



FINANCE COMMITTEE MEETING AGENDA

MONDAY, JUNE 23, 2025 AT 5:30 PM

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

Virtual Meeting Info: <https://us06web.zoom.us/join> Meeting ID: 965 279 3780 Passcode: 53094 One tap mobile
+16469313860 <https://us06web.zoom.us/j/9652793780?pwd=0glWdtrdiJJHznZXyVgAb9U8pNOstl.1>

1. CALL TO ORDER

2. REVIEW AND APPROVE MINUTES

- A. Finance Committee minutes from June 10, 2025

3. BUSINESS

- A. Update, no action needed: Solid Waste Utility Capital Budget
- B. Update, no action needed: E-Waste Recycling Program
- C. Review and take action: WisDOT MOU for Opticom Use
- D. Review and take possible action: hiring of IT Coordinator candidate
- E. Review and discuss: initial draft of FY26 Capital Improvement Plan
- F. Review: 2026 Budget Global Payroll Assumptions- DRAFT
- G. Review and take action: Requests to pursue new hire position description review and grade classification
 - 1. City Attorney: Assistant Attorney (3/4 time)
 - 2. IT: Help Desk Technician (3/4 time)
 - 3. Police: Administrative Assistant II
 - 4. Police: Captain
 - 5. Police: Patrol Officer
 - 6. Police: Patrol Officer
 - 7. Fire: Deputy Chief- EMS & Training
 - 8. Fire: Deputy Chief- Fire Marshal & Community Risk Reduction Specialist
 - 9. Recreation: Program Supervisor (1/2 time)
 - 10. Park: General Laborer
 - 11. Forestry: Arborist
- H. Convene into closed session per § 19.85(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Parcel No. 291-0815-0424-040)
- I. Reconvene into open session
- J. Review and take action: Purchase of property - Parcel No. 291-0815-0424-040
- K. Review and discuss: Proposed Oxbow development for 100 & 104 E Division St.
- L. Convene into closed session per §19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Oxbow Project)
- M. Reconvene into open session
- N. Review and discuss: proposed TIF schedule for the Oxbow project

- O. Review and take action: Resolution to Amend TID #8 (Fund 23) Budget
- P. Convene into closed session per §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Indoor Pool)
- Q. Reconvene into open session
- R. Review and take possible action: indoor pool

4. ADJOURNMENT

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

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



FINANCE COMMITTEE MEETING MINUTES

TUESDAY, JUNE 10, 2025, AT 4:00 PM

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

Finance Committee members present: Mayor Stocks, Alderpersons Berg and Lampe. Absent: Alderpersons Smith and Davis.

Others present: Finance Director Stevens (virtual), Attorney Chesebro, Deputy Treasurer Rohr, Mason Becker, Lisa Schwartz, Andrew Beyer, and Ald. Bartz

1. Call to order. Mayor Stocks called the meeting to order at 4:01 p.m.
2. Ald. Berg made a motion, seconded by Mayor Stocks to approve the minutes of the Finance Committee meeting of May 12. Approved unanimously.
3. Mr. Stevens provided highlights on the **2024 General Fund 01 Income Statement**. The year in review provided a fantastic result, increasing the fund balance from the prior year.
4. Mr. Stevens presented the **2025 Budget Timeline**, taking note of several items to be discussed at the next meeting. New position requests are currently being reviewed by the Mayor and will be presented for consideration at the next meeting to be evaluated by McGrath. Special note was taken that this request was not to approve the new positions, only to allow them to be evaluated by McGrath. The results of McGrath's study would be presented to the committee later in the budget season.

Ald. Lampe raised a question regarding **insurance claims** on aging City assets and how the City plans to budget for **repairs that are not covered under our insurance policy** (referring to damaged tennis courts as an example). Mr. Stevens explained the procedure in place that reports on current conditions, additions, and deletions of the City's assets to the insurance company on an annual basis to ensure the insurance company is aware of these changes. Also noted was the use of the City's Contingency Fund for these unknown situations. The Contingency Fund has grown in the past few years but is still undersized in comparison to what the City's annual budget is. There will be work done to try to grow this fund so there is no financial difficulty when handling the unexpected expenses that may occur in the future.

Ald. Lampe inquired about the status of the **City Hall capital improvement plan**. Mr. Stevens advised that current conversations are being held with the architectural firm, the results of which will be discussed at the next meeting.

Ald. Berg asked what the process was for Department Heads when submitting their budget requests. Mr. Stevens explained the process and timeline for **department budget creation**.

5. Mr. Stevens provided highlights on the **2025 Bond Financing Finalization**, identifying savings of over \$600,000 over the life of debt (19 years).
6. Attorney Chesebro explained the statutory requirement for **bond schedule updates** and the request brought forward by Judge Sweet. Attorney Chesebro briefly went over several substantial increases, specifically for violations regarding truancy for minors, dog bites, public nuisance affecting public health, and the addition of a deepfake violation. These increases appear reasonable

to Attorney Chesebro as, even though there are substantial increases, they are not issues that are frequently encountered. Ald. Lampe moved to recommend approval of the bond schedule as presented to be effective on August 1, 2025. Ald. Berg seconded the motion. Approved unanimously.

7. Mr. Beyer presented the **TIF 7 funding request by the 1st Brigade Band to support public right-of-way street and utility improvements in the 1000 block of S. Fifth St.** Mr. Beyer noted the estimated request is \$110,000 and would require a budget amendment and agreement between the City and property owner. Mr. Becker confirmed the TID 7 fund balance is roughly \$430,000, which would be healthy enough to support the request. Ald. Berg started the discussion outlining the potential increase in tax revenue from the other parcels should the improvements be completed. Representatives from the 1st Brigade Band and Loeb and Co. spoke on the need for the improvement and how it would benefit their businesses and allow new construction on the parcels, that have an estimated cost of \$650,000. Ald. Berg made a motion to allow the improvement using TID 7 funds and to create a budget amendment where required, seconded by Ald. Lampe. Approved unanimously.
8. Mayor Stocks introduced the **discussion on the City's IT needs** due to the recent resignation of the last IT Coordinator. We have started to utilize a shared position with Jefferson County. Other possibilities would be to create new positions, internships, and/or apprenticeships to assist in fulfilling the City's IT needs. Ms. Schwartz noted there is room for growth for this department but it's unknown how much growth that is until we get an individual in the IT position. Ald. Lampe identified a main concern is the scope of the current IT Coordinator job description, citing unclear direction on various facets of the position. Having an external source, such as an **ad hoc committee**, assessing the current scope and needs of the IT Coordinator position would be beneficial to create a needs analysis for the department as a whole and potentially new positions in the future. Due to the time constraints of the budget timeline and potential new IT Coordinator hire, it was decided that the best course of action would be for the Mayor to appoint the ad hoc committee. Documents regarding layout and committee recommendations will be prepared and presented at the next meeting.
9. Finance Committee adjournment. Ald. Berg moved, seconded by Ald. Lampe to adjourn the Finance Committee at 5:10 p.m., and was carried by unanimous voice vote.

Respectfully submitted,

Sheri Rohr, Deputy Treasurer

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

MEMO

DPW – Street/Solid Waste Division

To: Mayor Stocks and Finance Committee Members

From: Stacy Winkelman

Date: June 16, 2025

Subject: June 23 Agenda Item

Background

Mayor Stocks, Finance Director Mark Stevens, PW Director/City Engineer Andrew Beyer and I met to discuss the Solid Waste Capital Budget. There are two solid waste trucks that are in rough shape and are less dependable. Our division does have one new truck ordered that we are hoping to receive by the end of 2025. This was budgeted for in 2024 with the funds remaining in the solid waste fund balance. There is an additional \$350,000.00 in fund balance that was placed in the 2025 budget for building repairs/replacement/upgrades of the Cady Street building(s). It was agreed at this meeting that the needs of the solid waste division as well as the residents would be better served if that money is used to purchase another side loading refuse truck and funds could be placed in the 2026 budget for building work. Funds are in place; we just would like to swap years for usage of it.

Budget Goal

Solid Waste Utility Capital Account #17-58-17-60

Financial Impact

If the numbers for the refuse truck come in over the \$350,000.00, we will seek guidance from the Finance Director on fund balance and bring back to this Committee for further review.

Recommendation

Spend the \$350,000 earmarked in the 2025 budget on a new refuse truck instead of building repairs/replacement on the Cady Street site. Assess Cady Street site as well as truck needs with 2026 capital money.



MEMO

2025 Operational Goals

The purpose of our operational goals is to identify, prior to the budgeting process, what work the city intends to achieve in 2025. The goals should align with our mission. Not only will the operational goals inform budget prioritization, but they will also guide the creation of the 2025 Department Work Plans.

Present a budget that (in no particular order):

1. Invests in the strategic planning and maintenance of our city buildings
2. Maintains a safe and healthy community, with an eye toward future needs and trends

MEMO

DPW – Street/Solid Waste Division

To: Mayor Stocks and Finance Committee Members

From: Stacy Winkelman

Date: June 18, 2025

Subject: June 23 Agenda Item

Background

I wanted to provide you with an update regarding our e-waste recycling program. Most of you know the markets in this area are always changing. We are pleased to update you on a new partnership we are starting with Dynamic Lifecycle Innovations to process our electronic waste. Dynamic will pay the City of Watertown for items that we have been paying to dispose of. It is not large payments per pound; however, it is receiving funds for disposal of items instead of paying for disposal. We will be signing an agreement that lasts through 2026. I would also like to adjust the fee schedule/list of charges to residents to match this agreement.

Budget Goal

Solid Waste Utility Capital Account #17-58-17-41

Financial Impact

Receiving revenue instead of expense for disposal of e-waste. Charges that were passed on to residents to cover the cost of disposing/shipping e-waste should be adjusted.

Recommendation

N/A – Update

2025 Operational Goals

The purpose of our operational goals is to identify, prior to the budgeting process, what work the city intends to achieve in 2025. The goals should align with our mission. Not only will the operational goals inform budget prioritization, but they will also guide the creation of the 2025 Department Work Plans.

Present a budget that (in no particular order):

1. Invests in the strategic planning and maintenance of our city buildings
2. Maintains a safe and healthy community, with an eye toward future needs and trends

applicable, to confirm that the correct recycling materials have been received, sorted, and not tampered with prior to its delivery to DYNAMIC's processing facility. Please note that all loads will be settled based off DYNAMIC's weights when the material is received.

DYNAMIC agrees to process and recycle electronic material in accordance with applicable federal, state and local regulations.

D. Pricing

Material must be sorted to the below categories or sort fees may apply.

End of Life Recycling Services – WI Program	Rates
CRT Televisions & Monitors	Credit \$0.06/lb.
LCD Televisions & Monitors	Credit \$0.12/lb.
Projection & Wood Console Televisions	Credit \$0.02/lb.
*Desktops, Laptops, Tablets & Servers (Mixed)	Credit \$0.36/lb.
*Laptops & Tablets (Separated)	Credit \$0.85/lb.
Eligible Electronic Devices or EEDs (Mixed: Keyboards, Mice, Speakers, Desktop Printers, Scanners & Fax Machines, DVD Players, VCRs, Projectors, Gaming Systems & Peripherals)	Credit \$0.075/lb.
Smartboards	Credit \$0.01/lb.
Cell Phones	Credit \$3.65/lb.
End of Life Recycling Services – Non-Program	Rates
Miscellaneous Electronic Devices (No TVs, Monitors or Battery-Containing Devices; Stereos, Vacuums, Blenders, Toasters & other Small Household Appliances)	Credit \$0.02/lb.
Stand-Alone Floor Copiers	Charge \$0.07/lb.
Microwaves	Credit \$0.025/lb.
CRT Glass	Charge \$0.30/lb.
Refrigerant-Containing Appliances	Charge \$0.10/lb.
Battery-Containing Devices	Call for Pricing
Logistics Services	Rates
53' Trailer or Boxtruck Availability	Covered by DYNAMIC

Pricing is for whole-units. Electronics missing commodities are subject to price downgrades.

****Sort Fee only applies to TVs and Monitors not sorted to categories outlined above.****

Material received is subject to reuse eligibility, unless otherwise specified by the CUSTOMER prior to shipment.

Any and all material deemed as Non-Conforming will be charged to the CUSTOMER based on Dynamic's discretion and/or returned to the CUSTOMER at the CUSTOMER's expense.

In the event that commodity pricing fluctuates more than 20% at any time during this contract, DYNAMIC reserves the right to adjust pricing to align with changing commodity market by providing 60-day written notice. This price change will be effective upon written mutual agreement. If mutual agreement is not reached, the contract will terminate at the completion of the 60-day notice.

E. Payment Terms and Invoicing

All Statements and Certificates of Recycling from DYNAMIC will be emailed out upon completion of contracted recycling service, within thirty (30) business days of delivery. Payments shall be due thirty (30) days from the date of said invoice. Any invoices not paid within such thirty (30) days shall bear interest at one and one-half percent (1 ½%) per month.

F. Data Management and Disclosure of Non-NAID Services

DYNAMIC's standard operating procedures includes the moral obligation to provide data management (data sanitization and/or destruction) in accordance to industry leading best practice standards of NIST 800-88 and Dept. of Defense, as a minimum level of service regardless of clients' requested releases at no additional charge.

17-58-17-41

Section 3, Item B.

SW



Universal Recycling Technologies, LLC
 2535 Beloit Ave
 Janesville, WI 53546
 Telephone : 877-278-0799
 Fax : 608-754-3473
<http://www.UniversalRecyclers.com>

Bill To:
 City of Watertown
 811 S 1st Street
 Watertown, WI 53094

Received From/Ship To:
 City of Watertown
 811 S 1st Street
 Watertown, WI 53094

Invoice

Number : ARINV228379
 Date : 6/3/2025
 Page : 1 of 1
 Sales order : SO271575
 Purchase order : PUR245378
 Requisition :
 Customer Reference :
 Payment : 30 Days Date of Invoice
 Invoice account : 16486

Item#	Description	Count	Quantity	Unit	Unit price	Amount
00900	Commodity Surcharge	0.00	678.00	LBS	0.0300	20.34
05210	Transportation By Unit	0.00	13.00	EACH	35.0000	455.00
S16895	Peripherals 3 Low Grade	0.00	678.00	LBS	0.0600	40.68
S39800	Freon Containing Equipment	0.00	32.00	EACH	12.0000	384.00
TOTAL POUNDS		0.00	1,401.00			900.02

Remit To:
 Universal Recycling Technologies, LLC
 2535 Beloit Avenue
 Janesville, WI 53546

Wire Payments: Please email payment remittance to accountsreceivable@universalrecyclers.com

Thank you for your business! Pay online and learn more about our latest promotions at <https://urtsolutions.com>.

Vendor and/or buyer agrees that acceptance constitutes a binding contract to ensure that agent is in full compliance with all federal, state and local safety, health and environmental laws and shall only send commodities received from Universal Recycling Technologies, LLC to approved locations, including additional downstream vendors, purchasers or buyers.

Sales balance	Misc. charges	Sales tax	Total Amount Due
900.0200	0.0000	0.0000	900.02 USD

City of Watertown
811 S 1st Street
Watertown, WI 53094

Telephone 877-
Fax
Giro
Tax exempt number



City of Watertown
811 S 1st Street
Watertown, WI 53094

Packing slip

Number pur245378
Date 6/3/2025
Page 1 of 1
Purchase order PUR245378
Internal number POPAC369234

Attention information

Item number	Count	Batch number	Description	Ordered	Unit	Received	Remaining quan
05210	0		Transportation By Unit	1.00	EACH	1.00	
				1.00		1.00	
12000-C	2	0 T-4455229	TV Cathode Ray Tube ND	351.00	LBS	351.00	
12000-C	2	0 T-4455233	TV Cathode Ray Tube ND	419.00	LBS	419.00	
				770.00		770.00	
12400-C	2	0 T-4455231	TV Flat Screen ND	416.00	LBS	416.00	
12400-C	2	0 T-4455248	TV Flat Screen ND	113.00	LBS	113.00	
				529.00		529.00	
16895	2	0 T-4455232	Peripherals 3 ND	342.00	LBS	342.00	
16895	2	0 T-4455234	Peripherals 3 ND	336.00	LBS	336.00	
				678.00		678.00	
39800	1	8 T-4455236	Freon Containing Equipment ND	389.00	LBS	389.00	
39800	1	10 T-4455237	Freon Containing Equipment ND	512.00	LBS	512.00	
39800	1	10 T-4455239	Freon Containing Equipment ND	399.00	LBS	399.00	
39800	1	1 T-4455240	Freon Containing Equipment ND	230.00	LBS	230.00	
39800	1	1 T-4455244	Freon Containing Equipment ND	228.00	LBS	228.00	
39800	1	1 T-4455245	Freon Containing Equipment ND	87.00	LBS	87.00	
39800	1	1 T-4455247	Freon Containing Equipment ND	280.00	LBS	280.00	
				2,125.00		2,125.00	
Total				4,103.00		4,103.00	

EFFECTIVE JANUARY 1, 2020**DROP OFF FEES**

*** Residents Living Outside City of Watertown city limits that get our services or we have a contract with township will be charged an additional \$5.00 per item for certain items.*

APPLIANCES: Small – Vacuum Cleaners, Carpet Cleaners, Coffee Maker, Toaster Oven, Fans – (ceiling, box, and stand), torpedo heaters, space heaters, etc. Medium – Microwave, Dehumidifier, Air Conditioner Large – Washer, Dryer, Dishwasher, Water Heater, Stove, Refrigerator, Freezer	\$3.00 \$3.00 \$15.00 \$20.00	Contracted Townships:
BULBS & BALLASTS: Bulbs Fluorescent Bulbs – less than 4' Fluorescent Bulbs – 4' or larger Ballasts	\$.50/each \$.50/each \$.75/each \$3.00/each	
ELECTRONICS: Keyboards, Mice, Cords, Chargers, etc. CD, DVD, HVS, game counsels, stereo, answering machines, tablets, speakers, cameras, etc. Computer Monitors and Laptops Computer Towers, Printers, Copy Machines, etc. Televisions	No Charge \$5.00/each \$5.00/each \$10.00/each \$10.00/each \$35.00/each	\$15.00/each \$15.00/each \$40.00/each
FURNITURE: Chairs – Kitchen Table Chairs, Office/Desk Chairs, etc. Entertainment Centers, Dressers Loveseat, Recliners, Upholstered Chairs Couches (Hide-A-Bed Frame & Mattress removed; extra charge for mattress) Sectional Hot Tub Piano, Organ	\$10.00/each \$10.00/each \$15.00/each \$25.00/each \$35.00/each \$30.00/each \$30.00/each \$30.00/each	\$20.00/each \$30.00/each \$40.00/each \$35.00/each \$35.00/each
MATTRESSES & BOXSPRINGS (including bag): Bags	\$20.00/each \$5.00/each	\$25.00/each \$5.00/each
CARPET: All Carpeting	\$1.00/Sq Yd	
CONSTRUCTION DEBRIS: Small Load (Car) Large Load (Pickup Bed OR Trailer up to 8' Length - no items over 8') Punch Card – 5 drop offs per year	\$25.00/each \$50.00/each \$100.00/each	
OTHER: Batteries Metal Oil Extra Garbage and/or Recycling	No Charge No Charge No Charge No Charge	
CURBSIDE BULK PICKUP ITEMS : Recliner or Loveseat Couch (no mattress) Stove, Washer, Dryer, Refrigerator, or Freezer Piano or Organ	\$30.00 \$50.00 \$40.00 \$60.00	
PICKUP DAY: MONDAY		

Payable with cash or check. To pay with Debit/Credit Card there is 2% transaction fee. (10/25/2023)

MEMO

Fire Department

To: Finance Committee

From: Chief Tanya Reynen

Date: June 15, 2025

Subject: MOU between WisDOT and City of Watertown re: Opticom

Background

The Emergency Vehicle Pre-emption (EVP) system project is currently underway as part of the Fire Department's relocation to a new station near State Highway 26. The City Council has previously approved and fully funded the installation of a cloud-based EVP system through 2025 capital project funds. One of the city's intersections is owned and operated by the Wisconsin Department of Transportation (WisDOT). WisDOT has drafted a Memorandum of Understanding to authorize the installation and use of an Emergency Vehicle Pre-emption (EVP) system at the state-owned intersection. This intersection is STH 16 and CTH R/4th Street.

Budget Goal

This has no cost impact as equipment is purchased, and maintenance costs are expected to be minimal if any.

Financial Impact

No financial impact.

Recommendation

Approve the MOU as drafted by WisDOT so this project can continue.

DRAFT

WISCONSIN DEPARTMENT OF TRANSPORTATION

Emergency Vehicle Pre-emption (EVP) System Agreement

This is a binding agreement between the Wisconsin Department of Transportation (WisDOT) and the **City of Watertown** (City).

This agreement stipulates the terms and conditions for use of Emergency Vehicle Pre-emption (EVP) systems at the state-owned traffic control signal located at the intersection of **STH 16 & CTH R/4th St** in **City of Watertown, Dodge Co, Wisconsin**.

Description of route: **EB & WB STH 16, NB & SB CTH R/4th St, WB Frontage**

Listing of estimated number of vehicles to be outfitted: 13

Inventory of spare EVP equipment will be provided by City of Watertown.

The Department's Policy for Use of Emergency Vehicle Pre-emption (EVP) Systems at State-Owned Traffic Control Signals is hereby made a part of this agreement (copy attached). The following special terms or conditions also apply to this agreement:

- An Opticom Cloud-based Priority Control EVP System (hereafter referred to as EVP System) shall be funded for and supplied by the City. City funding responsibilities shall include: initial system purchase, replacement equipment (due to damage, malfunction, or WisDOT project impacts), & ongoing system operational fees.
- The EVP System shall not preclude compatibility with Infrared- or GPS-based systems in the future, if needed.
- The EVP System installation will be completed by the City or their representatives, with oversight by WisDOT. Modification of the traffic signal cabinet, as well as EVP System equipment connections directly to devices on the WisDOT network, is not permissible.
- WisDOT’s electrical staff will be responsible for any future reinstallations needed due to equipment malfunction &/or damage due to weather or vehicle knockdowns. The City will maintain an inventory of spare parts & provide any equipment to WisDOT for this purpose.
- Configuration of devices that may be needed prior to installation will be completed by the City or their representatives.
- The City is responsible for purchasing & installing a Cloud-based emitter devices for all authorized response vehicles.

ACCEPTED FOR THE CITY OF WATERTOWN

By _____ Date _____
Title _____

APPROVED BY THE WISCONSIN DEPARTMENT OF TRANSPORTATION

By _____ Date _____
Title _____

MEMO

Administration Department

To: Finance Committee

From: Mayor Stocks

Date: June 5, 2025

Subject: IT Coordinator

Background

Notice was provided by the individual occupying the IT Coordinator on May 20, 2025 with a separation date of June 6, 2025. Since that time, a panel has gone through the interview processes as per the recruitment policy. The position was posted on May 20, 2025 and received 19 applications that have been reviewed. Two applicants were invited to be interviewed with experience directly related to the public sector in the school district setting. The interview panel has been mindful of finding not only the right technical skills, but also the right fit for the City.

The recruitment process provided a candidate that possesses the technical requirements and will be a good fit with the city team and operations. The candidate selection form for Chris Czerniak is attached. Chris has been offered a conditional offer, contingent on a background check. It is part of our recruitment policy to present positions to the Finance Committee for approval if the wage offered is Step 4 or higher. Based on the experience of Chris Czernaik, it's requested that the Finance Committee approve the step of M8, \$41.10/hr. The candidate is currently making \$125,000 annually.

You'll find the offer letter, application materials, salary chart for 2025 (with a reminder that we are undergoing a pay study for changes in 2026), and the candidate selection form included.

Budget Goal

1. Supports employee retention and growth, while also evaluating operations and the associated staffing
2. Maintains a safe and healthy community, with an eye toward future needs and trends

MEMO

Financial Impact

The position is budgeted for what has been offered. While there are savings that could make up for some of the difference, other areas of the budget may be impacted. Additionally, there would be an impact on the 2026 budget.



Candidate Selection Form

With the guidance of the Recruitment Policy and expectations noted in the approved Request to Fill, the candidate below has been identified to fill the need listed below for the City of Watertown.

POSITION TITLE Information Technology Coordinator DEPARTMENT Administration # OF APPLICANTS: 19

FT ☒ PT ☐ SALARY ☒ HOURLY ☐ Days Posted: 15 Incumbent: Joshua Rios

☐ NEW POSITION ☒ REPLACEMENT OPENING FINANCE COMMITTEE APPROVAL REQUIRED: ☒ Y / ☐ N
(See Recruitment Policy)

Reason for Opening:

Filling the vacancy for the full time support of information technology

Justification for fill:

Providing help desk service for the City. Installation and set up of information technology hardware and software. Planning and defining desktop configuration and overall infrastructure strategy and troubleshooting with the Mayor and contractors.

Top Candidate Name: Chris Czerniak Recommended Grade/Step/\$ 2025 M8 41.10

Qualifications:

He has public sector experience with multiple school districts, has worked with budgeting and strategic planning, has certifications in cyber-security.

First Alternate Name: Alternate not identified. Recommended Grade/Step/\$ _____

Qualifications:

Second Alternate Name: _____ Recommended Grade/Step/\$ _____

Qualifications:

Comments:

Supervisor Signature/Date

Department Head Signature/Date

Human Resources

- ☐ References Completed PD
☐ Background Check Completed PD
☒ Permission for Screening Received
☒ Grade, Step, and Years of Service 17 yrs in WRS M8 41.10
☒ Contingent Offer Drafted

HR Signature

Date

Finance Director Signature

Date

Mayor Signature

Date

Final Approval

Grade ___ Step ___ Vacation _____

Finance Committee(as required) _____

Effective Date: _____

June 5, 2025

Christopher Czernick
922 Center St
Lake Mills, WI 53551
cczernaik@gmail.com

Dear Chris,

We are pleased to offer you the position of Internet Technology Coordinator for the City of Watertown. Our team has agreed that you have the necessary education, experience, and qualifications for this position.

A partial listing of employee benefits for an exempt position will include:

1. The starting 2025 salary wage proposed to the Finance Committee for this position will be Grade M Step 8 for an amount of \$41.10 per hour.
2. The anticipated schedule for this position includes hours from 8:00am to 4:30 pm Monday - Friday. Responsibilities will also include occasional evening meetings and occasional evening and weekend responses for high priority issues.
3. This is a salaried position paid bi-weekly through direct deposit into checking, saving or credit union accounts. You are allowed to have no more than three direct deposit accounts at any one time.
4. A six-month probationary period from the start date is required and will include three- and six-month check-ins.
5. Health insurance coverage is provided through Dean Care. Plan options will be discussed on your first day of employment. Coverage begins effective 1st of the month following your employment.
6. Dental Insurance Coverage is available with Delta Dental. Coverage begins effective 1st of the month following your employment.
7. Vision Insurance is available with Delta Dental. Coverage begins effective 1st of the month following your employment.
8. Basic Life Insurance coverage equal to your annual salary is available at no employee contribution. Additional coverage is available for individuals or spouse & child for purchase. Coverage begins effective 1st of the month following 30 days following your employment.
9. Income Continuation Insurance is available with ETF. Coverage begins effective on the 1st of the month following 30 days following your employment.
10. A Flexible Spending Account Plan is available. Coverage begins effective 1st of the month following 30 days following your employment.
11. AFLAC benefits are available for purchase and include but are not limited to: Accidental Death & Dismemberment (AD&D) Insurance, Voluntary Life/AD&D and Dependent Life/AD&D Insurance, Group Critical Illness, Accident or Hospital Short-term Disability Insurance coverage, and Long-term Disability Insurance coverage for employee only.
12. Employees are required to participate in the Wisconsin Retirement System Retirement Plan at a rate of 6.95% of their annual earnings in 2025 with an equal employer match.
13. Wisconsin Deferred Compensation investment options are available.



14. Tuition Reimbursement Program is available.
15. Vacation is awarded on an annual basis effective January 1. Upon reviewing your applicable full-time experience and verifying your 17.68 years of WRS credible time and private sector time you are eligible for 17 years towards vacation earning placing you in the +16 years of service tier. This equates to 25 days of annual vacation leave. Your time from the date of hire to December 31, 2025, will be prorated and a full amount awarded on January 1, 2026. Full details of the vacation accrual are in the Employee Handbook.
16. This position is eligible for eleven (11) annual paid holidays.
17. Sick Leave is received at a rate of 4 hours per pay period which can be accumulated to 120 days maximum.

This offer is contingent on the successful completion of the FBI criminal background check and Finance Committee approval.

The special skills that you bring to the City of Watertown will help our city continue to grow and prosper. I look forward to receiving your acceptance of this job offer. Please fax or email your written acceptance of this offer to my attention at (920) 261-1555 or lschwartz@watertownwi.gov no later than Monday June 9th.

If I can answer any questions for you concerning this offer, please do not hesitate to contact me at my direct line (920) 262-4058.

Sincerely,

Lisa Schwartz

Lisa Schwartz, PHR
Human Resource Coordinator

City of Watertown - Capital Improvements 2025-2029				Funded						
		Rev: 250620		Not funded						
LINE		DEPARTMENT	PROJECT/PURCHASE DESCRIPTION	2025	2026	2027	2028	2029	Future	REASON/NEED
1		MUNICIPAL BUILDING								
2	51-71	City Hall	FD space renovation	300,000	300,000					
3	51-71	City Hall	Boiler replacement			Incl below				\$293K- Trane (Fred Flynn)
4	51-71	City Hall	City Hall north parking lot		300,000					
5	51-71	City Hall	City Hall interior renovations		2,400,000	3,000,000				Downsize project extent
6	51-71	City Hall	Tuckpointing and building maintenance	?		48,600				2024 Boldt bid
7			MUNICIPAL BUILDING Subtotal	300,000	3,000,000	3,048,600	-	-	-	
8		MEDIA & COMMUNICATION								
9	51-84	Media & Com	Council Chambers video production system			60,000				Update equipment for livestreaming of city meetings. Last purchase date unknown (pre-2021). Win 10 OS limitation.
10	51-84	Media & Com	Digital data preservation and storage		10,000					Storage for video and backup - current was purchased around 2020.
11			MEDIA & COMMUNICATION Subtotal	-	10,000	60,000	-	-	-	
12		IT SYSTEMS								
13	51-86	Network	Veeam Backup System (replace Unitrends)		26,408					Curr sys renews 3/26; new server & software
14	51-86	Network	PD CIS server (CH PD server rm)		31,756					Hardware & access licenses to service PD information system, records management
15	51-86	Network	Clerk Server migration to Virtual server		incl in Fnd 1					\$2980
16	51-86	Network	Host Server MSA SAN storage expansion (CH PD srver rm)		incl in Fnd 1					\$3850
17	51-86	Network	FortiGate Firewalls & FortiAnalyzer (CH telecom rm)	52,098						Can consider the virtual appliance (licensing) option for FortiAnalyzer
18	51-86	Network	ExaqVision NVR (CH PD)	22,000						With fiber in place, can consider bringing in Riverside Park cameras to consolidate
19	51-86	Network	Wireless Access Points (15 PD)			13,000				End of Support on 12/31/26
20	51-86	Network	Wireless Access Points (14 City Hall)			12,000				
21	51-86	Network	Wireless Access Points (5 Sr Ctr)			4,000				
22	51-86	Network	Wireless Access Points (5 Street Dept)			4,000				End of Support on 12/31/26
23	51-86	Network	Wireless Access Points (2 Health Dept)			2,000				
24	51-86	Network	Wireless Access Points (6 Wastewater Dept)				5,000			
25	51-86	Network	Switch replacement: PD Detectives		8,586					1 48-port switch, 4 transceivers
26	51-86	Network	Switch replacement: City Hall basement	32,636						2 24-port switches, 24 transceivers, 4 power supplies
27	51-86	Network	Switch replacement: basement		8,841					1 48-port switch, 2 DAC cables
28	51-86	Network	Switch replacement: Health Dept	\$7,251						1 48-port switch, 4 transceivers [Fnd 15]
29	51-86	Network	Switch replacement: Streets Dept		8,826					1 48-port switch, 4 transceivers
30	51-86	Network	Switch replacement: Senior Ctr		1,165					4 transceivers (Aruba switch already in place)
31	51-86	Network	Fiber expansion: Fire Station	\$20,242						Fiber run [Fnd 25]
32	51-86	Network	Fiber expansion: Fire Station	\$19,307						Switch, transceivers, labor
33	51-86	Network	Fiber expansion: Parks Maint Shop	\$18,645						Fiber spool, fiber run, switch, transceivers, labor [Fnd 25]
34	51-86	Network	Fiber expansion: Library	\$13,872						Fiber run: \$13872; Switch, transceivers, labor: \$5316 - pd w/ library expansion fund
35	51-86	Network	Fiber expansion: Riverside Park	8,020						Switch, transceivers, labor, rack
36	51-86	Network	Fiber expansion: Aquatic Ctr	5,054						Switch, transceivers, labor, rack
37	51-86	Network	Fiber expansion: O'Connell Water Tower		\$5,719					[Fnd 25]
38			IT SYSTEMS Subtotal	119,808	59,174	35,000	5,000	-	-	

City of Watertown - Capital Improvements 2025-2029				Funded						
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39		POLICE								
40	52-11	Police	Marked squads outfitted w/ equipment	150,000	160,000	160,000	160,000	160,000		Replace squads: #601 (2021 Ford, mileage 80,000, VIN 1FM5K8AW0MNA19322) hybrid charging system frequent malfunctions, suspension corroded & failing, transmission leaking (replaced cooler) AND #610 (2020 Ford, mileage 80,100, VIN 1FM5K8AW6MNA01479): hybrid charging system frequent malfunctions, suspension failed & replaced CV Axle & front shaft, "Limp mode" frequent malfunction related to hybrid system. There are 9 patrol vehicles & 4 other-use vehicles
41	52-11	Police	Unmarked squads/SUV	40,000		44,000		44,000		
42	52-11	Police	Portable radios	223,470						BayCom not servicing; GenComm supplying Viking
43	52-11	Police	Squad radios	110,174						BayCom not servicing; GenComm supplying Viking
44	52-11	Police	Hand guns				67,500			
45	52-11	Police	Rifles (addition of 17)				59,500			
46			POLICE Subtotal	523,644	160,000	204,000	287,000	204,000	-	
47		FIRE								
48	52-31	Fire	Engine					1,600,000		Was due to be replaced in 2026 due to age and use. Purchase front line, due to age and call volume; cascade 1 to 2 & 2 to 3; remove third line engine. Lead time: 3 yrs. Will need to approve and order in 2025 or early 2026
49	52-31	Fire	Aerial Ladder				2,500,000			Current: 2006. Lead time: 3 yrs.
50	52-31	Fire	Ambulance	315,000			500,000			Front line will be at age limit; 3-yr lead time (will need to approve in 2025/2026 for order). Purchase front line unit, cascade others; includes cost of outfitting (cot/stairchair/radio/decal)
51	52-31	Fire	Command Car (replacement)	155,000						Replace 2013 car; used as mobile command post; includes outfitting
52	52-31	Fire	Inspector car			60,000				Inspector/investigation car- replace old taurus
53	52-31	Fire	Command Car 3 (addition)			120,000				If Deputy Chief position added in 2026
54	52-31	Fire	Bush truck/UTV			250,000				Includes truck & trailer; currently no UTV
55	52-31	Fire	Emergency Vehicle Preemption	200,000						Provides wiring to all traffic lights (12) and connection to 15 vehicles
56	52-31	Fire	Zoll EMS EKG monitor		55,000					Lease program preferred; \$55K annl to operations to have 4 monitors on a program; replace every 8-10 years
57	52-31	Fire	Stryker Stairchair		X					[Fnd 24: FAP]
58	52-31	Fire	Hydrafusions		30,000					Stabilizer equipment aid in extrication
59	52-31	Fire	High pressure air bag lift system (Paratech)			20,000				Heavy lifting equipment not aid in extrication
60	52-31	Fire	Hurst battery extrication tools					80,000		Extrication equipment replacement
61	52-31	Fire	SCBA & fill station					500,000		Firefighter Air tanks/masks/packs and filling station replacement
62			FIRE Subtotal	670,000	85,000	450,000	3,000,000	2,180,000	-	
63		EMERGENCY GOVERNMENT								
64	52-51	Emergency Gov	Site 1 Tornado Replacement		27,950					Site 1 (Country Club) tornado siren due for replacement- includes pole, programming and siren to match other city sirens
65			EMERGENCY GOVERNMENT Subtotal	-	27,950	-	-	-	-	
66		HEALTH								
67	53-12	Health	Lot behind Health Department 510-512 S 2nd Street	\$123,100	\$X					Purchase property adjacent to the Health Department property on 2nd Street [Fund 14 & DHS ARPA]
68	53-12	Health	Vehicle building storage/drive through program area	150,000	\$300,000					850 SF garage for fleet vehicle parking & outdoor programs (car seat checks, drive through immunization clinics), parking lot, landscaping [Fund 14 & DHS ARPA]
69	53-12	Health	Building addition (720 SF)			709,000				720 SF structure to connect existing to storage & add office space
70			HEALTH Subtotal	150,000	-	-	-	-	-	

City of Watertown - Capital Improvements 2025-2029				Funded						
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LINE		DEPARTMENT	PROJECT/PURCHASE DESCRIPTION	2025	2026	2027	2028	2029	Future	REASON/NEED
71		PUBLIC WORKS								
72	52-41	BS&Z	Vehicle (replacement)		35,000					Existing: 2013 Ford Escape (80K, condition: fair)
73	54-09	BS&Z	Zoning Code revision	90,000						Vandewalle eval/audit scheduled for Q3/Q4 2024 to determine price (est \$75-\$100K)
74	54-09	BS&Z	Comprehensive Plan update					50,000		Last iteration: 2019
75	54-10	Engineering	Large format copier			70,000				Current one will be fully depreciated and obsolete, replacing 11 y/o unit
76	54-10	Engineering	Vehicle: project mgr (replacement)			35,000				Existing: 2013 Dodge 1500 Pickup
77	54-10	Engineering	Vehicle: city engineer (replacement)				35,000			Existing: 2014 Ford Escape
78	54-10	Engineering	GPS Survey Equipment		20,000					Replace aging equipment (7 yrs old, not supported)
79			PUBLIC WORKS Subtotal	90,000	55,000	105,000	35,000	50,000	-	
80		STREET								
81	54-11	Street	Patch Roller			75,000				Replace 1994 roller
82	54-11	Street	Street Loader	250,000						Replace loader shared w/ airport, 2010 w/ 4500 hours
83	54-11	Street	Loader		250,000			200,000		
84	54-11	Street	Vehicle (SUV for supervisor)					40,000		Replace 2008 Trailblazer
85	54-11	Street	Truck: single-axle dump with plow/sander	277,000		280,000			280,000	7 trucks aged 1994-98
86	54-11	Street	Truck: tandem-axle dump with plow/sander	150,000	150,000	300,000			300,000	Share w/ StormWtr Util [Fnd 16] (total= \$300K)
87	54-11	Street	Truck: one-ton with flatbed body			80,000				Replace 2003 Ford
88	54-11	Street	Truck: bucket					325,000		
89	54-11	Street	Street bldg: flooring in ofc, service doors		32,000					Per Facility Condition Assessment
90	54-11	Street	Street bldg: roof, heaters, air intake, lighting				1,467,215			Per Facility Condition Assessment
91	54-11	Street	Street bldg: expand lunch rm, mtg rm, add'l ofc							Two spaces (office & parts storage rm) are shared among five employees
92	54-11	Street	Street Bldg: office addition, wash bay renovation				1,986,400			FEH Design space study estimate
93	54-11	Street	Maint Shop: overhead doors, RTU, wtr heater, air intake rpr, meet	65,000						Per Facility Condition Assessment
94	54-11	Street	Salt Shed: replacement						300,000	Per Facility Condition Assessment
95	54-11	Street	Storage shed: replacement			80,000				Approximately 50 years old and in poor shape; stores street barricades & signs
96	54-11	Street	Quarry & Street Dept: fences & gates			6,000				Per Facility Condition Assessment
97	54-10	Main St	Downtown transportation network eval (one-way streets)							Scalable downtown traffic study
98	54-10	Main St	Downtown parking			85,000				Potential site acquisition
99	54-10	Main St	Trash receptacles				24,000			24 receptacles @ \$1000 ea [Wait for Main St reconstruction]
100	54-10	Main St	Landscaping: trees/planting				17,000			\$250/tree; \$600/planter [Wait for Main St reconstruction]
101	54-31	Street	Wayfinding signage system implementation				100,000			Includes area analysis, concept and design development, design intent
102			STREET Subtotal	742,000	432,000	906,000	3,594,615	565,000	880,000	
103		AIRPORT								
104	54-53	Airport	Fencing (section)	X	110,000					
105	54-53	Airport	Federal Grant 5% match annual commitment		X	X	X	X	X	\$7500 (each for 3 yrs) [5% matching of \$150K in Fed funding] in Fund 5
106	54-53	Airport	Boomer St move	X						\$278K in Fund 5
107	54-53	Airport	Reconstruct runway 05/23 (longer)			300,000	300,000			[\$12M est project cost w/ 5% city share] in Fund 5
108	54-53	Airport	Construct taxi lane for remaining length of runway 11/29			50,000				
109	54-53	Airport	Parking: additional aircraft			90,000			185,000	37 existing tie-downs; need 55-60 during EAA Fly-in
110			AIRPORT Subtotal	-	110,000	440,000	300,000	-	185,000	

City of Watertown - Capital Improvements 2025-2029				Funded						
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111		RECREATION								
112	55-20	Recreation	Program Vehicle		55,000					We are finding it difficult to find people to drive kart park as no one feels comfortable with a trailer. An enclosed van with storage for Kart park equipment and day camp would allow more staff to take shifts for events within the city.
113	55-20	Recreation	Upgrade Program to Civic Rec			45,000				We need a more error free system, we are currently using a google spreadsheet to keep track of over 900 reservations through shelters, diamonds,
114			RECREATION Subtotal	-	55,000	45,000	-	-	-	
115		AQUATIC CENTER								
116	55-22	Aquatic Center	Install water elevation play system in zero depth area				200,000			In water play feature update
117	55-22	Aquatic Center	Concessions: window/doors			65,000				Doors and windows sticking
118			AQUATIC CENTER Subtotal	-	-	65,000	200,000	-	-	
119		SENIOR/COMMUNITY CENTER								
120	55-24	Senior Center	Remodel entrance & welcome area			72,000				\$15,000 for design, \$57,000 for construction. Entrance to customer service area is out in the open and not closed off to intruders. Safety for volunteers and office staff.
121	55-24	Senior Center	Roof/Soffit/Facia Replacement			77,840				Not needed until 2031 per assessment except flat roof in 2025 - \$70,840 Roof, \$6,175 soffit/facia
122	55-24	Senior Center	Front Door Repair and Installation		38,474					Replace entrance door and add openers to both doors. We have had continued issues with wind damaging the motors on the closers as it holds the doors open on gusty days.
123	55-24	Senior Center	New Elevator Controller and Motor		105,000					Our controller panel is obsolete and the contractor cannot guarantee replacement parts. The elevator also stopped working this winter causing issues for those in the lower level to exit.
124	55-24	Senior Center	Brick Point Tucking			40,080				Corners of building need reinforced mortar in brick joints
125	55-24	Senior Center	Conley Hall: replace flooring in restrooms and rental space			65,390				Conley Hall is most used room, tiles are chipped and peeling up. We have made upgrades in the restrooms which created holes and areas where tiles are missing. We do not have replacement tiles for the restroom (\$8215.98)
126	55-24	Senior Center	Conley Hall: Cabinet, Counter top and sink Replacement			16,867				Cabinets are falling off the hinges, veneer is peeling off face of cabinets, veneer is chipping and cracking. Countertops have burn spots on them, Sink is too small to properly wash bigger items, coffee urns, cambros.
127	55-24	Senior Center	Office: Ventilation		15,000					Offices are not properly ventilated for use causing extreme heat in some locations and cold in others.
128	55-24	Senior Center	Address leaking from deck addition					50,000		Leaking between deck and wall of building creating water damage above doors and windows below.
129	55-24	Senior Center	Addition						X	Replace space used at Brandt Bldg
130			SENIOR/COMMUNITY CENTER Subtotal	-	158,474	272,177	-	50,000	-	
131		PARK								
132	55-41	Park	Bentzin: Shade Structure Upper		\$48,974					Shade and weather structure over current structure to create a shelter for events/bands/rentals; [Fund: sponsorships]
133	55-41	Park	Bentzin: Shade Structure Lower			35,000				Shade for stage
134	55-41	Park	Brandenstein Park - Sidewalk added around building		11,500					Men's Restroom is not ADA compliant - Facilities Report
135	55-41	Park	Brandt Quirk: Irrigation on Diamonds	20,000		300,000				30 year old systems, irrigation is at lifespan
136	55-41	Park	Brandt Quirk: batting cages		\$26,670					Old batting cages have holes in them and the mats are worn; [Fund: other groups]
137	55-41	Park	Brandt Quirk: resurface southern bank of tennis courts			200,000				
138	55-41	Park	Clark: replace shelter; add basketball & pickleball courts					425,000		Shelter needs to be replaced; full-court basketball and stand-alone pickleball lacking in parks

City of Watertown - Capital Improvements 2025-2029				Funded						
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LINE		DEPARTMENT	PROJECT/PURCHASE DESCRIPTION	2025	2026	2027	2028	2029	Future	REASON/NEED
139	55-41	Park	Fannie P. Lewis - boat launch and dock upgrade design		15,000					Design for reconfiguration of Boat Launch/Dock
140	55-41	Park	Fannie P. Lewis - boat launch and dock upgrade			45,000				New Launch and Dock/Dredging/Rip Rap
141	55-41	Park	Fannie P. Lewis - replace walk path/parking lot			65,000				Path and parking lot will be in need of repair - work can be done in conjunction with the boat launch and dock
142	55-41	Park	Grinwald: construct restroom facilities			475,000				Currently use portables, a lot of rental use, need facilities
143	55-41	Park	Playground replacements	75,000	200,000	100,000	100,000	100,000		Many aging playgrounds in the park system - TJ/Union
144	55-41	Park	Parks & Open Spaces Plan							Due in 2024 for grant applications - will include bike & pedestrian plan
145	55-41	Park	Reagan: development				87,000			Cut in Trails, parking lot and small shelter with picnic tables
146	55-41	Park	Riverside: master plan	65,000						Plan of action for the future growth and development of Riverside Park
147	55-41	Park	Riverside: old Park Shop 30x40 building			100,000				Original building failing structurally, serves as storage for supplies & equipment
148	55-41	Park	Riverside: pavilion improvements			500,000				Abate asbestos, update windows, make more marketable for use
149	55-41	Park	Riverside: upgrade kitchen facilities			85,000				Update entry wall, electrical and appliances
150	55-41	Park	Riverside: Chamberland playground			1,000,000				Wooden structure is breaking down and becoming a hazard, hiding spots for undesirable activities.
151	55-41	Park	Riverside: volleyball court at inclusive park			300,000				Resurface courts due to removal of two courts for all inclusive play space
152	55-41	Park	Riverside: diamond irrigation system			120,000				Provide better maintainance
153	55-41	Park	Riverside: lighting			600,000				Aging system 46 years old, \$275,000 each diamond
154	55-41	Park	Riverside: splash pad						X	
155	55-41	Park	Riverside: paths, roads, parking lots				300,000			Deteriorating roadways and parking area, path will need updating.
156	55-41	Park	Riverwalk: path & boardwalk- design & construction			450,000			X	Boardwalk boards are deteriorating, path is uneven in areas, this project is being completed in conjunction with the Plaza Reconstruction
157	55-41	Park	T Johnson: backstop replacement			40,000				Rusted and an eyesore
158	55-41	Park	Union: backstop replacement			40,000				Rusted and an eyesore
159	55-41	Park	Washington: design of concessions/storage/restrooms			15,000				
160	55-41	Park	Washington: lighting				385,000			Lighting from early 1900's, cannot find replacement pieces.
161	55-41	Park	Washington: backstop addition				40,000			Backstop sits too far back allow pop balls to go over fencing
162	55-41	Park	Washington: concession stand/restroom/storage building					500,000		No running water and not up to code, no storage, restrooms are in need of repair
163	55-41	Park	Washington: diamond irrigation system						120,000	Provide better maintainance
164	55-41	Park	Dump truck (replacement)	55,000						Bed of the current truck is rusting out. 2008 - 80K
165	55-41	Park	Flat Bed Truck (replacement)			65,000				Current Flat bed's engine is dead, two blow gaskets and rusted out manifold. Pieced it out to make a functioning water truck
166	55-41	Park	Ball Diamond Groomer		\$35,000					We have a 2006 that needs to be replaced. Repairs are totaling more than the equipment is worth.
167	55-41	Park	Forestry Mulcher			45,000				Can be used for multiple projects, would replace ask for...
168	55-41	Park	Tree Spade		\$23,000					We currently have to hire out all spade projects. We are looking for a tree spade to save the trees that need to come down for reasons other than dead, diseased or dying.
169	55-41	Park	Small plow truck			57,000				Truck to plow multi-use trails with plow and blades.
170	55-41	Park	Large mower				127,000			Replacement for 2014 with 4800 hours
171	55-41	Park	Leaf collector			42,000				Replace 2009 unit, 700+ hours, high wear item
172	55-41	Park	Stump grinder						150,000	New motor installed February of 2023
173	55-41	Park	Line striper	21,000						Can no longer find parts for current line striper
174	55-41	Park	Enclosed Trailers (2)			25,000				Need additional trailers to add another trim crew to the route to account for additional park land.
175	55-41	Park	Hawk Sweeper				67,000			Current sweeper is a pull behind which takes up equipment that could be used elsewhere. All in one sweeper would be more efficient and would allow us to use other equipment for other

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176	55-41	Park	Kubota BX2380		36,000					Possible trade in for Massey Tractor?
177	55-41	Park	Skidsteer Attachment - Boom Mower			26,000				To maintain trails within City limits, a boom is needed for overhead limbs and ground brush in steep bank areas.
178	55-41	Park	Park, Rec, Forestry office building: Bonner St					4,120,385		New building (repairs to existing bldg approx. \$422,000)
179			PARK Subtotal	236,000	320,500	4,695,000	1,106,000	5,145,385	270,000	
180		INFRASTRUCTURE								
181	58-11	Infrastructure	Street Reconstruction costs	972,000	960,000	1,060,000	1,710,000	1,710,000		<< Amount represents \$1.75M minus specifics listed in additional rows
182	58-11	Infrastructure	Street Resurfacing costs	280,000	Blue shading in each column equals \$1,750,000 infrastructure total					
183	58-11	Infrastructure	Street crack sealing & seal coating	150,000						
184	58-11	Infrastructure	Street patching	20,000						
185	58-11	Infrastructure	Pavement marking	75,000		250,000				
186	58-11	Infrastructure	Sidewalk	50,000						
187	58-11	Infrastructure	Shared w/ Utilities Funds	(100,000)						2025: Milford St restriping, 2027 Church St restriping
188	58-11	Infrastructure	Dewey Ave reconstruction (BIL Construction)		300,000					Shared w/ Water, Wastewater, Storm water
189	58-11	Infrastructure	Dewey Ave design (BIL Construction)	70,000						20% city share
190	58-11	Infrastructure	Emmet Annexation: street & utility work		300,000					City portion is 10%
191	58-11	Infrastructure	LRIP Reimbursement	(58,000)						Placeholder. Per PWC, cost to be assessed to property owners
192	58-11	Infrastructure	TAP Grant - Tivoli Island Study (carryover)	-						
193	58-11	Infrastructure	TAP Grant - Bike/Ped Master Plan (carryover)	-						
194	58-11	Infrastructure	Future year design work	25,000	25,000	25,000	25,000	25,000		
195	58-11	Infrastructure	Labaree St design work	70,000	50,000					
196	58-11	Infrastructure	Labaree St reconstruction			300,000				
197	58-11	Infrastructure	Runway maintenance	2,000	15,000	15,000	15,000	15,000		
198	58-11	Infrastructure	Alley improvements	100,000	100,000	100,000				
199	58-11	Infrastructure	Rock River Ridge infrastructure	750,000	410,000	410,000		99,000		Pre-work for 2028 W Main St reconstruction
200	58-11	Infrastructure	Main St Downtown: reconstruction design	50,000	30,000	30,000				Church Street to Market Street (2028 Construction)
201	58-11	Infrastructure	Main St Downtown: reconstruction design	30,000	20,000	20,000	20,000			Market Street to Irene Street (2030 Construction)
202	58-11	Infrastructure	Main St Downtown: non-eligible expenses				628,000			Parking lanes
203	58-11	Infrastructure	Main St Downtown: non-eligible expenses				1,450,000			Lighting
204	58-11	Infrastructure	Main St Downtown: non-eligible expenses				23,000			Powder coat painting of traffic signals
205	58-11	Infrastructure	Main St Downtown: non-eligible expenses				907,200			Entrance feature, benches, flowerpots, trash cans, signage
206	58-11	Infrastructure	Main St Downtown: non-eligible expenses					410,000		Extra municipal items: grading/paving for parking
207	58-11	Infrastructure	TAP Grant: N Church St Shared-use Path design (20%) - sidewalk	155,000	155,000					Design is 100% locally funded, 20% of estimated project cost; 50% design in 2025
208	58-11	Infrastructure	TAP Grant: N Church St Shared-use Path construction (20%) - sidewalk			300,000				Construction - \$1.5 million project w/ 20% City cost share
209	58-11	Infrastructure	TAP Grant: S Church shared use path design						X	City portion is 100%
210	58-11	Infrastructure	TAP Grant: S Church shared use path construction (20%)						X	City portion is 20% (note: 100% charge, 80% reimb in same year)
211	58-11	Infrastructure	TAP Grant: N 4th - Meadowbrook Dr shared use path design						X	City portion is 100%
212	58-11	Infrastructure	TAP Grant: N 4th - Meadowbrook Dr construction (20%)						X	City portion is 20% (note: 100% charge, 80% reimb in same year)
213	58-11	Infrastructure	Quarry (crushing)	30,000	50,000					
214	58-11	Infrastructure	Bridge inspection	10,000	12,000					Biennial inspections & misc structure inspections
215	58-11	Infrastructure	Bridge maintenance	12,000	12,000	12,000	12,000	15,000		Rail painting, joint sealant, etc
216	58-11	Infrastructure	Lower Dam Inspection	3,000						
217	58-11	Infrastructure	Lower Dam Phase III design			80,000				
218	58-11	Infrastructure	Lower Dam Phase III				600,000			Concrete repair at tainter gate
219	58-11	Infrastructure	Seawall		75,000	80,000	85,000		X	Enhancements near The Globe

Section 3, Item E.

City of Watertown - Capital Improvements 2025-2029				Funded						
		Rev: 250620		Not funded						
LINE		DEPARTMENT	PROJECT/PURCHASE DESCRIPTION	2025	2026	2027	2028	2029	Future	REASON/NEED
220	58-11	Parking Lots	Municipal lots	25,000						Crack sealing
221	58-11	Parking Lots	Grinwald Park (Milford St): pave lot						120,000	A lot of use; painted parking stalls will help traffic flow
222	58-11	Parking Lots	Senior Center: expand south to Milwaukee St.						35,000	Not enough parking for popular events - bingo, voting, rentals
223	58-11	Infrastructure	River Plaza: Phase II ADA Ramp	450,000	41,000 115,988	1,020,900	818,961	1,959,800	643,000 850,716 X X X X	Plaza including ramp, sidewalk, lighting [Source: Funds 05 & 09]
224	58-11	Infrastructure	Rock Rvr Dstrct: SE quadrant design	100,000						
225	58-11	Infrastructure	Rock Rvr Dstrct: rpr existing riverwalk by Globe							
226	58-11	Infrastructure	Rock Rvr Dstrct: design work							West side near Town Square & east side near Sr. Ctr.
227	58-11	Infrastructure	Rock Rvr Dstrct: install & rpr work							Install west side near Town Square & rpr east side near Sr. Ctr.
228	58-11	Infrastructure	Rock Rvr Dstrct: design work							East side from Main to north of Cady, pedestrian bridge north
229	58-11	Infrastructure	Rock Rvr Dstrct: install work							East side from Main to Cady
230	58-11	Infrastructure	Rock Rvr Dstrct: install work							East side from north of Cady north (2030)
231	58-11	Infrastructure	Rock Rvr Dstrct: design work							West side from Main to Cady, pedestrian bridge south (2030)
232	58-11	Infrastructure	Rock Rvr Dstrct: install work							West side from Main to 50% of way to Cady (2031)- \$641,800
233	58-11	Infrastructure	Rock Rvr Dstrct: install work							West side near Johnson Arms (2031)- \$1,498,500
234	58-11	Infrastructure	Rock Rvr Dstrct: install work							Pedestrian bridge north (2032)- \$3,377,500
235	58-11	Infrastructure	Rock Rvr Dstrct: install work							Pedestrian bridge south (2033)- \$3,659,500
236				550,000	156,988	1,020,900	818,961	1,959,800	1,493,716	
237			To be funded from other sources than borrowing:	-550,000	-156,988	-1,020,900	-818,961	-1,959,800	-1,493,716	
238			INFRASTRUCTURE Subtotal	3,271,000	2,670,988	3,702,900	6,294,161	4,233,800	1,648,716	
239			ECONOMIC DEVELOPMENT							
240	60-50		Amtrak station: land acquisition		100,000					Borealis route (Chicago-Twin Cities MN)
241	60-50		Amtrak station: construct station & parking			250,000				
242			ECONOMIC DEVELOPMENT Subtotal	-	100,000	250,000	-	-	-	
243										
244			FUND 01 TOTAL	6,102,452	7,244,086	14,278,677	14,821,776	12,428,185	2,983,716	
245			Excess if target = \$4,500,000	1,602,452	2,744,086	9,778,677	10,321,776			
246			Excess if target = \$4,000,000	2,102,452	3,244,086	10,278,677	10,821,776			
247			"Authorize" totals	427,000	410,000	410,000	2,500,000	99,000		
248										

City of Watertown - Capital Improvements 2025-2029				Funded						
		Rev: 250620		Not funded						
LINE		DEPARTMENT	PROJECT/PURCHASE DESCRIPTION	2025	2026	2027	2028	2029	Future	REASON/NEED
249										
250		SOLID WASTE - FUND 17								
251	58-17	Solid Waste	Refuse truck		350,000		375,000		385,000	
252	58-17	Solid Waste	Building: façade, roof repairs, plumbing, electrical		20,000	50,000				Per Facility Condition Assessment
253	58-17	Solid Waste	905 S Second St: purchase	45,000		45,000				Prospective use: parking, storage, or signage inventory
254	58-17	Solid Waste	Cady St Recycling: replacement	350,000		350,000				Needed repairs = \$954K per Facility Condition Assessment
255			SOLID WASTE - FUND 17 Total	395,000	370,000	445,000	375,000	-	385,000	
256										
257										
258		STORMWATER - FUND 16								
259	58-16	Stormwater	Storm Structures for Annual Street Construction Projects	250,000	250,000	250,000	300,000	300,000		Annual placeholder
260	58-16	Stormwater	Rock River Ridge infrastructure	250,000	187,500	187,500	62,500	62,500		
261	58-16	Stormwater	Pavement	110,000	110,000	110,000	110,000	110,000		
262	58-16	Stormwater	Future Year CIP Design	50,000	30,000	30,000	30,000	30,000		
263	58-16	Stormwater	WisDOT STP-Urban: Dewey Ave Construction		150,000					
264	58-16	Stormwater	Hart St Storm BMP (study/design)							Potential carry-over depending on flood study deliverables
265	58-16	Stormwater	Hart St Storm BMP (construction)		2,000,000					
266	58-16	Stormwater	Rock Rvr Dstrct: riprap at Fannie Lewis Park		162,775					
267	58-16	Stormwater	Emmet Annexation Area Storm Sewer Construction		250,000					To be assessed per PWC
268	58-16	Stormwater	TAP Design - S Church St Shared-use Path		40,000					
269	58-16	Stormwater	West Side Storm Sewer System Study		117,000					Seek grant funding to partially fund study
270	58-16	Stormwater	Fourth Street Alley Storm Sewer Improvements		30,000					
271	58-16	Stormwater	Lafayette Street BMP Design		50,000					
272	58-16	Stormwater	Wilbur Street Storm Improvements		30,000					
273	58-16	Stormwater	WisDOT design fees for Downtown Main St							1/4 to Storm, 3/4 to Annual Streets
274	58-16	Stormwater	Main St storm laterals & BMP (reconstruction)				200,000			
275	58-16	Stormwater	Hoffman Drive Drainage and Roadway Improvements					100,000		
276	58-16	Stormwater	Fairview Drive Culvert Design				60,000			
277	58-16	Stormwater	South St flood study	50,000						
278	58-16	Stormwater	Flood study: design		120,000					
279	58-16	Stormwater	Flood study: construction			750,000				
280	58-16	Stormwater	Water quality trading	25,000	60,000	60,000	60,000			
281	58-16	Stormwater	Truck: tandem-axle dump with plow/sander		150,000					Share w/ StormWtr Util [Fnd 16] (total= \$300K)
282	58-16	Stormwater	Street sweeper			450,000				
283	58-16	Stormwater	Track excavator			200,000				
284	58-16	Stormwater	Truck: tandem-axle dump with plow/sander	150,000						50/50 cost share w/ Streets (total = \$300K)
285	58-16	Stormwater	Brine equipment	30,000	30,000					Working w/ Streets to define program
286			STORMWATER - FUND 16 Total	915,000	3,767,275	2,037,500	822,500	602,500	-	
287			"Authorize" totals	150,000						

Compensation Budget Summary - Watertown
2025 Totals w/ 2026 What-If Calcs

Rev: 06/19/2025 ESTIMATES

Wages

01 Gen Fund	11,351,060
02 Wastewtr	767,550
03 Water	796,135
11 Library	704,073
14 Enviro Hlth	320,540
15 ER Prepare	63,802
16 Stormwater	589,854
17 Solid Waste	421,283
18 Seal Smile	8,119
26 Town Square	68,266
	15,090,681

Benefits

Required: WRS, SS, Med 2,538,730

	2026: Additional Cost if Increase is x%										
	Total	1.0%	1.5%	2.0%	2.5%	3.0%	3.5%	4.0%	McGrath Opt I- 3.71%	McGrath Opt II- 10.86%	9.0%
Fnd 01 Non-union Wages & Req Bnfts:	5,330,618	53,306	79,959	106,612	133,265	159,919	186,572	213,225	252,912	749,296	
Fnd 01 Wages & Req Bnfts FD union:	2,911,075							116,443			
Fnd 01 Wages & Req Bnfts PD union:	5,192,959							207,718			
Other Fnds Wages & Required Bnfts:	4,274,611	42,746	64,119	85,492	106,865	128,238	149,611	170,984	86,916	244,602	
Total Wages & Required Bnfts:	17,629,411	176,294	264,441	352,588	440,735	528,882	617,029	705,176	339,828	993,898	

	% of Wages										
Health	18.3%	3,231,813	32,318	48,477	64,636	80,795	96,954	113,113	129,273		290,863
Life	0.2%	27,849	278	418	557	696	835	975	1,114		
Dental	1.0%	178,291	1,783	2,674	3,566	4,457	5,349	6,240	7,132		

Total Compensation 21,067,364

2025 Fund 01	Total	21,084,173	
	Wages & Req Bnf	13,434,652	64%
	Health Ins	2,318,585	11%
	Other Ins	151,240	1%
	Non-comp	5,179,696	25%
			100%

Fund 1	Wage increase: McGrath Option I	252,912
	Wage increase: FD 4.0%	116,443
	Wage increase: PD 4.0% (?)	207,718
	Health Increase: 9%	2,318,585
Fund 1 Total	^ Premiums	785,746

Available \$ for 2026 Fund 01

Rev: 06/19/2025 ESTIMATE

Additional Revenue:

Shared Revenue: 4.1% incr	139,809	Note- 2025: 2.3% incr
Expend Restraint Pgrm (2.76%)	582,938	
Total Additional Revenue		722,747
NOTE: Expenses in new year cannot rise more than ERP total		

Additional Compensation Expenses:

Wage Incr- new pay table	252,912	
Wage Incr- FD 4.0%	116,443	
Wage incr- PD 4.0% ?	207,718	
HIth Ins 9%	208,673	
Work Comp- exp mod decr: 1.08	(10,000)	Note- 2025: 1.23

+/-		
Total Compensation Exp		775,746

Diff of ERP minus additional comp exp; amount available for non-PR exp	(192,808)
Non-PR expense total	5,179,696
Increase available	-3.7%

City of Watertown
2026 Budget - New Hire Cost Allocations

06/23 review:

* Which positions would you like the outside HR consultant to review job description and assign pay table grade?

* Are there any positions that should not be included in the initial budget proposal?

New Hire	Fund 1 General	Fund 24 Grants	Other: AMSO	Job Descr Exists & Grade Assigned?
City Attorney: ass't (30 hrs)	80%		20%	Y
IT: help desk technician (32 hrs)	80%		20%	N
Police: admin ass't I	100%			Y
Police: captain	100%			Y
Police: patrol officer	100%			Y
Police: patrol officer	100%			Y
Fire: dpty chief EMS/training	100%			Y
Fire: dpty chief fire marshal	93%	7%		Y
Rec: Program Sup (20 hrs)	100%			N
Park: general laborer	100%			Y
Forestry: arborist	100%			Y

MEMO

TO: Mayor Emily McFarland
FROM: Atty. Steven T. Chesebro
DATE: May 31, 2024
RE: Creation of Assistant City Attorney Position

INTRODUCTION

Watertown 2025 Budget and Tax Calculation Timeline requests that departments evaluate their department needs for additional personnel over the 2025 calendar year. In review of the level of work and needs of the City I do believe there would be additional value to creation of an assistant City Attorney position.

DISCUSSION

Whether to move forward with hiring of an assistant City Attorney should depend on the desires of the City to expand the role of the City Attorney's office and improve its ability to provide high quality legal advice. The City Attorney's office performs the following activities for the City.

1. Prosecute Municipal Citations
2. Answer Questions for Elected Officials
3. Answer Questions for Public Officers
4. Answer Questions for Public Employees
5. Review of Resolutions
6. Review of Ordinances
7. Attend Committee/Council Meetings
8. Review of Contracts
9. Contract Drafting
10. HR Disciplinary Reviews
11. HR Background Reviews
12. Investigations and Reports
13. Staff Training
14. Elected Official Training
15. Collection Advising
16. Bankruptcy monitoring

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920.262.4042

Opportunity Runs Through It

- 17. Claim Management
- 18. Ordinance Drafting
- 19. Inspection Warrant Application

The City Attorney's office does aspire to meet its demands. However, occasionally the demands on the City Attorney's office require prioritizing topics or obligations, resulting in delay or a minimal review and response. This occurs when several items, especially higher priority items, occur along similar timelines. For example, municipal prosecutions typically require a minimum of 2 – 3 hours of attorney time per week. This is to briefly review the citations, and police reports, determine an appropriate offer to resolve the case and then discuss the case with the defendants, review specific details of case raised by defendant, draft, review and sign the stipulation. However, during several weeks municipal prosecutions take up 7 – 8 hours of time due to trial preparation and trials. In addition, a few times per year it takes up to 20 – 25 hours a week to prepare for and attend jury trials. While all areas ebb and flow like this within the City Attorney's office there are occasions throughout the year where several topics require substantial devotion of time and focus.

In addition to ensuring that the City Attorney's office can avoid delays or resorting to minimum level of reviews having an Assistant City Attorney will ensure coverage throughout the year. Currently there are at least 5 – 6 weeks when the City operates without a City Attorney able to answer questions or address matters that arise. While the City Attorney does try to address the most urgent matters, even if they are out of the office there are times when technology does not permit timely responses. Having an Assistant City Attorney present during those times would ensure that topics are timely addressed when they arise.

An Assistant City Attorney will permit the Office to expand services to provide additional support in drafting or revising ordinances or researching policy issues. It will also permit the City to be better prepared to expand and follow through on alternative resolutions to municipal citations. Currently most citations result in the payment of a fine, while very few citations have an option of community service. For Truancy and Contribution to Truancy citations the City Attorney's office receives little information and is often unable to attend the court hearings unless the matter becomes contested. Having an Assistant City Attorney would permit the City Attorney's office to help expand community service options and further assist the court in Truancy matters. It would also permit the City Attorney's office to provide additional research and information regarding ordinance modifications requested by the Council.

An Assistant City Attorney will also assist the City with its desire to address continuity in services and minimize the need for outside legal costs. Should something happen to the City Attorney, or a conflict of interest arise, the Assistant City Attorney would be aware of issues facing the City and permit ongoing legal advice. Without an Assistant City Attorney, the City would need to hire a third-party law firm for any immediate areas and then would have to conduct a search for a new City Attorney. This delay could result in substantial costs to the City, both in exposure to potential liability and costs for legal services. In 2021 there was an approximately three-month gap in City Attorneys in the City. As a result of that gap and having to hire outside legal counsel for municipal citations during that time the City spent approximately \$80,500 for about

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Opportunity Runs Through It

264 hours of legal advice. I anticipate the annual salary for an Assistant City Attorney will be less than this amount for more than five times the amount of work they would produce.

CONCLUSION

Adding an Assistant City Attorney to the City Attorney's office would provide substantial benefit for the City leading to expanding services and quality of services provided by the City Attorney's office. This would include avoiding periods of being without an attorney for the City, ensuring consistent legal advice even if something should happen to the City Attorney. Overall, the City would receive a better value for hiring an Assistant City Attorney compared to having to hire outside counsel should the City Attorney be unavailable or conflicted from representation of staff, due to representing a committee. I have attached a copy of the proposed Assistant City Attorney Job Description.

City of Watertown
Department Proposal for Personnel Addition

DUE: 06/02/2025

Budget Year: **2026**
 Department: City Attorney's Office
 Fund / Div / Dept [xx-xx-xx]: 01-51-61

Note: TAB through cells to enter data into blue cells.

Position Title: Assistant City Attorney
 Supervised by: City Attorney
 FT or PT: PT
 If PT, # of hours/week: 30
 # of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned g/s will be.

Grade: 155
 Step: A

Annual wage:	58,440	Use 2025 pay table rate
Required benefits:	8,503	
Est of ins premiums:	15,206	2025 premium rates at 75% (30 hr)
Compensation estimate:	82,149	

Add'l costs of hire: 2,350
 Savings due to hiring:
Total of Request: 84,499

List: Laptop, CE credits, legal files, Lexus access
 Explain:

Rationale for Need: Explain why the position is necessary.

To provide coverage when City Attorney is unavailable and to improve response times and level of service from the City Attorney's Office.

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: May 31, 2024

Title: Assistant City Attorney
Pay Grade:

Department: City Attorney's Office

FLSA: Exempt

General Summary:

The position of Assistant City Attorney involves entry-level professional legal work in the preparation and prosecution of cases in municipal court and less frequently, circuit court. This position may involve diverse legal activities including civil litigation, appellate work, general law practice, ordinance drafting, and legal advice to city departments (consistent with the needs of the organization). Work is performed with varying degrees of independence as employee gains necessary proficiencies. Work assignments, in addition to the prosecutorial assignment, are assigned as employee gains necessary proficiencies, and there is an opportunity to be exposed to, and learn, a variety of areas of municipal practice.

Reporting Responsibility:

The Assistant City Attorney is under the direct supervision of the City Attorney.

Specific Accountabilities:

The duties of the Assistant City Attorney include, but are not limited to the following:

1. Conduct bench trials and jury trials prosecuting a wide variety of traffic violations, including Operating While Intoxicated, and general ordinance violations (e.g., building, fire and health codes, disorderly conduct, etc.).
2. Negotiate cases and plea agreements; prepare and present motions, pleadings, briefs, and agreements in court; interview witnesses, Police Officers, victims, and others.
3. Conduct legal research using computer and internet sources along with paper sources as needed for prosecution and other legal work.
4. Present legal research conclusions in concise and convincing fashion.
5. File and respond to appeals as appropriate.
6. Maintain case files.
7. Perform all other professional legal work as may be required.

As proficiencies develop this position may be responsible to:

1. Provide ongoing (and Ad Hoc) legal support to city boards, commission and departments as assigned. Advise city departments on legal obligations and litigation, to include specific claims and liabilities.
2. Plan and conduct civil litigation on the City's behalf. Prepare, review, and file all necessary legal papers on a timely basis for prosecution and other civil litigation.
3. Draft ordinances, resolutions, contracts, conveyances, reports and opinions, and other legal documents as required. Participate in the full spectrum of City Attorney's office functions as required.
4. Perform related work as assigned.

Knowledge, Skills and Abilities:

Graduation from an accredited law school and possess a law license to practice in the State of Wisconsin, must possess a valid Wisconsin Driver's License. Equivalent combinations of education and experience may be considered. Must be licensed or become qualified to practice in both the Eastern and Western District Courts for the State of Wisconsin. Must be able to successfully complete a background check, and/or interview process.

1. Excellent communication and organizational skills.
2. Ability to effectively communicate thoughts and ideas verbally and in writing to a diverse audience whether the diversity be based on sex, ethnicity, regional background, or socioeconomic background.
3. Ability to use standard office software, court software, database software and operate a computer.
4. The ability to search, read, and understand regulations, ordinances, and municipal law, other related fields.
5. Ability to perform accurate legal research.
6. Ability to organize and prioritize tasks to effectively manage the workload.
7. Ability to prepare legal documents in a variety of areas related to municipal law.
8. Ability to understand, to follow and effectively carry out complex instructions, and to work independently.
9. Problem solving skills and ability to think creatively within the confines of the law.
10. Ability to multi-task, establish priorities, meet multiple deadlines, and adapt to changing situations.
11. Ability to work under pressure calmly and effectively.
12. Ability to maintain confidentiality and protect information in compliance with applicable rules and regulations.
13. Physical Requirements.
 1. Continuously requires vision.
 2. Occasional exertion of up to 20 pounds.
 3. Work frequently sitting.
 4. Work occasionally standing, walking, stooping, kneeling, crouching, and lifting.
 5. Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the American with Disabilities Act of 1990 (as amended).

City of Watertown
Department Proposal for Personnel Addition

DUE: 06/02/2025

Budget Year: **2026**
 Department: IT
 Fund / Div / Dept [xx-xx-xx]: 01-51-86

Note: TAB through cells to enter data into blue cells.

Position Title: IT Helpdesk Technician
 Supervised by: IT Coordinator
 FT or PT: PT
 If PT, # of hours/week: 32
 # of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned g/s will be.

Grade: I
 Step: 1

Annual wage:	43,580	Use 2025 pay table rate
Required benefits:	6,341	
Est of ins premiums:	-	2025 premium rates
Compensation estimate:	49,921	

Add'l costs of hire:
 Savings due to hiring:
Total of Request: 49,921

List:
 Explain:

Rationale for Need: Explain why the position is necessary.

To provide level I support, troubleshoot issues, and ensure smooth operation of the city's IT systems by being a back-up to the IT coordinator.

2024 IT level: 1:250 IT to supported staff

2025 IT level (+ 24 hrs/pay period): 1:192

2026 IT level (+72 hrs/pay period [add this position]): 1:119

Functional role benchmark for municipalities (www.talentmsh.com):

Help Desk: 1 staff per 70-100 users

Infrastructure/Ops: 1 per 100-150 users

Security: 1 per 500+ users

Leadership: ~10% of total IT staff

Gov't/Healthcare typical staffing ratio (www.goworkwize.com)- 1:50 to 1:100

Help Desk support ratio (Gartner)- 1:70

City of Watertown Position Description

Position Title	IT – Helpdesk Technician
Department	IT
Division	
Pay Grade	M
Classification	Full-time
FLSA Status	Exempt
Reports To	IT Director
Direct Reports	None
Last Updated	05/2025

Job Summary

The IT Help Desk Technician serves as the primary point of contact for technology support across city departments, providing expert technical assistance while ensuring efficient resolution of IT-related issues. This role combines customer service excellence with technical expertise to maintain productive operations for all city employees.

Essential Functions and Responsibilities

The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully with or without reasonable accommodation to be qualified for the position. Other duties may be required and assigned.

Administrative Work:

Technical Support and Service Management

- Act as the first point of contact for all IT-related issues and user support requests
- Manage and maintain IT ticketing system, ensuring proper documentation and timely resolution
- Troubleshoot hardware, software, and peripheral device issues across various platforms
- Test software patches and updates in controlled environments before deployment
- Provide remote and on-site technical support for field workers and off-site teams

Asset Management and Documentation

- Maintain comprehensive inventory of all IT hardware and equipment
- Test and evaluate aging devices for potential upgrades or replacements
- Document technical solutions and develop knowledge base articles
- Track IT assets throughout their lifecycle, from procurement to disposal
- Create and maintain end-user documentation for common procedures

User Training and Security Awareness

- Conduct IT onboarding sessions for new employees
- Support cybersecurity awareness initiatives and training programs
- Develop and maintain user guides for city-specific systems
- Provide ongoing technical training to improve user proficiency
- Assist in promoting best practices for technology use

Operations Support

- Participate in after-hours support rotation for critical issues
- Assist with basic network and system troubleshooting
- Support mobile technology solutions for remote workers
- Maintain printer and peripheral device functionality
- Assist with technology setup for meetings and presentations

Supervision Exercised

None.

Minimum Education Qualifications**Education and/or Experience Requirements:**

- Associate's degree (2-year) in Information Technology, Computer Science, or a related field
- 2+ years of experience in IT support, helpdesk, or troubleshooting
- knowledge of computer systems, networks, and software troubleshooting
- Strong problem-solving and communication skills for assisting users
- Willingness to learn and adapt to new technologies and IT environments

Licenses, Certifications, and Other Requirements: (optional)

- CompTIA A+
- Microsoft Technology Associate (MTA)
- HDI Customer Service Representative

Minimum Knowledge, Skills, and Abilities Qualifications

In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.

Technical Support Skills

- Comprehensive knowledge of Windows operating systems and Microsoft Office suite
- Experience with help desk ticketing systems and IT service management
- Understanding of basic networking concepts and troubleshooting
- Knowledge of hardware components and peripheral devices
- Familiarity with remote support tools and technologies
- Experience with mobile device support and troubleshooting

Customer Service Skills

- Excellent verbal and written communication abilities
- Strong interpersonal skills and professional demeanor
- Ability to explain technical concepts to non-technical users
- Patient and empathetic approach to problem-solving
- Experience in high-volume customer service environment
- Ability to maintain composure in stressful situations

Documentation and Organization

- Strong attention to detail and documentation skills
- Ability to maintain accurate records and inventory
- Experience creating technical documentation and user guides
- Proficiency in knowledge base management
- Strong organizational and time management skills
- Ability to prioritize and manage multiple tasks

Technical Competencies

- Desktop hardware and software troubleshooting
- Microsoft Windows and Office suite support
- Basic network connectivity troubleshooting
- Mobile device support and configuration
- Printer and peripheral device maintenance
- Basic security awareness and best practices

Professional Skills

- Ability to work independently and as part of a team
- Strong problem-solving and analytical skills
- Excellent time management capabilities
- Ability to maintain confidentiality
- Flexibility to adapt to changing priorities
- Commitment to continuous learning

In evaluating candidates for this position, ORGANIZATION NAME may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

Physical Requirements

- Ability to lift and carry up to 25 pounds
- Capability to work in various office environments
- Visual acuity to read technical documentation
- Manual dexterity for equipment repair and maintenance
- Mobility to access different work areas and facilities

Work Environment

- Standard office environment with exposure to various technical equipment
- Occasional work outside normal business hours for system maintenance
- On-call rotation for after-hours support
- Travel between city facilities as needed

EOE / ADA Statement

The City of Watertown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Watertown will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signatures:

Employee: _____

Date: _____

Department Head: _____

Date: _____

MEMO

Watertown Police Dept

To: Finance Committee

From: Chief Dave Brower

Date: 06/19/25

Subject: New Positions Request

Background

History of Administration staffing

For more than a quarter of a century the Administrative staff at the Watertown Police Dept has not increased in personnel size, staying stagnant with a Chief and three administrators (2 captains and a Deputy/Assistant Chief, or 3 captains) and one Administrative Assistant. During this time, the amount of process work that needs to be accomplished administratively has skyrocketed exponentially. Some examples are: Accreditation Documentation, State and Federal Reporting requirements, Internal Affairs reports, Financial Office requirements, Policy Increases, Annual Reports, and many more. This leads to a reality where the administrators are overwhelmed with process work, preventing them from being able to do the work of leadership. When I became Chief, my stated expectation to Mayor McFarland was to be able to meet with each employee for an hour per year, to hear their difficulties and their suggestions for better work product, and engage them in leadership investment. I have been unable to accomplish any of that intention, instead I have been inundated with way more work than I can possibly finish in a 40 hour work week. I estimate that I have averaged 60 or more hours of work per week for the past 1.5 years. I have been able to keep the other Administrators closer to 50 hours, by keeping process things that rightly should be delegated so that the chief can do leadership rather than process. There are other process needs that I regret have not been met to my expectations, including compiling a yearly "Annual Report." We simply do not have the time to accomplish everything I would like to accomplish.

My Growing Understanding of the Administration Staffing Problem

As I began this position, I quickly became overwhelmed with the sheer volume of work, and delegated much of it, until I had more than maxed out the 40-hour work week of each of the Administrators, and they were forced to delegate what they could to their subordinate Sergeants



MEMO

and Officers. I spoke with Mayor McFarland about this problem, and she told me that she was surprised that no other Police Chief had expressed the need for more staffing, as the Fire Department had done, because surely we could not be accomplishing the same work as was done 25 years ago with the same 4 people. I asked her to give me the first 6 months to be sure that I was truly understanding the problem correctly, and to be sure that some of the problem was not a result of my inexperience and inefficiency at the new position. After a few months it was fully apparent that I needed more administrative staffing, but as the 2025 budget approached, it was decided that it would be a “no increase” budget year, and thus asking for new staffing was going to be denied. The increase of process work has continued to grow during the 2025 year.

For comparison purposes, I also took a look at what other WI Police Departments closest to our size have done with their administrative staffing. Of those four agencies, they average 5 administrators compared to our 4.

Police Officer Staffing History

In the same quarter of a century, we have not increased our patrol officer positions at all, we have instead increased our School Resource Officer positions from 1 to 3, in part because those positions cost us only fifty cents on the dollar, because the School District covers half the cost each year. One of those positions started this year in 2025. In addition, around ten years ago we removed one of our detective positions, from four down to three.

Patrol Officer Staffing Problem

In the past quarter of a century, the number of incidents we handle and the danger of the incidents has grown tremendously, and we are still staffed with minimums of 3 officers on 1st and 3rd shift, and 4 on 2nd Shift (except Friday and Saturday on 3rd shift the minimum is 4). This means we are often forced to respond to multiple dangerous calls, such as domestic abuse situations, with only one officer available, and no backup. We need to increase our minimum patrol staffing to 4 all the time, so that we can respond to more than one dangerous call at a time with two officers. For instance, up until 5 years ago we had never in the history of our department had an Officer Involved shooting, and then in 5 years we had 3 of them, the most dangerous of calls. We were very fortunate that each of those three most dangerous incidents occurred when at least two officers were available, but that was sheer good fortune that our officers had at least one backup officer available. Our officers survived those encounters, but might not have without backup.

MEMO

Financial Impact

Increase Budget by the indicated amounts in the individual request spreadsheets.

Captain: \$116,272

Administrative Assistant II: \$73,075

2 Officers: \$93,526 x 2

Recommendation

I am recommending an addition of one Captain and one Administrative Assistant II to the Staff. This will mean 20% of each administrator's "process" work load can be given to the new Captain position and to the Administrative Assistant II position, allowing each of us to have 20% opening to our workloads, to be able to invest in the leadership needs of our people.

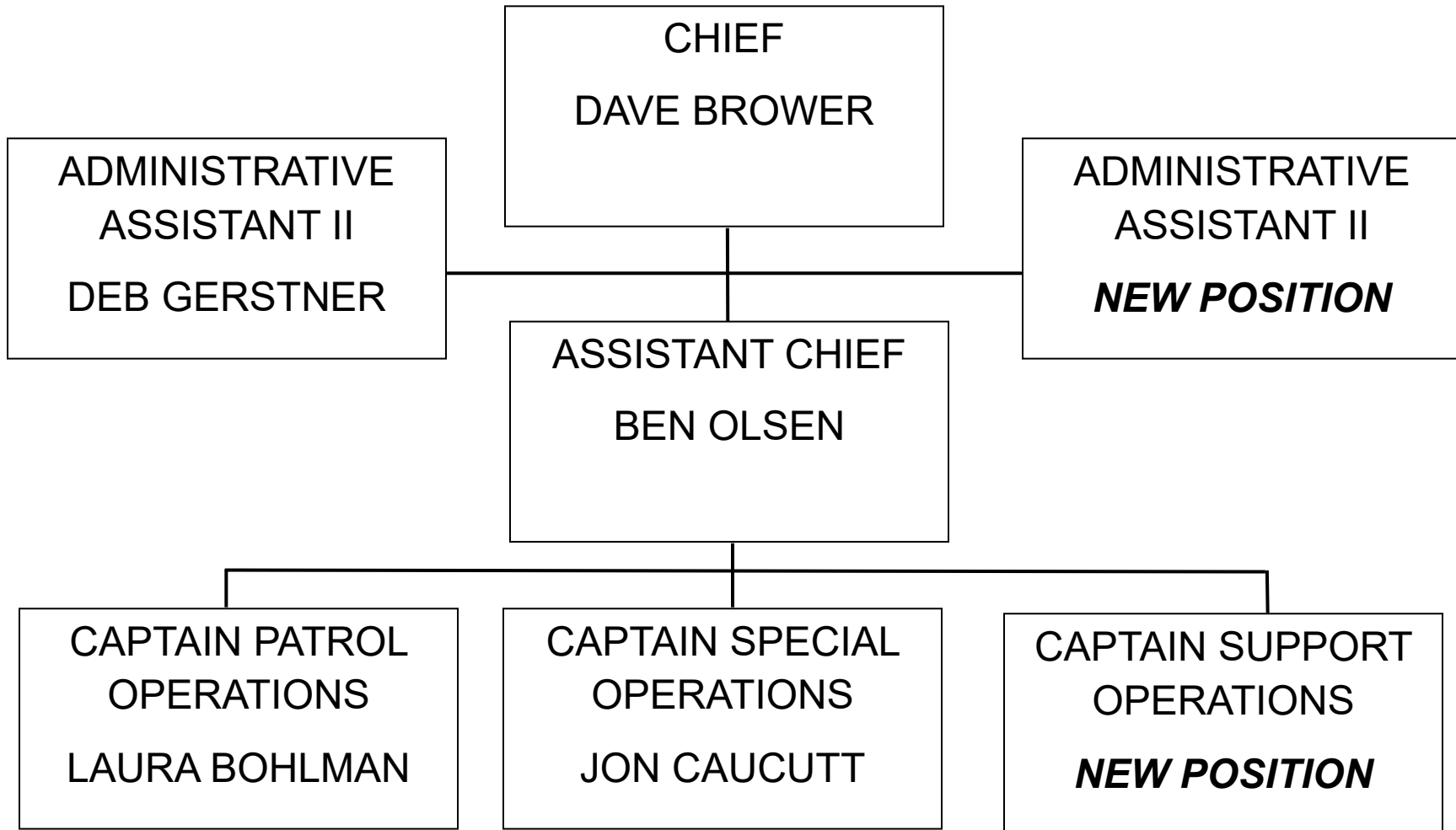
I am recommending the addition of two patrol officers this year, one for the prior 2025 budget year where it was denied due to a no-increase budget, and one for the 2026 year. If we can add an officer per year for 4 more years, we would then have two extra officers per shift, which would allow us to increase our minimums to 4 at all times, and maintain the necessary staffing to allow officers to use their time off. (We can't deny them the right to use their vacation and time off by declaring that the new minimum staffing is 4, without increasing staffing levels.)

I am preferring the addition of the Captain and the Administrative Assistant II position, if I am forced to rank my requests. The current workload on our Administrative Staffing is not sustainable, burnout is expected. But we also need to increase our patrol staffing and soon return to 4 detectives.

2026 Operational Goals

1. Works to address critical staffing areas
2. Invests in the assessment, strategic planning and maintenance of our police force
3. Maintains a safe and healthy community

WATERTOWN POLICE DEPARTMENT



City of Watertown
Department Proposal for Personnel Addition

DUE: 06/02/2025

Budget Year: **2026**
 Department: Police
 Fund / Div / Dept [xx-xx-xx]: 52-11-11

Note: TAB through cells to enter data into blue cells.

Position Title: Administrative Assistant II
 Supervised by: Chief of Police
 FT or PT: FT
 If PT, # of hours/week:
 # of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned g/s will be.

Grade: G
 Step: 1

Annual wage:	46,093	Use 2025 pay table rate
Required benefits:	6,707	
Est of ins premiums:	20,275	2025 premium rates
Compensation estimate:	73,075	

Add'l costs of hire: 1,000
 Savings due to hiring:
Total of Request: 74,075

List: Uniform Allowance, computer, peripherals
 Explain:

Rationale for Need: Explain why the position is necessary.

IBR - Incident Based Reporting - The State of WI now requires data entry (IBR) on every incident generated, which is currently a workload tasked to individual officers. The audit and submission of all of the IBR data is accomplished by all officers, and verified by one specially trained officer. This new position would take over the entry, audit, submission and verification of all of that data entry for all officers, allowing the more highly-paid officers to return to their mission of providing law enforcement services to the community. This position would also assist with the Accreditation process, which consumes much of our more highly-paid Administrator's time.

City of Watertown Position Description

Position Title	Administrative Assistant II
Department	Police Department
Division	
Pay Grade	G
Classification	Full-time
FLSA Status	Non-Exempt
Reports To	Chief of Police
Direct Reports	None
Last Updated	01/17/2025

Job Summary

The Administrative Assistant II is responsible for performing general and specific administrative and operational support functions which require a range of skills and a knowledge of organizational policies and procedures. The Administrative Assistant II works with minimal supervision and often, but not always, serves as a resource or lead worker for other office staff.

Essential Functions and Responsibilities

The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully with or without reasonable accommodation to be qualified for the position. Other duties may be required and assigned.

Administrative Work:

- Point of contact for the department. Maintain communication with department personnel and the general public.
 - Assist the public via telephone, email and/or in person, regarding inquiries on matters related to the department. Act as department liaison to other law enforcement agencies, city officials, department employees and the general public.
 - Resolves and/or refers to a range of administrative problems or inquiries.
 - Schedules and coordinates meetings, events, interviews, appointments, and/or other similar activities, including coordinating travel and lodging.
 - Manage the calendar for the department training room, to include scheduling meetings or appointments and assist with the needs for said meeting.
 - Perform receptionist, typing and clerical duties for the Chief of Police. Provide responsible and varied assistance to relieve the Chief of administrative detail. Handle a wide variety of projects for that office, many of a highly confidential nature.
- Engages in basic bookkeeping or accounting tasks such as:
 - Routine purchasing and requisition of materials and supplies, coordinating departmental expense reimbursements, paying outstanding invoices, billing out services for court costs, special events, police and auxiliary officer costs outside of special events, along with contracted billable hours and false alarm responses; process the return of bond payments to the proper Agencies.
 - Reconcile: department cash register, credit card statements for department credit card holders.
 - Processes and submits payroll for the Police Dept to include police officers, dispatch, support staff, crossing guards, auxiliary officers and in person translators; keeping track of benefit hours earned and used, FMLA, work comp, leaves of other nature.

- Maintain files that pertain to department fiscal management. Assist in the maintenance of the annual operational budget accounts, purchasing records, and all complex statistical data associated with this process
- Establishes, maintains, and updates files, databases, records, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports.
- Perform confidential secretarial and administrative tasks regarding personnel and disciplinary actions, internal investigations, contract strategy, grievances, and legal matters. Handling employee inquiries regarding policy, payroll, and confidential concerns.
- Administer system of employee service records, medical records, and various personnel transactions such as hiring, promotions, demotions, and terminations.
- Assists management and staff in problem solving, project planning, development and execution of stated goals and objectives Sorts, screens, reviews, and distributes incoming and outgoing mail; composes, prepares, or ensures timely responses to a variety of routine written inquiries.
- Requisitions equipment maintenance, and other services.

Supervision Exercised

None.

Minimum Education Qualifications

Education and/or Experience Requirements:

- Requires 2 years of post-high school education (e.g. Associate's Degree)
- 2+ years of relevant experience
- Post-high school education may be substituted with additional experience.

Licenses, Certifications, and Other Requirements:

None.

Minimum Knowledge, Skills, and Abilities Qualifications

In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.

- Ability to greet visitors with high interpersonal and customer service skills.
- Ability to represent the department with excellent verbal communication skills.
- Ability to multi-task and establish priorities.
- Skills in time management.
- Knowledge of office procedures and ability to use equipment.
- Ability to gather and analyze statistical data and generate reports.
- Ability to maintain calendars and schedule appointments.
- Database management skills.
- Ability to analyze and solve problems.
- Ability to lead and train staff and/or students.
- Ability to make administrative/procedural decisions and judgments.
- Ability to create, compose, and edit written materials.
- Organizing and coordinating skills.
- Knowledge of general accounting principles.

In evaluating candidates for this position, ORGANIZATION NAME may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times.
- May experience frequent periods of standing or walking.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

Work Environment

The work environment is indoors in an office setting.

EOE / ADA Statement

The City of Watertown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Watertown will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgement: _____

Date:

Print

Signature

City of Watertown
Department Proposal for Personnel Addition

DUE: 06/02/2025

Budget Year: **2026**
 Department: Police
 Fund / Div / Dept [xx-xx-xx]: 01-52-11

Note: TAB through cells to enter data into blue cells.

Position Title: Police Captain
 Supervised by: Police Chief
 FT or PT: FT
 If PT, # of hours/week:
 # of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned g/s will be.

Grade: P
 Step: 1

Annual wage:	83,803	Use 2025 pay table rate
Required benefits:	12,193	
Est of ins premiums:	20,275	2025 premium rates
Compensation estimate:	116,272	

Add'l costs of hire:	9,995
Savings due to hiring:	
Total of Request:	126,267

List: Uniform allowance, vest, handgun&holster, Taser, Boc
 Explain:

Rationale for Need: Explain why the position is necessary.

We have been making-do with the same number of administrators (4) over the past 25+ years, while the paper and computer process work has skyrocketed. This has resulted in the important work of leadership taking a back seat to the sheer volume of increased process work. Additionally, WILEAG accreditation is an item that we may have to drop if we do not obtain more personnel to assist with that lengthy process, which we really do not want to have happen. Other important work, such as policy review and updating, and yearly annual reports, has had to go unfinished. I (the Chief's position) have been working 50+ hour workweeks over the past 1.5 years in an effort to stay afloat with all of the process work, and cannot maintain this pace. We simply are at the point of needing to expand our administrative personnel to meet the increased demands of Professional Law Enforcement.

City of Watertown
Department Proposal for Personnel Addition

DUE: 06/02/2025

Budget Year: **2026**
 Department: Police
 Fund / Div / Dept [xx-xx-xx]: 01-52-11

Note: TAB through cells to enter data
 into blue cells.

Position Title: Patrol Officer
 Supervised by: Patrol Operations Sergeant
 FT or PT: FT
 If PT, # of hours/week:
 # of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned g/s will be.

Grade: Union Contract
 Step: Union Contract

Annual wage:	63,947	Use 2025 pay table rate
Required benefits:	9,304	
Est of ins premiums:	20,275	2025 premium rates
Compensation estimate:	93,526	

Add'l costs of hire: 9,995

Savings due to hiring:

Total of Request: 103,521

List: Uniform allowance, vest, handgun&holster, Taser, Box
 Explain:

Rationale for Need: Explain why the position is necessary.

We have not added personnel to our patrol team of 24 officers in over twenty years. In those two decades, the non-patrol workload duties for each officer has easily tripled, meaning our officers spend much less time conducting routine patrol, instead completing mandatory computer entry and paperwork. In those twenty years, the danger to our officers has increased significantly as well, as we deal with more serious criminal matters and people. For instance, we had NEVER had an officer involved shooting until five years ago, and we have now had three in the past five years, the most recent in 2023. In order to provide more safety to our officers in the form of available back-up, and to provide more service to our community in the form of routine patrol, I would like to increase our patrol staff by about 20% until we can afford to increase our minimum staffing from three to four (33% increase). My hope is to spread that increase over 5 years, one officer added per year, beginning in 2025. I was not able to add an officer last year because of it being a zero-increase budget year, so I am asking for two this year.

City of Watertown
Department Proposal for Personnel Addition

DUE: 06/02/2025

Budget Year: **2026**
 Department: Police
 Fund / Div / Dept [xx-xx-xx]: 01-52-11

Note: TAB through cells to enter data
 into blue cells.

Position Title: Patrol Officer
 Supervised by: Patrol Operations Sergeant
 FT or PT: FT
 If PT, # of hours/week:
 # of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned g/s will be.

Grade: Union Contract
 Step: Union Contract

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List: Uniform allowance, vest, handgun&holster, Taser, Boc
 Explain:

Total of Request: 103,521

Rationale for Need: Explain why the position is necessary.

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MEMO

Fire Department

To: Finance Committee

From: Chief Tanya Reynen

Date: 6/15/2025

Subject: Personnel Request

Background

The Watertown Fire Department (WFD) is requesting the addition of 2 positions for the 2026 budget. The primary request is for a Deputy Chief- Fire Marshal/CRR position and the second is for a Deputy Chief of EMS/Training. These positions are critical for ensuring compliance with state inspection mandates, improving EMS operations, aligning with national EMS standards, addressing longstanding administrative inefficiencies and directly supporting operational capacity and staff development in a time of rising service demand.

Rational for Deputy Chief- Fire Marshal:

- **Mandated Inspections Are Not Being Met Fully:** Wisconsin Statute §101.14 and SPS 314 require annual fire inspections for many commercial and public buildings. Despite these mandates, WFD has not consistently completed all 1700 plus initial inspections and rarely is able to conduct re-inspections due to staffing limitations and inadequate administrative systems. In 2024, over 650 Reinspection's went uncompleted. National Best practices (NFPA 1730) emphasize the importance of a dedicated fire prevention officer. Most cities of Watertown's size and risk profile employ at least one full-time fire marshal or fire inspector.
- **Inspections Without Support is a Failing System:** WFD absorbed all inspection duties from the Building Department over a decade ago but received no additional personnel to handle the workload. Meanwhile, the Building Department lost two positions. This imbalance has persisted and widened when in 2025, the Fire Department was tasked with all oversight of fire systems applications, plan review and oversight for the city, another task that has been transferred from Building and Zoning department.
- **Ensures Continuity in Fire Investigation:** This position would also serve as the department's lead fire investigator, providing essential expertise as our two current in-house investigators near retirement. Local ordinance and Wisconsin State Statute

MEMO

§165.55 requires local authorities to investigate the cause of fires, especially when arson is suspected. Without a qualified successor in place, the city risks delays in investigations and potential non-compliance. A dedicated Fire Marshal ensures these responsibilities remain in-house, timely, and legally sound.

- **The Current Part-Time Model Is Ineffective:** Relying on part-time inspectors—who often work fewer than 5 hours per pay period—has led to delays, missed re-inspections, and inconsistent communication with businesses. This model adds redundant costs, inconsistent enforcement and delayed communications with business owners. As a result, Watertown faces increased liability, weaker fire prevention, and growing non-compliance risks. A full-time Deputy Chief – Fire Marshal is essential to ensure consistent oversight, meet state mandates, and protect public safety.
- **Supports “Community Risk Reduction” Strategy**
The Fire Marshal position is not just about inspections and investigations—they also manage fire and life safety across the city. With this position, WFD can improve and coordinate a community risk reduction program to:
 - Improve inspection compliance,
 - Monitor trends and hazards across occupancies.
 - Increase department presence and education provided to citizens
 - Manage complex plans (e.g., suppression systems and alarm applications),
 - Protect vulnerable populations (schools, senior housing, etc.).

Rational for Deputy Chief- EMS/Training:

- **Call Volume Heavy, Experience Light:** Over 80% of WFD’s emergency responses are EMS related. Many of our paramedics are early in their careers, some just completing initial paramedic licensure or entering school. Without strong, consistent leadership and hands-on training from a dedicated EMS officer, both patient care and staff development are at risk. A Deputy Chief of EMS would ensure our teams are properly mentored, evaluated, and equipped to deliver high-quality care safely and consistently.
- **EMS Service Director Oversight Is a Mandated Function:** The Deputy Chief would serve as the department’s EMS Service Director, a position mandated under Wisconsin DHS 110, ensuring compliance with state licensure, training, QA/QI processes, and relationships with medical control. Currently, this responsibility is inappropriately held by the Fire Chief with multiple tasks delegated to multiple employees, leading to operational and compliance risk.

MEMO

- **Quality Assurance & Training Deficits Impact Outcomes:** This position would oversee both Fire and EMS Training for the department. Current EMS quality assurance and paramedic training are lacking structure and consistency. Paramedics require **60+ hours** of licensed, documented training every cycle. Firefighting staff each require **165+ hours** of documented training annually. Currently there is very little oversight of EMS education for each member. A full-time Deputy Chief would improve training quality, effectiveness and oversight by ensuring training plans are followed and conducted consistently across crews as well as having customizing instruction to Watertown-specific needs.
- **Department Efficiency and Staff Retention at Risk:** Without the infrastructure to support training, professional development, and QA, we risk the continued loss of talent to surrounding departments that offer more structured development. Incoming staff are excited to train, utilize the new training tower and continue growing professionally, without supporting them we risk losing them to other organizations who can, and risk less efficient response for our residents.
- **Maximizing Our New Class A Training Tower Requires Oversight**
Watertown's new Class A training tower presents a valuable opportunity to support regional fire training and strengthen relationships with neighboring communities. However, coordinating external department use, ensuring safety standards, and managing scheduling and liability requires dedicated administrative oversight. Without proper support—such as a Deputy Chief for EMS/Training—this opportunity becomes a burden, increasing overtime, risk exposure, and operational strain on existing staff.

Budget Goal

Financial Impact

Based on the 2026 budget projection, the full cost of the **Deputy Chief – Fire Marshal** position is: **\$121,110** and the cost for the Deputy Chief of EMS/Training totals **\$134,709**.

However, the investment in these positions mitigates significantly higher long-term costs:

- **Reduces Overtime & Third-Party Training Costs:** Eliminates or reduces reliance on outside training vendors and associated overtime costs, which can exceed this position's salary over time.
- **Improves Audit Outcomes:** Structured training and QA programs improve scores in Insurance Services Office (ISO) and 2% Dues audits, which directly impact city insurance

MEMO

ratings and funding levels. Federal funding applying for Medicare reimbursement for EMS and GEMT programs can supplement city finances.

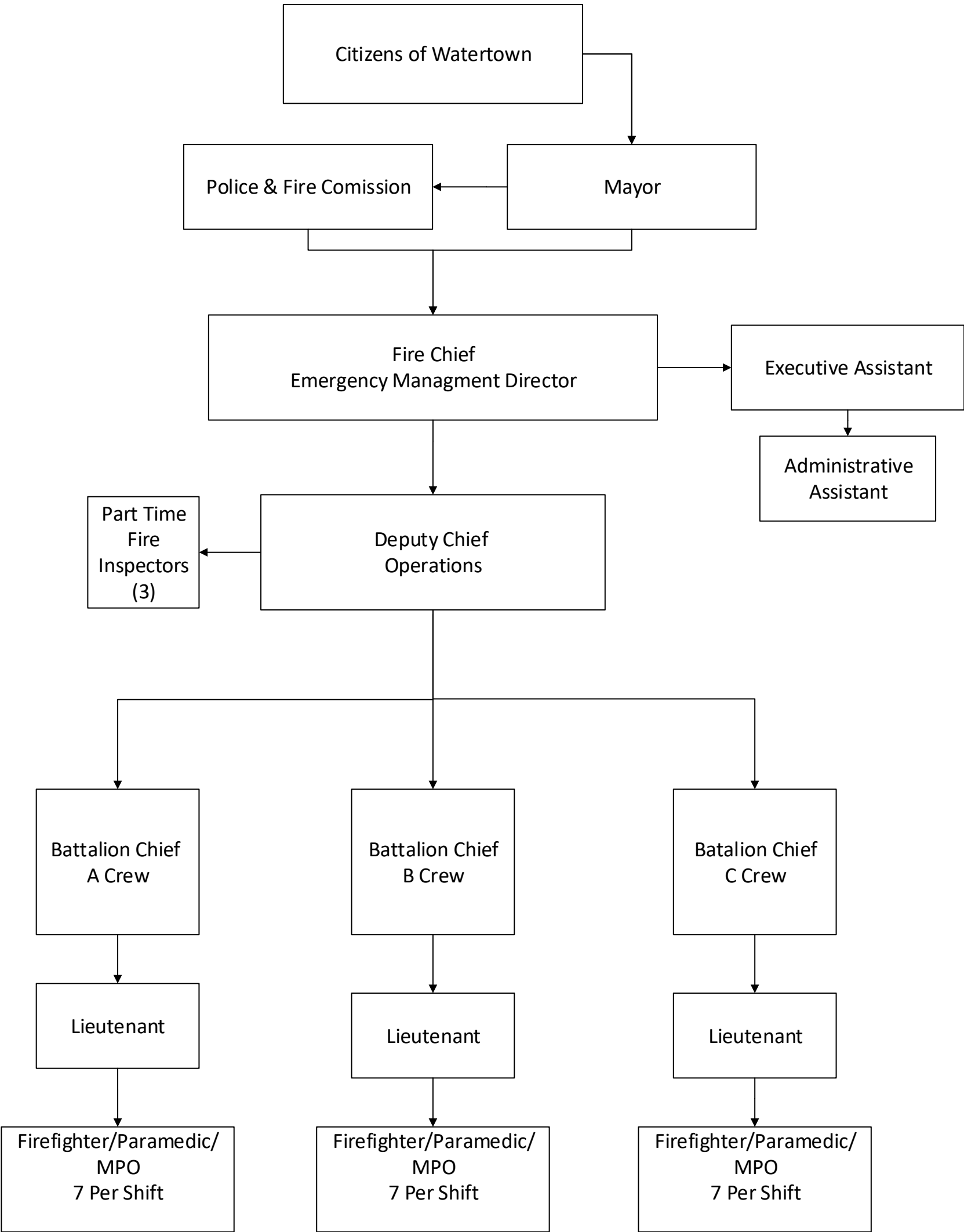
- **Enables Revenue Opportunities via Hosted Training:** Watertown's infrastructure is in place, now it must be staffed. The city has made an investment in our station, without staffing these investments are underleveraged. With our new station and a full-time training officer, WFD can host training courses for surrounding communities, bringing in cost recovery revenue and recognition of Watertown.

Recommendation

The Fire Department recommends funding **both Deputy Chief positions** to enhance operational capacity and position the department for future growth. However, if the finance committee is faced with cutting position requests, we recommend prioritizing the **Deputy Chief – Fire Marshal** role, as it is most critical to maintaining compliance, supporting proactive risk reduction, and sustaining essential prevention efforts.

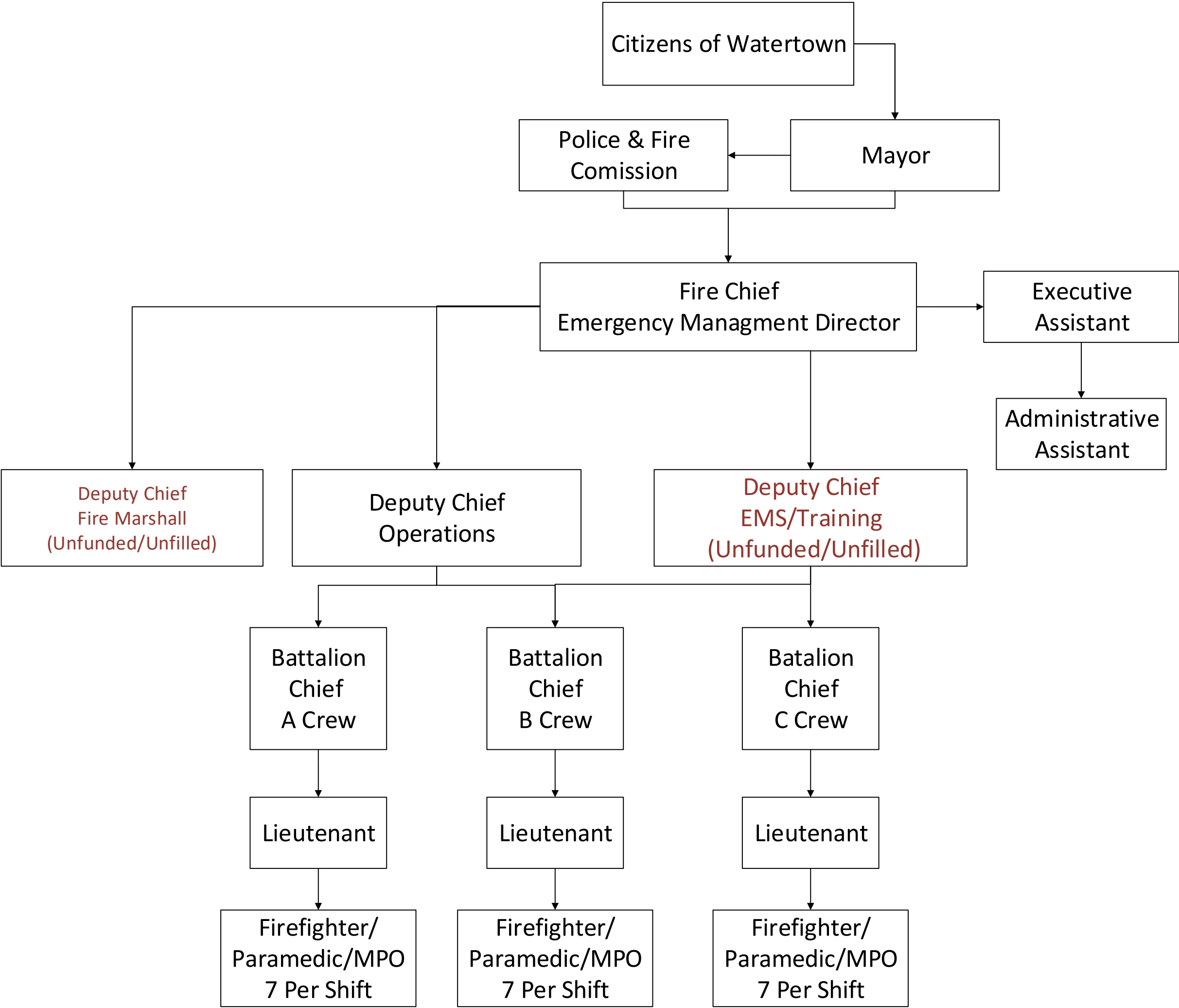


City of Watertown Fire Department Organizational Chart





City of Watertown Fire Department Organizational Chart



City of Watertown
Department Proposal for Personnel Addition

DUE: 06/02/2025

Budget Year: **2026**
 Department: Fire
 Fund / Div / Dept [xx-xx-xx]: 01-52-31

Note: TAB through cells to enter data
 into blue cells.

Position Title: Deputy Chief EMS & Training
 Supervised by: Fire Chief
 FT or PT: FT
 If PT, # of hours/week:
 # of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned g/s will be.

Grade: Q
 Step: 4

Annual wage:	95,534	Use 2025 pay table rate
Required benefits:	13,900	
Est of ins premiums:	20,275	2025 premium rates
Compensation estimate:	129,709	

Add'l costs of hire: 5,000
 Savings due to hiring:

List: Computer, phone, uniform, testing for hiring process
 Explain: none, this is enhancing our department

Total of Request: 134,709

Rationale for Need: Explain why the position is necessary.

The Fire Department responds to a high volume of EMS calls, many handled by newer paramedics and EMTs. Currently the Fire Chief is fulfilling the legally mandated EMS Service Director role, which includes oversight of EMS Protocols, compliance, licensure, training and coordination with state agencies and hospitals. This position would oversee funding opportunities through Medicare and Ground Emergency Medical Transport (GEMT) program. This dual role structure is no longer sustainable and is already impacting training, compliance and oversight on quality of care. Funding this position is essential to: Provide leadership for EMS operations and quality assurance, ensure compliance, strengthen hands on training and development of staff, support employee retention and improved patient outcomes and reduce risk and liability for the city. This is not an expansion to just have another person, it is a critical investment to stabilize and sustain a revenue generating and highly used emergency service in the city.

CITY OF
WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principal duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

Title: Deputy Chief EMS & Training

Department: Fire

FLSA Status: Exempt

Date: June 6, 2025

General Summary:

This is an administrative and management position whose duties involve assisting in the planning, organization, and direction of fire and EMS operations within the Watertown Fire Department. Assignments are broad in nature and afford the exercise of independent judgment in relation to assisting in the administration and coordination of department operations, and for general direction and participation in fire and EMS operations. This position is responsible for the planning, coordination, documentation, and oversight of Fire Department training programs and EMS operations to ensure compliance with local, state, and national standards.

Reporting Responsibility:

Under the general direction of the Fire Chief, the Deputy Chief is responsible for routine technical and confidential administrative tasks which require the exercise of independent judgment, initiative, and discretion based on established policy and procedure. Works with minimal supervision to complete routine assignments; special or unusual tasks may require closer oversight. Work is reviewed through periodic performance reports, observation of results achieved, and one-on-one conferences. In absence of Fire Chief, may assume role of acting Fire Chief.

Specific Accountabilities:

- Participates in staff meetings as required and makes suggestions and recommendations on the attainment of the goals and objectives of the Department by continually evaluating best practices to refine, revise, enhance, improve and update training programs and related content.
- In coordination with shift officers, develop, coordinate, implement and maintain a department-wide training program which will effectively and efficiently attain the departments goals and objectives using accepted standards, teaching materials, apparatus, tools, equipment.
- Ensure compliance with state and federal regulations, national standards and best practices such as (but not limited to) OSHA, ISO, NFPA, DSPS, DHS and the City’s Insurance carrier.
- Develop lesson plans, outlines and JPR’s in accordance with set standard operating procedures and policies for Fire and EMS.
- Select and oversee department instructional staff that assist with meeting departmental policies and training goals.
- Oversees Fire and EMS training documentation, maintains electronic training records, and prepares training performance reports as requested.
- Responsible to oversee and maintain the EMS operational plan & EMS protocols.
- Develops and implements department continuous quality improvement (CQI) program by reviewing and analyzing EMS effectiveness, system trends and needs, to ensure EMS system excellence. Continuously

analyzes deployment of EMS resources and makes recommendations for any system modifications to enhance response.

9. Serves as the department's EMS Service Director and is responsible for maintaining ambulance licensure, DEA compliance, and coordination with medical control, state, and local partners.
10. Serves as the department's Infection Control Officer and Health and Safety Officer.
11. Utilize and maintain Training Facility and survey's potential locations for training in accordance with NFPA 1403 & NFPA 1402
12. Plan, develop and oversee probationary member training and evaluations.
13. Develop and manage tasks books for probationary firefighter/EMT/Paramedics, Driver Operators, Lieutenant and Battalion Chief positions.
14. Promotes positive department image through positive public personal conduct
15. Acts as an alternate to the fire chief to any city meeting that requires presence
16. Assists in planning, organizing, and directing the overall operation of the department
17. Monitors and evaluates section expenditures which includes recommendation of budget expenditures, evaluating past fiscal spending and anticipating future spending.
18. Research and identify grant opportunities in Fire and EMS and be able to persuasively communicate the Watertown Fire Department's mission in developing, writing and submitting grand proposals to third-party entities.
19. Attends training and meetings to remain current on fire suppression, rescue methods, leadership, management, and EMS skills.
20. Responds to large incidents to assist with emergency response hazard mitigation or function as part of EOC staff.
21. Model honesty, integrity, and adherence to departmental policies and core values.
22. Perform other work duties as assigned

Required Knowledge, Skills and Abilities:

Knowledge in:

- Firefighting, rescue techniques, fire prevention, and emergency medical services methods, techniques, and practices
- Computer applications involving word processing, data entry, and /or standard report generation
- Regulations, ordinances, and laws regarding a firefighting/emergency medical services

Skills in:

- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, often in situations which may be stressful
- Maintaining safety precautions in performance of work
- Preparing and composing reports and records on activities performed
- Demonstrate productive leadership
- Proficient in using computers and relevant software applications

Ability to:

- Sustain physical effort involving performance of duties in situations of personal danger with exposure to all types of weather conditions and heights.
- Carry equipment with weights up to 50 pounds, traversing a variety of surfaces and elevations and being able to, sit, stoop, crawl, bend, climb, and twist while performing the essential functions of this job.
- Maintain Paramedic license, as it is a condition of employment
- Ability to set and meet productivity goals, complete time-critical projects and manage multiple tasks with varying beginning and end dates.
- Ability to maintain confidentiality.
- Ability to work independently with little or no supervision.
- Ability to use problem-solving skills to successfully resolve issues or problems.
- Ability to establish and maintain effective working relationships with internal and external

stakeholders.

- Establish and maintain effective working relationships with those contacted in the course of work
- Ability to use reasoning in performing functions such as supervising, managing, leading, instructing, directing, and delegating.
- Ability to exercise judgement, decisiveness and creativity required in situations information the evaluation of information.
- Ability to communicate in English, clearly, concisely, professionally, and effectively both orally and in writing.
- Ability to use discretion and good judgement in situations not covered by policy or previous practice.
- Demonstrate effective time management

Physical and Working Environment

- Prolonged periods of sitting at a desk and working on a computer.
- May experience periods of standing, walking, stooping, kneeling, crouching, and lifting.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Must be able to operate a vehicle and fire suppression and medical response equipment and tools.

Varied work environment encompassing office settings, outdoor work in occasionally poor weather conditions, hazardous traffic areas, in and around structures that may be hazardous and/or unstable and under unfavorable or unsanitary conditions with may include biohazards, air and blood-borne pathogens. Capable of climbing stairs, climbing ladders and maneuvering over obstacles that may be found in the path of travel.

Moderate exposure to environmental conditions on scene or training grounds that impact physical comfort such as poor ventilation and temperature extremes. Requires use of extensive or specialized clothing and/or personal protective equipment such as a respirator or self-contained breathing apparatus. Protective clothing may be subject to wear and damage during operations.

Ability to work under conditions with significant and frequent exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, potential violence, noise, vibrations, machinery, electrical current, explosives, wetness, disease and/or dust, may cause discomfort and where there is a risk of injury.

Regular and continuous physical demands and continuous mental and visual attention to work environment.

Education and Experience Requirements

This position requires at least ten (10) years of experience in fire prevention, suppression, or Emergency Medical Services, including a minimum of (5) years in a supervisory role. A bachelor's degree in a related field or in public safety/organizational management is preferred; however, a combination of relevant experience, training and education that provides the required knowledge skills and abilities may be considered in lieu of a degree. The following certifications and licenses are also required:

At time of hire:

- Wisconsin Driver's License
- Certified as an NREMT-P and/or State of Wisconsin EMT Paramedic
- Pro-board or State of Wisconsin Emergency Services Instructor 1
- Pro-board or State of Wisconsin Fire Officer I
- Pro-board or State of Wisconsin Firefighter II
- Pro-board or State of Wisconsin Driver Operator
- National Incident Management System (NIMS) Incident Command System (ICS) 700, 800

100, 200, 300, 400

Within 12 months of hire or as determined by Fire Chief:

- State of Wisconsin Emergency Services Instructor 2
- Pro-board or State of Wisconsin Fire Officer 2
- Designation of Chief EMS Officer or Chief Training Officer through CPSE (Within 3 years of appointment.)

Acknowledgement

The City of Watertown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Watertown will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signatures:

Employee: _____

Date: _____

Department Head: _____

Date: _____

City of Watertown
Department Proposal for Personnel Addition

DUE: 06/02/2025

Budget Year: **2026**
 Department: Fire Dept
 Fund / Div / Dept [xx-xx-xx]: 01-52-31

Note: TAB through cells to enter data into blue cells.

Position Title: Deputy Chief-Fire Marshal / Community Risk Reduction Specialist
 Supervised by: Fire Chief
 FT or PT: FT
 If PT, # of hours/week:
 # of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned g/s will be.

Grade: Q
 Step: 4

Annual wage:	95,534	Use 2025 pay table rate
Required benefits:	13,900	
Est of ins premiums:	20,275	2025 premium rates
Compensation estimate:	129,710	

Add'l costs of hire:	5,000	List: Computer, Uniforms, testing for hiring process
Savings due to hiring:	13,600	Explain: \$10,000 from 2% dues and if Union Contract happens, can eliminate the 6 shift inspector premiums for \$3600
Total of Request:	121,110	

Rationale for Need: Explain why the position is necessary.

This is the second year we have requested a dedicated Full Time inspector. The departments inspection and community risk reduction program has been undersupported since receiving inspections from Building/Safety/Zoning over a decade ago. The Fire Department manages over 1,700 inspectable properties annually. In 2024, the department assumed full responsibility for fire protection system reviews without added staffing, creating critical gaps in reinspections, follow-ups, and code enforcement. Establishing a Deputy Chief Fire Marshal is essential to ensure consistent inspections, lead fire investigations, manage Community Risk Reduction programs, and provide expert oversight of fire safety and prevention efforts. This proactive role supports public safety, code compliance, and responsible community development for the citizens of Watertown.

CITY OF WATERTOWN FIRE DEPARTMENT

POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principal duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Fire Department. The Fire Department retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: January 20, 2025

Title: Deputy Chief Fire Marshal / Community Risk Reduction Specialist

Department: Fire **FLSA Status:** Exempt

General Summary:

This is an administrative position whose duties focus on managing and conducting fire inspections, site plan reviews, fire investigations and coordinating fire prevention activities for the department. The Fire Marshal oversees and conducts fire safety inspections, prepares reports and correspondence, maintains inspection records, and participates in legal proceedings. Prepare correspondence and inspection reports, maintenance of records, and participates in legal proceedings. Research adopted fire code and other administrative law to determine compliance. Conduct fire investigations to determine origin and cause. Promote and coordinate public education programs. Assist fire operations division and participate in emergency services activities. Instruct other department personnel in fire inspection duties.

Reporting Responsibility:

Under the general direction of the Fire Chief, the Fire Marshal is responsible for routine technical and confidential administrative tasks which require the exercise of independent judgment, initiative, and discretion based on established policy and procedure. Works with minimal supervision to complete routine assignments. Special or unusual assignments may require closer oversight. Work is reviewed through periodic performance reports, observation of results achieved, and one-on-one conferences. In absence of Fire Chief, may assume role of acting Fire Chief.

Specific Accountabilities:

1. Participates in staff meetings as required and makes suggestions and recommendations on the attainment of the goals and objectives of the Department by continually evaluating best practices to refine, revise, enhance, improve and update training programs and related content.
2. Determine the operational readiness of existing fixed fire suppression and fire detection and alarm systems. Determine the operational readiness of existing portable fire extinguishers. Recognize hazardous conditions involving equipment, processes, and operations. Identify deficiencies and notify appropriate party.
3. Report and record violations observed during inspections, identify, and notify those responsible for corrective measures and conduct follow-up inspections. Preparation of inspection reports for submission to various authorities in accordance with departmental and City policies and procedures.
4. Schedules and supervises department fire inspectors in annual fire inspections, completes annual fire inspections as necessary for compliance.
5. Develops, maintains and evaluates the fire inspection record-keeping system. Must maintain

- compliance for Wi State 2% dues program.
6. Inspect new and existing structures for code compliance, including storage and handling of flammable, combustible, explosive and hazardous materials, and ensure city and state code and ordinances are followed.
 7. Observes or reviews annual testing of fire protection systems and alarms and act on deficiencies.
 8. Performs basic level sprinkler and fire protection plan review and witness testing. Acts on findings. Receives and processes Fire Protection System applications through the city.
 9. Reviews Site Plan applications, provides essential feedback at necessary city meetings.
 10. Inspect emergency access for an existing site to ensure accessibility for emergency responders.
 11. Interact and work closely with other City personnel who perform inspection, code enforcement and planning services. Inform the appropriate agency of non-fire code violations discovered during fire inspections.
 12. Reviews and approves special events permit applications and conducts inspections and maintains records as required, while maintaining appropriate communication with other divisions or the chief as needed or required.
 13. Receives, investigates, and determines appropriate response to citizen complaints against the Fire Inspection program.
 14. Visits building sites periodically throughout the construction or remodeling phases to ensure work is progressing in a fire safe manner and in accordance with approved plans and specifications, investigates complaints regarding construction and maintains records of inspections.
 15. Supervise and evaluate personnel assigned in accordance with departmental and City policies and procedures.
 16. Conduct fire investigations to determine cause and origin. Work cooperatively with or assist law enforcement agencies in fire investigations.
 17. Develop and maintain the department pre-incident building plan program. Identify emergency tactics and procedures to be integrated for pre-existing and new construction properties.
 18. Assist in the planning and supervision of fire drills in schools, hospitals, nursing homes, public buildings, etc. Verify emergency planning and preparedness measures are in place.
 19. Develops, plans, and manages the scheduling of fire safety programs to civic groups, educational groups, private and public institutions. Ensuring department members participate in a positive manner.
 20. Coordinate and oversee Community Risk Reduction initiatives such as Knox Box etc.
 21. Attends training, seminars and/or conferences related to fire inspection, fire investigation and fire prevention education to meet current standards and best practices.
 22. Responds to large incidents to assist with emergency response hazard mitigation or function as part of EOC staff.
 23. Model honesty, integrity, and adherence to departmental policies and core values.
 24. Perform related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge in:

- Firefighting, rescue techniques, fire prevention, and emergency medical services methods, techniques, and practices
- Building construction, fire inspection and fire investigation techniques and regulations
- Knowledge of business letter writing, basic report preparation and principles and procedures of record keeping

Skills in:

- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, often in situations which may be stressful

- Maintaining safety precautions in performance of work
- Preparing and composing reports and records on activities performed
- Demonstrate productive leadership and team management.
- Proficient in using computers and relevant software applications

Ability to:

- Ability to utilize computer software applications pertinent to the job and learn and apply new technology as required.
- Ability to wear respirators to include Self-Contained Breathing Apparatus.
- Ability to use reasoning in performing functions such as supervising, managing, leading, instructing, directing, and delegating.
- Ability to set and meet productivity goals, complete time-critical projects and manage multiple tasks with varying beginning and end dates.
- Ability to maintain confidentiality.
- Ability to prepare clear and accurate reports.
- Ability to work independently with little or no supervision.
- Ability to use problem-solving skills to successfully resolve issues or problems.
- Ability to establish and maintain effective working relationships with internal and external stakeholders.
- Ability to reference fire prevention materials such as inspection records, Wisconsin Administrative Codes and state statutes, municipal ordinances, investigative manuals, guides, NFPA materials and educational curricula.
- Ability to understand, interpret and apply documents such as operating instructions, policies, procedures, codes, state statutes, adopted ordinances and safety rules.
- Ability to exercise judgement, decisiveness and creativity required in situations information the evaluation of information.
- Ability to communicate in English, clearly, concisely, professionally, and effectively both orally and in writing.
- Ability to use discretion and good judgement in situations not covered by policy or previous practice.
- Demonstrate effective time management
- Ability to research and apply best practices specific to fire prevention and inspections, including the National Incident Management System (NIMS) and the ability to apply concepts appropriately.

Physical and Working Environment

- Prolonged periods of sitting at a desk and working on a computer.
- Occasionally requires lifting, pushing, or pulling up to 100 pounds during an investigation.
- May experience frequent periods of standing, walking, stooping, kneeling, crouching, and lifting.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Must be able to operate a vehicle and fire suppression and medical response equipment and tools.

Varied work environment encompassing office settings, outdoor work in occasionally poor weather conditions, hazardous traffic areas, in and around structures that may be hazardous and/or unstable and under unfavorable or unsanitary conditions which may include biohazards, air and blood-borne pathogens. Capable of climbing stairs, climbing ladders and maneuvering over obstacles that may be found in the path of travel.

Moderate exposure to environmental conditions on scene or training grounds that impact physical comfort such as poor ventilation and temperature extremes. Requires use of extensive or specialized clothing and/or personal protective equipment such as a respirator or self-contained breathing apparatus. Damage to clothing is possible.

Ability to work under conditions with significant and frequent exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, potential violence, noise, vibrations, machinery, electrical current, explosives, wetness, disease and/or dust, may cause discomfort and where there is a risk of injury.

Regular and continuous physical demands and continuous mental and visual attention to work environment. May require lifting, bending, twisting, climbing, balancing, stooping, kneeling, crouching and/or crawling, turning, and use of power equipment.

Education and Experience Requirements

This position requires at least ten (10) years of experience in fire prevention, suppression, investigation or building plan review including a minimum of (5) years in a supervisory or leadership role. A bachelor's degree in related fields or management is preferred; however, a combination of relevant experience, training and education that provides the required knowledge skills and abilities may be considered in lieu of a degree. The following certifications and licenses are also required:

At time of hire:

- Wisconsin Driver's License
- Pro-board or State of Wisconsin Fire Inspector I Certification
- Pro-board or State of Wisconsin Fire Officer I Certification
- Pro-board or State of Wisconsin Firefighter II Certification
- National Incident Management System (NIMS) Incident Command System (ICS) 700, 800, 100, 200, 300, 400

Within 24 months of hire or as determined by Fire Chief:

- International Association of Arson Investigators Certified Fire Investigation Technician
- DSPS UDC HVAC Inspection Certification
- DSPS Fire Detection, Prevention and Suppression Inspector License
- Youth Fire setter Intervention and Prevention Specialist
- Hazardous Materials Technician Certification
- Commercial Building Inspector (within 3 years if appointment)
- State of Wisconsin Emergency Medical Technician-Basic or Paramedic license (Preferred)

Acknowledgement

The City of Watertown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Watertown will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signatures:

Employee: _____

Date: _____

Department Head: _____

Date: _____

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Kristine Butteris, Director of Parks, Recreation, and Forestry

Date: 6/19/2025

Subject: Parks and Open Spaces Plan

Background

As we move forward with growth in Watertown, we will be expanding our parks division by three new parks in the next few years. This increase parks throughout the city will require additional staff needs as it means more trees to plant and/or maintain, total acreage to maintain as well as increase in programming as we grow our programs for our growing community.

We are looking for additional staff in three different divisions of the Parks, Recreation, and Forestry Department.

One additional Arborist –

- With the addition of subdivisions and parks land, we will need an additional arborist to assist with tree maintenance in these new areas and around the City including:
 - o Could implement sectional pruning. We are currently behind in our street and sidewalk clearance pruning as well as structural pruning because we have to wait for available park staff.
 - o Safety of the Forestry Division while on site. An additional arborist will allow for a safer approach as they will be certified.
 - Ability to have an additional bucket truck operator.
 - Ability to climb trees and aerial rescues.
 - Knowledge of storm damage clean up and removals.
 - Electrical hazard awareness.
 - Assist with chainsaw, roping, rigging, and felling trees.
 - o We will be expanding our urban tree canopy as well as park lands which will add to our plantings and removals season.
- Could be used as park laborer.
- This position would not need to be outsourced as it is a current position with the City.

Two new part-time permanent Program Supervisors –

MEMO

- On-site lead for individual programs to ensure daily operations run smoothly
- Provides supervision and coaching during programs, tracks attendance and reports back to Recreation Manager.
- Organizes equipment for specific programs and transports for daily use.
- These positions would also be split between Recreation, Aquatics, and Events to ensure assistance where needed.
- This position needs to be reviewed as it is a new position.

One additional Park Worker –

- As more parks are created within the City, we will need additional parks workers to assistance with maintenance of park and city properties including:
 - o General landscape maintenance – plantings, weeding, mulching, hydro mulching, turf installation
 - o Mowing and trimming
 - o Chipping walking paths
 - o Additional projects for new and existing facilities – bench placement, shelter construction, concrete pours, playground repair, vandalism repair, aging facility repair.
- According to the 2019 National Parks and Recreation Association average employees per acres of parks, we are currently five employees below the national average.
- Areas that would be addressed with this position: weeding, mulching, bench/picnic table replacement, playground repair and maintenance, field maintenance weed control.
- This position would not need to be outsourced as it is a current position with the City.

Budget Goal

1. Invests in the strategic planning and maintenance of our city buildings
2. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
3. Supports employee retention and growth, while also evaluating operations and the associated staffing
4. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities
5. Maintains a safe and healthy community, with an eye toward future needs and trends

Financial Impact

There will be financial impact as these are all either new or additional positions.

MEMO

Recommendation

My recommendation would be to consider approval of an additional Arborist in the 2026 budget. This position could be used in parks as needed and would help with the additional park land maintenance and development.

If a full-time position is not possible in 2026, I would like to suggest adding two permanent part-time program supervisor positions so that we can maintain and grow our current programs as well as program the new park space for the 2026 season.

I would also like to recommend the addition of a full-time parks worker in 2028 to assist with the growth of the department as stated above.

Motion #1: Approve the addition of a 2nd Arborist position in the 2026 budget following two permanent part-time program supervisor positions in 2027 and a Parks Worker position in 2028.

Motion #2: Approve the addition of two permanent part-time program supervisor positions in the 2026 budget and look to add a second Arborist position in 2027 followed by a Parks Worker position in 2028.

City of Watertown
Department Proposal for Personnel Addition

DUE: 06/02/2025

Budget Year: **2026** Note: TAB through cells to enter data into blue cells.
 Department: Parks, Recreation, and Forestry
 Fund / Div / Dept [xx-xx-xx]: 01-55-21
 Position Title: Program Supervisor
 Supervised by: Recreation Manager
 FT or PT: PT
 If PT, # of hours/week: 20
 # of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned g/s will be.

Grade: F
 Step: 1

Annual wage:	20,946	Use 2025 pay table rate
Required benefits:	3,048	
Est of ins premiums:	-	2025 premium rates
Compensation estimate:	23,993	
Add'l costs of hire:	-	List:
Savings due to hiring:	-	Explain:
Total of Request:	23,993	

Rationale for Need: Explain why the position is necessary.

We need support assistance for our programs throughout the department. Our four managers are running, prepping, scheduling for programs and most often working those programs. We are adding programs to meet the needs of the community which leaves for many flex hours. An additional PT permanent position to assist with the department's four program managers with set up and prep as well as running programs and events would allow the managers to more efficiently check in on other programs and prep for future seasons. We would like to add a full time position but will start with a PT position or looking at two PT positions to be split between Recreation, Aquatics, Enrichment and Events. This position would also be able to assist with office registrations and park rentals.

Separation of Duties:

Recreation Program Manager vs. Program Supervisor

This document outlines the distinction between the existing Recreation Program Manager position and the proposed Recreation Program Supervisor roles. The goal is to ensure strategic clarity while providing operational support that enhances program delivery and staff management across all areas of the Watertown Parks & Recreation Department.

Comparison of Responsibilities

Category	Recreation Program Manager	Program Supervisor
Leadership & Oversight	Leads overall strategic direction and execution of all rec programs	Acts as on-site lead for individual programs, ensuring daily operations run smoothly
Program Planning	Designs, develops, and schedules programs, aligning them with city and community goals	Contributes activity and curriculum ideas; assists with implementation, not overall program creation
Staffing	Recruits, hires, trains, and formally evaluates staff; builds the overall staff team	Provides real-time supervision and coaching; tracks attendance/performance; reports back to Program Manager
Community Engagement	Promotes programs citywide, communicates with partners and schools, speaks to media, and leads public outreach	Serves as the in-person point of contact for participants and families at events or programs
Administrative	Handles payroll, budgeting, contract coordination, and program registration systems	Maintains attendance, incident reports, supply tracking, and communicates scheduling issues to Program Manager
Facilities/Equipment	Oversees department-wide facility usage plans and capital requests	Organizes equipment for specific programs; transports and manages supplies for day-to-day use
Scheduling	Creates master staff/program schedules and manages conflicts long-term	Helps maintain program-specific staffing schedules and communicates when additional support is needed
Evaluation & Strategy	Evaluates program success, assesses community needs, and adjusts offerings accordingly	Offers program feedback based on field experience to support long-term improvements

Example Scenarios - Illustrating Division of Duties

Staffing Gaps at Youth Baseball

- **Program Supervisor:** Notices umpire absences, fills in, coaches new staff, and reports patterns.
- **Program Manager:** Adjusts hiring plans and staffing budget accordingly.

Soccer Program Curriculum

- **Program Supervisor:** Suggests updated warm-ups and recreational rule adaptations.
- **Program Manager:** Integrates suggestions into seasonal curriculum and marketing materials.

Incident During Camp

- **Program Supervisor:** Manages the situation on-site and submits documentation.
- **Program Manager:** Reviews and follows up with family, updates training protocols.

Enrichment Program Supplies

- **Program Supervisor:** Flags missing or broken supplies and updates inventory list.
- **Program Manager:** Orders replacements and updates financial records.

Program Promotion

- **Program Supervisor:** Gathers highlights and images from programs.
- **Program Manager:** Uses content for social media and reports to leadership.

Recreation Program Supervisor

Position Title: Recreation Program Supervisor

Department: Parks, Recreation, and Forestry

Reports To: Recreation Program Manager

Compensation: TBD

Position Summary:

The Program Supervisor provides year-round operational support for the Watertown Parks & Recreation Department's youth and adult programs, including sports leagues, day camps, instructional clinics, and enrichment activities. This role bridges administrative coordination with on-site program leadership, helping ensure high-quality experiences for all participants and effective staff engagement. Program Supervisors assist with curriculum planning, oversee equipment needs, support staff scheduling, and serve as the lead staff at programs across the city.

Key Responsibilities:

Program Delivery & Oversight

- Serve as the on-site lead during recreational programs and events
- Ensure smooth operations, schedule adherence, and program flow
- Fill in as needed for short-staffed roles in camps, leagues, or enrichment programs

Staff Support & Leadership

- Provide in-the-moment leadership and coaching to seasonal staff
- Support staff performance through feedback, positive reinforcement, and reporting observations to the Recreation Program Manager
- Help maintain staff coverage by tracking staff availability and shift needs

Program Planning & Development

- Collaborate on lesson plans, activities, and instructional components, particularly for youth sports and enrichment programs
- Contribute ideas to improve curriculum and ensure rules are appropriate for recreational play
- Offer input on program design to improve engagement, safety, and learning outcomes

Equipment & Logistics

- Assist with managing and organizing program equipment and supplies
- Transport equipment as needed using a city vehicle
- Ensure materials are ready and properly maintained for program use

Administrative Duties

- Maintain attendance records, incident reports, and evaluations
 - Assist with scheduling seasonal staff and reporting shortages
 - Communicate with parents and participants when on-site and elevate complex issues to the Program Manager
-

Minimum Qualifications:

- At least 18 years of age
 - Valid driver's license and ability to drive a City vehicle
 - Experience in recreation, youth programming, sports, or related fields
 - Strong organizational and communication skills
 - Demonstrated leadership abilities and comfort providing staff feedback
 - Ability to work evenings and weekends
-

Preferred Qualifications:

- Background in recreation, physical education, youth development, or related field
 - Experience with instructional coaching or curriculum planning
 - First Aid/CPR certified or ability to obtain before start date
 - Familiarity with community recreation or municipal programming
-

Work Schedule:

- Part-time permanent (year-round)
 - Evening and weekend availability required for on-site program support
 - Weekday hours as needed for planning, organization, and administrative support
-

How to Apply:

Applications available at City of Watertown HR Department or online

<https://ciwatertownwi.applicantpro.com/jobs/>

Email inquiries and questions to lschwartz@watertownwi.gov

The City of Watertown is an Equal Opportunity Employer. We encourage applications from all qualified individuals.

City of Watertown
Department Proposal for Personnel Addition

DUE: 06/02/2025

Budget Year: **2026** Note: TAB through cells to enter data into blue cells.
 Department: Parks, Recreation, and Forestry
 Fund / Div / Dept [xx-xx-xx]: 01-55-41
 Position Title: Park General Laborer
 Supervised by: Park Maintenance Supervisor
 FT or PT: FT
 If PT, # of hours/week:
 # of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned g/s will be.

Grade: F
 Step: 1

Annual wage:	41,891	Use 2025 pay table rate
Required benefits:	6,095	
Est of ins premiums:	20,275	2025 premium rates
Compensation estimate:	68,262	
Add'l costs of hire:	3,000	List: Uniform, CDL if needed
Savings due to hiring:		Explain: Hi-Vis for work, CDL for plow truck
Total of Request:	71,262	

Rationale for Need: Explain why the position is necessary.

According to the National average of staff to park land for the 2024 year, Watertown is behind five to six staff to tend to the amount of parks we have. We will also be bringing on three additional parks in the next five years which will add to an already strained work load.

City of Watertown
Department Proposal for Personnel Addition

DUE: 06/02/2025

Budget Year: **2026** Note: TAB through cells to enter data into blue cells.
 Department: Parks, Recreation, and Forestry
 Fund / Div / Dept [xx-xx-xx]: 01-56-11
 Position Title: Arborist
 Supervised by: Park Maintenance Supervisor
 FT or PT: FT
 If PT, # of hours/week:
 # of months: 12

Estimate of Add to Budget
 The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned g/s will be.

Grade: H
 Step: 1

Annual wage:	50,294	Use 2025 pay table rate
Required benefits:	7,318	
Est of ins premiums:	20,275	2025 premium rates
Compensation estimate:	77,887	

Add'l costs of hire:	3,000	List: Uniform, CDL if needed
Savings due to hiring:		Explain: Hi-Vis for work, CDL for bucket truck use
Total of Request:	80,887	

Rationale for Need: Explain why the position is necessary.

We currently run the forestry department with two staff. This is not safe as we are on site where we need someone in the bucket, one in the loader and one flagger. We often have to pull park staff to assist, leaving other park needs undone. This position would also be required to get arborist certified.

MEMO

Administration

To: Finance Committee

From: Mason Becker, Manager of Economic Development & Strategic Initiatives

Date: June 23, 2025

Subject: TIF request for The Oxbow project at 100 & 104 E Division St

Background

In May 2015, the Johnsonville Sausage factory, then located at 104 E Division St, experienced a major fire that resulted in discontinuance of operations at that facility. The company has since relocated operations to their current site at 1222 Perry Way.

The Division Street site, located along the Rock River, has since remained vacant, and a local group of investors (Cady Emerald LLC) purchased the property in June 2019 with the intent to see the site redeveloped.

North Town Partners, a real estate development group based in Sheboygan, WI, approached City staff in July 2024 looking for multifamily development opportunities in the City. After discussions, the former Johnsonville site was identified as being appropriate for their product. North Town currently has the site under contract. To date, the owners have received no other offers-to-purchase on the property. The developers are proposing to build a 68-unit multifamily project on the property. The previously reviewed GDP/PIP document is included in your packet for reference.

Much work has already occurred to move this project forward. The property has been rezoned to Central Business District (from General Business). A two-lot certified survey map (CSM) is being finalized. The City also passed a partial vacation of Cole Street, in order to accommodate the development. The Planned Unit Development overlay process, which will include the full site plan, still needs to occur.

One other piece: The City is initiating a boundary amendment for TID #8, to bring in parcel 291-0915-3343-053 (the northern part of the site). This parcel, located in Dodge County, was not originally included in TID #8. After internal discussions and consultation with Vandewalle & Associates, staff have concluded the parcel should be added to the TID to ensure full capture of the new increment that will be generated by this project.

MEMO

Staff, Vandewalle, and the developers have had numerous conversations about their financial proforma for the project, and a TIF request, which will be necessary to allow this project to occur. Vandewalle has developed three potential scenarios, which will be reviewed in the closed portion of this meeting agenda. The current PAYGO (“pay as you go”) request is lower than the initial request the developer had presented.

Budget Goal

Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities

Financial Impact

The TIF request will be discussed in closed session. Without TIF assistance, this redevelopment of currently blighted downtown riverfront property will not move forward.

Recommendation

We want to establish if there is consensus from the Finance Committee members for City staff to move forward with drafting a term sheet for this agreement, which would come back to the Finance Committee for approval. If approved, the term sheet would then lead to a final Development Agreement, which would need approval by the Finance Committee and Common Council.

PLANNED UNIT DEVELOPMENT OVERLAY

THE OXBOW – GDP & PIP NARRATIVE

A multifamily residential development in
WATERTOWN, WI



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INTRODUCTION

NORTH TOWN PARTNER'S DEVELOPMENT EXPERIENCE

North Town Partners started in the automotive business. Van Horn Automotive Group operates 18 new and used car dealerships in Wisconsin and Iowa. While the primary business was selling vehicles, getting that job done required beautiful showrooms in great locations. As the company prospered, the scope of these real estate activities grew. Somewhat unknowingly, Van Horn Automotive developed a strong property management organization.

To take advantage of these newly developed competencies, Chuck Van Horn, CEO of Van Horn Automotive Group, merged these two functions into a business unit, Van Horn Real Estate Development. Van Horn Real Estate Development was renamed to North Town Partners to reflect the business's separate focus from the automotive group.

Currently, North Town Partners' portfolio includes \$85M under management with several others under active construction & development. North Town Partners manages and operates all our communities to ensure the on-site Property Management is first-class.

North Town Partners is committed to developing INSPIRED, ENGAGED & DETAILED real estate experiences that provide value to the community. North Town Partners seeks to bring another such experience to the Watertown community with *THE OXBOW*



Figure 1: Proposed Community Logo

PROJECT NARRATIVE

Project Introduction

North Town Partners (North Town) has an agreement in place with CADY EMERALD LLC to acquire the old Johnsonville Meat Processing Plant at the intersection of E Division St. & N 2nd St with the intent to build a 68-unit luxury apartment & townhome community known as The Oxbow.

Community Overview

North Town's proposed community includes 68 homes within 3 residential buildings (2 of which share a zero-lot line). The primary buildings will be 4-story apartment buildings (14 units in the south & 51 units in the north). A smaller 3-unit, 3-story townhome building will front along 2nd Street, with an attached garage on the lower level. All buildings will be under single commercial ownership, all units are rentable as a singular multifamily community, and no unit is individually for sale.

A variety of housing types was a guiding principle of this community. 4 Studio, 32 one-bedroom, 18 two-bedroom, and 14 three-bedroom homes will be provided, as detailed in the table inset on the right. However, the Three-bedroom homes will be split amongst traditional apartment style, a hybrid townhome style unit within the apartment building, and a traditional townhome style home along 2nd street.

Type	#	%
3-Bed Townhome	9	13
Studio Apt	4	6
1-Bedroom Apt	32	47
2-Bedroom Apt	18	26
3-Bedroom Apt	5	7

PROPOSED PLANNED DEVELOPMENT DESCRIPTION

General Project Themes and Images



Figure 2: Watertown Public Library

North Town Partners has engaged Abacus Architects to bring the Oxbow project to life. After several visits to Watertown, the project team was inspired by the Public Library, which served as the foundation for the project's theme. The design aesthetic of the Oxbow will reflect clean, classic, and simplistic elegance, skillfully blending elements of historic and classical architecture with modern touches.

Along with the design inspiration, the project team also wanted to incorporate a color palette that would stand the test of time and not select a design trend that would fall out of style within a decade. Again, utilizing the library as an example, a warm neutral palette was selected along with a cream-colored masonry which appears to be the predominant masonry theme in Watertown.

Lastly, the team focused on the active open space to provide an enhanced quality of life & a sense of community that encourages community interaction with the natural and surrounding amenities. The obvious aspect of this is the activation and use of the riverfront to tie the community to the surrounding area. However, this also includes balcony and patio spaces for the units, including large rooftop patios on the tiered, endcap, hybrid townhome units. This also achieved the desired effect of stepping the building down at the periphery to better blend a higher density building into the surrounding residential areas.



Figure 3: Proposed Color Palette

Below is a rendered exterior elevation of the front of the building. Please see Exhibit A for the complete Architectural renderings and material selections of the proposed development and Exhibit B for the Site Plan.



Figure 4: Exterior Rendering

General Mix of Dwelling Unit Types and Land Uses

As mentioned in the Project narrative the general mix of dwelling types is included in the table to the right. Land use will be exclusively Multifamily Residential.

Type	#	%
3-Bed Townhome	9	13
Studio Apt	4	6
1-Bedroom Apt	32	47
2-Bedroom Apt	18	26
3-Bedroom Apt	5	7

Residential Densities

The residential density of the proposed development is described by the various intensity calculations below:

- Dwelling Units per Acre [38.9]
- Floor Area Ratio [1.44]
- Impervious Surface Area Ratio [0.62]

Natural Features

As alluded to earlier in the narrative the existing site condition is a vacant, partially paved & graveled site that generally slopes from N 2nd Street down to the Rock River. The site was the existing location of a Johnsonville meat processing plant that has since been demolished, filled in, and rough-graded to its current state. Based on Aerial Images and historical records the site was fully improved and impervious to the river except for the NW flag parcel that has since been incorporated into the property.



Figure 5: Aerial of Existing Plant



Figure 6: Current Site Conditions

All wet and dry utilities are already available and stubbed into the property given its existing use. Of note, there is a sewer line that crosses under the Rock River along the direction connecting Rock Street to Cole Street and then a lateral extends north running parallel to the river. The proposed building orientation and setback account for this sewer line to ensure no part of the building is over the sewer line and any easement.

Given the sloping topography of the site, the team is proposing a lower parking level, exposed on the west side and underground on the east side. This will allow the community to be developed with reduced impact on the overall mass grading of the site.

Lastly, it should be noted that this property is bisected by the county line separating Dodge and Jefferson counties. Additional considerations are being made to account for this demarcation as it will affect

municipal reporting, voting districts, zoning requirements, etc.

Relationship to Nearby Properties and Public Streets

The site is bounded by a mix of business & single-family homes to the north, Cole Street to the south, N 2nd Street to the east, and finally by the Rock River to the west. The table to the right notates the various setback information. To better blend the building into the surrounding residential areas, the apartment building will step down on the edges. The Townhome building will front N 2nd Street in a traditional reduced setback nature to provide that sense of urban/suburban living while still providing access to rear-loaded attached garages. A Location Map provided in Exhibit C also provides further details on the surrounding area.

Setback	Feet
North (Side-Residential)	6.4
South (Side-Street)	0
East (Front-Street)	3
West (Rear)	61.4

As part of the development process, North Town partners will seek the discontinuance of the northern half of the Cole Street ROW. Vacating this ROW will allow the community to provide additional Townhome units along N 2nd Street, increased setbacks, and better orientation of the overall property. Cole Street will serve as the primary access road to the garage opening to the lower parking level while the main entrance at the surface level will be aligned with the E Division Street extension to the property.

Cohesion to Watertown's Guiding Principles

The Oxbow will contribute to and reinforce Watertown's 2040 Vision Statement and its Overarching Plan Recommendations such as:

- Promote high-quality design in any new multi-family, mixed-use, commercial, and industrial development, traditional neighborhood development, and interconnected neighborhoods.
- Facilitate smart growth by utilizing opportunities for redevelopment throughout the city
- Focus investment downtown and along the Rock River
- Encourage redevelopment of brownfield sites

Watertown boasts impressive community assets that enhance its appeal to residential development. Located midway between Milwaukee and Madison, the city sits along the Rock River, featuring an up-and-coming downtown area and a beautiful riverwalk. The Oxbow will seek to tap into these assets and design esthetics, amenities, and connectivity around these features.

The main focus will be the Rock River. The Oxbow will be oriented to maximize views of the Rock River, both to the immediate west and the north. A sanitary sewer line running parallel to the river will inherently create a greenspace that will be activated with public-private features. A promenade, grilling stations, a fire pit, and lounge areas will not only provide great community amenities but will also provide access for sanitary line maintenance if required.

Although not located on the main downtown corridor, the Oxbow aims to enhance the overall downtown area. By redeveloping an underutilized brownfield site, the Oxbow intends to serve as a catalytic development that will draw further investment into this part of Watertown. This site is identified in various downtown planning efforts as a key area for pedestrian connectivity. North Town Partners will collaborate with the City to establish a pedestrian corridor anchor and hopes to bring the envisioned riverwalk to fruition.

According to RINKA's Downtown River Corridor Opportunity Analysis & Strategic Development Plan, respondents prioritized high-quality public amenities, investment opportunities, and walkability/connectivity. The Oxbow will address these priorities while leveraging residential density to support existing businesses. The spending power of future residents is expected to bolster local businesses and retailers, contributing to economic and employment growth. Exhibit D presents the estimated annual spending by residents of The Oxbow, showing a total estimated spending by households of around \$5,500,000.

Furthermore, housing demand is significantly driven by the need to provide accommodations for a growing population, along with a variety of housing options for a diverse community. The Oxbow offers a range of new housing options that specifically address these needs for current and future residents. With one to three-bedroom apartment units, hybrid apartment townhomes, and traditional townhome units, the proposed community will attract young professionals, provide new opportunities for current City residents, and allow residents to age and thrive in place.

Planned Development Rationale

North Town Partners respectfully requests that the City consider this development, as outlined in the accompanying information and drawings. In alignment with the City's overarching principles, North Town Partners aims to create inspired, detailed, and engaged communities that feature dynamic, community-oriented amenities. This approach is designed to enhance the area's character, foster a sense of place, and support future investments. Maximizing the overall density of the community is essential for the financial viability of the project. To ensure a high-quality, well-amenitized, and efficiently managed operation, we are seeking a minimum of 70 to 80 residential units. Achieving this density on a prioritized brownfield redevelopment site of just 1.6 acres presents challenges that conflict with standard zoning regulations. The overall impact of this project is intended to catalyze revitalization in the Downtown River Corridor and fulfill one of the City's top three priorities as outlined in the Comprehensive Plan. To accomplish this goal, North Town Partners is requesting the proposed PD zoning with requested exemptions as listed below.

Zoning Standards Comparison

Listed below are the zoning standards listed for the Central Business District and how they compare to the proposed Planned Development:

Residential Land Use Standards

Land Use Standards	Central Business (CB) Zoning	Proposed PD
Multifamily Residential	Not Permitted without a PD	Flexibility Requested
Dwelling units are allowed on the first floor.	Not Permitted without a PD	Flexibility Requested
Landscaping Regulations	See Below & Requested Flexibilities	See Below & Requested Flexibilities
Performance Standards	See Below & Requested Flexibilities	See Below & Requested Flexibilities
Signage Requirements	Flexibility Requested	Flexibility Requested
MR-10: Minimum zoning district area (13,100 sqft)	-	Meets (76,270 sqft)
MR-10: Maximum gross density (10.00 du/acre)	-	Flexibility Requested (38.9 du/acre)
MR-10: Minimum landscape surface ratio (50%)	-	Flexibility Requested (38%)
MR-10: Maximum building coverage (40%)	-	Meets (39%)
MR-10: Maximum accessory building coverage (10%)	-	Meets (4%)
MR-10: Minimum Lot Area (4,350sqft/du = 295,800 sqft)	-	Flexibility Requested (76,270 sqft)
MR-10: Minimum Lot Width (100 feet)	-	Meets (239 feet min)
MR-10: Minimum Street Frontage (50 feet)	-	Meets (50'-6" min)
MR-10: Minimum Setbacks	-	See Below & Requested Flexibilities
MR-10: Required Bufferyard	-	Flexibility Requested
MR-10: Minimum paved surface setback (3 feet from side or rear; 10 feet from street)	-	Meets (20'-8" side; 11'-7" street)

MR-10: Minimum dwelling unit separation (20 feet or 0 feet along common wall)	-	Meets (0' along common wall)
MR-10: Maximum height of dwelling unit (35 feet)	-	Meets (29'-2" townhome top of 3 rd floor)
MR-10: Maximum height of accessory structure (18 feet)	-	Flexibility Requested (~41'-6" top of townhome)
MR-10: Minimum number of off-street parking spaces (143)	-	Flexibility Requested (103)
MR-10: Minimum dwelling core dimensions: 24' x 40')	-	Flexibility Requested (18'-6" x 28'-8" min)
Regulations applicable to nonresidential uses.	-	Not Applicable

Bulk Standards

Zoning District	Minimum Lot Area (sqft)	Minimum Lot Width (ft)	Minimum Setbacks (feet)				Minimum Building Separation (feet)	Maximum Building Height (feet)
			Front / Street; Side	Rear	Side/Rear from Accessory	Pavement		
Central Business	2000	10	Maximum setback of 0 feet or block average, except per Plan Commission as a component of site design; side yard is 10 feet from residential	0/10 ¹	3/5 ²	0 ³	Maximum is 0, except per Plan Commission	50; minimum is 20, except per Plan Commission
Proposed PD	70,567	225	3 Front, 4 side (street), 10 side (residential)	64	NA	14	NA	49'-3" - 59'-3"

Notes:

- 1 Ten feet from residential districts
- 2 Accessory buildings shall be three feet from the property line, five feet from an alley
- 3 Five feet from side and rear lot lines, except where modified along district boundary by required buffer yard; see § 550-99; 10 feet from front or street line.

Regarding the parking and loading standards, it's important to note that "within the Central Business (CB) District, the parking requirements of this chapter are hereby waived" §550-107G(4). Nevertheless, the team aims to comply with the guidelines outlined in this chapter to the best of their ability. The proposed standards related to the code are listed in the table below.

Off-street Parking Layout Dimensions

Description	Parking lot design standards (90-degree parking angle) (feet)					Parking module width (feet)	
	Stall width at parking angle	Stall width parallel to aisle	Stall depth to wall	Stall length (including 1.5-foot curb overhang)	Aisle width	Wall to wall (single-loaded)	Wall to wall (double-loaded)
Code	9	9	18.5	18.5	26	44.5	63
Proposed	9	9	exceeds	19.5	24	42	60

Below are the Density and Intensity standards comparison tables for review:

Density Standards

Zoning District	Development Option	Maximum Gross Density (MGD)	Minimum Lot Area (MLA)	Minimum Zoning District Area	Minimum Landscape Surface Ratio (LSR)
Central Business	Conventional	Up to 50 du/acre per the limits of the conditional use permit	9,000 sf	9,000 sf	0%
Proposed PD	Conventional	38.9 du/acre	70,567 sf	70,567 sf	38%

Non-Residential Intensity Standards

Zoning District	Maximum Number of Floors	Minimum Landscape Surface Ratio (LSR)	Maximum Floor Area Ratio (FAR)	Minimum Lot Area (MLA)	Maximum Building Size (MBS)
Central Business	4	0%	3.00	2,000 sf	NA
Proposed PD	4+1	38%	1.44	70,567 sf	27,798 sf

Requested Flexibilities

Given the unique nature of the property and the development proposed, North Town Partners is requesting the following flexibilities listed in the table below within the Planned Development Overlay:

PD OVERLAY REQUESTED FLEXIBILITIES

Flexibility Request	Proposed
Multifamily Residential Use in CB District	Multifamily Residential
Allow 1 st Floor Residential	17 units on the first floor above lower parking level
Total Dwelling Units (Apartment Building)	(2) Apartment Buildings of 12 units or more on 2 separate lots; 14-unit building & 51-unit building (65 units total)
Total Dwelling Units (Freestanding Townhomes)	(1) 3-unit townhome building
Maximum Gross Density	38.9 du /acre
Landscaping Requirements & Minimum Landscape Surface Ratio	Landscaping per the proposed landscaping plan (38% LSR)
MR-10 Minimum Lot Area	76,270 sqft
MR-10 Minimum Setbacks	Please see the Attached Site Plan
MR-10 Required Buffer Yard	No buffer yard proposed
MR-10 Maximum Height of Accessory Structure	~41'-6" top of townhome
MR-10 Minimum Number of Off-street Parking Spaces	103 stalls
MR-10 Minimum Core Dimensions	18'-6" x 28'-8" min (Studio)
Direct Access to a residential local or collector street	The lower parking level will have direct access off of Cole St.
Off-street Driveway Widths	24'
Parking Module Widths	42' Single Loaded & 60' Double Loaded
Floor Area Ratio	1.44
Building Height	Currently ranging from 49'-3" to 59'-3"
Waterway Overlay District Setback Requirement	61.4'
Zero Lot Line	(2) MF apartment buildings with zero lot line wall
Zero Lot Line Access Points	Internal Access points between 2 zero lot line buildings (hallways on resident levels and within the parking level)
*Assuming State Variance Approval	
Fire Curtain in the parking level	Eliminate the need for an additional fire curtain in the parking level given the fire rating of the proposed floor system (spancrete)
Signage	Signage per the proposed Signage plan. Given the 2 building, 2 addresses, & 2 building entryways nature of this development, additional signage is being requested

EXHIBIT A
Architectural Renderings
&
Material Selections









WATERTOWN APARTMENTS – EXTERIOR MATERIALS



SMART SIDING
WHITE

SMART SIDING
FRENCH GRAY

EXTERIOR
METALS
BLACK

MANUFACTURED
STONE
CASA DI SASSI
BOLZANO

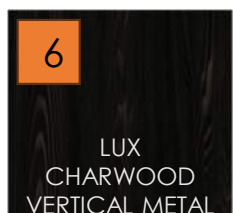
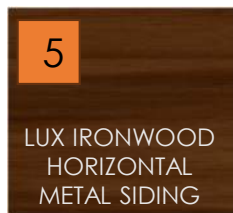
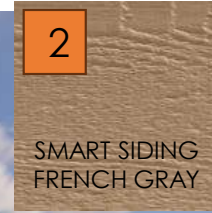
LUX IRONWOOD
HORIZONTAL
METAL SIDING

1. LUX
CHARWOOD
VERTICAL METAL
SIDING

**NORTH
TOWN**
PARTNERS

ABACUS
ARCHITECTS

WATERTOWN APARTMENTS – EXTERIOR MATERIALS



**NORTH
TOWN**
PARTNERS

ABACUS
ARCHITECTS

WATERTOWN APARTMENTS – EXTERIOR MATERIALS



WATERTOWN APARTMENTS – EXTERIOR MATERIALS



WATERTOWN APARTMENTS – EXTERIOR MATERIALS

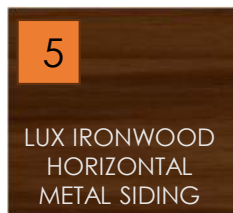
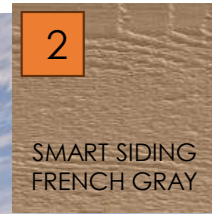
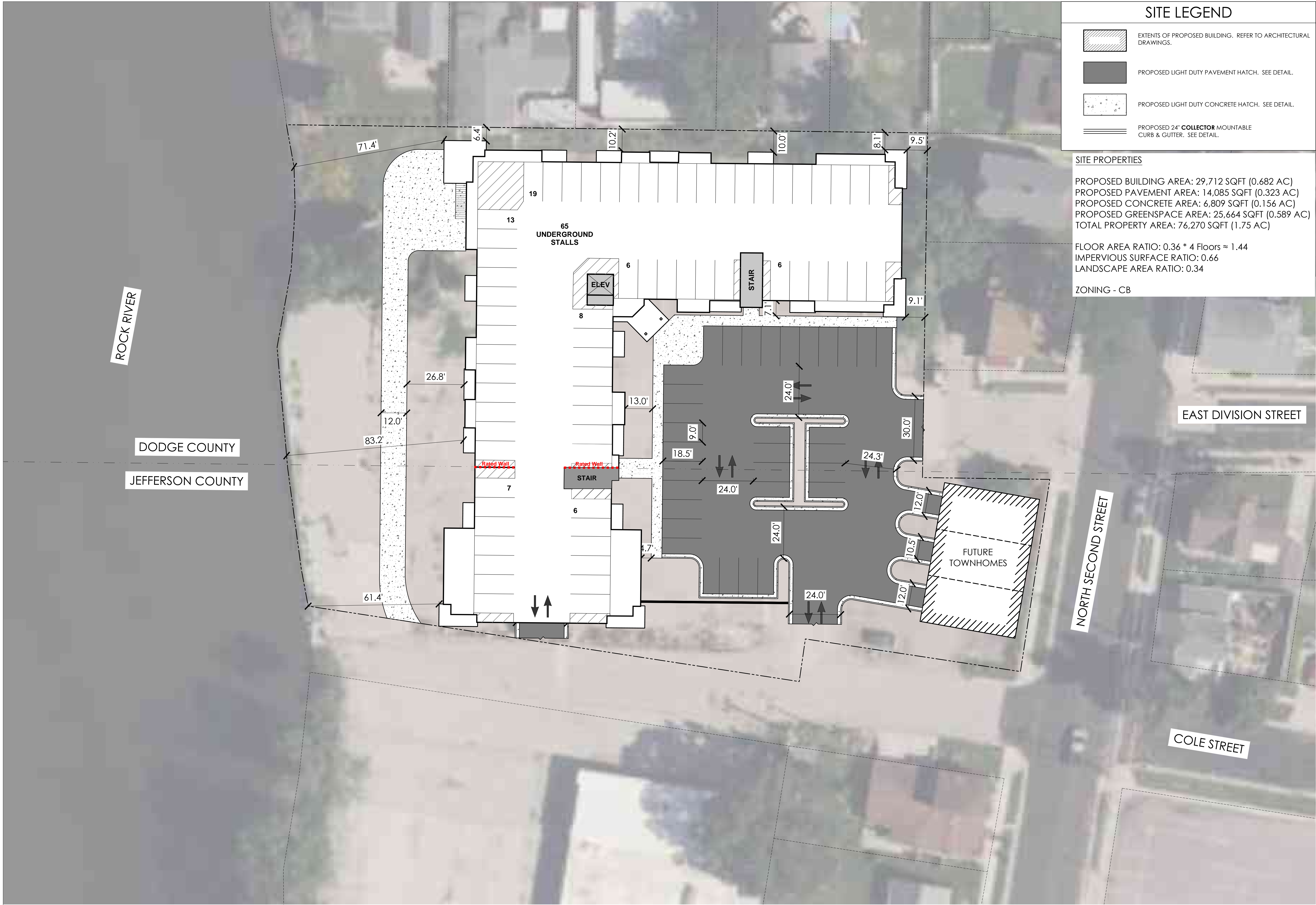


EXHIBIT B
Site Plan with Unit Layouts
&
Landscaping Plan

March 12, 2025

P:\2024-CONTRACTS\2024-171 Watertown Apartments Phase 1\Phase - 2\Construction Documents\3 Site\2024-171 - Base.dwg



SITE LEGEND

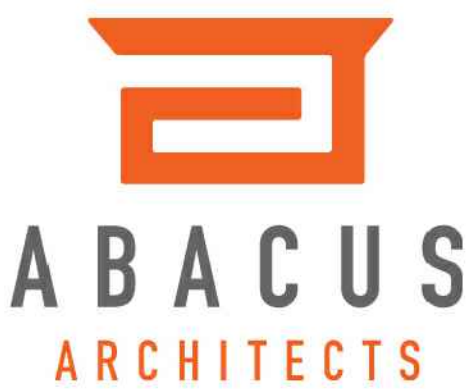
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- PROPOSED LIGHT DUTY PAVEMENT HATCH. SEE DETAIL.
- PROPOSED LIGHT DUTY CONCRETE HATCH. SEE DETAIL.
- PROPOSED 24" COLLECTOR MOUNTABLE CURB & GUTTER. SEE DETAIL.

SITE PROPERTIES

PROPOSED BUILDING AREA: 29,712 SQFT (0.682 AC)
PROPOSED PAVEMENT AREA: 14,085 SQFT (0.323 AC)
PROPOSED CONCRETE AREA: 6,809 SQFT (0.156 AC)
PROPOSED GREENSPACE AREA: 25,664 SQFT (0.589 AC)
TOTAL PROPERTY AREA: 76,270 SQFT (1.75 AC)

FLOOR AREA RATIO: 0.36 * 4 Floors ≈ 1.44
IMPERVIOUS SURFACE RATIO: 0.66
LANDSCAPE AREA RATIO: 0.34

ZONING - CB



REVISIONS:

DATE ISSUE

NOTICE TO BIDDERS
BIDDERS SHALL REVIEW ALL DRAWINGS AND SPECIFICATION SECTIONS TO DETERMINE THE IMPACT OF OTHER SECTIONS OF WORK ON THEIR OWN WORK

© 2024 ABACUS ARCHITECTS, INC.

ISSUE DATE: 03/12/2025
NEW CONSTRUCTION FOR:

OXBOW APARTMENTS

100 E DIVISION ST., WATERTOWN, WI 53098

1135A MICHIGAN AVE., SHEBOYGAN, WI 53081 | (920) 452-4444 | 440 N VEL R, PHILLIPS AVE, SUITE 210 MILWAUKEE, WI 53203

DRAWN BY:

MBS

CHECKED BY:

JRV

LOWER
LEVEL
PLAN

A
101

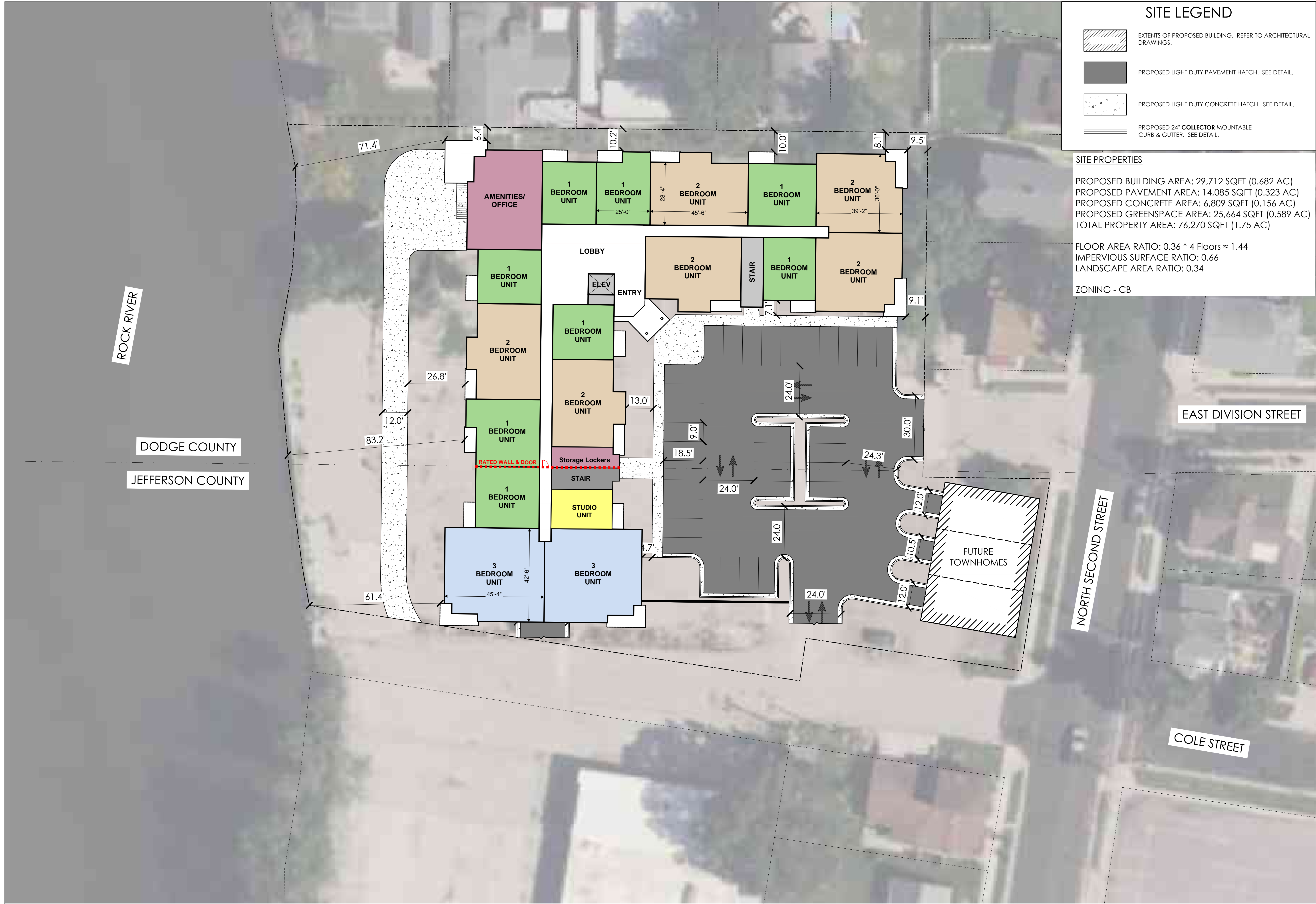
PROJ. NO. 2024-171

LOWER LEVEL PLAN
N.T.S.



March 12, 2025

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SITE LEGEND

- EXTENTS OF PROPOSED BUILDING. REFER TO ARCHITECTURAL DRAWINGS.
- PROPOSED LIGHT DUTY PAVEMENT HATCH. SEE DETAIL.
- PROPOSED LIGHT DUTY CONCRETE HATCH. SEE DETAIL.
- PROPOSED 24" COLLECTOR MOUNTABLE CURB & GUTTER. SEE DETAIL.

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IMPERVIOUS SURFACE RATIO: 0.66
LANDSCAPE AREA RATIO: 0.34

ZONING - CB



REVISIONS:

DATE ISSUE

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© 2024 ABACUS ARCHITECTS, INC.

ISSUE DATE: 03/12/2025
NEW CONSTRUCTION FOR:

OXBOW APARTMENTS

100 E DIVISION ST., WATERTOWN, WI 53098

1135A MICHIGAN AVE., SHEBOYGAN, WI 53081 | (920) 452-4444 | 440 N VEL R, PHILLIPS AVE, SUITE 210 MILWAUKEE, WI 53203

DRAWN BY:

MBS

CHECKED BY:

JRV

FIRST FLOOR PLAN

A
102

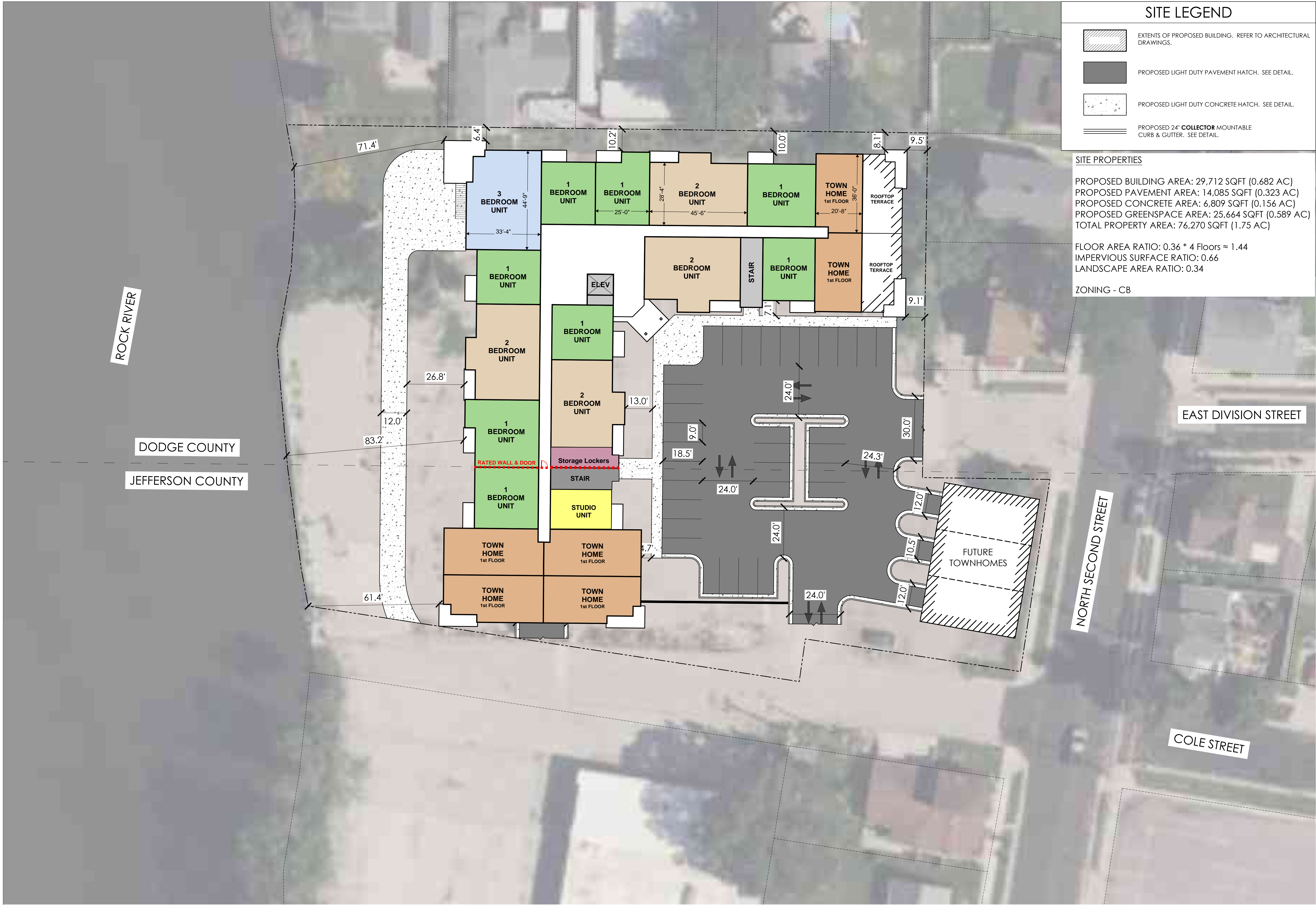
PROJ. NO. 2024-171

FIRST FLOOR PLAN
N.T.S.



March 12, 2025

P:\2024-CONTRACTS\2024-171 Watertown Apartments Phase 1\Phase - 2\Construction Documents\3 Site\2024-171 - Base.dwg



SITE LEGEND

- EXTENTS OF PROPOSED BUILDING. REFER TO ARCHITECTURAL DRAWINGS.
- PROPOSED LIGHT DUTY PAVEMENT HATCH. SEE DETAIL.
- PROPOSED LIGHT DUTY CONCRETE HATCH. SEE DETAIL.
- PROPOSED 24" COLLECTOR MOUNTABLE CURB & GUTTER. SEE DETAIL.

SITE PROPERTIES

PROPOSED BUILDING AREA: 29,712 SQFT (0.682 AC)
PROPOSED PAVEMENT AREA: 14,085 SQFT (0.323 AC)
PROPOSED CONCRETE AREA: 6,809 SQFT (0.156 AC)
PROPOSED GREENSPACE AREA: 25,664 SQFT (0.589 AC)
TOTAL PROPERTY AREA: 76,270 SQFT (1.75 AC)

FLOOR AREA RATIO: 0.36 * 4 Floors \approx 1.44
IMPERVIOUS SURFACE RATIO: 0.66
LANDSCAPE AREA RATIO: 0.34

ZONING - CB



REVISIONS:

DATE ISSUE

NOTICE TO BIDDERS
BIDDERS SHALL REVIEW ALL DRAWINGS AND SPECIFICATION SECTIONS TO DETERMINE THE IMPACT OF OTHER SECTIONS OF WORK ON THEIR OWN WORK

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ISSUE DATE: 03/12/2025
NEW CONSTRUCTION FOR:

OXBOW APARTMENTS

100 E DIVISION ST., WATERTOWN, WI 53098

1135A MICHIGAN AVE., SHEBOYGAN, WI 53081 | (920) 452-4444 | 440 N VEL R, PHILLIPS AVE, SUITE 210 MILWAUKEE, WI 53203

DRAWN BY:

MBS

CHECKED BY:

JRV

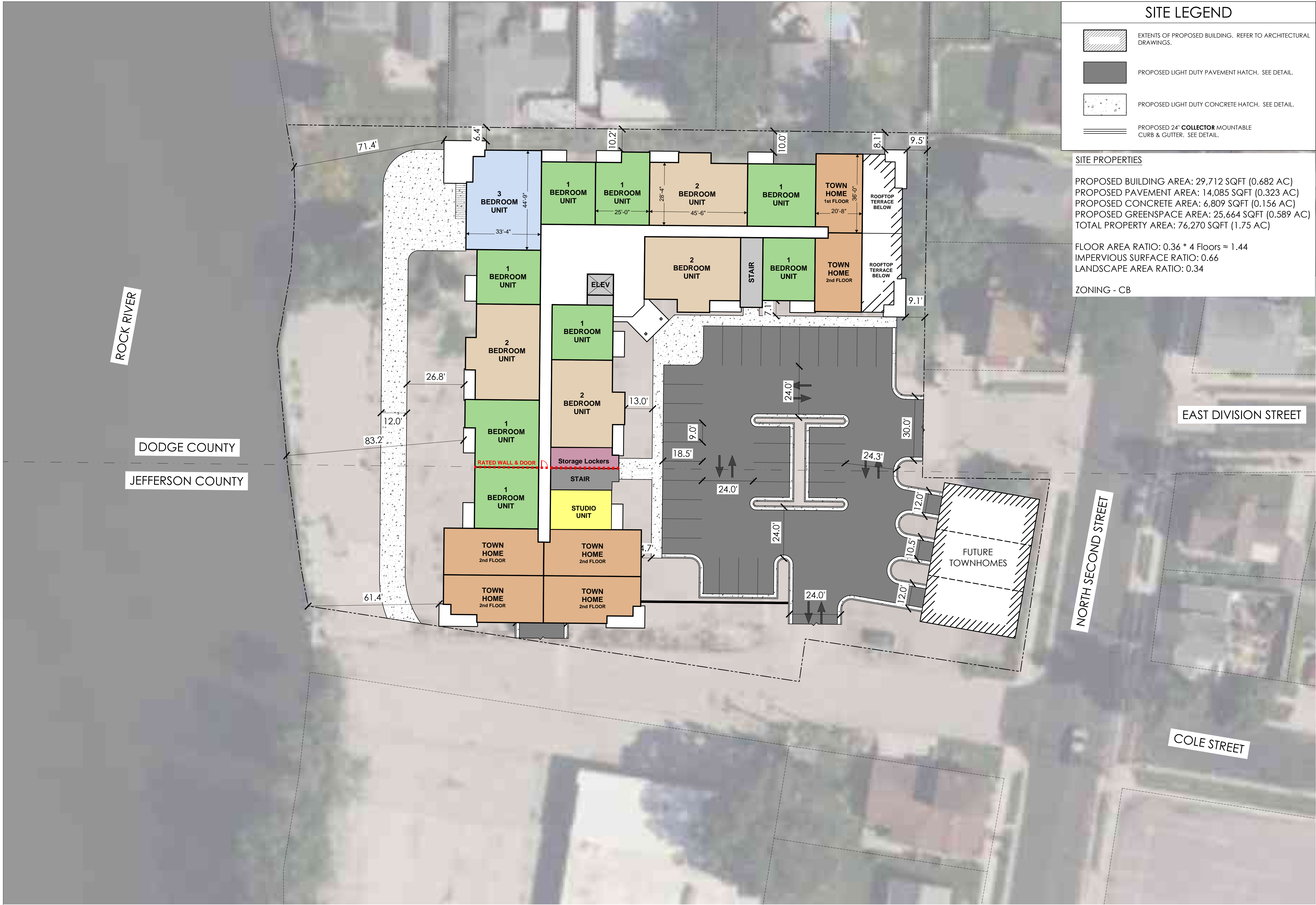
SECOND FLOOR PLAN

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103

PROJ. NO. 2024-171

SECOND FLOOR PLAN
N.T.S.





SITE LEGEND

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ZONING - CB



REVISIONS:

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ISSUE DATE: 03/12/2025
NEW CONSTRUCTION FOR:

OXBOW APARTMENTS

100 E DIVISION ST., WATERTOWN, WI 53098

1135A MICHIGAN AVE., SHEBOYGAN, WI 53081 | (920) 452-4444 | 440 N VEL R, PHILLIPS AVE, SUITE 210 MILWAUKEE, WI 53203

DRAWN BY:

MBS

CHECKED BY:

JRV

THIRD FLOOR PLAN

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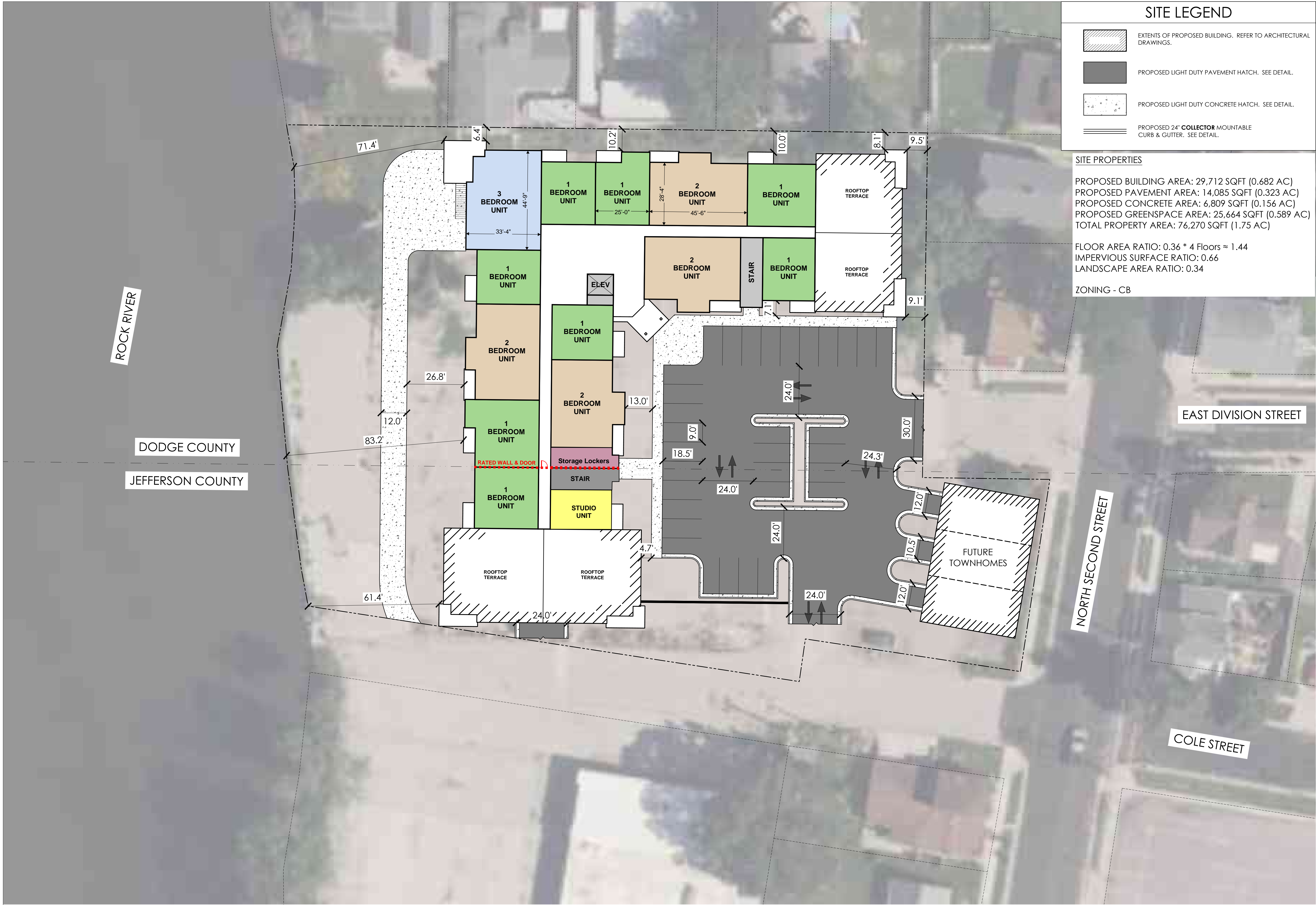
PROJ. NO. 2024-171

THIRD FLOOR PLAN
N.T.S.



March 12, 2025

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SITE LEGEND

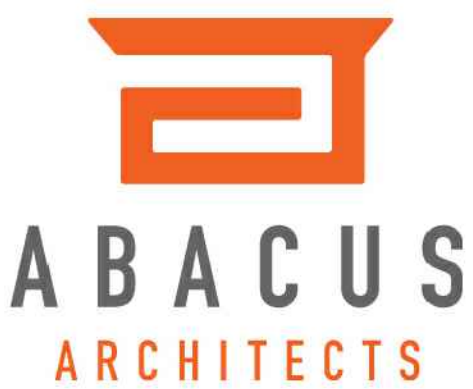
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ZONING - CB



REVISIONS:

DATE ISSUE

NOTICE TO BIDDERS
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ISSUE DATE: 03/12/2025

NEW CONSTRUCTION FOR:

OXBOW APARTMENTS

100 E DIVISION ST., WATERTOWN, WI 53098

1135A MICHIGAN AVE., SHEBOYGAN, WI 53081 | (920) 452-4444 | 440 N VEL R, PHILLIPS AVE, SUITE 210 MILWAUKEE, WI 53203

DRAWN BY:

MBS

CHECKED BY:

JRV

FOURTH FLOOR PLAN

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105

PROJ. NO. 2024-171

FOURTH FLOOR PLAN

N.T.S.





PROJECT # 3321-25
DATE: 10 MARCH 2024

SCALE: 1" = 20' - 0"
PAGES: 1 OF 1
DRAWN BY:
K. BAHRIS #336-14

NOTICE TO BIDDERS
BIDDERS SHALL REVIEW ALL DRAWINGS AND SPECIFICATION SECTIONS TO DETERMINE THE IMPACT OF OTHER SECTIONS OF WORK ON THEIR OWN WORK
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ISSUE DATE: 03/07/2025
NEW CONSTRUCTION FOR:

WATERTOWN APARTMENTS

100 E DIVISION ST, WATERTOWN, WI 53098

1135A MICHIGAN AVE., SHEBOYGAN, WI 53081 | (920) 452-4444 | 640 N VELL R. PHILLIPS AVE, SUITE 210, MILWAUKEE, WI 53203

DRAWN BY: MBS

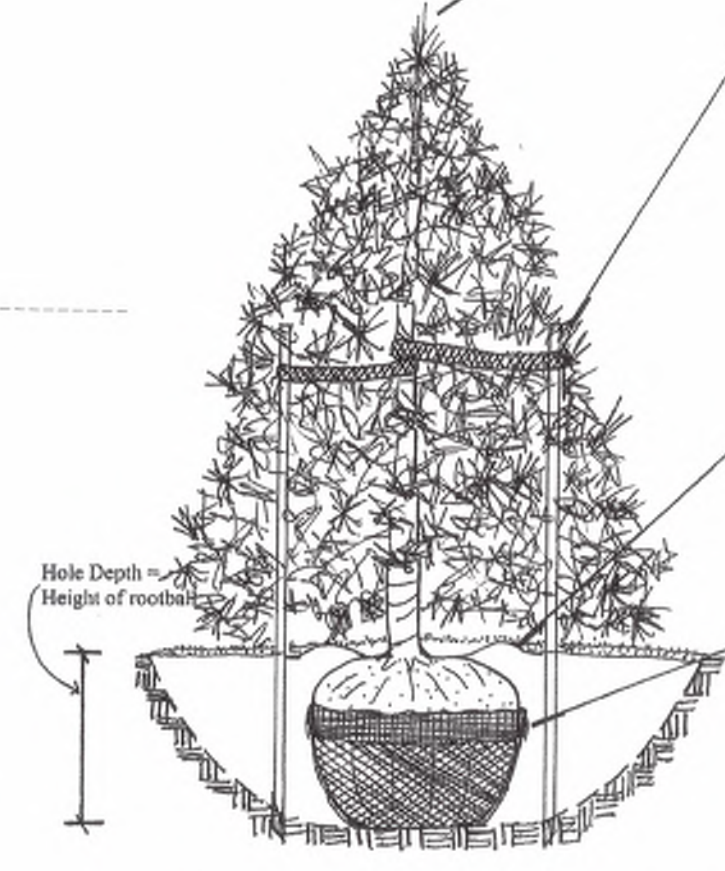
CHECKED BY: JRV

LANDSCAPE PLAN

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201

PROJ. NO. 2024-171

Do not prune terminal leader or branch tips.
Remove nursery applied tape or string from tree branches or trunk. Remove any tags or labels.
Stake with 2x2 hardwood stakes or approved equal driven 6"-8" outside of rootball.
Loosely stake tree trunk to allow for trunk flexing.
Stake trees with 2-3" wide belt-like, nylon o plastic strips (2 per tree on opposite sides of tree, connect from tree to stake horizontally. Do not use rope or wire through a hose.) Remove all staking materials after 1 year.
Mulch 2-3" deep leaving a 3" circle of bare soil around trunk of the tree.
Set rootball level to grade or slightly above grade if in clay.
Four inch high earth saucer inside edge of rootball.
Center rootball in planting hole. Break up (scarify) sides of planting hole. Leave bottom of planting hole firm.
Fold down or pull back string, burlap or plastic exposing top half of rootball. Remove all non-degradable materials. Do not remove soil from rootball.
Do not amend soil unless planting in poor or severely disturbed soil or building rubble. Use water to settle soil and remove air pockets and firmly set tree. Gently tamp if needed.



SECTION - EVERGREENS
NO SCALE

EAST DIVISION STREET

Plan Key

- Key
Landscape Plant Schedule
Quantity
Key
Perennial Plant Schedule
Quantity
Trees
Shrubs
Evergreens
Perennials
24-36" Boulders

NORTH SECOND STREET

COLE STREET

LANDSCAPE ARCHITECT

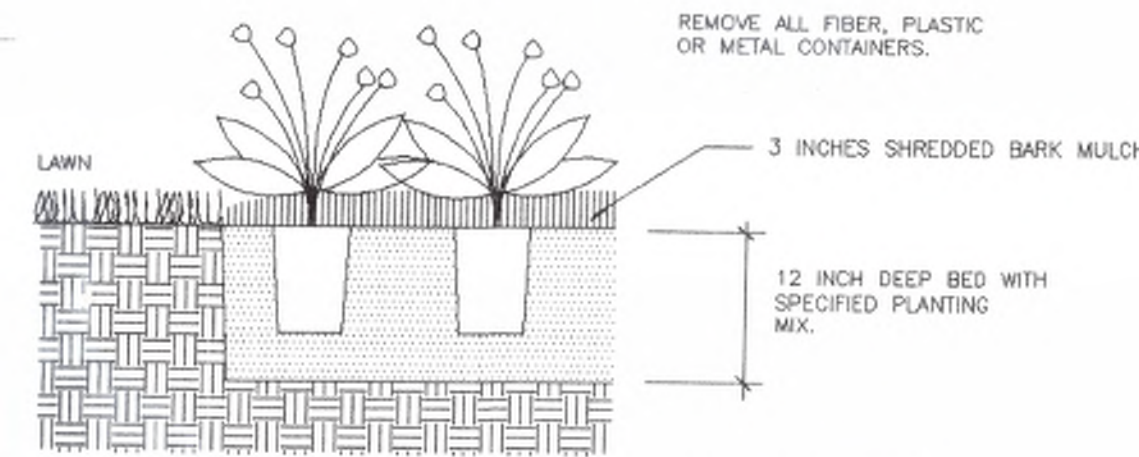
Kelly's Landscape Design

920-918-2613(cell)
Website: kellyslandscape.com
E-Mail: kellyslandscape@gmail.com

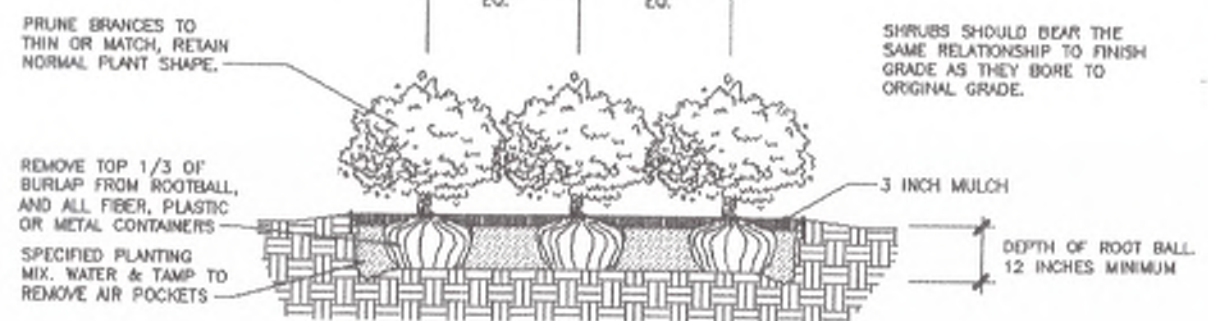
CALL DIGGERS' HOTLINE
1-800-242-8511



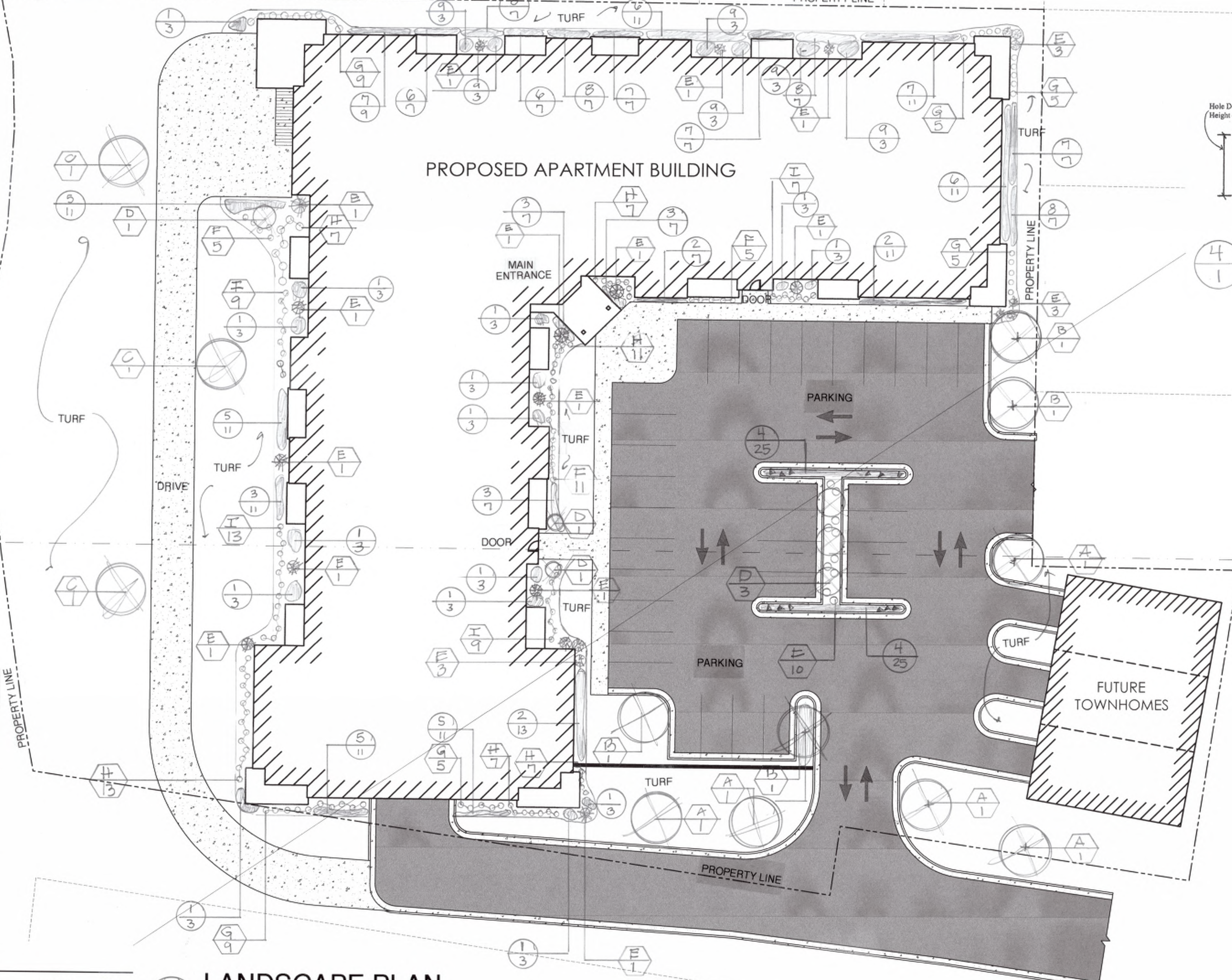
TOLL FREE TO OBTAIN LOCATION OF UNDERGROUND BEFORE YOU DIG.
WISCONSIN STATUTE 182.0715 REQUIRES MIN. OF 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE.



SECTION - PERENNIAL PLANTS
NO SCALE



Shrub Bed Planting Detail



LANDSCAPE PLAN

SCALE: 1" = 20' - 0"

LANDSCAPE PLANT SCHEDULE

KEY	BOTANICAL NAME	COMMON NAME	QTY	SIZE	MATURE HT.	WD	FRUIT COLOR	TYPE	FLOWER COLOR	FALL COLOR
A	Acer x f. 'Autumn Fantasy'	Autumn Fantasy Maple	5	5'	3"	50'	few br	samara	green	ruby re
B	Cercidiphyllum japonicum	Katsuratre	4	2.5"	40'	20'	brown	tiny pod	insignificant	yellow
C	Magnolia 'Royal Star'	Royal Star Magnolia	3	10'	15'	10'	brown	pod	white/pink	yellow
SINGLE STEM SPECIMEN										
D	Hydrangea p. 'Quick Fire'	Quick Fire Hydrangea	6	5'	8'	5'	brown	capsule	white to pink	yellow
ON STANDARD SPECIMEN										
E	Thuja occidentalis 'Smaragd'	Emerald Arborvitae	24	5'	15'	3'	brown	capsule	none	green
F	Hydrangea pani. 'Ilvobo'	Bobo Hydrangea	21	18"	3'	3'	brown	capsule	white	yellow
G	Hydrangea p. 'Quick Fire'	Quick Fire Hydrangea	38	5'	8'	5'	brown	capsule	white to pink	yellow
H	Buxus x 'Green Velvet'	Green Velvet Boxwood	41	18"	3'	3'	green	capsule	Fragrant yellow green	
I	Rosa x Noa168098	Flower Carpet Pink	49	18"	2-3'	3-4'	red	hips	deep pink	none

PERENNIAL PLANT SCHEDULE

KEY	BOTANICAL NAME	COMMON NAME	QTY	SIZE	FLOWER COLOR	TIME OF BLOOM	MATURE HEIGHT	SPAC
1	Calamagrostis 'Karl Foester'	Karl Foester Reed Grass	45	gal	tan	J,A,S	4'	24"
2	Calamagrostis brachytricha	Fall Reed Grass	31	gal	white	J,A,S	3'	24"
3	Echinacea p. 'Magnus Superior'	Magnus Superior Purple Coneflower	32	gal	dark purple	J,A,S	24"	15"
4	Salvia nemorosa 'May Nights'	May Nights Salvia	50	gal	dark blue	J,J,A,S,A	18"	18"
5	Rudbeckia 'Gpldstrum'	Goldstrum Coneflower	44	gal	yellow	J,J,A,S	24"	18"
6	Hosta Sum and Substance	Sum and Substance Hosta	36	gal	white	J,A	36"	24"
7	Hosta Sieboldiana Elegans	Elegans Hosta	41	gal	white	J,J	32"	24"
8	Hosta Guacamole	Guacamole Hosta	35	gal	white	J,A	29"	24"
9	Ligularia 'Britt Marie Crawford'	Britt Marie Crawford ligularia	18	gal	yellow	J,A	30-35"	18"

ROCK RIVER

PROPERTY LINE

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EXHIBIT C

Location Map

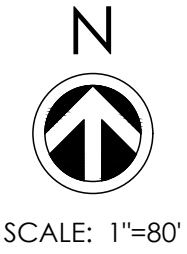
2/19/2025

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LOCATION MAP

February 19, 2025
Watertown Apartments
Watertown, WI Proj. No. 2024-171



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EXHIBIT D
Estimated Annual Spending by Residents

Estimated Annual Spending by Residents

The Oxbow

Watertown, WI

February-25

<i>Cataorgy</i>	<i>Avg. Annual Expenditure</i>
Food	\$ 10,100
Alcoholic beverages	\$ 626
Housing	\$ 25,758
Apparel and services	\$ 2,036
Transportation	\$ 13,310
Healthcare	\$ 6,263
Entertainment	\$ 3,680
Personal care products and services	\$ 940
Reading	\$ 157
Education	\$ 1,644
Tobacco products and smoking supplies	\$ 391
Miscellaneous	\$ 1,253
Cash contributions	\$ 2,427
Personal insurance and pensions	\$ 9,708
Total Average Annual Expenditures per HH	\$ 78,292

LESS "Homeowner Expenses"	
Mortgage Payment & Basics	\$ 13,811
Maintenance & Remodeling Services	\$ 4,639
Maintenance & Remodeling Materials	\$ 752
Lawn & Garden	\$ 662
Subtotal	\$ 19,864

SUBTOTAL - Annual Expenditures per Renter Household Excluding Rent **\$ 58,428**

Average monthly rent at The Oxbow	\$ 2,030
PLUS Ave. Annual Rent	\$ 24,360
TOTAL - Annual Expenditures per Oxbow Household	\$ 82,788

Total Homes in the Oxbow Community	69
Adjusted for (95% occupancy)	66
Total Residents (avg. household size of 2.4)	158

TOTAL Annual Expenditures by The Oxbow Households **\$ 5,500,000**

Source: North Town Partners analysis, Bureau of Labor Statistics & ESRI "Retail Goods & Services Expenditures" report

EXHIBIT E
General Signage Plan



A

Qty: 1
Double Sided
Aluminum Monument Sign





E Qty: 1
Single Sided
Address Sign



F Qty: 1
Halo Illuminated Letters



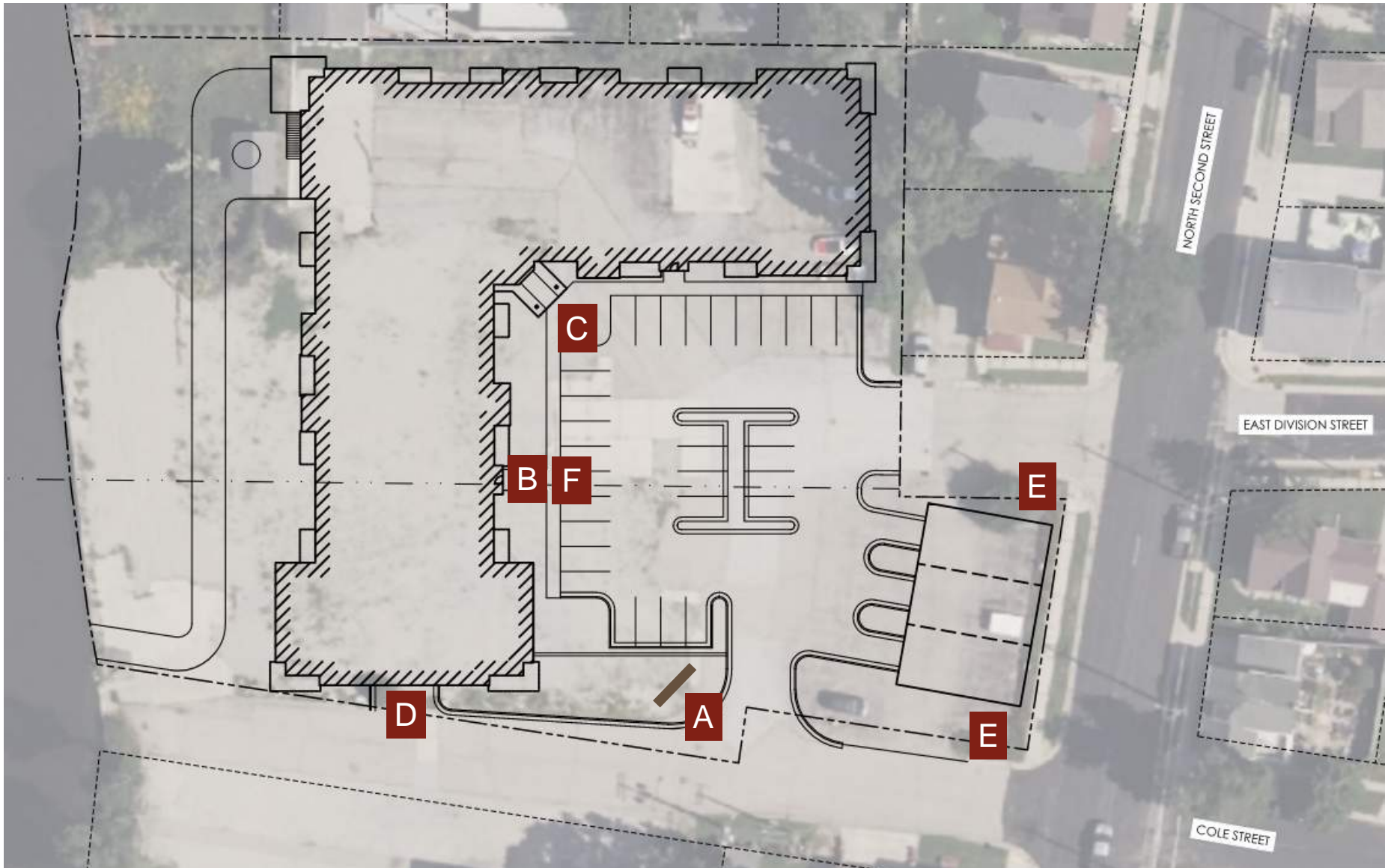
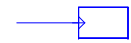


EXHIBIT F

Lighting Plan

Luminaire Schedule									
Symbol	Qty	Tag	Arrangement	Label	Description	Luminaire Lumens	Luminaire Watts	Total Watts	LLF
	3	S1	Single	ALW_LS210_T5_G2_FSK-6500Lm-40	ALW LS210 T5 G1 FSK-6500Lm-40K	6827	40.94	122.82	0.950

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Lot Line	Illuminance	Fc	0.04	0.5	0.0	N.A.	N.A.
Site Calcs	Illuminance	Fc	0.11	2.1	0.0	N.A.	N.A.
Parking Lot	Illuminance	Fc	0.88	1.9	0.1	8.80	19.00



Vertical Lighting + Controls
558 Plate Dr. Ste. 1
East Dundee IL 60118



Watertown Apartments

Watertown, WI

REVISIONS

#	Description	Date
---	-------------	------

FILE NAME
Watertown Apartments - Watertown WI Exterior Lot Lighting

MADE BY	CHECKED
ALEC	ALEC
DATE	3/14/2025

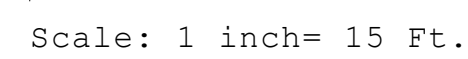
LIGHTING PHOTOMETRIC ANALYSIS

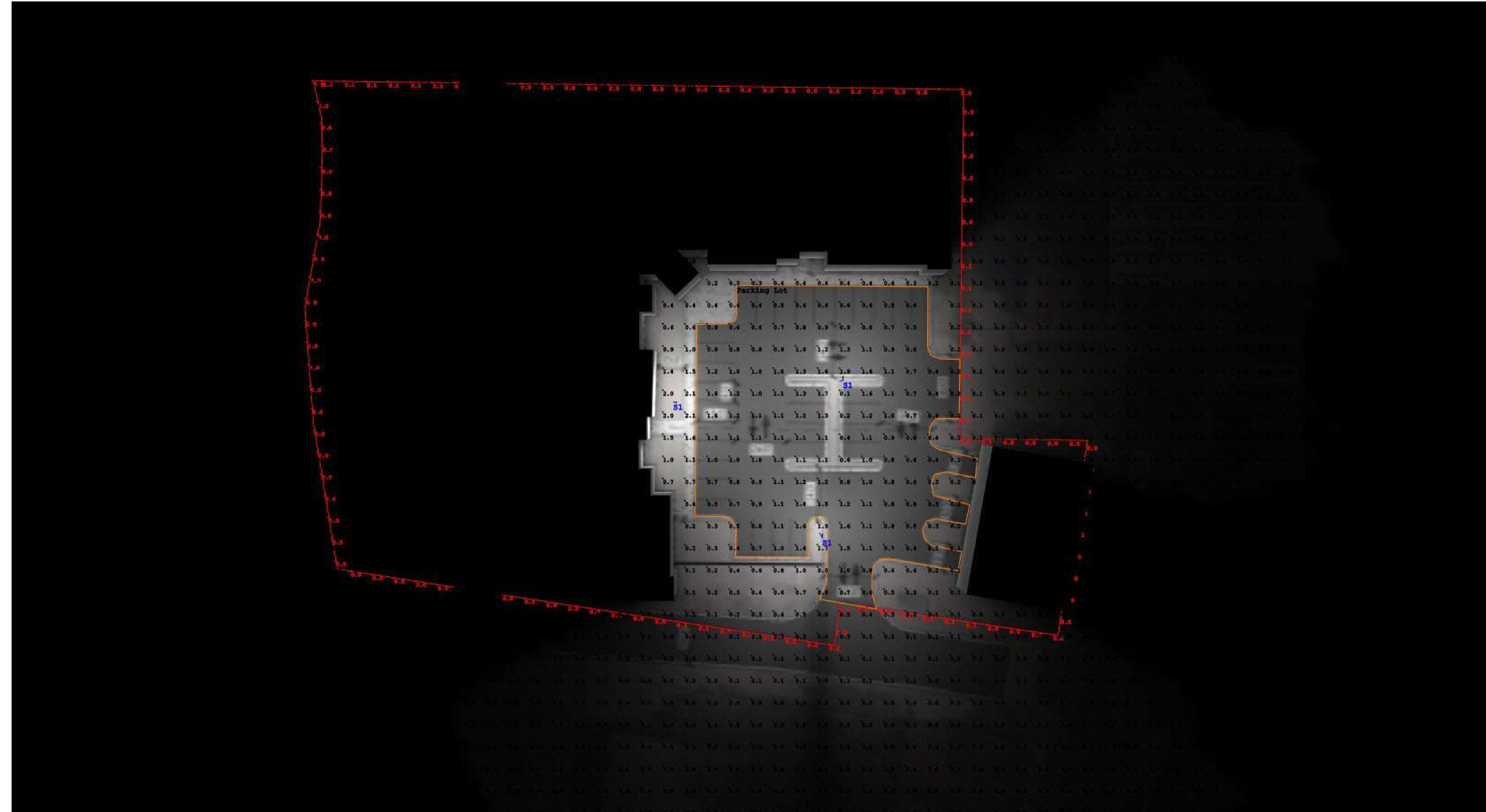
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REVISIONS		
#	Description	Date

FILE NAME Watertown Apartments - Watertown WI Exterior Lot Lighting	
MADE BY ALEC	CHECKED ALEC
DATE 3/14/2025	
LIGHTING PHOTOMETRIC ANALYSIS	
PAGE NO. 2	BID PKG.

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Vertical Lighting + Controls
558 Plate Dr. Ste. 1
East Dundee IL 60118

VERTICAL

LIGHTING + CONTROLS

Watertown Apartments

Watertown, WI

REVISIONS		
#	Description	Date

FILE NAME Watertown Apartments - Watertown WI Exterior Lot Layout	
MADE BY ALEC	CHECKED ALEC
DATE 3/14/2025	
LIGHTING PHOTOMETRIC ANALYSIS	
PAGE NO. 3	BID NO.

RESOLUTION TO AMEND TID #8 (FUND 23) BUDGET

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

WHEREAS, Tax Increment District (TID) #8 was created in 2021 to promote investment, rehabilitation, and redevelopment in the downtown area of the City of Watertown; and,

WHEREAS, the City wishes to see the redevelopment of blighted and underutilized property in the same area; and,

WHEREAS, a private developer is proposing a multifamily residential development, to be located on the same location of the former Johnsonville factory which was heavily damaged by a fire in 2015 and later demolished, which will likely require assistance through Tax Increment Financing (TIF); and,

WHEREAS, the property is split into two parcels, the southern parcel [PIN #291-0815-0412-029] located in Jefferson County, and the northern parcel [PIN # 291-0915-3343-053] located in Dodge County, and the Dodge County parcel was not included when the original TID #8 boundary was drawn,

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

Agree to approve City staff to utilize the services of Vandewalle & Associates, the same firm that assisted in creating the TID #8 Project Plan, to draft an amendment to the TID #8 boundary at a cost not to exceed \$11,000.00:

That the proper City Officials be and are hereby authorized to enter into a financial agreement with Vandewalle & Associates for such services and coordinate the necessary meetings, public notices, and other steps necessary to amend the TID #8 boundary area.

That the budget amount of \$2,500.00 (account #23-58-08-48) be increased in the amount of \$11,000.00 from the TID #8 fund balance for the 2025 budget year.

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

	YES	NO
DAVIS		
LAMPE		
BERG		
BARTZ		
BLANKE		
SMITH		
ARNETT		

ADOPTED _____

CITY CLERK

APPROVED _____

WETZEL		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

MAYOR