of: 6/28/2023 7/11/2023

Section 9, Item A.

Department	Employees FT PT		Regular Hours	Overtime Hours	Overtime Costs this Pay Period	Y-T-D Overtime Costs	Overtime Budget	Total Payroll
Police	51	3	4,154.00	178.50	8,518.13	90,490.95	114,000.00	143,442.35
Fire	25	-	2,535.50	492.00	16,612.84	92,081.42	150,000.00	81,228.07
Municipal Court	1	1	100.00	-	-	-	-	3,024.88
Mayor	1	-	80.00	-	-	-	-	3,294.08
Bldg. Inspection	3	3	271.50	-	-	(47.44)	1,000.00	11,535.53
Attorney	2	1	220.00	-	-	-	-	7,375.41
Finance	6	-	480.00	4.00	140.10	1,124.13	1,500.00	14,468.90
Watertown TV	2	2	173.00	-	-	-	-	4,733.35
Administration	3	1	280.00	-	-	-	-	8,933.99
Engineering	5	5	702.50	-	-	-	-	12,720.55
Health	9	2	798.00	-	-	-	10,500.00	25,147.66
Library	8	17	1,116.08	-	-	75.40	-	23,665.81
Municipal Building	1	-	80.00	-	-	1,032.49	1,000.00	1,787.20
Solid Waste	8	-	640.00	4.00	142.98	749.95	3,000.00	15,432.99
Street	24	-	1,870.00	16.25	697.71	13,180.75	39,200.00	55,155.88
Park	9	6	1,074.25	17.75	924.87	6,040.80	18,000.00	23,141.37
Forestry	2	-	160.00	8.25	-	-	-	4,416.00
Park/Rec Admin	6	1	520.00	-	-	-	400.00	14,309.61
Recreation and Pools	-	61	1,999.50	-	-	1,201.39	500.00	23,555.19
Wastewater	11	1	944.00	18.50	848.45	4,156.33	18,000.00	26,417.07
Water Dept.	11	-	880.00	13.00	541.97	9,100.51	23,500.00	26,611.19
Crossing Guards	-	-	-	-	-	-	-	-
Police Auxiliary	-	9	110.00	-	-	-	-	1,733.60
Alderspersons (2nd PR)	-	9	10.00	-	-	-	-	5,166.68
<b>TOTALS</b>	<b>188 FT</b>	<b>122 PT</b>	<b>19,198.33</b>	<b>752.25</b>	<b>28,427.05</b>	<b>219,186.68</b>	<b>380,600.00</b>	<b>537,297.36</b>

**JUNE 2023 CREDIT CARD PURCHASES OVER \$10,000**

<b>Date</b>	<b>Amount</b>	<b>Expense Account</b>	<b>Vendor</b>	<b>Description</b>
5/26/2023	\$6,000.00	01523160	CDW Government	Day: Panasonic G2 Toughbooks (Fire Dept)
5/26/2023	\$3,660.00	24581118	CDW Government	Day: Panasonic G2 Toughbooks (Fire Dept)
6/1/2023	\$10,790.29	02820060	Kemira Water Solutions	Hartz: Ferric Chloride Solution
6/7/2023	\$13,855.50	03667718	Jerry Hepp Excavating	Hartz: Excavating
6/15/2023	\$23,830.32	17581742	Waste Management	Winkelman: May Landfilling
6/15/2023	\$5,961.72	17581741	Waste Management	Winkelman: Construction Dumpsters

**ORDINANCE TO  
AMEND SECTION 410-52(C)(1), POSSESSION OF ALCOHOL  
BEVERAGES ON PUBLIC WAYS OF THE CITY OF WATERTOWN  
GENERAL ORDINANCES**

**SPONSOR: ALD. DANA DAVIS  
FROM: PUBLIC SAFETY & WELFARE COMMITTEE**

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

SECTION 1. Watertown General Ordinance Section 410-52(C)(1), Possession of Alcohol Beverages on Public Ways is hereby amended to read as follows:

C. Exceptions.

(1) This section shall not apply to such events for which ~~a Class “B” picnic license has been obtained under Chapter 220 of this Code~~ an appropriate license to dispense or sell alcohol under Wis. Stat. Ch. 125 has been obtained and approved by the City or where the City is distributing malt beverages pursuant to Wis. Stat. Sec. 125.06(6).

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

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

DATE:	July 18, 2023		August 1, 2023	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED August 1, 2023

CITY CLERK

APPROVED August 1, 2023

MAYOR



**AN ORDINANCE  
TO AMEND CHAPTER 550: ZONING CODE, THROUGH THE REMOVAL & ADDITION  
OF LANGUAGE TO SECTIONS § 550-25F(2)(b), § 550-53C(1)(d), § 550-105J(1), and  
§ 550-132 Table 550-132A(3)**

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

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

**SECTION 1.** Amend Section § 550-25F(2)(b) through addition of language:

- \* \* \*
- (b) Minimum lot width: 85 feet unless Principal Land Use is a Twin Home. Twin Home Minimum Lot width: 50 feet.
- \* \* \*

**SECTION 2.** Create Section § 550-53C(1)(d) through addition of language:

- \* \* \*
- (d) Within the General Business (GB) Zoning District, no Personal Storage Facility shall be located within 3,500 feet of another Personal Storage Facility in any Zoning District.
- [1] Standards of measurement. The distances identified in this subsection shall be measured in a straight line, from the closest point of the parcel of property proposed for use by a Personal Storage Facility to the nearest point of the parcel of property from which the proposed land use is to be separated.

\* \* \*

**SECTION 3.** Amend Section § 550-105J(1) through removal and addition of language:

- \* \* \*
- (1) ~~Conditional use permit required.~~ Exceeding Maximum Width of Driveways. Curb openings for access drives that exceed the maximum width, as measured at the right-of-way line, may be approved by the Public Works Director/City Engineer. Appeals of the Public Works Director/City Engineer's decision may be heard before the Plan Commission.
- ~~(a) All residential curb openings for access drives that exceed the maximum width, as measured at the right-of-way line, will require the granting of a conditional use permit which specifically states the maximum permitted width of the proposed driveway at the right-of-way line.~~
- ~~(b) All nonresidential curb openings for access drives that exceed the maximum width, as measured at the right-of-way line, will require the granting of a conditional use permit which specifically states the maximum permitted width of the proposed driveway at the right-of-way line.~~
- \* \* \*

**SECTION 4.** Create Section § 550-132 Table 550-132A(3) through addition of language:

\* \* \*

Table 550-132A(3): Permanent Misc. Sign Group <sup>1</sup>						Sign Area & Height Maximums for Zoning Districts		
Sign Categories & Sign Types	Sign Permit Needed	Number of Signs Allowed	Sign Area Formula (each side)	Sign Location Requirements	Sign Lighting Allowed	ER, CR, SR, TR, MR, SNR	RH, NO, NB	PO, PB, GB, CB, PI, GI, HI
B. Optional Miscellaneous Sign Category: *								
1. Plaque Sign	Sign Permit <b>required</b> for each new sign	Up to 3 per designated historic property, site, or district.	None needed. Use max area limit.	On-Building, within 10 ft of the main entrance.	Ambient only	6 sf max area per sign 8 ft max height per sign		
2. Permanent Plat Sign		Per Final Plat or Certified Survey Map		In Plat or Certified Survey Map Outlot		100 sf max area per sign 8 ft max height per sign		
<a href="#">3. Auxiliary Freestanding Sign</a>		<a href="#">Not to exceed the total number of required parking stalls</a>		<a href="#">3 ft from any street, side, or rear lot line</a>		<a href="#">2 sf max area per sign</a> <a href="#">8 ft max height per sign</a>		
<a href="#">4. Auxiliary Wall Sign</a>				<a href="#">0 ft for parcels located within the CB Zoning District</a>		<a href="#">6 sf max area per sign</a>		
* = Refer to Section § 550-131C for definition and rules for each Sign Category (lettered) and each Sign Type (numbered).								
1: Available to all land uses.								
2: “Standard” means the following forms of sign lighting: ambient, backlit, internal character or cabinet, and gooseneck								

**SECTION 5.** All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

**SECTION 6.** This ordinance shall take effect and be in force the day after its passage and publication.

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

ADOPTED \_\_\_\_\_

\_\_\_\_\_

CITY CLERK

APPROVED \_\_\_\_\_

\_\_\_\_\_

MAYOR

**RESOLUTION TO  
APPROVE WATERTOWN SOUTHWEST SIDE CONCEPTUAL  
NEIGHBORHOOD PLAN**

**SPONSOR: MAYOR EMILY MCFARLAND  
FROM: PLAN COMMISSION**

**WHEREAS,** The Greater Watertown Community Health Foundation in cooperation with Vandewalle & Associates has prepared the Watertown Southwest Side Conceptual Neighborhood Plan; and,

**WHEREAS,** The Conceptual Neighborhood Plan creates a framework for the implementation of development in this key growth area for the City of Watertown; and,

**WHEREAS,** The Conceptual Neighborhood Plan includes the integration of diverse housing types, long-term preservation of community character components, a mix of land uses, multi-modal transportation accessibility and options, preservation of environmental systems, and a reduction in the demand for resources and infrastructure; and,

**WHEREAS,** The Conceptual Neighborhood Plan seeks to address the existing housing problem within the City by focusing on creating the full spectrum of housing with particular focus on delivering underserved housing types.

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

Approves and accepts the Watertown Southwest Side Conceptual Neighborhood Plan as a guide for growth and development within the areas described by the plan.

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

ADOPTED August 1, 2023

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

APPROVED August 1, 2023

\_\_\_\_\_  
MAYOR



# WATERTOWN SOUTHWEST SIDE CONCEPTUAL NEIGHBORHOOD PLAN

JUNE 28, 2023



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# PLAN FOUNDATION

“ ...A Model Neighborhood that provides a full continuum of housing to bring people together in one thriving community...”

## EXISTING HOUSING CRISIS

Across Wisconsin, communities are experiencing a housing crisis. This manifests itself in terms of both affordability and availability across the full spectrum of housing options. Contributing to these issues are the lack of developers and builders, outdated and needlessly restrictive community ordinances, rising costs of construction, demographic and personal preference shifts, and overall lack of new housing inventory produced since the Great Recession in 2008. Together, this presents a situation where employers are struggling to find new workers or retain existing workers, communities are experiencing stagnant population growth, and there is an overall lack of housing development to meet the needs of a changing and evolving population.

Key Housing Data:

- 2022 and 2023 Studies by Forward Analytics found that Wisconsin needs 140,000 new housing units by 2033 to keep up with demand, working Wisconsin residents will decline by 130,000 by 2030, and there will be less available workforce housing stock as Baby Boomers remain in their homes for the next 10-20 years.
- 2021 Dodge and Jefferson County Housing Studies found there is high demand for owner- and renter-occupied units, but a significant shortage of supply and increasing home appreciation values and gross rents contributing to a lack of affordability within the existing housing stock.
- 2022 Tracy Cross Residential Market Study for Watertown found that the City of Watertown needs new market rate housing for both renters and owners, there is an overall shortage of supply and adequate demand, and there are multiple forms of underserved housing unit types that could help meet this demand.

The solution: increase diverse housing stock throughout the community. While this isn’t accomplished overnight, a strategic and long-range approach can be utilized to begin to reverse these trends, turn over the existing housing stock, attract new residents to the community, and generate housing for all incomes, lifestyles, age ranges, and household types.

*“The housing shortage in Watertown is limiting economic growth and the development of the community. As the CEO of Watertown Regional Medical Center (WRMC) I am involved in recruiting health care professionals to our community. The people we recruit look for housing in Watertown and simply cannot find it.*

*As such, they end up living in nearby communities such as Lake Mills, Johnson Creek, and Oconomowoc. These individuals usually buy homes, have high paying jobs, and have children. In other words, these are people who spur economic growth, contribute to community organizations, and place children in our schools. It is my recommendation that Watertown prioritizes addressing the lack of housing.”*

- Richard Keddington, CEO  
Watertown Regional Medical center

# GREATER WATERTOWN COMMUNITY HEALTH FOUNDATION

The Greater Watertown Community Health Foundation is a community-based organization that aims to provide positive, long-lasting, and measurable health improvement across the region. In 2022, seizing an opportunity for catalytic change in the community, the Foundation purchased 95 acres of land in the City of Watertown. Immediately following the purchase, the Foundation embarked on a planning effort in partnership with the City of Watertown to develop a Neighborhood Plan for the entire area.

The Southwest Side Conceptual Neighborhood Plan creates a planning framework to guide the implementation of this key growth area for the City of Watertown. Designed to facilitate a wide range of diverse housing options and vibrant open spaces, this new emerging neighborhood seeks to address the existing housing problem within the City by focusing on creating the full spectrum of housing with particular focus on delivering underserved housing types.

Building upon the Foundation’s and City’s goals, the Southwest Side Neighborhood Plan includes the integration of diverse housing types, long-term preservation of community character components, a mix of land uses, multi-modal transportation accessibility and options, preservation of environmental systems, and a reduction in the demand for resources and infrastructure.

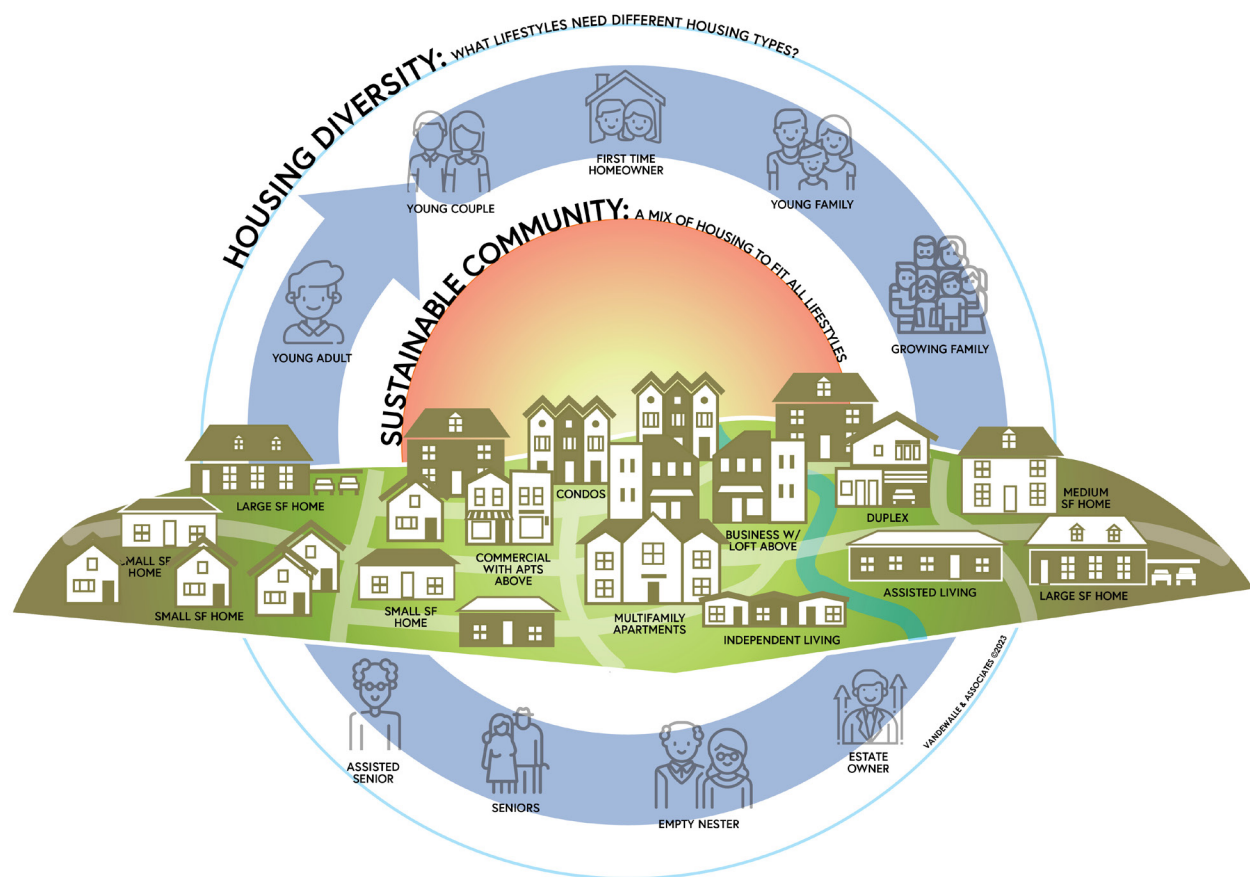
The intent of this plan is to provide the framework for the implementation of a new neighborhood in the southwest area of Watertown that bridges the Community and Foundation’s shared goals for housing with the physical and geographic realities of the development area. It is anticipated that a neighborhood of this scale and aspiration will take at least a decade or more to build-out and it will take public-private partnerships, funding, and collaboration to do so; however, the implementation of this plan has the ability to be transformative in reversing trends and driving positive change across the community.



# PLAN GOALS

The design and implementation of the Southwest Side Neighborhood are guided by the following key principles, which are interwoven throughout the neighborhood concept:

- Deliver diverse housing types to accommodate a variety of lifestyles, age groups, formats, and price points.
- Integrate public health and community character.
- Build a model for sustainable and positive environmental impacts by providing housing, parks, and community uses within walking distance.
- Blend multi-modal transportation options into design.
- Preserve environmental systems.
- Building upon the Foundation’s and City’s goals, the Southwest Side Neighborhood Plan includes the integration of diverse housing types, long-term preservation of community character components, a mix of land uses, multi-modal transportation accessibility and options, preservation of environmental systems, and a reduction in the demand for resources/infrastructure through the creation of an efficient mixed density neighborhood.



# TRADITIONAL NEIGHBORHOOD DESIGN PRINCIPLES

Reflecting the goals, vision, and strategies of the City’s Comprehensive Plan, the neighborhood is designed to implement Traditional Neighborhood Design Principles that guide overall neighborhood character, building characteristics, and sub-neighborhood configurations.

<b>Integrate a diversity of high-quality housing types to accommodate a variety of lifestyles and age groups.</b>
<ul style="list-style-type: none"><li>• Develop housing patterns that offer housing format and price point diversity focused on the full spectrum of housing needs in the community.</li><li>• Ensure that a variety of housing types are included and arranged in a compact and interconnected form.</li><li>• Particular attention should be paid to the scale of buildings, walking distances, and the design of other neighborhood features such as streetlights and signage.</li></ul>
<b>Ensure the long-term preservation of community character and high quality of life.</b>
<ul style="list-style-type: none"><li>• Design neighborhood to advance the overall character and desirability of the greater community.</li><li>• Design neighborhoods around community gathering spaces.</li><li>• Integrate environmental features as common open space for recreation and public gathering.</li></ul>
<b>Provide a variety of Land Uses and Walkability.</b>
<ul style="list-style-type: none"><li>• Create attractive, active streetscapes that incorporate site and building design strategies such as decreased setbacks, front porches, balconies, and other architectural features to create a safe, pleasant walking environment.</li><li>• Integrate neighborhood-scaled destinations within walking distance of residents such as parks and community institutions (YMCA).</li></ul>
<b>Blend multi-modal transportation options into neighborhood design.</b>
<ul style="list-style-type: none"><li>• Design neighborhoods to facilitate pedestrian movement within and between neighborhoods. Provide sidewalks along all streets and multi-use trails in the environmental corridors and parks.</li><li>• Interconnect nearly all streets both within the neighborhood and to existing and future adjoining neighborhoods.</li><li>• Accommodate on-street parking and promote narrower streets to calm traffic and increase pedestrian safety.</li></ul>
<b>Preserve environmental systems that define, sustain, and connect neighborhoods and communities.</b>
<ul style="list-style-type: none"><li>• Integrate environmental features into the neighborhood as common open spaces for active or passive recreation, public gathering spots, or flood protection and stormwater management.</li><li>• Provide adequate vegetated buffers between development and natural features.</li><li>• Utilize environmental corridor buffers for neighborhood trail connections.</li></ul>
<b>Reduce demand for resources needed for transportation, public infrastructure, services, and housing.</b>
<ul style="list-style-type: none"><li>• Utilize density and mixture of land uses to reduce infrastructure and utility costs.</li><li>• Explore sustainable best practices such as on-site stormwater management, renewable energy production, and energy-efficient fixtures and building materials.</li><li>• Integrate stormwater management systems from lot to neighborhood focused on infiltration and filtration systems from roof to release point.</li></ul>

# SOUTHWEST SIDE CONCEPTUAL NEIGHBORHOOD PLAN

Building on the goals and design principles described above, the following outlines each of the Southwest Side Conceptual Neighborhood Plan’s key components. Together these components aim to advance the vision and goals in the eventual build-out of the neighborhood.

## RESIDENTIAL LAND USES

The Southwest Side Conceptual Neighborhood Plan incorporates a range of residential options to provide diversity in housing choice with a focus on underserved housing types. Development formats include single-family, two-family, four-unit, townhome, and multi-family options at different scales, forms, price points, and occupancy status.

### Single Family

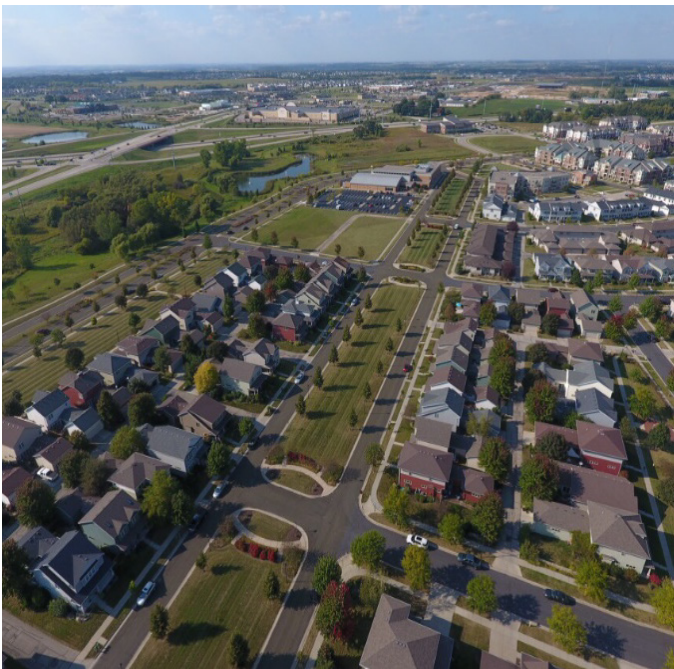
Opportunities are provided for different single-family options based on size, scale, and configuration. A full range of formats and price points within single-family homes provides opportunities for first-time home buyers, people looking to move up, luxury buyers, and residents seeking to downsize.

- **Alley-accessed configuration:** This format orients the front door and porch of the home to the street with a minimal front setback to either the public street or park space. Each also would have a rear-loaded garage facing a public or private alley along the rear property line. This configuration provides opportunities for narrower and smaller-size lots that can reduce land costs, offer a new product in the regional marketplace, and increase densities.
- **Conventional configuration:** This format reflects the traditional configuration of single-family homes in Watertown. The front door faces the public street with an attached or detached garage on either side of the structure also facing (with access to) the public street. This configuration would require larger and wider lots than the alley-loaded option, but with well-planned building design and setbacks, this configuration can provide a desirable option for portions of the future neighborhood while broadening the opportunities for diversity of housing formats and price points.

### Two-Family, Four-Unit, Townhome and Multi-Family

In various formats and locations, the Southwest Side Conceptual Neighborhood Plan includes multi-family opportunities that aim to:

- Maintain neighborhood character through high-quality architecture and materials, pedestrian-focused streetscapes, and a variety of scales.
- Integrate twin homes/duplexes, four units, townhomes, and interior hallway in rental or condominiums configurations to offer a variety of housing choices within the neighborhood while transitioning from higher density uses.
- Include a range of price points in both owner-occupied and rental formats.
- Create architectural character and site designs with pedestrian-focused environments with first floor entrances and appropriately scaled residential architecture that reinforces the pedestrian streetscape.





**Zoning Requirements**

The single-family, two-family, and multi-family options could be accomplished through the City’s existing zoning ordinance using a Planned Unit Development. The Planned Unit Development offers site specific development regulations that reflect the diversity of housing while creating guidelines and requirements for each development type.

**COMMUNITY FACILITIES**

The Collective, a Foundation-led development on the site, will serve as the anchor community institution for the neighborhood. This ongoing development includes the remodeling of the former Bethesda Headquarters building into an early childhood learning center, Express YMCA, coworking space, and the future home to a new YMCA campus. The Collective is also adjacent to an existing Rock River access point and the future City of Watertown Fire Station, at the far northern end of the neighborhood. In combination, these community facilities will be walkable for all residents of the neighborhood and serve a wide range of recreational, service, and community-based needs.



# PARKS & OPEN SPACE

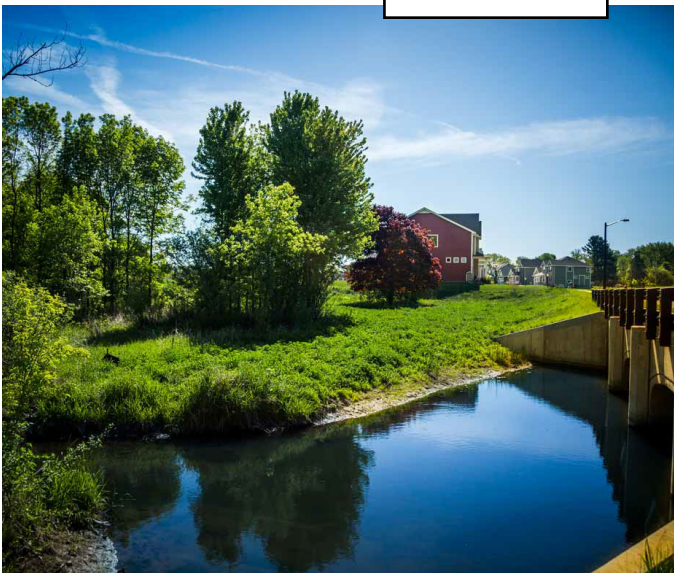
A critical component of the Southwest Side Conceptual Neighborhood Plan is the integration of parks and open spaces and riverfront enhancements. The plan features:

- The buffer and preservation of natural features located on the property that serve to provide connected green space corridors and natural habitats within the neighborhood.
- Developed neighborhood parks within walking distance of all future residents that are connected via sidewalks and a planned off-street trail network.
- Enhance and expand access to the riverfront.

# TRANSPORTATION

The Southwest Side Conceptual Neighborhood Plan is designed to provide multi-modal connectivity both within the development itself and to the rest of the community. This can be accomplished through:

- Diversifying street cross sections that provide local streets for traffic calming and added pedestrian and bicycle safety, in addition to regional street improvements for heavier vehicle traffic volumes, and opportunities for on-street bicycle facilities. Alleys also are identified to directly serve individual blocks and properties where appropriate.
- Configuring the street to reflect a traditional grid pattern. This disperses traffic volumes more evenly throughout the neighborhood and helps create a sense of place, safer intersections, and better overall connectivity. Multiple access points are planned to Milford Road to disperse traffic and accommodate appropriate intersection spacing/design. Together these serve to integrate the new neighborhood within the rest of the existing and future urban fabric.
- Promoting active transportation options throughout. The neighborhood design is intended to provide and promote walking and bicycling options to and from destinations within the development and the greater City-wide network.
- The existing railroad represents a transportation challenge for east-west neighborhood connectivity and while connections would be desirable, the current concept plan develops independent street grids to assure appropriate connectivity around the existing tracks.

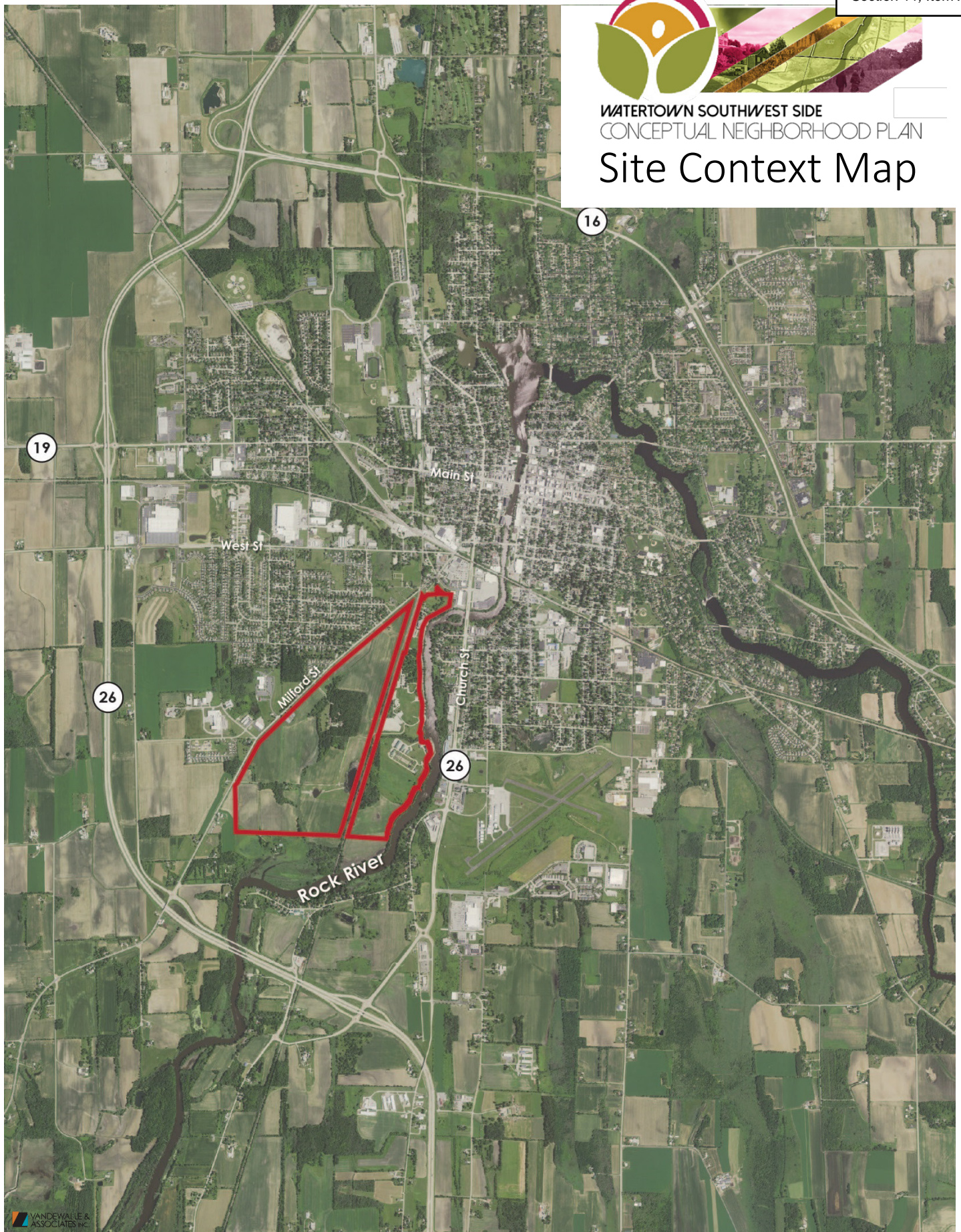






WATERTOWN SOUTHWEST SIDE  
CONCEPTUAL NEIGHBORHOOD PLAN

# Site Context Map



VANDEWALLE & ASSOCIATES INC.



# Adopted Comp Plan (2019)

## Future Land Use Urban Area

## Map 6b

### City of Watertown Comprehensive Plan

#### Land Use Categories

	Agricultural		Rights-of-Way
	Single-Family Residential - Unsewered		Neighborhood Mixed Use
	Single-Family Residential - Sewered		Planned Mixed Use*
	Two-Family Residential		Central Mixed Use
	Multi-Family Residential		Riverside Mixed Use***
	Planned Neighborhood**		Mixed Industrial
	Institutional		Parks & Recreation
	Airport		Environmental Corridor
			Surface Water

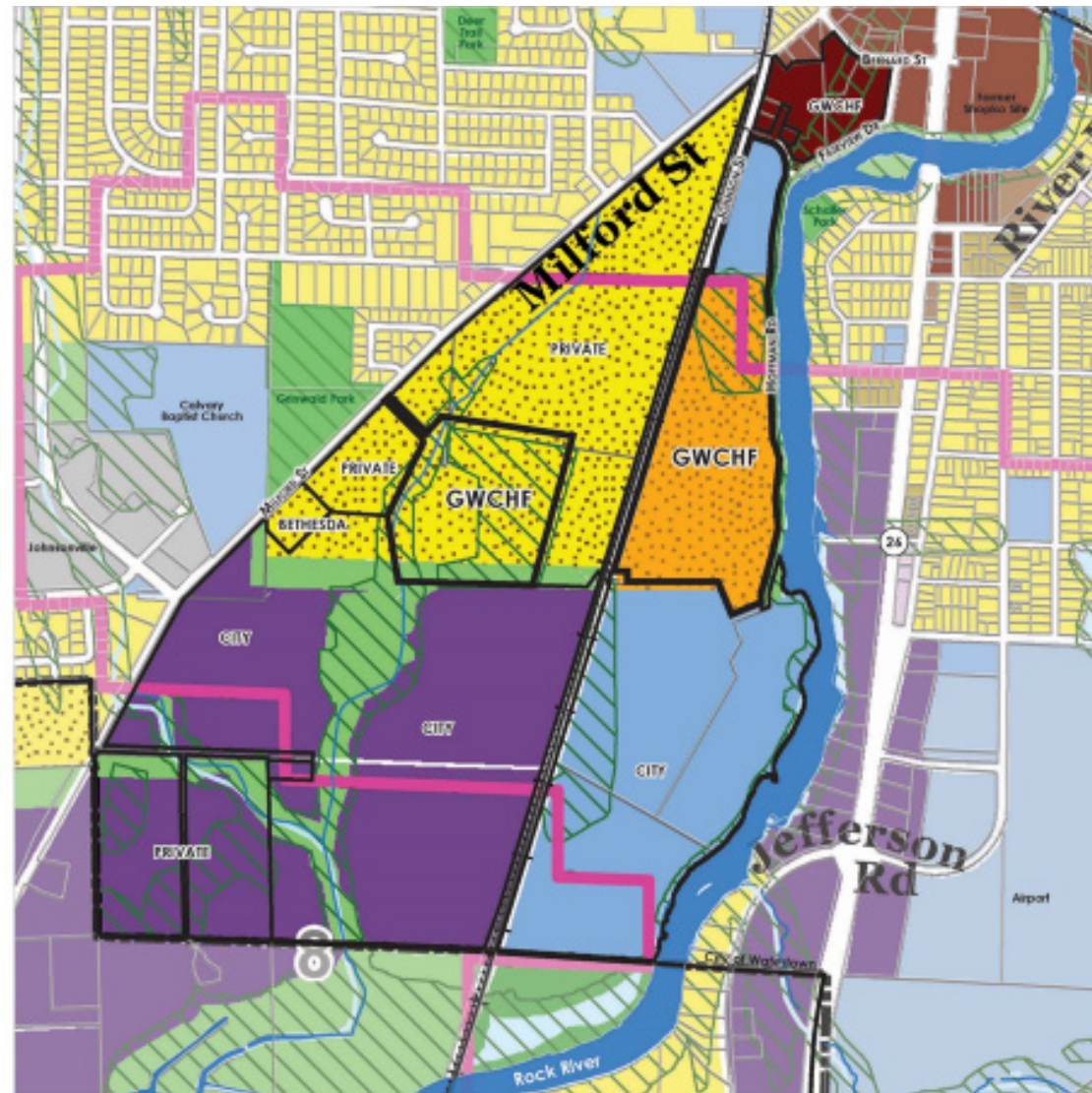
\*\*\*Planned Neighborhoods" should include a mix of the following:

1. Single-Family - Sewered (predominant land use)
2. Two-family Residential
3. Multi-Family Residential
4. Institutional
5. Neighborhood Mixed Use
6. Parks & Recreation










\*\*\*Each "Riverside Mixed Use Area" may include mix of:

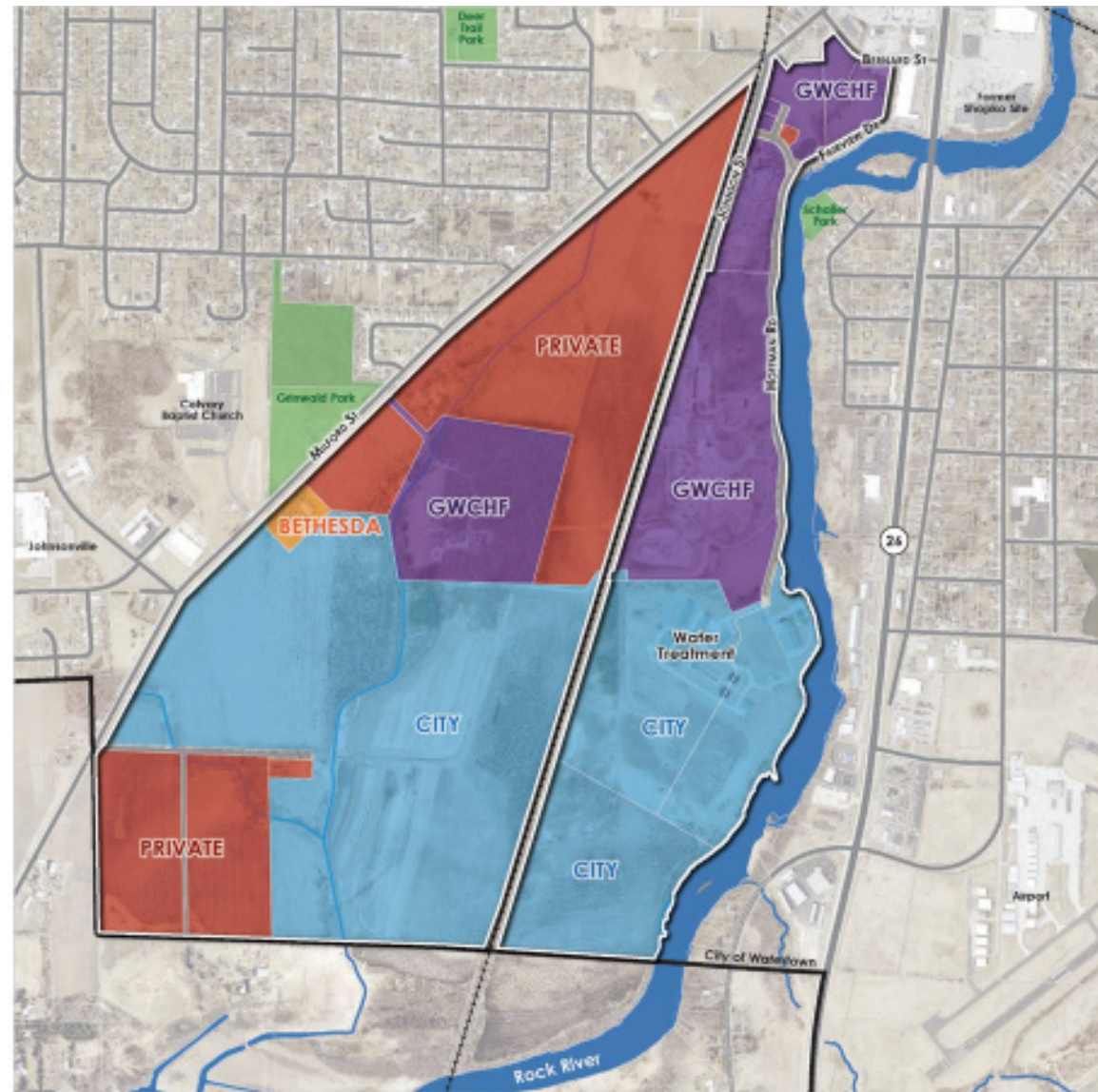
1. Office
2. Single-Family - Sewered
3. Two-Family Residential
4. Multi-Family Residential
5. Commercial Services/Retail
6. Institutional
7. Parks & Recreation



# Study Area

## STUDY AREA OWNERSHIP

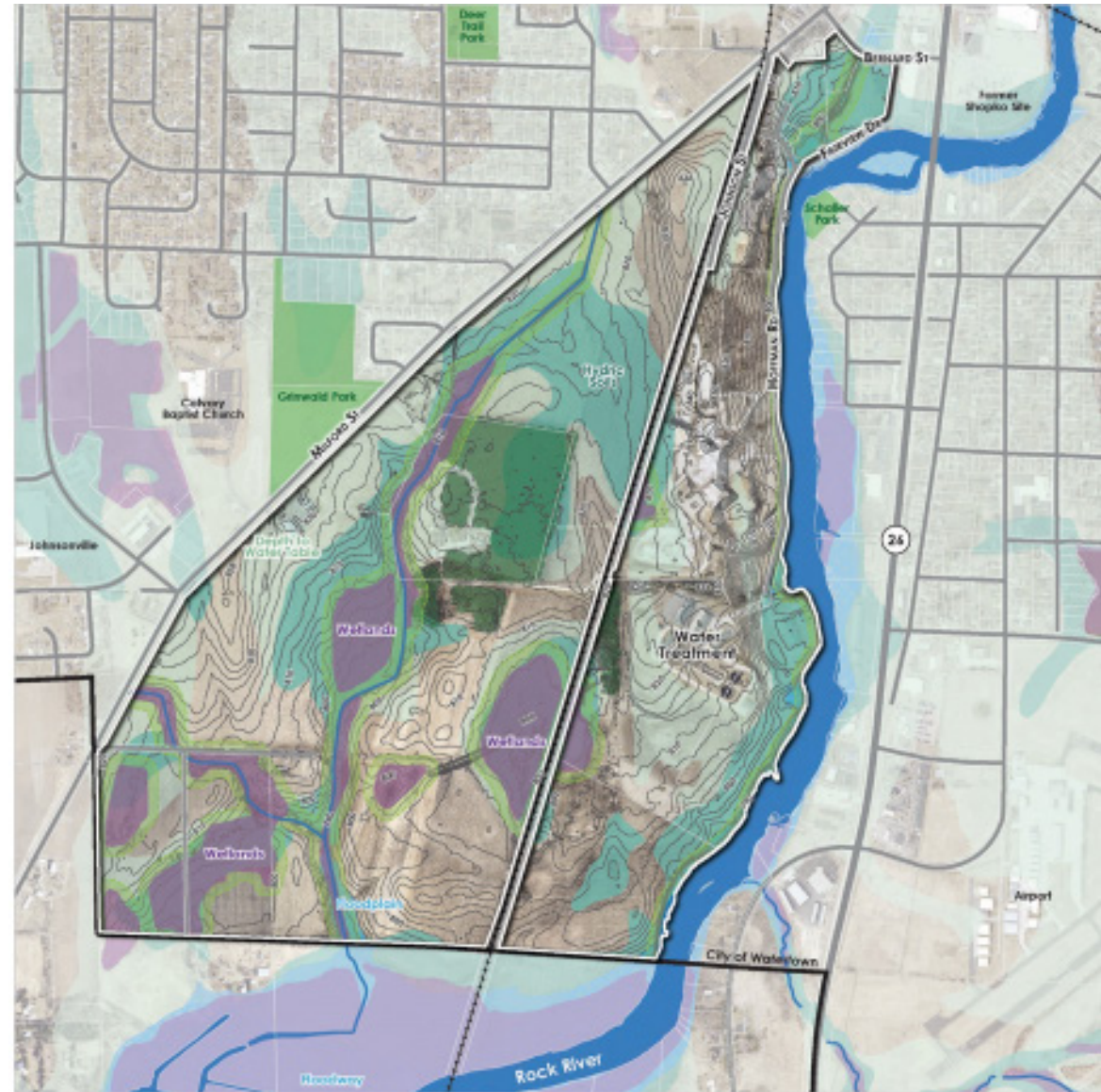
-  Study Area
-  GWCHF Ownership
-  City of Watertown Ownership
-  Private Land Owners
-  Bethesda Ownership
-  Municipal Boundary
-  Streets
-  Railroad
-  Parcels
-  Existing Parks
-  Open Water





## Site Analysis: ENVIRONMENTAL CONSTRAINTS

-  Open Water (River, Streams, Ponds)
-  Wetlands (DNR, Wastewater Plan & Site Visit)
-  75' Shoreline & Wetland Buffer
-  Floodplain (FEMA 100 year)
-  Floodway (FEMA)
-  2' Contours (Jefferson County)
-  Hydric Soils (Jefferson County)
-  Wooded Area (Tree Quality TBD)
-  Depth to Water Table <6" (Jeff. County)
-  Municipal Boundary
-  Streets
-  Railroad
-  Parcels
-  Existing Parks



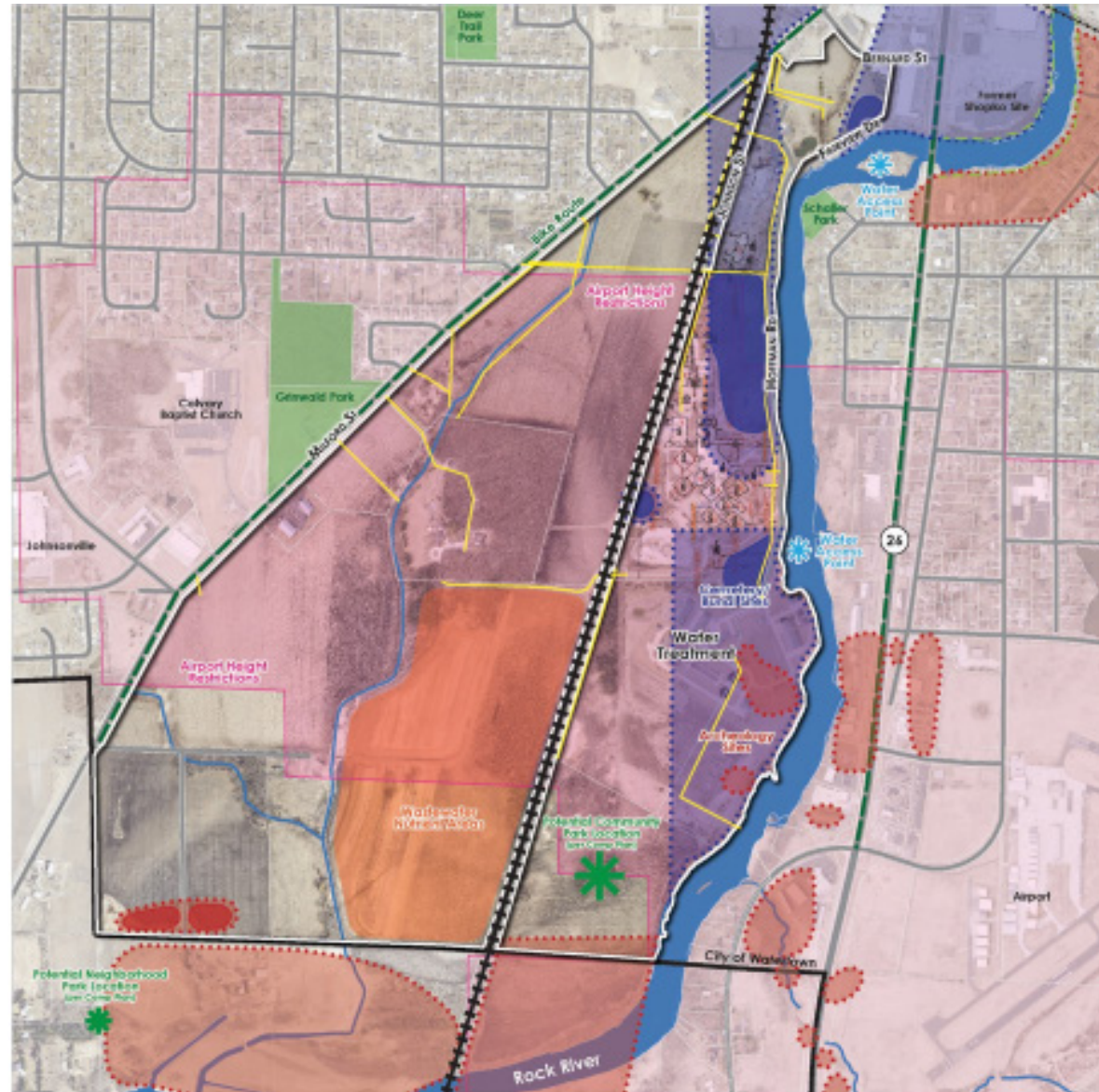
## Site Analysis: HUMAN INFLUENCES

### Constraints

-  Easements & Stormwater Lines (City)
-  Wastewater Nutrient Areas
-  Previously Identified Cemetery/  
Burial Sites (Source: Airport Study)
-  Previously Identified Archeology  
Sites (Source: Airport Study)
-  Potential Archeology Areas without  
Previously known Construction
-  Airport Height Restrictions

### Previous Planning: Potential Future

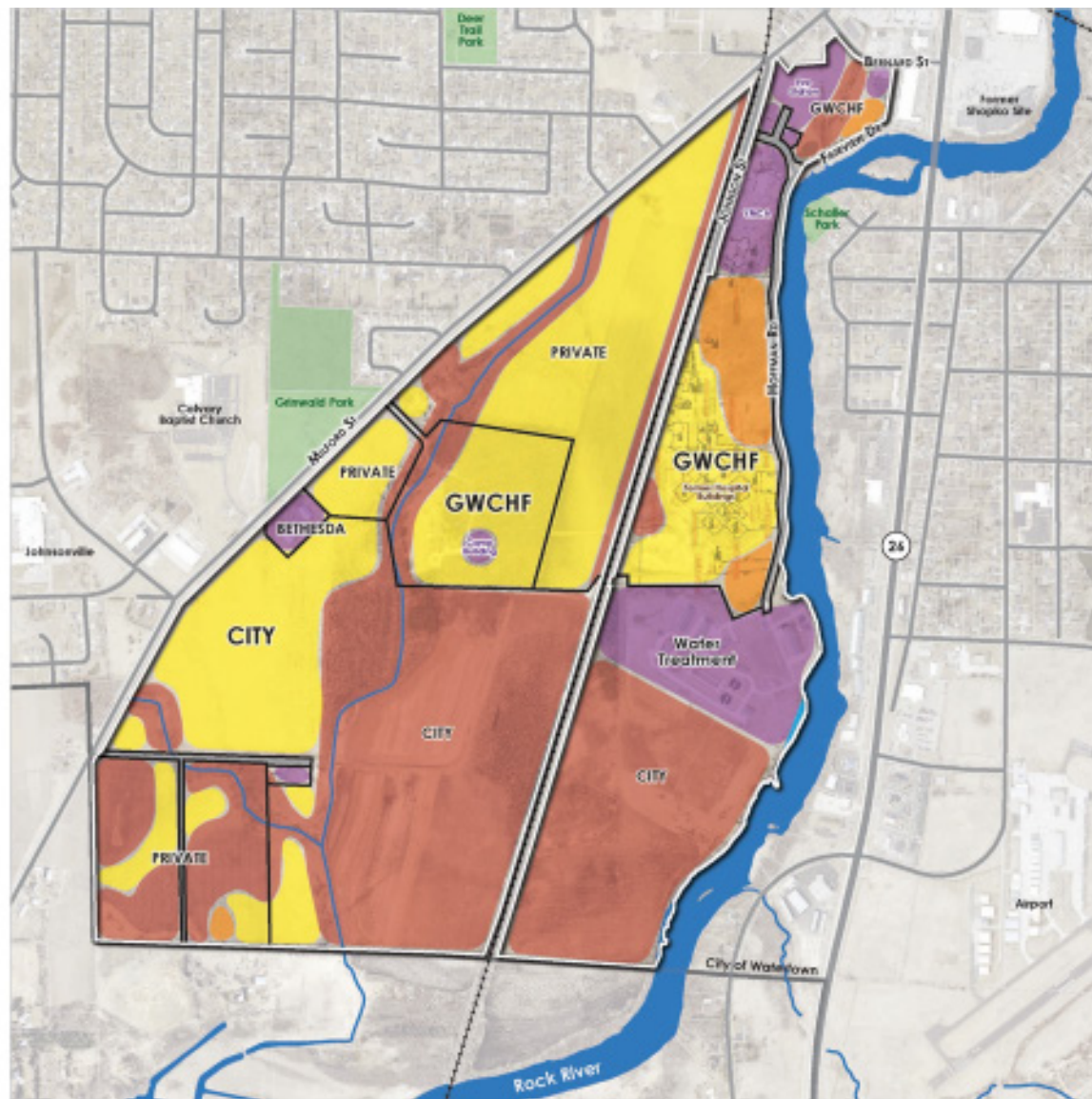
-  Parks (City Comprehensive Plan)
-  Water Access Points (City Comp Plan)
-  Bike Routes (City & County)
-  Riverwalk (City Comprehensive Plan)
-  Municipal Boundary
-  Streets
-  Railroad





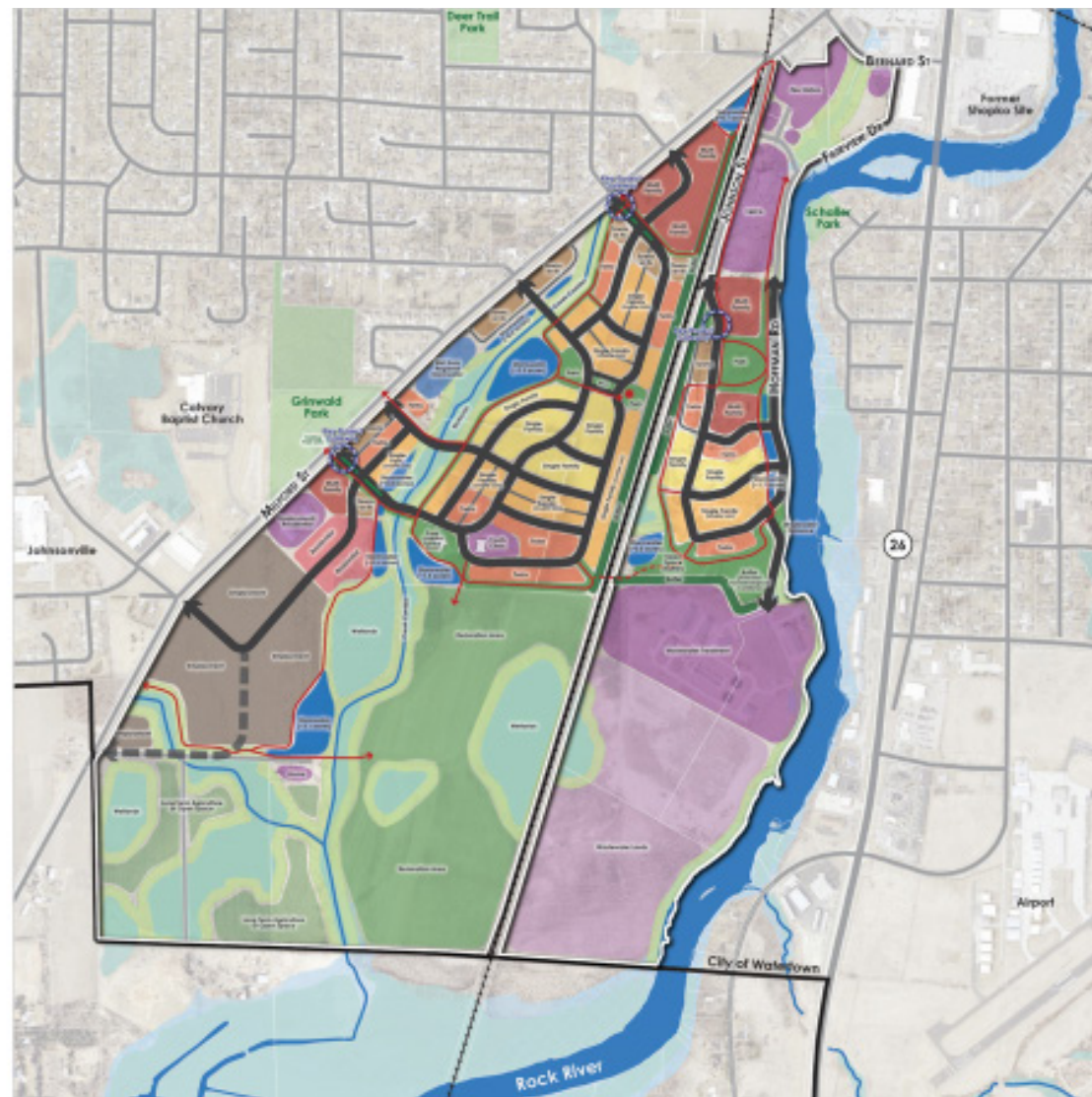
## Opportunity Analysis: “DEVELOPABLE” AREAS

- Areas Likely Developable
- Areas Potentially Developable, but with Highest Likelihood of Archaeological Conflicts
- Areas Undevelopable
- Areas with Existing or Planned Development



# Draft Conceptual Neighborhood Plan

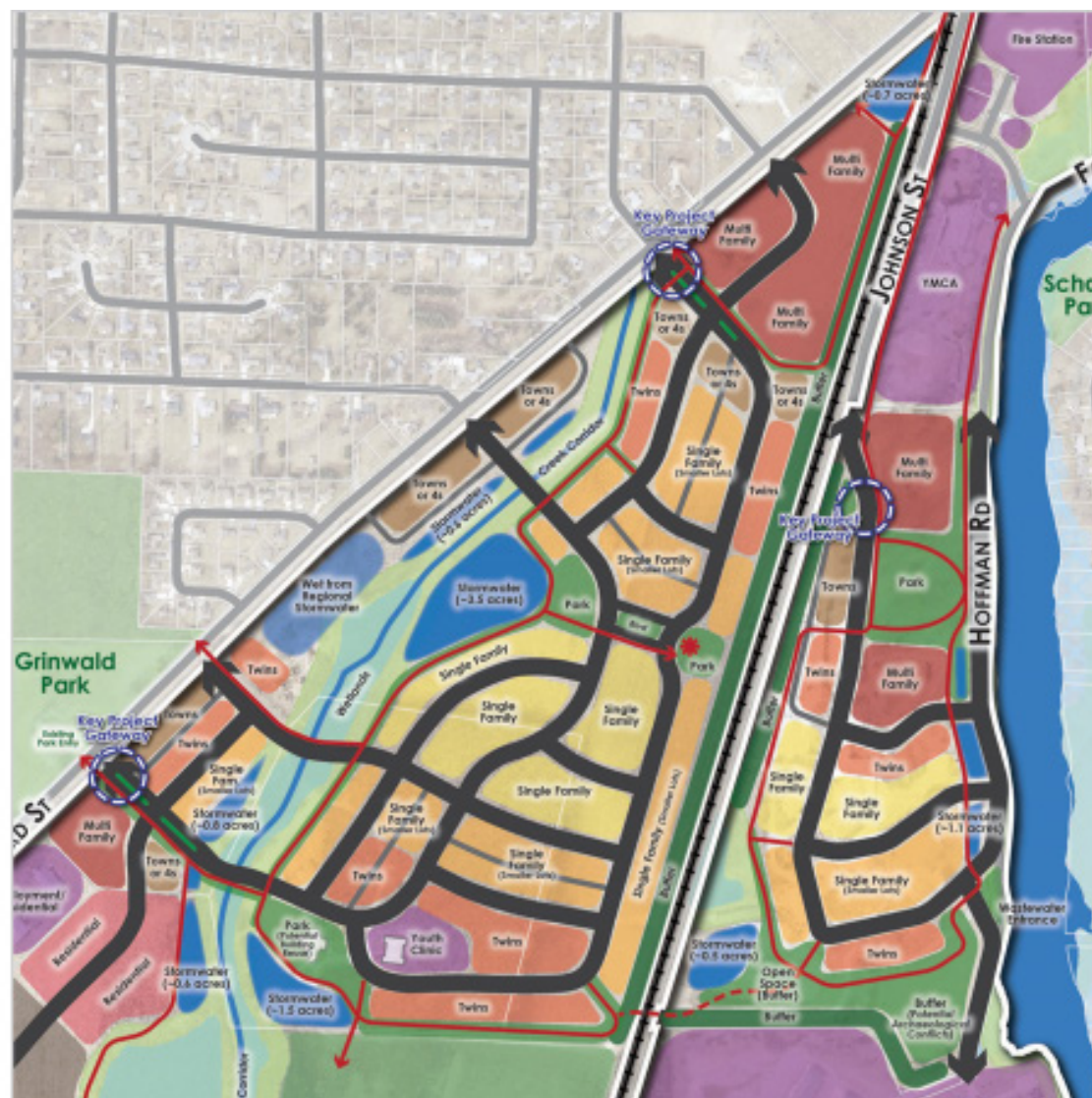
-  Existing Uses
-  Environmental Constraints
-  Environmental Buffers
-  Stormwater
-  Circulation (Street Rights of Way)
-  Potential Alley or Private Drive
-  Open Space
-  Trail Network
-  City Parcel Employment (~36 acres)
-  City Parcel Residential (~6 acres)
- Potential Housing**
  -  Single Family (4 du/ac, ~65 units)
  -  Mixed Residential (6-8 du/ac, ~335 units)
  -  Single Family (Smaller Lots)
  -  Twinhomes (Duplex)
  -  Townhomes or 4 Units
  -  Multi Family (20 du/ac, ~300 units)





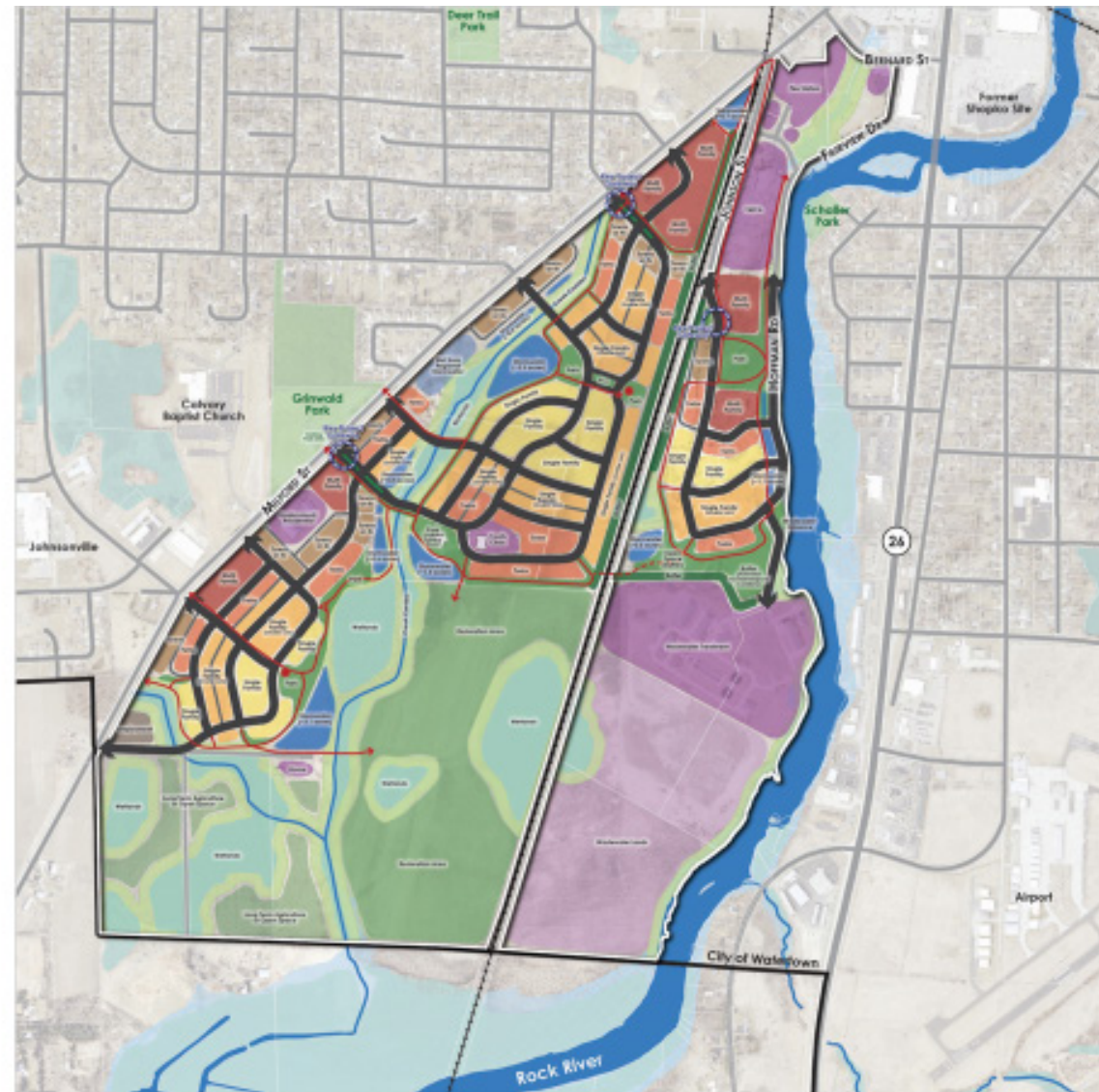
# Draft Conceptual Neighborhood Plan (Zoom)

-  Existing Uses
-  Environmental Constraints
-  Environmental Buffers
-  Stormwater
-  Circulation (Street Rights of Way)
-  Potential Alley or Private Drive
-  Open Space
-  Trail Network
-  City Parcel Employment (~36 acres)
-  City Parcel Residential (~6 acres)
- Potential Housing**
  -  Single Family (4 du/ac, ~65 units)
  -  Mixed Residential (6-8 du/ac, ~335 units)
  -  Single Family (Smaller Lots)
  -  Twinhomes (Duplex)
  -  Townhomes or 4 Units
  -  Multi Family (20 du/ac, ~300 units)



Existing Uses  
Environmental Constraints  
Environmental Buffers  
Stormwater  
Circulation (Street Rights of Way)  
Potential Alley or Private Drive  
Open Space  
Trail Network  
City Parcel Employment (~1.5 acres)

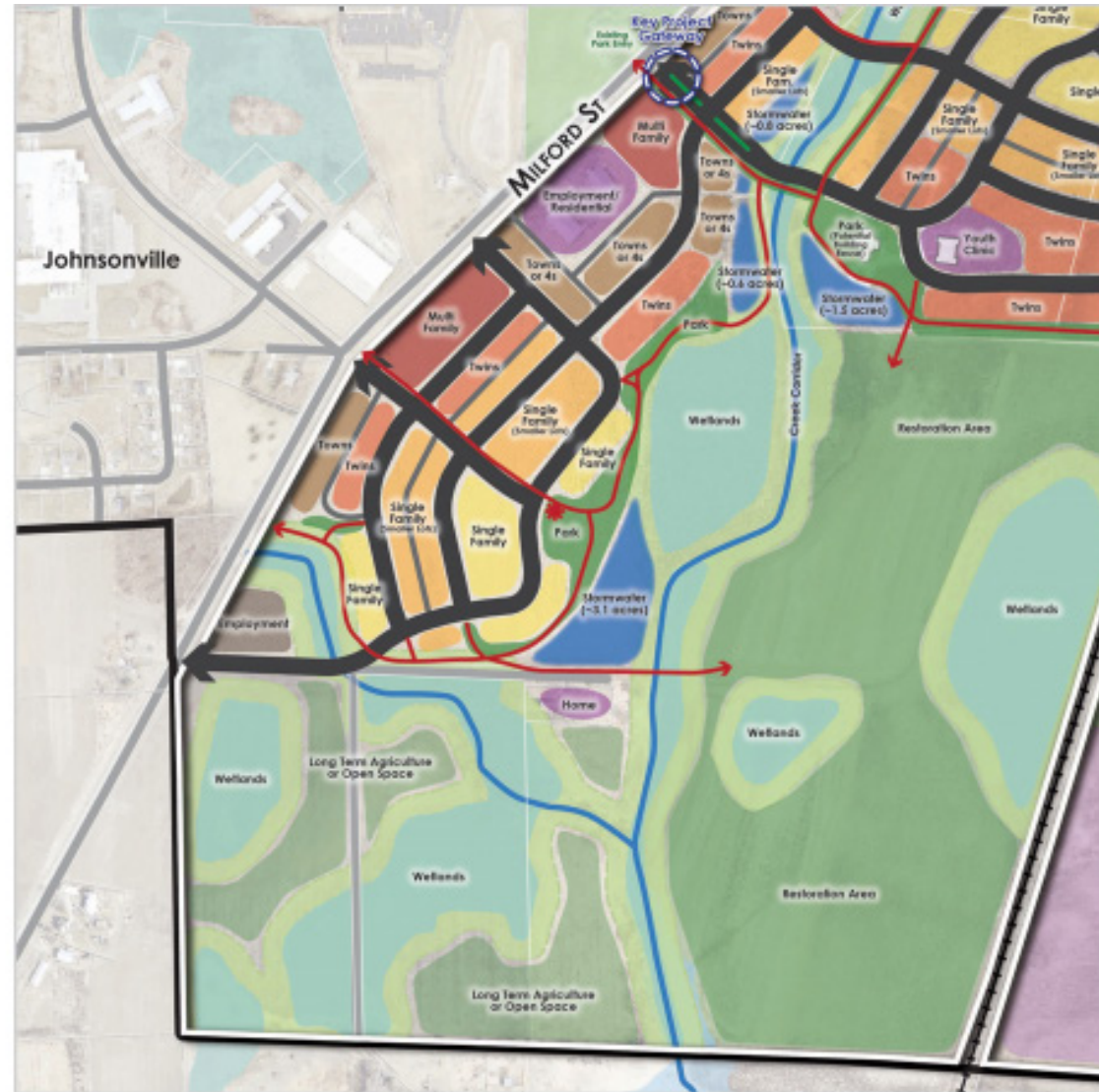
**Potential Housing**  
Single Family (4 du/ac, ~90 units)  
Mixed Residential (6-8 du/ac, ~470 units)  
Single Family (Smaller Lots)  
Twinhomes (Duplex)  
Townhomes or 4 Units  
Multi Family (20 du/ac, ~360 units)





# Draft Conceptual Neighborhood Plan City Land Alternative (Zoom)

-  Existing Uses
-  Environmental Constraints
-  Environmental Buffers
-  Stormwater
-  Circulation (Street Rights of Way)
-  Potential Alley or Private Drive
-  Open Space
-  Trail Network
-  City Parcel Employment (~1.5 acres)
- Potential Housing**
  -  Single Family (4 du/ac, ~90 units)
  -  Mixed Residential (6-8 du/ac, ~470 units)
  -  Single Family (Smaller Lots)
  -  Twinhomes (Duplex)
  -  Townhomes or 4 Units
  -  Multi Family (20 du/ac, ~360 units)







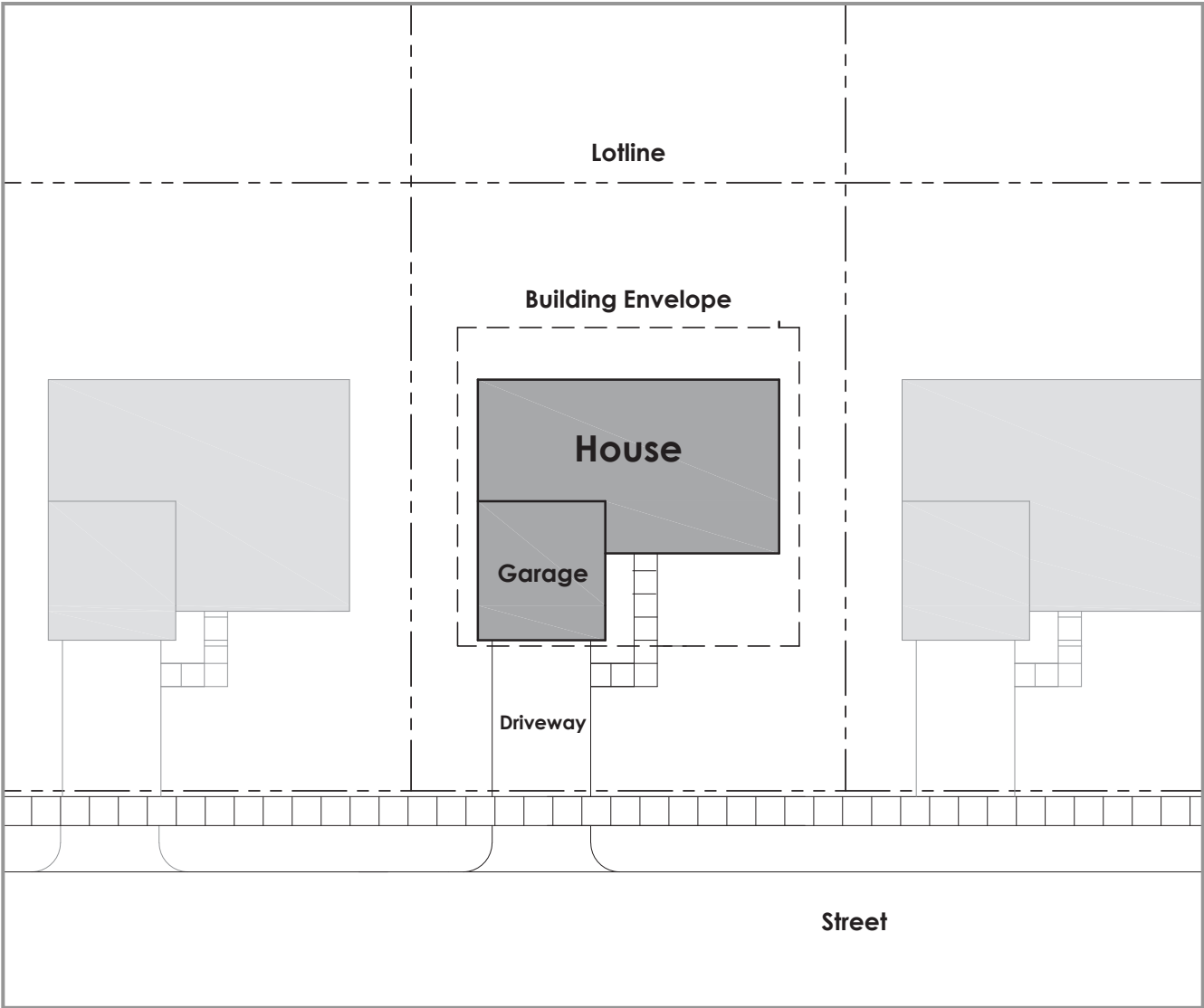


## Zoning Analysis Chart

	PUD				PUD			PUD		PUD	
	SR-4	Conventional Single Family	Alley Single Family	TR-6	Conventional Twin Homes	Alley Twin Homes	MR-8	Alley Four Unit	MR-10	Alley Townhome	Multi-Family
Minimum Lot Area	8,000	6,500	5,000	9,000/ 4,500	9,000/ 4,500	6,000/ 3,000	5,445/ unit	2,000/ unit	4,350/ unit	2,000/ unit	TBD
Minimum Lot Width	75'	65'	50'	85'	90'/45'	60'/30'	100' (20'/30')	94' (20')	100' (20'/30')	20'/unit	TBD
Minimum Lot Depth	-	100'	100'	-	100'	80-100'	-	80-100'	-	80-100'	
Minimum Street Frontage	50'	50'	45'	50'	80'	60'	50'	20'/unit	50'	20'/unit	TBD
Minimum Setbacks											
Front Yard Setback	25'	20'	20'	25'	20'	20'	25'	20'	25'	20'	
Front Yard to Garage	25'	22'	-	25'	27'	-	25'	-	25'	-	-
Side Yard	8'	7'	7'	8'/0'	7'/0'	7'	8'/0'	7'	8'/0'	7'	10'
Sum of Side Yards	16'	14'	14'	18'	14'	14'	20'	14'	50'	14'	20'
Rear Yard	25'	25'	2'	25'	25'	2'	30'	2'	25'	2'	25'
Maximum Height	35'	35'	35'	35'	35'	35'	35'	35'	35'	35'	45'
Minimum Off-Street Parking Stalls	3	3	2	3	3	4/2	2.5/2	8/2	2.5/2	2/unit	1.75/unit
Minimum Dwelling Size	24' x 40'	24 x 40	24 x 40	24' x 40'	24 x 40'	22' x 40'	24' x 40'	20' x 40'	24' x 40'	20' x 40'	-
Maximum Gross Density	4 du/acre	6 du/acre	6.5-8 du/acre	6 du/acre	6 du/acre	8-10 du/acre	8 du/acre	10-12 du/acre	10 du/acre	10-12 du/acre	20-25 du/acre
Minimum Landscape Surface Ratio	50%	40%	25%	50%	20%	20%	50%	20%	50%	20%	TBD
Maximum Lot Coverage	40%	60%	75%	40%	80%	80%	40%	80%	40%	80%	TBD

Watertown Southwest Side  
Neighborhood Plan  
Single Family: SR-4 District

Watertown, Wisconsin



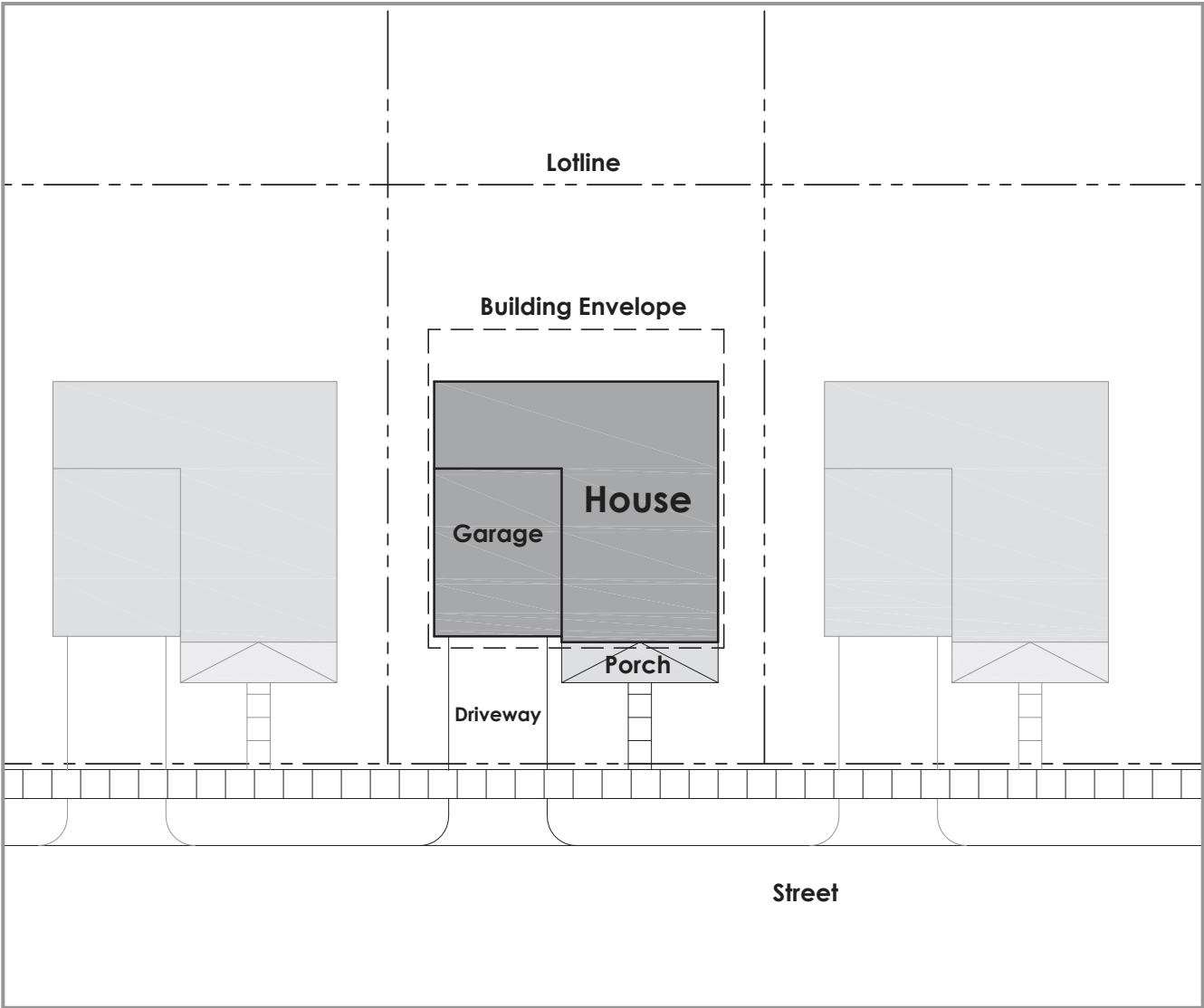
Minimum Lot Area	8,000 sf
Minimum Lot Width	75'
Minimum Lot Depth	-
Minimum Street Frontage	50'
Minimum Setbacks	
Front Yard	25'
Front Yard to Garage	25'
Side Yard	8'
Sum of Side Yards	16'
Rear Yard	25'
Open Porch Encroachment	-

Maximum Height	35'
Minimum Off Street Parking Stalls	3
Minimum Dwelling Size	24'x40'
Maximum Gross Density	4.0 du/ac
Minimum Landscape Surface Ratio	50%
Maximum Lot Coverage	40%





Watertown Southwest Side  
Neighborhood Plan  
**Potential Conventional Single Family (PUD)**  
Watertown, Wisconsin



Minimum Lot Area	6,500 sf
Minimum Lot Width	65'
Minimum Lot Depth	100'
Minimum Street Frontage	50'
Minimum Setbacks	
Front Yard	20'
Front Yard to Garage	22'
Side Yard	7'
Sum of Side Yards	14'
Rear Yard	25'
Open Porch Encroachment	6'

Maximum Height	35'
Minimum Off Street Parking Stalls	3
Minimum Dwelling Size	24 x 40
Maximum Gross Density	6.0 du/ac
Minimum Landscape Surface Ratio	40%
Maximum Lot Coverage	60%

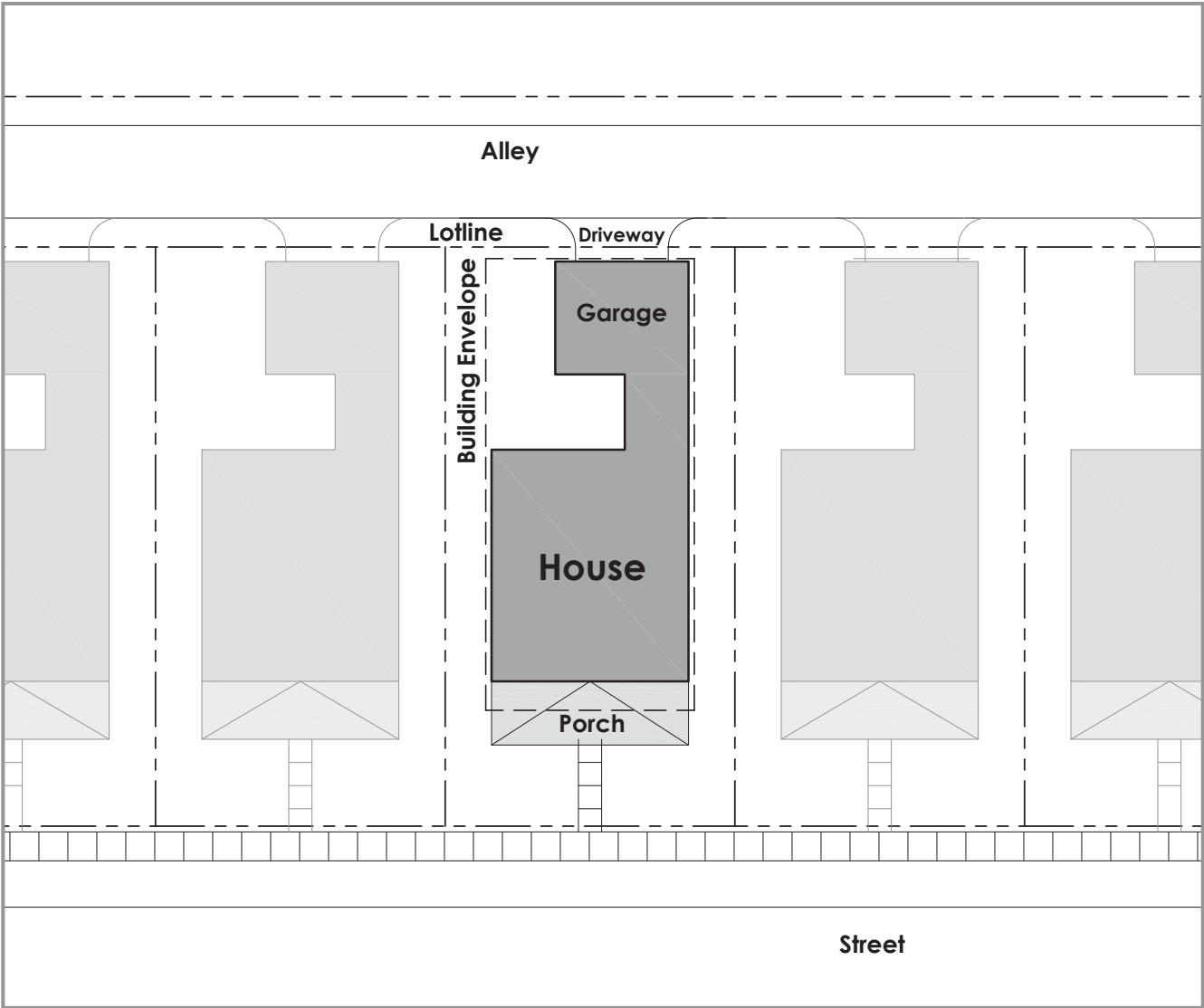




Watertown Southwest Side  
Neighborhood Plan  
**Potential Alley Single Family (PUD)**  


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Watertown, Wisconsin



Minimum Lot Area	5,000 sf
Minimum Lot Width	50'
Minimum Lot Depth	100'
Minimum Street Frontage	45'
Minimum Setbacks	
Front Yard	20'
Front Yard to Garage	-
Side Yard	7'
Sum of Side Yards	14'
Rear Yard	2'
Open Porch Encroachment	6'

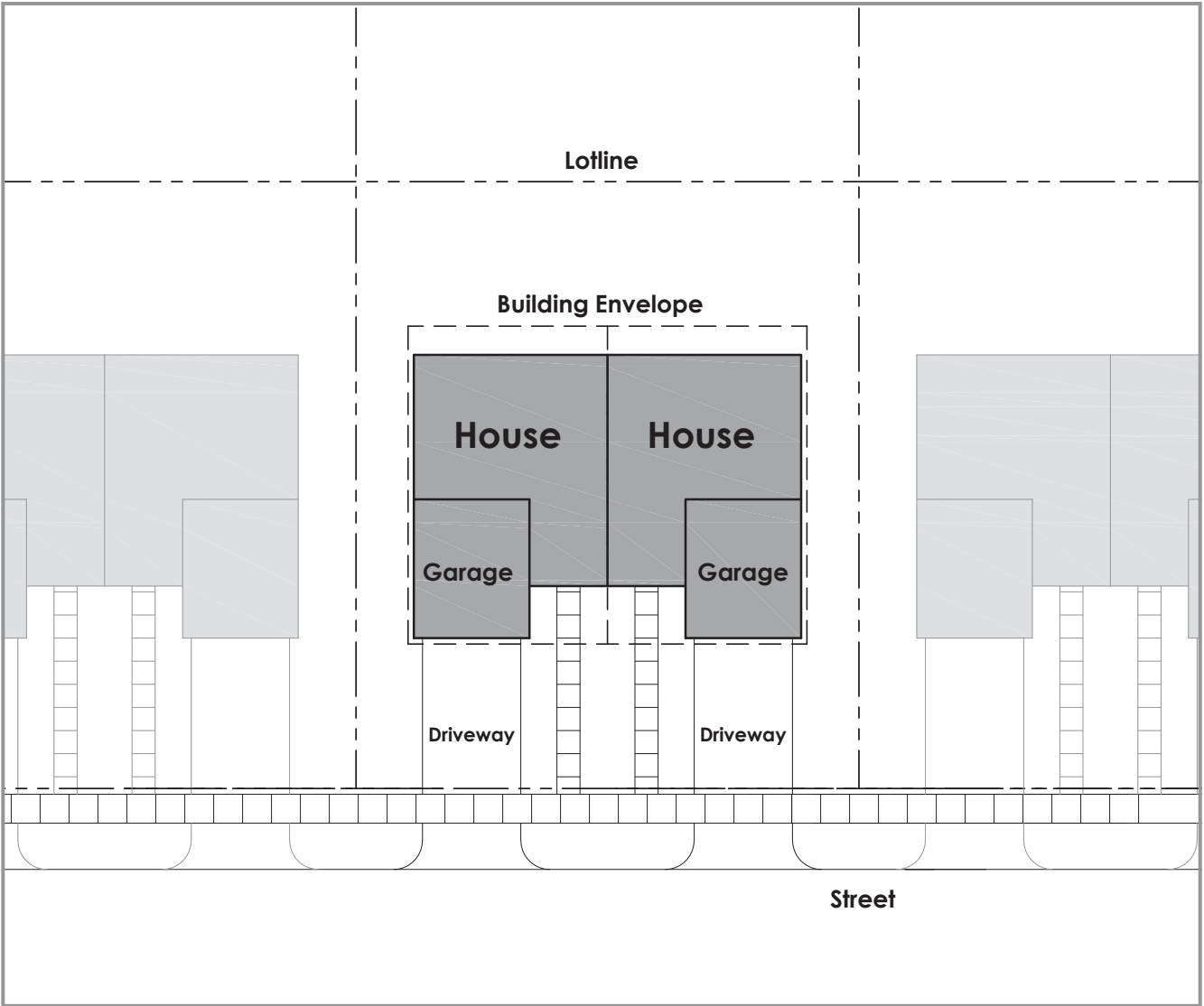
Maximum Height	35'
Minimum Off Street Parking Stalls	2
Minimum Dwelling Size	24 x 40
Maximum Gross Density	6.5-8.0 du/ac
Minimum Landscape Surface Ratio	2%
Maximum Lot Coverage	75%





Watertown Southwest Side  
Neighborhood Plan  
**Twin Home: TR-6 District**

Watertown, Wisconsin



Minimum Lot Area	9,000/4,500 sf
Minimum Lot Width	85'
Minimum Lot Depth	-
Minimum Street Frontage	50'
Minimum Setbacks	
Front Yard	25'
Front Yard to Garage	25'
Side Yard	8'/0'
Sum of Side Yards	18'
Rear Yard	25'
Open Porch Encroachment	-

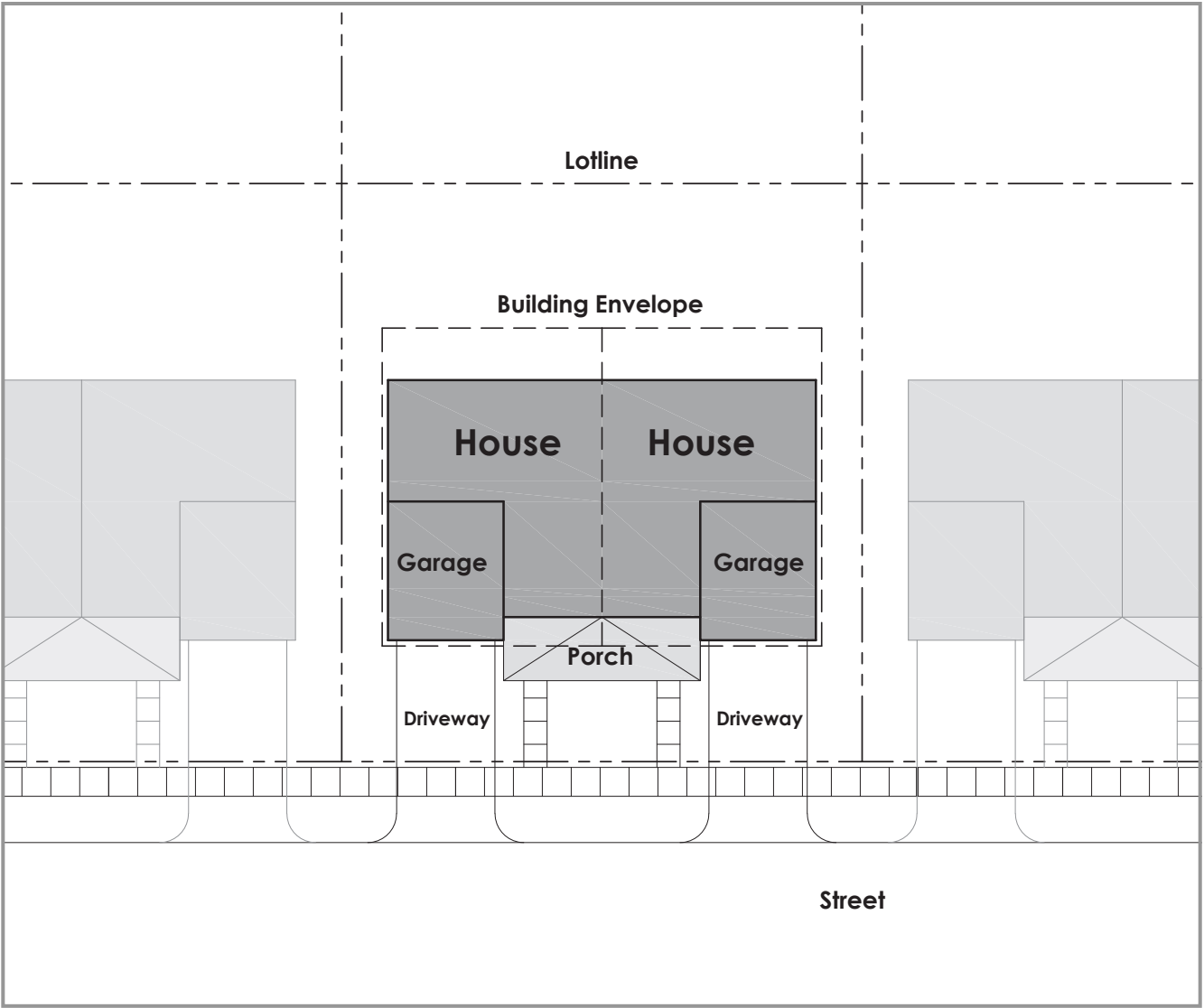
Maximum Height	35'
Minimum Off Street Parking Stalls	3
Minimum Dwelling Size	24' x 40'
Maximum Gross Density	6.0 du/acre
Minimum Landscape Surface Ratio	50%
Maximum Lot Coverage	40%





Watertown Southwest Side  
Neighborhood Plan  
**Conventional Twin Home (PUD)**

Watertown, Wisconsin



Minimum Lot Area	9,000/4,500 sf
Minimum Lot Width	90'/45'
Minimum Lot Depth	100'
Minimum Street Frontage	80'
Minimum Setbacks	
Front Yard	20'
Front Yard to Garage	27'
Side Yard	7'/0'
Sum of Side Yards	14'
Rear Yard	25'
Open Porch Encroachment	6'

Maximum Height	35'
Minimum Off Street Parking Stalls	3
Minimum Dwelling Size	24 x 40'
Maximum Gross Density	6.0 du/acre
Minimum Landscape Surface Ratio	20%
Maximum Lot Coverage	80%



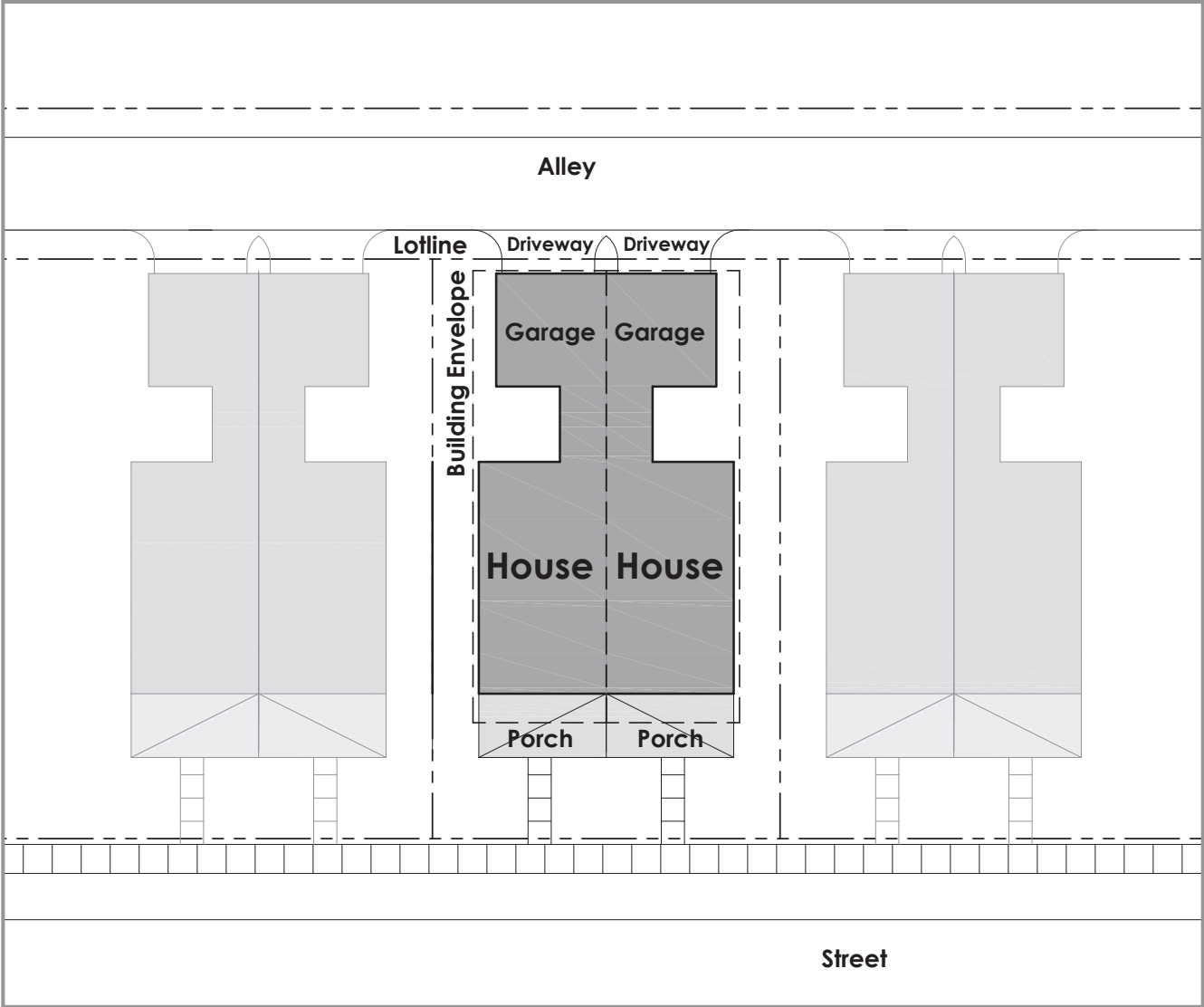


Watertown Southwest Side  
Neighborhood Plan  
**Potential Alley Twin Home (PUD)**

Watertown, Wisconsin

Minimum Lot Area	6,000/3,000 sf
Minimum Lot Width	60'/30'
Minimum Lot Depth	80-100'
Minimum Street Frontage	60'
Minimum Setbacks	
Front Yard	20'
Front Yard to Garage	-
Side Yard	7'
Sum of Side Yards	14'
Rear Yard	2'
Open Porch Encroachment	6'

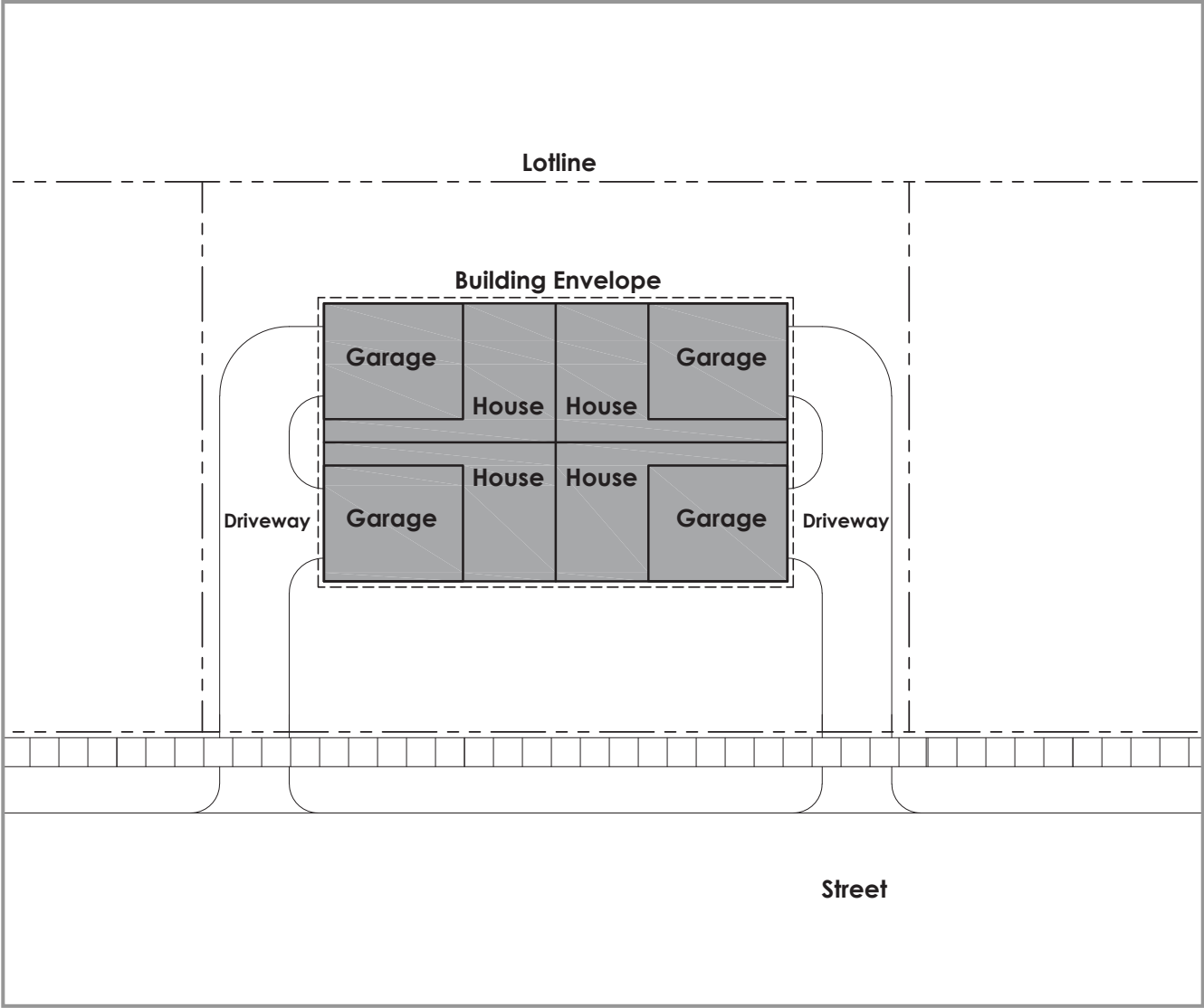
Maximum Height	35'
Minimum Off Street Parking Stalls	4/2
Minimum Dwelling Size	22' x 40'
Maximum Gross Density	8.0-10.0 du/ac
Minimum Landscape Surface Ratio	20%
Maximum Lot Coverage	80%





Watertown Southwest Side  
Neighborhood Plan  
**Four Unit Home: MR-8 District**

Watertown, Wisconsin



Minimum Lot Area	5,445/unit
Minimum Lot Width	100' (20'/30')
Minimum Lot Depth	-
Minimum Street Frontage	50'
Minimum Setbacks	
Front Yard	25'
Front Yard to Garage	25'
Side Yard	8'/0'
Sum of Side Yards	20'
Rear Yard	30'
Open Porch Encroachment	-

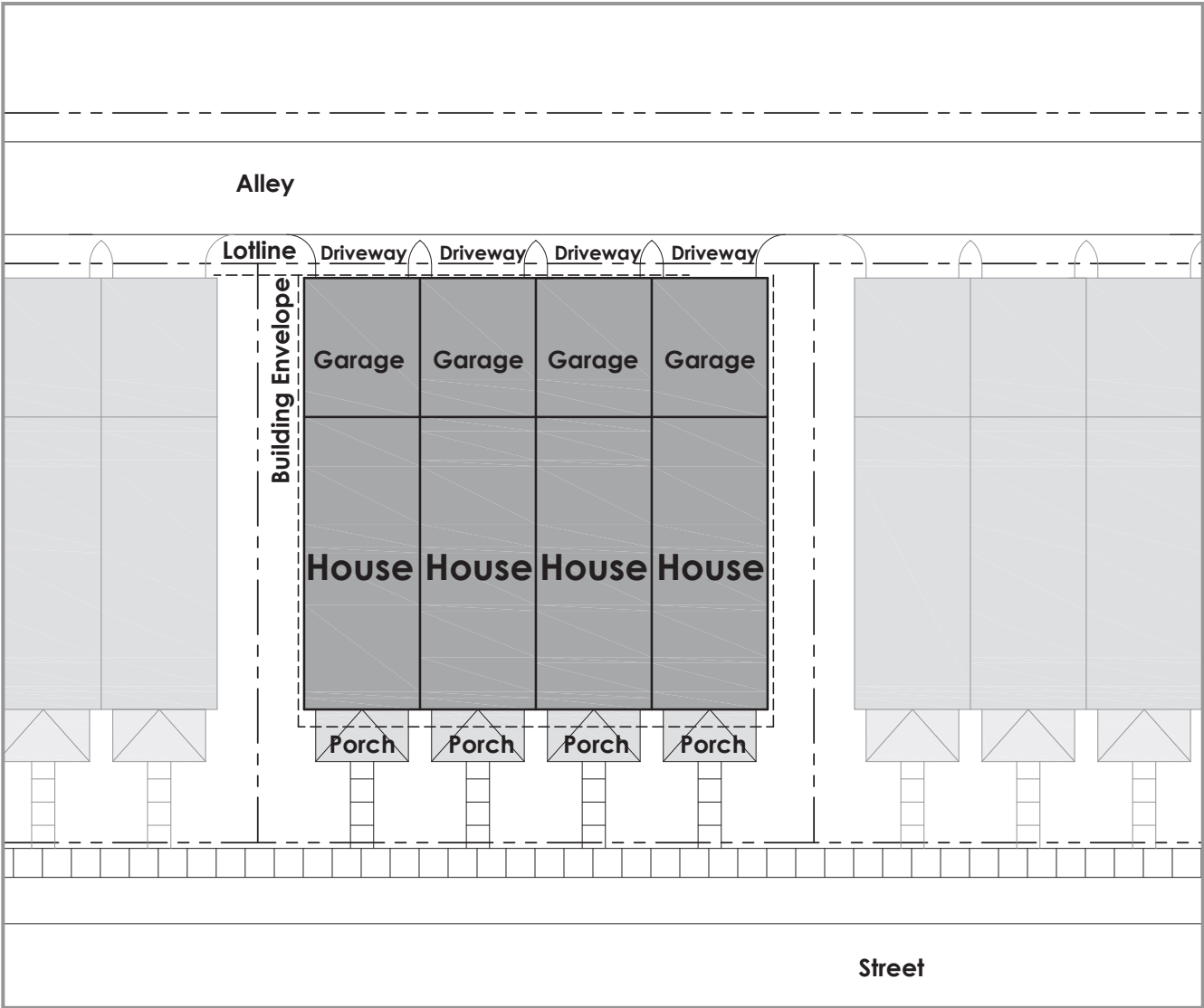
Maximum Height	35'
Minimum Off Street Parking Stalls	2.5/2
Minimum Dwelling Size	24' x 40'
Maximum Gross Density	8.0 du/acre
Minimum Landscape Surface Ratio	50%
Maximum Lot Coverage	40%





Watertown Southwest Side  
Neighborhood Plan  
**Potential Alley Four Unit Home (PUD)**

Watertown, Wisconsin



Minimum Lot Area	2,000/unit
Minimum Lot Width	94' (20')
Minimum Lot Depth	80-100'
Minimum Street Frontage	20'/unit
Minimum Setbacks	
Front Yard	20'
Front Yard to Garage	-
Side Yard	7'
Sum of Side Yards	14'
Rear Yard	2'
Open Porch Encroachment	6'

Maximum Height	35'
Minimum Off Street Parking Stalls	8/2
Minimum Dwelling Size	20' x 40'
Maximum Gross Density	10.0-12.0 du/ac
Minimum Landscape Surface Ratio	20%
Maximum Lot Coverage	80%



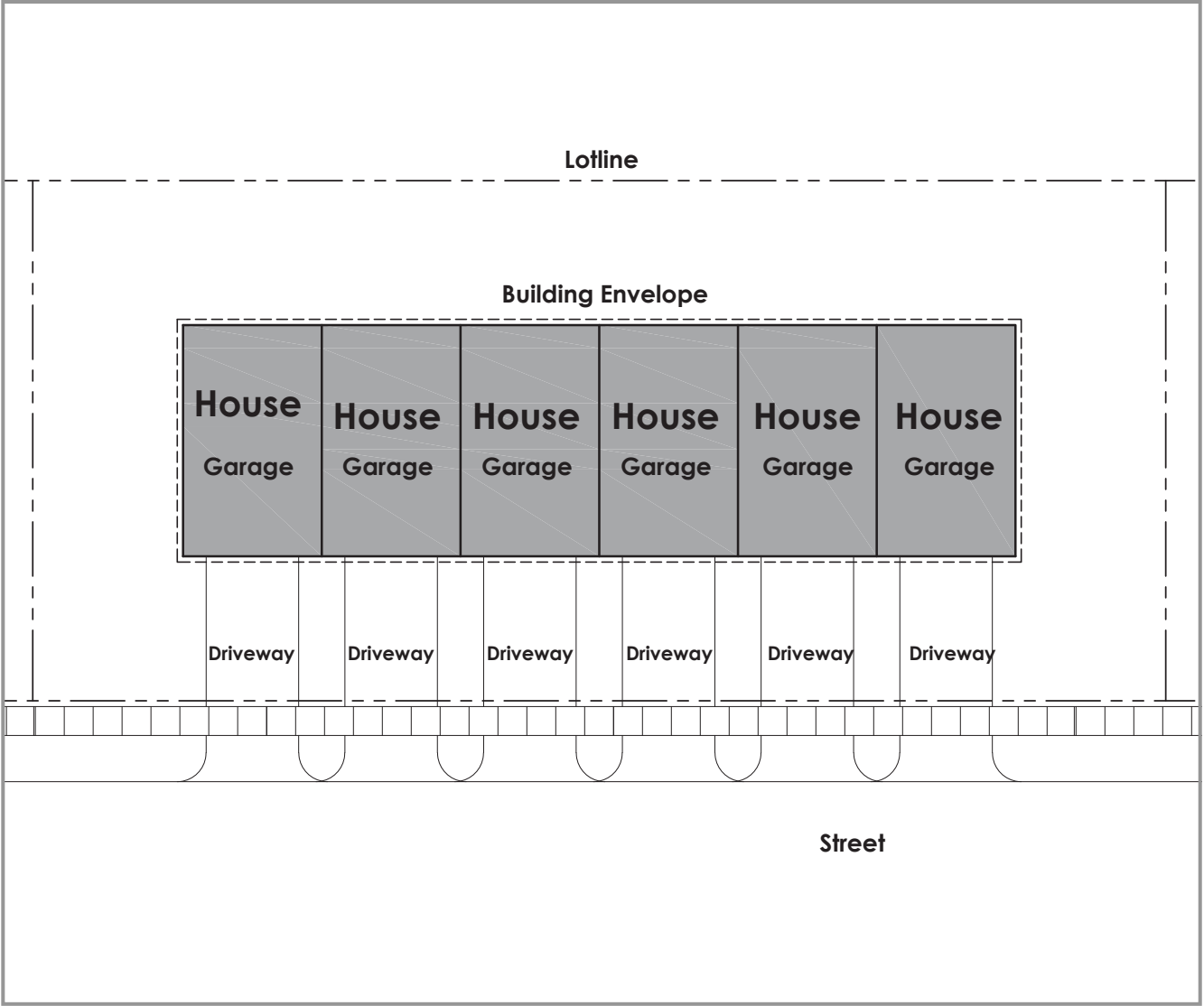


Watertown Southwest Side  
Neighborhood Plan  
**Townhome: MR-10 District**

Watertown, Wisconsin

Minimum Lot Area	4,350/unit
Minimum Lot Width	100' (20'/30')
Minimum Lot Depth	-
Minimum Street Frontage	50'
Minimum Setbacks	
Front Yard	25'
Front Yard to Garage	25'
Side Yard	8'/0'
Sum of Side Yards	50'
Rear Yard	25'
Open Porch Encroachment	-

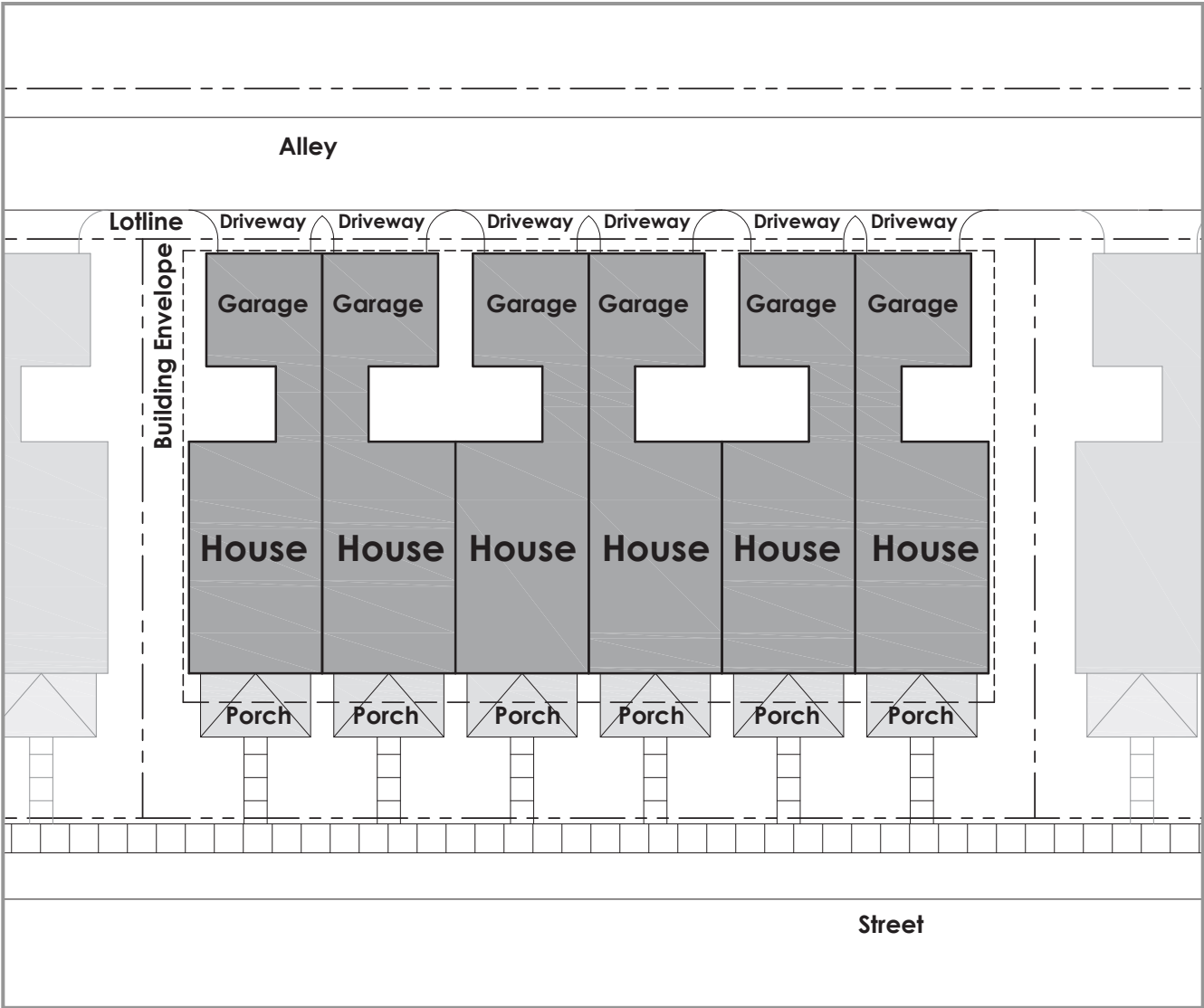
Maximum Height	35'
Minimum Off Street Parking Stalls	2.5/2
Minimum Dwelling Size	24' x 40'
Maximum Gross Density	10.0 du/acre
Minimum Landscape Surface Ratio	50%
Maximum Lot Coverage	40%





Watertown Southwest Side  
Neighborhood Plan  
**Potential Alley Townhome (PUD)**

Watertown, Wisconsin



Minimum Lot Area	2,000/unit
Minimum Lot Width	20'/unit
Minimum Lot Depth	80-100'
Minimum Street Frontage	20'/unit
Minimum Setbacks	
Front Yard	20'
Front Yard to Garage	-
Side Yard	7'
Sum of Side Yards	14'
Rear Yard	2'
Open Porch Encroachment	6'

Maximum Height	35'
Minimum Off Street Parking Stalls	2/unit
Minimum Dwelling Size	20' x 40'
Maximum Gross Density	10.0-12.0 du/ac
Minimum Landscape Surface Ratio	20%
Maximum Lot Coverage	80%





Watertown Southwest Side  
Neighborhood Plan  
**Potential Multi-family Home (PUD)**

Watertown, Wisconsin



Minimum Lot Area	TBD
Minimum Lot Width	TBD
Minimum Lot Depth	
Minimum Street Frontage	TBD
Minimum Setbacks	
Front Yard	
Front Yard to Garage	-
Side Yard	10'
Sum of Side Yards	20'
Rear Yard	25'
Open Porch Encroachment	6'

Maximum Height	45'
Minimum Off Street Parking Stalls	1.75/unit
Minimum Dwelling Size	-
Maximum Gross Density	20.0-25.0 du/ac
Minimum Landscape Surface Ratio	-
Maximum Lot Coverage	-





RESOLUTION TO  
ADOPT UPDATED TITLE VI PLAN

SPONSOR: ALD. SCHMID  
FROM: TRANSIT COMMISSION

**WHEREAS**, the City of Watertown is a recipient of Federal Transit Administration (FTA) Grant dollars either directly from FTA or through the Wisconsin Department of Transportation (WisDOT) for Transit systems, or other Federal Grant programs; and,

**WHEREAS**, the State of Wisconsin and City of Watertown must comply with the Title VI of the Civil Rights Act of 1964.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:** that the Common Council of the City of Watertown hereby adopts the attached updated Title VI Plan.

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

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

ADOPTED August 1, 2023

CITY CLERK

APPROVED August 1, 2023

MAYOR

# City of Watertown

## Title VI/ADA Nondiscrimination Plan

**Revised on:** August 1, 2023

**Adopted by:** City of Watertown Common Council

Original Plan

**Adopted on:** May 6, 2014

*This plan is hereby adopted and signed by:*

**City of Watertown**

**Executive Name/Title:** Emily McFarland, Mayor

**Executive Signature:**

As a recipient of USDOT Federal Transit Administration (FTA) funding, per [FTA Circular 4702.1B](#) the **City of Watertown** is required to prepare a Title VI/ADA Nondiscrimination Plan including the following elements:

- Evidence of Policy Approval
- Policy Statement, Log of Policy Updates, Contact Information/Program Administration
- Notice of Nondiscrimination (**Appendix 1**)
- Complaint Procedure (**Appendix 2**)
- Complaint Log (**Appendix 3**)
- Complaint Form (**Appendix 4**)
- Public Involvement Plan (**Appendix 5**)
- Limited English Proficiency (LEP) Plan (**Appendix 6**)
- Demographic Representation Information (**Appendix 7**)
- Translated Vital Documents in Spanish – Notice of Nondiscrimination, Complaint Procedure, Complaint Form

Policy Statement

The **City of Watertown** is committed to ensuring that no person is excluded from the participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by the **City of Watertown** in accordance with Title VI of the Civil Rights Act of 1964<sup>1</sup> and related nondiscrimination authorities.

The **City of Watertown** receives federal financial assistance to provide shared-ride transportation service in the City of Watertown.

Policy Updates – Activity Log

The **City of Watertown** will review its policy on an annual basis to determine if modifications are necessary. The table below outlines the Title VI/ADA Plan reviews/revisions made by the **City of Watertown**.

The **City of Watertown** will discuss Title VI/ADA Nondiscrimination Plan requirements with its third-party transit provider on an annual basis to ensure compliance with civil rights requirements.

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Person Responsible	Notes
May 25, 2023	Updated Title VI/ADA Plan per WisDOT requirement. Revisions included updated Complaint Form, updated LEP Plan and Minority Representation Information with current US Census data	Megan Dunneisen	
September 5, 2017	Update Title VI Plan per WisDOT requirement	Cindy Rupprecht	
May 6, 2014	Develop Title VI Plan	Cindy Rupprecht	

<sup>1</sup> **Title VI of the Civil Rights Act of 1964** states “No person in the United Sates shall, on the grounds of race, color or national origin, be excluded from, participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” – [Title 42 USC Section 2000d](#)



Contact Information/Program Administration

Chief Executive

The **City of Watertown’s** Chief Executive will ensure compliance with [Title VI of the Civil Rights Act of 1964 \(42 U.S.C. 2000d\)](#) and the U.S. Department of Transportation implementing regulations.

Name:	Emily McFarland
Email:	emcfarland@watertownwi.gov
Phone:	920-262-4000

Civil Rights Coordinator

The **City of Watertown’s** Civil Rights Coordinator ensures Title VI/Nondiscrimination and LEP compliance in accordance with the **City of Watertown’s** federally funded transportation activities. The Civil Rights Coordinator has other duties and responsibilities in addition to Title VI/Nondiscrimination and LEP compliance. This position has a direct reporting relationship and access to the **City of Watertown’s** Chief Executive.

Name:	Megan Dunneisen
Email:	mdunneisen@watertownwi.gov
Phone:	920-262-4006

The Civil Rights Coordinator is responsible for initiating, monitoring, and ensuring compliance of the **City of Watertown’s** nondiscrimination requirements, including the following activities:

- ✓ Program Administration
  - Ensure compliance with federal Title VI/Nondiscrimination and LEP requirements
  - Develop and implement the **City of Watertown’s** Title VI/Nondiscrimination and LEP Plan
  - Update and maintain Title VI/Nondiscrimination and LEP program policies and procedures
- ✓ Complaints
  - Review, track, investigate and close Title VI/Nondiscrimination and LEP complaints
- ✓ Employee Training
  - Educate staff on Title VI/Nondiscrimination and LEP requirements and procedures
- ✓ Reporting
  - Prepare and submit Title VI/Nondiscrimination reports per state and federal regulations
- ✓ Public Dissemination
  - Notify the public of the **City of Watertown’s** Nondiscrimination requirements via the **City of Watertown’s** public area, on its website, in vehicles, etc.
- ✓ Oversight
  - Ensure contractors and lessees adhere to Title VI/Nondiscrimination and LEP requirements

## Notice of Nondiscrimination

[FTA Title VI Circular 4702.1B](#) requires the **City of Watertown** as a recipient of federal financial assistance to notify the public of its obligations under U.S. DOT Title VI regulations and the protections against discrimination afforded to them by Title VI.

Title VI and ADA regulations require **City of Watertown** to inform the public of their rights under Title VI and ADA by posting a *Notice of Nondiscrimination*. The *Notice of Nondiscrimination* should be posted in the following locations: agency website, public areas of the agency office, and as applicable, inside vehicles, rider guides/schedules, and transit shelters/facilities.

The public notice must include a statement of nondiscrimination, information on how to request additional information about the agency’s Title VI and ADA obligations, including information on how to file a complaint, the location of the complaint form, etc., and information on how to request Title VI and ADA information in another language.

The **City of Watertown’s** *Notice of Nondiscrimination* is provided in the following locations:

- ✓ Agency website [https://www.ci.watertown.wi.us/residents/watertown\\_transit/index.php](https://www.ci.watertown.wi.us/residents/watertown_transit/index.php)
- ✓ Public area of the agency office (Finance Department Bulletin Board)
- ✓ Inside vehicles

On English versions of the *Notice of Nondiscrimination*, a sentence is included in Spanish and Hmong to contact the **City of Watertown** at (920)262-4006 if additional information is needed in another language.

To view a copy of the **City of Watertown’s** *Notice of Nondiscrimination*, please see **Appendix 1**.

## Complaint Procedure, Complaint Log, and Complaint Form

The **City of Watertown**, as a recipient of federal financial assistance must develop a procedure for investigating, tracking and resolving Title VI/Nondiscrimination and LEP complaints and make the procedures available to the public upon request.

Any person, group or firm that believes they’ve been discriminated against on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) by the **City of Watertown** may file a civil rights complaint.

### Scope of Civil Rights Complaints

The scope of civil rights complaints covers all internal and external **City of Watertown** activities. Adverse impacts resulting in civil rights complaints can arise from many sources including the delivery of programs and services, or advertising, bidding, and contracts.

Complaints can originate as a result of project and program impacts on individuals or groups. Examples include social and economic impacts such as access to programs, activities and services, failure to maintain facilities and vehicles, traffic, noise, air quality, and accidents.

Complaints can also originate from individuals or firms alleging inability to bid upon or obtain a contract with **City of Watertown** for the furnishing of goods and services. Examples include advertising for bid proposals; prequalification or qualification requirements; bid awards; selection of contractors, subcontractors, material and equipment suppliers, lessors, vendors, consultants, etc.

The **City of Watertown’s** complaint procedure is shown in **Appendix 2** and made available in the following locations:

- ✓ Agency website, either as a reference in the *Notice of Nondiscrimination* or in its entirety
- ✓ Agency office Watertown Municipal Building 106 Jones Street Watertown WI 53094 Finance Department

Civil Rights Investigations

Recipients of federal financial assistance are required to maintain a list of any complaints alleging discrimination. The list shall include the date the civil rights complaint, investigation, or lawsuit was filed, a summary of the allegation(s), the status of the complaint, investigation, or lawsuit, actions taken by the recipient in response, and final findings related to the complaint, investigation, or lawsuit.

**Appendix 3** is the **City of Watertown’s** *Complain Log* procedure and tracking mechanism to investigate, track and resolve complaints.

**There has been a transportation related civil rights complaint filed with the City of Watertown. The City of Watertown used its complaint procedure to address, resolve, and close the complaint.**

Complaint Form

**City of Watertown’s** *Complaint Form* is shown in **Appendix 4**.

**Public Involvement Plan**

Recipients of federal financial assistance are required to develop a public involvement plan that includes outreach strategies and participation techniques to engage the public including minority, low-income, and limited English proficient (LEP) populations, as well as a summary of outreach efforts made since the last Title VI/ADA Nondiscrimination Plan.

While traditional means of seeking public involvement may not reach all individuals, or might not allow for meaningful avenues of input, the intent of this effort is to take reasonable actions to provide opportunities for historically under-served populations to participate in transportation decision making efforts.

**City of Watertown’s** *Public Involvement Plan* is shown in **Appendix 5**.

## Limited English Proficiency (LEP) Plan

As a recipient of federal USDOT funding, the **City of Watertown** is required under [Title VI of the Civil Rights Act of 1964](#) and [Executive Order 13166](#) to develop and implement a plan to ensure accessibility to its programs and services for persons who are not proficient in the English Language.

**City of Watertown’s Limited English Proficiency (LEP) Plan** is shown in **Appendix 6**.

The LEP plan outlines the policies and procedures the **City of Watertown** will use to address the needs of persons with limited English proficiency (LEP) that wish to participate in **City of Watertown** programs and services.

## Demographic Representation Information

The **City of Watertown** understands that diverse representation on boards, councils, and committees help results in sound policy reflective of the needs of the entire population. [FTA Title VI Circular 4702.1B](#) requires recipients which have transportation-related, non-elected boards, advisory council or committees, or similar bodies, to report membership of these committees broken down by race and include a description of efforts made to encourage the participation of minorities on these committees.

**City of Watertown’s Minority Representation Information** is shown in **Appendix 7**.

# Appendix 1

## Notice of Nondiscrimination to the Public

City of Watertown’s *Notice of Nondiscrimination* is posted in the following areas:

- ✓ Public area of the agency office
- ✓ Inside vehicles

### Notice of Nondiscrimination

#### City of Watertown

- ✓ The **City of Watertown** is committed to ensuring that no person is excluded from the participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by the **City of Watertown** in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities.
- ✓ Any person who believes they’ve been aggrieved by any unlawful discriminatory practice may file a complaint with the **City of Watertown**.
- ✓ For more information on the **City of Watertown’s** civil rights program, and the procedures to file a complaint, contact Megan Dunneisen 920-262-4006, (for hearing impaired, please use [Wisconsin Relay 711 - https://wisconsinrelay.com](https://wisconsinrelay.com)); email [MDunneisen@watertownwi.gov](mailto:MDunneisen@watertownwi.gov); or visit our administrative office at 106 Jones Street, Watertown, WI 53094. For more information, visit [https://www.ci.watertown.wi.us/residents/watertown\\_transit/index.php](https://www.ci.watertown.wi.us/residents/watertown_transit/index.php)
- ✓ A complaint may also be filed directly with the Federal Transit Administration, Office of Civil Rights, Attention: Complaint Team, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590; Phone: 1-888-446-4511; Email: [FTACivilRightsCommunications@dot.gov](mailto:FTACivilRightsCommunications@dot.gov).
- ✓ If information is needed in another language, contact 920-262-4006.  
Si se necesita informacion en otro idioma de contacto, 920-262-4006.  
Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 920-262-4006.

**Website Statement:**

The **City of Watertown** operates its programs and services without regard to race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in accordance with Title VI of the Civil Rights Act, Americans with Disabilities Act (ADA), and related nondiscrimination authorities. For more information on the **City of Watertown’s** civil rights program, ADA obligations, and the procedures to file a complaint, contact Megan Dunneisen, email [mdunneisen@watertownwi.gov](mailto:mdunneisen@watertownwi.gov); (920)262-4006. For hearing impaired, please use Wisconsin Relay 711 service <https://wisconsinrelay.com>.



## Appendix 2

### Complaint Procedure

The **City of Watertown's** Complaint Procedure is made available in the following locations:

- ✓ Agency website, either as a reference in the *Notice of Nondiscrimination* or in its entirety
- ✓ Agency office Watertown Municipal Building 106 Jones Street Watertown WI 53094 Finance Department

Any person who believes they've been discriminated against on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficient (LEP) by the **City of Watertown** may file a complaint by completing and submitting the **City of Watertown's** Complaint Form.

The Complaint Form may also be used to submit general complaints to the **City of Watertown**.

The **City of Watertown** investigates complaints received no more than 180 calendar days after the alleged incident. The **City of Watertown** will process complaints that are complete.

Once the complaint is received, the **City of Watertown** will review the complaint and work to resolve the complaint informally, if possible.

If the complaint warrants a formal civil rights complaint process, the **City of Watertown** will follow the steps listed in this complaint procedure. The **City of Watertown** may also use this formal procedure to address general complaints. If the **City of Watertown** determines it has jurisdiction the complainant will receive an acknowledgement letter stating the complaint will be investigated by the **City of Watertown** as a civil rights complaint.

The **City of Watertown** has **21** business days to investigate the civil rights complaint. If more information is needed to resolve the case, the **City of Watertown** may contact the complainant.

The complainant has **10** business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within **10** business days, the **City of Watertown** can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, one of two (2) letters will be issued to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI or ADA violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, the complainant has **14** business days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact 920-262-4006.

Si se necesita informacion en otro idioma de contacto, 920-262-4006.

Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 920-262-4006.

Appendix 3

Complaint Log  
List of Complaints, Investigations and Lawsuits<sup>2</sup>

The **City of Watertown** maintains a log to track and resolve transportation related civil rights complaints, investigations, and lawsuits.

**Check One:**

Since the last update of this Title VI/ADA Nondiscrimination Plan, there has been no transportation related civil rights investigations, complaints, or lawsuits filed with the **City of Watertown**.

\_\_\_\_\_

**X**

There has been transportation related civil rights investigations, complaints and/or lawsuits filed against us. *Information available upon request to the City Clerk.*

\_\_\_\_\_

**Note:** The performance measure for tracking when an investigation begins and when its administratively closed is documented in the **Complaint Log** table below. **City of Watertown** will strive to complete the investigation within the timeframe specified in its **Complaint Procedure (Appendix 2)**.

Type Complaint Investigation Lawsuit	Date Complaint Received (Month, Day, Year)	Complainant's Contact Information Name/Phone/ Email/Address	Basis of Complaint <sup>3</sup>	Summary Complaint Description	Action Taken/ Final Outcome if Resolved  List dates of action steps including the dates complaint/ investigation begins and is administratively closed.	Status

<sup>2</sup> **Lawsuit:** The protected class under Title II is disability. The protected classes under Title VI are Race, Color and Nation Origin.

<sup>3</sup> **Basis of Complaint:** Specify Race, Color, National Origin, Disability, Religion, Sex, Age, Service, Income Status, Limited English Proficient (LEP), Safety, Other

# Complaint/Comment Form

**City of Watertown** is committed to providing you with safe and reliable transportation services and we want your feedback. Please use this form for suggestions, compliments, and complaints.

Please submit this form electronically to Megan Dunneisen [MDunneisen@watertownwi.gov](mailto:MDunneisen@watertownwi.gov); or in person at the address below.

**City of Watertown**  
106 Jones Street  
P.O Box 477  
Watertown, WI 53094

You may also call us at 920-262-4006. Please make sure to provide your contact information in order to receive a response.

## Section A: Accessible Format Requirements

Please check the preferred format for this document

<input type="checkbox"/> Large Print	<input type="checkbox"/> TDD or Relay	<input type="checkbox"/> Audio Recording	<input type="checkbox"/> Other (if selected please state what type of format you need in the box below)
--------------------------------------	---------------------------------------	--	---

Click or tap here to enter text.

## Section B: Contact Information

Name <input type="text"/>	Telephone Number (including area code) <input type="text"/>
Address <input type="text"/>	City <input type="text"/>
State <input type="text"/>	Zip Code <input type="text"/>

Email Address

Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

If no, please provide the name and relationship of the person for whom you are complaining and why you are completing the form on their behalf in the box below.

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

## Section C: Type of Comment

What type of comment are you providing? Please check which category best applies.

<input type="checkbox"/> Complaint	<input type="checkbox"/> Suggestion	<input type="checkbox"/> Compliment	<input type="checkbox"/> Other
------------------------------------	-------------------------------------	-------------------------------------	--------------------------------

Which of the following describes the nature of the comment? Please check one or more of the check boxes.

<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Religion
<input type="checkbox"/> Age	<input type="checkbox"/> Sex	<input type="checkbox"/> Service	<input type="checkbox"/> Income Status
<input type="checkbox"/> Limited English Proficient (L.E.P)		<input type="checkbox"/> Americans with Disability Act (A.D.A)	

## Section D: Comment Details

Please answer the questions below regarding your comment

Did the incident occur on the following type of service? <i>Please check any box that may apply.</i>	<input type="checkbox"/> Paratransit	<input type="checkbox"/> Shared Ride Taxi	<input type="checkbox"/> Bus
What was the date of the occurrence?	Click to add date in the following format: Day, month, year		
What was the time of the occurrence?	Click to add the time		
What is the name or identification of the employee or employees involved?	Click or tap here to enter text.		
What is the name or identification of others involved, if applicable?	Click or tap here to enter text.		
What was the number or name of the route you were on, if applicable?	Click or tap here to enter text.		
What was the direction or destination you were headed to when the incident occurred, if applicable?	Click or tap here to enter text.		
Where was the location of the occurrence?	Click or tap here to enter text.		
Was the use of a mobility aid involved in the incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Please add any additional descriptive details about the incident.

Click or tap here to enter text.

In the box below, please explain as clearly as possible what happened and why you believe you were discriminated against.

Click or tap here to enter text.

Section E: Follow-up

May we contact you if we need more details or information?

☐ Yes

☐ No

If yes, how would you best liked to be reached? Please select your preferred form of contact below

☐ Phone

☐ Email

☐ Mail

If you would prefer to be contacted by phone, please list the best day and time to reach you.

Click here to add your preferred time

Click here to add your preferred day

Section F: Desired Outcome

Please list below, what steps you would like taken to address the conflict or problem.

Click or tap here to enter text.

If applicable, please list below all additional agencies you have filed this complaint with such as Federal, State, Local agencies, or with any Federal or State Court. Please include the contact information to where the complaint was sent.

Click or tap here to enter text.

Section G: Signature

Please attach any documents you have which support the allegation. Then date and sign this form and send it to the City of Watertown.

Name Click or tap here to enter text.

Date: Click to add date in the following format: Day, month, year

Signature Click or tap here to enter text.



## Appendix 5

### Public Involvement Plan

The purpose of the **Public Involvement Plan** is to establish procedures that allow for, encourage, and monitor participation of all citizens within the **City of Watertown** service area including but not limited to low income and minority individuals, and those with limited English proficiency (LEP).

While traditional means of soliciting public involvement may not reach such individuals, or might not allow for meaningful avenues of input, the intent of this effort is to take reasonable actions to provide opportunities for historically under-served populations to participate in transportation decision making efforts.

#### Goal

The goal of public involvement is to offer real opportunities for the engagement of all citizens within the **City of Watertown** service area to participate in the development of plans, programs and services.

#### Strategies

In order to promote inclusive public participation, the **City of Watertown** uses the following strategies, as appropriate.

- Coordination and Consultation
  - Coordinate and consult with partners, stakeholders, program participants and their caregivers, and the public affected by the distribution of state and federal transit grant programs.
  - Seek guidance and input from WisDOT on public involvement mechanisms and strategies.
  - Maintain an electronic distribution list of all potential program participants, partners, stakeholders, etc.
- Accessibility and Information
  - Meetings
    - Adhere to state and federal public hearing requirements
    - Provide a general notification of meetings, particularly forums for public input, in a manner that is understandable to all populations in the area.
    - Hold meetings in locations which are accessible and reasonably welcoming to all area residents including, but not limited to, low-income and minority members of the public.
    - Employ different meeting sizes and formats
    - Provide avenues for two-way flow of information and input from populations which are not likely to attend meetings.
  - Make public information available in electronically accessible formats
  - Use social media in addition to other resources to gain public involvement

- Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.
- Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.
- Timeliness
  - Provide timely information about state and federal grant programs to affected program participants, the public, partner agencies, and other interested parties.
  - Provide adequate notice of public involvement activities and time for public review and comment.
- Public Comment
  - Work openly and diligently to incorporate public comments received and to notify respondents of final plans, reports, programs, etc.
  - Provide for early, frequent and continuous engagement by the public
- Social/Environmental Justice
  - Seek and consider the needs of those traditionally underserved by participating in outreach efforts that address the needs of minority persons, the elderly, persons with disabilities, limited English Proficient individuals, and low-income households.
  - Determine what non-English languages and other cultural barriers exist to public participation within the **City of Watertown** service area.
- Training
  - Participate in training to continuously improve the knowledge and understanding of civil rights and environmental justice principles.
- Evaluation
  - Document and maintain records of public outreach efforts.
  - Review the effectiveness of public participation activities.
  - Seek news ways to providing public input opportunities.

Participation Techniques

The **City of Watertown** will use the following participation techniques as deemed appropriate. Participation techniques will be reviewed and modified each year, as necessary. If new techniques are tried and found to be successful, this list will be updated to include the new techniques.

- Booth at Community events (craft fair, festival, farmers market, parades, etc.)
- Advisory meetings and committees
- Direct mailings (letters, fliers, etc.)
- Website and social media
- Project-specific newsletter articles
- Public information meetings
- Legal advertisements
- Presentations to community partners, citizens/residents, etc.
- Press releases, meetings with local media representatives
- Surveys (telephone, internet, and public information meetings)
- Work with partner organizations

Public Outreach Activities

The **City of Watertown** maintains a log/record of the various types of outreach activities it uses to promote inclusive public participation. On an annual basis, the **City of Watertown** reviews its log of outreach activities to determine if additional or different strategies are needed to promote inclusive public participation.

The direct public outreach and involvement activities conducted by the **City of Watertown** are summarized below. Information collected on the size, location, meeting format, number of attendees, etc. as well as the scope of the distribution method (e.g., information posted to social media, fliers in grocery stores and community centers, etc.) will be used for future planning efforts.

[https://www.ci.watertown.wi.us/residents/watertown\\_transit/index.php](https://www.ci.watertown.wi.us/residents/watertown_transit/index.php)

Summary of Outreach Activities					
Event Date	Name of Event/Activity	Date Publicized and Communication Method (Public Notice, Posters, Social Media, etc.)	Outreach Method (Meeting, Focus Group, Survey, etc.).	Staff Members Responsible	Notes
Ongoing	Website	Website	Website	City and PTI	<a href="https://www.ci.watertown.wi.us/residents/watertown_transit/index.php">www.ci.watertown.wi.us/residents/watertown_transit/index.php</a>
Ongoing	Local Group Outreach	Verbal communications	Phone calls	PTI	PTI with local groups to share about public transit and how it may serve community members- example, Unite Way, they set up a charge account to be able to pay for those in need to get to the Food Pantry.
Bi-Monthly	City Council Meetings	Website, Public Facilities	Public Meeting	City	Information is available on the City of Watertown website
Every Other Month	Transit Commission	Website, Public Facilities	Public Meeting	City	Discussion on Transit topics, recommendations to the City Council on Transit topics. Information is available on the City of Watertown website

Summary of Outreach Activities					
Event Date	Name of Event/Activity	Date Publicized and Communication Method (Public Notice, Posters, Social Media, etc.)	Outreach Method (Meeting, Focus Group, Survey, etc.).	Staff Members Responsible	Notes

## Appendix 6

### Limited English Proficiency (LEP) Plan

#### Overview

As a recipient of federal financial assistance, the **City of Watertown** is required to prepare a Limited English Proficiency (LEP) Plan to address its responsibilities relating to the needs of individuals with limited English language skills.

This plan has been prepared in accordance with [Title VI of the Civil Rights Act of 1964, 42 U.S.C 2000d, et seq.](#), and its implementing regulations which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

[Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency”](#), issued in 2000 clarified Title VI of the Civil Rights Act of 1964. It stated that individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI in order to access public services or benefits for which they are eligible. While most individuals in Wisconsin read, write, speak, and understand English, for some individuals English is not their primary language. If these individuals have a limited ability to read, write, speak or understand English, they are considered Limited English Proficient (LEP).

The US DOT [“Policy Guidance Concerning Recipients’ Responsibilities to LEP Persons”](#) discusses the concept of “safe harbor” with respect to the requirements for translation of written materials. The *Safe Harbor Threshold* is calculated by dividing the population estimate for a language group that “Speaks English less than very well” by the total population of the county. The *LEP Safe Harbor Threshold* provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less, of the population to be served) the **City of Watertown** must provide translation of vital documents (e.g., Notice of Nondiscrimination, Complaint Procedure and Complaint Form) in written format for non-English speaking persons.

Recipients of federal financial assistance are also required to implement LEP plans in accordance with guidelines of the federal agency from which the funds are provided. [FTA Circular 4702.1B – Title VI Requirements and Guidance for FTA Recipients](#) provides guidance and instructions for LEP Plan development.

#### Plan Summary

The **City of Watertown** has developed this *Limited English Proficiency Plan* to identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access services provided by the **City of Watertown**.

This plan outlines how to identify a person who may need language assistance, how to inform LEP persons language assistance is available, the ways in which assistance may be provided, and staff training.

Plan Components

As a recipient of federal US DOT funding, the **City of Watertown** is required to take reasonable steps to ensure meaningful access to programs and activities by LEP persons.

This plan includes the following elements:

1.

The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2.

A description of the following:

✓

How language assistance services are provided.

✓

How LEP persons are informed of the availability of language assistance services.

✓

How the language assistance plan is monitored and updated.

✓

How employees are trained to provide language assistance to LEP persons.

Meaningful Access - Four Factor Analysis

To prepare this plan, the **City of Watertown** conducted a four-factor analysis which considers the following:

Factor 1 - Demography

**Number and proportion of LEP persons who may be served or are likely to encounter a City of Watertown program or service.**

This plan uses [US Census Bureau – American Fact Finder \(2011-2015\)](#) language data available at the county level in Wisconsin. More data is available on the [US Census Bureau ACS website](#).

The US Census Bureau – American Fact Finder (2011-2015) data shows there are numerous languages spoken in Dodge County and Jefferson County. Some of these languages include Spanish, German, Russian, Polish, Chinese, Hmong, Laotian, Other Native North American Languages, Hindi, Urdu, and Tagalog. After English, the second largest language group is Spanish.



The Safe Harbor Threshold is calculated by dividing the population estimate for a language group that “speaks English less than very well” by the total population of the county. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less), the **City of Watertown** must provide translation of vital documents in written format for non-English speaking persons.

- ✓

In **Jefferson County**, with a population estimate of 79,616, 1,404 persons have identified themselves as Spanish speaking and “speaks English less than very well.”
- ✓

In **Dodge County**, with a population estimate of 84,033, 830 persons have identified themselves as Spanish speaking and “speaks English less than very well.”



The Spanish language group in Jefferson county is greater than the 1,000 persons threshold of the population. This means the **City of Watertown** is required to provide written translation of vital documents (Notice of Non-Discrimination, Complaint Procedure and Complaint Form) in Spanish.

All other language groups listed above are also below the Safe Harbor Threshold. This means, at this time, the **City of Watertown** is not required to provide written translation of vital documents in these languages. In the future, if the **City of Watertown** meets the Safe Harbor Threshold for any language group, it will provide written translation of vital documents in such languages and consider measures needed for oral interpretation.

**Factor 2 – Frequency**

**Frequency of contact with LEP persons.**

The **City of Watertown** and its contractor provides transportation service for the **City of Watertown**.

The **City of Watertown** reviewed the frequency with which its staff, policy board, and contractors have, or could have, contact with LEP persons in the conduct of **City of Watertown** activities. This includes a review of documented phone inquiries, office visits, and encounters at public meetings and community events. Within the last year, **City of Watertown** staff, policy board members, and contractors have had (0) requests for interpreters and (0) requests for translated *transit related* program documents in any setting.

**City of Watertown** staff, policy board members, and contractor staff are trained on what to do when they encounter a person with limited English proficiency.

The **City of Watertown** with assistance from its contractor, tracks the number of encounters and considers adjustments to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the **City of Watertown’s** programs and services. The *Log of LEP Encounters* is a tool to help track LEP encounters.

**Log of LEP Encounters**

Date	Time	Language Spoken By Individual <i>(if available)</i>	Name and Phone Number of Individual <i>(if available)</i>	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

If a language barrier were to exist, **City of Watertown** works to provide a reasonable accommodation. The “*I Speak*” *Language Identification Card* listed shown below is a document that can be used by **City of Watertown** staff to assist LEP individuals. Additional languages can be added, as needed, to match the

demographic changes of the **City of Watertown’s** service area. The languages included in the “*I Speak*” *Language Identification Card* below represent many of the languages spoken within the **City of Watertown** service area.

“*I Speak*” Language Identification Card

Mark this box if you speak....	Language Identification Chart	Language
	I speak English	English
	Yo hablo español	Spanish
	Kug has lug Moob	Hmong
	我說中文	Chinese
	E nói tiếng Việt	Vietnamese
	나는한국어를	Korean
	Marunong akong mag-Tagalog	Tagalog
	Ich spreche Deutsch	German
	Я говорю по-русски	Russian
	Ja говорим српски	Serbian
	मैं हिंदी बोलते हैं	Hindi
	میں نے اردو بولتے ہیں	Urdu

Note: For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>

**Factor 3 – Importance**

**Nature and importance of program to LEPs.**

**City of Watertown** understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education, access to employment and nutrition meal sites, recreational services, and socialization. A transportation system is a key link to connecting LEP persons to these essential services.

**City of Watertown** has identified activities and services which would have serious consequences to individuals if language barriers prevented access to information or the benefits of those programs. The activities and services include providing emergency evacuation instructions in our facilities and vehicles and providing information to the public on security awareness or emergency preparedness.

**City of Watertown** assessment of critical needs includes contact with community organization(s) that serve LEP persons, as well as contact with LEP persons themselves to obtain information on the importance of the modes or the types of services that are provided to the LEP populations.

**Factor 4 – Resources and Costs**

**Resources available and overall cost to provide LEP assistance.**

Given the small size of LEP encounters and small LEP populations, full multi-language translations of our programs and services related to transportation services is not warranted at this time. However, this

information can be made upon request. The **City of Watertown** will contact state and local units of government and community resources for assistance in translation services.

Even though the **City of Watertown** does not have a separate budget for LEP outreach, it continuously explores ways to implement low-cost methods of notifying LEP persons of transportation services. Outreach efforts include maintaining a website, utilizing social media, developing, and printing brochure/materials and having a visible presence in our community (e.g., participating in job fairs, parades, community events, etc.) to promote transportation services. Additional low-cost outreach methods to reach LEP communities include but are not limited to activities such as visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, and local festivals. The cost is relatively low but the ability to reach the LEP population is high.

Language Assistance Services

Overview - Language Assistance Services

If a person does not speak English as their primary language and is LEP, that person may be entitled to language assistance with respect to **City of Watertown’s** programs and services. Language assistance can include interpretation and/or translation from one language into another language.

**City of Watertown** will take reasonable steps to provide the opportunity for meaningful access to LEP individuals who have difficulty communicating in English.

**City of Watertown** strives to offer the following measures when encountering LEP persons:

- ✓ Utilize the “*I Speak*” *Language Identification Card* or posters to identify the language and communication need of LEP persons.
- ✓ Maintain a *Log of LEP Encounters* to capture information on the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs for individuals that are deaf, hard of hearing, deafblind, or those with a speech disability <http://www.wisconsinrelay.com/> and <http://www.wisconsinrelay.com/features>
- ✓ Utilize online resources such as Google Translate to assist with the translation of documents. The main downside of this approach is accuracy. As such, this option will be used by **City of Watertown** on limited basis. Instead, **City of Watertown** will seek assistance from fluent speakers.
- ✓ Make translated versions (or provide for the interpretation of relevant sections) of all documents/publications available upon requests, within a reasonable time frame.
- ✓ Prioritize the hiring of bilingual staff, as needed.

## **Public Outreach – Informing LEP Persons of Language Assistance Services**

The **City of Watertown** uses the following steps to inform LEP persons of the availability of language assistance services:

- ✓ Posts the Title VI/ADA *Notice of Nondiscrimination* on its website. The notice includes a sentence written in Spanish and Hmong providing instructions on how to contact the **City of Watertown** to request information in another language.
- ✓ When encountering LEP persons directly, **City of Watertown** will use the “*I Speak*” *Language Identification Card* to identify the language and communication needs of LEP persons. **City of Watertown** may not be able to immediately accommodate or assist individuals self-identifying as a person not proficient in English but will seek means to follow up with the individual to address their needs in the language requested as soon as possible.
- ✓ Review outreach activities and information gathered from the *Log of LEP Encounters* on the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- ✓ Develop and maintain cooperative relationships with key agencies/community organizations that serve LEP populations in the area or region. These entities can assist in providing or verifying translations and/or identifying gaps in assistance to persons with LEP needs.
- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs for individuals that are deaf, hard of hearing, deafblind, or those with a speech disability <http://www.wisconsinrelay.com/> and <http://www.wisconsinrelay.com/features>

## **Monitoring, Evaluating and Updating the Plan**

**City of Watertown** will review the following items on an annual basis:

- ✓ The number of documented LEP person contacts.
- ✓ How the needs of LEP persons have been addressed.
- ✓ Determine whether the need for translation services has changed.
- ✓ Determine with existing language assistance services are effective and sufficient to meet the needs of LEP persons.
- ✓ Determine whether complaints have been received concerning the **City of Watertown’s** failure to meet the needs of LEP individuals.
- ✓ Sufficiency of staff training.
- ✓ Review of any new opportunities for LEP communication.
- ✓ Determine whether financial resources are needed to fund language assistance services.

## **Training Staff**

The following training will be provided to **City of Watertown** staff:

- ✓ Information on the **City of Watertown’s** Title VI/ADA Non-Discrimination Plan and LEP responsibilities.
- ✓ Description of language assistance services offered to the public.
- ✓ Use of the “I-Speak Card” as a tool to assist LEP individuals.
- ✓ Documentation of language assistance requests using the *Log of LEP Encounters*.
- ✓ How to handle Title VI/ADA Non-Discrimination and LEP complaints.

## Appendix 7

### Demographic Representation Information<sup>4</sup>

#### A. Demographic Representation Table<sup>5</sup>

[FTA Title VI Circular 4702.1B](#) requires recipients which have transportation-related, non-elected boards, advisory council or committees, or similar bodies, to report membership of these committees broken down by race and include a description of efforts made to encourage the participation of minorities on these committees.

The **City of Watertown’s** Common Council is responsible for transportation decision making with recommendation from the Transit Commission. The Council is made up of 9 elected District Alderpersons and one elected Mayor. The Transit Commission consists of four citizen members and appointed by the Mayor and approved by the Common Council for four-year terms and one Alderperson Representative appointed by the Mayor and approved by the Common Council for a one-year term.



Body	Caucasian	Hispanic/ Latino	Black/ African American	Asian American	Native American	Some Other Race	No Response
Dodge County Population	89.6%	5.01%	2.7%	.67%	.3%	1.77%	---
Jefferson County Population	89.4%	7.25%	.7%	.5%	.1%	2.01%	---
Watertown City Council	Membership on the Common Council is by election.						
Watertown Transit Commission <i>4 citizen members appointed by Mayor 1 Council Member Representative</i>	1						4

#### B. Efforts to Encourage Minority Participation

**City of Watertown** understands diverse representation on committees and councils results in sound policy reflective of its entire population. As such, **City of Watertown** encourages participation of all its citizens. As vacancies on the Transit Commission becomes available, **City of Watertown** will make efforts to encourage and promote diversity. To encourage participation, the **City of Watertown** will continue to reach out to community organizations to connect with all population groups in its service area. In addition, **City of Watertown** will use creative ways to make participating realistic and reasonable, such as scheduling meetings at times best suited to its members.

<sup>4</sup> If **City of Watertown** has transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by **City of Watertown**, Title VI regulations require **City of Watertown** to provide a table depicting the membership of those committees broken down by race and a description of efforts made to encourage the participation of minorities on such committees.

<sup>5</sup> County data by race is available at the WisDOT website <https://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/transit/compliance/title6-race.pdf> or the US Census Bureau website <http://data.census.gov>

Demographic Representation Data Collection Form<sup>6</sup>

Name of board, commission, council, etc.

Date:

---

Dear Member,

The **City of Watertown**, as a recipient of federal funds is required under Title VI of the Civil Rights statute to ascertain the racial/ethnic make-up of any non-elected boards, commissions, councils, etc.

Data from this section is used for statistical and reporting purposes. The information may be subject to disclosure under federal or state law or rule.

Anti-Discrimination Notice

It is unlawful for **City of Watertown** to fail or refuse to provide services, access to services or activities, or otherwise discriminate against an individual because of an individual’s race, color, religion, sex, national origin, disability, or veteran status.

As a council under the jurisdiction of **City of Watertown**, we invite council members to voluntarily self-identify their race/ethnicity in order for us to comply with FTA Title VI and LEP requirements. This information will be used according to the provisions of applicable federal and state laws, executive orders and regulations, including those requiring the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Race/Ethnicity

If you choose to self-identify, please mark the **one box** describing the race/ethnicity category with which you primarily identify:

\_\_\_ *Asian or Pacific Islander*: All persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

\_\_\_ *Black and/or African American* (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

\_\_\_ *Hispanic*: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

\_\_\_ *American Indian or Alaskan Native*: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

\_\_\_ *Caucasian* (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

---

<sup>6</sup> This form is an optional tool **City of Watertown** can use to gather information on the racial composition of its committee members for the purposes of meeting the Title VI/ADA plan requirements.



## Título VI – El aviso de no discriminación a el público<sup>7</sup>

El aviso de no discriminación de la **City of Watertown** es el siguiente:

### El Aviso de no discriminación

#### City of Watertown

- ✓ La **City of Watertown** se compromete a garantizar que ninguna persona sea excluida, participe, se le nieguen los beneficios o se la discrimine por motivos de raza, color, origen nacional, discapacidad, sexo, edad, religión, estado de ingresos o competente limitado del inglés en todos y cada uno de los programas, actividades o servicios administrados por la **City of Watertown** de conformidad con el Título VI de la Ley de Derechos Civiles de 1964 y las autoridades de no discriminación relacionadas.
- ✓ Cualquier persona que crea que ha sido agraviada por práctica discriminatoria ilegal puede presentar una queja con la **City of Watertown**.
- ✓ Para obtener más información sobre el programa de derechos civiles de la **City of Watertown**, y los procedimientos para presentar una queja, comuníquese con 920-262-4006, (para personas con problemas de audición, por favor utilice el servicio Wisconsin Relay 711 - <https://wisconsinrelay.com>): envíe un correo electrónico a Megan Dunneisen [MDunneisen@watertownwi.gov](mailto:MDunneisen@watertownwi.gov); o visite nuestra oficina administrativa a la dirección 106 Jones Street, Watertown, WI 53094. Para obtener más información, visite [https://www.ci.watertown.wi.us/residents/watertown\\_transit/index.php](https://www.ci.watertown.wi.us/residents/watertown_transit/index.php)
- ✓ Una demandante puede presentar una queja directamente con la Administración de Federal de Tránsito por presentado una queja con la Oficina de Derechos Civiles, atención: Coordinador del Programa Título VI, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- ✓ If information is needed in another language, contact 920-262-4006.  
Si se necesita informacion en otro idioma de contacto, 920-262-4006.  
Yog muaj lus qhia ntiv rau lwm hom lus, hu rau 920-262-4006.

El aviso de no discriminación la **City of Watertown** se publica en los siguientes lugares

- ✓ Sitio web de la agencia [https://www.ci.watertown.wi.us/residents/watertown\\_transit/index.php](https://www.ci.watertown.wi.us/residents/watertown_transit/index.php)
- ✓ Áreas públicas de la oficina de la agencia (área común, salas de reuniones públicas, etc.)
- ✓ Vehículos interiores
- ✓ Refugios de tránsito y estaciones

<sup>7</sup> Las regulaciones del Título VI requieren la **City of Watertown** Informe a los clientes y al público sobre sus derechos bajo el Título VI mediante la publicación de un *Aviso de no discriminación*. El aviso público debe incluir:

- ✓ Una declaración de no discriminación;
- ✓ Información sobre cómo solicitar información adicional sobre las obligaciones del Título VI de la agencia, incluida información sobre cómo presentar una queja, la ubicación del formulario de queja, etc.
- ✓ Información sobre cómo solicitar información del Título VI en otro idioma, si es necesario.

El *Aviso de no discriminación* debe publicarse en los siguientes lugares: sitio web, áreas públicas de las agencias, oficinas, interiores de vehículos, guías / horarios de pasajeros y complejos de tránsito.

## El Procedimiento de Quejas

El Procedimiento de Quejas de la **City of Watertown** está disponible en los siguientes lugares:

- ✓ Sitio web de la agencia, ya sea como referencia en el aviso al público o en su totalidad.
- ✓ Áreas públicas de la oficina de la agencia (área común, salas de reuniones públicas, etc.)
- ✓ Disponible en idiomas apropiadas para poblaciones LEP, cumpliendo con el umbral de puerto seguro.

Cualquier persona que crea haber sido discriminado por motivos de raza, color, origen nacional, discapacidad, sexo, edad, religión, estado de ingresos o dominio limitado del inglés (LEP) por parte de la **City of Watertown** puede completar un formulario de queja y entregar el a de la **City of Watertown**.

El formulario de queja también se puede usar para entregar quejas generales a la **City of Watertown**.

De la **City of Watertown** investiga las quejas recibidas no más de 180 días hábiles después del presunto incidente. De la **City of Watertown** procesará las quejas que estén completas.

Una vez que se recibe la queja, la **City of Watertown** la revisará y trabajará para resolverla de manera informal, si es posible.

Si la queja garantiza un proceso formal de queja de derechos civiles, la **City of Watertown** seguirá los pasos enumerados en este procedimiento de queja. La **City of Watertown** también puede utilizar este procedimiento formal para atender quejas generales. Si la **City of Watertown** determina que tiene jurisdicción, el demandante recibirá una carta de reconocimiento que indica que la queja será investigada por la **City of Watertown** como una queja de derechos civiles.

La **City of Watertown** tiene **21** días hábiles para investigar la queja de derechos civiles. Si se necesita más información para resolver el caso, la **City of Watertown** puede contactar al demandante.

El/La demandante tiene **10** días hábiles a partir de la fecha de la carta para enviar la información solicitada al investigador asignado al caso.

Si el demandante no contacta al investigador o no envía la información adicional dentro de los **10** días hábiles, la **City of Watertown** puede cerrar el caso administrativamente. Un caso puede cerrarse administrativamente también si el demandante ya no desea continuar con su caso.

Después de que el investigador revise la queja, se emitirá una de dos (2) cartas al demandante: una carta de cierre o una carta de descubrimiento.

- ✓ Una carta de conclusión resume las acusaciones y establece que no hubo una violación del Título VI que el caso se cerrará.
- ✓ Una carta de descubrimiento resume las acusaciones y las entrevistas con respecto al presunto incidente, y explica si ocurrirá alguna acción disciplinaria, capacitación adicional del miembro del personal u otra acción.

Si el demandante desea apelar la decisión, tiene **14** días hábiles después de la fecha de la carta o la carta de descubrimiento para hacerlo.

Una persona también puede entregar una queja directamente ante la Administración Federal de Tránsito, en la Oficina de Derechos Civiles de la FTA, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact 920-262-4006.

Si se necesita información en otro idioma de contacto, 920-262-4006.

Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 920-262-4006

# City of Watertown – Formulario de Complementos/Quejas

La **City of Watertown** Está comprometido a proveer usted con servicios de transportación segura y fiable y queremos sus comentarios. Por favor usa este formulario por sugerencias, quejas y complementos.

Por favor, entregar este formulario electrónicamente a Megan Dunneisen mdunneisen@watertownwi.gov o en persona a la dirección debajo.

**City of Watertown**  
106 Jones Street  
Watertown, WI 53094

También, puede nos llamar a 920-262-4006. Por favor, provea su información de contacto para recibir una respuesta.

## Sección A: Requisitos de formato accesible

Por favor, verifique el formato preferido para este documento.

<input type="checkbox"/> Letra grande	<input type="checkbox"/> TDD o Relé	<input type="checkbox"/> Grabación de audio	<input type="checkbox"/> Otra (si está seleccionado, indique qué tipo de formato necesita en el cuadro debajo)
---------------------------------------	-------------------------------------	---	--

Haga clic o toque aquí para introducir el texto

## Sección B: Información de contacto

Nombre	Haga clic o toque aquí para introducir el texto	Número de teléfono (incluyendo el Código de área)	Haga clic o toque aquí para introducir el texto
Dirección	Haga clic o toque aquí para introducir el texto	Ciudad	Haga clic o toque aquí para introducir el texto
Estado	Haga clic o toque aquí para introducir el texto	Código postal	Haga clic o toque aquí para introducir el texto

Correo electrónico Haga clic o toque aquí para introducir el texto

¿Está presentado esta queja en su propio nombre?	<input type="checkbox"/> Sí	<input type="checkbox"/> No
--	-----------------------------	-----------------------------

Si no, por favor provea el nombre y la relación de la persona por la que se queja y por qué está completando el formulario en su nombre en el cuadro a continuación.

Haga clic o toque aquí para introducir el texto

Por favor, confirme que ha obtenido el permiso del partido agraviado si está completando por un tercer partido.

☐ Sí

☐ No

## Sección C: Tipo de comento

¿Qué tipo de comentario estás proveyendo? Por favor, marque qué categoría se aplica mejor.

☐ Queja

☐ Sugerencia

☐ Complemento

☐ Otra

¿Cual de los siguiente describe la natura del comentario? Por favor, marque uno o más de las casillas de verificación.

☐ Raza

☐ Color

☐ Origen Nacional

☐ Religión

☐ Edad

☐ Sexo

☐ Servicio

☐ Estado de Ingresos

☐ Competente limitado del inglés (C.L.I)

☐ Ley de estadounidenses con discapacidad (L.E.D.)

## Sección D: Detalles de comento

Por favor, responda a las preguntas debajo sobre su comentario.

¿Ocurrió el incidente en el siguiente tipo de servicio? Por favor marque cualquier casilla que pueda aplicar.

☐ Paratransit

☐ Taxi compartido

☐ Autobús

¿Cuál fue la fecha del suceso?

Haga clic para agregar la fecha en el siguiente formato:  
Día, mes, año

¿Cuál fue la hora del suceso?

Haga clic para agregar su hora preferido

¿Qué es el nombre o la identificación del empleado o empleados involucrados?

Haga clic o toque aquí para introducir el texto

¿Qué es el nombre o la identificación del otros involucrados, si procede?

Haga clic o toque aquí para introducir el texto

¿Qué es el numero o el nombre de la ruta en la que estaba, si procede?

Haga clic o toque aquí para introducir el texto

¿Qué era la dirección o el destino al que se dirigía ocurrió el suceso, si procede?

Haga clic o toque aquí para introducir el texto

¿Donde estaba la ubicación del suceso?

Haga clic o toque aquí para introducir el texto

¿El uso de una ayuda de movilidad estuvo involucrado en el suceso?

☐ Sí

☐ No

Por favor, añada detalles descriptivos sobre el suceso.

Haga clic o toque aquí para introducir el texto

En la casilla de baja, por favor explique tan claramente como sea posible lo que ocurrió y por qué cree que fue discriminado.

Haga clic o toque aquí para introducir el texto

## Sección E: El seguimiento

¿Podemos contactarlo si necesitamos más detalles o información?

☐ Sí

☐ No

En caso afirmativo, ¿cómo le gustaría ser contactado? Por favor, seleccione su forma de contacto preferida en una casilla de baja.

☐ Teléfono

☐ Correo electrónico

☐ Correo

Si prefiere que lo contactemos por teléfono, indique el mejor día y hora para comunicarse con usted.

Haga clic para agregar su hora preferido

Haga clic para agregar su día preferido

## Sección F: Resultado deseado

Por favor, haga una lista de baja los pasos le gustaría tomar para que tratar con el conflicto o el problema.

Haga clic o toque aquí para introducir el texto

Si aplicable, haga una lista de baja todas las agencias adicionales con las que ha presentado esta queja, como las agencias federales, estatales o locales, o ante cualquier tribunal federal o estatal. Incluya la información de contacto a donde se envió la queja.

Haga clic o toque aquí para introducir el texto

## Sección G: Firma

Por favor, adjunte algunos documentos que tenga que apoya la denuncia. Luego, feche y firme este formulario y envíelo a La City of Watertown.

Nombre Haga clic o toque aquí para introducir el texto

Fecha: Haga clic para agregar la fecha en el siguiente formato: Día, mes, año

Firma Haga clic o toque aquí para introducir el texto



**RESOLUTION TO  
ENDORSE AN UPDATED HIGHWAY FUNCTIONAL CLASSIFICATION  
SYSTEM MAP FOR THE CITY OF WATERTOWN URBAN AREA**

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

**WHEREAS**, The Wisconsin Department of Transportation conducts periodic reviews and updates to the functional classification system of streets across the State of Wisconsin; and

**WHEREAS**, the Federal Highway Administration has issued guidance related to the development of functional classification of streets; and

**WHEREAS**, the Wisconsin Department of Transportation & Federal Highway Administration have submitted recommended changes to the functional classification system of streets in the Watertown Urban Area; and

**WHEREAS**, the table of changes proposed to the functional classification system of streets in the City of Watertown Urban Area are attached as Exhibit A and the proposed change map is attached as Exhibit B; and

**WHEREAS**, the Public Works Commission of the City of Watertown has reviewed the proposed updates and finds that the proposed updates are consistent with Federal Highway Administration's guidance and are consistent with the Wisconsin Department of Transportation's recommendations and justifications;

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

That the updates to the functional classification of streets in the City of Watertown Urban Area as outlined in the attached table as Exhibit A and in the attached map as Exhibit B are approved and the City Engineering Division is to transmit this Resolution to the appropriate State and Federal officials.

**AND BE IT FURTHER RESOLVED:**

That the Common Council of the City of Watertown approves the updated highway functional classification map for the City of Watertown Urban Area.

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

ADOPTED August 1, 2023

\_\_\_\_\_

CITY CLERK

APPROVED August 1, 2023

\_\_\_\_\_

MAYOR

RECOMMENDED FUNCTIONAL CLASSIFICATION CHANGES

WisDOT Region:	South West (SW)
County:	Dodge
Urban(ized) Area:	Watertown
Population:	23,861

Urban Area:  
WATERTOWN

Starting Mileage:	IH	PA	MA	COL	LOC
		22.45	17.36	22.31	100.37

TOTAL  
162.49

No.	Route	Limits	From	To	IH	PA	MA	COL	LOC	Reason
1	Center St	Fourth St - Rhine Rd	uMA	to uCOL			-0.88	0.88		Continuity improvement
2	Broughton St	Frontage Rd - Schuman Dr	uMA	to uCOL			-0.24	0.24		Continuity improvement
3	Frontage Rd	N Fourth St - Boughton St	uLOC	to uCOL				0.80	-0.80	Land use, Hospital
4	Carriage Hill Dr	STH 19 - Endeavour Dr	uCOL	to uMA			0.69	-0.69		ADT (2400), Land use (High School)
5	Endeavour Dr	Carriage Hill Dr - N Chruch St	uCOL	to uMA			0.54	-0.54		ADT (2000), Land use (High School)
6	CTH E	Beryl Dr - Western Ave	uMA	to uCOL			-2.40	2.40		Continuity improvement, Land use (residential), Lower Speed Limit
7	Western Ave	S Third St - S First St	uLOC	to uCOL				0.10	-0.10	ADT (5000), Land use, major movement is 3rd St to Milwaukee
8	S First St	Western Ave - E Milwaukee St	uLOC	to uCOL				0.05	-0.05	ADT (4000), Land use, major movement is 3rd St to Milwaukee
9	River Dr	Boomer St - S Church St	uCOL	to uLOC				-0.50	0.50	Part of River Dr closed, Aviation Way is more logical entrance to airport
10	Aviation Way	S Church St - River Dr	uLOC	to uCOL				0.18	-0.18	Land Use, Airport entrance
11										
12										
13										
14										
15										
16										

Change:	0	0	-2.29	2.92	-0.63
---------	---	---	-------	------	-------

End Mileage:	0	22.45	15.07	25.23	99.74
--------------	---	-------	-------	-------	-------

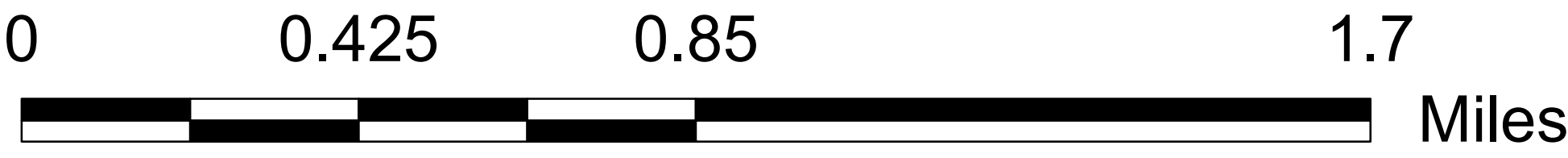
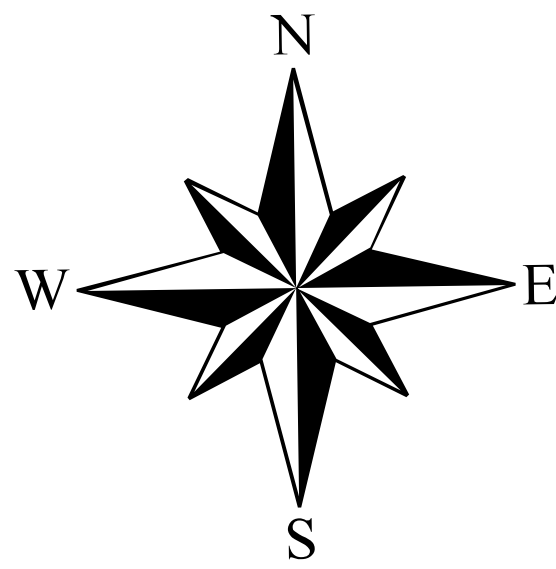
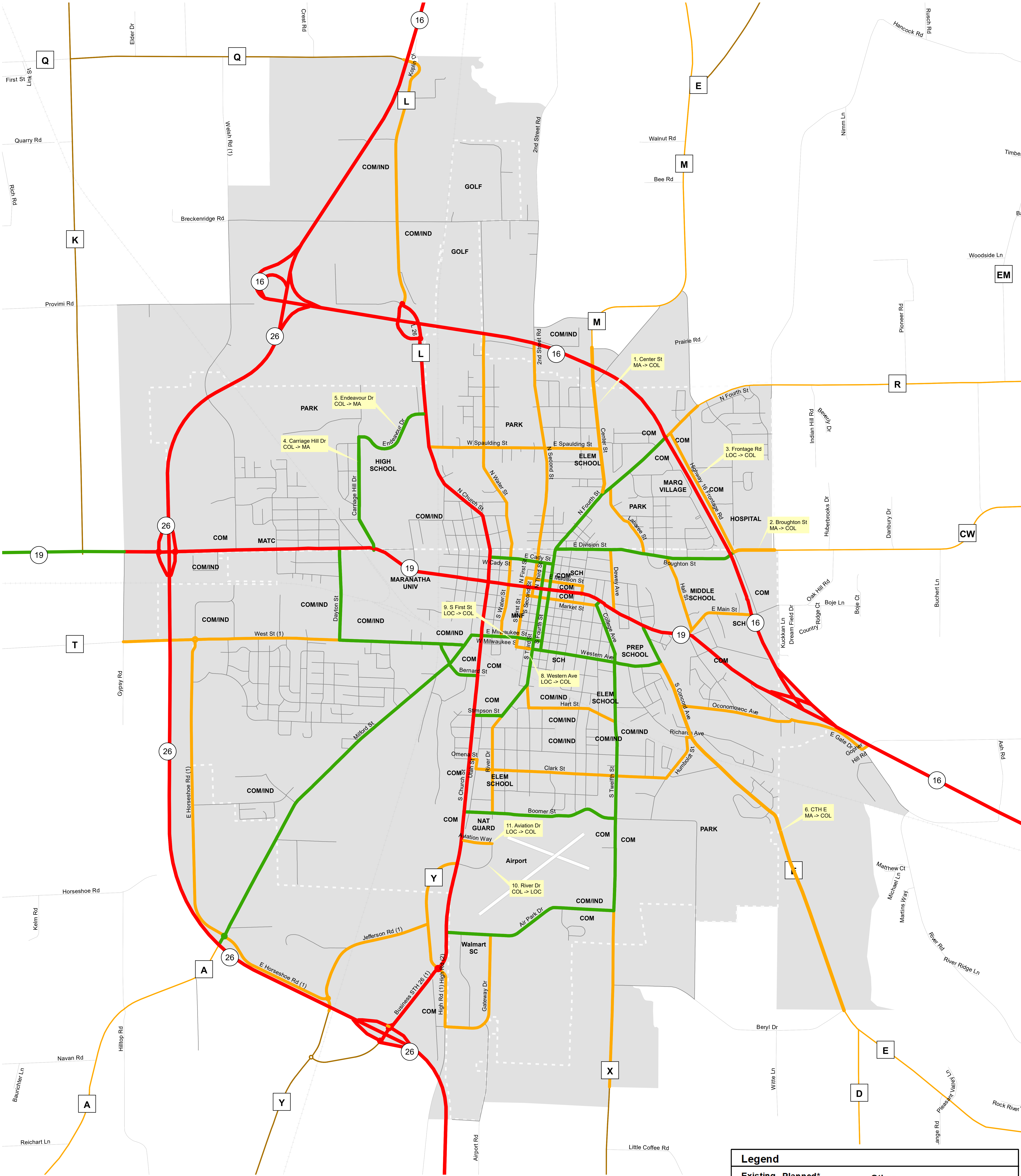
162.49

End %:	0.0%	13.8%	9.3%	15.5%	61.4%
desirable range		4% - 11%	7% - 14%	3% - 16%	62% - 74%



# WATERTOWN

## Functional Classification - DRAFT



Existing

Planned\*

Principal Arterial

Minor Arterial

Collector

Local

Other

Railroads

Lakes, Rivers, Streams

City/Village Boundary

Urban(ized) Area

Other surrounding urban(ized) area

Rural Area

County Boundary

\* NOTE

All planned route locations are approximations only.



**RESOLUTION TO  
ENTER MEMORANDUM OF UNDERSTANDING WITH THE  
WISCONSIN ELECTION COMMISSION FOR THE 2023 ABSENTEE  
BALLOT ENVELOPE SUBGRANT PROGRAM**

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

**WHEREAS**, the Wisconsin Election Commission’s Election Security Subgrant Program (“subgrant”) is intended to fund jurisdictions purchasing redesigned absentee ballot envelopes; and,

**WHEREAS**, these envelopes were redesigned to ensure compliance with recent court decisions and the Wisconsin statutes. Old envelopes are not compliant with the law, and the Wisconsin Elections Commission unanimously voted not to permit their continued use, starting in 2024; and,

**WHEREAS**, commission staff will award subgrants based on receipt of a signed Memorandum of Understanding (MOU). Jurisdictions may receive a proportional amount of available subgrant funds based on their 2022 estimated voting age population, totaling the amount of \$2,285.29 for the City of Watertown; and,

**WHEREAS**, the purpose of the subgrant is to help improve overall election security of federal elections statewide by providing cities, villages, and towns across the State of Wisconsin with federal election security funds to safeguard and secure the integrity of the absentee voting process in federal elections.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:** that the proper City Officials are hereby authorized to complete and submit the MOU for the Absentee Ballot Envelope Subgrant Program a copy of which is attached hereto and incorporated by reference as Exhibit A.

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

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

ADOPTED August 1, 2023

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

APPROVED August 1, 2023

\_\_\_\_\_  
MAYOR



# Wisconsin Elections Commission

201 West Washington Avenue | Second Floor | P.O. Box 7984 | Madison, WI 53707-7984  
(608) 266-8005 | elections@wi.gov | elections.wi.gov

## **2023 ABSENTEE BALLOT ENVELOPE** **SUBGRANT PROGRAM**

**EXHIBIT A**

### **REQUEST FOR FUNDS & MEMORANDUM OF UNDERSTANDING**

**BETWEEN****THE WISCONSIN ELECTIONS COMMISSION****AND**

City of Watertown, Dodge/Jefferson County

**(NAME OF MUNICIPALITY, COUNTY)**

#### **I. PARTIES**

The parties to this Memorandum of Understanding (hereinafter referred to as “MOU” or “agreement”) are the Wisconsin Elections Commission (hereinafter referred to as the “WEC” or the “Commission”) and the (City) (Village) (Town) of Watertown in Dodge/Jefferson County, Wisconsin. The Commission is the state agency providing an election security subgrant of federal funds to the city, village, or town. The City, Village or Town identified above is the entity receiving a local election security subgrant from the Commission and is referred to herein as the “receiving jurisdiction.” By signing and dating this agreement, the participating City, Village, or Town agrees to the terms of this agreement with the Commission.

#### **II. PURPOSE**

The purpose of this MOU is to set forth the requirements that cities, villages and towns must meet to be eligible to receive an absentee ballot envelope subgrant from the Commission and the requirements for the use of the funds. The subgrant program is funded by the federal HAVA Election Security Grant which was authorized by the U.S. Congress under Section 101 of the Help America Vote Act of 2002 (P.L. 107-252) (HAVA) and provided for in the Consolidated Appropriations Act of 2023 (Public Law 117-328) and issued by the federal Election Assistance Commission. The purpose of the federal grant is to “improve the administration of elections for Federal office, including to enhance election technology and make election security improvements to the systems, equipment and processes used in federal elections” (CFDA Number 90.404; Federal Award Identification Number (FAIN) EAC-ELSEC18WI).

The purpose of the subgrant is to help improve overall election security of federal elections statewide by providing cities, villages, and towns across the State of Wisconsin with federal election security funds to safeguard and secure the integrity of the absentee voting process in federal elections.

*Wisconsin Elections Commissioners*

Don M. Millis, chair | Marge Bostelmann | Joseph J. Czarnecki | Ann S. Jacobs | Robert Spindell | Mark L. Thomsen

Administrator  
Meagan Wolfe

### III. SUBGRANT PROGRAM REQUIREMENTS

#### A. Introduction

The Commission's Election Security Subgrant Program ("subgrant") is intended to fund jurisdictions purchasing redesigned absentee ballot envelopes. Each jurisdiction may receive an amount determined based on their estimated January 1, 2022, voting age population as determined by the Department of Administration Demographic Services Center.<sup>1</sup> All funds received must be expended to purchase the redesigned absentee ballot envelopes or returned to the Commission.

#### B. Envelope Redesign.

At the Commission's February 2, 2023, meeting, WEC staff were directed to develop a timeline to implement a new absentee ballot envelope package that would allow for the Commission to approve the design no later than its September 20, 2023, meeting. The absentee ballot envelope package for voters includes two envelopes:

- EL-120: Absentee Ballot Mailer Envelope (outside envelope going to voter)
- EL-122: Official Absentee Ballot Application/Certification (inside envelope returning to clerk)

These envelopes were redesigned to ensure compliance with recent court decisions and the Wisconsin statutes. Old envelopes are not compliant with the law, and the Wisconsin Elections Commission unanimously voted not to permit their continued use, starting in 2024.

At the Commission's March 3, 2023, meeting, the Commission directed staff to allocate \$600,000 of federal funds towards an Absentee Ballot Envelope subgrant program, to partially offset the cost of transitioning to new absentee ballot envelopes now under development. The absentee ballot envelope performs several functions – each essential to the security of the voter's choice, and the integrity of the wider electoral process. A successful transition to the new design is therefore in the interest of all participants.

### IV. FUNDING

- Commission staff will award subgrants based on receipt of a signed Memorandum of Understanding (MOU). Jurisdictions may receive a proportional amount of available subgrant funds based on their 2022 estimated voting age population as outlined in Appendix A. The minimum award is \$20.00.
- All funds received must be expended to purchase the redesigned absentee ballot envelopes.** A county purchasing envelopes on behalf of a municipality may receive a subgrant award, however only one award will be granted per municipality. Any unused funds must be returned to the Commission by December 31, 2024.
- Subgrant period: **March 3, 2023 – December 31, 2024.** All costs must be incurred, including goods received, during this project period. Bids, proposals, or purchase orders are not adequate for this subgrant.

<sup>1</sup> [https://doa.wi.gov/Pages/LocalGovtsGrants/Population\\_Estimates.aspx](https://doa.wi.gov/Pages/LocalGovtsGrants/Population_Estimates.aspx)

- D. Documentation: Receipts or invoices for all subgrant expenditures, showing date and amount for all funds expended, must be retained by requesting jurisdictions for a minimum of **eight years**. A standard inventory list of all items purchased using subgrant funds must be created and maintained by the jurisdiction for purposes of any state or federal audit.
- E. Request Processing: Subgrant funds will be distributed in a timely manner after the WEC receives the completed and signed MOU from the jurisdiction. Subgrant funds will be disbursed by electronic transfer to a jurisdiction's shared revenues account (if available), or via a physical check sent to a jurisdiction's shared revenues location. For questions related to the processing of subgrant reimbursements, contact the Commission's financial team via the WEC Help Desk at 608-261-2028 or [elections.finance@wi.gov](mailto:elections.finance@wi.gov).

## V. SUBGRANT PROGRAM DEADLINES

To help increase overall election security across the state, the election subgrant program has established the following deadlines:

**New Envelope Design Available: August/September, 2023**

**Application (MOU) Deadline: June 30, 2024**

**Return Unused Funds Deadline: December 31, 2024**

## VI. COMPLIANCE MONITORING, CERTIFICATION, DOCUMENTATION AND AUDIT

### A. Certification.

The receiving jurisdiction shall certify (by completing the MOU) that information provided is true and correct; it has complied with all terms of the subgrant; the election security subgrant funds will be used to meet the terms of the subgrant, including to increase the accessibility of federal elections; and that any falsification of information related to the subgrant could subject the jurisdiction official to civil or criminal penalties.

### B. Documentation.

The receiving jurisdiction shall maintain all documentation of purchases made using subgrant funds provided by the Commission for a minimum of eight years from the date of the expenditure or until the WEC authorizes destruction of said records. A standard inventory list of all items purchased using subgrant funds must be created and maintained by the jurisdiction for purposes of any state or federal audit. Such original purchasing documentation and inventory lists shall be retained by the receiving jurisdiction until the WEC authorizes the destruction of said records. Submission of copies of all purchasing documentation may be required by the WEC or federal auditors at any time.



### C. Audit.

All subgrant funds received are subject to audit by the Commission and/or the federal government to ensure funds have been spent appropriately and in accordance with all applicable state and federal laws. Pursuant to Wis. Stat. § 5.05(11), if the federal government objects to the use of any funds provided to a county or municipality under the subgrant, the county or municipality shall repay the amount of the subgrant to the Commission.

### D. Regulations.

As the receiving jurisdiction, we further certify that we will follow all state and federal laws, including adherence to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200) found here: (<https://www.govinfo.gov/app/collection/cfr/2022/>).

## VII. SIGNATURES

By signing and dating this agreement the receiving jurisdiction agrees to the terms of this MOU and certifies that the information provided in this MOU is true and correct.

### Receiving Jurisdiction

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized Representative of Jurisdiction)

Printed Name Emily McFarland  
(Authorized Representative of Jurisdiction)

Jurisdiction Name: City of Watertown

County: Dodge/Jefferson

Jurisdiction Treasurer Name: Mark Stevens

Jurisdiction Treasurer Mailing Address: 106 Jones Street  
P.O Box 477  
Watertown, WI 53094

Jurisdiction Clerk E-mail: mdunneisen@watertownwi.gov

### Submit completed form by June 30, 2024, to:

Wisconsin Elections Commission  
201 West Washington Avenue, Second Floor  
P.O. Box 7984  
Madison, WI 53707-7984  
[elections.finance@wi.gov](mailto:elections.finance@wi.gov)  
Fax: 608-267-0500