



## COMMON COUNCIL MEETING AGENDA

TUESDAY, DECEMBER 20, 2022 AT 7:00 PM

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

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

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

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

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. MINUTES OF COUNCIL MEETING HELD**

[A.](#) Minutes from December 6, 2022

**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.](#) RDA minutes from May 18, 2022, June 15, 2022 and September 16, 2022

[B.](#) Transit Commission meeting minutes from October 19, 2022

[C.](#) Watertown Tourism Commission meeting minutes from November 10, 2022

[D.](#) Licensing Board meeting minutes from November 10, 2022

[E.](#) PFC meeting minutes from November 14, 2022

[F.](#) Finance Committee minutes from November 21, 2022

[G.](#) Finance Committee minutes from December 6, 2022

[H.](#) Public Works meeting minutes from December 13, 2022

**7. COMMUNICATION & RECOMMENDATIONS**

[A.](#) Introduction of Mason Becker and Brian Zirbes

[B.](#) Watertown Fire Department November Monthly Report

[C.](#) Town Square Update

**8. NEW BUSINESS**

[A.](#) Appointments

[B.](#) Review and discuss: 3 minute public comment

**9. ACCOUNTS PAYABLE**

[A.](#) Accounts Payable

**10. MISCELLANEOUS BUSINESS**

[A.](#) Cash and Investments - November 30, 2022

## 11. LICENSES

- A. Memo to Council
- B. Review and take action: Application for "Class B" Malt and Liquor License for The Range LLC D/B/A Kiss My Axe located at 107 E. Main Street, Watertown WI 53094 (Agent, Jorge Monterrey)
- C. Review and take action: agent change for Walmart, 1901 Market Way, Watertown WI 53094 to Michael Rupnow

## 12. ORDINANCES

- A. Ord. 22-75 - Amend Section 319 Article II Environmental Sanitation (Sponsor: Ald. Lampe From: Board of Health, 2nd Reading)

## 13. RESOLUTIONS

- A. Exh. 9466 - Resolution to Sue Roe - Retirement Police Department (Sponsor: Mayor McFarland)
- B. Exh. 9467 - Resolution to revise Environmental Health Fee Schedule (Sponsor: Mayor McFarland From: Finance Committee)
- C. Exh. 9468 - Resolution to approve appointing Stacy Winkelman as Operations Manager for the City of Watertown Street and Solid Waste Division (Sponsor: Mayor McFarland From: Finance Committee)
- D. Exh. 9469 - Resolution to purchase a street sweeper from RNOW, Inc. of West Allis, WI for \$282,774.50 (Sponsor: Mayor McFarland From: Finance Committee)
- E. Exh. 9470 - Resolution to enter into contract for County Library Services Jefferson County (Sponsor: Ald. Lampe From: Library Board)
- F. Exh. 9471 - Resolution to Authorize a Joint Powers Agreement County 911 Emergency System with Jefferson County (Sponsor: Mayor McFarland)
- G. Exh. 9472 - Resolution to amend the 2022 General Fund budget (Sponsor: Mayor McFarland From: Finance Committee)
- H. Exh. 9473 - Resolution to carry over 2022 budget to 2023 (Sponsor: Mayor McFarland From: Finance Committee)
- I. Exh. 9474 - Resolution to approve 2023 pay table and rates (Sponsor: Mayor McFarland From: Finance Committee)

## 14. 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.*

## 15. ADJOURNMENT

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

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

**Common Council Minutes  
Tuesday December 6, 2022**

Section 4, Item A.

Mayor McFarland called the regular meeting of the City of Watertown Common Council to order at 7:00 p.m. on Tuesday, December 6, 2022. This meeting was open for attendance in the council chambers as well as virtually.

**ROLL CALL**

Roll call indicated the following Alderpersons present: Ald. Lampe, Ruetten, Bartz, Smith, Schmid, Wetzel and Romlein. Absent was Ald. Davis and Licht. City staff present were City Attorney Steven T. Chesebro, Fire Chief Travis Teesh, Deputy Fire Chief Rauterberg, Police Chief Robert Kaminski, Finance Director Mark Stevens, Streets Director Stacy Winkelman, Public Works Director Jaynellen Holloway, Health Director Carol Quest, and City Clerk Megan Dunneisen.

**PLEDGE OF ALLEGIANCE**

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

**MINUTES OF PRECEDING MEETING**

Mayor McFarland inquired if there were additions or corrections to minutes of the Common Council meeting held Tuesday, November 29, 2022. There being none, minutes were accepted as presented.

**COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT**

Ken Berg of 1201 Richards Ave spoke on the 3-minute public comment.

**REPORTS**

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

The following reports were received and filed: Public Library Board of Trustees meeting minutes from September 8, 2022 B. Police and Fire Commission meeting minutes from September 12, 2022 C. Historic Preservation Commission meeting minutes from September 21, 2022 D. Board of Health minutes from October 4, 2022 E. Public Library Board of Trustees meeting minutes from October 13, 2022 F. Park & Recreation minutes from October 17, 2022 G. Senior Center Advisory Board meeting minutes from October 18, 2022 H. Plan Commission Minutes from October 24, 2022 I. Park & Recreation minutes from November 2, 2022 J. Public Safety & Welfare meeting minutes from November 2, 2022 K. Public Library Board of Trustees meeting minutes from November 10, 2022 L. Public Works Commission meeting minutes from November 11, 2022 M. Site Plan Review minutes from November 14, 2022

**COMMUNICATIONS & RECOMMENDATIONS**

Recognition given to Joel Haseleu with the Streets Department for twenty-five years of service. Town Square update given.

**ACCOUNTS PAYABLE**

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

Certified accounts were presented. Ald. Wetzel moved to pay all certified accounts, seconded by Ald. Smith and carried by roll call vote: Yes-6; No-0; Abstain-1 (Ruetten).

**MISCELLANEOUS BUSINESS**

Payroll Summary - November 2, 2022 to November 15, 2022  
Credit Card purchases over \$10K - October

**ORDINANCES**

Ord. 22-73 - Amend Section 500-6 Parking Limitations A. (5) Municipal Parking Lot Limitations (Sponsor: Ald. Smith, From: Public Safety & Welfare Committee, 2nd reading). Ald. Smith moved for adoption of ordinance 22-73 on its 2<sup>nd</sup> reading, seconded by Ald. Schmid and carried by roll call vote: Yes-7; No-0; Abstain-0.

Ord. 22-74 - Create a portion of Section 500-9 A. Parking Prohibited in Specific Places of the City of Watertown General Ordinances (Sponsor: Ald. Smith, From: Public Safety & Welfare Committee, 2nd reading). Ald. Smith moved for adoption of ordinance 22-74 on its 2<sup>nd</sup> reading, seconded by Ald. Schmid and carried by roll call vote: Yes-7; No-0; Abstain-0.

Ord. 22-75 - Amend Section 319 Article II Environmental Sanitation (Sponsor: Ald. Lampe From: Board of Health, 1st Reading). Ald. Lampe moved for adoption of ordinance 22-75 on its 1<sup>st</sup> reading, seconded by Ald. Ruetten and carried by roll call vote: Yes-7; No-0; Abstain-0.

## **RESOLUTIONS**

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

Exh. 9455 – Resolution to apply capital grant from Department of Transportation for fleet purchases (Sponsor: Mayor McFarland From: Finance Committee). Ald. Ruetten moved to adopt resolution 9455, seconded by Ald. Bartz and carried by roll call vote: Yes-7; No-0; Abstain-0.

Exh. 9456 – Resolution to apply for operating grant from Department of Transportation for shared-ride taxi service (Sponsor: Mayor McFarland From: Finance Committee). Ald. Ruetten moved to adopt resolution 9456, seconded by Ald. Lampe and carried by roll call vote: Yes-7; No-0; Abstain-0.

Exh. 9457 - Resolution Adopting a Revised Intergovernmental Agreement Continuing the Jefferson County Economic Development Consortium (Sponsor: Mayor Emily McFarland From: Finance Committee). Ald. Lampe moved to adopt resolution 9457, seconded by Ald. Ruetten and carried by roll call vote: Yes-7; No-0; Abstain-0.

Exh. 9458 - Resolution to Repair Aquatic Center Slides and Platforms (Sponsor: Ald. Licht From: Parks, Recreation, and Forestry Commission). Ald. Smith moved to adopt resolution 9458, seconded by Ald. Wetzel and carried by roll call vote: Yes-7; No-0; Abstain-0.

Exh. 9459 - Resolution to Amend City of Watertown General Fund Budget 2022 (Sponsor: Ald. Licht From: Parks, Recreation, and Forestry Commission). Ald. Smith moved to adopt resolution 9459, seconded by Ald. Bartz and carried by roll call vote: Yes-7; No-0; Abstain-0.

Exh. 9460 - Resolution to Approve Award for Additional Vacation Time for 2023 for All Current Employees Starting Prior to January 1, 2022 (Sponsor: Mayor McFarland From: Finance Committee). Ald. Lampe moved to adopt resolution 9460, seconded by Ald. Bartz and carried by roll call vote: Yes-7; No-0; Abstain-0.

Exh. 9461 - Resolution to Amend the City of Watertown Employee Handbook Related to Vacation and Final Pay (Sponsor: Mayor McFarland From: Finance Committee). Ald. Lampe moved to adopt resolution 9461, seconded by Ald. Ruetten and carried by roll call vote: Yes-7; No-0; Abstain-0.

Exh. 9462- Resolution to Adjust 2022 Payroll Resolution to Add Operations Manager at Grade R (Sponsor: Mayor McFarland From: Finance Committee). Ald. Bartz moved to adopt resolution 9462, seconded by Ald. Ruetten and carried by roll call vote: Yes-7; No-0; Abstain-0.

Exh. 9463 - Resolution to Adjust 2022 Payroll Resolution to Add Assistant Operations Manager at Grade M (Sponsor: Mayor McFarland From: Finance Committee). Ald. Wetzel moved to adopt resolution 9463, seconded by Ald. Romlein and carried by roll call vote: Yes-7; No-0; Abstain-0.

Exh. 9464 - Resolution to Adjust 2022 Payroll Resolution to Add Working Foreman at Grade J (Sponsor: Mayor McFarland From: Finance Committee). Ald. Wetzel moved to adopt resolution 9464, seconded by Ald. Bartz and carried by roll call vote: Yes-7; No-0; Abstain-0.



Exh. 9465 - Resolution to Approve Offer to Purchase and Acquisition of 7.61 Acres of Land  
291-0815-0432-019 and PIN: 291-0815-0544-003 (Sponsor: Mayor McFarland From: Finance  
Committee). Ald. Romlein moved to adopt resolution 9465, seconded by Ald. Lampe and carried  
by roll call vote: Yes-7; No-0; Abstain-0.

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

Ken Berg spoke on the Fund Balance and fire station concerns.

### **ADJOURNMENT**

There being no further business to come before the Council at this time, Ald. Romlein moved to  
adjourn, seconded by Ald. Schmid and carried by voice vote at 7:39 p.m.

Megan Dunneisen, City Clerk

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



## Redevelopment Authority for the City of Watertown

Turning Opportunity into Results

**Wednesday May 18, 2022**

7:00 pm

In-PERSON/VIRTUAL MEETING

Council Chambers, City Hall

### By Phone or GoToMeeting:

<https://global.gotomeeting.com/join/471703029>

For the Public, Members of the media and the public may attend by calling: (US) +1 (872) 240-3412

Access Code: 471-703-029

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.

### AGENDA

1. Pledge of Allegiance
2. Roll Call
  - a. Present: Salas, Ruetten, Bartz, Kuenzi, Zastrow, Zimmermann
  - b. Absent: Marchant
3. Determination of Quorum and Call to Order
4. **Review/Approve:** Minutes of Previous Meetings – April 20, 2022
  - a. Zastrow motioned to approve, seconded by Zimmermann. Minutes approved unanimously.
5. Public Comment
  - a. No comments were presented.
6. Special Guest Question and Answer: Mark Stevens, City of Watertown Finance Director
  - a. Stevens talked about the City's procedures for processing RDA financial reports and interfacing with RDA Executive Director. Offered to move to quarterly billing for Executive Director cost-share and to give quarterly updates to the RDA board.
  - b. Stevens discussed the approach for handling Town Square construction payment requests.
    - i. DNR Stewardship grant funds would be exhausted first, followed by WEDC grant funds, followed by Foundation funds, with the City's commitment to be "last dollar in".
7. Status Reports
  - a. Community Support/Communication – Mueller
    - i. Social media and web analytics
      1. Mueller shared key statistics on website and social media reach, mentioning that releases regarding the Elias Inn were extremely successful.
  - b. Common Council Update – Ruetten
    - i. Ruetten provided update on decision to use ARPA funds to do a mill and overlay along Main Street.
    - ii. Salas asked whether it would be beneficial to have RDA updates provided to the Council, especially as Town Square construction progresses. Ruetten believed that it would be helpful.
  - c. Historical Installation Task Force – Zimmermann

- i. Zimmermann talked about the design task force's work on determining categories of Watertown's history to feature. He also mentioned that the group would be working to compile a number of pictures to choose from for the installation.
    - ii. Allon said he had met with a signage contractor that does similar installations to gauge whether the project is feasible given the budget. They felt that it was in good shape to move forward. Smithgroup will be producing a design document to take out to bid for the work.
  - d. Executive Director Update – Allon
    - i. Town Square Construction
      - 1. Michels should be finishing up with sheeting on the 19<sup>th</sup> and is in good shape to be out of the water by the June 6 deadline.
      - 2. Storm sewer materials should be delivered on site next week and work will begin on that.
      - 3. Construction delay due to the bridge cost roughly \$1,500/day for Michels' equipment on site. Waiting for final numbers.
      - 4. Allon discussed the additional costs for construction design put together by Smithgroup.
        - a. Zimmermann brought forth a motion to approve the additional costs as amendments to the existing contract with Smithgroup. Zastrow seconded.
          - i. Roll call vote: Salas – Aye, Ruetten – Aye, Bartz – Aye, Kuenzi – Aye, Zastrow – Aye, Zimmermann – Aye.
          - ii. Motion unanimously approved.
    - ii. Town Square Programming
      - 1. Watertown Regional Medical Center and the Joseph and Sharon Darcey Foundation each donated \$150,000 to create the Future Fund for programming on the Town Square.
    - iii. New revolving loan fund application
      - 1. Received a new loan request for \$41,000 for exterior improvements from a previous borrower. Allon will forward that request on to the board.
- 8. Review and possibly approve Resolution 2201 to Grant Distribution Easement Underground to Wisconsin Electric Power Company.
  - a. Zastrow motioned to approve, seconded by Kuenzi. Resolution approved unanimously.
- 9. Review and possibly approve loan request for TREX LLC in the amount of \$28,000.
  - a. Zastrow motioned to approve, seconded by Zimmermann. Roll call vote: Salas – Aye, Ruetten – Aye, Bartz – Aye, Kuenzi – Aye, Zastrow – Aye, Zimmermann – Aye.
  - b. Loan request unanimously approved.
- 10. Review and possibly approve Loan Agreement with Greater Watertown Community Health Foundation in the amount of \$675,000.
  - a. Ruetten motioned to approve, seconded by Zastrow. Roll call vote: Salas – Aye, Ruetten – Aye, Bartz – Aye, Kuenzi – Aye, Zastrow – Aye, Zimmermann – Aye.
  - b. Loan agreement unanimously approved.
- 11. Review and possibly approve March financial report and, if available, April financial report.
  - a. Zastrow motioned to approve, seconded by Ruetten. Financial reports approved unanimously.
- 12. Future possible agenda items.
  - a. Salas requested construction budget updates and statements that reflect RDA project funds held outside the accounts reflected in the City-provided financial reports.

- b. Salas requested follow up on communicating RDA/Town Square updates to the Common Council.

13. Adjournment.



**Wednesday June 15, 2022**

7:00 pm

In-PERSON/VIRTUAL MEETING

Council Chambers, City Hall

**By Phone or GoToMeeting:**

<https://global.gotomeeting.com/join/471703029>

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### 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.

### AGENDA

1. Pledge of Allegiance
2. Roll Call
  - a. Present: Marchant, Ruetten, Bartz, Zimmermann, Zastrow
  - b. Absent: Salas, Kuenzi
3. Determination of Quorum and Call to Order
4. **Review/Approve:** Minutes of Previous Meetings – May 18, 2022
  - a. **Zimmermann motioned to approve. Marchant seconded the motion. Minutes were unanimously approved.**
5. Public Comment
  - a. No members of the public present.
6. Status Reports
  - a. Community Support/Communication – Mueller
    - i. Social media and web analytics – Facebook reach has increased since the Elias Inn post.

Around the Square videos have continued and a Future Fund Video is in the works.

The RDA has a booth at the Chamber of Commerce's Main Street Vendor Fair on Saturday, June 25<sup>th</sup>. If anyone is interested in volunteering at the booth for an hour or more, please let Jeanne know.

TWall has provided some marketing materials and a sign up sheet for leasing for anyone who expresses interest. They've also worked up a banner to be hung on the Town Square construction fencing.

- b. Common Council Update – Ruetten
 

City submitted grant application for Bike and Pedestrian Master Plan. Having this plan would help the City with future grant applications

City also submitted a grant application to do a study on the Historic Tivoli Island Bridge.

City is discussing road and parking widths for Main Street east of Market Street in advance of DOT design process.

c. Historical Installation Task Force – Zimmermann

Task force met once since the last meeting and discussed specific pictures for the installation and started to work on drafting text for the installation.

Smithgroup is slated to have a progress set of documents by week's end, with the intention of going out to bid for that sooner than later.

d. Executive Director Update – Allon

i. Town Square Construction

1. Work in Progress

Construction is anticipated to be early October, but electrical materials are not coming in until December. That may change once our contractor puts in an order, but it is likely that the ribbon cutting ceremony will be without power on site. Electrical components have been one item that everyone has been struggling with in construction projects right now. This would change the opening ceremony slightly in how that's put together.

Seawall work was completed by the DNR's waterwork deadline. There is a lot of utility work being done right now on site. The schedule has been moving well and foundation work is upcoming. Both utility companies are slated to start they're work as well.

2. Budget and Funds Update

We've received two payment requests from Maas Brothers to date. The associated costs with those are reflected in the materials in the packet.

The project has used up over half of the unsuitable soils contingency at this point. This is primarily from sending on-site materials to the landfill. It is likely that the budget will get close to the total of \$200,000 we've allocated for unsuitable soils contingencies.

Change orders were related to the Bridge delay for CO#2. Change orders were related to plumbing materials substitutions and erosion control work to expedite schedule in CO#1.

The May statement from the Greater Watertown Area Community Foundation, is in the packets. The general account balance sits at roughly \$800,000 with the Bentzin account at \$500,000. All of the funds have been deposited with the exception of the second half of the Bentzin Family donation which will be disbursed at 50% project completion and the Bentzin Family donation for the Historical Installation – which is \$120,000.

So far, for uses of funds, the RDA has paid Maas from the DNR's project advance of \$453,818 and an additional \$168,463.11 from the City's commitment.

ii. Town Square Programming

Mayor McFarland sat in on the programming team's last meeting as they discussed potential planning for the grand opening. The team was planning for a grand opening Halloween weekend, but with electrical not on site, there will have to be some adjustments to what that looks like.

iii. New Revolving Loan Fund Application

The request is for \$41,500 from someone who has borrowed from the RDA before. Right now, there is \$46,104 available to lend and \$1,934 in grant funds.

Zastrow commented that the board would need better estimates in order to proceed, but that the project would qualify for the program.

**Zastrow motioned to move the request to the loan review committee, pending the receipt of requested project information. Marchant seconded the motion. Motion passed unanimously.**

7. Review and possibly approve May financial report.

Allon spoke with the City's Finance Director about accounting for our revolving loan interest as income for the RDA. The RDA lends out at 2% and is supposed to keep 1% as income and give 1% interest back to the banks. So, going forward, that will be reflected in RDA financial reports.

**Zimmermann motioned to approve the financial reports, Zastrow seconded. Financial reports approved unanimously.**

8. Future possible agenda items.

9. Adjournment.

Ruetten motioned to adjourn, Bartz seconded. Motion carried unanimously. Meeting adjourned.

## CITY OF WATERTOWN MEETING NOTICE

TO: Daily Times, Alderpersons, Department Heads and Public

DATE: September 17, 2022

**REDEVELOPMENT AUTHORITY OF THE CITY OF WATERTOWN****Monday September 19, 2022****12:00 pm IN-PERSON/VIRTUAL MEETING****Conference Room 2044, City Hall 106 Jones Street****By Phone or GoToMeeting:** <https://global.gotomeeting.com/join/471703029>

For the Public, Members of the media and the public may attend by calling: (US)+1 (872) 240-3412

Access Code: 471-703-029

1. Roll Call – Marchant, Bartz, Ruetten, Zimmermann, Salas, Zastrow, Kuenzi joined at 12:08.
  - a. Guest attendance: Mark Stevens joined at 12:05
2. Determination of Quorum and Call to Order
  - a. Quorum established.
3. Review and possibly approve Resolution 2202 to temporarily add City Finance Director and remove current Executive Director as signer to RDA's financial accounts.
  - a. Marchant motioned to approve, seconded by Ruetten. Motion passed unanimously.
4. Review and possibly approve Resolution 2203 to temporarily add City Finance Director as a signer on loan documents and to authorize him to temporarily make advances on loans.
5. a. Zastrow motioned to approve, seconded by Zimmermann. Motion passed unanimously.
6. Adjourn. Ruetten motioned to adjourn, seconded by Bartz. Motion passed unanimously.
  - a. Meeting adjourned at 12:17pm.

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@CityofWatertown.org](mailto:mdunneisen@CityofWatertown.org), phone 920-262-4000*

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



## TRANSIT COMMISSION

October 19, 2022

4:30 p.m.

Section 6, Item B.

The Transit Commission met on the above date and time in person and virtually with the following members present: Michelle Bainbridge, Laurie Grosenick, Cathy Egan, Ald. Licht, and Tom Hahn. Also in attendance were Justin Running (Passenger Transit, Inc.) virtually, and City Clerk Megan Dunneisen.

### 1. Call to order

Egan called the meeting to order at 5:00 p.m.

### 2. Review & approve minutes of October 6, 2022

Motion was made by Ald. Licht to approve minutes of October 6, 2022, seconded by Egan and motion carried by unanimous voice vote.

### 3. Business

**A. Review and approve:** Taxi fare increase for 2022. Discussion from commissioners on the Transit Budget being short \$12,000.00 that will have to be supplemented by the City's fund balance. An increase in rate fare would help make up some of that difference. Ald. Licht made a motion to purpose an increase the Out of Town fare rate to \$10.00 and Elderly/Disabled fare rate to \$3.00, seconded by Hahn. Dunneisen to get approval from the DOT and add to joint Finance/Transit meeting in November. Motion was carried by unanimous voice vote.

**B. Review and approve:** Capital and Operating Grant applications for 2023. Discussion from commissioners on the need requested by Bill Hugin (Manager for Watertown Transit) for a non-ada minivan. As of right now, the state procurement is not offering this type of vehicle and would result in the City doing their own procurement if this is the project, they want to bring forth for the 2023 Capital Grant. Hahn suggested reaching out and meeting with local dealerships on their availability of this vehicle. Dunneisen to ask the DOT if our own procurement can be for used or new vehicles. Discussion on the process and how the last request for bids went in 2021. Commissions asked that this be added to the next meeting agenda.

**C. Review and discuss:** Running Inc. school policy, student vouchers, student pick up, and corner service. There being no representative from the school district, the commission asked that this be added to the next agenda.

### 4. Set next meeting date

The next meeting date will be November 14, 2022 at 4:30 p.m. to follow with the Transit Commission joining the Finance Committee at their meeting to discuss the fare increase.

### 5. Adjournment

Motion was made by Ald. Licht to adjourn meeting at 6:15 p.m., seconded by Hahn and motion carried by unanimous voice vote.

Megan Dunneisen, City Clerk

DISCLAIMER: These minutes are uncorrected; any corrections will be noted in the proceedings at which these minutes are approved. Complete minutes are open for public inspection in the office the Finance Department.

The following Tourism Commission members were present via Zoom Meeting or in person at Watertown City Hall.  
 Conrad Talaga, Cheryl Mitchell, Aaron David, Kristine Butteris and Steven Board  
 Also present; Robin Kaufmann Tourism Manager, Chamber of Commerce Executive Director Bonnie Hertel,  
 Jonathan Lampe Council Member

1. The meeting was called to order by Aaron David at 8:00 am.
2. Review & Approve September Minutes. Steven Board made a motion to approve the minutes and Kristine Butteris seconded the motion. The Commission voted to approve the minutes.
3. Old Business:
  - a. Financial Report: Robin Kaufmann reported Month to Date information as of 10/31/22  
 Motion to approve the financials was made by Steven Board and seconded by Conrad Talaga. The Commission voted to approve the financials.
  - b. Marketing Plan – review and take possible action on marketing plan
    1. 2022 Visitor Guides – Motion to approve 5000 copies of the 16-page Visitor’s Guide for 2023 at a cost of \$3790 was Conrad Talaga and seconded by Steven Board. The commission will ask for periodic reports of distribution of the guide.
    2. Ad Opportunities: The Commission will look into advertising in the Outdoor Wisconsin publication once the Town Square is done. 500-600 thousand copies are distributed in all Kwik Trip stores
  - c. Review and take possible action on Mural Restoration projects: Nothing new to report.
  - d. Discuss and take possible action on tourism website proposal. A motion to approve \$4250 for Jennifer Creative to create a new website for Watertown Tourism and yearly fees of \$600 for mandatory annual items, web hosting and reports was made by Kristine Butteris and seconded by Steven Board.
  - e. Discuss and take possible action on 2023 tourism budget  
 A motion to approve the Tourism Budget has been made by Steven Boards and seconded by Kristine Butteris. The Commission voted to approve the budget.
  - f. Hotel Stay updates:  
 September Wisconsin South Market at 61% occupancy  
 October National Hotel occupancy at 68%  
 October weekend occupancy was strong while weekday corporate business continues is higher than October 2021 but remains 20% down from 2019 occupancy .  
 November 2022 occupancy in is forecasted to be 48-58% which is flat from last year, but tax revenues may be higher with less tax-exempt business in the market.  
 No note-worthy November events to drive business. Events in December include National Guard training and holiday party, Dance competition at Watertown Highschool, and Basketball tournament between Christmas and New Year’s Eve.
4. New Business
  - a. Discuss and take possible action on Draeger’s Floral grant request. The mural is done. The Commission previously voted to approve \$1000 once the project was completed. That approval was for a volunteer artist to design and paint the mural. The original project fell through, and a new artist was hired to design and paint the mural. A motion was made to approve a \$1,000 contribution to the project by Conrad Talaga and seconded by Steve Board. The Committee voted to approve.
  - b. Discuss and take possible action on Watertown Park and Rec grant request

The grant hasn't been submitted yet but the event is taking place in early December. The CP Holiday Train will make a stop in Watertown. Planned events may include shuttle pick up at two potties, a candle-lit hike and some food/beverages.

Section 6, Item C.

Motion to approve a \$500 grant was made by Steven Board and seconded by Conrad Talaga. Kristine Butteris abstained. The Committee voted to approve the funds.

- c. Discuss and take possible action of Boldland Creative photo proposal. The proposal is for an 8 hour Photo shoot and up to 1,000 images. We can choose the date, subjects and would own the images. Steven Board made a motion to approve the \$1,000 cost and Conrad Talaga seconded the motion. The Commission voted to approve the cost.
- d. Discuss and take possible action on proposed Watertown video locations. Robin will meet with the videographer 11/18. Work will begin in November/December with possible events/locations to include Interurban Trail, Town Square, CP Christmas Train event, Christmas parade, tree lighting, Octagon House Christmas, Library, Aquatic Center, Park & Rec paddle board and kayak rentals.
- e. Review Manager's report of previous month's tasks: Attached
- f. Commission members report on upcoming events:
  - December 2<sup>nd</sup> – 3<sup>rd</sup> WI National Guard Holiday event.
  - December 9<sup>th</sup> – Watertown High School Dance Event
  - December 27-28 Watertown High School Basketball Tournament

Adjournment – Motion to adjourn the meeting made at 9:06 am by Conrad Talaga and seconded by Steven Board

Agenda items:

A reminder from Robin to have all requests for additions to the next meeting's agenda to her by the Tuesday the week before the meeting.

The next meeting will be at 8:00 am December 8, 2022, via Zoom or you may attend in person at Watertown City Hall

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

Submitted by,

Cheryl Mitchell, Secretary

## Manager's Report – October

Social Media Report**Facebook: 100 new page likes (5832 likes/6560 followers) (Post reach 144,801)****Visitwatertownwi.com: 340 Views by 307 visitors****Instagram: 1 new follower (1001 followers)**

- Regularly posted to social media (Watertown, Dodge County, Jefferson County)
- Wrote blog articles for JCATC
- Attended JCATC Exec Committee Meeting and Board Meeting
- Attended Main Street Promotions Committee Meeting
- Represented Tourism at Wake-up Watertown
- Worked with web designer on visitwatertownwi.com bid
- Worked with photographer on tourism video bid
- Attended Chamber Annual Dinner planning meeting
- Attended Chamber Board Meeting
- Visited businesses/events to take photos for future promos:
  - Blocktoberfest
  - Witch's Brew BINGO
  - Pumpkin Palooza
  - KFC
  - Pizza Hut
  - Riverside Park
  - Chandler House Bakery
- Represented Tourism at Chamber member ribbon cuttings
  - KFC
  - Pizza Hut
  - Wilder's Plants & More
  - Chandler House Bakery

# LICENSING BOARD

Thursday, November 10, 2022

The Licensing Board met on the above date at 4:15 p.m. in person at the Municipal Building 106 Jones St in Room 0041 and via GoToMeeting. The following members were present: Mayor McFarland, Ald. Bartz, Ald. Smith, Cheri Martin, and Erin Schroder. Staff present were: Police Chief Robert Kaminski, Assistant Police Chief Ben Olson, City Attorney Steven T. Chesebro, and City Clerk Megan Dunneisen.

1. **Call to order:** Mayor McFarland called the meeting to order at 4:15 p.m.
2. **Review and approve minutes:** Ald. Bartz moved to approve the minutes of October 12, 2022, and as presented, seconded by Martin, and carried by unanimous voice vote.
3. **Business:**
  - A. **Review and Approve:** Application for "Class B" Malt and Liquor License for Little Italy, LLC. located at 1002 W. Main Street, Watertown WI 53098 (Agent, Karla Cortes). Schroeder moved to approve the application with condition of licensing only the indoor premises due to zoning restrictions, seconded by Martin and carried by unanimous voice vote.
  - B. **Convene into Closed Session** pursuant to Wis. Stats. 19.85(1)(b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such a person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of an evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held to discuss specific licenses: Reconsider determination regarding Andres Contreras Lopez Operator's License application.  
Motion by Schroeder, seconded by Ald. Bartz to proceed into closed session and was carried by roll call (all in favor).
  - C. **Reconvene to open session:** Motion by Ald. Smith, seconded by Schroeder to return to open session and was carried by roll call (all in favor).
  - D. **Review and take action:** Reconsider determination regarding Andres Contreras Lopez Operator's License application. Ald. Smith made a motion to deny the request for reconsideration of the operators license due to misrepresentation on application, seconded by Ald. Bartz and carried by unanimous voice vote.

- E. **Convene into Closed Session** pursuant to Wis. Stats. 19.85(1)(b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such a person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of an evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held to discuss specific licenses: Application or operator license - Lindsay Ladwig.  
Motion by Ald. Bartz, seconded by Ald. Smith to proceed into closed session and was carried by roll call (all in favor).
- F. **Reconvene to open session:** Motion by Ald. Smith, seconded by Martin to proceed into open session and was carried by roll call (all in favor)
- G. **Review and take Action:** application for Operator's License - Lindsey Ladwig. Ald. Smith made a motion to deny the operators license for Lindsey Ladwig due to Class I offensives, seconded by Martin and carried by unanimous voice vote.
- H. **Review:** Special Events report from Clerk's office. A report was provided,
- I. **Review:** Operator's List from Clerk's office. A report was provided and there were no questions.
- J. **Review:** Police Report from Police Department. The chief provided a report.
4. **Adjournment:** Martin moved to adjourn the meeting, seconded by Ald. Smith, and carried by unanimous voice vote at 4:51 p.m.

Respectfully submitted,

Megan Dunneisen, City Clerk

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

## Police and Fire Commission

Regular Meeting Minutes

November 14, 2022 4:00 PM

Present: Jim Schildbach, Kelly Kwapil, Nikki Salas, Brad Kuenzi, Cassandra Wagner  
Also Present: : Deputy Fire Chief Tony Rauterberg, Assistant Police Chief Ben Olson  
Police Chief Robert Kaminski, Fire Chief Travis Teesch Officer Laura Bohlman, and Jeff Meloy

Meeting was called to order at 4:00 PM

The Minutes of the meeting on September 12 were reviewed. **Ms Salas moved to approve the minutes of the meetings as printed, second by Mr Schildbach, motion carried all aye**

### Police

Assistant Chief Olson gave a review of the monthly activity for August.

Chief Kaminski gave an update on the probationary officers. Most are progressing as expected. One has had academic issues at the academy and the Department has decided to part ways with this employee.

Officers Meloy and Bohlman gave a brief description of their careers to date, as they are both in line for promotions.

Chief Kaminski recommends that Bohlman be promoted to Sergeant and Meloy be promoted to Captain effective January 1, 2023.

**Motion was made by Mr Schildbach to approve the Promotion of Officer Bohlman to Sergeant, Second by Ms Salas  
Motion carried. All Aye**

**Motion was made by Mr Schildbach to approve the Promotion of Officer Meloy to Captain, Second by Ms Wagner  
Motion carried. All Aye**

There has been a new Officer hired for the Middle School SRO. Officer Chris Karnatz  
The Dispatch Department is currently at full staff

### Fire

Deputy Fire Chief Rauterberg Gave the monthly review with run calls and training statistics

Chief Teesch Gave an employee update and a review of the current hiring process. Some of the interview questions may need to be updated. The ability to hire pre trained employees is becoming more difficult, the department may need to look into paying to have new employees trained and certified as necessary.

Interviews were done on November 14

**Ms Wagner moved to approve the eligibility list as requested by Chief Teesch. second by Ms. Salas,  
motion carried**

**Motion to adjourn was made at 4:50 by Ms Wagner, second by Mr Schildbach, motion carried.**

Next Regular meeting is scheduled for December 12

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



## FINANCE COMMITTEE MEETING MINUTES

MONDAY, NOVEMBER 21, 2022 AT 5:30 PM

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

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

Others present: Finance Director Mark Stevens, Attorney Steven Chesebro, Interim Streets Superintendent Stacy Winkelman, Fire Chief Travis Teesch, Recs & Park Director Kristine Butteris, Tony Rauterberg, Tim Hayden

1. **Call to order.** Mayor McFarland called the meeting to order at 5:30 p.m.
2. Review and approve: **Minutes addendum from October 10-17, 2022** (Budget Meetings). Ald Lampe moved, seconded by Ald Davis, to approve, and carried by unanimous voice vote.  
  
Ald. Lampe moved, seconded by Ald Bartz, to approve **minutes from November 11, 2022** with a clarification in Item #6 (open enrollment taking place in early December 2022 for 2023), and carried by unanimous voice vote.
3. Update and Discussion on **Riverfest**: As an update from the prior discussion on Riverfest, Mayor McFarland compiled feedback received from residents following the press release sharing the organizational and financial position of the festival. Ald Lampe sought to confirm that the key concerns surrounding Riverfest's future are governance, finances, and time constraints for the advance preparations for securing entertainment. Ald Lampe indicated that a group of citizens have assembled to brainstorm the creation of a non-profit organization to accept the oversight of the festival. With the potential of being given the Riverfest fund balance, along with seeking financial sponsorships and partnering with private businesses, these individuals believe they could continue with an annual music festival. He requested the city attorney draft a resolution that dissolves Riverfest Fund [12], providing its remaining assets to the organization and have the new group work with the mayor to assemble a list of city services requested. The group believes that a proforma budget can be prepared for presentation at the December 12 finance committee meeting.
4. Ald Davis moved, seconded by Ald Bartz, to **convene into closed session** per Wis. Stat. Sec. 19.85(1)(g) to confer with legal counsel of 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. (**Vacation Policy**). Approved with unanimous roll call vote.
5. Reconvene into open session
6. Review and take action: **Vacation Policy**. S Chesebro met with approximately twenty employees concerned with the loss of vacation for the portion of the 2021 year between one's anniversary date and December 31. For the record, written communication signed by employees of Park, Rec and Forestry was distributed to committee members as well. Ald Davis moved, seconded by Ald Lampe, to authorize the staff to prepare a resolution to award all current employees with a start date prior to January 1, 2022 a proration of 2021 vacation for the period of the anniversary start date through December 31, 2021, effective January 1, 2023. Approved by unanimous voice vote.

Ald Lampe moved, seconded by Ald Davis, to recommend a resolution to Common Council that adopts **vacation and final payment policy** that indicates vacation time is to be used in the same



year in which it is earned, and an employee that separates employment will be entitled to pay for all unused, earned vacation from January 1 to the date of termination. Approved by unanimous voice vote.

7. Review and take action: **2023 EMS coverage contract for Township of Lebanon**. Chief Teesch presented a 2023 contract that mirrors the current one with additional comment to initiate successor agreements in October to help with the Lebanon budgeting timeline. Ald Lampe moved, seconded by Ald Davis, to approve as presented, and carried by unanimous voice vote.
8. Review and take action: approve resolution to **amend City of Watertown 2022 general fund budget to purchase pickup truck**. Kristine Butteris explained that the pricing for a  $\frac{3}{4}$ -ton pickup truck for the Park Department could not be found within the approved budget of \$38,000 (Capital Fund). Available funds of \$4,173 are located in Parks- Equipment Repairs [01-55-41-42] and are requested to move to Parks- Capital Outlay [01-55-41-60] to allow the purchase of a \$42,173 truck from Ewald Automotive Group. Ald Davis moved, seconded by Ald Bartz, to approve the purchase with recommendation for the budget amendment, and carried by unanimous voice vote.
9. Review and take action: approve resolution to **repair Aquatic Center slides and platforms**. Kristine Butteris informed the committee that only one company bid on the slide restoration needed for the aquatic center. A down payment of 35% is requested to initiate work on design plans now. Ald Davis moved, seconded by Ald Lampe, to approve the contract, and carried by unanimous voice vote. This will be posted to Prepaid Expenses [05-16-22-00].
10. Review and take action: Ald Davis moved, seconded by Ald Bartz, to approve the **hiring of Alicyn Nicholson as the Aquatic & Recreation Manager/Programmer** at Grade K, Step 1 [\$29.34/hr], and carried by unanimous voice vote.
11. Review and possible approval: Ald Bartz moved, seconded by Ald Lampe, to approve the **hiring of Philip Rhodes as Solid Waste Route employee** at Grade G, Step 1 [\$21.19/hr], and carried by unanimous voice vote.
12. Review and take possible action: Adjustment of 2022 Payroll Resolution to add **Operations Manager at Grade R** as reviewed and recommended by Carlson Dettman. Ald Lampe moved, seconded by Ald Bartz, to approve, and carried by unanimous voice vote.
13. Review and take possible action: Adjustment of 2022 Payroll Resolution to add **Assistant Operations Manager at Grade M** as reviewed and recommended by Carlson Dettman. Ald Lampe moved, seconded by Ald Bartz, to approve, and carried by unanimous voice vote.
14. Review and take possible action: Adjustment of 2022 Payroll Resolution to add **Working Foreman at Grade J** as reviewed and recommended by Carlson Dettman. Ald Lampe moved, seconded by Ald Davis, to approve, and carried by unanimous voice vote.
15. Review and take action: resolution to apply for **capital grant from Department of Transportation for fleet purchases** for shared-ride taxi service for 2023 in estimated amount of \$70,000 with the City's share expected to be 20%. Ald Lampe moved, seconded by Ald Davis, to approve, and carried by unanimous voice vote.
16. Review and take action: resolution to apply for **operating grant from Department of Transportation** for shared-ride taxi service in the amount of \$514,173 for the addition of a year of shared-ride taxi service with Passenger Transit Inc. Ald Bartz moved, seconded by Ald Lampe, to approve, and carried by unanimous voice vote.
17. Ald Lampe moved, seconded by Ald Bartz, to **convene into closed session** per § 19.85(e) for deliberating or negotiating the purchase of public properties, the investing of public funds, or

conducting other specified public business, whenever competitive or bargaining reasons require a closed session (**Sale of land proposal from BASO Gas Products LLC**). Approved with unanimous roll call vote.

18. Reconvene into open session

19. Ald Bartz moved, seconded by Ald Lampe, to **convene into closed session** per § 19.85(e) for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (**Purchase of Real Estate for Fire Department**). Approved with unanimous roll call vote.

20. Reconvene into open session

21. **Adjournment.** Ald. Lampe moved to approve adjournment at 6:49 pm, seconded by Ald. Bartz, and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

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## FINANCE COMMITTEE MEETING MINUTES

MONDAY, DECEMBER 06, 2022 AT 6:30 PM

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

Members present: Mayor McFarland, Alderpersons Bartz, Lampe, and Ruetten

Others present: Finance Director Mark Stevens, Attorney Steven Chesebro, Fire Chief Travis Teesch, Ald Romlein

1. **Call to order.** Mayor McFarland called the meeting to order at 6:30 p.m.
2. Review and take action: Fire Department land purchase. Attorney Chesebro reviewed the offer to purchase vacant land. There are two parcels collectively comprising approximately 7.612 acres. Addendum C is updated to indicate the purchase price of \$225,000 will be paid to two entities (\$1,000 to Watertown Collective LLC and \$224,000 to Hoffman Matz, LLC). Chief Teesch indicated that Five Bugles reviewed this property and indicated that this location will permit the Fire Department to respond to 94% of the City within 8 minutes of an emergency call. Ald Bartz moved, supported by Ald Lampe, to approve a resolution to City Council to purchase these two parcels with the modified Addendum C for \$225,000 with a closing date no later than January 31, 2023. Approved with unanimous voice vote.
3. **Adjournment.** Ald. Ruetten moved to approve adjournment at 6:39 pm, seconded by Ald. Bartz, and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

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PUBLIC WORKS COMMISSION MEETING  
TUESDAY, DECEMBER 13, 2022 AT 5:30 PM

Commission members present: Alders. Bartz, Romlein, Ruetten, Wetzel, Comm'r. Thompson  
City employees present:  
Public Works Director/City Engineer (PWDCE) Jaynellen Holloway  
Assistant City Engineer Andrew Beyer  
Stormwater Project Manager Maureen McBroom

**1. CALL TO ORDER**

Meeting was called to order at 5:35 p.m.

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

NONE present

**3. REVIEW AND APPROVE MINUTES November 11, 2022**

Motion to approve Ald. Romlein  
2nd Ald. Ruetten  
Carried by unanimous voice vote

**4. BUSINESS**

A. Review and take action: Homeowner request for clear water sump pump connection to sanitary sewer at 1004 Sand Street.

Tim Marshall who lives at 1004 Sand Street has a sump pump that constantly runs and is having an issue with water going out to the street. In the winter, the discharge gets iced up and cannot get to the storm sewer catch basin, which causes safety concerns. Mr. Marshall is requesting that for the winter he be allowed to connect the sump discharge and run into the sanitary sewer. This is allowed per City Code with approval granted by the Public Works Commission.

Through floor drain is one option. Wastewater has some concern about how homeowners will "hook up." Pete Hartz (Water Department Manager) is concerned about possible leaking of water or gasses entering the home due to incorrect connection.

Ald. Bartz asked if we would contact the resident at the beginning of and after the winter months. PWDCE Holloway confirmed that is the process.

Ald. Romlein: What's the easiest way to accomplish this task? He also confirmed his approval of this plan. PWDCE Holloway stated that the most common "fix" is to lay the sump pump hose next to the floor drain.

Motion to approve Ald. Romlein  
2nd Ald. Bartz  
Carried by unanimous voice vote

B. Update, no action required: Urban Nonpoint Source Grant update

The City of Watertown received a WDNR Urban Nonpoint Source (UNPS) Planning Grant in 2021. Maureen McBroom gave a thorough presentation as to why we need to work on this and what we need to do. MS4 Permit requires improvement and uniformity across departments. Some desired processes cannot be implemented due to State regulations. Cost is @ \$150,000 with in-house and State consultants doing the work. The State will grant 47% toward this cost.

C. Update, no action required: Urban Nonpoint Source Planning Grant update - proposed ordinance revisions. A portion of the grant will reimburse the City for staff time associated with revising several storm water related ordinances.

Ordinance codes to be addressed are:

Ch. 288 Erosion and Sediment Control

Ch. 418 Plumbing

Ch. 453 Stormwater Utility, Illicit Discharge

Ch. 545 Low Impact Development

Ch. 356 Landscaping

Ch. 500 Streets

Anticipated ordinance revisions will be presented to various committees and the common council in February/March 2023 after the DNR approves the proposed revisions.

D. Update, no action required: Street sweeper purchase. 6:25 p.m.

The City currently runs one street sweeper, to meet the existing street sweeping requirements under the MS4 Permit and to capture this additional phosphorus credit, a second sweeper unit will be necessary and will be operated year round, excluding winter months. Catch basins are required to be maintained per the MS4 permit. The newer street sweepers have the ability to routinely clean catch basins.

Comm'r. Thompson asked What is the max depth that can be reached/cleaned with the new sweeper. Maureen said the new sweeper could easily reach a depth of 6' and another attachment will add another 4'. Hoping to get the catch basins cleaned every five years.

City staff met with several street sweeper vendors and reviewed several sweeper options in an effort to determine what machine would best suit the City's needs at the lowest cost. The lowest quote received was from RNOW for \$282,774.50. This machine will be used for both street sweeping and catch basin cleaning.

## **5. ADJOURNMENT**

Motion to adjourn Ald Romlein

2nd Ald. Ruetten

Carried by unanimous voice vote

Meeting adjourned at 6:34 p.m.

Respectfully submitted,

Bob Wetzel

Public Works Commission Chair

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



# **Watertown Fire Department**

**Monthly Report November 2022**





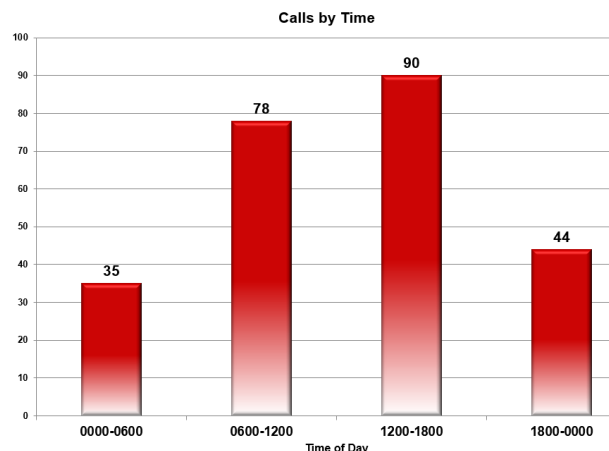
# Watertown Fire Department Monthly Report

Operational Statistics

Section 7, Item B.

## Call Breakdown

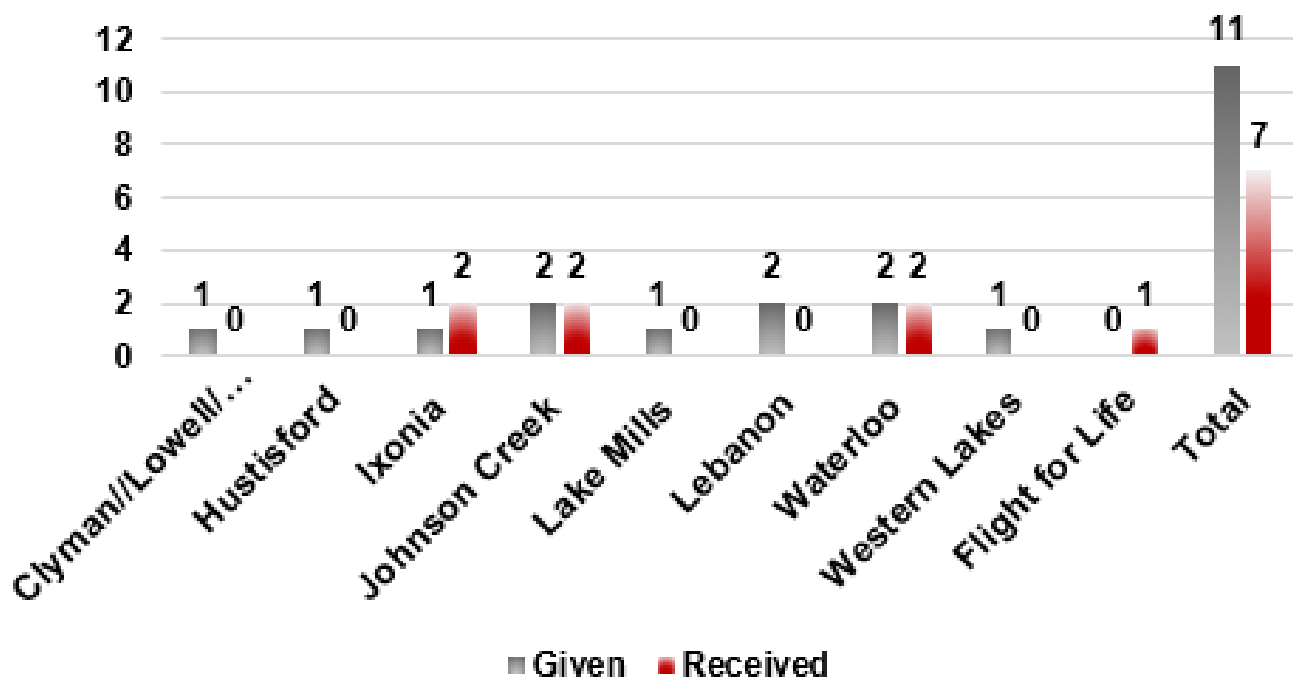
Medical Calls	205
Fire Calls	28
Haz-Mat Calls	6
MVC Calls	8
TOTAL CALLS	(Record Month) 247
Total Calls YTD 2022	2562
Total Calls YTD 2021	2510



## Simultaneous Calls

2 <sup>nd</sup> out calls	47
3 <sup>rd</sup> out calls	3
4 <sup>th</sup> and 5 <sup>th</sup> out calls	1
<b>Total</b>	<b>51</b>
<b>21%</b> of the time we had multiple calls	

## Mutual Aid Calls





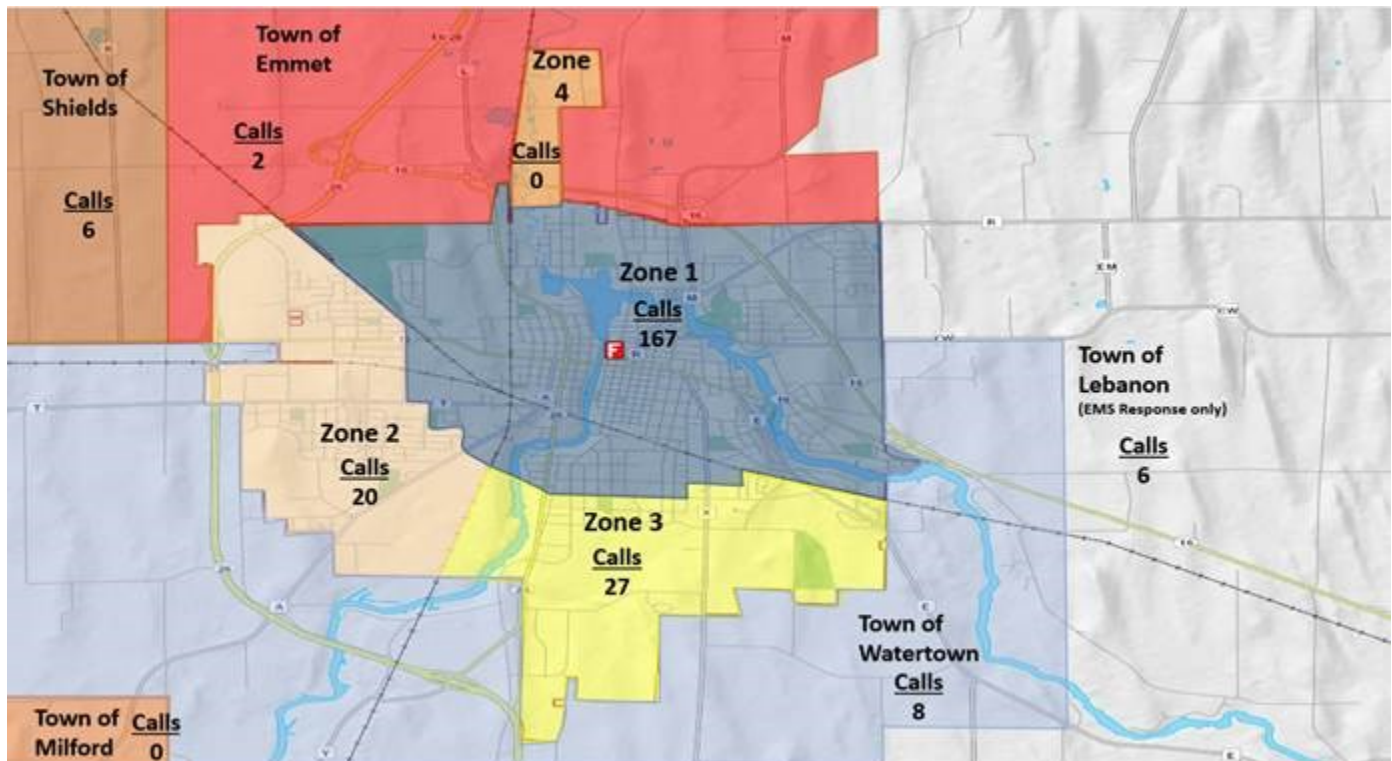


# Watertown Fire Department Monthly Report

Operational Statistics

Section 7, Item B.

Response Times						
Zone	Turnout Time			Response Times		
	Time from alarm to out the door			Time from alarm to arrival		
	EMS	Fire	Combined	EMS	Fire	Combined
Zone-1	1:05	1:16	1:06	4:38	4:08	4:36
Zone-2	:54	1:40	1:00	5:44	6:07	5:47
Zone-3	1:12	1:30	1:18	6:22	5:51	6:11
Zone-4	-	-	-	-	-	-
Zone- 11 Milford	-	-	-	-	-	-
Zone- 12 Town of Watertown	:43	-	:43	8:18	-	8:18
Zone- 13 Emmet	1:35	-	1:35	9:08	-	9:08
Zone- 14 Shields	:30	-	:30	8:28	-	8:28
Zone- 15 Lebanon	:32	N/A	N/A	10:39	N/A	N/A
Delay due to Simultaneous Calls	2:18			6:00		
*Department Standards- Turnout - 60 sec EMS/80 Sec Fire- Response- Fire & EMS 6 minutes*						



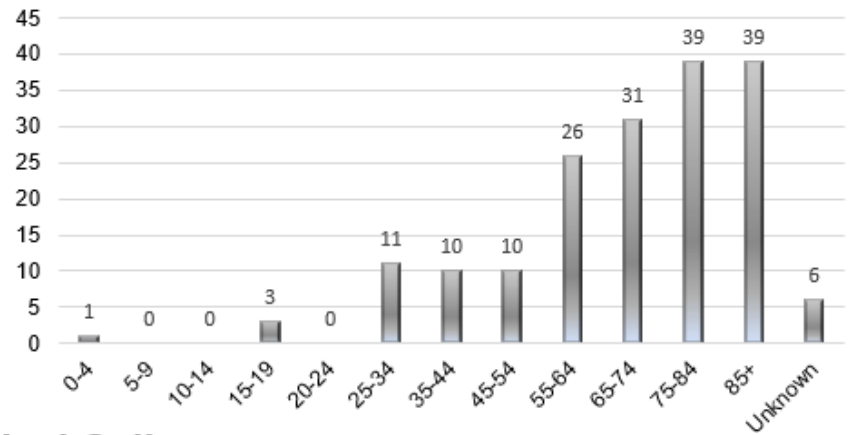




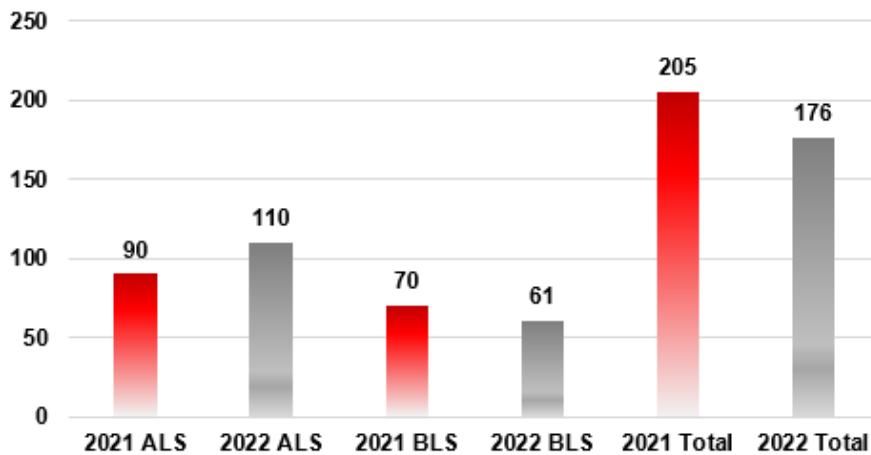
# Watertown Fire Department Monthly Report

## Emergency Medical Services

### Patient Contact By Age

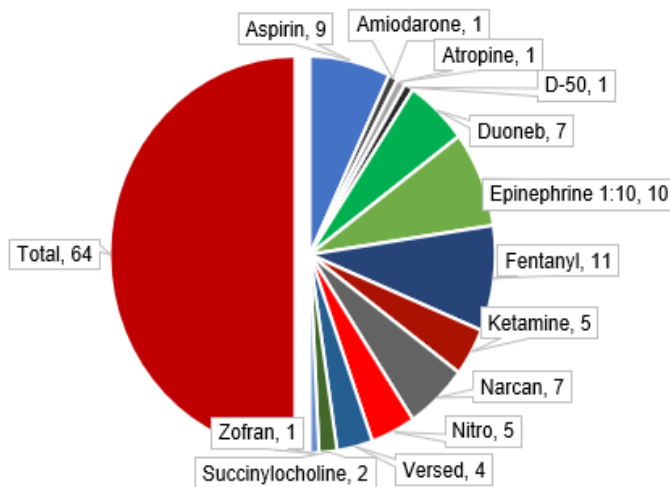


### Emergency Medical Calls

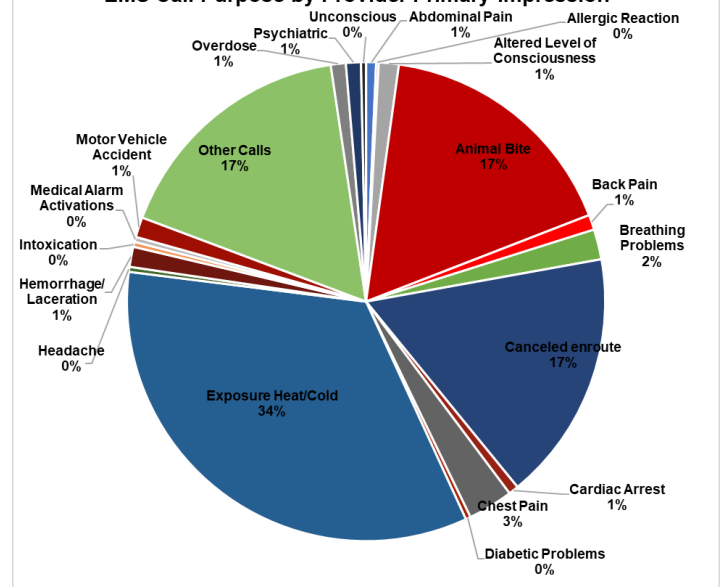


\*Includes Lift Assists, MVCs, etc.

### Medications Administered



### EMS Call Purpose by Provider Primary Impression

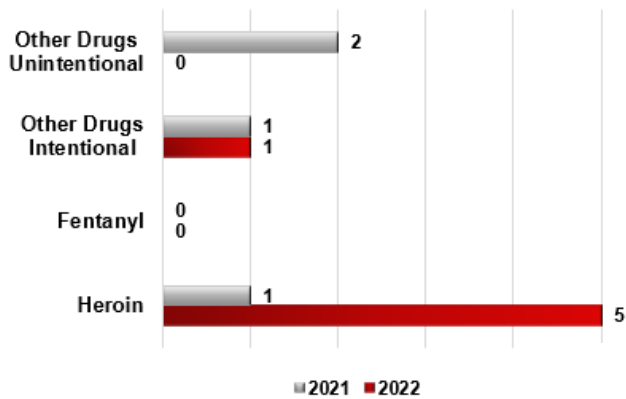




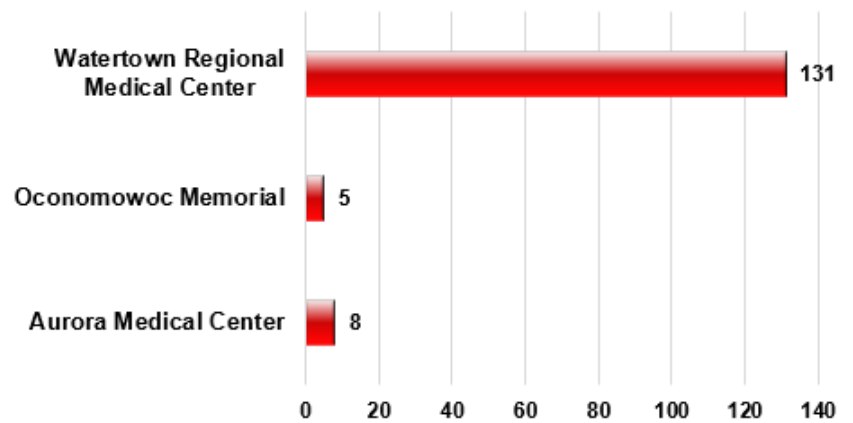
# Watertown Fire Department Monthly Report

## Emergency Medical Services & Fire Incidents

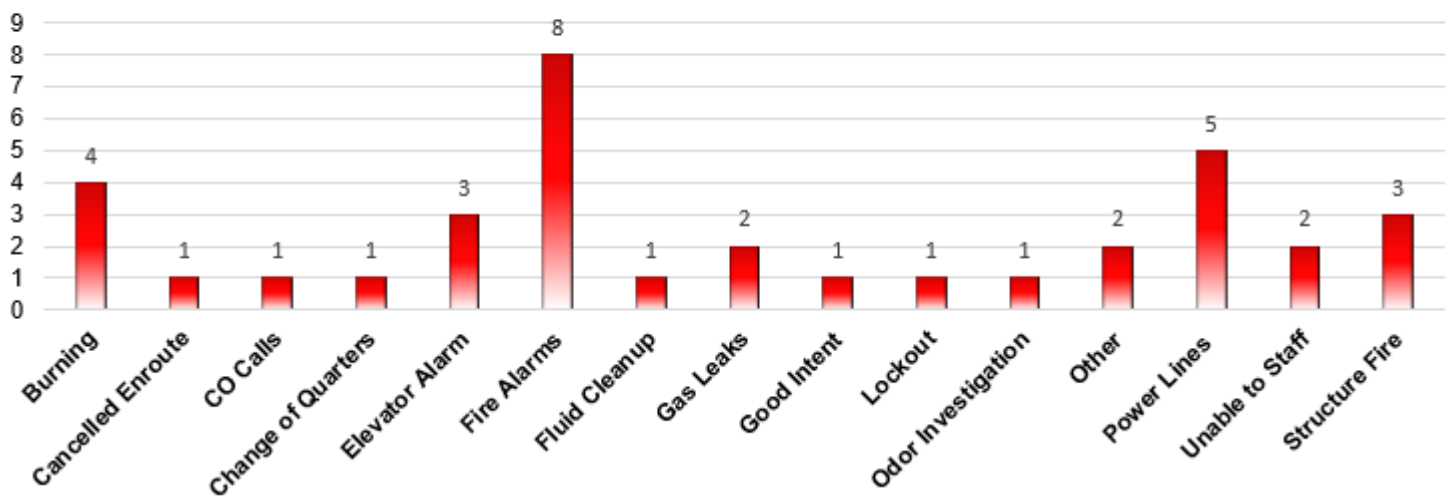
### Overdoses



### Hospital Transports



### Fire/Haz-Mat Calls





# Watertown Fire Department Monthly Report

Department Training

Section 7, Item B.

For the month of November, department members trained on the following:

## Engine Company

Pro-Active MPO Tasks

Water Supply

## Truck Company

Ground Ladder Carries/Raises

## Rescue Company

Mask-up Drills

Forcible Entry

## EMS Training

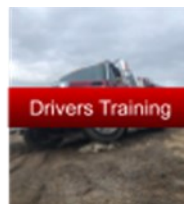
Safety Culture for

At-Risk Population

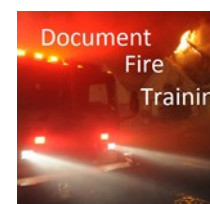
Total A Shift Training Hours	115
Total B Shift Training Hours	32.25
Total C Shift Training Hours	126.5
Total Shift Training Hours	<b>273.75</b>



66



23



161.5



24.5

**Total**  
372.5



43



12



54.5



# Watertown Fire Department Monthly Report

## Community Risk Reduction



**2** CO Detector Installed



**4** Station Tours



**3** Fire Extinguisher Training



**5** Community Events



**2** Fire Drills Conducted



**4** Public Speaking Events



**10** Student/Public Riders



**4** CPR Class



**1** Parade Attended

**3,221** Outreached Citizens

**210** Contact Hours

**(Record Month)**



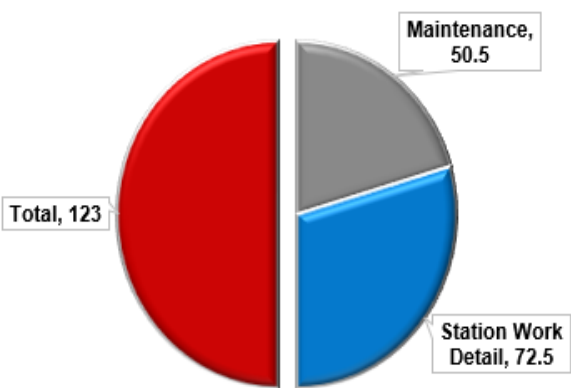
Community Healthcare Coalition Events



Community Healthcare Coalition Contacts



Maintenance & Station Work Hours



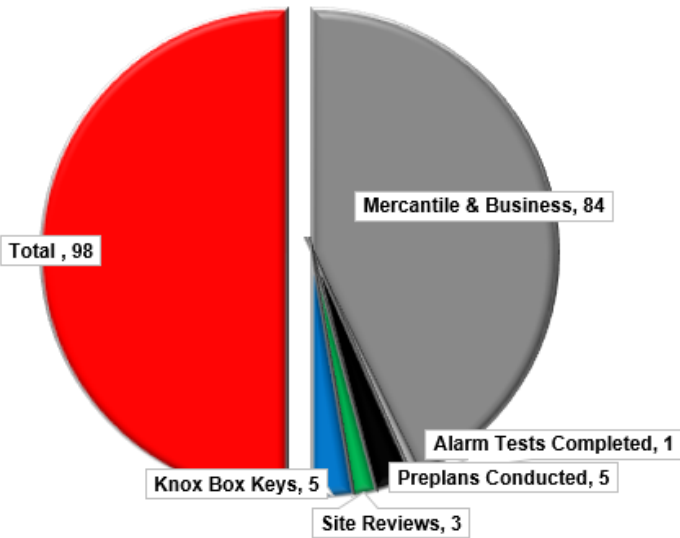


# Watertown Fire Department Monthly Report

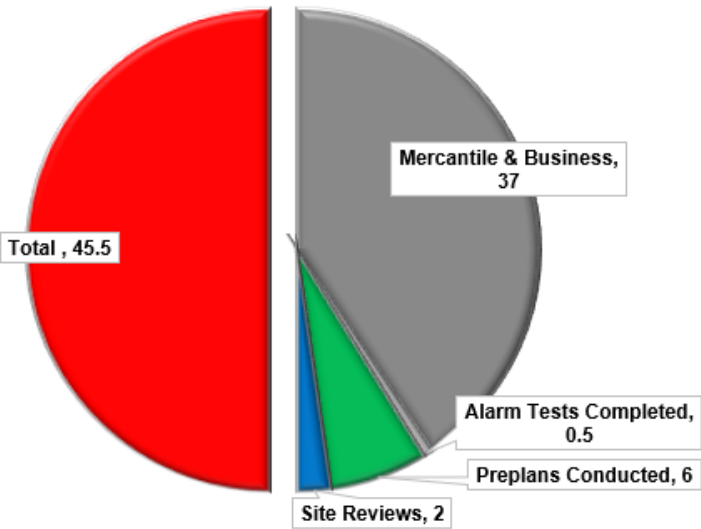
## Community Risk Reduction



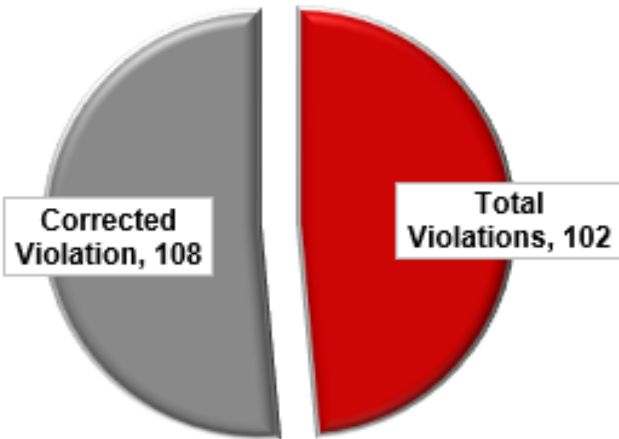
Inspections/  
Alarm Tests



Total Hours on Inspections/Tests



Violations







## **Watertown Fire Department Monthly Report**

Section 7, Item B.

### **Department Incidents**

#### **November 10th– Structure Fire**

362 Madison St., Waterloo

E61 & 4102 responded to a mutual aid request for a garage fire. Crews provided ventilation, checked for extension of fire suppression and did a secondary search.



#### **November 2nd– Structure Fire**

N601 High View Rd, Lebanon

MED 54 responded to a mutual aid request for an EMS standby.

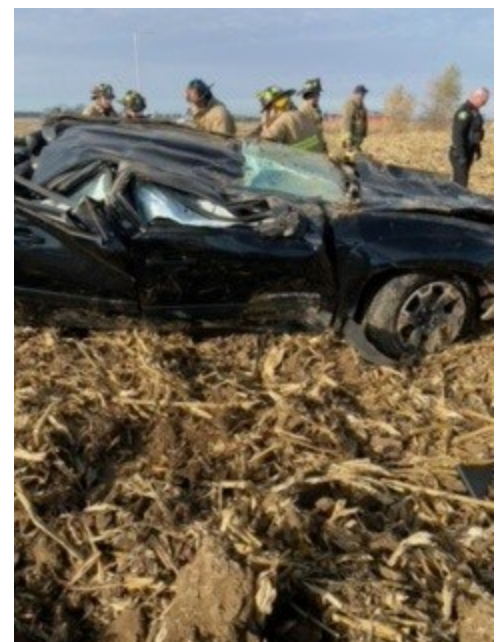
#### **November 16th– Structure Fire**

1 Bobcat Lane, Johnson Creek

E61 and 4101 were requested for a mutual aid fire. The crew assisted with ventilation of the structure.

#### **November 22nd – Motor Vehicle Accident**

Hwy 26 & Hwy 19  
4102, E61, and Med 54 responded to a roll over accident. The patient was extricated and flown by Flight for Life to the hospital.





## Watertown Fire Department Monthly Report

### Public Relations

#### November 14th– Chest Pain Awareness Talk

1408 Memorial Dr., Watertown  
Deputy Chief Tony Rauterberg talked to residents at Highland Village about chest pain awareness.

#### November 15th– Fire Safety/Extinguisher Training & Fall Prevention Talk

1045 Hill St., Watertown  
Deputy Chief Tony Rauterberg talked to residents at Marquardt Village about fire safety and showed them how to use a fire extinguisher. He also talked about preventing falls and showed them the location of their AEDs and how to use them.

#### November 17th– Code Training

825 Endeavour Dr., Watertown High School  
The crew together with doctors and nurses from Aurora Medical Center and their SIM Manikin trained with Watertown High Schools Emergency Response Team on chest pain that turned into a cardiac arrest.



#### November 18th-Station Tour

Watertown  
Fire Dept.  
The crew showed the apparatus and gear to 1st graders from Douglas School.



#### November 17th-City Tree Lighting

Sharp Corner Park  
The crew attended the City tree lighting ceremony at the park.

#### November 26th- Christmas Parade

Main St.,  
Watertown  
The crew participated in the Christmas parade downtown Watertown.







## Watertown Fire Department Monthly Report

Section 7, Item B.

# You've Been Caught Doing an Outstanding Job!

October 30, 2022

Dear Vendors and Participants

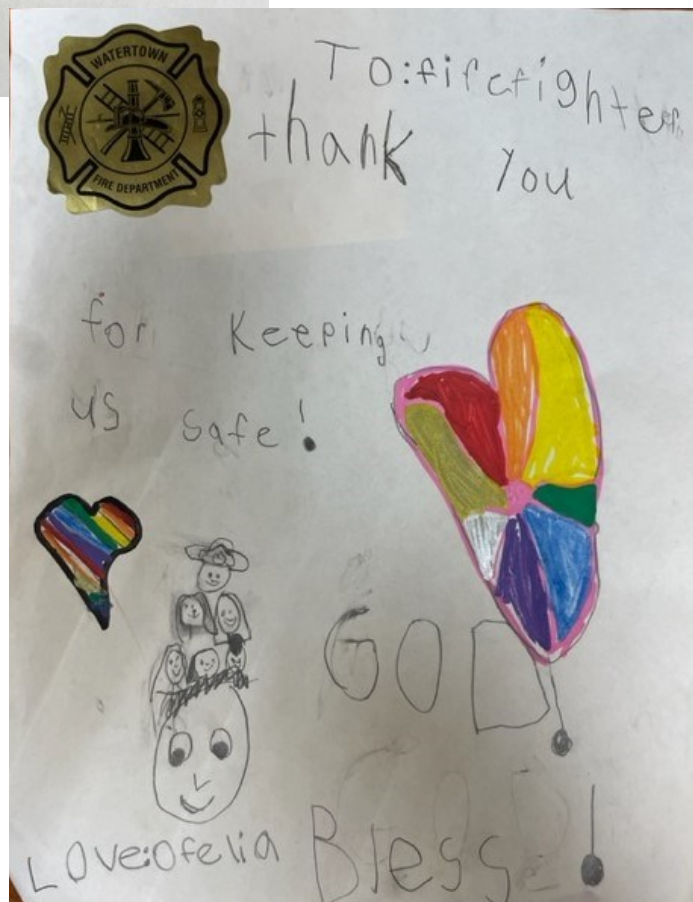
Thank you very much for participating in our Annual Trunk or Treat Event held at the Watertown Moose Lodge on Oct. 29, 2022.

We had a wonderful turn out and we look forward to having you attend next year. All of you had wonderful decorations and an awesome representation of our community coming together.

Sincerely,

Tom Godfrey

Andy Tessman



# Memo

**To:** Common Council  
**From:** Mayor McFarland  
**Date:** December 13, 2022  
**Re:** Town Square Update

Common Council Members,

Below is a summary of the Town Square progress

- ❖ The steel guardrails along the river and the Main Street bridge have been installed. They will be leveled up when the stairway railings are installed. Right now, those stair railings have been reworked and are being powder coated. They should be installed between Christmas and New Year.
- ❖ No change on the electrical from the last update.

Thank you,

Mayor McFarland

Emily McFarland

TO: MEMBERS OF THE COMMON COUNCIL

I would appreciate your consideration of the following appointments:

***Board of Health***

Patricia Gedemer – Serving first full three-year term ending December 2025.

***Historic Preservation and Downtown Design Commission***

Tim Little – serving partial three-year term ending December 2023 (replacing Candy Stramara).

Thank you for your consideration.

Sincerely,



Emily McFarland  
Mayor

## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 12/20/2022

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>10-33 VEHICLE SERVICES LLC</b>						
910	10-33 VEHICLE SERVICES LLC	2540	PD - SQUAD MAINT	12/07/2022	70.36	01-52-11-44 VEHICLE REPAIRS & MAI
Total 910:					70.36	
<b>ABT MAILCOM</b>						
1001	ABT MAILCOM	43896	TAX BILL POSTAGE BALANCE -	12/10/2022	2,976.70	01-51-40-19 TAX BILL PROCESSING
Total 1001:					2,976.70	
<b>ALSCO INC</b>						
1512	ALSCO INC	IMIL1863534	MATT SERVICE AT CITY HALL	12/02/2022	80.31	01-51-71-18 SUPPLIES & EXPENSE
1512	ALSCO INC	IMIL1863534	SHIRTS AND COVERALLS MEC	12/02/2022	146.91	01-54-31-59 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1863534	COVERALLS STORM WATER T	12/02/2022	73.45	16-58-16-41 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1863534	COVERALL SERVICE FOR SOLI	12/02/2022	4.84	17-58-17-59 SAFETY EQUIPMENT
Total 1512:					305.51	
1512	ALSCO INC	IMIL1865601	MATT SERVICE AT CITY HALL	12/09/2022	90.31	01-51-71-18 SUPPLIES & EXPENSE
1512	ALSCO INC	IMIL1865601	SHIRTS AND COVERALLS MEC	12/09/2022	133.76	01-54-31-59 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1865601	COVERALLS STORM WATER T	12/09/2022	66.88	16-58-16-41 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1865601	COVERALL SERVICE FOR SOLI	12/09/2022	4.84	17-58-17-59 SAFETY EQUIPMENT
Total 1512:					295.79	
<b>ANDYS AUTOMOTIVE &amp; TOWING INC</b>						
1562	ANDYS AUTOMOTIVE & TOWIN	0023398	TOWING-POLICE	10/26/2022	90.00	01-52-11-49 TOWING
Total 1562:					90.00	
1562	ANDYS AUTOMOTIVE & TOWIN	23261	TOWING-POLICE	12/09/2022	90.00	01-52-11-49 TOWING
Total 1562:					90.00	
<b>APG OF SOUTHERN WISCONSIN</b>						
1003	APG OF SOUTHERN WISCONSI	21331-1122	CHRISTMAS PARADE - ADVERT	11/30/2022	212.00	12-50-05-05 ADVERTISING/PR
Total 1003:					212.00	
<b>ASPIRUS MEDICAL GROUP</b>						
554531	ASPIRUS MEDICAL GROUP	110998	BRIAN ZIRBES NEW HIRE TEST	11/08/2022	53.00	01-52-41-18 SUPPLIES & EXPENSE
Total 554531:					53.00	
<b>AT&amp;T MOBILITY-FIRSTNET</b>						
552664	AT&T MOBILITY-FIRSTNET	287303591659	PHONE SERVICE - IT	11/23/2022	43.57	01-51-86-32 TELEPHONE
552664	AT&T MOBILITY-FIRSTNET	287303591659	PHONE SERVICE - MAYOR	11/23/2022	43.57	01-51-31-32 TELEPHONE
Total 552664:					87.14	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>AURORA HEALTH CARE</b>						
1858	AURORA HEALTH CARE	135-CI0000040	ACLS TRAINING-FIRE DEPT	11/30/2022	70.00	01-58-11-19 EMS FAP EDUCATION
Total 1858:					70.00	
<b>BADGER WELDING SUPPLIES INC</b>						
2043	BADGER WELDING SUPPLIES I	3743229	OXYGEN CYLINDER RENTAL-F	11/30/2022	6.00	01-52-31-54 EMS SUPPLIES
Total 2043:					6.00	
2043	BADGER WELDING SUPPLIES I	3743510	OXYGEN DECEMBER FD	12/01/2022	74.80	01-52-31-54 EMS SUPPLIES
Total 2043:					74.80	
<b>BAYCOM INC</b>						
552736	BAYCOM INC	EQUIPINV_041	PD - EQUIPMENT	12/09/2022	249.82	01-52-11-26 EQUIP. MAINTENANCE
Total 552736:					249.82	
552736	BAYCOM INC	SRVCE000000	PAGER REPAIR/SWITCH ASSE	11/30/2022	139.50	01-52-31-26 RADIO MAINTENANCE
Total 552736:					139.50	
<b>BEAVER DAM COMMUNITY HOSPITALS INC</b>						
552629	BEAVER DAM COMMUNITY HO	136455	PHIL RHODES DRUG SCREEN	12/05/2022	40.00	17-58-17-59 SAFETY EQUIPMENT
Total 552629:					40.00	
552629	BEAVER DAM COMMUNITY HO	136780	DRUG SCREEN PARKS	11/23/2022	40.00	01-55-41-59 SAFETY EQUIPMENT
Total 552629:					40.00	
<b>BURKE TRUCK AND EQUIPMENT</b>						
2947	BURKE TRUCK AND EQUIPMEN	30478	WING BLADE, PINS BUSHING	11/29/2022	134.00	01-54-11-20 REPAIRS
Total 2947:					134.00	
<b>BUSS ELECTRICAL CONTRACTING LLC</b>						
2963	BUSS ELECTRICAL CONTRACTI	4323	MUNI BLDG - EXT LIGHTS	11/02/2022	120.00	01-51-71-20 REPAIRS
Total 2963:					120.00	
2963	BUSS ELECTRICAL CONTRACTI	4413	INSTALL FAN FORCED HEATER	12/11/2022	618.00	01-55-24-20 REPAIRS
Total 2963:					618.00	
<b>CENTURYLINK</b>						
3301	CENTURYLINK	620458144	PHONE SERVICE - LONG DISTA	12/01/2022	6.51	01-51-71-32 TELEPHONE
Total 3301:					6.51	
<b>CONVERGENT SOLUTIONS INC</b>						
3762	CONVERGENT SOLUTIONS INC	54744	PHONE SYSTEM PROGRAMING	11/30/2022	429.20	01-51-86-11 CONTRACTED IT SUPPO
Total 3762:					429.20	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>CORE &amp; MAIN LP</b>						
3784	CORE & MAIN LP	R701186	RIVERSIDE PARK RESTROOMS	11/29/2022	782.00	05-55-41-70 CAPITAL PROJECTS
Total 3784:					782.00	
3784	CORE & MAIN LP	R765720	2023 PROJECT MATERIAL - WT	11/29/2022	25,196.57	03-99-99-99 CAPITAL OUTLAY
Total 3784:					25,196.57	
<b>COREY OIL LTD</b>						
3786	COREY OIL LTD	280221	DEF FLUID	12/01/2022	680.10	01-54-11-40 GASOLINE
Total 3786:					680.10	
<b>CORNERSTONE ENVIRONMENTAL GROUP LLC</b>						
3785	CORNERSTONE ENVIRONMEN	51993684	BOOMER ST LANDFILL MONITO	12/05/2022	3,326.09	17-58-17-26 OLD LANDFILL EXPENSE
Total 3785:					3,326.09	
<b>CORPORATE BUSINESS SYSTEMS</b>						
3793	CORPORATE BUSINESS SYSTE	32935592	COPIER LEASE FEE-CA	11/29/2022	142.40	01-51-61-18 SUPPLIES & EXPENSE
3793	CORPORATE BUSINESS SYSTE	32935592	EXCESS USAGE-CA	11/29/2022	1.32	01-51-61-18 SUPPLIES & EXPENSE
3793	CORPORATE BUSINESS SYSTE	32935592	LATE CHARGES FOR 11/01/2022	11/29/2022	26.00	01-51-61-18 SUPPLIES & EXPENSE
Total 3793:					169.72	
3793	CORPORATE BUSINESS SYSTE	32982051	COPIER LEASE FEE	12/06/2022	82.50	17-58-17-18 SUPPLIES
3793	CORPORATE BUSINESS SYSTE	32982051	COPIER LEASE FEE	12/06/2022	82.50	01-54-21-18 SUPPLIES & EXPENSE
Total 3793:					165.00	
3794	CORPORATE BUSINESS SYSTE	330689	COPIER MAINT FEE-	11/23/2022	35.10	17-58-17-18 SUPPLIES
3794	CORPORATE BUSINESS SYSTE	330689	COPIER MAINT FEE-	11/23/2022	35.10	01-54-21-18 SUPPLIES & EXPENSE
Total 3794:					70.20	
3794	CORPORATE BUSINESS SYSTE	331428	COPIER OVERAGES HR	12/08/2022	17.88	01-51-60-18 SUPPLIES & EXPENSE
3794	CORPORATE BUSINESS SYSTE	331428	COPIER OVERAGES MAYOR	12/08/2022	30.85	01-51-31-18 SUPPLIES & EXPENSE
Total 3794:					48.73	
<b>COTTINGHAM &amp; BUTLER INS SVCS</b>						
3125	COTTINGHAM & BUTLER INS S	287241	JOB CLASSIFICATIONS-STREE	12/12/2022	825.00	01-54-21-18 SUPPLIES & EXPENSE
Total 3125:					825.00	
<b>DAHME ENTERPRISES INC</b>						
553207	DAHME ENTERPRISES INC	1661	SLUDGE HAULING CONTRACT	11/25/2022	24,624.00	02-85-00-21 CONTRACT SLUDGE HA
553207	DAHME ENTERPRISES INC	1661	SLUDGE HAULING OS CONTRA	11/25/2022	19,955.70	02-85-00-20 OUTSIDE SERVICES EM
Total 553207:					44,579.70	
<b>DIAMOND BUSINESS GRAPHICS</b>						
4340	DIAMOND BUSINESS GRAPHIC	206069	PD - EVIDENCE ENVELOPE	12/02/2022	254.65	01-52-11-19 INVESTIGATIVE SUPPLIE
Total 4340:					254.65	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>DIAMOND MOWERS LLC</b>						
553277	DIAMOND MOWERS LLC	0232810-IN	FLAIL REPLACEMENT FOR VEH	12/07/2022	5,571.16	01-54-11-20 REPAIRS
Total 553277:					5,571.16	
<b>DIESEL FORWARD INC</b>						
4461	DIESEL FORWARD INC	SCM-093508	CORE CREDIT	12/13/2022	600.00-	01-54-11-20 REPAIRS
Total 4461:					600.00-	
4461	DIESEL FORWARD INC	SI-463544	VAKCE, GASKET, INJECTORS V	11/29/2022	3,324.57	01-54-11-20 REPAIRS
Total 4461:					3,324.57	
<b>DIGICORP INC</b>						
4468	DIGICORP INC	344131	SENTINELONE INSTALL	11/30/2022	7,085.00	01-51-86-11 CONTRACTED IT SUPPO
Total 4468:					7,085.00	
4468	DIGICORP INC	344132	CISCO FUO MULTI-FACTOR AU	11/30/2022	12,880.00	01-51-86-11 CONTRACTED IT SUPPO
Total 4468:					12,880.00	
4468	DIGICORP INC	344133	FD CAMERAL INSTALL	11/30/2022	3,046.00	05-51-86-70 IT SYSTEMS
Total 4468:					3,046.00	
4468	DIGICORP INC	344134	PD - IT INV	11/30/2022	775.00	05-51-86-70 IT SYSTEMS
Total 4468:					775.00	
4468	DIGICORP INC	344135	PD - IT INV	11/30/2022	1,545.00	05-51-86-70 IT SYSTEMS
Total 4468:					1,545.00	
<b>DUCKS UNLIMITED</b>						
554015	DUCKS UNLIMITED	GLARO-INVOI	PAYOUT 10% HOLDBACK - WW	12/02/2022	12,522.20	02-97-30-05 PROPERTY LAND PURCH
Total 554015:					12,522.20	
<b>EMERGENCY STARTING &amp; TOWING LLC</b>						
5560	EMERGENCY STARTING & TOW	111603	TOWING-POLICE	11/16/2022	90.00	01-52-11-49 TOWING
Total 5560:					90.00	
5560	EMERGENCY STARTING & TOW	121201	TOWING-POLICE	12/12/2022	180.00	01-52-11-49 TOWING
Total 5560:					180.00	
<b>ERIN HENSLER</b>						
554532	ERIN HENSLER	DARE-HENSL	PD - DARE ESSAY WINNER	12/12/2022	50.00	01-58-11-13 POLICE DEPT. DONATIO
Total 554532:					50.00	
<b>FEILS CATERING</b>						
6093	FEILS CATERING	I221130	VET DAY MEALS-SR CENTER	11/30/2022	471.70	01-58-11-07 SR. CENTER FUNDRAISI

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 6093:					471.70	
<b>FOREST LANDSCAPING &amp; CONSTRUCTION INC</b>						
6647	FOREST LANDSCAPING & CON	PRFINAL-2022	RIVERSIDE PARK BATHROOMS	12/05/2022	58,690.00	05-55-41-70 CAPITAL PROJECTS
6647	FOREST LANDSCAPING & CON	PRFINAL-2022	PAYOUT RETAINAGE - WW	12/05/2022	4,801.77	02-97-30-11 SEWER REHABILITATION
6647	FOREST LANDSCAPING & CON	PRFINAL-2022	PAYOUT RETAINAGE - WTR	12/05/2022	5,321.83	03-99-99-99 CAPITAL OUTLAY
Total 6647:					68,813.60	
<b>GENERAL COMMUNICATIONS INC</b>						
7210	GENERAL COMMUNICATIONS I	313596	RADIO RENTAL-RIVERFEST	12/06/2022	595.00	12-50-05-60 MISCELLANEOUS
Total 7210:					595.00	
<b>GOLLON BAIT &amp; FISH FARM</b>						
554008	GOLLON BAIT & FISH FARM	45713	MINNOWS FOR DAPHNIA CNTR	12/01/2022	100.00	02-82-00-18 SUPPLIES & EXPENSE
Total 554008:					100.00	
<b>GS PLANTOPTICS LLC</b>						
7041	GS PLANTOPTICS LLC	INV25219	SCADA WONDERWARE/WIN-91	12/06/2022	3,600.00	03-99-33-31 MAINTENANCE OF SCAD
Total 7041:					3,600.00	
<b>HARVEST MARKET</b>						
552876	HARVEST MARKET	120622	LEADERSHIP TEAM END OF YE	12/06/2022	193.50	01-51-95-52 EMPLOYEE APPRECIATI
Total 552876:					193.50	
<b>HAWKINS INC</b>						
8245	HAWKINS INC	6351776	CTP FLUORIDE PUMP PM KITS	12/02/2022	421.34	03-64-52-18 SUPPLIES-MAINT.TREAT
Total 8245:					421.34	
8245	HAWKINS INC	6353018	WTP CL2 OMNI VLV PM KIT - W	12/05/2022	202.48	03-64-52-18 SUPPLIES-MAINT.TREAT
Total 8245:					202.48	
<b>HIGGINS AUTO REPAIR INC</b>						
8458	HIGGINS AUTO REPAIR INC	22-15052	TOWING-POLICE	11/18/2022	90.00	01-52-11-49 TOWING
Total 8458:					90.00	
<b>INSIGHT FS</b>						
9415	INSIGHT FS	57035537	PARK FERT & HERB	12/08/2022	3,294.17	01-55-41-41 FERTILIZERS & HERBICI
Total 9415:					3,294.17	
9415	INSIGHT FS	B0001622844	GASOLINE - WW	12/07/2022	1,791.40	02-82-00-40 GASOLINE
Total 9415:					1,791.40	
<b>INTERSTATE BILLING SERVICE INC</b>						
9490	INTERSTATE BILLING SERVICE	X101056289:0	VALVE KIT FOR STOCK STREET	11/30/2022	180.35	01-54-11-20 REPAIRS



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 9490:					180.35	
9490	INTERSTATE BILLING SERVICE	X101056289:0	VALVE KITS FOR STREETS STO	12/05/2022	360.70	01-54-11-20 REPAIRS
Total 9490:					360.70	
9490	INTERSTATE BILLING SERVICE	X101057173:0	AIR DRYER AND BRAKE PAD ST	12/12/2022	566.22	01-54-11-20 REPAIRS
Total 9490:					566.22	
<b>JACOB MUELLER</b>						
13890	JACOB MUELLER	11192022	MUELLER - REIMBURSEMENT F	11/19/2022	100.00	01-54-31-59 SAFETY EQUIPMENT
Total 13890:					100.00	
<b>JAMES FREY</b>						
6814	JAMES FREY	12122	SAFETY SHOE REIMBURSEME	12/01/2022	100.00	01-55-41-59 SAFETY EQUIPMENT
Total 6814:					100.00	
<b>JANI-KING OF MILWAUKEE</b>						
10100	JANI-KING OF MILWAUKEE	MIL12220170	CLEANING SERVICE AT AIRPOR	12/01/2022	642.75	01-54-53-18 SUPPLIES & EXPENSE
Total 10100:					642.75	
<b>JAYNELLEN HOLLOWAY</b>						
8557	JAYNELLEN HOLLOWAY	112122JE	REIMBURSEMENT FOR HOLIDA	11/21/2022	11.90	01-51-95-52 EMPLOYEE APPRECIATI
Total 8557:					11.90	
<b>JOHNS RECYCLING INC</b>						
10496	JOHNS RECYCLING INC	19720	SINGLE STREAM MIX RECYCLI	11/30/2022	6,235.97	17-58-17-41 OUTSIDE RECYCLING S
Total 10496:					6,235.97	
<b>JULIE KULKE KRUEGER</b>						
11866	JULIE KULKE KRUEGER	12622	SAFETY BOOT REIMB-PARKS	12/06/2022	30.01	01-55-41-59 SAFETY EQUIPMENT
Total 11866:					30.01	
<b>JX ENTERPRISES INC</b>						
1094	JX ENTERPRISES INC	13180411P	FILTERS FOR #23	12/06/2022	140.12	17-58-17-20 REPAIRS
Total 1094:					140.12	
<b>KAREN ELENFELDT</b>						
554537	KAREN ELENFELDT	121322	REIMB HOLIDAY PARTY FEE	12/13/2022	42.00	01-58-11-07 SR. CENTER FUNDRAISI
Total 554537:					42.00	
<b>KATHERINE GATLIN</b>						
7141	KATHERINE GATLIN	121322	REC CONTRACT DANCE INSTR	12/14/2022	3,100.80	01-55-21-17 CONTRACTED SPORTS
Total 7141:					3,100.80	
7141	KATHERINE GATLIN	121422	REC CONTRACT DANCE Q2 FIN	12/14/2022	316.80	01-55-21-17 CONTRACTED SPORTS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 7141:					316.80	
<b>KWIK TRIP BUSINESS PLUS</b>						
11973	KWIK TRIP BUSINESS PLUS	V1926 120122	FUEL-FIRE	12/01/2022	51.16	01-52-31-40 FUEL
Total 11973:					51.16	
<b>KWIK TRIP EXTENDED NETWORK</b>						
11971	KWIK TRIP EXTENDED NETWO	NP63411362	PD - CAR WASH/FUEL	12/05/2022	31.00	01-52-11-40 FUEL
Total 11971:					31.00	
<b>LAKESIDE INTERNATIONAL TRUCKS</b>						
12048	LAKESIDE INTERNATIONAL TR	5168001P	OIL PAN KIT FOR VEH #27	12/05/2022	346.82	01-54-11-20 REPAIRS
Total 12048:					346.82	
<b>LRS</b>						
554437	LRS	3122790	AIRPORT TRASH DISPOSAL - A	11/30/2022	91.80	01-54-53-18 SUPPLIES & EXPENSE
Total 554437:					91.80	
<b>LYCON INC</b>						
553951	LYCON INC	0975592-IN	CONCRETE CURB - WATER/E M	11/13/2022	792.80	03-99-99-99 CAPITAL OUTLAY
Total 553951:					792.80	
553951	LYCON INC	0975955-IN	CURB FOR WATER DEPT	11/20/2022	746.25	03-99-99-99 CAPITAL OUTLAY
553951	LYCON INC	0975955-IN	KIOSK FOR INTERURBAN TRAI	11/20/2022	298.26	05-58-11-20 PARK EXPANSION
Total 553951:					1,044.51	
<b>MACQUEEN EQUIPMENT &amp; EMERGENCY</b>						
554177	MACQUEEN EQUIPMENT & EM	P09167	MSA BACKPLATE, SPEAKER, A	12/08/2022	1,060.00	01-52-31-59 SAFETY EQUIPMENT TE
Total 554177:					1,060.00	
<b>MADISON AREA TECHNICAL COLLEGE</b>						
13041	MADISON AREA TECHNICAL CO	CORP-000000	PD - TRAINING	11/22/2022	2,569.05	01-52-11-56 TRAINING
Total 13041:					2,569.05	
<b>MADISON COLLEGE</b>						
13040	MADISON COLLEGE	CORP-000000	PD - ACADEMY EXPENSE	11/22/2022	165.65	01-52-11-17 OUTSIDE SERVICES
Total 13040:					165.65	
<b>MARK PITTERLE</b>						
16440	MARK PITTERLE	12022022	SAFETY BOOT REIMBURSEME	12/02/2022	100.00	16-58-16-41 SAFETY EQUIPMENT
Total 16440:					100.00	
<b>MASTER PRINTWEAR</b>						
13150	MASTER PRINTWEAR	15649	PD - DONATIONS/DARE	11/22/2022	2,118.40	01-58-11-13 POLICE DEPT. DONATIO

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 13150:					2,118.40	
<b>MENARDS INC</b>						
13384	MENARDS INC	42233	RIDGE VENT COLD STORAGE	11/09/2022	559.92	01-55-42-20 REPAIRS & SUPPLIES
Total 13384:					559.92	
13384	MENARDS INC	43519	MISC SUPPLIES/STOCK - WW	12/01/2022	136.60	02-82-00-18 SUPPLIES & EXPENSE
Total 13384:					136.60	
13384	MENARDS INC	43947	MRKNG PAINT/TOOLS-DISTRIB	12/09/2022	136.72	03-66-65-18 SUPPLIES-TRANSMISSIO
Total 13384:					136.72	
<b>MSA PROFESSIONAL SERVICES INC</b>						
13015	MSA PROFESSIONAL SERVICE	R00069052.0-2	SEMI ANNUAL GROUND WATER	12/07/2022	5,455.00	17-58-17-26 OLD LANDFILL EXPENSE
Total 13015:					5,455.00	
<b>MULCAHY SHAW WATER INC</b>						
13870	MULCAHY SHAW WATER INC	324678	TUBE-CTP CL2 ANALYZERS - W	12/01/2022	402.45	03-64-52-18 SUPPLIES-MAINT.TREAT
Total 13870:					402.45	
13870	MULCAHY SHAW WATER INC	324730	SLEEVE(3)-UV DISINFECTION -	12/14/2022	1,923.89	02-83-10-40 GENERAL PLANT STRUC
Total 13870:					1,923.89	
<b>NICOLE HESPE</b>						
8378	NICOLE HESPE	SAS12722	HYGIENIST - SEAL A SMILE 6HR	12/07/2022	240.00	18-53-18-17 CONTRACTED STAFF
8378	NICOLE HESPE	SAS12722	HYGIENIST - SEAL A SMILE 4.5	12/07/2022	180.00	18-53-18-17 CONTRACTED STAFF
Total 8378:					420.00	
<b>OLSEN SAFETY EQUIPMENT CORP</b>						
15575	OLSEN SAFETY EQUIPMENT C	0402871-IN	SAFETY GLOVES	12/01/2022	63.48	01-54-31-59 SAFETY EQUIPMENT
Total 15575:					63.48	
<b>PARAGON DEVELOPMENT SYSTEMS</b>						
16152	PARAGON DEVELOPMENT SYS	15136035	BADGER BOOKS - 3 SERVERS	09/30/2022	5,770.00	24-51-41-70 ELECTIONS CAPITAL EXP
16152	PARAGON DEVELOPMENT SYS	15136035	BADGER BOOKS - 3 SERVERS	09/30/2022	1,108.85	01-51-41-18 SUPPLIES & EXPENSE
Total 16152:					6,878.85	
16152	PARAGON DEVELOPMENT SYS	20004813	CREDIT - BADGER BOOKS - DO	10/26/2022	2,142.00-	24-51-41-70 ELECTIONS CAPITAL EXP
Total 16152:					2,142.00-	
<b>PASSENGER TRANSIT INC</b>						
16165	PASSENGER TRANSIT INC	1207	CAB SERVICE-EXPENSE	12/07/2022	67,793.40	13-57-11-46 PURCHASED TRANSPOR
16165	PASSENGER TRANSIT INC	1207	CAB SERVICE-REVENUE	12/07/2022	32,679.00-	13-42-73-75 CAB REVENUE
Total 16165:					35,114.40	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>PAVE</b>						
553165	PAVE	2022-WTPD D	PD - DONATIONS/DONUT DASH	11/21/2022	5,356.13	01-58-11-13 POLICE DEPT. DONATIO
	Total 553165:				5,356.13	
<b>PHILIP RHODES</b>						
554536	PHILIP RHODES	12052022	REIMBURSEMENT FOR CDL TE	12/05/2022	30.60	17-58-17-59 SAFETY EQUIPMENT
	Total 554536:				30.60	
<b>QUILL CORPORATION</b>						
17500	QUILL CORPORATION	29268137	OFFICE SUPPLIES	11/30/2022	14.97	01-51-21-18 SUPPLIES & EXPENSE
	Total 17500:				14.97	
17500	QUILL CORPORATION	29279917	OFFICE SUPPLIES	11/30/2022	422.44	01-51-21-18 SUPPLIES & EXPENSE
	Total 17500:				422.44	
<b>REDFORD DATA SERVICES LLC</b>						
18371	REDFORD DATA SERVICES LLC	366	WELL 1 PLC & SCADA TRBLSHT	12/09/2022	800.07	03-99-33-31 MAINTENANCE OF SCAD
	Total 18371:				800.07	
<b>RHYME BUSINESS PRODUCTS</b>						
4092	RHYME BUSINESS PRODUCTS	32950846	COPIER MAINT FEE-	12/01/2022	572.04	01-52-11-20 MAINTENANCE CONTRA
	Total 4092:				572.04	
<b>RICHTER HEATING &amp; AC INC</b>						
18503	RICHTER HEATING & AC INC	20300	MODINE PWR VENTER MTR-WT	11/30/2022	524.34	03-99-30-18 SUPPLIES-ADMIN. MISC.
	Total 18503:				524.34	
18503	RICHTER HEATING & AC INC	20467	HVAC MAINT SR CTR	12/13/2022	796.00	01-55-24-17 CONTRACT SERVICES
	Total 18503:				796.00	
18503	RICHTER HEATING & AC INC	20488	HVAC MAINT SR CTR	12/13/2022	142.28	01-55-24-20 REPAIRS
	Total 18503:				142.28	
<b>RICOH USA INC</b>						
18509	RICOH USA INC	5066142319	COPIER CONTRACT-	11/18/2022	266.43	01-55-24-17 CONTRACT SERVICES
	Total 18509:				266.43	
<b>RNOW INC</b>						
552807	RNOW INC	2022-64407	VEH #19 ARM PROX SWITCH R	11/17/2022	6,855.24	17-58-17-20 REPAIRS
	Total 552807:				6,855.24	
552807	RNOW INC	2022-64500	VEH #19 AXEL SPROCKET	12/02/2022	430.63	17-58-17-20 REPAIRS
	Total 552807:				430.63	
552807	RNOW INC	2022-64550	VEH # 19 PROXIMITY SWITCH	12/08/2022	1,008.51	17-58-17-20 REPAIRS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 552807:					1,008.51	
<b>RODS DOORS</b>						
18698	RODS DOORS	11400	COLD STORAGE OVERHEAD D	11/22/2022	420.00	01-54-12-20 REPAIRS
Total 18698:					420.00	
18698	RODS DOORS	11414	OVERHEAD DOOR MAINT - WW	12/05/2022	3,060.00	02-83-10-40 GENERAL PLANT STRUC
Total 18698:					3,060.00	
<b>SCHINDLER ELEVATOR CORP</b>						
19271	SCHINDLER ELEVATOR CORP	8106113980	MUNI BLDG - ELEVATOR CONT	12/01/2022	1,404.89	01-51-71-26 MAINTENANCE CONTRA
19271	SCHINDLER ELEVATOR CORP	8106113980	SENIOR CENTER ELEVATOR	12/01/2022	702.45	01-55-24-17 CONTRACT SERVICES
Total 19271:					2,107.34	
<b>SKALITZKY SOD FARMS</b>						
19600	SKALITZKY SOD FARMS	12075	SOD - PARK WORK	10/20/2022	586.00	01-55-41-20 REPAIRS
Total 19600:					586.00	
<b>STEPHANIE MAZZONI</b>						
554005	STEPHANIE MAZZONI	121322	TUITION REIMBURSEMENT FAL	12/13/2022	112.72	01-52-31-48 TRAINING TUITION
Total 554005:					112.72	
<b>TEDDI FLAIVE</b>						
14331	TEDDI FLAIVE	121322	REIMBURSE FOR HOLIDAY BAK	12/13/2022	33.79	01-58-11-07 SR. CENTER FUNDRAISI
Total 14331:					33.79	
<b>THE EXPEDITERS INC</b>						
554090	THE EXPEDITERS INC	3456	CLN SNTRY SWR TRBLSPT-FIS	12/03/2022	1,650.00	02-85-00-20 OUTSIDE SERVICES EM
Total 554090:					1,650.00	
<b>TOWER AUTO BODY, LLC</b>						
554538	TOWER AUTO BODY, LLC	857	REAR SUSPENSION REPAIR	11/21/2022	2,295.00	01-54-11-20 REPAIRS
Total 554538:					2,295.00	
<b>TRI-COUNTY MAINTENANCE SUPPLY</b>						
20796	TRI-COUNTY MAINTENANCE S	8526	ENVIRO-SUPPLIES	12/12/2022	327.95	14-53-13-18 SUPPLIES
Total 20796:					327.95	
<b>UNEMPLOYMENT INSURANCE</b>						
21482	UNEMPLOYMENT INSURANCE	000012100162	UNEMPLOYMENT INSURANCE	12/05/2022	328.12	01-51-81-50 UNEMPLOYMENT
Total 21482:					328.12	
<b>UNITED ELECTRIC INC</b>						
21526	UNITED ELECTRIC INC	77734	INSTALL WIND CONE LIGHT KIT	11/02/2022	3,235.45	01-54-53-20 REPAIRS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 21526:					3,235.45	
<b>UNIVERSAL RECYCLING TECHNOLOGIES LLC</b>						
21538	UNIVERSAL RECYCLING TECH	ARINV194575	ELECTRONIC, TV, APPLIANCE	12/09/2022	715.84	17-58-17-41 OUTSIDE RECYCLING S
Total 21538:					715.84	
<b>US POSTAL SERVICE-WATERTOWN</b>						
21522	US POSTAL SERVICE-WATERT	SF120122	PRE-PMT FOR MAILING WATER	12/12/2022	2,500.00	03-90-30-18 SUPPLIES-CUSTOMER R
Total 21522:					2,500.00	
<b>USIC LOCATING SERVICES LLC</b>						
553098	USIC LOCATING SERVICES LLC	553407	DIGGERS HOTLINE TICKET LO	11/30/2022	42.08	01-54-31-18 SUPPLIES & EXPENSE
553098	USIC LOCATING SERVICES LLC	553407	DIGGERS HOTLINE TICKET LO	11/30/2022	1,346.18	16-58-16-32 DIGGER'S LOCATE FEES
553098	USIC LOCATING SERVICES LLC	553407	DIGGERS HOTLINE TICKET LO	11/30/2022	1,346.18	02-85-00-20 OUTSIDE SERVICES EM
553098	USIC LOCATING SERVICES LLC	553407	DIGGERS HOTLINE TICKET LO	11/30/2022	1,346.18	03-99-23-18 OUTSIDE SERVICES EXP
Total 553098:					4,080.62	
<b>VET PEST CONTROL LLC</b>						
554266	VET PEST CONTROL LLC	0231	PARK PEST CONTROL	11/29/2022	65.00	01-55-41-18 SUPPLIES & EXPENSE
Total 554266:					65.00	
554266	VET PEST CONTROL LLC	0232	PARK PEST CONTROL	11/29/2022	80.00	01-55-41-18 SUPPLIES & EXPENSE
Total 554266:					80.00	
<b>WATERTOWN AREA CHAMBER OF COMMERCE</b>						
23160	WATERTOWN AREA CHAMBER	4105	GIFT CERTIFICATE RETIREMEN	12/07/2022	100.00	01-52-11-17 OUTSIDE SERVICES
Total 23160:					100.00	
<b>WATERTOWN AREA HEALTH SERVICES</b>						
23159	WATERTOWN AREA HEALTH SE	RHODES PHIL	PHIL RHODES DRUG SCREEN	12/02/2022	30.00	17-58-17-59 SAFETY EQUIPMENT
Total 23159:					30.00	
<b>WATERTOWN MEDICAL CENTER LLC</b>						
23400	WATERTOWN MEDICAL CENTE	OHS 02074 PR	NEW HIRE TESTING LIBRARY-P	12/02/2022	40.00	11-58-12-18 SUPPLIES
Total 23400:					40.00	
<b>WELDERS SUPPLY COMPANY</b>						
23581	WELDERS SUPPLY COMPANY	10326947	WELDING SUPPLIES	11/30/2022	37.75	01-54-11-20 REPAIRS
Total 23581:					37.75	
23581	WELDERS SUPPLY COMPANY	10327895	WELDING RENTAL PARKS	12/01/2022	60.89	01-55-42-20 REPAIRS & SUPPLIES
Total 23581:					60.89	
<b>WI DEPARTMENT OF JUSTICE</b>						
23732	WI DEPARTMENT OF JUSTICE	23731	BACKGROUND CHECK SIDC	11/30/2022	7.00	60-51-05-18 SUPPLIES SIDC COORD
23732	WI DEPARTMENT OF JUSTICE	23731	BACKGROUND CHECK AQUATI	11/30/2022	7.00	01-55-20-22 DUES, FEES & SUBS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
23732	WI DEPARTMENT OF JUSTICE	23731	BACKGROUND CHECK SOLID	11/30/2022	7.00	17-58-17-18 SUPPLIES
23732	WI DEPARTMENT OF JUSTICE	23731	BACKGROUND CHECK SOLID L	11/30/2022	14.00	11-58-12-18 SUPPLIES
23732	WI DEPARTMENT OF JUSTICE	23731	BACKGROUND CHECK RECRE	11/30/2022	7.00	01-55-21-18 SUPPLIES & EXPENSE
Total 23732:					42.00	
<b>WI DEPT OF FINANCIAL INSTITUTIONS</b>						
23717	WI DEPT OF FINANCIAL INSTIT	WEGNER	NOTARY APPLICATION- B WEG	12/13/2022	20.00	01-51-40-18 SUPPLIES & EXPENSE
Total 23717:					20.00	
<b>WISCONSIN AVIATION INC</b>						
23646	WISCONSIN AVIATION INC	RYV22-191158	SHOP SUPPLIES	11/30/2022	268.51	01-54-53-18 SUPPLIES & EXPENSE
23646	WISCONSIN AVIATION INC	RYV22-191158	AIRPORT FUEL	11/30/2022	227.90	01-54-53-36 MOWING
Total 23646:					496.41	
23646	WISCONSIN AVIATION INC	RYV22-191495	AIRPORT MANAGER FEES-OCT	11/30/2022	4,536.00	01-54-53-10 AIRPORT MANAGERS FE
Total 23646:					4,536.00	
23646	WISCONSIN AVIATION INC	RYV22-191611	GENERAL LABOR	11/30/2022	617.40	01-54-53-18 SUPPLIES & EXPENSE
23646	WISCONSIN AVIATION INC	RYV22-191611	AIRPORT MOWING	11/30/2022	896.70	01-54-53-36 MOWING
23646	WISCONSIN AVIATION INC	RYV22-191611	AIRPORT DAILY LIGHT CHECKS	11/30/2022	1,050.00	01-54-53-38 NAVIGATIONAL AIDS
23646	WISCONSIN AVIATION INC	RYV22-191611	SNOW REMOVAL	11/30/2022	611.10	01-54-53-39 SNOWPLOWING-AIRPOR
Total 23646:					3,175.20	
23646	WISCONSIN AVIATION INC	RYV22-191734	AIRPORT ELECTRIC	11/30/2022	104.04	01-54-53-30 ELECTRIC
Total 23646:					104.04	
<b>XYLEM WATER SOLUTIONS USA INC</b>						
24125	XYLEM WATER SOLUTIONS US	3556C52052	RPR ANOXIC ZONE SUBMERSI	12/01/2022	6,361.10	02-83-10-40 GENERAL PLANT STRUC
Total 24125:					6,361.10	
<b>ZBM INC</b>						
26005	ZBM INC	28474	MUNI BLDG - CLEANING	11/10/2022	2,300.00	01-51-71-26 MAINTENANCE CONTRA
Total 26005:					2,300.00	
26005	ZBM INC	28549	MUNI BLDG - CLEANING	12/10/2022	2,334.50	01-51-71-26 MAINTENANCE CONTRA
Total 26005:					2,334.50	
Grand Totals:					335,851.73	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
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## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 12/20/2022



CITY OF WATERTOWN

Cash & Investment Summary

11/30/22

Available Cash on Hand		
11/1/2022	\$	1,529,786.73
November Receipts	\$	4,373,244.56
Total Cash	\$	5,903,031.29
Disbursements		
Total Disbursements	\$	(4,236,626.19)
TOTAL AVAILABLE CASH	\$	1,666,405.10

Cash on Hand (in bank) 11/30/2022	\$	1,762,492.02
Less Outstanding Checks	\$	(96,086.92)
TOTAL AVAILABLE CASH	\$	1,666,405.10

<b>Total Invested Funds:</b>		
Local Government Investment Pool	\$	27,195,344.19
Ehlers Investment Partners	\$	11,203,747.96
TOTAL INVESTED FUNDS	\$	38,399,092.15

<b>Breakdown:</b>		
General	\$	8,996,578.79
Capital Projects	\$	3,338,103.18
Library	\$	284,731.20
TID #4	\$	3,111,842.35
TID #5	\$	1,069,746.97
ARPA	\$	2,002,372.88
Developer Park Fees	\$	155,403.62
Riverfest	\$	34,966.54
Envrionmental Health	\$	642,550.07
Wastewater Utility	\$	8,618,043.37
Water Utility	\$	5,966,409.76
Storm Water Utility	\$	3,496,433.29
Solid Waste	\$	681,910.13
TOTAL INVESTED FUNDS	\$	38,399,092.15

<b>Interest YTD (net of fees)</b>		
Local Government Investment Pool	\$	348,509.86
Ehler's (does not include market depreciation/appreciation)	\$	170,011.35
TOTAL INTEREST YTD (all funds)	\$	518,521.21



Office of the  
Clerk

106 Jones Street  
PO Box 477  
Watertown, WI 53094-0477  
(920) 262-4006

December 20, 2022

TO: Members of the Common Council

**The following application has been recommended for approval by the Licensing Board with the conditions of licensing the main level for alcohol consumption/storage and the lower level for alcohol storage as the premises:**

"Class B" Malt and Liquor License for The Range LLC D/B/A Kiss My Axe located at 107 E. Main Street, Watertown WI 53094 (Agent, Jorge Monterrey)

**The following Agent Change application has been recommended for approval by the Licensing Board:**

Walmart, 1901 Market Way, Watertown WI 53094 to Michael Rupnow.

Respectfully submitted,

Megan Dunneisen, City Clerk

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: (mm dd yyyy) ending: 06/30/2023 (mm dd yyyy)

To the Governing Body of the: Town of Village of City of Watertown

County of Jefferson Aldermanic Dist. No. (if required by ordinance)

Check one: Individual Limited Liability Company Partnership Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number	
456-103113874-01	
FEIN Number	
6 844132388	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ 100 prorated
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$ 450.00
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 175.00
TOTAL FEE	\$ 625.00

Cigarette 25.00

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name) The Range, LLC DBA: KISS MY AXE

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Monterrey	Jorge	J.	705 W. Votek Dr. Watertown WI 53098
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Kiss My Axe Business Phone Number 262-844-2130

2. Address of Premises 107 E. Main St. Post Office & Zip Code 53094

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Alcohol will be sold and consumed on the main level of the building. Alcohol will be stored on the main level and lower level of the building. No business will be conducted on any of the upper levels at this time but plans are being made to conduct business on the upper level in the future.

4. Legal description (omit if street address is given above):

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No

(b) If yes, under what name was license issued?

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ☐ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? **If yes, explain.** ☐ Yes ☒ No
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 1/20 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☐ Yes ☒ No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <u>Monterrey, Jorge S.</u>	Title/Member <u>Owner</u>	Date
Signature <u>[Signature]</u>	Phone Number <u>262-844-2130</u>	Email Address <u>jorge_Monterrey@Yola.com</u>

## TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>1/13</u>	Date reported to council / board <u>12-14-2022</u> LB	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town ☐ Village of WATERTOWN County of JEFFERSON  
☒ City

The undersigned duly authorized officer/member/manager of WAL-MART STORES EAST, LP  
(Registered Name of Corporation / Organization or Limited Liability Company)

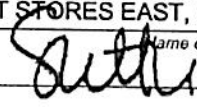
a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as WALMART #1776  
(Trade Name)

located at 1901 MARKET WAY, WATERTOWN, WI 53094

appoints MICHAEL RUPNOW  
(Name of Appointed Agent)  
W239N5491 FIELDSTONE PASS CIRCLE, SUSSEX, WI 53089  
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?  
☐ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

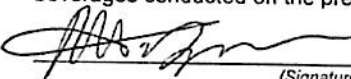
Is applicant agent subject to completion of the responsible beverage server training course? ☒ Yes ☐ No  
How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 13 YEARS  
Place of residence last year 4028 W. HOWARD AVE. MILWAUKEE, WI 53219

For: WAL-MART STORES EAST, LP  
(Name of Corporation / Organization / Limited Liability Company)  
By:   
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, MICHAEL RUPNOW  
(Print / Type Agent's Name), hereby accept this appointment as agent for the corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

 10/20/2022 Agent's age 37  
(Signature of Agent) (Date)  
W239N5491 FIELDSTONE PASS CIRCLE, SUSSEX, WI 53089 Date of birth 01/11/1985  
(Home Address of Agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY  
(Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on \_\_\_\_\_ by \_\_\_\_\_ Title \_\_\_\_\_  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

**ORDINANCE TO  
AMEND SECTION 319 ARTICLE II ENVIRONMENTAL SANITATION  
OF THE CITY OF WATERTOWN GENERAL ORDINANCES**

**SPONSOR: ALDERMAN JONATHAN LAMPE  
FROM: BOARD OF HEALTH**

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

SECTION 1. WHEREAS, the City of Watertown, as an agent of the State of Wisconsin Department of Agriculture, Trade and Consumer Protection, is required to have ordinance with current and updated language in accordance with the Wisconsin Food Code and all applicable Wisconsin State Statutes.

ARTICLE II

**Environmental Sanitation**

[Adopted by Ord. No. 02-03 (§ 10.23 of the former City Code); amended in its  
entirety 1-21-2020 by Ord. No. 20-1]

**§ 319-6. Administration.**

This article shall be administered by the City of Watertown ~~Public Health~~  
~~Department~~Department of Public Health.

**§ 319-7. Enforcement.**

- A. The Health Officer or the Health Officer's duly authorized representative shall enforce the regulations of this article and may issue orders to effect correction of violations and may issue citations pursuant to the City of Watertown Code. All enforcement actions shall minimally be analogous to Wis. Stat. § Ch. § 254.85, 254.86, 254.87 and 254.8897, Wis. Stats.
- B. The City Attorney for the City of Watertown may, in ~~his~~their discretion, commence legal action and may proceed pursuant to the provisions outlined in Wis. Stats. §§ 66.0119 and 66.0114, Wis. Stats., or pursuant to the issuance of a summons and complaint.
- C. The City of Watertown adopts by reference the following chapters of the Wisconsin Administrative Code: Wis. Admin Code ATCP Ch. 72, 73, 74, 75, 76, 78, 79 and Wis. Admin Code SPS Ch 221 and 390. Chapters ATCP 72 (Now part of ATCP 75), ATCP 73 (Now part of ATCP 75), ATCP 75 SPS 390, ATCP 76, SPS 390 SPS 221, ATCP 78, ATCP 79, and SPS 221, ATCP 75 and all other state and federally referenced rules and memorandums of understanding therein.
- D. The City of Watertown recognizes and adopts the same exemptions for inspections and licensure as contained in the aforementioned state statutes, administrative codes and the State of Wisconsin Department of Safety and Professional Services (DSPS) and Department of Agriculture, Trade and Consumer Protection (DATCP) policies.
- E. The City of Watertown is an agent for the Department of Agriculture, Trade and Consumer Protection under the provisions as set forth in Wis. Stat. § 97.41, Wis. Stats. and Wis. Admin.

Code Ch. ATCP 74 ~~Wis. Adm. Code.~~

- F. The City of Watertown is an agent for the Department of Safety and Professional Services under the provisions as set forth in Wis. Admin. Code Ch. SPS 221.

### **§ 319-8. Definitions.**

As used in this article, the following terms shall have the meanings indicated:

DEPARTMENT — The City of Watertown ~~Public Health Department~~ Department of Public Health.

HEALTH OFFICER — The Health Officer or ~~his/her~~ their authorized agent.

LICENSE — The granting of permission in a written/certificate form from the appropriate authority to carry on an activity. In this article, it is synonymous with ~~"permit."~~

PERSON — An individual, partnership, association, firm, company, corporation, organization, municipality, county, town or state agency, whether tenant, owner, lessee or licensee, or the agent, heir or assignee of any of these.

### **§ 319-9. License application.**

License application shall be made to the ~~City of Watertown Public Health Department~~ Department on forms ~~approved by DSPS or DATCP and~~ supplied by the Department, accompanied by the appropriate license fee and pre-inspection fee. Licenses hereunder shall not be granted or issued by the Department unless and until the Health Officer ~~or designee~~ determines and certifies compliance of the premises to be licensed with all the applicable terms and conditions of all Wisconsin Administrative Codes under contract. Applications for licenses required in this article shall be made in writing to the ~~Public Health Department~~ on forms provided by the ~~Public Health~~ Department and shall contain, but not be limited to, the following information:

- A. The name, ~~home and billing/mailling~~ address ~~and date of birth~~ of the entity requesting the privilege of operating said business/conducting the activity.

- B. The ~~trade establishment~~ name and address ~~of the establishment~~.

- ~~C. Whether the applicant is a person, corporation or partnership.~~

~~(1) If the applicant is a corporation, the application shall contain the registered agent's name, home address and date of birth.~~

~~(2) If the applicant is a partnership, the applicant shall include the names, home addresses and dates of birth of the partners.~~

- ~~D. The mailing address of the legal licensee.~~

~~E.C.~~ The signature of ~~all applicants and their~~ legal licensee or agents to confirm that all information on the application is correct and to acknowledge that any change in the information on the application shall be reported to the Health Officer within 14 days of the change.

### **§ 319-10. License issuance.**

- A. The Health Officer shall issue a license to the applicant only after compliance with the requirements of this article and upon payment to the ~~Public Health~~ Department of all required fees. The Department's decision to grant or withhold a license shall not exceed 30 calendar days. The decision to withhold shall accompany written inspection or

documentation of justification or cause.

B. No license may be issued until all applicable fees have been paid.

### § 319-11. License period.

The license period for licenses issued per the DSPS and DATCP contract shall be from July 1 through the following June 30. Those licenses initially issued during the period beginning on April 1 and ending on June 30 expire on June 30 of the following

year, ~~except temporary and mobile food licenses~~. Licenses are not transferable between persons, entities, or any combination thereof.

### § 319-12. Fees.

In addition to the permit fees, the licensee shall pay any DSPS and DATCP administrative fee, the amount of which is on file with the Department, ~~as well as the fee on the schedule~~.

A. Fees. The fees for the inspections and licenses issued pursuant to this section shall be as set by the Common Council and provided under separate fee schedule.

A.B. Non-proration of fees. Permit fees and other applicable fees are not prorated for the fiscal year and must be paid in full at any time.

B.C. ~~Preinspection~~ Pre-inspection fees and their associated fees. ~~Preinspection~~ Pre-inspections are required to be conducted for establishments within the scope of ~~Ch. 254, Subchapter VII, Wis. Stats., and Wis. Admin. Code Stat. Ch. ATP 7597, Wis. Adm. Code and Wis. Admin. Code Ch. SPS 221, Wis. Adm. Code~~.

C.D. Late fees. Late fees are assessed to ~~all § 254.69, Wis. Stats.,~~ establishment licensees for payment after July 1, provided under separate fee schedule.

D.E. ~~Reinspection~~ Re-inspection fees. In the event that the ~~Watertown Public Health~~ Department observes violations during the course of its inspections, the Department shall charge the party in violation a fee as set forth for each ~~reinspection~~ re-inspection necessary to confirm that the original violations have been remedied, as determined by DATCP Re-inspection Criteria Policy.

E.F. No certified food protection manager ~~operator~~ fee. If facility owners do not obtain a certified food protection manager ~~certificate issued by State of Wisconsin~~ within 90 days, facility owners will be assessed a charge of \$150.

### § 319-13. Display of license.

All licensees shall post their license in plain public view on the premises for which the license is issued. It shall be posted for the duration that the license is in force.

### § 319-14. Inspection.

Authorized employees of the ~~Public Health~~ Department, upon presenting proper identification, shall have the authority and duty to enter any licensed premises during regular business hours to inspect the same, with respect to a business open at least 40 hours per week. In the absence of regular business hours, inspections shall be made at any reasonable hour. In the event of an emergency, an inspection may be made at any time.

### § 319-15. Denial, suspension or revocation of license.

The Health Officer ~~or designee~~ may deny any license application or suspend or revoke any license issued under this article for noncompliance with this article or any other state or county law. The following procedure shall be followed in the denial, suspension or revocation of any



license issued under this article:

- A. A decision by the Health Officer to deny, suspend or revoke a license shall be in writing and shall state, with specificity, the reasons for the Health Officer's decision and shall state any and all applicable statutes, ordinances, rules, regulations, or orders which may have been violated. The Health Officer shall send to the licensee a copy of the written decision by mail or by personal service. Said notice shall inform the licensee or applicant of the right to have this decision reviewed and the procedure for such review.
- B. A licensee or applicant aggrieved by a decision of the Health Officer to deny, suspend or revoke a license must send a written request for review and reconsideration to the Health Officer within 10 working days of receipt of the notice of the Health Officer's decision. The request for review and reconsideration shall state the grounds upon which the person aggrieved contends that the decision should be reversed or modified.
- C. Within 10 working days of receipt of the request for review and reconsideration, the Health Officer shall review ~~their~~<sup>his</sup> initial determination. The Health Officer may affirm, reverse, or modify the initial determination. The Health Officer shall mail or deliver to the licensee or applicant a copy of the Officer's decision on review and shall state the reasons for such decision. The decision shall advise the licensee or applicant of the right to appeal the decision, the time within which appeal shall be taken, and the office or person with whom notice of appeal shall be filed.
- D. A licensee or applicant who wishes to appeal a decision made by the Health Officer on review must file a notice of appeal within 10 days of receipt of the Health Officer's decision on review. The notice of appeal shall be filed or mailed to the Health Officer. The Health Officer shall immediately file said notice with the City of Watertown Board of Health.
- E. A licensee or applicant shall be provided a hearing on appeal within 30 days of receipt of the notice of appeal. The Health Officer shall serve the licensee or applicant with notice of hearing by mail or personal service at least five days before the hearing.
- F. The hearing shall be conducted before the City of Watertown Board of Health and shall be conducted in accordance with the procedures outlined in § 68.11(2) and (3), Wis. Stats.
- G. Within 15 days of the hearing, the City of Watertown Board of Health shall mail or deliver to the applicant its written determination, stating the reasons therefor.
- H. Operating without a license. Any person who shall operate without a license as required above shall be subject to a forfeiture in the amount of \$500. Ongoing violations of operating without a license may be subject to forfeitures in the amount of \$500 for each day in which the person continues to operate without a license.
- I. Voided permit for failure to pay fees. If an applicant or owner fails to pay all applicable fees, late fees and processing charges within 15 days after the applicant or owner receives notice of an insufficiency or within 45 days after the expiration of the permit, whichever occurs first, the permit is void. An owner whose permit is voided under this subsection may appeal the decision.

### **§ 319-16. Temporary orders.**

Whenever, as a result of an inspection conducted pursuant to this article, the Health Officer ~~or his/her designated agent~~ has reasonable cause to believe that any examined food constitutes, or that any construction, sanitary condition, operation or method of operation of the premises or equipment used on the premises creates, an immediate danger to the health of the public, the Health Officer may proceed as stated in [Wis. Stats. § 66.0417](#) or ~~254.85~~ [§ 97.65](#).

~~Wis. Stats.~~, to issue a temporary order to prohibit the sale or movement of food for any purpose, prohibit the continued operation or method of operation of equipment, or require the premises to cease any other operation or method of operation which creates an immediate danger to public health. ~~Section Wis. Stat. § 66.0417, Wis. Stats.~~, is incorporated herein by reference and made a part of this article as if fully set forth herein.

### § 319-17. Construction or alteration of licensable food service establishments.

- A. Except as provided in Subsection B, no person shall erect, construct, enlarge or alter a food establishment without first submitting to the Health Officer plans (drawings) which clearly show and describe the amount and character of the work proposed and without first receiving ~~Public Health~~ Department approval of the submitted plans. Such plans shall include expected menu, floor plan, equipment plan and specifications, plumbing layout, wall, floor and ceiling finishes, and plans and specifications for food service kitchen ventilation. Submitted plans shall give all information necessary to show compliance with applicable health codes. Submitted plans shall be retained by the ~~Public Health~~ Department. Plan submittal to the ~~City of Watertown~~ Health Officer is in addition to any plan submittal requirement of the City of Watertown Building Inspector.
- B. At the option of the Health Officer, plans need not be submitted to execute minor alterations. Minor alterations include, but are not limited to, the replacement of existing equipment, the replacement of existing floor, wall, or ceiling coverings or other cosmetic or decorating activity.
- C. Any plans approved by the ~~Public Health~~ Department shall not be changed or modified unless the Health Officer has reviewed and approved the modifications or changes. Final approved plans will be kept in perpetuity as part of the legal file for the establishment.
- D. A ~~preinspection~~pre-inspection fee shall be charged for any remodeling projects that exceed the definition of "minor alterations" set forth in Subsection B, examples of which shall include, but shall not be limited to, circumstances in which the entire facility is closed for remodeling, circumstances in which a section of the facility is closed for significant remodeling, and circumstances in which new additions are added to the facility even though the original facility remains open for business.

### § 319-18. Alcohol beverages.

No applicant may obtain a "Class B" license or permit or a "Class C" license or permit under ~~Wis. Stat. § 125.68(5), Wis. Stats.~~, unless the premises complies with the rules promulgated by the by the Department of Agriculture, Trade and Consumer Protection governing sanitation in restaurants. ~~Department of Health Services governing sanitation in restaurants.~~

### § 319-19. ~~Restaurants/meal food service.~~Retail food establishment – serving meals

#### ~~A.~~—Requirements:

- ~~(1) A.~~ Except as provided in Subsection A(2), ~~n~~No person, party, firm or corporation shall operate a ~~restaurant~~retail food establishment – serving meals, temporary transient or mobile retail food establishment – serving meals restaurant or mobile restaurant, as defined in ~~Ch. DHS 196 Wis. Admin. Code Ch. ATPC 75, Wis. Adm. Code,~~ without first obtaining a license therefor from the ~~City of Watertown Public Health Department~~Department, nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this article or ~~Wis. Admin. Code Ch. ATPC 75, Wis. Adm. Code,~~ which is incorporated herein by reference and made part of this article as if fully set forth herein.

~~(2) No license is required for the following:~~

~~(a) Churches, religious, fraternal, youth or patriotic organizations such as VFW,~~

~~American Legion, or other like organizations, service clubs or civic organizations which occasionally prepare, serve or sell meals to the general public. The term "occasional" means not more than three days during any twelve-month period.~~

- ~~(b) Taverns that serve free lunches of popcorn, cheese, crackers, pretzels, cold sausage, cured fish or bread and butter.~~
- ~~(c) Any public or private school lunchroom for which food service is directly provided by the school. The Department shall charge a fee for inspection services to school lunchrooms required to be inspected under federal or state law.~~
- ~~(d) A private individual selling food from a moveable or temporary stand at a public farm sale.~~
- ~~(e) A concession stand at a locally sponsored sporting event, such as a little league game.~~

~~B. Fees. In addition to the following City fees, the licensee shall pay any DHS and DATCP administrative fee, the amount of which is on file with the Department. Fees pursuant to this section shall be as set by the Common Council and provided under separate fee schedule (not including the state administrative fee above).~~

~~C. Administration and enforcement. In addition to the statutory and Administrative Code references and powers as indicated in § 319-7, the Health Officer/designee may issue temporary orders when the Department has reasonable cause to believe that any examined food constitutes, or that any construction, sanitary condition, operation or method of operation of the premises or equipment used on the premises creates, an immediate danger to public health or safety.~~

## **§ 319-20. Bed-and-breakfast establishments.**

A. Requirement. No person, party, firm or corporation shall operate a bed- and- breakfast establishment as defined in [Wis. Admin Code Ch. ATCP 73](#), [Wis. Adm. Code](#), for more than 10 nights in a year without first obtaining an annual license from the ~~City of Watertown Public Health Department~~[Department](#), nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this article or [Wis. Admin. Code Ch. ATCP 73](#), [and Wis. Stat. Ch. 97 provisions Wis. Adm. Code](#), which ~~is~~[are](#) incorporated herein by reference and made a part of this article as if fully set forth herein.

~~B. Zoning and construction standards. Prior to City of Watertown Public Health Department approvals, the applicant must submit written verification from the City of Watertown Building, Safety and Zoning Division of approval of this commercial business in the building and property considered for licensure as a bed and breakfast establishment. In addition, the applicant must provide the City of Watertown Public Health Department with written verifications that this property meets all applicable local and state fire and building codes from inspections of state and local building inspectors.~~

~~C. Fees for bed-and-breakfast licenses issued pursuant to this section shall be as set by the Common Council and provided under separate fee schedule.~~

~~D. In addition to the above fees, the licensee shall pay any DATCP administrative fee, the amount of which is on file with the City of Watertown Public Health Department.~~

## **§ 319-21. Hotels, motels and tourist rooming houses.**

A. Requirement. No person, party, firm or corporation shall operate a hotel, motel or tourist rooming house, as defined in [Wis. Admin. Code Ch. ATCP 72](#), [Wis. Adm. Code](#), without first obtaining an annual license therefor from the ~~City of Watertown Public Health~~

~~Department~~Department, nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this article or Wis. Admin. Code Ch. ATCP 72, Wis. Adm. Code, and Ch. 254, Subch. VIIWis. Stat. Ch. 97, Wis. Stats., provisions which are incorporated herein by reference and made a part of this article as if fully set forth herein.

~~B. Fees. The fees for the licenses issued pursuant to this section shall be as set by the Common Council and provided under separate fee schedule.~~

## **§ 319-22. Campgrounds; recreational and education camps.**

A. Requirements. No person, party, firm or corporation shall operate a campground, recreational camp or educational camp, as defined in Wis. Admin. Code Ch. ATCP 78 or ATCP 79, Wis. Adm. Code, without first obtaining an annual license therefor from the ~~City of Watertown Public Health Department~~Department, nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this article or Wis. Admin. Code Ch. ATCP 78 or ATCP 79, Wis. Adm. Code, and Wis. Stat. Ch. 254, Subch. VII97, Wis. Stats., provisions which are incorporated herein by reference and made a part of this article as fully set forth herein.

~~B. Fees. The fees for the licenses issued pursuant to this section shall be as set by the Common Council and provided under separate fee schedule.~~

## **§ 319-23. Public swimming pool. § 319-23      § 319-26**

A. Requirements. No person, party, firm or corporation shall operate a public swimming pool, as defined in Wis. Admin. Code Ch. ATCP 76 or SPS 390, Wis. Adm. Code, without first obtaining an annual license therefor from the ~~City of Watertown Public Health Department~~Department, nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this article or Wis. Admin. Code Ch. ATCP 76 or SPS 390, Wis. Adm. Code, and Wis. Stat. Ch. 97254, Subch. VII, Wis. Stats., provisions which are incorporated herein by reference and made a part of this article as fully set forth herein.

~~B. Fees. The fees for the licenses issued pursuant to this section shall be as set by the Common Council and provided under separate fee schedule.~~

## **§ 319-24. School inspections.**

A. Requirements. All schools participating in the National School Lunch Program (NSLP) or School Breakfast Program (SBP) shall, at least twice during each school year, obtain a food safety inspection conducted by a state or local governmental agency responsible for food safety inspection.

~~B. Fees. The fees for the inspections conducted pursuant to this section shall be as set by the Common Council and provided under separate fee schedule.~~

## **§ 319-25. Retail food establishments – not serving meals.**

A. Requirements. No person, party, firm or corporation shall operate a retail food establishment not serving meals or transient or mobile retail food establishment – serving meals, as defined in Wis. Admin. Code Ch. ATCP 75, Wis. Adm. Code, and Wis. Stat. § 97.30, Wis. Stats., without first obtaining an annual license therefor from the ~~City of Watertown Public Health Department~~Department, nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this article or Wis. Admin. Code Ch. ATCP 75, Wis. Adm. Code, or and Wis. Stat. Ch. 97 provisions Wis. Stat. § 97.30, Wis. Stats., which are incorporated herein by reference and made a part of this article as if

fully set forth herein.

~~B. License and inspection fees shall be as set by the Common Council and provided under separate fee schedule.~~

§ 319-26. Tattoo and body piercing licenses.

A. Adoption of code. The Tattooing and Body Piercing Code as promulgated by the Wisconsin ~~Department of Health Services~~Safety and Professional Services and codified in the ~~Wisconsin Administrative Code~~Wis. Admin. Code Ch., SPS 221, is adopted by reference and made a part of this article as far as it is applicable. A violation of Wis. Admin. Code Ch. SPS 221, Wis. Adm. Code, shall be a violation of this article.

~~B. Local license required. No person, firm or entity shall engage in or work at tattooing or body piercing, as defined as Wis. Admin. Code Ch. SPS 221, without being licensed as required in this article or Wis. Admin. Code Ch. SPS 221. Fee schedule. The operator of a tattoo establishment or body piercing establishment or a combined tattoo and body piercing establishment shall pay an annual license fee to the City of Watertown Public Health Department. See the current fees~~

~~schedule for fees pursuant to this section.~~

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:	Dec 6, 2022		Dec 22, 2022	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
RUETTEN				
BARTZ				
LICHT				
SMITH				
SCHMID				
WETZEL				
ROMLEIN				
MAYOR MCFARLAND				
TOTAL				

ADOPTED December 22, 2022

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

APPROVED December 22, 2022

\_\_\_\_\_  
MAYOR

**RESOLUTION TO  
SUE ROE RETIREMENT - POLICE DEPARTMENT**

**SPONSOR: MAYOR MCFARLAND**

**WHEREAS**, Sue Roe has served as an employee in the Police Department of the City of Watertown since August 8, 1989 and,

**WHEREAS**, Sue Roe has dedicated 33 years of her career to serving the citizens of the City of Watertown; and,

**WHEREAS**, Sue Roe has demonstrated integrity, knowledge, and professionalism in her work for the City of Watertown.

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

Extends sincere gratitude to Sue Roe for her years of public service and wishes her many happy and rewarding years of retirement.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED December 20, 2022

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

APPROVED December 20, 2022

\_\_\_\_\_  
MAYOR

**RESOLUTION TO  
UPDATE HEALTH DEPARTMENT FACILITY FEE SCHEDULE TO  
REFLECT UPDATED ATCP 75 AND DATCP CONTRACT**

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

**WHEREAS**, Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) recently updated contract language indicating an increase in the license reimbursement fee paid to DATCP each license year; and,

**WHEREAS**, ATCP 75 (Wisconsin Food Code) identifies the following types of retail food establishment: retail food establishment – not serving meals, retail food establishment – serving meals, transient retail food establishment, mobile retail food establishment base, vending and micro markets and have set late fees updated new late fees based on a percentage of license fees; and,

**WHEREAS**, Previously, DATCP would license any transient or mobile retail food establishment that operated in multiple jurisdictions. Over the past two license years, DATCP has transferred the licensing of transient or mobile retail food establishment licenses from DATCP to agent health departments where the licensee is based out of service base location or mailing address of licensee. Transient or mobile retail food establishments are more reliably having a routine inspection completed by their licensing agent health department. Many establishments are inspected not only by their licensing agent health department, but other local health departments throughout the year, resulting in dozens of inspections throughout Wisconsin; and,

**WHEREAS**, therefore, the applicable fees are amended to reflect the increase in reimbursement fees, adjustment of late fees based on license level, and decrease in local inspection fee for transient or mobile food licenses due to increased inspections throughout the state and the fee schedule will include all license levels and types identified in ATCP 75 that will into effect April 1, 2023 for the 2023-2024 license year.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:**  
**That the proper City Officials are hereby authorized to update The Watertown/Jefferson County Environmental Health Consortium Fee Schedule to reflect ATCP 75 and meet current contract requirements.**

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED December 20, 2022

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

APPROVED December 20, 2022

\_\_\_\_\_  
MAYOR





## ENVIRONMENTAL PUBLIC HEALTH CONSORTIUM

### 2022 DATCP License Fee Update – effective April 1, 2023

As we continue to integrate the updated Wisconsin Food Code, our department is working to correctly align our license categories to match the Department of Agriculture, Trade and Consumer Protection (DATCP). Our department is an agent of DATCP and by contract, are required to have licensing tiers set forth by the Wisconsin Food Code ATCP 75.

#### **REIMBURSEMENT FEES:**

At the end of each license year, our department is required to reimburse DATCP a defined percentage of each license fee issued during the license year. The reimbursement fee was previously set at 10% of each license issued. Earlier this year, our department signed an updated DATCP Agent contract for 07/01/2022 through 06/30/2025. The contract indicated an increase in reimbursement during upcoming license years:

Per the contract:

*Starting July 1, 2023, A fee equal to 11% of the applicable state license fee, regardless of the license fee actually charged by the local Agent, if the Agent prepares and submits to the DATCP, by September 30 of that year, an annual self-assessment as required by Wis. Stat. §§ 97.41 and 97.615.*

*Starting July 1, 2024, A fee equal to 12% of the applicable state license fee, regardless of the license fee actually charged by the local Agent, if the Agent prepares and submits to the DATCP, by September 30 of that year, an annual self-assessment as required by Wis. Stat. §§ 97.41 and 97.615.*

We have applied a 12% reimbursement fee to our base fees to have accurate funds to reimburse DATCP and adjusted the license fees on the following fee schedule.

#### **UPDATE AND INCLUSION OF ALL LICENSE TYPES ON FEE SCHEDULE**

In the process of fee reconfiguration and in comparison, with our local ordinances and ATCP 75, we added additional fee categories and fees that reflect the accurate license levels that match DATCP statutes and reimbursement. Those licenses are indicated by red font on the fee worksheet.

#### **LATE FEES:**

Late fees were recently updated by DATCP in ATCP 75. Previously, late fees were \$85.00 for all license categories, regardless of complexity level. With the most recent ATCP 75 update, DATCP has tiered the applicable late fee to be more reasonable to the license level complexity for retail food establishment licenses. Our department has adopted those adjusted late fees for retail food establishments, and the recreational establishment late fees that are dictated by their applicable codes.

Late fees are assessed if payment for license renewals is received after July 1.

## **INSPECTION FEE FOR TRANSIENT/MOBILE LICENSES OPERATING IN WATERTOWN/JEFFERSON**

Section 13, Item B.

Throughout the license year, our jurisdiction sees many transient or mobile retail food establishments with licenses issued by other jurisdictions. Per our DATCP contract, our department is allowed to inspect all licensed establishments operating in our jurisdictions and can charge an inspection fee:

*An inspection fee may be charged by any Agent program conducting an inspection on a mobile retail food establishment unit licensed by another jurisdiction. The fee shall be based on the reasonable cost to conduct the inspection.*

Previously, DATCP would license any transient or mobile retail food establishment that operated in multiple jurisdictions. Over the past two license years, DATCP has transferred the licensing of transient or mobile retail food establishment licenses from DATCP to agent health departments where the licensee is based out of service base location or mailing address of licensee. Transient or mobile retail food establishments are more reliably having a routine inspection completed by their licensing agent health department. Many establishments are inspected not only by their licensing agent health department, but other local health departments throughout the year, resulting in dozens of inspections throughout Wisconsin.

Our department feels that establishments, being constantly inspected, and the amount of time needed to complete a transient or mobile retail food inspection, we have decreased our inspection fee from \$50 to \$20. We feel it is still enough to cover the cost of doing the inspection.

**Environmental Health Fee Schedule**

Wording in red font are updates to names of categories or additional categories found in the Wisconsin Food Code

Fees highlighted in yellow indicate proposed change

<u>Type</u>	<u>Current</u> <u>2020</u>	<u>2020</u> <u>+ 10%</u>	<u>2020 + 12%</u>	<u>Proposed Per</u> <u>DATCP Changes</u>
<b>1. Retail Food Establishments - Serving Meals (includes mobile retail food establishment - serving meals)</b>				
<b>(a) Retail Food Serving Meals - Prepackaged TCS</b>				
1. License Fee	\$110.00	\$121.00	\$123.20	\$124.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$134.00			
Pre-inspection Fee for Change of Owner	\$100.00			
3. Re-inspection Fee	\$175.00			
4. Re-inspection 2 Fee	\$175.00			
5. Late Fee	\$85.00			\$21.00
<b>(b) Retail Food Serving Meals - <del>Low</del> Simple</b>				
1. License Fee	\$240.00	\$264.00	\$268.80	\$269.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$332.00			
Pre-inspection Fee for Change of Owner	\$249.00			
3. Re-inspection Fee	\$175.00			
4. Re-inspection 2 Fee	\$326.00			
5. Late Fee	\$85.00			\$46.00
<b>(c) Retail Food Serving Meals - Moderate</b>				
1. License Fee	\$345.00	\$379.00	\$386.40	\$387.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$488.00			
Pre-inspection Fee for Change of Owner	\$366.00			
3. Re-inspection Fee	\$175.00			
4. Re-inspection 2 Fee	\$479.00			
5. Late Fee	\$85.00			\$66.00
<b>(d) Retail Food Serving Meals - Complex</b>				
1. License Fee	\$564.00	\$620.00	\$631.68	\$632.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$798.00			
Pre-inspection Fee for Change of Owner	\$598.00			
3. Re-inspection Fee	\$175.00			
4. Re-inspection 2 Fee	\$785.00			
5. Late Fee	\$85.00			\$108.00
<b>(e) Mobile Retail Food Establishment Base - No Food Preparation or Processing Activities</b>				
1. License Fee	\$45.00	\$49.50	\$50.40	\$51.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$0.00			
Pre-inspection Fee for Change of Owner	\$0.00			
3. Re-inspection Fee	\$45.00			
4. Re-inspection 2 Fee	\$45.00			
5. Late Fee	\$85.00			\$9.00
<b>(f) Transient Retail Food - TCS</b>				
1. License Fee	\$178.00	\$195.00	\$199.36	\$200.00
<b>(g) Transient Retail Food - Non-TCS</b>				
1. License Fee	\$70.00	\$80.00	\$78.40	\$80.00
<b>(h) Transient Retail Food - Prepackaged TCS</b>				

Type	Current	2020		Proposed Per
	2020	+ 10%	2020 + 12%	DATCP Changes
1. License Fee	\$45.00	\$50.00	\$50.40	\$50.00
<b>2. Bed and Breakfast</b>				
1. License Fee	\$115.00	\$126.00	\$128.80	\$129.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00			
Pre-inspection Fee for Change of Owner	\$229.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$200.00			
5. Late Fee	\$85.00			
<b>3. Hotel/Motel/Tourist Rooming House</b>				
<b>(a) Hotel/Motel 05-30 Sleeping Rooms</b>				
1. License Fee	\$215.00	\$236.00	\$240.80	\$241.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$489.00			
Pre-inspection Fee for Change of Owner	\$366.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$295.00			
5. Late Fee	\$85.00			
<b>(b) Hotel/Motel 31-99 Sleeping Rooms</b>				
1. License Fee	\$293.00	\$322.00	\$328.16	\$329.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$678.00			
Pre-inspection Fee for Change of Owner	\$508.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$408.00			
5. Late Fee	\$85.00			
<b>(c) Hotel/Motel 100 – 199 Sleeping Rooms</b>				
1. License Fee	\$372.00	\$409.00	\$416.64	\$417.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$810.00			
Pre-inspection Fee for Change of Owner	\$607.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$515.00			
5. Late Fee	\$85.00			
<b>(d) Hotel/Motel 200 or more Sleeping Rooms</b>				
1. License Fee	\$512.00	\$563.00	\$573.44	\$574.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,208.00			
Pre-inspection Fee for Change of Owner	\$906.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$714.00			
5. Late Fee	\$85.00			
<b>(e) Tourist Rooming House (1-4 rooms)</b>				
1. License Fee	\$115.00	\$126.00	\$128.80	\$129.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00			
Pre-inspection Fee for Change of Owner	\$229.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$200.00			
5. Late Fee	\$85.00			
<b>5. Campground</b>				

<u>Type</u>	<u>Current 2020</u>	<u>2020 + 10%</u>	<u>2020 + 12%</u>	<u>Proposed Per DATCP Changes</u>
<b>(a) Campgrounds (1-25 sites)</b>				
1. License Fee	\$183.00	\$201.00	\$204.96	\$205.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$387.00			
Pre-inspection Fee for Change of Owner	\$290.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$244.00			
5. Late Fee	\$85.00			
<b>(b) Campground (26-50 sites)</b>				
1. License Fee	\$262.00	\$288.00	\$293.44	\$294.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$576.00			
Pre-inspection Fee for Change of Owner	\$432.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$357.00			
5. Late Fee	\$85.00			
<b>(c) Campground (51-100 sites)</b>				
1. License Fee	\$319.00	\$350.00	\$357.28	\$358.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$714.00			
Pre-inspection Fee for Change of Owner	\$535.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$433.00			
5. Late Fee	\$85.00			
<b>(d) Campground (101 - 199 sites)</b>				
1. License Fee	\$372.00	\$409.00	\$416.64	\$417.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$846.00			
Pre-inspection Fee for Change of Owner	\$634.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$510.00			
5. Late Fee	\$85.00			
<b>(e) Campground (200 or more sites)</b>				
1. License Fee	\$429.00	\$471.00	\$480.48	\$481.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$984.00			
Pre-inspection Fee for Change of Owner	\$738.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$591.00			
5. Late Fee	\$85.00			
<b>(f) Recreational/Educational Camps</b>				
1. License Fee	\$528.00	\$580.00	\$591.36	\$592.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,224.00			
Pre-inspection Fee for Change of Owner	\$918.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$734.00			
5. Late Fee	\$85.00			
<b>6. School Inspections (no state reimbursement, not a license)</b>				
(a) Full Service Kitchen	\$460.00	\$460.00		
(b) Full Service Pre-Inspection Fee				
(c) Satellite Kitchen	\$157.00	\$157.00		
(d) Satellite Kitchen pre-Inspection				



<u>Type</u>	<u>Current</u> <u>2020</u>	<u>2020</u> <u>+ 10%</u>	<u>2020 + 12%</u>	<u>Proposed Per</u> <u>DATCP Changes</u>
<b>7. Retail Food Establishments - Not Serving Meals (includes mobile retail food establishment - not serving meals)</b>				
<b>(a) Retail Food Not Serving Meal - Complex</b>				
1. License Fee	\$1,003.00	\$1,103.00	\$1,123.36	\$1,124.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,020.00			
Pre-inspection Fee for Change of Owner	\$765.00			
3. Re-inspection Fee	\$175.00			
4. Re-inspection 2 Fee	\$459.00			
5. Late Fee	\$85.00			\$137.00
<b>(b) Retail Food Not Serving Meals - Moderate</b>				
1. License Fee	\$388.00	\$426.00	\$434.56	\$435.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$408.00			
Pre-inspection Fee for Change of Owner	\$306.00			
3. Re-inspection Fee	\$175.00			
4. Re-inspection 2 Fee	\$193.00			
5. Late Fee	\$85.00			\$53.00
<b>(c) Retail Food Not Serving Meals - Simple-TCS</b>				
1. License Fee	\$278.00	\$305.00	\$311.36	\$312.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00			
Pre-inspection Fee for Change of Owner	\$229.00			
3. Re-inspection Fee	\$175.00			
4. Re-inspection 2 Fee	\$193.00			
5. Late Fee	\$85.00			\$38.00
<b>(d) Retail Food Not Serving Meals - Simple - Non-TCS</b>				
1. License Fee	\$88.00	\$96.00	\$98.56	\$99.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$91.00			
Pre-inspection Fee for Change of Owner	\$68.00			
3. Re-inspection Fee	\$175.00			
4. Re-inspection 2 Fee	\$175.00			
5. Late Fee	\$85.00			\$12.00
<b>(e) Retail Food Not Serving Meals - Prepackaged TCS</b>				
1. License Fee	\$47.00	\$51.00	\$52.64	\$53.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$0.00			
Pre-inspection Fee for Change of Owner	\$0.00			
3. Re-inspection Fee	\$175.00			
4. Re-inspection 2 Fee	\$175.00			
5. Late Fee	\$85.00			\$9.00
<b>(f) Mobile Retail Food Establishment Base - No Food Preparation or Processing Activities</b>				
1. License Fee	\$45.00	\$49.50	\$50.40	\$51.00
2. Pre-Inspection Fee For New Buildings or Change of Use	\$0.00			
Pre-Inspection Fee for Change of Owner	\$0.00			
3. Re-Inspection Fee	\$45.00			
4. Re-Inspection 2 Fee	\$45.00			
5. Late Fee	\$85.00			\$9.00
<b>(g) Micro Markets - Single Location</b>				
1. License Fee	\$40.00	\$44.00	\$44.80	\$45.00
2. Late Fee	\$85.00			\$8.00

Type	Current 2020	2020 + 10%	2020 + 12%	Proposed Per DATCP Changes
<b>(h) Micro Markets - Multiple Locations (on the same premises)</b>				
1. License Fee	\$60.00	\$66.00	\$67.92	\$68.00
2. Late Fee	\$85.00			\$12.00
<b>(i) Inspection fee for mobile retail food stands (no state reimbursement, not a license)</b>				
	\$50.00	\$50.00		\$20.00
<b>8. Tattoo and Body-Piercing</b>				
<b>(a) Tattoo or body-piercing establishment</b>				
1. License Fee	\$141.00	\$155.00	\$157.92	\$158.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$260.00			
Pre-inspection Fee for Change of Owner	\$195.00			
3. Re-inspection Fee	\$100.00			
4. Re-inspection 2 Fee	\$100.00			
5. Late Fee	\$85.00			
<b>(b) Combined tattoo and body-piercing establishment</b>				
1. License Fee	\$230.00	\$253.00	\$257.60	\$258.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$408.00			
Pre-inspection Fee for Change of Owner	\$306.00			
3. Re-inspection Fee	\$100.00			
4. Re-inspection 2 Fee	\$100.00			
5. Late Fee	\$85.00			
<b>(c) Temporary License</b>	\$105.00	\$115.00		\$115.00
<b>9. Recreational Water</b>				
<b>(a) Public Swimming Pools</b>				
1. License Fee	\$308.00	\$338.00	\$344.96	\$345.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$156.00			
Pre-inspection Fee for Change of Owner	\$117.00			
3. Re-inspection fee	\$100.00			
4. Re-inspection 2 Fee	\$100.00			
5. Late Fee	\$85.00			\$75.00
<b>(b) Swimming pools with Water Attraction</b>				
1. License Fee	\$308.00	\$338.00	\$344.96	\$345.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$182.00			
Pre-inspection Fee for Change of Owner	\$136.00			
3. Re-inspection fee	\$100.00			
4. Re-inspection 2 Fee	\$100.00			
5. Late Fee	\$85.00			\$75.00
<b>(c) Swimming pools with Water Attraction with up to 2 slides</b>				
1. License Fee	\$180.00	\$198.00	\$201.60	\$202.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$260.00			
Pre-inspection Fee for Change of Owner	\$195.00			
3. Re-inspection fee	\$100.00			
4. Re-inspection 2 Fee	\$100.00			
5. Late Fee	\$85.00			\$75.00

Type	Current 2020	2020 + 10%	2020 + 12%	Proposed Per DATCP Changes
(d) Swimming Pools with Additional Poolslides				
1. License Fee	\$170.00	\$187.00	\$190.40	\$191.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$150.00			
Pre-inspection Fee for Change of Owner	\$112.00			
3. Re-inspection fee	\$100.00			
4. Re-inspection 2 Fee	\$100.00			
5. Late Fee	\$85.00			\$75.00
(e) Swimming Pools with Additional Waterslides				
1. License Fee	\$170.00	\$187.00	\$190.40	\$191.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$150.00			
Pre-inspection Fee for Change of Owner	\$112.00			
3. Re-inspection fee	\$100.00			
4. Re-inspection 2 Fee	\$100.00			
5. Late Fee	\$85.00			\$75.00



**RESOLUTION TO  
APPROVE APPOINTING STACY WINKELMAN AS  
OPERATIONS MANAGER FOR CITY OF WATERTOWN STREET AND  
SOLID WASTE DIVISION**

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

**WHEREAS**, the City of Watertown Public Works Director/City Engineer advertised for and interviewed candidates for the position of Operations Manager for the City of Watertown Public Works Department Street and Solid Waste Division; and,

**WHEREAS**, the successful candidate has been brought before the Finance Committee and the Finance Committee approves Stacy Winkelman as this top candidate and makes recommendation to the Common Council to appoint Stacy Winkelman as the Operations Manager for the City of Watertown Street and Solid Waste Division of the Public Works Department effective January 1, 2023.

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

That upon recommendation of the Mayor and Finance Committee, Stacy Winkelman shall be appointed to the position of Operations Manager for the City of Watertown Street and Solid Waste Division of the Public Works Department effective January 1, 2023.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED December 20, 2022

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

APPROVED December 20, 2022

\_\_\_\_\_  
MAYOR

**RESOLUTION TO  
PURCHASE A STREET SWEEPER FROM RNOW, INC. OF  
WEST ALLIS, WI FOR \$282,774.50**

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

**WHEREAS**, the following quotations were received for the purchase of a street sweeper, to be operated by the City of Watertown Stormwater Utility to meet municipal separate storm sewer system (MS4) requirements and total maximum daily load (TMDL) requirements.

VENDOR	MODEL	QUOTE
RNOW, INC. West Allis, WI	Schwarze A7 Tornado Regenerative Air Street Sweeper	\$282,774.50
MACQUEEN EQUIPMENT Menomonee Falls, WI	Elgin RegenX1 Regenerative Air Street Sweeper	\$333,375.00

**WHEREAS**, the City’s stormwater team has reviewed quotes received; and,

**WHEREAS**, the quotation from RNOW, Inc. appears to be in the best interest of the City of Watertown.

**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 purchase a street sweeper from RNOW, Inc. of West Allis, WI for \$282,774.50. Said money is to be taken from the Storm Water Utility Capital Outlay Account #16-58-16-60. \$300,000 has been approved in the 2023 budget for this purchase. Said expenditure is to occur upon machine delivery to the City of Watertown in 2023.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED December 20, 2022

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

APPROVED December 20, 2022

\_\_\_\_\_  
MAYOR

**RESOLUTION TO  
APPROVE THE CONTRACT FOR  
COUNTY LIBRARY SERVICES WITH JEFFERSON COUNTY**

**SPONSOR: ALD. LAMPE  
FROM: LIBRARY BOARD OF TRUSTEES**

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

That the attached Contract for County Library Services, between the City of Watertown and Jefferson County for the period of January 1, 2023 through December 31, 2023.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED December 20 , 2022

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

APPROVED December 20 , 2022

\_\_\_\_\_  
MAYOR

**CONTRACT FOR COUNTY LIBRARY SERVICES**

This agreement made this 17th day of November, 2022, by and between the County of Jefferson, hereinafter called "County," and **Watertown Public Library** hereinafter called "Municipal Library," witnesseth:

**I. PURPOSE**

The Jefferson County Board of Supervisors has, by resolution, stated the intent to provide public library services for the inhabitants of the County and has levied a tax to provide funds for such services. It is the intention of the parties to implement such County-wide public library services through the use of existing municipal libraries.

**II. TERM**

The monetary payment and the services hereinafter stated shall be for a term commencing January 1, 2023 and ending December 31, 2023.

**III. MUNICIPAL LIBRARY SERVICES**

1. The Municipal Library shall serve all residents of Jefferson County equally.
2. The Municipal Library shall direct the librarian or other representative to attend periodic County meetings with the Jefferson County Library Council to coordinate and improve County library services.
3. The Municipal Library shall furnish such statistical information as may be requested by the County pertaining to the use of said library by persons residing beyond the municipal boundaries.

**IV. MONETARY PAYMENT**

In consideration of the Municipal Library services, the County shall pay to the Municipal Library, for the term of this agreement, the total sum of **\$186,869** payable in one sum not later than March 1, 2023.

**V. LOCAL AUTONOMY**

The Municipal Library shall in all respects remain an independent legal entity and not an agent or an employee of the County of Jefferson. The governing board or body of the Municipal Library shall retain all of the existing powers and duties related to the operation and maintenance of said Municipal Library.

**VI. LOCAL USE OF FUNDS**

It is mutually agreed by the County and the Municipal Library that the funds paid by the County are to cover the additional labor, material, capital outlay, and other expenses reasonably related to the County-wide services as set forth herein, and that the Municipal Library will not use said funds for the purpose of reducing the local tax levy.

By:

Date \_\_\_\_\_

Date \_\_\_\_\_

By:

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Audrey McGraw – Jefferson County Clerk**  
**[audreym@jeffersoncountyiwi.gov](mailto:audreym@jeffersoncountyiwi.gov)**

Marc DeVries – Jefferson County Finance Director  
[MarcD@jeffersoncountywi.gov](mailto:MarcD@jeffersoncountywi.gov)

RESOLUTION TO  
AUTHORIZE A JOINT POWERS AGREEMENT COUNTY 911 EMERGENCY  
SYSTEM WITH JEFFERSON COUNTY

SPONSOR: MAYOR MCFARLAND

WHEREAS, the attached Joint Powers Agreement County 911 Emergency System with Jefferson County has been deemed appropriate;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Watertown, Wisconsin:

Section 1. That the proper City of Watertown official(s) are hereby authorized to execute the attached Agreement;

Section 2. That this Resolution shall be in full force and effect upon its passage and adoption.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED December 20, 2022

CITY CLERK

APPROVED December 20, 2022

MAYOR

# Office of the Sheriff - Jefferson County

Section 13, Item F.



411 S. Center Avenue  
Jefferson, Wisconsin 53549-1703

Paul S. Milbrath, Sheriff

Jeffrey Parker, Chief Deputy

Donald Hunter  
Administrative Captain



Travis Maze  
Patrol Captain



Margareta Gray  
Jail Captain

December 1, 2022

Honorable Mayor/Chairperson/President/City Manager:

Re: 911 Joint Powers Agreement

Wisconsin Statute 256.35(9)(a)(b) requires that a 911 Joint Powers Agreement be executed and filed with the Attorney General's office on a yearly basis.

The Mayor/President/Chairman/Manager of a municipality, town, or village must sign and return the enclosed Joint Powers Agreement to me. At that time, I will endorse the agreement and have the original signed by the Jefferson County Clerk as well. As required by Wisconsin Statute 256.35(9)(c), the original document will then be filed with the Attorney General's office and a copy, with signatures, will be returned to you for your files.

If you have any questions please feel free to contact me at 920.674.7329.

Sincerely,

Paul S. Milbrath  
Sheriff

Enclosure

**JOINT POWERS AGREEMENT  
COUNTY 911 EMERGENCY SYSTEM**

Section 13, Item F.

WHEREAS, Jefferson County and the municipalities located within the boundaries of Jefferson County have implemented an Emergency 911 System for the purposes of providing emergency services to residents and visitors of these municipalities, including fire fighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec. 256.35(9)(a)(b), Wis. Stats. "Joint Powers Agreement," requires that in implementing a 911 system as has been done in Jefferson County, municipalities shall annually enter into a Joint Powers Agreement, in which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Jefferson County 911 System, such vehicle shall render its service to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements, and conditions contained herein, it is hereby jointly agreed between Jefferson County and the **City of Watertown, Wisconsin** as follows:

1. Effective as of January 1, 2023, this Agreement shall, thereafter, be applicable on a daily basis for one year.
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency services, is dispatched in response to a request through the Jefferson County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Sec. 256.35(9)(c), Wis. Stats.

JEFFERSON COUNTY (Dispatching agency)

By: Paul S. Milbrath dated: 12/06/22  
Paul S. Milbrath, Sheriff

JEFFERSON COUNTY CLERK

By: \_\_\_\_\_ dated: \_\_\_\_\_  
Audrey McGraw

\_\_\_\_\_  
CITY OF WATERTOWN (Participating agency)  
(Town/City/Village of)

By: \_\_\_\_\_ dated: \_\_\_\_\_  
Emily McFarland, Mayor



## RESOLUTION TO AMEND THE 2022 BUDGET

### SPONSOR: MAYOR MCFARLAND FROM: FINANCE COMMITTEE

**WHEREAS**, recent review of expenditures by the finance director and department heads have compiled a list of accounts with both available funds from spending less than anticipated and other accounts where expenses exceeded the original budget; and

**WHEREAS**, the anticipated net result is a reduction of spending, a savings of approximately \$250,100.

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

That the 2022 budget be amended as listed below to reduce budget amounts from available accounts, add budget amounts to over budget accounts, and place the net savings in Contingency [01-51-81-56].

Acct	Division	Name	Available	Over Bdgt	Dept Net
01-51-11-20	Common Council	Official Publications	19,500		19,500
01-51-31-18	Mayor	Supplies & Expenses		1,000	
01-51-31-24	Mayor	Travel	1,000		-
01-51-40-19	Finance	Tax Bill Processing		5,000	
01-51-40-19	Finance	Computer Supplies	5,000		
01-51-40-21	Finance	Banking Services		3,500	(3,500)
01-51-41-18	Elections	Supplies & Expenses	5,000		5,000
01-51-52-44	Assessor	Manufacturing Assessment	1,400		1,400
01-51-61-10	City Attorney	Salaries	25,000		
01-51-61-16	City Attorney	Additional Legal Exp		25,000	
01-51-61-18	City Attorney	Supplies & Expenses	7,000		7,000
01-51-71-18	Municipal Bldg	Supplies & Expenses		10,000	
01-51-71-20	Municipal Bldg	Repairs	5,000		
01-51-71-26	Municipal Bldg	Maintenance Contracts	10,000		
01-51-71-28	Municipal Bldg	Fuel		3,000	
01-51-71-30	Municipal Bldg	Electric	3,000		
01-51-71-60	Municipal Bldg	Capital Outlay		13,000	(8,000)
01-51-81-50	Miscellaneous	Unemployment	15,000		15,000
01-51-86-10	Info Technology	Salaries	14,600		
01-51-86-11	Info Technology	Contracted IT Support		19,650	
01-51-86-24	Info Technology	IT Education/Travel	1,400		
01-51-86-33	Info Technology	WI Retirement	950		
01-51-86-34	Info Technology	Social Security	900		
01-51-86-35	Info Technology	Medicare	200		
01-51-86-60	Info Technology	Capital Outlay	1,600		-

<b>Budget Busters - 2022</b>					
01-51-94-46	Prop & Liab Ins	Worker's Compensation	27,000		
01-51-94-48	Prop & Liab Ins	Property/Fire Insurance	29,000		56,000
01-51-95-55	Employee Progrms	Employee Pay Plan Study		3,000	(3,000)
01-51-96-44	Other Insurance	Retired Health Insurance	5,500		5,500
01-52-11-14	Police	Overtime		50,000	
01-52-11-36	Police	Health Insurance	80,000		
01-52-11-40	Police	Fuel		18,000	
01-52-11-54	Police	Uniform Allowance		2,100	
01-52-11-56	Police	Training		7,000	
01-52-11-60	Police	Capital Outlay	8,000		10,900
01-52-12-10	CrossingGuards	Salaries	10,000		10,000
01-52-13-14	Dispatch Center	Overtime		17,600	
01-52-13-36	Dispatch Center	Health Insurance	4,800		(12,800)
01-52-31-10	Fire	Salaries	30,000		
01-52-31-14	Fire	Overtime		123,000	
01-52-31-18	Fire	Supplies & Expenses		7,500	
01-52-31-19	Fire	Hiring Expenses		5,500	
01-52-31-36	Fire	Health Insurance	47,000		
01-52-31-38	Fire	Dental Insurance	2,000		
01-52-31-40	Fire	Fuel		10,000	
01-52-31-42	Fire	Apparatus Maintenance		15,000	
01-52-31-50	Fire	Uniform Allowance		1,800	(83,800)
01-52-41-16	Building Inspection	Part Time Salaries	8,000		
01-52-41-18	Building Inspection	Supplies & Expenses	2,500		
01-52-41-20	Building Inspection	Repairs & Gas		500	
01-52-41-22	Building Inspection	Dues, Fees & Subs	1,000		
01-52-41-24	Building Inspection	Travel	500		
01-52-41-36	Building Inspection	Health Insurance	1,000		
01-52-41-41	Building Inspection	Neglected Buildings	19,000		
01-52-41-47	Building Inspection	Outside Services Employed		11,800	19,700
01-53-13-18	Environmental Health	Supplies & Expenses Covid	20,000		20,000
01-54-09-13	Public Works-City Planne	Contract Planning	4,500		
01-54-09-69	Public Works-City Planne	Update Comprehensive Pla	2,000		6,500
01-54-10-24	Engineering	Travel	2,000		
01-54-10-26	Engineering	Maintenance Contracts		2,500	
01-54-10-36	Engineering	Health Insurance		14,600	
01-54-10-50	Engineering	GIS	3,000		(12,100)
01-54-11-20	Machinery & Equip	Repairs	36,000		
01-54-11-22	Machinery & Equip	Training	1,500		
01-54-11-40	Machinery & Equip	Gasoline	40,000		
01-54-11-42	Machinery & Equip	Tires & Tire Repair	4,000		81,500

Acct	Division	Name	Available	Over Bdgt	Dept Net
01-54-12-20	Street Garages	Repairs		3,000	(3,000)
01-54-21-10	Street Admin	Salaries	40,000		40,000
01-54-31-16	Street Maintenance	Part Time Help	5,000		
01-54-31-59	Street Maintenance	Safety Equipment		3,500	1,500
01-54-31-10	Snow & Ice Control	Salaries	20,000		
01-54-35-20	Snow & Ice Control	Salt Brine		3,000	
01-54-35-33	Snow & Ice Control	Wisconsin Retirement	2,000		
01-54-35-34	Snow & Ice Control	Social Security	2,000		21,000
01-54-41-10	Signs & Markings	Salaries		25,000	
01-54-41-33	Signs & Markings	Wisconsin Retirement		1,600	
01-54-41-34	Signs & Markings	Social Security		1,500	
01-54-41-35	Signs & Markings	Medicare		300	(28,400)
01-54-42-20	Street Lighting	Repairs	2,000		
01-54-42-40	Street Lighting	New street lights	8,000		10,000
01-54-53-18	Airport	Supplies & Expenses		1,000	
01-54-53-19	Airport	Runway Maintenance	19,000		
01-54-53-20	Airport	Repairs	3,000		
01-54-53-36	Airport	Mowing		3,800	
01-54-53-38	Airport	Navigational Aids		6,500	10,700
01-55-20-17	Rec- Admin	Annual rec software fees	5,300		
01-55-20-36	Rec- Admin	Health Insurance	9,000		14,300
01-55-21-60	Recreation	Capital Outlay	5,000		5,000
01-55-22-14	Outdoor Pool	Overtime		1,700	
01-55-22-16	Outdoor Pool	Part Time Salaries	24,000		
01-55-22-20	Outdoor Pool	Repairs		7,100	
01-55-22-28	Outdoor Pool	Fuel		3,300	11,900
01-55-23-16	Indoor Pool	Part Time Salaries	20,000		
01-55-23-17	Indoor Pool	WUSD Maintenance Staff	26,000		
01-55-23-18	Indoor Pool	Supplies & Expenses	2,000		48,000
01-55-41-16	Park	Part Time Salaries	2,500		
01-55-41-18	Park	Supplies & Expenses		12,000	
01-55-41-20	Park	Repairs	3,000		
01-55-41-40	Park	Gasoline		17,000	
01-55-41-41	Park	Fertilizer & Herbicides	4,000		
01-55-41-42	Park	Equipment repairs	3,000		
01-55-41-60	Park	Capital outlay	5,000		(11,500)
01-56-11-19	Forestry	UF Grant Exp		4,200	(4,200)
01-51-81-56	Miscellaneous	Contingent		250,100	(250,100)
			714,650	714,650	-

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED December 20, 2022

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

APPROVED December 20, 2022

\_\_\_\_\_  
MAYOR

## RESOLUTION TO CARRY OVER AMOUNTS FROM 2022 BUDGET TO 2023

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

**WHEREAS**, certain expenditures were budgeted for 2022, but projects were not able to be completed during the year; and

**WHEREAS**, it is anticipated these projects will be completed and funds spent in 2023.

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

That the amounts listed below be carried forward from the 2022 budget into the 2023 budget for purchases to be completed in 2023.

**BE IT FURTHER RESOLVED**, that the amounts carried forward will not exceed the actual ending balance in the account and any adjustments to be made to these amounts are hereby approved.

Acct	Division	Account/Project	Available	Request	Reason
<b>General Fund</b>					
01-54-10-47	Engineering	Outside Services Employed	17,300	1,420	Subdivision ordinance rewrite not complete
01-54-11-20	Street	Machinery & Equip Repair	80,000	44,000	Tandem truck boxes (2) delayed shipping
<b>Capital Projects Fund</b>					
05-51-86-70	IT	Move email and MS Office to cloud	13,800	13,800	Work not yet scheduled
05-52-31-70	Fire	Command Vehicle	65,000	65,000	Vehicle stock not available
05-53-12-70	Health	Building window replacements	47,000	47,000	Contractor delay
05-54-53-70	Airport	5% matching FAA federal funding	22,500	22,500	\$7500 ea fr 2020, 2021, 2022
		5% city share reconstruct runway	188,000	188,000	Project not yet scheduled
		5% city share straighten Boomer St	50,000	50,000	Project not yet scheduled
		Fencing	37,000	37,000	Waiting for Boomer St move
05-55-41-70	Park	Riverside restroom	602,810	Balance	Project not completed
		Shop renovation	20,000	Balance	Project not completed

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED December 20, 2022

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

APPROVED December 20, 2022

\_\_\_\_\_  
MAYOR

# PAYROLL RESOLUTION

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

A resolution adjusting the annual salary or hourly rates to be paid the following city officials, supervisory, and non-union personnel of the City of Watertown, Wisconsin.

The Common Council of the City of Watertown, Wisconsin, do ordain as follows:

**SECTION 1:** Effective January 1, 2023, all full-time and permanent part-time non-represented employees (excluding library employees) shall receive compensation based on the appropriate step and grade of the attached pay chart for dates effective January 1, 2023.

**SECTION 2:** The Mayor may modify the attached pay chart to include any new positions budgeted for and approved by the Common Council at a grade consistent with the budgeted amount or to change a job title, provided the grade does not changed.

**SECTION 3:** The following elected and appointed city officials and employees shall receive, effective January 1, 2023, an annual salary of the amounts placed after their respective title:

Municipal Judge	\$30,079
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**SECTION 4:** The following part-time employees shall receive, effective January 1, 2023:

	<u>Jan. 1</u>
Police Auxiliary	\$15.76
Police Auxiliary Capt. – additional per hour	.50
Police Auxiliary Sgt. – additional per hour	.25
Crossing Guard	11.25
Election Inspector	9.00
Chief Election Inspector	10.00
Election Assistant	11.00
Cable TV PT Staffer	12.50
Engineering Intern (HS)	10.00-14.00
Engineering Intern (College)	14.00-19.00
PT Sr. Center Office Aid	12.00

**SECTION 5:** Only full-time employees previously eligible for longevity as of December 31, 2011, are eligible for longevity, and shall receive, in addition to their salary, the following annual amounts:

After 8 years of continuous service	\$175.50
After 12 years of continuous service	\$351.00
After 16 years of continuous service	\$526.50

**SECTION 6:** The City will contribute toward health insurance the following amounts for those employees who elect to receive it: Full-time single: 90% of the lowest cost plan offered in Jefferson/Dodge Counties; Full-time family: 90% of the lowest cost plan offered; Permanent part-time employees as defined by WRS: 25 – 50% of the lowest cost plan offered for either single or family coverage.

**SECTION 7:** The City will contribute toward dental insurance the following amount for employees who elect to receive it: Full-time single: 90%, Full-time family: 90%.

**SECTION 8: LIBRARY.** Hourly rates and salaries paid to personnel employed by the Library shall be set by the Library Board.

**SECTION 9: RECREATION DEPARTMENT.** Hourly rates and contract amounts will be established by the Park, Recreation and Forestry Commission with the exception of seasonal maintenance employees, subject to council approval.

**SECTION 10: STREET, PARK, FORESTRY AND WATER/WASTEWATER SEASONAL EMPLOYEES.** Each person employed as a part-time seasonal maintenance employee shall be paid \$13.00 per hour plus an additional \$1.00 per year worked. Each person employed as a part-time seasonal office employee in these departments shall be paid \$11.00 per hour.

**SECTION 11:** All unionized City employees shall be compensated according to the appropriate union contracts.

**SECTION 12:** Non-union paramedics will receive the paramedic add-on pay as listed in the union contract.

**SECTION 13:** Unless specified differently in a section, this resolution shall take effect January 1, 2023.



**CITY OF WATERTOWN****2023 PAY TABLE - HOURLY FORMAT (2080 HOURS)**

1.5% COLA increase from 2022

	2.500%	2.500%	2.500%	2.500%	2.500%	2.500%	2.500%	2.500%	2.500%	2.500%	2.500%
	87.50%	90%	92.50%	95%	97.50%	100%	102.50%	105%	107.50%	110%	112.50%
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Y	\$65.53	\$67.40	\$69.27	\$71.15	\$73.02	\$74.89	\$76.76	\$78.63	\$80.51	\$82.38	\$84.25
X	\$61.61	\$63.37	\$65.13	\$66.89	\$68.65	\$70.41	\$72.17	\$73.93	\$75.69	\$77.45	\$79.21
W	\$57.70	\$59.35	\$60.99	\$62.64	\$64.29	\$65.94	\$67.59	\$69.24	\$70.89	\$72.53	\$74.18
V	\$53.79	\$55.32	\$56.86	\$58.40	\$59.93	\$61.47	\$63.01	\$64.54	\$66.08	\$67.62	\$69.15
U	\$49.88	\$51.30	\$52.73	\$54.15	\$55.58	\$57.00	\$58.43	\$59.85	\$61.28	\$62.70	\$64.13
T	\$46.94	\$48.28	\$49.62	\$50.96	\$52.30	\$53.64	\$54.98	\$56.32	\$57.66	\$59.00	\$60.35
S	\$44.98	\$46.27	\$47.55	\$48.84	\$50.12	\$51.41	\$52.70	\$53.98	\$55.27	\$56.55	\$57.84
R	\$43.03	\$44.26	\$45.49	\$46.72	\$47.95	\$49.18	\$50.41	\$51.64	\$52.87	\$54.10	\$55.33
Q	\$41.06	\$42.24	\$43.41	\$44.58	\$45.76	\$46.93	\$48.10	\$49.28	\$50.45	\$51.62	\$52.80
P	\$39.11	\$40.23	\$41.35	\$42.47	\$43.58	\$44.70	\$45.82	\$46.94	\$48.05	\$49.17	\$50.29
O	\$37.16	\$38.22	\$39.28	\$40.35	\$41.41	\$42.47	\$43.53	\$44.59	\$45.66	\$46.72	\$47.78
N	\$35.19	\$36.20	\$37.20	\$38.21	\$39.21	\$40.22	\$41.23	\$42.23	\$43.24	\$44.24	\$45.25
N (2912 Hrs) Battalion Chief	\$25.14	\$25.86	\$26.58	\$27.29	\$28.01	\$28.73	\$29.45	\$30.17	\$30.88	\$31.60	\$32.32
M	\$33.24	\$34.19	\$35.14	\$36.09	\$37.04	\$37.99	\$38.94	\$39.89	\$40.84	\$41.79	\$42.74
M (2053 Hrs) Sgt	\$33.68	\$34.64	\$35.60	\$36.57	\$37.53	\$38.49	\$39.45	\$40.41	\$41.38	\$42.34	\$43.30
L	\$31.29	\$32.18	\$33.08	\$33.97	\$34.87	\$35.76	\$36.65	\$37.55	\$38.44	\$39.34	\$40.23
K	\$29.34	\$30.18	\$31.02	\$31.85	\$32.69	\$33.53	\$34.37	\$35.21	\$36.04	\$36.88	\$37.72
J	\$27.37	\$28.15	\$28.93	\$29.72	\$30.50	\$31.28	\$32.06	\$32.84	\$33.63	\$34.41	\$35.19
I	\$25.42	\$26.15	\$26.87	\$27.60	\$28.32	\$29.05	\$29.78	\$30.50	\$31.23	\$31.96	\$32.68
H	\$23.47	\$24.14	\$24.81	\$25.48	\$26.15	\$26.82	\$27.49	\$28.16	\$28.83	\$29.50	\$30.17
G	\$21.51	\$22.12	\$22.74	\$23.35	\$23.97	\$24.58	\$25.19	\$25.81	\$26.42	\$27.04	\$27.65
F	\$19.55	\$20.11	\$20.66	\$21.22	\$21.78	\$22.34	\$22.90	\$23.46	\$24.02	\$24.57	\$25.13
E	\$18.09	\$18.60	\$19.12	\$19.64	\$20.15	\$20.67	\$21.19	\$21.70	\$22.22	\$22.74	\$23.25
D	\$17.11	\$17.60	\$18.08	\$18.57	\$19.06	\$19.55	\$20.04	\$20.53	\$21.02	\$21.51	\$21.99
C	\$16.13	\$16.59	\$17.05	\$17.51	\$17.97	\$18.43	\$18.89	\$19.35	\$19.81	\$20.27	\$20.73
B	\$15.16	\$15.59	\$16.02	\$16.45	\$16.89	\$17.32	\$17.75	\$18.19	\$18.62	\$19.05	\$19.49
A	\$9.77	\$10.05	\$10.33	\$10.61	\$10.89	\$11.17	\$11.45	\$11.73	\$12.01	\$12.29	\$12.57

CITY OF WATERTOWN	
GRADE ORDER LIST	
GRADE	JOB TITLE
T	CITY ATTORNEY
T	DIRECTOR OF PUBLIC WORKS
T	CHIEF OF FIRE/EMERGENECY OPERATIONS
T	POLICE CHIEF
S	WATER/WASTEWATER UTILITIES MANAGER
S	FINANCE DIRECTOR
R	PUBLIC HEALTH OFFICER
R	OPERATIONS MANAGER
Q	DEPUTY CHIEF-FD
Q	ASSISTANT POLICE CHIEF
Q	ASSISTANT CITY ENGINEER
P	POLICE CAPTAIN
O	RECREATION AND PARKS DIRECTOR
O	WATER UTILITIES ASSISTANT MANAGER
N	BATTALION CHIEF SHIFT COMMANDER
N	ENGINEERING PROJECT MANAGER
N	ZONING ADMINISTRATOR/GRANT WRITER
N	PARKS SUPERVISOR
M	BUILDING INSPECTOR
M	STORMWATER PROJECT MANAGER
M	PUBLIC WORKS PROJECT MANAGER
M	ASSISTANT OPERATIONS MANAGER
M	PUBLIC HEALTH ASSISTANT DIRECTOR
M	POLICE SERGEANT
M	CLERK
M	WASTEWATER MAINTENANCE AND FACILITIES FOREMAN
M	STRATEGIC INITIATIVES AND DEVELOPMENT COORDINATOR
M*	HUMAN RESOURCES COORDINATOR
M*	INFORMATION TECHNOLOGY COORDINATOR
L	BUILDING INSPECTOR-PT
L	SR. CENTER AND ENRICHMENT DIRECTOR/OFFICE MANAGER

L	DISTRIBUTION CREW LEADER
K	ENVIRO HEALTH SANITARIAN (CERTIFIED)
K	EMERGENCY PREP/ENVIRO HEALTH SPECIALIST
K	PUBLIC HEALTH NURSE - RN
K	BILINGUAL COMMUNICATIONS SPECIALIST (PT)
K	DEPUTY TREASURER/CLERK
K	AQUATICS AND RECREATION MANAGER/PROGRAMMER
K*	PROGRAMING EVENT COORDINATOR
K	WASTEWATER COLLECTIONS CREW LEADER
K	WASTEWATER OPERATIONS FOREMAN
K	WATER OPERATIONS FOREMAN
K	MEDIA AND COMMUNICATIONS DIRECTOR
J	PT CODE ENFORCEMENT
J	ENVIRO HEALTH SANITARIAN (NON-CERTIFIED)
J	CITY FORESTER/BUCKET TRUCK OPERATOR
J	911 DISPATCH SUPERVISOR
J	LAB MANAGER
J	STREET/STORMWATER WORKING FOREMAN
I	HEAVY EQUIPMENT OPERATOR
I	MECHANIC
I	PREVENTIVE MAINTENANCE
H	PARALEGAL
H	PT FIRE INSPECTOR
H	NURSE - LPN
H	ASSISTANT CITY FORESTER
H	MECHANIC/PARKS MAINTENANCE/POOL OPERATOR
H	PARKS SPECIALIZED MAINTENANCE
H	911 DISPATCHER
H	911 DISPATCHER(PT)
H	SPECIALIZED MAINTENANCE/LIGHT EQUIPMENT OPERATOR
H	SOLID WASTE COLLECTION - LEADMAN
H	WASTEWATER COLLECTIONS SPECIALIST
G	ACCOUNTING CLERK
G	ADMINISTRATIVE ASSISTANT-ENGINEERING AND INSPECTION
G	EXECUTIVE ASSISTANT
G	COURT CLERK (MUNICIPAL)
G	ADMINISTRATIVE ASSISTANT II
G	COMMUNITY SERVICES OFFICER

G	GENERAL LABORER-STREETS
G	SOLID WASTE COLLECTION
G	BILLING CLERK
G	WATER DISTRIBUTION TECHNICIAN
G	WATER UTILITY TECHNICIAN
G	ADMIN ASST/BILLING CLERK ASST
G	MEDIA PRODUCTIONS MANAGER
F	ADMINISTRATIVE ASSISTANT
F	GENERAL LABORER-PARK RECREATION AND FORESTRY
F*	CUSTODIAN
F	INVESTIGATIONS TECHNICIAN
F	RECORDS CLERK (POLICE)
F	ASSISTANT UTILITY BILLING CLERK
F	BUILDING AND GROUNDS MAINTENANCE SUPERVISOR/WASTEWATER RELIEF OPERATOR
F	LEGAL ASSISTANT (PT)
B	CLERK/TYPIST

\*See attached memo regarding updated positions approved during the 2022 budgeting process.

# Memo

**To:** Mayor McFarland & Finance Committee

**From:** Lisa Schwartz, Human Resources Generalist

**Date:** December 7, 2022

**Re:** **Payroll Resolution-Updated Positions**

The following positions have been reviewed by a third-party vendor as part of the preparation for the 2023 budgeting process. With the approval of the budget the following changes are added to the 2023 payroll resolution. Please note that as of December 7<sup>th</sup> the memo supporting the change to the HR Generalist position has been requested but has not been received. Please direct questions regarding the change to the City Attorney or the Mayor.

Event Programing Coordinator-New Position Grade K

Information Technology Coordinator-Currently Grade K increasing to Grade M

Human Resources Coordinator-Currently Grade K increasing to Grade M

Custodian-Currently Grade C increase to Grade F

These positions have been noted on the payroll resolution for approval.



August 17, 2022

**MEMORANDUM**

**TO:** Emily McFarland and Lisa Schwartz

**FR:** Heather Barber, Consultant

**RE:** Classification Request – Programming Director

The City provided job documentation related to this position. This is a newly-created position requiring a Bachelors Degree and relevant experience.

Based on the job documentation and our comprehensive job evaluation, it is our recommendation that this position be classified as a Grade K position.

Please feel free to contact me with questions on this review.

## POSITION DESCRIPTION

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

**Revised: August 3, 2022**

**Title:** Bentzin Family Town Square Programming Event Coordinator  
**& Forestry FLSA Status:** Exempt

**Department:** Parks, Recreation,

### **General Summary:**

This is a managerial and administrative position responsible for overseeing all aspects of event programming at the Bentzin Family Town Square ("The Venue") and programming through the recreation department. This position works closely with the Director of Park and Recreation and the City's economic development staff to develop programming that aligns with the economic development goals of the City.

### **Reporting Relationships:**

Under administrative direction of the Director of Park and Recreation Department and the Bentzin Family Town Square Programming Committee, this position exercises considerable initiative and judgement in managing programming in the recreation department as well as operations of "The Venue". This position is responsible for overseeing and managing contracted personnel and vendors, including, but not limited to, contracted maintenance technicians.

### **Specific Accountabilities:**

1. Develop and maintain annual, and ongoing, programming schedule for The Venue and recreation department.
2. Actively solicit vendors, performers, exhibitors, etc. to generate engagement downtown.
3. Respond to requests for Venue rental and integrate rentals into programming schedule.
4. Perform all activities in accordance with the requirements of public government and Department policy.
5. Prepare event and programming plans, budgets, timelines, resource requirements and equipment lists. Ensure deadlines, budgetary guidelines and quality standards are met.
6. As necessary, direct and coordinate onsite activities of vendors, volunteers and contractors to ensure successful execution of programs and events.
7. Procure and oversee all the necessary contracts or City services to maintain a safe and clean environment at The Venue, including, but not limited to, sanitation, landscape maintenance, policing and security.
8. Identify and secure event, and annual, sponsors through national, regional or local sponsorship agreements. Oversee event sponsorship acknowledgements and disseminate informational reports for all sponsors as requested.
9. Actively seek and apply for grant funding. Administer grant awards and ensure compliance with all reporting requirements.
10. Work closely with event organizations and vendors to facilitate event registration.
11. Work with the City's Media Department staff to:
  - a. Execute marketing strategies that drive attendance and engagement,
  - b. Generate multimedia content

12. Coordinate administrative materials, acquire equipment and supplies, including audiovisual, catering needs for events.
13. Draft Requests for Proposals (RFPs) and estimates. Negotiate agreements with contractors, organizations and vendors to ensure the lowest cost and highest quality of services.
14. Manage contracts and service agreements.
15. Conduct event risk assessments and collaborate with City Police Department and City Attorney to reduce/eliminate potential risks through acquiring additional event security and/or creating event waivers.
16. Analyze event performance and prepare reports for distribution to sponsors, board members, participants and other stakeholders as needed.
17. Build relationships and partnerships within the community with: businesses, sponsors/donors, nonprofit organizations/foundations, community organizations, etc.
18. Manage listing of events across various public and private event calendars.
19. Promote and represent the City in a professional manner.
20. Support the Director of Park and Recreation with other duties as assigned.

#### **Required Knowledge, Skills and Abilities:**

- Bachelor's degree from an accredited college or university with major course work in Marketing, Public Relations, Communications, Business, Hospitality Management, or a related field (equivalent combination of education and experience considered).
- Solid understanding of marketing and/or public relations.
- Customer service experience required.
- Strong verbal, written communication and organizational skills. Prior experience with boards of directors and/or city government is preferred.
- Excellent computer skills (Outlook, Word and Excel).
- Proven ability to meet deadlines and successfully manage multiple projects simultaneously.
- Must be able to work independently, possess strong work ethic and be detail-oriented.
- Possess strategic planning and problem solving skills.
- Works well in a fast-paced environment.
- Must be able to stand for long periods of time (4-5 hours) and lift up to 20 pounds.
- Ability to work in indoor and outdoor environments and withstand temperature changes and varying noise levels.
- Ability to develop and maintain effective working relationships with the general public, elected and appointed officials, other City departments, School District and other community organizations

#### **Exceptional Qualifications:**

- Three (3) years work experience with activities including project management, event planning, public relations, business administration, marketing, communications, volunteer or non-profit administration, or any equivalent experience.
- Experience in membership-driven organizations, with an emphasis on development, marketing management or equivalent experience.
- Understanding of business operations, community relations and finance.
- Supervisory experience preferred.
- Experience managing onsite staff.
- Proven success in overseeing the execution of community-wide events, marketing to diverse audiences, and/or securing sponsors to raise funds for event execution.





October 20, 2022

**MEMORANDUM**

**TO:** Lisa Schwartz, Human Resources Generalist

**FR:** Heather Barber, Consultant

**RE:** Classification Request – Information Technology Coordinator

The City provided job documentation related to this position and requested a review based on the updated duties.

This is a professional-level position reporting directly to the Mayor. It requires a Bachelors Degree and relevant experience.

The position was evaluated in a number of areas including Thinking Challenges, Decision-Making, Interactions and Communications, and Education and Experience, and based on the job evaluation score, it would be our recommendation that this position be moved from Grade K to Grade M on the City's salary plan.

Please feel free to contact me with questions on this review.

CITY OF  
WATERTOWN

POSITION DESCRIPTION

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

DATE:
September 22, 2020

Title: Information Technology Coordinator

Reports to: Mayor

FLSA Status: Exempt

Location: City Hall

General Summary:

Under the general direction of the Mayor, this position is responsible to oversee all city-wide information technology activities including site-related networking, database, hardware and software support, VPN support, and remote monitoring. This position also has involvement in all new product development projects and directing enterprise-wide software implementations. Also included is day to day support, installation, testing, diagnosis, repair and maintenance of desktops, printers, peripherals, client applications, audio video devices and telecommunication systems for facilities. Under direction of the Mayor, this position makes more immediate decisions to ensure problems reach resolution timely. In conjunction with an IT Consultant, this position will manage the organization's current information systems and procedures and facilitate solutions to help operations be more efficiently and effectively run.

Principal Duties and Responsibilities:

1. Direct planning and implementation of enterprise IT systems in support of business operations to improve cost-effectiveness, service quality, data collection, data analytics, and business performance. Evaluate existing information technology needs of all departments; propose recommendations to maintain and improve the quality of service; plan, coordinate, and implement improvements in service.
2. Promote and oversee strategic relationships between internal IT resources and external entities, including vendors and partner organizations. Coordinates maintenance and repair of equipment and component replacement.
3. Log, track and address all incidents and requests on the Helpdesk system.
4. Oversee and participate in the development and administration of the City of Watertown's annual IT budget, and assist in the coordination of information technology capital improvement purchases for all City departments
5. Responsible for planning and defining desktop configuration and overall architecture strategy with the Mayor and contractors.
6. Installs and sets parameters for client based operating systems and application software packages

according to IT standards.

7. Responsible for connecting computer equipment to the network, databases and systems, and schedules IT installations with third party vendors.
8. Diagnoses equipment malfunctions and take corrective actions.
9. Assists in analyzing and tracking emerging technologies, researching new products and planning for future systems.
10. Develop and implement policies, procedures, and training documentation to support IT software and systems.
11. Serves as a liaison, consults, and escalates support requests with vendor support, consultants, and end users as needed to resolve issues.
12. Supports in coordination with vendors new installation or upgrades of Information Systems & Databases; including servers, applications, databases, and integration interfaces.
13. Performs quality assurance testing to ensure the system is operating as expected.
14. Recommends technical specifications for needs assessments, solution comparison, and request for bids/proposals.
15. Perform other related duties as required or assigned by the Mayor.

### **Knowledge, Skills, and Abilities**

- Knowledge and experience in the installation of computer hardware and network components.
- Knowledge on implementation of operating systems, suites and applications similar to the city's systems and applications.
- Knowledge on internet connectivity, network security design and implementation techniques.
- Ability to diagnose and take corrective action concerning computer malfunctions.
- Ability to work independently without close supervision.
- Ability to work as part of a project team with other City employees and elected officials.
- Ability to establish and maintain effective working relationships.
- Must have cabling experience (network, cable TV, LAN, coaxial, fiber).
- Must be proficient with power and hand tools including cordless drills, digital multi-meters, cable analyzers, cabling tools and others.
- Must be comfortable with heights.
- Ability to maintain accurate and complete records.
- Ability to answer inquiries and complaints effectively with tact and courtesy.
- Ability to accurately interpret requests and process efficiently and expeditiously.
- Ability to communicate effectively by listening and carrying out the request or problem to a positive resolution.
- Knowledge of LAN and WAN, project management, capacity planning, work plan preparation and version change control.
- Ability to work with assignments that typically have impact on multiple groups of IT partners
- Ability to comprehend various business processes within a multi-departmental organization.
- Ability to facilitate open exchange of ideas and provide for effective communication.
- Ability to collaborate, coordinate, and schedule appropriate meetings/appointments for working together and project updates.
- Ability to work under pressure and meet deadlines.
- Trustworthy and open-minded to restore impacted operational systems and processes quickly.

**Education and Experience:**

Bachelor of Science degree or technical degree with a minimum of three (3) years of experience working in IT operations, installing and maintaining PC's, network servers and LAN Intranets/Extranets, including Internet connectivity, maintenance and VPNs. An equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered. Knowledge of computer systems, security, network and systems administration, databases, data storage systems, phone systems and Windows server OS/Office products strongly preferred.

## POSITION DESCRIPTION

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

**DATE:** 09/10/2018

5/6/2021

8/7/2022

**Title:** Human Resources Coordinator **Department:** Human Resources **FLSA Status:** Exempt

### **General Summary:**

The Human Resources Coordinator's duties involve human resource related activities to recruit and retain a qualified workforce, administer benefit programs, maintain personnel records and assist other departments in human resource functions.

### **Reporting Relationships:**

Under the administrative direction of the Mayor, this position is expected to exercise considerable initiative and sound judgment in serving as a link between management and employees. This position will work closely with the office of the Finance Department regarding payroll matters, budget calculations for wages and benefits, public record requests and other matters. The Human Resources Coordinator will also consult regularly with the City Attorney and contracted Labor Attorney regarding union contracts, updates to personnel and employment policies and other employment issues. This position will occasionally attend meetings of and provide reports or communications to the Finance Committee, Committee of the Whole and Common Council.

Work is reviewed through conferences, periodic performance evaluation reports and observation of results achieved.

### **Specific Accountabilities:**

1. Coordinates with department heads in recruitment of full-time and regular part-time employees with the exception of those falling under jurisdiction of Police and Fire Commission or Library Board. Related duties include but are not limited to preparing internal and external job notices, coordinating advertising; arranging any special examinations; coordinating scheduling of selection process; participating in interviews; verifying applicant eligibility; conducting background and reference checks; scheduling pre-employment physical, psychological and drug/alcohol testing when required for the position and maintaining recruitment and selection records. Ensures recruitment activities are performed in compliance with legal requirements.
2. Coordinates onboarding for new employees and elected officials to include verifying submission of council packets by departments to include candidate selection criteria, offer criteria of candidates, and timeline for new hires.

3. Administers employee benefit programs-health, dental, flex spending, Wisconsin compensation, Aflac, Wisconsin Retirement System. Monthly reconciliation, change entry in the payroll system and communication of changes with payroll and the employee.
4. Proactively interfaces with benefit organizations and comparable municipal organizations through the city channels to obtain benefit quotes and needs surveys for the employee body pertaining to the benefit programs (Employee assistance programs, competitive health options, vision programs.)
5. Manages annual benefits open enrollment by distributing and explaining benefits materials to employees, traveling to site locations, data entry in the HRIS system and vendor sites, and auditing of materials that are turned in.
6. Employee onboarding-Related duties include but are not limited to meeting with new employees regarding City employment benefits; assisting new and existing employees with benefit questions and forms; communicating benefit updates to employees; conducting annual open enrollment processes; processing benefit enrollments, changes, retirements, terminations and routing deduction amounts to the Finance Department's office for payroll processing.
7. Processes employee separations for retirees, voluntary, and involuntary separations. Related duties include sick leave management for retirees, benefit continuation documents, recoupment of contractual obligations, and unemployment documentation.
8. Ensures compliance with compensation plan by monitoring pay rates and pay calculations for interim assignments, demotions, and promotions. Assists departments under guidance of the Mayor with JDQ submittals for proposed positions or position changes to be evaluated for placement into the compensation plan. Ensures completion of committee approval and documentation for employee records. Promptly reports position/pay changes to Finance Department's office for payroll processing.
9. Maintains City's performance evaluation program, collecting and routing performance evaluations to the proper reviewing authority and monitoring that evaluations are occurring at regular intervals. Assists department heads with implementation of performance improvement plans to address performance deficiencies.
10. Administer performance appraisal program; conduct annual management training, recommend system improvements, and monitor salary adjustments to ensure compliance with policy.
11. Provides guidance to department heads in handling and documenting disciplinary processes up to and including termination.
12. Maintains personnel records for all City employees including pay and position changes, confidential medical and disciplinary records and maintains secure storage of confidential records. Maintains and enters employee data into HR software application. Maintains updated position descriptions for all employees. Responds to requests for employment verification and employment records. Serves as records custodian for personnel and medical files. Maintains accountability of archiving of records related to HR function.
13. Supports the functions, development, and increased utilization of the Payroll/HRIS system, application system, website, and social media updates pertaining to the HR role.
14. Coaches departments through the recruitment process utilizing the application database system to included equitable application review, interview processes, selection guidelines, and committee consideration.
15. Utilization of accounts receivable program to enter department invoices and expenses for department costs related to recruitment.
16. Cobra program management to include enrollment and invoicing of payments.
17. Accepts and reports work injuries to City's workers' compensation insurance carrier in a timely manner, coordinates with insurance carrier and department heads in returning injured employees to duty, works to develop programs to reduce the risk of injuries and workers' compensation claims. Maintains training and communication with the teams to improve reporting efforts.
18. Administers leave programs including Family and Medical Leave, Emergency Leave, and Voluntary Leave Donation.
19. Stays apprised of ever-changing employment issues and legislative changes and works to ensure compliance with City employment policies, Federal and State of WI laws regarding employment, pay and benefits including but not limited to FLSA, FMLA, COBRA, ADA, ACA and performing timely reporting to OSHA, EEOC, BLS, DSPS, etc. Maintains accurate record keeping and timely reporting for regulatory compliance

20. Suggests updates and corrections to the personnel manual. Consults with appropriate legal counsel to develop policy language before submitting to Finance Committee and Common Council for approval. Communicates changes to personnel manual or other employment policies to employees.
21. Serves as primary resource for employees with questions regarding interpretation of employment policies, work rules, pay and benefits and wellness committee initiatives.
22. Accepts reports of harassment and reports them to the appropriate authority; maintains report records and assists Mayor and City Attorney, and law enforcement in investigations related to such reports.
23. Provides information to the Mayor, City Attorney and Labor Attorney for use in collective bargaining matters and negotiations and attends negotiation sessions if requested by the Mayor or legal counsel.
24. Participates in PARS monitoring of driver license status for employees that drive City vehicles or possess a CDL. Coordinate CDL drug and alcohol testing.
25. Schedules and coordinates various types of training for department heads and employees (examples: personnel evaluation training, harassment training).
26. Assists with preparation of annual budget focusing on areas relating to organizational staffing, wages, benefits, training and other employee programs.
27. Conducts outreach to municipal organizations regarding organizational structure for personnel planning.
28. Various special projects such as working with departments on job description revisions, researching benefit options, responding to or conducting salary/benefit surveys and grant opportunities along with supporting documentation required for committee consideration.
29. Assists with annual benefits open enrollment by distributing and explaining benefits materials to employees, traveling to site locations, data entry in the HRIS system and vendor sites, and auditing of materials that are turned in.
30. Engages in activities that promote awareness throughout employee base through regular, proactive communications, and quarterly newsletter. Maintains a presence within City departments and community organizations as part of outreach efforts.
31. Other duties as assigned pertaining to Human Resources functions.

### **Required Knowledge, Skills and Abilities:**

Graduation from an accredited college, university, technical college with major course work in human resources, public administration, business administration or related field with three (3) to five (5) years of human resources experience including benefits administration and labor relations or an equivalent combination of education and experience which provides the following knowledge, skills and abilities:

- Ability to operate a variety of office equipment such as computer, printer, calculator, copy machine, scanner, and telephones.
- Considerable knowledge of computerized department program software, Internet, database, spreadsheet and word processing programs
- Ability to make decisions and give recommendations regarding the selection, discipline and discharge of employees.
- Ability to prepare and maintain accurate documents and reports.
- Ability to work with sensitive and confidential information on a regular basis.
- Ability to comprehend and interpret a variety of documents and reports such as labor agreements, insurance contracts, personnel policies, surveys, budgets, training materials, insurance and payroll reports, cost allocations, job applications and resumes, statutes and codes, and professional journals.
- Ability to communicate effectively with union leaders, department heads, employees, City officials, job applicants, insurance representatives, sales representatives, attorneys, and the general public to convey or exchange information.
- Knowledge and understanding of job analysis; performance appraisal and prediction; recruitment and selection; employment relations; classification and compensation; theories, principles, techniques and methods of assessment and evaluation to predict employment performance; training concepts and techniques, AA/EEO, ADA, FMLA, FLSA and other professional standards, laws and principles, presentation techniques, etc.



September 29, 2022

**MEMORANDUM**

**TO:** Lisa Schwartz, Human Resources Generalist

**FR:** Heather Barber, Consultant

**RE:** Classification Request – Maintenance Custodian

The City provided job documentation related to this position and requested a review based on the updated duties.

The duties of this position have evolved since its original evaluation. Rather than solely a cleaning position, some of the basic housekeeping items have been outsourced, allowing this position to take on more complex maintenance work.

The position was evaluated in a number of areas including Thinking Challenges, Decision-Making, Interactions and Communications, and Education and Experience, and based on the job evaluation score, it would be our recommendation that this position be moved from Grade C to Grade F on the City's salary plan.

Please feel free to contact me with questions on this review.



CITY OF  
WATERTOWN

POSITION DESCRIPTION

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DATE:

January 24, 1997  
Revised: December 9, 2002  
Revised: April 19, 2017  
Revised: June 10, 2021  
Revised: September 7, 2022

Title:

Maintenance Custodian

Department:

Police

FLSA Status:

Nonexempt

General Summary:

The Municipal Building provides services that are essential to the health, safety and wellbeing of our staff and the citizens they serve. The Maintenance Custodian is a core team member responsible for maintaining a clean work environment. This position primarily works at the Municipal Building but may assist at the Senior Center and Health Department as needed.

Reporting Responsibilities:

Work is performed under the direct guidance of the Assistant Chief of Police.

Specific Accountabilities:

- Cleans, sweeps, vacuums, mops, dusts, etc. of offices, meeting rooms, hallways, elevators, stairwells, kitchens, break rooms, lobby areas, conference rooms, restrooms, etc.
- Collects garbage and recyclables, picks up debris in and around the building's entrances, parking lots, landscaped areas, sidewalks, walkways, etc.
- Follows disinfection and decontamination procedures when dealing with bodily fluids and other biohazards.
- Organizes janitorial and general storage areas.
- Tracks janitorial and other supplies and requests replacements when needed.
- Strips and renews floor finishes, shampoos carpeting, treats stains on carpets and upholstery.
- Removes snow and applies salt to sidewalks, entrances, parking lots, etc.
- Sets up tables, chairs, and other items for events when requested.
- Maintains property by landscaping, mowing, watering, trimming, etc.
- Provides maintenance and minor repairs to plumbing, electrical, HVAC and other routine work.
- Performs some repairs and maintenance of buildings by patching walls and doors, painting walls and trim, replacing fixtures and partitions, replacing damaged ceiling and floor tiles, and other general repairs.
- Washes windows, screens, sills, woodwork, doors, desks, walls, and ceilings.
- Responds to after hour emergencies.

**Required Knowledge, Skills and Abilities:**

High school graduation (or HSED equivalent), one year experience in the operation of light and some medium equipment and one year experience in basic grounds and building maintenance. Must possess a valid Wisconsin Driver license and good driving record. Must have the ability to successfully complete a pre-employment post offer physical to include drug and alcohol screen upon hire, and random drug and alcohol screens thereafter. Must provide the city with all information regarding previous employers drug and alcohol screens. Must have equivalent combination of education, experience and training that provides the following knowledge, skills and abilities.

- Considerable knowledge of materials, methods, practices, techniques and equipment used in grounds and building maintenance.
- Ability to interpret plans and specifications.
- The ability to read and follow written instructions and labels.
- Ability to keep accurate records.
- Ability to perform light to heavy physical tasks under varying weather conditions.
- Ability to understand and carry out instructions.
- Ability to remain drug and alcohol free while on the job.
- Ability to lift and carry up to 50 lbs.
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the general public.
- Knowledge of building upkeep and repairs.
- Knowledge of use and maintenance of industrial cleaning chemicals and equipment.
- Familiarity with basic landscaping and handyman practices.
- Attention to detail and conscientiousness.

CITY OF  
WATERTOWN

POSITION DESCRIPTION

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DATE: January 24, 1997

Revised: December 9, 2002

Revised: April 19, 2017

Revised: June 10, 2021

Revised: September 7, 2022

Title: Maintenance Custodian

Department: Parks, Recreation, & Forestry Department

FLSA Status: Nonexempt

**General Summary:**

The Senior/Community Center provides services that are essential to the health, safety and wellbeing of our staff and the citizens they serve. The Maintenance Custodian is a core team member responsible for maintaining a clean work environment. This position primarily works at the Senior/Community Center but may assist at the Municipal Building and Health Department as needed.

**Reporting Responsibilities:**

Work is performed under the direct guidance of the Senior Center Director/Office Manager.

**Specific Accountabilities:**

1. Cleans, sweeps, vacuums, mops, dusts, etc. of offices, meeting rooms, hallways, elevators, stairwells, kitchens, break rooms, lobby areas, conference rooms, restrooms, etc.
2. Collects garbage and recyclables, picks up debris in and around the building's entrances, parking lots, landscaped areas, sidewalks, walkways, etc.
3. Follows disinfection and decontamination procedures when dealing with bodily fluids and other biohazards.
4. Organizes janitorial and general storage areas.
5. Tracks janitorial and other supplies and requests replacements when needed.
6. Strips and renews floor finishes, shampoos carpeting, treats stains on carpets and upholstery.
7. Removes snow and applies salt to sidewalks, entrances, parking lots, etc.
8. Sets up tables, chairs, and other items for events when requested.
9. Maintains property by landscaping, mowing, watering, trimming, etc.
10. Provides maintenance and minor repairs to plumbing, electrical, HVAC and other routine work.
11. Performs some repairs and maintenance of buildings by patching walls and doors, painting walls and trim, replacing fixtures and partitions, replacing damaged ceiling and floor tiles, and other general repairs.
12. Washes windows, screens, sills, woodwork, doors, desks, walls, and ceilings.
13. Responds to after hour emergencies.

**Required Knowledge, Skills and Abilities:**

High school graduation (or HSED equivalent), one year experience in the operation of light and some medium equipment and one year experience in basic grounds and building maintenance. Must possess a valid Wisconsin Driver license and good driving record. Must have the ability to successfully complete a pre-employment post offer physical to include drug and alcohol screen upon hire, and random drug and alcohol screens thereafter. Must provide the city with all information regarding previous employers drug and alcohol screens. Must have equivalent combination of education, experience and training that provides the following knowledge, skills and abilities.

- Considerable knowledge of materials, methods, practices, techniques and equipment used in grounds and building maintenance.
- Ability to interpret plans and specifications.
- The ability to read and follow written instructions and labels.
- Ability to keep accurate records.
- Ability to perform light to heavy physical tasks under varying weather conditions.
- Ability to understand and carry out instructions.
- Ability to remain drug and alcohol free while on the job.
- Ability to lift and carry up to 50 lbs.
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the general public.
- Knowledge of building upkeep and repairs.
- Knowledge of use and maintenance of industrial cleaning chemicals and equipment.
- Familiarity with basic landscaping and handyman practices.
- Attention to detail and conscientiousness.