



FINANCE COMMITTEE MEETING AGENDA

MONDAY, MARCH 11, 2024 AT 5:30 PM

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

By Phone or GoToMeeting: Members of the media and the public may attend by calling: +1 (571) 317-3122 **Access Code:** 153-925-469 or <https://www.gotomeet.me/EMcFarland>
All public participants' phones will be muted during the meeting except during the public comment period.

1. CALL TO ORDER

2. REVIEW AND APPROVE MINUTES

A. Finance Committee minutes from February 26, 2024

3. BUSINESS

- A. Review and take action: bid for aquatic filtration system
- B. Review and take action: Dispatch interim assignment pay request
- C. Review and take action: rate of pay for the Fire Chief
- D. Review and take possible action: advertisement for Engineering Division vacancy
- E. Review and take action: budget amendment for the purchase of Watertown Transit vehicles
- F. Review and take action: purchase order for an additional Watertown Transit vehicle
- G. Review and take action: update dog license fee schedule, procedures, and ordinance
- H. Review and take action: Determine final ARPA funds allocation

4. ADJOURNMENT

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

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



FINANCE COMMITTEE MEETING MINUTES

TUESDAY, FEBRUARY 26, 2024, AT 5:30 PM

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

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

Others present: Finance Director Stevens, Police Chief Brower, Public Works Director Beyer, Zoning Administrator Zirbes, Water Systems Manager Hartz, Parks Director Butteris, Ald Board, Ritch Piltz

1. Call to order. Mayor McFarland called the meeting to order at 5:30 p.m.
2. Ald. Bartz, seconded by Ald. Davis, motioned to approve the **minutes from the February 12 meeting**. Unanimously approved.
3. Chief Brower presented a request to **promote Jeremy Lingle to Sergeant** due to a recent vacancy because of a promotion. The G/S is MSerg/6 [\$39.07]. Motion made by Ald. Lampe, seconded by Ald. Bartz. Unanimously approved.
4. Water Systems Manager Hartz requested a **step adjustment** to G/S I8 [\$30.96] for the successful completion of a certification for **Scott Blasing**. Motion made by Ald. Lampe, seconded by Ald. Davis. Unanimously approved.
5. Zoning Administrator Zirbes indicated a long-term **building inspector** has announced his retirement taking place at the end of the year. He is requesting an ability to interact with Carlson Dettmann to evaluate the **job description**. The mayor suggested that a market value review or both may be in line. Ald. Davis, seconded by Ald. Bartz, motioned an approval to confer with the consultant as to the appropriate review and complete it. Unanimously approved.
6. Chief Brower requested the **purchase of two 2024 squad cars** that have become available, funded through the Capital Improvements budget. Ald. Lampe, supported by Ald. Bartz, motioned to approve the purchase from Sutton Ford (Mattson, IL) totaling \$88,422 for two 2024 Ford Explorer utility squads. Unanimously approved.
7. A police car was recently totaled due to an accident. Our insurance claims adjuster has indicated insurance proceeds will be provided for a new Ford Explorer Interceptor (along with transfer of after-market equipment and new graphics). The window to order 2025 models is currently open. The police staff have secured bids and are asking for approval to order a **2025 Ford Explorer utility squad** from Grinwald Ford for \$50,570. Ald. Davis made a motion, seconded by Ald. Moldenhauer, to approve this purchase. Unanimously approved.
8. Public Works Director guided the process of securing bids for the **Riverside Park restroom project**. Two eligible bids were received. The low base bid for the restroom structure was provided by Ray Stadler Construction Co at \$619,400 with an Alternate bid 1 (roof element) of \$72,600, totaling \$692,000. Mr. Stevens shared that budget allocations from 2022 and 2024 total \$895,000 for this project. This bid, along with past and anticipated other costs, will be under a total budget by approximately \$59,000. A motion was made by Ald. Lampe, seconded by Ald. Bartz, to accept the bid totaling \$692,000 from Ray Stadler Construction Co. The motion carried, 3-2.
9. Ald. Bartz, seconded by Ald. Lampe, motioned to convene into **closed session** per Wis. Stat. Sec. 19.85(1)(e) to review and discuss deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or

bargaining reasons require a close session (**submitted proposal for 111 S. Water St.**).
Unanimously approved via roll call vote.

10. The meeting reconvened to open session.

11. Ald. Lampe, supported by Ald. Moldenhauer, moved to enter into discussions with **Greywolf Partners, Inc. for development services** of 111 S. Water St. The company proposes a single building constructed of a 4-story structure above two levels of underground parking. The approximate 80-90 residential units would be a mix of studios, 1-bedroom, and 2-bedroom units. The committee recommended incorporating a bit of commercial space along with public-accessible restroom facilities. Unanimously approved.

12. Ald. Bartz, seconded by Ald. Lampe, motioned to convene into **closed session** per Wis. Stat. Sec. 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (**Achievement Recognition Award**). Moved by Ald. Davis, seconded by Ald. Lampe.
Unanimously approved via roll call vote.

13. The meeting reconvened to open session.

14. Adjournment. Ald. Bartz moved to adjourn at 6:21 p.m., seconded by Ald. Lampe, and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

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



#14-24 Aquatic Center Filtration System (#8966460)

Owner: City of Watertown

Solicitor: Watertown WI, City of

02/27/2024 10:00 AM CST

						Carrico Aquatic Resources		Badger Swimpools, Inc.	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
Base Bid A: Filter Replacement							\$202,000.00		\$384,725.00
	1A	1A	Furnish and Install Horizontal	CLS	1	\$202,000.00	\$202,000.00	\$384,725.00	\$384,725.00
Base Bid Total:							\$202,000.00		\$384,725.00



David Brower, Chief of Police

To: City of Watertown Finance Committee

From: Assistant Chief Ben Olsen

Date: Wednesday, March 6, 2024

Subject: Interim Assignment Pay - Mindy Fry

There is currently one vacant full-time dispatch position in dispatch. Another full-time employee submitted their two-week notice. Their last day will be on Monday, March 11, 2024. At full staff there are eight full-time dispatchers plus the dispatch supervisor. Dispatchers work a rotating schedule (2 on, 2 off, 3 on, 2 off, 2 on, 3 off) either 5 a.m. – 5 p.m. or 5 p.m. – 5 a.m. There are also two part-time dispatchers. Generally, full-time and part-time dispatchers are able to fill empty shifts when there is one vacant position. Two vacant positions will be difficult to fill. Not only will it create an exorbitant amount of overtime, but it will also most likely lead to employee burnout.

Mindy Fry, our records specialist, was a dispatcher with our department for approximately three years before moving to her current position. Prior to that, she was a dispatcher for the Jefferson Police Department, also for approximately three years. Mindy is currently at Grade G, Step 5 (\$24.32). We have asked her to fill one of the vacant night positions until a dispatcher is hired and trained. If Mindy were still a dispatcher with the department since her original start date at our department, she would be at Grade H, Step 5 (\$26.54). I am seeking the Finance Committee's approval to place her at Grade H, Step 6 (\$27.22), starting on Wednesday, March 13, 2024 and extending for at least 60 days.

I direct you to the City of Watertown Employee Handbook, page 19, which discusses Compensation Upon Interim Assignment. The department is aggressively seeking applicants, and we are in the process of scheduling interviews. The selected candidates will have to pass a background investigation, psychological, amongst other conditions prior to being offered a position. They will then have to be trained, which ideally will take four months to complete. We have asked Mindy to be in this position for at least 60 days, during which time she will be performing the work of a full-time dispatcher on the night shift, in addition to continuing with her responsibilities as a records specialist.

It would cost \$5,716.80 in overtime for dispatch to cover one of the vacant positions for one month with overtime. This is a low estimate using an entry level wage since most of our dispatchers receive higher pay. It would cost \$4,355.20 for Mindy to cover one of the vacant positions if approved for Grade H, Step 6 (\$27.22). This is a savings of at least \$2,700 over 60 days and will prevent the burnout of our valuable employees.

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 Chief of Fire and Emergency Management DEPARTMENT Fire # OF APPLICANTS: 10

FT ☒ PT ☐ SALARY ☒ HOURLY ☐ Days Posted: 16 Incumbent: Travis Teesch

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

Reason for Opening:

Vacancy when the current chief relocated for another position.

Justification for fill:

To support the emergency services in Watertown and local aid community.

Top Candidate Name: Tanya Reynen Recommended Grade/Step/\$ T4

Qualifications:

Meets position requirements, involved in development of local services, experienced FD leader.

First Alternate Name: Review pooled applicants/Repost Recommended Grade/Step/\$ _____

Qualifications:

Not identified by the PFC

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

Qualifications:

Comments:

Supervisor Signature/Date

Department Head Signature/Date

Human Resources

- ☒ References Completed
- ☒ Background Check Completed
- ☒ Permission for Screening Received
- ☒ Grade, Step, and Years of Service
- ☒ Contingent Offer Drafted

HR Signature _____ Date _____

Finance Director Signature _____ Date _____

Mayor Signature _____ Date _____

Final Approval

Grade ____ Step ____ Vacation ____

Finance Committee (as required) ____

Effective Date: _____

MEMO

TO: Mayor McFarland and Finance Committee Members
FROM: Andrew Beyer, P.E.
DATE: March 7, 2024
RE: March 11, 2024 Finance Committee Meeting

Review and take possible action: advertisement for Engineering Division vacancy

BACKGROUND:

I am writing to update you on the status of our efforts to fill the open Assistant City Engineer position. As you are aware, the position became vacant following the promotion of the former Assistant City Engineer to the Director of Public Works/Assistant City Engineer role. Despite our diligent efforts, we have encountered challenges in finding qualified candidates for this crucial role.

Over the past six weeks, the position has been advertised extensively, however we have not received applications from individuals who meet the necessary qualifications. This presents a pressing concern as we approach the upcoming construction season, during which the assistance of an engineer is vital for the successful execution of our Annual Street and Utility Program and Storm Water Utility activities.

In light of this situation, I propose that we expand our recruitment efforts by advertising for an additional position: Civil Staff Engineer. By doing so, we hope to attract candidates with the requisite skills and expertise to effectively support the Engineering Division's workload.

The most significant differences between the two positions are experience and credentials. A qualified Assistant City Engineer would be licensed as a Professional Engineer in Wisconsin and have experience in project management, contract administration, budget development and administration, and managing personnel. The Assistant City Engineer oversees the day-to-day operations and programs assigned to the Engineering Division and assigns/oversees work accordingly to ensure that program goals are met.

A qualified Civil Staff Engineer would ideally have two years of experience in public works, be certified as an Engineer in Training in Wisconsin, and would have work tasks assigned by the Director of Public Works/City Engineer. Work assigned would include surveying; map preparation; developing plans, specifications, and estimates; as-built collection; contract preparation; bid review; construction inspection; etc. A Civil Staff Engineer would assist in project management and in preparing Committee reports.

It is important to note that only one of these positions would be filled, depending on the qualifications of the applicants. Should we hire a Civil Staff Engineer, the Director of Public Works/City Engineer will take on the responsibility of managing personnel within the division. Moreover, there would be a plan in place to mentor the Civil Staff Engineer for potential advancement into the Assistant City Engineer role over time.

If the Finance Committee agrees with the described approach, I'm requesting that an updated job description for a Civil Staff Engineer be submitted to Carlson Dettman for review and pay grade assignment.

Memo

To: Finance Committee

From: Megan Dunneisen, City Clerk

Date: February 23, 2024

Re: Transit Replacement Van Purchases

The Transit System fleet requires vehicles to better serve the citizens of Watertown with transportation needs. New vehicles replace aging vehicles. Transit vehicle purchases are made largely with grant funds and are not included in the anticipated City borrowing to fund capital projects. Every year the city applies for a capital grant that aids in the funding of these vehicles. The purchase is made by the City and submitted to the DOT for 80% reimbursement of the vehicle. The City is responsible for funding the remaining 20%.

The transit vehicles are scheduled for one or two replacements each year. Since 2020, the City has not been able to procure a replacement van due to lack of manufacturing availability, setting us back on the rotation of our vehicles.

Transit vehicles are leased to the City's contracted transit provider, Passenger Transit. Passenger Transit is responsible for insurance and maintenance of the leased transit vehicles.

We were recently made aware that ADA-Chrysler Voyagers are available at the purchase price of \$72,262 and the DOT authorized two of these vehicles from prior grants with delivery in the first quarter of 2024. Although budgets have been included in the past years for replacement purchases (2022 federal grant of \$105,000 and 2023 federal grant of \$70,000), the budgets were not utilized since the vehicles were not available. In light of unfulfilled inventory for purchase in the past two years, the DOT adjusted the outstanding combined grants to \$200,000 due to the increased costs of vehicles. The purchase total for two vans is \$144,524, with an 80%/20% cost sharing between the federal government (\$115,619) and the City (\$28,905).

In 2022, one of our transit vehicles was involved in an accident that totaled the vehicle, resulting in an insurance claim payout of \$19,426. Since this vehicle was bought with federal dollars, the DOT rules dictate that the fair market value of \$18,257 be subtracted from our federal award amount and applied to the purchase of a replacement vehicle ($\$115,620 - \$18,257 = \$115,620$) since we have already received the insurance proceeds in 2023.

Another van may be available at the purchase price of \$72,262. The City will receive the net federal grant award of \$57,810 for this vehicle. This is what is represented in the existing 2024 budget.



Account #	Name	Curr Bdgt	+ / -	Modified
05-57-11-70	Cab Capital Grant Exp	72,262	144,524	216,786
05-49-00-10	Cab Capital Grant Inc	57,810	97,363	155,173

According to notes in our files from prior staff, the 20% share paid by the City has not historically been included in the annual General Obligations bond request; instead, unearmarked interest earnings in the fund balance have been utilized.



106 Jones Street
Watertown, WI 53094

Finance Dept: 920-262-4000

Date: 2/15/2024

Purchase Requisition

Vendor Name: TESCO

Vendor Address: Cathy Hanley (chanley@tescobus.com)

Vendor Phone: 847-302-3641

Payment Method:

☒ Vendor will bill

☐ Credit Card

☐ Issue Check

Description of Product or Service	Item #	Qty	Per Unit	Extended
Voyager minivan (ADA rear load ramp)		1	72,262.00	72,262.00
Shipping / Handling				
TOTAL:				\$ 72,262.00

Description of need and/or handling directions: Ship to Location:

Capital Grant: 5311S23-22a (2023 CA)

Project max: \$78,000 with federal share of 80% and local share of 20%

Alternate Bids/Proposals (name & amount):

Account Number:

05-57-11-70

72,262.00

Approval:

Date:

PO#

FinCom

/ /

Mayor

/ /

Mayor's Signature

Requestor's Name: Megan Dunneisen

Date: 2/20/24

Requestor's Location: Finance Dept

Phone: 920-262-4006

Supervisor Approval:

Mark Stevens

Date:

Finance Director Approval:

Mark Stevens

Date:

2/15/24

City of Watertown - Finance Department

Vendor #: Ck #: Date:

To: Finance Committee
From: Mark Stevens
Date: February 10, 2024
RE: Dog Licensing Fees and Procedures

Staff in the Finance Department issue dog licenses to City residents continually throughout the year, with most licenses being issued in the month of December for the following licensing year.

DOG LICENSING FEES

State of Wisconsin statute 174.05 (Dog License Tax) dictates the minimum dog license tax for an unaltered dog is \$8.00 and \$3.00 for an altered dog, or ½ of those amounts if the dog becomes 5 months of age after July 1st of the licensing year. Chapter 228 of the Watertown Municipal Ordinances outlines the requirements for dog licensing, where the City's imposed tax to citizens is outlined in the current Fee Schedule as follows:

- | | | | |
|------------------|---------|---|--------|
| • Unaltered Dog: | \$10.00 | • Replacement Tag: | \$2.00 |
| • Altered Dog: | \$5.00 | • Certified Service Dog: | \$0.00 |
| • Late Fee: | \$5.00 | • ½ price if dog becomes 5 months of age after July 1 st | |

Late fees are assessed if one of the following applies:

- Regular renewals that occur on or after April 1st of each year
- Renewals where license has lapsed 1 or more licensing year
- New licenses issued more than 30 days after becoming a City resident or after vaccination for rabies

A review of other municipality dog licensing fees shows the City's fee structure is outdated and in need of revision. The graphic below shows the City's fees are noticeably under the calculated average of other municipalities.

LOCAL COMPARABLES (WITHIN 20 MILES OF WATERTOWN)

MUNICIPALITY	EST. POPULATION	ALTERED	UNALTERED	LATE FEE
City of Beaver Dam	16,647	7.00	19.00	10.00
City of Columbus	5,505	15.00	30.00	15.00
City of Deerfield	2,508	20.00	25.00	5.00
City of Fort Atkinson	12,489	10.00	15.00	10.00
City of Hartford	15,747	10.00	20.00	5.00
City of Horicon	3,800	10.00	30.00	10.00
City of Jefferson	7,753	11.00	16.00	10.00
City of Juneau	2,665	10.00	15.00	25.00
City of Lake Mills	6,433	10.00	15.00	5.00
City of Marshall	3,823	20.00	25.00	5.00
City of Oconomowoc	16,847	10.00	15.00	
City of Waterloo	3,479	11.00	15.00	10.00
Town of Hustisford	1,379	10.00	15.00	
Town of Ixonia	4,562	10.00	15.00	5.00
Town of Watertown	1,954	5.00	10.00	5.00
Village of Johnson Creek	3,406	10.00	15.00	25.00
AVERAGE FEES		11.00	18.00	10.00

	Altered	Unaltered
MIN	5.00	10.00
MAX	25.00	30.00

Out of 21 municipalities listed, 11 assess \$10.00 for altered dogs and 10 assess \$15.00 for unaltered dogs.

POPULATION COMPARABLES

MUNICIPALITY	EST. POPULATION	ALTERED	UNALTERED	LATE FEE
City of Germantown	20,885	8.00	13.00	5.00
City of Pleasant Prairie	21,373	15.00	20.00	5.00
City of Middleton	21,864	25.00	25.00	
City of Muskego	25,073	10.00	15.00	
City of Mequon	25,102	10.00	15.00	5.00
AVERAGE FEES		14.00	18.00	5.00

In addition, because the City sells dog licenses on behalf of Dodge and Jefferson Counties, we remit a fixed dollar amount per license sold to each County on a bi-monthly basis. After September 1st each year, we submit the total number of licenses sold to each County, who then remits a fixed dollar amount per license back to the City. Below are the fixed dollar amounts per County:

Jefferson County	
Unaltered \$	7.75
Altered \$	2.75
September 1st \$	1.50

Dodge County	
Unaltered \$	7.50
Altered \$	2.50
September 1st \$	0.50

In 2023, we collected an estimated \$8,400 in dog license fees; \$5,100 was remitted to the County (about 60%). We anticipate approximately \$1,530 to be returned to us, yielding a net revenue of \$4,830. Using 2023 numbers, the below chart calculates the potential increases in revenue if we were to raise the cost of dog licenses. (The fixed dollar amounts charged by the County will not change if we were to raise the dog license charge.)

CURRENT FEES				
		Fee	Total	
Unaltered Dogs	260	10.00	\$ 2,600	
Altered Dogs	1173	5.00	\$ 5,865	
INCREASE \$5 PER LICENSE				
		Fee	Total	Increase
Unaltered Dogs	260	15.00	\$ 3,900	\$ 1,300
Altered Dogs	1173	10.00	\$ 11,730	\$ 5,865
INCREASE UP TO LOCAL AVERAGE				
		Fee	Total	Increase
Unaltered Dogs	260	18.00	\$ 4,680	\$ 2,080
Altered Dogs	1173	11.00	\$ 12,903	\$ 7,038

CURRENT DOG LICENSING PROCEDURES

The staff in the Finance Department, in practice, have not been charging the ½ price amounts if a dog becomes 5 months of age after July 1st as our ordinance states. Rather, we've been charging the full license fee for all new dogs according to their altered status throughout the year.

In addition, staff have allowed service dogs to be licensed free of charge if the owner were to produce certification the dog is specially trained as a service dog, regardless of what service they provide to the owner. If owners are unable to provide certification documentation, the regular fee applies.



RECOMMENDATION

It is recommended that the licensing fees be increased at least \$5 per unaltered and altered license. This modification will align us with neighboring communities while providing the City with an increase in revenue for dog licenses. It is also recommended that we strike the ½ price dog license provision to follow our practice.

After surveying a few neighboring municipalities, we found an inconsistent assortment of procedures pertaining to service dog requirements and fee structure. We ask the assistance of this committee to determine what free licensing the City should consider providing for a service or “comfort” dog with the understanding that the counties have no fee waivers.

- Option 1: Follow the State Statute – **Service dogs** will receive a free dog license with certification of special training, provided annually, to assist their **deaf, blind, or mobility impaired** owner.
- Option 2: Expand upon State Statute – **Service dogs** will receive a free dog license with certification of special training, provided annually, to assist their owner **with any medical needs** (Examples: diabetic alert, allergy detection, seizure response, etc). [Current practice in Watertown]
- Option 3: Expand upon State Statute to include **Emotional Support Animals** (ESAs) – Service dogs and ESA’s (comfort/companion) will receive a free dog license with certification of special training or documentation from a licensed medical professional, provided annually, to assist their owner (Examples: psychiatric assistance, PTSD, mood disorders, etc).



Fee Schedule

Editor's Note: This schedule contains fees and amounts removed from the text of the ordinances which are included in the Draft of the Code

<u>Code Section</u>	<u>Description</u>	<u>Fee amount</u>
Animals		
§ 228-1A	Dog license - per calendar year	
	Neutered or spayed	\$10.00
	Unaltered	\$15.00
	Replacement tag (1st)	\$2.00
	Replacement tag (2+)	Normal License Fee
	Service Dog (must provide service dog registration certificate)	NO CHARGE
§ 228-2	Late fee per license	\$5.00

RESOLUTION TO

UPDATE CITY OF WATERTOWN FEE SCHEDULE

SPONSOR: MAYOR MCFARLAND

FROM: FINANCE COMMITTEE

WHEREAS, the City of Watertown charges fees for various services, licenses, and permits; and

WHEREAS, during review of the current City of Watertown Fee Schedule, fee amounts for animal licenses were requested to be modified; and

WHEREAS, the Finance Committee has reviewed the proposed changes and have agreed upon said changes.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Watertown hereby adopts the attached fee schedule and authorizes the Finance Department providing such licenses to charge the amounts listed therein.

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

ADOPTED _____

CLERK

APPROVED _____

MAYOR

**DRAFT ORDINANCE TO
AMEND CHAPTER 228, ARTICLE I, SECTION 228-1 & 228-2
OF THE CITY OF WATERTOWN GENERAL ORDINANCES**

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

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

SECTION 1.

Section 228-1 "License required" is hereby amended to read as follows:

§ 228-1(A). Every owner of a dog more than five months of age on January 1 of any year or five months of age within the license year shall annually, or within 30 days from the date of such dog becoming five months of age, pay a dog license tax as set by the Common Council and provided under the separate fee schedule for each neutered male dog and spayed female dog and for each male dog and female dog that has not been neutered or spayed., ~~or 1/2 of those amounts if the dog becomes five months of age after July of the license year. A kennel license shall be available at an annual cost as set by the common Council and provided under separate fee schedule.~~

Section 228-2 "Delinquent payments" is hereby amended to read as follows:

§ 228-2. The City Clerk shall assess and collect an additional charge as set by the Common Council and provided under separate fee schedule from every owner of a dog more than five months of age, where such owner fails to obtain a license prior to April 1, ~~or within 30 days of requiring ownership of a licensable dog, or where such owner fails to obtain a license within 30 days after the dog has reached licensable age.~~, **or where such owner fails to obtain a license within 30 days after city residency has been established.**

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

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

DATE:	March 19, 2024		April 2, 2024	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED: April 2, 2024

CITY CLERK

APPROVED: April 2, 2024

MAYOR

To: Finance Committee
From: Mark Stevens
Date: March 11, 2024
RE: 2024 ARPA Spending Obligation

As a reminder, ARPA Funds are to be fully obligated by the end of 2024 and spent by the end of 2026. I have compiled requests from the Leadership Team for what is likely the final request. With the approved 2024 budget, we have effectively allocated the original ARPA allotment of \$2,457,513. We're now determining an allocation to spend the remainder of the accumulated and estimated interest earnings of \$144,600. The batch of today's requests (green highlighted cells in spreadsheet) exceeds the estimated remainder by approximately \$12,000.

Reminder of ARPA funding categories:

- A: High Impact / High Cost
- B: Covid-19 Response
- C: Government Services

Requests:

- Dispatch: \$4,529- actual quote to Mindshare workstation upgrades is higher than \$16K already allocated
- Police: \$15,000- digital storage evidence system
- Fire: \$21,961- original quote only included one communication channel; three are needed
- Municipal Building: \$10,000- renovation of City Hall 2044
- Media: \$10,975- upgrade of livestream equipment
- IT: \$6,300- upgrade close circuit monitoring to consolidated system
- Inspections: \$6,000- evaluate zoning ordinance
- Street: \$2,150- purchase ten LED light fixtures
- Parks: \$13,000- radios (6)
- Parks: \$15,000- snowmobile for trail grooming
- Parks/Street: \$5,500- hydroseeder

Following this summary are memos from departments to provide further explanation.

ARPA Funds - Watertown Fund 24	rev 03/05/24				
	Allocation	FY22 Actl	FY23 Actl	FY24 Bdgt	Future / Requests
CATEGORY A - HIGH IMPACT/HIGH COST					
<u>Extending Utilities Infrastructure</u>					
West of Farm and Fleet: Sanitary Sewer		2,684	508,324		
West of Farm and Fleet: Water Mains		82,072	107,235	(21,564)	
W Main / Votech Dr: Sanitary Sewer design		919			
Main St (First St to Market St): driving lanes: 2" asphalt; south parking lane: seal coat		177,644			
Develop downtown parking (\$356K tl; share w TID)					
Main St: landscape architect			69,624		
Riverside Park Wall/Bridge Rehab			75,000		
Park Restrooms Upgrades			44,614	64,156	
Addressing Childcare Needs			200,000	100,000	100,000
Housing Rehabilitation				100,000	
Council Chambers A/V renovations- system		99,997			
Council Chambers A/V renovations- electric upgrd		4,835			
CATEGORY B - COVID19 RESPONSE					
Health Department					
Improving electronic medical records systems		18,764	10,736		
Funding community health improvement plan		10,000			
Updating health department computer hardware			803		
Dispatch: Mindshare workstations (3)				16,000	4,529
PD: digital evidence system					15,000
Fire Department					
Lexipol training				10,240	
Cardiac Monitor		32,055			
Power-load system (ambulance)		23,383			
UE Scope Monitor Kit			4,204		
Records Management System		26,441			
Stationary computer		1,052			
Radio Communication & Dispatch System			266,710		21,961
City Buildings: 8 AED Units		13,206			
Sr/Comm Ctr: back-up generator				70,800	
CATEGORY C - GOVERNMENT SERVICES					
Alder tablet replacements				5,469	
Elections: Badger Books System		50,000			
Municipal Bldg: generator fencing, doors, camera				10,500	
Municipal Bldg: 2044 renovations					10,000
Facilities Condition Assessment		42,590			
Facility use master planning				26,000	
Media: portable PA System		860			
Media: livestream equipment upgrade					10,975
Closed Circuit Camera enterprise upgrade					6,300
GIS Updates				27,000	
Zoning Review					6,000
Downtown Transportation Network Evaluation				80,000	
Street light LED fixtures (10)					2,150
Parks: radios (6)					13,000
Parks: snowmobile					15,000
Parks/Streets: hydroseeder					5,500
Portable fencing			5,102		
Humane Society kennels				36,000	
Unassigned					
Total of Projects w/ Allocations		586,503	1,292,353	524,601	210,415
Total ARPA Allotment	2,457,513				
Remaining Allocation		2,015,610	723,257	198,656	
Interest Earnings [24-48-11-00]: est thru 7/24	144,600				
Total Available	2,602,113				(11,759)

Section 3, Item H.



2880 Commerce Park Drive
Madison, WI 53719

800-356-3200 | www.gencomm.com

Madison - (608)271-4848
Milwaukee - (262)439-2000
Eau Claire - (715)225-7604
WI Rapids - (715)424-3050
McHenry - (815)385-4224

Section 3, Item H.

Sales Quote No: 32061

Date: 3/6/24

Account No: 2835

Bill To: Watertown Police Department
PO Box 477
Watertown, WI 53094

Ship To: Watertown Police Department
106 Jones Street
Watertown, WI 53094

Sales Person	P.O. Number	Ship Method	Payment Terms	Quote Expires On
Jon Eckert		Service Installation	NET 30 Days	4/5/24

Notes

Item No	Description	Quantity	UM	Price	Amount
750M- MaxPlus	Mindshare console Position Processor, Including Power supply, Mounting plate & Mouse - Includes transferring seat license	3.00	Each	\$6,683.00	\$20,049.00
LABORSERV-MF	Replace Mindshare dispatch console computer	3.00	Each	\$160.00	\$480.00

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Subtotal	\$20,529.00
Freight	\$0.00
Sales Tax	\$0.00
Sales Order Total	\$20,529.00



2-8-24

PROPOSAL FOR:

City of Watertown Police Dept

PROJECT DESCRIPTION:

Digital Evidence File Storage Solution

Executive Summary

Digicorp is pleased to propose a file storage solution for the Watertown PD's digital evidence needs. WPD needs to upgrade their existing digital evidence storage. There is urgency in getting a new solution deployed since the two current NAS appliances are running out of disk space (there is 17.2 TB of data there today). As a result, the WPD users are putting much of our digital evidence documentation on hold while waiting for this to be resolved. With this replacement, more consideration needs to be given to compliance with CJIS rules as the current solution is not compliant. Digicorp recommends a physical server with ample storage running Windows Server 2022 in order to achieve compliance with those requirements.

Once implemented, this solution will function much the same way as the current solution, but the intention is that the server will be domain-joined, and access granted via group to this server. We would recommend enabling ReFS with file checksums for the data drive. FIPS mode would be enabled at the OS level, with SMB encryption enabled/required. Our plan is to utilize FIPS-enabled BitLocker encryption, which is included in Windows Server OS. We will need Windows Server 2022 Standard licensing (1 x 16-core pack) as well. Please note: the drives for the existing NAS appliances really should be physically destroyed, not just wiped.

For a backup solution, we are proposing the Veeam Backup Essentials software which offers a simple, portable, and highly affordable licensing option. This licensing is designed for small environments consisting of 50 "workloads" or instances or less, and includes Enterprise Plus Edition features along with 24x7 Production level (24x7) support together under one subscription. I have included 1 and 3 year subscription term options for your consideration. The licensing for Backup Essentials is packaged in bundles of five instances or workloads of portable licenses. A workload consists of any one of the following:

- 1 virtual machine (VM)
- 1 cloud instance/VM
- 1 database or application
- 1 physical server
- 3 laptops/workstations
- 500 GB of unstructured data

In addition to Veeam, we recommend a cloud-based archiving solution from Wasabi. This will provide a copy of your data off-site and allow you to recover files as a DR strategy, should your on-premises Veeam server experience a failure. This is a secure, affordable, and easy-to-use cloud storage solution without any egress fees for accessing your data. It is sold as a monthly service in 1TB storage increments.

Please review the following Statement of Work and pricing summary and let me know of any questions. We thank you for the opportunity to present you with this solution. As your long time, local technology partner, we are committed to designing, implementing and supporting leading technology solutions that represent the best overall value for your organization.

Statement of Work (From Digicorp Engineer, William Lentz):**Recommended Solution:****Hardware: HPE ML110 Gen 11 (Tower-based, located in the evidence storage room)**

- Xeon 3508 CPU (4410Y would also work if it's more cost effective)
- 64G RAM
- 8 LFF bays
- MR408i RAID controller w/ battery
- NS204i Boot controller
- Dual 500W power supplies
- iLO Advanced
- Recommend 8 x 16TB LFF SAS hard drives, which will yield usable space of ~87 TB after configuring in a RAID 6 array. This could be reduced if desired.

Software:

- 1 x Windows Server 2022 Standard Edition – 16-Core license pack
- Veeam Backup Essentials – licensing for 5 workloads (minimum of 5 workloads/instances required)
- Wasabi Cloud Storage – 18TB starting out (sold in 1TB increments) – 17.2 TB of data on the current NAS solution today.

Labor Estimates

Prepare server at Digicorp – 6 hours.

Onsite installation – 6 hours (drive remapping, domain joining, BitLocker configuration, etc.)

Migration of existing evidence data to new solution – 2-4 hours.

Configuration of Veeam/Wasabi Backup – 4 hours.

Total Labor Estimate = 18 - 20 hours

Pricing Summary**1.) HPE ML110 G11 Server**

<u>QTY</u>	<u>ITEMS/DESCRIPTION</u>	<u>MSRP (Unit)</u>	<u>Sales Price (Unit)</u>	<u>Sales Price (Extended)</u>
1	HPE Smart Buy Proliant ML110 G11 Tower Server – configured with the following: <ul style="list-style-type: none"> • CPU: 1 x Intel® 4th Generation Xeon-Bronze 3408U Processor (1.8 GHz/8-core) • Memory: 16 GB (1 x 16GB modules out of 16 total DIMM Slots) Single Rank x8 DDR5-4800 CAS-40-39-39 EC8 Registered Smart Memory Kit • Drive Chassis: 4 x Total LFF 3.5" Hard Drive Bays (hard drives sold separately) • Storage Controller: Embedded 8 SATA ports controller with Intel® VROC Software RAID (Can only support SATA drives) • Network Controller: Embedded 2-Port 1GbE BCM5720 networking adapter • Power: 1 x HPE 500W Flex Slot Platinum Hot Plug Low Halogen Power Supply • Security: TPM (Trusted Platform Module) • Management: HPE iLO Standard with Intelligent Provisioning (embedded), HPE OneView Standard (requires download); HPE iLO Advanced and HPE OneView Advanced (require licenses) • Warranty: 3-year parts, 3-year labor, 3-year onsite support with next business day response 	\$ 4,799.42	\$ 2,040.00	\$ 2,040.00
3	HPE 16GB Single Rank x8 DDR5-4800 CAS-40-39-39 EC8 Reg. Smart Memory Kit	\$ 1,065.00	\$ 279.00	\$ 837.00
1	HPE MR408i-o Gen11 x8 Lanes 4GB Cache OCP SPDM Storage Controller – <i>Recommended to support SAS drives</i>	\$ 2,619.00	\$ 789.00	\$ 789.00
1	HPE 96W Smart Storage Battery with 260mm cable kit – <i>Required for MR408i-o storage controller</i>	\$ 234.00	\$ 86.00	\$ 86.00
1	HPE ProLiant ML110 Gen11 4LFF Drive Cage Kit – <i>Needed to support up to 8 hot plug hard drives</i>	\$ 244.00	\$ 244.00	\$ 244.00
8	Seagate Exos x18 16 TB Hard Drive - 3.5" Internal Hard Drive - SATA (SATA/600) - 7200rpm - 261 MB/s Maximum Read Transfer Rate - Hot Swappable - 5 Year	\$ 447.98	\$ 407.00	\$ 3,262.22

	Warranty – <i>To be configured in a resilient RAID 6 array to yield ~87 TB of useable storage capacity</i>			
8	HPE Low Profile 3.5 LFF Hard Drive Carrier – <i>Required for installation of Seagate hard drives into ML110 G11 Server</i>	\$ 63.16	\$ 46.00	\$ 368.00
1	HPE NS204i-u Gen11 NVMe Hot Plug Optimized Storage Boot Device	\$ 1,994.00	\$ 721.00	\$ 721.00
1	HPE NS204i-u Gen11 Enablement Kit – <i>Required for NS204i-u OS Boot Device</i>	\$ 64.00	\$ 58.00	\$ 58.00
1	HPE ML110 Gen11 Redundant Fan Kit – <i>Required for NS204i-u OS Boot Device</i>	\$ 209.00	\$ 108.00	\$ 108.00
1	HPE 500W Flex Slot Platinum Hot Plug Low Halogen Redundant Power Supply	\$ 383.00	\$ 116.00	\$ 116.00
1	HPE iLO Advanced Server License (Electronic) with 3 Year 24x7 Tech Support & SW Updates	\$ 469.00	\$ 198.00	\$ 198.00
	Subtotal			\$ 8,830.00

2.) Microsoft Windows Server Licensing

<u>Qty</u>	<u>ITEMS/DESCRIPTION</u>	<u>Sales Price (Unit)</u>	<u>Sales Price (Extended)</u>
1	Microsoft Windows Server 2022 Standard Edition 16-Core License (Perpetual, Commercial): <i>Covers 2 cores on a single processor - every processor core on a physical host server will need to be covered with a minimum of 16 cores on each server; Standard edition provides virtualization rights to 2 VMs for each fully licensed server</i>	\$ 1,069.00	\$ 1,069.00
	Subtotal		\$ 1,069.00

3.) Veeam Licensing Options (1 and 3 Year Subscription Term Options):

<u>Qty</u>	<u>DESCRIPTION</u>	<u>MSRP (Unit)</u>	<u>Sales Price (Unit)</u>	<u>Sales Price (Extended)</u>
1	Veeam Backup Essentials & Production Support 1 Year License (Veeam Universal License, Public Sector) - Includes Enterprise Plus Edition features and Supports up to 5 instances/workloads; Production Support available 24x7x365	\$ 385.20	\$ 385.00	\$ 385.00
	Subtotal (1 Year Veeam Subscription Option)			\$ 385.00
<i>Alternative 3 Year License Option:</i>				
1	Veeam Backup Essentials & Production Support 3 Year License (Veeam Universal License, Public Sector) - Includes Enterprise Plus Edition features and Supports up to 5 instances/workloads; Production Support available 24x7x365	\$ 1,155.60	\$ 1,155.60	\$ 1,155.60
	Subtotal (3 Year Veeam Subscription Option)			\$ 1,155.60

4.) Wasabi Cloud Storage – Recommended for Off-Site Storage for Archiving/DR purposes

<u>Qty</u>	<u>DESCRIPTION</u>	<u>MSRP (Unit)</u>	<u>Sales Price (Unit)</u>	<u>Sales Price (Extended)</u>
18	Wasabi Cloud Storage Subscription – 1 TB of Storage – Monthly Billing (In Arrears) – No Fees for egress or API requests, which means you won't pay to access your data	\$ 7.50 /month	\$ 7.00 /month	\$ 126.00 /month
	Subtotal (Monthly Subscription)			\$ 126.00 /month

5.) Digicorp Professional Installation Services – Labor Estimate

<u>Est. Hrs</u>	<u>DESCRIPTION</u>	<u>Unit Cost</u>	<u>Extended Cost (Est.)</u>
18-20 hrs	Digicorp Labor Estimated to Complete the Statement of Work listed above	\$ 122.00 /hr	\$ 2,440.00
1	Miscellaneous Costs: Estimated miscellaneous costs to cover any additional time needed to complete this project scope above and beyond what has been estimated above, onsite trip charges, higher labor rates due to after-hours work, project management, etc.	\$ 600.00	\$ 600.00
	Subtotal		\$ 3,040.00

PROJECT NOTES:

Freight and taxes (if applicable) are not included.

Labor is estimated for budgetary purposes and will be billed on a T&M basis at an hourly rate of \$122 /hr for work performed during normal business hours (8:00am – 4:30pm, M – F); A labor rate of \$159 /hr will apply for work performed outside of normal business hours; Trip charges are applicable for onsite visits (if needed).

Any changes to the design or scope of work presented in this proposal may affect final price.

Pricing is valid through 2/29/24.



Watertown Fire Department

Section 3, Item H.

106 Jones Street, Watertown, WI 53094 • 920-261-3610 • 920-261-7527 fax
www.watertownfiredept.com

February 21, 2024

Re: ARPA Fund Allocation Request

This memo outlines a **request for \$21,960.62 in ARPA funding** to add two (2) dispatch consoles. This will allow Watertown Dispatch to talk to fire fighters on the radio channels, interface with consoles, and record channels to upgrade the fire department's dispatching capabilities and radio communication system. These console additions will include one dispatch channel and a Talk-Around Channel (TAC) during incidents.

The dispatch channel (Fire Main Dispatch Channel) allows for communication between Watertown Dispatching Center and the fire department vehicle or portable. Without this, there would be no communication between the fire department and dispatch. This will be a recorded radio channel.

The fireground channel allows for on-scene operations or training communications. During a structure fire or major event, operations would be used on the TAC channel. This allows for clearer, and more effective communication because it can penetrate walls better than VHF. This channel is recorded, so review of an incident and training can be conducted to improve communications and outcomes of incidents. This will be a recorded radio channel.

A second fireground channel allows for on-scene operations when the first TAC channel is being used during an event already in progress. This will be a recorded radio channel.

The paging channel allows dispatch to page/alert us of an incident and simulcast with Jefferson County VHF paging. This will be a recorded radio channel.


This request is in addition to what was requested for the 800MHZ from Chief Teesch. He thought that the original price included all four dispatch consoles, however, it was for just one. With the remaining funds, we can almost fund the second console, however, we fall short of the four total channels that are needed.

A breakdown of costs is provided below.

Balance for 2 nd console			\$1,479.84
Console Additions	\$10,240.39	x 2	<u>\$20,480.78</u>
Total			\$21,960.62

If you have additional questions, please feel free to contact me.

Sincerely,


Anthony Rauterberg
Deputy Fire Chief
Watertown Fire Department

To: Finance Committee
From: Mark Stevens
Date: February 29, 2024
RE: City Hall 2044 Renovation Request

Room 2044 is the primary room utilized for city meetings to take place. A multitude of guests (prospective hires, consultants, residents, dignitaries, out-of-town visitors) are ushered into a room that has never been fully updated beyond painting the original paneling that still covers the walls. We'd like to request consideration of an ARPA allocation for renovating this space to be one that is aesthetically pleasing.

Estimated costs: \$10,000 for outsourced work

- Electric upgrades to hide wall-mounted runs, update fire alarm strobe, light switch controls, video monitor outlets
- Drywall to smooth finish
- Furnish/install frosted acrylic sign with name and logo

The building repair/maintenance account would be utilized for paint and cabling to connect video monitor to table. Available funds existed in 2023 to purchase a large-screen video monitor to replace the aging ceiling-mounted video projector. We have held off installing this equipment, hoping to have an updated room to mount it.



Thursday, March 7, 2024

To: Finance Committee

From: Lisa Famularo

Re: Use of AARPA funds for mobile multi-camera video streaming system

Request Summary: The equipment outlined in the following document comprises a mobile video streaming system, which Media Productions will use to record and live stream WHS sporting events and other community affairs. If our current system fails completely, we will be unable to provide coverage of these events for the community. This mobile system will also serve as a back-up to our existing systems in the Media Productions studio and the council chambers if either system fails unexpectedly.

Our existing mobile production system is failing faster than expected, and the company that manufactured these systems has gone out of business. There is no support available for the main component; a wireless receiver and three wireless transmitters. I am also requesting cameras and ancillary equipment to complete the system.

Watertown TV

(as of 02/19/2024)

QUANTITY	PRODUCT	UNIT PRICE	TOTAL	DESCRIPTION
3	Canon Vixia HF G70 UHD 4K Camcorder 32pc Bundle	\$1,169	\$3,297	https://www.amazon.com/Canon-HF-G70-Camcorder-Telephoto/dp/B0CPL72HPR/ref=sr_1_21?crid=1VQX1HJSHJW7C&dib=eyJ2ljojMSJ9.dTQXVSS22t98B9V26p7tR27jhGWMVpAv2ldjVagrhuRRB-RQ_oBEJGyn_QQeqBFxkEkWQKdemxziCkVCQO8Xv2utklLio4KQWLsFp5mSmWig2g6bg-bwEBQzNIHKuHXLf9WjhznWulA7HCuZgQ86bgl_PRsn6wAGIUntV-X-aFHWlwPQG7yi8hK8ZB0kQASay4Y6oJhK2m-fg4pQZDlxJceczhultYyiyx4J9ljH5XPZ-i_Ow8moXnT0qQwNNJWofeVaRbd7BfBmsolX1cM3E_XziwfJvwauR6BdBH8A.eWjB0y2tgkoziHMYWCBdYb8QaUFMb6T9eAlmauLWUUK&dib_tag=se&keywords=camcorder+bundle&qid=1708372146&s=electronics&sprefix=camcorder+bundle%2Celectronics%2C173&sr=1-21&ufe=app_do%3Aamzn1.fos.765d4786-5719-48b9-b588-eab9385652d5
1	Allen & Heath ZEDi-8 - Compact Hybrid Audio Mixer	\$249.99	\$249.99	https://www.amazon.com/Allen-Heath-ZEDi-8-Compact-Interface/dp/B01A2YQ9BM?ref=ast_sto_dp&th=1&psc=1
1	PreSonus HP4 - 4-Channel Headphone Distribution Amplifier	\$149.99	\$149.99	https://www.bhphotovideo.com/c/product/284949-REG/PreSonus_HP4_HP4_4_Channel_Headphone.html
2	Audio-Technica ATH-M50xSTS StreamSet Headset with XLR and 3.5mm Connectors	\$199.99	\$399.98	https://www.bhphotovideo.com/c/product/1745120-REG/audio_technica_ath_m50xsts_streaming_headset_xlr_and.html
3	Blackmagic Design Video Assist 7"	\$995	\$2,985	https://www.bhphotovideo.com/c/product/1507213-REG/blackmagic_design_hyperd_avidia12_7hrd_video_assist_7_monitor.html/reviews
1	Lenovo 16" Legion Pro 7i 16IRX8H Gaming Laptop	\$2,499	\$2,499	https://www.bhphotovideo.com/c/product/1745684-REG/lenovo_82wq002tus_16_legion_pro_7i.html
3	Hollyland Mars 400S PRO II Wireless SDI HDMI Video Single Receiver	\$309	\$927	https://www.amazon.com/gp/product/B0CNH4P4TH/ref=ppx_yo_dt_b_search_asin_title?ie=UTF8&th=1
1	Blackmagic Design ATEM Mini Pro HDMI Live Stream Switcher	\$295	\$295	https://www.bhphotovideo.com/c/product/1557461-REG/blackmagic_design_atem_mini_pro_hdmi.html
2	Lenovo Legion Laptop Bag	\$85.99	\$171.98	https://www.amazon.com/Lenovo-Double-Layered-Protection-Dedicated-GX40V10007/dp/B07VVRZ7ZB/ref=sr_1_3?crid=P6FDF0D5WJXB&dib=eyJ2ljojMSJ9.HyDXF9Ry7w9OPPHrJyuUwvJp_W4veDVeYXJMeV3Jca6w6Jux0LGKUKJoI1IGRY6cEn1HiIwh5h1rso9DCrW3Nlu8J0tdTe6fu_cyVQmWAGxgwhvbVBEVL3T2QSDOapi2BUNxpPKzPQI1W-JvDWM8gSaTfWhFgYt44ol9K6t-3Hfs0hXV4iEPynYecszLu5LEInxnmTpe68VPRvQu_M1tnibH9fF-AZc4d-LAzz1blEQ.y6VWdrS7Ilf_P3MUQSxm8NqmmAvdl4Is6GFnBlngWr4&dib_tag=se&keywords=gaming%2Blaptop%2Bbackpack&qid=1708376950&sprefix=gaming%2Blaptop%2Bbackpack%2Caps%2C673&sr=8-3&th=1&psc=1
17	Livestreaming Kit		\$10,975	

Attached is a list of equipment that would replace our current live streaming setup, which has gone down hill faster than anticipated this year. I would like to request the use of ARPA money to purchase this. It's used for WHS sports, parades, the tree

Mark Stevens

From: Jeff Jezuit <JJezuit@digicorp-inc.com>
Sent: Friday, January 12, 2024 6:03 PM
To: Andrew Day
Subject: RE: Exacqvision Enterprise

Hi Andrew,

Thanks for your patience on this. I looked up your current licensing using exacq's SSA configuration tool and I calculated a total of 70 Licenses across 6 NVR servers – see the breakdown and screen shot from Exacq's website below. This also shows when the SSA renewal is coming due.

The price of the upgrade license is as follows:

Upgrade License – 1 x Professional-to-Enterprise License Upgrade

MSRP = \$110 /unit



Sales Price = \$90 /unit => \$6,300 total

Would you like assistance from our engineering team applying the upgrade and configuring the AD integration? If so, I'll need to schedule a review with one of my engineers to get a SOW and labor estimate together. We may want to have a call with you to review your requirements in more detail.

I can send you a more formal quote on this but wanted to get something back to you today, before the weekend hits.

Current NVRs:

- Police Dept NVR (33 licenses) – MAC Address D0-50-99-D3-65-E6 – Annual Renewal due 9/24/24
- Senior Center NVR (13 Licenses) – MAC Address A8-A1-59-A9-04-64 – Annual SSA Renewal due 4/24/2025
- Street Dept (4 Licenses) – MAC Address A8-A1-59-A8-EF-E0 – Annual renewal will be due 5/11/2025
- BQ Park Upper NVR (4 Licenses) - MAC Address A8-A1-59-A8-EE-C3 - Annual SSA Renewal due 5/11/2025
- BQ Park Lower NVR (4 Licenses) - MAC Address A8-A1-59-A8-F0-84 – Annual SSA Renewal due 5/11/2025
- Riverside Park NVR (12 camera licenses) - MAC Address A8-A1-59-A8-EE-46 – Annual SSA renewal due 5/29/2025

Software Updates

Do you have all of the latest exacqVision features?

Quickly view options to extend the software update period, increase IP camera capacity, or add features to any exacqVision V

Save Config
Select SSA
Calculate
Upgrades

Show 10 entries (Sort by clicking the column names)

Add 0 IP Channels

Search:

MAC Address	Serial Number	License Level	IP Channels	Original SSA	New SSA
D0-50-99-D3-65-E6	ER1934032398	Professional	33	2024-09-24	2024-09-24
A8-A1-59-A9-04-64	ER2212023839	Professional	13	2025-04-24	2025-04-24
A8-A1-59-A8-EF-E0	ER2215024593	Professional	4	2025-05-11	2025-05-11
A8-A1-59-A8-EE-C3	ER2215024563	Professional	4	2025-05-11	2025-05-11
A8-A1-59-A8-F0-84	ER2215024566	Professional	4	2025-05-11	2025-05-11
A8-A1-59-A8-EE-46	ER2216025126	Professional	12	2025-05-29	2025-05-29

Showing 1 to 6 of 6 entries

Previous 1 Next

[Legal](#)

Have a great weekend!

Jeff Jezuit
Account Executive
Office: (262) 402-6145
Cell: (414) 550-4331
Email: jjezuit@digicorp-inc.com



www.digicorp-inc.com

For support requests, please contact our Support Center at SupportCenter@Digicorp-inc.com or (262) 402-6105
For emergencies outside normal business hours please call: (262) 821-7604 to reach our after hours paging service

From: Jeff Jezuit
Sent: Friday, December 15, 2023 1:30 PM
To: Andrew Day <ADay@watertownwi.gov>
Subject: RE: Exacqvision Enterprise

Hi Andrew,

Thank you for reaching out. I'll work on getting you this proposal. I also owe you the summary of upcoming renewals that we spoke about over lunch the other day. I'll get you this along with the 5 year technology plan worksheet that we started but have not yet completed.

Have a nice weekend!

Jeff Jezuit
Account Executive
Office: (262) 402-6145
Cell: (414) 550-4331
Email: jjezuit@digicorp-inc.com



www.digicorp-inc.com

For support requests, please contact our Support Center at SupportCenter@Digicorp-inc.com or (262) 402-6105
For emergencies outside normal business hours please call: (262) 821-7604 to reach our after hours paging service

From: Andrew Day <ADay@watertownwi.gov>
Sent: Thursday, December 14, 2023 8:28 AM
To: Jeff Jezuit <JJezuit@digicorp-inc.com>
Subject: Exacqvision Enterprise

Hey Jeff,

I hope you are well.

I was wondering if you have an idea of what the costs would be to move the City's camera systems from the professional licensing to enterprise license. As of right now we are managing each system separately, but the enterprise licensing supports Active Directory integration, which would drastically improve things. Please let me know if you need any information for this.

Thanks,

Andrew Day
Information Technology Coordinator
Administration Department
City of Watertown
(He/Him)

1-920-206-4265 - Desk
1-920-390-0051 - Mobile

106 Jones Street, P.O. Box 477
Watertown, Wisconsin 53094



VANDEWALLE & ASSOCIATES INC.

To: Brian Zirbes, City Zoning and Floodplain Administrator
From: Sonja Kruesel, Vandewalle & Associates
Date: January 12, 2024
Re: Scope of Services for a Zoning Ordinance Diagnostic and Solutions Memo for the City of Watertown

The City of Watertown last comprehensively evaluated the Zoning Ordinance over 20 years ago when the ordinance was last rewritten. Minor tweaks and changes have been addressed within the ordinance since that time, but mostly to address specific issues that have arisen.

Community priorities, policies, and goals, in addition to modern development trends have evolved since 2002, and its time to take a step back to ensure the Zoning Ordinance is truly reflective of these changes. In particular, one key tool the community has to assist in combating the existing housing situation is to address the City's development policies and procedures to allow and facilitate the housing types sought in Watertown.

The Zoning Ordinance Diagnostics and Solutions Memo is a tool to capture and summarize a full evaluation of how the existing ordinance is working and potential amendments that may be needed. This will include a review of the entire Chapter 550 to examine strengths and weaknesses in terms of regulations, structure, clarity, ease of use, existing zoning districts and district standards, definitions, review procedures, and other topics. This memo will be reviewed in detail with City staff and the Plan Commission.

The goal of this exercise will be to assist Watertown in determining the best path forward, whether that be strategic amendments within the existing Zoning Ordinance, or if a full rewrite should be considered. A set of recommended solutions will be integrated throughout the memo and will describe possible amendments to facilitate the type of development the City desires, address issues with the current ordinance, and incorporate best practices and innovative ideas.

The following Scope of Services provides a Zoning Ordinance Diagnostic and Solutions Memo for the City of Watertown to be completed within 90 days of contract execution for a fixed fee cost of \$6,000.

Proposed Scope of Services

Task 1: Project Kick Off Meeting (in-person 2-hour meeting): Vandewalle & Associates (V&A) will meet with City staff to discuss the ordinance's strengths and weaknesses, and to gather an understanding of the existing shortfalls of the ordinance. This meeting could also include key community stakeholders such as representatives from the Redevelopment Authority, Main Street, or other local groups.

Task 2: Review Existing Ordinance and Plans: V&A will conduct a thorough review of Chapter 550 to identify areas for possible improvement in terms of regulations, structure, clarity, ease of use, existing zoning districts and district standards, definitions, review procedures, and other topics. Additionally, V&A will collect any relevant recommendations, goals, or strategies from existing plans that may pertain to the City's Zoning Ordinance, in particular the Comprehensive Plan.

Task 3: Produce Draft Zoning Ordinance Diagnostic and Solutions Memo: V&A will complete an initial Draft Zoning Diagnostic and Solutions Memo that analyzes the ordinance's strengths and weaknesses, and which offers potential solutions for Watertown's consideration. The memo will incorporate the findings and information gathered in Task 1 and 2 above and be provided to City staff in advance of Task 4.

Task 4: Draft Review Meeting (in-person 2-hour meeting): V&A will meet with City staff to discuss the Draft Zoning Diagnostic and Solutions Memo and provide any edits/changes needed.

Task 5: Plan Commission Presentation (in-person 1-hour meeting): V&A will attend a regular Plan Commission meeting to present the findings of the memo and discuss future opportunities for the City.

Task 6: Produce Final Memo: V&A will make any revisions needed to the draft memo based on input received from City staff and the Plan Commission. All documents will be provided to the City digitally.

Stacy Winkelman
Operations Manager

Matt Willmann
Asst. Operations Manager

Jane Flanigan
Admin. Asst. II

Christopher Newberry
Public Works Project Mgr

Tom Nickels
Foreman

Jason Heller
Foreman

Chris LaCombe
Foreman

TO: Mark Stevens, Finance Director

FROM: Stacy Winkelman

RE: ARPA Funds Request

DATE: February 12, 2024

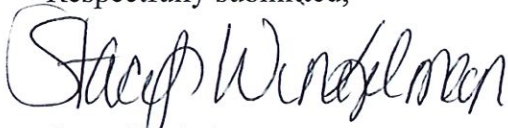
Mark,

I would like to request \$2,150.00 from the ARPA funds for the following:

- The purchase and installation of ten (10) LED Street Light Heads for S. Church Street. We recently replaced (20) heads with LED starting on the roundabouts and working our way north. That work depleted street light repairs funds for the year and there are many more to go. Highway Light and Landscape has approached me stating that he has (10) lights left over from a job that fell through and he would install them for a total price of \$215.00 each. This is a steal and would allow us to keep chipping away at changing over lights the City is responsible for to LED.

I would greatly appreciate your consideration of allowing us these funds from ARPA.

Respectfully submitted,



Stacy Winkelman
DPW – Street/Solid Waste
Operations Manager

MEMO

TO: Finance Committee
FROM: Kristine Butteris, Director of Parks, Recreation, & Forestry
DATE: March 7, 2024
RE: ARPA Requests

Committee Members,

We are looking for assistance to purchase a few items that are unforeseen expenses for this year. Below is a list (in order of need) for your consideration.

- 6 new radios (we only have 7 working radios and have 11 parks staff) - \$13,000 (approx.. \$2,100/radio)
 - We have over 330 acres of green space and over 30 parks that are maintained by Parks, Recreation, and Forestry Staff where communication is a crucial part of our daily tasks. Radios allow communication between crew members, supervisors, and department heads to be quicker and more efficient than phone calls or text messages. Radios are used for needed assistance with projects, supplies or equipment needs, equipment breakdowns, forestry assistance, and event setup/take down. Our current radios were purchased in 2014 and within the last year three have stopped working.
- snowmobile (we currently don't have one to groom trails) - \$15,000
 - Our beloved 1997 snowmobile took its last ride in January after our one snowfall. Due to this, we are not able to groom our trails in the winter months. Groomed trails enhance the outdoor recreational experience by providing opportunities for activities such as cross-country skiing, snowshoeing, wildlife viewing and fat tire biking. Groomed trails also help minimize environmental damage by reducing the need for users to create their own paths or disrupt sensitive habitats. Grooming trails with a snowmobile helps to create a smooth, even surface, reducing the risk of accident, injury and damage to equipment for skiers, snowshoers, and hikers.
- Hydro seeder for landscaping - \$5,500
 - Hydroseeding is commonly used in landscaping projects, including lawns, parks, athletic fields, roadside beautification, and urban green spaces to establish lush, healthy vegetation quickly and cost effectively. It can help suppress the growth of weeds and invasive species by establishing dense vegetation cover that outcompetes undesirable plants for sunlight, water and nutrients, reducing the need for herbicides and manual weed control. Hydroseeding reduces water usage compared to traditional seeding methods by encapsulating seeds and mulch in a moisture-retentive slurry that minimizes evaporation and runoff, increasing seed germination rates and overall water efficiency. We have a few bigger projects this year and in the coming years where this

piece of equipment would be highly beneficial and cost effective to the city as well as during our stump removal season and plow damage repairs.

Stacy Winkelman
Operations Manager

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Public Works Project Mgr

Tom Nickels
Foreman

Jason Heller
Foreman

Chris
Foreman

TO: Mark Stevens, Finance Director

FROM: Stacy Winkelman

RE: ARPA Funds Request

DATE: March 7, 2024

Mark,

I would like to support the Park Department's request for a Hydroseeder. This would be a great tool for shared use by the Street Division and Park Department. A Hydroseeder allows for much greater production with much less time and labor. Typically, the growth results of using this machine are better as well.

Every fall our Division has to stabilize our fill site(s) for winter. The time and labor that could be saved with a Hydroseeder is significant. This also could be used for the numerous retention ponds that are being added to the City, assisting in storm water management. We assist the Parks Department with stump removals after winter tree removals and this could save a lot of hand work with better results.

Consideration of this request would be greatly appreciated.

Respectfully submitted,

Stacy Winkelman

Stacy Winkelman
DPW – Street/Solid Waste
Operations Manager