



## COMMON COUNCIL MEETING AGENDA

TUESDAY, APRIL 18, 2023 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. **INTRODUCE NEW & RE-ELECTED OFFICIALS**
3. **OATH OF OFFICE FOR ALDERPERSONS**
4. **ROLL CALL**
5. **PLEDGE OF ALLEGIANCE**
6. **ELECTION OF COUNCIL PRESIDENT**
7. **ELECTION OF PLAN COMMISSION MEMBER**
8. **MINUTES OF COUNCIL MEETING HELD**

(Secret Ballot Simple Majority Required)

(Open Ballot Simple Majority Required)

A. Minutes from April 3, 2023

9. **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.*

10. **REPORTS**

A. Plan Commission Minutes from February 27, 2023

B. Site Plan Review Minutes from February 27, 2023

C. Licensing Board meeting minutes from March 8, 2023

D. Site Plan Review Minutes from March 13, 2023

E. Finance meeting minutes from March 13, 2023

F. Site Plan Review Minutes from March 27, 2023

G. Public Safety and Welfare meeting minutes from April 5, 2023

H. Site Plan Review Minutes from April 10, 2023

11. **COMMUNICATION & RECOMMENDATIONS**

A. Moment of silence for Mayor David

B. April Employee Recognitions

C. 2022 Tourism Annual Report - Financials

D. Watertown Department of Public Health 2022 Annual Report

E. Watertown Fire Department March Monthly Report

## **12. NEW BUSINESS**

A. Committee Assignments

## **13. ACCOUNTS PAYABLE**

A. Accounts Payable

## **14. MISCELLANEOUS BUSINESS**

A. Payroll Summary - March 22, 2023 - April 4, 2023

B. Cash and Investments - March 31, 2023

## **15. LICENSES**

A. Licensing Board Memo to Council

B. Review and take action: application for Temporary Class "B" License for the Town Square Grand Opening by Watertown Rotary Club on May 20, 2023

C. Review and take action: application for Temporary Class "B" License for Watertown Riverfest by Watertown Riverfest Inc. on August 10, 2023 - August 13, 2023

D. Review and take action: Temporary Premises Amendment application by Erin Schroeder for Run-Inn Erin's 700 N 4<sup>th</sup> St. for the dates May 8, 15, 22, 2023, June 5, 12, 18, 26 2023, July 10, 17, 24, 31, 2023, and August 7, 14, 21, 2023 during the hours of 6:00 pm - 10:00 pm

## **16. ORDINANCES**

A. Ord 23-09 Ordinance to Create Article XIII of Chapter 24 Town Square Programming Commission of the City of Watertown General Ordinances (Sponsor: Mayor Emily McFarland From: Park, Recreation and Forestry Commission, 1st Reading)

B. Ord 23-10 to Amend Chapter 550 Official Zoning Map of the City of Watertown (Sponsor: Mayor McFarland From: Plan Commission, 1st Reading) - Rezoning of 713 Milford Street

C. Ord 23-11 to Adopt Amendments to the 2019 City of Watertown Comprehensive Plan (Sponsor: Mayor McFarland From: Plan Commission, 1st Reading) - 407 S. Washington Street

D. Ord 23-12 to Amend Chapter 550 Official Zoning Map of the City of Watertown (Sponsor: Mayor McFarland From: Plan Commission, 1st Reading) - Rezoning of 407 S. Washington Street

E. Ord 23-13 Amend Section 500-7 C. Temporary Restricted Parking Of The City Of Watertown General Ordinances (Sponsor: Ald. Smith From: Public Safety And Welfare Committee, 1st Reading)

## **17. RESOLUTIONS**

A. Exh. 9504 - Resolution to Enter into the Agreement for 2023 Tourism Promotion Services between the Watertown Tourism Commission, the City of Watertown and the Watertown Area Chamber of Commerce (Sponsor: Mayor Emily McFarland From: Finance Committee)

B. Exh. 9505 - Resolution to Enter into a Property Management Agreement between the City of Watertown and the City of Watertown Redevelopment Authority (Sponsor: Mayor Emily McFarland From: Finance Committee)

C. Exh. 9506 - Resolution to create Town Square Future Fund and approve 2023 budget (Sponsor: Mayor Emily McFarland From: Finance Committee)

D. Exh. 9507- Review and approve: Riverhouse Development Agreement Amendment

## **18. 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.*

## **19. 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  
Monday April 3, 2023**

Section 8, Item A.

Mayor McFarland called the regular meeting of the City of Watertown Common Council to order at 7:00 p.m. on Monday April 3, 2023. This meeting was open for attendance in the council chambers as well as virtually.

**ROLL CALL**

Roll call indicated the following Alderpersons present: Ald. Davis, Lampe, Ruetten, Bartz, Licht, Smith, Schmid, Wetzel and Romlein. 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, Health Officer Carol Quest, and City Clerk Megan Dunneisen. Virtually attending were City Attorney Steven T. Chesebro, Engineering Department Ritchie Piltz, Public Works Director Jaynellen Holloway, and Storm Water Manager Maureen McBroom.

**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, March 21, 2023. There being none, minutes were accepted as presented.

**COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT**

No comments were received.

**PUBLIC HEARING**

Mayor McFarland opened the Public Hearing for Hunter Oaks Planned Unit Development Plan (PUD) General Development Plan (GDP) at 7:02 p.m., John Donovan, manager for Bielinski gave an overview of the project plan. Comments from Melvin Teska of 622 Belmont Dr. and Richard Radtke of 1220 Steeplechase Dr. were received. Mr. Radtke spoke in favor but brought up the concern of the discontinuing road in area A-D. He spoke about the concern of congestion during high traffic times. Mr. Teska also spoke on this concern and about Fire and EMS accessibility to the area. There being no further public comment, Mayor McFarland closed the public hearing at 7:16 p.m.

**REPORTS**

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

The following reports were received and filed: Senior Center Advisory Board Minutes from December 20, 2022, Board of Health Minutes of January 31, 2023, Parks, Recreation, and Forestry Minutes from February 20, 2023, RDA Minutes March 15, 2023, Downtown Main Street Reconstruction Task Force March 22, 2023 Minutes.

**COMMUNICATIONS & RECOMMENDATIONS**

Stephanie Curtis with Watertown Family Connections gave an update on their organization and collaborative efforts with the community. Health Officer Carol Quest presented the 2022 Community Health Needs Assessment Report. Ald. Davis, Lampe and Schmid spoke on the topic. Wisconsin Department of Health Services 140 Review approval letter was presented to council, Ald. Smith gave recognition to those involved.

**ACCOUNTS PAYABLE**

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

Certified accounts were presented. Ald. Romlein moved to pay all certified accounts, seconded by Ald. Wetzel and carried by roll call vote: Yes-9; No-0; Abstain-0.

**MISCELLANEOUS BUSINESS**

Payroll Summaries - February 22, 2023 to March 7, 2023 and March 8 to March 21, 2023,  
Card Purchases over \$10,000- January and February, 2023 were presented.

### **ORDINANCES**

Ord 23-04 - Ordinance to Repeal Chapter 341 Impact Fees and Article IV Excess Capacity Sewer Service Charge of Chapter 508 Wastewater Facilities (Sponsor: Alderperson Wetzel From: Public Works Commission, 2<sup>nd</sup> Reading). Ald. Wetzel moved for adoption of ordinance 23-04 on its 2<sup>nd</sup> reading, seconded by Ald. Romlein and carried by roll call vote: Yes-9; No-0; Abstain-0.

Ord 23-05 - Ordinance to amend Chapter 288 Articles I & II, Erosion and Sediment Control (Sponsor: Alderperson Wetzel From: Public Works Commission, 2<sup>nd</sup> Reading). Ald. Ruetten moved for adoption of ordinance 23-05 on its 2<sup>nd</sup> reading, seconded by Ald. Licht and carried by roll call vote: Yes-9; No-0; Abstain-0.

Ord. 23-06 - Ordinance to amend Chapter 356, Landscaping (Sponsor: Alderperson Wetzel From: Public Works Commission, 2<sup>nd</sup> Reading). Ald. Wetzel moved for adoption of ordinance 23-06 on its 2<sup>nd</sup> reading, seconded by Ald. Romlein and carried by roll call vote: Yes-9; No-0; Abstain-0.

Ord. 23-07 - Ordinance to amend Articles I and II of Chapter 453, Stormwater Management (Sponsor: Alderperson Wetzel From: Public Works Commission, 2<sup>nd</sup> Reading). Ald. Ruetten moved for adoption of ordinance 23-07 on its 2<sup>nd</sup> reading, seconded by Ald. Bartz and carried by roll call vote: Yes-9; No-0; Abstain-0.

Ord. 23-08 - Ordinance to create Article III of Chapter 453, Stormwater Management (Sponsor: Alderperson Wetzel From: Public Works Commission, 2<sup>nd</sup> Reading). Ald. Wetzel moved for adoption of ordinance 23-08 on its 2<sup>nd</sup> reading, seconded by Ald. Romlein and carried by roll call vote: Yes-9; No-0; Abstain-0.

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

No comments were received.

### **ADJOURNMENT**

There being no further business to come before the Council at this time, Ald. Licht moved to adjourn, seconded by Ald. Bartz, and carried by voice vote at 7:59 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>*

**The Plan Commission met on the above date in the Council Chambers.**

**The following members were present:** Mayor Emily McFarland (Chair), Jaynellen Holloway PE (Director of Public Works/City Engineer), Brian Zirbes (Zoning), Alyse Talaga (Citizen Member), Brian Konz (Park & Rec. Rep), Melissa Lampe (Citizen Member), Nick Krueger (Citizen Member), and James Romlein PE (Recording Secretary).

**1. CALL TO ORDER**

**Mayor McFarland called the meeting to order.**

**2. APPROVAL OF MINUTES**

**A. Review and take action: Site Plan Review Minutes dated February 13, 2023**

**Motion to approve by Lampe, Second by Konz.**  
**Unanimous by voice vote**

**3. BUSINESS**

**Mayor McFarland read the Item 3 A header, and called Mr. Zirbes to present the matter.**

**A. Initial Review - and Set Public Hearing Date: A rezoning requested to change the zoning on a portion of a parcel located at 713 Milford Street from Single-Family Residential Zoning to Planned Office and Institutional Zoning.**

**Mr. Zirbes presented the specifics in the February 20 letter shown below to the members for consideration.**

Parcel PIN: 291-0815-0813-000

**SITE DETAILS:**

Acres: 32.54

Current Zoning: Planned Office and Institutional & Single-Family Residential

Existing Land Use: Institutional

Future Land Use Designation: Planned Neighborhood & Planned Mixed Use

**BACKGROUND & APPLICATION DESCRIPTION:**

The applicant is proposing to change the zoning designation of a strip of land along the northern edge of the property from Single-Family Residential Zoning to Planned Office and Institutional Zoning. The purpose of the rezoning is to align the Planned Office and Institutional Zoning District boundary with the north property line. The property line changed due to a Certified Survey Map adopted last year. The rezoning would put the entire parcel under the Planned Office and Institutional Zoning District.

**STAFF EVALUATION:**

**Land Use and Zoning:**

Nearby Future Land Use designations include Planned Neighborhood to the north and Planned Mixed Use to the south. The parcel itself exists partial in both the Planned Neighborhood & Planned Mixed Use Future Land Use Categories.

Nearby Zoning includes Single-Family Residential Zoning to the north and Planned Office and Institutional Zoning to the south.

**Zoning Code**

The zoning code requires the Plan Commission to conduct an initial review of the rezoning and schedule a public hearing before the Common Council.

Per Section § 550-141E:

- E. Initial review by the Plan Commission and scheduling of Common Council public hearing. The Common Council shall not make an amendment to the Official Zoning Map without allowing for a recommendation from the Plan Commission per the provisions of this subsection.
- (1) The Plan Commission shall schedule a reasonable time and place for a public meeting to hear the application within 45 days of the acceptance and determination of the complete application as determined by the Zoning Administrator. The applicant may appear in person, by agent and/or by attorney.
  - (2) Within 60 days after the public meeting (or within an extension of said period requested in writing by the applicant and granted by the Plan Commission), the Plan Commission shall schedule a public hearing before the Common Council.

OPTIONS:

The following are possible options for the Plan Commission:

- 1. Set public hearing date for March 21, 2023.

**Mayor McFarland asked for questions or objections to setting the hearing date as requested. Hearing none, requested a motion to set the public hearing date.**

**Motion by Holloway to set the date for March 21, 2023 and seconded by Lampe.  
Mayor asked for questions, and called the question. Unanimous by voice vote**

**Mayor McFarland opened Item 3 B and requested that Mr. Zirbes provide a description of the issues under review**

**B. Initial Review and Set Public Hearing Date: 407 S. Washington Street - Comprehensive Plan Amendment.**

**Mr. Zirbes presented the specifics in the February 20 letter shown below to the members for consideration.**

**A rezoning requested by Jerome Keeser to change the zoning on a portion of a parcel located at 407 S Washington Street from Two Family Residential Zoning to Central Business District Zoning.  
Parcel PIN: 291-0815-0424-059**

SITE DETAILS:

Acres: 0.32  
Current Zoning: Two-Family Residential  
Existing Land Use: Single Family Residential & Commercial  
Future Land Use Designation: Two-Family Residential

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to change the zoning designation of the eastern 6,514 sq ft of the parcel from Two-Family Residential Zoning to Central Business District Zoning. A Plan Amendment and Certified Survey Map related to the rezoning are also pending. This rezoning will run concurrently with the Comprehensive Plan Amendment. The parcel cannot be rezoned without adoption of the associated Comprehensive Plan Amendment.

STAFF EVALUATION:

Land Use and Zoning:

Nearby Future Land Use designations include Central Mixed Use directly adjacent to the south, as well as, across the street to the east and to the north. Two-Family Residential Future Land Use exists to the west.

Nearby Zoning includes Central Business District Zoning directly adjacent to the south, Neighborhood Business Zoning directly adjacent to the north, and Central Business District Zoning with a Planned Unit Development Overlay across the street to the east. Two-Family Residential Zoning exists to the west.

Zoning Code

The zoning code requires the Plan Commission to conduct an initial review of the rezoning and schedule a public hearing before the Common Council.

Per Section § 550-141E:

E. Initial review by the Plan Commission and scheduling of Common Council public hearing. The Common Council shall not make an amendment to the Official Zoning Map without allowing for a recommendation from the Plan Commission per the provisions of this subsection.

(1) The Plan Commission shall schedule a reasonable time and place for a public meeting to hear the application within 45 days of the acceptance and determination of the complete application as determined by the Zoning Administrator. The applicant may appear in person, by agent and/or by attorney.

(2) Within 60 days after the public meeting (or within an extension of said period requested in writing by the applicant and granted by the Plan Commission), the Plan Commission shall schedule a public hearing before the Common Council.

OPTIONS:

The following are possible options for the Plan Commission:

1. Set public hearing date for March 21, 2023
2. Set public hearing to a later date

Engineer Holloway stated her understanding of the request, listing in chronological order, each individual action, the reason for the specific action, the resulting end state.

Mr. Zirbes confirmed the end state configuration and then expanded by explaining the specifics of the owner's stated needs and original proposed property division solution which were not code compliant. He then described the changes Owner made with their proposed solution to develop a code compliant solution that would also satisfy their objectives which were restated by Engineer Holloway.

Mr. Konz verified the property address which triggered a further discussion on the land use designation in this area which lies between two differing land use designation areas.

Mayor McFarland explained that this issue of concern, in the past, was undesirable results have resulted in some rezoning of land use areas where the original approved planned land use operation had not come to fruition, but was instead, replaced by an undesirable land use operation in that specific area.

Mr. Zirbes listed all the land use categories that would be allowed in this Central Business proposed configuration if approved.

After due reflection a consensus by the members was established.

**Mayor McFarland called for a motion to set the Public Hearing Date.**

**Motion by Holloway to set the Public Hearing Date for the Comprehensive Plan Amendment on March 21, 2023, Second by Krueger.  
Unanimous by voice vote.**

**Mayor McFarland opened the item 3 C observing that this item, and item 3 B, have identical issues and is therefore dispensing with the item setup.**

**C. Initial Review and Set Public Hearing Date: 407 S. Washington Street - rezoning request from TR-6, Two Family Residence to CB, Central Business.**

**Mayor McFarland asked for any questions or a motion to set the Public Hearing Date.**

**Motion by Holloway, Second by Lampe  
Unanimous by voice vote**

4. ADJOURNMENT

Mayor McFarland asked for a Motion to Adjourn

Motion to Adjourn by Romlein, Second by Lampe  
Unanimous approval by voice vote

Meeting closed at 4.52 p.m.

Respectfully Submitted,  
James W. Romlein Sr. PE  
Recording Secretary

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

**SITE PLAN REVIEW COMMITTEE**  
**February 27, 2023**

*Section 10, Item B.*

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers on the second floor of City Hall. The following members were present: Brian Zirbes of Building, Safety & Zoning; Jeff Meloy of the Police Department; Kristine Butteris of Parks, Recreation & Forestry; Mike Zitelman of the Water Department; Maureen McBroom of Stormwater Utility and Engineering; Anthony Rauterberg of the Fire Department; and Matt Willmann of the Street Department. Also in attendance were Nathan Peters and Tina Crave.

**1. Call to Order**

The meeting was called to order by Chairperson Brian Zirbes.

**2. Review and approve Site Plan Review Committee Minutes Dated February 13, 2023**

Motion was made by Doug Zwieg and seconded by Kristine Butteris to approve the February 13, 2023 Site Plan Review minutes as submitted. Unanimously approved.

**3. Review and take action: 713 Milford Street – Proposed youth crisis mental health facility**

Nathan Peters and Tina Crave of the Greater Watertown Community Health Foundation were present to explain the proposal. The Greater Watertown Community Health Foundation is proposing to lease out a 6,700 square foot building for a youth crisis mental health facility. Jefferson County would work with Wisconsin Community Services to implement this intake facility for children between the ages of 10 and 17 so the youths could stay between 3-5 days until it is deemed safe for them to return home. There are currently only 2 facilities of this nature in Wisconsin. This would be the third.

The following was presented by city staff:

Zoning:	There is an associated rezoning for this property to adjust the northern boundary to match the remaining property area. This will be going to Plan Commission for a public hearing for the conditional use permit request on March 13, 2023. Additional information will be needed for the lighting plan as well as the passenger loading area.
Building:	Architect-stamped plans will be required for the remodeling. The plans can be reviewed in-house at the city. Be sure to apply for the appropriate permits.
Fire:	A final inspection will need to be completed before official use, including the sprinkler and alarm system.
Police:	Clarified that the admissions will be a voluntary basis. There will be gender separations for the bedrooms and restrooms (6 on one side, 6 on the other). The kitchen and living room are shared areas and will be staffed.
Mayor:	Confirmed that the driveway will be private.

Motion was made by Doug Zwieg and seconded by Maureen McBroom to recommend approval to the Plan Commission for this item as submitted with the following conditions:

- A) Final inspection with the Fire Department.
- B) Obtain the required permits from the Building, Safety & Zoning Department.

Unanimously approved.

**4. Adjournment**

Motion was made by Doug Zwieg and seconded by Mike Zitelman to adjourn. Unanimously approved.

Respectfully submitted,  
Nikki Zimmerman, Recording Secretary

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

# LICENSING BOARD

Wednesday March 8, 2023

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, and Erin Schroeder. Virtually attending was Cheri Martin. 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 January 11, 2023, and as presented, seconded by Ald. Smith, and carried by unanimous voice vote.
3. **Business:**
  - A. Review and take action: applications for Temporary "Class B" Licenses for the Whiskey and Wine Walk event hosted by Watertown Chamber of Commerce on April 29, 2023, during the hours of 9am-5pm. Locations include Ava's Posh Boutique, 209 E. Main St., Bradow Jewelers, 217 E. Main St., Cental Block, 416 E. Main St., Chandler House Bakery, 411 E. Main St., Draeger's Floral, 616 E. Main St., Literatus & Co, 401 E. Main St., and Studio 9, 9 E. Main St. (all other locations are licensed establishments). Motion by Ald. Smith to approve the above listed licenses, seconded by Schroeder 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: Operator License: Elizabeth Bergemann Motion by Ald. Bartz, seconded by Schroeder to proceed into closed session and was carried by roll call vote (all in favor).
  - C. **Reconvene to open session:** Motion by Schroder, seconded by Ald. Smith to return to open session and was carried by roll call vote (all in favor).
  - D. **Review and take action:** application for operator's licenses from Elizabeth Bergemann. Ald. Smith made a motion to deny the operator's license based on

guidelines of the Watertown Licensing Board Category V, seconded by Ald. Bartz and carried by unanimous voice vote.

- E. **Review:** Special Events report from Clerk's office. A report was provided and there were no questions.
  - F. **Review:** Operator's List from Clerk's office. A report was provided and there were no questions.
  - G. **Review:** Police Report from Police Department. The chief provided a report.
4. **Adjournment:** Ald. Smith moved to adjourn the meeting, seconded by Schroeder, and carried by unanimous voice vote at 4:35 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.

**SITE PLAN REVIEW COMMITTEE**  
**March 13, 2023**

*Section 10, Item D.*

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers on the second floor of City Hall. The following members were present: Brian Zirbes of Building, Safety & Zoning; Doug Zwieg of Building, Safety & Zoning; Emily Mayor McFarland; Jeff Meloy of the Police Department; Kristine Butteris of Parks, Recreation & Forestry; Mike Zitelman of the Water Department; Maureen McBroom of Stormwater Utility and Engineering; Andrew Beyer of Engineering; Anthony Rauterberg of the Fire Department; and Stacy Winkelman of the Street Department. Also in attendance were Mason Becker; Nikki Zimmerman; and John Donovan of Bielinski Homes.

**1. Call to Order**

The meeting was called to order by Chairperson Brian Zirbes.

**2. Review and approve Site Plan Review Committee Minutes Dated February 27, 2023**

Motion was made by Doug Zwieg and seconded by Andrew Beyer to approve the February 27, 2023 Site Plan Review minutes as submitted. Unanimously approved.

**3. Preapplication Conference and Concept Plan: Hunter Oaks Planned Unit Development Plan (PUD) General Development Plan (GDP)**

John Donovan of Bielinski Homes was present to describe the proposed project. The properties are currently zoned Planned Unit Development (PUD), however, they have no current General Development Plan. The proposal looks to revise an expired General Development Plan from 2017. The proposal consists of 27 two-family Ranch Style Condominiums, 34 two-family Sabrina Ranch Style condominiums, and 91 single-family home lots. A developer's agreement is also being drafted which will dedicate a neighborhood park and transfer a detention pond to the City. The roads will be considered privately owned. There is also a plan to vacate Belmont Drive as a public road.

The following was presented by city staff:

Fire:	Ensure the width of the streets will be wide enough for emergency vehicles.
Police:	Nothing at this time.
Water:	Nothing at this time.
Streets:	Nothing at this time.
Parks:	Confirm that the boulevard trees will be within the city landscape ordinances and guidelines.
Stormwater:	Each phase will need to meet the stormwater and DNR requirements at the time of construction. Wetlands may need to be delineated at the time of construction. Review for need of a maintenance agreement will have to take place with each phase.
Engineering:	<ul style="list-style-type: none"><li>-On the second page of the draft General Development Plan, it states "Belmont Road". That should read "Belmont Drive".</li><li>-Under the Dedication Section, the park should be Area I. It currently states Area J and that park is already dedicated.</li><li>-In the second paragraph of the Dedication – the rights of way will need additional detail for clarification purposes. Right-of-way located in Area H-2 (Phase I) will be improved prior to park &amp; pond dedication.</li><li>-Each individual phase will need an Erosion Control permit before construction.</li></ul>
Building:	Nothing at this time.
Mayor:	<ul style="list-style-type: none"><li>-Under the Dedication section of the General Development Plan draft, the end of the first paragraph states that the City would obtain the neighborhood park and the right of way in the Developers Agreement for H2-PH1-4. John Donovan confirmed that this is a misprint. It should be Areas I and K will be dedicated to the city with Phase H-2 (PH. 1).</li><li>-Reiterated that, even if the road is private, it needs to be wide enough for emergency and garbage vehicles.</li></ul>

No action needs to be taken on this item since it is discussion only.

**4. Adjournment**

Motion was made by Doug Zwieg and seconded by Anthony Rauterberg to adjourn. Unanimously approved.

Respectfully submitted,  
Nikki Zimmerman, Recording Secretary

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



## FINANCE COMMITTEE MEETING MINUTES

MONDAY, MARCH 13, 2023, 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, Police Chief Robert Kaminski, Parks Director Kristine Butteris, Jeff Doyle, Andrew Beyer; Alds Licht, Smith, and Wetzel

Video attendees: Streets Operations Manager Stacy Winkelman

1. **Call to order.** Mayor McFarland called the meeting to order at 5:30 p.m.
2. Minutes from the **meeting of February 13** were presented. Ald Bartz moved, seconded by Ald Lampe, to approve. Approved by voice vote. Minutes from the **meeting of February 27** were presented. Ald Bartz moved, seconded by Ald Lampe, to approve. Approved by voice vote.
3. A summary memo of the **2022 Achievement Recognition Award results** was provided. Seventeen employees were awarded a \$500 bonus, and seven were awarded a vacation day.
4. Mr. Stevens provided a summary of the **2022 payroll compression calculations** between supervisor and subordinate positions. Recommended changes will impact the positions of FD Battalion Chief, FD Deputy Chief, PD Captain, and PD Assistant Chief. A motion by Ald. Bartz, supported by Ald. Lampe, was made to process the recommendations; approved by voice vote.
5. In February 2023, WisDOT solicited grant applications for a newly created roadway improvement reimbursement program for streets federally designated as “local” (not collector or arterial). The Engineering staff is proposing to submit one **Surface Transportation Program (STP) Local** application for two adjoining street segments: Western Ave from S. Third St to S. First Street and S. First St from E. Milwaukee St to Western Ave. The request would be for the maximum of \$500,000 towards an approximate total cost of \$1.5M, which would be included in a future annual streets assignment to coincide with any State approval (funding cycle is 2024 through 2028). Ald Lampe moved, seconded by Ald Davis, to submit the application, and all approved by voice vote.
6. The **Engineering** staff is recommending pay for **summer interns** to be \$15 per hour for a new intern and \$16 per hour for returning interns. A motion was made by Mayor McFarland, supported by Ald Davis for these rates, and all approved by voice vote.
7. A draft ordinance was presented to **repeal** Watertown Municipal Code of Ordinances **Chapter 341 Impact Fees** and Article IV **Excess Capacity Sewer Service Charge** of Chapter 508 Wastewater Facilities. The original intention was for the fee collections to cease seven years after the new wastewater treatment plant was built, and that would be approximately ten years ago. The Public Works Commission agreed to stop the collection of these fees. Ald Davis, supported by Ald Bartz, recommended adoption of this ordinance to Council. Approved by all by voice vote.
8. The Parks, Recreation and Forestry Commission has drafted an ordinance to create a **Town Square Programming Commission**. This committee would not be considered a standing committee, nor does it have authority to commit spending. Ald Bartz moved, seconded by Ald Lampe, to support the ordinance. All approved by voice vote.
9. With input from the prior meeting, Mr. Stevens **revised** a recommended **budget for 2023 ARPA** spending. Included in the revisions: \$90,000 Main St landscape architect, \$48,000 park restroom

upgrades, \$299,267 fire department radio communications & dispatch system. The revised budget was approved unanimously as presented (first by Ald Lampe, second by Ald Davis).

10. **Riverside Restroom Project:** The Parks staff started to move ahead with rebidding the project, but hesitated with pursuing any one direction with related expenses with potential changes in course. Included in the meeting packet was a discussion starter from Ald Davis on the scope of the project. She made a presentation to advocate the determination of a proper calculation method. The development of Brandt-Quirk Park has moved utilization away from Riverside. Comparable cities and parks were shared.

Thrive Architects were contacted for the **pricing for a redesign** of the existing plans for a reduction in plumbing fixtures (8 W, 4 M + 5 urinals). The firm **estimates the cost to be \$15,000**.

Kristine Butteris has been interacting with other communities to find what satisfactions / dissatisfactions exist and cautioned against undersizing the facility, especially in light of future increased utilization planning that's on the horizon.

Ald Smith commented that he was pleased that the Finance Committee had rejected the original bid offerings due to excessive overage of anticipated spending and relayed a sentiment that he wouldn't want to tap available streets funds to afford this building.

Ald Davis made a motion to direct city staff to reduce the quantity of plumbing fixtures based upon utilization history of park permits and scheduling. This was seconded by Ald Bartz. The vote was tied, so failed to pass.

Ald Lampe made a motion, seconded by Mayor McFarland, to direct city staff to consider reducing the number of stalls for design costs to not exceed \$20,000 if the results would reduce costs by at least \$100,000. The vote was tied, so failed to pass.

Mayor McFarland made a motion to direct city staff to **reduce the scope of the project to reduce costs** with a budget of **redesign work not to exceed \$20,000**. This was seconded by Ald Davis and was approved via unanimous voice vote.

11. A motion was made by Ald Lampe, seconded by Ald Davis, 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. (**MHQ [Dec'd] v City of Watertown Duty Disability Death Benefit Claim**). Approved by unanimous roll call vote.
12. The committee reconvened into open session.
13. Ald Bartz moved, supported by Ald Davis, 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. (**Breckenridge's Claim for Public Improvement Lien [Watertown Town Square Project]**). Approved by unanimous roll call vote.
14. The committee reconvened into open session.
15. Adjournment. Ald. Davis moved to approve adjournment at 7:00, seconded by Ald. Lampe, and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

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

**SITE PLAN REVIEW COMMITTEE**  
**March 27, 2023**

*Section 10, Item F.*

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers on the second floor of City Hall. The following members were present: Brian Zirbes of Building, Safety & Zoning; Jeff Meloy of the Police Department; Tim Hayden of the Water Department; Maureen McBroom of Stormwater Utility and Engineering; Anthony Rauterberg of the Fire Department; and Stacy Winkelman of the Street Department. Mason Becker and Kristine Butteris joined via GotoMeeting. Also in attendance were: Rick and Sara Knutson of Marten Portable Buildings, Steven Anders of Secure Storage, Michael Rogers of KKR Properties, and Nate Peters of the Greater Watertown Community Health Foundation.

**1. Call to Order**

The meeting was called to order by Chairperson Brian Zirbes.

**2. Review and take action: Site Plan Review Minutes Dated March 13, 2023**

Motion was made by Anthony Rauterberg and seconded by Stacy Winkelman to approve the March 13, 2023 Site Plan Review minutes as submitted. Unanimously approved.

**3. Review and take action: 1400 W. Main Street – Proposed outside display/sales of portable sheds**

Rick and Sara Knutson of Marten Portable Buildings were present to explain the proposal. Marten Portable Buildings currently has a display of portable sheds at 1400 W. Main Street with literature available and representatives meet with customers onsite. The area is roughly 200' x 100' with about 25 buildings of various size and style.

No concerns were presented by city staff.

With a consensus that there are no concerns on this item at this time, it will be heard before the Plan Commission later this afternoon.

**4. Review and take action: 701 S. Church Street – Proposed outside display/sales of portable sheds**

Steve Anders representing Secure Storage was present to explain the proposal. The request is to sell prefabricated storage buildings with no more than 30 buildings onsite at a time.

The following was presented by staff:

- |         |   |
|---------|---|
| Zoning: | There is a requirement to have a 10-foot buffer between the buildings and the travel lanes and parking areas (on both sides of the "L" shaped location. The applicant had stated they would mark the pavement to ensure the buildings will not go into the 10-foot area. Mr. Anders confirmed pavement marking will be completed. |
| Police: | Asked about cameras due to the extra traffic. The applicant stated there's a camera on the old Pick & Save building and there is another on part of the old Shopko building. There are plans to add 2 additional lights on the building.  |

With a consensus that there are no concerns on this item at this time, it will be heard before the Plan Commission later this afternoon.

**5. Review and take action: 760 N. Church Street – Proposed personal storage units**

Michael Rogers of KKR Properties was present to explain the proposal. They are proposing an inside self-storage facility with 3 feet of Kura Stone brick and the remainder being premium siding on the road-facing side. They would like buildings 1 and 2 up in June or July 2023 with buildings 3 and 4 up in late 2023 or early 2024. The parking/driving area will be recycled asphalt.

The following was presented by staff:

- |           |   |
|-----------|---|
| Zoning:   | Sonja Kruesel of Vandewalle & Associates, Inc. sent an email suggesting a brick corner wrapping be completed, consider a gable roof instead of a flat roof, the landscaping on the street side provide a planter area and potentially put some plantings for screening. The photometric foot panel at the property line should be provided. Potentially remove the southern driveway near the railroad tracks and just utilize the northern driveway. There are inconsistencies between the site plan and the landscape plan for the lane widths. It should be 26' wide.  |
| Building: | Permits won't be issued until the erosion control and stormwater permits have been issued.  |
| Fire:     | Requested the lengths of the buildings. The north building is 240 feet, then 210 feet, 200 feet, and 190 feet. Every 75 feet an extinguisher is required. The square feet of each building is as follows: north building – 240 x 30 feet = 7,200 square feet, 210 x 40 = 8,400 square feet, 200 x 40 = 8,000 square feet, and 190 x 40 = 7,600 square feet. Any buildings over 5,000 square feet will require sprinkler systems. Anthony Rauterberg will verify. Applicants also asked if cutting off the second driveway would cause issues for the Fire Department. Anthony Rauterberg stated a second driveway would make easier access. |
| Streets:  | The city will not complete garbage pickup for businesses.   |

Stormwater/Eng: An Erosion Control & Storm Water Runoff Permit is required for 3,000 SF or more of impervious area; control; management and disposal (?) of soils in the phase 2 report area of the site. The consulting engineer should be able to include that with the permit application. A wetland delineation may be needed as well. Post-construction stormwater management required for ½ acre or more of impervious area; this project will require that. If any changes are made to the driveways such as widening them or relocating them, please circle back with the Engineering Division to discuss the driveway requirements.

Section 10, Item F.

Motion was made by Maureen McBroom and seconded by Tim Hayden to approve this item with the following conditions:

- A) Erosion Control & Stormwater Permit approval
- B) Sprinkler clarification

**6. Review and take action: 672 Johnson Street – Group Daycare**

Nate Peters of the Greater Watertown Community Health Foundation was present to explain the proposal. The request is to put a Group Daycare at this location for up to about 120 kids. A small commercial kitchen would be implemented for lunches. There will be 1 parking spot for every 5 children and 1 parking spot for every full-time staff member. The total parking spaces would be 80 stalls.

The following was presented by staff:

Stormwater/Eng: A permit has already been issued for this site. If there are any changes beyond the original plans, please send the updated plans for review.

**7. Review and take action: 672 Johnson Street – YMCA**

Nate Peters of the Greater Watertown Community Health Foundation was present to explain the proposal. The 24/7 YMCA Express would be a roughly 8,500 square foot area staffed from 5 a.m. – 9 p.m. The maximum capacity would be 126 people. There will be 1 parking stall for every 3 lockers.

**8. Adjournment**

Motion was made and seconded to adjourn. Unanimously approved.

Respectfully submitted,  
Nikki Zimmerman, Recording Secretary

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

# PUBLIC SAFETY & WELFARE COMMITTEE

Section 10, Item G.

April 5, 2023

The Committee met at 5:00 p.m. in Room 2044 of the Municipal Building. Members present were Alderpersons Davis, Schmid, Licht and Smith. Also, in attendance were Assistant Police Chief Olsen, Director of Public Works/City Engineer Holloway, and Street Division Operations Manager Stacy Winkelman. The following citizens were present: Pete Moe and Robert Johnson.

1. **Roll Call:** All Committee members were present.
2. **Receive comments from the public:** No person wished to speak at this opportunity in the agenda, but preferred to wait until their item of interest was being considered.
3. **Approval of Minutes:** The minutes for the February 1, 2023 meeting had already been presented to the City Council without correction so those minutes were simply noted at this point in the agenda.

Agenda Item C, without objection, was moved up for the convenience of those attending the meeting.

- 4.C Review and take possible action: Truck Concerns on West Street, Dayton Street, and Benton Street.** Alderman Licht received citizen concerns regarding semi-truck traffic on West, Dayton and Benton Streets. The concerns are in two areas: 1) Trucks missing the turn into Pepsi and using neighboring streets to turn their trucks around to re-enter West Street and the Pepsi entrance. Residents claim this has been happening quite frequently for at least six months and 2) Semi-trucks traveling east on West Street are using their Jake brakes near residential streets. The concerned citizens, some of whom spoke at our meeting, are recommending both "No Truck" signs at the entrance to the residential streets and "No Jake Breaks" in the same areas. After substantial discussion between Committee members, city staff, and the citizens present, it was the consensus that an initial approach should be contact by the police with area industries to gain voluntary cooperation. Alderman Schmid made a motion to that effect, seconded by Alderman Licht. The motion passed unanimously. **ACTION: None is required other than the police contacts referenced above.**

- 4.A Review and take possible action: Amend Chapter 500-7, Temporary Restricted Parking.** The City can claim phosphorus reduction credit through its leaf collection program but the City is required to have parking removal provisions in Ordinance form. A draft Ordinance change was considered by the Committee. Ald. Schmid made a motion, seconded by Ald. Licht, to adopt the proposed Ordinance. This motion carried unanimously. **ACTION: An ordinance will be presented.**

- 4.B Review and take possible action: Pavement marking request at W. Milwaukee Street & S. Washington Street Intersection.** The Police Department received a request for crosswalk striping at the intersection of W. Milwaukee Street and Washington Street. To proceed to implement this request would require an engineering study because the intersection is not at a signalized intersection or on approaches controlled by stop or yield signs. The Police Department reported only one accident at this intersection in the past 10 years. The Engineering Department is recommending that this request be denied, noting that there are marked crossings at S. Church Street and S. Water Street, just one block to the east and west. Ald. Licht made a motion, seconded by Ald. Davis, to deny the requested crosswalks. This motion carried unanimously. **ACTION: No action is necessary.**

- 4.D Review and take possible action: Adopt Street Light checklist.** The City receives numerous requests for adding street lights at locations throughout the City. Until now there has been no set criteria to evaluate the merits of the requests. The Engineering Department drafted and presented a "Street Light Checklist" for review, discussion, and possible adoption by the Committee. The Committee was very favorable to both the Checklist approach as well as its steps/considerations. Ald. Davis made a motion, seconded by Ald. Licht, to adopt the Checklist without modification. This motion carried unanimously. **ACTION: No additional action is necessary.**

- 4.E Review and take possible action: Street Light request for the 800 block of West Street.** Engineering received a request from the resident of 838 West Street for a street light near their residence. Using the newly adopted Checklist for Street Lights, this property was very close to existing lights on both sides and did not qualify. Ald. Schmid made a motion, seconded by Ald. Davis, to deny the requested street light. This motion carried unanimously. **ACTION: No further action is necessary.**

There being no additional business to come before the Committee, a motion was made by Alderperson Licht, seconded by Alderperson Davis, to adjourn. The motion carried unanimously.

Respectfully submitted,

Fred Smith, Chairman

**SITE PLAN REVIEW COMMITTEE**  
**April 10, 2023**

*Section 10, Item H.*

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers on the second floor of City Hall. The following members were present: Brian Zirbes of Building, Safety & Zoning; Doug Zweg of Building, Safety & Zoning; Mayor Emily McFarland; Mike Zitelman of the Water Department; Maureen McBroom of Stormwater Utility and Engineering; Kristine Butteris of Park & Rec, Strategic Initiatives and Development Coordinator Mason Becker; and Matt Willmann of the Street Department. Also in attendance were: Recording Secretary Nikki Zimmerman; Kevin Wiesmann and Mary Truman of Jefferson County Parks; and Steve Hill of That Guy Fabrication.

**1. Call to Order**

The meeting was called to order by Chairperson Brian Zirbes.

**2. Review and take action: Site Plan Review Minutes Dated March 27, 2023**

Motion was made by Doug Zweg and seconded by Mayor McFarland to approve the March 27, 2023 Site Plan Review minutes as submitted. Unanimously approved.

**3. Review and take action: 107 S. Fifth Street – request for light industry with retail**

Applicant Steve Hill was present. He stated the proposal is for metal art for retail and fabrication. This will be in a space shared with Budget Print with area in the back, where machining for the print shop once occurred, for the fabrication portion.

The following was discussed by staff:

Building:	An architect will be needed to draw up plans for this and a building permit will be required. Plans should be submitted within 60 days to the Building, Safety & Zoning Department. Following the approval of the building permit, there will be another 60 days for the work to proceed. All licensed contractors must be used. The exterior of the building also must be cleaned up. Code Enforcement Officer Dell Zweg is currently working with the property owner on this.
Mayor:	Encouraged by the project. Provided information that the applicant should ensure that, when the exterior of the building is being repainted, that they check with the Health Department regarding lead abatement, if applicable.
Water:	No comments.
Street:	No comments.
Stormwater/Eng:	If paving the driveway, any changes in drainage or inlets will have to be reviewed. If there is any change in the pitch, which the applicant is not planning on at this time, a permit may apply.
Parks:	No comments.

Motion was made by Maureen McBroom and seconded by Mike Zitelman to recommend approval of this to Plan Commission with the following conditions:

- A) Timelines as provided above by Building, Safety & Zoning.
- B) Ensure there is no lead paint on the exterior of the building prior to painting.
- C) Adhere to the directions from Stormwater and Engineering, if applicable.

Unanimously approved.

**4. Review and make recommendation: Replacement Airport Perimeter Bridge**

Kevin Wiesmann and Mary Truman of Jefferson County Parks were present to discuss this proposal. The proposed bridge would replace a previous bridge in the area. All Chapter 30 DNR permits have been completed. Jefferson County does not require anything further. There is a sanitary sewer line that goes through the same space as the bridge, but the bridge is surface-mounted so there will not be an impact on the sanitary sewer. The proposed bridge will have a 25,000-pound weight limit. Jefferson County would complete any maintenance and inspections to ensure the bridge remains in compliance.

The following was presented by staff:

Building:	A building permit will be required.
Water:	No comments.
Street:	No comments.
Stormwater/Eng:	If there is land disturbance over 3,000 square feet, an erosion control permit would be required. Please forward copies of the DNR permits to the Engineering Department.
Parks:	No comments.
Mayor:	It should be clearly indicated on or near the bridge who should be contacted for maintenance

questions/comments. There are statutory requirements with the grant that Jeffers receiving for the bridge. This should be included with the agreement for Council a

Section 10, Item H.

Motion was made by Doug Zwieg and seconded by Kristine Butteris to recommend approval of this to Plan Commission.

Unanimously approved.

5. **Adjournment**

Motion was made by Mayor McFarland and seconded by Mike Zitelman to adjourn. Unanimously approved.

Respectfully submitted,  
Nikki Zimmerman, Recording Secretary

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

2023  
YEARS OF SERVICE  
RECOGNITION

APRIL

WANDA FREDRICK  
ENGINEERING DEPARTMENT

5

LYNNE UTTECH  
LIBRARY

5

## Watertown Tourism Reporting Form

<b>Section I</b>			
Gross Room Tax Collected	\$ 105,658.81		
Room Tax Rate Imposed as of 12/31/16	5%		
<b>Section II</b>			
Amount Forwarded to Commission	\$ 73,961.18		
<b>Section III</b>			
<b>Watertown Tourism Commission Members</b>	<b>First Name</b>	<b>Last Name</b>	<b>Business Entity</b>
	Kristine	Butteris	City of Watertown
	Aaron	David	Charles David's Sons
	Cheryl	Mitchell	Best Western
	Peter	Wright	Maranatha Baptist University
	Steve	Board	Watertown Historical Society
	Conrad	Talaga	Glory Global
<b>Section IV</b>			
<b>Governing Body</b>	<b>First Name</b>	<b>Last Name</b>	<b>Business Entity</b>
<b>Section V</b>			
<b>Expenditures of \$1,000 or More</b>	<b>Date</b>	<b>Recipient</b>	<b>Amount</b>
	1/4/2022	Jefferson County Tourism Council	\$1,150.00
	1/14/2022	Jennifer Creative	\$500.00
	3/1/2022	Jennifer Creative	\$3,085.68
	12/12/2022	Isaiah Kazarovich	\$2,350
	5/23/2022	Watertown Rotary Club	\$1,000.00

	6/8/2022	Midwest Masters Disc Golf	\$1,000.00
	6/9/2022	Watertown Area Chamber of Commerce	\$1,000.00
	6/1/5/2022	Wisconsin Sport Services	\$1,000
	8/16/2022	Watertown Riverfest	\$1,000
	11/11/2022	Draeger's Floral	\$1,000
Payroll (1 Entry Acceptable)			47,100.12

Description
2022 JCTC Visitor Guide
Watertown Visitor Guide Deposit
Watertown Visitor Guide Final Payment
Watertown Tourism video deposit
Charlie Berens Live at Turner Hall

Tournament Grant
Way-finding Kiosk (Leadership Watertown)
Baseball Tournament Grant
Watertown Riverfest
New Mural
Payroll

*Section 11, Item C.*

## Watertown Tourism Reporting Form

<b>Section I</b>	Gross Room Tax Collected	Room Tax Rate Imposed	70% Amount Forwarded to Commission	Remittance Date	
Jan	\$3,613.38	5%	\$2,529.37		
Feb	\$4,098.60	5%	\$2,869.02		
Mar	\$9,331.31	5%	\$6,531.92		
Apr	\$6,352.91	5%	\$4,447.04		
May	\$7,164.18	5%	\$5,014.93		
Jun	\$14,309.75	5%	\$10,016.83		
Jul	\$12,202.53	5%	\$8,541.77		
Aug	\$10,883.52	5%	\$7,618.46		
Sep	\$13,754.41	5%	\$9,628.09		
Oct	\$10,716.01	5%	\$7,501.21		
Nov	\$3,981.82	5%	\$2,787.27		
Dec	\$9,250.39	5%	\$6,475.27		
<b>Section II</b>					
Amount Forwarded to Commission	\$105,658.81		\$73,961.18		
<b>Section III</b>					
<b>Watertown Tourism Commission Members</b>	<b>First Name</b>	<b>Last Name</b>	<b>Business Entity</b>		
	Kristine	Butteris	City of Watertown		
	Aaron	David	Charles David's Sons		
	Cheryl	Mitchell	Best Western		
	Peter	Wright	Maranatha Baptist University		
	Steve	Board	Watertown Historical Society		
	Conrad	Talaga	Glory Global		

<b>Section IV</b>					
<b>Governing Body</b>	First Name	Last Name	Business Entity		
<b>Section V</b>					
<b>Expenditures of \$1,000 or More</b>	Date	Recipient	Amount	Description	
	1/4/2022	Jefferson County Tourism Council	\$1,150.00	2022 JCTC Visitor Guide	
	1/14/2022	Jennifer Creative	\$500.00	Watertown Visitor Guide Deposit	
	3/1/2022	Jennifer Creative	\$3,085.68	Watertown Visitor Guide Final Payment	
	12/12/2022	Isaiah Kazarovich	2350	Watertown Tourism video deposit	
Payroll (1 Entry Acceptable)	1/31/2022	Watertown Area Chamber	\$3,429.26	Payroll	
	2/15/2022	Watertown Area Chamber	\$3,405.77	Payroll	
	3/16/2022	Watertown Area Chamber	\$3,387.67	Payroll	
	4/27/2022	Watertown Area Chamber	\$5,074.13	Payroll	
	5/23/2022	Watertown Area Chamber	\$3,382.63	Payroll	
	6/29/2022	Watertown Area Chamber	\$3,383.05	Payroll	
	8/1/2022	Watertown Area Chamber	\$3,661.26	Payroll	
	8/22/2022	Watertown Area Chamber	\$3,661.24	Payroll	
	10/3/2022	Watertown Area Chamber	\$5,345.38	Payroll	
	11/3/2022	Watertown Area Chamber	\$3,382.97	Payroll	
	12/2/2022	Watertown Area Chamber	\$3,387.77	Payroll	
	12/19/2022	Watertown Area Chamber	\$5,598.99	Payroll	

Paid Marketing Grants	5/23/2022	Watertown Rotary Club	\$1,000.00	Charlie Berens Live at Turner Hall	
	6/8/2022	Midwest Masters Disc Golf	\$1,000.00	Tournament Grant	
	6/9/2022	Watertown Area Chamber	\$1,000.00	Way-finding Kiosk (Leadership Watertown)	
	6/15/2022	Wisconsin Sport Services	\$ 1,000.00	Baseball Tournament Grant	
	8/16/2022	Watertown Riverfest	\$ 1,000.00	Watertown Riverfest	
	11/11/2022	Draeger's Floral	\$ 1,000.00	New Mural	





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*Department of Public Health*



Annual Report 2022

## Letter from Health Officer/Director

Dear Community of Watertown:

It is my distinct pleasure to present the 2022 Watertown Department of Public Health Annual Report.

Throughout 2022, we continued our public health COVID-19 response. This report reflects our staff's compassion and extraordinary commitment to rise to meet the needs of our community and effectively respond to COVID-19 while still providing essential public health services. We supported the hospital and clinics, schools, and long-term care facilities to implement outbreak prevention strategies. We worked with local businesses to establish community resources for COVID-19 testing and vaccinations. We supported individual community members by providing one-on-one consultation for disease and exposure management, shared current health guidance, and facilitated access to community resources.

In this report, we share the exciting collaborative work with our community partners throughout Dodge and Jefferson Counties as we completed our Community Health Assessment (CHA). The work of the CHA centers health equity so that the most vulnerable - those most impacted by inequitable systems and structures - have an opportunity to be healthy.

Additionally, the Wisconsin Department of Health Services conducted a review of the department's operations in 2022. Each local health department's operations shall be reviewed at least every 5 years, and based on this review, the State Health Officer shall issue a written finding as to whether the local health department satisfies the requirements for a level I, II, or III local health department.

I'm excited about the opportunities that lie ahead and feel honored to support our dedicated professionals and collaborative partners. Our shared community commitment helps to create a connected, resilient community where everyone thrives.

Thank you for your ongoing support.



Carol Quest, RN, BSN  
Health Officer/Director



## PUBLIC HEALTH IS WHERE YOU ARE



## Mission, Vision and Core Values

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### MISSION:

*Creating opportunities for safe and healthy living.*

### VISION:

*For the community of Watertown to realize and enjoy the highest quality of health today and for generations to come.*

### ORGANIZATIONAL CORE VALUES:

**Accountability:** We take responsibility for our actions and decisions while striving to meet goals and outcomes.

**Collaboration:** We work in partnership to create an environment that brings together diverse people to work collectively towards shared goals.

**Community:** We promote cooperative and creative approaches to common issues.

**Consistency:** We are committed to equitable enforcement of agency policies to ensure fair treatment and assessments that uphold the public trust.

**Knowledge:** We foster education and implementation of best practice and evidence based strategies by educating staff, informing the community and supporting future public health professionals.

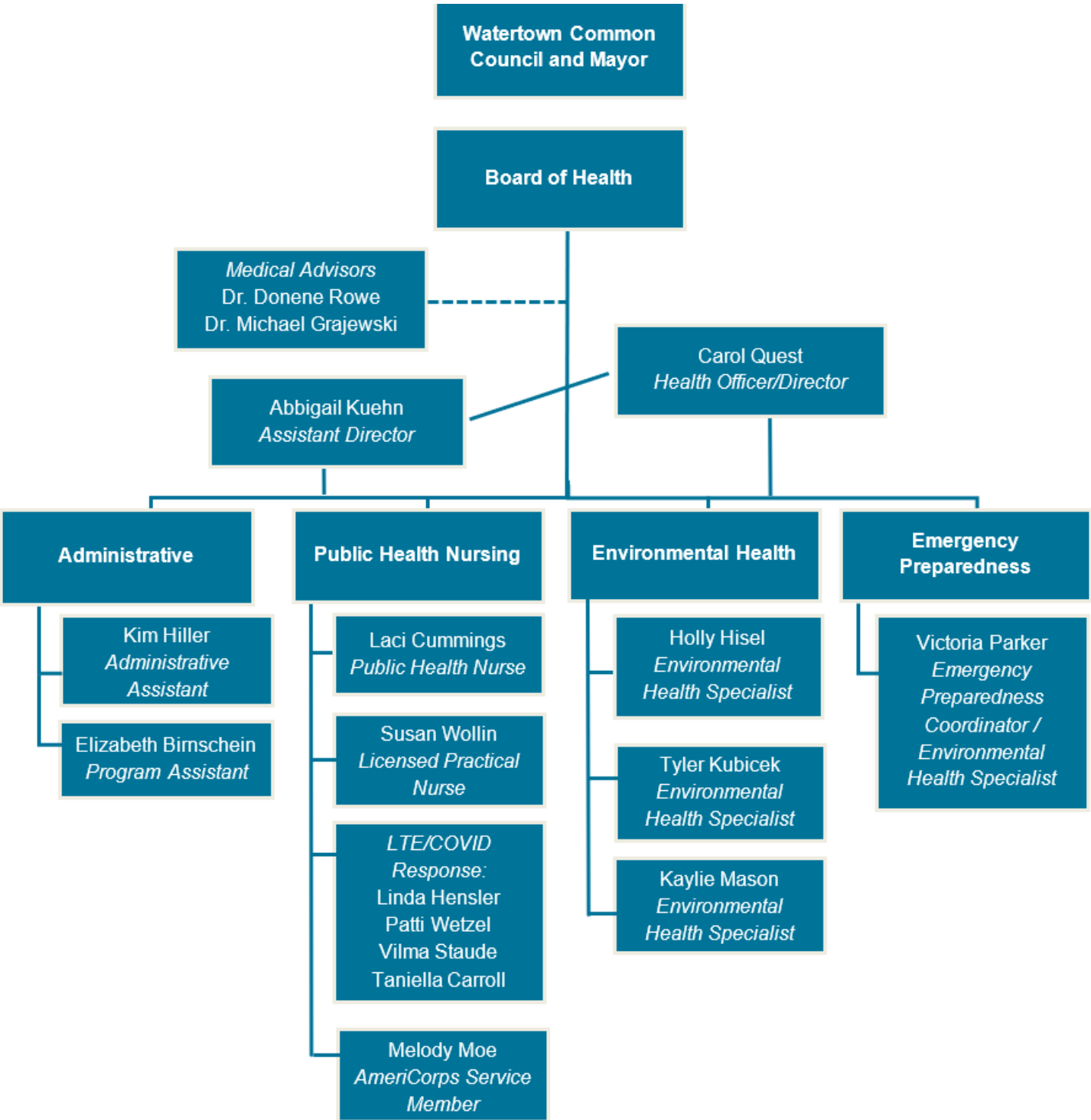
**Leadership:** As a team of Public Health professionals we adhere to and promote public health core functions and standards of practice, embracing responsibility and leading by example to achieve community public health goals.

**Resourcefulness:** We are committed to pursuing resources and the efficient use of limited assets to carry out our mission.

**Responsive:** We respond to the needs of the community by advocating for services that are meaningful and positively impact the health of the community.



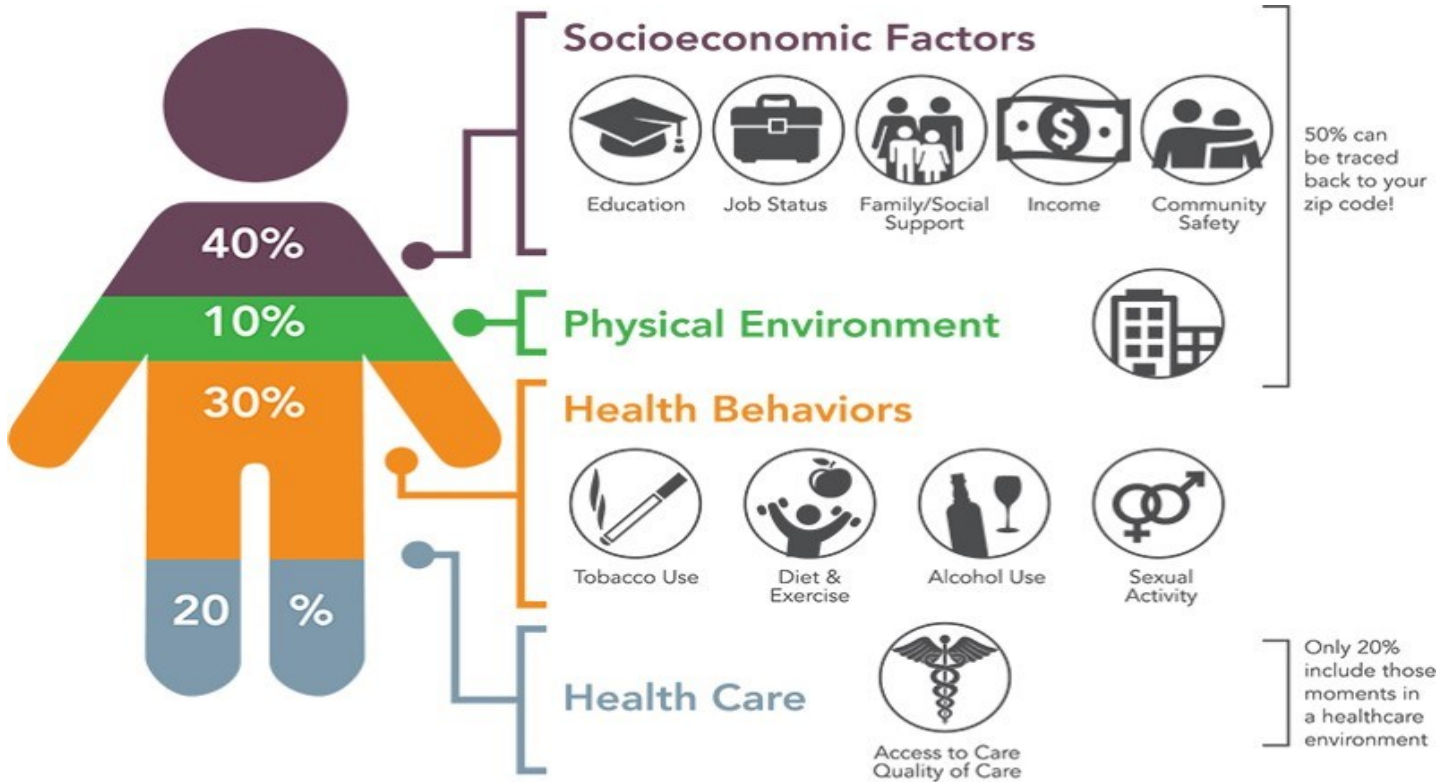
Organizational Chart 2022



# Essential Service #1

Monitor health status to identify and solve community health problems.

## What determines our health?



Source: Institute for Clinical Systems Improvement, Going Beyond Clinical Walls: Solving Complex Problems (October 2014)

## Demographics

	Watertown	Dodge County	Jefferson County	Wisconsin	USA
Population	23,030	90,186	85,622	5,922,426	333,934,112
Median Age	39.4	42.3	40.4	40.2	38.8
Median Household Income	\$59,111	\$61,969	\$71,285	\$63,001	\$64,730
Annual Population Growth (2021-2026)	-0.41% (2020)	0.19%	0.37%	0.41%	0.71%
Household Population	8,996	34,769	33,815	2,404,113	126,470,675
Businesses	402	2,999	3,018	215,273	12,013,469
Employees	9,795	42,128	39,005	3,151,581	150,287,786
Health Care Index	95	91	98	95	100
Average Health Expenditures	NA	\$5,658	\$6,090	\$5,922	\$6,237
Total Health Expenditures	NA	196.7 M	205.9 M	14.2 B	788.8 B
<b>Racial and Ethnic Make-up</b>					
White	84%	92%	92%	84%	69%
Black	1%	3%	1%	7%	13%
American Indian	0%	1%	0%	1%	1%
Asian/Pacific Islander	0%	1%	1%	3%	6%
Other	0%	2%	3%	3%	7%
Mixed Race	3%	1%	2%	2%	4%
Hispanic Origin	11%	5%	8%	7%	19%

Sources: Dodge and Jefferson Counties, WI, and USA data retrieved from 2022 published DJHCP CHA document, listed source Esri. Watertown data retrieved from the following sources:  
 Population data from <https://censusreporter.org/profiles/16000US5583975-watertown-wi/>, Business and employee from [https://data.census.gov/](https://data.census.gov/table?q=Watertown,WI&tid=ACST5Y2021.S0804)  
<https://www.census.gov/quickfacts/fact/table/watertowncitywisconsin/SB0001217#SB0001217>; Annual Population Growth rate from <https://worldpopulationreview.com/us-cities/watertown-wi-population>, and Health Expenditures retrieved from BestPlaces Health Cost Index

## Community Health Assessment

Dodge Jefferson Healthier Community Partnership (DJHCP) consists of representation from Watertown Department of Public Health, Dodge County Human Services and Health Department, Jefferson County Health Department, Watertown Regional Medical Center, Fort Health Care, Marshfield Medical Center- Beaver Dam, Rock River Community Clinic, and Greater Watertown Community Health Foundation. The group conducts a Community Health Assessment (CHA) every 3 years. This cycle was completed in collaboration with consulting company, Stratasan. Focus groups were conducted to help collect community data for this CHA cycle. A Community Health Summit was held on August 11th to present data to community members. Community members worked together to decide on the top priorities for the communities to be worked on in the Community Health Improvement Plan.

### May

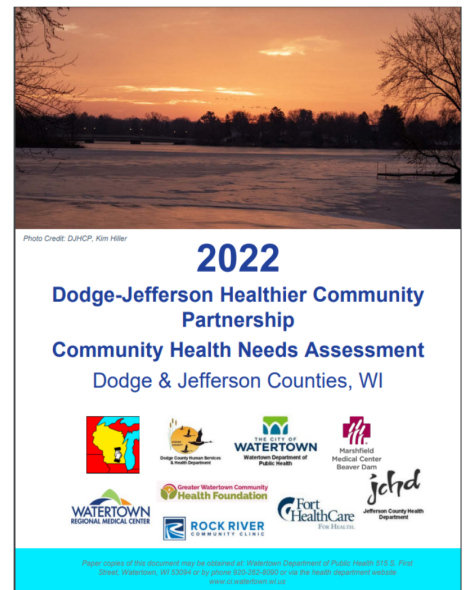
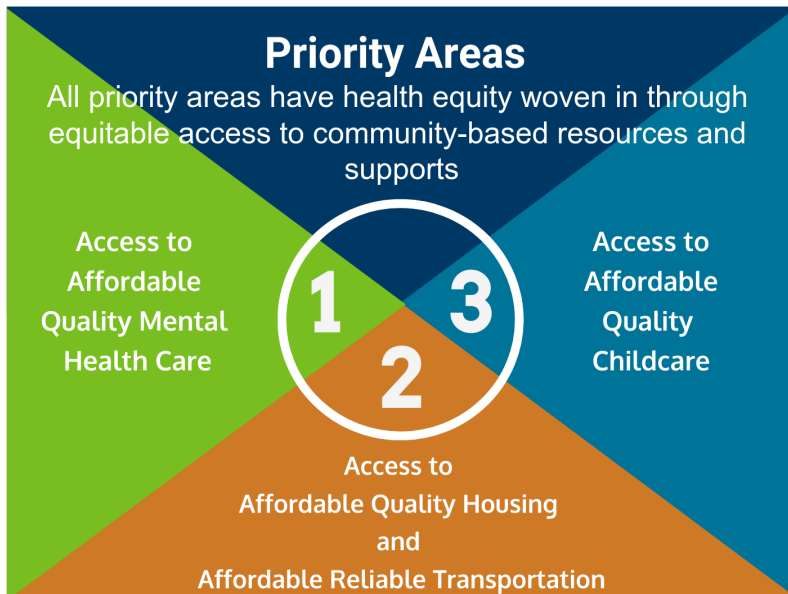
Online community survey conducted from May 30-July 12 with 1,206 respondents

### June

Community members participated in focus groups on June 6th and 7th. A total of 71 Community members participated in 8 focus groups

### August

Community Health Summit to choose top priority areas was conducted on August 11th with community stakeholders



**Essential Service #2**

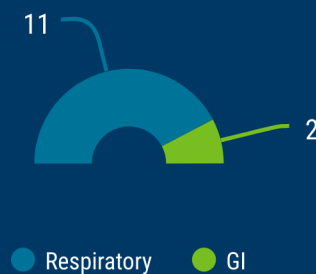
Diagnose and investigate health problems and health hazards in the community.

## Communicable Disease

Communicable diseases are reported to the local health department to help stop the transmission of disease. Communicable diseases are reported based on State Statute 252.

## Reportable Diseases

Communicable Disease	2021	2022
Chlamydia & Gonorrhea	97	55
Food/Water Borne (Campylobacteriosis, E-Coli, Giardiasis, Salmonellosis, Vibriosis)	20	12
Hepatitis A, B, C	27	50
Hospital Associated Influenza	47	29
Lyme Disease	*	*
Measles & Mumps	*	*
Pertussis	*	10
Invasive Streptococcal Disease	*	5
Tuberculosis-Latent	*	*
Varicella	8	6



## Long-Term Care Facility Outbreaks

Watertown Department of Public Health provides support to long-term care facilities when they are experiencing an outbreak to help stop the spread to others.

\*Respiratory outbreaks include COVID-19 outbreaks



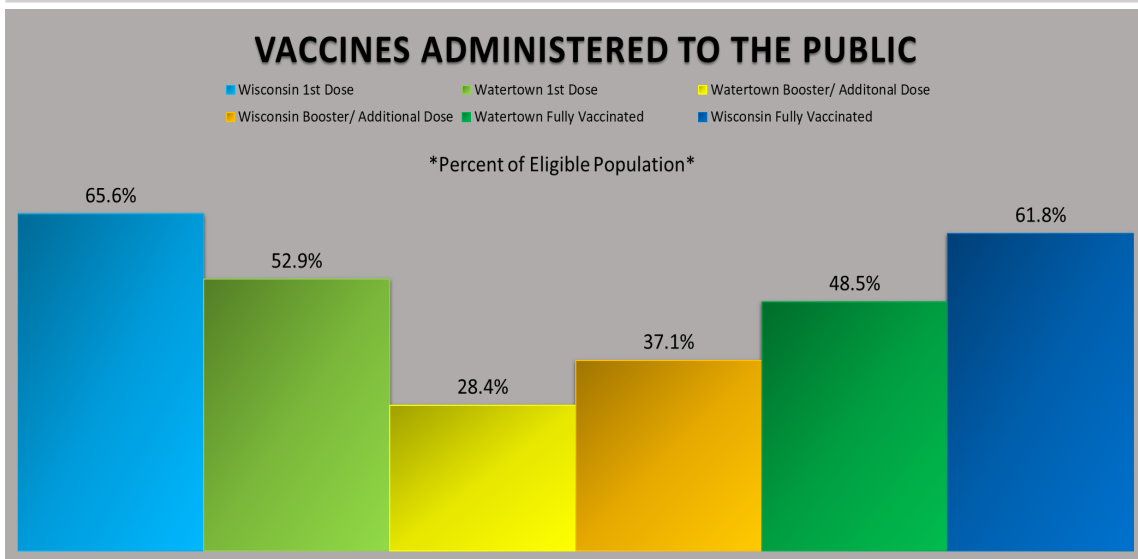
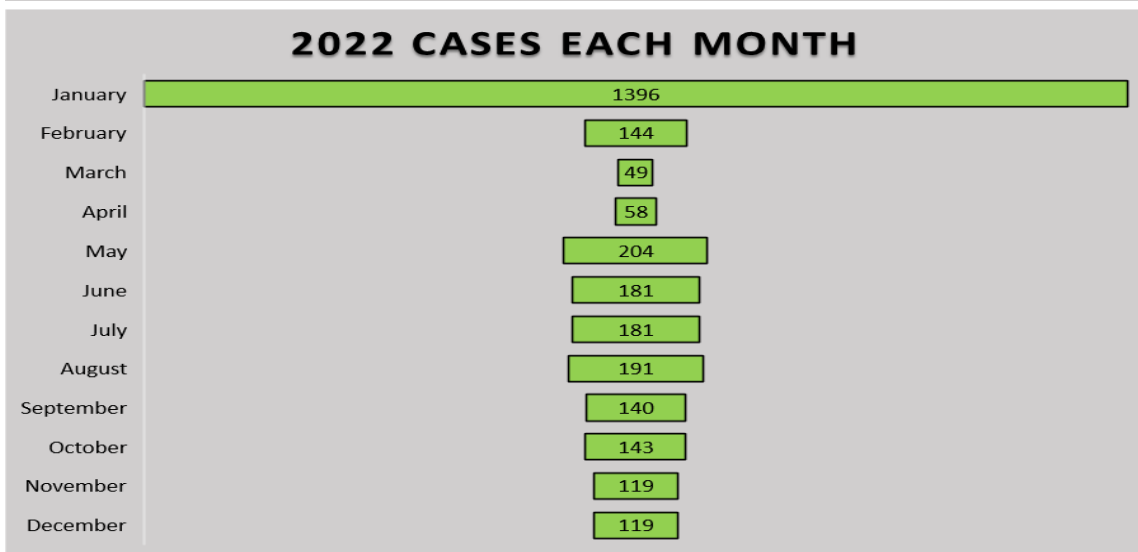
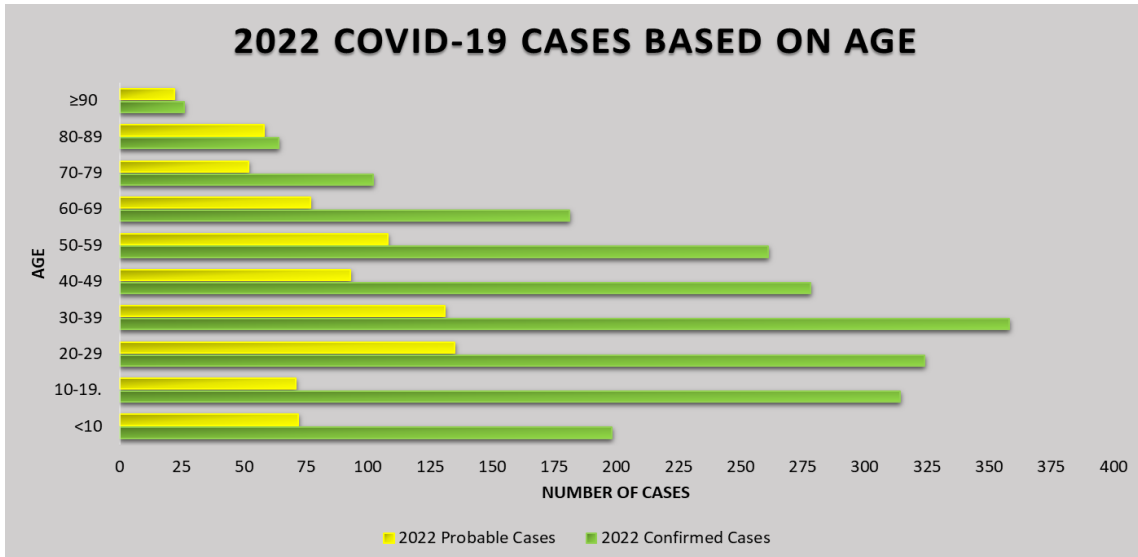
## Rabies

WDPH follows up on animal bites inside the City limits of Watertown. This is done to prevent human cases of rabies while avoiding the unnecessary administration of post-exposure prophylaxis. In 2022, follow up was conducted for two bats and one dog.

\* Numbers less than 5 will not be reported due to privacy  
Chart Includes confirmed, probable, suspect and not a case

## COVID-19

COVID-19 continued to be present in our community in 2022. Staff conducted follow up by contacting positive cases to discuss guidelines to help reduce the spread of COVID-19 to others. Vaccine clinics were held to provide COVID-19 vaccines to provide protection against COVID-19.



## 2022 Childhood Lead Program

Childhood lead poisoning is an environmental disease, whose treatment and prevention requires the collaboration of the affected family with private and public health professionals. Public health is central in addressing all components of this childhood disease, including prevention of exposure, treatment, and surveillance. It is the role of public health departments to mobilize resources at the local, county, state, and national level to prevent childhood lead poisoning.

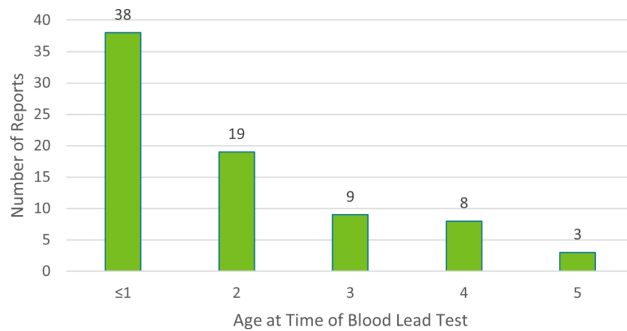
354

total children in the City of Watertown received either a capillary blood lead test or a venous blood lead test in 2022.

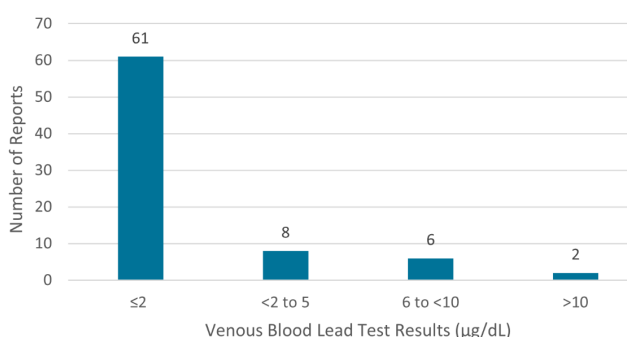
77

total children in the City of Watertown received at least one venous blood lead test in 2022.

2022 Venous Blood Lead Test Results by Age



2022 Venous Blood Lead Test Results



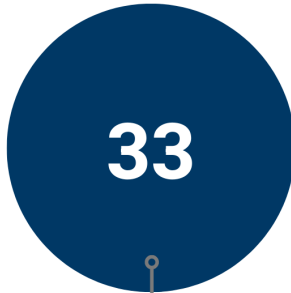
Wisconsin law requires intervention when a child's blood lead level (BLL) reaches an "elevated blood lead level (EBLL)." **The statutory definition of an EBLL is a venous BLL  $\geq 20$  mcg/dL or two venous BLLs  $\geq 15$  mcg/dL drawn at least 90 days apart.** Local health departments are required to do environmental investigations for all children with an EBLL.

**In 2022, 0 children that were tested had reached elevated blood lead levels.**

## Human Health Hazards

Throughout the year, the Environmental Public Health Consortium handles a variety of complaints from citizens that require investigation and follow-up.

### Follow Up Contacts



Onsite Visits



Phone Calls,  
Letters, Other  
Follow Up

Total= **59 follow up contacts**

### Complaints by Type - 26 Total



3 Animals



3 Garbage



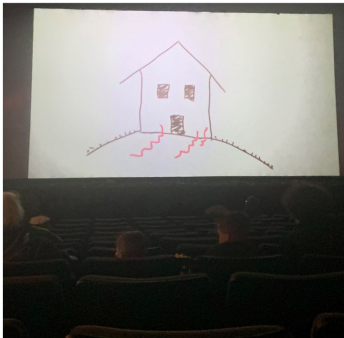
5 Housing/  
Hoarding



15 Licensed  
Facilities

## Radon

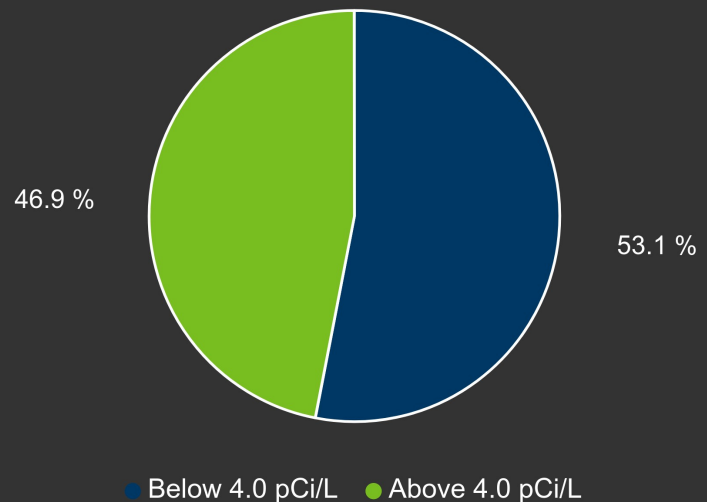
The Watertown Radon Information Center (RIC) serves the City of Watertown, Jefferson and Dodge Counties as the lead contact for Radon awareness and education. Funded by a grant through the Wisconsin Department of Health Services, the Watertown RIC provides free Radon test kits at all three local health departments. The Watertown RIC also provides outreach to the public through press releases, social media, and public events.



Left: Watertown Towne Cinema played the "Radon 101" Video before all movies throughout January and December 2022



Right: English/Spanish Radon outreach board and Plinko game at Watertown Lights and Sirens event, July 2022



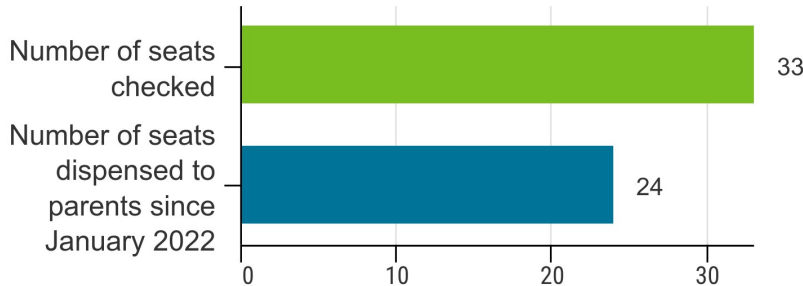
*Of the 147 Radon kits distributed throughout Dodge and Jefferson Counties that were returned for analyzing, 69 of the results were above 4.0 picocuries per liter (pCi/L), which is the EPA's recommended action level.*

## Essential Service #3

Inform, educate, and empower people about health issues.

### Child Safety Programs

#### Car Seat Program



Car seat checks are provided to community members free of charge by two certified car seat technicians. Car seat checks ensure children are as safe as possible when riding in vehicles. Each seat is inspected for correct fit for the child's height and weight, expiration, recall and correct installation in the vehicle. Technicians educate parents, grandparents, and/or caregivers on how to properly use and install the seat and then observe them repeat the process to ensure they are able to do it correctly on their own.

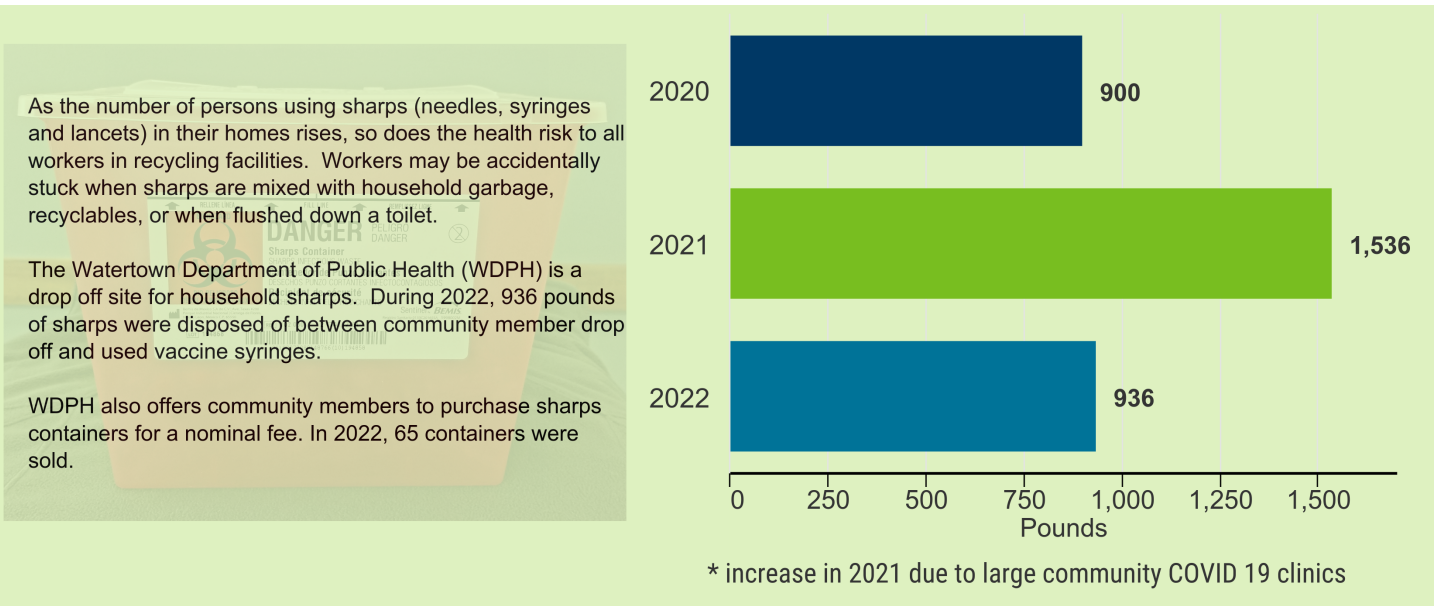
#### Pack 'N Play Program

Through a donation from a community partner, the Pack 'N Play program was developed in July of 2022 to meet the needs of families in the community who were facing a financial burden and unable to provide a safe sleep environment for their children. Having a Pack 'N Play in the home prior to birth provides parents with a safe place for their infant to sleep and fosters safe sleep habits as they grow. Pack 'N Plays are dispensed by a Public Health Nurse who demonstrates set up and educates the family on safe sleep practices. Families demonstrate their ability to properly set up the Pack 'N Play and ask questions before taking the Pack 'N Play home.

- A** Alone  
Baby should always sleep alone – not with an adult, other children or anyone else.
- B** Back  
Baby should always be put down to sleep on their BACK.
- C** Crib  
Baby should sleep in a crib or play 'N play.
- S** Smoke Free  
No smoking around infant or in infant's environment.



Sharps

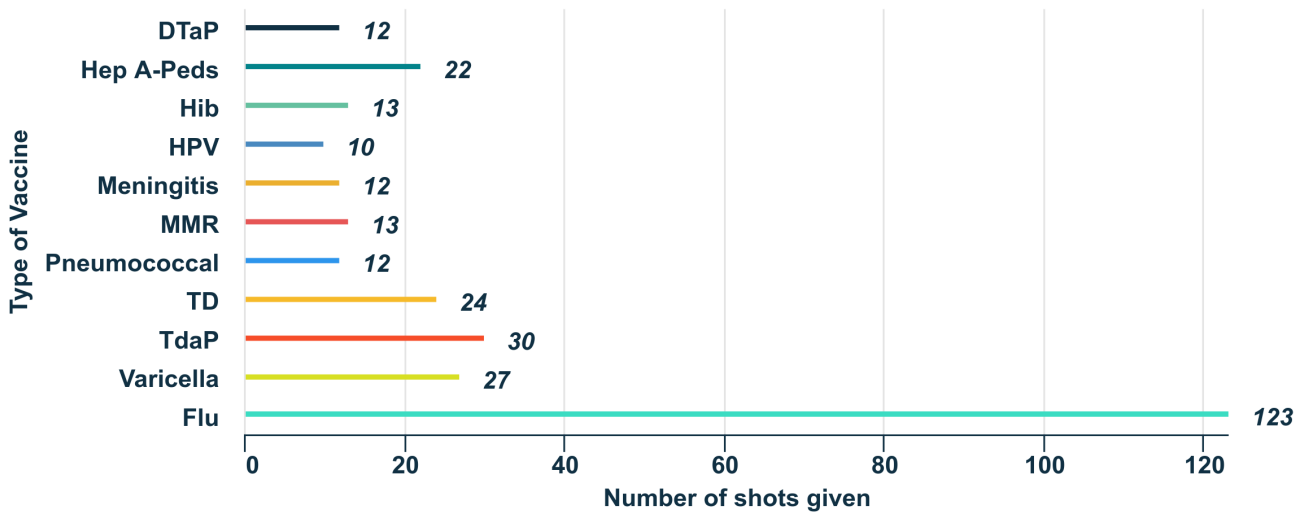


Immunizations



Immunizations Given in 2022

WDPH offers almost 20 different vaccines to the community. Community members are eligible to receive immunizations from WDPH for a minimal price if they are underinsured or uninsured. There was a significant increase in the number of immunizations given in 2022 as our department resumed regular immunization clinics following COVID-19. The graph below shows which vaccines were requested the most.



**Essential Service #4**

Mobilize community partnerships and action to identify and solve health problems.

**Get Healthy Watertown**

The Get Healthy Watertown Coalition (GHW) advocates for healthy solutions by promoting biking, walking, healthy food choices and clean air. Through education, GHW plays a vital role in promoting health equity across the Watertown community. Coalition members provide support to initiatives that improve wellness goals for community members.

GHW has partnered with the Wisconsin Chronic Disease Prevention program to educate about chronic disease, the 1,000 Friends of Wisconsin/WI Active Together to advance active transportation, and the Wisconsin Healthy Communities Designation program to continue to evaluate best practices for healthy outcomes.



In 2022 Get Healthy Watertown members achieved the following accomplishments: arranged a full year of Walk Watertown, a weekly 1, 2, and 3 mile walk each Saturday morning, partnered with community volunteers to coordinate the Healthy Harvest Basket program which donated over 144 pounds of produce to senior members of our community and hosted a Family Fun Bike Ride in June during the Interurban Trail Grand Opening.



## Watertown Gold Designation

## Wisconsin Healthy Communities Designation

The Wisconsin Healthy Communities Designation program is an initiative offered by the University of Wisconsin Population Health Institute's Mobilizing Action Toward Community Health group, in collaboration with diverse statewide partners. The program, is designed to celebrate Wisconsin communities, and to serve as a guide for communities to expand and enhance their health improvement efforts. It recognizes and encourages achievements in health improvement in Wisconsin communities, and promotes partnerships across multiple sectors.



Get Healthy Watertown (GHW) and the Watertown Department of Public Health submitted a collaborative application that shared health improvement efforts and was awarded a Gold Level Designation for community work towards improving local health. Examples of the community work included: the YMCA Active Older Adults and Silver Sneakers classes, Collective Community Breastfeeding initiative (Watertown Regional Medical Center and Jefferson and Dodge County WIC) TalkReadPlay Home Visitation (Every Child Thrives initiative/ GWCHF), Seal A Smile Dental Program, GHW -Walk Watertown and Community Garden Project, Child Passenger Safety Program, Sharp Corner Park Project, WUSD School Breakfast Program, Summer Food Service Program and Middle school gardens/hydroponics, GHW- Moving Forward for 30, and Senior Farmers' Market Nutrition Voucher Program (Dodge and Jefferson County Aging, Disability Resource Centers).



*Watertown displays one of the Gold Designation signs on the kiosk at the Interurban Trailhead*

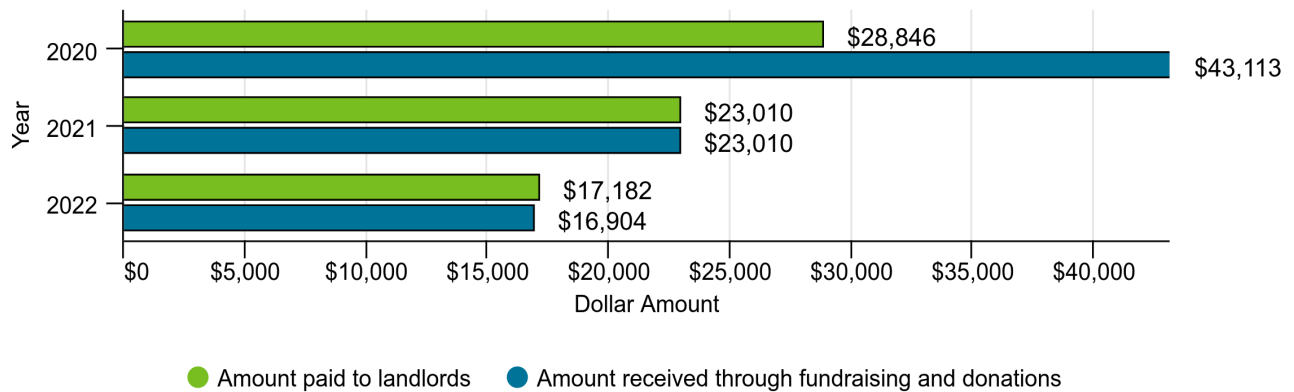


# Crossroads Community Partner

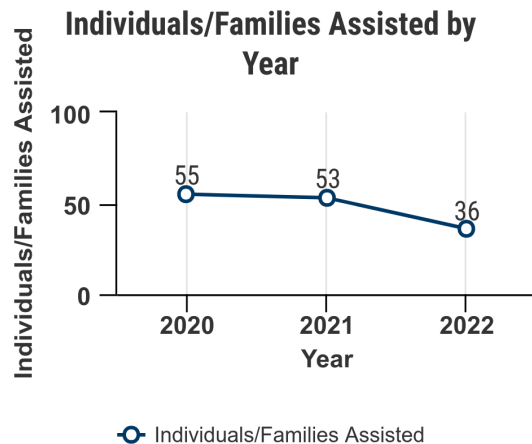
## Homelessness Prevention

Any circumstance that could result in homelessness is a crisis for the person experiencing it. The Watertown Department of Public Health staff continue to partner with Crossroads to serve families and individuals with rental assistance in the Watertown geographical area school district. Crossroads was organized in 2001 by a coalition of Watertown churches and concerned citizens to help provide housing support to a homeless family in Watertown. The coalition then started the Phase II Program that can provide rental and entry assistance services. In 2021 adjustments were made and Crossroads was no longer able to offer one year of housing to one or two families within the city. The coalition also identified the need to aid larger numbers of individuals experiencing a housing crisis so it was voted to increase the Phase II rental and entry assistance services. Public Health Nurses assist clients in housing crisis by educating, and this often means ensuring resources are used to help persons at-risk of losing housing of any kind. They also link clients to services that help overcome obstacles. Clients are given tools to continue their lives – however they choose to live them. The earlier a program intervenes in a housing crisis, the lower the cost for a client. Crossroads strives to reach people who have the highest risk of becoming homeless but who also have a good chance of remaining housed if they receive assistance.

### Crossroads Summary Report



Crossroads saw an increased need for rental assistance during the COVID pandemic in 2020 and 2021. Community partners joined together with Crossroads to spread the message of available funds. Many individuals and families who fell behind in rent or could not make the rent payment that month due to lost days of work applied for assistance. While the number of individuals and families assisted in 2022 has started to level off again, the need for housing assistance is greater now more than ever. If an individual or family considers moving into a more affordable or safer housing choice, often it's a struggle to afford the first and last month's rent all at once. Crossroads has also stepped up to aid in these situations with their Phase II entry assistance program.

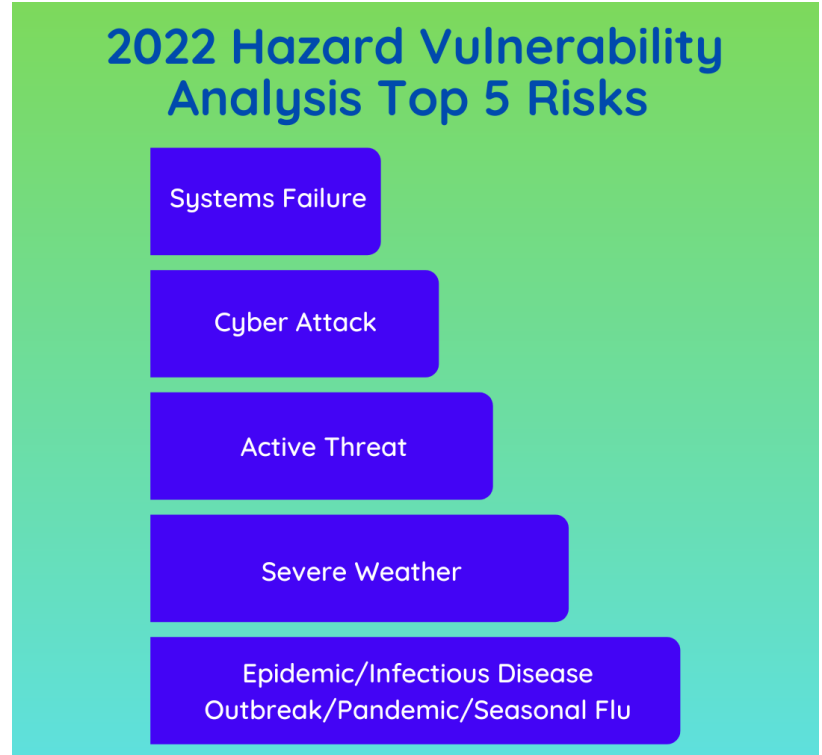


## Essential Service #5

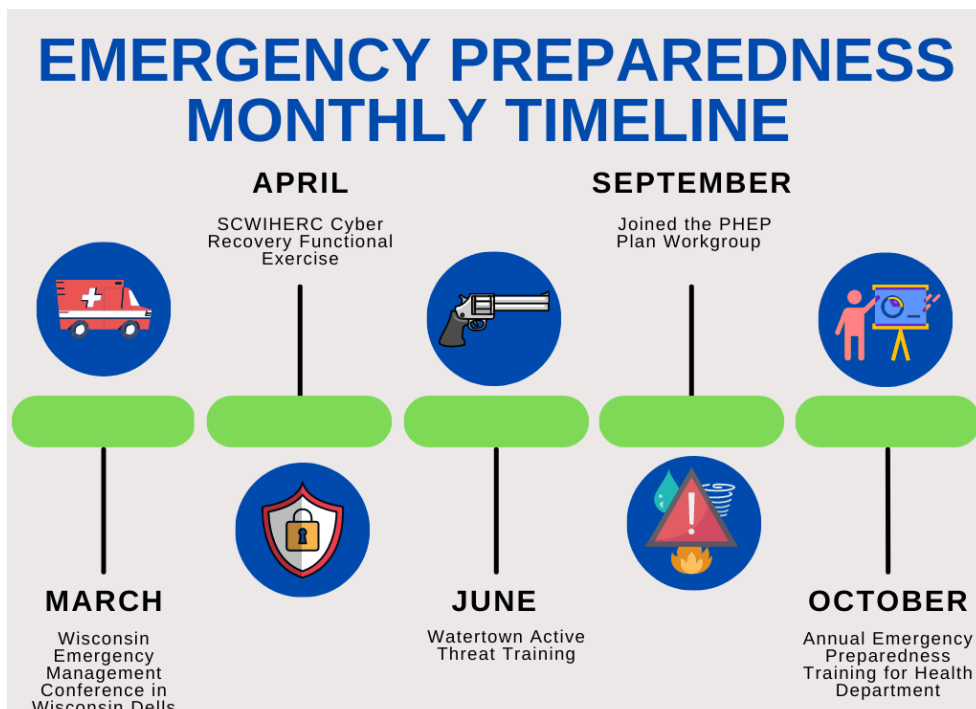
Develop policies and plans that support individual and community health efforts.

### Emergency Preparedness

Throughout the year continued participation with community partners was strengthened through regular meetings with the Watertown Health Care Coalition and SCWIHERC (South Central Wisconsin Healthcare Emergency Readiness Coalition) PHEP (Public Health Emergency Preparedness) Forum. Internal Watertown Department of Public Health (WDPH) communication drills were conducted on a quarterly basis. The PHEP continues to be reviewed, analyzed, and updated to fit the community's needs and is currently in a revision process to edit the layout to make it more user friendly. In March the Wisconsin Emergency Management (WEM) Conference took place, where the overall theme was resiliency and mental health training from the aftermath of COVID-19.



*Hazard vulnerability analysis (HVA) identifies hazards or risks that are most likely to have an impact on the community.*



## Ordinances

## Ordinance Amendment: 319 Environmental Sanitation

In 2022, the Environmental Health program began the process of updating Watertown City Ordinance 319 - Environmental Sanitation. This ordinance includes requirements for our department to operate as a local agent of the Department of Agriculture, Trade and Consumer Protection (DATCP). It also includes information and requirements for the different types of food and recreational licenses. This ordinance is reviewed as part of an evaluation completed by DATCP that occurs every three years.

The ordinance was edited to update or remove outdated references, and to make the ordinance more concise by removing redundancies. Because the Environmental Health program operates in both the City of Watertown and Jefferson County, ordinance work includes updating both city and county ordinances to assure that the program is run uniform throughout both jurisdictions.

The ordinance was passed by the Watertown Board of Health October 4, 2022, with the first reading at the Watertown Common Council on December 6, 2022, and the final reading and approval on December 20, 2022.



### Ordinance Process:



1  
Began the process by making edits to the existing ordinance and updating verbiage and references and removing redundancies

2  
The draft ordinance was then reviewed by the City Attorney

3  
The draft ordinance was then presented to the Board of Health. The Board of Health approved the changes and forwarded it on to the Watertown Common Council for approval

4  
City ordinances are required to be read and approved by the Watertown Common Council two times before it is officially passed

## Essential Service #6

Enforce laws and regulations that protect health and ensure safety.

### Agent Inspection Program

The City of Watertown/Jefferson County Environmental Public Health Consortium provides health inspections and licensing services for a variety of establishments under contracts with Department of Agriculture, Trade and Consumer Protection and Department of Safety and Professional Services.

	Preinspection	Routine	Reinspection	Onsite Visit	Complaint	Totals
<b>Retail Serving Meals</b>	76	284	8	40	11	<b>419</b>
<b>Retail Not-Serving Meals</b>	52	140	5	13	2	<b>212</b>
<b>Schools</b>	0	64	0	0	0	<b>64</b>
<b>Tattoo</b>	2	5	0	0	0	<b>7</b>
<b>Lodging</b>	29	45	0	0	2	<b>76</b>
<b>Campground</b>	1	14	0	0	0	<b>15</b>
<b>Pools</b>	5	48	27	199	1	<b>280</b>
<b>Rec-ed Camps</b>	0	2	0	0	0	<b>2</b>
<b>Totals</b>	<b>165</b>	<b>602</b>	<b>40</b>	<b>252</b>	<b>16</b>	<b>1075</b>



After receiving guidance from Department of Agriculture, Trade and Consumer Protection, our department invested in pH meters to use during pool inspections to test for pH concentrations.



Food inspections are completed at special events throughout the year, including Farmers' Markets and Riverfest (above).



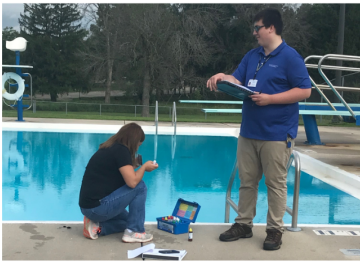
EH staff participated in two field trip days at City Hall in 2022. The first in May was a career day where they shared information about the Environmental Health field. In October, elementary school students learned basic food safety tips for at home.

# Pool Closures from June through December

Beginning in June 2022, the Environmental Public Health Consortium restarted its monthly onsite chemistry inspection for all recreational water licenses. Onsite chemistry inspections are completed each month when an annual routine inspection is not completed. Below is a breakdown of the closures during the last six months of inspections in 2022, June through December.

**261**

inspections completed, both onsite and routine inspections



**49**

licensed recreational water facilities, 23 operating year round, and 26 open seasonally (part of the year)



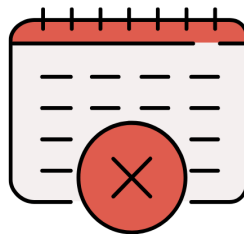
**21**

temporary closures issued



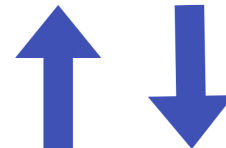
**6**

facilities were temporarily closed 2 or more times in 6 months



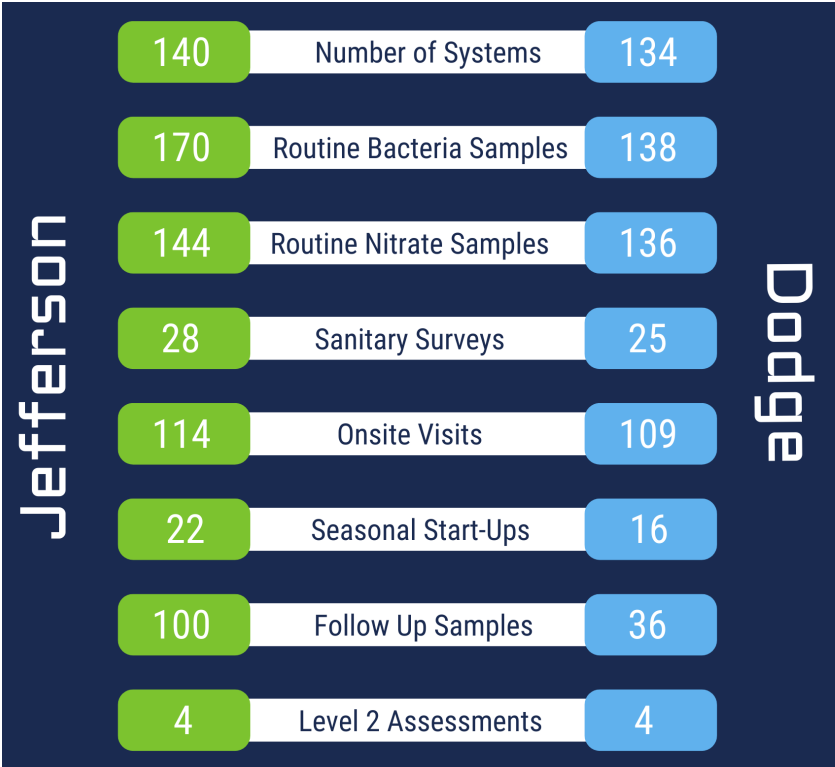
**14**

temporary closures were due to low, high or no disinfectant (chlorine or bromine)



Transient Well (TN) Program

Through a contract with the Wisconsin Department of Natural Resources, the Environmental Public Health Consortium is a county contract for the transient well water program. Transient well water systems are locations with private wells that serve at least 25 transient people at least 60 days a year. Our jurisdiction covers both Jefferson and Dodge Counties. Responsibilities of the contract include water sampling, well inspections, and enforcement.



Beach Water Quality Testing

In June, July and August, weekly E.coli sampling is performed at three Jefferson County Beaches: Lower Spring Lake, Palmyra; Rock Lake Ferry Park, Lake Mills; and Lake Ripley, Cambridge.

Beaches with levels over 235 p.p.m. E.coli are asked to post an advisory sign to let patrons know of the elevated levels and proper precautions. Beaches with levels over 1,000 p.p.m. are recommended to close.

5  
Advisories Posted  
in 2022

We also continued our partnership with the City of Lake Mills to transport their beach samples along with ours to the Wisconsin State Lab of Hygiene. The partnership promotes consistency of sampling types and results for area beaches.

## Essential Service #7

Link people to needed personal health services and assure the provision of health care when otherwise unavailable.

### PNCC



Prenatal Care Coordination (PNCC) is a Medicaid and BadgerCare Plus benefit that helps pregnant women get the support and services they need to have a healthy pregnancy and healthy baby. Nursing staff provide connection to medical, social, educational, and other services for pregnant woman who are considered high risk for adverse pregnancy outcomes.

With COVID-19 cases lower in 2022, Nursing staff were able to see more clients in person. Staff were able to connect enrolled families to resources such as: medical care, food security, housing, and baby items. Once clients deliver, a newborn visit is conducted to check in on the family, provide education, and complete a newborn assessment. Families are then offered to be transitioned into the TalkReadPlay program.

23

Families enrolled in PNCC program

10

Newborn visits with clients that completed the PNCC program



6

Clients transitioned into the TalkReadPlay program after their newborn visit

## Community Connections

Staff continued to assist families and community members struggling with basic needs, Social Determinants of Health supports, and health inequities by connecting them to community resources. Staff worked to connect families to safe housing, transportation for medical access, support of employment, food security, and access to health and dental services to help them and their family thrive in our community.

The Health Department continues to focus on reducing health disparities and advancing health equity. With the continued increase in community members arriving from Central America, one barrier clients were facing was the inability to utilize resources available in the community when they are non-English speaking. Nursing staff participated in collaboration meetings among community partners to develop a coordinated process to connect families to needed services focusing on equity. Earlier in the year, the Coordinated Care group developed a "Community Referral" process that each organization will use when referring a family to one of the other organizations. The process provides detail of the referral need and the referral source reducing the language barrier.

Nursing staff also continued work with the Every Child Thrives collective impact through the Welcome Baby Coalition to continue the process of developing a comprehensive referral system that closes the loops, assuring families will get the services they need to thrive.

## Seal-A-Smile Program



# SEAL-A-SMILE

## Healthy teeth make a healthy smile!

Seal-A-Smile is a grant funded program through the Children's Health Alliance of Wisconsin.

Through the grant, this program is provided free of charge to 2nd, 3rd, 6th & 7th grade students in Watertown Unified School District regardless of their insurance status or ability to pay.

**249**

**Number of students  
participating in  
2021-2022**

**523**

**Number of sealants  
applied in 2021-2022**

**\$53,945**

**Preventative Dental  
Care Provided**

**39%**

**Percentage of  
students seen that  
had tooth decay**

**13**

**Students with urgent  
dental needs**



Dental hygienists screen students for possible decay during their visit. A letter is sent home with students indicating a need for a dental follow up as well as a list of dental resources.

Families of students with urgent dental issues are contacted and assistance is provided to find urgent dental care.



**Essential Service #8**

Assure competent public and personal health care workforce.

**Workforce Development****Public Health Modernization**

Staff formed a Public Health Modernization team to learn more about the call to action for State, Territorial, and Local Public Health Departments to move public health forward. Staff reviewed recommended actions regarding: Financing, Data and Information Technology, Workforce, Public Health Laws and Governance, Partnerships, and Community Engagement.

**Health Equity**

Staff are working to promote health equity in all programs. A permanent part time Bilingual Communication Specialist was hired in August. The Bilingual Communication Specialist translates documents, interprets for staff, builds relationships with community members, and promotes services in the Spanish speaking community.

**Workforce Development**

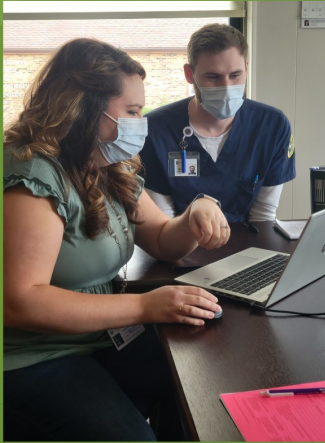
The Public Health Modernization Team updated the department's Workforce Development Plan to include modernized language, updated annual training requirements and criteria for staff, and required training criteria for new employees.

**Job Descriptions**

The Public Health Modernization Team updated department job descriptions to make them more uniform and include modernized language.

**Strategic Plan**

Staff worked with a consultant who facilitated creating an updated Strategic Plan for the department. Each division met with the consultant separately to give him a better understanding of our staff, the services we provide, and the community we serve. The facilitator presented to the full staff what he heard from each division and staff worked to update the department's mission and vision. Together staff determined what goals they would like to see the department achieve during the Strategic Plan cycle over the next five years.



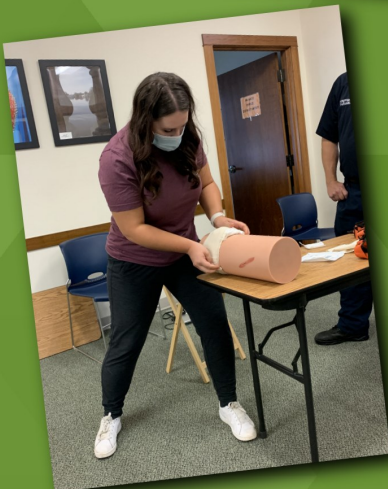
## Students

Nine nursing students from Maranatha completed clinical time at WDPH over ten days from September to October. Students were given an overview of what Public Health is, the community we serve, and health equity. Students learned about department programs such as PNCC, TalkReadPlay Home Visiting, Car Seats, Immunizations, Communicable Diseases, Community Health Assessment, Community Health Improvement Plan, and Emergency Preparedness.

## Ongoing Continuing Education and Staff Training



Staff training and continuing education takes place throughout the year. Trainings can include in person/hands on trainings, webinars and conferences. Annual required trainings include HIPAA, N95 fit testing, Bloodborne Pathogen Training, Building Safety Plan Review and city required cyber security and harassment training. Additional departmentwide trainings in 2022 included fire extinguisher training and Stop the Bleed training provided by the Watertown Fire Department.



**Essential Service #9**

Evaluate effectiveness, accessibility, and quality of personal and population-based health services.

## Quality Improvement

QI

# Thermometer Calibration for Environmental Health Inspections

1



## Changes in Reinspection Policy

Retail Food Reinspection policy removed the reference to a +/- 2 degrees temperature leeway when inspectors check food temperatures.



## Temperature Accuracy for Enforcement

Re-inspections due to temperatures out of compliance result in fees assessed to owners/operators. Environmental Health Specialists must have calibrated thermometers to assure accurate temperatures readings.

2

3



## Perform Monthly Calibration

Environmental Health program began monthly calibration of all thermometers used in any type of inspection requiring temperature readings (retail food and recreational water facilities). Thermometers are calibrated using ice slurry method. A special cup with instructions and guidelines was purchased.



## Identify Inaccurate Readings and Adjust

If the temperature reading is not 32 degrees Fahrenheit, the thermometer is either calibrated up or down as needed, or removed from use and discarded.

4



# Continued Quality Improvements to Immunization Clinics During COVID-19 Pandemic

In 2021, the Nursing Division analyzed information provided by the State of Wisconsin Immunization program that recognized children and adolescents were not receiving their routine vaccines during the COVID-19 pandemic.

Changes were made to our clinic processes throughout 2022 in order to continually support our community medical partners and provide needed vaccines safely to community members.



A list of individuals who had called into our department stating they were experiencing a difficult time receiving immunizations due to community virus spread and hesitancy to see a provider during COVID-19 was compiled.

11 individuals indicated they were not up to date with immunizations or had multiple family members who were behind with immunizations due to COVID-19.



Regular immunization clinics were canceled in 2020 due to the pandemic. Staff reopened clinics in July of 2021 on an "as needed basis" for the remainder of the year. At least one clinic was held each month to increase vaccine delivery in the community.

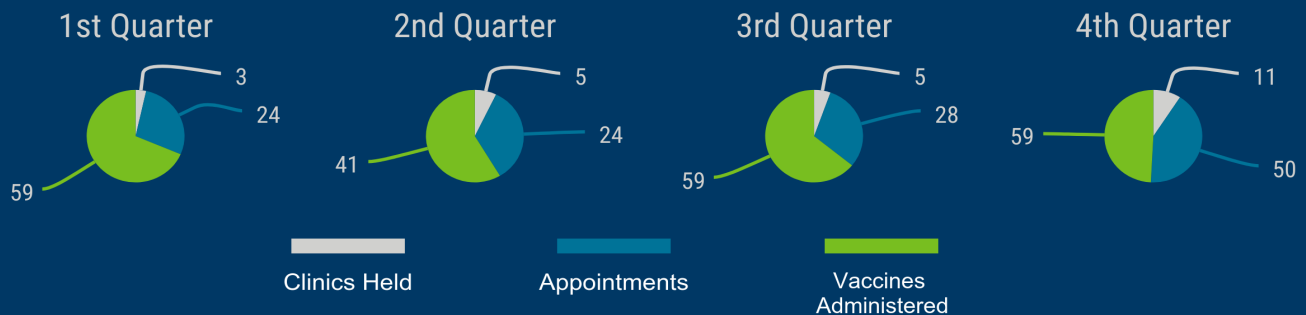
Throughout 2022, an increase in community members contacting the department self-identifying as needing vaccines was observed. To meet their needs, vaccine clinics were held on a more frequent basis.



In 2021, COVID protocols to prevent the spread of infection during in-person clinics were implemented. Adjustments to these protocols continued throughout 2022 such as:

- Appointments modified to allow only one family in clinic waiting area
- Time adjustments made to increase cleaning in between
- Prescreening phone call a day prior to the appointment
- Staff reviewed a list of health questions in regards to COVID-19 symptoms with clients
- Masks worn by all staff and clients

Quarterly data was recorded as each new lesson was learned. The clinic's new process and adjustments were based on the findings.



Numbers do not reflect off site influenza and COVID-19 clinics

Department Feedback Survey

As a part of our Quality Improvement,

**We want to know...**



In September 2022, we went live with a survey to evaluate all WDPH services

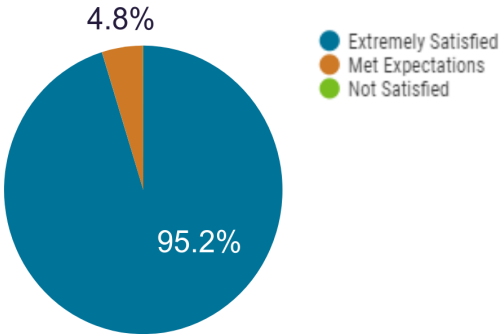
- Do we meet our mission, vision, and strategic direction?
- How can we better serve our community?



In less than 3 months we received over 20 responses in English and Spanish

- Responses were from programs such as: health inspections, immunizations, carseat installation/education

**Overall how satisfied were you with the Health Department**



We look forward to continuing this survey and hearing how our staff is best serving the Watertown community!

## 140 Review by Department of Health Services



# 140 Review

"Under the authority of s. 251.20 (1), Stats., the Wisconsin Department of Health Services directs a process to formally review the operations of all local health departments at least every 5 years. The Department of Health Services (DHS) congratulates the Watertown Department of Public Health for demonstrating the infrastructure and program capacity to be certified as a Level II Health Department. I am happy to report the Watertown Department of Public Health provided all services required by statute and rule.

I want to acknowledge the work of the Watertown Department of Public Health staff. Carol Quest, health officer, did an excellent job of providing quality evidence of meeting statutes and rules. I am acutely aware of the stress of operating a health department and that the demands on public health directors and professionals have increased exponentially during this state and global pandemic. I applaud the dedicated efforts of Carol and the Watertown Department of Public Health staff to keep your jurisdiction healthy and safe.

I also appreciate the support of the City of Watertown Board of Health for maintaining a strong public health department. Pandemic response has potentially caused you and your jurisdiction to think about public health issues you may have not considered before. I am sure with ongoing support for evidence-based quality public health initiatives by you and your fellow board of health members, the Watertown Department of Public Health will continue to protect and promote the health of the people in your jurisdiction."

*- Paula Tran, State Health Officer and Administrator,  
in a letter certifying the Watertown Department of Public Health as  
a Level II Health Department*

**Essential Service #10**

Research for new insights and innovative solutions to health problems.

## Parenting/TalkReadPlay Home Visitors

# talkreadplay

with your child every day

Utilizing the Parents as Teachers curriculum our nursing staff provide in home visitations to families within the Watertown community. Home visitors provide early literacy interactions.

They help build a foundation that promotes infant health and development, school readiness, and provide vital support to parents as they deal with the challenges of raising babies and young children. Our visits focus on development-centered parenting by:



- 1 **Helping families set goals.**
- 2 **Focusing on family well being, health and safety.**
- 3 **Connecting to resources in the community.**
- 4 **Conducting developmental, social and emotional childhood screenings.**

**Since January 2022:**

- 11 families and a total of 12 children have been enrolled.
- Nursing staff continue to work with families in our prenatal program to enroll them in TalkReadPlay after delivery.
- Staff reached out to 91 families with newborns to provide information about the TalkReadPlay program.

**Program families have been referred to:**

- Medical providers, Badgercare and the WIC program.
- Mary's Room, Crossroads, Watertown Family Connections, Watertown Public Library, food pantries, car seat and Pack 'n Play program and immunization program.

# Food Pantry



9

Food Pantry Events



203

Families



786

Individuals

WDPH continued their partnership with the Breadbasket Food Pantry in 2022 to continue providing food security to families and members of the community. Staff refer families to private food pantry events held one Friday a month at the Breadbasket Food Pantry location. These private events allow families and community members referred by WDPH to come two hours before the Breadbasket opens and meet with WDPH staff while getting food and necessities for their family. WDPH staff also box up food and deliver it to families that have transportation barriers. Families are able to get food items including baby formula, personal essential items including diapers, clothing, houseware, and get connected to resources in the community.



United Way Jefferson &  
North Walworth Counties

In 2022, the TalkReadPlay program was awarded a grant for \$2000 from United Way of Jefferson & North Walworth Counties. This funding was used for staff time to enroll families in the TalkReadPlay program and help families thrive in our community. Families continued to face many Social Determinants of Health barriers that were magnified by COVID-19. Staff worked to meet the needs of families by connecting them to resources, information, and basic needs such as housing, transportation, food and personal essential products.

**Financial Comparison**

Revenue	2020	2021	2022
Maternal & Child Health Grant	\$ 7,784.00	\$ 10,836.00	\$ 10,454.00
Prevention Block Grant	\$ 11,397.00	\$ 8,020.00	\$ 8,000.00
Family Preservation Grant	\$ 27,938.00	\$ 26,126.50	\$ 26,063.00
Immunization Grant	\$ 5,990.00	\$ 6,689.00	\$ 7,461.00
Car Seat donation	\$ -	\$ 10,000.00	\$ (10,000.00)
Credit	\$ (24.99)		
Emergency Preparedness Grant	\$ 15,299.00		\$ 33,967.00
Radon Grant	\$ 6,663.00	\$ 8,619.00	\$ 2,547.00
Childhood Lead Grant	\$ 2,458.00	\$ 5,228.00	\$ 2,539.00
EH Interest	\$ 1,150.19		
COVID -19 - Tracing/Monitor grant	\$ 153,595.00	\$ 147,765.00	\$ 139,171.00
EH - COVID-19	\$ 67,844.24		
COVID-19 grant		\$ 125,263.40	
COVID-19 Planning grant		\$ 4,512.00	
Communicable Disease	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
Seal A Smile Grant & Donations	\$ 6,636.00		\$ 3,954.87

**Fees for Service**

Title 18 (Medicare)		\$ 906.63	\$ 1,391.70
Title 19 (HealthCheck/PNCC)	\$ 1,340.31	\$ 263.06	\$ 3,387.05
Seal A Smile MA	\$ 6,538.30	\$ 1,213.88	\$ 12,962.57
Jefferson Cty Consortium	\$ 35,000.00	\$ 32,082.00	\$ 34,998.00
Environmental Health Fees	\$ 64,264.00	\$ 64,120.89	\$ 49,669.00
Dept of Ag	\$ 236,346.40	\$ 261,487.00	\$ 288,588.00
Agent Program / DSPS/Body Art	\$ 1,306.00	\$ 1,541.00	\$ 1,218.00
Transient Well Water Program	\$ 59,262.00	\$ 51,078.00	\$ 55,181.00
Emergency Preparedness Consortium	\$ 28,589.00	\$ 58,508.71	\$ 112,692.00
General Health Revenue	\$ 1,790.94	\$ 4,509.52	\$ 4,950.26
<b>Total Revenue</b>	<b>\$ 744,766.39</b>	<b>\$ 832,369.59</b>	<b>\$ 792,794.45</b>

**Expenses**

Environmental Carry Over	\$ 79,025.12	\$ 23,775.06	\$ 7,449.25
Emergency Prep/Pandemic Carry Over	\$ 8,201.92	\$ (51,797.28)	\$ 30,343.19
Seal A Smile Carry Over	\$ 6,899.07	\$ (378.22)	\$ 5,023.80
Emergency Prep Coordinator Salary	\$ 13,763.50	\$ 13,935.19	\$ 30,991.65
Contracted Salary/SAS Hygienist & Dental Asst.	\$ 3,420.00		\$ 3,847.50
Personnel	\$ 769,428.13	\$ 845,707.95	\$ 858,908.53
General Supplies	\$ 162,103.88	\$ 95,859.07	\$ 123,084.11
<b>Total Expenses</b>	<b>\$ 1,042,841.62</b>	<b>\$ 927,101.77</b>	<b>\$ 1,059,648.03</b>

<b>City Tax Contribution</b>	<b>\$ (298,075.23)</b>	<b>\$ (94,732.18)</b>	<b>\$ (266,853.58)</b>
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**\*\* The numbers provided are unaudited as of 2/27/23**

Public Health is Everywhere!



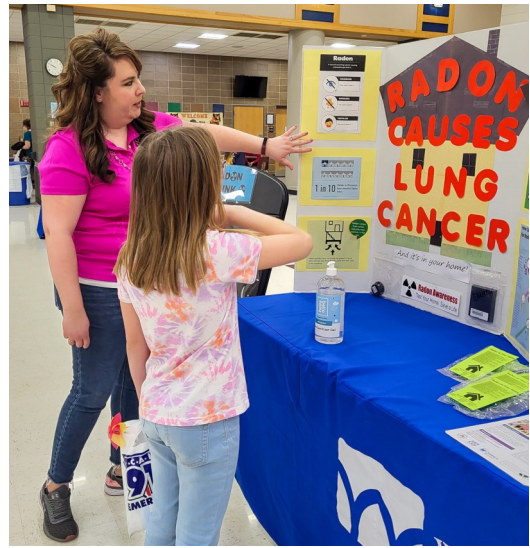
Board of Health member and Get Healthy Watertown member Andrea Turke, and public health nurses Susan Wollin and Laci Cummings attend the Community Health Assessment Summit.



WDPH staff brought out the Gosling blue to celebrate Homecoming!



We rocked the red for Wear Red Day, February 2022.



Abbey Kuehn educating about Radon at Children's Fair, April 2022.



WDPH employees were recognized for the commitment as city employees. Carol Quest, 20 years—left picture, and Susan Wollin, 25 years—top middle. Carol Quest was awarded our Public Health Partner Award for her amazing leadership through COVID and beyond.



# Watertown Fire Department

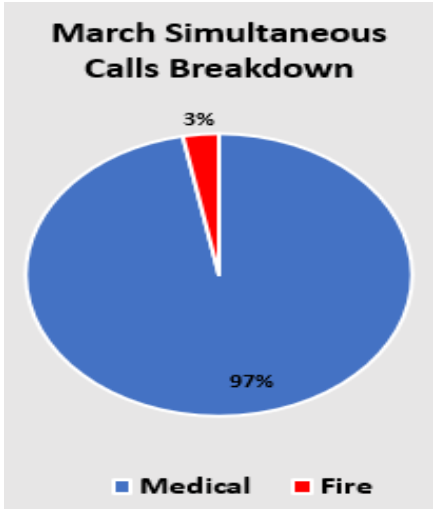
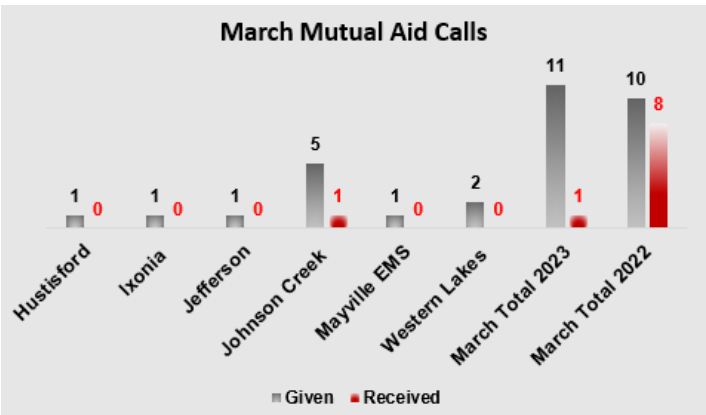
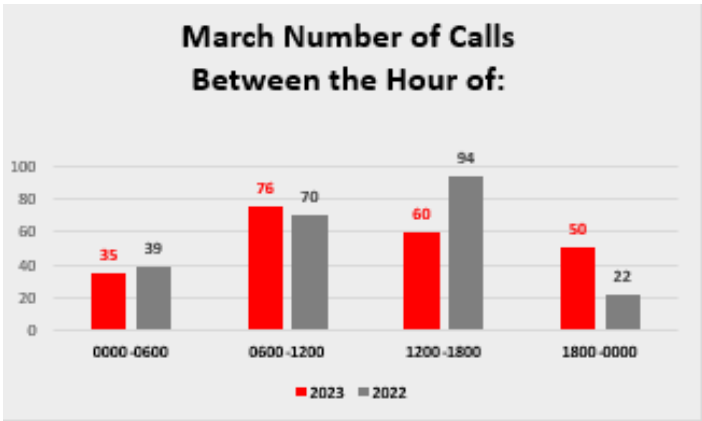
Monthly Report March 2023





# Watertown Fire Department Monthly Report

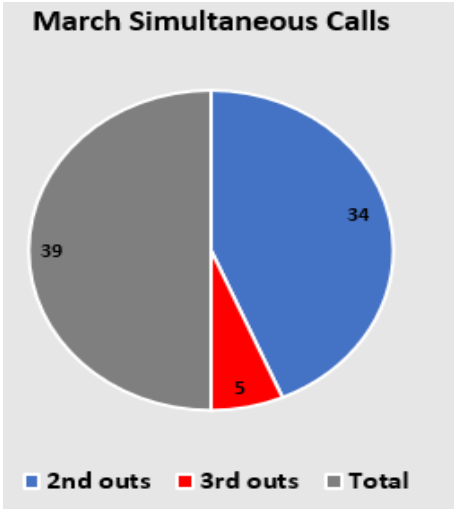
## Operational Statistics



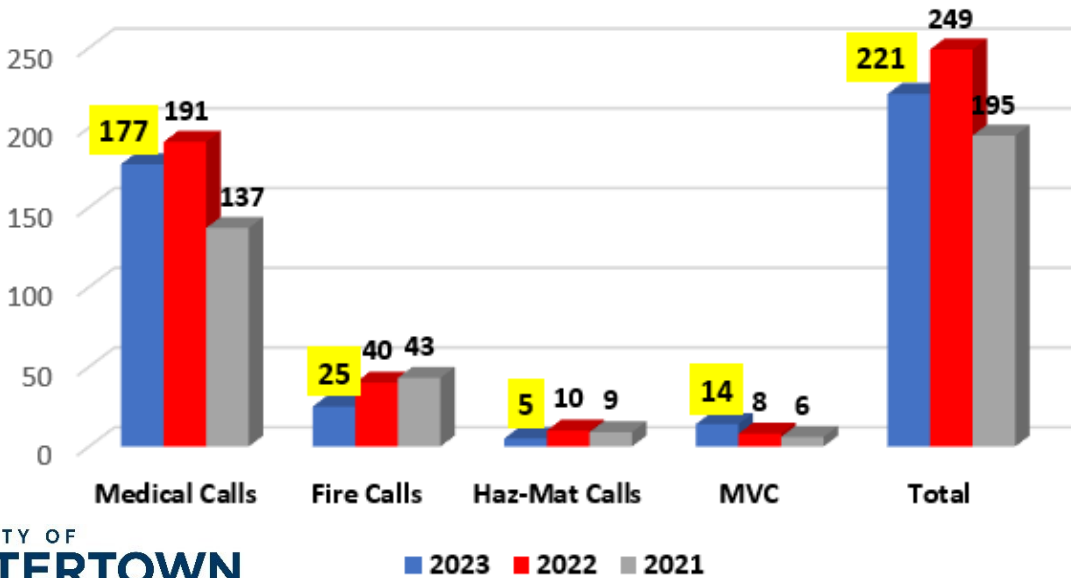
18% of the time we had multiple calls

2022 Simultaneous Calls	
2 <sup>nd</sup> out calls	42
3 <sup>rd</sup> out calls	2
4 <sup>th</sup> out calls	1
Total	45

23% of the time we had multiple calls



## 3-year Comparison of March Calls



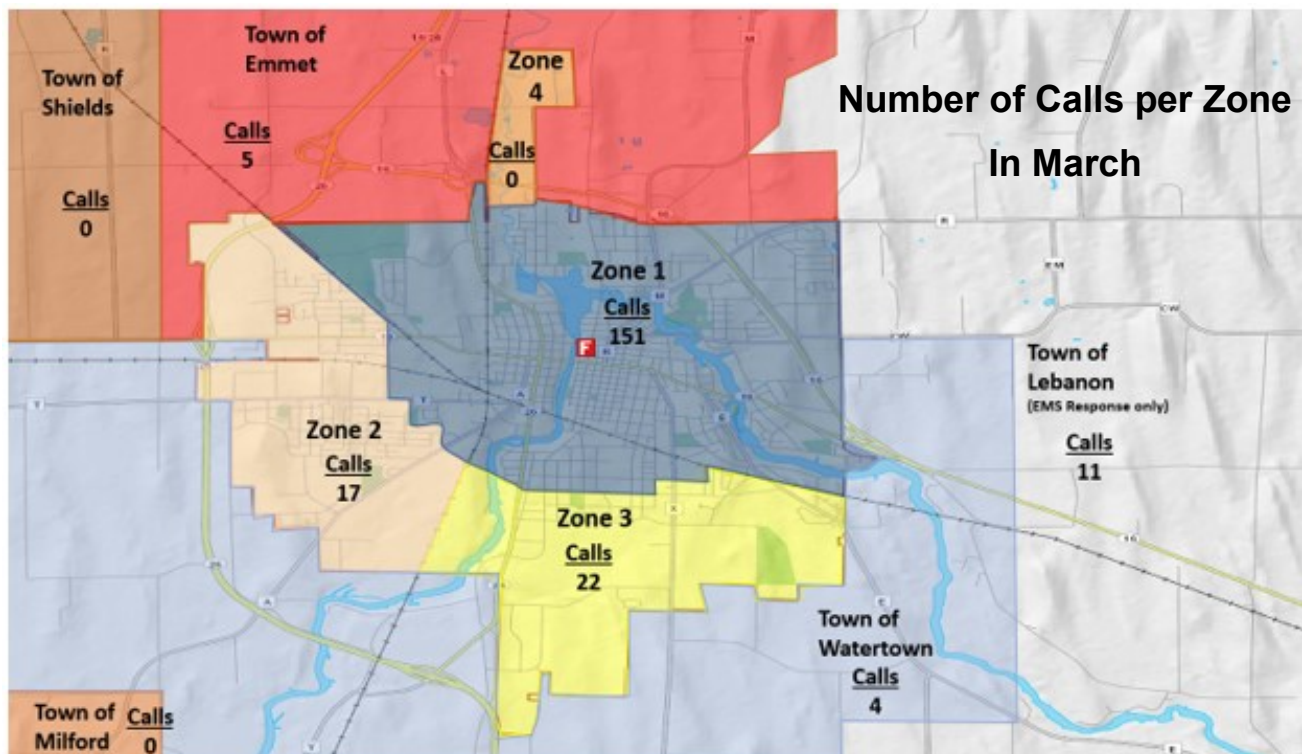


# Watertown Fire Department Monthly Report

Operational Statistics

Section 11, Item E.

March Response Times						
Zone	Turnout Time			Response Times		
	Time from alarm to out the door			Time from alarm to arrival		
	EMS	Fire	Com- bined	EMS	Fire	Combined
Zone-1	1:16	1:25	1:17	5:19	3:45	5:10
Zone-2	1:20	2:48	1:41	6:52	9:20	7:20
Zone-3	1:03	1:13	1:05	5:59	5:18	5:52
Zone-4	-	-	-	-	-	-
Zone- 11 Milford	-	-	-	-	-	-
Zone- 12 Town of Watertown	2:00	-	2:00	10:06	-	10:06
Zone- 13 Emmet	1:27	00:12	1:12	5:44	10:04	6:36
Zone- 14 Shields	-	-	-	-	-	-
Zone- 15 Lebanon	2:08	N/A	N/A	12:29	N/A	N/A
Delay due to Simultaneous	4:12			5:06		
*Department Standards- Turnout - 60 sec EMS/80 Sec Fire- Response- Fire & EMS 6 minutes*						



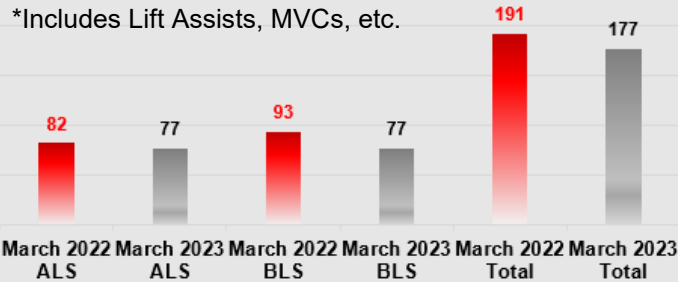


# Watertown Fire Department Monthly Report

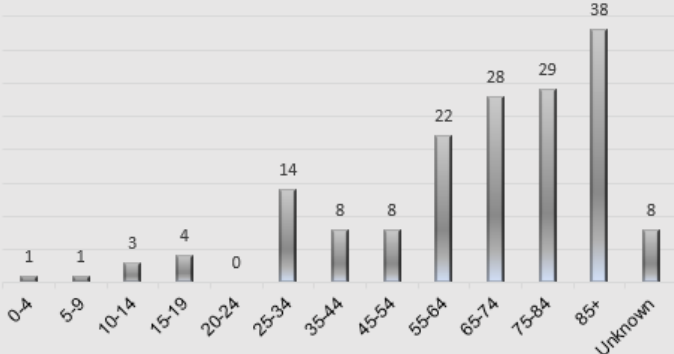
## Emergency Medical Services

March Emergency Medical  
Advanced/Basic Life Saving Calls

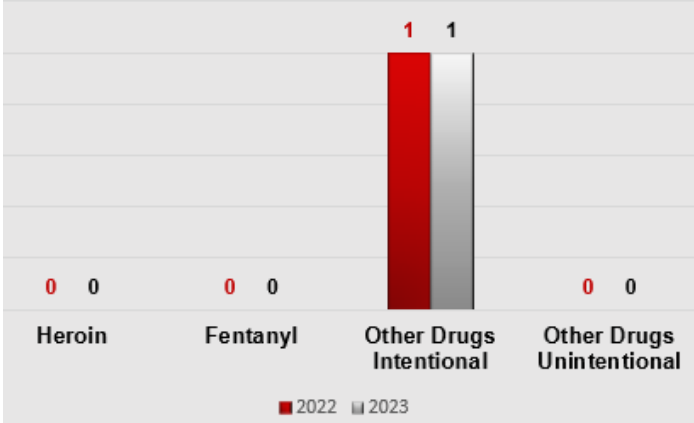
\*Includes Lift Assists, MVCs, etc.



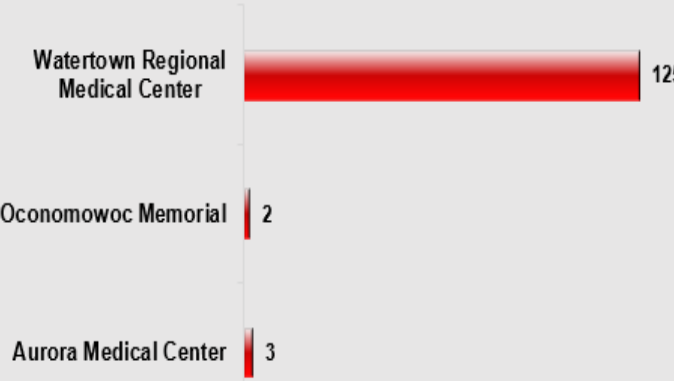
March Patient Contact by Age



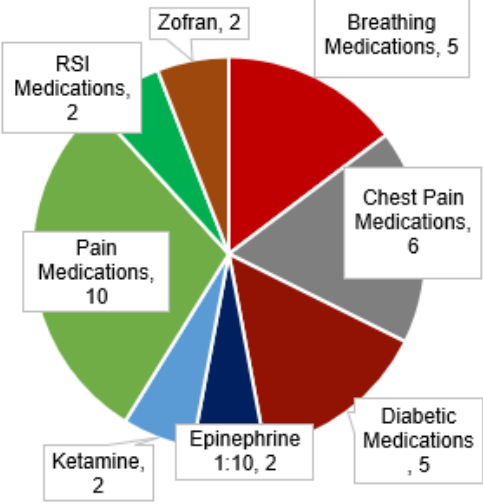
March Overdoses



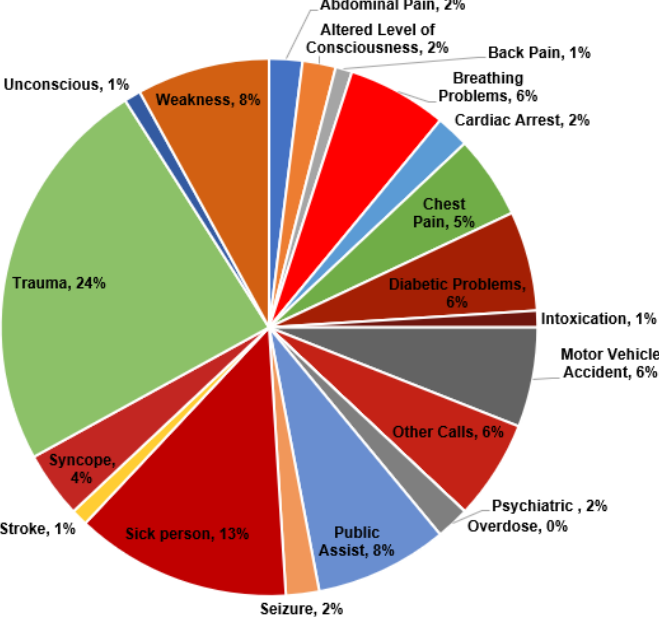
March Hospital Transports



March Medications  
Administered



EMS Call Purpose by Provider Primary Impression



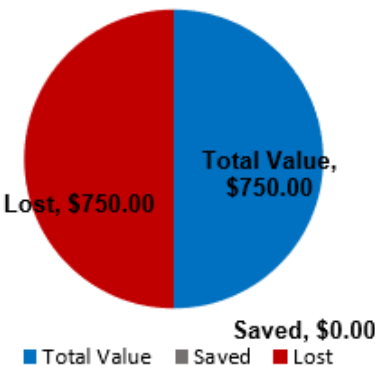
\*Traumatic injuries include Lift Assists, MVCs, falls, trauma related



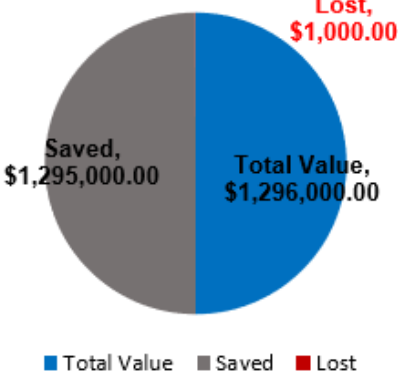
Watertown Fire Department  
Monthly Report

Fire Incidents

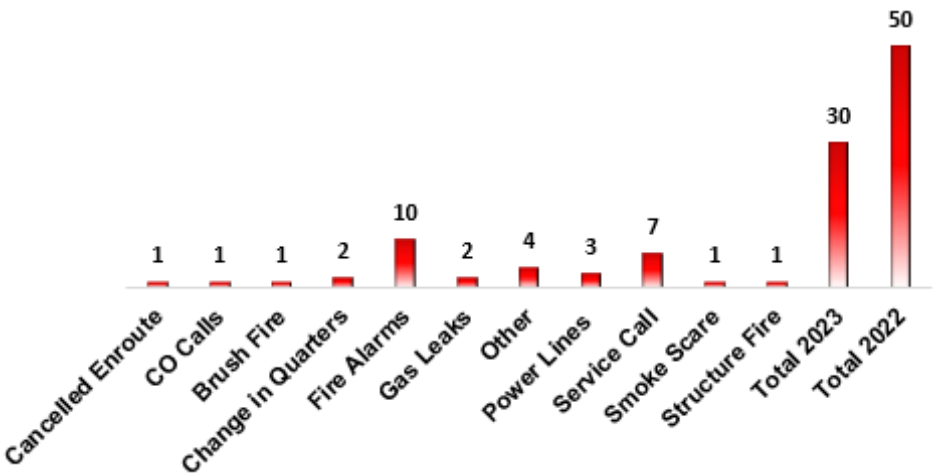
March 2022  
Fire Dollar Saved vs. Loss



March 2023  
Fire Dollar Saved vs. Loss



March Fire/Haz-Mat Calls



Watertown Fire Department  
Monthly Report

Department Incidents

March 27-Electrical Fire  
N2197 Sawmill Rd, Watertown

An electrical panel caught on fire at a recycling plant. Employees extinguished the fire with fire extinguishers prior to arrival.

March 20-MVC  
Hwy 16 & Hustisford Rd, Watertown

Brush 81 and Med 54 responded to a mutual aid request to Ixonia for a motor vehicle crash. There were multiple patients and one fatality.



## Watertown Fire Department Monthly Report

Department Training

Section 11, Item E.

For the month of March department members trained on the following:

### Engine Company

ProActive MPO Skills  
Reverse Speedlay Deployments

### Rescue Company

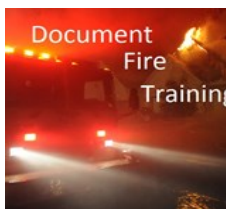
Elevator Rescue  
Ropes and Knots

### Truck Company

Forcible Entry  
Brush 81 & Truck 71 Operations

### EMS Training

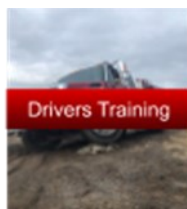
Airway Protocol



252.4 Hours



102 Hours



21 Hours



35.75 Hours



77.5 Hours



46.5 Hours

Total A Shift Training Hours - 186.4

Total B Shift Training Hours - 180.5

Total C Shift Training Hours - 119.25

Total Shift Training Hours - 486.15

Total Department  
Training Hours

535.15

The crew trained on the RDC/ Banana Boat, a new rescue craft the Fire Department is looking to purchase. It is used for ice/ water rescue, patient litter, snowmobile accident rescue and more. (Cover Picture)



Firefighter/Paramedic Scott Kreilkamp taught the crews Airway training this month. They practiced basic and difficult intubations on manikins loaned from Lake Country Fire and Rescue. They also practiced respiratory anatomy and cricothyrotomies on pig airways donated by Johnsonville.



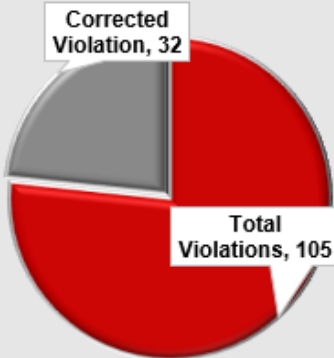


# Watertown Fire Department Monthly Report

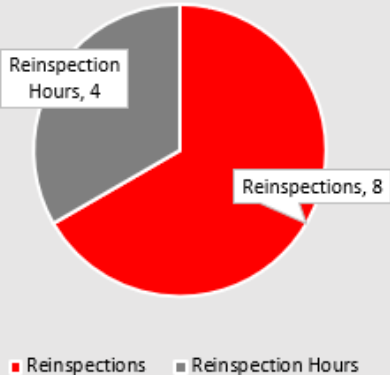
## Community Risk Reduction



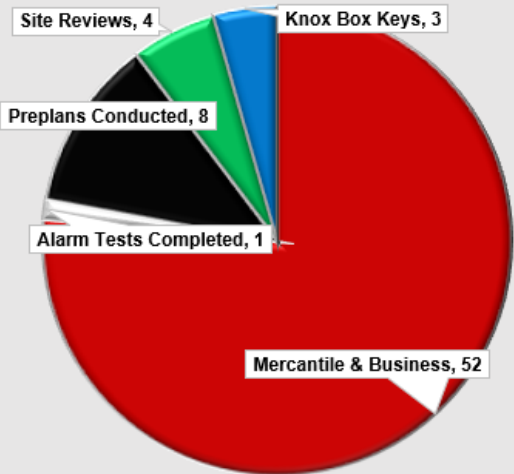
March Violations



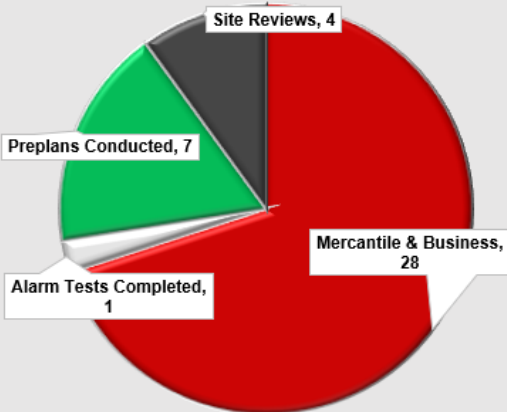
March Reinspections



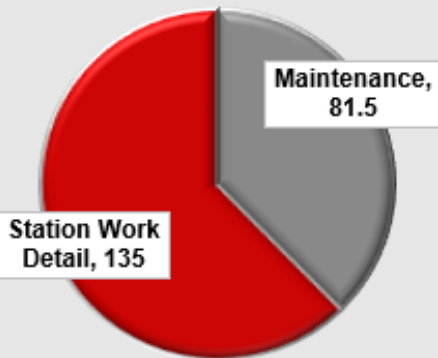
March Inspections/Alarm Tests



March Inspection/Test Hours



March Maintenance & Station Work Hours





**Watertown Fire Department  
Monthly Report**

**Community Risk Reduction**



2022	2023	March
2,387	317	Outreached Citizens
157	58	Contact Hours

**1 Community  
Resource Referral**

**1 Unsafe  
Assessment**



**1 Smoke  
Detector  
Installation**



**2 Smoke  
Detector  
Battery  
Changes**



**1 Home  
Safety  
Check**



**4 Public  
Relations  
Events**



**6 Student &  
Public Riders**



**9 Station  
Tours**



# Watertown Fire Department Monthly Report

# Department Incidents, Happenings, & Public Relations

## March 15—Career Fair

Watertown High School, Watertown

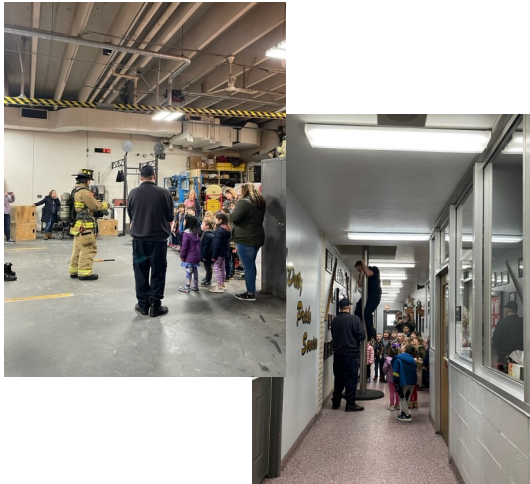
Staff members attended the Gosling Career Fair at WHS showing students what a career in Fire/EMS is all about.



## March 21 – Station Tour

Watertown Fire Department

Students from St. Bernard’s preschool toured the FD.



## March 28– Job Fair

Crew members attended the MATC job fair to showcase recruitment.



## March 30-Station Visitors

Watertown Fire Department

The Deputy Chief showed apparatus to some station visitors



## March-Watertown

Watertown Fire Department toured Northside Auto in Watertown as part of their preplan activities.



## March-Watertown

While training with some demo equipment, the crew spent some time sledding with Watertown citizens.





**Watertown Fire Department  
Monthly Report**

# You've Been Caught Doing an Outstanding Job!

## Candidate Physical Ability Test Program License

The International Association of Fire Fighters (IAFF), as the licensor, grants to:

***Watertown Fire Department***  
as Licensee

the non-exclusive license to use the IAFF/IAFC Joint Labor Management Wellness-Fitness Initiative's Candidate Physical Ability Test Program (CPAT) for purposes of testing the physical capability of fire fighter candidates. This license is granted only upon the express conditions that the licensee must use the CPAT in whole and only for the purpose of candidate testing. This includes, but is not necessarily limited to, recruiting, mentoring, preparatory programs, orientation programs, and proper program administration including using specified equipment, test parameters, qualified proctors and test personnel. Any attempt by the licensee to use only a portion of the CPAT or to use the CPAT for testing incumbents is inconsistent with the scope of this license, and is therefore prohibited. The licensee is only authorized to make use of the CPAT in accordance with the terms and conditions of the Second Edition CPAT manual. The IAFF does NOT grant a license for the creation of derivative works, or works that are based on whole or in part on the CPAT. This includes works that are written as well as oral. Specific, written permission is necessary from the IAFF in order to create derivative works. While the IAFF may permit the reproduction and reprinting of the CPAT upon request, this does not authorize the licensee to reprint or reproduce, in whole or in part, the CPAT. Specific, written permission is necessary from the IAFF in order to reprint or reproduce the CPAT. The IAFF reserves all rights and remedies for copyright infringement for any illegal use, distribution, copying or creation of derivative works that are not covered by this license. The copyright on the CPAT is registered with the United States Copyright Office. Because of this registration, the IAFF may invoke certain remedies in a lawsuit for copyright infringement. These remedies include actual damages, injunction, any profits realized by the infringer, and statutory damages, including attorneys' fees and litigation costs. The IAFF's copyright on the CPAT is also afforded complete protection in Canada pursuant to the Universal Copyright Convention. The IAFF reserves all rights under Canadian and international law for copyright infringement for any illegal use, distribution, copying and creation of derivative works that are not allowed by this license. Under Canadian laws the IAFF may invoke certain remedies in a lawsuit for copyright infringement. These remedies include actual damages, injunction, any profits realized by the infringer, and punitive damages. This license is subject to termination at the election of the IAFF by written notice. This license cannot be transferred or sub-licensed to any third parties. The IAFF owns the copyright and other related rights to the work entitled "Candidate Physical Ability Test" ("CPAT"). The IAFF, the IAFC and the ten jurisdictions and local unions of the Task Force own the proprietary rights to the CPAT.

*Edward Kelly*

March 2023

Edward Kelly, General President  
International Association of Fire Fighters

License Number: 01322

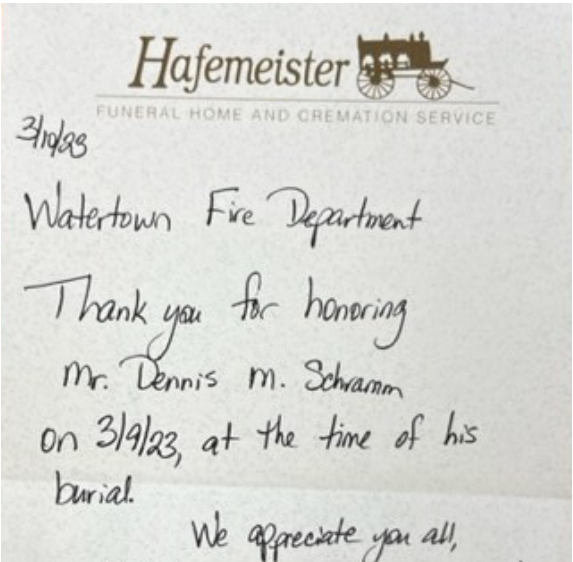


**IAFF/IAFC Joint Labor Management  
Wellness-Fitness Initiative**



Hello Travis and Tony,

I am thankful for your team members that were able to be present for this year's Gosling Career Fair. Please pass along my thanks to Scott, Tanner, Matt W., Autumn, Andrea, Chad Butler, Josh A., and Layne, and anyone else that helped. There were fewer booths this year, but students commented that they were able to have better conversations with the employers. Your team did a great job engaging with the students and I'm very proud to be able to work with them!



# Memo

To: Common Council  
From: Mayor McFarland  
Date: April 18, 2023  
Re: Committee Appointments

I would appreciate your consideration of the following appointments:

**Finance Committee**

Ald. Dan Bartz, Ald. Dana Davis, Ald. Jonathan Lampe, Ald. Myron Moldenhauer

**Public Works Commission**

Ald. Bob Wetzel (Chairperson), Ald. Dan Bartz, Ald. Bob Smail, Ald. Fred Smith

**Public Safety Committee**

Ald. Dana Davis (Chairperson), Ald. Eric Schmid, Ald. Brad Blanke, Ald. Bob Smail

**Airport Commission**

Ald. Bob Wetzel

**Park, Recreation & Forestry Commission**

Ald. Jonathan Lampe

**Main Street Program**

Ald. Myron Moldenhauer

**Watertown Family Connections**

Ald. Dana Davis

**Health Board**

Ald. Dana Davis, Ald. Fred Smith

**Library Board**

Ald. Bob Wetzel



**Transit Commission**

Ald. Eric Schmid

**Licensing Board**

Ald. Fred Smith, Ald. Brad Blanke

**Tourism Committee**

Ald. Bob Smail

**Board of Review**

Ald. Fred Smith, Ald. Brad Blanke

**Redevelopment Authority**

Ald. Dan Bartz, Ald. Jonathan Lampe

**Bike & Pedestrian Path Task Force**

Ald. Eric Schmid, Ald. Bob Smail

**Main Street Task Force**

Ald. Myron Moldenhauer

**Town Square Programming Committee (pending council approval)**

Ald. Dan Bartz

Thank you for your consideration,  
Mayor McFarland

## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 04/18/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>10-33 VEHICLE SERVICES LLC</b>						
910	10-33 VEHICLE SERVICES LLC	2575	PD - SQUAD SET UP	01/01/2023	7,624.45	05-52-11-70 CAPITAL PROJECTS
Total 910:					7,624.45	
<b>ABENDROTH WATER CONDITIONING</b>						
1074	ABENDROTH WATER CONDITIO	033123	SOFTENER RENTAL-FIRE	03/31/2023	115.00	01-52-31-18 SUPPLIES & EXPENSE
Total 1074:					115.00	
<b>ALSCO INC</b>						
1512	ALSCO INC	IMIL1898980	MATT SERVICE AT CITY HALL	03/31/2023	93.02	01-51-71-18 SUPPLIES & EXPENSE
1512	ALSCO INC	IMIL1898980	SHIRTS AND COVERALLS MEC	03/31/2023	143.53	01-54-31-59 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1898980	COVERALLS STORM WATER T	03/31/2023	71.76	16-58-16-41 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1898980	COVERALL SERVICE FOR SOLI	03/31/2023	5.06	17-58-17-59 SAFETY EQUIPMENT
Total 1512:					313.37	
1512	ALSCO INC	IMIL1901078	MATT SERVICE AT CITY HALL	04/07/2023	93.02	01-51-71-18 SUPPLIES & EXPENSE
1512	ALSCO INC	IMIL1901078	SHIRTS AND COVERALLS MEC	04/07/2023	153.96	01-54-31-59 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1901078	COVERALLS STORM WATER T	04/07/2023	76.98	16-58-16-41 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1901078	COVERALL SERVICE FOR SOLI	04/07/2023	5.06	17-58-17-59 SAFETY EQUIPMENT
Total 1512:					329.02	
<b>AT&amp;T MOBILITY-FIRSTNET</b>						
552664	AT&T MOBILITY-FIRSTNET	287303591659	PHONE IT	03/23/2023	43.61	01-51-86-32 TELEPHONE
552664	AT&T MOBILITY-FIRSTNET	287303591659	PHONE MAYOR	03/23/2023	43.61	01-51-31-32 TELEPHONE
Total 552664:					87.22	
<b>BADGER WELDING SUPPLIES INC</b>						
2043	BADGER WELDING SUPPLIES I	3762586	OXYGEN FIRE	03/31/2023	6.20	01-52-31-54 EMS SUPPLIES
Total 2043:					6.20	
<b>BAKER TILLY US LLP</b>						
2051	BAKER TILLY US LLP	BT2363266	AUDIT SERVICES - MARCH SER	03/31/2023	11,473.00	01-51-57-42 ACCOUNTING & AUDIT
Total 2051:					11,473.00	
<b>BILL ANDERSON</b>						
1568	BILL ANDERSON	41223	ENTERTAINMENT SENIOR CEN	04/12/2023	250.00	24-58-11-07 SR. CENTER FUNDRAISI
Total 1568:					250.00	
<b>BILL HILL</b>						
27294	BILL HILL	4272023	MUSICAL PERFORM - SR CTR	01/24/2023	100.00	24-58-11-07 SR. CENTER FUNDRAISI
Total 27294:					100.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>BILLER PRESS AND MFG INC</b>						
2376	BILLER PRESS AND MFG INC	BP-8753	PD - PARKING CITATIONS	03/27/2023	329.86	01-52-11-45 PARKING ENFORCEMEN
Total 2376:					329.86	
<b>BRIAN HORVATH</b>						
52281	BRIAN HORVATH	41123	REFUND SECURITY DEP SR CT	04/11/2023	100.00	01-27-19-70 SR. CENTER SECURITY
Total 52281:					100.00	
<b>BROOKS TRACTOR INC</b>						
2775	BROOKS TRACTOR INC	S33000	BATTERY FOR VEH 139	03/24/2023	792.72	16-58-16-22 MAINTENANCE
Total 2775:					792.72	
2775	BROOKS TRACTOR INC	S33405	PARTS FOR VEH 135	04/05/2023	44.93	16-58-16-22 MAINTENANCE
Total 2775:					44.93	
2775	BROOKS TRACTOR INC	S33538	LAMP FOR VEH 135 OR 136	04/10/2023	44.93	01-54-11-20 REPAIRS
Total 2775:					44.93	
<b>CARMEN RAMOS</b>						
55289	CARMEN RAMOS	0041123	REFUND LEARN DISC GOLF	04/11/2023	40.00	01-44-62-10 REC DEPT. REVENUE
Total 55289:					40.00	
<b>CENTURYLINK</b>						
3301	CENTURYLINK	636308520	LONG	04/01/2023	6.50	01-51-71-32 TELEPHONE
Total 3301:					6.50	
<b>CHAD BUTZINE</b>						
2989	CHAD BUTZINE	021923	FF INSTRUCTOR CLASS FIRE	04/11/2023	630.00	01-52-31-48 TRAINING TUITION
Total 2989:					630.00	
2989	CHAD BUTZINE	032423	LIVE FIRE EVOLOLUTIONS CLA	04/11/2023	922.18	01-52-31-48 TRAINING TUITION
Total 2989:					922.18	
<b>CHARLES SCHROEDER</b>						
19327	CHARLES SCHROEDER	41123	REIMBURSE CDL PARKS	04/11/2023	40.00	01-55-41-59 SAFETY EQUIPMENT
Total 19327:					40.00	
<b>COMPASS MINERALS AMERICA INC</b>						
554651	COMPASS MINERALS AMERICA	1161837	ROAD SALT PER CONTRACT	03/29/2023	41,194.37	01-54-35-18 SUPPLIES & EXPENSE
Total 554651:					41,194.37	
<b>CONVERGENT SOLUTIONS INC</b>						
3762	CONVERGENT SOLUTIONS INC	55246	PHONE SYSTEM SUPPORT	03/16/2023	69.50	01-51-86-44 SOFTWARE SUPPORT/S
Total 3762:					69.50	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>CORPORATE BUSINESS SYSTEMS</b>						
3794	CORPORATE BUSINESS SYSTE	337449	COPIER MAINT FEE	03/28/2023	38.25	01-54-21-18 SUPPLIES & EXPENSE
3794	CORPORATE BUSINESS SYSTE	337449	COPIER MAINT FEE	03/28/2023	38.25	17-58-17-18 SUPPLIES
Total 3794:					76.50	
3793	CORPORATE BUSINESS SYSTE	33747911	COPIER LEASE FEE-CA	03/30/2023	146.43	01-51-61-18 SUPPLIES & EXPENSE
Total 3793:					146.43	
3793	CORPORATE BUSINESS SYSTE	33788877	COPIER LEASE FEE	04/05/2023	69.50	17-58-17-18 SUPPLIES
3793	CORPORATE BUSINESS SYSTE	33788877	COPIER LEASE FEE	04/05/2023	69.50	01-54-21-18 SUPPLIES & EXPENSE
Total 3793:					139.00	
3794	CORPORATE BUSINESS SYSTE	337977	COPIER OVERAGES HR	04/05/2023	16.99	01-51-60-18 SUPPLIES & EXPENSE
3794	CORPORATE BUSINESS SYSTE	337977	COPIER OVERAGES MAYOR	04/05/2023	41.07	01-51-31-18 SUPPLIES & EXPENSE
3794	CORPORATE BUSINESS SYSTE	337977	COPIER OVERAGES IT	04/05/2023	.30	01-51-86-18 IT SUPPLIES & EXPENSE
3794	CORPORATE BUSINESS SYSTE	337977	COPIER OVERAGES SIDC	04/05/2023	2.40	60-51-05-18 SUPPLIES SIDC COORD
Total 3794:					60.76	
<b>DIGICORP INC</b>						
4468	DIGICORP INC	345660	MICROSOFT TEAMS LICENSE -	03/31/2023	4.80	01-51-86-44 SOFTWARE SUPPORT/S
Total 4468:					4.80	
4468	DIGICORP INC	345747	ASSIST HEALTH DEPT/ELECTR	04/06/2023	1,086.00	24-53-12-60 HEALTH CAPITAL EXPEN
Total 4468:					1,086.00	
<b>ENTRANCE SYSTEMS</b>						
5625	ENTRANCE SYSTEMS	46054	PM CHECKUP	03/15/2023	219.48	01-54-53-18 SUPPLIES & EXPENSE
Total 5625:					219.48	
<b>ESO SOLUTIONS INC</b>						
554075	ESO SOLUTIONS INC	107742	SOFTWARE INTERGRATION FI	04/04/2023	2,054.85	01-52-31-28 COMPUTERS AND SOFT
Total 554075:					2,054.85	
<b>EWALD'S HARTFORD FORD LLC</b>						
5890	EWALD'S HARTFORD FORD LL	41123	2023 FORD F250 TRUCK	04/11/2023	38,000.00	05-55-41-70 CAPITAL PROJECTS
5890	EWALD'S HARTFORD FORD LL	41123	2023 FORD F250 TRUCK	04/11/2023	4,173.00	01-55-41-60 CAPITAL OUTLAY
Total 5890:					42,173.00	
<b>EZ PROMOTION &amp; APPAREL LLC</b>						
554285	EZ PROMOTION & APPAREL LL	1000859	SOCCER SHIRTS SPRING	04/04/2023	3,968.64	01-55-21-18 SUPPLIES & EXPENSE
Total 554285:					3,968.64	
554285	EZ PROMOTION & APPAREL LL	8034552	PLASTIC STADIUM CUPS-TOW	04/10/2023	610.00	01-55-21-18 SUPPLIES & EXPENSE
Total 554285:					610.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>FEILS CATERING</b>						
6093	FEILS CATERING	I230331	MARCH BDAY MEALS	03/02/2023	79.38	24-58-11-07 SR. CENTER FUNDRAISI
Total 6093:					79.38	
<b>FIRE SERVICE INC</b>						
6371	FIRE SERVICE INC	WI-6069	ENGINE 61 REPLACE DOOR PA	04/05/2023	1,790.39	01-52-31-42 APPARATUS MAINTENAN
Total 6371:					1,790.39	
6371	FIRE SERVICE INC	WI-6074	ENGINE 61 TRANSMISSION SE	04/05/2023	1,261.98	01-52-31-42 APPARATUS MAINTENAN
Total 6371:					1,261.98	
6371	FIRE SERVICE INC	WI-6075	ENGINE 61 A-SERVICE FIRE	04/05/2023	1,600.00	01-52-31-42 APPARATUS MAINTENAN
Total 6371:					1,600.00	
<b>FLEMINGS FIRE 1 INC</b>						
6435	FLEMINGS FIRE 1 INC	125816	FIRE EXTINGUISHER ANNUAL I	03/07/2023	155.70	01-54-53-18 SUPPLIES & EXPENSE
Total 6435:					155.70	
<b>FRAWLEY OIL COMPANY INC</b>						
6728	FRAWLEY OIL COMPANY INC	7754790	BULK OIL FOR STREET VEHICL	03/08/2023	1,933.64	01-54-11-40 GASOLINE
6728	FRAWLEY OIL COMPANY INC	7754790	BULK OIL FOR STORM WATER	03/08/2023	1,933.63	16-58-16-40 EQUIPMENT FUEL
6728	FRAWLEY OIL COMPANY INC	7754790	BULK OIL FOR SOLID WASTE V	03/08/2023	1,933.64	17-58-17-40 FUEL
Total 6728:					5,800.91	
<b>FREE STYLE GRAPHICS</b>						
6807	FREE STYLE GRAPHICS	11019	PD - SHOULDER PATCHES	04/06/2023	931.00	01-52-11-54 UNIFORM ALLOWANCE
Total 6807:					931.00	
<b>GENERAL CODE LLC</b>						
7208	GENERAL CODE LLC	PG000032029	2022 CODE UPDATE	04/10/2023	12,835.00	01-51-11-26 CODIFICATION OF MUNI
Total 7208:					12,835.00	
<b>GRINWALD FORD INC</b>						
7675	GRINWALD FORD INC	78770	PD - SQUAD MAINT	04/03/2023	276.64	01-52-11-44 VEHICLE REPAIRS & MAI
Total 7675:					276.64	
<b>HARVEST MARKET</b>						
552876	HARVEST MARKET	4279	LEADERSHIP TEAM MEETING	04/06/2023	114.50	01-51-95-52 EMPLOYEE APPRECIATI
Total 552876:					114.50	
<b>HOTSY CLEANING SYSTEMS INC</b>						
8693	HOTSY CLEANING SYSTEMS IN	0235503-IN	WASH BAY REPAIRS	03/22/2023	269.65	01-54-12-20 REPAIRS
8693	HOTSY CLEANING SYSTEMS IN	0235503-IN	WASH BAY REPAIRS	03/22/2023	134.83	16-58-16-19 MISC. STREET SUPPLIE
8693	HOTSY CLEANING SYSTEMS IN	0235503-IN	WASH BAY REPAIRS	03/22/2023	134.83	17-58-17-18 SUPPLIES
Total 8693:					539.31	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>INTERSTATE BILLING SERVICE INC</b>						
9490	INTERSTATE BILLING SERVICE	X101063218:0	BATTERIES FOR STOCK	03/13/2023	108.80	17-58-17-20 REPAIRS
9490	INTERSTATE BILLING SERVICE	X101063218:0	BATTERIES FOR STOCK	03/13/2023	108.80	01-54-11-20 REPAIRS
Total 9490:					217.60	
9490	INTERSTATE BILLING SERVICE	X101063218:0	BATTERY FOR SOLID WASTE	03/13/2023	390.00	17-58-17-20 REPAIRS
Total 9490:					390.00	
9490	INTERSTATE BILLING SERVICE	X101063388:0	CREDIT FOR BRAKE KIT RETU	03/14/2023	93.60-	01-54-11-20 REPAIRS
Total 9490:					93.60-	
9490	INTERSTATE BILLING SERVICE	X101063389:0	CREDIT FOR BATTERY	03/14/2023	52.00-	17-58-17-20 REPAIRS
Total 9490:					52.00-	
9490	INTERSTATE BILLING SERVICE	X101064626:0	BRAKE PAD SETS	03/31/2023	535.96	17-58-17-20 REPAIRS
9490	INTERSTATE BILLING SERVICE	X101064626:0	BRAKE PAD SETS	03/31/2023	267.98	01-54-11-20 REPAIRS
Total 9490:					803.94	
9490	INTERSTATE BILLING SERVICE	X101064626:0	SOLID WASTE STOCK PARTS	03/31/2023	130.64	17-58-17-20 REPAIRS
9490	INTERSTATE BILLING SERVICE	X101064626:0	STREET STOCK PARTS	03/31/2023	65.32	01-54-11-20 REPAIRS
Total 9490:					195.96	
9490	INTERSTATE BILLING SERVICE	X101064797:0	AIR DRYER AND VALVE FOR ST	04/03/2023	509.50	17-58-17-20 REPAIRS
Total 9490:					509.50	
<b>J&amp;L TIRE INC</b>						
10009	J&L TIRE INC	362991	SOLID WASTE TIRE STOCK	04/08/2023	4,455.21	17-58-17-19 TIRE & TIRE REPAIR
Total 10009:					4,455.21	
<b>JANI-KING OF MILWAUKEE</b>						
10100	JANI-KING OF MILWAUKEE	MIL04230158	CLEANING SERVICE AT AIRPOR	04/01/2023	642.75	01-54-53-18 SUPPLIES & EXPENSE
Total 10100:					642.75	
<b>JEFFERSON FIRE AND SAFETY INC</b>						
10300	JEFFERSON FIRE AND SAFETY	IN300967	NEW YORK HOOK FIRE	03/16/2023	193.01	01-52-31-20 EQUIPMENT REPAIRS/RE
Total 10300:					193.01	
<b>JX ENTERPRISES INC</b>						
1094	JX ENTERPRISES INC	13195081P	SENSORS FOR VEH #21	04/11/2023	517.15	17-58-17-20 REPAIRS
Total 1094:					517.15	
<b>KATHERINE GATLIN</b>						
7141	KATHERINE GATLIN	41223	REC CONTRACT DANCE INSTR	04/12/2023	3,880.00	01-55-21-17 CONTRACTED SPORTS
Total 7141:					3,880.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>KELBE BROS EQUIPMENT CO INC</b>						
11257	KELBE BROS EQUIPMENT CO I	P23645	SWITCH FOR VEH #129	03/22/2023	181.18	01-54-11-20 REPAIRS
Total 11257:					181.18	
<b>KIMBALL MIDWEST</b>						
11383	KIMBALL MIDWEST	100909551	STOCK PARTS FOR SOLID WAS	03/31/2023	448.49	17-58-17-20 REPAIRS
Total 11383:					448.49	
11383	KIMBALL MIDWEST	100932199	STOCK SHOP SMALL PARTS	04/07/2023	1,324.27	01-54-11-20 REPAIRS
Total 11383:					1,324.27	
<b>KOPLIN EXCAVATING &amp; GRADING INC</b>						
11624	KOPLIN EXCAVATING & GRADI	125348	CLEAR ROCK DELIVERED	03/31/2023	317.30	01-54-31-18 SUPPLIES & EXPENSE
Total 11624:					317.30	
<b>KWIK TRIP EXTENDED NETWORK</b>						
11971	KWIK TRIP EXTENDED NETWO	NP64130570	PD - FUEL / CAR WASH	04/03/2023	23.31	01-52-11-40 FUEL
Total 11971:					23.31	
<b>LAKESIDE INTERNATIONAL TRUCKS</b>						
12048	LAKESIDE INTERNATIONAL TR	5172275P	ROTOR SERVICE VEH #29	03/31/2023	34.40	01-54-11-20 REPAIRS
Total 12048:					34.40	
12048	LAKESIDE INTERNATIONAL TR	5172275PX1	ROTOR SERVICE ON VEH #29	04/04/2023	1,136.20	01-54-11-20 REPAIRS
Total 12048:					1,136.20	
<b>LAND TECH SURVEYING LLC</b>						
554400	LAND TECH SURVEYING LLC	5832	CSM FINAL FIRE	11/30/2022	2,000.00	05-52-31-70 CAPITAL PROJECTS
Total 554400:					2,000.00	
<b>LANGUAGE LINE SERVICES</b>						
12115	LANGUAGE LINE SERVICES	10966570	PD - TRANSLATION	03/31/2023	334.52	01-52-11-17 OUTSIDE SERVICES
Total 12115:					334.52	
<b>LRS</b>						
554437	LRS	0003518477	AIRPORT TRASH DISPOSAL - A	03/31/2023	101.60	01-54-53-18 SUPPLIES & EXPENSE
Total 554437:					101.60	
<b>MAAS BROS CONSTRUCTION CO</b>						
13028	MAAS BROS CONSTRUCTION	11	RDA TOWN SQUARE: PAYMENT	03/23/2023	77,727.60	05-95-11-70 RDA TOWN SQUARE
Total 13028:					77,727.60	
<b>Marshfield Clinic Health System Inc</b>						
554669	Marshfield Clinic Health System In	37645784 GR	DOT DRUG SCREEN AND REVI	03/31/2023	40.00	17-58-17-59 SAFETY EQUIPMENT

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 554669:					40.00	
<b>NICOLE M ZIMMERMAN</b>						
26425	NICOLE M ZIMMERMAN	20230401	Well	WELLNESS GRANT REIMBURS	04/01/2023	34.55 01-51-60-18 SUPPLIES & EXPENSE
Total 26425:					34.55	
<b>OFFICE PRO</b>						
15275	OFFICE PRO	0479552-001		SHRED SERVICES	04/07/2023	50.00 01-51-40-18 SUPPLIES & EXPENSE
Total 15275:					50.00	
<b>OLSEN SAFETY EQUIPMENT CORP</b>						
15575	OLSEN SAFETY EQUIPMENT C	0406032-IN		SAFETY VESTS	04/07/2023	126.13 01-54-31-59 SAFETY EQUIPMENT
15575	OLSEN SAFETY EQUIPMENT C	0406032-IN		SAFETY VESTS	04/07/2023	43.33 16-58-16-41 SAFETY EQUIPMENT
15575	OLSEN SAFETY EQUIPMENT C	0406032-IN		SAFETY VESTS	04/07/2023	35.95 17-58-17-59 SAFETY EQUIPMENT
Total 15575:					205.41	
<b>OX-BO MARINE LLC</b>						
15980	OX-BO MARINE LLC	RO-4458		REPAIR FD BOAT	03/28/2023	389.84 01-52-31-42 APPARATUS MAINTENAN
Total 15980:					389.84	
<b>PASSENGER TRANSIT INC</b>						
16165	PASSENGER TRANSIT INC	1298		CAB SERVICE-REVENUE	04/12/2023	30,375.00- 13-42-73-75 CAB REVENUE
16165	PASSENGER TRANSIT INC	1298		CAB SERVICE-EXPENSE	04/12/2023	77,074.30 13-57-11-46 PURCHASED TRANSPOR
Total 16165:					46,699.30	
<b>POSITIVE CONCEPTS</b>						
554725	POSITIVE CONCEPTS	0241874-IN		PD - SQUAD PAPER	03/23/2023	165.60 01-52-11-44 VEHICLE REPAIRS & MAI
Total 554725:					165.60	
<b>QUALITY POWER SOLUTIONS LLC</b>						
17001	QUALITY POWER SOLUTIONS L	29868184		PD - UPS SYSTEM	04/07/2023	1,620.03 01-52-11-20 MAINTENANCE CONTRA
Total 17001:					1,620.03	
<b>R&amp;R INSURANCE SERVICES INC</b>						
18005	R&R INSURANCE SERVICES IN	2819814		WORK COMP INSURANCE	04/03/2023	26,000.00 01-51-94-46 WORKMAN'S COMPENS
Total 18005:					26,000.00	
18005	R&R INSURANCE SERVICES IN	2819815		LIABILITY INSURANCE	04/03/2023	17,539.00 01-51-94-40 PUBLIC LIABILITY
Total 18005:					17,539.00	
<b>RAILROAD MANAGEMENT CO LLC</b>						
18056	RAILROAD MANAGEMENT CO L	479175		PL-LICENSE FEES, PRESET-ST	03/31/2023	575.87 16-58-16-24 STORM WATER PERMIT
Total 18056:					575.87	
<b>RHYME BUSINESS PRODUCTS</b>						
4092	RHYME BUSINESS PRODUCTS	33754075		PD - COPIER MAINT	03/31/2023	664.78 01-52-11-20 MAINTENANCE CONTRA

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 4092:					664.78	
<b>RUEKERT MIELKE INC</b>						
18891	RUEKERT MIELKE INC	145928	PROJ 79-00000 GENERAL SERV	03/29/2023	261.25	16-58-16-25 ENGINEERING FEES
Total 18891:					261.25	
18891	RUEKERT MIELKE INC	145929	PROJ 79-10035 ANNUAL ST SA	03/29/2023	563.00	05-58-11-69 STREETS
Total 18891:					563.00	
18891	RUEKERT MIELKE INC	145930	PROJ 79-10037 FLOOD CONTR	03/29/2023	6,757.00	16-58-16-60 CAPITAL OUTLAY
Total 18891:					6,757.00	
18891	RUEKERT MIELKE INC	145931	PROJ 79-10039 SUBDIVISION C	03/29/2023	534.88	16-58-16-47 OUTSIDE SERVICES EM
Total 18891:					534.88	
18891	RUEKERT MIELKE INC	145932	PROJ 79-10042 MS4 MODELING	03/29/2023	6,957.70	16-58-16-47 OUTSIDE SERVICES EM
Total 18891:					6,957.70	
<b>SHORT ELLIOTT HENDRICKSON INC</b>						
19563	SHORT ELLIOTT HENDRICKSO	443906	NEW STATION DESIGN FIRE	04/07/2023	9,254.10	05-52-31-70 CAPITAL PROJECTS
Total 19563:					9,254.10	
<b>STENSTROM PETROLEUM SERVICES GROUP</b>						
554705	STENSTROM PETROLEUM SER	213121	REPLACE HOSE & TESTED	03/29/2023	348.00	01-54-53-20 REPAIRS
Total 554705:					348.00	
<b>STEVEN CHESEBRO</b>						
554202	STEVEN CHESEBRO	04/04/2023	MILEAGE REIMBURSEMENT 04	04/04/2023	22.01	01-51-61-24 TRAVEL
Total 554202:					22.01	
<b>TIRE-RIFIK INC</b>						
20560	TIRE-RIFIK INC	1277426	REPAIR ON STEERING GEAR FI	03/31/2023	1,091.41	01-52-31-42 APPARATUS MAINTENAN
Total 20560:					1,091.41	
<b>UNITED ELECTRIC INC</b>						
21526	UNITED ELECTRIC INC	79651	MUNI BLDG - ELECTRICAL	03/28/2023	391.63	01-51-71-20 REPAIRS
Total 21526:					391.63	
<b>UNIVERSAL RECYCLING TECHNOLOGIES LLC</b>						
21538	UNIVERSAL RECYCLING TECH	ARINV198782	TELEVISION, ELECTRONIC AND	03/29/2023	699.32	17-58-17-41 OUTSIDE RECYCLING S
Total 21538:					699.32	
<b>VANDEWALLE &amp; ASSOCIATES</b>						
22160	VANDEWALLE & ASSOCIATES	202303023	VARIOUS OUTSIDE SERVICES	03/20/2023	1,431.25	01-52-41-47 OUTSIDE SERVICES EMP

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 22160:					1,431.25	
<b>VET PEST CONTROL LLC</b>						
554266	VET PEST CONTROL LLC	0281	MONTHLY PEST CONTROL	03/30/2023	90.00	01-54-12-18 SUPPLIES & EXPENSE
Total 554266:					90.00	
554266	VET PEST CONTROL LLC	0340	WAC PEST CONTROL	03/30/2023	65.00	01-55-22-17 SVC CONTRACTS/LICEN
Total 554266:					65.00	
554266	VET PEST CONTROL LLC	0341	PARK PEST CONTROL	03/31/2023	65.00	01-55-41-18 SUPPLIES & EXPENSE
Total 554266:					65.00	
554266	VET PEST CONTROL LLC	0342	PARK PEST CONTROL	03/31/2023	80.00	01-55-41-18 SUPPLIES & EXPENSE
Total 554266:					80.00	
<b>WATERTOWN AREA CHAMBER OF COMMERCE</b>						
23160	WATERTOWN AREA CHAMBER	133	SENIOR FAIR EBLAST	04/10/2023	50.00	24-58-11-07 SR. CENTER FUNDRAISI
Total 23160:					50.00	
<b>WATERTOWN CONSERVATION CLUB</b>						
23184	WATERTOWN CONSERVATION	2023	PD - TRAINING	03/29/2023	700.00	01-52-11-56 TRAINING
Total 23184:					700.00	
<b>WATERTOWN MAIN STREET PROGRAM</b>						
23221	WATERTOWN MAIN STREET PR	033123	CONTRACT QUARTER 2 2023	04/13/2023	7,500.00	01-51-31-51 MAIN STREET PGM CON
Total 23221:					7,500.00	
<b>WATERTOWN REGIONAL MEDICAL CENTER LLC</b>						
23400	WATERTOWN REGIONAL MEDI	SCHMIDT 033	DRUG SCREEN JACQUELINE S	03/31/2023	30.00	01-55-20-22 DUES, FEES & SUBS
Total 23400:					30.00	
<b>WDOA</b>						
23006	WDOA	2023 SCHROE	PD - DARE CONFERENCE	04/12/2023	200.00	01-52-11-56 TRAINING
Total 23006:					200.00	
<b>WELDERS SUPPLY COMPANY</b>						
23581	WELDERS SUPPLY COMPANY	10351825	WELDING SUPPLIES	03/31/2023	40.75	01-54-11-20 REPAIRS
Total 23581:					40.75	
<b>WI DEPT OF JUSTICE</b>						
23731	WI DEPT OF JUSTICE	G3488202303	RECORDS CHECKS POOL	03/30/2023	7.00	01-55-22-18 SUPPLIES & EXPENSE
23731	WI DEPT OF JUSTICE	G3488202303	RECORDS CHECKS RECREATI	03/30/2023	7.00	01-55-20-22 DUES, FEES & SUBS
23731	WI DEPT OF JUSTICE	G3488202303	RECORDS CHECKS FIRE	03/30/2023	21.00	01-52-31-19 HIRING EXPENSES
23731	WI DEPT OF JUSTICE	G3488202303	RECORDS CHECKS SENIOR CE	03/30/2023	7.00	01-55-20-18 SUPPLIES & EXPENSE

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 23731:					42.00	
<b>WI DEPT OF TRANSPORTATION</b>						
23795	WI DEPT OF TRANSPORTATION	395-00003004	PROJ ID 39530500108 MAIN ST	04/04/2023	1,939.32	05-58-11-69 STREETS
Total 23795:					1,939.32	
23795	WI DEPT OF TRANSPORTATION	395-00003004	MAIN STREET BRIDGE PROJ 39	04/04/2023	2,859.38	05-58-11-40 BRIDGES
Total 23795:					2,859.38	
<b>WISCONSIN AVIATION INC</b>						
23646	WISCONSIN AVIATION INC	RYV23-193112	VEHICLE LIQUIDS, LIGHT BULB	03/31/2023	86.78	01-54-53-18 SUPPLIES & EXPENSE
23646	WISCONSIN AVIATION INC	RYV23-193112	MOWERS & TRUCK	03/31/2023	141.38	01-54-53-28 FUEL
23646	WISCONSIN AVIATION INC	RYV23-193112	ELECTRIC GATE & AWOS: DEC	03/31/2023	187.24	01-54-53-30 ELECTRIC
23646	WISCONSIN AVIATION INC	RYV23-193112	AIRPORT OPS & LAND USE SE	03/31/2023	75.00	01-54-53-37 AIRPORT MARKETING
Total 23646:					490.40	
23646	WISCONSIN AVIATION INC	RYV23-193441	AIRPORT MANAGER FEE - APRI	03/31/2023	4,536.00	01-54-53-10 AIRPORT MANAGERS FE
Total 23646:					4,536.00	
23646	WISCONSIN AVIATION INC	RYV23-193601	AIRPORT GENERAL LABOR	03/31/2023	420.00	01-54-53-18 SUPPLIES & EXPENSE
23646	WISCONSIN AVIATION INC	RYV23-193601	AIRPORT MOWING	03/31/2023	336.00	01-54-53-36 MOWING
23646	WISCONSIN AVIATION INC	RYV23-193601	AIRPORT DAILY LIGHT CHECKS	03/31/2023	1,050.00	01-54-53-38 NAVIGATIONAL AIDS
23646	WISCONSIN AVIATION INC	RYV23-193601	SNOW REMOVAL	03/31/2023	1,512.00	01-54-53-39 SNOWPLOWING-AIRPOR
Total 23646:					3,318.00	
<b>WOLF PAVING COMPANY INC</b>						
23910	WOLF PAVING COMPANY INC	43812	14.55 TONS OF COLD PATCH	04/05/2023	2,037.00	01-54-31-18 SUPPLIES & EXPENSE
Total 23910:					2,037.00	
<b>ZBM INC</b>						
26005	ZBM INC	28806	PAPER PRODUCTS & CLEASIN	03/31/2023	60.50	01-54-53-18 SUPPLIES & EXPENSE
Total 26005:					60.50	
Grand Totals:					382,125.19	

## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 04/18/2023

# PAYROLL SUMMARIES

For the Period of: 3/22/2023 4/4/2023

Section 14, Item A.

Department	Employees FT PT	Regular Hours	Overtime Hours	Overtime Costs this Pay Period	Y-T-D Overtime Costs	Overtime Budget	Total Payroll
Police	45 -	3,538.25	137.50	6,300.87	25,047.55	83,000.00	126,568.81
Police Dispatch	8 3	726.00	64.00	2,476.23	8,363.07	31,000.00	21,091.09
Fire	25 1	2,752.00	136.75	4,617.93	49,214.91	150,000.00	74,869.83
Municipal Court	1 1	100.00	-	-	-	-	3,024.88
Mayor	1 -	80.00	-	-	-	-	3,294.08
Bldg. Inspection	3 3	289.00	-	-	(47.44)	1,000.00	12,029.90
Attorney	2 1	220.00	-	-	-	-	7,375.42
Finance	6 5	525.75	11.00	477.32	190.13	1,500.00	15,187.58
Watertown TV	2 2	190.00	-	-	-	-	4,657.40
Administration	3 1	280.00	-	-	-	-	8,962.57
Engineering	5 2	517.75	-	-	-	-	12,270.79
Health	9 3	801.50	-	-	-	10,500.00	25,253.50
Library	8 17	1,165.75	-	-	75.40	-	24,521.11
Municipal Building	1 -	80.00	4.75	159.17	488.78	1,000.00	1,946.37
Solid Waste	7 -	560.00	-	-	709.87	3,000.00	12,808.01
Street	23 -	1,840.00	68.25	2,772.82	21,142.05	39,200.00	54,513.85
Park	8 -	640.00	22.50	825.07	3,040.09	18,000.00	22,687.57
Forestry	2 -	160.00	-	-	-	-	4,416.00
Park/Rec Admin	5 1	408.00	-	-	-	400.00	5,585.60
Recreation and Pools	- 20	272.50	-	-	-	500.00	4,533.28
Wastewater	11 -	880.00	6.75	304.82	2,539.89	18,000.00	24,564.31
Water Dept.	11 -	880.00	10.25	428.34	4,197.79	23,500.00	26,861.13
Crossing Guards	- 10	87.00	-	-	-	-	978.75
Police Auxiliary	- 2	19.25	-	-	-	-	303.38
Alderpersons (2nd PR)	- -	-	-	-	-	-	-
<b>TOTALS</b>	<b>186 FT 72 PT</b>	<b>17,012.75</b>	<b>461.75</b>	<b>18,362.57</b>	<b>114,962.09</b>	<b>380,600.00</b>	<b>498,305.21</b>

CITY OF WATERTOWN

Cash & Investment Summary  
03/31/2023

Available Cash on Hand		
3/1/2023	\$	2,166,711.37
March Receipts	\$	8,332,118.53
Total Cash	\$	10,498,829.90
Disbursements		
Total Disbursements	\$	(8,388,444.73)
TOTAL AVAILABLE CASH	\$	2,110,385.17
Cash on Hand (in bank) 03/31/2023	\$	2,215,326.92
Less Outstanding Checks	\$	(104,941.75)
TOTAL AVAILABLE CASH	\$	2,110,385.17

Total Invested Funds:

Local Government Investment Pool	\$	39,830,299.20
Ehlers Investment Partners	\$	11,386,290.76
TOTAL INVESTED FUNDS	\$	51,216,589.96

Breakdown:

General	\$	15,847,154.82
Capital Projects	\$	5,942,036.35
Library	\$	89,500.73
TID #4	\$	3,942,404.18
TID #5	\$	1,761,333.90
ARPA	\$	2,074,562.44
Developer Park Fees	\$	157,664.52
Riverfest	\$	5.53
Envrionmental Health	\$	594,353.41
Wastewater Utility	\$	9,536,939.50
Water Utility	\$	6,771,759.48
Storm Water Utility	\$	3,762,298.55
Solid Waste	\$	736,576.55
TOTAL INVESTED FUNDS	\$	51,216,589.96

Interest YTD (net of fees)

Local Government Investment Pool	\$	408,260.61
Ehler's (does not include market depreciation/appreciation)	\$	55,641.59
TOTAL INTEREST YTD (all funds)	\$	463,902.20



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

April 12, 2023

TO: Members of the Common Council

**The following applications have been recommended for approval by the Licensing Board:**

Application for Temporary Class "B" License for the Town Square Grand Opening by Watertown Rotary Club on May 20, 2023

Application for Temporary Class "B" License for Watertown Riverfest by Watertown Riverfest Inc. on August 10, 2023 - August 13, 2023

Temporary Premises Amendment application by Erin Schroeder for Run-Inn Erin's 700 N 4<sup>th</sup> St. for the dates May 8, 15, 22, 2023, June 5, 12, 18, 26 2023, July 10, 17, 24, 31, 2023, and August 7, 14, 21, 2023 during the hours of 6:00 pm - 10:00 pm

Respectfully submitted,

Megan Dunneisen, City Clerk

# Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 4/5/23

☐ Town ☐ Village ☒ City of Watertown

County of \_\_\_\_\_

☒ The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 11 AM 5/2/23 and ending 5 PM 5/2/23 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

## 1. Organization (check appropriate box) →

- ☒ Bona fide Club ☐ Church ☐ Lodge/Society  
☒ Veteran's Organization ☐ Fair Association or Agricultural Society  
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Watertown Rotary Club

(b) Address PO Box 34, Watertown WI 53097

(c) Date organized 1923 Dec. 31, 1923 ☐ Town ☐ Village ☒ City

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President John Mathews 375 W River Wood PKwy Mt E WI 53212

Vice President \_\_\_\_\_

Secretary Dave Lang 617 Sweetbriar Ln. Watertown WI 53097

Treasurer Bill Oswald 915 Richards Ave Watertown WI 53097

(g) Name and address of manager or person in charge of affair: Bonnie Harte  
612 Oakwood Watertown WI 53097

## 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 1 West Main St.

(b) Lot \_\_\_\_\_ Block 100

(c) Do premises occupy all or part of building? n/a

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

## 3. Name of Event

(a) List name of the event Town Square Grand Opening

(b) Dates of event May 20th 2023

## DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer [Signature] 4/5/23  
 (Signature / Date)

Watertown Rotary Club  
 (Name of Organization)

Date Filed with Clerk 4.5.2023

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_

# Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$10.00

Application Date: 03/31/2023

☐ Town ☐ Village ☒ City of Watertown

County of Jefferson

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 08/10/2023 and ending 08/13/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

## 1. Organization (check appropriate box) →

- ☐ Bona fide Club ☐ Church ☐ Lodge/Society  
☐ Veteran's Organization ☐ Fair Association or Agricultural Society  
☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Watertown Riverfest Inc.

(b) Address 400 N Washington St., Watertown  
 (Street)

☐ Town ☐ Village ☒ City

(c) Date organized 01/24/2023

(d) If corporation, give date of incorporation 01/24/2023

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Jonathan Lampe, 400 N Washington St., Watertown WI 53098

Vice President Aaron Zimmermann, N8949 Michael Ln., Watertown WI 53094

Secretary Robin Kaufmann, W2681 Rock River Paradise, Watertown, WI 53094

Treasurer Alyse Talaga, 501 Pine Hollow Pl., Watertown, WI 53094

(g) Name and address of manager or person in charge of affair: Karah Pugh, N8535 Hustiford Rd., Watertown, WI 53094

## 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 812 Labaree St (Riverside Park)

(b) Lot Block

(c) Do premises occupy all or part of building? All

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

## 3. Name of Event

(a) List name of the event Watertown Riverfest

(b) Dates of event 08/10/2023 - 08/13/2023

## DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer  March 23, 2023  
 (Signature / Date)

Watertown Riverfest, Inc  
 (Name of Organization)

Date Filed with Clerk

Date Reported to Council or Board

Date Granted by Council

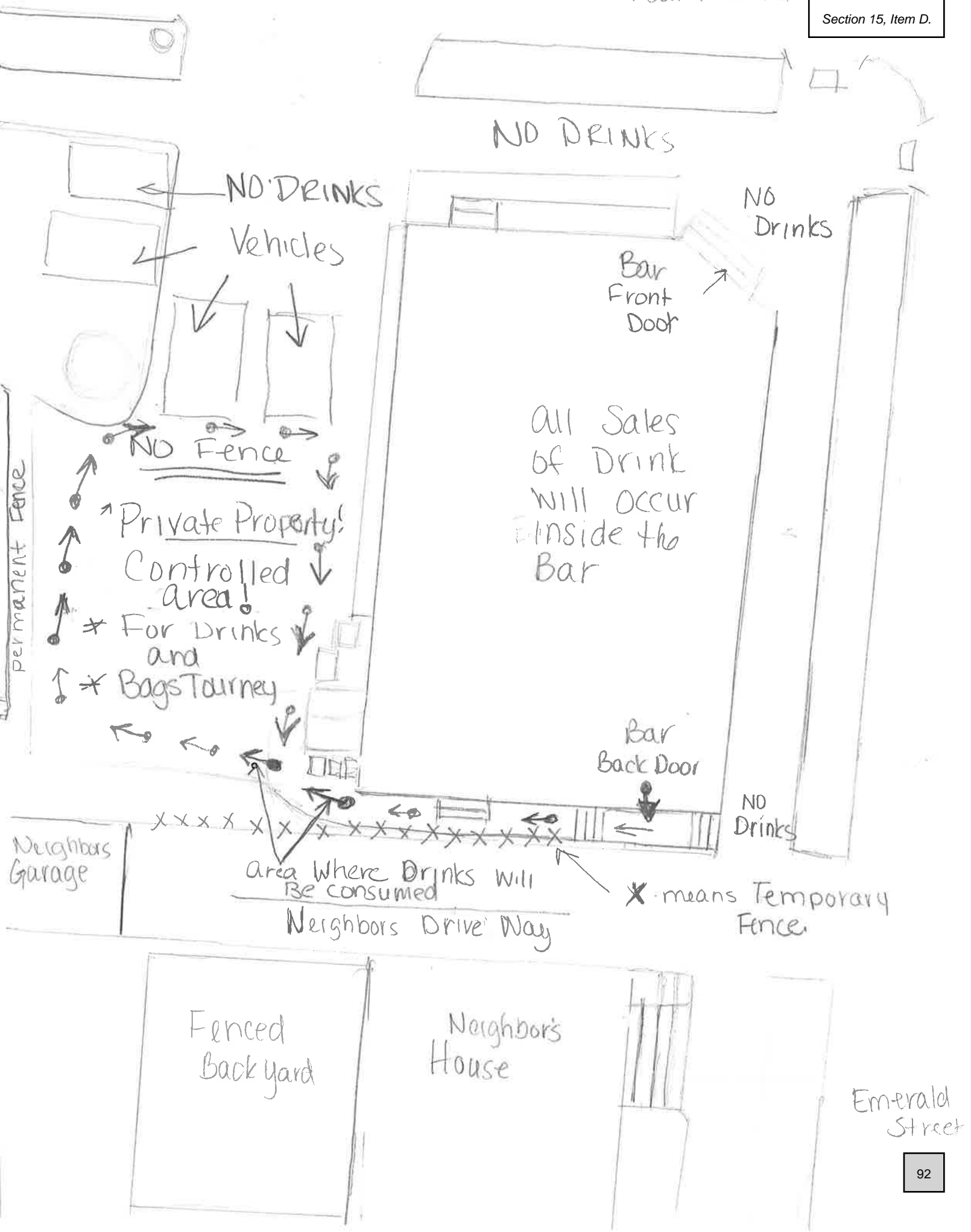
License No.

MAR 28 2023

MAR 28 2023

Request for Beer/Liquor License Premise AmendmentName of Applicant: ERIN SCHROEDERName of Establishment: RUN INN ERIN'SAddress of Premise: 700 N 4TH STDate(s) of Premises Amendment: { 5/8, 15, 22, 29 1/2 6/5, 12, 19, 26  
7/10, 17, 24, 31 1/2 8/7, 14, 21Hours requested: 6pm until 10pmDescribe proposed amendment (include dimensions): TO includethe attached parking lot to my <sup>liquor</sup> licenses on Monday  
nights for Bags League. Same area as previous  
bags tournaments.Proposed event (reason for amendment): I would like to haveMonday Night Bags League which previously was played  
at Kathy's Buffalo Bar, my business. greatly depends  
on this Monday Night business, without I fear I too will  
need to be closed on Monday during the summer.\*\*Please attach a map of the proposed area to this form. \*\*map attached

Signature of applicant



Receipt No: 1.218113 Mar 28, 2023

Run Inn Erins

LICENSES	
PREMISES AMENDMENT	10.00
	-----
Total:	10.00
	=====
CASH	10.00
Total Applied:	10.00
	-----
Change Tendered:	.00
	=====

Duplicate Copy  
03/28/2023 4:24 PM

City of Watertown  
106 Jones Street  
Watertown WI 53094 920-262-4000

**ORDINANCE TO  
CREATE ARTICLE XIII OF CHAPTER 24 TOWN SQUARE  
PROGRAMMING COMMISSION OF THE CITY OF WATERTOWN  
GENERAL ORDINANCES**

**SPONSOR: MAYOR EMILY MCFARLAND  
FROM: PARK, RECREATION AND FORESTRY COMMISSION**

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

SECTION 1. Article XIII of Chapter 24 is hereby created to read:

**Article XIII  
Town Square Programming Commission**

**§ 24-25 Membership.**

The Town Square Programing Commission shall consist of seven voting members and shall be staffed by the Director of Parks and Recreation and the Programming Events Coordinator who shall be non-voting members of the Commission. All members shall be appointed by the Mayor, with the approval of the Common Council. One member shall be designated by the Watertown Chamber of Commerce, one member shall be designated by the Watertown Redevelopment Authority, one member shall be designated by the Watertown Tourism Commission, one member shall be designated by the Watertown Main Street Program, the remaining three members shall be selected by the Mayor with approval of the Common Council provided that one member on the Commission shall be an Alderperson, one member shall be a member of the Parks and Recreation Commission, and one member shall reside within the boundaries of the Watertown Unified School District.

**§ 24-26 Terms of office.**

The terms of office for each member of the Commission shall be three years, except that the Aldermanic member of the Commission shall be appointed annually by the Mayor. All terms shall commence effective May 1 of the year of appointment. Except that the initial members of the Commission shall serve reduced terms as follows:

1. The designees from the Watertown Chamber of Commerce and Watertown Redevelopment Authority shall serve an initial term of May 1, 2023 – May 1, 2024;
2. The designee from Watertown Tourism Commission and the Mayor’s appointment of a member of the Parks and Recreation Commission shall serve an initial term of May 1, 2023 – May 1, 2025; and
3. The designee from Watertown Main Street Program and the Mayor’s appointment of a member who resides within the boundaries of the Watertown Unified School District shall serve an initial term of May 1, 2023 – May 1, 2026.

**§ 24-27 Duties.**

The duties of the Commission shall be as follows:

- A. Solicit community input regarding programs the community would be interested in seeing held at the Bentzin Family Town Square.
- B. Provide guidance to the Programming Events Coordinator regarding types of entertainment bookings and event programming the City is interested in seeing held at the Bentzin Family Town Square.
- C. The Commission shall exercise broad responsibility for the maintenance and improvement of the Bentzin Family Town Square to better serve the City.
- D. The Commission is authorized to create and appoint advisory groups to make studies and to disseminate information on all of its activities. Such groups shall serve without compensation.
- E. The Commission shall transmit to the Common Council a report annually highlighting the activities at the Bentzin Family Town Square, and also such additional reports as the Commission deems in the public interest.

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:	April 18, 2023		May 2, 2023	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
SMAIL				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED May 2, 2023

CITY CLERK

APPROVED May 2, 2023

MAYOR

**ORDINANCE TO  
AMEND CHAPTER 550  
OFFICIAL ZONING MAP OF THE CITY OF WATERTOWN**

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

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

SECTION 1. The following described property, City of Watertown, Jefferson County, Wisconsin is hereby altered and changed from a Single Family Residential (SR-4) District classification to a Planned Office and Institutional (PO) Zoning District classification as follows:

Lot 3 of Certified Survey Map No. 6248 recorded in the office of the Register of Deeds for Jefferson County, Wisconsin on December 22, 2021, in Volume 36, age 352 as Document No. 1456740, being 1 of Certified Survey Map No. 6089, located in a part of Government Lot 1 and the southwest ¼ of the southeast ¼ of Section 5, Government Lot 1 and the southwest ¼ of the northeast ¼ and the northeast ¼ and southeast ¼ of the northwest ¼ of Section 8, Township 8 North, Range 15 East, in the City of Watertown, Jefferson, Wisconsin (291-0815-0813-000).

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:	April 18, 2023		May 2, 2023	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
SMAIL				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED May 2, 2023

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

APPROVED May 2, 2023

\_\_\_\_\_  
MAYOR

**ORDINANCE**  
**ADOPT AMENDMENTS TO THE 2019 CITY OF WATERTOWN COMPREHENSIVE**  
**PLAN**

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

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

**Section 1.** pursuant to sections 62.23(2) and (3) of Wisconsin Statutes, the City of Watertown is authorized to prepare and adopt a comprehensive plan as defined in sections 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes.

**Section 2.** The City Council adopted its comprehensive plan in 2019 entitled "City of Watertown Comprehensive Plan."

**Section 3.** The City of Watertown Comprehensive Plan is silent as to the frequency or number of permissible amendments to the City of Watertown Comprehensive Plan.

**Section 4.** Wisconsin Comprehensive Planning law requires that a city follow the same administrative process for plan amendment adoption defined under §66.1001(4) of the Wisconsin Statutes.

**Section 5.** As part of the City's original adoption of a comprehensive plan the Common Council adopted and has since followed written procedures designed to foster public participation in every stage of the preparation of a comprehensive plan as required by §66.1001(4)(a) of the Wisconsin Statutes.

**Section 6.** The Plan Commission of the City of Watertown, by a majority vote of the entire Commission recorded in its official minutes, has positively recommended to the Common Council the adoption of a proposed amendment to change the future land use category shown for a portion of 407 S Washington (Lot 2 of Exhibit "A") from "Two-Family Residential" to "Central Mixed Use" on the Future Land Use Map of the Comprehensive Plan.

**Section 7.** The Plan Commission of the City of Watertown has ensured the amendments are in full compliance with the City of Watertown Comprehensive Plan.

**Section 8.** The City of Watertown has, in compliance with the requirements of section 66.1001(4)(d) of the Wisconsin Statutes, provided opportunities for public involvement per its adopted public participation plan as defined by Watertown Ordinance Section 525-2.

**Section 9.** The Common Council held a public hearing on the proposed amendments on March 21, 2023, considered the public comments made and the recommendations of the Plan Commission and staff, and has determined to approve the recommended amendments.

**Section 10.** Section 525-5 of the Watertown Code of Ordinance is hereby amended to read as follows:

(April 18, 2023) Ord. #23-11

§ 525-5 Adoption of Comprehensive Plan.

- (a) The Common Council of the City of Watertown, Wisconsin, does, by enactment of this ordinance, formally adopt the document titled "City of Watertown Comprehensive Plan," pursuant to § 66.1001(4)(c), Wis. Stats.
- (b) The Common Council of the City of Watertown, Wisconsin, does, by enactment of this ordinance, formally Amend the City of Watertown Comprehensive Plan pursuant to § 66.1001(4)(c), Wis. Stats. as follows:

(1) To change the future land use category shown for a portion of 407 S Washington (Lot 2 of Exhibit "A") from "Two-Family Residential" to "Central Mixed Use" on the Future Land Use Map of the Comprehensive Plan.

**Section 11.** That all ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed; and, in the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance.

**Section 12.** That this ordinance shall take effect and be in force the day after its passage and publication.

DATE:	April 18, 2023		May 2, 2023	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
SMAIL				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

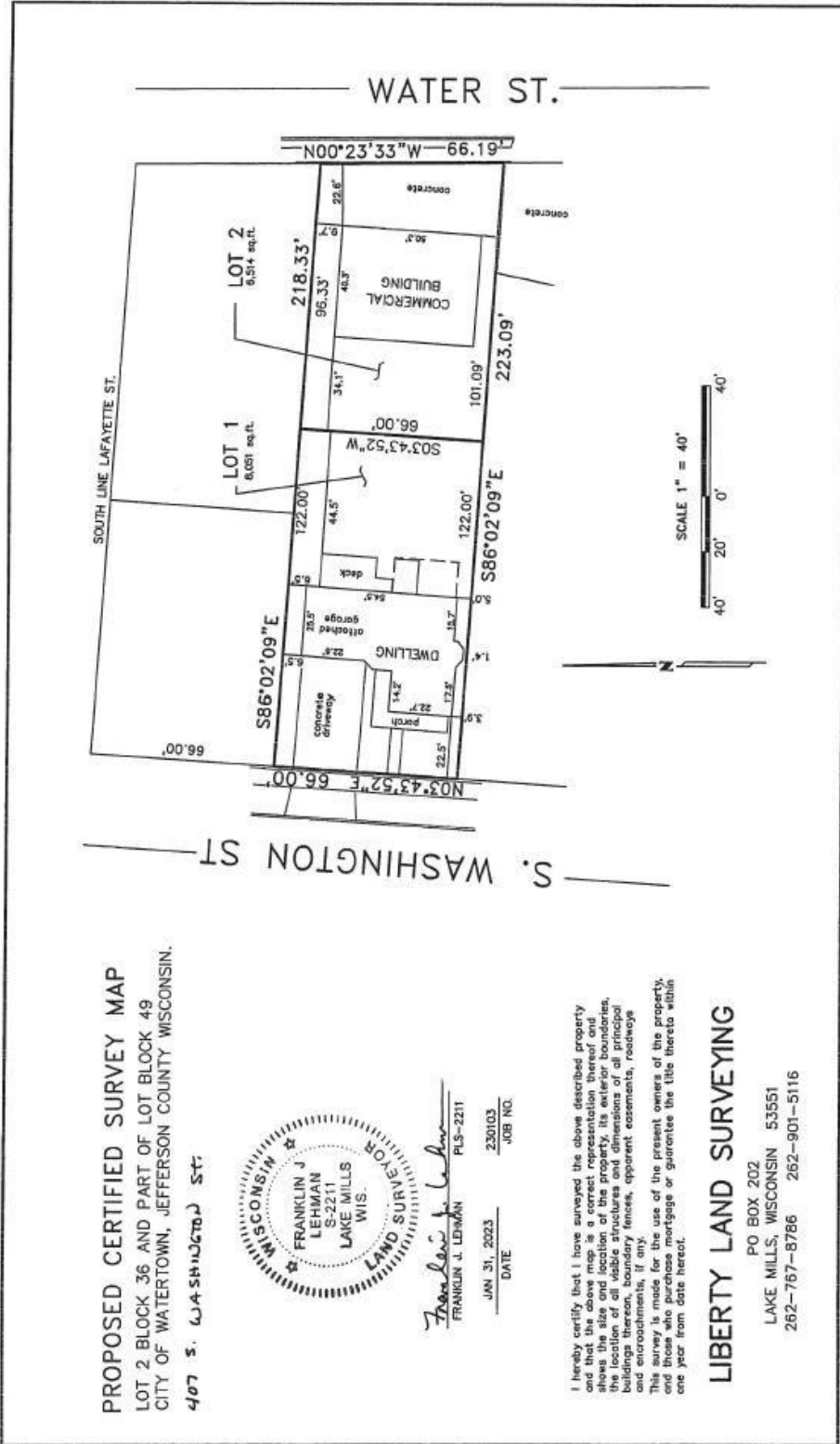
ADOPTED May 2, 2023

CITY CLERK

APPROVED May 2, 2023

MAYOR

## Exhibit "A"



**ORDINANCE TO  
AMEND CHAPTER 550  
OFFICIAL ZONING MAP OF THE CITY OF WATERTOWN**

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

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

SECTION 1. The following described property, City of Watertown, Jefferson County, Wisconsin is hereby altered and changed from a Two Family Residential (TR-6) District classification to a Central Business (CB) Zoning District classification as follows:

Lot 2, in Block 36, according to the map or plat of the Village (now City) of Watertown, Jefferson County, Wisconsin, on the West Side of Rock River as surveyed by J.C. Brayton and recorded.

ALSO all that part of Lot 2 in Block 49, according to the aforesaid map or plat which lies West of the West boundary line of South Water Street. ALSO all that part of that certain tract of land designated on the aforesaid plat as “Reserved for use of Proprietors” which abuts the aforesaid part of Lot 2 in Block 49 and bounded no the North by the North line of said Lot 2, in Block 49 extended Westward across said “Reserve” to the Northeast corner of aforesaid Lot 2 in Block 36 and bounded on the South by the South line of said Lot 2, in Block 49 extended Westward across said “Reserve” to the Southeast corner of aforesaid Lot 2 in Block 36. (407 S. Washington Street, PIN 291-0815-0424-059).

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:	April 18, 2023		May 2, 2023	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
SMAIL				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED May 2, 2023

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

APPROVED May 2, 2023

\_\_\_\_\_  
MAYOR

**ORDINANCE TO  
AMEND SECTION 500-7 C. TEMPORARY RESTRICTED PARKING OF  
THE CITY OF WATERTOWN GENERAL ORDINANCES**

**SPONSOR: ALDERPERSON FRED SMITH  
FROM: PUBLIC SAFETY AND WELFARE COMMITTEE**

WHEREAS, the City of Watertown receives phosphorus reduction credit through municipal leaf collection operations performed annually; and,

WHEREAS, the City is required to have parking removal provisions in ordinance in order to claim the reduction credit; and,

WHEREAS, on April 5, 2023, the Public Safety & Welfare Committee agreed that on-street parking should be temporarily restricted to allow for the municipal leaf collection operations performed each fall.

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

SECTION 1. Section 500-7 C. Temporary restricted parking is hereby amended to add the following subsection and read as follows;

**(7) Municipal leaf collection operations**

**(8) For any other purpose of a temporary nature as deemed necessary.**

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:	April 18, 2023		May 2, 2023	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
SMAIL				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED May 2, 2023

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

APPROVED May 2, 2023

\_\_\_\_\_  
MAYOR

**RESOLUTION TO  
ENTER INTO THE AGREEMENT FOR 2023 TOURISM PROMOTION  
SERVICES BETWEEN THE WATERTOWN TOURISM COMMISSION,  
THE CITY OF WATERTOWN AND THE WATERTOWN AREA  
CHAMBER OF COMMERCE**

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

**WHEREAS**, the attached Agreement for 2023 Tourism Promotion Services between the Watertown Tourism Commission, the City of Watertown and the Watertown Area Chamber of Commerce has been reviewed as to legal form and sufficiency by the City Attorney and deemed appropriate; and,

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

**Section 1.** That the proper City Officials be and are hereby authorized to execute the 2023 Tourism Promotion Services between the Watertown Tourism Commission, the City of Watertown and the Watertown Area Chamber of Commerce.

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

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

ADOPTED April 18,2023

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

APPROVED April 18, 2023

\_\_\_\_\_  
MAYOR

**AGREEMENT FOR 2023 TOURISM PROMOTION SERVICES**

This Agreement is made and entered into this \_\_\_\_\_ day of April, 2023, by and between the Watertown Tourism Commission (“Commission”) as a representative of the City of Watertown, Wisconsin, the City of Watertown, a Wisconsin municipal corporation (“City”), and the Watertown Area Chamber of Commerce, a Wisconsin not-for-profit corporation (“Chamber”), for the term beginning January 1, 2023 through December 31, 2023.

**WHEREAS**, Watertown General Code of Ordinances Ch. 76 Art. II authorizes the levy of a hotel-motel room tax upon the gross rental receipts derived from retail furnishing of rooms or lodging, in any hotel or motel located in the City, at the rate of five percent (5%); and

**WHEREAS**, Watertown General Code of Ordinances Ch. 76 Art. II provides that thirty percent (30%) of revenues from the room tax shall be maintained in the City’s Tourism Fund and the remaining seventy percent (70%) shall be used for the purpose of promoting tourism; and

**WHEREAS**, Wisconsin State Statutes § 66.0615 states that seventy percent (70%) of any tax collected must be spent on tourism promotion and tourism development by the municipality and shall be forwarded to the tourism commission for the municipality; and

**WHEREAS**, the City has determined that it is in the City’s and Commission’s best interests and in accordance with Wisconsin State Statutes § 66.0615 to contract with an independent entity, such as the Chamber, to provide the services necessary to promote tourism for the City.

**NOW, THEREFORE**, for and in consideration of the mutual covenants and conditions contained herein, it is understood and agreed between the parties as follows:

- 1. Tourism Promotion.** The Chamber agrees to promote tourism for the City, which service shall include but not be limited to maintaining and promoting commercial, hospitality and service sectors, which is intended to have significant impacts on the tourism growth within the City, including conventions.
- 2. Budget.** The Chamber and Commission will prepare and approve a budget for the next calendar year by December 16.
- 3. Funding.** The City, Commission and the Chamber shall work together in good faith to comply with Wisconsin State Statutes § 66.0615 and, in particular, § 66.0615(1m)(d) to which end the City Finance Director/Treasurer shall forward to the Chamber an amount equal to seventy percent (70%) of the hotel-motel room tax received by the City. The City shall provide the funding described herein according to the City Finance Director/Treasurer’s practice on a monthly basis with payments being made around the 10<sup>th</sup> of each month. In addition to the monthly payments, the City shall make payment of Nine Thousand Dollars (\$9,000.00) to the Chamber each year to be paid quarterly for general administration of room tax dollars for the City.
- 4. Expenditures.** The Commission agrees that all expenditures will be in accordance with the intent and purposes of State Statute § 66.0615 and applicable local ordinances.
- 5. Accounting.** Annually, the Tourism Manager/Chamber shall provide a separate, complete accounting of the receipt and disbursement activity of the City’s room tax funds. The Chamber must provide the City an accounting of the receipt and expenditures of such funds in accordance

with generally accepted accounting principles within ninety (90) days of the end of the Chamber’s fiscal year. In the event the Chamber does not provide such accounting within the time period provided, future funds shall not be disbursed until the accounting is received.

**6. Staff and Operating Expenses.** The Chamber agrees to provide the staff (see attached job description), office space, meeting space, operating expenses and other costs associated with the promotion of tourism, which are necessary to perform their duties and responsibilities under this Agreement. The parties understand and agree that the Tourism Commission is exclusively vested with fiscal policy oversight of room tax dollars.

**7. Relationship of the Parties.** It is understood and agreed that the Chamber is engaged and retained as an independent entity and not under any officer, agent or employee type of relationship with the City.

**8. Inspection and Audit.** The City or its duly authorized agents shall be entitled to inspect and audit all books and records of the Chamber for compliance with the approved budget and this Agreement. In the event of an actual or perceived discrepancy, the City may also cause an audit to be performed by an independent accounting firm of its sole and exclusive choice. The City’s expense of such audit shall be reimbursed by the Chamber. If, as a result of such audit, there are recommendations presented in a Management Letter (“Letter”), the Chamber shall implement those recommendations or otherwise respond in writing to the City with their reasons for noncompliance within ninety (90) days of receipt of said Letter.

**9. Annual Reports.** The Chamber shall provide an annual report to the City. The report shall be submitted, annually, on or before April 1 for the purpose of communicating compliance with the duties and responsibilities set forth in this Agreement for the current year ending December 31. The report shall include an accounting of funds expended within the reporting period.

**10. Responsibilities and Duties of the Chamber.** The City has established the following three (3) goals and is contracting with the Chamber to accomplish these goals:

- A. Encourage retail and commercial growth associated with tourism and visitors.
- B. Actively promote tourism.
- C. That the Chamber should serve as the primary tourism and visitor agency for the City.

Each year, the Chamber and Commission will develop a tourism promotion and tourism development program for the upcoming year and the Chamber and Commission’s plan for achieving these goals. At a minimum, these objectives shall include, but are not limited to:

- A. Maintaining current community data and marketing materials pertinent to tourism.
- B. Assisting in the development of a strategy for seeking out appropriate business and other development and to assist and encourage their location or expansion in Watertown, which shall be consistent with tourism and visitor promotion goals.
- C. Developing a strategy for communication and building alliances with the City and businesses in the community.
- D. Developing a strategy for communication and building alliances with both the Chamber and other regional tourism promotion agencies.

11. **Confidential Information.** Subject to Wisconsin’s Open Records Law, all parties understand and agree that information received in confidence shall be retained in confidence. The Chamber shall not use confidential information obtained as a result of their position for any purpose other than to attract prospective business to the City.

12. **Effective Date and Term.** This Agreement shall be in force and effect from the date first written above until December 31, 2023, unless it is otherwise terminated as provided herein. This Agreement shall automatically renew on the same terms for an additional one (1) year term, unless either party has provided written notice of its intent not to renew the Agreement. Written notice shall be provided by either party to the other by not later than October 31<sup>st</sup> of the year that the existing term is scheduled to expire.

13. **Modification.** This Agreement constitutes the entire agreement between the parties and supersedes all prior Agreements, whether oral or written, covering the same subject matter. This Agreement may not be modified or amended except in writing mutually agreed to and accepted by all parties to this Agreement.

14. **No Third-Party Beneficiaries.** Nothing contained herein shall create a contractual relationship with, or any rights in favor of, any third-party.

15. **Termination.** This Agreement may be terminated by the City for a breach of the Agreement, upon thirty (30) days written notice to the other party; and terminated without cause, by either party, upon ninety (90) days written notice to the other party. Upon receipt of the notice of termination, or the expiration of the Agreement, the Commission will not encumber any additional funds, but the City will honor all reasonable expenses for which City allocated funds have already been budgeted and purchase orders were placed prior to receipt of the notice of termination.

16. **Indemnification and Hold Harmless.** The Chamber agrees to indemnify and hold harmless the City and Commission from any and all claims arising out of the Chamber activities in the performance of this Agreement. The City and Commission agree to indemnify and hold harmless the Chamber if the Chamber is joined as a party in an action against the City alleging that official action or inaction of the City has damaged a specific person and/or entity in connection with a proposed development of tourism related business within the City.

17. **Notice.** Whenever any provision of this Agreement requires the giving of written notice, it shall be deemed to have been validly given if delivered in person or sent by registered or certified mail, postage prepaid, to the following:

Watertown Area Chamber of Commerce	City of Watertown
c/o Executive Director	c/o Finance Director/Treasurer
519 East Main Street	106 Jones Street
Watertown, WI 53094	Watertown, WI 53094
(920) 261-6320	(920) 262-4007

18. **Choice of Law.** This Agreement is to be construed and enforced in accordance with the laws of the State of Wisconsin. In the event of a dispute involving this Agreement, the Parties agree that venue shall be in Jefferson County, Wisconsin, Circuit Court.

**19. Titles and Subheads.** Titles and subheadings as used herein are provided only as a matter of convenience and shall have no legal bearing on the interpretation of any provision of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement for 2023 Tourism Promotion Services or caused this Agreement to be executed by their respective officers, as of the date first above written.

CITY OF WATERTOWN, WISCONSIN

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

ATTEST:

\_\_\_\_\_  
Megan Dunneisen, City Clerk

WATERTOWN AREA CHAMBER OF COMMERCE

By: \_\_\_\_\_  
Bonnie Hertel, Executive Director

ATTEST:

\_\_\_\_\_  
Steven Board, Chamber Board Chair

WATERTOWN TOURISM COMMISSION

By: \_\_\_\_\_  
Aaron David, Watertown Tourism Commission Chair

ATTEST:

\_\_\_\_\_  
Robin Kaufmann, Watertown Tourism Manager

**Job Title: Tourism Director (full-time, 40 hours/week)**

**Reports to: WACC Executive Director / Watertown Tourism Commission**

**Tourism Director Job Description**

An individual employed to

- administer room tax dollars in accordance with Wisconsin State Statute 66.0615
- manage the operation of tourism activity in the chamber office
- coordinate community marketing efforts with other organizations

**Qualifications:**

- Post-secondary coursework or training in marketing, communications or related field
- Experience with digital communication platforms including email; conversant in SEO, web analytics, web technology and community engagement
- Mature and objective attitude for appropriate, independent activity; tolerant of interruptions
- Courteous and dependable in dealing with general public
- Neat and well groomed; professional appearance.
- Must be able to be bonded for cash handling
- Proof of working knowledge of Microsoft Word, Excel and Power Point.
- Knowledge of QuickBooks, Google applications, Access and Publisher preferred
- Ability to complete data entry on several websites
- Willingness to learn new computer techniques and office processes

**Working Hours:**

- This position requires evening and weekend hours to support events and attend conferences and trade shows. Tourism manager is expected to attend weekly chamber staff meetings.

**Duties and Responsibilities:**

- Attend Jefferson County and Watertown Tourism meetings and attend conferences and trade shows promoting tourism activity in the Watertown area.
- Coordinate the marketing of the Watertown community with other entities like Watertown Area Chamber of Commerce and Watertown Main Street Program
- Distribute room tax marketing dollars through an established grant process
- Maintain tourism websites of Jefferson County, Travel Wisconsin and the Watertown tourism websites
- Regularly create and post content to social media platforms like Facebook and Instagram
- Maintain brochure racks in tourism office with up to date material; distribute community information to area businesses and lodging facilities.
- Prepare reports detailing room tax activity to City of Watertown annually
- Participate in Watertown Area Chamber of Commerce marketing committee
- Other duties as assigned

**Physical Requirements**

- Must be able to lift and carry objects up to 50 pounds on occasion
- Must be able to stand and sit for up to 4 hours at a time
- Must be able to hear, see and stay alert
- Must be able to be in attendance on a daily basis and to arrive promptly for the start of the work day
- Must be able to pass a drug test
- Must be willing to submit to a background/credit check

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date \_\_/\_\_/\_\_

\_\_\_\_\_  
Date \_\_/\_\_/\_\_

**RESOLUTION TO  
ENTER INTO A PROPERTY MANAGEMENT AGREEMENT BETWEEN  
THE CITY OF WATERTOWN AND THE CITY OF WATERTOWN  
REDEVELOPMENT AUTHORITY**

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

**WHEREAS**, the purpose of this Agreement is to memorialize the mutual understanding among and between the City and the RDA relative to the transfer of ownership of parcel number 291-0815-0421-114 a/k/a Town Square; and,

**WHEREAS**, the City and the RDA have worked together to build a Town Square on the Property; and,

**WHEREAS**, the RDA wishes to see its investment in the community thrive and utilized to its full potential; and,

**WHEREAS**, the RDA has raised Three Hundred Fifty Thousand Dollars (\$350,000.00) to fund programming and operations with the intention of the City hiring an individual with the primary function of managing the Property; and,

**WHEREAS**, the City believes this investment opportunity is in the best interest of the City and is in line with the plans for the City development; and

**WHEREAS**, the RDA will transfer the Town Square to the City upon completion of all construction efforts and wishes to transfer the Future Fund/Town Square Account to the City with restrictions on the use of the funds to be used in a manner that will benefit the Town Square.

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

**SECTION 1.** That the proper City Officials be and are hereby authorized to enter into the attached Property Management Agreement between the City of Watertown and the City of Watertown Redevelopment Authority upon transfer of ownership of parcel number 291-0815-0421-114 a/k/a Town Square.

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

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

ADOPTED April 18, 2023

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

APPROVED April 18, 2023

\_\_\_\_\_  
MAYOR

**PROPERTY MANAGEMENT AGREEMENT BETWEEN THE CITY OF WATERTOWN  
AND THE CITY OF WATERTOWN REDEVELOPMENT AUTHORITY**

This Property Management Agreement (the “Agreement”) is made this \_\_\_\_\_ day of \_\_\_\_\_, 2023 by and between the City of Watertown, a Wisconsin municipal corporation (hereinafter, “City”) and, the City of Watertown Redevelopment Authority, a separate public body corporate and politic created pursuant to Wis. Stat. § 66.1333(3) (hereinafter, “RDA”) (collectively, “Parties”);

The purpose of this Agreement is to memorialize the mutual understanding among and between the constituent executive membership of the City and the RDA relative to the transfer of ownership of parcel number 291-0815-0421-114 more particularly located as described under Exhibit A attached hereto;

**RECITALS**

WHEREAS, the City and the RDA have worked together to build a town square on the Property; and,

WHEREAS, the RDA, wishes to see its investment in the community thrive and utilized to its full potential; and,

WHEREAS, the RDA has raised Three Hundred Fifty Thousand Dollars (\$350,000.00) to fund programming and operations with the intention of the City hiring an individual with the primary function of managing the Property; and,

WHEREAS, the RDA has arranged for the installation of a history exhibit as further described in Exhibit B attached hereto; and,

WHEREAS, the City believes this investment and opportunity is in the best interest of the City and is in line with the plans for the City development and,

NOW, THEREFORE, the City and RDA hereby acknowledge and accept the following:

**ARTICLE 1  
RDA’S OBLIGATIONS**

Section 1.1     **Transfer of Parcel.** That the RDA will transfer ownership of the Property to the City of Watertown.

Section 1.2     **Funding Account.** That the RDA will make a one-time transfer of Three Hundred Fifty Thousand Dollars (\$350,000.00) to the City of Watertown to be placed into a restricted account (Future Fund/Town Square Account) for the benefit of the Property or programs that take place on the Property.

**ARTICLE 2  
CITY’S OBLIGATIONS**

Section 2.1     **Park Management.** The City will hire a full-time staff person to be placed within the Park, Recreation and Forestry Department. The primary responsibility for this full-time staff person shall be to coordinate programming and operations within the Property as well as to seek sponsorships for such events. This full-time staff person shall report to the Recreation and Parks Director as well as to an independent committee that will oversee the programming and activities of the Bentzin Family Town Square.

- Section 2.2

**Scheduled Events.** The City shall permit individuals wishing to host a Series of Events on the Property to apply for reserved days by one application submitted on or before October 31 of each year for all days the event is to be held the following year. The City shall approve the series before January 1 of the following year. Any applications received for events after October 31 of the year before the event may apply for a special event permit for a day not previously reserved under Watertown Ordinance § 428-7 or any subsequent special event process adopted by the City.
- Section 2.3

**Alcohol Permitted.** The City will permit the sale of alcohol on the parcel during events approved for such purpose and subject to compliance with all other laws concerning the sale and consumption of alcohol.
- Section 2.4

**History Exhibit.** The City will permit the installation of a history of Watertown Exhibit as substantially detailed in Exhibit B. However, such Exhibit shall be viewed solely as approved government speech and as such the City does retain its rights to veto or prohibit any portion of the Exhibit which the Council finds inappropriate from being installed.
- Section 2.5

**Use of Future Fund/Town Square Account.** The City shall only use the funds placed in the Future Fund/ Town Square Account to cover the following approved expenses:

a.

Salary and other administrative costs of the full-time staff member who coordinates programming and operations,

b.

Any other administrative or staff costs associated with management and operations of the Property,

c.

Programming costs for special events at the Property,

d.

Supplies for events at the Property,

e.

Maintenance of the Property.
- Section 2.6

**Event Revenue and Donations.** The City shall add to the Future Fund any donations it receives designated to be applied to the Future Fund, or revenue from City Sponsored Special Events hosted at the Town Square.

ARTICLE 3  
MISCELLANEOUS

- Section 3.1.

**Notices and Demands.** Except as otherwise expressly provided in this Agreement, a notice, demand or other communication under this Agreement by any party to any other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally, and

FOR THE CITY:

City of Watertown  
Office of the Finance Director/Treasurer  
106 Jones Street  
Watertown, WI 53094  
Attention: Mark Stevens  
[mstevens@cityofwatertown.org](mailto:mstevens@cityofwatertown.org)

**With a copy to:**  
City of Watertown  
Office of the City Attorney  
106 Jones Street  
Watertown, WI 53094  
Attention: Attorney Steven T. Chesebro  
[schesebro@cityofwatertown.org](mailto:schesebro@cityofwatertown.org)

**FOR THE RDA:**

City of Watertown Redevelopment Authority  
106 Jones Street  
Watertown, WI 53094  
Attention: Nate Salas, Chairperson  
[nsalas@cityofwatertown.org](mailto:nsalas@cityofwatertown.org)

- Section 3.2. **No Third-Party Beneficiaries.** This Agreement is made solely for the benefit of the Parties hereto and their permitted assignees, and no other Party shall acquire or have any rights under this Agreement or by virtue of this Agreement.
- Section 3.3. **Force Majeure.** As used herein, the term “Force Majeure” shall mean any accident, breakage, war, insurrection, civil commotion, riot, act of terror, act of God or the elements, governmental action (except for governmental action by the City with respect to obligations of the City under this Agreement) alteration, strike or lockout, picketing (whether legal or illegal), inability of a Party or its agents or contractors, as applicable, to obtain fuel or supplies, unusual weather conditions, or any other cause or causes beyond the reasonable control of such Party or its agents or contractors, as applicable. No Party to this Agreement shall be in default hereunder for so long as such Party or its agents and contractors, if applicable, are prevented from performing any of its obligations hereunder due to a Force Majeure occurrence.
- Section 3.4. **Law Governing.** The laws of the State of Wisconsin shall govern this Agreement. In the event of a dispute involving this Agreement, the Parties agree that venue shall be in Jefferson County, Wisconsin, Circuit Court.
- Section 3.5. **Execution in Multiple Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.
- Section 3.6. **Amendment.** This Agreement may be rescinded, modified or amended, in whole or in part, by mutual agreement of the Parties hereto, their successors and/or assigns, in writing signed by all Parties.
- Section 3.7. **Severability of Provisions.** If any provision of this Agreement shall be held or deemed to be inoperative or unenforceable as applied in any particular case in any jurisdiction because it conflicts with any other provision or provisions of this Agreement or any constitution or statute or rule of public policy, or for any other reason, then such circumstance shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance, or of rendering any other provision or provisions herein invalid, inoperative, or unenforceable to any extent whatever. To the maximum extent possible, this Agreement shall be construed in a manner consistent with the powers of the City, including, but not limited to, their powers under the Tax Increment Law, § 66.1105, Wis. Stats., and the Blight Elimination and Slum Clearance Act, Wis.

Stats. § 66.1333, to achieve its intended purpose. Reference is made to Chapter 105, Laws of 1975 § 4, and to Wis. Stat. § 66.1333(17), which provide that the Tax Increment Law and the Blight Elimination and Slum Clearance Act should be construed liberally to effectuate their purposes.

- Section 3.8. **Time of Essence.** Time is of the essence as to all dates and time periods set forth in this Agreement.
- Section 3.9. **Reservation of Rights.** Nothing in this Agreement shall be construed to be a waiver or modification of the governmental immunities or notice requirements imposed by Wis. Stat. § 893.80 or any other law.
- Section 3.10. **Construction.** The Parties acknowledge and represent that this Agreement has been the subject of negotiation by all Parties and that all Parties together shall be construed to be the drafter hereof and this Agreement shall not be construed against any Party individually as drafter.
- Section 3.11. **Authority.** The individuals executing this Agreement on behalf of the RDA warrant and represent that they are duly authorized to bind the RDA to this Agreement. RDA warrants and represents that the execution of this Agreement is not prohibited by the RDA's articles of incorporation, by-laws, operating agreement, or other internal operating orders, or by any applicable law, regulation or court order. RDA shall provide proof upon request.

This Agreement between the City of Watertown and the City of Watertown Redevelopment Authority is acknowledged and accepted as of the date first written above:

CITY OF WATERTOWN

CITY OF WATERTOWN  
REDEVELOPMENT AUTHORITY

\_\_\_\_\_  
Emily McFarland  
Mayor

\_\_\_\_\_  
Nate Salas  
Chairperson

Countersigned:

Countersigned:

\_\_\_\_\_  
Megan Dunneisen  
City Clerk

\_\_\_\_\_  
Ryan Wagner  
Vice Chairperson

## Legal Description

Parcel identification Number (PIN): 291-0815-0421-114

Lot 1, Certified Survey Map No. 6270, recorded in Volume 37 of Certified Survey Maps, Page 015, as Document Number 1460265, being all of Lots 1, 5 and 6 in Block 46, in the Original Plat of the West Side of Rock River as surveyed by J.C. Brayton and lands, all located in the Northeast 1/4 of the Northwest 1/4 of Section 4, Town 8 North, Range 15 East, in the City of Watertown, Jefferson County, State of Wisconsin.

# HISTORY EXHIBIT

TOWN SQUARE  
APRIL 2022

# TOWN SQUARE

HISTORY EXHIBIT

Section 17, Item B.



# TOWN SQUARE

HISTORY EXHIBIT

Section 17, Item B.



# TOWN SQUARE

HISTORY EXHIBIT

Section 17, Item B.



# TOWN SQUARE

HISTORY EXHIBIT

Section 17, Item B.



**THANK YOU**  
**DESIGN A BETTER FUTURE**

**RESOLUTION TO  
CREATE FUND #26 FOR TOWN SQUARE FUTURE FUND  
AND AMEND 2023 BUDGET**

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

**WHEREAS**, the City of Watertown and Watertown Redevelopment Authority (RDA) has entered into a property management agreement; and,

**WHEREAS**, the RDA is transferring ownership of the Town Square park to the City of Watertown; and,

**WHEREAS**, the RDA is making a one-time transfer of Three Hundred Fifty Thousand Dollars (\$350,000) to the City for the benefit of the property and programs that take place on the property; and,

**WHEREAS**, it is in the best interest of the taxpayers to create a special fund in which to reserve the remaining funds dedicated to park maintenance and programming.

**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 create Fund #26 for Town Square Future Fund and are authorized to create accounts with associated 2023 budgets:

Town Square Future Fund			
		2023	
26-44-62-10	TS Revenue- Nontaxable	-	
26-44-62-11	TS Revenue- Taxable	-	
26-44-62-66	TS Future Fund Contributions	375,000	
			375,000
26-55-43-10	Salaries	11,163	
26-55-43-16	Part-time Salaries	-	
26-55-43-18	Supplies	4,300	
26-55-43-20	Repair/Maintenance	7,500	
26-55-43-30	Electric	2,500	
26-55-43-31	Water	4,000	
26-55-43-33	Wisconsin Retirement	759	
26-55-43-34	Social Security	692	
26-55-43-35	Medicare	162	
26-55-43-36	Health Insurance	3,223	
26-55-43-37	Life Insurance	13	
26-55-43-38	Dental Insurance	184	
26-55-43-41	Events Expenses	49,500	
26-55-43-60	Capital Outlay	17,000	
			100,996
	Net Incr/Decr		274,004

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

ADOPTED
April 18, 2023

CITY CLERK

APPROVED
April 18, 2023

MAYOR

**RESOLUTION TO  
ENTER INTO FIRST AMENDMENT  
OF DEVELOPMENT AGREEMENT  
111 S WATER STREET, WATERTOWN, WISCONSIN**

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

**WHEREAS**, the City entered into a Development Agreement with Riverhouse on the Rock on August 17, 2021 and recorded on October 21, 2021 as Document Number 1453802 with the Jefferson County Register of Deeds (hereinafter the “Development Agreement”); and,

**WHEREAS**, the Development Agreement established conditions for Riverhouse on the Rock to purchase land with Parcel Identification Number 291-0815-0421-120 and provided certain requirements regarding the development of the construction of a building with 87 residential apartment units, approximately 2,825 square feet of commercial space, 35 at-grade covered parking stalls and 61 under-building stalls for parking on the Property; and,

**WHEREAS**, the costs of developing such a building and interest rates have increased such that developer has requested an extension on the timeline to construct the building and a change to the building to permit up to approximately 101 residential apartment units and approximately 2,800 square feet of commercial space with no changes to the proposed parking.

**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 enter into the attached Amendment to Development Agreement.

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

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

ADOPTED April 18, 2023

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

APPROVED April 18, 2023

\_\_\_\_\_  
MAYOR

**FIRST AMENDMENT  
OF DEVELOPMENT AGREEMENT  
-111 S WATER STREET, WATERTOWN, WISCONSIN-**

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THIS FIRST AMENDMENT OF DEVELOPMENT AGREEMENT & PURCHASE AGREEMENT (this “**First Amendment**”), dated as of April \_\_, 2023 is by and between RIVERHOUSE ON THE ROCK, LLC (fka Main Street Watertown, LLC) (the “**Developer**” also referred to as the “**Buyer**”) and the City of Watertown, a Wisconsin municipal corporation (the “**City**” also referred to as “**Seller**”).

**RECITALS**

WHEREAS, Developer and the City are parties to that certain Development Agreement dated as of August 17, 2021 (the “**Development Agreement**”) regarding the development of the Project, as described in the Development Agreement.

WHEREAS, the parties desire to amend certain terms of the Development Agreement as provided below.

**AGREEMENT**

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

1. **Definitions.** Unless otherwise defined herein or amended hereby, capitalized words and terms used herein shall have the meanings ascribed to them in the Development Agreement.
2. **Amendment to Development Agreement.** As of the Effective Date, the Development Agreement shall be further amended such that:
  - (a) **Description of Development.** Section 2.1.1 shall be amended and restated as follows; “Project shall consist of approximately 101 residential apartment units, approximately 2,800 square feet of commercial space, approximately 35 at-grade covered parking stalls, and approximately 61 under-building stalls for parking on the property.”
  - (b) **Undertakings of the Developer.** Section 3.1.2 shall be amended and restated as follows; “Developer shall have until September 30, 2023 to obtain all permits necessary for construction and to initiate construction of the Project. Initiating construction shall mean that the construction team has mobilized to the Property and ~~substantial~~ progress has been made with excavation and shoring for ~~in framing or laying of~~ the foundation on the Property which could support the Project as described in Section 2.1.1. Once Construction has been initiated Developer shall have 18 (eighteen) months to receive all occupancy permits associated therewith.”

(c) **Riverwalk Construction.** The Parties agree to an extension of the Riverwalk construction, as described in Section 3.6.2 of the Development Agreement. Therefore, the reference to “December 31, 2023” in Section 3.6.2 of the Development Agreement shall be amended and restated to mean “August 1, 2024”

(d) **TIF.** Needs to be discussed further.

3. Full Force and Effect. Except as amended by this First Amendment, the Development Agreement and Purchase Agreement remain in full force and effect.

4. Conflict. In the event of conflict between the provisions of the Development Agreement or Purchase Agreement and the provisions of this First Amendment, the provisions of this First Amendment shall control.

5. Counterparts and Signatures. This First Amendment may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, when taken together, shall constitute one and the same instrument. Signatures transmitted by facsimile or sent electronically by PDF (or similar software) shall be treated as originals for all purposes.

IN WITNESS WHEREOF, this First Amendment has been executed by the undersigned as of the day and year first above written.

**CITY:**

CITY OF WATERTOWN, WISCONSIN

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

By: \_\_\_\_\_  
Megan Dunneisen, City Clerk

**DEVELOPER:**

RIVERHOUSE ON THE ROCK, LLC  
A Wisconsin limited liability company

By: \_\_\_\_\_  
Terrence R. Wall, President of T. Wall

Enterprises Manager, LLC, Its Manager

[illegible]

On this \_\_ day of January, 2023, before me appeared Emily McFarland, Mayor, and Megan Dunneisen, City Clerk of the City of Watertown, Wisconsin, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

In Testimony Whereof, I have hereunto set my hand and affixed my official seal the day and year first above written.

Name: \_\_\_\_\_  
Notary Public, State of Wisconsin  
My Commission

[illegible]

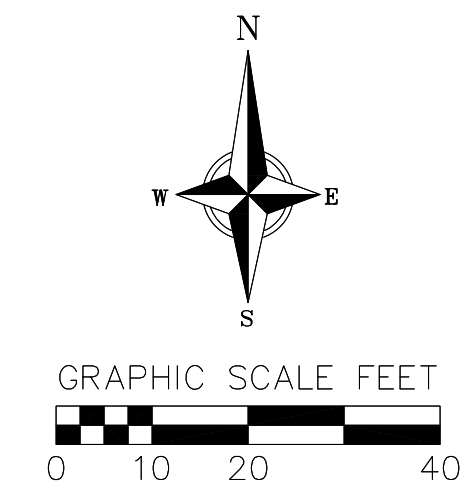
On this \_\_\_ day of January, 2023, before me appeared Terrence R. Wall, the President of T. Wall Enterprises Manager, LLC, the Manager of Riverhouse on the Rock, LLC, to me personally known, who, being by me duly sworn, did say that said instrument was signed on behalf of said company by its authority, and said person acknowledged said instrument to be the free act and deed of said company.

In Testimony Whereof, I have hereunto set my hand and affixed my official seal the day and year first above written.

Name: F. Taylor Brengel, Esq.  
Notary Public, State of Wisconsin  
My Commission is permanent







MADISON : MILWAUKEE  
jla-ap.com



Phone: (800) 261-3898

DRAFTER: CLAN  
CHECKED: TSCH  
PROJECT NO.: 190037



T. Wall Enterprises  
Development, LLC

RIVERHOUSE ON THE ROCK

Bid Set

PROGRESS DOCUMENTS

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and should not be used for final bidding or construction-related purposes.

DATE OF ISSUANCE: MAY 20, 2022

REVISION SCHEDULE		
Mark	Description	Date

SHEET TITLE

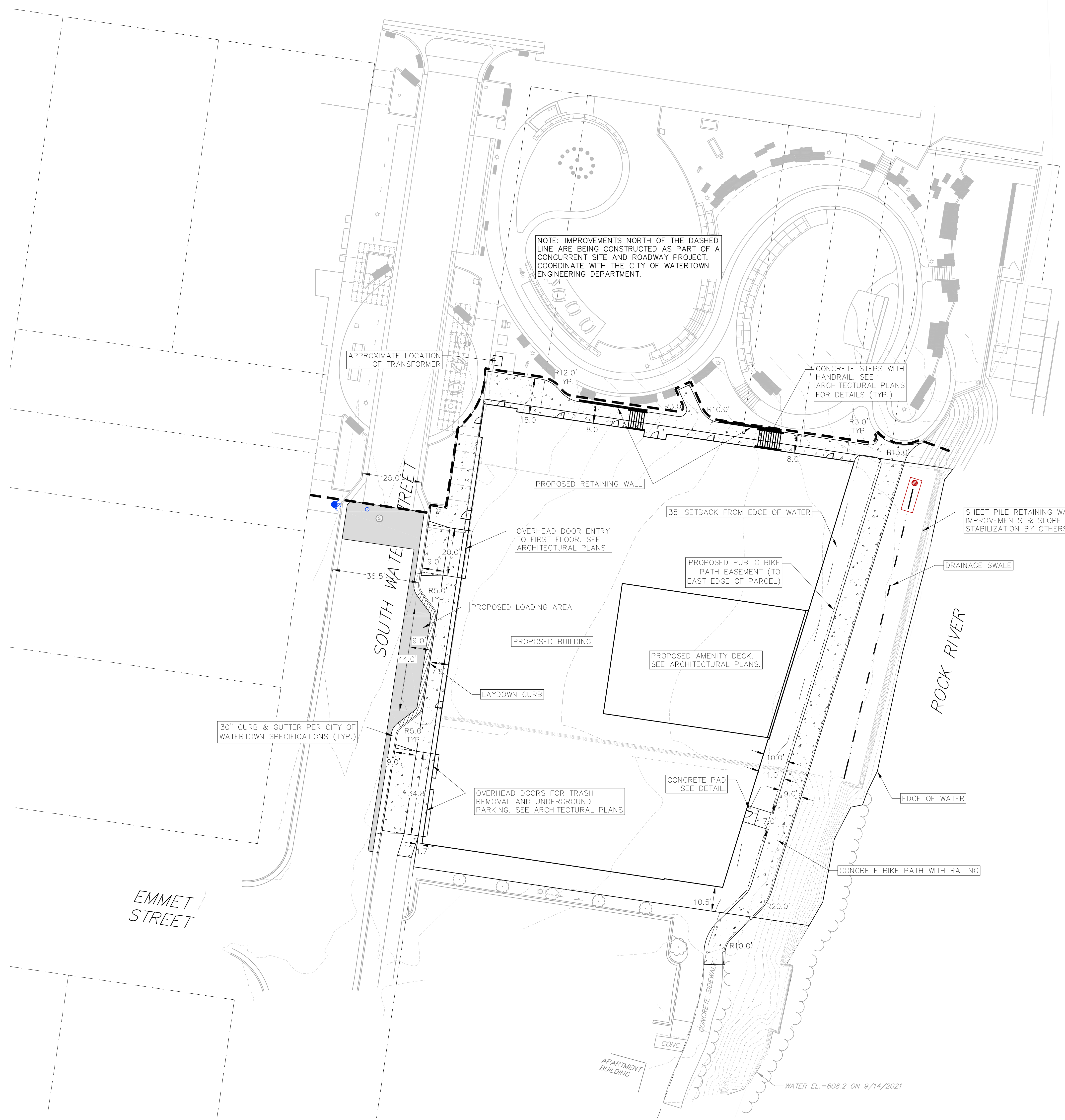
SITE PLAN

SHEET NUMBER

C 5

SITE INFORMATION:

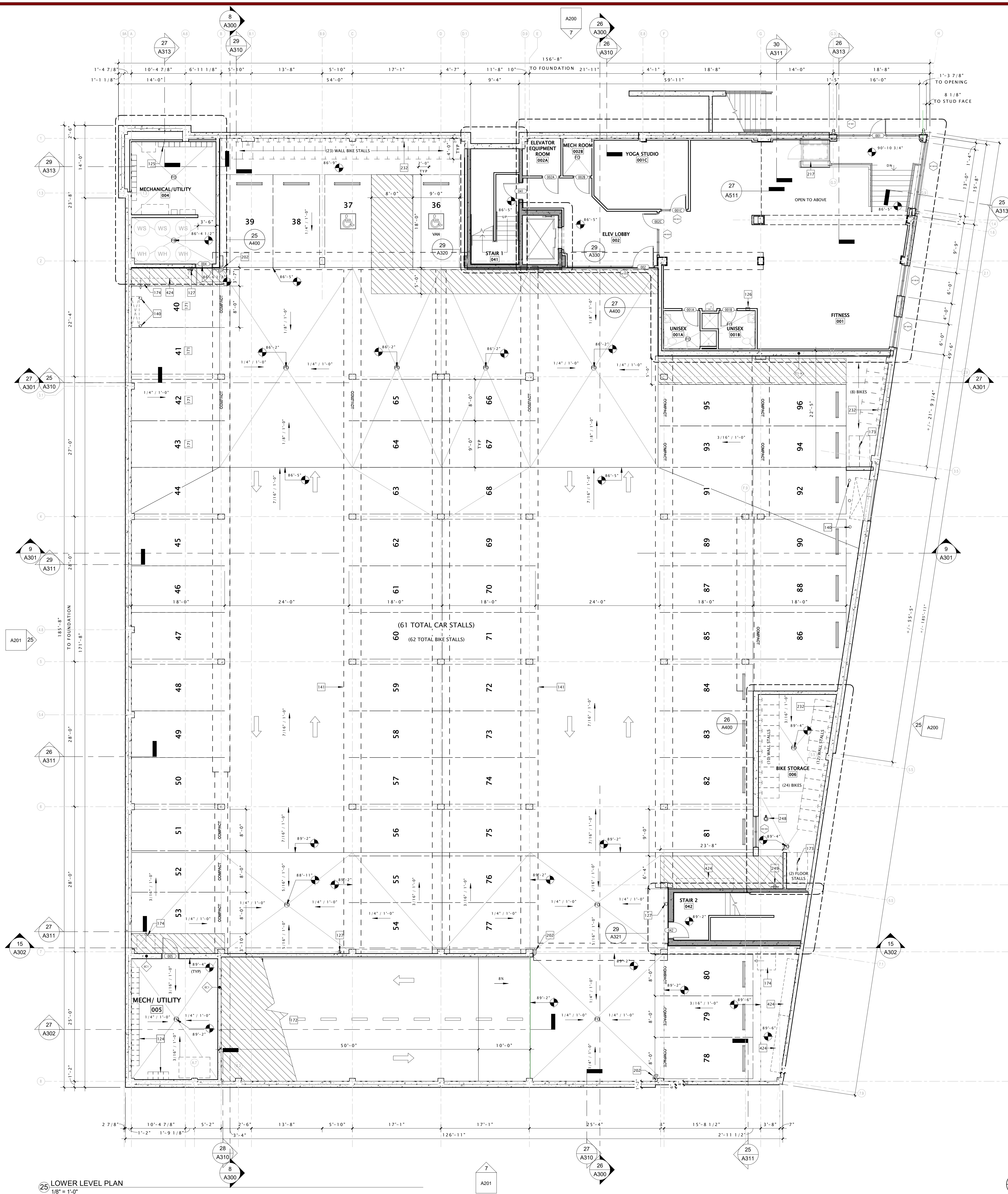
1. LOT AREA: 36,596 SF
2. FLOOR AREA: 26,021 SF
3. FLOOR AREA RATIO: 0.71
4. IMPERVIOUS SURFACE AREA: 27,300
5. IMPERVIOUS SURFACE RATIO: 0.75
6. BUILDING HEIGHT: SEE ELEVATION DRAWINGS
7. SITE PARKING STALLS: 0 (ALL STALLS ARE INTERIOR)



NOT FOR CONSTRUCTION

BUILDING DATA: RESIDENTIAL																
UNIT TYPES	AVERAGE UNIT AREA	FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		FIFTH FLOOR		QTY TOTALS	AREA SUB-TOTALS	%	UNIT BREAKDOWN	
		Qty	Aggregate Area	Qty	Aggregate Area	Qty	Aggregate Area	Qty	Aggregate Area	Qty	Aggregate Area					
Unit A1.0	517 S.F	-	-	5	2,585 S.F	8	4,136 S.F	8	4,136 S.F	8	4,136 S.F	29	14,993 S.F	20.6%	STUDIOS	
Unit A2.0	541 S.F	-	-	4	2,164 S.F	4	2,164 S.F	4	2,164 S.F	4	2,164 S.F	16	8,656 S.F	11.9%	Total Qty:	45
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Total Percentage	32.5%
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Total Area:	23,649 S.F
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Average Unit Size:	526 S.F
Unit B1.0	754 S.F	-	-	1	754 S.F	-	-	-	-	-	-	1	754 S.F	1.0%	1 BEDROOM	
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Total Qty:	32
Unit B3.0	777 S.F	-	-	1	777 S.F	1	777 S.F	1	777 S.F	1	777 S.F	4	3,108 S.F	4.3%	Total Percentage	35.2%
Unit B4.0	756 S.F	-	-	2	1,512 S.F	2	1,512 S.F	2	1,512 S.F	2	1,512 S.F	8	6,048 S.F	8.3%	Total Area:	25,689 S.F
Unit B5.0	804 S.F	-	-	1	804 S.F	1	804 S.F	1	804 S.F	1	804 S.F	4	3,216 S.F	4.4%	Average Unit Size:	803 S.F
Unit B6.0	832 S.F	-	-	1	832 S.F	1	832 S.F	1	832 S.F	1	832 S.F	4	3,328 S.F	4.6%		
Unit B7.0	843 S.F	-	-	1	843 S.F	1	843 S.F	1	843 S.F	1	843 S.F	4	3,372 S.F	4.6%		
Unit B8.0	895 S.F	-	-	1	895 S.F	1	895 S.F	1	895 S.F	1	895 S.F	4	3,580 S.F	4.9%		
Unit B9.0	761 S.F	-	-	-	-	1	761 S.F	1	761 S.F	1	761 S.F	3	2,283 S.F	3.1%		
Unit B10.0	853 S.F	-	-	1	853 S.F	1	853 S.F	1	853 S.F	1	853 S.F	4	3,412 S.F	4.7%		
Unit B11.0	752 S.F	-	-	1	752 S.F	-	-	-	-	-	-	1	752 S.F	1.0%	1 BEDROOM PLUS	
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Unit C2.0	832 S.F	-	-	1	832 S.F	1	832 S.F	1	832 S.F	1	832 S.F	4	3,328 S.F	4.6%	Total Qty:	7
Unit C3.0	739 S.F	-	-	-	-	1	739 S.F	1	739 S.F	1	739 S.F	3	2,217 S.F	3.1%	Total Percentage	7.7%
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Total Area:	5,545 S.F
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Average Unit Size:	792 S.F
Unit D1.0	1,007 S.F	-	-	1	1,007 S.F	1	1,007 S.F	1	1,007 S.F	1	1,007 S.F	4	4,028 S.F	5.5%	2 BEDROOM	
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Total Qty:	4
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Total Percentage	5.5%
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Total Area:	4,028 S.F
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Average Unit Size:	1,007 S.F
Unit E1.0	1,188 S.F	-	-	1	1,188 S.F	1	1,188 S.F	1	1,188 S.F	1	1,188 S.F	4	4,752 S.F	6.5%	2 BEDROOM PLUS	
Unit E2.0	1,205 S.F	-	-	1	1,205 S.F	1	1,205 S.F	1	1,205 S.F	1	1,205 S.F	4	4,820 S.F	6.6%	Total Qty:	8
BUILDING SUMMARY DATA		FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		FIFTH FLOOR		Total Bldg Qty	TOTAL AREAS	%	Unit A.S.F.	Total BR Count
		Total Qty	Total Area	Total Qty	Total Area	Total Qty	Total Area	Total Qty	Total Area	Total Qty	Total Area					
UNIT TOTALS:		-	-	23	17,003 S.F	26	18,548 S.F	26	18,548 S.F	26	18,548 S.F	101	72,647 S.F	100.0%	719 S.F	108
COMMON SPACES:		-		(4,793 S.F)		(3,248 S.F)		(3,159 S.F)		(2,733 S.F)		(13,933 S.F)				
BUILDING TOTALS:	Area:	-		21,796 S.F		21,796 S.F		21,707 S.F		21,281 S.F		86,580 S.F		857 S.F Per Unit		
	Efficiency:	0.0%		78.0%		85.1%		85.4%		87.2%		83.9%				
BUILDING DATA: RETAIL																
BUILDING SUMMARY DATA		FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		FIFTH FLOOR		Total Bldg Qty	TOTAL AREAS	%		
		Total Qty	Total Area	Total Qty	Total Area	Total Qty	Total Area	Total Qty	Total Area	Total Qty	Total Area					
Retail Space #1	2,808 S.F	1	2,808 S.F	-	-	-	-	-	-	-	-	1	2,808 S.F	3.9%	Retail Spaces	
NA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Total Qty:	1
NA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Total Percentage	3.9%
NA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Total Area:	2,808 S.F
NA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Average Unit Size:	2,808 S.F
RETAIL SPACE TOTALS:		1	2,808 S.F	-	-	-	-	-	-	-	-	1	2,808 S.F	3.9%	2,808 S.F A.S.F.	
COMMON SPACES:		2,808 S.F		-		-		-		-		2,808 S.F				
BUILDING TOTALS:	Area:	-										-		- Per Space		
	Efficiency:	0.0%		0.0%		0.0%		0.0%		0.0%		0.0%				

BUILDING DATA - TOTALS				
Total Leasable		Common Space	Building Totals	
Qty.	Area		Area	Efficiency
101	72,647	(13,933)	86,580	83.91%
1	2,808	-	-	#DIV/0!
102	75,455	(13,933)	86,580	87.2%



## GENERAL NOTES - PARKING LEVEL

1. EXTERIOR DIMENSIONS ARE TO OUTSIDE FACE OF STUD OR MASONRY UNLESS OTHERWISE NOTED.
2. INTERIOR DIMENSIONS ARE TO FACE OF STUD OR CONCRETE MASONRY UNIT WALLS UNLESS OTHERWISE NOTED.
3. EXTERIOR WINDOW & DOOR LOCATION DIMENSIONS ARE TO ROUGH OPENING ENDS OF WINDOW/DOOR UNLESS OTHERWISE NOTED. CONTRACTOR SHALL VERIFY ALL ROUGH OPENINGS WITH MANUFACTURER.
4. ALL CONCRETE MASONRY UNIT (CMU) WALLS SHALL BE TYPE MS UNLESS NOTED OTHERWISE.
5. ALL METAL STUD WALLS SHALL BE AS TAGGED AND/OR INDICATED ON THE INTERIOR WALL ASSEMBLY SHEET, UNLESS NOTED OTHERWISE.
6. VERIFY ALL STRUCTURAL MEMBER SIZE, SPACING, REINFORCING, AND BRACING WITH STRUCTURAL DRAWINGS.
7. ANY EXPOSED STEEL THAT SUPPORTS LOAD-BEARING WALLS OR FLOORS SHALL BE PROTECTED BY MEANS OF SPRAY-FIREPROOFING. GENERAL CONTRACTOR TO COORDINATE WITH FINAL DESIGN AND INSTALLATION OF PRECAST CONCRETE STRUCTURAL MEMBERS.
8. ALL WOOD EXPOSED TO THE EXTERIOR OR IN CONTACT WITH CONCRETE OR MASONRY SHALL BE PRESURE-TREATED.
9. DESIGN-BUILD MECHANICAL, ELECTRICAL, AND PLUMBING CONTRACTORS SHALL MAINTAIN A CLEAR HEIGHT OF 7'-0" MINIMUM IN VEHICLE AND PEDESTRIAN TRAFFIC AREAS PER 2015 IBC 406.3.2.
10. VERIFY QUANTITY AND LOCATION OF INTERIOR AND EXTERIOR HOSE BIBBS WITH OWNER.
11. VERIFY QUANTITY, LOCATION, AND TYPE OF ELECTRICAL OUTLETS IN PARKING AREA WITH OWNER.
12. PRIOR TO CONSTRUCTION, GENERAL CONTRACTOR TO VERIFY REQUIREMENTS OF ALL TRADES INCLUDING: PRECAST, PLUMBING, SPRINKLERS, HVAC, ELEVATOR & ELECTRICAL.
13. GENERAL CONTRACTOR TO COORDINATE ALL PENETRATION AND OPENINGS THROUGH PRECAST PLANK WITH PRECAST PLAN PROVIDER, MEP CONTRACTORS, AND ARCHITECT.
14. COORDINATE LOCATION OF PRECAST PLANK DEPTHS W/ PRECAST SHOP DRAWINGS PRIOR TO POURING WALLS.
15. CONTRACTOR TO VERIFY LOCATIONS OF GAS METER, ELECTRICAL METERS, AND THEIR SPACE REQUIREMENTS PRIOR TO CONSTRUCTION.
16. PROVIDE VINYL BASE IN PARKING AREA AT BASE OF ALL DRYWALLED WALLS.
17. PROVIDE MOISTURE-RESISTANT GYPSUM DRYWALL (GREENBOARD) ON ALL DRYWALL WALLS FACING PARKING AREAS ON ALL LEVELS. REFER TO WALL ASSEMBLY SHEETS FOR REQUIRED FIRE RATINGS.

## KEYNOTES

NUMBER	NOTE
124	GAS METER LOCATION, CM TO VERIFY EXACT LOCATION W/ UTILITY - SEE CIVIL PLAN SET
125	ELECTRIC METER LOCATION, CM TO VERIFY EXACT LOCATION W/ UTILITY - SEE CIVIL PLAN SET
126	SEMI-RECESSED FIRE EXTINGUISHER CABINET WITH EXTINGUISHER
127	WALL-RING FIRE EXTINGUISHER
140	BOLLARD
141	STRUCTURAL PRECAST T'S - SHOWN ABOVE FLOOR LEVEL - SEE STRUCTURAL PLAN SET
171	EV PARKING FOOT
172	UNEXCAVATED
173	FLOOR MOUNTED BIKE RACK - SEE SCOPE SPECS
174	UNIT HEATER - VERIFY LOCATION WITH MECHANICAL CONTRACTOR
202	MIRROR - VERIFY LOCATION AND MOUNTING REQUIREMENTS WITH OWNER
217	RECESS CONCRETE SLAB FOR ADA PLATFORM LIFT - SEE SCOPE SPECS
232	WALL MOUNTED BIKE HOOD - SEE SCOPE SPECS
248	BIKE REPAIR STATION - SEE SCOPE SPECS
249	BIKE PUMP - SEE SCOPE SPECS
424	WALL-RING KATAX RACKS, (2) HIGH



**JLA**  
ARCHITECTS

MADISON : MILWAUKEE  
jla-op.com

JLA PROJECT NUMBER: 18-1121



**T. Wall Enterprises**  
Development, LLC

**RIVERHOUSE ON THE ROCK**

BID SET

## PROGRESS DOCUMENTS

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and should not be used for final bidding or construction-related purposes.

DATE OF ISSUANCE MAY 20, 2022

## REVISION SCHEDULE

Mark	Description	Date

SHEET TITLE

**LOWER LEVEL PLAN**

SHEET NUMBER

**A100**



**JLA**  
ARCHITECTS

MADISON : MILWAUKEE  
jla-qp.com

JLA PROJECT NUMBER: 18-1121



**T. Wall Enterprises**  
Development, LLC

RIVERHOUSE ON THE  
ROCK  
BID SET

#### PROGRESS DOCUMENTS

These documents reflect progress and intent and may be subject to change, including additional detail, these are not final construction documents and should not be used for final bidding or construction-related purposes.

DATE OF ISSUANCE MAY 20, 2022

#### REVISION SCHEDULE

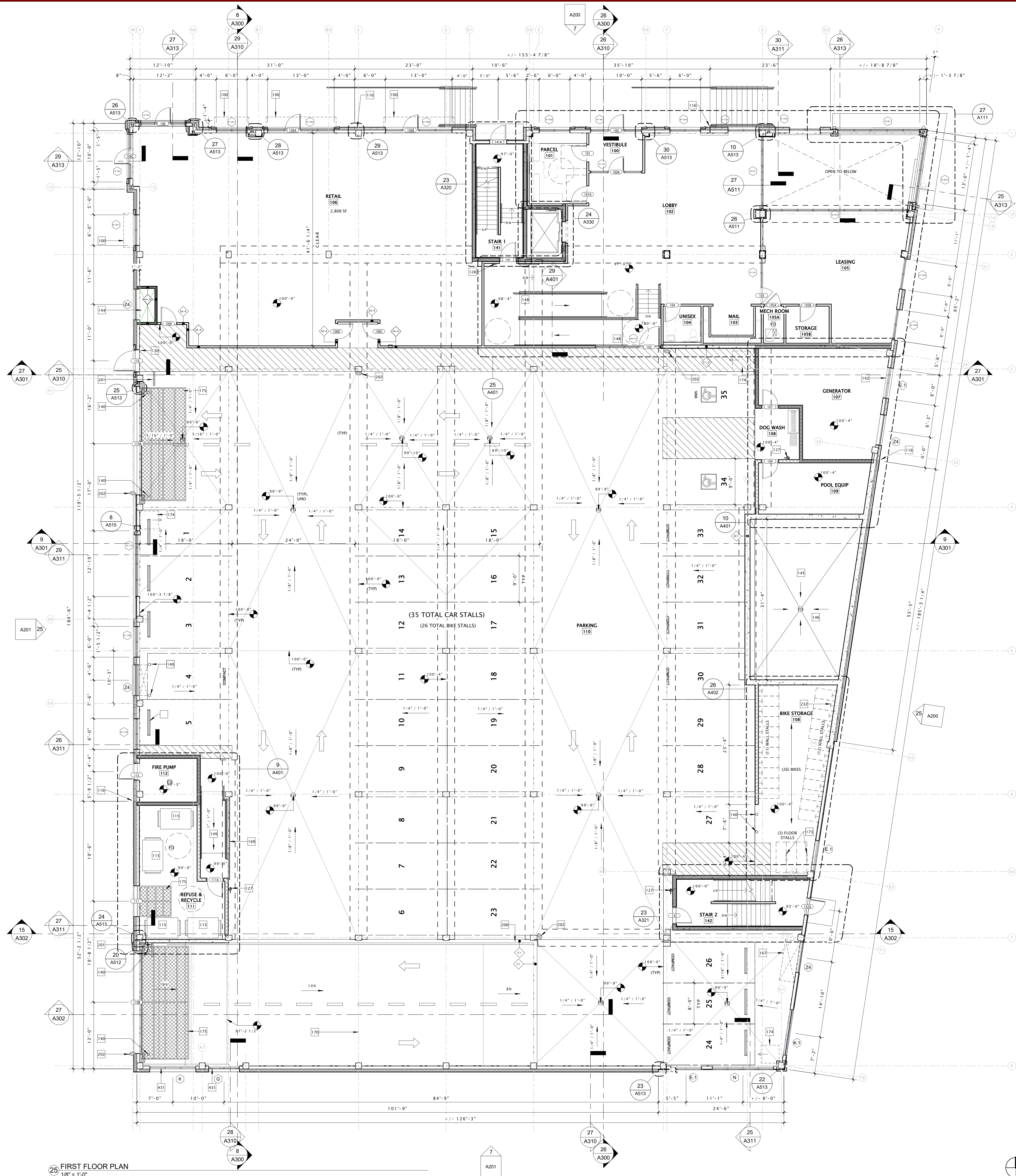
Mark	Description	Date

SHEET TITLE

FIRST FLOOR PLAN

SHEET NUMBER

A101



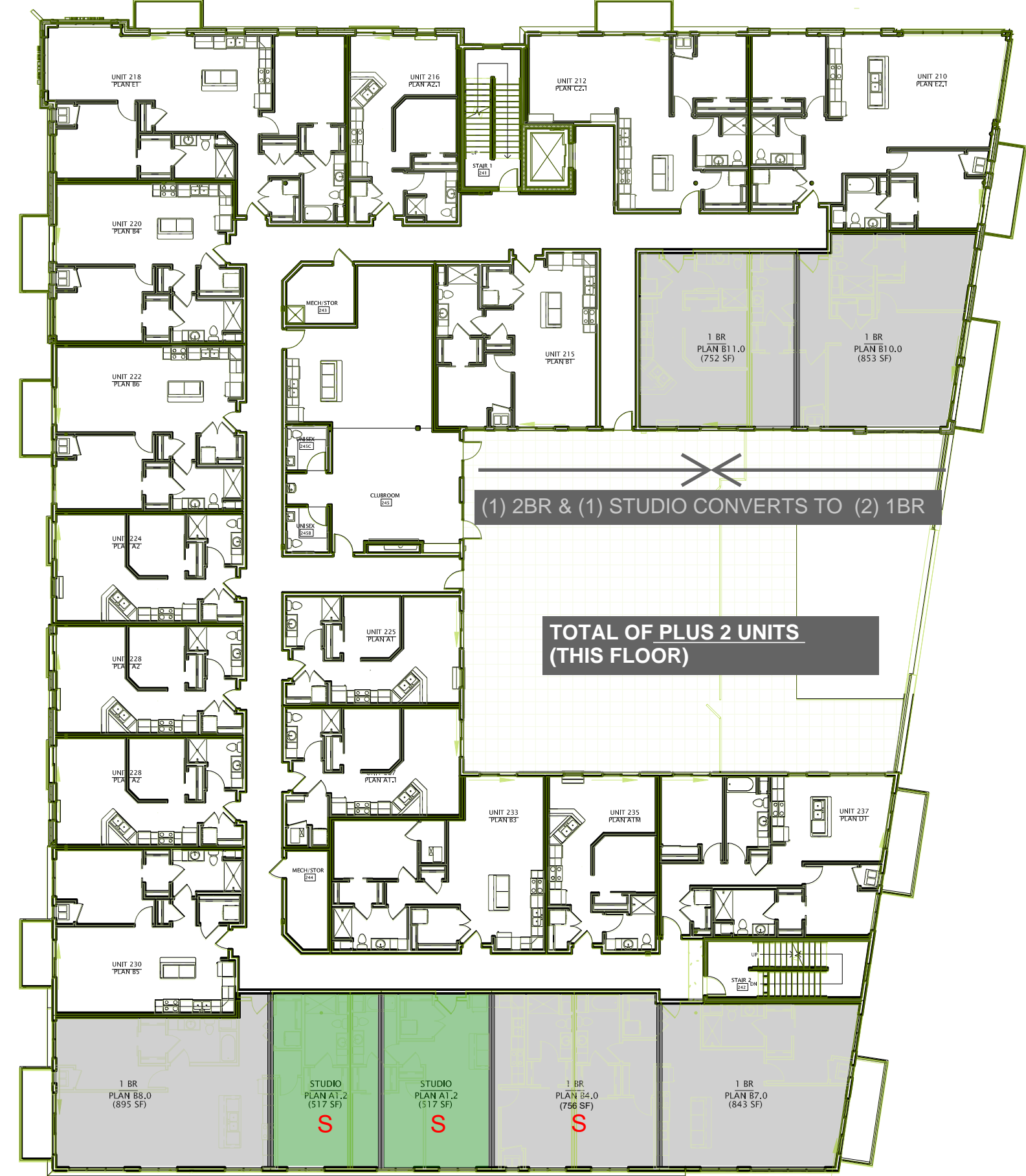
#### GENERAL NOTES - PARKING LEVEL

- EXTERIOR DIMENSIONS ARE TO OUTSIDE FACE OF STUD OR CONCRETE MASONRY UNLESS OTHERWISE NOTED.
- INTERIOR DIMENSIONS ARE TO FACE OF STUD OR CONCRETE MASONRY UNIT WALLS UNLESS OTHERWISE NOTED.
- EXTERIOR WINDOW & DOOR LOCATION DIMENSIONS ARE TO ROUGH OPENING ENDS OF WINDOW/DOOR UNLESS OTHERWISE NOTED. CONTRACTOR SHALL VERIFY ALL ROUGH OPENINGS WITH MANUFACTURER.
- ALL CONCRETE MASONRY UNIT (CMU) WALLS SHALL BE TYPE MS UNLESS NOTED OTHERWISE.
- ALL METAL STUD WALLS SHALL BE AS TAGGED AND/OR INDICATED ON THE INTERIOR WALL ASSEMBLY SHEET, UNLESS NOTED OTHERWISE.
- VERIFY ALL STRUCTURAL MEMBER SIZE, SPACING, REINFORCING, AND BRACING WITH STRUCTURAL DRAWINGS.
- ANY EXPOSED STEEL THAT SUPPORTS LOAD-BEARING WALLS OR FLOORS SHALL BE PROTECTED BY MEANS OF SPRAY-FIREPROOFING. GENERAL CONTRACTOR TO COORDINATE WITH FINAL DESIGN AND INSTALLATION OF PRECAST CONCRETE STRUCTURAL MEMBERS.
- ALL WOOD EXPOSED TO THE EXTERIOR OR IN CONTACT WITH CONCRETE OR MASONRY SHALL BE PRESURE-TREATED.
- DESIGN-BUILD MECHANICAL, ELECTRICAL, AND PLUMBING CONTRACTORS SHALL MAINTAIN A CLEAR HEIGHT OF 7'-0" MINIMUM IN VEHICLE AND PEDESTRIAN TRAFFIC AREAS PER 2015 IBC 403.3.2.
- VERIFY QUANTITY AND LOCATION OF INTERIOR AND EXTERIOR HOSE BIBBS WITH OWNER.
- VERIFY QUANTITY, LOCATION, AND TYPE OF ELECTRICAL OUTLETS IN PARKING AREA WITH OWNER.
- PRIOR TO CONSTRUCTION, GENERAL CONTRACTOR TO VERIFY REQUIREMENTS OF ALL TRADES INCLUDING: PRECAST, PLUMBING, SPRINKLERS, HVAC, ELEVATOR & ELECTRICAL.
- GENERAL CONTRACTOR TO COORDINATE ALL PENETRATION AND OPENINGS THROUGH PRECAST PLANK WITH PRECAST PLAN PROVIDER, MEP CONTRACTORS, AND ARCHITECT.
- COORDINATE LOCATION OF PRECAST PLANK DEPTHS W/ PRECAST SHOP DRAWINGS PRIOR TO POURING WALLS.
- CONTRACTOR TO VERIFY LOCATIONS OF GAS METER, ELECTRICAL METERS, AND THEIR SPACE REQUIREMENTS PRIOR TO CONSTRUCTION.
- PROVIDE VINYL BASE IN PARKING AREA AT BASE OF ALL DRYWALLED WALLS.
- PROVIDE MOISTURE-RESISTANT CYPRESS DRYWALL (GREENBOARD) ON ALL DRYWALL WALLS FACING PARKING AREAS ON ALL LEVELS. REFER TO WALL ASSEMBLIES FOR REQUIRED FIRE RATINGS.




#### KEYNOTES

NUMBER	NOTE
100	AWNING BELOW / ABOVE (DASHED)
115	TYPICAL VIBED BUMPS
116	DIMENSION LOCATES CHANGE IN EXTERIOR CLADDING MATERIAL OR COLOR - SEE EXTERIOR ELEVATIONS.
126	SEMI-RECESSED FIRE EXTINGUISHER CABINET WITH EXTINGUISHER
127	WALL-MOUNTED FIRE EXTINGUISHER
130	AUTO-OPERATORS LOCATED ON BOTH THE INSIDE AND OUTSIDE OF DOOR - SEE DOOR SCHEDULE
140	ROLL-UP
142	BACK MASKED WINDOW
144	AIR INTAKE MECHANICAL SHAFT OPEN TO BELOW FOR LOWER LEVEL PARKING VENTILATION - COORDINATE WITH DESIGN-BUILD MECHANICAL CONTRACTOR
145	POOL ABOVE - SEE ENLARGED POOL PLANS AND DETAILS SHEET
146	1/8" TAPERED CONCRETE TOPPING TO FLOOR DRAIN(S)
148	RAMP & STAIR DOWN FROM PARKING AREA AT 1:12 MAX SLOPE
149	RAMP DOWN TO REFUSE/RECYCLE
167	EXHAUST
169	FAILING
170	RAMP DOWN
173	FLOOR MOUNTED BIKE RACK - SEE SCOPE SPECS
174	UNIT HEATER - VERIFY LOCATION WITH MECHANICAL CONTRACTOR
175	PROVIDE ENCAPSULATED RIGID INSULATION ABOVE OVERHEAD DOOR - SEE INSULATION SECTION OF THE SCOPE SPECIFICATIONS FOR ADDITIONAL INFORMATION
201	STOP SIGN - VERIFY LOCATION AND MOUNTING REQUIREMENTS WITH OWNER
202	WIRING - VERIFY LOCATION AND MOUNTING REQUIREMENTS WITH OWNER
206	42" H POURED CONCRETE WALL VEHICLE BARRIER TO THE HIGH POINT OF THE FINISH FLOOR - SEE STRUCTURAL
232	WALL MOUNTED BIKE HOOD - SEE SCOPE SPECS
431	WINDOW ABOVE OPENING HEIGHT TO BE 7'-0"

25 FIRST FLOOR PLAN  
1/8" = 1'-0"



**PROPOSED UNITS**

	STUDIO
	1BR
	= standard client unit

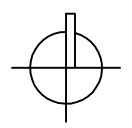


**JLA**  
ARCHITECTS

# RIVERHOUSE ON THE ROCK

## 2ND FLOOR PLAN

(Revised: 11/17/22) NOVEMBER 11, 2021  
1" = 20' @ 11 x 17





PROPOSED UNITS	
<span style="display: inline-block; width: 20px; height: 15px; background-color: #90EE90; border: 1px solid black;"></span>	STUDIO
<span style="display: inline-block; width: 20px; height: 15px; background-color: #D3D3D3; border: 1px solid black;"></span>	1BR
<span style="color: red; font-weight: bold; font-size: 1.2em;">S</span>	= standard client unit

# RIVERHOUSE ON THE ROCK

## 3RD THRU 5TH FLOOR PLAN

(Revised: 11/17/22) NOVEMBER 11, 2021

1" = 20' @ 11 x 17

