THE CITY OF WATERTOWN

COMMON COUNCIL MEETING AGENDA

TUESDAY, OCTOBER 07, 2025 AT 7:00 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=0gIWdtrdiJJHznZXyVgAb9U8pNOstl.1

All public participants' phones will be muted during the meeting except during the public comment period. This meeting will be streamed live on YouTube at: https://www.youtube.com/c/WatertownTV

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **MINUTES OF COUNCIL MEETING HELD**
   A. Meeting minutes from September 16, 2025
5. **COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT**

   Members of the public who wish to address the Council must register their request in writing before the meeting begins. Each individual who requests to address the Council will be permitted up to three minutes for their comments.
6. **REPORTS**
   A. Historic Preservation minutes from August 27, 2025
   B. Site Plan Review minutes from September 8, 2025
   C. Plan Commission minutes from September 8, 2025
   D. Police & Fire Commission minutes from September 8, 2025
   E. Tourism minutes from September 11, 2025
   F. Public Safety & Welfare minutes from September 16, 2025
   G. RDA minutes from September 17, 2025
   H. Public Works minutes from September 23, 2025
7. **COMMUNICATION & RECOMMENDATIONS**
   A. Dodge County and Madison Area Tech College workforce efforts
   B. 2028 Downtown Main Street Reconstruction Project Update
8. **MISCELLANEOUS BUSINESS**
   A. Payroll Summary - September 3 through September 16, 2025
9. **RESOLUTIONS**
   A. Exh. 9789 - Resolution to approve WDNR urban forestry grant for City of Watertown Parks, Recreation, and Forestry Department (Sponsor: Mayor Stocks From: Finance Committee)
   B. Exh. 9790 - Resolution to approve the Updated UPS Parking Lot Agreement (Sponsor: Mayor Robert Stocks From: Finance Committee)
   C. Exh. 9791 - Resolution to enter into lease with Passenger Transit Inc. for Shared-Ride Taxi Service Vehicles (Sponsor: Ald. Smith From: Transit Commission)
10. **NEW BUSINESS**

A. 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 (Claim from Kobe Wuestenberg)

B. Reconvene into open session

C. Review and take action: Claim for damages from Kobe Wuestenberg

11. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

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

12. 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*

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

Common Council Minutes
September 16, 2025

CALL TO ORDER
Mayor Stocks called the regular meeting of the City of Watertown Common Council to order at 7:12 p.m. on Tuesday, September 16, 2025. This meeting was open for attendance in the council chambers as well as virtually.

ROLL CALL
Roll call indicated the following Alderpersons present: Ald. Davis, Lampe, Berg, Bartz, Blanke, Arnett, Wetzel and Moldenhauer. Absent was Ald. Smith. City staff present were Fire Chief Tanya Reynen (virtual), Police Chief David Brower, City Attorney Ali Panagopoulos, Finance Director Mark Stevens, Streets Superintendent Stacy Winkelman (virtual), and City Clerk Megan Dunneisen.

PLEDGE OF ALLEGIANCE
The Council recited the Pledge of Allegiance to the American Flag.

MINUTES OF PRECEDING MEETING
Mayor Stocks inquired if there were additions or corrections to minutes of the Common Council meeting held Tuesday, September 2, 2025. There being none, Ald. Blanke moved to approve, seconded by Ald. Davis and carried by unanimous voice vote.

COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT
Chris Ross of 432 W. Clover Cottage Grove, Marguerita Haase of 706 Crestview Dr. spoke on warming shelters. Andrew Griss of 517 Rockview Ct. spoke on Silver Moon establishment on East Gate Dr.

REPORTS
(Complete minutes are open for public inspection in the Finance/Clerk Department.)
The following reports were received and filed: Bentzin Family Town Square minutes from July 16, 2025, Licensing Board minutes from August 13, 2025, Parks, Recreation, and Forestry minutes from August 18, 2025, Senior Center Advisory Board minutes from August 19, 2025, Plan Commission minutes from August 25, 2025, Finance Committee minutes from August 25, 2025, Licensing Board minutes from September 2, 2025, Public Safety & Welfare minutes from September 3, 2025.

COMMUNICATIONS & RECOMMENDATIONS
Chief Brower gave employee recognition to Doug Clemmons with the Police Department Auxiliary for forty-five years. Mayor Stocks gave recognition to Alex Braunschweig with the Fire Department for five years. Watertown Fire Department Monthly Report for July was presented.

NEW BUSINESS
Ald. Berg made a motion to approve David Morstad to the Housing Authority serving a partial term ending August 1, 2027 (replacing Judy Bear), seconded by Ald. Lampe and caried by roll call vote: Yes-8; No-0; Abstain-0.

MISCELLANEOUS BUSINESS
Payroll Summary - August 6 through August 19, 2025 (Revised) and August 20 through September 2, 2025, Paid Invoices Report - August 2025, and Cash and Investments - August 31, 2025 were presented.

LICENSES:
Ald. Bartz made a motion to approve application for a “Class B” Malt and Liquor License from Silver Moon Watertown LLC dba Silver Moon Watertown (Jamie Reich, Agent) located at 1601 East Gate Dr for licensing year July 1, 2025 – June 30, 2026 conditioned on passed city

inspections and approval of conditional use permit, seconded by Ald. Berg and carried by unanimous voice vote.

Ald. Bartz made a motion to approve the application for a Temporary Premises Amendment from Silver Moon Watertown at 1601 East Gate Dr, Agent Jamie Reich on October 4, 2025, during the hours of 11:00 am and 10:00 pm conditioned on the approval and issuance of the original "Class B" Malt and Liquor License and passed city inspections for the outdoor sales areas, with the exemption for the outdoor sales area to exceed the indoor area square footage, seconded by Ald. Lampe and carried by roll call vote: Yes-7; No-1(Berg); Abstain-0.

Ald. Bartz made a motion to approve the application for a Class "B" Malt License from Pratham JSN LLC dba Super 8 Watertown (Heet Patel, Agent) located at 1730 S Church St for licensing Year July 1, 2025 – June 30, 2026 conditioned on passed city inspections and submittal and approval of a conditional use permit for this property, second by Ald. Blanke and carried by unanimous voice vote.

Ald. Blanke made a motion to approve the application for a Temporary Class "B" Beer license from Whitetails Unlimited Watertown Chapter at Bentzin Family Town Square for the Packer Party on September 21, 2025 during the hours of 11am-4pm, seconded by Ald. Moldenhauer and carried by voice vote with Ald. Bartz abstaining.

Ald. Lampe made a motion to deny the application for operator's license from Briana R Jessie due to Cat. V of the City of Watertown Licensing Guidelines, seconded by Ald. Bartz and carried by unanimous voice vote.

RESOLUTIONS

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

Exh. 9787 - Resolution approving amendment No. 1 to Tax Incremental District No. 8 (Sponsor: Mayor Stocks From: Plan Commission). Ald. Lampe moved to adopt resolution 9787, seconded by Ald. Berg and carried by roll call vote: Yes-7; No-1(Arnett); Abstain-0.

Exh. 9788 - Resolution to approve the Sale of City Owned Vacant Parcels Parcel No. 291-0915-2132-003 and Parcel No. 291-0915-2132-004 (Sponsor: Mayor Robert Stocks From: Finance Committee). Ald. Blanke moved to adopt resolution 9788, seconded by Ald. Bartz and carried by roll call vote: Yes-8; No-0; Abstain-0.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Marguerita Haase of 706 Crestview Dr. spoke on warming shelters.

ADJOURNMENT

There being no further business to come before the Council at this time, Ald. Lampe moved to adjourn, seconded by Ald. Davis, and carried by unanimous voice vote at 8:20 p.m.

Respectfully Submitted,

Megan Dunneisen, City Clerk

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

Historic Preservation & Downtown Design Commission

Meeting Minutes

August 27,2025

Members Present: Jill Nadeau, Tim Little, Julie Janowak, Miranda Kube, and John Katisch.

Members Not Present: Melissa Lampe and Michael Trego. Also Present: Watertown Main Street Program Director Stefanie Broere.

1. Call to Order:

Chair Nadeau called the meeting to order at 6:01 p.m.

2. Approval of June 25, 2025 Meeting Minutes:

Motion by Little to approve minutes, seconded by Janowak. Motion carried.

3. Business:

a. Review and take action: proposed facade alteration for 110 North Third Street. Motion by Little, second by Kube to approve the replacement of storefront windows with same as existing with black frames, with no structural changes. Motion carried.

b. Review and take action: proposed facade alteration for 112 North Third Street. Motion by Janowak, second by Little to approve the replacement of storefront windows with same as existing with black frames, with no structural changes. Motion carried.

c. Review and take action: proposed signage for 112 North Third Street. Since it is an applied vinyl sign to the glass, the commission did not take action on the proposed signage since it is not within the purview of the commission.

d. Review and take action: proposed facade alteration for 313 East Main Street. Motion by Little, second by Kube to approve the alteration of the existing storefront glass facade to create a more symmetrical entryway. Tuck pointing, where necessary, will also be performed. Motion carried.

4. Adjournment: Motion by Little to adjourn at 6:13 p.m., second by Janowak. Motion carried.

Respectfully submitted,

John Katisch (acting secretary)

SITE PLAN REVIEW COMMITTEE
September 8, 2025

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers on the second floor of City Hall. The following members were present: Mayor Robert Stocks, Mike Jacek – Building Safety & Zoning, Brian Zirbes – Building, Safety & Zoning, Maureen McBroom – Stormwater, Nathan Williams – Engineering, Laura Bohlman – Police Department, Stacy Winkelman – Streets and Solid Waste, Mike Zietlman – Water and Wastewater, and Kristine Butteris – Parks.

Also in attendance were Nikki Zimmerman. Ross Grunewald of Niemann Foods, Inc. joined virtually.

1. **Call to Order**
   The meeting was called to order by Chairperson Brian Zirbes.

2. **Approval of Minutes**
   A. Review and take action: Site Plan Review Minutes Dated August 25, 2025
   Motion was made by Mike Zietlman and seconded by Mike Jacek to approve the minutes as submitted. Unanimously approved.

3. **Business**
   A. Review and take action: 401 Bernard Street Site Review
   Ross Grunwald was present to explain the proposed project. The desire is to refresh the exterior of the building. Metal needs to be replaced/updated, an overhead glass garage door will be installed to the left end of the ACE portion of the building where the rental equipment is distributed, the parking lot will have a mill and relay, and the sign on the front of the building will be updated.

   The following was presented by staff:

Fire:	Not present.
Building:	A building permit will be needed for the overhead glass garage door on the rental portion and sign permits would be required for any new signage.
Police:	No comments.
Mayor:	No comments.
Stormwater:	Will discuss this project further with the applicant to determine if an erosion control and stormwater permit would be needed.
Engineering:	No comments.
Zoning:	The parking issue has been appropriately addressed.
Parks & Rec:	No comments.
Water/Wastewater:	No comments.
Streets/Solid Waste:	No comments.

   Motion made by Maureen McBroom and seconded by Kristine Butteris to approve this item and forward to Plan Commission contingent upon review and approval of the Erosion Control and Stormwater Runoff permit if necessary as well as the building permit and sign permit.. Unanimously approved.

4. **Adjournment**
   Motion was made by Mike Jacek and seconded by Mike Zitelman adjourn. Unanimously approved.

Respectfully submitted,
Nikki Zimmerman
Recording Secretary

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PLAN COMMISSION
MINUTES
September 08, 2025

The Plan Commission met at 4:30p.m. on the above date in the Council Chambers.

The following members were present: Mayor Stocks, Alderman Blanke, Beyer, Kneser, Krueger, Levi, Zirbes

Also in attendance: John Seeber, Jim Ortega, Bill Edington, Richard Fitzgerald, Jim Waack, Tim Crum, Tim Luetzow, Jared Simon, Gabe Wollenburg, Tim Mueller, Sue Mueller, Sue Brost, Amy Liesch, and Sandy Werner

1. **Call to order (4:31pm)**
2. **Approval of Minutes**
   - A. **Site Plan Review minutes August 25, 2025**
   - B. **Plan Commission minutes August 25, 2025**

     Motion to approve Site Plan Review and Plan Commission minutes was made by Levi and seconded by Kneser, passed on unanimous voice vote.
3. **Business**
   - A. **Public Hearing:** 1300 Western Avenue– request for a Conditional Use Permit (CUP) for Indoor Institutional under Section §550-51C and a Site Plan Review

     Gabe Wollenburg spoke in opposition to the proposal citing the parking concerns in the area with events at Luther Prep causing considerable congestion in the area with many visitors using the nearby streets as overflow parking.
   - B. **Review and take action:** 1300 Western Avenue– request for a Conditional Use Permit (CUP) for Indoor Institutional under Section §550-51C and a Site Plan Review

     Brian Zirbes presented the request for the CUP for 1300 Western Avenue for a new performing arts center. An additional 45 new parking stalls will be added to the existing 130 stalls, which meets the requirement of 1 space per 3 patrons at maximum capacity.

     Jim Waack was present to describe the project and address the concerns brought forward on the parking issue. He noted that there will be no additional events on campus and they are simply moving the existing events to a more modern facility. Mr. Levi expressed his concerns with the parking in the area of the campus and the possibility of adding additional parking on campus. Mr. Krueger clarified that the plan presented complies with the ordinance. Mr. Blanke added that this will add 45 parking spaces on campus that will help alleviate the current parking congestion.

     Motion to approve the CUP with no conditions was made by Blanke, seconded by Krueger and passed on a 5-1 roll call vote with Levi voting no.
   - C. **Public Hearing:** 1400 N. Second Street – request for a Conditional Use Permit (CUP) for an Accessory Dwelling Unit (ADU) under Section §550-24C(2)(b) and Section §550-56AA

     No public comment.
   - D. **Review and take action:** 1400 N. Second Street – request for a Conditional Use Permit (CUP) for an Accessory Dwelling Unit (ADU) under Section §550-24C(2)(b) and Section §550-56AA

     Brian Zirbes presented the request for a CUP for 1400 N. Second St. accessory dwelling unit. Sandy Werner was present to answer questions about the project from the commission members. She explained the need for this due to the need to be on site to care for an elderly family member.

     Motion to approve with the CUP with no conditions was made by Krueger, seconded by Kneser and passed on a unanimous voice vote.
   - E. **Public Hearing:** 301 S. Church Street – request for a Conditional Use Permit (CUP) for an exception to allowed exterior building materials under Section §550-121F

Mr. Hertel spoke in opposition of the property due to the construction material snad its p historic district.

F. Review and take action: 301 S. Church Street – request for a Conditional Use Permit (CUP) for an exception to allowed exterior building materials under Section §550-121F

Brian Zirbes presented the request for a CUP for 301 S. Church St. for the exception to exterior building materials to use corrugated steel siding for a garage on the property. Richard Fitzgerald was present to answer questions from the commission and clarify the plan for the site. He noted that his property is not in the historic district but it does border the district.

Motion to approve with no conditions was made by Krueger, seconded by Blanke and passed on a unanimous roll call vote.

G. Public Hearing: 415 Humboldt Street – request for a Conditional Use Permit (CUP) for exceeding the maximum height of 15 feet for an accessory structure under Section §550-83C, an accessory structure exceeding a total of 1,000 square feet under Section §550- 56C(1)(b)[1], and an exception to allowed exterior building materials under Section §550-121F

No public comment.

H. Review and take action: 415 Humboldt Street – request for a Conditional Use Permit (CUP) for exceeding the maximum height of 15 feet for an accessory structure under Section §550-83C, an accessory structure exceeding a total of 1,000 square feet under Section §550- 56C(1)(b)[1], and an exception to allowed exterior building materials under Section §550-121F

Brian Zirbes presented the request for a CUP for 415 Humbolt Street for the items noted above.

Motion to approve with the condition that the maximum height be no more than 18 feet was made by Blanke, seconded by Beyer and passed on a unanimous voice vote.

I. Review and take action: 401 Bernard Street Site Review

Brian Zirbes presented the request for a Site Review for 401 Bernard Street for façade review, addition of an overhead door, and resurfacing of the parking lot. Kneser asked if the city required consistency in the color of the signs on a building and Mr. Zirbes pointed out that the city has nothing in the ordinance that requires this.

Motion to approve with no conditions was made by Kneser, seconded by Levi and passed on a unanimous voice vote.

J. Review and take action: 120 Kuckkan Lane – Certified Survey Map (CSM)

Brian Zirbes presented the request for a CSM for 120 Kuckkan Lane combining 2 lots into one to accommodate a solar array.

Motion to approve with the conditions that the airport approach elevation of 968 feet be added and that the acreage of lot 1 be added to the CSM map was made by Beyer, seconded by Krueger and passed on a unanimous voice vote.

All materials discussed at this meeting can be found at:

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/5330/COW/6009933/September_8__2025_Plan_Commission_Meeting_Packet.pdf

4. Adjournment

Motion to adjourn was made by Blanke and seconded by Levi and passed on a unanimous voice vote. (5:14pm)

Respectfully Submitted,

Alderman Brad Blanke

Police and Fire Commission
Regular Meeting Minutes
September 8, 2025, 4:00 PM

Present: Cassandra Wagner Brad Kuenzi, Kelly Kwapil,
Also Present: Police Chief Brower, Fire Chief Tanya Reynen, Assistant Chief Ben Olsen

Meeting was called to order at 4:00 PM

Police
Chief Brower gave updates on hiring.

Mr. Kuenzi moved to approve the updated eligibility list, and the new hires of the candidates as Chief Brower requested. Second by Ms. Wagner, motion carried

Assistant Chief Olsen gave a review of monthly activities. Schools continue to be busy. The Commission had no questions at this time.

Fire
Discussion on employee updates and the progress of new hires.
Updates on the station function ability and training updates were given.

Mr. Kuenzi moved to approve the updated eligibility list of the candidates as Chief Reynen requested. second by Mr. Kwapil, motion carried

Ms. Wagner moved to approve the full hire of Jaden Scully, as recommended by Chief Reynen, second by Mr. Kuenzi, motion carried

At 4:45 Mr. Kuenzi made a motion to move to closed session to discuss personal matters. This was 2nd by Ms. Wagner
(19.85)1 (c) motion carried. carried on roll call vote, all aye.
Motion is to include Fire Chief Reynen
Back to open at 4:55

Motion to adjourn was made at 5:00 by Mr. Kwapil, second by Mr. Kuenzi, motion carried.

Next Regular meeting is scheduled for October 13, 2025

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

Submitted by,
Kelly Kwapil, Secretary

Watertown Tourism Commission Meeting Minutes September 11 2025 8am

The following Tourism Commission members were present via Zoom Meeting or in person at Watertown City Hall: Courtney Krause, Cheryl Mitchell, Melissa Lampe, Ken Berg and Steven Board

Also present; Chamber of Commerce Executive Director Linden Peacy, Tourism Director Robin Kaufmann, Main Street Program Executive Director Stefanie Broere, Andrea Draeger from Park & Rec and Airbnb owner Margaret Jaberg

1. The meeting was called to order by Courtney Krause at 8:00 a.m.

2. Introduce the new Main Street Program Executive Director Stefanie Broere. Stefanie began her tenure in April during the week of the Main Street bridge re-opening. Stefanie recently moved back to the Watertown area and is excited to partner with Watertown businesses. The Main Street Program will celebrate their 25th anniversary at the end of September and there will be many more events ahead this fall.

3. Review & Approve July Minutes. Motion to approve the minutes was made by Melissa Lampe and seconded by Ken Berg. Steven Board was not in attendance at the July Meeting and abstained. The Commission voted to approve the minutes.

4. Old Business:

A. Approve Financial Report: Motion to approve the financials was made by Steven Board and seconded by Melissa Lampe. The Commission voted to approve the financials.

B. Marketing Plan – review and act on marketing plan.

1. Visitor Guides – Robin will get a proposal for the 2026 visitor guide from Jennifer Creative and will bring it to the October meeting.

2. Ad opportunities – Nothing new to present to the Commission

3. Update on billboard commitment: Ads are being purchased by area business and organizations. Slots are committed through the middle of January.

C. Review and take action on mural restoration projects.

The new owner of the building with the Willkommen mural is interested in moving forward with the repairs to the mural. The funds for this project are still part of the Tourism budget.

D. Discuss Hotel stay updates: Summer weekends have been at high occupancy and above 2024 numbers. Sunday -Thursday weekday occupancy is down from 2024. The 4-city market of Watertown, Johnson Creek, Jefferson and Fort Atkinson is down in occupancy as a whole from 2024 and below Wisconsin and National occupancy numbers.

E. Discuss updates on Vietnam Veterans Memorial Wall: No updates from the group as of the last meeting. The group is fundraising to reach their target goal. The group will be meeting to discuss their progress on the planning of the project and the Tourism Commission will decide how best to support the process.

5. New Business

A. Review and take possible action on Trunk-or-Treat participation. On October 11th, Ad-Tech will open their parking lot to Watertown businesses for participation in Trick or Treat for area families. Participants will decorate their vehicles and hand out treats to kids. The main event will start at 7:00 pm and ends at 8:00 pm. Food will be collected for area food pantries.

Steven Board made a motion to set aside $200 for the Tourism Commission to create a display and purchase treats for the event. Melissa Lampe seconded and the motion was passed by the commissi

B. Review and discussion of recent Placer AI demonstration. PlacerAI gathers data from mobile devices that helps provide detailed information about visitor demographics and behavior. This data helps clients better understand visitor/consumer behavior, better plan marketing campaigns and events analyze competitors and provide comparisons to other communities. The cost of the service is $19,000 per year. The information is valuable for strategic planning and the cost could be mitigated if the Tourism Commission could share the cost with the City of Watertown or other entities.

C. Review Manager's report of previous month's tasks. Attached.

D. Commission Members' report. Jefferson Fair Grounds events include the Sheep & Wool Festival September 5-7th and the Car Show September 25-27. Many Maranatha families stayed overnight to drop off students starting school on Labor Day. October 6th is the Maranatha Golf Classic. Brat Fry at the Senior Center and the Grand Opening of their outdoor patio. Bentzien Family Town Square events include 9/25 Night Market, 10/4 Saturday Market, 10/25 Boo Bash. 9/21 Ice Cream Social at Octagon House, 9/15 Jill Fuller presents a history of the Louisa May Alcott family at the Octagon House History Center. The Octagon House Christmas Play will take place during Thanksgiving Weekend.

Adjournment – Motion to adjourn the meeting at 9:08 am was made by Melissa Lampe and seconded by Ken Berg.

Agenda items:
A reminder from Robin to have all requests for additions to the next meeting's agenda to her by Tuesday, the week before the meeting.
The next meeting will be at 8 am on October 9th 2025, via Zoom or you may attend in person at Watertown City Hall

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Submitted by,
Cheryl Mitchell, Secretary

August
Facebook: 101 new followers (Post reach 321,311 - Post Views 569,276)
Visitwatertownwi.com: 2398 Users – 6986 views
Instagram: 1194 followers

- Regularly posted to social media
- Updated event dates on visitwatertownwi.com
- Continued work on Leadership Watertown alleyway beautification project
- Worked on billboard commitments
- Attended Watertown Main Street board meeting
- Attended WEDA Economic Development 101 seminar (two sessions)
- Created a proposal to recruit an art museum extension to the community
- Represented Tourism at Wake-up Watertown
- Attended Travel Wisconsin Fall Preview webinar
- Volunteered for Watertown Chamber golf outing
- Attended Chamber marketing meeting
- Met with Watertown Country Club relationship group

- Coordinated final distribution of Tourism guides
- Continued work on “Locals” exploration game
- Visited businesses/events to take photos for future promos:

o 4th of July Parade
o Latinos Supermarket
o Watertown Riverfest
o Watertown Country Club
o Fly-in Food Fest – Airport
o Wings Over Watertown – Airport
o Music at the Museum – Octagon House
o Multiple concerts at Bentzin Family Town Square
o First Kindergarten Interactive Classroom ribbon cutting
o Madison Crafts &; Fabric
o Christmas in July Sidewalk Sales
o Rock River Disc Golf Course

PUBLIC SAFETY & WELFARE COMMITTEE

September 16, 2025

6:30 p.m.

1. **CALL TO ORDER**

Members Present	Also in Attendance	Citizens Present
• Dana Davis, Chair • Myron Moldenhauer • Bob Wetzel • Jonathan Lampe	• Police Chief Brower • Attorney Panagopoulos	• Andrew Griggs • Margean Griggs • Joel Jaeger • Marcia Brower • Ken Berg • Jamie Reich • Craig Coeper

2.BUSINESS

1. **A.Review and take action: Special Event - Oktoberfest**
   - **MEMO OKTOBERFEST.pdf (0.05 MB)**
   - **2025-28 APP_Redacted.pdf (1.60 MB)**
   - **2025-28 MAP.pdf (0.61 MB)**

   DISCUSSION: Andrew Griggs, Joel Jaeger and Margean Griggs are neighbors of the Silver Moon restaurant. They are concerned about the scheduled Oktoberfest. Their concerns include parking issues, congestion in the area and noise issues. Jamie Reich (owner) and Craig Coeper explained that parking will take place in parking lots in town and attendees will be shuttled to the site. They said that this is a one-time grand opening event.

   MOTION: Motion to approve the Silver Moon Oktoberfest special event permit contingent on

   - Approval of the Conditional Use Permit request for the property
   - Granting and issuance of Silver Moon's Class B Malt & Liquor application
   - Granting and Issuance of Silver Moon's Temporary Premises Amendment for October 4th
   - Approved Emergency Action plan submitted 10 days prior to the event
   - Certificate of Insurance submitted at least 10 days prior to the event

   (Lampe/Moldenhauer/Unanimous approval)

3.ADJOURN Meeting was adjourned at approximately 6:50 p.m.
Respectfully Submitted,
Dana Davis, Chair
Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

THE CITY OF WATERTOWN

Redevelopment Authority for the City of Watertown

Turning Opportunity into Results

Wednesday, September 17, 2025, 6:00 pm
In-PERSON/VIRTUAL MEETING
Room 2044, City Hall

By Phone or Zoom Meeting:
https://us06web.zoom.us/join
For the Public, Members of the media and the public may attend by calling: (US) +1 (646)931-3860
Meeting ID: 617-065-5357
Pass Code: 959083
All public participants' phones will be muted during the meeting except during the public comment period where applicable.

RDA STRATEGIC PRIORITIES

1) ~~100 W. Main St. block demolition, Town Square design etc., and publicizing town square project for possible funding from sources other than the City.~~

2) Facilitating quality development in downtown, and

3) Creating an approach and working to attract development projects downtown.

1. Pledge of Allegiance
2. Roll Call
   A. Present: Steve Board, Ald. Arnett, Ald. Berg, Ryan Wagner, Jacob Maas & Dave Zimmermann
   B. Virtual: None
   C. Absent: Todd Huhn,
   D. Other attendees: John Kadish
3. Determination of Quorum and Call to Order at 6:05 pm
4. Approval of meeting minutes
   A. Regular board minutes 8.20.25.
      Board motioned to approve
      Zimmermann seconded the motion. Motion carried.
5. Public Comment
   A. None
6. Old Business:
   A. **Development update**
      a. Ald. Berg gave an update on the approval of a parcel in Dodge Co. for TID 8 from the Council meeting last night.
      b. Review and discuss: Riverwalk Project
         i. The Riverwalk project was submitted by RINKA and won the award for the American Planning Society. A video shared by them was played.
         ii. There was discussion on the next step for the development and to keep the development going.
         iii. Discussion on recommending Mason's position full-time to council.
      c. Review and discuss: Mason's task list
         i. Tabled until the position is filled.

7. New Business:
   A. **Review and discuss: Update RDA website**
      a. Look at the website and see what needs to be updated and get pictures done.
   B. Review and action: Sign Grant Press Release
      a. A press release was put together for the Sign Grant. Wait until October until the TID is closed. Will be emailed out to board.
   C. Review and take action: Beltz Grant Application
      a. The application for 313 E Main St. was approved, but Dr. Beltz would like to see more of a formal presentation on the grant.

         Ald. Arnett motioned to approve.

         Ald. Berg seconded. Motion carried
   D. Review and discuss: 2025 RDA Budget
      a. Finance group will meet on the budget and come up with a proposed 2026 budget and present it at next meeting to be approved, so it can go to the city budget in November.
      b. Meeting with Mr. Beltz to discuss carrying the Grant program into the next year.
      c. Will work on a revenue model.
   E. Review and take possible action: 2026 RDA Budget
      a. The information was not available; this will be discussed in October.

8. Status Reports:
   A. **Housing Rehab Grants**:
      a. Nothing new to report
   B. **Beltz Foundation Grants:**
      a. Approved above.
   C. **Social media/messaging update**:
      a. The board reviewed the submitted report from Lisa Famularo.
   D. **Council update:**
      a. Ald. Berg shared the opening of Silver Moon and their planned event for the opening.
      b. Ald. Arnett said the TID approval was the big topic.

Ald. Arnett left the meeting at 7pm.

   E. **Director update**:
      a. Position Status
         i. The RDA will write a letter to the mayor to make the job a full-time position for next year's budget.

            Steve Board motioned to put in writing that the RDA believes this position is extremely important for the success of the economic development of Watertown, and the position needs to be full-time, 40-hour a week position; and should be posted that way.

            Ald. Berg seconded, motion carried unanimously.
      b. Items for next agenda:
         i. Send Ryan any items for next agenda.

   ii. Ald. Berg 111 S Water St.
   iii. Mason's memo

  c. Next meeting is October 15, 2025, at 6 pm

9. Adjournment at 7:25 pm

   Board motioned to adjourn.

   Wagner seconded the motion. Motion carried unanimously. Meeting adjourned.

PUBLIC WORKS COMMISSION

Tuesday, September 23, 2025
5:30 p.m.

The Public Works Commission met on the above date and time. The following members were present: Alderpersons Brad Blanke, Dan Bartz, Myron Moldenhauer, and Tony Arnett (remote); Citizen member Pete Thompson. Also present: City Staff Andrew Beyer, Pete Hartz, Maureen McBloom, Richie Piltz.

1. **Call to order.** Chairperson Arnett called the meeting to order at 5:30 p.m.
2. **Comments and Suggestions from Citizens Present.** None.
3. **Review and take possible action. Minutes of PWC meeting of August 25.** Mr. Bartz moved to approve the minutes as presented, seconded by Mr. Thompson. Motion carried by unanimous voice vote.
4. **Motion to alter the order of the agenda.** Mr. Bartz moved and Mr. Moldenhauer seconded to move Item C (2025 Stormwater Program) ahead of Item B (2025 Stormwater Utility Rate Study Update). Motion carried by unanimous voice vote.
5. **Review and take possible action: Sidewalk repair order for 1119 N. Fourth Street.** Mr. Moldenhauer moved and Mr. Blanke seconded to approve the sidewalk repair order. Mr. Bartz asked if this was due at all to tree roots. Staff confirmed it was, and that the roots would be cut as part of the fix. The repair will be delayed until a seasonal time when it is safer (for the tree) to cut the root. Motion carried by unanimous voice vote.
6. **Update, no action required: 2025 Stormwater Program.** Ms. McBroom presented the update on the 2025 Stormwater Program. (See complete presentation in meeting materials.) A large focus is the MS4 permit, including TMDL. Water quality trading is being used to help reduce what would otherwise be a $13 million cost to the city. The next MS4 permit is expected this fall. Another focus is the Westside creek system study. Mr. Blanke asked if “cure in place” technique was used for stormwater sewer as it is for sanitary sewer. Mr. Beyer confirmed it is.
7. **Review and take possible action: 2025 Stormwater Utility Rate Study Update.** Steve Wurster and Bridgot Gysbers from Ruekert Mielke presented the Stormwater utility rate study. (Note: Mr. Arnett stepped away from the meeting at this time.) Stormwater utility rates were last increased in 2020 and are currently deficient to produce the revenue required. Three options were presented, ranging from $1.47 to $3.25 extra per month for the typical single-family home. Commission members had questions about long-term costs, possibly staggering the costs (to delay some), and the MS4 permit-related costs. Mr. Blanke also noted this is the second utility where rate increases should have been made years ago but were not, resulting in larger increases being needed now. (He also noted this was not the fault of city staff.) He emphasized the importance of getting on a schedule of annual inflation-based increases. Staff will bring additional information about financial options to “smooth” out the increase to the next Commission meeting. Mr. Moldenhauer moved and Mr. Thompson seconded to postpone this topic until the meeting on October 13th. Motion carried by unanimous voice vote.

8. **Review and discuss: Capital Improvement Program (CIP) Overview.** Mr. Beyer presented a brief overview of the 5-year capital improvement plan (CIP) for background information to Commission members. (See complete presentation in meeting materials.) Mr. Blanke asked how much “cure in place” is done each year. Mr. Hartz indicated it varies based on what money is left in capital for the year after the major reconstruction is accounted for. Mr. Bartz asked how it works to determine the annual streets amount versus the borrowing fund. The borrowing tends to be for reconstruction and resurfacing. (Note: Mr. Arnett returned at this time.) Mr. Arnett noted that he plans to push for additional borrowing for streets for 2026 of at least another $500,000 and he asked for the other Alderpersons on the Commission to support that request in the annual budget process.

9. **Review and take possible action: Street resurfacing and reconstruction approach.** Mr. Arnett asked Mr. Blanke to introduce this topic as he had originally requested it. Mr. Blanke asked generally if it was practical and possible to find sufficient streets in poor enough condition that were not likely to be reconstructed or resurfaced in the near future that some other form of maintenance could be performed on them in the near term (thereby both renewing the road surface as well deferring the eventual resurfacing or reconstruction.) Staff confirmed there were sufficient streets that would meet this criteria. There was discussion of what this other form of maintenance might look like (such as milling less than a typical “full depth” resurfacing.) Staff will investigate if there are other newer methods to consider between crack sealing and mill and overlay, such as “microsurfacing”.

10. **Adjournment.** Mr. Moldenhauer moved to adjourn at 7:25 p.m., seconded by Mr. Blanke. Motion carried by unanimous voice vote.

Respectfully submitted,

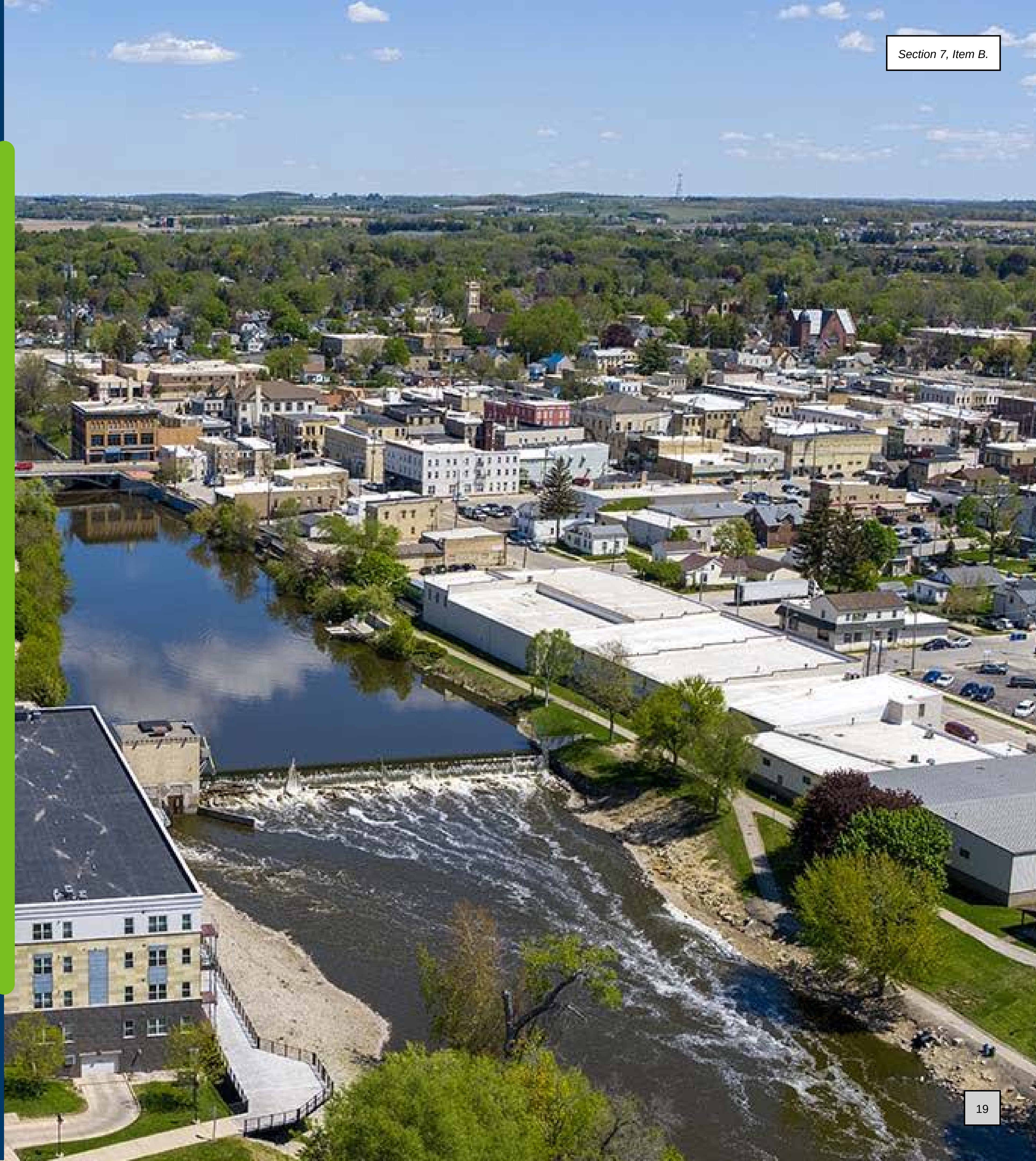
Tony Arnett, Chairperson

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

2028 MAIN STREET RECONSTRUCTION UPDATE

THE CITY OF WATERTOWN

Opportunity runs through it.



PROJECT SCOPE

Full reconstruction of 11 blocks of Main Street between Church Street and Market Street.

- Concrete pavement
- Curb & gutter
- Sidewalk
- New traffic signals
- New streetlights

PROJECT SCOPE

Full reconstruction of 11 blocks of Main Street between Church Street and Market Street.

- Replacement of aging utility infrastructure (water main, sanitary sewer, storm sewer)
- Install additional conduit for future electrical or fiber optic utility expansions
- Streetscape amenities (lighting, signage, bumpouts, etc.)
- Coordination with WisDOT through State Municipal Financial Agreement (SMFA)
- Coordination between 2028 project construction and phased post-2028 amenities
  - Proper planning to avoid reworking new construction items

TASK FORCE WORK AND RECOMMENDATIONS

- Established in 2021 to guide Main Street reconstruction vision
- Conducted workshops and community engagement in 2021–2022
- Developed recommendations for downtown streetscaping
- Recommendations published and presented in 2022
- Led to hiring Eye Level Studios/Vandewalle & Associates to advance the plan

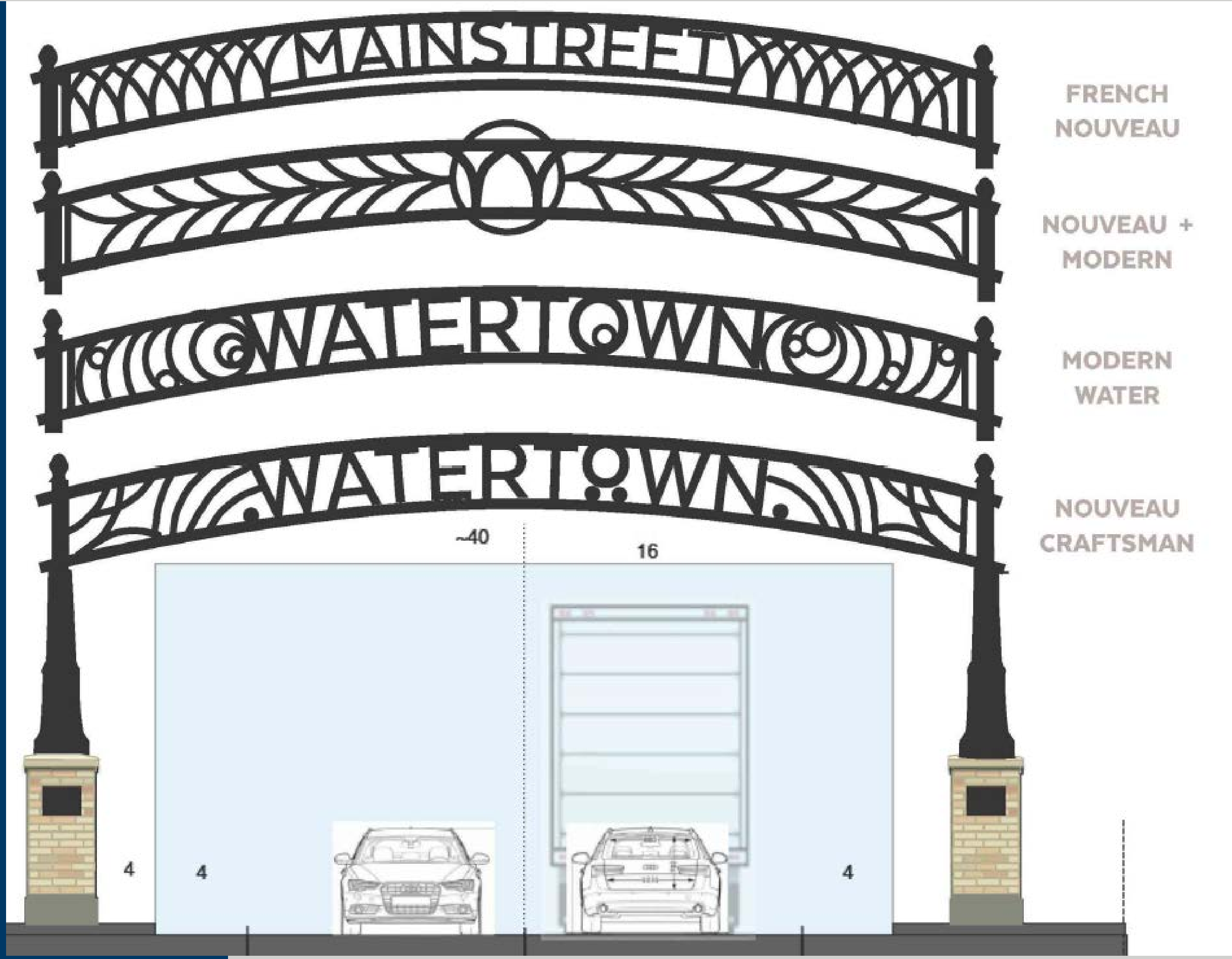
VANDEWALLE DRAFT STREETSCAPING CONCEPTS

1. Maintain a functional downtown
2. Create downtown gateways and a central focal point
3. Create a low stress, continuous pedestrian Main Street experience with enhanced east-west sidewalk and crosswalks
4. Let the historic facades shine — do not clutter Main Street
5. Frame history: Bookend historic facades with street trees
6. Combine unique elements with defined spaces to create a sense of place
7. Create spaces along and connections between pedestrian pathways

VANDEWALLE DRAFT STREETSCAPING CONCEPTS

8. Utilize around-the-corner areas for supportive amenities
9. Create locations for parklets and flexible future uses
10. Reveal uniqueness of Watertown via history and story
11. Add elements reflecting forward spirit while playing off historic background
12. Use plantings to soften a hard environment
13. Add shade to exposed areas
14. Add color to a neutral backdrop

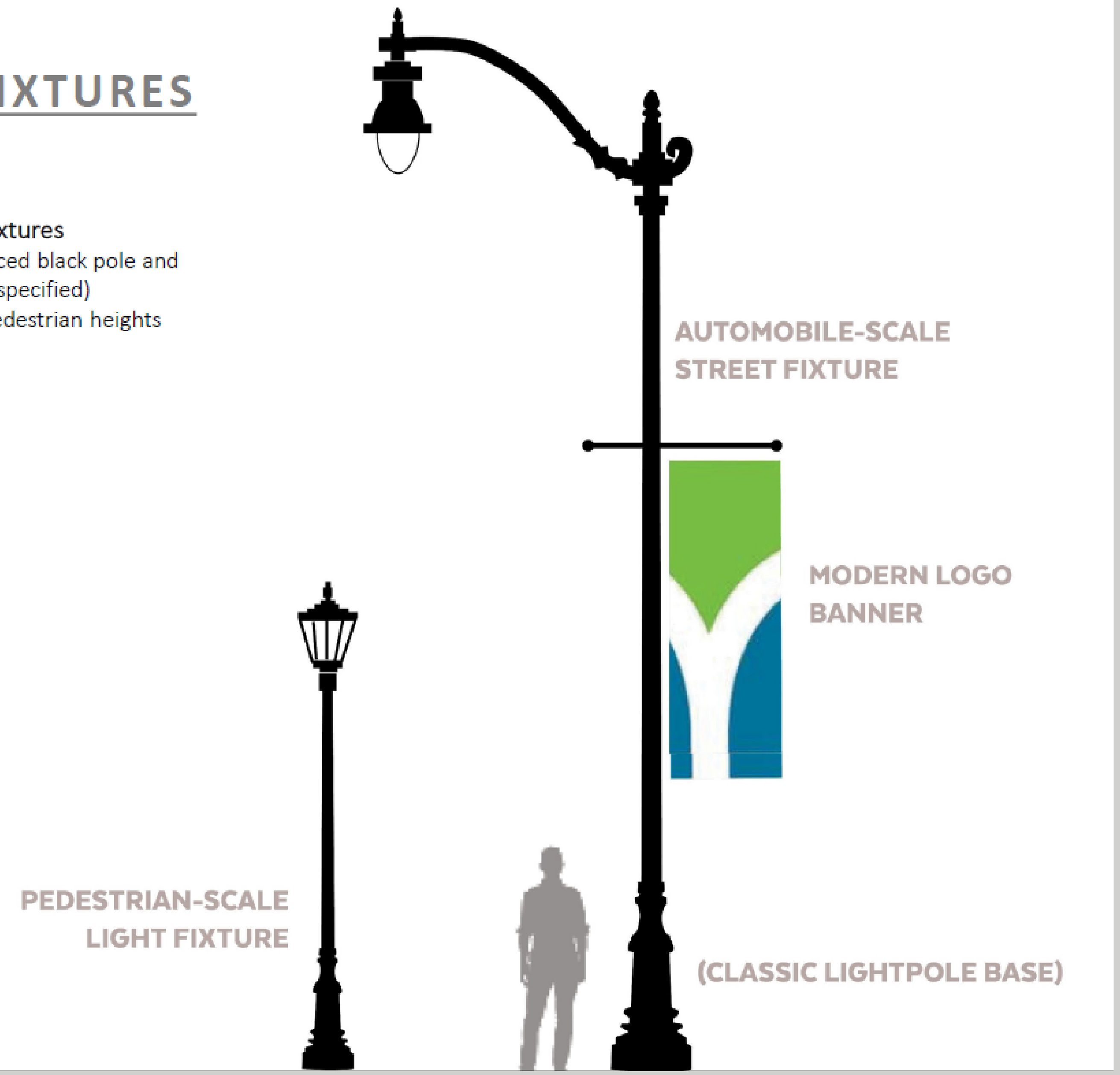
STREETSCAPE COMPONENTS



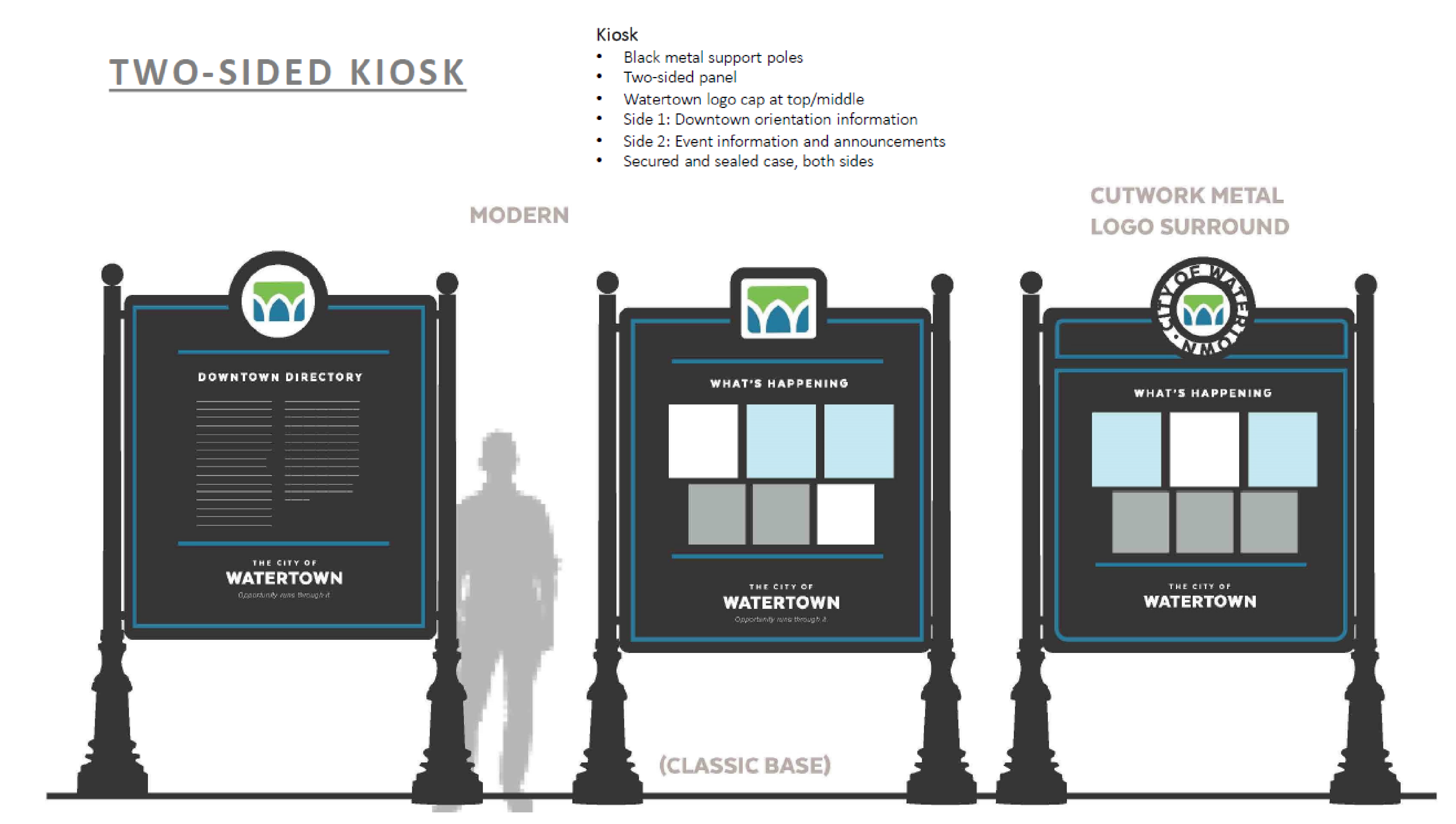
LIGHT FIXTURES

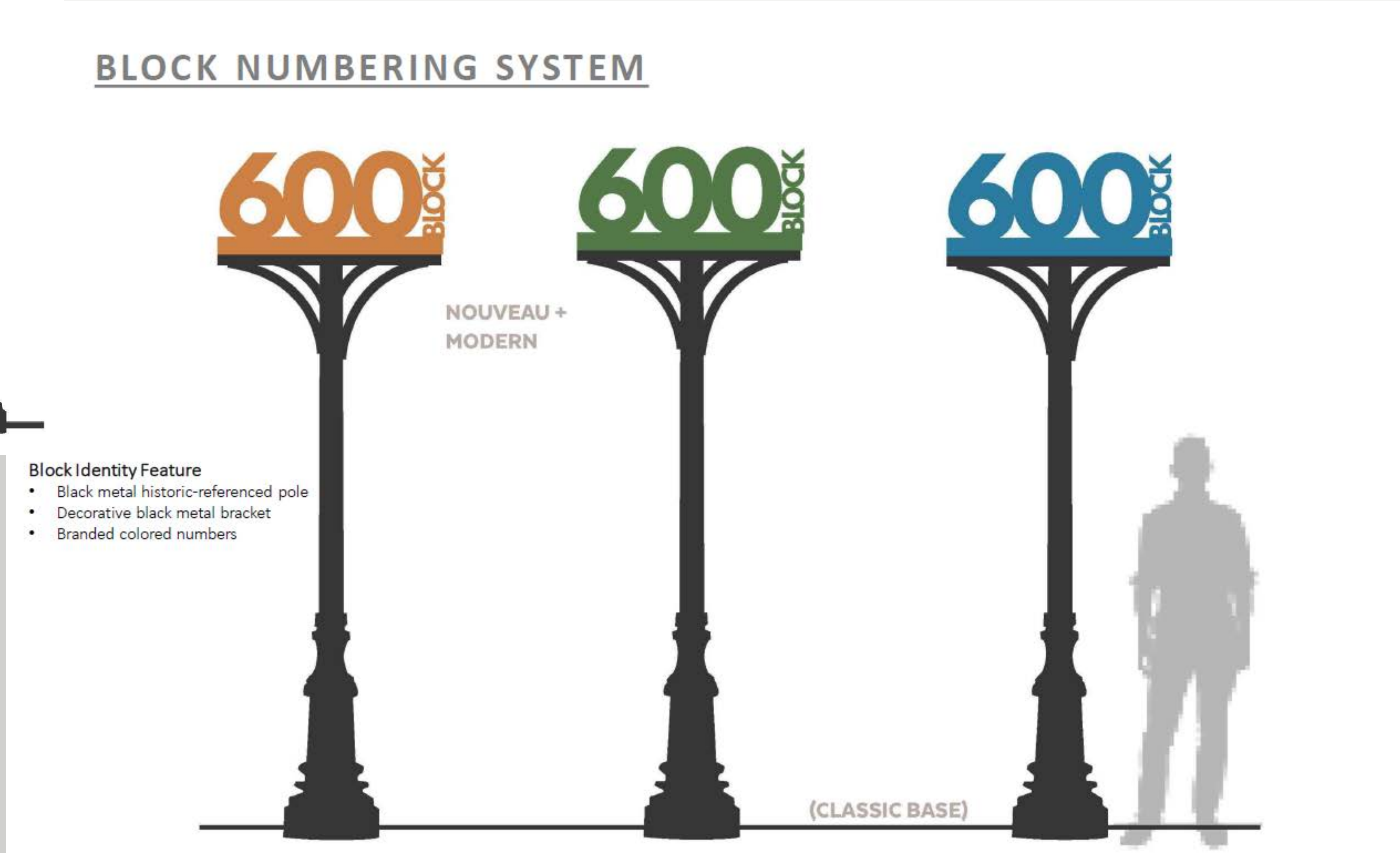
Light Poles and Fixtures

- Historic-referenced black pole and fixture (already specified)
- Roadway and pedestrian heights and models

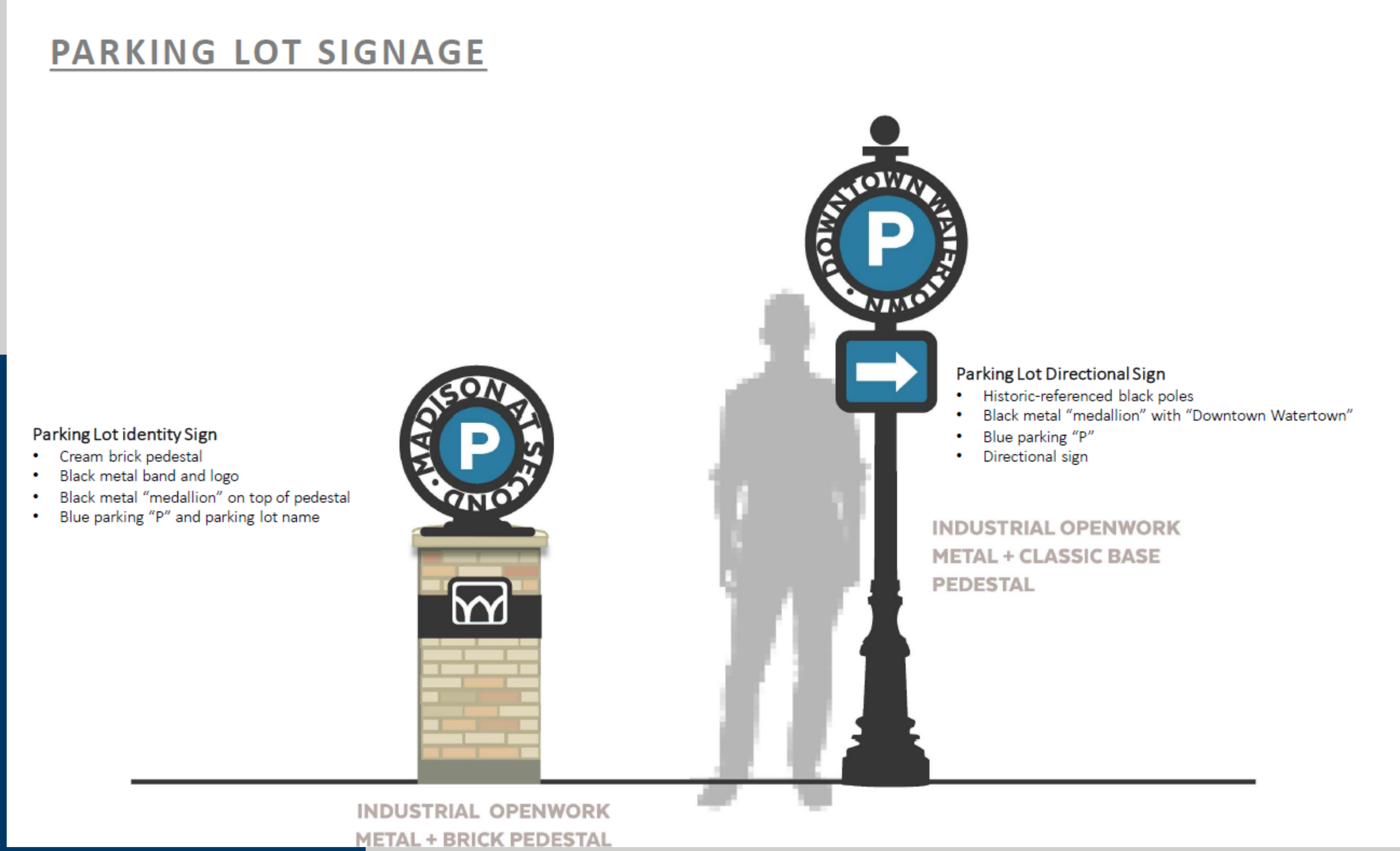


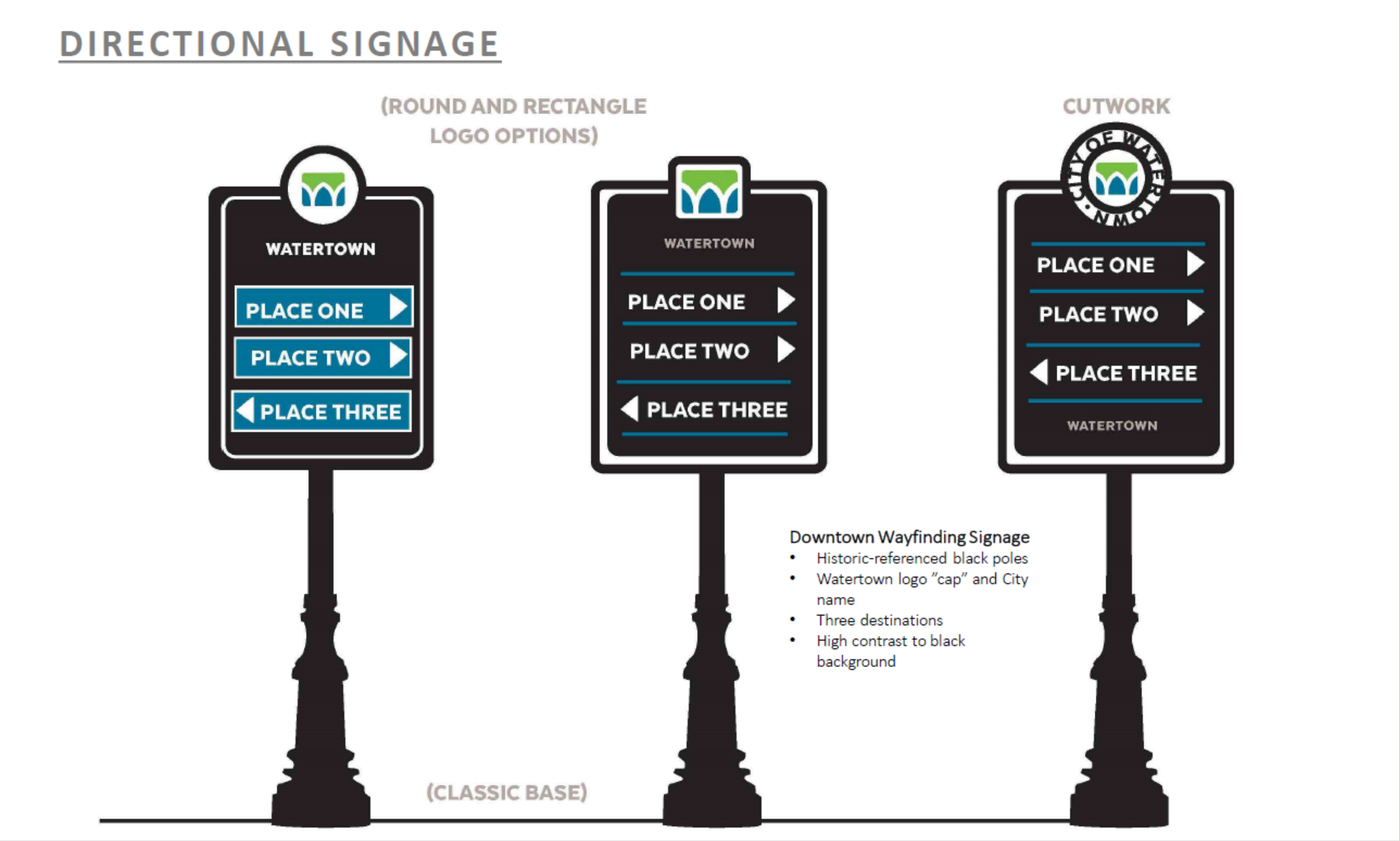
STREETSCAPE COMPONENTS





STREETSCAPE COMPONENTS



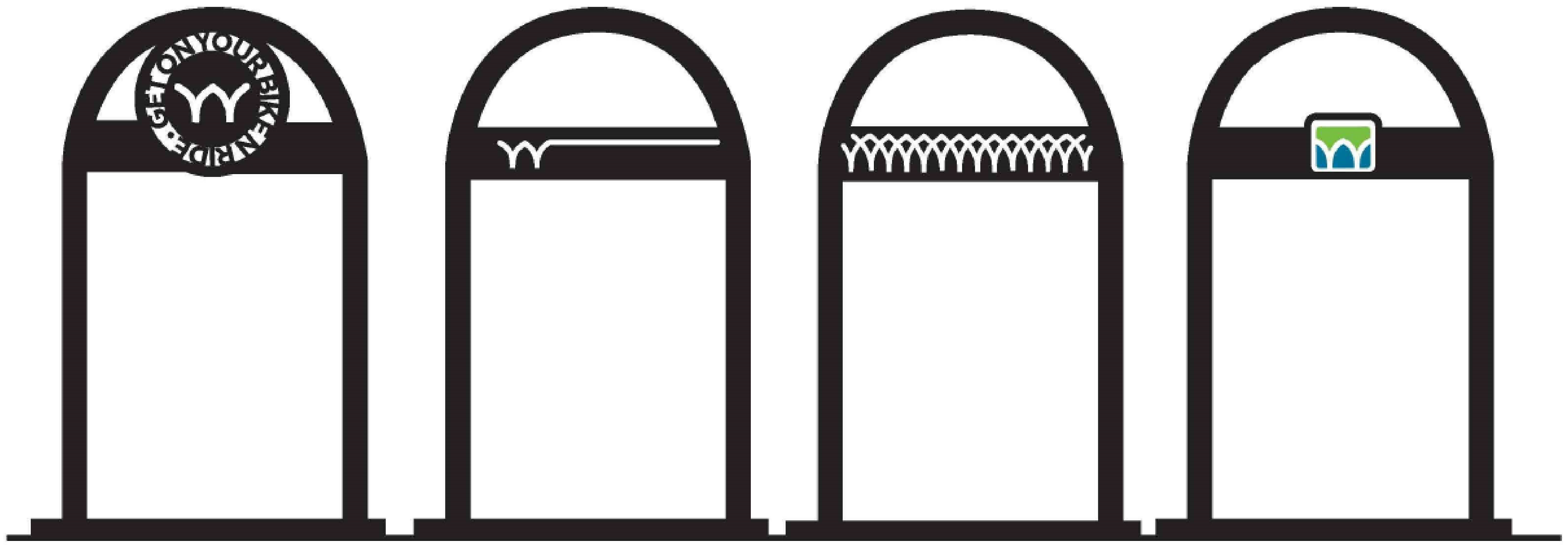


STREETSCAPE COMPONENTS

STREETSCAPE COMPONENTS (POST PROJECT)

BIKE RACKS

Bike Racks
- Standard semi-circle free-standing rack
- Black
- Black decorative band options (removable color element possible)



INDUSTRIAL OPENWORK

MODERN

FRENCH NOUVEAU

MODERN WITH COLOR LOGO

PLANTERS

TRASH RECEPTACLE

BENCHES

TIMELINE (past/present)

- **2021** – Task Force established, SMFA begins
- **2022** – First SMFA approved (Resolution #9419)
- **2023** – Landscape architect hired; draft presented to Council
- **2024** – Revised SMFA approved (Resolution #9618)
- **2024/2025** – Streetscape amenities submitted to WisDOT for review
- **2025** – Awaiting 60% WisDOT design plans & SMFA update

TIMELINE (future)

Final Design

2026/2027

2027

2028

Right-of-way/easement acquisition

Construction

BUDGET OVERVIEW (Per approved 2024 SMFA)

- Total Project Cost: $9.9 Million
  - $5.5 million State Cost
  - $4.4 million City Cost
- Dollar figures will be updated as part of 60% plan review process
- 2028 Project Non-Participating Roadway Costs: $650,000
  - Includes pavement for parking lanes & concrete sidewalk
- 2028 Project City Streetscape Amenities: $2.4 million
  - Includes lighting improvements, conduit, arch, trees, bump outs, etc.
- Non-Participating Water & Sanitary Sewer: $1.3 million
- Additional items deferred to avoid utility conflicts later
  - E.g. Foundation designed and installed in 2028 for signage installation later.

WisDOT PROCESS

- 30%/60%/90% Plan Review
  - State's design team needs select project details in advance of each plan stage
- Environmental Document & Section 106
  - Project Critical Path Item. Includes historical appropriateness review of streetscape items. Adding or changing streetscape items triggers re-review
- Plans, Specifications, & Estimate (PS&E) and Letting
  - Final plans & specifications due in 2027 for a 2027 project letting (bidding)
  - 2028 Construction

WHERE WE'RE AT:

- Awaiting WisDOT 60% design plans (Fall 2025)
- Preparing for updated SMFA cost estimates
- Task Force & Engineering Division have identified deferrable amenities (surface mounted vs. subsurface)
- Coordination ongoing with WisDOT to stay on 2028 schedule

THE CITY OF
WATERTOWN
Opportunity runs through it.

WATERTOWN PAYROLL SUMMARY

For the Period of: 9/3/2025 9/16/2025

Department	Employees FT	PT	Regular Hours	Regular this Pay Period	Y-T-D Regular Actual	Annual Regular Budget	Overtime Hours	Overtime this Pay Period	Y-T-D Overtime Actual	Annual Overtime Budget
Administration	2	2	242	8,223	177,504	280,186	-	-	-	-
Alderpersons (2nd PR)		9	9	4,848	43,315	58,182	-	-	-	-
Attorney	2	1	220	7,929	135,264	206,154	-	-	-	-
Bldg. Inspection	3	3	311	10,928	196,780	273,519	-	-	-	-
Crossing Guards	-	9	132	1,485	15,969	36,855	-	-	-	-
Engineering	5	4	479	12,370	16,153	25,865	-	-	-	-
Finance	6	-	480	15,542	295,772	423,962	-	-	1,493	1,500
Fire	29	1	3194	90,432	1,709,307	2,360,550	347	15,596	241,085	170,000
Forestry	2	-	160	6,068	105,508	118,759	4	-	-	-
Health	9	3	830	28,257	508,895	771,408	-	-	-	3,000
Library	8	13	1075	25,459	462,081	703,546	-	-	31	-
Mayor	1	-	80	3,563	66,270	92,635	-	-	-	-
Media	2	2	185	4,983	92,758	243,156	-	-	-	-
Municipal Building	1	-	80	1,934	35,838	50,274	3	100	517	1,546
Municipal Court	1	1	100	3,295	61,530	89,701	-	-	-	-
Park	9	-	720	18,701	365,902	524,377	3	298	5,378	11,500
Park/Rec Admin	6	1	511	15,824	326,129	484,590	-	-	66	520
Police	52	2	4148	154,265	2,825,920	4,144,940	277	16,229	230,086	183,000
Police Reserve	-	6	27	430	15,861	10,000	-	-	-	-
Recreation and Pools	-	31	248	3,481	179,898	181,562	-	-	5,238	3,038
Solid Waste	7	-	560	14,270	246,915	418,283	2	53	1,239	3,000
Street / Storm Water	24	1	1951	59,406	1,115,793	1,670,526	-	35	10,937	35,500
Wastewater	11	-	880	27,780	490,566	748,287	16	749	14,243	19,000
Water Dept.	11	-	880	30,170	524,958	772,635	33	1,454	7,876	47,000
TOTALS	**191 FT**	**89 PT**	**17500**	**$549,643**	**$10,014,887**	**$14,689,951**	**684**	**$34,512**	**$518,188**	**$478,604**

RESOLUTION
AUTHORIZING THE CITY OF WATERTOWN TO APPLY FOR THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES 2026 URBAN FORESTRY GRANT

SPONSOR: MAYOR ROBERT STOCKS
FROM: FINANCE COMMITTEE

WHEREAS, the City of Watertown is interested in applying for a cost-share grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects specified in s. 23.097(1g) and (1r), Wis. Stats.; and

WHEREAS, there exists an available grant award up to $25,000 (Twenty-five Thousand Dollars) to support the foregoing objectives related to community tree management through tree plantings, private tree giveaway, ash tree injections, update tree inventory and create an urban forestry management plan within the City of Watertown in the year 2026; and

WHEREAS, grant funds will be designated to revenue account 01-42-73-75 and the City will commit to provide grant-applicable matching funds GRANT EXP: TREES & ASH INJECT from expense account 01-56-11-19, wherein 50% (fifty percent) can be obtained in-kind for and under said project as required by the Wisconsin DNR Urban Forestry grant application; and

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grant agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN, the City of Watertown will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement;

That the proper City Officials be and are hereby authorized to budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the Director of Parks, Recreation, and Forestry, its official or employee, to act on its behalf to:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

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

	YES	NO
DAVIS		
LAMPE		
BERG		
BARTZ		
BLANKE		
SMITH		
ARNETT		
WETZEL		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED October 7, 2025

____

CITY CLERK

APPROVED October 7, 2025

____

MAYOR

RESOLUTION TO
APPROVE THE UPDATED UPS PARKING LOT AGREEMENT

SPONSOR: MAYOR ROBERT STOCKS
FROM: FINANCE COMMITTEE

WHEREAS, the City owns a vacant parcel of land located at 925 South Twelfth Street, Watertown, WI; and,

WHEREAS, the City has permitted UPS the exclusive use of the graveled land area located at 925 South Twelfth Street subject to the terms and conditions of a License Agreement entered into as of September 18, 2017; and,

WHEREAS, the City and UPS are desirous in continuing and updating said Agreement; and,

WHEREAS, the attached updated UPS Parking Lot Agreement has been considered and reviewed by all necessary City interests and deemed appropriate and in the best and vital interest of the City.

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

That the proper City Officials be and are hereby authorized to sign, execute and implement the attached updated UPS Parking Lot Agreement.

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

	YES	*NO*
DAVIS		
LAMPE		
BERG		
BARTZ		
BLANKE		
SMITH		
ARNETT		
WETZEL		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED October 7, 2025

____

CITY CLERK

APPROVED October 7, 2025

____

MAYOR

UPS PARKING LOT AGREEMENT

This Parking Lot Agreement has been entered into as of this ______ day of ____________, 2025 (“Effective Date”), by and between the City of Watertown, (“Owner”) and the United Parcel Service, Inc., (“UPS”).

Now therefore, in consideration of Five Hundred and 00/100 Dollars ($500.00) per month and the mutual promises and covenants contained below, the receipt and sufficiency of which are hereby acknowledged by Owner, Owner and UPS, the Parties, agree as follows:

1. **UPS PARKING LOT AGREEMENT.** Subject to the terms and conditions of this Agreement, Owner agrees to permit UPS to the exclusive use of the graveled land area located at 925 South Twelfth Street, Watertown, WI 53094.

2. **PARKING LOT FEE.** UPS shall pay to Owner a monthly fee for the use of the Premises in the sum of Five Hundred and 00/100 Dollars ($500.00) per month beginning October 1, 2025 and continuing on a month-to-month basis until either Party provides sixty (60) days written notice of their intent to terminate this Agreement. This Agreement will be reviewed in October of every year for any monetary changes.

3. **REQUIREMENTS OF LAW.** UPS shall use the Premises in accordance with all federal, state and local laws, statues, ordinances, rules, codes, regulations and requirements of the federal, state and local governments (“Laws”) which apply to UPS’s particular use of the Premises. Owner shall comply with all Laws applicable to the Premises, including but not limited to all environmental laws and waste water discharge system except otherwise stated herein.

4. **USE, CARE AND MAINTENANCE OF THE PREMISES.** UPS shall use the Premises solely for the purpose of vehicle parking within the gravel area only. UPS shall not use any of the equipment or improvements of Owner. UPS shall not be engaged in any activity which would cause UPS to be considered an owner/operator of the Premises, or a generator or transporter of Hazardous Substances. The term “Hazardous Substances” shall mean any hazardous substance, pollutant, contaminant or petroleum or any fraction thereof; as such terms are defined under applicable federal, state, or local statutes, regulations, or ordinances.

   UPS shall repair or restore any portion of the Premises which is damaged to the extent such damage is directly cause by the negligent use of the Premises by UPS.

5. **UPS REPRESENTATIONS AND WARRANTIES.** UPS agrees with and represents and warrants to Owner that UPS shall not knowingly cause any Hazardous Substances (as herein defined) to be transported as part of its shipments across the Premises except in compliance with the Laws.

6. **LIABILITY.** During the term of the Agreement, UPS shall be responsible to investigate and/or remediate any Environmental Condition only to the extent that the following conditions are true: (i) such Environmental Condition directly resulted from the operations of UPS on the Premises; and (ii) such investigation and/or remediation is required by applicable law and the governmental agency having jurisdiction over such activity. “Environmental Condition” means any condition that

may exist or have existed with respect to soil, surface or ground waters, stream sediments, and every other environmental media, which condition could require investigation and/or remedial action of any kind under applicable federal, state, or local statutes, regulations or ordinances or which could result in claims, demands, orders or liabilities by or to third parties, including without limitation governmental entities.

7. **INDEMNITY.** UPS agrees to indemnify, defend, and hold harmless Owner, its successors and assigns, against and with respect to any and all damages, claims, losses, liabilities and expenses of any kind including without limitation, reasonable legal and consulting expenses, incurred by Owner or which are asserted against or imposed upon Owner by any other party (including without limit any governmental entity). Notwithstanding anything to the contrary herein, any remediation activity required of UPS hereunder shall be deemed completed upon the delivery by UPS to Owner a written statement from an environmental consulting firm (such firm being UPS's consultant) stating that no further remediation is required.

8. **CARRYING CHARGES.** Owner shall be solely responsible for the payment of all costs associated with owning and maintaining the Premises including but not limited to real estate taxes, utility charges, assessments and other related costs.

9. **QUITE ENJOYMENT.** Subject to the terms of this Agreement, UPS shall lawfully and peacefully hold, occupy and enjoy use of the Premises during the term of this Agreement.

10. **INSURANCE.**
    - **a. INSURANCE CARRIED BY UPS.** UPS shall maintain commercial general liability insurance covering the Premises, insuring against liability for personal injury, bodily injury, including death and property damage, for a minimum of $1,000,000.00 per occurrence.

    - **b. CERTIFICATES.** If so requested by a Party, the other Party shall provide the requesting Party with a certificate of insurance evidencing that the required insurance has been procured and that such insurance may not be canceled except upon thirty (30) days' notice to the requesting Party.

11. **NOTICE.** Whenever the Agreement requires Written Notice, the Party giving Written Notice shall transmit such notice as either by UPS Next Day Air delivery (in which case notice shall be deemed effective on the date it is delivered), or by Certified or Registered Mail, Return Receipt Requested (in which case notice shall be deemed effective on the third business day following its placement in the mail) to the following Persons at their respective addresses:

OWNER: City of Watertown
Attention: Finance Director/Treasurer
106 Jones Street
Watertown, WI 53094

UPS: United Parcel Service, Inc.
925 South Twelfth Street
Watertown, WI 53094

12. **SUCCESSORS AND ASSIGNS.** This Agreement shall inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns. Neither Party may assign its rights or obligations hereunder without the prior written consent of the other Party, which consent shall not be unreasonably withheld or delayed. No assignment shall relieve the assigning Party of any of its obligations hereunder.

13. **ENTIRE AGREEMENT.** This document constitutes the entire Agreement between the Parties. Any modification and amendment to this Agreement must be in writing and signed by both Parties.

14. **GOVERNING LAWS.** This Agreement shall be governed by the laws of the state in which the Premises are located.

IN WITNESS WHEREOF, this Agreement was entered into the date first above written.

CITY OF WATERTOWN	UNITED PARCEL SERVICE, INC.
BY: ______________________________ Robert Stocks	BY: ______________________________
TITLE: Mayor	TITLE: ____________________________
DATE: ____________________________	DATE: ____________________________

RESOLUTION TO
ENTER INTO LEASE WITH PASSENGER TRANSIT, INC. FOR SHARED-RIDE TAXI SERVICE VEHICLES

SPONSOR: ALD. SMITH
FROM: TRANSIT COMMISSION

WHEREAS, the City of Watertown operates a shared-ride taxi service; and,

WHEREAS, the City of Watertown purchases vehicles needed to operate the shared-ride taxi service; and,

WHEREAS, an annual lease is necessary to allow the use of such vehicles by the company contracted to provide shared-ride taxi service in the City of Watertown.

WHEREAS, the city has been able to procure one additional vehicle to provide shared-ride taxi service in the City of Watertown that need to be added to the annual lease agreement. 2025 Chrysler Voyager VIN 2C4RC1CG6SR549384.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:
That the proper City officials be and are hereby authorized to execute the attached lease agreement, Exhibit A, with Passenger Transit, Inc. with the addition of one recently procured transit vehicle for the period of October 1, 2025, through December 31, 2025 for the lease of vehicles for the purpose of operating a shared-ride taxi service.

	YES	*NO*
DAVIS		
LAMPE		
BERG		
BARTZ		
BLANKE		
SMITH		
ARNETT		
WETZEL		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED October 7, 2025

____
CITY CLERK

APPROVED October 7, 2025

____
MAYOR

PUBLIC TRANSIT LEASE AGREEMENT

Between
City of Watertown
and
Passenger Transit, Inc.

This Agreement specifies terms under which City of Watertown hereinafter referred to as Lessor, leases one or more vehicles to Passenger Transit, Inc., hereinafter referred to as Lessee. This lease is effected by virtue of Lessor's public transit service operating contract with Lessee.

"Department" herein means the Wisconsin Department of Transportation. "Leased vehicle" herein means a vehicle covered by this lease.

SECTION 1. TERM

Lessor hereby leases the following vehicle(s) to Lessee starting on October 1, 2025, and ending December 31, 2025, or on the end date of the Lessor's current public transit service contract with the Lessee, whichever comes first. This list is subject to changes as vehicles are purchased or sold.

SECTION 2. VEHICLE INFORMATION

Address where vehicles are stored: 309 William Street, Watertown WI 53094

Year	Make	Model	Vin	Fleet #
2010	Supreme	Bus	1FDDE3FL8ADA79123	86
2010	Starcraft	Bus-ADA	1FDEE3FL9ADA38147	83
2015	Starcraft	Bus	1FDFE4FS8FDA03270	85
2017	Starcraft	Bus	1FDFE4FS7HDC07528	87
2017	Dodge	Minivan	2C4RDGBG9HR831156	55
2017	Dodge	Minivan ADA	2C7WDGBG5HR838658	56
2018	Dodge	Minivan ADA	2C7WDGBG3JR210085	57
2019	Dodge	Minivan	2C4RDGBGXKR779575	59
2020	Dodge	Minivan	2C4RDGBG5LR189978	60
2020	Dodge	Minivan ADA	2C4RDBGBXLR231464	61
2023	Chrysler	Mini Van ADA	2C4RC1CG7PR617120	88
2023	Chrysler	Mini Van ADA	2C4RC1CG6PR617108	89
2024	Chrysler	Mini Van ADA	2C4RC1FG0RR155661	90
2025	Chrysler	Mini Van ADA	2C4RC1CG6SR549384	91

SECTION 3. EXECUTION OF LEASE

IN WITNESS WHEREOF this Agreement shall become effective upon its complete execution by Lessor and Lessee.

SECTION 4. CONDITIONS

This Agreement is one of leasing only, and the Lessee shall not acquire any right, title or interest to vehicle(s) leased other than that of Lessee. The Lessee acknowledges that the Lessor owns (subject to any Department liens) the vehicle(s) subject to this Agreement. Nothing herein shall affect Lessor's absolute ownership of any title or interest to said vehicle(s).

The Lessee shall lease and operate the vehicle(s) in accordance with the service characteristics described in the Lessor's operating assistance grant agreement with the Department.

Department approval is required for incidental use of the leased vehicle(s), and any such use must be compatible with the original purposes of the grant. The incidental use must not in any way interfere with the Lessor's continuing control over the use of the vehicle(s) or the Lessee's continued ability to carry out the service described in its shared ride taxi operating contract with Lessor.

The Lessee will comply with the terms, conditions and obligations included in the grant agreement executed between the Lessor and the Department so as not to impair the Lessor's relationship with the Department, nor cause Lessor to be in default of any agreement with the Department. Any breach of this Agreement shall be considered a default by the Lessee.

The Lessee agrees that it will not use or permit the use of the leased vehicle(s) in any negligent or improper manner, or in violation of any statute, law or ordinance, or so as to void any insurance or warranty covering the vehicle(s), or permit any vehicle(s) to become subject to any lien, charge or encumbrance which may affect the Lessor's title to the vehicle(s).

The Lessee shall not mortgage, pledge, sell, or otherwise encumber or dispose of the vehicle(s) provided under the terms and conditions of this Agreement.

Both parties agree to abide by the relevant rules and regulations provided by the Federal Transit Administration (FTA), specifically the most current FTA Master Agreement. The most recent version of the FTA Master Agreement is found at the FTA's website (http://fta.dot.gov).

Lessee agrees to review and comply with the annual FTA Certification and Assurances signed by the Lessor, the most recent version of which can be found at FTA's website (http://fta.dot.gov).

Both parties agree to abide by the relevant rules and regulations provided by the Department, (including those of the Division of Motor Vehicles), and regulating authorities in any State or County in which the vehicle(s) are operated under the terms and conditions of this Agreement.

SECTION 5. REPRESENTATION AND WARRANTIES

In consideration of the Lessor entering into this Agreement, the Lessee represents and warrants:

A. The Lessee is in good standing under the laws of the State of Wisconsin and has the power and authority to carry on its business as now conducted; to own, lease and operate its property and assets; and to execute this Agreement and any other agreements and instruments referred to in this Agreement.

B. The Lessee has and will continue to have during the term of this Agreement, all necessary licenses, certifications, or other documents required by any federal, state or local governmental agency, which authorize or empower the services to be performed by the Lessee.

SECTION 6. REGISTRATION

The leased vehicle(s) shall bear the proper license plate(s) in accordance with the governing grant. The title to such vehicle(s) is to be registered in the name of the Lessor, subject to the lien rights of the Department. All annual registration, license fees, and safety inspection costs shall be paid by the Lessee.

The Lessor will maintain ownership of the vehicle(s) obtained through the grant program. The Lessor shall have full authority to exercise its responsibilities as owner of the vehicle(s) provided under the terms and conditions of this lease.

SECTION 7. INSURANCE

Insurance levels, categories and premium payments for all leased vehicles shall be the responsibility of the Lessee.

Insurance shall include such coverage as required by the grant agreement between the Lessor and the Department, and shall meet the requirements of applicable local, state and federal laws. The Lessor must be named as the payee for all payments relating to vehicle damage or loss.

The insurance shall be primary, and not excessive or contributory, with respect to any accident involving such vehicle(s), and shall at minimum afford the following coverage:

A. Bodily injury liability, each person: $1,000,000

B. Bodily injury liability, each accident: $1,000,000 + $1,000,000 umbrella

C. Property damage liability, each accident: $250,000

D. General liability, bodily injury and property damage:$1,000,000 + $1,000,000 umbrella

The Lessee shall bear all risks of damage or loss of the leased vehicle(s), or any portion of damage or loss not covered by insurance. All replacements, repairs, or substitutions of leased vehicle parts or equipment shall be at the cost and expense of the Lessee and shall be accessions to the vehicle(s).

SECTION 8. VEHICLE MAINTENANCE

The Lessee shall, at all times and at Lessee's expense, maintain the leased vehicle(s) in working order and at a high level of cleanliness, safety, and mechanical soundness. The Lessee shall take all reasonable efforts to insure against theft and vandalism. The Lessee agrees to return each leased vehicle in the condition in which it was received, except for reasonable wear and tear.

The Lessee agrees to adhere to all provisions of the Lessor's vehicle maintenance plan on file with the Department, and to any changes or addendums made to the plan.

The Lessee shall be responsible for scheduling, completing and documenting all preventative maintenance. All such maintenance shall be consistent with manufacturer specifications, the Lessor's vehicle maintenance plan, and Department guidelines. The Lessee shall be responsible for ensuring the completion of, and payment for, all necessary repairs.

SECTION 9. VEHICLE OPERATION

The Lessee shall ensure that only properly trained and licensed drivers operate the leased vehicle(s). The Lessee shall provide the Lessor with the names of all individuals whom it authorizes to operate the vehicle(s), and shall provide the name of each before said individual may operate the vehicle(s).

The leased vehicle(s) shall not be used in violation of any federal, state or municipal statutes, laws, ordinances, rules or regulations. The Lessee shall not use any leased vehicle, nor allow any such vehicle to be used, for any unlawful purpose or for the transportation of any property or material deemed hazardous. Respirators, concentrators, or portable oxygen used by individuals are not considered hazardous materials.

The Lessee shall operate the leased vehicle(s) only on designated roads, and shall not subject the vehicle(s) to use under such road conditions as may result in damage to the vehicle(s).

SECTION 10. CIVIL RIGHTS

The Lessee shall comply with all federal statutes relating to nondiscrimination that apply, including, but not limited to:

A. The prohibitions against discrimination on the basis of race, color, or national origin, as provided in Title VI of the Civil Rights Act, 42 U.S.C. 2000d;

B. The prohibitions against discrimination on the basis of sex, as provided in: (a) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 – 1683, and 1685 – 1687, and (b) U.S. DOT regulations, "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance," 49 CFR part 25;

C. The prohibitions against discrimination on the basis of age in federally funded programs, as provided in the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 – 6107;

D. The prohibitions against discrimination on the basis of disability in federally funded programs, as provided in section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794; and

E. The prohibitions against discrimination on the basis of disability, as provided in the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 *et seq*.

The Lessee agrees to comply with all terms of the Lessor's approved Title VI Plan and of any changes or addenda thereupon. The Lessee is responsible for proper posting of a valid Title VI public notice in each leased vehicle at all times.

SECTION 11. ADDITIONAL FEES

The Lessee shall pay any and all storage charges, parking fees, and fines which are levied against Lessee as a result of the improper acts of Lessee or its employees.

The Lessee shall pay any fees (including vehicle registration and inspection fees) and/or taxes which may be imposed with respect to the leased vehicle(s) by any duly constituted governmental authority as the result of Lessee's use or intended use of the vehicle(s).

SECTION 12. AUDITS, INSPECTIONS, AND REPORTING

The Lessee shall be responsible for providing any and all data pertaining to services provided using the leased vehicle(s) as requested upon reasonable notice by the Lessor. The data required may include, but is not limited to, vehicle maintenance records, trip logs, and ridership data.

The Lessee agrees to complete all reports and documents required by the Lessor and/or the Department in a timely fashion. Such reports will be sent to the Lessee on or before specified deadlines.

The Lessor, Department or FTA, or any designee thereof, may at any time audit and/or inspect the leased vehicle(s) and attendant records for compliance with the provisions of this Agreement. The Lessee agrees to comply with all requests to make equipment available as requested by the aforementioned parties for completion of audits.

The Lessee agrees to preserve all reports, insurance policies, trip sheets, and other data pertaining to compliance with any and all terms of the Agreement for a period of six (6) years after the termination of the Agreement, or one year after the DOT program year audit is completed, whichever is longer.

The Lessee is responsible to arrange for and obtain inspections of motor buses and human service vehicles leased under this Agreement as required by federal and state law. In all such cases, Lessee shall send a copy of the inspection report to the Lessor.

SECTION 13. LIABILITY

The Lessee agrees to hold harmless the Lessor and the State of Wisconsin from any and all claims, losses, causes of action, and expense, for whatever reason, including legal expenses and reasonable attorney fees, arising from the use, maintenance, and operations of the vehicle(s) leased under this Agreement.

SECTION 14. LEASE MANAGEMENT

The overall supervision and monitoring of compliance with lease specifications shall be the responsibility of the Lessee. The Lessee will address and resolve concerns or questions regarding this Agreement or operation of the leased vehicles with the Lessor.

This Agreement or any part thereof may be renegotiated in circumstances where changes are required by federal law or regulations, state law or regulations, court orders or actions, or when the parties agree that a new lease would better meet their needs than existing terms and conditions of this lease.

Any revisions to this lease must be agreed to by both parties, as evidenced by an addendum signed by the authorized representative of each party and approved by the Department.

SECTION 15. TERMINATION

If so directed by the Department or other state agency, the Lessee must return the leased vehicle(s) within five (5) days of notice to the Lessor, and at such time, lease provisions are terminated. Otherwise, the Lessor may terminate this Agreement by giving thirty (30) days written notice, at which time the Agreement is terminated.

Immediately upon termination, the Lessee agrees to turn over all maintenance records and histories to the Lessor at no additional cost to the Lessor.

Failure to comply with any provisions of this Agreement by any party shall be considered due cause for termination of the lease.

SECTION 16. SUBLEASE RESTRICTIONS

Subleasing or renting the leased vehicle(s) is prohibited.

For City of Watertown	**For Passenger Transit, Inc.**
	RD Running
Signature	*Signature*
Robert Stocks	**Richard Running**
Mayor	**President**
Date:	**Date:** 9/22/25